Information with regard to the particulars of RTI Act relating to the court of Spl. Judicial Magistrate of I Class(Mobile) for trial of cases under PCR Act- Cum-, VI Addl. Civil Judge(Junior Division), Nellore, SPSR District. (A.P.).

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

Spl. Judicial Magistrate of I Class(Mobile), for trial of cases under PCR Act- Cum-, VI Addl. 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 Nellore.

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

Sl.No.	Name and Designation of the Employee	Duties of the Employees
1.	Sai Ram Potharlanka, Spl. Judicial Magistrate of I Class(Mobile), For trial of cases under PCR Act- Cum-, VI Addl. 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.	Superintendent	Kept Vacant
3.	Sri. P.V. Narayana Reddy, Senior Assistant,	Attending for supervision of Court and also attending the Charge Sheets works. He is deputed from the Court of II Additional District Court, Nellore.
4.	Smt. R. Bramaramba, Junior Assistant	Attending Receive, Despatch, and maintaing CF and Crlmp registers work.
5.	Sri. K. Sunil Kumar, Junior Assistant	Attending to Criminal Bench Work.
6.	Smt. Ch. Radha, Stenographer Grade-III	Deputed to Civil Judge Court(Senior Division), Gudur.
7.	Sri. R. Guravaiah, Junior Assistant	Attending Record Room work and Property Branch. Deputed from I Addl. Civil Judge Court(Jr.Div), Nellore.
8.	Sri. A. Manoj Sai, Junior Assistant	Attending Accounts Branch.
9	Smt. U. Vennela, Junior Assistant	Deputed to Hon'ble Prl. District Court, Nellore
10	Sri. P.C. Sekhar Junior Assistant	Attending Criminal Branch Assistant. Deputed from Hon'ble District Court, Nellore
11	S. Pravalika, Typist	Attending Bench Typing and E-courts entries and Office correspondence.

		Employees, including system of compensation as provided in Its regulation;	
	1	Sai Ram Patharlanka, Spl. Judicial Magistrate of I Class(Mobile), For trial of cases under PCR Act- Cum-, VI Addl. Civil Judge(Junior Division),NELLORE.	Rs.101580.00
	2.	Superintendent	Kept Vacant
	3.	Smt. R. Bramaramba, Junior Assistant	70850.00
	4.	Sri. K. Sunil Kumar, Junior Assistant	47090.00
	5.	Smt. Ch. Radha, Stenographer Grade-III	42140.00
	6.	Sri. A. Manoj Sai, Junior Assistant	31750.00
	7.	Smt. U. Vennela, Junior Assistant	24500.00
	8.	Sri. B. Suman, Driver	38720.00
	9.	Smt. D. Ramanamma, Office Subordinate	20000.00
	10	Sri. G. Rupesh, Office Subordinate	20000.00
	11	Sri. B. Veera Raghavulu, Office Subordinate	20000.00

(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 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 Spl. Judicial Magistrate of I Class(Mobile), For trial of cases under PCR Act-Cum-, VI Addl. Civil Judge(Junior Division),NELLORE.	Sri. P.V. Narayana Reddy, Senior Assistant, Spl. Judicial Magistrate of I Class(Mobile) Court, For trial of cases under PCR Act-Cum-, VI Addl. Civil Judge(Junior Division) Court,NELLORE	0861-2329884	nelloresplmobilecourt@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--

Spl. Judicial Magistrate of I Class(Mobile),
For trial of cases under PCR Act- Cum-,
VI Addl. Civil Judge(Junior Division),
Nellore

Information with regard to the particulars of RTC Act relating to the court of Special Judicial Magistrate of I Class for Trial of Prohibition & Excise Offences , Nellore, SPSR District. (A.P.)

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

The Special Judicial Magistrate of I Class Court for Trial of Prohibition & Excise Offences, 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 Excise cases in three Police Stations ie., Excise I town P.S, Excise II Town P.S, Indukurpeta P.S, D.V.C cases and N.I Act, IPC cases transferred from other courts.

(ii).The powers and duites 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 (FAC) Special Judicial Magistrate of I Class Court for Trial of Prohibition & Excise Offences, 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 K.V Sunil, Superintendent	Deputed to work at Principal Senior Civil Judge's Court, Nellore
3.	Sri S.Vinod Kumar, Junior Assistant cum I/c Superintendent	Attending Bench Work, Incharge Superintendent work, Remands work, preparing monthly and annual statements.
4.	Sri C.Mounika, Stenographer Grade III	Deputed to work at High Court of Andhra Pradesh, Amaravathi.
5.	S.Mahesh babji, Typist (Contract Basis)	Attending ecourts work, office correspondence work, Assisting in monthly statements.
6.	Smt N.SriPrasanthi, Senior Assistant	Taking shorthand dictation for orders and Judgements and also maintenance of Library.
7.	Sri K.V Suneel Kumar, Senior Assistant	Deputed to work at VIII Additional District Court, Nellore.
8.	Sri J.Mahesh Rao, Junior Assistant	Deputed to Work at Principal District Court, Nellore.

		or under its control:	
	1.	Sri P.Bharadwaja, I Additional Civil Judge (Junior Division), Nellore (FAC) Special Judicial Magistrate of I Class Court for Trial of Prohibition & Excise Offences, Nellore.	Confidential reports of all the staff Members, Cheque book.
	2.	Sri S.Vinod Kumar, Junior Assistant cum I/c Superintendent	Maintaining Criminal registers No.4, No.7, No.8, Criminal Dairy.
	3.	S.Mahesh babji, Typist (Contract Basis)	Library books, Fair Copy register.
	4.	Sk.Karishma, Junior Assistant	Accounts related registers, Property branch registers, F.I.R register.
	5.	P.Yeswanth, Record Assistant	Receive Dispatch, Local Delivery register, Record Room related Registers.
(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.	Sri P.Bharadwaja, I Additional Civil Judge (Junior Division), Nellore (FAC) Special Judicial Magistrate of I Class Court for Trial of Prohibition & Excise Offences, Nellore.	0861-2324457 (Office)
(x)		The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1.	Special Judicial Magistrate of I Class Court for Trial of Prohibition & Excise Offences, Nellore (Kept vacant)	Kept Vacant

	2.	Sri K.V Sunil, Superintendent	Rs. 51140-00
	3.	Sri C.Mounika, Stenographer Grade III	Rs. 38720-00
	4.	Smt N.SriPrasanthi, Senior Assistant	Rs. 45830-000
	5.	Sri K.V Suneel Kumar, Senior Assistant	Rs. 48440-00
	6.	Sri S.Vinod Kumar, Junior Assistant	Rs. 36560-00
	7.	Sri J.Mahesh Rao, Junior Assistant	Rs. 43310-00
	8.	Smt K.Urvasi Junior Assistant. .	Rs. 35570-00
	9.	Sk.Karishma, Junior Assistant	Rs. 27500-00
	10.	Sri N.Hari Prasad, Examiner	Rs. 83000-00
	11.	P.Yeswanth, Record Assistant	Rs. 25220-00
	12.	Sri P.Chinnaiah, Process Server	Rs. 55520-00
	13.	Sri Md.Javeed Ahamed, Process Server	Rs. 52600-00
	14.	Smt G.Malleswari, Process Server	Rs. 26720-00
	15.	Sri M.Naveen Kumar, Process Server	Rs. 23780-00
	16.	Sri Sk.Khaleel Basha, Office Subordinate	Rs. 28280-00
	17.	Typist (Kept Vacant)	-
	18.	Copyist (kept vacant)	-
	19.	Process Server (Kept vacant)	-
	20.	Attender (Kept Vacant)	-
	21.	Attender (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 Principal 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. the Special Judicial Magistrate of I Class Court for Trial of Prohibition & Excise Offences, Nellore	Sri S.Vinod kumar, Junior Assistant cum J/c Superintendent, Excise Court, Nellore.	0861-2324457 No Fax number.	Spl.prohexcise.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—

I Addl.Civil Judge (Junior Division), Nellore
(FAC) Spl.Judicial Magistrate of I Class for
Trial of Prohibition & Excise Offences, 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 (FAC) Spl Judical Magistrate of I Class Court for Railways, Nellore	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.	Sri .K.RaviSankar, Junior Assistant/ (I/C)Superintendent	1)Numbering CCs, PRCs., MCs., STCs. and Private Complaints. Accounts,Statements, Correspondence .	--
3.	Sri D.ManiSankar Junior Assistant	Attending the Bench work on Criminal side, and maintenance of relevant registers CAs etc.,Statements	---
4.	J.Kalyan Ram Steno Grade-III	Deputed to Hon'ble Spl Judge for Spedy trial of offences under POCSO Act Court ,Nellore	
5.	A.Sandhya rani Typist	Deputed to Hon'ble IV Addl District and Sessions Judge's Court,Nellore	

6.	K.Venkateswarlu Examinar	Deputed from Hon'ble Civil Judge's Court, Atmakur Attending E-Courts, Property, Receive and Dispatch, Firs, Record room.CF ,CRLMP	
7	Office Subordinate	Vacant	--
8	Office Subordinate	Vacant	---
9	Office Subordinate	Vacant	---
10	Office Subordinate	Vacant	---

PROCEDURE FOLLOWED DURING DECISION MAKING PROCESS
Section 4(1)(b)(iii)

The procedure is followed as laid down in the Criminal Procedure Code 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 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-	Sri .K.RaviSankar, Junior Assistant/ (I/C)Superintendent	----	----
3.	-do-	Sri D.ManiSankar Junior Assistant	----	----
4.	-do-	J.Kalyan Ram Steno Grade-III Deputed to Hon'ble Spl Judge for Spedy trial of offences under POCSO Act Court ,Nellore	----	----
5.	-do-	A.Sandhya rani Typist Deputed to Hon'ble IV Addl District and Sessions Judge's Court,Nellore	----	----
6.	-do-	K.Venkateswarlu Examinar Deputed from Hon'ble Civil Judge's Court, Atmakur	----	----
15.	-do-	Office Subordinate	Vacant	----
16.	-do-	Office Subordinate	Vacant	----
17.	-do-	Office Subordinate	Vacant	----
18.	-do-	Office Subordinate	Vacant	----

MONTHLY REMUNERATION RECEIVED BY THE OFFICER AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

Section 4(1)(b)(x)

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.	
1.	Sri K.RaviSankar, Junior Assistant/ (I/C)Superintendent	35,570-00	--
2.	Sri D.ManiSankar Junior Assistant	29,980-00	---
3.	J.Kalyan Ram Steno Grade-III Deputed to Hon'ble Spl Judge for Spedy trial of offences under POCSO Act Court ,Nellore	52,600-00	---
4.	A.Sandhya rani Typist Deputed to Hon'ble IV Addl District and Sessions Judge's Court,Nellore	60,260-00	---
5.	K.Venkateswarlu Examinar Deputed from Hon'ble Civil Judge's Court, Atmakur,SPSR Nellore	--	---
6.	Office Subordinate	Vacant	---
7.	Office Subordinate	Vacant	---
8.	Office Subordinate	Vacant	---

THE BUDGET ALLOTTED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE
Section 4(1)(b)(xi)

Relates to the Hon'ble Principal District Court, Nellore

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMS, INCLUDING THE AMOUNTS ALLOTTED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAM
Section 4(1)(b)(xii)

Relates to the Hon'ble Principal District Court, Nellore

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 I Class,Nellore
(FAC) Spl Judicial Magistrate of I Class for Railways,Nellore

SCS. Gudur

INFORMATION WITH REGARD TO THE PARTICULARS OF RIGHT TO INFORMATION ACT, 2005 RELATING THE COURT OF CIVIL JUDGE(SENIOR DIVISION),GUDUR, S.P.S.R. NELLORE DISTRICT.

OFFICE OF THE JUDGE : CIVIL JUDGE(SENIOR DIVISION),GUDUR.

ORGANIZATION,FUNCTIONS AND DUTIES

(Section 4(1)(b)(i))

S.NO.	Name of the Organization	Address	Functions/ Duties
1	District Judiciary	Civil Judge (Senior Division), Gudur	This Court numbering the Civil cases Wise Original Suits, H.M.O.Ps., Insolvency Petitions, Execution Petitions, Land Acquisition Petitions, Session Cases made over from the Hon'ble Principal District Court, Nellore and having the control over the ministerial staff of the court.

POWER AND DUTIES OF OFFICERS AND EMPLOYEES

(Section 4(1)(b)(ii))

S.NO.	Officer/Employees	Duties allotted	Powers
1	Sri B.Rajesh Civil judge (Senior Division), Gudur	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 Office.

2	Sri M.Koteswara Rao Senior Superintendent	Supervision of the Staff and attending the administrative work relating to this Court and Checking Suits, HMOPs, E.Ps., I.Ps. LAOPs,. S.O.Ps. and placing the same before the Officer.	Having Control over the ministerial staff and placing any issues before Presiding Officer.
3	Smt.A.Radha Stenographer Grade-II **(Working on deputation)**	Attending steno works i.e. taking dictation and preparing decrees along with maintenance of Library	---
4	Sri T.Govardhan Reddy Senior Assistant	Attending accounts branch i.e. attending Civil Court deposits and Preparing bills	---
5	Smt T.Aruna Senior Assistant	Attending bench i.e. attending all categories of bench	---
6	Sri N.Sreenivasulu Senior Assistant **(Working on deputation)**	Attending desk work to the bench	---
7	Sri E.Seenaiah Junior Assistant	Assisting to accounts branch	-
8	Sri P.M.Bhardwaj Junior Assistant	Assisting to Sessions bench clerk	---
9	Sri K.Haggai Field Assistant **(Working on deputation)**	Attending Record room work and consignment work.	---
10	Sri K. Muni Venkateswarlu Typist	Attending type work at bench and preparing statements and exparte decrees	---

INFORMATION OF OFFICER AND EMPLOYEES WORKING IN THE OFFICE AND THEIR CONTACT ADDRESS

(Section 4(1)(b)(ii))

S.NO.	Name of the Officer/Administrative unit	Name ,Designation and Address of Officer/Employee	Telephone Numbers	
			Office	Residence
1	Civil Judge(Senior Division),Gudur	Sri B.Rajesh Civil Judge (Senior Division), Gudur	08624-222214	08624-222382
2		Sri M.Koteswara Rao Senior Superintendent	---	--
3.	- do -	Smt.A.Radha Stenographer Grade-III **(Working on deputation)**	---	---
4.	- do -	Sri T.Govardhan REDDY Senior Assistant	---	---
	- do -	Smt T.Aruna Senior Assistant	---	---
	- do -	Sri N.Sreenivasulu Senior Assistant **(Working on deputation)**	---	---
	- do -	Sri E.Seenaiah Junior Assistant	---	---
	- do -	Sri P.M.Bhardwaj Junior Assistant	---	---
	- do -	Sri K.Haggai Field Assistant **(Working on deputation)**	---	---
	- do -	Sri K.Muni Venkateswarlu Typist	---	---

	- do -	Sri R.Hemanth Kumar Process server	---	---
	- do -	Smt T.Vijayamma Process server	---	---
	- do -	Sri P.Madhan Kumar Office Subordinate	---	---
Staff on Deputation :				
	Deputed to the Court of IV Addl. District Court, Nellore	Smt P.Dhanamma Stenographer Grade-II	---	---
	Deputed to the Court of II Addl. Civil Judge (Senior Division) Nellore	Sri A.Roop Kumar Junior Assistant	---	---
	Deputed to the Court of VIII Addl. District Court , Nellore	Sri D.Venkata Nanda Murali Office subordinate	---	---

PROCEEDURE 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 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, MANUIALS AND RECORDS FOR DISCHARGING FUNTIONS

{Section 4(1)(b)(v)}

Criminal Procedure Code, Civil Procedure Code, Civil Rules of Practice and Criminal Rules 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 of Andhra Pradesh from time to time on Administrative side.

CATEGORIES OF DOCUMTNS 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 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 Addl. District Judge, Nellore is the controlling authority.

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS OFR CONSULATATION WITH, OR REPRESENTATION BY, THE MEMBERS OFTHEPUBLIC INRELATION TO THE FRMUALTION FO THE POLICY OR IMPLEMENTAION THEREOF.

