

FAMILY COURT, THIRUVANANTHAPURAM

Information under section 4 (1) (b) of the Right To Information Act, 2005

1. Organisation, functions and duties:

This Court is situated at the premises of the District Court Complex, Vanchiyoor, Thiruvananthapuram.

Sanctioned Strength.

Judicial Officer	:	1
Sheristadar	:	1
Principal Counsellor	:	1
Confidential Assistant	:	1
Clerk	:	6
Typist	:	4
Amin	:	2
Driver	:	1
Attender	:	1
Process Servers	:	4
Office Attendant	:	3
Duffadar	:	1
Court Keeper	:	1
Part Time Sweeper	:	1

2. Powers and Duties of its Officers and Employees:

Sheristadar:

1. Sheristadar is the Chief Ministerial Officer who supervise all staff members

of this court and comes under the control of the Judge of this Court.

2. Custodian of Valuables and maintains Valuable Register.
3. Complies Quarterly inspection report.
4. Filing and numbering of Original Petitions, Miscellaneous Cases, Execution Petitions, Criminal Miscellaneous Petitions, etc.

Principal Counsellor:

1. Provide counselling to the parties of the Original petitions and the parties directed by the court
2. Submitting counselling report before the court.

C1- Section.

1. Regular establishment of pay bill .
2. Issuing of Salary certificate and Non-liability certificate.
3. Maintains GPF, SLI, GIS and LIC pass books.
4. Co-operative recovery remittance.
5. Fixation of pay of employees
6. GPF-NRA, Temporary Advance and NRA conversion.
7. TA bills of the Judicial Officer and the staff members
8. Handling of Service Book of the employees.
9. Surrender of Earned leave of employees
10. Preparation of Budget and expenditure statements
11. Discharging the duty of Public information Officer
12. Preparation of Salary bills and connected work of Judicial Officer and Gazetted Officers.
13. Preparation of contingent bills.
14. Updation of service details in SPARK.

C2- Section.

1. Maintaining CCD Register, issuing cheques and connected works.
2. Preparation of Lapse bills.
3. Treasury reconciliation of monthly expenditure.
4. Maintaining furniture, Library, Computer registers, etc.

Records Section

Verification and compliance of copy application, Case records send to the Hon'ble High Court for appeal, transferring of Case Records, issuing of free copy of judgment and destruction of case records,

Filing Section.

E-Filing of Original Petitions, Miscellaneous Cases, Execution Petitions, Criminal Miscellaneous Petitions, data entry of daily A-diary etc.

Examiner Section.

a. Copy application Section

Complying copy applications, maintaining of A, AA, B, C and D Registers

b. Fair Copy Section.

Fair copying of Judgment /Orders /Proceedings in OP , MC , EP , RP, IAs , CMP , Cr.MP cases, Daily Office Correspondence, preparation of statements, preparation of readable copies, maintaining fair copy register, and other day today office typing works.

c. Photocopy Section

Taking photocopies of copy application documents, other office documents and maintaining consumption register for photocopy papers.

Inward, Despatch and Court fee sections.

1. Receiving Thapals and distributing it to various sections
2. Entering all court fee details in court fee register and providing quarterly statements relating to court fee, Vakalath namas etc.
3. Despatch all official communications, case records and other relevant things.

Stationery section.

Demanding and receiving stationery items, forms and registers from District Stationery Department, Government Press, Mannanthala and District Form Office, Ernakulam and disbursing the same to the staff on demand and maintaining proper registers

Bench Section

Maintaining all routine procedures for the uninterrupted functioning of the court

Nazir Section

1. Carrying out all forms of process
2. Executing warrant, attachment and delivery
3. Maintaining NPD register and process register

Decree Section.

Writing decree and memo of cost.

3. The procedure followed in the decision making process, including channels of supervision and accountability

Channel of supervision in Judicial side:

Sheristadar

Court Fees Section

Bench Section

Presiding Officer

Channel of supervising in Administrative side:

Clerk

Sheristadar

Judge

4. The norms set for the discharge of functions:

The Family Court discharged its functions in accordance with rules, under the supervision of the Judge.

