

CHAPTER - I

Introduction

Right to Information is a natural right, which a human being acquires on birth and therefore it is a basic human right. This basic right has been recognized universally by the Universal declaration of human Rights. The preamble of our Constitution resolves to secure all its citizens the liberty of thought and expression. This resolve is reflected in Art 19(1)(a) of the Constitution which guarantees to all citizen the right of freedom of expression which includes (i) the Right to seek information and the Right to receive information and right to impart information etc. These rights can be through words of mouth, in writing or in print in the form of art or through television, radio, etc.

Thus, in compliance with these rights and the requirements under Section – 4 of Chapter II of Right to Information Act, 2005, this booklet is brought out for dissemination of information to public and transparency of information on Judicial Department, Pondicherry, so that, this is made use of not only by the general public, but also by all those who are associated with this department.

The objectives of this booklet is to serve as a ready reference on the basic information about the Judicial Department, such as, its functions, organisational structure, duties and responsibilities, details of the contact officers, etc.

The intended users of this booklet are:

1. General Public
2. Litigant Public
3. Those who are associated with the courts

The information in this booklet is organized in the following manner:

Manual 1: Particulars of Organisation, Functions, and Duties

Manual 2: Powers and Duties of Judicial Officers and Employees

Manual 3: Rules, Regulations, Instructions, Manual, and Records, for Discharging Functions

Manual 4: **Not applicable to Judicial Department**

Manual 5: A statement of categories of documents that are held by it or under its control

Manual 6: A statement of Boards, Council, Committees and Other Bodies constituted as its part

Manual 7: Names, Designations and other particulars of the Public Information Officers

Manual 8: Procedure followed in Decision Making Process

Manual 9: Directory of Judicial Officers

Manual 10: Monthly Remuneration Received by the Judicial Officers and Employees.

Manual11: Budget Allocated to Judicial Department

Manual12: Not applicable to Judicial Department

Manual13: Not applicable to Judicial Department

Manual14: Norms set by it for the discharge of its functions

Manual15: Information available in an electronic form

Manual16: Particulars of the facilities available to citizens for obtaining Information

Manual17: Other Useful Information

CONTACT PERSON

Pondicherry Region

Special Officer, -
Judicial Department, -
Pondicherry-
Ph: (Off.) 0413 – 2337035-

Karaikal Region

Additional District Judge,
Karaikal
Ph: (Off.) 04368 – 222658

Mahe Region

Sub Judge,
Mahe
Ph: (Off.) 0490 – 2332548

Yanam Region

Sub Judge,
Yanam
Ph: (Off.) 0884 – 2321293

CHAPTER - II (MANUAL - 1)

BRIEF HISTORY:

It is a known fact that Union Territory of Pondicherry was a French Colony till it was transferred to the Indian Government by an agreement, dated 21.10.1954 between France and India. However, only on 01.11.1954, the Indian Government took over the administration of Pondicherry under the Foreign Jurisdiction Act, 1947. The Indian Government issued two Notifications on 21.10.1954 and 30.10.1954 under the said Act. The first one called the French Establishments (Administration) Order 1954, and the other one is called the French Establishments (Application of Laws) Order 1954.

Again, the de jure transfer took place on 16.08.1962. The Jurisdiction of the Madras High Court was extended to Pondicherry from that date. Through the Treaty of Cession, the process of legal mayor become complete after the 14th amendment in the year 1962. The Government of India issued the Pondicherry (Administration) Act, 1962 on 16.08.1962.

Judicial Department has its existence since French regime and after the introduction of The Pondicherry Civil Courts Act, 1960 the erstwhile French Civil and administrative Courts have been abolished. The Courts like the Tribunal Superieur d' Appel, Tribunal de lere Instance, Tribunal de Grands Instance Com d' Appel, Juge de Paix and Cour de Cassation have no cannotation after the above said Act has come into force. Instead the Courts of District Judge, Courts of Subordinate Judges and Courts of Munsif have become the successors Courts.

ACTIVITIES OF JUDICIAL DEPARTMENT:

The activities of Pondicherry Subordinate Judiciary can be classified as follows:

1. Dispensation of Civil justice
2. Administration of Criminal justice (delivery) system
3. Adjudication of Labour disputes.

PARTICULARS OF ORGANISTAION:

The control of the Pondicherry Subordinate Judiciary vests with the Hon'ble High Court, Madras.

The details of the courts functioning, region-wise, are as follows:—

Sl. No.	Category of Court	Total No. of Courts			
		Pondicherry	Karaikal	Mahe	Yanam
1.	District & Sessions Courts	3	1	—	—
2.	Subordinate Courts	3	—	1	1
3.	District Munsif Courts	4	1	—	—
4.	Judicial Magistrate Courts	3	1	—	—
5.	Family Court	1	—	—	—
	TOTAL	14	3	1	1

PONDICHERRY REGION

District & Sessions Courts

1. Court of the Principal District & Sessions Judge.
2. Court of the II Additional District & Sessions Judge.
3. Court of the III Additional District & Sessions Judge.
4. Family Court

Subordinate Courts:

5. Court of the Principal Sub Judge.
6. Court of the Additional Sub Judge.
7. Court of the Special Officer-cum-II Additional Sub Judge.

District Munsif Courts

8. Court of the Principal District Munsif.
9. Court of the I Additional District Munsif.
10. Court of the II Additional District Munsif.
11. Court of the III Additional District Munsif.

Magistrate Courts

12. Court of the Chief Judicial Magistrate.
13. Court of the Judicial Magistrate-I.
14. Court of the Judicial Magistrate-II.

KARAIKAL REGION

District & Sessions Court

15. Court of the Additional District & Sessions Judge.

District Munsif Courts / Magistrate Courts

16. Court of the Additional District Munsif-cum-Judicial Magistrate-II.
17. Court of the Principal District Munsif-cum-Judicial Magistrate-I.

MAHE REGION

18. Court of the Sub Judge-cum-Judicial Magistrate.

YANAM REGION

19. Court of the Sub Judge-cum-Judicial Magistrate.

FUNCTIONS OF THE COURTS

ON THE CIVIL SIDE:

Adjudication of the disputes of civil nature brought before the Civil Courts.

ON THE CRIMINAL SIDE:

Administration of Justice on the cases brought before the criminal courts by the prosecution in respect of the criminal offences committed by the accused persons after analysing the oral and documentary evidence adduced on the side of the prosecution as well as by the defence and if the offence complained of the accused is proved beyond reasonable doubt, to punish the accused by awarding the sentence of imprisonment / sentence of fine and if the offence is not proved beyond all reasonable doubt, to acquit the accused by setting him at liberty.

ORGANISATIONAL STRUCTURE:

The organisational structure of the department can be classified into two categories, namely, (i) in respect of Judicial Officers and (ii) in respect Subordinate Staff (other than Judicial Officers) and is shown in the charts.

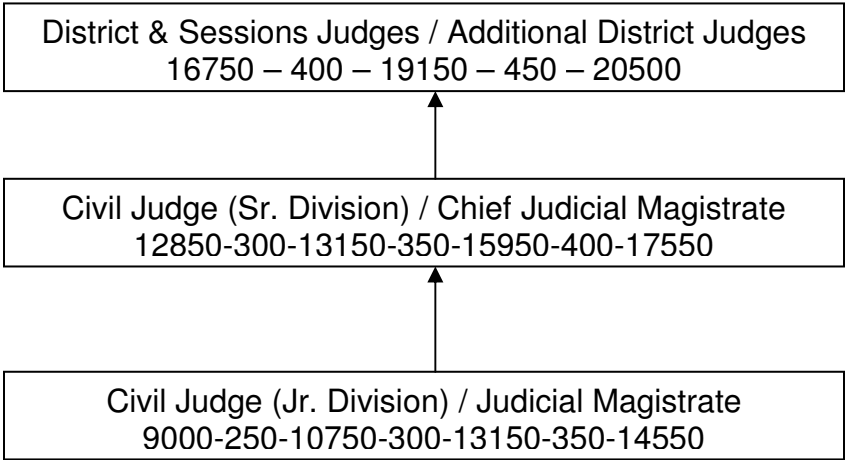
Regarding the Judicial Officers:

Under the Pondicherry Judicial Service (Cadre & Recruitment), 1996, the recruitment, appointment by transfer on deputation and promotion of Judicial Officers from one cadre to another cadre shall be made by the Administrator on the recommendation of the Hon'ble High Court, Madras. Transfer and posting of all the Judicial Officers shall be made by the Hon'ble High Court, Madras.