{Section 4(1)(b)(vii)}

The Chief Administration Officer of the Principal District Court, Nellore is the Assistant Public Information Officer for the District Court Compound and the Chief Administration Officer, VII Addl. District Court, Gudur is the Assistant Public Information Officer to all the courts in this Compound including this Court.

STATEMENT OF THE BOARDS, COUNCILS, COMMITTIES, AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS IT IS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS COUNCILS, COMMITTIEES AND OTHER BODIES ARE OPEN TO THE PUBLIC ARE THE MINUTES OF SUCH MEETINGS ARE ACCESABLE FOR PUBLIC.

Section 4 (1)(b)(viii)}

- NIL -

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

(Section 4(1)(b)(i)(X))

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.	Sri B.Rajesh Civil judge(Senior Division), Gudur	Rs. 2,18,866 /-	
2.	Sri M.Koteswara Rao Senior Superintendent	Rs. 90,824/-	
3.	Smt.A.Radha Stenographer Grade-III **(Working on deputation)**	Deputation from Special Mobile Court, Nellore	
4.	Sri T.Govardhan Reddy Senior Assistant	Rs. 75,530/-	
5.	Smt T.Aruna Senior Assistant	Rs. 59,601/-	
6	Sri N.Sreenivasulu Senior Assistant	Deputed from Principal District Court, Nellore	

	(Working on deputation)		
7.	Sri E.Seenaiah Junior Assistant	Rs. 46,390/-	
8.	Sri P.M.Bhardwaj Junior Assistant	Deputed from Principal Civil Judge (Junior Division) Gudur	
9.	Sri K.Haggai Field Assistant **(Working on deputation)**	Deputed from VII Addl. District Court, Gudur.	
10.	Sri K.Muni Venkateswarlu Typist	Rs. 44,090/-	
11.	Sri R.Hemanth Kumar Process server	Deputed from VII Addl. District Court, Gudur.	
12.	Smt T.Vijayamma Process server	Deputed from Addl. Judicial Magistrate of I Class Court, Sullurpet.	
13.	Sri P.Madhan Kumar Office Subordinate	Rs. 25,936/-	
Staff on Deputation :			
1.	Smt P.Dhanamma Stenographer Grade-II	Rs. 69,269/-	
2.	Sri A.Roop Kumar Junior Assistant	Rs. 45,549/-	
3.	Sri D.Venkata Nanda Murali Office subordinate	Rs. 25,936/-	

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 Principal District Judge, Nellore, distributes the same of all Subordinate Courts in the District.

MANNER OF EXECUTION OF SUBSIDY PROGAMMES

Section 4(1)(b)(xii)}

- NIL -

PARTICULARS OF RECEIPENTS OF CONCESSION, PERMITS OR AUTHORIZATIONS GRANTED BY THE PUBLIC AUTHORITY.

{Section 4(1)(b)(xiii)}

- NIL –

DETAILS OF INFORMATION RELATED TO THE VARIOUS SCHEMES OF THE DEPARMENT WHICH ARE AVAILABLE IN ELECTRONIC FORMATS (FLOPPY, CD, VCD, INTERNET Etc.,

{Section 4(1)(b)(xiv)}

- NIL –

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBATAINING INFORMATION.

{Section 4(1)(b)(xv)}

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

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

{Section 4(1)(b)(xvi)}

The Chief Administrative Officer of VII Addl.District Court, Gudur is the Assistant Public Information Officer to this entire compound including Civil Judge (Senior Division), Gudur.

(XVII) Such other information as may be prescribed, and thereafter update those publication every year.

-Nil-

20/7/26

Civil Judge (Senior Division),
Gudur.

PSR J. Gudur

Information with regard to the particulars of RTI Act relating to the court of Additional Civil Judge (Jr. Division), Gudur, SPSR Nellore District.

*****

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

Additional Civil Judge's Court (Jr. Division) Gudur, SPSR Nellore District. The functioning of the court starts from 10.30 AM to 5.00 PM. Lunch break is between 2.00 PM to 2.30 P.M. This court has pecuniary territorial jurisdiction of Gudur.

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

S.No	Name and Designation of the employee	Duties of the employees
1	**Additional Civil Judge (Jr. Division) Kept Vacant**	
2	Superintendent Kept vacant	
3	Sri. A.Venkata Rajesh Superintendent	**Working on deputation from the Principal Civil Judge's Court (Junior Division), Kavali.** Attending to the supervision of both courts, namely ADM Court and PDM Court, Gudur. Responsible for scrutiny and numbering of cases, court administration, and maintenance of files pertaining to the Superintendent's Branch.
4.	Sri. M.Srihari, Stenographer Grade-III	Deputed to Hon'ble SCJ Court, Atmakur
5	Sri. M.Ramesh Typist	Attending bench typing, e-courts, correspondence.
6	Sri. K.Rakesh, Junior Assistant	Attending to the Criminal branch, properties, FIRs, preparing

			periodical statements, dealing with appeal matters, and maintaining the registers and records pertaining to the Criminal Branch.
	7	Sri. D.Sai kumar Junior Assistant	Working on deputation from principal Civil Judge's Court (Jr. Division), Venkatagiri. Attending to assistance work to bench clerk and typing work.
	8	Smt. P.Sravya, Junior Assistant	Deputed to IV ADM Court, Nellore.
	9	Smt. M.Suneetha Junior Assistant	Attending Accounts branch in both courts i.e. ADM and PDM Court and maintaining files and registers relating to Accounts branch.
	10	Smt. K.Krishnaveni Field Assistant	Deputed to Hon'ble I ADJ Court, Nellore
	11	Sri. M.Venkata Subbaiah Field Assistant	Deputed to Hon'ble VII ADJ Court, Gudur
	12	Kumari. Sd.Shammem Record Assistant	Attending CF, Assistance of Bench clerk, preparing summons, warrants in criminal branch
	13	Sri. G.Chenchu Krishnaiah Process server	Attending public court duty
	14	Sri. K.Srinivasa Raju, Process Server	Deputed to Principal Civil Judge's Court, (Jr. Division), Gudur
	15	Sri. P.Nagabushanam, Process Server	Deputed to Principal Civil Judge's Court, (Jr. Division), Sullurpeta
(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 Hon'ble High court of A.P hereby makes the Rules and Circulars for the guidelines 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	**Additional Civil Judge (Jr. Division) Kept Vacant**	
	2	Superintendent Kept vacant	
	3	Sri. A.Venkata Rajesh Superintendent	**Working on deputation from the Principal Civil Judge's Court (Junior Division), Kavali.** Attending to the supervision of both courts, namely ADM Court and PDM Court, Gudur. Responsible for scrutiny and numbering of cases, court administration, and maintenance of files pertaining to the Superintendent's Branch.
	4.	Sri. M.Srihari, Stenographer Grade-III	Deputed to Hon'ble SCJ Court, Atmakur.
	5	Sri. M.Ramesh Typist	Attending bench typing, e-courts, correspondence.
	6	Sri. K.Rakesh, Junior Assistant	Attending to the Criminal branch, properties, FIRs, preparing periodical statements, dealing with appeal matters, and maintaining the registers and records pertaining to the Criminal Branch.
	7	Sri. D.Sai kumar Junior Assistant	Working on deputation from principal Civil Judge's Court (Jr. Division), Venkatagiri.

	16	Examiner (1 post)	Kept vacant
	17	Process server (1 post)	Kept vacant
	18	Office subordinate (3 posts)	Kept vacant

(xi) 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.

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

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

No library and reading room available in this court for public use.

Relates to the Hon'ble VII Additional District Court, Gudur

(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	O/o. VII Additional District Judge's Court, Gudur	Smt. M.Sridevi Chief Admn. Officer, Hon'ble VII ADJ Court, Gudur	08624-223500	Viiadjcourtgudur1@gmail.com

2. Assistant Public Information Officer :

S.No	Name of the office/ Administrative Unit	Name and Designation of APIO	Office Telephone No/FAX	E-Mail
-	-	-	-	-

Appellate Authority : Registrar (General) Hon'ble High Court of A.P. Amaravati

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

Principal Civil Judge (Jr Division), Gudur
FAC. Additional Civil Judge (Jr. Division),
GUDUR

PJ, Gudur

Information with regard to the particulars of RTI Act relating to the court of Additional Civil Judge (Jr. Division), Gudur, SPSR Nellore District.

* * * * *

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

Additional Civil Judge's Court (Jr. Division) Gudur, SPSR Nellore District. The functioning of the court starts from 10.30 AM to 5.00 PM. Lunch break is between 2.00 PM to 2.30 P.M. This court has pecuniary territorial jurisdiction of Gudur.

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

S.No	Name and Designation of the employee	Duties of the employees
1	**Additional Civil Judge (Jr. Division) Kept Vacant**	
2	Superintendent Kept vacant	
3	Sri. A.Venkata Rajesh Superintendent	**Working on deputation from the Principal Civil Judge's Court (Junior Division), Kavali.** Attending to the supervision of both courts, namely ADM Court and PDM Court, Gudur. Responsible for scrutiny and numbering of cases, court administration, and maintenance of files pertaining to the Superintendent's Branch.
4.	Sri. M.Srihari, Stenographer Grade-III	Deputed to Hon'ble SCJ Court, Atmakur
5	Sri. M.Ramesh Typist	Attending bench typing, e-courts, correspondence.
6	Sri. K.Rakesh, Junior Assistant	Attending to the Criminal branch, properties, FIRs, preparing

			periodical statements, dealing with appeal matters, and maintaining the registers and records pertaining to the Criminal Branch.
	7	Sri. D.Sai kumar Junior Assistant	Working on deputation from principal Civil Judge's Court (Jr. Division), Venkatagiri. Attending to assistance work to bench clerk and typing work.
	8	Smt. P.Sravya, Junior Assistant	Deputed to IV ADM Court, Nellore.
	9	Smt. M.Suneetha Junior Assistant	Attending Accounts branch in both courts i.e. ADM and PDM Court and maintaining files and registers relating to Accounts branch.
	10	Smt. K.Krishnaveni Field Assistant	Deputed to Hon'ble I ADJ Court, Nellore
	11	Sri. M.Venkata Subbaiah Field Assistant	Deputed to Hon'ble VII ADJ Court, Gudur
	12	Kumari. Sd.Shammem Record Assistant	Attending CF, Assistance of Bench clerk, preparing summons, warrants in criminal branch
	13	Sri. G.Chenchu Krishnaiah Process server	Attending public court duty
	14	Sri. K.Srinivasa Raju, Process Server	Deputed to Principal Civil Judge's Court, (Jr. Division), Gudur
	15	Sri. P.Nagabushanam, Process Server	Deputed to Principal Civil Judge's Court, (Jr. Division), Sullurpeta
(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 Hon'ble High court of A.P hereby makes the Rules and Circulars for the guidelines 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	**Additional Civil Judge (Jr. Division)** **Kept Vacant**	
	2	Superintendent Kept vacant	
	3	Sri. A.Venkata Rajesh Superintendent	**Working on deputation from the Principal Civil Judge's Court (Junior Division), Kavali.** Attending to the supervision of both courts, namely ADM Court and PDM Court, Gudur. Responsible for scrutiny and numbering of cases, court administration, and maintenance of files pertaining to the Superintendent's Branch.
	4.	Sri. M.Srihari, Stenographer Grade-III	Deputed to Hon'ble SCJ Court, Atmakur.
	5	Sri. M.Ramesh Typist	Attending bench typing, e-courts, correspondence.
	6	Sri. K.Rakesh, Junior Assistant	Attending to the Criminal branch, properties, FIRs, preparing periodical statements, dealing with appeal matters, and maintaining the registers and records pertaining to the Criminal Branch.
	7	Sri. D.Sai kumar Junior Assistant	Working on deputation from principal Civil Judge's Court (Jr. Division), Venkatagiri.

			Attending to assistance work to bench clerk and typing work.
	8	Smt. P.Sravya, Junior Assistant	Deputed to IV ADM Court, Nellore.
	9	Smt. M.Suneetha Junior Assistant	Attending Accounts branch in both courts i.e. ADM and PDM Court and maintaining files and registers relating to Accounts branch.
	10	Smt. K.Krishnaveni Field Assistant	Deputed to Hon'ble I ADJ Court, Nellore
	11	Sri. M.Venkata Subbaiah Field Assistant	Deputed to Hon'ble VII ADJ Court, Gudur
	12	Kumari. Sd.Shammem Record Assistant	Attending CF, Assistance of Bench clerk, preparing summons, warrants in criminal branch
	13	Sri. G.Chenchu Krishnaiah Process server	Attending public court duty
	14	Sri. K.Srinivasa Raju, Process Server	Deputed to Principal Civil Judge's Court, (Jr. Division), Gudur
		Sri. P.Nagabushanam, Process Server	Deputed to Principal Civil Judge's Court, (Jr. Division), Sullurpeta
(vii)		The particulars of any arrangement that exists for consultation with, or representation by the members of public in relation to the formulation or its policy or implementation there of ;	Nil
(viii)		A statement of the boards, counsils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, 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

	16	Examiner (1 post)	Kept vacant
	17	Process server (1 post)	Kept vacant
	18	Office subordinate (3 posts)	Kept vacant

(xi) 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.

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

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

No library and reading room available in this court for public use.

Information with regard to the particulars of RTI Act relating to the court of Civil Judge (Senior Division), Kavali SPSR Nellore District. (A.P.)

******

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

The Civil Judge (Senior Division), Kavali 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 Civil and Criminal cases only.

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

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Smt. A.Geetha Vani, Civil Judge (Senior Division), Kavali, 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 and also administration works in court complex Kavali.
2	Senior Superintendent	vacant
3	Sri. T.Sarath, Superintendent.	Deputed from Hon'ble V ADJ court, Nellore Checking of suits and maintenance of services registers, administration works and supervision of staff members.
4	Smt M. Praveena, Stenographer-II	Deputed to Hon'ble VII ADJ Court, Gudur
5	Sri.T.Kiran Kumar, Senior Assistant	Deputed to Hon'ble Prl. District Court, Nellore
6	Sri S.Vishnu Vardhan Babu, Senior Asst Assistant.	Deputed to Prl. Civil Judge's Court (Junior Division), Kavali.
7	Senior Assistant	vacant
8	Smt.A.Suhasini, Junior Asst Assistant.	Deputed from Prl. Civil Judge's Court (Junior Division), Kavali. AttendingSessions,HMOP,SOP,LAOP,RCA

