

By Regd. Parcel with Ack.Due

O/o the State Assistant Public Information Officer-cum-
Chief Administrative Officer, Court of the Principal District Judge,
Nellore, SPSR Nellore District, Andhra Pradesh State, dated 27.07.2026.

From

To

State Assistant Public Information Officer-cum-
Chief Administrative Officer, Court of the Principal
District Judge, Nellore, SPSR Nellore District,
Andhra Pradesh State.

✓ The Assistant Registrar, Andhra Pradesh Information
Commission(Under Right to Information Act, 2005),
1st floor, MGM Capital Building, beside Mayuri Tech
Park, Near NRI hospital, "Y" Junction, Mangalagiri,
Guntur District - 522 503, Andhra Pradesh State.
Phone.No : 0863-2387311, website : sic.ap.gov.in

Respected Sir,

Sub : Right to Information Act, 2005 – State Assistant Public Information Officer-cum-Chief
Administrative Officer, Court of the Principal District Judge, Nellore, SPSR Nellore District, Andhra
Pradesh State – Submission of Consolidated District Compliance Report under section 4(1)(b)
read with sections 18(3), 18(4) and 19(8)(a) and 4(3) of the Right to Information Act, 2005, and
updated 17 Manuals of Proactive Disclosure for SPSR Nellore District judiciary – Submission
regarding Compliance with Show Cause Notice – Regarding.

Ref : Show Cause Notice in RC.No.2416/APIC/2026, dated 13.07.2026, issued by the State Information
Commissioner, Andhra Pradesh Information Commission, Mangalagiri, Andhra Pradesh State.

With reference to the show cause notice cited, regarding inspection conducted under section 18(3),
18(4) and 19(8)(a) of the Right to Information Act, 2005, I am directed to submit herewith Consolidated
District Compliance Report along with the updated 17 Manuals of Proactive Disclosure under section 4(1)
(b) pertaining to the Principal District Judge Court, Nellore, and all Subordinate Courts in the SPSR
Nellore District Unit.

Pursuant to the directions of the Hon'ble Principal District Judge, Nellore, SPSR Nellore District,
compliance reports and updated data under section 4(1)(b) read with section 4(3) were called for from all
the trial Courts across the district. Upon receipt all individual court submissions were thoroughly audited,
verified and compiled into a single disclosure document for this entire Judicial district.

Key Highlights of compliance enclosed:

- ➔ **Consolidated 17 Manuals(Section 4(1)(b)(i) to xvii):** Fully complied, updated and verified
information regarding Organizational Structure, Duties, Powers, Directory, Remuneration, Budget
and Contact Particulars of Public Information Officers/Assistant Public Information Officers/First
Appellate Authority across all courts.
- ➔ **Courts Digital Publication (section 4(3)):** Uploaded onto the Official SPSR Nellore District
Courts Portal by the System Officer of Principal District Judge Court, Nellore, SPSR Nellore
District, for Public accessibility.
- ➔ **Physical Displays (Section 4(4)):** Display Boards featuring Public Information Officers/Assistant
Public Information Officers/First Appellate Authority contact information have been updated across
all court complexes.

The consolidated compliance report, along with necessary enclosures, is hereby formally
submitted for your kind perusal and consideration to record full compliance and to discharge the show
cause notice and to drop further action in the subject matter.

Yours faithfully,

O/o the State Assistant Public Information Officer-cum-
Chief Administrative Officer, Court of the
Principal District Judge, Nellore, SPSR Nellore
District, Andhra Pradesh State.

State Assistant Public Information Officer-cum-
Chief Administrative Officer, Court of the Principal
District Judge, Nellore, SPSR Nellore District,
Andhra Pradesh State.

Encls: Consolidated compliance report and 17
manuals disclosure document under section 4(1)(b)
of RTI Act, 2005 (Hard copy).

Dis.No. 4202/2026, Dt. 27.07.2026

Before the State Information Commission,
1st floor, MGM Capital Building, beside Mayuri Tech Park, near NRI hospital, 'Y' Junction,
Mangalagiri, Guntur District-522 503, Andhra Pradesh State.

From	To
State Assistant Public Information Officer-cum- Chief Administrative Officer, Court of the Principal District Judge, Nellore, SPSR Nellore District, Andhra Pradesh State.	The Assistant Registrar, Andhra Pradesh Information Commission(Under Right to Information Act, 2005), 1 st floor, MGM Capital Building, beside Mayuri Tech Park, Near NRI hospital, 'Y' Junction, Mangalagiri, Guntur District - 522 503, Andhra Pradesh State. Phone.No : 0863-2387311, website : sic.ap.gov.in

Consolidated Compliance Report

Sub: Right to Information Act, 2005 – State Assistant Public Information Officer-cum-
Chief Administrative Officer, Court of the Principal District Judge, Nellore, SPSR
Nellore District, Andhra Pradesh State – Submission of Consolidated District
Compliance Report under section 4(1)(b) read with sections 18(3), 18(4) and 19(8)
(a) and 4(3) of the Right to Information Act, 2005, and updated 17 Manuals of
Proactive Disclosure for SPSR Nellore District judiciary – Compliance with Show
Cause Notice – Regarding.

Ref: Show Cause Notice in RC.No.2416/APIC/2026, dated 13.07.2026, issued by the State
Information Commissioner, Andhra Pradesh Information Commission, Mangalagiri, Andhra
Pradesh State.

May please your kind authority,

In obedience to the directions issued vide the show cause notice referenced above,
the Public Information Officer of the Office of the Principal District Judge Court, Nellore,
SPSR Nellore District, respectfully submit this consolidated compliance report regarding
proactive disclosures under section 4(1)(b) of the RTI Act, 2005.

I. Collection and Consolidation of Subordinate Courts Data:

Pursuant to the Circular issued by the Hon'ble Principal District Judge,
Nellore, SPSR Nellore District, all subordinate Judicial Officers across the entire
SPSR Nellore District Unit were directed to compile and submit the updated,
verified disclosures pertaining to this respective court establishment within 3 days.
Compliance reports from all trial courts in the district have been duly received,
verified and consolidated into a Unified District Disclosure Register.

II. Compliance with the 17 manuals under section 4(1)(b) of the RTI Act, 2005:

The consolidated report covers all 17 Statutory Manuals across all judicial
establishments in the SPSR Nellore District as detailed below :

Manual 1 (Section 4(1)(b)(i)) : Particulars of the organization, Functions and
Statutory duties of the Principal District Judge Court and Subordinate Courts.

Manual 2 (Section 4(1)(b)(ii)) : Statutory Powers and duties of Judicial Officers and
Administrative Staff.

Manual 3 (Section 4(1)(b)(iii)) : Procedure followed in the decision making
process, including channels of supervision and accountability.

Manual 4 (Section 4(1)(b)(iv)) : Names and timelines set for due discharge of
administrative and judicial functions.

Manual 5 (Section 4(1)(b)(v)) : Rules, Regulations, Instructions, Manuals, Civil and
Criminal Rules of Practice and records held under control.

Manual 6 (Section 4(1)(b)(vi)) : Statement of categories of documents, judicial files
and registers maintained.

Manual 7 (Section 4(1)(b)(vii)) : Particulars of arrangement for public
consultation(as applicable to administrative matters and rules.

Manual 8 (Section 4(1)(b)(viii)) : Boards, Councils, Committees(e.g. District Legal
Services Authority, Gender Sensitization Committee, Lok Adalath, Internal
Compliance Committee.)

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Manual 9 (Section 4(1)(b)(ix)) : Comprehensive Official Directory of Judicial Officers and Court Staff across the District.

Manual 10(Section 4(1)(b)(x)) : Monthly Remuneration details, pay scales and compensation structure.

Manual 11(Section 4(1)(b)(xi)) : Budget allocation to each judicial unit indicating plans, proposed expenditures, and disbursement reports.

Manual 12(Section 4(1)(b)(xii)) : Execution of subsidy programs and details of beneficiaries not applicable/NIL for Judicial Department.

Manual 13(Section 4(1)(b)(xiii)) : Concession, permits, or authorizations granted(eg : Free legal aid eligibility through District Legal Services Authority.)

Manual 14(Section 4(1)(b)(xiv)) : Information available in an electronic form.

Manual 15(Section 4(1)(b)(xv)) : Facilities available to citizens(eg: Copyist Department, Help Desk, Libraries etc.)

Manual 16(Section 4(1)(b)(xvi)) : Updated name, designation and contact details of the First Appellate Authority, Public Information Officers and Assistant Public Information Officers across all court complexes.

Manual 17(Section 4(1)(b)(xvii)) : Other prescribed information, R.T.I. Request Registers, Fee Structure and RTI Quarterly Audit details.

III. Digital Publication and Notice Board Displays[Section 4(3), 4(4)] :

The System Officer of the Court of the Principal District Judge, Nellore, SPSR Nellore District, has uploaded the consolidated 17 Manual Proactive Disclosure Document in the official District Court Website. Additionally, physical Display Boards reflecting the contact particulars of Public Information Officer, Assistant Public Information Officer and First Appellate Authority have been prominently installed at all Court premises across the District unit.

Prayer :

It is therefore, prayed that the Information Commission may take kindly consolidated District Compliance Report on record, satisfy itself regarding compliance under section 4(1)(b) of Right to Information Act, 2005 and discharge the show cause notice in RC.No.2416/APIC/2026, dated 13.07.2026 accordingly.

Verification :

I, the, undersigned, State Assistant Public Information Officer-cum-Chief Administrative Officer, Court of the Principal District Judge, Nellore, SPSR Nellore District, Andhra Pradesh State, do to hereby verify and declare that the contents of the consolidated report are true and correct and updated to the best of my knowledge and official records.

O/o the State Assistant Public Information Officer-cum- Chief Administrative Officer, Court of the Principal District Judge, Nellore, SPSR Nellore District, Andhra Pradesh State.

State Assistant Public Information Officer-cum- Chief Administrative Officer, Court of the Principal District Judge, Nellore, SPSR Nellore District, Andhra Pradesh State.

Encls: Consolidated compliance report and 17 manuals disclosure document under section 4(1)(b) of RTI Act, 2005 (Hard copy).

Dis.No. 2416/APIC/2026, Dt 13.07.2026

10. 4(1)(b)(vii)

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ప్రజా సమాచార అధికారి

మొదటి అవ్వలు అధికారి

ప్రభుత్వ పరిశోధనా శాఖకు

సెల్యూట్, ఎస్.పి.ఎం.ఆర్.సెల్యూట్, రెడ్డి, ఫోన్ నంబర్ - 2341882

రిజిస్ట్రార్ జనరల్, ఆంధ్రప్రదేశ్ సైకిల్స్ అవగామత సేవలకు రెడ్డి రెడ్డి,

గుంటూరు జిల్లా, ఆంధ్రప్రదేశ్ రాష్ట్రం, ఫోన్ నం. 0863 - 2372613.

10. MONTHLY REMUNERATION RECEIVED BY OFFICER AND EMPLOYEES
OF REGULAR ESTABLISHMENT OF PRINCIPAL DISTRICT COURT,
NELLORE.

S.NO.	EMPLOYEE NAME	DESIGNATION	GROSS SALARY	NET SALARY
01.	Sri G.Srinivas	Pri.District Judge, Nellore	5,03,905-00	3,57,629-00
02.	Smt. N.Naga Rani	Chief Administrative Officer	1,64,710-00	1,39,126-00
03.	Sri.D.V. Subba Rao	Senior Superintendent	1,56,830-00	1,40,930-00
04.	Sri Sk.Basheer Ahmed	Superintendent	1,52,936-00	1,37,371-00
05.	Sri S.Mallikarjuna	Superintendent	95,490-00	78,513-00
06.	Sri V.V. Subrahmanyam	Steno Grapher Grade-1	1,22,089-00	1,00,249-00
07.	Smt. A. Latha	Senior Assistant	87,890-00	77,515-00
08.	Sri Ch. Raghavendra Rap	System Officer	63,111-00	55,650-00
09.	Sri. G. M. Sankara Srinivas	Junior Assistant	56,351-00	48,796-00
10.	Sri B. Sivaiah	Junior Assistant		
11.	Smt. K. Likhita Raj	Junior Assitant	43,656-00	38,238-00
12.	Sri B.Siva Sai	Junior Assitant	54,832-00	46,413-00
13.	Sri D.Naveen Daniel	Junior Assistant	43,656-00	37,238-00
14.	Sri Sk.Sajeed Hussain	Junior Assistant	42,460-00	36,149-00
15.	Sri P.C. Sekhar	Junior Assistant	1,18,135-00	99,400-00
16.	Sri P.Hema sundaram	Junior Assistant	1,12,125-00	99,840-00
17.	Smt B.Komali	Typist	55,132-00	46,713-00
18.	Smt. N.Lakshmi Tanuja	Record Assistant	35,745-00	31,235-00
19.	Sri A.V.Govardan	Record Assistant	35,745-00	31,235-00
20.	Sri C.Moshe	Senior Driver	96,141-00	78,406-00
21.	Sri M.Sivaiah	Driver	58,755-00	50,052-00

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SUPERINTENDENT NO. 1
PRL. DISTRICT COURT
NELLORE

14.Details in respect of the information, available to or held in Accounts Branch

S.No.	Employee Name and Designation	Duties of the employee, which they are doing
1.	Sri D.V. Subba Rao, Senior superintendent.	1.Maintenance of Service Registers 2. supervision of the Accounts Branch work 3.Furniture maintenance and distribution. 4.Maintaining the Fixed Deposits.
2.	Smt. A.Usha, Senior Assistant	1. Preparing Contingent Bills and Salary bills 2.Consolidated the Chief Justice Relief Fund received by the subordinate courts of SPSR Nellore Unit for remitting the amount to Hon'ble High Court of A.P. 3.Budget distribution work and attending Consolidated Statements relating to Budget. 4. Attending the Correspondence relating to Court Fee of Subordinate.
3.	Sri K. Deepak, Junior Assistant	1. Attending the Civil Court Deposits work. 2. Preparing the bills to pay the cheque amounts to the parties ordered by the Judicial Officers. 3.Maintain the Ledgers.
4.	Sri Sk.Sajeed Hussain, Junior Assistant	1. Attending the Medical bills and TA bills received from subordinate Courts of SPSR Nellore unit. 2. fixations of the Officers. 3. Special Grade work.
5.	Sri M.Suresh,Field Assistant	To Assist The CCD branch i.e. preparing challans and making entries in the Deposit Registers and Repayment Registers.

[Signature]
SUPERINTENDENT NO. 1
PRL. DISTRICT COURT
& NELLORE

Information with regard to the particulars of RTI Act relating to the court of ~~Additional Junior Civil Judge's~~ Court, Nellore, SPSR District. (A.P.)
PRINCIPAL DISTRICT & SESSIONS *****

4.1(b)(i) The particulars of its Organization, Functions and Duties :

The Central Nazareth, Prl. District Court, Nellore, SPSR District. The functioning of the Court starts from 10-30 a.m. to 5.00 p.m. Lunch break is between 2-00 p.m. to 2-30 p.m. This court has pecuniary territorial jurisdiction of Nellore.

(ii).The powers and duties of its officers and employees:

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Sri G.Srinivas, The Principal District Judge, Nellore	In exercise of the powers conferred by article 27 of the Constitution of India and Sec.126 of C.P.C. 1908 and Cr.P.C. and with previous approval of the Governor of A.P., the High Court of A.P. hereby makes the rules and Circulars for the guidelines of Subordinate Civil and Criminal Courts of the State of Andhra Pradesh. And grant of earned leave, maintaining confidential reports of the all the staff members, sanction of periodical increments to all the staff members and drawing and disbursing of pay and other bills.
2.	Smt. B.Manoranjani, Senior Superintendent	working in the Central Record Room, Prl. District Court, Nellore.
3.	Sri S.Mallikarjuna rao, Superintendent	Nazarath functioning, Supervision, Issuing notices and warrants, allotting duties, maintaining Service Registers, etc.,
4.	Sri A.Siddeswara Teja, Junior Assistant	Assistant to O.S. Bench clerk, Prl. District Court, Nellore.
5.	Sri V.A.Padmanabham, Field Assistant	Working in the Central Record Room, Prl. District Court, Nellore.
6.	Sri R.Giri Babu, Field Assistant	Process writer and warrants
7.	Sri M.Narasimharao, Field Assistant	Process writer and protocol duty
8.	Sri N.Sudhakar Rao, Field Assistant	Process writer and warrants duty
9.	Sri Md.Kallmulla, Field Assistant	Process writer and dispatch duty
10.	Sri R.Suresh Babu, Field Assistant	Process writer and protocol duty

11.	Sri D.Jawahar Joel, Field Assistant	Accounts and Assistance to Nazir
12.	Sri Ch.Venkateswarlu, Field Assistant	Process writer and warrants duty
13.	Kum Sk.Mobeen Taj, Field Assistant	Working in O.P.Cell branch in Prl. District Court, Nellore.
14.	Sri N.Arun Kumar, Field Assistant	Process writer and warrants duty
15.	Sri Ayitha Mallikarjuna, Field Assistant, Deputed from VAJCJ Court, Nellore.	Process writer and warrants duty
16.	Smt. N.Ganga Bhavani Devi, Field Assistant, Deputed from JCJ Naidupeta	Process writer and warrants duty
17.	Smt. B.Kalpana, Field Assistant, Deputed from VAJCJ Court, Nellore.	All courts B Books writer
18.	Sri R.Malyadri, Field Assistant, Deputed from SCJ Court, Atmakur.	Dispatch and warrants duty
19.	Sri M.Suresh, Field Assistant, Deputed from POSCO Court, Nellore	Working in Accounts Branch, Prl. District Court, Nellore
20.	Sri M.Sreenivasulu, Field Assistant, Deputed from SCJ Court, Kovur	Process writer and warrants duty
21.	Sri U.Bhanu Chandar, Field Assistant, Deputed from JCJ Court, Udayagiri	Assistant to Nazir
22.	Sri K.Vengal Rao, Field Assistant, Deputed from JCJ Court, Venkatagiri	Process Duty
23.	Kum. P.mujaahida, Field Assistant, Deputed from JCJ Court, Venkatagiri	N-Step notices allocation
24.	Sri G.Raghu, Field Assistant, Deputed from SCJ Court, Atmakur	Process writer and warrants duty
25.	Sri D.Seshalah, Process Server	Dafedhar
26.	Sri Sk.Rafi, Process Server	Deputed to in Prl. Civil Judge(Senior Division), Nellore
27.	Sri S.Prakash, Process Server	Process duty
28.	Sri V.Lakshmi Narayana, Process Server	Deputed to II A.J.M.F.C.Nellore.
29.	Sri A.Bhaskar, Process Server	Deputed to Central Record Room, Prl.District Court, Nellore

30.	Smt.P.Aruna Process Server	Deputed to Special Mobile Court, Nellore
31.	Smt.M.Siva Jyothi, Process Server	Deputed to I Addl. Civil Judge (Senior Division, Nellore
32.	Smt.U.Mamatha, Process Server	Process Duty
33.	Sri Sk.Javeed Basha, Process Server	Dafedar
34.	Smt. S.Padmavathi, Process Server	Assist to Nazir
35.	Sri Sk.Imam kasim, Process Server	Night Guard
36.	Sri P.Hanumantha Rao, Process Server	Deputed to I Addl. Civil Judge(Senior Division), Nellore
37.	Kum.Y.Sai Chandana Process Server	Working in A.O. Branch, Pri. Distrtict Court, Nellore
38.	Sri M.Mallikarjuna, Process Server	Process Duty
39.	Sri P.Pedavengaiah, Process Server	Deputed to I Addl.District Court, Nellore
40.	Sri K.Moshe, Process Server	Deputed to II Addl.District Court, Nellore
41.	Kum. A.Rajeswari, Process Server	Deputed to VII Addl.District Court, Gudur
42.	Sri K.Srinivasulu, Process Server	Deputed to Special Judicial Magistraret of First Class, Nellore
43.	Sri V.Venu, Process Server	Deputed to IV Addl.JMFC, Court, Nellore
44.	Sri Md.Mujeeb Ahamad, Process Server	Deputed to Pri.Junior Civil Judge's Court, Nellore
45.	Sri Sk.Rafi Ahamad, Process Server	Deputed to Family Court, Nellore
46.	Sri S.Srinivasulu, Process Server	Deputed to Pri.Civil Judge (Junior Division) Court, Kavali
47.	Smt.M.Shakeera Begum, Process Server	Deputed to Civil Judge (Senior Division), Kovur
43.	Smt.V.Meenakshamma, Process Server	Deputed to IV Addl. Judl.Magistrate of Firstg, Class, Nellore
44.	Sri J.Gopala krishnaiah, Process Server	Deputed to Central Record Room, Nellore
45.	Smt.I.Lavanya, Process Server	Deputed to Civil Judge (Senior Division), Atmakur
46.	Sri M.Chandra Sekhar, Process Server	Deputed to Civil Judge (Junior Division), Venkatagiri
47.	Sri U.Prasad, Process Server	Deputed to Principal Civil Judge (Junior Division), Nellore
48.	Sri K.Balaji, Process Server	Process Duty

	49. Sri M.Anil Kumar, Process Server	Process Duty
	50. Sri S.Kishore, Process Server	Deputed to Central Record Room, Nellore
	51. Sri B.Ramanaiah, Process Server	Deputed to Principal Civil Judge (Senior Division), Nellore
	52. Sri A.Yeswanth kumar, Process Server	Deputed to III Addl. Civil Judge (Junior Division), Nellore
	53. Sri M.Phanindra Babu, Process Server	Working in Central Record Room, Prl. District Court, Nellore
	54. Sri Md.Javeed Ahamadh, Process Server	Assistant to Nazir
(iii)	The procedure followed in the decision making process, in- cluding channels of super- vision and accountability;	The procedure if followed as laid down in the Civil Procedure Code, Civil Rules of Practice and also on the Circular instructions issued by the Hon'ble High Court of Andhra Pradesh from time to time.
(iv)	The norms set by it for the discharge of its functions;	The norms are set by the Hon'ble High Court of Andhra Pradesh for the discharge of the function in the light of the codes as referred above.
(v)	The Rules, Regulations, Instru- ctions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Civil procedure code, Civil Rules of Practice, various Acts and also the circular instructions issued by the Hon'ble High Court of Andhra Pradesh from time to time on Judicial side and Rules and regulations relating to A.P. State Judicial Services, A.P.Judicial Ministerial and Subordinate Services and other Circular instructions issued by the Hon'ble High Court from time to time on administrative side.
(vi)	A statement of the categories of documents that are held by it or under its control:	
	1. Sri G.Srinivas, The Principal District Judge, Nellore	Annual Confidential reports of Nazarath Establishment, Prl. District Court, Nellore
	2. Smt. B.Manoranjani, Senior Superintendent	working in the Central Record Room, Prl. District Court, Nellore.
	3. Sri S.Mallikarjuna rao, Superintendent	Servicer registers, Attendance Registers, Fixed Deposits of Nazarath Establishment
	4. Sri A.Siddeswara Teja, Junior Assistant	Assistant to O.S. Bench clerk, Prl. District Court, Nellore.
	5. Sri V.A.Padmanabham, Field Assistant	Working in the Central Record Room, Prl. District Court, Nellore.