The present sanctioned strength of the Judicial Officers in the Pondicherry Judicial Service, region-wise, is as follows:

Sl. No.	Cadre	Total No. of Posts			
		Pondicherry	Karaikal	Mahe	Yanam
1.	District and Sessions Judge / Additional District and Sessions Judge (apart from two ex-cadre posts, viz, (i) Judge, Family Court and (ii) Member Secretary, Legal Services Authority	3	1	—	—
2.	Civil Judge (Senior Division / Chief Judicial Magistrate)	4	—	1	1
3.	Civil Judge (Junior Division / Judicial Magistrate)	7	2	—	—
	TOTAL	14	3	1	1

ORGANISATIONAL STRUCTURE IN RESPECT OF JUDICIAL OFFICERS



Regarding the Subordinate Staff:

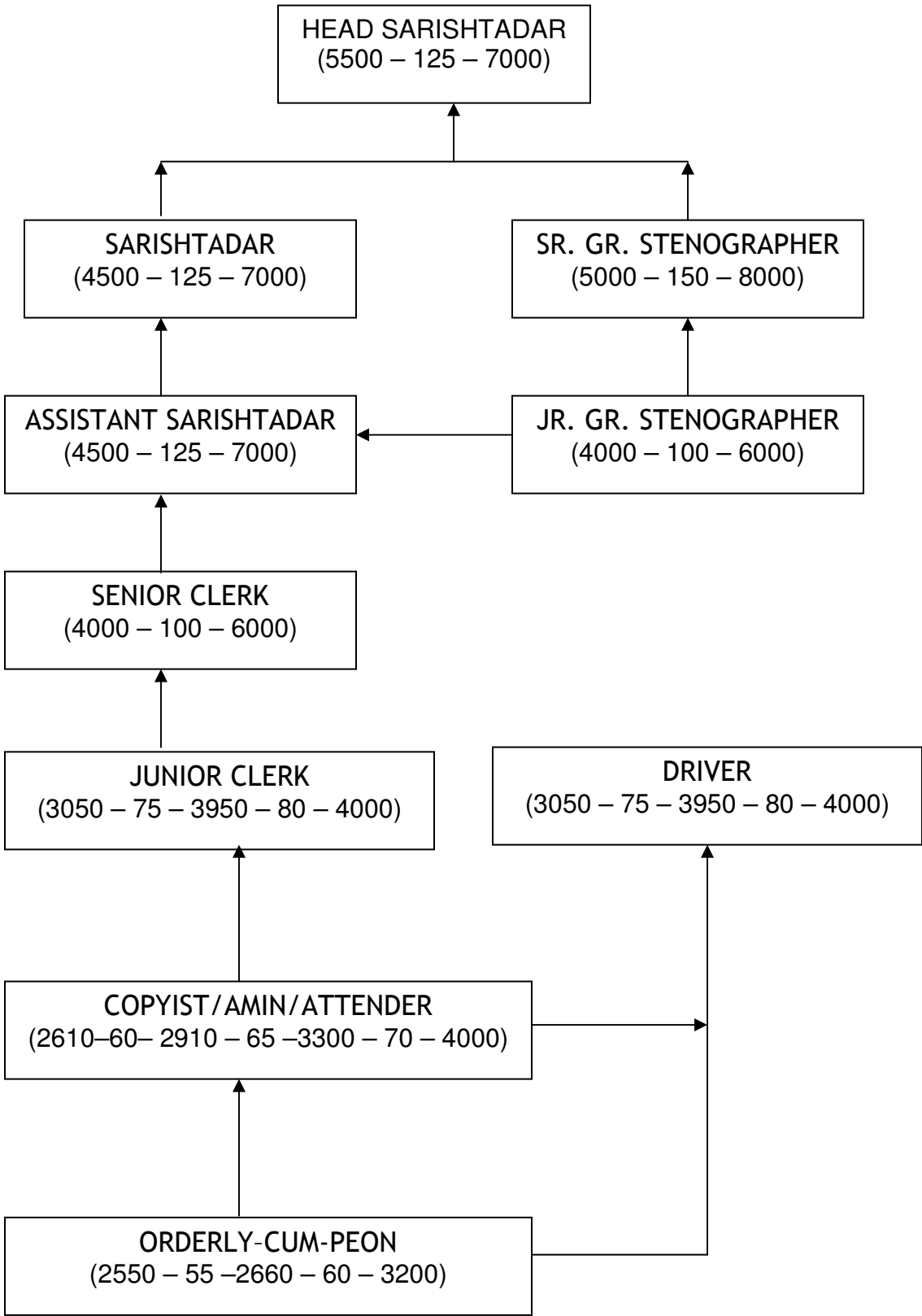
Under the Pondicherry Judicial Subordinate Service Rules, 1979, the recruitment, promotion of staff from one cadre to another cadre shall be made by the Chief Judge, Pondicherry on the basis of the recommendation of the Selection Committee constituted under the said rules.

There is a separate Recruitment Rules for the post of Head Sarishtadar called "Head Sarishtadar Recruitment Rules, 1990".

The present sanctioned strength of the Subordinate Staff in the Pondicherry Judicial Service, region-wise, is as follows:

Cadre	Pondicherry	Karaikal	Mahe	Yanam	Total	Family Court
Assistant Library and Information Officer	1	–	–	–	1	–
Head Sarishtadar	3	1	–	–	4	1
Sarishtadar	6	1	1	–	8	1
Assistant Sarishtadar	5	2	–	1	8	–
Senior Grade Steno	7	1	1	–	9	1
Junior Grade Steno	5	2	–	1	8	–
Senior Clerk	38	11	2	1	52	–
Junior Clerk	37	11	2	2	52	2
Driver	1	–	–	–	1	–
Copyist/Amin/Attender	41	10	3	3	57	1
Orderly-cum-Peon	38	10	3	3	54	2
Total	182	49	12	11	254	8

ORGANISATIONAL STRUCTURE OTHER THAN JUDICIAL OFFICERS



OFFICE ADDRESS:

Pondicherry	Karaikal	Mahe	Yanam
No.1, Lal Bahadur Sastri St., Pondicherry	No.14, Nehru St., Karaikal	Mahe Main Road, Mahe	No. 3-106, Thiyagaraja Street, Yanam

Office Time : 08.45 a.m., to 01.00 p.m., and 02.00 p.m. to 05.45 p.m.,
Court sitting hours : 10.00 a.m., and 03.00 p.m.,
Lunch Time : 01.00 p.m., to 02.00 p.m.,

CHAPTER - III (MANUAL -2)

POWERS AND DUTIES OF THE JUDICIAL OFFICERS AND EMPLOYEES

(JUDICIAL DEPARTMENT)

POWERS

On the Administrative Side:

1. Chief Judge, Pondicherry : ➤ The Chief Judge, Pondicherry is the Principal District & Sessions Judge, Pondicherry
 ➤ Head of Department
 ➤ Chairman of the Selection Committee constituted under the Pondicherry Judicial Subordinate Service Rules, 1979
 ➤ Controlling Officer of all the Subordinate staff and Judicial Officers of the rank of Civil Judge (Senior Division and Junior Division / Judicial Magistrate)
 ➤ Appellate Authority for all the Group 'C' and 'D' staff of Judicial Department.
 ➤ Inspective authority of Subordinate Courts, U.T. of Pondicherry.
 ➤ Chairman of the District Legal Services Authority
2. Special Officer, Judicial Department, Pondicherry : ➤ Head of Office, District Court, Pondicherry
 ➤ Disciplinary Authority for Group 'C' and 'D' staff of District Court, Pondicherry.
 ➤ Discharges the functions of the Procureur de la Republique system under the French system.
 ➤ Discharges the functions of Special District Registrar under the Pondicherry Registration of Births and Deaths Act, 1969.
3. Chief Judicial Magistrate, Pondicherry : ➤ Head of Office, Magistrate Court, Pondicherry
 ➤ Disciplinary Authority for Group 'C' and 'D' staff of Magistrate Court, Pondicherry.
 ➤ Inspective authority of all Magistrate Courts, U.T. of Pondicherry.
 ➤ Ex-officio member of the District Legal Services Authority.
4. Principal Sub Judge, Pondicherry : ➤ Head of Office, Sub Court, Pondicherry
 ➤ Drawing and Disbursing Officer
 ➤ Disciplinary Authority for Group 'C' and 'D' staff of Sub Court, Pondicherry
 ➤ Secretary of the District Legal Services Authority.
5. Principal District Munsif, Pondicherry : ➤ Head of Office, Munsif Court, Pondicherry
 ➤ Drawing and Disbursing Officer
 ➤ Disciplinary Authority for Group 'C' and 'D'