			,CMA, AS,IP,LAOP branches and preparing of all statements and attending indexing records.
	9	Sri. B.Sivaiah, Junior Assistant.	Deputed from Hon'ble Prl. District Court, Nellore. Attending record room and appeal intimations
	10	Sri. B.Srinadh Reddy, Junior Assistant.	Assist to Civil and Criminal bench clerks
	11	Kumari. Ch. Krishna Medhini, Junior Assisitant.	Attending Original suits and Execution petitions branches and also preparing statements and attending indexing records.
	12	Sri A.Vamsi, Junior Assistant	Deputed to Hon'ble III ADJ Court, Nellore
	13	Sri V. Ajay Kumar, Field Assistant	Attending filed assistant duties, preparation of process and notices and warrants, dispatch of notices and also protocol duties
	14	Sri. K. Malakondaprasad, Field Assistant.	Attending filed assistant duties, execution of warrants, and also protocol duties.
	15	Smt. D.V. Radhika Lakshmi, Field Assistant.	Attending filed assistant duties, preparation of process and notices and warrants, dispatch of notices and also protocol duties
	16	Sri. C.V.Sudheer, Field assistant	Attending filed assistant duties, execution of warrants, and also protocol duties.
	17	Smt.N. Rajeswari, Field Assistant	Attending entire accounts branch and to write CF register
	18	Smt. Sk. Shahin Kousar Field Assistant	Deputed from Hon'ble POCSO Court. Attending public court duties
	19	Sri. J. Mallikarjuna Rao Examiner	Attending Examiner duties and to attend Copy Applications.
	20	Kumari S.Rani Supriya Examiner	Attending Examiner duties and to attend Copy Applications and receive and dispatch
	21	Examiner (Temporary)	vacant
	22	Typist	vacant
	23	Typist	vacant
	24	Smt. T. Suneetha, Typist (Contract basis)	Deputed from Special Magistrate Court Kavali. Attending public court Bench typing and office correspondence work, andE-Courts and also preparing dismissed for default Judgments.
	25	Copyist	vacant
	26	Copyist	vacant
	27	Copyist	vacant

		or used by its employees for discharging its functions;	
(vi)		A statement of the categories of documents that are held by it or under its control:	
	1.	Smt. A.Geetha Vani, Civil Judge (Senior Division), Kavali SPSR District, Nellore.	Confidential reports of all the staff members, cheque book.
	2.	Sri. T.Sarath, Superintendent.	Deputed from Hon'ble V ADJ court, Nellore Checking of suits and maintenance of services registers, administration works and supervision of staff members.
	3.	Smt A.Suhasini, Junior Asst Assistant.	Deputed from Prl. Civil Judge's Court (Junior Division), Kavali. AttendingSessions,HMOP,SOP,LAOP,RCA ,CMA, AS,IP,LAOP branches and preparing of all statements and attending indexing records.
	4.	Sri. B.Sivaiah, Junior Assistant.	Deputed from Hon'ble Prl. District Court, Nellore. Attending record room and appeal intimations
	5.	Sri. B.Srinadh Reddy, Junior Assistant.	Assist to Civil and Criminal bench clerks
	6	Kumari. Ch. Krishna Medhini, Junior Assisitant`.	Attending Original suits and Execution petitions branches and also preparing statements and attending indexing records.
	7	Sri V. Ajay Kumar, Field Assistant	Attending filed assistant duties, preparation of process and notices and warrants, dispatch of notices and also protocol duties
	8	Sri. K. Malakondaprasad, Field Assistant.	Attending filed assistant duties, execution of warrants, and also protocol duties.
	9	Smt. D.V. Radhika Lakshmi, Field Assistant.	Attending filed assistant duties, preparation of process and notices and warrants, dispatch of notices and also protocol duties
	10	Sri. C.V.Sudheer, Field assistant	Attending filed assistant duties, execution of warrants, and also protocol duties.
	11	Smt.N. Rajeswari, Field Assistant	Attending entire accounts branch and to write CF register
	12	Smt. Sk. Shahin Kousar Field Assistant	Deputed from Hon'ble POCSO Court. Attending public court duties
	13	Sri. J. Mallikarjuna Rao Examiner	Attending Examiner duties and to attend Copy Applications.

	14	Kumari S.Rani Supriya Examiner	Attending Examiner duties and to attend Copy Applications and receive and dispatch
	15	Smt. T. Suneetha, Typist (Contract basis)	Deputed from Special Magistrate court Kavali. Attending Bench typing and and E-Courts entries and office correspondence.
	16	Sri. K. Anjaneyulu Personal assistant (contract basis)	Deputed from Special Magistrate court Kovur, Taking short hand dictation for order and judgments and also maintenance of library.
	17	Sri. S. Malakondaiah Process server	Attending summons duties and court night guard duties.
	18	Sri. D. Ramesh Process server	Attending summons duties and court night guard duties
	19	Sri. K. Premchand Process server	Attending officer quarters day guard duties.
	20	Smt. K. Sumathi Process server	Attending public court duties and court day guard duties.
	21	Sri. P. Siva Sankar Process server	Attending public court duties and day guard duties and also officer quarters night guard duties.
	22	Smt. G. Rani Office subordinate	Attending officer quarters.
	23	Smt. B.Kalpana Office subordinate	Attending public court duties and also MLSC works.
	24	Sri. S. Eswaraiah Office subordinate	Deputed from Addl. Civil Judge (Junior Division) Kavali. Attending officer quarters night guard 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--
(ix)		A directory of its officers and employees:	

	1.	Smt. A.Geetha Vani, Civil Judge (Senior Division), Kavali SPSR District, Nellore.	08626241264 (Office)
(x)	The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;		
	1.	Smt. A.Geetha Vani, Civil Judge (Senior Division), Kavali SPSR District, Nellore.	Rs. 140620-00
	2	Smt M. Praveena, Stenographer-II	Rs.63660-00
	3	Sri S.Vishnu Vardhan Babu, Senior Asst Assistant.	Rs.60260-00
	4	Sri.T.Kiran Kumar, Senior Assistant	Rs.67190-00
	5	Sri. B.Srinadh Reddy, Junior Assistant.	Rs. 42140-00
	6	Kumari. Ch. Krishna Medhini, Junior Assisitant.	Rs.27,500-00
	7	Sri A.Vamsi, Junior Assistant	Rs.25,220-00
	8	Sri V. Ajay Kumar, Field Assistant	Rs. 76730-00
	9	Sri. K. Malakondaprasad, Field Assistant.	Rs.60260-00
	10	Smt. D.V. Radhika Lakshmi, Field Assistant.	Rs.44570-00
	11	Sri. C.V.Sudheer, Field assistant	Rs. 61960-00
	12	Smt.N. Rajeswari, Field Assistant	Rs.27500-00
	13	Sri. J. Mallikarjuna Rao Examiner	Rs.37640-00
	14	Kumari S.Rani Supriya Examiner	Rs.23,780-00
	15	Sri. S. Malakondaiah Process server	Rs.55520-00
	16	Sri. D. Ramesh Process server	Rs.42140-00
	17	Sri. K. Premchand Process server	Rs.23780-00
	18	Smt. K. Sumathi Process server	Rs.23780-00
	19	Sri. P. Rakesh Process server	Rs.23780-00
	20	Sri. P. Siva Sankar Process server	Rs.23780-00

	21	Smt. G. Rani Office subordinate	Rs.24500-00
	22	Smt. B.Kalpana Office subordinate	Rs.20600-00

(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.	0861-2331422 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 Civil Judge's Court (Senior Division), Kavali SPSR Nellore District	Sri T. Sarath, Superintendent Civil Judge's Court (Senior Division), Kavali SPSR Nellore District	086262 41264 No Fax number.	Scj court kavali 2024 @ gmail . com

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

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

The Principal Civil Judge's Court (Junior Division),Kavali SPSR Nellore Disstict. The functioning of the Court starts from 10-30 a.m to 5.00p.m. Lunch break is between 2.00 p.m. to 2-30 p.m. This court has pecuniary (Up to Rs.20,00,000/-) Civil territorial Jurisdiction: Kavali Mandal, Jaladanki(M), Kondapuram(M), Kaligiri(M) & Bitragunta Bogolu (M): & Criminal territorial: This Court is having Crimal Jurisdiction i.e. (1) Kavali Rural (M) (2) Prohibition & Excise Kaligiri mandal as per the proceedings dated 17-06-2025 of the Hon'ble Principal District & Sessions Judge's Court, Nellore.

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

Sl. No.	Name and Designation of the Employee	Duties of the employes
1.	Sri. E.Sudhakara Rao Prl. Civil Judge (Junior Division), Kavali.	**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.Rajesh, Superintendent	**Deputed to the Prl. Civil Judge's Court (Junior Division), Gudur.**
3	Sri. B.Venkatarao, Stenographer G-III	**Personal Assistant of officer and Stenographer Work**
4	Sri. M.Srinivasulu. Typist	**Attending Bench Typing and e Courts Entries and Legacy Data**
5	Sri.Y.V.Ramanaiah, Junior Assistant	**Attending Accounts Branch and E.P. Branch and CF Entries.**
6	M.Rajesh, Junior Assistant	**Deputed to the III Addl. Civil Judge' Court (Junior Division), Nellore.**
7	Smt. A.Suhasini, Junior Assistant	**Deputed to the Hon'ble Civil Judge's Court (Senior Division), Kavali.**
8	Sri. B.R.Sai Jaswanth Singh, Junior Assistant	**Deputed to the I Addl. Civil Judge's Court (Junior Division), Nellore.**

9	Smt.B.Hymavathi, Junior Assistant	**Deputed to the Hon'ble VIII Additional District & Sessions Judge, Nellore.**
10	Smt. V.Manoja, Junior Assistant	**Deputed to the Addl. Civil Judge's Court (Junior Division), Kavali.**
11	Junior Assistant	**Kept Vacant**
12	K.Suma, Record Assistant	**To attending the Record Room Work**
13	Office Subordinate	**Kept Vacant**
14	Office Subordinate	**Kept Vacant**
15	Masalchi	**Kept Vacant**
(iii)	The procedure followed in the decision making process,including channels of super-vision and accountability	**Nil**
(iv)	The norms set by it for the discharge of its function:	**In exercise of the powers conferred by Article 227 of the Constitution of India and Se.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:	
(ix)	A directory of its officers and employees:	
(x)	**The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation:**	
1	Sri. E.Sudhakara Rao Prl. Civil Judge (Junior Division), Kavali.	**Rs.98620**
2	Sri.A.V.Rajesh, Superintendent	**Rs.61960**
3	Sri. B.Venkatarao, Stenographer G-III	**Rs.60260**
4	Sri. M.Srinivasulu, Typist	**Rs.58680**
5	Sri.Y.V.Ramanaiah,	**Rs.35570**

	Junior Assistant	
6	M.Rajesh, Junior Assistant	**Rs.26720**
7	Smt. A.Suhasini, Junior Assistant	**Rs.47090**
8	Sri. B.R.Sai Juswanth Singh, Junior Assistant	**Rs.25220**
9	Smt.B.Hymavathi, Junior Assistant	**Rs.69020**
10	Smt. V.Manoja, Junior Assistant	**Rs.44570**
11	Junior Assistant	**Vacant**
12	K.Suma, Record Assistant	**Rs.25220**
13	Office Subordinate	**Kept Vacant**
14	Office Subordinate	**Kept Vacant**
15	Masalchi	**Kept Vacant**

(ix) 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 relating 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 fro 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	O/o District Judge, Nellore.	Smt. N.Nagarani, Chief Admn.Officer, Prl. District Court, Nellore	0861-2331421	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
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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;

Prl. Civil Judge (Junior Division), Kavali.

Information with regard to the particulars of RTC Act relating to the court of Addl.Judicial Magistrate of I Class, Kavali, SPSR District. (A.P.)

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

The Addl.Judicial Magistrate of I Class Court, Kavali, 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 Kavali(town and rural), Jaladanki, Bogole, Kaligiri and Kondapuram Mandals and its police stations, Kavali Excise Station only.

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

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Sri G.Vikran Sinha, Addl. Civil Jugde (junior Division) cum Addl. Judicial magistrate of I Class, Kavali.	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	Stenographer grade -III	Kept vacant
3	Smt.V.Manoja Junior Assistant	Checking of charge sheets, MC petitions, DVC petitions, Private Complaints, Complaints u/s 138 and 142 of NI Act. Accounts branch, Maintain of FDRs, Maintenance of Service Registers, Administration work and Correspondence.
4.	Sri T.Pravardhan Naidu, Junior Assistant	Deputed to VIII Addl.District Court, Nellore.
	Smt S.V. Jansi Padma, junior Assistant.	Properties and Record Room.
	Smt. K.Dhamini, Junior Assistant.	Attending Criminal branch, bench work, maintaining FIRs, Statements preparing.
	Smt. Madhumala Lakshmi, Assistant cum typist	Deputed from Mandal Legal services Committee, Kavali. Receive and Despatch branch,

			Maintaining Library, Typing work. Maintaining of Section 164 Cr.P.C statements and Dying Declartaions
		Sri Chevuru Polaiah, Typist	Attending bench typing, Office correspondence work, statements. E court data entry, Legacy data, typing of orders and Judgments and Calenders and uploading of judgments
		Sri B.Anil Reddy, Record Assistant	Deputed from Hon'ble V ADJ Court, Nellore. Assistant to Criminal branch, maintain Crimiman branch records and Registers
		Sri K.Vishnu, Process server.	Deputed from POCSO Court, Nellore. Public Court duty, to assist to criminal bench work.
		Smt. P.Polamma, Office Subordinate	Public court duty.
		Sri S.Eswaraiah, Office subordinate	Deputed to Civil Judge's (Senior division) Court, Kavali.
		Sri V.Mahesh Attender (contract basis)	Deputed from Special Magistrate Court, kavali. Night guard duty at Quarters of the Presiding officer.
(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 G.Vikrap Sinha, Addl. Civil Jugde (junior Division) cum Addl. Judicial magistrate of I Class,	Confidential reports of all the staff Members, Cheque book.

		Kavali.	
	2.	Smt.V.Manoja Junior Assistant	Charge sheets, Service Registers, MC Petitions, DVC complaints, private complaints, NI Act complaints, Food and Drug act complaints, FDRs. Registers relating to Account branch.
	3.	Smt S.V. Jansi Padma, junior Assistant.	Disposed case records, case properties
	4.	Smt. K.Dhamini, Junior Assistant.	Pending case records including crime records, private complaints, other complaints, FIRs
	5.	Smt. Madhumala Lakshmi, Assistant cum typist	Receive and Despatch registers, 164 Cr.P.C statements, Dying declarations
	6	Sri Chevuru Polaiah, Typist	-
	7	Sri B.Anil Reddy, Record Assistant	Pending case records including crime records, private complaints, other complaints, FIRs, Registers relating to Criminal branch.
	8	Sri K.Vishnu, Process server.	--
	9	Smt. P.Polamma, Office Subordinate	--
	10	Sri S.Eswaraiah, Office subordinate	--
	11	Sri V.Mahesh Attender (contract basis)	--
	12	Attender	vacant
(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	--Nil--

		such meetings are accessible for public.	
(ix)		A directory of its officers and employees:	
	1.	Sri G.Vikran Sinha, Addl. Civil Jugde (junior Division) cum Addl. Judicial magistrate of I Class, Kavali.	08626-243352 (Office)
(x)		The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1.	Sri G.Vikran Sinha, Addl. Civil Jugde (junior Division) cum Addl. Judicial magistrate of I Class, Kavali.	Rs.80,180-00
		Stenographer grade -III	Kept vacant
	2.	T.Pravardhan Naidu, Junior Assistant	Rs.44570-00
	3.	Smt S.V. Jansi Padma, junior Assistant.	Rs. 31750-00
	4.	Smt.K.Dhamini, Junior Assistant.	Rs. 25940-00
	6.	Sri Chevuru Polaiah, Typist	Rs. 44570-00
	9.	Smt. P.Polamma, Office Subordinate	Rs.20600-00
	10.	Sri S.Eswaraiah, Office subordinate	Rs.20600-00
	11.	Attender	Vacant

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

Ans: 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.

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

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

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

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

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

OFFICE OF THE CIVIL JUDGE'S (SENIOR DIVISION) COURT, KOVUR SPSR NELLORE DISTRICT, ANDHRA PRADESH.

ORGANIZATION, FUNCTIONS AND DUTIES

Section 4(1)(b)(i) of Right to Information-2005.

The Civil Judge Court (Senior Division) Kovur, SPSR Nellore District. The functioning of the Court starts from 10-30 a.m. to 5.00 p.m, and the Lunch break is between 2-00 p.m. to 2-30 p.m. This court has territorial Criminal cases jurisdiction over Kovur Police Station, Buchireddypaklem Police station, Sangam Police station, Alluru Police station, Kodavalur Police station, Vidavalur Police Station, Dagadarthi Police Station only (total 7 police Stations) . The Civil jurisdiction covered Kovur Mandal, Buchireddypalem, Sangam Mandal, Alluru Mandal, Kodavalur Mandal, Vidavalur and Dagadarthi Mandal (Total 7 mandalas). This court has pecuniary jurisdiction from 20 lakhs to 50 lakhs. The presiding Officer is the Chairmen to the Mandala Legal Services Authorities.

