

**DISTRICT AND SESSIONS COURT, THIRUVANANTHAPURAM**  
**Information under Section 4(1)(b) of the**  
**Right To information Act, 2005**

**1. Organisation, functions and duties :**

The District and Sessions Court is the apex Court of the District Judiciary and the District & Sessions Judge is its head. The District Court is situated at Vanchiyoor in Thiruvananthapuram. In addition to the District and Sessions Court, seven Additional District & Sessions Courts are also functioning. They are :

1. Additional District & Sessions Court – I, Thiruvananthapuram
2. Additional District & Sessions Court – II, Thiruvananthapuram
3. Additional District Court – III, University Appellate Tribunal, Thiruvananthapuram
4. Additional District & Sessions Court – IV, Thiruvananthapuram
5. Additional District & Sessions Court – V, Thiruvananthapuram
6. Additional District & Sessions Court – VI, Thiruvananthapuram
7. Additional District & Sessions Court – VII, Thiruvananthapuram

**Sanctioned Strength**

Judicial Officers	:	8
Sheristadar	:	1
Court Manager	:	1
Senior Superintendent	:	2
Senior System Officer	:	1

Junior Superintendent	:	3
PA to District Judge	:	1
Bench Clerk Grade I	:	7
Confidential Assistant	:	9
Central Nazir	:	1
Head Clerk	:	1
Clerk	:	43
Protocol Officer	:	1
Fair Copy Superintendent	:	2
Typist	:	21
Amin	:	10
Attender	:	1
Process Server	:	68
Office Attendant	:	18
Driver	:	5
Duffadar	:	1
Court Keeper	:	1
Part Time Sweeper	:	4

## **2. The powers and duties of employees**

### **Sheristadar**

Sheristadar is the Chief Ministerial Officer of the District Court. All the staff in this Court are under the supervision of the Sheristadar and under the control of the District Judge. Sheristadar is the appellate authority of Public Information officers of Munsiff Courts, Sub Courts and District Court.

### **Court Manager**

\* As per the guidelines issued by the Hon'ble High Court of Kerala vide Official Memorandum No. D8-70219/2010/DII-9 dated 18.03.2023.

\* Prepare and update annually a 5 year court-wise Court Development plan (CDP)

\* Planning overall fiscal management in accordance with the Court Development plan including budget and annual plan preparation

\* Monitor the implementation of CDP

\* Co-ordinating and managing all the requirements under the e-Courts Project

\* Co-ordinating various physical, virtual and hybrid meetings as directed by the District Judge.

\* Monitoring and ensuring prompt data upload, including Judgments/Orders to websites and e-Courts services

\* Implementing and supervising the infrastructure development of Court Complexes and arranging rental building for housing new courts and residential accommodation of Judicial Officers and follow up for rent fixation and allotment of funds.

\* Conduct periodic court visits for infrastructure audit and requirement gathering

\* Ensure proper and timely supply of stock such as furniture, IT peripherals, stationery etc. and periodic audit of all articles on inventory.

And to maintain a data bank regarding furniture, IT peripherals, stationery etc. of all the courts in the district. etc.

### **Senior Superintendent (Accounts)**

- \* The supervision over A1, A2, A3, A4 and JS.II Section
- \* All matters in connection with Audit Reports of A.G. and Local Fund
- \* Work relating to High Court's inspection and Receiver's Office
- \* Custodian of valuables and maintenance of the Valuable Registers
- \* Issuance of CCD cheques and property cheques

### **Senior Superintendent (Inspection)**

- \* Files relating to Inspection of Subordinate Courts
- \* Quarterly Inspection Report of Judicial Officers
- \* Quarterly Inspection Report of Arrear Statement
- \* Files relating of Judgment Review
- \* Files relating to Vacation duty of all Courts
- \* Verification of all registers of Bench Sections of District Court
- \* Supervision over Nazeratte
- \* Files relating to consolidation of monthly arrear statements

### **Junior Superintendent - I**

- \* Filing and numbering of all Judicial matters
- \* Supervision over Decree / Library / Preproperty / Records and Court Fee Sections

## **Junior Superintendent - II**

- \* Allotment Section. ie. Allotment to be obtained from Hon'ble High Court and to be distributed to all Subordinate Courts
- \* Ceiling – Expenditure statement to be sent to Hon'ble High Court
- \* Budget preparation
- \* Training of Judicial Officers – Charge arrangements
- \* File regarding the Vacation Duty of Judicial Officers
- \* File regarding the T. B. Seal Stamp Distribution and collection of all courts
- \* Communications such as requests received from other courts regarding purchase of furniture, books etc. will be sanctioned by this court and also will be sent to High Court for sanction
- \* Supervision of Accounts Section