staff of Munsif Court, Pondicherry

6. Additional District Judge, Karaikal : ➤ Head of Office, District Court, Pondicherry
➤ Disciplinary Authority for Group 'C' and 'D' staff of Munsif Court, Pondicherry
➤ Chairman of the Taluk Legal Aid Committee
7. Sub Judge-cum-Judicial Magistrate, Mahe : ➤ Head of Office, Sub Court, Mahe.
➤ Drawing and Disbursing Officer
➤ Disciplinary Authority for Group 'C' and 'D' staff of Sub Court, Mahe
➤ Chairman of the Taluk Legal Aid Committee
8. Sub Judge-cum-Judicial Magistrate, Yanam : ➤ Head of Office, Sub Court, Yanam.
➤ Drawing and Disbursing Officer
➤ Disciplinary Authority for Group 'C' and 'D' staff of Sub Court, Yanam
➤ Chairman of the Taluk Legal Aid Committee
9. Inspector of Processes, Judicial Department, Pondicherry : ➤ Supervising the Process Service Establishment (Nazarath) in District Court, Pondicherry.
10. Additional District Munsif-cum-Judicial Magistrate II, Karaikal : ➤ Apart from Judicial work, the Additional District Munsif-cum-Judicial Magistrate II, Karaikal discharge the functions of the Procureur de la Republique system under the French system as Additional Special Officer
11. Head Sarishtadar, District Court, Pondichery : ➤ Drawing and Disbursing Officer, District Court, Pondicherry
12. Head Sarishtadar, Karaikal Courts, Karaikal : ➤ Drawing and Disbursing Officer, Karaikal Courts, Karaikal.

FAMILY COURT

1. Judge, Family Court, Pondicherry : ➤ Head of Office, Family Court, Pondicherry
2. Head Sarishtadar, Family Court, Pondicherry : ➤ Drawing and Disbursing Officer, Family Court, Pondicherry.

Financial Powers:

The Financial powers are vested with the Judicial Officers of the Department in the capacity of Head of the Department and Heads of Offices. The financial powers are discharged as contained in GFR, DFPR and other rules adopted by the Government of Pondicherry and as contained in the G.O.Ms.No.82/2003/F3, dt. 19.09.2003 and G.O.Ms.No.98/2004/F3, dt. 12.01.2004 and other financial powers issued by the Finance Department, Pondicherry.

On the Judicial Side (Civil Side Work):-

The District Munsif / Additional District Munsif's / the Sub Judges / Additional Sub Judges / Additional District Judges / Principal District Judge shall exercise the powers vested in them under the Code of Civil Procedure and various special enactments, while discharging their judicial work.

On the Judicial Side (Criminal Side Work):-

The Judicial Magistrates, Chief Judicial Magistrate, Assistant Sessions Judges, Additional Sessions Judges and Principal Sessions Judge shall exercise the powers vested in them under the Code of Criminal Procedure and various special enactments, while discharging their judicial work.

As per Section 28(2) of Cr.P.C. a Sessions Judge or Additional Sessions Judge may pass any sentence authorised by law; but any sentence of death passed by any such Judge shall be subject to confirmation by the High Court.

As per Section 28(3) of Cr.P.C. An Assistant Sessions Judge may pass any sentence authorized by law except a sentence of death or of imprisonment for a term exceeding ten years.

As per Section 29(1) of Cr.P.C. the court of a Chief Judicial Magistrate may pass any sentence authorized by law except a sentence of death or of imprisonment for life or of imprisonment for a term exceeding seven years.

As per Section 29(2) of Cr.P.C. the court of a Magistrate of the first class may pass a sentence of imprisonment for a term not exceeding three years or of fine not exceeding five thousand rupees, or of both.

APPELLATE JURISDICTION OF THE COURT OF SESSIONS:

Any convicted person sentenced to undergo for a term of imprisonment of not more than seven years and fine can file an appeal to the Court of Sessions u/s 374(3) of Cr.P.C.

REVISIONARY POWERS OF THE COURT OF SESSIONS:

The revisionary powers of the Court of Sessions are laid down u/s 397 r/w 399 of Cr.P.C.

LOCAL JURISDICTION OF THE COURTS OF JUDICIAL MAGISTRATE IN PONDICHERRY REGION:

The Judicial Magistrates of Pondicherry shall try all the cases i.e cases filed by the police officers and private complaints filed by private parties for offences under various Acts as detailed hereunder.

Chief Judicial Magistrate, Pondicherry	Judicial Magistrate I, Pondicherry	Judicial Magistrate II, Pondicherry
1. Grand Bazaar Circle 2. Othiansalai Police Station (Orleanpet Circle) 3. All Women Police Station 4. PCR Cell Police Station 5. Vigilance & Anti Corruption Unit. 6. CID Police Station	1. Reddiarpalayam Circle 2. Villianur Police Circle 3. Ariankuppam Circle 4. Bahour Circle 5. Nettapakkam Circle 6. Thirukkanur Circle 7. Food Cell 8. Traffic (Villianur) and 9. all complaints by Public Servants	1. Lawspet Circle 2. D'Nagar Circle 3. Grandbazar Circle (Muthialpet) 4. Orleanpet Circle 5. Excise Squad, Pondicherry 6. Traffic Police Circle

PECUNIARY JURISDICTION OF CIVIL COURTS:

I. Original Jurisdiction of District Munsif Courts at Pondicherry

The pecuniary jurisdiction of the District Munsif Courts shall extend to all original suits and proceedings of civil nature, of which the amount or value of the subject matter does not exceed Rs.15,000/–.

II. Original Jurisdiction of Subordinate Courts

The pecuniary jurisdiction of the Subordinate Courts shall extend to all original suits and proceedings of civil nature, of which the amount or value of the subject matter exceeding Rs.15,000/–.

III. APPELLATE JURISDICTION OF DISTRICT COURTS

The pecuniary appellate jurisdiction of District Courts is upto Rs.30,000/– .

All appeals from the Judgment and Decree of the District Munsif Courts, Pondicherry will be entertained, heard and disposed of by the District Courts.

All the appeals from the Judgment and Decree of the Sub Courts, Pondicherry, Mahe and Yanam upto to the value of Rs.30,000/– will be entertained, heard and dispose of by the District Courts.

FAMILY COURT

All family disputes relating to matrimonial, maintenance and guardianship of minors in respect of the person alone (not property) will be entertained, heard and disposed of by the Family Court.

KARAIKAL REGION

I. Original Jurisdiction of District Munsif Court at Karaikal

The pecuniary jurisdiction of the District Munsif Court at Karaikal shall extend to all original suits and proceedings of civil nature, of which the amount or value of the subject matter does not exceed Rs.30,000/–.

There is no Sub Court at Karaikal, but only an Additional District Court at Karaikal.

II. Original Jurisdiction of Additional District Court at Karaikal

The pecuniary jurisdiction of the Additional District Court shall extend to all original suits and proceedings of civil nature, of which the amount or value of the subject matter exceeding Rs.30,000/–.

III. Appellate Jurisdiction of Additional District Court at Karaikal:

All the appeals from the Judgment and Decree of the District Munsif Courts, Karaikal will be entertained, heard and disposed of by the Additional District Court, Karaikal.

MAHE REGION

I. Original Jurisdiction of Subordinate Court

The pecuniary jurisdiction of the Subordinate Court, Mahe is unlimited and shall extend to all original suits and proceedings of civil nature. There is no Munsif Court at Mahe, but only Sub Court.

YANAM REGION

I. Original Jurisdiction of Subordinate Court

The pecuniary jurisdiction of the Subordinate Court, Yanam is unlimited and shall extend to all original suits and proceedings of civil nature. There is no Munsif Court at Yanam, but only Sub Court.

Amendment of Pondicherry Civil Courts Act

The Pondicherry Civil Courts Act has been amended by the Pondicherry Civil Courts (Amendment) Act, 2005 (Act No.5 of 2005) published in Extra-ordinary Gazette No.47, dt. 03.08.2005 as follows. The said Amendment Act shall come into force from 01.11.2005, for which notification is awaited.

Court	Pecuniary Jurisdiction on Original Side		Pecuniary Jurisdiction on Appellate Side	
	Existing	After amendment	Existing	After amendment
District Munsif Court, Pondicherry	Upto Rs. 15,000/-	Upto Rs.1,00,000	—	—
District Munsif Court, Karaikal	Upto Rs. 30,000/-	Upto Rs.1,00,000	—	—
Subordinate Court, Pondicherry	Above Rs.15,000/- (unlimited)	Above Rs.1,00,000 upto Rs. 5,00,000	—	Upto Rs.1,00,000
Subordinate Court, Mahe / Yanam	Above Rs.15,000/- (unlimited)	Above Rs.1,00,000 upto Rs. 5,00,000	—	—
District Courts, Pondicherry	—	Above Rs.5,00,000	Upto Rs.30,000	Upto Rs.5,00,000
	Small Cause Jurisdiction			
	Existing	After amendment		
District Munsif Courts	Rs.500/-	Rs.2,000/-		
Subordinate Court	Rs.2,000/-	Rs.5,000/-		
Additional District Court, Karaikal	Rs.2,000/-	Rs.5,000/-		

CAMP COURT AT MAHE

The Government has issued a G.O.Ms.No.38/91-LA, dt. 24.07.1991 by which, Camp Court will be conducted at Mahe region by the Presiding Officer of the Court of the II Additional District Judge, Pondicherry, the first three working days of the last seven days of every alternative month for disposal of both civil and criminal cases.

