

SPECIAL COURT (SPE/CBI), THIRUVANANTHAPURAM

Sub : Suo motu disclosure of information under Section 4 of the Right to information Act , 2005 - implementation -Report submitting of-Reg.

Ref : OM No. RTI/5121/2018 dated 13/09/2018 of the District Court, Thiruvananthapuram.

1. Government of India had decided to setup 71 Additional Special Courts in various states for trial of cases investigated by the CBI in line with the recommendations of the Chief Justice of India. Out of which this court was allowed and situated at court complex Vanchiyoor, Thiruvananthapuram. The Special Judge in the cadre of the District Judge is the head of the Special Court (SPE/CBI), Thiruvananthapuram. The Jurisdiction of this court is from Thiruvananthapuram District to Kottayam District.

2. **Powers and duties of its officers and employees**

Sheristadar - The sheristadar is the chief ministerial officer of this court. All the staff in the court are under the supervision of sheristadar, and also Office administration, endorsing of court fee, custodian of safe custody, Quarterly inspection of all sections of this court and Appellate Authority under Right to Information Act, 2005.

Bench Clerk Gr I - In charge of bench section of this court. Custodian of all pending records of cases , registers. Checking and marking of all documents at the time of trial. Preparing and maintaining of all registers of bench section.

Senior Clerk (Assistant Bench Clerk) – To assist bench clerk. Preparation of periodical statements relating to filing, pending and disposal. The disposed cases are indexed and send to record section.

Senior clerk (Account section)- Preparation of salary bills and contingent bills of Gazetted and Non-Gazetted officers of this court. Maintenance of cash book, pay bill registers, contingent registers, personal register of Judge and Service registers of all employees of this court. Files related to conveyance allowance, charge allowance, Income tax etc.

Confidential Assistant Gr I – Personal assistant of Judge, handling with all confidential matters and Judgment.

U. D Typist (Fair Copy Section) – In charge of the examiner, supervision of photostat and computer. Preparation of certified copies, readable copies of depositions and photostat copies of copy applications etc.

L.D Typist (CF, Inward and Despatch) – Maintaining CF registers, Inward and Despatch , Typing of Establishment and Account sections.

L.D Typist (Records and Thondy Sections) – Maintaining the case recods of the disposed cases, complying copy applications ,complying the appeal intimations, maintaining the thondy, and thondy register and also in charge of the stationery, forms and registers.

He is in charge of the e-court project of this court.

Court Keeper – Opening and closing of court hall ,chamber and other rooms of this court. Arrangements of chamber, dais and court hall and supervision of sweeper of this court and doing treasury duties.

Duffadar – Attending the personal duties entrusted by the Judge.

Office attendant (3 Nos) – Two numbers attending the personal duties of Judge including bench duties and other one assisting the office and taking photocopies.

3. Procedure followed in the decision making process including channels supervision and accountability.

In the decision making process, every file prepared by Clerk is submitted to the Chief Ministerial Officer and finally submitted before the Presiding Officer.

Clerk---Sheristadar--- Judge.

4. Norms said by the court for the discharge of their functions.

All the functions are discharged under the direction of the Presiding officer.

5. Rules and regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging of its functions.

1. Kerala Civil Courts Act, 1957
2. Civil and Criminal Procedure Code
3. Central and State Acts in Civil and Criminal matters.
4. Civil Rules of Practice.
5. Kerala Service Rules.
6. Kerala State and Subordinate service Rules.
7. Right to Information Act ,2005
8. High Court Circulars.

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

1. Records and documents pertaining to cases pending and disposed.
2. Records sent to the appeal court.
3. Documents and records of Administrative matters.

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

There is no arrangements.

8. Statements of boards councils committees and other bodies.

1. Reconstitution of internal complains committee in consonance with the provisions of the sexual Harassment of women at work place under prevention of prohibition and Redressal Act 2013.

9. Directory of Presiding Officer and Chief Ministerial Officer.

Sl.No.	Designation	Name	Telephone No.
1	Special Judge (SPE/CBI)	Sri.J.Nazar	Chamber – 0471 2574857 Residence – 0471 2301357
2	Sheristadar	Sri.Harikumar .K.G	Office - 0471 2574857

10. Monthly remuneration received by Officers and employees.

Sl.No.	Designation	Scale of Pay	No. of persons in each category	Monthly remuneration (August 2018)
1.	Special Judge (SPE/CBI)	51550-63070	1	BP-52780, DA -78498 CCA- 450,SPL Pay- 2500 Sumptuary allowance-3100 Medical allowance -1000 Total - 1,38,328/-
2.	Sheristadar (SPE/CBI)	40500-85000	1	BP- 59400, DA-8910, HRA -2500, CCA -450 Total – 71,260/-
3.	Bench Clerk Gr.1	30700-65400	1	BP-42500, DA-6375 HRA-2000, CCA-400 Total – 51275/-
4	Senior Clerk	25200-54000	1	BP-26500, DA-3975, HRA-1500, CCA-350, Total – 32325/-
5	Senior Clerk	25200-54000	1	BP-25850, DA-3878, HRA-1500, CCA-350 Total – 31578/-
6	Confidential Assistant Gr.1	27800-59400	1	BP-32300, DA-4845, HRA-2000, CCA-400, Special allowance – 600 Total – 40145/-
7	U.D Tyoist	25200-54000	1	BP-26500, DA-3975, HRA-1500, CCA-350 Total – 32325/-