## **Junior Superintendent - III**

- \* All files relating to disciplinary proceedings against the member of staff / all kinds of complaints put in by public against Judicial Officers and staff members
- \* Supervision of eCourts Project
- \* State Public Information Officer, District Court, Thiruvananthapuram

## **A1 Section**

- \* Maintaining Service Books of Employees of District Court and Additional District Courts (Including sanctioning of increments)
- \* Files relating to Pension, Family Pension, issuance of Non-liability Certificate to the Retired employees of this District

- \* Surrender of Earned Leave of Employees of District Court and Additional District Courts
- \* Commuted / Earned Leave applications of the employees
- \* Handling files regarding Leave Without Allowance, Commuted leave and Earned leave, as per Rule 88 Part I K.S.R of NGOs of the District.
- \* Handling files regarding Conveyance Allowance.
- \* Fixation of pay of employees.
- \* Statement of Retiring employees.
- \* Preparation and forwarding of applications etc to join the P.F. Account of employees.
- \* Communication relating with charge allowance of officers and staffs.
- \* Creation of PEN of Non-Gazetted employees
- \* Updation of Leave, Personal details, etc of the non-gazetted employees of District Court, Additional District Court I to IV in SPARK.
- \* Promotion, reversion and fixation of pay of the non-gazetted employees of District Court, Additional District Court I to IV in SPARK.
- \* Transfer, relieve on transfer, join on transfer of the non-gazetted employees of District Court, Additional District Court I to IV in SPARK.
- \* Grade promotion of all categories of staff

## **A2 Section**

- \* Updation of all the matters of the Judicial Officers in SPARK including their transfer
- \* Preparation of Salary Bills and connected work of Judicial Officers & Gazetted Officers.
- \* Preparation of Contingent Bills:-

- Telephone Bills
  - Electricity Bills
  - Water Charge Bills
  - Part-time Sweeper Wages Bills
  - Judges' Rent Bills
  - Repair & Maintenance and Petrol Bills
  - State Brief and Witness Batta Bills and day to day expenses in connection with the District Court, Thiruvananthapuram.
- \* G.P.F. Temporary Advance, NRA – Conversion of Officers of District Court and Sub Judges, Munsiffs of Thiruvananthapuram Civil Judicial Unit and staff of Subordinate Courts.

### **A3 Section**

- \* Regular Establishment Pay bills.
- \* GPF proceedings and bill including temporary advance, NRA and closure proceedings - NGO's
- \* Issuing of salary certificate and non-liability certificate.
- \* Maintenance of GPF, SLI, G.I.S., and LIC pass books.
- \* Budget preparation
- \* Expenditure Statement & other statements relating to accounts
- \* Treasury reconciliation of monthly expenditure.
- \* Treasury reconciliation of FBS accounts.
- \* Preparation of LPC and pay particulars of transferred employees.
- \* Co-operative recovery remittance etc.
- \* Updation of present salary details of employees of District Court & Additional District Courts
- \* Processing of salary, arrear and surrender of the employees of District Court & Additional District Courts

- \* Generation of LPC of employees of District Court and Additional District Courts.
- \* Updation of details of Drawing and Disbursing officers in SPARK including password creation.

### **A3 (a) Section**

- \* Regular Establishment Pay Bills (Nazir Section)
- \* GPF proceedings and bill including temporary advance, NRA and closure proceedings – NGO's (Nazir Section)
- \* Issuing of salary certificate and non-liability certificate. (Nazir Section)
- \* Maintenance of GPF, SLI, G.I.S., and LIC pass books. (Nazir Section)
- \* Preparation of LPC and pay particulars of transferred employees. (Nazir Section)
- \* Co-operative recovery remittance etc. (Nazir Section)
- \* Updation of present salary details of employees of District Court (Nazir Section)
- \* Processing of salary, arrear and surrender of the employees of District Court (Nazir Section)
- \* Generation of LPC of employees of District Court (Nazir Section)

### **A4 Section**

- \* Preparation of T. A :
  - Tour T. A, Transfer T. A. of District Court and Subordinate Courts.
- \* Preparation of Medical Reimbursement Bill – District and Subordinate courts
- \* Preparation of LTC



### **A5 Section**

- \* Maintenance of daily cash transactions and connected account books
- \* Surrender of Earned Leave of the Judicial – Gazetted Officers of the District
- \* Preparation and forwarding of commuted leave applications of the Judicial and Gazetted Officers of the District
- \* Preparation and forwarding of R.T.C.
- \* C.C.D – Issue of C.C.D. Cheque and connected work.
- \* Preparation of Lapse Bills.
- \* Preparation of Annual statement of receipts
- \* Maintaining casual leave register of Judicial Officers

### **Statistics Section (B4 Section)**

- \* Consolidation of periodical statements: Monthly, Supreme Court Server, Unit , Target, Special List Progress, Fine, Quarterly, Half Yearly and Civil and Criminal Administrative Statements and other statements as and when required by the Hon'ble High Court.