CAMP COURT AT YANAM

The Government has issued a G.O.Ms.No.9/99-LD, dt. 17.05.1999 by which, Camp Court will be conducted at Yanam region by the Presiding Officer of the Court of the II Additional District Judge, Pondicherry, for disposal of both civil and criminal cases, as and when necessity arises therefor.

VACATION FOR THE CIVIL COURTS

The Civil Courts in the Union Territory of Pondicherry will remain closed during the period of summer vacation in the month of May in respect of the Munsif Courts and till first week of June in respect of the District Courts as notified by the Hon'ble High Court, Madras.

During the period of vacation, urgent matters of filing on the civil side will be entertained, heard and disposed of by the Vacation Judge appointed by the Hon'ble High Court, Madras.

Vacation Civil Judges will be appointed separately for all the four regions by the Hon'ble High Court, Madras.

Urgent matters of filing on the criminal side like bail, relaxation of condition of bail, suspension of sentence will be entertained, heard and disposed of by the Vacation Judge appointed by the Hon'ble High Court, Madras to look after urgent work on the criminal side.

COPYIST ESTABLISHMENT

Pondicherry Region

For all the courts (other than Family Court) in Pondicherry region, there is a centralised Copyist Establishment for issue of certified copies of Judgments / Orders / Decrees, Exhibits, Depositions, etc., on payment of charges prescribed under Rules of Practice and Circular Orders.

Karaikal Region

For all the courts in Karaikal region, there is a centralised Copyist Establishment for issue of certified copies of Judgments / Orders / Decrees, Exhibits, Depositions, etc., on payment of charges prescribed under Rules of Practice and Circular Orders.

Mahe / Yanam Region

There is a Copyist Establishment in the Sub Court at Mahe and Yanam respectively for issue of certified copies of Judgments / Orders / Decrees, Exhibits, Depositions, etc., on payment of charges prescribed under Rules of Practice and Circular Orders.

NAZARATH ESTABLISHMENT

Pondicherry Region

For all the courts (other than Family Court) in Pondicherry region, there is a centralised Nazarath Section for service of notices, summons, Injunction Orders, other processes and execution of warrants relating to attachment / delivery of property and arrest of judgment debtors on the civil side.

Karaikal Region

For all the courts in Karaikal region, there is a centralised Nazarath Section for service of notices, summons, Injunction Orders, other processes and execution of warrants relating to attachment / delivery of property and arrest of judgment debtors on the civil side.

Mahe / Yanam Region

There is a Copyist Establishment in the Sub Court at Mahe and Yanam respectively for service of notices, summons, Injunction Orders, other processes and execution of warrants relating to attachment / delivery of property and arrest of judgment debtors on the civil side.

CONSTITUTION OF LABOUR COURT, PONDICHERRY

The Government of Pondicherry has established three Labour Courts for the Union Territory of Pondicherry.

1. The II Additional District Judge, Pondicherry is the Presiding Officer of the Labour Court constituted for Pondicherry and Yanam Regions.
2. The Additional District Judge, Karaikal is the Presiding Officer of the Labour Court constituted for Karaikal Region.
3. The Sub Judge, Mahe is the Presiding Officer of the Labour Court constituted for Mahe Region.

INDUSTRIAL TRIBUNAL

The Government of Pondicherry has constituted an Industrial Tribunal for the Union Territory of Pondicherry.

The Principal District Judge, Pondicherry is the Presiding Officer of the Industrial Tribunal.

SPECIAL COURT UNDER THE PREVENTION OF CORRUPTION ACT, 1988

The Government of Pondicherry has constituted two Special Courts constituted under the Prevention of Corruption Act, 1988, one at Pondicherry and another at Karaikal.

The Principal Sessions Judge is the Special Judge under the Prevention of Corruption Act for Pondicherry, Mahe and Yanam regions.

The Additional Sessions Judge, Karaikal is the Special Judge under the said Act for Karaikal region.

SPECIAL COURT UNDER NDPS ACT, 1985

The Government of Pondicherry has constituted two Special Courts under the Narcotic Drugs and Psychotropic Substances Act, 1985, one at Pondicherry and another at Karaikal.

The III Additional District and Sessions Judge, Pondicherry is the Special Judge under the Narcotic Drugs and Psychotropic Substances Act for Pondicherry, Mahe and Yanam regions.

The Additional Sessions Judge, Karaikal is the Special Judge under the said Act for Karaikal region.

CONSTITUTION OF SPECIAL COURT UNDER THE SCHEDULED CASTES/SCHEDULE TRIBES (PREVENTION OF ATROCITIES ACT), 1989

The Government of Pondicherry has constituted a Special Court under the Scheduled Castes/Scheduled Tribes (Prevention of Atrocities Act), 1989 for the Union Territory of Pondicherry.

The III Additional District Judge is the Special Judge appointed under the said Act.

MOTOR ACCIDENT CLAIMS TRIBUNAL

The Government has constituted the following Motor Accident Claims Tribunal for the Union Territory of Pondicherry.

1. Court of the Principal District Judge, Pondicherry.
2. Court of the II Additional District Judge, Pondicherry.
3. Court of the III Additional District Judge, Pondicherry.
4. Court of the Principal Subordinate Judge, Pondicherry.
5. Court of the Additional Subordinate Judge, Pondicherry.
6. Court of the Special Officer-cum-II Additional Sub Judge, Pondicherry.
7. Court of the Additional District Judge, Karaikal.
8. Court of the Sub Judge, Mahe
9. Court of the Sub Judge, Yanam.

COURT UNDER THE E.S.I. ACT, 1965

The Government of Pondicherry has constituted two Court under the Employees State Insurance Act, 1948 for the Union Territory of Pondicherry.

The Presiding Officer, Labour Court, Pondicherry is the Presiding Officer of the ESI Court for Pondicherry, Mahe and Yanam regions.

The Presiding Officer, Labour Court, Karaikal is the Presiding Officer of the ESI Court for Karaikal region.

WAKF TRIBUNAL

The Government of Pondicherry has constituted two Tribunals under the Wakf Act, 1995 (Central Act 43 of 1995) read with S.O.No.572(E) for the Union Territory of Pondicherry.

The III Additional District Judge is the Presiding Officer of the WAKF Court under the WAKF Act.

The Additional District & Sessions Judge, Karaikal is the Presiding Officer of the WAKF Court under the WAKF Act.

STATE TRANSPORT APPELLATE TRIBUNAL

The Government of Pondicherry has constituted State Transport Appellate Tribunal under the Motor Vehicles Act, 1988, (Central Act 59 of 1988) appointing the Chief Judge, Pondicherry as the Presiding Officer of the Tribunal for the Union Territory of Pondicherry.

SALES TAX APPELLATE TRIBUNAL

The Government of Pondicherry has constituted Sales Tax Appellate Tribunal under the Pondicherry General Sales Tax Act, 1967 appointing the Principal District Judge, Pondicherry as the Presiding Officer of the Tribunal for the Union Territory of Pondicherry.

COOPERATIVE TRIBUNAL

The Government of Pondicherry has constituted two Tribunals under the Pondicherry Cooperative Societies Act, 1972 for the Union Territory of Pondicherry.

The Chief Judge, Pondicherry is the Member of the Tribunal for Pondicherry.

The Additional District & Sessions Judge, Karaikal is the Member of the Tribunal for Karaikal.

DUTIES OF MINISTERIAL STAFF:

Head Sarishtadar

- Drawing and Disbursing Officer
- Supervising work
- Preparation of materials relating to DPC meetings for recruitment, promotion and ACP.
- Preparation of Minutes of the meetings.
- Attending Budget Meetings
- General correspondence
- Other duties assigned by the Presiding Officer.