6.	Sri R.Giri Babu, Field Assistant	A books, battas and warrants
7.	Sri M.Narasimharao, Field Assistant	A books and Battas
8.	Sri N.Sudhakar Rao, Field Assistant	A books, battas and warrants
9.	Sri Md.Kalimulla, Field Assistant	Dispatch register, A books and battas
10.	Sri R.Suresh Babu, Field Assistant	A books and Battas
11.	Sri D.Jawahar Joel, Field Assistant	Pay bill registers, Pay bills, Medical bills, GPF bills and other bills.
12.	Sri Ch.Venkateswarlu, Field Assistant	A books, battas and warrants
13.	Kum Sk.Mobeen Taj, Field Assistant	Working in O.P.Cell branch in Pri. District Court, Nellore.
14.	Sri N.Arun Kumar, Field Assistant	A books, battas and warrants
15.	Sri Ayitha Mallikarjuna, Field Assistant	A books, battas and warrants
16.	Smt. N.Ganga Bhavani Devi, Field Assistant	A books, battas and warrants
17.	Smt. B.Kalpana, Field Assistant	All courts B Books, High court Notices
18.	Sri R.Malyadri, Field Assistant	Dispatch Registers and warrants
19.	Sri M.Suresh, Field Assistant	Working in Accounts Branch, Pri. District Court, Nellore
20.	Sri M.Sreenivasulu, Field Assistant	A books, battas and warrants
21.	Sri U.Bhanu Chandar, Field Assistant	Assistant to Nazir
22.	Sri K.Vengal Rao, Field Assistant	Process
23.	Kum. P.mujahida, Field Assistant	N-Step notices
24.	Sri G.Raghu, Field Assistant	A books, battas and warrants
25.	Sri D.Seshalah, Process Server	-
26.	Sri Sk.Rafi, Process Server	Deputed to in Pri. Civil Judge(Senior Division), Nellore
27.	Sri S.Prakash, Process Server	Process
28.	Sri V.Lakshmi Narayana, Process Server	Deputed to II A.J.M.F.C.Nellore.
29.	Sri A.Bhaskar, Process Server	Deputed to Central Record Room, Pri.District Court, Nellore

30.	Smt.P.Aruna Process Server	Deputed to Special Mobile Court, Nellore
31.	Smt.M.Siva Jyothi, Process Server	Deputed to I Addl. Civil Judge (Senior Division, Nellore
32.	Smt.U.Mamatha, Process Server	Process
33.	Sri Sk.Javeed Basha, Process Server	-
34.	Smt. S.Padmavathi, Process Server	-
35.	Sri Sk.Imam kasim, Process Server	-
36.	Sri P.Hanumantha Rao, Process Server	Deputed to I Addl. Civil Judge(Senior Division), Nellore
37.	Kum.Y.Sai Chandana Process Server	Working in A.O. Branch, Pri. Distrtict Court, Nellore
38.	Sri M.Mallikarjuna, Process Server	Process
39.	Sri P.Pedavengaiah, Process Server	Deputed to I Addl.District Court, Nellore
40.	Sri K.Moshe, Process Server	Deputed to II Addl.District Court, Nellore
41.	Kum. A.Rajeswari, Process Server	Deputed to VII Addl.District Court, Gudur
42.	Sri K.Srinivasulu, . Process Server	Deputed to Special Judicial Magistraret of First Class, Nellore
43.	Sri V.Venu, Process Server	Deputed to IV Addl.JMFC, Court, Nellore
44.	Sri Md.Mujeeb Ahamad, Process Server	Deputed to Pri.Junior Civil Judge's Court, Nellore
45.	Sri Sk.Rafi Ahamad, Process Server	Deputed to Family Court, Nellore
46.	Sri S.Srinivasulu, Process Server	Deputed to Pri.Civil Judge (Junior Division) Court, Kavali
47.	Smt.M.Shakeera Begum, Process Server	Deputed to Civil Judge (Senior Division), Kovur
43.	Smt.V.Meenakshamma, Process Server	Deputed to IV Addl. Judl.Magistrate of Firstg, Class, Nellore
44.	Sri J.Gopala krishnaiah, Process Server	Deputed to Central Record Room, Nellore
45.	Smt.I.Lavanya, Process Server	Deputed to Civil Judge (Senior Division), Atmakur
46.	Sri M.Chandra Sekhar, Process Server	Deputed to Civil Judge (Junior Division), Venkatagiri
47.	Sri U.Prasad, Process Server	Deputed to Principal Civil Judge (Junior Division), Nellore
48.	Sri K.Balaji, Process Server	Process

	49. Sri M.Anil Kumar, Process Server	Process
	50. Sri S.Kishore, Process Server	Deputed to Central Record Room, Nellore
	51. Sri B.Ramanaiah, Process Server	Deputed to Principal Civil Judge (Senior Division), Nellore
	52. Sri A.Yeswanth kumar, Process Server	Deputed to III Addl. Civil Judge (Junior Division), Nellore
	53. Sri M.Phanindra Babu, Process Server	Working in Central Record Room, Pri. District Court, Nellore
	54. Sri Md.Javeed Ahamadh, Process Server	-
(vii)	The particulars of any arrange- ment that exists for consul- tation with, or representation by the members of the public in relation to the formulation or its policy or implementation there of;	--Nil--
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons consti- tuted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	--Nil--
(ix)	A directory of its officers and employees:	
	1. Sri G.Srinivas, The Principal District Judge, Nellore	0861-2331862
(x)	The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1. Smt. B.Manoranjani, Senior Superintendent	Rs.93,480/-
	2. Sri A.Siddeswara Teja, Junior Assistant	Rs.38,524/-
	3. Sri V.A.Padmanabham, Field Assistant	Rs.76,288/-
	4. Sri R.Giri Babu, Field Assistant	Rs.72,033/-
	5. Sri M.Narasimharao, Field Assistant	Rs.65,795/-

30.	Sri K.Srinivasulu, Process Server	Rs.51,064/-
31.	Sri V.Venu, Process Server	Rs.61,305/-
32.	Sri Md.Mujeeb Ahamad, Process Server	Rs.55,090/-
33.	Sri Sk.Rafi Ahamad, Process Server	Rs.55,090/-
34.	Sri S.Srinivasulu, Process Server	Rs.64,047/-
35.	Smt.M.Shakira Begum, Process Server	Rs.70,335/-
36.	Smt.V.Meenakshamma, Process Server	Rs.54,090/-
37.	Sri J.Gopala krishnaiah, Process Server	Rs.40,219/-
38.	Smt.I.Lavanya, Process Server	Rs.32,212/-
39.	Sri M.Chandra Sekhar, Process Server	Rs.32,212/-
40.	Sri U.Prasad, Process Server	Rs.32,212/-
41.	Sri K.Balaji, Process Server	Rs.32,212/-
42.	Sri M.Anil Kumar, Process Server	Rs.48,751/-
43.	Sri S.Kishore, Process Server	Rs.68,088/-
44.	Sri B.Ramanaiah, Process Server	Rs.32,212/-
45.	Sri A.Yeswanth kumar, Process Server	Rs.32,212/-
46.	Vacant, Process Server	-
47.	Vacant, Process Server	-
48.	Vacant, Process Server	-
49.	Vacant, Process Server	-
50.	Vacant, Process Server	-
51.	Vacant, Process Server	-
52.	Vacant, Process Server	-
53.	Vacant, Process Server	-
54.	Vacant, Process Server	-

(xi) The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.

(xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program;

**OFFICE OF THE PRINCIPAL, DISTRICT AND SESSIONS JUDGE COURT,
NELLORE.**

ORGANIZATION, FUNCTIONS AND DUTIES

[Section 4(1)(b)(i)]

POWERS AND DUTIES OF EMPLOYEES RELATING TO COPYIST

ESTABLISHMENT

[Section 4(1)(b)(ii)]

S.NO	Name of the organization	Adress	Functions
1.	District Judiciary	Copyist Establishment of Principal District and Sessions Judge Nellore	The Copyist Establishment of Principal District and Sessions Judges court was attending the Copy Applications which were filed by the concerned parties and advocates for the purpose of certified copies from the concerned courts.

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Section 4(1)(b)(i)

S.No.	Officer/Employees/	Duties allotted	Powers
1	Superintendent	POST KEPT VACANT	
2	S.Srinivas (Examiner) (Working on deputation)	Day to day Numbering of CA'S which were filed by the concerned parts and advocates and maintaining the 'A' Register	--
3	A. Nivas (Examiner) (Working on deputation)	Attending correspondence work and maintaining made ready book day to day	--

11	S.Seenaiah (Copyist)	Attending Day to day the work of Xerox copy applications which were put up by the concerned courts relating to the copy applications in the District head quarters	
12	R.Sridevi (Copyist)	Attending the Day to day work of Readying the certified copies of documents	
13	VACANT (Copyist)	POST KEPT VACANT	
14	VACANT (Copyist)	POST KEPT VACANT	
15	VACANT (Copyist)	POST KEPT VACANT	
16	VACANT (Copyist)	POST KEPT VACANT	
17	O. Jaya Krishna (Record Assistant)	Attending day to day work of distributing the copy applications to the concerned courts in the district head quarters and collecting the original documents relating to the copy applications which were put up buy the concerned staff	
18	Y.Vinod Kumar (Record Assistant)	Attending the work in the Pri District Judges court Nellore	

The following staff members are Deputed to work in various courts.

1	D.Sivaiah (Examiner) (Working on deputation III ADJ Court)	---	---
2	C.Guru prasad (Examiner) Working on deputation PDM Court Nellore	----	---

**PROCEDURE FOLLOWED IN DECISION MAKING
PROCESS [Section 4(1)(b)(iii)]**

The procedure is followed as laid down in the Criminal Procedure Code, Civil Procedure Code, Civil Rules of Practice and Criminal Rules of Practice and also on the circular instructions issued by the Hon'ble High Court of Andhra Pradesh from time to time.

**NORMS SET FOR THE DISCHARGE OF
FUNCTIONS [Section 4(1)(b)(iv)]**

The norms as set by the Hon'ble High Court of Andhra Pradesh for the discharge of the functions in the light of the Codes as referred above.

**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR
DISCHARGING**

**FUNCTIONS
[Section
4(1)(b)(v)]**

Criminal Procedure Code, Civil Procedure Code, Civil Rules of Practice and Criminal Rules of Practice, various other acts and also Circular instructions issued by the Hon'ble High Court of Andhra Pradesh from time to time on Judicial side and Rules and regulations relating to A.P.State Judicial Services, A.P. Judicial Ministerial and Subordinate Services and other Circular instructions issued by the Hon'ble High Court from time to time on Administrative side.

**CATEGORIES OF DOCUMENTS THAT ARE HELD BY
THE PUBLIC AUTHORITY OF UNDER ITS
CONTROL [Section 4(1)(b)(vi)]**

Civil Case Records are maintained by the Civil Branch

Criminal Case Records are maintained by the Criminal Branch

Fixed Deposit Receipts are maintained by the accounts Branch

All the disposed of records and related registers which are consigned to District Court are maintained by Central Record Branch.

Judge, Family Court-cum-VI Additional District and Sessions Judge, is the controlling authority.

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 THEREOF [Section 4(1)(b)(vii)]

The Chief Administrative Officer of the District Court is the State Assistant Public Information Officer for the Principal District Court and other courts at District Headquarters including this court.

[Section 4(1)(b)(viii)]

INFORMATION OF OFFICERS AND EMPLOYEES WORKING IN THE OFFICE AND THEIR CONTACT ADDRESS [Section 4(1)(b)(ix)]

S.No	Name of the Office/Administrative Unit	Name, Designation and Address of Officer/Employee	Telephone Numbers	
			Office	Residence
1	Copyist Establishment Principal District Court Nellore	Superintendent POST KEPT VACANT	---	---
2	-do-	S.Srinivas (Examiner) (Working on deputation)	--	--
3	-do-	B. Nivas (Examiner) (Working on deputation)	--	--

16	-do-	VACANT (Copyist)	:
17	-do-	O. Jaya Krishna (Record Assistant)	:
18	-do-	Y.Vinod Kumar (Record Assistant)	:

**MONTHLY REMUNERATION RECEIVED BY THE OFFICER AND EMPLOYEE
INCLUDING THE**

SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

[Section 4(1)(b)(xi)]

S.No.	Name and Designation	Monthly Remuneration including its compensation	System of Compensation to determine remuneration as given in regulation.
		The Officer and the employees are being paid salaries in accordance with their pay and allowances admissible from the consolidated funds of the state government.	
1	SK. Aslam Basha Examiner	Rs.1,07,843 /-	---
2	Y.Haribabu Examiner	Rs.1,24,694/-	---
3	D.Sivaiah Examiner	Rs. 36,757/-	---
4	C.Guru Prasad Examiner	Rs. 36,757/-	
5	A.V.S.Abhiram Examiner	Rs. 40,168/-	
6	P. Bhargava Sainath Examiner	Rs. 38,965/-	
7	R.Sree Devi Copyist	Rs. 1,09,260/-	---
8	S.Seenaiah Copyist	Rs. 50,486/-	
9	Y.Vinod Kumar Record Assistant	Rs. 35,745/-	---

The following staff members are Deputed to work in various courts.

10	D.Sivaiah (Examiner) (Working on deputation III ADJ Court)	-----	---
11	C.Guru prasad (Examiner) Working on deputation PDM Court Nellore	----	---

**BUDGET ALLOCATION TO EACH AGENCY INCLUDING
PLANS [Section 4(1)(b)(xi)]**

Budget is allotted by the Hon'ble High Court of Andhra Pradesh and the
Prl. District Judge distributes the same to all Subordinate Courts in the District.

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES
[Section 4(1)(b)(xii)]**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORIZATIONS
GRANTED BY THE PUBLIC AUTHORITY
[Section 4(1)(b)(xiii)]**

**DETAILS OF INFORMATION RELATED TO THE VARIOUS SCHEMES OF THE
DEPARTMENT
WHICH ARE AVAILABLE IN ELECTRONIC FORMATS (FLOPPY, CD, VCD, WE
SITE, INTERNET ETC.
[Section 4(1)(b)(xiv)]**

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION**

[Section 4(1)(b)(xv)]

Citizens can obtain the information as per the provisions of Right to information
Act, 2005.

**NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC
INFORMATION OFFICERS
[Section 4(1)(b)(xvi)]**

The Chief Administrative Officer of the Principal District Court, Nellore is the Public Information Officer for this court complex including the Principal District and Sessions Judge Nellore


SUPERINTENDENT
COPYIST ESTABLISHMENT
PRL DISTRICT COURT
NELLORE

Information with regard to the particulars of RTI Act relating to the court of
I Addl. District Judge's Court , Nellore, SPSR District. (A.P.)

4.1(b)(i) The particulars of its Organization, Functions and Duties :

The I Addl. District Court, Nellore, SPSR District. The functioning of the Court starts from 10-30 a.m. to 5.00 p.m. Lunch break is between 2-00 p.m. to 2-30 p.m. This court has pecuniary territorial jurisdiction of only NDPS Cases, APTC Cases, Sessions Cases, and Civil Suits, Civil Appeals and Criminal Appeals, MVOPs in Nellore District.

(ii). The powers and duties of its officer and employees:

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Sri R. Sarath Babu, I Addl. District Judge, SPSR District, Nellore.	In exercise of the powers conferred by article 27 of the Constitution of India and Sec.126 of C.P.C. 1908 and Cr.P.C. and with previous approval of the Governor of A.P., the High Court of A.P. hereby makes the rules and Circulars for the guidelines of Subordinate Civil and Criminal Courts of the State of Andhra Pradesh. And grant of earned leave for 30 days maintaining confidential reports of the all the staff members, sanction of periodical increments to all the staff members and drawing and disbursing of pay and other bills.
2.	Sri M. Raja Sekhar Rao, Senior Superintendent.	Checking of chargesheets, Maintenance of Service Registers, Junior Division Judicial Officers leaves, Administration work and Supervision of staff members.
3.	Sri Y.E. Paul Kishore, Superintendent.	Deputed to VI Addl. District Judge Court, (Family Court), Nellore.
4.	Sri J.S. Kiran Kumar, Stenographer Grade-I	Taking shorthand dictation for orders and Judgements and also maintenance of part of Library.
5.	Smt. V. Aruna Kumari, Senior Assistant.	Deputed from Pri. Civil Judge (Senior Division), Nellore.

		Attending Bench work on MVOPs, EPs, Cheque petitions, and all the concerned branch Registers and Copy Applications.
6.	Smt. K. Swarna, Junior Assistant.	Attending Bench work relating to Original Suits, Appeal Suits, Copy Applications.
7.	Sri. Sk. Ghouse Mohiddin, Junior Assistant.	Attending Bench work relating to Cri branch, in-Charge of Properties Applications, Copy Applications Preparation of Statements.
8.	Sri S. Chaithanya, Junior Assistant.	Deputed to District, Nellore.
9.	Smt. P. Usha Kiran, Typist.	Attending Bench Typing, Correspondence and e-Courts.
10.	Smt. K. Sreevalli, Junior Assistant.	Deputed from ACB Court, Nellore. Attending the work of Accounts branch, Receive and Despatch work.
11.	Sri V. Srinivasulu Reddy, Driver.	Deputed to Pri. District Court, Nellore.
12.	Smt. K. Krishna Veni, Field Assistant.	Deputed from the Court of Addl. Judl. Magistrate of I Class, Gudur. Attending the assistant work of Criminal Civil Bench Clerks.
13.	Sri T. Dinesh, Attender	Deputed to ACB Court, Nellore.
14.	Sri P. Pedda Vengaiah, Process Server.	Deputed from Pri. District Court, Nellore Attending Public Court work.
15.	Sri V. Jarard, Office Subordinate.	Attending the Public Court Work, Local Deliveries and Bungalow duties.
16.	Smt. G. Mariyamma, Office Subordinate.	Bungalow duty.
17.	One Office Subordinate post vacant.	Vacant.
(iii)	The procedure followed in the decision making process, includ channels of supervision and accountability;	--Nil--
(iv)	The norms set by it for the discharge of its functions;	In exercise of the powers conferred by Article 227 of the Constitution of India and Sec.126 of C.P.C. and Cr.P.C. with previous approval of the Governor of A.P., the High Court of A.P., hereby Makes the Rules and Circulars for the guide lines of Subordinate Civil and Criminal Courts of the State of A.P.