5. The rules, regulations, instructions, manuals and records held or under the control or used by the employees for discharging its functions:

In Judicial matters:

Various, Central and State Acts and Rules in Civil and Criminal matters.

In Administrative functions of the Courts.

Manual of Office procedure.

Kerala Service rules.

Kerala State and Subordinate Service Rules.

Kerala Judicial Ministerial Subordinate Service Rules.

Kerala Civil Services (Classification, Control and Appeal) Rules.

Special Rules for Kerala Last Grade Servants.

Kerala Government Servants Conduct Rules, 1960.

Circulars of the Hon'ble High Court.

6. Categories of documents that are held by it or its control:

- a. Documents and records pertaining to cases, both pending and disposed.
- b. Documents and records pertaining to administrative matters.

7. Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of the policy or implementation there of

No arrangement, so far.

8. Statement of Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part for the purpose of its advice.

Internal Complaint Committee

9. Directory of Officers and Employees

Judge, Family Court (Office)	0471-2570511
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10. Monthly remuneration received by Officers and employees.

The monthly remuneration received by the Officers and employees will change from time to time depending on the changes in increment/ DA/ Allowances. The pay scale of the Officers and employees are as follows:

Sl.No.	Designation	Scale of Pay
1	Judge	51550-63070
2	Sheristadar	39500-83000
3	Principal Counsellor	39500-83000
4	U.D.Clerk HG	27800-59400
5	Senior Clerk	25200-54000
6	Clerk	19000-43600
7	Confidential Assistant Grade-I	27800-59400
8	Selection Grade Typist	27800-59400
9	UD Typist	25200-54000
10	Amin	18000-41500
11	Driver Gr.I	20000-45800
12	Process Server	17500-39500
13	Attender Gr II	17500-39500
14	Court Keeper	17000-37500
15	Office Attendant	16500-35700
16	Part Time Sweeper	9340-14800

11. Budget allocated to the Agencies, indicating the particulars of all plans, proposed expenditures and disbursement made Statement of Budget allocated.

Statement of Budget allocated for the financial year 2018-19.

Head of Account	Amount
2014-00-117-99-00	
01 - Salaries	
01 - Pay	4166000
02 - DA	1104000
03 - HRA	167000
04 – Medical Re-imbusement	117603
05 – Other allowances	114000
02 - Wages	
01 - Pay	44000
02 - DA	8000
03 – Other Allowances	1000
04 – Travel Expenses	
01 – Tour TA	120235
02 – Transfer TA	NIL
04 - LTC	NIL
05 – Office Expenses	
05-1-Water Charges	1000
05-2-Electricity Charges	4000
05-3-Telephone Charges	17000
05-4-Other items	97000
00-34-03NV- Witness Batta	NIL

12. Manner of execution of subsidy programmes. Including amount allocated and details of beneficiaries of such programmes.

No subsidy programmes are executed by this establishment and no amount has been allocated for the same.

13. Particulars of recipients of concessions, permits or authorisations granted by the District Court.

Not applicable.

14.Information held by / available reduced in an electronic form.

The history of the cases from the date of filing till its disposal is available in the e-Courts Services web page and the link is available in the District Court website.

15. Facilities available to citizens for obtaining information including the working hours of a library or reading room, in maintained for public use.

Touch Screen KIOSKs have been installed in the Court Complex for getting information regarding the case status. Also there is an information counter in the Judicial Service Center.

No library is maintained for the public.

16. Name, Designation and other particulars of the Appellate Authority and Public Information Officer.

Appellate Authority : Smt. Lakshmikutty V.S
Sheristadar
Family Court
Thiruvananthapuram,
0471 - 2570511

Public Information Officer : Sri. D. Jacob Samuel
UD Clerk -I HG
Family Court
Thiruvananthapuram
0471 – 2570511