### **Filing Section (Civil)**

- \* Maintaining the file register maintenance relating to Civil Cases
- \* Stationery Section.

- \* Jail Section (Grievance petitions receiving from various prisons in Thiruvananthapuram District.)
- \* Preparation of monthly statement of Under Trial Prisoners
- \* Quarterly / Monthly statements of Prisoners

### **C1 Section**

- \* File relating to the transfer, promotion and postings, working arrangement, preparation of seniority list, reporting vacancies to the PSC, Employment Exchange, Regularization of the following categories.
  - Junior Superintendent / Head Clerk of MACT
  - Bench Clerk Grade – I / Central Nazir
  - Head Clerk / Bench Clerk Grade - II
  - U. D. Clerk
  - L. D. Clerk
  - Selection Grade Typist
  - Senior Grade Typist
  - U. D. Typist
  - L. D. Typist
  - Amin
  - Attender
  - Confidential Assistant.
  - Driver
- \* File relating to the preparation of seniority list of Junior Superintendent, Senior Superintendent, Fair Copy Superintendent to the Hon'ble High Court
- \* File relating to the Confidential Report of the Gazetted Officers.
- \* Communications related with L.A. Interpellation.
- \* Permanent exemption for the promotion of all categories.
- \* Probation of Judicial Officers.

- \* Communication related to the reservation of SC/ST categories, PH categories and Compassionate employment and other correspondences with High Court related to the General transfer of officers, permission to purchase movable/immovable properties and other communications related to establishment.
- \* Files related to training of Munsiff – Magistrate trainees.
- \* Files relating to the landed property statement of Judicial Officers
- \* Files relating to the appointment of Official Receiver
- \* File relating to Judicial Mentoring Manualis
- \* Annual Confidential Report of Judicial Officers
- \* Files relating to the appointment of Public Prosecutors

## **C2 Section**

- \* File related to transfer, postings & promotion of Peons and regularization.
- \* File related to transfer & postings of Process Servers/ Court Keeper/ Duffedar.
- \* File related to Seniority list of Peon, Court Keeper / Duffadar and Process Servers.
- \* File related to appointment, transfer and postings of part-time sweepers.
- \* File related to Probation of all employees in this District.
- \* File related to landed property statement of staff.
- \* Maintaining Attendance Register, casual leave register of staff
- \* File related to the No-objection certificate.
- \* Confidential Report of staff – District Court and Additional District Courts.
- \* Correspondence with High Court in special matters and forwarding of communication from lower courts to the

Hon. High Court and any other duties as and when required.

- \* Files relating to notary applications and issuance of experience certificate
- \* Files relating to employment under Compassionate Employment Scheme

### **C3 Section**

- \* Files relating to e-Courts project
- \* Training of Judicial Officers and Staff
- \* Photocopier and Fax
- \* Statements relating to e-courts project.

### **C3 (a) Section**

- \* Files relating to AMC of UPS's/ Centralised UPS's
- \* Files relating to DG Set
- \* Software updation
- \* Daily monitoring of data entry status
- \* Files relating to replacements
- \* Files relating to installation of LAN
- \* Files relating to refilling/replacement of spares of cartridges
- \* RR Online
- \* File relating to Mental Health Monitory Committee

### **C4 Section**

- \* Works relating to PWD (Quarters, EPABX, Electrical and Electronics, Inverters)
- \* Establishment of new Courts
- \* Installation of Telephone facilities
- \* Allotment of Judicial Officers Quarters

- \* Files relating to rent fixation
- \* Files relating of Canteen
- \* Files relating to Republic Day / Independence Day celebrations
- \* File relating to HBA

### **Protocol Officer**

- \* Protocol related matters
- \* File relating to Vigilance Committee / Security audit files / Administration of Criminal Justice System.
- \* Distribution of O.Ms issued by the Hon'ble High Court for general information and compliance and for obtaining particulars if any relating to the O.Ms and forwarding the same to the Hon'ble High Court.
- \* Registration and renewal of registration of Pleaders' Clerks
- \* Work relating to Advocate Clerks Welfare fund.
- \* Repair and maintenance of Department vehicle.
- \* Duty arrangement of Drivers
- \* Issuance of Identity card of staff of this Civil Judicial wing
- \* Arrangement of Court Reference

### **Decree and Library Section**

- \* Drafting of Decrees related to cases in Principal District Court and the Additional District Court II to VII and also in - charge of the library.