S.No.	Name of the Organization	Address	Functions/Duties
1	District Judiciary, Nellore.	Civil Judge Court (Senior Division), Kovur, SPSR Nellore District, A.P. Pin-524137	This court numbering the matters pertinent to Civil and Criminal Cases after assigning the case numbers. 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. P. Chaitanya, Civil Judge (Senior Division) Kovur, SPSR Nellore District, A.P.	Presiding over the proceedings of the court, hearing the matters on the Bench, pronouncing Judgments and internal office administration and inspection of the office. Conducting legal literacy camps among in the Kovur jurisdiction and presiding over lock ad-lath benches under guidance of the District Court, Nellore.	Head of the Office/Court. Having administrative control over the staff of the court/office like granting leave up to 30 days of staff and annual increments and D.D.O powers.
2.	Smt G. Nagarathna Senior Superintendent.	Attending the numbering of O.S., A.S., CMAs, SOPs, I.Ps and HMOPs. Maintain F.D.Rs and Service Registers of all the Staff Members in addition supervise the office work and verification of Statements.	Supervision of the ministerial staff and placing the any issues before presiding officer. Attending calling work up to filing of written statement pertaining to the civil cases.
			--

	Smt. M. Sujatha, Stenographer, Grade-II	Attending the Steno works i.e. taking dictation and preparing decrees, all kind of judgments along with maintenance of Library and maintained relevant registers.	
3.	Sri A. Sridhar, Senior Assistant.	Account branch like preparing the salary bills, Cheque petitions and all contingent bills relating to this court, civil court deposits and maintained relevant registers.	--
4.	Sri. N. Srinivasulu, Senior Assistant	Deputed to Civil Judge (Senior Division), Gudur.	--
5.	Smt. G. Indira, Junior Assistant	Attending (Civil Branch) O.S., A.S., C.M.As., L.A.O.Ps., S.O.Ps., HMOPs, E.Ps, Sessions Branch, Properties and Caveat O.Ps. Branch, and I.P Branch and also to maintain relevant registers. Preparing the statements and placed before the Superintendent for verification.	--
6.	Sri Md. Sami Ahamad, Junior Assistant.	Attending assist to Smt. G.Indira, both are responsible for all Branches they shall coordinate and ensure smooth functioning of the work with the help of concerned Bench Clerk and also indexing the records.	--
7.	Sri Sk. Shadik, Junior Assistant.	Attending the Record Room work, prepare consignment for the period and also Daily C.F and also to maintain relevant registers.	--
8.	Sri. P. Samiulla, Junior Assistant	Deputed to PDJ court, Nellore	--
9.	Junior Assistant	Vacant	--
10.	Typist	Vacant	--
11.	Typist	Vacant	--
12.	Sri M.V. sivakumar, Field Assistant	Attending Nazarath work Field work and N-step work and also to maintain relevant registers.	Having civil arresting, attachment of properties and implement the orders of the Presiding Officer on the civil branch.

13.	Sri Sk. Shafi, Field Assistant	Attending Nazarath work Field work and N-step work and also to maintain relevant registers.	Having civil arresting, attachment of properties and implement the orders of the Presiding Officer on the civil branch.
14.	Sri N, Ranga Reddy, Field Assistant,	Attending Nazarath work Field work and N-step work and also to maintain relevant registers.	Having civil arresting, attachment of properties and implement the orders of the Presiding Officer on the civil branch.
15.	Sri S. Chandra Mohan, Field Assistant	Attending Nazarath dispatch, stamp account for this branch, N-step work and also to maintain relevant registers.	--
16.	Sri Ch. Kamalakar Reddy, Field Assistant (Deputed from VII ADJ, Court, GUDUR)	Attending Receive & Dispatch stamp account of the Court and also Driving work and also to maintain relevant registers.	--
17.	Sri. M. Srinivasulu Field Assistant,	Deputed to PDJ, court, Nellore.	--
18.	Smt. M. Samatha, Copyist	Attending copyist section, e-courts and bench typing work and also to maintain relevant registers.	--
19.	Smt. Sd. Faridabhanu, Copyist,	Attending copyist section, e-courts and bench typing work and also to maintain relevant registers.	
20.	Sri. S. Srinivas, Examiner	Deputed to PDJ Court, Nellore.	
21.	Sri. B. Anil Kumar, Examiner	Deputed to PDJ Court, Nellore.	
22.	Kum. P. Sowmya,, Record Assistant	Attending assistance to the Bench Clerk.	
23.	Kum. Sk. Asifa, Record Assistant (Paper promote)	Attending duties at Officer's Bungalow/ Residence	

All the disposed of records and related registers which are consigned to District Court are maintained by Central Record Room at district Court Compounded, Nellore.

The Civil Judge (Senior Division) Kovur, 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 THERE OF
[Section 4(1)(b)(vii)]

The Chief Administrative Officer of the District Court, Nellore, is the State Assistant Public Information Officer for the Principal District Court and other courts at District Headquarters. The Senior Superintendent of the Civil Judge's Court (Senior Division) Kovur, SPSR Nellore District and other courts at Kovur Unit is the Assistant Public Information Officer as per the Andhra Pradesh High Court Right to Information Act-2005.

[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.	Civil Judge (Senior Division) Kovur, SPSR Nellore District, A.P.	Smt. P. Chaitanya, Civil Judge (Senior Division) Kovur, SPSR Nellore District, A.P.		
2.	-do-	Smt G. Nagarathna Senior Superintendent.	--	--
3.	-do-	Smt. M. Sujatha, Stenographer, Grade-II	--	--
4.	-do-	Sri A. Sridhar, Senior Assistant.	--	--
5.	-do-	Sri. N. Srinivasulu, Senior Assistant	--	--
6.	-do-	Smt. G. Indira, Junior Assistant	--	--
7.	-do-	Sri Md. Sami Ahamad, Junior Assistant.	--	--
8.	-do-	Sri Sk. Shadik, Junior Assistant.	--	--
9.	-do-	Sri. P. Samiulla,	--	--

		Junior Assistant		
10.	-do-	Junior Assistant	--	--
11.	-do-	Typist	--	--
12.	-do-	Typist	--	--
13.	-do-	Sri M.V. sivakumar, Field Assistant	--	--
14.	-do-	Sri Sk. Shafi, Field Assistant	--	--
15.	-do-	Sri N, Ranga Reddy, Field Assistant,	--	--
16.	-do-	Sri S. Chandra Mohan, Field Assistant		
17.	-do-	Sri Ch. Kamalakar Reddy, Field Assistant (Deputed from VII ADJ, Court, GUDUR)	--	--
18.	-do-	Sri. M. Srinivasulu Field Assistant,		
19.	-do-	Smt. M. Samatha, Copyist		
20.	-do-	Smt. Sd. Faridabhanu, Copyist,		
21.	-do-	Sri. S. Srinivas, Examiner		
22.	-do-	Sri. B. Anil Kumar, Examiner		
23.	-do-	Kum. P. Sowmya,, Record Assistant		
24.	-do-	Kum. Sk. Asifa, Record Assistant (Paper promote) **(Working on deputation from PDM court, Gudur)**		

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 government of Andhra Pradesh.	
1.	Smt. P. Chaitanya, Civil Judge (Senior Division) Kovur, SPSR Nellore District, A.P.	Rs.1,24,930.00	---
2.	Smt G. Nagarathna Senior Superintendent.	Rs.1,04,510.00	---
3.	Smt. M. Sujatha, Stenographer, Grade-II	Rs.83,000.00	---
4.	Sri A. Sridhar, Senior Assistant.	Rs.61,960.00	
5.	Sri. N. Srinivasulu, Senior Assistant	Rs.63,660.00	
6.	Smt. G. Indira, Junior Assistant	Rs.52,600.00	
7.	Sri Md. Sami Ahamad, Junior Assistant.	Rs.40,970.00	
8.	Sri Sk. Shadik, Junior Assistant.	Rs.43,310.00	---
9.	Sri. P. Samiulla, Junior Assistant	Rs.25,220.00	
10.	Junior Assistant	vacant	
11.	Typist	vacant	---
12.	Typist	vacant	
13.	Sri M.V. sivakumar, Field Assistant	Rs.60,260.00	---
14.	Sri Sk. Shafi, Field Assistant	Rs.57,100.00	---
15.	Sri N, Ranga Reddy,	Rs.42,140.00	---

31.	Sri. D. Madhu Babu, Process Server	Rs.23,780.00	
32.	Sri. M. Guna Sekhar, Process Server	Rs.23,780.00	
33.	Kum. K. Madhuha, Process Server	Rs.23,780.00	
34.	Process Server	vacant	
35.	Smt. M. Shakeera Begum, Process Server	Deputed from PDJ court, Nellore.	
36.	Sri. Sk. Aleel Ahmad, Office Subordinate	Rs.28,280.00	
37.	Office Subordinate	vacant	
38.	Office Subordinate	vacant	
39.	Office Subordinate	vacant	
40.	Office Subordinate	vacant	
41.	Sk. Sharmila, Daily Labour	Rs.14,820.00	

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

Budget is allotted by the Hon'ble High Court of Andhra Pradesh at Amaravati and the Principal District Judge, Nellore, have been distributing the same to all Subordinate Courts in the District, including to this Court.

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 Senior Superintendent of the Civil Judge's Court (Senior Division) Kovur, SPSR Nellore District is the Assistant Public Information Officer for this Court including Principal Civil Judge Court (Junior Division), Judicial Magistrate of I Class Court, Special Judicial Magistrate of I Class Court and Special judicial Magistrate II Class Court at kovur, SPSR Nellore District.

APPELLATE AUTHORITY

The Registrar General, Hon'ble High Court of Andhra pradesh at Amaravati is the Appellant Authority under section 19 (1) of the Andhra pradesh High Court Right to Information Rules-2005

Civil Judge (Senior Division)
Kovur,
SPSR Nellore District.

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

******

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

The Principal Civil Judge (Junior Division), Kovur, 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 Civil and Criminal cases only.

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

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Principal Civil Judge (Junior Division), Kovur, SPSR District, Nellore.	Vacant
2	Superintendent	vacant
3	Stenographer, Grade III.	Vacant
4	Smt M.Sreevani, Senior Assistant. Deputed From Civil Judge (Junior Division), Udayagiri.	Deputed From Civil Judge (Junior Division), Udayagiri. Attenging Chief Minesterial Work, Numbering Of Suits, Maintenance of services registers, administration works and supervision of staff members.
5	Sri G.Hema Chandra, Junior Assistant.	Attending OS Branch, Maintaning of All Registers relating to OS Branch and Statements.
6	Sri B.Surendra Babu Yadav, Junior Assistant.	Attending Criminal Branch,EP Branch ang Maintaining of All Registers relating to CC and EP Branch
7	Sri G.Raj Kumar, Junior Assistant.	Attending Accounts, E-Courts, Record Room and Library
8	Sri Y.Vasu, Junior Assistant.	Deputed to IV Additional civil Judge (Junior Division), Nellore.
9	Sri P.Masthan Reddy, Junior Assistant.	Deputed to III Additional District Court Nellore.
10	Smt M.Jaya Bharathi, Junior Assistant.	Deputed to IV Additional District Court, Nellore.
11	Smt M.Nivedhitha, Junior Assisitant.	Deputed to Principal District Court, Nellore.
12	Smt L.Durga, Record Assiatant.	Attending Receive and Dispatch, Copy Applications, Assistant to OS Branch.
13	Typist	Vacant
14	Attender	Vacant
15	Attender	Vacant
16	Full Time Masalchi	Vacant

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(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.	Principal Civil Judge (Junior Division), Kovur, SPSR District, Nellore.	Vacant
	2	Superintendent	Vacant
	3	Stenographer, Grade III.	Vacant
	4.	Smt M.Sreevani, Senior Assistant.	Deputed From Civil Judge (Junior Division), Udayagiri. Attenging Chief Minesterial Work, Numbering Of Suits, Maintenance of services registers, administration works and supervision of staff members.
	5.	Sri G.Hema Chandra, Junior Assistant.	Attending OS Branch and Statements.
	6.	Sri B.Surendra Babu Yadav, Junior Assistant.	Attending Criminal Branch and EP Branch
	7.	Sri G.Raj Kumar, Junior Assistant.	Attending Accounts, E-Courts, Record Room and Library.
	8	Sri Y.Vasu, Junior Assistant.	Deputed to IV Additional civil Judge (Junior Division), Nellore.
	9	Sri P.Masthan Reddy, Junior Assistant.	Deputed to III Additional District Court Nellore.
	10	Smt M.Jaya Bharathi, Junior Assistant.	Deputed to IV Additional District Court, Nellore.
	11	Smt M.Nivedhitha, Junior Assisitant.	Deputed to Principal District Court, Nellore.
	12	Smt L.Durga, Record Assiatant.	Attending Receive and Dispatch, Copy Applications, Assistant to OS Branch.
	13	Typist	Vacant

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	14	Attender	Vacant
	15	Attender	Vacant
	16	Full Time Masalchi	Vacant
(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.	Principal Civil Judge (Junior Division), Kovur SPSR District, Nellore. (Vacant)	08622-271241 (Office)
(x)		The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1.	Principal Civil Judge (Junior Division), Kovur, SPSR District, Nellore.	Vacant
	2	Superintendent	Vacant
	3	Stenographer-III	Vacant
	4	Sri G.Hema Chandra, Junior Assistant.	Rs.55520-00
	5	Sri B.Surendra Babu Yadav, Junior Assistant.	Rs.47090-00
	6	Sri G.Raj Kumar, Junior Assistant.	Rs. 25940-00
	7	Sri Y.Vasu, Junior Assistant.	Rs.25220-00
	8	Sri P.Masthan Reddy, Junior Assistant.	Rs.65360-00
	9	Smt M.Jaya Bharathi, Junior Assistant.	Rs. 58680-00
	10	Smt M.Nivedhitha,	Rs.39800-00

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	Junior Assisitant.	
11	Smt L.Durga, Record Assiatant.	Rs.48440-00
12	Typist	Vacant
13	Attender	vacant
14	Attender	Vacant
15	Full Time Masalchi	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.	

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 Principal Civil	Smt D.Sreevani,	08622-271121	

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	Judge's Court (Junior Division), Kovur, SPSR Nellore District	i/c Superintendent Principal Civil Judge's Court (Junior Division), Kovur, SPSR Nellore District	1241 No Fax number.	court kovur @ 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--

(FAC) PRL. CIVIL JUDGE (JUNIOR DIVISION),
KOVUR

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	7.	Sri B. Srikanth, Junior Assistant. Deputed from Prl Civil Judge's (Junior Division) Court, Gudur.	Attending Bench work, Court Fee registers, and Crl.M.P Registers, Process Work and issuance Warrants,Remands,indexing of Disposal of Records.
	8.	Smt.M.Sreeveni, Junior Assistant Deputed from Hon'ble I Addl. SCJ Court, Nellore.	Directed to Assist Criminal Bench Clerk, Prepare Statements ,Attend Copy Applications and Daily work and miscellaneous work if any.
	9.	Smt. N. Vijaya Lakshmi, Typist.	Attend Bench Typing, Miscellaneous Orders,statements typing work and Maintain Library.
	10.	Smt. T.Supriya, Office Subordinate. Deputed to Hon'ble II ADJ Court Nellore.	Deputed to Hon'ble II ADJ Court Nellore.
	11.	Office Subordinate.	Vacant.
	12.	Office Subordinate.	Vacant.
	13.	Sri T. Suresh, Proces Server. Deputed from SCJ Court, Kovur.	Attending public Court work.
	14.	Miss V. Santha Kumari, Office Subordinate (Out Sourcing) Deputed from Hon'ble V ADJ Court, Nellore.	Attending public Court work.