(v)	The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As stated in the provision (ii) of this act, above.
(vi)	A statement of the categories of documents that are held by it or under its control:	
	1. Sri R. Sarath Babu, I Addl. District Judge, Nellore, SPSR Nellore District.	Confidential reports of all the staff Members, Cheque book.
	2. Sri M. Raja Sekhar Rao, Senior Superintendent.	Checking of chargesheets, Maintenance of Service Registers, Administration work and Supervision of staff members.
	3. Sri J.S. Kiran Kumar, Stenographer Grade-I	Taking shorthand dictation for orders and Judgements and also maintenance of part of Library.
	4. Smt. V. Aruna Kumari, Senior Assistant.	Attending Bench work on MVOPs, EPs, Cheque petitions, and all the concerned branch Registers and Copy Applications.
	5. Smt. K. Swarna, Junior Assistant.	Attending Bench work relating to Ori Suits, Appeal Suits, Copy Applications.
	6. Sri. Sk. Ghouse Mohiddin, Junior Assistant.	Attending Bench work relating to Crii branch, in-Charge of Properties Applications, Copy Applications Preparation of Statements.
	7. Smt. P. Usha Kiran, Typist.	Attending Bench Typing, Correspondence and e-Courts.
	8. Smt. K. Sreevalli, Junior Assistant.	Attending the work of Accounts branch, Receive and Despatch work.
	9. Smt. K. Krishna Veni, Field Assistant.	Deputed from the Court of Addl. Judl. Magistrate of I Class, Gudur. Attending the assistant work of Criminal Civil Bench Clerks.
	10. Sri P. Pedda Vengaiiah, Process Server.	Deputed from Pri. District Court, Nellore Attending Public Court work.
	11. Sri V. Jarard, Office Subordinate.	Attending the Public Court Work, Local Deliveries and Bungalow duties.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation or its policy or implementation there of;	--Nil--

(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	--Nil--
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(ix)	A directory of its officers and employees:	
1.	Sri R. Sarath Babu, I Addl. Dist. Judge, Nellore. SPSR District, Nellore.	0861-2323204 (Office)

(x)	The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
-----	--	--

1.	Sri R. Sarath Babu, I Addl. Dist. Judge, Nellore SPSR Nellore District.	Rs.2,12,710-00
2.	Sri M. Raja Sekhar Rao, Senior Superintendent.	Rs.1,04,510-00
3.	Sri Y.E. Paul Kishore, Superintendent.	Rs.61960-00
4.	Sri J.S. Kiran Kumar, Stenographer Gr. I	Rs.80,910-000
5.	Smt. K. Swarna, Junior Assistant.	Rs45,830-00
6.	Sri Sk. Ghouse Mohiddin, Junior Assistant.	Rs.35570-00
7.	Sri S. Chaithanya, Jr. Asst	Rs.34,580-00
8.	Smt. P. Usha Kiran, Typist	Rs.44,570-00
9.	Sri V. Srinivasulu Reddy, Driver	Rs.38,720-00
10.	Sri T. Dinesh, Office Subordinate	Rs.20,000-00

(xi) The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.

Relates to the Hon'ble Pri. District Court, Nellore.

(xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program;

Relates to the Hon'ble Prl. District Court, Nellore.

- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;

Relates to the Hon'ble Prl. District Court, Nellore.

- (xiv) Details in respect of the information, available to or held by it
Reduced in an electronic

Relates to the Hon'ble Prl. District Court, Nellore.

- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.

Relates to the Hon'ble Prl. District Court, Nellore.

- (xvi) The names, designations and other particulars of the public Information officers.

1. Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of PIO.	Office Tele- phone No./FAX	E-Mail
1.	O/o District Judge, Nellore.	Smt N. Nagarani, Chief Admn. Officer, Prl. District Court, Nellore.	0861- 2331862	nel.p dj- ap@a ij.gov .in

2. Assistant Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of APIO.	Office Tele- phone No./FAX	E- Mail
1.	O/o I Addl. District Court, Nellore, SPSR Nellore District.	Sri M. Raja Sekhar Rao, Se Superintendent, I Addl. Di Court, SPSR Dist. Nellore.	0861- 2323204 No Fax number.	iadjco urt@ gmail .com

Appellate Authority:- Registrar (General) High Court of A.P., Amaravathi

- (xvii) Such other information as may be prescribed; and thereafter
Update those Publications every year;

--Nil--


I Addl. District Judge, Nellore.

Information with regard to the particulars of RTC Act relating to the court of SPE & ACB court cum II Addl. District Judge's Court, Nellore, SPSR District. (A.P.)

4.1(b)(i) The particulars of its Organization, Functions and Duties :

The SPE & ACB court cum II Addl. District Court, Nellore, SPSR District. The functioning of the Court starts from 10-30 a.m. to 5.00 p.m. Lunch break is between 2-00 p.m. to 2-30 p.m. This court has pecuniary territorial jurisdiction of only ACB cases in four Districts ie., Ongole, Nellore, Tirupati and Kadapa only.

(ii).The powers and duties of its officers and employees:

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Smt. G.Geetha, Judge for SPE & ACB cases cum II Addl. District Court, SPSR District, Nellore.	In exercise of the powers conferred by article 27 of the Constitution of India and Sec.126 of C.P.C. 1908 and Cr.P.C. and with previous approval of the Governor of A.P., the High Court of A.P. hereby makes the rules and Circulars for the guidelines of Subordinate Civil and Criminal Courts of the State of Andhra Pradesh. And grant of earned leave for 30 days maintaining confidential reports of the all the staff members, sanction of periodical increments to all the staff members and drawing and disbursing of pay and other bills.
2.	Smt G.Sidda Lakshmi, Chief Administrative Officer.	Checking of chargesheets, Maintenance of Service Registers, Administration work and Supervision of staff members.
3.	Sri P.Sivaprasad Babu, Superintendent.	Attending for Appeal intimations, Record Room and also remands.
4.	Smt. B.Lakshmikala, Steno grapher Grade-I	Taking shorthand dictation for orders and Judgements and also maintenance of Library.
5.	Sri P.V.Narayana Reddy, Senior Assistant.	Deputed to Mobile Court.
6.	Sri V.Venugopal Naidu, Junior Assistant.	Deputed from POCSO Court, Nellore. Attending bench work, Copy Applications.
7.	Smt. A.Radha, Junior Assistant.	Attending accounts branch in two courts ie., SPE & ACB Court and

		also I Addl. District Court, Nellore.
8.	Kum. Shaik Khalida Reena, Junior Assistant. .	Deputed to VI Additional District Court cum Family Court, Nellore.
9.	Smt S.Krishnaveni, Junior Assisitant` .	Deputed from Statements, Properties Addressed letters to FSL for opinion.
10.	Smt Krishnavalli, Typist.	Attending bench typing, Office correspondence work.
11.	Sri N.Haribabu, Field assistant	Deputed from POC SO Court. Attending Receive, Despatch and entering of Court fees in C.F. Register.
12.	Kum. T.Uma Maheswari, Field Assistant.	Deputed from Addl.Judl. Magistrate of I class Court, Sullurpet. Attending E.courts, To assist the CAO and also Bench clerks.
13.	Sri M.Rahul Kiran, Record Assistant.	Deputed from II Addl. Magistrate Court, Nellore. Attend Public Court and Distribution of Local delivery.
14.	Copyist (kept vacant)	Kept vacant
15.	Sri K.Moshe. Process Server.	Deputed from Pri. Dist. Court, Nellore To attend Public Court and attend Local delivery.
16.	Smt Y.Kalyani, Office Subordinate	Deputed from Pri.District Court, Nellore Attending office work.
17.	Smt P.Prameela, Office Subordinate.	Deputed to Pri. Senior Civil Judge's Court, Neilore.
18.	Sri B.Madhu, Office Subordinate	Deputed to Civil Judge's Court (Junior Division) Athmakur.
19.	Office Subordinate.	Kept Vacant.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	--Nil--
(iv)	The norms set by it for the discharge of its functions;	In exercise of the powers conferred by Article 227 of the Constitution of India and Sec.126 of C.P.C. and Cr.P.C. with previous approval of the Governor of A.P., the High Court of A.P., hereby Makes the Rules and Circulars for the guide lines of Subordinate Civil and Criminal Courts of the State of A.P.
(v)	The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As stated in the provision (ii) of this act, Above.
(vi)	A statement of the categories of documents that are held by it or under its control;	

1.	Smt. G.Geetha, Judge, SPE & ACB cases cum II Addl. District Judge, SPSR District, Nellore.	Confidential reports of all the staff Members, Cheque book.
2.	Smt G.Sidda Lakshmi, Chief Administrative Officer.	Checking of chargesheets, Maintenance of Service Registers, Administration work and Supervision of staff members.
3.	Sri P.Sivaprasad Babu, Superintendent.	Attending Appeal intimations, Record Room and also attend remands
4.	Smt. B.Lakshmikala, Steno grapher Grade-I	Taking shorthand dictation for orders and Judgements and also maintenance of Library.
5.	Smt.A.Radha, Junior Assistant. .	Attending accounts branch in both courts ie.,SPE & ACB Court and also I Addl. District Court, Nellore.
6	Smt S.Krishnaveni, Junior Assisitant` .	Deputed from Statements, Properties Addressed letters to FSL for opinion.
7	Smt Krishnavalli, Typist.	Attending bench typing, Office correspondence work.
8	Sri N.Haribabu, Field assistant	Attending Receive, Despatch and entering of Court fee in C.F. Register.
9	Kum. T.Uma Maheswari, Field Assistant.	Attending E.courts, and also too assist the CAO and also Bench clerks
10	Sri M.Rahul Kiran, Record Assistant.	Attend Public Court and Distribution of Local delivery.
11	Sri K.Moshe. Process Server.	To attend Public Court and attend Local delivery.
12	Smt Y.Kalyani, Office Subordinate	Attending office work.
(vii)	The particulars of any arrange- ment that exists for consul- tation with, or representation by the members of the public in relation to the formulation or its policy or implementation there of;	--Nil--
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons consti- tuted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees	--Nil--

	and other bodies are open to the public, or the minutes of such meetings are accessible for public.	
(ix)	A directory of its officers and employees:	
	1. Smt.G.Geetha, Judg of SPE & ACB cases cum II Addl. Dist. Judge, SPSR District, Nellore.	0861-2331422 (Office)
(x)	The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1. Smt.G.Geetha, Judge, SPE & ACB court cum II Addl. Dist. Judge, SPSR District, Nellore.	Rs. 188990-00
	2. Smt G.Sidda Lakshmi, Chief Administrative Officer.	Rs. 94500-00
	3. Sri P.V.Sivaprasad Babu Superintendent.	Rs. 61960-00
	4. Smt. B.Lakshmikala, Stenographer Gr. I	Rs. 76730-000
	5. Sri P.V.Narayana Reddy Senior Assistant.	Rs/ 78820-00
	6. Smt A.Radha, Junior Assistant.	Rs. 35570-00
	7. Kum Shaik Khalida Reena Jr. Asst	Rs. 25220-00
	8. Smt Krishnavalli, Typist	Rs. 45830-00
	9. Copyist	Vacant
	10. Sri P.Prameela, Office Subor dinate	Rs. 36560-00
	11. Sri B.Madhu, Office Subordinate	Rs. 20000-00
	12. Office Suoordinate	Kept Vacant

- (xi) The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.
Relates to the Hon'ble Prl. District Court, Nellore.
- (xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program;
Relates to the Hon'ble Prl. District Court, Nellore.
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
Relates to the Hon'ble Prl. District Court, Nellore.
- (xiv) Details in respect of the information, available to or held by it

Reduced in an electronic

Relates to the Hon'ble Prl. District Court, Nellore.

- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.

Relates to the Hon'ble Prl. District Court, Nellore.

- (xvi) The names, designations and other particulars of the public Information officers.

1. Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of PIO.	Office Tele- phone No./FAX	E-Mail
1.	O/o District Judge, Nellore .	Smt N.Nagarani, Chief Admn. Officer, Prl. District Court, Nellore.	0861- 2331422 No Fax number	acbcourt,nellore@gmail.com

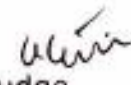
2. Assistant Public Information Officer:

S.No	Name of the office/ Administrative Unit	Name and Designation of APIO.	Office Tele- phone No./FAX	E-Mail
1.	O/o Judge, Spl. Judge, SPE & ACB cases cum II Addl. District Court, SPSR District, Nellore.	Smt G.Sidda lakshmi, Chief Administrative officer, SPE & ACB cases cum II Addl. District Court, SPSR Dist. Nellore.	0861- 2331422 No Fax number.	acbcourt,nellore@gmail.com

Appellate Authority:- Registrar (General) High Court of A.P., Amaravathi

- (xvii) Such other information as may be prescribed; and thereafter Update those Publications every year;

--Nil--


Judge
SPE & ACB court cum
II Addl. District Judge, Nellore.

Reduced in an electronic

Relates to the Hon'ble Pri. District Court, Nellore.

- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.

Relates to the Hon'ble Pri. District Court, Nellore.

- (xvi) The names, designations and other particulars of the public Information officers.

1. Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of PIO.	Office Tele- phone No./FAX	E-Mail
1.	O/o District Judge, Nellore .	Smt N.Nagarani, Chief Admn. Officer, Pri. District Court, Nellore.	0861- 2331862	nel.p dj- ap@a ij.gov .in

2. Assistant Public Information Officer:

S.No	Name of the office/ Administrative Unit	Name and Designation of APIO.	Office Tele- phone No./FAX	E- Mail
1.	O/o Judge, Spl. Judge, SPE & ACB cases cum II Addl. District Court, SPSR District, Nellore.	Smt G.Sidda lakshmi, Chief Administrative officer, SPE & ACB cases cum II Addl. District Court, SPSR Dist. Nellore.	0861- 2331422 No Fax number.	acbc ournel lore@ gmail .com

Appellate Authority:- Registrar (General) High Court of A.P., Amaravathi

- (xvii) Such other information as may be prescribed; and thereafter
Update those Publications every year;

--Nil--

Santhosh
Judge
SPE & ACB court cum
II Addl. District Judge, Nellore.

Information with regard to the particulars of RTC Act relating to the court of
III Addl. District Judge's Court , Nellore, SPSR District. (A.P.)

4.1(b)(i) The particulars of its Organization, Functions and Duties :

III Addl. District Court, Nellore, SPSR District. The functioning of the Court starts from 10-30 a.m. to 5.00 p.m. Lunch break is between 2-00 p.m. to 2-30 p.m.

(ii).The powers and duties of its officers and employees;

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Smt P.J Sudha, III Addl. District Court,. SPSR District, Nellore.	Attending all the duties of presiding Officer in exercise of the powers conferred by article 27 of the Constitution of India and Sec.126 of C.P.C. 1908 and Cr.P.C. and with previous approval of the Governor of A.P., the High Court of A.P. hereby makes the rules and Circulars for the guidelines of Subordinate Civil and Criminal Courts of the State of Andhra Pradesh. And grant of earned leave for 30 days maintaining confidential reports of the all the staff members, drawing and disbursing of pay and other bills.
2.	Smt K. Urvasi, Junior Assistant.	Deputed from special Judicial magistrate of Ist class for trial of Probation and Excise offences court, Nellore she attends the work of Superintendent , accounts branch and Execution petitions and also ensure sending all statements through the bench clerks promptly.
3.	Sri P. . Masthan Reddy , Junior Assistant	Deputed from principal Junior Civil Judge's Court,Kovur and he attends Original suits , Appeal suits and CMA's and sessions cases , Criminal Appeals , C.R.P's , Bail applications and to attend all statements .
4.	Sri. P. Rami Reddy Junior Assistant	Deputed from Special court for speedy Trial of Offences under the protection of Children from Sexual Offences Act (POCSOACT), Nellore .He assists OS BC P. Masthan Reddy and also attend Receive despatch.
5.	Sri. k. Vamsi, Junior Assistant	Deputed from Civil Judge's Court (Senior Division), Kavali and he attends

		service register of the Presiding Officer ,all registers relating to the Superintendent branch, accounts branch and Execution Petition branch.
3.	Sri P. Masthan Reddy , Junior Assistant	Deputed from principal Junior Civil Judge's Court, Kovur, and he is in control of all registers relating to the Original suits branch , Appeal suits and CMA and sessions cases and CRL.A, and CRP's ,Bail applications and statements .
4.	Sr P. Rami Reddy Junior Assistant	Deputed from Special court for speedy Trail of Offences under the protection of Children from sexual Offences Act (POCSOACT), Nellore . He is in control of registers relating to the Receive and despatch
5.	Sri. k. Vamsi, Junior Assistant	Deputed from Civil Judge's Court(Senior Division), Kavali he is in control of all registers of relating to the all Original petitions , and cheque petitions and also diary of all branches.
6.	Smt. K. Mahitha , Steno Grade-II	Deputed from I Addl. Senior Civil Judge's Court, Nellore she is in control of dictation books , Fair copy register , library books and registers.
7.	Sk. Mohammad, typist	Deputed from VI Addl.District court,Nellore and in control of Fairy copy register
8.	Sk. Kareem Mohiddin Record Assistant	Nil
9.	N.Ramul, Process server	Nil
10.	G.Naveen Kumar, Process Server	Nil
11.	G. Malliswiri, Process server	Nil
12.	G. Penchalaiah, (APCOS) Attender	Nil
(vii)	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation or its policy or implementation there of;	--Nil--
(viii)	A statement of the boards, councils, committees and other bodies consisting of	--Nil--

	two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	
(ix)	A directory of its officers and employees:	
	1. Smt P.J Sudha, III Addl. District Court, SPSR District, Nellore.	0861-2349982(Office)
(x)	The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1. Smt P.J Sudha, III Addl. District Court, SPSR District, Nellore.	Rs. 1,72,960-00

- (xi) The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.
Relates to the Hon'ble Prl. District Court, Nellore.
- (xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program;
Relates to the Hon'ble Prl. District Court, Nellore.
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
Relates to the Hon'ble Prl. District Court, Nellore.
- (xiv) Details in respect of the information, available to or held by it
Reduced in an electronic
Relates to the Hon'ble Prl. District Court, Nellore.
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.
Relates to the Hon'ble Prl. District Court, Nellore.
- (xvi) The names, designations and other particulars of the public Information officers.

1. Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of PIO.	Office Tele-phone No./FAX	E-Mail
1.	O/o District Judge, Nellore .	Smt N.Nagarani, Chief Admn. Officer, Prl. District Court, Nellore.	0861-2331862 No Fax number.	Nel.pdj- ap@aij.go v.in

2. Assistant Public Information Officer:

S.No	Name of the office/ Administrative Unit	Name and Designation of APIO.	Office Tele- phone No./FAX	E- Mail
1.	O/o the III Addl. District Court,. SPSR District, Nellore..	Smt. K. Urvasi, Junior Assistant III Addl. District judges Court, Nellore	0861- 2349982 No Fax number.	3addi tional distric tjudg e@g mail.c om

Appellate Authority:- Registrar (General) High Court of A.P., Amaravathi

(xvii) Such other information as may be prescribed; and thereafter
Update those Publications every year;

--Nil--



III Addl. District Judge, Nellore.

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Information with regard to the particulars of RTI Act relating to the court of IV Addl. District Judge's Court , Nellore, SPSR Nellore District. (A.P.)

4.1(b)(i) The particulars of its Organization, Functions and Duties :

The IV Addl. District Court, Nellore, SPSR Nellore District. The functioning of the Court starts from 10-30 a.m. to 5.00 p.m. Lunch break is between 2-00 p.m. to 2-30 p.m.

(ii).The powers and duites of its officers and employees:

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Smt. M. Shubha Vani, IV Addl. District Judge, Nellore, SPSR Nellore District.	In exercise of the powers conferred by article 27 of the Constitution of India and Sec.126 of C.P.C. 1908 and Cr.P.C. and with previous approval of the Governor of A.P., the High Court of A.P. hereby makes the rules and Circulars for the guidelines of Subordinate Civil and Criminal Courts of the State of Andhra Pradesh. And grant of earned leave for 30 days,maintaining confidential reports of the all the staff members and drawing and disbursing of pay and other bills.
2.	Smt A. Visalakshmi, Junior Assistant(I/c Superintendent)	Deputed from Principal Junior Civil Judge's court, Nellore to attend the Accounts branch, Maintenance of Service Register, Administration work and Supervision of staff members.
3.	Smt. P. Dhanamma, Steno grapher Grade-II	Deputed from Senior Civil Judge's court, Gudur, Taking shorthand dictation for orders and Judgments and also maintenance of Library.
4.	Smt A. Sandhya Rani, Typist.	Deputed from Spl. Magistrate of I Class for Railway Court, Nellore, Attending bench typing, Office correspondence work, E.courts entries adn C.F work.
5.	Sri B. Srinivasulu, Junior Assistant.	Deputed from VI Addl.District Court, Nellore to attend Criminal Branch, O.Ps, E.Ps, Criminal appeals, Bails, CRPs, Properties and copy applications, Statements and sending of appeal records with the assistance of Kum. G.V.Jyothsna, Junior Assistant

	6. Smt M. Jaya Bharathi, Junior Assistant.	Deputed from Prl.Junior Civil Judge's Court, Kovur, to attend Original suits, Appeal suits, CMAs and cooperation of preparation of statements and copy applications and sending of appeal records with assistance of M. Masthan, Record Assistant.
	7. Kum.G. Venkata Jyothsna, Junior Assistant.	Deputed from Senior Civil Judge's court Gudur, To assistant of B. Srinivasulu, Junior Assistant for maintenance of Registers, Index of disposal records and computer section, put up copy application.
	8. Sri M. Masthan, Record Assistant	Deputed from VIII Addl.District Court, Nellore to attend receive and despatch and Assistant to Smt M. Jaya Bharathi, Junior Assistant.
	9. Sri D. Sivaiah, Examiner	Deputed from Prl.District Court, Nellore to attend the office work.
	10. Sri V. Anantha Padmanabha Rao, Process Server	Deputed from V Addl. Judl.Magistrate of I Class Court, Nellore To attend Public Court and attend Local delivery.
	11. Sri M. Naveen Kumar, Process Server	Deputed from Judl.Magistrate of I Class for Excise Court, Nellore To attend Public Court and attend Local delivery.
	12. Kum. A. Rupa, Office Subordinate	Deputed from V Addl.Judl.Magistrate of I Class Court, Nellore To attend the work of Officer residence
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	--Nil--
(iv)	The norms set by it for the discharge of its functions;	In exercise of the powers conferred by Article 227 of the Constitution of India and Sec.126 of C.P.C. and Cr.P.C. with previous approval of the Governor of A.P., the High Court of A.P., hereby Makes the Rules and Circulars for the guide lines of Subordinate Civil and Criminal Courts of the State of A.P.
(v)	The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As stated in the provision (ii) of this act, Above.
(vi)	A statement of the categories of documents that are held by it or under its control:	
	Smt. M. Shubha Vani, IV Addl. District Judge, Nellore, SPSR Nellore District, Nellore.	Confidential reports of all the staff Members, Cheque book.