### **RECORD SECTION**

#### **Civil Section**

- \* Verification of records, complying copy Applications, sending of records to Hon'ble High Court for Appeal,

records send to Lower Court after Judgment of appellate court.

### **Criminal Section**

- \* Records verification, LCR received from Lower Court and returned to lower court, copy application, complying. Records sending to the High Court and Supreme Court for Appeal.

### **Sessions Filing (S1)**

- \* Registering Sessions Cases, CrI. Appeal, CrI.RP, MC, L.P.Cases
- \* Forwarding of calendar statements to Hon'ble High Court of Kerala.

### **Property Section (S2)**

- \* Forwarding of sample of Material Objects to FSL, Thiruvananthapuram
- \* Custodian of Material Objects pertaining to the cases on the files of the Principal Sessions Court and Additional Sessions Court – I / II / IV / V / VI / VII

### **Fair Copy Section**

- \* Under the supervision of two Fair Copy Superintendents
- \* Typing / Fair copying of Judgment / Orders
- \* Issuance of Certified Copy of documents / Judgments / Orders
- \* Preparation of readable copies of depositions

### **Nazir Section**

- \* Central Nazir is supervising the Nazir Section.
- \* Amins & Process Servers under the control of the Central Nazir

- \* Processes (Summons / Notice) / arrest warrants / attachment / Order of injunction / delivery of properties etc. are executed through this section.

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

Channel of supervision in Judicial side:

Sheristadar / Junior Superintendent



Court Fees Section



Bench Section



Presiding Officer

Channel of supervision in Administrative side:

Clerk



Junior Superintendent



Senior Superintendent



Sheristadar



District Judge

#### **4. The norms set for the discharge of functions**

The functioning of District Court / Additional District Courts are discharged in accordance with rules, under the supervision of the District 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**

Documents and records pertaining to cases, both pending and disposed

Records sent by Subordinate Courts (Lower Court Records)

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.**

District Level Committee for the Administration of Criminal Justice System

Vigilance Committee

Mental Health Monitoring Committee

District Level Court Management Systems Committee

District Court Computer Committee

District Level Co-ordination Committee (speedy disposal of cases against sitting MPs and MLAs)

Internal Complaints Committee in consonance with the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

**9. Directory of Officers and Employees**

District Court	0471-2462167
Principal District Judge	0471-2472227
Additional District Judge – I	0471 -2476877

Additional District Judge – II	0471 -2470323
Additional District Judge – IV	0471 -2460514
Additional District Judge – V	0471 -2460651
Additional District Judge – VI	0471 -2476167
Additional District Judge – VII	0471 -2471260

**10. Monthly remuneration received by Officers and employees**

The monthly remuneration will change from time to time depending upon sanctioning of increment / DA or any other allowance. The pay scale of the Officers and employees is as follows:

**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 2023-24

<b>Head of Account</b>	<b>Amount</b>
<b>2014-00-105-00-99</b>	
<b>01 - Salaries</b>	
01 - Pay	5000000
02 - DA	1000000
03 – HRA	700000
04 – Medical Re-imbusement	6521749
05 – Other allowances	100000
<b>02 - Wages</b>	
01 - Pay	50000

02 - DA	3300
03 - Other allowances	2000
<b>04 - Travel Expenses</b>	
01 - Tour TA	384569
02 - Transfer TA	252300
04 - LTC	---
<b>05 - Office Expences</b>	
05-1-Water Charges	218991
05-2-Electricity Charges	2174058
05-3-Telephone Charges	201681
05-4-Other Items	519156
21-Motor Vehicles - 2- Repair & Maintenance	---
34-other charges	92662
45-POL	68560
99-IT	761401
06-Rent Rate Taxes	--
800-93-21-2	---
800-93-RRT	1400858
800-93-45-POL	61029
2014-00-105-93	---
2014-00-800-87	---
800-86-01-01	---
800-86-01-02	---
800-86-01-03	---
800-86-01-05	---
800-86-04-01	---
105-99-02 (Wages)	---

**12. Manner of execution of subsidy programmes, including amounts 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 eCourts 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 District Court Centre for getting information regarding the case status. Also there is an information counter in the Judicial Service Centre. No library is maintained for the public.

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

Appellate Authority	Smt. A G Nisha Devi Sheristadar, District Court, Thiruvananthapuram Phone - 0471-2462167
State Public Information Officer	Sri. Unnikuttan B K Junior Superintendent, District Court, Thiruvananthapuram Phone - 0471-2462167