(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.	Miss S. Shiva Namratha, Additional Civil Judge (Junior Division), Kovur, SPSR Nellore District.	Confidential reports of all the staff Members, Cheque book.
	2.	Smt. U. Maheswari, Senior Superintendent.Deputed from Hon'ble Spl. POCSO Court, Nellore.	Checking of chargesheets, Maintenance of Service Registers, Administration work and Supervision of staff members.
	3.	Smt. N. Vijaya Lakshmi, Typist.	Acting as steno and taking dictation for orders and Judgements and also maintenance of Library.
	4.	Sri B. Srikanth, Junior Assistant. Deputed from Prl Civil Judge's (Junior Division) Court, Gudur.	Attending Bench work, Court Fee registers, and Crl.M.P Registers, Process Work and issuance Warrants,Remands,indexing of Disposal of Records.
	5.	Smt.M.Sreeveni, Junior Assistant Deputed from Hon'ble I Addl. SCJ Court, Nellore.	Directed to Assist Criminal Bench Clerk, Prepare Statements ,Attend Copy Applications and Dally work and miscellaneous work if any.
	6	Sri R.V.Ramanaiah, Junior Assistant	Attending accounts branch, fines branch and miscellaneous work if any.
	7	Smt D. Vijaya Nirmala, Junior Assistant.	Attending FIR's and properties branch and miscellaneous work if any.
	8	Smt.Y. Jhansi Rani, Junior Assistant.	Attending Receive and despatch, Appeal Intimations, E-courts work and Record Room.
	9	Sri T. Suresh, Proces Server. Deputed from SCJ Court, Kovur.	Attending public Court work.
	10	Miss V. Santha Kumari, Office Subordinate (Out Sourcing) Deputed from Hon'ble V ADJ Court, Nellore.	Attending public Court 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, 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.	Miss S. Shiva Namratha, Additional Civil Judge (Junior Division), Kovur, SPSR Nellore District.	(Office) 0862-2271284
(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.	Miss S. Shiva Namratha, Additional Civil Judge (Junior Division), Kovur, SPSR Nellore District.	Rs.80,180/-
	2.	Sri Ch. Venu Gopal P.A(Stenographer Gr-III)	Rs.42,140/-
	3.	Sri Ch. Venu Gopal P.A(Stenographer Gr-III)	Rs.42,140/-
	3.	Smt. N. Vijaya Lakshmi, Typist.	Rs.40,970/-
	4.	Sri R.V.Ramanaiah, Junior Assistant	Rs.83,000/-
	5.	Smt.Y. Jhansi Rani, Junior Assistant	Rs.30,830/-

	6.	Smt D. Vijaya Nirmala, Junior Assistant.	Rs.45,830/-
	7.	Smt. T.Supriya, Office Subordinate.	Rs.35,570/-
	8.	Office Subordinate.	Vacant.
	9.	Office Subordinate.	Vacant.
	10.	Smt. U. Maheswari, Senior Superintendent.Deputed from Hon'ble Spl. POCSO Court, Nellore.	Working on Deputation.
	11.	Sri B. Srikanth, Junior Assistant. Deputed from Prl Civil Judge's (Junior Division) Court, Gudur.	Working on Deputation.
	12.	Smt.M.Sreeveni, Junior Assistant Deputed from Hon'ble I Addl. SCJ Court, Nellore.	Working on Deputation.
	13.	Sri T. Suresh, Proces Server. Deputed from SCJ Court, Kovur.	Working on Deputation.
	14.	Miss V. Santha Kumari, Office Subordinate (Out Sourcing) Deputed from Hon'ble V ADJ Court, Nellore.	Working on Deputation.

(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 The Addl Civil Judge (Senior Division) Kovur, SPSR Nellore District .	Smt N.Nagarathna, Senior Superitendent.	0862-2271216	

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 Addl Civil Judge (Junior Division) Kovur, SPSR Nellore District.	Smt. U. Maheswari, Senior Superintendent.	0862-2270330	ajmfck@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--

Nagaratha

Addl. Civil Judge(Junior Division), Kovur.

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

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

The court of Civil Judge(Senior Division), Atmakur, 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 (from Rs.20,00,000/- to 50,00,000/-) territorial jurisdiction of Atmakur(M), A S Peta(m), Ananthasagaram(M), Chejarla(M), Kaluvoy(M) and in the limits of CivilJudges Court (Junior Division) Udayagiri.

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

Sl. No	Name and Designation of the employee	Duties of the employees
1.	Smt. B.Gayathri, Civil Judge (Senior Division), Atmakur, 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	Vacant
	Sri.Sk.Mohammad, Superintendent (Deputed to work in this court two days weekly)	Checking of petitions, suits, office correspondence, run on note file, to maintain 164(3) statements, dying declarations, fixed deposits, Maintenance of Service Registers, Administration work and Supervision of staff members.
3.	M.P.N Anuradha Lakshmi Stenographer Grade-II	Deputed to work in I Additional Civil Judges Court (Senior Division)Nellore.
	Sri. M. Srihari Stenographer Grade-III (Deputed from Addl.Junior Judges court,Gudur)	To attend Steno duties, Public Court typing, Fairy copy register and maintaince of library books. Civil
4.	A.Dharmendra Singh Senior Assistant	Deputed to work in IV Additional District Judges Court, Nellore.
5.	Senior Assistant	Vacant
6.	Smt.Ch.Mamatha, Junior Assistant	To attend the Civil Branch, E.P's and IP branches of public Court work and disposal and pendency of cases registers, Index of cases which is entrusted to her from time to time. Indexing of records and handed over to Record Room and also attend any pending work in your branch and Statements in your brach and to submit intime to the Hon'ble Principal District Court, Nellore.
7.	Sri.A.Srikanth, Junior Assistant	Deputed to work in II AJMAFC, Nellore
	Kum.K.Sandhya Rani	To maintain court fee register and to attend the

		Process Server	
	28	Smt. K. Rajeswari Process Server	Deputed to II Additional District Judges Court, Nellore.
		Smt. I.Lavanya Process Server (Deputed from Principal District Judge Court.Nellore.	To attend Banglaw Day Guard duty.
	29	Process Server	Vacant
	30	Process Server	Vacant
	31	Process Server	Vacant
	32	Process Server	Vacant
	332	Process Server	Vacant
	34	Process Server	Vacant
	35	Process Server	Vacant
	36	Sri. M. China Penchalaiah Office Subordinate	To attend Banglaw Day Guard.
	37	Sri. K. Suresh Office Subordinate	Deputed to work in Civil Judges Court (Junior Division) Atmakur.
	38	Office Subordinate	vacant
	39	Office Subordinate	Vacant
	40	Office Subordinate	Vacant
(iii)		The procedure followed in the decision making process, in-cluding 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. B.Gayathri, Civil Judge(Senior Division), Atmakur, Nellore.	Confidential reports of all the staff Members, Cheque book.
	2.	Sri.Sk.Mahammad, Superintendent	Checking of all petitions,plaints, office correspondence, run on note file, fixed deposits, Maintenance of Service

			Registers, Administration work and Supervision of staff members.
	3.	Sri. M. Srihari Stenographer Grade-III (Deputed from Addl.Junior Judges court,Gudur)	To attend Steno duties, Public Court typing, Fairy copy register and maintaince of library books.
	4.	Smt.Ch.Mamatha, Junior Assistant	To attend the Civil Branch, E.P's and IP branches of public Court work and disposal and pendency of cases registers, Index of cases which is entrusted to her from time to time. Indexing of records and handed over to Record Room and also attend any pending work in your branch and Statements in your brach and to submit intime to the Hon'ble Principal District Court, Nellore.
	5.	Kum.K.Sandhya Rani Junior Assistant (Deputed from Junior Civil Judge court,Kota)	To maintain court fee register and to attend the CMAs,Appeals and Sessions Branches of public court work and disposal of cases registers, Index of cases which is entrusted to her from time to time. Indexing of records and handed over to Record Room and also attend any pending work in your branch and Statements in your brach and to submit it intime to the Hon'ble Principal District Court, Nellore.
	6.	Sri D. Venkatesh Junior Assistant (Deputed from Junior Civil Judge court,Kota)	To attend HMOPs and SOPs Branches of public court work and disposal of cases registers, Index of cases is entrusted to him from time to time. Indexing of records and handed over to Record Room and also attend any pending work in his branch and Statements in his branch and to submit in time to the Hon'ble Principal District Court, Nellore. To assist other Bench Clerks, attend Legacy and e-Courts daily data entry, entry in new numbering Calender cases in e-Courts.
	7.	Sri.A.Madhu, Field Assistant	Preparation of Nazarath process and execution of all warran
	8.	Sri. K. Venkatesh, Field Assistant	Preparation of Nazarath process and execution of all war and sending monthly statements of nazarath to the Hon District Court,Nellore.
	9.	Kum. M. Srilekha Field Assistant	To attend works related to Accounts branch and to assist Superintendent.
	10	Smt.Sk.Shamshad Begum, Examiner	To attend the Copyist section and maintainance of receive and dispatch register.
	11	Sri.Sd.Mahaboob Basha Record Assistant	To attend Record room duties and Public Court Duty.
	12	Sri.R.Kiran Kumar Process Server	To attend process of summons and notices.
	13	Sri.K.Ramesh Process Server	To attend Night Guard Duty at Court.
	14	Smt. I.Lavanya Process Server (Deputed from Principal District Judge Court,Nellore.	To attend Banglaw Day Guard duty.
	15	Sri. M. China Penchalaiah, Office Subordinate	To attend Banglaw Day Guard
(vii)		The particulars of any arrange-ment 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.B.Gayathri Civil Judge (Senior Division), Atmakur, Nellore.	08627-295407 (Office)
(x)		The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1.	Smt. B.Gayathri, Civil Judge (Senior Division), Atmakur, Nellore.	Rs.1,24,930-00
	2.	Senior Superintendent	Vacant
	3.	M.P.N Anuradha Lakshmi Stenographer Grade-II	Rs.61,960-00
	4.	A.Dharmendra Singh Senior Assistant	Rs.60,260-00
	5.	Senior Assistant	Vacant
	6.	Smt.Ch.Mamatha, Junior Assistant	Rs.26,720-00
	7.	Sri.A.Srikanth, Junior Assistant	Rs.25,220-00
	8.	Junior Assitant	Vacant
	9.	Junior Assistant	Vacant
	10.	Junior Assistant	Vacant
	11.	Sri.D.Hari,	Rs.31,750-00

		Typist	
	12	Typist	Vacant
	13	Sri.A.Madhu, Field Assistant	Rs.40,970-00
	14	Sri. K. Venkatesh, Field Assistant	Rs.26,720-00
	15	Sri.R.Malyadri, Field Assistant	Rs.60,260-00
	16	Kum. M. Srilekha Field Assistant	Rs.27,500-00
	17	Sri.S. Kumar, Field Assistant	Rs.27,500-00
	18	Sri. G.Raghu Field Assistant	Rs.57,100-00
	19	Smt.Sk.Shamshad Begum, Examiner	Rs.69,020-00
	20	Sri. K.Venkateswarlu Examiner	Rs.23,780-00
	21	Copyist	Vacant
	22	Copyist	Vacant
	23	Sri.Sd.Mahaboob Basha Record Assistant	Rs.23,120-00
	24	Sri.R.Kiran Kumar Process Server	Rs.21,200-00
	25	Sri.K.Ramesh Process Server	Rs.65,360-00
	26	Sri G. Chavadaiah Process Server	Rs.23,780 -00
	27	Sri V. Mahesh Process Server	Rs.23,780-00
	28	Smt. K. Rajeswari Process Server	Rs.23,780-00
	29	Process Server	Vacant
	30	Process Server	Vacant
	31	Process Server	Vacant
	32	Process Server	Vacant
	33	Process Server	Vacant
	34	Process Server	Vacant
	35	Process Server	Vacant
	36	Sri. M. China Penchalaiah Office Subordinate	Rs.20,600-00
	37	Sri. K. Suresh Office Subordinate	Rs.20,000-00
	38	Office Subordinate	Vacant
	39	Office Subordinate	Vacant
	40	Office Subordinate	Vacant

District J...

District J...

(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 Civil Judge's Court (Senior Division), Atmakur, SPSR District, Nellore.	Sri.Sk.Mohammad, Superintendent, Civil Judge's Court (Senior Division), Atmakur, SPSR District, Nellore.	08627-295407 No Fax number.	seniorciviljudgecourt@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 -

Civil Judge (Senior Division),
Atmakur, SPSR District, Nellore.

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

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

The court of Civil Judge(Junior Division), Atmakur, Nellore, SPSR District. The functioning of the Court starts from 10-30 AM to 5.00 PM. Lunch break is between 2.00 PM to 2.30 PM. This Court has pecuniary (Upto Rs.20,00,000/-) territorial jurisdiction of Atmakur (M), A.S.Peta(M), AnathaSagaram(M), Somasila(M), Kaluvoy (M), Chejarla(M) only .

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

S.No.	Name and Designation of Employee	Duties of the Employees
01	Sri L.Jagadeesh Kumar Civil Judge (Jr.Division), Atmakur, Nellore.	The 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 power 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.
02	Sri Sk.Mahammad, Superintendent.	Checking of chargesheets, Civil Numbering, office correspondence, run on note file, to maintain 164(3) statements, dying declarations, Maintenance of Service Registers, Administration work and Supervision of staff members.
03	Sri N. Manoj, Personal Assistant	Taking dictations for contest Judgments and Orders, Uploading contest Judgments and orders, Fairy copy register, Maintanance of Library Books.
04	Smt.P.Vijaya Keerthika Junior Assistant	Deputed to work in Special Magistrate Court Atmakur
05	Sri.P. Vinod Kumar, Junior Assistant	To attend the Civil Branch, E.P's branche of public Court work and disposal and pendency of cases registers, Index of cases diary which is entrusted to him from time to time Indexing of records and handed over to Record Room and also attend any pending work in his branch and also attend the monthly statements.
06	Sri.SK Akbar Basha, Junior Assistant	To attend the Account branch work and Property Branch Work.
07	Sri. SK Abdul Muneer, Junior Assistant	To attend the Criminal Branch, Remands, Maintanance of all registers on criminal side and disposal and pendency of cases registers, Index of cases diary which is entrusted to him from time to time and also attend any pending work in his

		branch and also Preparation of statements and submit the same to the Hon'ble Principal District Court, Nellore.
08	Smt M.Sujatha, Junior Assistant	She has been attending to Civil and Crimanal Branch Bench Clerks Assistance and FIRs Keeper.
09	Sri.SK Murad Basha Junior Assistant	To attend Recieve & Dispatch work.And Record Room Keeper
10	Junior Assistant	Vacant
11	Typist	Vacant
12	Sri D.Hari, Typist.	To attend the Public Court Typing, maintaing fair copy register, e-Courts daily data entry, entry in new numbering of all cases in e-Courts and to attend office correspondence work. (Deputed from Hon'ble Civil Judge's Court (Senior Division),Atmakur.
13	Sri.Sk Niyaz Basha, Record Assistant	Deputed to I Additional Civil Judge (Junior Division), Nellore.
14	Sri K. Suresh, Office Subordinate	Public Court Duty, Day Guard (Deputed from Civil Judge's Court (Senior Division), Atmakur.
15	Sri B.Madhu Office Subordinate	Public Court Duty, Day Guard (Deputed From Hon'ble II Additional District Judge Court Nellore).
16	Office Subordinate	Vacant
17	Office Subordinate	Vacant
18	Masalchi	Vacant

(iii)		The procedure followed in the decision making process, in-cluding 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	As stated in the provision (ii) of this act, Above.