Court Work

Sarishtadar

- Head Ministerial Officer

Asst. Sarishtadar

- Supervising work
- Checking and numbering main cases
- General correspondence
- Inspection of Subordinate Courts
- Preparation of inspection reports

Central Nazir

- The Sarishtadar is functioning as Central Nazir
- Incharge of Nazir Section
- Supervision work
- Allocation of service of summons and execution of warrant works to Amins and Process Servers
- To conduct public auction on the orders of the court

Superintendent of Copyist	➤ Assistant Sarishtadar functions as Superintendent of Copyist Establishment. ➤ Attesting the certified copies of judgment / orders / decrees issued to the parties to the dispute on Copy Application
Central Record Section	➤ The Sarishtadar is functioning as Central Record Section ➤ Supervision work ➤ Verification of records to be submitted to Appellate courts ➤ To prepare list of old records for destruction
Stenographer (Senior Grade & Junior Grade)	➤ Taking down dictation of judgments / orders and transcription work and other works entrusted by the Presiding Officer of the court.
Bench Clerk (Senior Clerk / Junior Clerk)	➤ Maintenance of Diary, Hearing Book and other registers prescribed under the Civil / Criminal Rules of Practice. ➤ Preparation of statistical statement showing (i) the Institution, disposal and pendency of cases, (on the civil and criminal side) and (ii) case properties and fine statement (on the criminal side).
Statement Clerk	➤ Preparation of various statistical statements relating to Institution, disposal and pendency of cases in the respective courts Quarterly, Periodical and Half Yearly statements.
Other Clerical Staff (Senior Clerk / Junior Clerk / Copyist)	➤ Typing of fair judgments. ➤ Preparation of decrees ➤ To maintain various registers relating to institution, disposal and pendency of cases prescribed under the Civil / Criminal Rules of Practice ➤ Indexing of case records ➤ Submission of records to the Appellate Courts ➤ Copy Application compliance ➤ Receipt of FIRs ➤ Receipt of Case Properties
Court Amin / Process Server	➤ Execution of warrant service of summons and notice

- | | |
|--|---|
| Attender / Peon | ➤ Calling work and other duties assigned by the Presiding Officers of the Court. |
| Driver | ➤ Driving of staff cars and maintenance of log books. |
| Administration / Establishment / Accounts / Stores
(Senior Clerk /Junior Clerk) | <ul style="list-style-type: none"> ➤ Maintenance of Service Books of Staff Members / Judicial Officers ➤ Budget Preparation ➤ Seniority List of Staff ➤ Confirmation of Staff ➤ Maintenance of Personal files of staff and Judicial Officers ➤ Maintenance of Confidential Reports and Performance Reports of staff. ➤ General correspondence ➤ Maintenance of Roster ➤ Contingent Bills ➤ Pay Bills and other advance bills ➤ Maintenance of cash book and other related registers ➤ Maintenance of Stock Register, Furniture Register etc., |
| Assistant Library and Information Officer | ➤ Maintenance of Library Books |

CHAPTER - IV (MANUAL - 3)**RULES, REGULATIONS BY THE DEPARTMENT
IN DISCHARGING THE FUNCTIONS**

The procedure laid down under the (i) Code of Civil Procedure 1908, (ii) Civil Rules of Practice and Circular Orders, (iii) Pondicherry Court Fees and Suits Valuation Act, 1972, (iv) the Indian Evidence Act, 1872 and various other Acts and Rules framed thereunder are followed by the Civil Courts.

The procedure laid down under the (i) Code of Criminal Procedure 1973, (ii) Criminal Rules of Practice and Circular Orders and (iii) the Indian Evidence Act, 1872 are followed by the Criminal Courts.

All the Judicial Officers and Subordinate Staff are governed under various Central Civil Service Rules relating to their service matters.

CHAPTER - V (MANUAL - 4)

**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 THEREOF**

Not Applicable to Judicial Department.

CHAPTER - VI (MANUAL - 5)**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT
OR UNDER ITS CONTROL****ON THE JUDICIAL SIDE**

The courts maintain various registers prescribed under the Rules of Practice with regard to the day-to-day functioning of the courts.

ON THE ADMINISTRATIVE SIDE

The following Registers/Documents are kept in the Department for its smooth functioning:

Administrative Section

1. Post Based Reservation Roster
2. Posting and Transfer order files
3. Govt. Order file
4. Seniority list of staff
5. Confirmation Register

Accounts Section :

1. Pay Bill Register
2. Bill Drawn Register
3. Bill Transit Register
4. Budget Check Register
5. Advance Register
6. Medical Reimbursement Register
7. Stamp Account Register
8. Despatch Register
9. Income Tax Files
10. Cash Book
11. Undisbursed Pay Register
12. Valuables Register
13. Stock Register
14. Expenditure sanction files

Establishment Section:

1. Service Book
2. Increment Register
3. Posting and Transfer order files
4. Govt. Order file
5. Attendance Register
6. CL Register

CHAPTER - VII (MANUAL - 6)

**A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES
CONSTITUTED AS ITS PART**

Not Applicable to Judicial Department in other respects except in the case of Selection Committee constituted under the Pondicherry Judicial Subordinate Service Rules, 1976 relating to appointment, promotion and transfer of staff members.

Composition of Selection Committee / Departmental Promotion Committee

As per Rule 13 of the Pondicherry Judicial Subordinate Service Rules, 1979, the Selection Committee shall consist of the following officers :—

- | | | |
|-----|--|----------|
| (1) | The Head of the Judicial Department,
namely, Chief Judge, Pondicherry | Chairman |
| (2) | Joint Secretary to Government,
Department of Personnel and
Administrative Reforms (Personnel
Wing), Pondicherry | Member |
| (3) | Deputy Secretary to Government,
Law Department, Pondicherry. | Member |
| (4) | One Head of Office in the Judicial
Department designated by the Head of
the Department | Member |

The Departmental Promotion Committee shall consist of the following officers in respect of the post of Head Sarishtadar.

- | | | |
|-----|---|----------|
| (1) | Chief Secretary to Government,
Pondicherry | Chairman |
| (2) | Secretary to Government,
Law Department, Pondicherry | Member |
| (3) | Chief Judge, Pondicherry | Member |

Minutes relating to staff members of Judicial Department, Pondicherry are prepared in the office of the Chief Judge, Pondicherry.

Minutes relating to Head Sarishtadar are prepared in Law Department, Pondicherry.

CHAPTER - VIII (MANUAL - 7)

The names, designations and other particulars of the Public Information Officers

Assistant Public Information Officers (for Judicial Department and Family Court)

Sl. No.	Designation of the Officer	STD Code	Ph. No		Fax	E-mail	Address
			Office	Home			
1.	Head Sarishtadar, District Court, Pondicherry	0413	2334019	—	—	—	No.1, Lal Bahadur Sastri Street, Pondicherry
2.	Head Sarishtadar, Magistrate Court, Pondicherry	0413	2336615	—	—	—	-do-
3.	Head Sarishtadar, Sub Court, Pondicherry	0413	2337036	—	—	—	-do-
4.	Sarishtadar, Munsif Court, Pondicherry	0413	2336516	—	—	—	-do-
5.	Head Sarishtadar, Karaikal Courts, Karaikal	04368	222658	—	—	—	No.14, Nehru St., Karaikal
6.	Sarishtadar, Sub Court, Mahe	0490	2332548	—		—	Mahe Main Road, Mahe
7.	Assistant Sarishtadar, Sub Court, Yanam	0884	2321293	—		—	No. 3-106, Thiyagaraja Street, Yanam
	FAMILY COURT, PONDICHERRY						
8.	Head Sarishtadar, Family Court, Pondicherry	0413	2339522	—	—	—	No.1, Lal Bahadur Sastri Street, Pondicherry

Public Information Officers (for Judicial Department and Family Court):

Sl. No.	Designation of the Officer	STD Code	Ph.No		Fax	E-mail	Address
			Office	Home			
1.	Head of Office, District Court, Pondicherry	0413	2334019	2256465	—	—	No.1, Lal Bahadur Sastri Street, Pondicherry
2.	Head of Office, Magistrate Court, Pondicherry	0413	2336615	2336270	—	—	-do-
3.	Head of Office, Sub Court, Pondicherry	0413	2337036	2255006	—	—	-do-
4.	Head of Office, Munsif Court, Pondicherry	0413	2336516	2255005	—	—	-do-
5.	Head of Office, Karaikal Courts, Karaikal	04368	222658	2250588	—	—	No.14, Nehru St., Karaikal
6.	Head of Office, Sub Court, Mahe	0490	2332548	2332548		—	Mahe Main Road, Mahe
7.	Head of Office, Sub Court, Yanam	0884	2321293	2321293		—	No. 3-106, Thiyagaraja Street, Yanam
	FAMILY COURT, PONDICHERRY						
8.	Head of Office, Family Court, Pondicherry	0413	2339522	2254056	—	—	No.1, Lal Bahadur Sastri Street, Pondicherry

Department Appellate Authority:

Sl. No.	Name of the Officer	STD Code	Ph.No		Fax	E-mail	Address
			Office	Home			
1.	Chief Judge, Pondicherry	0413	2334019	2274808	—	—	No.1, Lal Bahadur Sastri Street, Pondicherry

CHAPTER - IX (MANUAL - 8)**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

The cases are decided by the Courts after analysing the oral and documentary evidence adduced and after hearing the arguments advanced by both the sides.

