

1) HIGH COURT OF KERALA: ORGANISATION, FUNCTIONS AND DUTIES

THE HIGH COURT OF KERALA IS THE APEX BODY OF THE STATE JUDICIARY SITUATED IN THE KOCHI CITY. IT IS A CONSTITUTIONAL COURT IN TERMS OF ARTICLE 215 HEADED BY THE HON'BLE CHIEF JUSTICE. THE PRESENT SANCTIONED STRENGTH OF THE HON'BLE JUDGES OF THE HIGH COURT OF KERALA IS 47, 35 PERMANENT JUDGES AND 12 ADDITIONAL JUDGES. EVERY JUDGE INCLUDING THE CHIEF JUSTICE SHALL BE APPOINTED BY THE PRESIDENT OF INDIA BY WARRANT UNDER HIS HAND AND SEAL. EVERY PERMANENT JUDGE WILL CONTINUE IN OFFICE UNTIL HE ATTAINS THE AGE OF 62 YEARS.

THE REGISTRY OF THE HIGH COURT OF KERALA IS HEADED BY THE REGISTRAR GENERAL, WHO IS THE CHIEF ADMINISTRATIVE OFFICER HAVING OVERALL CONTROL OVER THE DAY TO DAY MATTERS OF THE HIGH COURT. IN ADDITION, THERE ARE FIVE OTHER REGISTRARS IN CHARGE OF THE FOLLOWING WINGS:

- SUBORDINATE JUDICIARY
- VIGILANCE
- JUDICIAL
- RECRUITMENT AND COMPUTERISATION
- ADMINISTRATION

BELOW THE REGISTRARS, THERE ARE EIGHT JOINT REGISTRARS AND TWELVE DEPUTY REGISTRARS IN CHARGE OF THE ADMINISTRATIVE AND JUDICIAL WORKS OF THE HIGH COURT. BELOW THE CADRE OF DEPUTY REGISTRARS, THERE ARE 25 ASSISTANT REGISTRARS WHO ARE THE CONTROLLING OFFICERS OF THE VARIOUS SECTIONS OF THE HIGH COURT. APART FROM THE ABOVE OFFICERS, THERE ARE FILING SCRUTINY OFFICERS, SECTION OFFICERS, COURT OFFICERS , OFFICE SUPERINTENDENTS, PRIVATE SECRETARIES TO JUDGES, ASSISTANT SECTION OFFICERS, ASSISTANT ENGINEER, PERSONAL ASSISTANTS TO JUDGES, ASSISTANTS, CONFIDENTIAL ASSISTANTS, TYPISTS, TYPIST-COPYISTS, OPERATORS, OVERSEER, DUFFEDARS, CHAUFFEURS, ATTENDERS, SECURITY STAFF AND CONTINGENT STAFF.

FUNCTIONS AND DUTIES OF THE HIGH COURT OF KERALA ARE THOSE CONFERRED UNDER THE CONSTITUTION OF INDIA WHICH ARE PRIMARILY BASED ON ADMINISTRATION OF JUSTICE IN ITS JURISDICTION AND ADMINISTERING SUBORDINATE JUDICIARY. THE WORK IN THE HIGH COURT FALLS INTO TWO CATEGORIES, VIZ., THE JUDICIAL AND ADMINISTRATIVE. THE JUDICIAL BRANCH DEALS WITH THE RECEIPT AND DISPOSAL OF CASES AND ALL MATTERS PERTAINING TO THE ADMINISTRATION OF JUSTICE. ALL OTHER ITEMS OF WORK INCLUDING THE ADMINISTRATIVE DUTIES AND FUNCTIONS DEVOLVING ON THE HIGH COURT AS THE HEAD OF THE JUDICIARY ARE DEALT WITHIN THE ADMINISTRATIVE BRANCH.