		employees for discharging its functions;	
(vi)		A statement of the categories of documents that are held by it or under its control:	
	1.	Sri L.Jagadeesh Kumar Civil Judge(Jr.Division), Atmakur,Nellore.	Confidential reports of all the staff Members, Cheque book.
	2.	Sri SK Mahammad, Superintendent	Checking of chargesheets, Civil Numbering, office correspondence, run on note file, to maintain 164(3) statements, dying declarations, Maintenance of Service Registers, Administration work and Supervision of staff members.
	3.	Sri N.Manoj Personal Assistant	Taking dictations for contest Judgments and Orders, Uploading contest Judgments and orders, Fairy copy register, Maintanance of Library Books.
	4.	Smt.P.Vijaya Keerthika Junior Assistant	Deputed to work in Special Magistrate Court Atmakur
	5.	Sri.P. Vinod Kumar, Junior Assistant	To attend the Civil Branch, E.P's branche of public Court work and disposal and pendency of cases registers, Index of cases diary which is entrusted to him from time to time Indexing of records and handed over to Record Room and also attend any pending work in his branch and also attend the monthly statements.
	6.	Sri.SK Akbar Basha, Junior Assistant	To attend the Account branch work and Property Branch Work.
	7.	Sri. SK Abdul Muneer, Junior Assistant.	To attend the Criminal Branch, Remands, Maintanance of all registers on criminal side and disposal and pendency of cases registers, Index of cases diary which is entrusted to him from time to time and also attend any pending work in his branch and also Preparation of statements and submit the same to the Hon'ble Principal District Court, Nellore.
	8.	Smt M.Sujatha, Junior Assistant	She has been attending to Civil and Crimanal Branch Bench Clerks Assistance and FIRs Keeper.
	9.	Sri.SK Murad Basha Junior Assistant	To attend Recieve & Dispatch work.And Record Room Keeper
	10.	Junior Assistant	Vacant
	11	Typist	Vacant
	12	Sri.D.Hari, Typist	To attend the Public Court Typing, maintaing fair copy register, e-Courts daily data entry, entry in new numbering of all cases in e-Courts and to attend office correspondence work. (Deputed from Hon'ble Civil Judge's Court (Senior Division),Atmakur.
	13	Sri.Sk Niyaz Basha, Record Assistant	Deputed to I Additional Civil Judge (Junior Division), Nellore.
	14	Sri.K.Suresh, Office Subordinate	Public Court Duty, Day Guard (Deputed from Civil Judge's Court (Senior Division), Atmakur.
	15	B.Madhu Office Subordinate	Public Court Duty, Day Guard (Deputed From Hon'ble II Additional District Judge

			Court Nellore).
	16	Office Subordinate	Vacant
	17	Office Subordinate	Vacant
	18	Masalchi	Vacant
(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.	Sri. L.Jagadeesh Kumar, Civil Judge(Jr. Division), Atmakur, Nellore Dt.	08627- 220271(Office)
(x)		The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1	Sri L.Jagadeesh Kumar, Civil Judge(Jr. Division), Atmakur, Nellore Dt.	98,620-00
	2	Sri.SK Mahammad, Superintendent	76,730-00
	3.	Sri N.Manoj Personal Assistant	43,310-00
	4.	Smt.P.Vijaya Keerthika Junior Assistant	31,750-00
	5.	Sri.P. Vinod Kumar, Junior Assistant	27,500-00

	6.	Sri.SK Akbar Basha, Junior Assistant	25,220-00
	7.	Sri. SK Abdul Muneer, Junior Assistant	28,280-00
	8.	Smt M.Sujatha, Junior Assistant	39,800-00
	9.	Sri.SK Murad Basha Junior Assistant	60,260-00
	10	Junior Assistant	vacant
	11	Typist	Vacant
	12	Sri.Sk Niyaz Basha, Record Assistant	23,120-00
	13	Office Subordinate	Vacant
	14	Office Subordinate	Vacant
	15	Masalchi	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.

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

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

The court of Principal Civil Judge(Junior Division), Sullurpet, 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 (Upto Rs.20,00,000/-) territorial jurisdiction of Sullurpet(M), D.V.Satram(M), Tada(M), Sriharikota (M) only .

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

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Kum. P. Samyuktha Principal Civil Judge (Junior Division), Sullurpet, 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.	Superintendent	Vacant
3.	Smt. R. Sreedevi Personal Assistant	Taking dictations for contest judgment and orders, uploading contest judgment and orders, fair copy register, maintenance of Library Books.
4.	Sri. Ch. Bujji Babu, Junior Assistant	To attend the Civil Branch, E.P's branches of public Court work and disposal and pendency of cases registers, Index of cases diary which is entrusted to him from time to time Indexing of records and handed over to Record Room and also attend any pending work in your branch and Statements in your brach and to submit intime to the Hon'ble Principal District Court, Nellore.
5.	Sri. S. Sivaiah, Junior Assistant	Deputed to work in Add. Civil Judge Court, Sullurpet
6.	Smt. M. Nirosha Junior Assistant	Deputed to work in Special Magistrate Court, Sullurpet
7.	Smt.S. Krishnaveni, Typist	To attend public Court typing, to maintenance fairy copy register, e-Courts daily data entry, entry in new numbering Calender cases in e-Courts and to attend statements data entry work.
8.	Sri.P. Sreenivasulu, Field Assistant	Preparation of process and Notices and Warrants ets and field duty and daily process work
9.	Sri. A. Satish Field Assistant	Preparation of process and Notices and Warrants ets and field duty and daily process work
10.	Sri. N.V. Ramanaiah Examiner	To attend the Copyist section, to attend the Receive and Des and and assist to examiner work
11.	Sri. K. Rookshith Reddy	Record Room and assist to civil branch

		Record Assistant	
	12	Sri.K. Pavan Kanyan Junior Assistant	Deputed to Principal Civil Judge Court, Gudur
	13.	Sri.S.Venkata Ramanaiah Process Server	Public Court Duty, Night Guard
	14.	Sri.M. Phanindhra Babu, Process Server	Deputed to Principal District Court, Nellore
	15.	Sri. N. Ramulu, Process Server	Deputed to III Additional District Court, Nellore
	16	Smt. K. Seenamma, Process Server	Public Court Duty
	17	Sri. T. Nagaraju Office Subordinate	Public Court Duty, Night Guard
	18	Smt. Ch. Padmavathi Office Subordinate	Public Court Duty
	19	Smt. P. Indhira Masalchi	Sweeping and Cleaning work
(iii)		The procedure followed in the decision making process, in-cluding 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.	Kum. P. Samyuktha Principal Civil Judge (Junior Division), Sullurpet, 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.	Superintendent	Vacant
	3.	Smt. R. Sreedevi Personal Assistant	Taking dictations for contest judgment and orders, uploading contest judgment and orders, fair copy register, maintenance of Library Books.
	4.	Sri. Ch. Bujji Babu, Junior Assistant	To attend the Civil Branch, E.P's branches of public Court work and disposal and pendency of cases registers, Index of cases diary which is entrusted to him from time to time Indexing of records and handed over to Record Room and also attend any pending work in your branch and Statements in your brach and to submit intime to the Hon'ble Principal District Court, Nellore.
	5.	Sri. S. Sivaiah, Junior Assistant	Deputed to work in Add. Civil Judge Court, Sullurpet
	6.	Smt. M. Nirosha Junior Assistant	Deputed to work in Special Magistrate Court, Sullurpet
	7.	Smt.S. Krishnaveni, Typist	To attend public Court typing, to maintenance fairy copy register, e-Courts daily data entry, entry in new numbering Calender cases in e-Courts and to attend statements data entry work.
	8.	Sri.P. Sreenivasulu, Field Assistant	Preparation of process and Notices and Warrants ets and field duty and daily process work
	9.	Sri. A. Satish Field Assistant	Preparation of process and Notices and Warrants ets and field duty and daily process work
	10.	Sri. N.V. Ramanaiah Examiner	To attend the Copyist section, to attend the Receive and Des and and assist to examiner work
	11.	Sri. K. Rookshith Reddy Record Assistant	Record Room and assist to civil branch
	12	Sri.K. Pavan Kanyan Junior Assistant	Deputed to Principal Civil Judge Court, Gudur
	13.	Sri.S.Venkata Ramanaiah Process Server	Public Court Duty, Night Guard
	14.	Sri.M. Phanindhra Babu, Process Server	Deputed to Principal District Court, Nellore
	15.	Sri. N. Ramulu, Process Server	Deputed to III Additional District Court, Nellore
	16	Smt. K. Seenamma, Process Server	Public Court Duty
	17	Sri. T. Nagaraju Office Subordinate	Public Court Duty, Night Guard
	18	Smt. Ch. Padmavathi Office Subordinate	Public Court Duty
	19	Smt. P. Indhira Masalchi	Sweeping and Cleaning work
(vi)		The particulars of any arrange-ment that exists for consultation with, or representation by the members of the public in relation to the formulation or its policy or implementation	--Nil--

		there of;	
(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.	Sri. P. Samyuktha Principal Civil Judge (Junior Division), Sullurpet, Nellore.	08623-294440 (Office)
(x)		The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1	Kum. P. Samyuktha Principal Civil Judge (Junior Division), Sullurpet, Nellore.	Rs.80,180-00
	2	Superintendent	Vacant
	3	Smt. R. Sreedevi Personal Assistant	Rs.34,580-00
	4	Sri. Ch. Bujji Babu, Junior Assistant	Rs.97,190-00
	5	Sri. S. Sivaiah, Junior Assistant	Rs. 55,520-00
	6	Smt. M. Nirosha Junior Assistant	Rs.34,580-00
	7	Smt.S. Krishnaveni, Typist	Rs.52,600-00
	8	Sri.P. Sreenivasulu, Field Assistant	Rs.58,880-00
	9	Sri. A. Satish Field Assistant	Rs.25,220-00
	10	Sri. N.V. Ramanaiah Examiner	Rs.42,140-00
	11	Sri. K. Rookshith Reddy Record Assistant	Rs.25,940-00

	12	Sri.K. Pavan Kanyan Junior Assistant	Rs.25,220-00
	13	Sri. S.Venkata Ramanaiah Process Server	Rs.69,020-00
	14	Sri.M. Phanindhra Babu, Process Server	Rs.57,100-00
	15	Sri. N. Ramulu, Process Server	Rs.37,640-00
	16	Smt. K. Seenamma, Process Server	Rs.23,780-00
	17	Sri. T. Nagaraju Office Subordinate	Rs.20,000-00
	18	Smt. Ch. Padmavathi Office Subordinate	Rs.20,000-00
	19	Smt. P. Indhira Masalchi	Rs.47,090-00

(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.	0861-2331422 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 Principal Civil Judge's Court (Junior Division), Sullurpet, SPSR Nellore District.	Sri.Ch. Bujji Babu(Incharge Superintendent), Principal Civil Judge's Court (Junior Division), Sullurpet, SPSR District, Nellore.	08623-294440 No Fax number	Pdmspeta@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/c) Principal Civil Judge(Junior Division), Sullurpet.

Id Ass. I. N.V. Ramana

Id Ass. I. N.V. Ramana

Information with regard to the particulars of RTC Act relating to the court of Addiitional Judicial Magistrate of I Class, Sullurpet, Nellore, SPSR District. (A.P.)

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

The court of Addiitional Judicial Magistrate of I Class, Sullurpet, 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 territorial jurisdiction of D.V.Satram(M), Sullurpet(M), Tada(M), Srihari Kota(M) only .

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

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Smt K.Anjani Devi, Superintendent	Checking of chargesheets, suits, office correspondence, run note file, to maintain 164(3) statements, dying declarations, fix deposits, Administration work and Supervision of staff members
2.	S.Sivaiah, Junior Assistant	To attend the Criminal Branch, custody of FIRs, Properties Remands, Maintanance of all registers on criminal side a disposal and pendency of cases registers, Index of cases dia which is entrusted to him from time to time and also attend a pending work in your branch. Preparation of statements and submit intime to the Hon'ble Principal District Court, Nellore.
3.	Sri M.V.Dhatrish Kumar Junior Assistant	To attend the Criminal Branch, custody of FIRs, Properties Remands, Maintanance of all registers on criminal side ar disposal and pendency of cases registers, Index of cases dia which is entrusted to him from time to time and also attend ar pending work in your branch. Preparation of statements and t submit intime to the Hon'ble Principal District Court, Nellore.
4.	Kum P.Sahithya Junior Assistnat	To attend the Account branch work and Maintenance of Servic Registers,
5.	Smt Y.Swathi Record Assistant	To attend the Receive and Despatch and Record Room and assist to examiner work
6.	Sri Y.Anjaneyulu, Junior Assistant	Deputed to work in Principal Junior Civil Judge's Court, Kavali
7.	Sri A.Suneel Typist	Deputed to work in I Additional Senior Civil Judge's Court, District Court, Nellore
8.	Ch.Sai Mahesh Examiner	Deputed to work in Junior Civil Judge's Court, Gudur
9.	Smt T.Uma Maheswari Field Assistant	Deputed to work in Principal District Court, Nellore
10.	Smt T.Vijayamma Process Server	Deputed to work in Principal Junior Civil Judge's Court, Nellore
(iii))	The procedure followed in the decision making process, in-cluding 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 Constitution of India and Sec.126 of C.P.C. and Cr.P.C. previous approval of the Governor of A.P., the High Court of A hereby Makes the Rules and Circulars for the guide lines 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 K.Anjani Devi, Superintendent	Checking of chargesheets, suits, office correspondence, run note file, to maintain 164(3) statements, dying declarations, fix deposits, Administration work and Supervision of staff members
	2.	S.Sivaiah, Junior Assistant	To attend the Criminal Branch, custody of FIRs, Propertie Remands, Maintanance of all registers on criminal side ar disposal and pendency of cases registers, Index of cases dia which is entrusted to him from time to time and also attend ar pending work in your branch. Preparation of statements and t submit intime to the Hon'ble Principal District Court, Nellore.
	3.	Sri M.V.Dhatrish Kumar Junior Assistant	To attend the Criminal Branch, custody of FIRs, Properties Remands, Maintanance of all registers on criminal side an disposal and pendency of cases registers, Index of cases diar which is entrusted to him from time to time and also attend an pending work in your branch. Preparation of statements and t submit intime to the Hon'ble Principal District Court, Nellore.
	4.	Kum P.Sahithya Junior Assistnat	To attend the Account branch work and Maintenance of Service Registers,
	5.	Smt Y.Swathi Record Assistant	To attend the Receive and Despatch and Record Room and assist to examiner work
	6.	Sri Y.Anjaneyulu, Junior Assistant	Deputed to work in Principal Junior Civil Judge's Court, Kavali
	7.	Sri A.Suneel Typist	Deputed to work in I Additional Senior Civil Judge's Court, District Court, Nellore
	8.	Ch.Sai Mahesh Examiner	Deputed to work in Junior Civil Judge's Court, Gudur
	9.	Smt T.Uma Maheswari Field Assistant	Deputed to work in Principal District Court, Nellore
	10.	Smt T.Vijayamma Process Server	Deputed to work in Principal Junior Civil Judge's Court, Nellore
(vii)		The particulars of any arrange-ment that exists for consultation with, or representation by the members of the public in relation to the formulation	--Nil--

		or its policy or implementation there of;	
(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.	Additional Junior Civil Judge's Court, Sullurpet	08623-291140 (Office)
(x)		The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1	Smt K.Anjani Devi, Superintendent	Rs.70,850-00
	2.	S.Sivaiah, Junior Assistant	Rs.55,520-00
	3.	Sri M.V.Dhatrish Kumar Junior Assistant	Rs.25,220-00
	4.	Kum P.Sahithya Junior Assistnat	Rs.28,280-00
	5.	Smt Y.Swathi Record Assistant	Rs.23,120-00
	6.	Sri Y.Anjaneyulu, Junior Assistant	Rs.27,500-00
	7.	Sri A.Suneel Typist	Rs.35,570-00
	8.	Ch.Sai Mahesh Examiner	Rs.24,500-00
	9.	Smt T.Uma Maheswari Field Assistant	Rs.27,500-00
	10.	Smt T.Vijayamma Process Server	Rs.47,090-00

(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.	0861-2331422 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 Addl.Judicial Magistrate of I Class, Sullurpet	Smt K.Anjani Devi, Superintendent, Additional Judicial Magistrate of I Class, Sullurpet	08623-291140 No Fax number.	