(vii)	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation or its policy or implementation there of;	--Nil--
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	--Nil--
(ix)	A directory of its officers and employees:	
	1. Smt. M. Shubha Vani, IV Addl. Dist. Judge, Nellore, SPSR Nellore District,	0861-2342212 (Office)
(x)	The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1. Smt. M. Shubha Vani, IV Addl. Dist. Judge, Nellore. SPSR Nellore District	Rs. 172960-00

- (xi) The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.
Relates to the Hon'ble Prl. District Court, Nellore.
- (xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program;
Relates to the Hon'ble Prl. District Court, Nellore.
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
Relates to the Hon'ble Prl. District Court, Nellore.
- (xiv) Details in respect of the information, available to or held by it
Reduced in an electronic
Relates to the Hon'ble Prl. District Court, Nellore.
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.
Relates to the Hon'ble Prl. District Court, Nellore.
- (xvi) The names, designations and other particulars of the public Information officers.
1. Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of PIO.	Office Tele- phone No./FAX	E-Mail
1.	O/o District Judge, Nellore .	Smt N.Nagarani, Chief Admn. Officer, Prl. District Court, Nellore.	0861- 2331862	nel.p dj- ap@a ij.gov .in

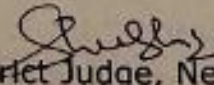
2. Assistant Public Information Officer:

S.No	Name of the office/ Administrative Unit	Name and Designation of APIO.	Office Tele- phone No./ FAX	E- Mail
1.	O/o IV Addl. District Court, Nellore SPSR Nellore District,	Smt A. Visalakshmi, Junior Assistant, IV Addl. District Court, SPSR Nellore Dist. Nellore(on deputation from Principal Junior Civil Judge's court, Nellore)	0861- 2342212 No Fax number.	ivadjc ourtnl r@gm ail.co m

Appellate Authority:- Registrar (General) High Court of A.P., Amaravathi

(xvii) Such other information as may be prescribed; and thereafter
Update those Publications every year;

--Nil--


IV Addl. District Judge, Nellore.

- 1) Organization Details (Particulars of : Spl. Court for trial of Offences under S.Cs & S.Ts (PoA) Act - cum - V Addl. District & Sessions Court, Nellore. This court was sanctioned as per G.O.Ms.No.14, Social Welfare (POA.I) Department, dated 19.02.2002 and G.O.Ms.No.25, Social Welfare (POA.I) Department, dated 29.03.2003. This Court was established specially for trial of offences under Scheduled Castes and Schedules Tribes (Prevention of Atrocities) Act, 1989. In addition, this Court is conducting proceedings in Civil and Criminal cases, Appeals, Revisions, Original Petitions, Departmental Enquiries etc which are made over by the Hon'ble Ptl. District Court, Nellore, as per law, having one Presiding Officer i.e. Special Judge/Additional District and Sessions Judge, and 19 staff members (i.e. CAO-1, Senior Superintendent-1, Superintendent-1, Steno Grade-1, Senior Assistant-1, Junior Assistants-5, Typists-2, Record Assistant-1, Driver(LV)-1, Attenders-5)

- 2) Powers and Duties (Operational powers and official duties of its officers and employees) : Furnished below

Sl. No.	Designation	Functions/Duties
1.	Sarvasree. Sri. Shaik Jani Basha, Special Judge for trial of Offence under S.Cs & S.Ts (PoA) Act - cum - V Addl. District & Sessions Judge, Nellore	Presiding over the civil and criminal judicial proceedings of the Court, administrative proceedings of the Office being the Head of the Office, Drawing and Disbursing proceedings being the DDO, etc
2.	S. Radhakrishna, CAO	Having control over all the staff members, supervision of staff members, attending administrative works, and placing issues before the PO and obtaining orders thereon, checking of charge-sheets, final reports etc
3.	Senior Superintendent	VACANT
4.	Superintendent	VACANT
5.	K. Srinivasulu Stenographer Grade-1	Taking dictations of Judgments/Orders etc from the PO at Court/Residence, transcribing the same, preparing calendars/decrees in contest cases etc, uploading the same in e-court, maintenance of library, etc
6.	SK.M. Khadar Basha, Senior Assistant	Attending all Civil Bench Clerk works (OS/AS/OP/EP etc) and preparing all civil and criminal statements of the Court
7.	G. Syamala, JA	Attending all the Accounts Clerk duties and Receive and Dispatch Clerk duties
8.	P.Sreenivasulu, JA	Attending as assistant to Civil Bench Clerk
9.	Sk. Kareemulla, JA	Attending as assistant to Criminal Bench Clerk
10.	Junior Assistant	VACANT
11.	Junior Assistant	VACANT

12. UVS. Lakshman Kumar, Typist
Attending Bench typing works, making online entries of cases and updating online entries daily in e-court, preparing judgments/orders/decrees etc in non-contest cases, fair-copying works, typing works of dockets, correspondence, statements, etc
13. B. Anil Reddy, RA
Presently working on deputation in Civil Judge's Court (Senior Division), Kavali
14. B. Vinod Kumar, Driver (LM)
Attending Driving duties
15. B. Madhusudhan, Outsourcing Attender
Attending office subordinate duties
16. K. Sasikala, Outsourcing Attender
Attending office subordinate duties
17. G. Penchalaiah, Outsourcing Attender
Attending office subordinate duties
18. Attender
VACANT
19. Attender
VACANT

Staff of other Courts presently working on deputation in this Court

Sl. No.	Designation	Functions/Duties
1.	Sarvasree. K. Suneel, JA, Spl. Excise Court, Nellore	Attending all Criminal Bench Clerk works
3)	Decision-Making Process (Procedures followed during decision-making, including channels of supervision)	: Procedures are followed as laid down in the Criminal Procedure Code, Civil Procedure Code, Civil Rules of Practice, Criminal Rules of Practice, and also the Circular instructions of the Hon'ble High Court of AP and Hon'ble Pri. District Court, Nellore, issued thereunder from time to time.
4)	Norms of Functioning (Performance norms set for discharging various official functions)	: Performance norms are set for discharging various official functions as per the Circular instructions of the Hon'ble High Court of AP and Hon'ble Pri. District Court, Nellore, issued thereunder from time to time.
5)	Rules and Manuals (Rules, regulations, instructions and manuals used by employees)	: Used/followed as laid down in the Criminal Procedure Code, Civil Procedure Code, Civil Rules of Practice, Criminal Rules of Practice, and also the Circular instructions of the Hon'ble High Court of AP and Hon'ble Pri. District Court, Nellore, issued thereunder from time to time.
6)	Categories of Documents (A clear statement of categories of documents held by authority)	: There are mainly 3 categories of documents are held by the Court i.e. Part-I permanent documents (to be preserved permanently), Part-II documents (preserved for 5 years), Part-III Misc. documents (preserved for 3 years). All civil side records/ registers are preserved at Central Record Room of Pri. District Court, Nellore as per rules by consigning the disposed-of records/registers periodically. Only Criminal side disposed-of records and registers are preserved in the Record Room of this Court as per rules.
7)	Public Consultation (Arrangements for public consultation regarding policy formulation or implementation)	: The CA of the Pri. District Court is the State Assistant Public Information Officer for all the Courts located at District Headquarters at Nellore including this Court

- 8) Boards and Committees : Yes. Available
(Information on boards, councils, and committees and whether their meetings/minutes are open to the public)
- 9) Staff Directory (Digital directory of all its officers and employees) : Furnished below

Sl. No.	Name and Designation of Officer/Employee	Telephone (Office)	Telephone (Residence)
	Sarvasree.		
1.	Sri. Shaik Jani Basha, Special Judge for trial of Offence under S.Cs & S.Ts (PoA) Act - cum - V Addl. District & Sessions Judge, Nellore	0861-2311580	0861-2311609
2.	S. Radhakrishna, CAO	---	---
3.	Senior Superintendent	---	---
4.	Superintendent	---	---
5.	K. Srinivasulu Stenographer Grade-1	---	---
6.	SK.M. Khadar Basha, Senior Assistant	---	---
7.	G. Syamala, JA	---	---
8.	P.Sreenivasulu, JA	---	---
9.	Sk. Kareemulla, JA	---	---
10.	Junior Assistant	---	---
11.	Junior Assistant	---	---
12.	UVS. Lakshman Kumar, Typist	---	---
13.	B. Anil Reddy, RA	---	---
14.	B. Vinod Kumar, Driver (LM)	---	---
15.	B. Madhusudhan, Outsourcing Attender	---	---
16.	K. Sasikala, Outsourcing Attender	---	---
17.	G. Penchalaiah, Outsourcing Attender	---	---
18.	Attender	---	---
19.	Attender	---	---

Staff of other Courts presently working on deputation in this Court:

Sl. No.	Designation	Telephone (Office)	Telephone (Residence)
	Sarvasree.		
1.	K. Suneel, JA, Spl. Excise Court, Nellore	---	---

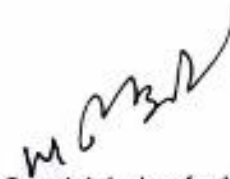
- 10) Remuneration Details (Monthly salary received by each officer and employee) : Furnished below. Salaries of officer and employees are being paid from out of the Consolidated Fund of the State Government. Information of Pay and Allowances, GPF/CPs, APGLI, Leave Account of EL/HPL, pay slips etc are available in <https://nidhi.apcfss.in>

Sl. No.	Name and Designation of Officer/Employee	Monthly Salary (Basic Pay)
	Sarvasree.	
1.	Sri. Shaik Jani Basha, Special Judge for trial of Offence under S.Cs & S.Ts (PoA) Act - cum - V Addl. District & Sessions Judge, Nellore	Rs. 1,44,840/-
2.	S. Radhakrishna, CAO	Rs. 1,24,380/-
3.	Senior Superintendent	
4.	Superintendent	
5.	K. Srinivasulu Stenographer Grade-1	Rs. 80,910/-
6.	SK.M. Khadar Basha, Senior Assistant	Rs. 47,090/-
7.	G. Syamala, JA	Rs. 69,020/-
8.	P.Sreenivasulu, JA	Rs. 45,830/-
9.	Sk. Kareemulla, JA	Rs. 28,280
10.	Junior Assistant	---
11.	Junior Assistant	---
12.	UVS. Lakshman Kumar, Typist	Rs. 45,830/-
13.	B. Anil Reddy, RA	Rs. 21,800/-
14.	B. Vinod Kumar, Driver (LM)	Rs. 37,640/-
15.	B. Madhusudhan, Outsourcing Attender	Rs. 15,000/-
16.	K. Sasikala, Outsourcing Attender	Rs. 15,000/-
17.	G. Penchalaiah, Outsourcing Attender	Rs. 15,000/-
18.	Attender	---
19.	Attender	---

Staff of other Courts presently working on deputation in this Court:

Sl. No.	Designation	Monthly Salary (Basic Pay)
	Sarvasree.	
1.	K. Suneel, JA, Spl. Excise Court, Nellore	Available at Excise Court, Nellore (DDO)
11)	Budget Allocation (Budget allocated to each agency, including spending plans and disbursement reports)	Budget is allotted by the State Government to the Social Welfare Department (HoA.2225-Welfare of S.Cs, S.Ts, O.B.Cs & Minorities) which in turn distributes the same to this Court etc as per requirement, quarter-wise
12)	Subsidy Programs (Execution manner of subsidy programs, including budget details and beneficiary lists)	NIL
13)	Concessions and Permits (Particulars of recipients who received concessions, permits or authorizations)	NIL

- 14) Electronic Information (Details of data available to or held by office in electronic form) : Information regarding Case status, cause-list of cases, Court orders pertaining to this Court is also available in <https://spsrnnellore.dcourts.gov.in>
- 15) Public Facilities (Particulars of facilities available to citizens for obtaining information (like library hours) : Citizens can obtain information under RTI Act, 2005
- 16) PIO Directory (Names, designations and contact details of PIOs) : The CAO of the Pri. District Court is the State Assistant Public Information Officer for all the Courts located at District Headquarters at Nellore including this Court
- 17) Other Prescribed Information (Any other information that may be prescribed by authorities- 1, 2, 3, 4, 5, 6) : NIL


 Special Judge for trial of Offences
 under S.Cs & S.Ts (PoA) Act - cum -
 Additional District & Sessions Judge
 NELLORE.

O/o. Spl. Court for trial of Offences under S.Cs & S.Ts (PoA) Act
 - cum - V Addl. District & Sessions Court, Nellore,
 Date: 07.2026

**OFFICE OF THE JUDGE, FAMILY COURT-CUM-VI ADDITIONAL DISTRICT COURT,
NELLORE.**

ORGANIZATION, FUNCTIONS AND DUTIES
[Section 4(1)(b)(i)]

S.No.	Name of the Organization	Address	Functions/Duties
1	District Judiciary	Judge, Family Court-cum-VI Additional District and Sessions Judge, Nellore	This court numbering the Family Court matters and conducting the Trial of Family Court matters besides Civil and Criminal Cases which are made over to this court by the Hon'ble Principal District and Sessions Judge, Nellore after assigning the case numbers and having the control over the ministerial staff of the court.

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES
[Section 4(1)(b)(ii)]

S.No.	Officer/Employees/	Duties allotted	Powers
1	Smt. Nikitha R.Vora, Judge, Family Court-cum-VI Additional District Judge, SPSR District, Nellore.	Presiding over the proceedings of the court, hearing the matters on the Bench, pronouncing Judgments and internal office administration and inspection of the office.	Head of the Office/Court. Having administrative control over the staff of the court/office.
2	Smt Sk.Razia Chief Administrative Officer.	Supervision of the Staff and attending the administrative work relating to this court.	Having control of the ministerial staff and placing the any issues before presiding officer.
3	Senior Superintendent	POST KEPT VACANT	--
4	Sri Y.E. Paul Kishore, Superintendent, (Working on deputation)	Attending for Appeal intimations, Numbering the Family Court O.Ps and M.Cs	--
5	Sri M.S.Krishna Murthy, Stenographer Grade-I	Attending the Steno works i.e. taking dictation and preparing decrees along with maintenance of Library	--
6	Sri A.Dharmendra Singh, Senior Assistant. (Working on deputation)	Attending the Bench Work on F.C.O.Ps, M.Cs, Criminal and also maintaining the criminal records etc.	--
7	Sri G.Manikanta Trinadh, Junior Assistant.	Attending the Bench Work on O.S, A.S., E.Ps, and M.V.O.Ps and also maintaining the civil records etc.	--

7	-do-	Sri G.Manikanta Trinadh, Junior Assistant.	--	--
8	-do-	Smt. K.Kavya Reddy, Junior Assistant	--	--
9	-do-	Sri P.Deepak Rao, Junior Assistant	--	--
10	-do-	Kum. Khalida Reena, Junior Assistant, (Working on deputation)	--	--
11	-do-	Junior Assistant (Kept Vacant)	--	--
12	-do-	Sri M.Vinay Narasimha Kumar, Typist	--	--
13	-do-	Sri Shaik Rafi, Process Server, (Working on deputation)	--	--
14	-do-	Sri A.Rama Krishna, Process Server, (Working on deputation)	--	--
15	-do-	Smt. K.Rajeswari, Process Server, (Working on deputation)	--	--
16	-do-	Smt. D.Ramanamma, Office Subordinate, (Working on deputation)		
17	-do-	Smt Shaik Vasudha Bee, Office Subordinate (Working on deputation)	--	--
18	Deputed to work at PDJ Court, Nellore	Sri K.Chandra Sekhar, Senior Assistant	---	
19	Deputed to work at IV ADJ Court, Nellore	Sri B.Srinivasulu, Junior Assistant.	---	
20	Deputed to work at III ADJ Court, Nellore	Sri Shaik Mohammad, Typist	---	
21	Deputed to work at V AJFMC Court, Nellore	Sri P.Hari Babu, Record Assistant	---	

**MONTHLY REMUNERATION RECEIVED BY THE OFFICER AND EMPLOYEE INCLUDING THE
SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS.**

[Section 4(1)(b)(xi)]

S.No.	Name and Designation	Monthly Remuneration including its compensation	System of Compensation to determine remuneration as given in regulation.
		The Officer and the employees are being paid salaries in accordance with their pay and allowances admissible from the consolidated funds of the state government.	
1	Smt. Nikitha R.Vora, Judge, Family Court-cum- VI Additional District Judge, SPSR District, Nellore.	Rs.3,21,277/-	---
2	Smt Sk.Razia Chief Administrative Officer.	Rs.1,68,447/-	---
3	Senior Superintendent (Post Kept Vacant)	---	---
4	Sri M.S.Krishna Murthy, Stenographer Grade-I	Rs.1,15,860/-	
5	Sri G.Manikanta Trinadh, Junior Assistant.	Rs.43,656/-	
6	Smt. K.Kavya Reddy, Junior Assistant	Rs.38,865/-	
7	Sri P.Deepak Rao, Junior Assistant	Rs.43,656/-	---
8	JUNIOR ASSISTANT	POST KEPT VACANT	
9	Sri M.Vinay Narasimha Kumar, Typist	Rs.60,986/-	---
The following staff members are Deputed to work in various courts.			
10	Sri K.Chandra Sekhar, Senior Assistant (Deputed to work at PDJ Court, Nellore)	Rs.74,613/-	---
11	Sri B.Srinivasulu, Junior Assistant. (Deputed to work at IV ADJ Court, Nellore)	Rs.54,358/-	---
12	Sri Shaik Mohammad, Typist (Deputed to work at III ADJ Court, Nellore)	Rs.1,06,614/-	---

13	Sri P.Hari Babu, Record Assistant (Deputed to work at V AJFMC Court, Nellore)	Rs.35,745/-	---
----	--	-------------	-----

BUDGET ALLOCATION TO EACH AGENCY INCLUDING PLANS

[Section 4(1)(b)(xi)]

Budget is allotted by the Hon'ble High Court of Andhra Pradesh and the Prl. District Judge distributes the same to all Subordinate Courts in the District.

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

[Section 4(1)(b)(xii)]

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY THE PUBLIC AUTHORITY

[Section 4(1)(b)(xiii)]

DETAILS OF INFORMATION RELATED TO THE VARIOUS SCHEMES OF THE DEPARTMENT WHICH ARE AVAILABLE IN ELECTRONIC FORMATS (FLOPPY, CD, VCD, WE SITE, INTERNET ETC.

[Section 4(1)(b)(xiv)]

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

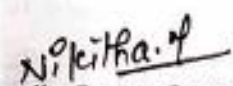
[Section 4(1)(b)(xv)]

Citizens can obtain the information as per the provisions of Right to information Act, 2005.

NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

[Section 4(1)(b)(xvi)]

The Chief Administrative Officer of the Principal District Court, Nellore is the Public Information Officer for this court complex including the Judge, Family Court- Cum - VI Additional District Court, Nellore.


 Judge, Family Court- Cum - VI
 Additional District & Sessions Judge,
 Nellore.

Information with regard to the particulars of RTI Act relating to the Court of VII Additional District Judge, Gudur, SPSR Nellore District.