IN TERMS OF ARTICLE 226 OF THE CONSTITUTION OF INDIA, THE HIGH COURT SHALL HAVE POWER IN RELATION TO ITS TERRITORIAL JURISDICTION TO ISSUE DIRECTIONS, ORDERS AND WRITS INCLUDING WRITS IN THE NATURE OF HABEAS CORPUS, MANDAMUS, PROHIBITION, QUOWARRANTO AND CERTIORARI FOR ENFORCEMENT OF FUNDAMENTAL RIGHTS GUARANTEED TO THE CITIZENS UNDER PART III OF THE CONSTITUTION OR FOR ANY OTHER PURPOSE. THE HIGH COURT SHALL ALSO HAVE SUPERINTENDENCE OVER ALL COURTS AND TRIBUNALS THROUGH OUT THE TERRITORY IN RELATION TO WHICH IT EXERCISES JURISDICTION, AS PROVIDED IN ARTICLE 227 OF THE CONSTITUTION.

THE BUSINESS AND EXERCISE OF THE POWERS OF THE HIGH COURT OF KERALA ARE REGULATED BY THE PROVISIONS CONTAINED IN THE KERALA HIGH COURT ACT, 1958 AND THE RULES OF THE HIGH COURT OF KERALA, 1971 PRESCRIBED THERE UNDER. THE HIGH COURT HAS ORIGINAL, APPELLATE AS WELL AS REVISIONAL JURISDICTION IN BOTH CIVIL AS WELL AS CRIMINAL MATTERS APART FROM THE POWER TO ANSWER REFERENCE UNDER CERTAIN STATUES.

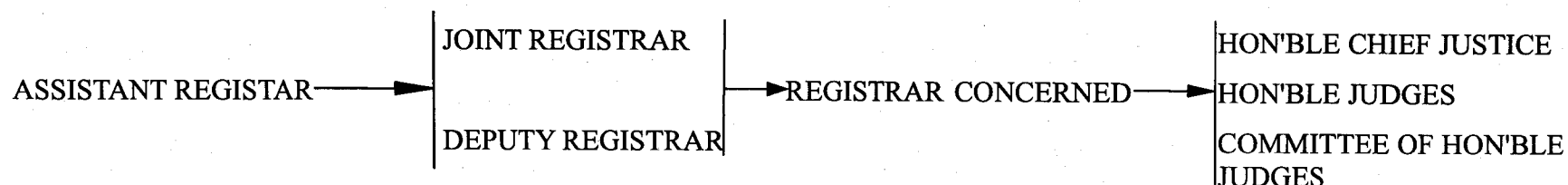
2) THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE HIGH COURT OF KERALA ARE AS PRESCRIBED IN

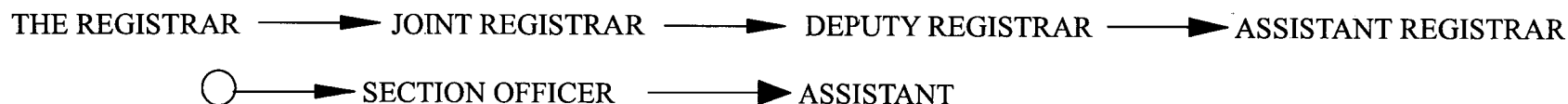
THE HIGH COURT OFFICE MANUAL

3) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

THE DECISION MAKING PROCESS IN THE HIGH COURT INVOLVE PREPARATION OF NOTE FILES BY THE ASSISTANT, WHICH WILL BE CHECKED BY THE SECTION OFFICER CONCERNED. THEREAFTER, THE SAME WILL BE SENT TO THE ASSISTANT REGISTRAR CONCERNED WHO IS THE CONTROLLING OFFICER. FROM HIM, THE FILE WILL BE CIRCULATED TO THE DECISION MAKING AUTHORITY IN THE FOLLOWING MANNER , DEPENDING ON THE MATTER CONCERNED AND THE POWERS DELEGATED:



THE CHANNEL OF SUPERVISION IN THE HIGH COURT IS REPRESENTED IN THE FOLLOWING MANNER:



THE INDIVIDUAL EMPLOYEES OF THE HIGH COURT ARE ACCOUNTABLE FOR THEIR DUTIES

4) THE NORMS SET BY THE HIGH COURT FOR THE DISCHARGE OF ITS FUNCTIONS

THE FUNCTIONS OF THE HIGH COURT OF KERALA ARE DISCHARGED IN ACCORDANCE WITH THE VARIOUS RULES AND REGULATIONS CONSTITUTED FOR THE PURPOSE. ALL THE FUNCTIONS ARE DISCHARGED UNDER THE SUPERVISION OF HON'BLE THE CHIEF JUSTICE / COMMITTEES / HON'BLE JUDGES/REGISTRARS AS PER ASSIGNMENT OF FUNCTIONS. ISSUES ARE DEALT WITH ON PRIORITY BASIS, EXPEDITIOUSLY TAKING INTO ACCOUNT, THE VARIOUS INSTRUCTIONS ISSUED FROM TIME TO TIME.

5) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

➤ JUDICIAL FUNCTIONS OF THE HIGH COURT

- ◆ THE HIGH COURT ACT , 1958
- ◆ RULES OF THE HIGH COURT OF KERALA, 1971
- ◆ VARIOUS CENTRAL AND STATE ACTS IN CIVIL AND CRIMINAL MATTERS
- ◆ THE CONSTITUTION OF INDIA

➤ ADMINISTRATIVE FUNCTIONS OF THE HIGH COURT

- ◆ THE HIGH COURT OFFICE MANUAL
- ◆ KERALA HIGH COURT SERVICE RULES, 2007.
- ◆ KERALA SERVICE RULES
- ◆ KERALA STATE AND SUBORDINATE SERVICE RULES
- ◆ KERALA CIVIL SERVICES(CLASSIFICATION, CONTROL AND APPEAL)RULES
- ◆ KERALA JUDICIAL MINISTERIAL SUBORDINATE SERVICE RULES
- ◆ THE SPECIAL RULES FOR KERALA LAST GRADE SERVANTS
- ◆ LAWS RELATING TO CIVIL SERVICES IN KERALA

6) CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

- ◆ DOCUMENTS AND RECORDS PERTAINING TO CASES, PENDING AND DISPOSED.
- ◆ RECORDS SENT BY THE SUBORDINATE COURTS
- ◆ JUDGMENTS RENDERED BY THE HIGH COURT
- ◆ DOCUMENTS AND RECORDS OF ADMINISTRATIVE MATTERS

7) PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF:

THERE IS NO ARRANGEMENT TO SOLICIT THE VIEWS OF THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICIES OR IMPLEMENTATION THERE OF IN THE HIGH COURT OF KERALA.

8) STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE.

THE FOLLOWING BOARDS AND COMMITTEES HAVE BEEN CONSTITUTED BY THE HON'BLE CHIEF JUSTICE FOR THE FUNCTIONING OF THE HIGH COURT AND SUBORDINATE COURTS. MEETINGS OF THESE COMMITTEES ARE NOT OPEN TO THE PUBLIC. MINUTES OF THE MEETINGS WILL BE MADE AVAILABLE TO THE PUBLIC ON REQUEST, SUBJECT TO THE PROVISIONS OF THE RTI ACT, 2005:

- ◆ ADMINISTRATIVE COMMITTEE
- ◆ FINANCE COMMITTEE
- ◆ THE HIGH COURT BUILDING, JUDGES' QUARTERS AND HOUSE KEEPING COMMITTEE
- ◆ COMMITTEE IN CHARGE OF COMPUTERISATION
- ◆ COMMITTEE FOR ADMINISTRATION OF FAMILY COURTS
- ◆ HIGH COURT LIBRARY COMMITTEE
- ◆ COMMITTEE FOR REDRESSAL OF GRIEVANCES OF ADVOCATES' ASSOCIATION/LAWYERS/STAFF MEMBERS OF THE HIGH COURT.
- ◆ COMMITTEE FOR FRAMING HIGH COURT RULES & HIGH COURT SERVICE RULES
- ◆ BUDGET COMMITTEE FOR SUBORDINATE COURTS
- ◆ ENVIRONMENT AND GARDEN COMMITTEE
- ◆ COMMITTEE FOR ESTABLISHMENT OF COURTS & TRIBUNALS AND SUBORDINATE COURT BUILDINGS
- ◆ COMMITTEE FOR ARREARS OF SUBORDINATE COURTS & SERVICE MATTERS OF MINISTERIAL STAFF
- ◆ LIBRARY COMMITTEE FOR SUBORDINATE COURTS
- ◆ HIGH COURT DIRECTORY COMMITTEE
- ◆ COMMITTEE TO ATTEND THE GRIEVANCES AND WELFARE MEASURES OF RETIRED JUDGES AND FAMILY MEMBERS

- ◆ COMMITTEE FOR MAINTENANCE AND UKEEP OF HIGH COURT GUEST HOUSE
- ◆ COMMITTEE FOR SRUTINY OF STATEMENT OF FACTS
- ◆ COMMITTEE FOR CONSIDERING PROPER UTILISATION OF BALANCE FUND IN CONNECTION WITH HIGH COURT DAY CELEBRATIONS, 2009
- ◆ RULE COMMITTEE UNDER SECTION 123 IPC
- ◆ SPECIAL COMMITTEE FOR LOOKING INTO THE SECURTY MEASURES OF THE HIGH COURT
- ◆ COMMITTEE FOR FIXING THE JOB SPECIFICATIONS OF STAFF OF THE HIGH COURT
- ◆ PROTOCOL AND HOSPITALITY COMMITTEE
- ◆ MONITORING COMMITTEE FOR PROPER IMPLEMENTATION OF THE PROJECTS OF THE 13TH FINANCE COMMISSION
- ◆ COMMITTEE TO LOOK INTO THE QUESTION OF DESTRUCTION OF RECORDS
- ◆ COMMITTEE TO MONITOR THE AFFAIRS OF THE JUDGES' LYCEUM
- ◆ INTERNAL COMPLAINTS COMMITTEE CONSTITUTED UNDER THE SEXUAL HARRASSMENT OF WOMEN AT WORK PLACE (PREVENTION, PROHIBITION & REDRESSAL) ACT, 2013
- ◆ KERALA JUDICIAL ACADEMY- PATRON IN CHIEF, PRESIDENT AND BOARD OF GOVERNORS
- ◆ KERALA STATE MEDIATION AND CONCILIATION CENTRE- PATRON IN CHIEF, PRESIDENT AND BOARD OF GOVERNORS

9)

DIRECTORY OF OFFICERS

DESIGNATION	NAME	PHONE
REGISTRAR GENERAL	SRI. ASHOK MENON Flat No.10 A1, Marina Majestic Apartments, Near CMFRI, Kochi-682018	2395454 2382411
REGISTRAR (SUBORDINATE JUDICIARY)	SRI. K.BABU 6F, Ramalayam Phase II, Ravivarma Lane, Opp. Krishna Nursing Hone, Chittoor Road, Ernakulam.	2562412 2394112
REGISTRAR (VIGILANCE)	SRI. R. NARAYANA PISHARADI 1B, Cheloor Pushpak, Ravipuram, Chittoor Road, Kochi-682016	2562913 2391977
REGISTRAR(RECRUITMENT AND COMPUTERISATION)& REGISTRAR (ADMINISTRATION)	SRI. VENU KARUNAKARAN 'Karunyam',M.A.Balakrishnan Road, Panackapadom, Kochi-682018	2395901 2562610
REGISTRAR(ADMINISTRATION)	SRI. K. R. JAYAPRAKASH NARAYANAN 'Prayag', SRRR-130A, Society Road, Maradu P.O, Kochi-682304.	2562311 2394589
REGISTRAR(JUDICIAL)	SMT. N. JAYASREE House NO. 48/489D, Poovampilly Lane, Deshabhimani Road,Elamakkara,Kochi-682026.	2394588 2562611
JOINT REGISTRARS	SRI. S. ABDUL SAMAD	2562413
	SRI. A. SHAJAHAN	2562520
	SMT. R. SUSHAMA	2562474
	SMT. PK.ANEETHA	2562416
	SRI. A.G.VISWAMBHARAN	2562415
	SMT. M.R.PREMI	2562713
	SRI. SABU K. VARGHESE	2562013
	SRI. K.P. BABU	2562612
DEPUTY REGISTRARS	SRI. C.DIVAKARAN	2562513
	SRI. A.V. PRADEEP KUMAR	2562313