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/c) Additional Judicial Magistrate of I Class,
Sullurpet

Information with regard to the particulars of R.T.I. Act relating to the court of Civil Judge (Junior Division)-Cum-Judicial Magistrate of I Class, Naidupeta, SPSR. Nellore District, Andhra Pradesh

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

The Civil Judge (Junior Division)-Cum-Judicial Magistrate of I Class, Naidupeta. The functioning of the Court starts from 10-30 a.m. to 05.00 p.m. Lunch break is between 2-00 p.m. to 02-30 p.m. This court has pecuniary, territorial jurisdiction of Naidupeta, Ozili and Pellakuru Mandals in Civil and Criminal cases.

ii) The powers and duties of its Officers and Employees

S.No.	Name and Designation of the Employees	Duties of the Employees
1.	Kum. P. Meenakshi Sundari, Civil Judge (Junior Division)-Cum-Judicial Magistrate of I Class, Naidupeta	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 Andhra Pradesh., the High Court of Andhra Pradesh 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 below 30 days to the staff, 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. G. Devasena, Superintendent	Checking of all Civil and Criminal cases, maintenance of Service Registers of staff, entire Administration work and supervision of staff members
3.	Sri T. Ramesh, Senior Assistant	Attending the bench work in Criminal side i.e., N.I. Act cases, M.C.s, D.V.C.s. and P.R.C. cases
4.	Smt. K.R. Sridevi, Personal Assistant	Taking shorthand dictation for preparing the Judgments, orders in both Civil and Criminal cases etc.,
5.	Sri M. Mallikarjun, Typist	Attending the public court typing work, all the correspondence work, entire work relating to E-Courts and also preparing the judgments and decrees in dismissal cases

	6.	Sri G. Subramanyam, Junior Assistant	Attending the bench work in Execution Petitions and also Entire Accounts related work
	7.	Sri M. Swetha, Junior Assistant	Attending the bench work in Civil branch as Civil B.C.
	8.	Smt. V.M. Sai Dinesh, Junior Assistant	Attending the bench work in Criminal branch as Criminal B.C., work related case property, F.I.R. and also attending the entire work relating to all statements
	9.	Kum. P. Subbarathnamma, Field Assistant	Attending the desk work in Nazarath Section
	10.	Smt. N. Ganga Bhavani Devi, Field Assistant	Deputed to work in Hon'ble Principal District Court, Nellore
	11.	Sri M. Nagaraju, Field Assistant	Attending the entire field work relating to the Nazarath Section
	12.	Sri K. Sridhar, Examiner	Attending the work relating to Entire Copyist Establishment and also Receive and Despatch branch
	13.	Sri P. Raja Sekhar, Record Assistant	Attending the work in Record Room as Record Room Clerk and also assisting to the Civil Bench Clerk
	14.	Smt. V.V.S. Seetha Lakshmi Ila, Process Server	Attending the Process duty and also public court duty as on rotation basis
	15.	Kum. S. Heleena, Process Server	Attending the Process duty and also public court duty on rotation basis
	16.	Sri P. Prasanth, Process Server	Attending the Process duty and also public court duty on rotation basis
	17.	Sri L. Sandeep, Process Server	Deputed work in Princial Civil Judge's Court (Jr. Division), Nellore
	18.	Sri V.V. Chandra Kanth, Office Subordinate	Attending the entire subordinate work relating to this court and also public court duty when required and also distribution of local delivery
(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 exercises of the powers conferred by Articles 227 of the Constitution of India and Sec. 126 of C.P.C. and Cr.P.C. with previous approval of the

			Government 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 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;	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.	Kum. P. Meenakshi Sundari, Civil Judge (Junior Division)-Cum-Judicial Magistrate of I Class, Naidupeta	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 Andhra Pradesh., the High Court of Andhra Pradesh 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 below 30 days to the staff, 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. G. Devasena, Superintendent	Checking of all Civil and Criminal cases, maintenance of Service Registers of staff, entire Administration work and supervision of staff members
	3.	Sri T. Ramesh, Senior Assistant	Attending the bench work in Criminal side i.e., N.I. Act cases, M.C.s, D.V.C.s. and P.R.C. cases
	4.	Smt. K.R. Sridevi, Personal Assistant	Taking shorthand dictation for preparing the Judgments, orders in both Civil and Criminal cases etc.,
	5.	Sri M. Mallikarjun, Typist	Attending the public court typing work, all the correspondence work, entire work relating to E-Courts and also preparing the judgments and decrees in dismissal cases
	6.	Sri G. Subramanyam,	Attending the bench work in

		Junior Assistant	Execution Petitions and also Entire Accounts related work
	7.	Sri M. Swetha, Junior Assistant	Attending the bench work in Civil branch as Civil B.C.
	8.	Smt. V.M. Sai Dinesh, Junior Assistant	Attending the bench work in Criminal branch as Criminal B.C., work related case property, F.I.R. and also attending the entire work relating to all statements
	9.	Kum. P. Subbarathnamma, Field Assistant	Attending the desk work in Nazarath Section
	10	Sri M. Nagaraju, Field Assistant	Attending the entire field work relating to the Nazarath Section
	11.	Sri K. Sridhar, Examiner	Attending the work relating to Entire Copyist Establishment and also Receive and Despatch branch
	12.	Sri P. Raja Sekhar, Record Assistant	Attending the work in Record Room as Record Room Clerk and also assisting to the Civil Bench Clerk
	13.	Smt. V.V.S. Seetha Lakshmi Ila, Process Server	Attending the Process duty and also public court duty as on rotation basis
	14.	Kum. S. Heleena, Process Server	Attending the Process duty and also public court duty on rotation basis
	15.	Sri P. Prasanth, Process Server	Attending the Process duty and also public court duty on rotation basis
	16.	Sri V.V. Chandra Kanth, Office Subordinate	Attending the entire subordinate work relating to this court and also public court duty when required and also distribution of local delivery
(vii)		The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relating to the formulation or its policy or implementation thereof;	
		A statement of the boards councils, committees and other bodies consisting of two or more persons constuted as its part or for the purpose of its advice; and as to whether meetings of those bords, 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.	Kum. P. Meenakshi Sundari, Civil Judge (Junior Division)-Cum-Judicial Magistrate of I Class, Naidupeta	026823 - 293411 (Office)
(x)		The monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1	Kum. P. Meenakshi Sundari, Civil Judge (Junior Division)-Cum-Judicial Magistrate of I Class, Naidupeta	Rs.80,180/-
	2	Smt. G. Devasena, Superintendent	Rs.63,660/-
	3	Sri T. Ramesh, Senior Assistant	Rs.48,440/-
	4	Smt. K.R. Sridevi, Personal Assistant	Rs.48,440/-
	5	Sri M. Mallikarjun, Typist	Rs.45,830/-
	6	Sri G. Subramanyam, Junior Assistant	Rs.35,570/-
	7	Sri M. Swetha, Junior Assistant	Rs.32,670/-
	8	Smt. V.M. Sai Dinesh, Junior Assistant	Rs.31,750/-
	9	Kum. P. Subbarathnamma, Field Assistant	Rs.54,060/-
	10	Sri M. Nagaraju, Field Assistant	Rs.25,940/-
	11	Sri K. Sridhar, Examiner	Rs.72,810/-
	12	Sri P. Raja Sekhar, Record Assistant	Rs.26,720/-
	13	Smt. V.V.S. Seetha Lakshmi Ila, Process Server	Rs.35,570/-
	14	Kum. S. Heleena, Process Server	Rs.47,090/-
	15	Sri P. Prasanth, Process Server	Rs.23,780/-
	16	Sri V.V. Chandra Kanth, Office Subordinate	Rs.20,000/-

(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 Honourable Principal District Court, Nellore

(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; Relates to the Honourable Principal District Court, Nellore.

(xiv) Details in respect of the information, available to or held by it Reduced in an electronic. Related to the Honourable Principal District Court, Nellore.

(xv) The particulars of facilities available to citizens for obtaining information, including t he working hours of a library or reading room if maintained for public use. Relates to the Honourable Principal 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	O/o Principal District Judge, Nellore	Smt. N. Nagarani, Chief Administrative Officer, Principal District Court, Nellore	0861-2331422	Pdjcourtnlr@gmail.com

S.No.	Name of the Office	Name and Designation of APIO	Office Telephone No./FAX	E-mail
1	Civil Judge's Court (Jr. Division)-Cum-Judicial Magistrate of I Class, Naidupeta	Smt. G. Devasena, Superintedent, Civil Judge's Court (Jr Division), Naidupeta	026823 - 293411 (Office)	Jcjcnaidupeta@gmail.com.

Appellate Authority:- Registrar (General) High Court of Andhra Pradesh, Amaravathi

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

NIL

Civil Judge's Court (Jr Division).

Civil Judge's Court (Jr Division).

Civil Judge's Court (Jr Division), Naidupeta

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

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

The Civil Judge (Junior Division), Kota Court, 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 three Mandals i.e., Kota, Chittamuru and Vakadu 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. P. Meenakshi Sundari, Civil Judge (Junior Division), Naidupeta – (FAC) Civil Judge (Junior Division), Kota.	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 below 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 K. Siva Kumar, Senior Assistant	Checking of Chargesheets, Civil Bench, Maintenance of Service Registers, Administration work and Supervision of staff members.
3.	Sri Addanki Venu, Junior Assistant	Attending for Criminal Section and Accounts Branch
4.	K. Sandhya Rani, Junior Assistant	Deputed to Sub Court, Atmakur
5.	Sri D. Venkatesh, Junior Assistant	Deputed to Sub Court, Atmakur
6.	M. Sravya Santhi, Junior Assistant	Deputed to II ADM Court, Nellore
7.	Sri K. Mohan Rao, Field Assistant	Attending Nazarath Branch, Serving warrants
8.	Smt M. Sravani, Field Assistant	Deputed to PDM Court, Kavali
9.	Sri P. Thirupathi Rao, Examiner	Attending Copyist Section, Record Room, Receive and Dispatch
10.	Sri A. Rajya Prasad, Record Assistant	Deputed to Spl. Mobile Court, Nellore

	11.	Sri R. Kamakshaiah,Process Server	Serving process, Day and Night Guard Duties, Public Court and Distribution of Local delivery.
	12.	Smt A. Bhavani, Process Server	Deputed to Hon'ble POCSO Court, Nellore.
	13.	Sri I. Sanath Kumar, Process Server	Serving process, Day and Night Guard Duties, Public Court and Distribution of Local delivery.
(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 excrcise 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.	Ms. P. Meenakshi Sundari, Civil Judge (Junior Division), Naidupeta – (FAC) Civil Judge (Junior Division), Kota.	Confidential reports of all the staff Members, Cheque book.
	2.	Sri K. Siva Kumar, Senior Assistant	Checking of Chargesheets, Civil Bench, Maintenance of Service Registers, Administration work and Supervision of staff members.
	3.	Sri Addanki Venu, Junior Assistant	Attending for Criminal Section and Accounts Branch
	4.	K. Sandhya Rani, Junior Assistant	Deputed to Sub Court, Atmakur
	5.	Sri D. Venkatesh, Junior Assistant	Deputed to Sub Court, Atmakur
	6	M. Sravya Santhi, Junior Assistant	Deputed to II ADM Court, Nellore
	7	Sri K. Mohan Rao, Field Assistant	Attending Nazarath Branch, Serving warrants
	8	Smt M. Sravani, Field Assistant	Deputed to PDM Court, Kavali
	9	Sri P. Thirupathi Rao, Examiner	Attending Copyist Section, Record Room, Receive and Dispatch
	10	Sri A. Rajya Prasad, Record Assistant	Deputed to Spl. Mobile Court, Nellore
	11	Sri R. Kamakshaiah,Process Server	Serving process, Day and Night Guard Duties, Public Court and Distribution of Local delivery.

	12	Smt A. Bhavani, Process Server	Deputed to Hon'ble POCSO Court, Nellore.
	13	Sri I. Sanath Kumar, Process Server	Serving process, Day and Night Guard Duties, Public Court and Distribution of 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. P. Meenakshi Sundari, Civil Judge (Junior Division), Naidupeta – (FAC) Civil Judge (Junior Division), Kota.	08624-228507 (Office)
(x)		The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1.	Ms. P. Meenakshi Sundari, Civil Judge (Junior Division), Naidupeta – (FAC) Civil Judge (Junior Division), Kota.	Rs. 80,180/-
	2.	Sri K. Siva Kumar, Senior Assistant	Rs. 92,110/-
	3.	Sri Addanki Venu, Junior Assistant	Rs. 27,500/-
	4.	K. Sandhya Rani, Junior Assistant	Rs. 27,500/-
	5.	Sri D. Venkatesh, Junior Assistant	Rs. 25,940/-
	6.	M. Sravya Santhi, Junior Assistant	Rs. 26,720/-
	7.	Sri K. Mohan Rao, Field Assistant	Rs. 78,820/-
	8.	Smt M. Sravani, Field Assistant	Rs. 27,500/-
	9.	Sri P. Thirupathi Rao, Examiner	Rs. 40,970/-
	10.	Sri A. Rajya Prasad, Record Assistant	Rs. 21,800/-
	11.	Sri R. Kamakshaiah,Process Server	Rs. 45,830/-
	12.	Smt A. Bhavani, Process Server	Rs. 47,090/-
	13.	Sri I. Sanath Kumar, Process Server	Rs. 23,780/-

(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 Civil Judge's Court (Junior Division), Kota.

(xii) The manner of execution of subsidy programs, including the amounts allotted and the details of beneficiaries of such program; Relates to the Civil Judge's Court (Junior Division), Kota.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it; Relates to the Civil Judge's Court (Junior Division), Kota.

(xiv) Details in respect of the information, available to or held by it Reduced in an electronic Relates to the Civil Judge's Court (Junior Division), Kota.

(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 Civil Judge's Court (Junior Division), Kota.

(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 Civil Judge (Junior Division), Kota, SPSR District, Nellore.	Sri K. Siva Kumar, Senior Assistant, Civil Judge's Court (Junior Division), Kota, SPSR District, Nellore.	08624 - 228507	

Appellate Authority:- Hon'ble VII Addl. District Court, Gudur.

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

--- Nil ---

Civil Judge (Junior Division), Naidupeta
(FAC) Civil Judge (Junior Division), Kota

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

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

In the Civil Judge (Junior Division), Venkatagiri, SPSR Nellore District, the functioning of the Court starts from 10:30 a.m. to 05:00 p.m. Lunch break is between 02:00 p.m. to 2-30 p.m. This court has pecuniary jurisdiction upto Rs.20,00,000/- and territorial jurisdiction over Balayapalli(M), Rapuru(M), Dakkili(M) and Venkatagiri(M).