1.	The particulars of its Organization, Functions and Duties:		
	The VII Additional District Judge's Court, Gudur, SPSR Nellore District. The functioning of the Court starts at 10.30 A.M and ends at 5.00 P.M. Lunch break is between 2.00 to 2.20 P.M. This Court has pecuniary territorial jurisdiction of the entire Gudur Division comprising sub-ordinate courts within Gudur, Kota, Naidupet, Sullurpet and Venkatagiri		
2.	The powers and duties of its Officer and employees.		
	Sl. No.	Name and Designation of the employee	Duties of the employees
	1.	Sri K. Venkata Naga Pavan, VII Additional District Judge, Gudur	In exercise of the powers conferred by Article 227 of the constitution of India , 1908 and with previous approval of the Governor of AP, the High Court of A.P. here by makes the rules and circulars for the guidelines of the Sub-ordinate Civil and Criminal Courts of the state of Andhra Pradesh. Administration work including sanction of Periodical Increments, drawing of salaries and granting of leaves falling within 30 days. Acting as Chairman - MLSA, Gudur.
	2.	Smt M. Sree Devi, Chief Administrative Officer	Numbering of Civil suits. Maintenance of Service Registers, Administration work and Supervision of staff members.
	3.	Sri y. Srinivasa Prasad, Sr. Superintendent	Incharge Deputy Nazar, Dealing with Original Suits and Civil Appeal Suits.
	4.	Sri T. Srinivasa Narasimha Murthy, Sr. Assistant	Dealing with EP, MVOP, AOP, LAOP, DOP, GOP, SROP cases.
	5.	Stenographer Gr.I	Post kept vacant
	6.	G. Karunakar Babu, Junior Assistant	Dealing with Accounts Section i.e preparation of all types of Bills, Cheque petitions and correspondence work.
	7.	P. Subbu Pinakini, Junior Assistant	Deputed to III Addl. Civil Judge's

			Court (Junior Division), Nellore.
8.	S. Kavitha, Junior Assistant		Assisting the Account clerk in all aspects.
9.	K. Giri, Junior Assistant		Dealing with Criminal Section i.e SCs, Criminal Appeals, Criminal Revision Petitions, Bail applications.
10.	Junior Assistant		Post kept vacant
11.	Typist		Post kept vacant
12.	Typist		Post kept vacant
13.	Y. Gurulakshmi, Field Assistant		Assisting the Civil Branch in all aspects. (OS & AS)
14.	Ch. Kalarani, Field Assistant		Dealing with Record Room i.e Checking of records and consigning the records to Central Record room, Nellore. Submitting of Appeal records to High Court. Put up CA's.
15.	K. Chenchu Rathnaiah, Assistant	Field	Serving of All type of Warrants within and around Gudur.
16.	Ch. Kamalakar Reddy, Assistant	Field	Deputed to Civil Judge's Court (Senior Division), Kovur.
17.	P. Chandra Mohan, Field Assistant		Attending Desk work of Nazarath section relating to all the Courts within Court complex Gudur.
18.	P.V. Subrahmanyam, Field Assistant		Attending Register work, entrusted and returned process.
19.	K. Haggai, Field Assistant		Deputed to Civil Judge's Court (Senior Division), Gudur.
20.	S. Sallaja, Examiner		Attending copyist section work i.e Collection, preparation and distribution of CA's from the Four Courts.
21.	P. Venkateswarlu, Examiner		Deputed to Civil Judge's Court (Junior Division), Udayagiri.
22.	A. Masthan, EXaminer		Deputed to VIII Addl. District Judge's Court, Nellore.
23.	Copyist		Post kept vacant
24.	Copyist		Post kept vacant
25.	Copyist		Post kept vacant
26.	E. Nagaraju, Record Assistant		Deputed to Principal Civil Judge's

		Court (Junior Division), Gudur.
27.	Driver	Post kept vacant
28.	K. Ramatheertham, Process Server	Night Guard duty.
29.	T. Hari Prasad, Process Server	Serving of notices/summons.
30.	N. Chanikya, Process Server	Day Guard, serving of papers in town limits.
31.	V.V. Seetha Mahalakshmi Iila, Process Server	Deputed to Civil Judge's Court (Junior Division), Naidupet.
32.	R. Hemanth Kumar, Process Server	Deputed to Civil Judge's Court (Senior Division), Gudur.
33.	S. Jyothi, Process Server	Deputed to II Addl. Civil Judge's Court (Junior Division), Nellore.
34.	P. Sailaja, Process Server	Deputed to Civil Judge's Court (Junior Division), Kota.
35.	C. Sandesh, Process Server	Absconding.
36-41	Process Servers (6 in No.)	Posts kept vacant
42.	P. Prasad, Office Sub-ordinate	Working at Officers residence and Assiting Record keeper.
43.	P. Jahnavi, Office Sub-ordinate	Working at Officers residence.
44.	T. Juhitha, Office Sub-ordinate	Working at Officers residence.
45-46	Office Sub-ordinate (2 posts)	Posts kept vacant
47.	Full time masalchi	Post kept vacant
Deputed staff from other courts		
48.	Smt M. Praveena, Steno Gr.II, Deputed from Civil Judge's Court (Senior Division), Kavali.	Preparation of Judgments & Decrees dictated by the Officer. Maintaining of Library Books.
49.	M. Venkata Subbaiah, Field Assistant, Deputed from Addl. Judicial Magistrate of 1 class Court, Gudur	Attending Register work, entrusted and returned process.
50.	I. V. Rathnamma, Field Assistant, Deputed from Civil Judge's Court (Junior Division), Venkatagiri.	N-step, Maintaining of outward and inward registers.
51.	A. Rajeswari, Process Server Deputed from Principal District Court, Nellore.	Assisting OP section.
52.	K. Maduha, Process Server, Deputed from Civil Judge's Court (Senior	Dealing with Bench typing.

		Division), Kovur.	
	53.	Sk. khaleel Basha, Office subordinate, Deputed from Excise Court, Nellore	Acting as Driver and assisting OS & AS section & ecourts.
3.	Decision making Process: the procedure followed in the decision making process, including channels of supervision and accountability		NIL
4.	Norms of functioning: The norms set buy it for discharge of its functions:		Norms set by the Hon'ble High Court of Andhra Pradesh at Amaravati who makes the rules and circulars for the guidelines of Subordinate Civil and Criminal Courts of the state of A.P.
5.	Rules and manuals:		As stated in provision (ii) of the Act, above
6.	Categories of Documents: A statement of the categories of the documents that are held by it or under its control		Judgments and Orders passed in various cases are open to public through ecourts. Other documents are in custody of concerned branch clerks. Can be obtained through process of law.
7.	Public consultation: The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to formulation or its policy or implementation there of		NIL
8.	Board and committees: A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its art or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to public, or the minutes of such meetings are accessible to public		NIL
9.	A directory of its Officers and employees		
	1.	Sri K. Venkata Naga Pavan, VII Additional District Judge, Gudur	08624-223500
10.	The Monthly remuneration received by each of its Officers and employees including system of compensation as provided in its regulation.		
	1.	Sri K. Venkata Naga Pavan, VII Additional District Judge, Gudur	Rs.1,49,190/-

2.	Smt M. Sree Devi, Chief Administrative Officer	Rs.1,09,910/-
3.	Sri Y. Srinivasa Prasad, Sr. Superintendent	Rs.1,18,390/-
4.	Sri T. Srinivasa Narasimha Murthy, Sr. Assistant	Rs.99,430/-
5.	G. Karunakar Babu, Junior Assistant	Rs.35,570/-
6.	P. Subbu Pinakini, Junior Assistant	Rs.33,590/-
7.	S. Kavitha, Junior Assistant	Rs.27,500/-
8.	K. Giri, Junior Assistant	Rs.35,570/-
9.	Y. Gurulakshmi, Field Assistant	Rs.44,570/-
10.	Ch. Kalarani, Field Assistant	Rs.49,790/-
11.	K. Chenchu Rathnaiah, Field Assistant	Rs.60,260/-
12.	Ch. Kamalakar Reddy, Field Assistant	Rs.60,260/-
13.	P. Chandra Mohan, Field Assistant	Rs.61,960/-
14.	P.V. Subrahmanyam, Field Assistant	Rs.58,680/-
15.	K. Haggai, Field Assistant	Rs.32,670/-
16.	S. Sallaja, Examiner	Rs.67,190/-
17.	P. Venkateswarlu, Examiner	Rs.37,640/-
18.	A. Masthan, EXaminer	Rs.23,780/-
19.	E. Nagaraju, Record Assistant	Rs.78,820/-
20.	K. Ramatheertham, Process Server	Rs.61,960/-
21.	T. Hari Prasad, Process Server	Rs.23,780/-
22.	N. Chanikya, Process Server	Rs.23,780/-
23.	V.V. Seetha Mahalakshmi Iila, Process Server	Rs.43,310/-
24.	R. Hemanth Kumar, Process Server	Rs.35,570/-
25.	S. Jyothi, Process Server	Rs.23,780/-
26.	P. Sailaja, Process Server	Rs.23,780/-
27.	P. Prasad, Office Sub-ordinate	Rs.21,800/-
28.	P. Jahnavi, Office Sub-ordinate	Rs.20,600/-
29.	T. Juhitha, Office Sub-ordinate	Rs.20,000/-
11.	The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursement made; Relates to the Hon'ble Principal District Court, Nellore	

12. The manner of execution of subsidy programmes including the amounts allotted and the details of beneficiaries of such programme;
Relates to the Hon'ble Principal District Court, Nellore
13. Particulars of recipients of concessions permits or authorizations granted by it;
Relates to the Hon'ble Principal District Court, Nellore
14. Details in respect of the information, available to or held by it reduced in an electronic;
Relates to the Hon'ble Principal District Court, Nellore

15. The names, Designations and other particulars of the public information officer

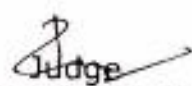
1. Public Information Officer

S.No.	Name of the Office/Administrative Unit	Name and Designation of PIO	Office Telephone No./Fax	Email
1.	O/o VII Addl. District Judge, Gudur	M. Sree Devi	08624-223500	Viiadjcourtgudur1@gmail.com

Appellate Authority: Registrar General, High Court of AP, Amaravati.

17. Such other information as may be prescribed, and there after update those publications every year.

-NIL-


Judge
VII Additional District Court,
Gudur

**OFFICE OF THE SPECIAL COURT FOR TRIAL OF OFFENCES AGAINST WOMEN-
CUM-VIII ADDL.DISTRICT COURT, NELLORE.**

ORGANISATION, FUNCTIONS AND DUTIES

[Section 4(1)(b)(i)]

S.No.	Name of the Organisation	Address	Functions/Duties
1	District Judiciary	Special Court for trial of offences against women-cum-VIII Additional District Court, Nellore.	This court conducting the Trial of Sessions Cases and also Civil Cases. The cases were made over to this court by the Hon'ble Principal District and Sessions Judge, Nellore after assigning the case numbers and having the control over the ministerial staff of the court.

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

[Section 4(1)(b)(ii)]

S.No.	Officer/Employee S/Sri	Duties allotted	Powers
1	A.Naga Sailaja Special Judge for trial of offences against women-cum-VIII Addl.District Judge, Nellore.	Presiding over the proceedings of the court, hearing the matters on the Bench, pronouncing Judgments and internal office administration and inspection of the office.	Head of the Office/Court. Having administrative control over the staff of the court/office.
2	Sri D.Sundara Raju Chief Administrative Officer	Supervision of the Staff and attending the administrative work relating to this court.	Having control of the ministerial staff and placing the any issues before presiding officer.
3	Smt.P.Srilatha Junior Assistant (Accounts)	1) Preparing the salary bills and all contingent bills relating to this court. 2) Attending Receive and Despatch work.	--
4	Sri N.Seenaiah Senior Assistant (Criminal Bench)	Attending the bench work on criminal side and also maintaining the criminal records etc.	--
5	Smt. N.Sree Prashanthi Senior Assistant (working on deputation)	Allotted all O.Ps and E.Ps and to maintain branch upto date.	--
6	Sri T.Pravardhan Naidu Junior Assistant (working on deputation)	Attending all Civil Bench work and also statements on civil and criminal side.	--
7	Smt.B.Hymavathi Junior Assistant (Working on deputation)	Indexing all the Civil and Criminal Disposed off records and to maintain criminal properties.	--
8	Smt.P.Padmavathi Junior Assistant	She is being used as Bench typing and updating online entries e-courts.	--

	(working as Typist)		
9	S.Gireesha (Stenographer Gr.I) (working on deputation)	Attending the Steno works i.e., taking dictation and preparing decrees etc.	--
10	A.Masthan Examiner (working on deputation)	He is being used for Court Hall duties and assisting the bench clerks.	--
11	K.Parandhamaiah Driver	Attending Driving works and also in the office time he is being used for put up C.As. Etc.	--
12	Sk.Yesthani Begum Process Server	Attending Court hall duties.	--
13	Sri D.V.N, Murali Office Subordinate (working on deputation)	Attending duties at Officer's Bungalow/Residence.	
13	G.Mariamma Attender (Out sourcing)	Attending the office subordinate duties in the office.	--
The following staff members are Deputed to work in various courts.			
14	Smt.P.Sailaja Senior Superintendent (Deputed to work at Prl.District Court, Nellore)	---	---
15	M.Leela Bharathi Field Assistant (Deputed to work at Prl.Civil Judge Court (Junior Division), Nellore)	---	---
16	K.Lakshminarasimha Babu, Field Assistant (Deputed to work at Prl.District Court, Nellore)	---	---
17	Moghal Masthan Record Assistant (Deputed to work at IV ADJ Court, Nellore)	---	---
18	P.Mallikarjuna Rao Process Server (Deputed to work at III Addl.Civil Judge court (Junior Division), Nellore)	---	---
19	Muni Prasad Examiner (Deputed work at Prl.District Court, Nellore)	---	---

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS
[Section 4(1)(b)(iii)]

The procedure is followed as laid down in the Criminal Procedure Code, Civil Procedure Code, Civil Rules of Practice and Criminal Rules of Practice and also on the circular instructions issued by the Hon'ble High Court of Andhra Pradesh from time to time.

NORMS SET FOR THE DISCHARGE OF FUNCTIONS
[Section 4(1)(b)(iv)]

The norms as set by the Hon'ble High Court of Andhra Pradesh for the discharge of the functions in the light of the Codes as referred above.

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS
[Section 4(1)(b)(v)]

Criminal Procedure Code, Civil Procedure Code, Civil Rules of Practice and Criminal Rules of Practice, various other acts and also Circular instructions issued by the Hon'ble High Court of Andhra Pradesh from time to time on Judicial side and Rules and regulations relating to A.P.State Judicial Services, A.P.Judicial Ministerial and Subordinate Services and other Circular instructions issued by the Hon'ble High Court from time to time on Administrative side.

CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE PUBLIC AUTHORITY OF UNDER ITS CONTROL
[Section 4(1)(b)(vi)]

Civil Case Records are maintained by the Civil Branch

Criminal Case Records are maintained by the Criminal Branch

Fixed Deposit Receipts are maintained by the accounts Branch

All the disposed of records and related registers which are consigned to District Court are maintained by Central Record Branch.

Special Judge for trial of offences against women-cum-VIII Addl.District Judge, is the controlling authority.

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 THEREOF
[Section 4(1)(b)(vii)]

The Chief Administrative Officer of the District Court is the State Assistant Public Information Officer for the Principal District Court and other courts at District Headquarters including this court.

[Section 4(1)(b)(viii)]

INFORMATION OF OFFICERS AND EMPLOYEES WORKING IN THE OFFICE AND THEIR**CONTACT ADDRESS****[Section 4(1)(b)(ix)]**

S.No.	Name of the Office/Administrative Unit	Name, Designation and Address of Officer/Employee	Telephone Numbers	
			Office	Residence
1	Special Court for trial of offences against women-cum-VIII Addl.District Court, Nellore	Smt.A.Naga Sailaja Special Judge for trial of offences against women-cum-VIII Addl.District Judge.	08612300358	08612300359
2	-do-	Sri D.Sundara Raju Chief Administrative Officer	--	--
3	-do-	Smt.P.Srilatha Junior Assistant	--	--
4	-do-	Sri N.Seenaiah Senior Assistant	--	--
5	-do-	Smt. N.Sree Prashanthi Senior Assistant	--	--
6	-do-	Sri T.Pravardhan Naidu Junior Assistant (working on deputation)	--	--
7	-do-	Smt.B.Hymavathi Junior Assistant (Working on deputation)	--	--
8	-do-	Smt.P.Padmavathi Junior Assistant	--	--
9	-do-	S.Gireesha (Stenographer Gr.I) (working on deputation)	--	--
10	-do-	A.Masthan Examiner (working on deputation)	--	--
11	-do-	K.Parandhamaiah Driver	--	--
12	-do-	Sk.Yesthani Begum Process Server	--	--
13	-do-	G.Mariyamma Attender (Out sourcing)	--	--

The following staff members are Deputed to work in various courts.

14	Smt.P.Sailaja Senior Superintendent (Deputed to work at Pri.District Court, Nellore)	---	---
15	M.Leela Bharathi Field Assistant (Deputed to work at	---	---

	Prl.Civil Judge Court (Junior Division), Nellore)		
16	K.Lakshminarasimha Babu, Field Assistant (Deputed to work at Prl.District Court, Nellore)	---	---
17	Moghal Masthan Record Assistant (Deputed to work at IV ADJ Court, Nellore)	---	---
18	P.Mallikarjuna Rao Process Server (Deputed to work at III Addl.Civil Judge court (Junior Division), Nellore	---	---
19	Muni Prasad Examiner (Deputed work at Prl.District Court, Nellore)	---	---

**MONTHLY REMUNERATION RECEIVED BY THE OFFICER AND EMPLOYEE INCLUDING
THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS**
[Section 4(1)(b)(xi)]

S.No.	Name and Designation	Monthly Remuneration including its compensation	System of Compensation to determine remuneration as given in regulation.
		The Officer and the employees are being paid salaries in accordance with their pay and allowances admissible from the consolidated funds of the state government.	
1	Smt. A.Naga Sailaja Special Judge for trial of offences against women-cum-VIII Addl.District Judge, Nellore.	Rs.3,87,482/-	---
2	Sri D.Sundara Raju Chief Administrative Officer	Rs.1,05,509/-	---
3	Sri N.Seenaiah Senior Assistant	Rs.93,943/-	---
4	Smt. P.Srilatha Junior Assistant	Rs.92,885/-	---
5	Smt. P.Padmavathi Junior Assistant	Rs.38865/-	---
6	Sri K.Parandamaiah Driver	Rs.60411/-	---

7	Smt. Sk.Yesthani Begum Process Server	Rs.58105/-	---
8	Smt.N.Sreeprashanthi Senior Assistant (working on deputation)	---	---
9	Smt. B.Hymavathi Junior Assistant (working on deputation)	---	---
10	Sri T.Pravardhan Naidu Junior Assistant (working on deputation)	---	---
11	Smt.S.Gireesha Stenographer Gr.I (working on deputation)	---	---
12	Sri A.Masthan Examiner (Working on deputation)	---	---
13	Smt. G.Mariyamma Outsourcing Attender (working on deputation)	---	---

The following staff members are Deputed to work in various courts.

14	Smt.P.Sailaja Senior Superintendent (Deputed to work at Prl.District Court, Nellore)	Rs.1,45,378/-	---
15	M.Leela Bharathi Field Assistant (Deputed to work at Prl.Civil Judge Court (Junior Division), Nellore)	Rs.72,643/-	---
16	K.Lakshminarasimha Babu, Field Assistant (Deputed to work at Prl.District Court, Nellore)	Rs.38,965/-	---
17	Moghal Masthan Record Assistant (Deputed to work at IV ADJ Court, Nellore)	Rs.35745/-	---
18	P.Mallikarjuna Rao Process Server (Deputed to work at III Addl.Civil Judge court (Junior Division), Nellore)	Rs.87,990/-	---
19	Muni Prasad Examiner (Deputed work at Prl.District Court, Nellore)	---	---

BUDGET ALLOCATION TO EACH AGENCY INCLUDING PLANS

[Section 4(1)(b)(xi)]

Budget is allotted by the Hon'ble High Court of Andhra Pradesh and the Prl.District Judge distributes the same to all Subordinate Court in the District.

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

[Section 4(1)(b)(xii)]

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS
GRANTED BY THE PUBLIC AUTHORITY**

[Section 4(1)(b)(xiii)]

**DETAILS OF INFORMATION RELATED TO THE VARIOUS SCHEMES OF THE DEPARTMENT
WHICH ARE AVAILABLE IN ELECTRONIC FORMATS (FLOPPY, CD, VCD, WE SITE,
INTERNET ETC.**

[Section 4(1)(b)(xiv)]

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

[Section 4(1)(b)(xv)]

Citizens can obtain the information as per the provisions of Right to information Act, 2005.

**NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION
OFFICERS**

[Section 4(1)(b)(xvi)]

The Chief Administrative Officer of the Principal District Court, Nellore is the Public Information Officer for this court complex including the VIII Addl.District Court, Nellore.

A. V. Sailesh
Special Judge for trial of offences against
women-cum-VIII Addl.District Judge,
Nellore.

Information with regard to the particulars of RTC Act relating to the court of Special Court for trial of offences under POCSO Act, Nellore, SPSR Nellore District. (A.P.)

4.1(b)(i) The particulars of its Organization, Functions and Duties :

The Special Court for trial of offences under POCSO Act, Nellore Nellore, SPSR District. The functioning of the Court starts from 10-30 a.m. to 5.00 p.m. Lunch break is between 2-00 p.m. to 2-30 p.m. This court has pecuniary territorial jurisdiction of only Protection of Children from Sexual Offences Act 2012 cases in Nellore District only.