	SRI. P.A.RADHAKRISHNAN	2562614
	SMT. P R. INDIRAKUTTY	2562116
	SRI. K.K.MOHANDAS	2562312
	SRI. K.S.ANIL	2562460
	SRI.D.G.SURESH	2562466
	SMT. V. PRABHA	2562461
	SMT. N. ANITHA	2562417
	SRI. ANIL KUMAR A.K.	2562429
	SRI. T. J.MARTIN	2562414
	SRI. ANILKUMAR C.C	2562316
ASSISTANT REGISTRARS		
	SMT. R. ALAMELU	2562729
	SMT. LALY JOSEPH JOHN	2562618
	SMT. S. JAYARANI	2562619
	SRI. MATHEW VARGHESE	2562129
	SRI. ELIAS K. ABRAHAM	2562712
	SRI. M.M. HARRIS	2562479
	SMT. ANEY JOSEPH	2562719
	SMT. MINI THOMAS	2562478
	SRI.B.RADHAKRISHNA PILLAI	2562512
	SRI. P .R. ANILKUMAR	2562613
	SRI. S.SHARATH	2562551
	SRI. S. ANIL KUMAR	2562515
	SMT. PR. MINI	2562482
	SRI. P SREEDHAR	2562480
	SRI. SEBASTIAN JOSEPH M.	2562477
	SRI. SURESHKUMSR PP.	2562481

	SRI. VALENTINE GILSON FERNANDEZ	2562626
	SRI. V. SUDHAKARAN	2562483
	SRI. A. VICTOR	2562320
	SRI. P P RAJAN	2562620
	SMT. JOAN GEORGE	2562115
	SRI. K. V. GEORGE	2562476
	SRI. A. JOHN	2562552
	SRI. ANILKUMAR	2562655
	SMT. G.RATHI	2562656
PS TO THE HON'BLE CHIEF JUSTICE	SRI.N. MAHADEVAN	2562421
ACCOUNTS OFFICER	SRI. D.NARAYANAN MOOTHATH	2562468
PROTOCOL OFFICER	SRI. S. SREEKUMAR	2562216
PUBLIC RELATIONS OFFICER	SRI. T.S. ARUN	2562020
CHIEF LIBRARIAN	SRI. T. VENUGOPAL	2562338

10) MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES

HAVING REGARD TO THE NUMBER OF EMPLOYEES WORKING IN THE HIGH COURT, IT IS NOT FEASIBLE TO PUBLISH THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES. MOREOVER, THE MONTHLY REMUNERATION IS LIKELY TO CHANGE DEPENDING ON THE GRANT OF INCREMENTS AND VARIATION IN THE DEARNESS ALLOWANCE SANCTIONED BY THE GOVERNMENT FROM TIME TO TIME. THE SANCTIONED STRENGTH AND PAY SCALES OF THE OFFICERS AND EMPLOYEES OF THE HIGH COURT(EXCLUSIVE OF D.A, CCA, HRA, ETC) ARE FURNISHED AT ANNEXURE-A.

11) BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND DISBURSEMENTS MADE.