8	L.D.Typist	19000-43600	2	BP-20550, DA-3083, HRA-1500, CCA-350 Spl. Allowance -250 Total – 25733/-
	L.D.Typist			BP-20550, DA-3083, HRA-1500, CCA-350 Total – 25483/-
9	Court Keeper	17000-37500	1	BP-25200, DA-3780, HRA-1500, CCA-350 Medical allowance -100 Total – 30930/-
10	Duffadar	17000-37500	1	BP-19000, DA-2850, HRA-1500, CCA-350 Special allowance - 320 Medical allowance -100 Total – 24120/-
11	Office Attendant Gr-1	17000-37500	2	BP-22800, DA-3420, HRA-1500, CCA-350 Special allowance - 320 Medical allowance -100 Total – 28490/-
	Office Attendant Gr-1			BP-19000, DA-2850, HRA-1500, CCA-350 Special allowance - 320 Medical allowance -100 Total – 24120/-
12	Office Attendant	16500-35700	1	BP-17000, DA-2550, HRA-1500, CCA-350 Special allowance - 320 Medical allowance -100 Total – 21820/-
13	Part Time Sweeper	9340-14800	1	BP-12820, DA-1923, CCA-100 Total – 14843/-

11. Budget allocation of each of the agency indicating the particulars of all plans proposed expenditure and disbursement made.

Statement of Budget allocated for the financial year 2017-18.

PROFORMA- I

STATEMENT SHOWING EXPENDITURE FROM 01.04.2017 TO 31.03.2018 AND SURRENDER OF SAVINGS.

Financial Year 2017-18

Name of Court: Special Court(SPE/CBI), Thiruvananthapuram

Head of Account: 2014-00-105-92-01-01

(Separate sheets to be used for Minor Heads, 2014-00-800-89, 2014-00-800-88, 2014-00-800-87, 2014-00-800-86, 2014-00-800-85 and 2014-00-112-99)

Head of Account 1	Allotment Received so far [₹] 2	Expenditure upto 31.03.2018 [₹] 3	Anticipated expenditure for the remaining period i.e up to 31/03/2018 [₹] 4	Total Expenditure (3+4) 5	Amount Surrendered (2-5) 6	Reasons / Remarks 7
01-Salaries						
01-1- Pay	1635000	5790715	NIL	5790715	NIL	
01-2-DA	441000	1587144	NIL	1587144	NIL	
01-3-HRA	83000	273779	NIL	273779	NIL	
01-4-Medical Reimbursement	56925	56925	NIL	56925	NIL	
01-5-Other Allowances	131000	240965	NIL	240965	NIL	
02-Wages						
02-01-Pay	45000	172880		172880		
02- 02-DA	7000	22773		22773		
02-03-Other Allowance	1000	10250		10250		
02-05-Daily Wages	2000	2200		2200	2000	
04-Travel Expenses						
04-1- Tour TA	62395	62395		62395	NIL	
04-2- Transfer TA	56954	56954		56954	NIL	
04-4-LTC					NIL	
05-Office Expenses						
05-1-Water Charges	1000	517	NIL	517	483	
05-2-Electricity Charges	6281	6281	NIL	6281	NIL	
05-3-Telephone Charges	32000	30860	NIL	30860	1140	
05-4-Other Items	82800	77461		77461	5339	for Office Expenses
06-Rent, Rates and Taxes						
18- Maintenance						
21-Motor Vehicles-2- Repair and Maintenance	13410	11609	NIL	11609	1801	
34- Other Charges						
45- Petrol, Oil, Lubricants	27000	21787	NIL	21787	5213	
99-Information Technology						
2014-00-800-93-PROVISION FOR SATISFYING THE SUPREME COURT DIRECTIONS TO PROVIDE BETTER SERVICE CONDITIONS TO JUDICIAL OFFICERS						
2014-00-800-93-02-Wages						
2014-00-800-93-06-Rent, Rates and Taxes (Residential rent of Judicial Officers)	393000	393000		393000	NIL	
2014-00-800-93-21-Motor Vehicles-2-Repairs and Maintenance						
2014-00-800-93-34-Other Charges						
2014-00-800-93-45-P.O.L.						

12. Manual of execution o subsidy programmes including the amount allocated and details of beneficiaries of such programmes.

Not Applicable

13. Particulars of recipients of constructions, permits or authorisations granted by the court.

Not Applicable

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

Judicial orders and Judgments are available in the e-court service as there is a link provided in the District Court website

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

No library is maintained for public use, public can access the search facility in the District Court e-court service as there is link provided in the District Court website.

16. Name designation and other particulars of the Appellate Authority/ Public Information Officers.

Appellate Authority	Public Information Officer	Asst. Public Information Officer
Sri.Harikumar.K.G Sheristadar, Special Court (SPE/CBI), Thiruvananthapuram Office Phone No. 0471 2574857	Sri. Gopakumar.K, Bench Clerk GR.I Special Court (SPE/CBI), Thiruvananathapuram. Office Phone No. 0471 2574857	Shine Nishaj Senior Clerk, Special Court(SPE/CBI), Thiruvananthapuram. Office Phone No. 0471 2574857

Sd/-

Special Judge (SPE/CBI)

Place-Thiruvananthapuram
Date-17-09-2018