(ii).The powers and duites of its officers and employees:

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Ms.Kampalle Sailaja, Special Judge for trial of offences Under POCSO Act, Nellore, SPSR Nellore. District, Nellore.	In exercise of the powers conferred by article 27 of the Constitution of India and Sec.126 of C.P.C. 1908 and Cr.P.C. and with previous approval of the Governor of A.P., the High Court of A.P. hereby makes the rules and Circulars for the guidelines of Subordinate Civil and Criminal Courts of the State of Andhra Pradesh. And grant of earned leave for 30 days maintaining confidential reports of the all the staff members, sanction of periodical increments to all the staff members and drawing and disbursing of pay and other bills.
2.	Sri.N.Partha Sarathi, Chief Administrative Officer.	Checking of chargesheets, Maintenance of Service Registers, Administration work and Supervision of staff members.
3.	Smt.U.Maheswari Sr. Superintendent.	Deputed to Additional Judicial Majistate of I Class Court, Kovur
4.	Smt.VVSS Pavani Kumari Superintendent	Attending for Appeal intimations, Translation, Bails and return of Property petitions checking, and also attend all Statements(Statistical Information)
5.	S.Gireesha Steno Grade I	Deputed to VIII Additional District Court, Nellore
6.	Sri.D.Sudhakar Reddy Senior Assistant.	Attending Bench work, Copy applications
7.	Sri J.Kalyan Ram Steno Grade III	Taking shorthand dictation for orders and Judgements and also maintenance of Library.

8.	Sri V. Venugopal Naidu, Junior Asst Assistant.	Deputed to SPE & ACB Court , Nellore.
9.	Smt.Ch.Aparna Devi, Junior Assistant.	Attending accounts branch in two courts ie.,POCSO Court, and V Addl. District Court, Nellore.
10	Sri.P. Madhusudhana Rao, Junior Assistant. .	Attending Bench Assistant work, entering Court Fee, Properties and Record Room work, Nellore.
11	Kum. J Sowmya, Junior Assisitant	Attending Receive Dispatch work and data entry work.
12	Smt.Y.Padmavathi, Typist	Attending bench typing, Office correspondence work.
13	Typist.	Post kept Vacant
14	Sri.P.Rami Reddy, Junior Assistan	Deputed to III Additional District Court, Nellore.
15	Sri N.Haribabu, Field assistant	Deputed to SPE & ACB Court , Nellore.
16	Sri.M. Suresh Field Assistant	Deputed to Principal District Court, Nellore
18	Smt. Sk.Shahin kouser, Field Assistant.	Deputed to Civil Judges Court(Senior Division) Kavali.
19	AVS Sri Ram Kumar, Examiner	Deputed to Principal District Court, Nellore
20	Copyist (kept vacant)	Kept vacant
21	Sri SK.Khareem Mohiddin Record Assistant.	Deputed to III Additional District Court, Nellore.
22	B.Suman, Driver	Deputed from Spl.Mobile Court Nellore attending Driving to presiding Officer and to attend Local delivery
23	P.Chinnaiah, Process Server	Deputed from Principal District court, Nellore,To attend Public Court and attend Local delivery.
24	Sri K.Dilip Process Server	Deputed to VI Additional Judicial Magistrate of I Class Court,Nellore.
25.	Sri P.Naresh, Process Server	Deputed to DLSA,Nellore.
26.	Sri K.Vishnu, Process Server	Deputed to I Additional Civil Judge's Court(Junior Division),Kavali.
27.	Sri S.Sri Chakri Process Server	Deputed to I Additional Civil Judge's Court (SeniorDivision) Nellore.
28.	Sri.A.RamaKrishna Process Server	Deputed to VI Additional District Court, Nellore.
29.	A.Gnanendra Srinivas Office Subordinate	Deputed to Principal District Court, Nellore
30.	Office Subordinate.	Kept Vacant.
31	Office Subordinate.	Kept Vacant.
32	Office Subordinate.	Kept Vacant.
33.	Office Subordinate.	Kept Vacant.

	11	P.Chinnaiah, Process Server	Deputed from Principal District court, Nellore, To attend Public Court and attend Local delivery.
(vii)		The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation or its policy or implementation there of;	--Nil--
(viii)		A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	--Nil--
(ix)		A directory of its officers and employees:	
	1.	Ms.Kampalle Sailaja, Special Judge for trial of offences Under POCSO Act, Nellore, SPSR Nellore. District,	0861-2320088
(x)		The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1.	Ms.Kampalle Sailaja, Special Judge for trial of offences Under POCSO Act, Nellore, SPSR Nellore. District,	1,72,960-00
	2.	Sri.N.Partha Sarathi, Chief Administrative Officer.	115500-00
	3.	Smt.U.Maheswari Sr. Superintendent.	78820-00
	4.	Smt.VVSS Pavani Kumari Superintendent	63660-00
	5.	S.Gireesha Steno Grade I	80910-00
	6.	Sri.D.Sudhakar Reddy Senior Assistant.	83000-00
	7.	Sri V. Venugopal Naidu, Junior Asst Assistant.	70850-00

8.	Smt.Ch.Aparna Devi, Junior Assistant.	60260-00
9.	Sri.P. Madhusudhana Rao, Junior Assistant. .	58680-00
10.	Kum. J Sowmya, Junior Assisitant	28280-00
11.	Smt.Y.Padmavathi, Typist	40970-00
12.	Typist.	VACANT
13.	Sri.P.Rami Reddy, Junior Assistan	47090-00
14.	Sri N.Haribabu, Field assistant	57100-00
15.	Sri.M. Suresh Field Assistant	61960-00
16.	Smt. Sk.Shahin kouser, Field Assistant.	27500-00
17.	AVS Sri Ram Kumar, Examiner	26720-00
18.	Copyist	VACANT
19.	Sri SK.Khareem Mohiddin Record Assistant.	23120-00
20.	Sri K.Dilip Process Server	23780-00
21.	Sri P.Naresh, Process Server	23780-00
22.	Sri K.Vishnu, Process Server	23780-00
23.	Sri S.Sri Chakri Process Server	23780-00
24.	Sri.A.RamaKrishna Process Server	52600-00
25.	A.Gnanendra Srinivas Office Subordinate	20000-00
26.	Office Subordinate.	VACANT
27.	Office Subordinate.	VACANT
28.	Office Subordinate.	VACANT
29.	Office Subordinate.	VACANT

- (xi) The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made. Relates to the Hon'ble Prl. District Court, Nellore.
- (xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program; Relates to the Hon'ble Prl. District Court, Nellore.
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it; Relates to the Hon'ble Prl. District Court, Nellore.

Information with regard to the particulars of RTI Act relating to the court of I Additional Junior Civil Judge's Court, Nellore, SPSR District. (A.P.)

4.1(b)(i) The particulars of its Organization, Functions and Duties:

I Additional Junior Civil Judge's Court, Nellore, SPSR District. The functioning of the Court starts from 10-30 a.m. to 5:00 p.m. Lunch break is between 2-00 p.m. to 2-30 p.m. This court has pecuniary territorial jurisdiction of Nellore.

(ii). The powers and duties of its officers and employees:

Sl.No.	Name and Designation of the Employee	Duties of the Employees
1	Dr. I. Karuna Kumar, Principal Civil Judge (Senior Division), Nellore	In exercise of the powers conferred by article 27 of the Constitution of India and Sec.126 of C.P.C. 1908 and Cr.P.C. and with previous approval of the Governor of A.P., the High Court of A.P. hereby makes the rules and Circulars for the guidelines of Subordinate Civil and Criminal Courts of the State of Andhra Pradesh. And grant of earned leave for 30 days maintaining confidential reports of the all the staff members, sanction of periodical increments to all the staff members and drawing and disbursing of pay and other bills.
2.	Senior Superintendent	Kept Vacant
3.	Sri. K. Venkata Sunil, Superintendent,	Attending for supervision of Court and also attending the cases numbering works. He deputed from the Court of Special Judicial Magistrate of First Class Court for Excise Cases, Nellore.
4.	Sri. V. Venkateswarlu, Senior Assistant	Attending Bench work for the branches of Original suits, Surfaise Act cases, Sessions cases, Final decree petitions and statements of cases.
5.	Smt. V. Aruna Kumari, Senior Assistant	Deputed to Hon'ble I Additional District Court, Nellore.
6.	Smt. T. Ramadevi, Stenographer Grade-II	Attending for Hon'ble Pri. Civil Judge(Senior Division), Nellore, dictation work and preparation of Judgments and maintenance of Library books.
7.	Smt. M. Sreedevi, Junior Assistant	Attending for Accounts Branch
8.	Sri. SK. Sardar, Junior Assistant	Attending for record room work as Record Assistant, maintenance of disposal records and consignment send to district work.
9.	Sri. Sd. Mahammad Ali, Junior Assistant	Attending Bench work for the branches of Execution Petitions, Insolvency

			Petitions, Hindu Marriage Act petitions, Rent Control Act petitions, Appeals.
	10	Sri. K. Vishnuvardhan, Junior Assistant	Deputed to Hon'ble Pri. District Court, Nellore.
	11	Sri. S. Chakravarthi, Junior Assistant	Deputed to I Addl. Civil Judge Court(Jr. Div), Nellore.
	12	Smt. SK. Rassol Bee, Typist	Attending Bench Typing and E-courts entries and Office correspondence.
	13	Smt. M. Leela Bharathi, Field Assistant	Attending assistant duty for all branches
	14	Sri. SK. Rafi, Process Server	Deputed from Hon'ble Pri. District Court, Nellore. Attending office work as per the directions of the Presiding Officer.
	15	Sri. B. Ramanaiah, Process Server	Deputed from Hon'ble Pri. District Court, Nellore. Attending office work as per the directions of the Presiding Officer.
	16	Smt. P. Prameela, Process Server	Deputed from Hon'ble Pri. District Court, Nellore. Attending office work as per the directions of the Presiding Officer.
	17	Smt. D. Reena, Office Subordinate	Attending office work as per the directions of the Presiding Officer.
	18	Office Subordinate	Kept Vacant
	19	Masalchi	Kept Vacant
(iii)		The procedure followed in the decision making process, including channels of supervision and accountability	--NIL--
(iv)		The norms set by it for the discharge of its functions:	In exercise of the powers conferred by Article 227 of the Constitution of India and Sec.126 of C.P.C. and Cr.P.C with previous approval of the Hon'ble Governor of A.P., the Hon'ble High Court of A.P., hereby makes the Rules and Circulars for the guide lines of Subordinate Civil and Criminal Courts of the State of A.P.
(v)		The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:	Following by A.P.J.M.S.S & A.P.L.G.S Rules. 2019 and Fundamental Rules, CCA Rules and Instructions given by the Hon'ble High Court of Andhra Pradesh, Amaravathi and Government of Andhra Pradesh.
(vi)		A Statement of the categories of documents that are held by it or under its control:	
(vii)		Arrangements for Public consultation regarding policy formulation or implementation	Public may consult through their petitions submit to the Hon'ble Bench.
(viii)		Information on boards, councils, and committees, and whether their	Information regarding to cases, circulars and relevant information if any

		meetings/minutes are open to the public.	are disclosed in notice board of the Court.
(ix)		A directory of its Officers and employees:	
	1	Dr. I. Karuna Kumar, Principal Civil Judge (Senior Division), Nellore	
(x)		The monthly remuneration received by each of its officers and Employees, including system of compensation as provided in Its regulation;	
	1	Dr. I. Karuna Kumar, Principal Civil Judge (Senior Division), Nellore	Rs. 1,49,190-00
	2.	Senior Superintendent	Kept Vacant
	4.	Sri. V. Venkateswarlu, Senior Assistant	Rs. 99,430-00
	5.	Smt. V. Aruna Kumari, Senior Assistant	Rs. 60,260-00
	6.	Smt. T. Ramadevi, Stenographer Grade-II	Rs. 72,810-00
	7.	Smt. M. Sreedevi, Junior Assistant	Rs. 58,680-00
	8.	Sri. SK. Sardar, Junior Assistant	Rs. 30,830-00
	9.	Sri. Sd. Mahammad Ali, Junior Assistant	Rs. 42,140-00
	10	Sri. K. Vishnuvardhan, Junior Assistant	Rs. 25,220-00
	11	Sri. S. Chakravarthi, Junior Assistant	Rs. 76,730-00
	12	Smt. SK. Rasool Bee, Typist	Rs. 54,060-00
	13	Typist	Kept Vacant
	14	Smt. D. Reena, Office Subordinate	Rs. 20,000-00
	15	Office Subordinate	Kept Vacant
	16	Masalchi	Kept Vacant

- (xi) The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.

Relates to the Hon'ble Pri. District Court, Nellore.

- (xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program;

Relates to the Hon'ble Pri. District Court, Nellore.

- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;

Relates to the Hon'ble Pri. District Court, Nellore.

- (xiv) Details in respect of the information, available to or held by it Reduced in an electronic

Relates to the Hon'ble Pri. District Court, Nellore.

- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.

Relates to the Hon'ble Prl. District Court, Nellore.

- (xvi) The names, designations and other particulars of the Public Information Officers:

1. PUBLIC INFORMATION OFFICER:

S.No.	Name of the Office/ Administrative Unit	Name and designation of PIO	Office Telephone No./FAX	E-mail
1.	Office of the Hon'ble Principal District & Sessions Court, Nellore	Smt. N. Nagarani, Chief Administrative Officer, Prl. District Court, Nellore	0861- 2331862	nel.pdj- ap@aij.gov.in

2. ASSISTANT PUBLIC INFORMATION OFFICER:

S.No.	Name of the Office/ Administrative Unit	Name and designation of PIO	Office Telephone No./FAX	E-mail
1.	Office of the Principal Civil Judge (Senior Division), Nellore	Sri. K. Venkata Sunil, Superintendent, Special Judicial Magistrate of First Class for Excise cases Court, Nellore, now working on deputation at Prl. Civil Judge (Senior Division), Nellore.	0861- 2325495	Pscjnelap123@gmail.com

Appellate Authority:- Regular (General) High Court of A.P, Amaravathi

- (xvii) Such other information as may be prescribed; and thereafter update those Publications every year;

--Nil--

Principal Civil Judge(Senior Division)
Nellore.

its officers and
provided in

(xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program;

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it;

(xiv) Details in respect of the information, available to or held by it Reduced in an electronic

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.

Citizens can obtain the information as per the provisions of Right to Information Act, 2005.

(xvi) The names, designations and other particulars of the public Information officers.

1. Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of PIO.	Office Tele- phone No./FAX	E-Mail
1.	O/o District Judge, Nellore .	Smt N.Nagarani, Chief Admn. Officer, Pri. District Court, Nellore.	0861- 2331862 No Fax number.	nel.pdj - ap@aij- gov.in

2. Assistant Public Information Officer:

S.No	Name of the office/ Administrative Unit	Name and Designation of APIO.	Office Tele- phone No./FAX	E-Mail
1.	Office of the I.Addl.Civil Judge (Senior Division), Nellore	Sri.P.Neelesh (J.A)	0861- 2347720	iascjcourt n@gmail.co m

Appellate Authority:- Registrar (General) High Court of A.P., Amaravathi

The Hon'ble High Court of A.P., makes the Rules and Circulars for guide lines of Subordinate Civil and Criminal Courts of the State of A.P. Following by A.P.J.M.S.S & A.P.L.G.S Rules, 2019 and Fundamental Rules, CCA Rules and Instructions given by the Hon'ble High Court of Andhra Pradesh, Amaravathi and Government of Andhra Pradesh.

(v)	The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	
(vi)	A directory of its Officers and employees:	
	Sri.S.Srinivas I.Addl.Civil Judge (Senior Division), Nellore	
	The monthly remuneration received by each of its officers and Employees, including system of compensation as provided in its regulation;	
	1. Sri S.Srinivas, The I.Addl.Civil Judge(Sr.Div), Court, Nellore	Rs.1,36,520/-
	2. Smt.K.Mahitha Steno Grade-II	Rs.78,820/-
	3. Sri.P.Neelesh (Junior Assistant)	Rs.28,280/-
	4. Smt.B.Krishna Kumari(J.A)	Rs.35,570/-
	5. M.Krishna Veni(J.A)	Rs.35,570/-
	6. T.Gopi (Office Subordinate)	Rs.20000/-
(vii)	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation or its policy or implementation there of;	--Nil--
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	--Nil--

(xi) The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.

(xvii) Such other information as may be prescribed; and thereafter
Update those Publications every year;

--Nil--

Yours faithfully,


Principal Civil Judge(Sr.Div),Nellore
(FAC)I.Addl.Civil Judge(Sr.Div),Nellore

Information with regard to the particulars of RTI Act relating to the court of
II. Additional Civil Judge (Sr.Div) Court, Nellore, SPSR District. (A.P.)

4.1(b)(i) The particulars of its Organization, Functions and Duties :

The II.Addl.Civil Judge(Sr.Div)Court, Nellore, SPSR District. The functioning of the Court starts from 10-30 a.m. to 5.00 p.m. Lunch break is between 2-00 p.m. to 2-30 p.m. This court has pecuniary territorial jurisdiction of Nellore.

(ii).The powers and dultes of its officers and employees:

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Sri S.Srinivas, The (FAC)II.Addl.CivilJudge(Sr.Div),Court, Nellore	In exercise of the powers conferred by article 27 of the Constitution of India and Sec.126 of C.P.C. 1908 and Cr.P.C. and with previous approval of the Governor of A.P., the High Court of A.P. hereby makes the rules and Circulars for the guidelines of Subordinate Civil and Criminal Courts of the State of Andhra Pradesh. And grant of earned leave for 30 days maintaining confidential reports of the all the staff members, sanction of periodical increments to all the staff members and drawing and disbursing of pay and other bills.
2	G.Manmadha Kumar (Contract Basis) (Office Subordinate)	Duputed to I.Addl.Civil Judge (Sr.Div),Court, Nellore
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	--NIL--
(iv)	The norms set by It for the discharge of its functions:	In exercise of the powers conferred by Article 227 of the Constitution of India and Sec.126 of C.P.C. and Cr.P.C with previous approval of the Hon'ble Governor of A.P., the Hon'ble High Court of A.P., hereby makes the Rules and Circulars for the guide lines of Subordinate Civil and Criminal Courts of the State of A.P.

(v)	The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:	Following by A.P.J.M.S.S & A.P.L.G.S Rules. 2019 and Fundamental Rules, CCA Rules and Instructions given by the Hon'ble High Court of Andhra Pradesh, Amaravathi and Government of Andhra Pradesh.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation or its policy or implementation there of;	--Nil--
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	--Nil--
	The monthly remuneration received by each of its officers and Employees, including system of compensation as provided in Its regulation;	
1	G.Manmadha Kumar((Contract Basis) Office Subordinate	Rs.20000/-

(xi) The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.

(xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program;

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it;

(xiv) Details in respect of the information, available to or held by it Reduced in an electronic

- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.

Citizens can obtain the information as per the provisions of Right to Information Act, 2005.

- (xvi) The names, designations and other particulars of the public Information officers.

1. Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of PIO.	Office Tele- phone No./FAX	E-Mail
1.	O/o District Judge, Nellore .	Smt N.Nagarani, Chief Admn. Officer, Pri. District Court, Nellore.	0861- 2331862 No Fax number.	nel.pdj - ap@aij. gov.in

2. Assistant Public Information Officer:

S.No	Name of the office/ Administrative Unit	Name and Designation of APIO.	Office Tele- phone No./FAX	E-Mail
1.	Office of the (FAC)II.Addl.Civil Judge (Senior Division), Nellore	Sri.G.Manmadha Kumar(Contract Basis) (Office Subordinate)	0861- 2347720	iiascnellor e@gmail.co m

Appellate Authority:- Registrar (General) High Court of A.P., Amaravathi

- (xvii) Such other information as may be prescribed; and thereafter Update those Publications every year;

--Nil--

Yours faithfully,

Principal Civil Judge(Sr.Div),Nellore
(FAC)II.Addl.Civil Judge(Sr.Div),Nellore

Information with regard to the particulars of RTC Act relating to the court of Principal Civil Judge(Junior Division), Nellore, SPSR District. (A.P.)

4.1(b)(i) The particulars of its Organization, Functions and Duties :

The Principal Civil Judge(Junior Division), Nellore, SPSR District. The functioning of the Court starts from 10-30 a.m. to 5.00 p.m. Lunch break is between 2-00 p.m. to 2-30 p.m. This court has pecuniary territorial jurisdiction of only Civil Pecuniary Jurisdiction in respect of Original Suits up to Rs.20,00,000/-. The Principal Junior Civil Judge, Nellore is also having Jurisdiction over the Tenancy cases, A.P. Buildings (Lease , Rent and Eviction), control Act, 1960, Petitions under Order -33, Rule 1 CPC., Petitions Under Section 148-A CPC, Election Petitions under A.P. Gram Panchayat Act, relating to 5 (Five) Mandals i.e., 1) Nellore Rural 2) Indukurpet 3) Thotapalli Gudur 4) Muthukur and 5) Venkatachalasatram mandals as per A.P.Gazette No.13, dated 07.09.2018. The Original Suits are instituted in Principal Junior Civil Judge's Court and equally distributed among the 3 (three) courts for disposal only.