CHAPTER - X (MANUAL - 9)**DIRECTORY OF JUDICIAL OFFICERS REGION-WISE**

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	E-Mail	Address
				Off.	Res.			
	<u>PONDICHERRY REGION</u>							
1.	M. Chinnapandi	Chief Judge	0413	2334019 2336914	–	2334019		Lal Bahudar Sastri St., Pondicherry
2.		II Additional District Judge	0413	2337035	–			-do-
3.		III Additional District Judge	0413	2336914				-do-
4.	R. Kalidasan	Judge, Family Court	0413	2339522	2254056			-do-
5.	K. Damodharan	Chief Judicial Magistrate	0413	2336615	2336270			-do-
6.	D. Santhakumari	Principal Sub Judge	0413	2337036	2255006			-do-
7.	R. Margaret Rosaline	Special Officer, Judicial Department	0413	2337035	2256465			-do-
8.	R. Shanmuganathan	Additional Sub Judge	0413	2337036	2257579			-do-
9.	T. Chandrasekaran	Inspector of Processes, Judicial Department						-do-

10.	N. Krishnasamy	Principal District Munsif	0413	2336516	2255005			-do-
11.	S. Mohana Kumari	I Additional District Munsif	0413	2336516				-do-
12.	V. Sofana Devi	II Additional District Munsif	0413	2336516				-do-
13.	G. T. Ambika	III Additional District Munsif	0413	2336516				-do-
14.	Swarnam J. Natarajan	Judicial Magistrate – I	0413	2336615				-do-
15.	S. Isvarane	Judicial Magistrate – II	0413	2336615				-do-
	<u>KARAIKAL REGION</u>							
1.	D. Ramabathiran	Additional District Judge	04368	222658	222558			No.14, Nehru Street, Karaikal
2.		Principal District Munsif – Judicial Magistrate – I	04368	222658				-do-
3.	G. Sendhikumar	Additional District Munsif – Judicial Magistrate –II	04368	222658				-do-
	<u>MAHE REGION</u>							
1.	K. Dakshinamoorthy	Sub Judge-cum-Judicial Magistrate	0490	2332548				
	<u>YANAM REGION</u>							
1.	T.M. Madav Yadav	Sub Judge-cum-Judicial Magistrate	0884	2321293				3-106, Thiyagaraja Street, Yanam

CHAPTER - XI (MANUAL - 10)

The monthly remuneration received by each of its officers and Employees, including the System of Compensation as provided in regulations

DISTRICT COURTS, PONDICHERY

Sl. No.	Name	Designation	Monthly Remuneration (Total Gross)	The Procedure to determine the remuneration
	<u>Tvl / Tmt / Selvi</u>			
1	CHINNAPANDI M	Chief Judge	33852	Monthly salary as fixed by the Govt.
2	MARGARET ROSALINE R	Special Officer	23813	-do-
3	CHANDRASEKARAN T	Inspector of process	19919	-do-
4	NAGARAJAN FRANC A.V	Assistant Library and Information Officer	13307	-do-
5	NATARAJAN. N	Head Sarishtadar	15041	-do-
6	PATTUSAMY R	Sarishtadar	13268	-do-
7	MARIAPPAN P	Sarishtadar	12041	-do-
8	CHRISTIANE BENOIT	Sarishtadar	13034	-do-
9	BANUMATHI S	Sr. Gr. Stenographer	14015	-do-
10	JAMES AMBROISE	Sr. Gr. Stenographer	13104	-do-
11	EGAMBARAM P	Sr. Gr. Stenographer	10423	-do-
12	THANIGAI ARASU P	Sr. Gr. Stenographer	10326	-do-
13	NADESAN S	Asst. Sarishtadar	12334	-do-
14	VADIVELU B	Asst. Sarishtadar	11634	-do-
15	KANDASAMY S	Senior Clerk	10309	-do-
16	PARTHASARATHY E	Senior Clerk	9533	-do-
17	RANGANATHAN K	Senior Clerk	9409	-do-
18	RAJKUMAR R	Senior Clerk	9406	-do-
19	BALAKUMARAN N	Senior Clerk	9386	-do-
20	KALIAMURTHY P	Senior Clerk	9159	-do-
21	HARIHARAN R	Senior Clerk	9159	-do-
22	TAYANAYAGUY J	Senior Clerk	9148	-do-
23	MANOHARAN T	Senior Clerk	8970	-do-
24	KENGADHARAN S	Senior Clerk	8941	-do-
25	SRINIVASSE A	Senior Clerk	8826	-do-
26	GOWRI S	Senior Clerk	8786	-do-

(1)	(2)	(3)	(4)	(5)
27	VENKATACHALAM K	Senior Clerk	8679	-do-
28	VAITHIANATHAN P	Senior Clerk	8437	-do-
29	VENGADESSANE A	Senior Clerk	8039	-do-
30	ARUMUGAM L	Junior Clerk	8019	-do-
31	BALASUBRAMANIAM A	Junior Clerk	7571	-do-
32	PARAMASIVAM N	Junior Clerk	7432	-do-
33	ETHIRAJU M	Junior Clerk	7032	-do-
34	SOUNDIRARAJAN K	Junior Clerk	6677	-do-
35	VENKATESAN M	Junior Clerk	6256	-do-
36	ROBERT P	Junior Clerk	6256	-do-
37	VITTIARTTANE @ VALLUVA V	Junior Clerk	6256	-do-
38	ADINARAYANAN	Driver	7948	-do-
39	RAJASEKARAN	Copyist/Amin/Attendar	7861	-do-
40	CALY KALIDASS S	Copyist/Amin/Attendar	7856	-do-
41	SHANMUGAM K	Copyist/Amin/Attendar	7796	-do-
42	PONNURANGAM S	Copyist/Amin/Attendar	7338	-do-
43	VIJAYANANDAM V	Copyist/Amin/Attendar	6729	-do-
44	SIVASANKARAN S	Copyist/Amin/Attendar	6654	-do-
45	MUTHURAJ V	Copyist/Amin/Attendar	6649	-do-
46	SOMASUNDARAM M	Copyist/Amin/Attendar	6614	-do-
47	GANDHI V	Copyist/Amin/Attendar	6594	-do-
48	SUGUMAR R	Copyist/Amin/Attendar	6538	-do-
49	ARJUNAN M	Copyist/Amin/Attendar	6538	-do-
50	ADHIMOOLAM S	Copyist/Amin/Attendar	6518	-do-
51	JAYAKUMAR K	Copyist/Amin/Attendar	6503	-do-
52	KRISHNAMOORTHY T	Copyist/Amin/Attendar	6468	-do-
53	CHANDRASEKARAN P	Copyist/Amin/Attendar	6468	-do-
54	RANI MANGAMMAL R	Copyist/Amin/Attendar	6463	-do-
55	RAJENDIRAN J	Copyist/Amin/Attendar	6463	-do-
56	PAKKIRI K	Copyist/Amin/Attendar	6463	-do-
57	ANBUMANI A	Copyist/Amin/Attendar	6443	-do-
58	AROKIADASS A	Copyist/Amin/Attendar	6428	-do-
59	KALAINESAN S	Copyist/Amin/Attendar	6212	-do-
60	GUNASEKARAN S	Copyist/Amin/Attendar	6212	-do-
61	NAGALINGAM S	Copyist/Amin/Attendar	6212	-do-

(1)	(2)	(3)	(4)	(5)
62	GUNASEKARAN R	Copyist/Amin/Attendar	6090	-do-
63	SEGAR A	Copyist/Amin/Attendar	6090	-do-
64	SIVAKUMAR P	Copyist/Amin/Attendar	6090	-do-
65	SEGAR H	Orderly-cum-Peon	5768	-do-
66	VASUKI S	Orderly-cum-Peon	5556	-do-
67	PURUSHOTHAMAN K	Orderly-cum-Peon	5300	-do-
68	ANTOINE A	Orderly-cum-Peon	5260	-do-
69	ADHIKESAVAN A	Orderly-cum-Peon	5260	-do-
70	KALIYAN C	Orderly-cum-Peon	5237	-do-
71	PATCHAIAPPAN A	Orderly-cum-Peon	5220	-do-
72	SIVAKUMAR A	Orderly-cum-Peon	5220	-do-
73	SELVAM PARDON	Orderly-cum-Peon	5220	-do-
74	SUNDARAMBAL J	Orderly-cum-Peon	5220	-do-
75	MARIA FRANCIS DUMOND	Orderly-cum-Peon	5220	-do-
76	SADHIC ALI H	Orderly-cum-Peon	5147	-do-
77	GANESAN S	Orderly-cum-Peon	5216	-do-
78	KRISHNARAJ N	Orderly-cum-Peon	5107	-do-
79	MICK SATHIYAVANI S	Orderly-cum-Peon	5107	-do-