DETAILS REGARDING EXPENDITURE/BUDGET ALLOCATED FOR THE YEAR 2013-14 AND THE BUDGET GRANT ALLOCATED TO EACH OF THE AGENCIES UNDER THE CONTROL OF THE HIGH COURT FOR THE YEAR 2014-15 ARE AVAILABLE AT ANNEXURE-B.

12) MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

NO SUBSIDY PROGRAMMES ARE EXECUTED BY THE HIGH COURT AND NO AMOUNT HAS BEEN ALLOCATED FOR THE SAME

13) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY THE HIGH COURT

NOT APPLICABLE

14) INFORMATION HELD BY / AVAILABLE TO THE HIGH COURT, REDUCED IN AN ELECTRONIC FORM:

➤ **THE FOLLOWING DOCUMENTS HAVE BEEN REDUCED TO ELECTRONIC FORM AND ARE AVAILABLE AT THE WEBSITE:**

1. THE KERALA HIGH COURT SERVICE RULES
2. KERALA HIGH COURT PART TIME CONTINGENT SERVICE RULES
3. KERALA HIGH COURT (RIGHT TO INFORMATION) RULES,2006
4. RIGHT TO INFORMATION(SUB.COURTS AND TRIBUNALS) RULES,2006
5. HIGH COURT OFFICE MANUAL

- **THE HIGH COURT LIBRARY HAS BEEN COMPUTERISED USING THE 'E-GRANTHAYALA' SOFTWARE DEVELOPED BY THE NIC. SEARCH FACILITY IS NOT AVAILABLE TO THE PUBLIC.**
- **HISTORY OF CASES FROM THE DATE OF FILING TILL DISPOSAL ARE DIGITALISED.**
- **JUDGMENTS / JUDICIAL ORDERS ARE AVAILABLE IN THE WEBSITE WITH SEARCH FACILITY.**

15) FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

- **THE COMPUTERISED ENQUIRY COUNTER FUNCTIONING IN THE HIGH COURT PREMISES FURNISHES INFORMATION ON THE STATUS OF CASES PENDING /DISPOSED IN THE HIGH COURT OF KERALA.**
- **UNCERTIFIED COPIES OF ORDERS/JUDGMENTS ARE AVAILABLE FROM THE ENQUIRY COUNTER**
- **PUBLIC CAN DIRECTLY ACCESS THE TOUCH-SCREEN (E-KIOSK)FACILITY AT THE ENQUIRY COUNTER FOR**

- INFORMATION ON STATUS OF CASES FILED AT THE HIGH COURT.
- PUBLIC CAN ACCESS THE SEARCH FACILITY IN THE HIGH COURT WEBSITE TO AVAIL INFORMATION IN CASES PENDING /DISPOSED.
- DIGITAL DISPLAY SYSTEM HAS BEEN INSTALLED IN EACH COURT ROOM AND CORRIDORS TO PROVIDE ON-GOING CASE STATUS OF THE COURT ROOMS.
- IMPORTANT ANNOUNCEMENTS ARE MADE THOROUGH THE MEDIA BY THE PUBLIC RELATIONS OFFICER.
- INFORMATION ON OTHER MATTERS CAN BE OBTAINED FROM THE PUBLIC INFORMATION OFFICER AS PER PROVISIONS OF THE RTI ACT, 2005.
- NO LIBRARY IS MAINTAINED FOR PUBLIC USE.

16) NAME, DESIGNATION AND OTHER PARTICULARS OF THE APPELLATE AUTHORITY AND PUBLIC INFORMATION OFFICER

<u>THE APPELLATE AUTHORITY</u>	<u>THE PUBLIC INFORMATION OFFICER</u>
SRI. ASHOK MENON REGISTRAR GENERAL HIGH COURT OF KERALA ERNAKULAM-682031 PHONE: 0484-2395454 Email: aa.rti.hc-ker@gov.in	SMT. VIJAYAKUMARI AMMA C.R. ASSISTANT PUBLIC RELATIONS OFFICER HIGH COURT OF KERALA ERNAKULAM-682031 PHONE: 0484-2562030 email:pio.hc-ker@gov.in