Criminal Side

As per the proceedings of the Hon'ble Principal District Court, Nellore some of the records are made over to the Civil Judge's Courts for speedy disposals.

(ii).The powers and duties of its officers and employees:

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Smt. G.Swathi, Principal Civil Judge (Junior Division), Nellore, SPSR Nellore District.	In exercise of the powers conferred by article 27 of the Constitution of India and Sec.126 of C.P.C. 1908 and Cr.P.C. and with previous approval of the Governor of A.P., the High Court of A.P. hereby makes the rules and Circulars for the guidelines of Subordinate Civil and Criminal Courts of the State of Andhra Pradesh. And grant of earned leave for 30 days maintaining confidential reports of the all the staff members, sanction of periodical increments to all the staff members and drawing and disbursing of pay and other bills.

2.	Sri. A.V.V. Narayana Rao Superintendent.	Checking of Suits and Execution petitions, Maintenance of Service Registers, Administration work and Supervision of staff members.
3.	Smt. B.Pushpa Latha, Steno grapher Grade-III	Taking shorthand dictation for orders and Judgements and also maintenance of Library.
4.	Smt. P.Madhavi, Junior Assistant.	Attending to Bench Work Civil and Criminal, Original Suits, Execution petitions and Calender Cases and statements.
5.	Smt.P.Sunitha,Junior Assistant.	Attending accounts branch and Civil Deposits of 3(Three) Courts.
6.	Smt. Y.Ramalingamma, Junior Assistant.	Attending Record Room of 3(Three) Courts.
7.	Smt. A.V. Anuradha, Junior Assistant	Deputed to I Addl Junior Civil Court (Junior Division),Nellore.
8.	Smt A.Visalakshi, Junior Assisitant.	Deputed to Hon'ble IV Addl District Court, Nellore.
9.	Junior Assisitant.	(kept vacant)
10.	Junior Assisitant.	(kept vacant)
11.	Sri.P. Mohan Sai, Typist.	Absent from duty's from July,2025.
12.	Sri.O. Jaya Krishna, Record Assistant.	Deputed to Hon'ble Principal District Judges Court,Nellore.
13.	Sri Sk. Chand Ahammad Office-Subordinate	Attending to the Record Room work.
14.	Office Subordinate	(Kept vacant)

Deputation

15.	Sri. B. Pavan Kalyan, Junior Assistant.	Attending Three Courts Court fees and Dispatch work of this court.
16.	Sri. E. Nagaraju, Record Assistant.	Applied Medical Leave from March,2026.
17.	Sri. CH.Guru Prasad, Examiner.	Assistant to Civil and Criminal bench clerk

	18.	Sri. M.D. Mujubuddin, Process Server	Attending Public court work.
	19.	Sri. L. Sandeep, Process Server.	Attending the Office Work.
	20.	Sri.U.Prasad, Process Server.	Attending the Receive and Assistance to Civil and Criminal Bench Clerk.
	21.	Sri. T. Ramesh, Typist (Daily Wages Worker)	Attending of Suit Registers, Execution Petitions Registers and Caveat Registers and Typing Work of Accounts Branch.
	22.	Sri . P. Sai Kumar, (Daily Wages Worker)	Typing Work for E courts Numbering and Office Correspondence.
(iii)		The procedure followed in the decision making process, in- cluding channels of super- vision and accountability;	--Nil--
(iv)		The norms set by it for the discharge of its functions;	In exercise of the powers conferred by Article 227 of the Constitution of India and Sec.126 of C.P.C. and Cr.P.C. with previous approval of the Governor of A.P., the High Court of A.P., hereby Makes the Rules and Circulars for the guide lines of Subordinate Civil and Criminal Courts of the State of A.P.
(v)		The Rules, Regulations, Instru- ctions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As stated in the provision (ii) of this act, Above.
(vi)		A statement of the categories of documents that are held by it or under its control:	
	1.	Smt. G.Swathi, Principal Civil Judge(Junior Division),Nellore, SPSR Nellore District.	Confidential reports of all the staff Members, Cheque books and Permanent advance.
	2.	Sri. A.V.V. Narayana Rao, Superintendent.	Checking of Suits and Execution petitions, Maintenance of Service Registers, Administration work and Supervision of staff members and FDR's.
	3.	Smt. B.Pushpa Latha, Steno grapher Grade-III	Taking shorthand dictation for orders and Judgements and also maintenance of Library.
	4.	Smt. P.Madhavi, Junior Assistant.	Attending to Bench Work Civil and Criminal, Original Suits, Execution petitions and Calender Cases and statements.

	5.	Smt.P.Sunitha,Junior Assistant	Attending accounts branch and Civil Deposits of 3(Three) Courts.
	6	Smt. Y.Ramalingamma, Junior Assistant.	Attending Record Room of 3(Three) Courts.
(vii)		The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation or its policy or implementation there of;	--Nil--
(viii)		A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	--Nil--
(ix)		A directory of its officers and employees:	
	1.	Smt. G.Swathi, Principal Civil Judge(Junior Division),Nellore, SPSR Nellore District.	0861-2324870 (Office)
(x)		The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1.	Smt. G.Swathi, Principal Civil Judge(Junior Division),Nellore, SPSR Nellore District.	Rs. 233704-00
	2.	Sri. A.V.V. Narayana Rao, Superintendent.	Rs. 164710-00
	3.	Smt. B.Pushpa Latha, Steno grapher Grade-III	Rs. 70122-00
	4.	Smt. P.Madhavi, Junior Assistant.	Rs. 89324-000
	5.	Smt.P.Sunitha,Junior Assistant	Rs 94100-00
	6.	Smt. Y.Ramalingamma, Junior Assistant.	Rs. 71725-00
	7.	Smt. A.V. Anuradha, Junior Assistant	Rs. 68630-00

8.	Smt A.Visalakshi, Junior Assisitant.	Rs. 106314-00
9.	Junior Assisitant.	Kept Vacant
10.	Junior Assisitant.	Kept Vacant
11.	Sri.P. Mohan Sai, Typist.	Absent from duty's from July,2025. (Rs. 47566-00)
12.	Sri.O. Jaya Krishna, Record Assistant.	Rs. 121454-00
13.	Sri Sk. Chand Ahammad Office-Subordinate	Rs. 30962-00
14.	Office Subordinate	Kept Vacant
15.	Full Time Massage	Kept Vacant

- (xi) The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.
Relates to the Hon'ble Prl. District Court, Nellore.
- (xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program;
Relates to the Hon'ble Prl. District Court, Nellore.
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
Relates to the Hon'ble Prl. District Court, Nellore.
- (xiv) Details in respect of the information, available to or held by it
Reduced in an electronic
Relates to the Hon'ble Prl. District Court, Nellore.
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.
Relates to the Hon'ble Prl. District Court, Nellore.
- (xvi) The names, designations and other particulars of the public Information officers.

1. Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of PIO.	Office Tele- phone No./FAX	E-Mail
1.	O/o District Judge, Nellore .	Smt N.Nagarani, Chief Admn. Officer, Prl. District Court, Nellore.	0861- 2331862 No Fax number.	nel.pdj- ap@aij.g ov.in

2. Assistant Public Information Officer:

S.No	Name of the office/ Administrative Unit	Name and Designation of APIO.	Office Tele- phone No./FAX	E-Mail
1.	O/o.Judge,Principal Civil Judge(Junior Division),Nellore, SPSR Nellore District.	Sri.A.V.V. Narayana Rao, Superintendent.	0861- 2324870 No Fax number.	prljco urnellor e@gmai l.com

Appellate Authority:- Registrar (General) High Court of A.P., Amaravathi

(xvii) Such other information as may be prescribed; and thereafter
Update those Publications every year;

—Nil—

G. Swathi
Principal Civil
Judge(Junior Division),Nellore,
SPSR Nellore District.

Information with regard to the particulars of RTI Act relating to the court of I
Additional Junior Civil Judge's Court, Nellore, SPSR District. (A.P.)

4.1(b)(i) The particulars of its Organization, Functions and Duties :

I Additional Junior Civil Judge's Court, Nellore, SPSR District. The functioning of the Court starts from 10-30 a.m. to 5.00 p.m. Lunch break is between 2-00 p.m. to 2-30 p.m. This court has pecuniary territorial jurisdiction of Nellore.

(ii).The powers and dutes of its officers and employees:

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Sri P.Bharadwaja, I Additional Civil Judge (Junior Division), Nellore	In exercise of the powers conferred by article 27 of the Constitution of India and Sec.126 of C.P.C. 1908 and Cr.P.C. and with previous approval of the Governor of A.P., the High Court of A.P. hereby makes the rules and Circulars for the guidelines of Subordinate Civil and Criminal Courts of the State of Andhra Pradesh. And grant of earned leave for 30 days maintaining confidential reports of the all the staff members, sanction of periodical increments to all the staff members and drawing and disbursing of pay and other bills.
2.	Smt R.Prasuna, Superintendent	Deputed to IV Additional Judicial Magistrate of I Class, Nellore.
3.	Sri S.Chakravarthi Junior Assistant cum i/c. Superintendent.	Attending for supervision of Court and also attending the Bench works. He was deputed from Hon'ble Principal Senior Civil Judge Court, Nellore.
4.	Stenographer	Kept Vacant
5.	Sri Md Javid Typist	Attending Bench Typing and Ecourts Entries and office correspondence.

	6.	Kum. Ch.Arunamma, Junior Assistant	Deputed to V Additional Judicial Magistrate of I Class, Nellore.
	7.	Smt M.Kamakshamma Junior Assistant	Deputed to Hon'ble Principal District Court, Nellore.
	8.	Sri R.Guravaiah, Junior Assistant	Deputed to Special Mobile Court, Nellore.
	9.	Smt A.V.Anuradha, Junior Assistant	Attending the Accounts Branch, Receive and Despatch and Library. Deputed from Principal Junior Civil Judge Court, Nellore.
	10.	Smt Y.Polamma, Junior Asst Assistant (Contract Basis).	Attending the assistance to the Bench Clerk and Copy Applications. Deputed from Special Court, Sullurpet
	11.	Sri Shaik Niyaz Basha, Record Assistant	Attending the index work and Clubbing of Copy Applications and process etc. Deputed from Junior Civil Judge's Court, Atmakuru.
	12.	Sri V.Mahesh, Process Server	Deputed from Hon'ble Senior Civil Judge's Court, Atmakuru. Attending office work as per the directions of the Presiding Officer.
	13.	Office Subordinate.	Kept Vacant.
(iii)		The procedure followed in the decision making process, in- cluding channels of super- vision and accountability;	--Nil--
(iv)		The norms set by it for the discharge of its functions;	In exercise of the powers conferred by Article 227 of the Constitution of India and Sec.126 of C.P.C. and Cr.P.C. with previous approval of the Governor of A.P., the High Court of A.P., hereby Makes the Rules and Circulars for the guide lines of Subordinate Civil and Criminal Courts of the State of A.P.
(v)		The Rules, Regulations, Instru- ctions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As stated in the provision (ii) of this act, Above.
(vi)		A statement of the categories of documents that are held by it or under its control:	

	1. Sri P.Bharadwaja, I Additional Civil Judge (Junior Division), Nellore	Confidential reports of all the staff Members, Cheque book.
	2. Sri S.Chakravarthi Junior Assistant cum i/c. Superintendent.	Attending for supervision of Court and also attending the Bench works. He was deputed from Hon'ble Principal Senior Civil Judge Court, Nellore.
	3. Sri Md Javid Typist	Attending Bench Typing and Ecourts Entries and office correspondence.
	4. Smt A.V.Anuradha, Junior Assistant	Attending the Accounts Branch, Receive and Despatch and Library. Deputed from Principal Junior Civil Judge Court, Nellore.
	5. Smt Y.Polamma, Junior Asst Assistant (Contract Basis).	Attending the assistance to the Bench Clerk and Copy Applications. Deputed from Special Court, Sullurpet
	6. Sri Shaik Niyaz Basha, Record Assistant	Attending the index work and Clubbing of Copy Applications and process etc. Deputed from Junior Civil Judge's Court, Atmakuru.
	7. Sri V.Mahesh, . Process Server	Deputed from Hon'ble Senior Civil Judge's Court, Atmakuru. Attending office work as per the directions of the Presiding Officer.
(vii)	The particulars of any arrange- ment that exists for consul- tation with, or representation by the members of the public in relation to the formulation or its policy or implementation there of;	--Nil--
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons consti- tuted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	--Nil--

(ix)	A directory of its officers and employees:	
	1. Sri P.Bharadwaja, I Additional Civil Judge (Junior Division), Nellore	0861-2324649 (Office)
(x)	The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1. Sri P.Bharadwaja, I Additional Civil Judge (Junior Division), Nellore	Rs. 101580-00
	2. Smt R.Prasuna, Superintendent	Rs. 63660-00
	3. Smt M.Kamakshamma Junior Assistant.	Rs. 44570-00
	4. Smt. Ch.Arunamma Junior Assistant	Rs. 44570-000
	5. Sri R.Guravalah, Junior Assistant.	Rs. 27500-00
	6. Sri Md.Javid, Typist	Rs. 36560-00
	7. Kum Shaik Asma, Record Assistant	Rs. 23120-00
	8. Stenographer	Vacant
	9. Office Subordinate (2 posts)	Kept Vacant

(xi) The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.
Relates to the Hon'ble Prl. District Court, Nellore.

(xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program;
Relates to the Hon'ble Prl. District Court, Nellore.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
Relates to the Hon'ble Prl. District Court, Nellore.

(xiv) Details in respect of the information, available to or held by it
Reduced in an electronic
Relates to the Hon'ble Prl. District Court, Nellore.

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.

Relates to the Hon'ble Prl. District Court, Nellore.

(xvi) The names, designations and other particulars of the public Information officers.

1. Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of PIO.	Office Tele- phone No./FAX	E-Mail
1.	O/o District Judge, Nellore .	Smt N.Nagarani, Chief Admn. Officer, Prl. District Court, Nellore.	0861- 2331862 No Fax number.	nel.pdj- ap@aij. gov.in

2. Assistant Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of APIO.	Office Tele- phone No./FAX	E-Mail
1.	O/o: I Additional Civil Judge (Junior Division), Nellore, SPSR Nellore District.	Sri S.Chakravarthi , Junior Assistant cum i/c. Superintendent.	0861- 2324649 No Fax number.	iadmcou rtnellore @gmail.c om

Appellate Authority:- Registrar (General) High Court of A.P., Amaravathi

(xvii) Such other information as may be prescribed; and thereafter
Update those Publications every year;

--Nil--


I Additional Civil Judge (Junior Division),
Nellore.

**Information with regard to the particulars of RTI Act relating to the
court of II Addl. Judl. Magistrate of I Class, Nellore, SPSR Nellore
District. (A.P.)**

1)The particulars of its Organization, Functions and Duties :

The II Addl. Judl Magistrate of I Class, Nellore, SPSR District. The functioning of the Court starts from 10-30 a.m. to 5.00 p.m. Lunch break is between 2-00 p.m. to 2-30 p.m. This court has pecuniary territorial jurisdiction of Nellore I and II Towns, North Traffic Police Stations, CID Cases, Agricultural cases, Drugs Cases, Juvenile Act Cases and the Special Act cases.

(ii).The powers and duties of its officers and employees:

Sl. No.	Name and Designation of the employee	Duties of the employees
1	Smt L.Sarada Reddy, II Addl. Judl. Magistrate of I Class - cum - Principal Magistrate of Juvenile Justice Board, Nellore	In exercise of the powers conferred by article 27 of the constitution of India and Sec.126 of CPC 1908 and Cr.P.C. and with previous approval of the Governor of A.P., the High Court of A.P. hereby makes the Rules and Circulars for the guidelines of Subordinate Civil and Criminal Courts of the State of Andhra Pradesh. And rendering of Judgments, Judicial Work, Lokadalat, Mediation, Recording of Dying Declarations, recording of 183 BNSS statements, taking cognizance and grant of Earned Leave for 30 days maintaining confidential reports of all the staff members, sanction of periodical Increments to all the staff members and drawing and disbursing of pay and other bills.
2	Smt N.Anitha, Superintendent	Checking of charge sheets, NI Acts, maintenance of

			Service Registers, FDR's, Correspondence work and Supervision of staff members.
	3	Sri S.V.Sudhakar, Junior Assistant	Attending accounts branch, Receive & Dispatch.
	4	Sri B.Rajesh, Junior Assistant	Attending Bench work, appeal intimations, FIRs and Statements
	5	Sri A.Srikanth, Junior Assistant	Deputed from Civil Judge's Court (Senior Division), Atmakur. Attending Copy applications, Entering Court Fee and to assist the Criminal Bench Clerk.
	6	Kum M.Sravva Santhi, Junior Assistant	Deputed from Civil Judge's Court (Junior Division), Kota. Attending Properties, Record Room and Appeal intimations.
	7	Smt S.Krishna Veni, Junior Assistant	Deputed to Hon'ble II Addl. District Judge's Court, Nellore.
	8	Sri A.Govinda Rao, Junior Assistant	Deputed from Spl.Magistrate Court, kavali, SPSR Nellore District. Attending the duties relating to Juvenile Justice Board.
	9	Sri A.Ramakrishna, Stenographer, Grade-III	Taking Shorthand dictation for Orders and also maintenance of Library
	10	Smt B.Sudha, Typist	Attending Bench Typing, and e-Courts word and Office corresponding work
	11	Smt Sk.Asma, Record Assistant	Deputed from I Addl. Civil Judge's Court, (Junior Division), Nellore, Attending Office work
	12	Sri M.Rahul Kiran, Record Assistant	Deputed to Hon'ble II Addl. District Judge's Court, Nellore.
	13	Sri V.Lakshmi Narayana, Process Server	Deputed from Hon'ble Pri. District Judge's Court,

			Nellore. Attending Public Court duties and local delivery.
	14	Smt S.Jyothi, Process Sever	Deputed from Hon'ble VII Addl. District Court, Nellore Attending Office work.
(iii)		The procedure followed in the decision making process, including channels of supervision and accountability;	The procedure is followed as laid down in the criminal procedure code, Criminal rules of practice and also on the circular instructions issued by the Hon'ble High Court of AP from time to time.
iv)		The norms set by it for the discharge of its functions;	In exercise of the powers conferred by article 27 of the constitution of India and Sec.126 of CPC 1908 and Cr.P.C. and with previous approval of the Governor of A.P., the High Court of A.P. hereby makes the Rules and Circulars for the guidelines of Subordinate Civil and Criminal Courts of the State of Andhra Pradesh.
v)		The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Criminal procedure code and criminal rules of practice, various other acts and also the circular instructions issued by the Hon'ble High Court of Andhra Pradesh from time to time on Judicial side and rules and regulations relating to AP State Judicial services, A.P. Judicial Ministerial and subordinate services and other circular instructions issued by Hon'ble High Court of A.P from time to time on Administrative side.
VI)	A statement of Categories of documents that are held by the authority or under its control : Criminal case records are maintained by the criminal branch Fixed Deposit receipts are maintained by the Superintendent All the Disposed of records and related registers are maintained by record keeper		

VII	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation or its policy or implementation there of;	--Nil--
VIII	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	--Nil--
ix	A directory of its Officers & Employees	
	1. Smt L.Sarada Reddy, II Addl. Judl. Magistrate of I Class, Nellore	0861-2325353
X	The Monthly remuneration received by each of its officers and employees	
1	Smt L.Sarada Reddy, II Addl. Judl. Magistrate of I Class, Nellore	Rs.101580-00
2	Smt N.Anitha, Superintendent	Rs.63660-00
3	Sri S.V.Sudhakar, Junior Assistant	Rs.58680-00
4	Sri B.Rajesh, Junior Assistant	Rs.34580-00
5	Smt S.Krishnaveni, Junior Assistant	Rs.35570-00
6	Sri A.Ramakrishna, Stenographer, Grade-III	Rs.60260-00
7	Smt B.Sudha, Typist	Rs.76730-00
8	Sri M.Rahul Kiran, Record Assistant	Rs.23120-00
9	Office Subordinate	Kept vacant
10	Office Subordinate	Kept Vacant

Information with regard to the particulars of RTI Act relating to the court of III
Additional Junior Civil Judge's Court, Nellore, SPSR District. (A.P.)

4.1(b)(i) The particulars of its Organization, Functions and Duties :

III Additional Junior Civil Judge's Court, Nellore, SPSR District. The functioning of the Court starts from 10-30 a.m. to 5.00 p.m. Lunch break is between 2-00 p.m. to 2-30 p.m. This court has pecuniary territorial jurisdiction of Nellore.