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

Sl. No.	Name and Designation of the Officer/Employee	Duties of the Officer/Employee
1.	Sri S.Vishnu Varma, Civil Judge (Junior Division), Venkatagiri, SPSR Nellore District.	**Judicial Work:** Adjudication of Civil and Criminal cases as permitted under Cr.P.C/B.N.S.S and A.P. Civil Courts Act. **Administrative Work:** Numbering Suits, Charge sheets, applications, petitions, etc. Overall supervising of the staff members. Approval of leaves for administration of office. Drawing and disbursing salaries to the officer and staff members. Correspondence to the Hon'ble High Court and Hon'ble District Court. **Mandal Legal Services Authority:** As the Chairman of the Mandal Legal Services Committee, pre-litigation cases will be heard and disposed strictly in accordance with Legal Services Authority Act. Presides over Lok-Adalaths for settlement of cases.
2.	Smt E.Sasikala, Superintendent.	Checking of charge sheets, Suits, Private Complaints, office correspondence, run on note file, Maintenance of Service Registers, Administration work and Supervision of staff members.
3.	Sri S.B. Munwar, Stenographer Grade - III.	To attend Public Court typing work, Taking shorthand dictation for orders and Judgements and also maintenance of Library.
4.	Sri B. Gangadharam, Junior Assistant	To attend the Criminal Branch, custody of FIRs, Properties, Remands, Maintenance of all registers on criminal side and disposal and pendency of cases registers, Preparation of statements and in-charge of Special Magistrate Court, Venkatagiri.
5.	Sri P. Krishnandu Junior Assistant.	To Attend Copy Applications, Receive and Dispatch and maintenance of Record Room.
6.	Smt SN.Divya Junior Assistant.	To attend Accounts branch, Updation of CF register, Cheque Petitions and all concerned bills relating to the regular Court and Special magistrate Court.
7.	Sri N.Jagadeesh Lavya,	To attend the Civil Branch, E.P's branch public Court work, disposal and pendency of cases registers and

		Junior Assistant.	Statements.
	8.	Sri D.Sai Kumar , Junior Assistant.	Deputed to Civil Judge's Court (Junior Division), Gudur.
	9.	Sri B.Pavan Kalyan Junior Assistant.	Deputed to Civil Judge's Court (Junior Divivion), Nellore.
	10.	Junior Assistant	Post Kept Vacant
	11.	Smt I.V.Rathnamma, Field Assistant.	Deputed to the Hon'ble VII ADJ Court, Gudur.
	12.	Sri K.Vengal Rao Field Assistant	Deputed to the Hon'ble Principal District Court, Nellore.
	13.	Sri G.Prithvi, Field Assistant.	To attend the work with regard to field and desk work relating process and warrants of Venkatagiri and Balayapalli.
	14.	P.Mujahida, Field Assistant.	Deputed to the Hon'ble Principal District Court, Nellore.
	15.	S.Kumar Field Assistant	Deputed from Civil Judge's Court (Senior Division), Atmakur to attend the work relating to process and warrants of Dakkili and Rapur.
	16.	Typist	Post Kept Vacant
	17.	Examiner	Post Kept Vacant
	18.	Copyist	Post Kept Vacant
	19.	Smt M.Prasanna, Record Assistant.	To assist Criminal Branch Assistant, Maintanance of all registers on criminal side, disposal and pendency of cases registers.
	20.	Smt A.Naveena, Record Assistant	Deputed from I ASCJ Court, Nellore. To assist Civil branch Clerk, Maintanance of all registers on civil side, disposal and pendency of cases registers.
	21.	Sri S.Khechar Kumar Process Server	Serving of Summons/Process, Generation of Summons and Process through NSTEP regularly.
	22.	Sri P.Sharukh Khan, Process Server	Updation of e-Courts, entry of new numbering Original Suits and Calender cases in e-Courts.
	23.	Sri D.Naveen Kumar, Process Server	Deputed to the Hon'ble III ADJ Court, Nellore.
	24.	Process Server	Post Kept Vacant
	25.	Process Server	Post Kept Vacant

	26.	Process Server	Post Kept Vacant
	27.	Process Server	Post Kept Vacant
	28.	M.Chandra Sekhar Process Server	Deputed from the Hon'ble Principal District Court, Nellore. Serving of Summons/Process, Generation of Summons and Process through NSTEP regularly and also attends Public Court duty.
	29.	M.Niranjan Office Sub-Ordinate	Deputed to Civil Judge's Court (Junior Division), Kavali.
	30.	G.Pavani Office Sub-Ordinate	To attend office work and Indexing of disposal records and consigning them to Record Room.
	31.	Office Sub-Ordinate	Post 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.	Sri S.Vishnu Varma, Civil Judge(Junior Division), Venkatagiri, SPSR Nellore.	Valuable items concerning criminal cases deposited into court. Confidential reports of all the staff Members, Cheque book, etc.
	2.	Smt E.Sasikala, Superintendent.	Checking of chargesheets, suits, Private Complaints, office correspondence, run on note file, Maintenance of Service Registers, Administration work and Supervision of staff members.

	3.	Sri SB.Munwar, Stenographer Grade - III.	To attend Public Court typing work, Taking shorthand dictation for orders and Judgements and also maintenance of Library.
	4.	Sri B.Gangadharam, Junior Assistant	To attend the Criminal Branch, custody of FIRs, Propertics, Remands, Maintanance of all registers on criminal side and disposal and pendency of cases registers, Preparation of statements and incharge of Special Magistrate Court, Venkatagiri.
	5.	Sri P.Krishnandu Junior Assistant.	Attending Copy Applications, Receive and Dispatch and maintenance of Record Room.
	6	Smt SN.Divya Junior Assistant.	To attend Accounts branch, Updation of CF register, Cheque Petitions and all concerned bills relating to the regular Court and Special magistrate Court.
	7	Sri N.Jagadeesh Lavya, Junior Assistant.	To attend the Civil Branch, E.P branch Public Court work disposal and pendency of cases registers and Statements.
	8	Sri G.Prithvi, Field Assistant.	To attend the work with regard to field and desk work relating to process and warrants of Venkatagiri and balayapalli.
	9	S.Kumar Field Assistant	Deputed from Civil Judge's Court (Senior Division), Atmakur to attend the work relating to process and warrants of Dakkili and Rapur.
	10	Smt M.Prasanna, Record Assistant.	To assist Criminal Branch Assistant, Maintanance of all registers on criminal side, disposal and pendency of cases registers.
	11	Smt A.Naveena, Record Assistant	Deputed from I ASCJ Court, Nellore. To assist Civil branch Clerk, Maintanance of all registers on civil side, disposal and pendency of cases registers.
	12	Sri S.Khechar Kumar Process Server	Serving of Summons/Process, Generation of Summons and Process through NSTEP regularly.
	13.	P.Sharukh Khan, Process Server	Updation of e-Courts, entry of new numbering of Original Suits and Calender cases in e-Courts.
	14.	M.Chandra Sekhar Process Server	Deputed from the Hon'ble Principal District Court, Nellore. Serving of Summons/Process, Generation of Summons and Process through NSTEP regularly and also attends Public Court duty.
	15.	G.Pavani Office Sub-Ordinate	To attend office work and Indexing of disposal records and consigning them to Record Room.
(vii)		The particulars of any arrange-	

		ment 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.	Sri S.Vishnu Varma Civil Judge (Junior Division), Venkatagiri, SPSR Nellore.	08625-257071 (Office)
(x)	The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;		
	1.	Sri S.Vishnu Varma, Civil Judge (Junior Division), Venkatagiri, SPSR Nellore District.	Rs. 80180-00
	2.	Smt E.Sasikala, Superintendent.	Rs.54060-00
	3.	Sri SB.Munwar, Stenographer Grade - III.	Rs.37640-00
	4.	Sri B.Gangadharam, Junior Assistant	Rs.52600-00
	5.	Sri P.Krishnandu Junior Assistant.	Rs.45830-00
	6.	Smt SN.Divya Junior Assistant.	Rs.27500-00
	7.	Sri N.Jagadeesh Lavya, Junior Assistant.	Rs. 25220-00
	8.	Sri D.Sai Kumar	Rs.34580-00

		Junior Assistant.	
	9.	Sri B.Pavan Kalyan Junior Assistant.	Rs.28280-00
	10.	Smt I.V.Rathnamma, Field Assistant.	Rs.44570-00
	11.	Sri K.Vengal Rao Field Assistant	Rs.27500-00
	12.	Sri G.Prithvi, Field Assistant.	Rs.25220-00
	13.	P.Mujahida, Field Assistant.	Rs.25220-00
	14.	Smt M.Prasanna, Record Assistant.	Rs.23780-00
	15.	Sri S.Khechar Kumar Process Server	Rs.23780-00
	16.	P.Sharukh Khan, Process Server	Rs.23780-00
	17.	Sri D.Naveen Kumar, Process Server	Rs.20000-00
	18.	M.Niranjan Office Sub-Ordinate	Rs.20000-00
	19.	G.Pavani Office Sub-Ordinate	Rs.20000-00

(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.	0861-2331422 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 Civil Judge (Junior Division), Venkatagiri, SPSR Nellore Dt.	Smt E.Sasikala, Superintendent, Civil Judge's Court (Junior Division), Venkatagiri, SPSR Nellore Dt.	08625-257071 No Fax number.	venkatagiricourt@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 --

17-2-20

Civil Judge (Junior Division),
Venkatagiri.

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

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

The court of Civil Judge(Junior Division), Udayagiri, 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 (Upto Rs.20,00,000/-) territorial jurisdiction of Udayagiri(M), Varikuntapadu(m), Seetha Rampuram(M), Marripadu(M), Vinjamur(M), Duttalur(M) only .

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

Sl. No.	Name and Designation of the employee	Duties of the employees
1.	Sri. C.K.V. Satyakanth Kumar, Civil Judge (Junior Division), Udayagiri, 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.L.Giri Babu, Superintendent	Checking of chargesheets, suits, office correspondence, run on note file, to maintain 164(3) statements, dying declarations, fixed deposits, Maintenance of Service Registers, Administration work and Supervision of staff members.
3.	Personal Assistant	Vacant
4.	Smt. D.Srivani, Senior Assistant	Deputed to work in Principal Civil Judge's Court (Junior Division), Kovur
5.	Smt.P.Mounika, Junior Assistant	To attend the Civil Branch, E.P's branches of public Court work and disposal and pendency of cases registers, Index of cases diary which is entrusted to him from time to time Indexing of records and handed over to Record Room and also attend any pending work in your branch and Statements in your brach and to submit intime to the Hon'ble Principal District Court, Nellore.
6.	Sri.M.Ajay Kumar, Junior Assistant	To attend the Account branch work and MLSC work. Preparation of statements and to submit intime to the Hon'ble Principal District Court, Nellore.
7.	Smt.T.Himabindu, Junior Assistant	To attend the Criminal Branch, custody of FIRs, Properties, Remands, Maintanance of all registers on criminal side and disposal and pendency of cases registers, Index of cases diary which is entrusted to him from time to time and also attend any pending work in your branch. Preparation of statements and to submit intime to the Hon'ble Principal District Court, Nellore.

	8.	Sri.S.Mahendra, Junior Assistant	To attend the Criminal Branch, custody of FIRs, Properties, Remands, Maintanance of all registers on criminal side and disposal and pendency of cases registers, Index of cases diary which is entrusted to him from time to time and also attend any pending work in your branch. Preparation of statements and to submit intime to the Hon'ble Principal District Court, Nellore.
	9.	Junior Assistant	Vacant
	10.	Junior Assistant	Vacant
	11.	Junior Assistant	Vacant
	12	Sri.J.Venkatachalam, Typist	To attend public Court typing, to maintaince fairy copy register, e-Courts daily data entry, entry in new numbering Calender cases in e-Courts and to attend statements data entry work.
	13.	Typist	Vacant
	14.	Sri.K.Masthan Babu, Field Assistant	To attend indexing criminal branch records completed within months
	15.	Sri.C.Damodhar Rao, Field Assistant	Preparation of process and Notices and Warrants ets and field duty and dialy process work
	16	Sri.U.Bhanu Chandar, Field Assistant	Deputed to work in Principal District Court, Nellore
	17	Copyist	Vacant
	18.	Sri.V.Srikanth, Record Assistant	To attend the Receive and Despatch and Record Room and assist to examiner work
	19	Smt.G.Audemma, Examiner	To attend the Copyist section, Diary and to write Civil Court fee registers
	20.	Kum. B.V.S.Swetha, Process Server	To Act as Steno duties, Public Court typing, Fairy copy regist Maintanance of Library Books
	21	Process Server	Vacant
	22.	Process Server	Vacant
	23.	Sri.M.Mahendra, Office Subordinate	Public Court Duty, Day Guard
	24.	Office Subordinate	Vacant
	25	Office Subordinate	Vacant
	26	Office Subordinate	Vacant
	27	Office Subordinate	Vacant
	28	Masalchi	Vacant
(iii)		The procedure followed in the decision making process, in-cluding 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. w previous approval of the Governor of A.P., the High Court of A.P., hereby Makes the Rules and Circulars for the guide lines 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. C.K.V. Satyakanth Kumar, Civil Judge (Junior Division), Udayagiri, Nellore.	Confidential reports of all the staff Members, Cheque book.
	2.	Sri.L.Giri Babu, Superintendent	Checking of chargesheets, suits, office correspondence, run on note file, to maintain 164(3) statements, dying declarations, fixed deposits, Maintenance of Service Registers, Administration work and Supervision of staff members.
	3.	Smt. D.Srivani, Senior Assistant	Deputed to work in Principal Civil Judge's Court (Junior Division) Kovur
	4.	Smt.P.Mounika, Junior Assistant	To attend the Civil Branch, E.P's branches of public Court wo and disposal and pendency of cases registers, Index of case diary which is entrusted to him from time to time Indexing records and handed over to Record Room and also attend a pending work in your branch and Statements in your brach and submit intime to the Hon'ble Principal District Court, Nellore.
	5.	Sri.M.Ajay Kumar, Junior Assistant	To attend the Account branch work and MLSC work. Preparation statements and to submit intime to the Hon'ble Principal Distr Court, Nellore.
	6.	Smt.T.Himabindu, Junior Assistant	To attend the Criminal Branch, custody of FIRs, Propertie Remands, Maintanance of all registers on criminal side a disposal and pendency of cases registers, Index of cases dia which is entrusted to him from time to time and also attend a pending work in your branch. Preparation of statements and submit intime to the Hon'ble Principal District Court, Nellore.
	7.	Sri.S.Mahendra, Junior Assistant	To attend the Criminal Branch, custody of FIRs, Properties Remands, Maintanance of all registers on criminal side an disposal and pendency of cases registers, Index of cases diar which is entrusted to him from time to time and also attend an pending work in your branch. Preparation of statements and t submit intime to the Hon'ble Principal District Court, Nellore.
	8.	Sri.J.Venkatachalam, Typist	To attend public Court typing, to maintaince fairy copy register, e-Courts daily data entry, entry in new numbering Calender cases in e-Courts and to attend statements data entry work.
	9.	Sri.K.Masthan Babu, Field Assistant	To attend indexing criminal branch records completed within months
	10.	Sri.C.Damodhar Rao, Field Assistant	Preparation of process and Notices and Warrants ets and field duty and dialy process work
	11.	Sri.U.Bhanu Chandar,	Deputed to work in Principal District Court, Nellore

		Field Assistant	
	12.	Sri.V.Srikanth, Record Assistant	To attend the Receive and Despatch and Record Room and assist to examiner work
	13	Smt.G.Audemma, Examiner	To attend the Copyist section, Diary and to write Civil Court fee registers
	14	Kum. B.V.S.Swetha, Process Server	To Act as Steno duties, Public Court typing, Fairy copy register, Maintanance of Library Books
	15	Sri M.Mahendra, Office Subordinate	Public Court Duty, Day Guard
(vii)		The particulars of any arrange-ment 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.	Sri. C.K.V. Satyakanth Kumar, Civil Judge (Junior Division), Udayagiri, Nellore.	08620-295986 (Office)
(x)		The Monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulation;	
	1.	Sri. C.K.V. Satyakanth Kumar, Civil Judge (Junior Division),	Rs.1,01,580-00

		Udayagiri, Nellore.	
	2.	Sri.L.Giri Babu, Superintendent	Rs.48,440-00
	3.	Personal Assistant	Vacant
	4.	Smt. D.Srivani, Senior Assistant	Rs.67,190-00
	5.	Smt.P.Mounika, Junior Assistant	Rs.25,940-00
	6.	Sri.M.Ajay Kumar, Junior Assistant	Rs.28,280-00
	7.	Smt.T.Himabindu, Junior Assistant	Rs.28,280-00
	8.	Sri.S.Mahendra, Junior Assistant	Rs.25,940-00
	9.	Junior Assistant	Vacant
	10.	Junior Assistant	Vacant
	11.	Junior Assistant	Vacant
	12.	Sri.J.Venkatachalam, Typist	Rs.35,570-00
	13.	Typist	Vacant
	14.	Sri.K.Masthan Babu, Field Assistant	Rs.39,800-00
	15.	Sri.C.Damodhar Rao, Field Assistant	Rs.48,440-00
	16.	Sri.U.Bhanu Chandar, Field Assistant	Rs.27,500-00
	17.	Copyist	Vacant
	18.	Sri.V.Srikanth, Record Assistant	Rs.23,120-00
	19.	Smt.G.Audemma, Examiner	Rs.38,720-00
	20.	Kum. B.V.S.Swetha, Process Server	Rs.23,780-00
	21.	Process Server	Vacant
	22.	Process Server	Vacant
	23.	Sri.M.Mahendra, Office Subordinate	Rs.20,600-00
	24.	Office Subordinate	Vacant
	25.	Office Subordinate	Vacant
	26.	Office Subordinate	Vacant
	27.	Office Subordinate	Vacant
	28.	Masalchi	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 Civil Judge's Court (Junior Division), Udayagiri, SPSR District, Nellore.	Sri L. Giribabu, Superintendent, Civil Judge's Court (Junior Division), Udayagiri, SPSR District, Nellore.	08620-295986 No Fax number.	jcjcourtudayagiri28@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--

Civil Judge (Junior Division),
Udayagiri, SPSR District, Nellore.