MAGISTRATE COURT, PONDICHERY

Sl. No.	Name	Designation	Monthly Remuneration (Total Gross)	The Procedure to determine the remuneration
1	<u>Tvl / Tmt / Selvi</u> DAMODHARAN K	Chief Judicial Magistrate	24834	Monthly salary as fixed by the Govt.
2	ISVARANE S	Judicial Magistrate-II	18262	-do-
3	SWARNAM J NATARAJAN	Judicial Magistrate-I	16793	-do-
4	MANIMEGALAI S	Head Sarishtadar	14716	-do-
5	KRISHNA KUMAR P	Sarishtadar	13268	-do-
6	MANICKAM D	Sr. Gr. Stenographer	9812	-do-
7	JAYABALAN. G.	Asst. Sarishtadar	10933	-do-
8	VASSANDY A	Jr. Gr. Stenographer	8039	-do-
9	VIJAYA T.	Jr. Gr. Stenographer	8039	-do-
10	SUSAINATHAN. P.	Senior Clerk	10274	-do-
11	MURUGAN. V	Senior Clerk	9346	-do-
12	RAMANAN R	Senior Clerk	9066	-do-
13	PERUMAL N	Senior Clerk	8644	-do-

(1)	(2)	(3)	(4)	(5)
14	AMALORE RAJ	Senior Clerk	8492	-do-
15	SUNDARARAJU	Senior Clerk	8226	-do-
16	MUTHURAMAN. V	Senior Clerk	8306	-do-
17	GUNASEKARAN L.	Junior Clerk	8806	-do-
18	KULANDAIVELU J.	Junior Clerk	7292	-do-
19	ANANDAN A.	Junior Clerk	6256	-do-
20	SUBBIAH N.	Junior Clerk	5888	-do-
21	PACKIRISAMY K	Junior Clerk	6455	-do-
22	SINNAKANNU R.	Copyist/Amin/Attendar	7917	-do-
23	THAMBIRAJA. P.	Copyist/Amin/Attendar	7882	-do-
24	LABEL MUNIGURUNATHAN	Copyist/Amin/Attendar	7852	-do-
25	NAGAMUTHU. R.	Copyist/Amin/Attendar	7581	-do-
26	BALAKARISHNAN. N.	Copyist/Amin/Attendar	6594	-do-
27	KALIAMURTHY. N.	Orderly-cum-Peon	6518	-do-
28	GOVINDASAMY K	Copyist/Amin/Attendar	6413	-do-
29	THIRUNEELAKANDAN. V.	Orderly-cum-Peon	5865	-do-
30	SEKAR I.P.	Orderly-cum-Peon	5152	-do-
31	SIVACOUMAR	Orderly-cum-Peon	5107	-do-
32	ANANDAVELU. M.	Orderly-cum-Peon	5107	-do-
33	DAMODHARAN. P.	Orderly-cum-Peon	5107	-do-
34	RAMALINGAM V.	Orderly-cum-Peon	5107	-do-
35	SIVAKUMAR V.	Orderly-cum-Peon	5107	-do-

SUB COURT, PONDICHERRY

Sl. No.	Name	Designation	Monthly Remuneration (Total Gross)	The Procedure to determine the remuneration
	<u>Tvl . / Tmt / Selvi</u>			
1	SANTHAKUMARI D	Principal Sub Judge		Monthly salary as fixed by the Govt.
2	SHANMUGANATHAN R	Additional Sub Judge	23081	-do-
3	PRASANNA C P	Head Sarishtadar	14716	-do-
4	MUNIRAJ S	Sarishtadar	12567	-do-
5	SATHYA NARAYANAN J	Sr. Gr. Stenographer	12539	-do-
6	KALAICHELVI. G	Sr. Gr. Stenographer	10093	-do-
7	TAMILSELVAN R	Asst. Sarishtadar	11400	-do-

(1)	(2)	(3)	(4)	(5)
8	HARIMADHAVAN K	Senior Clerk	10180	-do-
9	MARGASAGAYAM S	Senior Clerk	9366	-do-
10	RADHAKRISHNAN S	Senior Clerk	9190	-do-
11	LATHA SIRALANE	Senior Clerk	8226	-do-
12	VEERAPPAN D	Senior Clerk	8039	-do-
13	SHEIK ABDUL JABAR	Junior Clerk	7452	-do-
14	NAVANEETHAKRISHNAN D	Junior Clerk	7032	-do-
15	SUBRAMANIAN S	Junior Clerk	6932	-do-
16	PUNNIAMURTHY	Copyist/Amin/Attendar	6594	-do-
17	JOSPHINE I	Copyist/Amin/Attendar	6463	-do-
18	THIRUMAL J	Copyist/Amin/Attendar	6463	-do-
19	SHANMUGAM P	Copyist/Amin/Attendar	6090	-do-
20	MARIA F	Orderly-cum-Peon	5865	-do-
21	MARANE D	Orderly-cum-Peon	5539	-do-
22	PALANI M	Orderly-cum-Peon	5220	-do-
23	PONNUSAMY R	Orderly-cum-Peon	5107	-do-
24	MEENATCHI K	Orderly-cum-Peon	5005	-do-
25	SUMATHI R	Orderly-cum-Peon	5005	-do-

DISTRICT MUNSIF COURTS, PONDICHERRY

Sl. No.	Name	Designation	Monthly Remuneration (Total Gross)	The Procedure to determine the remuneration
1	<u>Tvl. / Tmt / Selvi</u> KRISHNASAMY N	Principal District Munsif	17318	Monthly salary as fixed by the Govt.
2	MOHANA KUMARI S	I Addl. District Munsif	16793	-do-
3	SOFANA DEVI V	II Addl. District Munsif	16793	-do-
4	AMBIKA G T	III Addl. District Munsif	16793	-do-
5	SAGADEVAN V	Sarishtadar	12409	-do-
6	RAMAKRISHNAN S	Asst. Sarishtadar	12184	-do-
7	GUNASEGAR L	Jr. Gr. Stenographer	9526	-do-
8	PRABALA K	Jr. Gr. Stenographer	9346	-do-
9	VIJAYA R	Jr. Gr. Stenographer	7852	-do-
10	KRISHNAMURTHY N	Senior Clerk	9533	-do-

(1)	(2)	(3)	(4)	(5)
11	ANBARASU D	Senior Clerk	8679	-do-
12	ARUNACHALAM V	Senior Clerk	8412	-do-
13	JAMES J	Senior Clerk	8412	-do-
14	MURUGAN M	Senior Clerk	8412	-do-
15	CALIDASSANE K	Senior Clerk	8039	-do-
16	VIDJEALATCHOUMY D	Senior Clerk	8017	-do-
17	MADURAIKANNU V	Senior Clerk	7889	-do-
18	RITA MARIE ROSE V	Senior Clerk	7416	-do-
19	KALYANASUNDARAM T	Junior Clerk	8084	-do-
20	SELVAGANAPATHY S	Junior Clerk	8020	-do-
21	SIVAKURU S	Junior Clerk	7721	-do-
22	VENKATACHALAPATHY V	Junior Clerk	6256	-do-
23	THIRUMAL K	Junior Clerk	6732	-do-
24	EMMA RAJASEKARAN O	Copyist/Amin/Attendar	6558	-do-
25	CLOTHINE A	Copyist/Amin/Attendar	6248	-do-
26	VENKITTU K	Copyist/Amin/Attendar	6049	-do-
27	EZHUMALAI P	Copyist/Amin/Attendar	5980	-do-
28	ANTHONIAMMAL P	Orderly-cum-Peon	6444	-do-
29	SIMON AMALRAJ A	Orderly-cum-Peon	5922	-do-
30	AMBI J	Orderly-cum-Peon	5470	-do-
31	MANICKAM N	Orderly-cum-Peon	5260	-do-
32	SARAVANAN D	Orderly-cum-Peon	5240	-do-
33	VEERASAMY M	Orderly-cum-Peon	5187	-do-
34	SOUNDARY P	Orderly-cum-Peon	5127	-do-
35	PERIYASAMY M	Orderly-cum-Peon	5107	-do-
36	AROKIAMARY A	Orderly-cum-Peon	5107	-do-