(ii).The powers and duties of its officers and employees:

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Sri Abdul Rahman Shaik I Additional Civil Judge (Junior Division), Nellore	In exercise of the powers conferred by article 27 of the Constitution of India and Sec.126 of C.P.C. 1908 and Cr.P.C. and with previous approval of the Governor of A.P., the High Court of A.P. hereby makes the rules and Circulars for the guidelines of Subordinate Civil and Criminal Courts of the State of Andhra Pradesh. And grant of earned leave for 30 days maintaining confidential reports of the all the staff members, sanction of periodical increments to all the staff members and drawing and disbursing of pay and other bills.
2.	Smt P.S.Pinakini Junior Assistant cum i/c. Superintendent.	Attending for supervision of Court and also. She was deputed from Hon'ble VII Additional District Judge Court, Gudur.
3.	Sri Sadiya Sulthana, Grade III Stenographer	Attending for preparing judgments and to take dicatation from the Hon'ble Judge.
4.	Sri J.Sree Ram Typist	Attending Bench Typing and Ecourts Entries and office correspondence.
5.	Sri P.Naresh Junior Assistant	Attending the Civil Branch work, Bench
6.	Sri M.Rajesh, Junior Assistant	Attending the Criminal Branch work, Bench, He was Deputed from Principal Civil Judge (Junior Division) Court, Kavali

	7.	Sri R. Muni Prasad, Examiner	Deputed from Hon'ble VIII Additional District Judge Court, Nellore, Attending as Assistant for Civil Branch.
	8.	Smt P.Santhi, Record Assistant	Attending for Accounts Branch, Receive and Despatch, Clubbing of Copy Applications and putup Copy applications, process etc.,
	9.	Sri P.Mallikarjuna Rao, Process Server	Deputed from Hon'ble VIII Additional District Judge Court, Nellore. Attending office work as per the directions of the Presiding Officer.
	10.	Sri N.Suresh, Process Server	Deputed from Hon'ble Principal Civil Judge (Senior Division) Court, Kovur Attending office work as per the directions of the Presiding Officer.
	11.	Sri A.Yeswanth Kumar, Process Server	Deputed from Hon'ble Principal District Judge's Court, Nellore Attending office work as per the directions of the Presiding Officer.
	12.	Smt Y.P.L. Prasuna, Office Subordinate	Attending office work as per the directions of the Presiding Officer.
	13.	Smt G.Amara Jyothi Office Subordinate	She is deputed to Hon'ble V Addl.District Judge Court, Nellore.
	14.	Smt Sk. Vasuda Bee Office Subordinate	She is deputed to Hon'ble VI Addl.District Judge Court, Nellore.
(iii)		The procedure followed in the decision making process, including channels of supervision and accountability;	--Nil--
(iv)		The norms set by it for the discharge of its functions;	In exercise of the powers conferred by Article 227 of the Constitution of India and Sec.126 of C.P.C. and Cr.P.C. with previous approval of the Governor of A.P., the High Court of A.P., hereby Makes the Rules and Circulars for the guide lines of Subordinate Civil and Criminal Courts of the State of A.P.
(v)		The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As stated in the provision (ii) of this act, Above.

(vi)	A statement of the categories of documents that are held by it or under its control:	
1.	Sri Abdul Rahman Shaik III Additional Civil Judge (Junior Division), Nellore	Confidential reports of all the staff Members, Cheque book.
2.	Smt P.S.Pinakini Junior Assistant cum i/c. Superintendent.	Attending for supervision of Court and she was deputed from Hon'ble VII Additional District Judge Court, Gudur.
3.	Sri Sadiya Sulthana, Grade III Stenographer	Attending for preparing judgments and to take dicatation from the Hon'ble Judge.
4.	Sri J.Sree Ram Typist	Attending Bench Typing and Ecourts Entries and office correspondence.
5.	Sri R.Naresh, Junior Assistant	Attending the Civil Branch work, Bench
6.	Sri M.Rajesh, Junior Assistant	Attending the Criminal Branch work, Bench, He was Deputed from Principal Civil Judge (Junior Division) Court, Kavali
7.	Sri R. Muni Prasad, Examiner	Deputed from Hon'ble VIII Additional District Judge Court, Nellore, Attending as Assistant for Civil Branch.
8.	Smt P.Santhi Record Assistant	Attending for Accounts Branch, Receive and Despatch, Clubbing of Copy Applications and putup Copy applications
9.	Sri P. Mallikarjuna Rao, Process Server	Deputed from Hon'ble VIII Additional District Judge Court, Nellore. Attending office work as per the directions of the Presiding Officer.
10.	Sri N. Suresh, Process Server	Deputed from Hon'ble Principal Civil Judge (Senior Division) Court, Kovur Attending office work as per the directions of the Presiding Officer.
11.	Sri A.Yeswanth Kumar, Process Server.	Deputed from Hon'ble Principal District Judge Court, Nellore Attending office work as per the directions of the Presiding Officer.
12.	Smt Y.P.L. Prasuna, Office Subordinate	Attending office work as per the directions of the Presiding Officer.
13.	Smt G.Amara Jyothi Office Subordinate	She is deputed to Hon'ble V Addl.District Judge Court, Nellore.
14.	Smt Sk. Vasuda Bee Office Subordinate	She is deputed to Hon'ble VI Addl.District Judge Court, Nellore.
(vii)	The particulars of any arrange-	

- (xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program;
Relates to the Hon'ble Prl. District Court, Nellore.
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
Relates to the Hon'ble Prl. District Court, Nellore.
- (xiv) Details in respect of the information, available to or held by it
Reduced in an electronic
Relates to the Hon'ble Prl. District Court, Nellore.
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.
Relates to the Hon'ble Prl. District Court, Nellore.
- (xvi) The names, designations and other particulars of the public Information officers.
1. Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of PIO.	Office Tele-phone No./FAX	E- Mail
1.	O/o District Judge, Nellore.	Smt N.Nagarani, Chief Admn. Officer, Prl. District Court, Nellore.	0861-2331422 No Fax number.	

2. Assistant Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of APIO.	Office Tele-phone No./FAX	E-Mail
1.	O/o. III Additional Civil Judge (Junior Division), Nellore SPSR Nellore District.	Smt P.S.Pinakini Junior Assistant cum c/c. Superintendent.	0861 2325640 No Fax number	ajcj3.nel. ap@gmail .com

Appellate Authority:- Registrar (General) High Court of A.P., Amaravathi

- (xvii) Such other information as may be prescribed; and thereafter
Update those Publications every year;

--Nil--

III Additional Civil Judge (Junior Division),
Nellore.

COURT OF THE IV ADDITIONAL JUDICIAL MAGISTRATE OF I CLASS, NELLORE, S.P.S.R.
NELLORE DISTRICT

YEAR 2026

ORGANIZATION, FUNCTIONS AND DUTIES
Section 4(1)(b)(i)

S.No.	Name of the Organization	Address	Functions/duties
1.	A.P.State Judiciary	IV Additional Judicial Magistrate of I Class Court, Nellore, SPSR Nellore District.	Court of Institution for Criminal Cases i.e., CCs, PRCs., MCs., STCs. and Private Complaints and having control over the Administrative functions of employees in this Court.

POWERS AND DUTIES OF OFFICER AND EMPLOYEES
Section 4(1)(b)(ii)

S.No.	Officer/employees	Duties allotted	Powers
1.	Ms.Nishad Naaz Shaik IV Additional Judicial Magistrate of I Class, Nellore.	Presiding over the proceedings of the Court, hearing the matters on the bench, pronouncing Judgments and Administrative functions of employees in this Court.	Grant of earned leave for 30 days, maintaining confidential reports of the all the staff members, sanction of annual increments to all the staff members and drawing and disbursing of pay and other bills.
2.	Smt. R.Prasuna, Superintendent (working on deputation)	1)Numbering CCs, PRCs., MCs., STCs. and Private Complaints. 2)Maintenance of Service Registers of staff members. 3)Administration work and Supervision of staff.	---
3.	Sri Y. Suresh Babu Junior Assistant	Attending the Bench work on Criminal side, preparation of all the statements on Criminal side and maintenance of relevant registers etc.,	---
4.	Smt.N.Jahnavi Junior Assistant	Court fee work and Assisting Criminal Bench Clerk.	---

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

Section 4(1)(b)(iv)

The norms as set by the Hon'ble High Court of Andhra Pradesh for the discharge of the functions in the light of the Codes as referred above.

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS

Section 4(1)(b)(v)

Criminal Procedure Code and Criminal Rules of Practice, various other Acts and also the Circular instructions issued by the Hon'ble High Court of Andhra Pradesh from time to time on Judicial side and Rules and regulations relating to A.P.State Judicial Services, A.P. Judicial Ministerial and Subordinate Services and other Circular instructions issued by the Hon'ble High Court from time to time on Administrative side.

CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL

Section 4(1)(b)(vi)

Criminal Case Records are maintained by the Criminal Branch.
Fixed Deposit Receipts are maintained by the Superintendent.

All the disposed off records and related registers which are kept in the record room are maintained by this Court.

IV Additional Judicial Magistrate of I Class, Nellore is the Controlling Authority

Section 4(1)(b)(vii)

Section 4(1)(b)(viii)

PARTICULARS OF OFFICERS AND EMPLOYEES WORKING IN THE OFFICE AND THEIR CONTRACT ADDRESS

Section 4(1)(b)(ix)

S.No.	Name of the Office/Administrative Unit	Name, Designation & Address of Officer/employee	Telephone Number	
			Office	Residence
1.	IV Additional Judicial Magistrate of I Class Court, Nellore	Ms.Nishad Naaz Shaik IV Additional Judicial Magistrate of I Class, Nellore.	0861-2324478	0861-2324274
2.	-do-	Smt. R.Prasuna, Superintendent (working on deputation)	----	----
3.	-do-	Sri Y. Suresh Babu Junior Assistant	----	----
4.	-do-	Smt.N.Jahnavi Junior Assistant	----	----

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS
GRANTED BY IT:
Section 4(1)(b)(xiii)**

Relates to the Hon'ble Principal District Court, Nellore

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED
IN AN ELECTRONIC
Section 4(1)(b)(xiv)**

Relates to the Hon'ble Principal District Court, Nellore

**The PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM IF
MAINTAINED FOR PUBLIC USE
Section 4(1)(b)(xv)**

Relates to the Hon'ble Principal District Court, Nellore

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION
OFFICERS
Section 4(1)(b)(xvi)**

1) PUBLIC INFORMATION OFFICER:

S.No.	Name of the office/ Administrative Unit	Name and Designation of PIO	Office Telephone No./FAX	E-mail
1	O/o District Judge, Nellore	Smt.N.Nagarani Chief Admn. Officer, Prl. District Court, Nellore.	0861- 2331422 No Fax number	acbcourt,nellore@gmail.com

2) ASSISTANT PUBLIC INFORMATION OFFICER:

S.No.	Name of the office/ Administrative Unit	Name and Designation of PIO	Office Telephone No./FAX	E-mail
1	O/o Judge, Spl. Judge, SPE & ACB Cases-cum-II Addl. District Court, Nellore, SPSR Nellore District.	Smt.G.Sidda Lakshmi, Chief Administrative Officer, SPE & ACB Cases-cum-II Addl. District Court, Nellore, SPSR Nellore District.	0861- 2331422 No Fax number	acbcourt,nellore@gmail.com

Appellate Authority:- Registrar General, High Court of A.P., Amaravathi

Section 4(1)(b)(xvii)


IV Additional Judicial Magistrate of Class I
Nellore.

Information with regard to the particulars of RTC Act relating to the court of V Additional Civil Judge(Junior Division), Nellore, SPSR Nellore District.

4.1(b)(i) The particulars of its Organization, Functions and Duties :-

The V Additional Civil Judge(Junior Division) Court , Nellore; SPSR Nellore District. The functioning of the Court starts from 10-30 a.m. to 5.00 p.m. Lunch break is between 2-00 p.m. to 2-30 p.m. This court has territorial jurisdiction over Dargamitta Police Station(IV Towns PS), Vedayapalem Police Station(V Town PS), Balaji Nagar Police Station(VI Town PS), South Traffic Police Station only.

(ii).The powers and duties of its officers and employees:-

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Smt.B.V.Sulochana Rani, V Additional Civil Judge (Junior Division), Nellore, SPSR Nellore District.	Discharging duties as a Judicial Officer conducting trials, passing Judgements and orders, enquires etc. and other miscellaneous work and in the capacity of DDO to the Staff of this Court, Sanctioning of earned leave for 30 days, maintaining confidential reports of the all the staff members, sanction of periodical increments to all the staff members and drawing and disbursing of pay and other bills.
2.	Sri N. Mallikarjuna Rao, Superintendent.	Checking of charge sheets, Maintenance of Service Registers, Administration work and Supervision of staff members.
3.	P.A(Stenographer Gr-III)	Vacant
4.	Kum.Sk.Nowheed Banu, Office Assistant (Out Sourcing basis) Deputed from DLSA	Acting as steno and taking dictation for orders and Judgements and also maintenance of Library.
5.	Sri K.Sekhar, Junior Assistant	Attending Benck work, Preparing of all statements of his branch, attending remands.
6.	Sri Sk.Inthiyaz Ahmad, Junior Assistant.	Attending accounts branch and properties branch and miscellaneous work if any.

7.	Ch.Arunamma, Junior Assistant. Deputed from I Additional Civil Judge's (Junior Division) Court, Nellore,	Attending FIR's, Receive and despatch, Referred Charge Sheets and E-courts work, Record Room.
8.	Smt.K.Sreevalli, Junior Assistant	Deputed to work in Hon'ble A.C.B. -cum II Additional District and Sessions Court, Nellore
9.	Smt.B.Kalpana, Field Assistant	Deputed to work in Hon'ble Principal District and Sessions Court, Nellore
10.	Sri A.Mallikarjuna Rao, Field Assistant	Deputed to work in Hon'ble Principal District and Sessions Court, Nellore
11.	Sri Ch.V.Sai Mahesh, Examiner Deputation from Additional Civil Judge's(Junior Division) Court, Sullurpeta.	Assisting to Kum. Ch.Arunamma in attending Record Room, Appeal Intimation and indexing of Disposal of Records.
12.	Sri A.Nivas, Examiner	Deputed to work in Hon'ble Principal District and Sessions Court, Nellore
13.	Smt R.J.I. Bhanumathi Typist.	Attend Bench Typing, Miscellaneous Orders and statements typing work.
14.	Typist	Vacant
15.	Copyist	Vacant
16.	Sri P.Hari Babu, Record Assistant Deputation from Hon'ble Judge Family Court-Cum- VI Addl. District Court, Nellore.	Directed to Assist Criminal Bench Clerk and also Attend Copy Applications and and Dally work.
17.	Sri T.Srinivasulu, Record Assistant	Attending Court Fee registers, and Crl.M.P Registers, Process Work and issuance Warrants.
18.	Sri P.Murali Krishna Process Server	Attending public Court work.
19.	Sri D.Surendra, Process Server	Deputed to work in IV Additional Civil Judge's (Junior Division) Court, Nellore
20.	Sri V.Anathapadmanabha Rao, Process Server	Deputed to work in Hon'ble IV Additional District and Sessions Court, Nellore
21.	Sri K.Anendra, Office Subordinate	Attending public Court Work.
22.	Smt M. Suneetha, Office Subordinate	Attending in office work.
23.	Kum.A.Rupa, Office Subordinate	Deputed to work in Hon'ble IV Additional District and Sessions Court, Nellore.

(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	--Nil--
(iv)	The norms set by it for the discharge of its functions;	In exercise of the powers conferred by Article 227 of the Constitution of India and Sec.126 of C.P.C. and B.N.S.S. with previous approval of the Governor of A.P., the Hon'ble High Court of A.P., hereby Makes the Rules and Circulars for the guide lines of Subordinate Civil and Criminal Courts of the State of A.P.
(v)	The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Following by A.P.J.M.S.S. Rules, 2019 and Fundamental Rules, CCA Rules. And instructions given by the Hon'ble High Court of Andhra Pradesh, Amaravati and Government of Andhra Pradesh.
(vi)	A statement of the categories of documents that are held by it or under its control:	
	1. Smt.B.V.Sulochana Rani, V Additional Civil Judge (Junior Division), Nellore, SPSR Nellore District.	Confidential reports of all the staff Members, Cheque book.
	2. Sri N. Mallikarjuna Rao, Superintendent.	Checking of chargesheets, Maintenance of Service Registers, Administration work and Supervision of staff members.
	3. Kum.Sk.Nowheed Banu, Office Assistant (Out Sourcing basis) Deputed from DLSA	Acting as steno and taking dictation for orders and Judgements and also maintenance of Library.
	4. Sri K.Sekhar, Junior Assistant	Attending Benck work, Preparing of all statements of his branch, attending remands.
	5. Sri Sk.Inthiyaz Ahmad, Junior Assistant.	Attending accounts branch and properties branch and miscellaneous work if any.
	6. Ch.Arunamma, Junior Assistant. Deputed from I Additional Civil Judge's (Junior Division) Court, Nellore,	Attending FIR's, Receive and despatch, Referred Charge Sheets and E-courts work, Record Room.
	7. Smt R.J.I. Bhanumathi Typist.	Attend Bench Typing , Miscellaneous Orders and Statements typing work.

	8	Sri Ch.V.Sai Mahesh, Examiner Deputation from Additional Civil Judge's(Junior Division) Court, Sullurpeta.	Assisting to Kum. Ch.Arunamma in attending Record Room, Appeal Intimation and indexing of Disposal of Records. Distribution of Local delivery.
	9	Sri P.Hari Babu, Record Assistant Deputation from Hon'ble Judge Family Court-Cum- VI Addl. District Court, Nellore.	Directed to Assist Criminal Bench Clerk and also Attend Copy Applications and and Daily work.
	10	Sri T.Srinivasulu, Record Assistant	Attending Court Fee registers, and Crl.M.P Registers, Process Work and issuance Warrants.
	11	Sri P.Murali Krishna Process Server	Attend Public Court
	12	Sri K.Anendra, Office Subordinate	To attend Public Court and attend Local delivery.
	13	Smt M. Suneetha, Office Subordinate	Attending office work.
(vii)		The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation or its policy or implementation there of;	--Nil--
(viii)		A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	--Nil--
(ix)		A digital directory of its officers and employees:	
	1.	Smt. B.V. Sulochana Rani, V Additional Civil Judge (Junior Division), Nellore, SPSR Nellore District.	(Office) 0861-2343439
(x)		The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	

S.N	Name of the Employee	Basic Pay
1.	Smt.B.V.Sulochana Rani, V Additional Civil Judge (Junior Division), Nellore.	Rs.1,01,580/-
2.	Sri N. Mallikarjuna Rao, Superintendent.	Rs.61960/-
3.	Sri K.Sekhar, Junior Assistant	Rs.35570/-
4.	Sri Sk.Inthiyaz Ahmad, Junior Assistant.	Rs.34580/-
5.	Smt.K.Sreevalli, Junior Assistant	Rs.44570/-
6.	Smt.B.Kalpana, Field Assiatant	Rs.44570/-
7.	Sri A.Mallikarjuna Rao, Field Assistant	Rs.58,680/-
8.	Smt R.J.I. Bhanumathi Typist.	Rs.74770/-
9.	Sri A.Nivas, Examiner	Rs.27500
10.	Sri T.Srinivasulu, Record Assistant	Rs.76730/-
11.	Sri P.Murali Krishna Process Server	Rs.44570/-
12.	Sri D.Surendra, Process Server	Rs.21800/-
13.	Sri V.Ananthapadmanabha Rao, Process Server.	Rs.35570/-
14.	Sri K.Anendra, Office Subordinate	Rs.20000/-
15.	Smt M. Suneetha, Office Subordinate	Rs.20000/-
16.	Kum.A.Rupa, Office Subordinate	Rs.27500/-
17.	P.A(Stenographer Gr-III)	Vacant
18.	Typist	Vacant
19.	Copyist	Vacant

(xi) The budget allotted to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.

Relates to the Hon'ble Principal District Court, Nellore.

(xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program;

-Nil-

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it;

-Nil-

(xiv) Details in respect of the information, available to or held by it Reduced in an electronic

-Nil-

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.

No library and reading room available in this court for Public use, but A.P.I.O. is available in this court to furnish information, if any sought by the public under RTI subject to certain limitation as per the Act, 2005.

(xvi) The names, designations and other particulars of the public Information officers.

1. Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of PIO.	Office Tele-phone No./FAX	E-Mail
1.	O/o Principal District Judge, Nellore .	Smt N.Nagarani, Chief Admn. Officer, Prl. District Court, Nellore.	0861- 2331862	nel.pdj- ap@aij. gov.in

2. Assistant Public Information Officer:

S.No.	Name of the office/ Administrative Unit	Name and Designation of APIO.	Office Tele-phone No./FAX	E- Mail
1.	O/o V Addl. Civil (Junior Division) Judge's Court, SPSR District, Nellore.	Sri N.Mallikarjuna Rao, Superintendent, V Addl. Civil (Junior Division) Judge's Court, SPSR District, Nellore.	0861- 2343439	vajcjni r@gmail .com

Appellate Authority:- Registrar (General) High Court of A.P., Amaravathi

(xvii) Such other information as may be prescribed; and thereafter Update those Publications every year;

--Nil--

BVS Kumar 12/12/24
V Addl. Civil Judge(Junior Division),
Nellore.