FAMILY COURT, PONDICHERY

Sl. No.	Name	Designation	Monthly Remuneration (Total Gross)	The Procedure to determine the remuneration
	<u>Tvl. / Tmt / Selvi</u>			
1	KALIDASAN R	District Judge	31870	Monthly salary as fixed by the Govt.
2	KRISHNAN V	Head Sarishtadar	14538	-do-
3	SUBRAMANIAN P	Sarishtadar (ASSISTANT)	13561	
4	MARTIAL SOOSAIRAJ	Sr. Gr. Stenographer	11464	-do-
5	VEERARAGHAVAN K	Senior Clerk	7870	-do-
6	KRISHNASAMY B	Junior Clerk	6793	-do-
7	MANNANGATTI G	Jamedhar	6736	-do-
8	ANANDAVALLY MARTY	Orderly-cum-Peon	6626	-do-
9	SELVARAJ K	Orderly-cum-Peon	5464	-do-

DISTRICT COURT, KARAIKAL

Sl. No.	Name	Designation	Monthly Remuneration (Total Gross)	The Procedure to determine the remuneration
	<u>Tvl. / Tmt/ Selvi</u>			
1	RAMABATHIRAN D	Additional District Judge & Sub Judge	29396	Monthly salary as fixed by the Govt.
2	SENTHILKUMAR G	Additional District Munsif & Judicial Magistrate-I	16673	-do-
3	RAJALAKSHMI V	Sr. Gr. Stenographer	12494	-do-
4	VIRARAGHAVAN N	Sarishtadar	13148	-do-
5	SAMBANDAME D	Asst. Sarishtadar	12216	-do-
6	RAMALINGAM M	Asst. Sarishtadar	11847	-do-
7	RAJENDIRAN R	Jr. Gr. Stenographer	9600	-do-
8	MANONMANI P	Jr. Gr. Stenographer	7732	-do-
9	DHARMALINGAM D	Senior Clerk	9955	-do-
10	BACKTAVACHALAM C	Senior Clerk	9880	-do-

(1)	(2)	(3)	(4)	(5)
11	MATHIAZHAGAN S	Senior Clerk	9413	-do-
12	RAGHUPATHI S	Senior Clerk	9226	-do-
13	KULANDAISAMY R	Senior Clerk	8666	-do-
14	MURUGAVEL S	Senior Clerk	8666	-do-
15	SINGARAVELU S	Senior Clerk	8666	-do-
16	ELAVAZHAGAN S	Senior Clerk	8292	-do-
17	SAMY AMALIE A	Senior Clerk	8181	-do-
18	RAJAGOPALAN G	Senior Clerk	8544	-do-
19	NATARAJAN R	Senior Clerk	10347	-do-
20	OMAN M	Junior Clerk	8796	-do-
21	KATHAPERUMAL V	Junior Clerk	7787	-do-
22	LAYONCE A	Junior Clerk	7455	-do-
23	CHAKRAVARTHY A	Junior Clerk	7367	-do-
24	RAJENDIRAN K	Junior Clerk	7387	-do-
25	RAMACHANDRAN K	Junior Clerk	7212	-do-
26	LOURDE MARIE	Copyist/Amin/Attender	7037	-do-
27	AYYAPILLAI P	Copyist/Amin/Attender	7481	-do-
28	RAMASAMY P	Copyist/Amin/Attender	6922	-do-
29	ARUMUGAM M	Copyist/Amin/Attender	6584	-do-
30	ELANGO VAN G	Copyist/Amin/Attender	6584	-do-
31	ANTHONISAMY R	Copyist/Amin/Attender	6589	-do-
32	VELMURUGAN A	Copyist/Amin/Attender	6453	-do-
33	SHANMUGAM A S	Copyist/Amin/Attender	5897	-do-
34	MARIMUTHU U	Copyist/Amin/Attender	6147	-do-
35	DHANALAKSHMI K	Copyist/Amin/Attender	5783	-do-
36	RAJALAKSHMI @ RAJAKUMARI	Orderly-cum-Peon	6529	-do-
37	ANDRE JOHN K	Orderly-cum-Peon	6398	-do-
38	JAYABALAN P	Orderly-cum-Peon	6398	-do-
39	THIRUMURUGAN T	Orderly-cum-Peon	5633	-do-
40	PANDIAN N	Orderly-cum-Peon	5297	-do-
41	SAROJA T	Orderly-cum-Peon	5185	-do-
42	VIVEKANANTHAN V	Orderly-cum-Peon	5072	-do-
43	MANJINI R	Orderly-cum-Peon	5072	-do-
44	CHRISTOPH MARI LOUIES LEROUX	Orderly-cum-Peon	5745	-do-

SUB COURT, MAHE

Sl. No.	Name	Designation	Monthly Remuneration (Total Gross)	The Procedure to determine the remuneration
	<u>Tvl / Tmt / Selvi</u>			
1	K. DAKSHINAMURTHY	Sub-Judge-Judicial Magistrate, Mahe	22552	Monthly salary as fixed by the Govt.
2	S. GANESAN	Sarishtadar	10580	-do-
3	R. BALASUBRAMANIAN	Sr. Gr. Stenographer	12442	-do-
4	P.C. MADHAVAN	Senior Clerk	9413	-do-
5	K. PHALGUNAN	Junior Clerk	8109	-do-
6	E.M. RAJENDRAN	Junior Clerk	8348	-do-
7	JOHN HARRISON D'SILVA	Junior Clerk	7954	-do-
8	K. NARAYANAN	Copyist/Amin/Attender	7622	-do-
9	E.M. SURENDRAMOHAN	Copyist/Amin/Attender	6922	-do-
10	T.V. VALSALA	Copyist/Amin/Attender	6398	-do-
11	K. UDAYA KUMAR	Orderly cum Peon	5185	-do-
12	K. PAJANIVELOU	Orderly cum Peon	4970	-do-

SUB COURT, YANAM

Sl. No.	Name	Designation	Monthly Remuneration (Total Gross)	The Procedure to determine the remuneration
	<u>Tvl./ Tmt / Selvi</u>			
1	T.M. Madav Yadav,	Sub Judge-cum-Judicial Magistrate, Yanam	22735	Monthly salary as fixed by the Govt.
2	V. Jayakumar,	Assistant Sarishtadar	10813	-do-
3	G. Sankaravadivelu,	Jr. Gr. Stenographer	8632	-do-
4	N. Vinayagam @ Mohankumar	Senior Clerk	7271	-do-
5	S.M.M. Kamal Pasha,	Junior Clerk	7372	-do-
6	Md. Azize Khan,	Copyist/Amin/Attender	7601	-do-
7	K.V.V.S.N. Ramaiya,	Copyist/Amin/Attender	6187	-do-
8	T. Seethamahalakshmi,	Orderly-cum-Peon	6398	-do-
9	K. Ananthalakshmi,	Orderly-cum-Peon	6398	-do-
10	Vuda Mariya Francis,	Orderly-cum-Peon	5297	-do-

CHAPTER - XII (MANUAL - 11)
BUDGET ALLOCATED TO JUDICIAL DEPARTMENT

(Rs. in thousands)

Sl. No.	Head	Proposed Budget (2004-05)	Sanctioned Budget (2004-05)	Amount released / disbursed (No. of installments)
	(Non-Plan)			
1.	2014 – A. Administration of Justice A.102 – High Court, Madras	1120.0	1120.0	1120.0
2.	2014 – A. Administration of Justice A 105 – Civil & Sessions Courts A 105 – District Head Quarters Courts, Pondicherry	9100.0	9100.0	9100.0
3.	2014 – A. Administration of Justice A-105(2) Subordinate Courts A-105(2)(1) Pondicherry Region	10300.0	10300.0	10300.0
4.	2014 – A. Administration of Justice A-105(2) Subordinate Courts A-105(2)(2) Karaikal Region	4600.0	4600.0	4600.0
5.	2014 – A. Administration of Justice A-105(2) Subordinate Courts A-105(2)(3) Mahe Region	1480.0	1480.0	1480.0
6.	2014 – A. Administration of Justice A-105(2) Subordinate Courts A-105(2)(4) Yanam Region	1200.0	1200.0	1200.0
7.	2040 – Sales Tax 2040 – B – Sales Tax B – 800 – Other Expenditure B – 800 – Sales Tax Appellate Tribunal (1) Salaries	205.0	205.0	205.0
8.	2230 – C. Labour & Employment C. 01. Labour C. 01/101 – Industrial Relations C. 01/101 (1) Labour Tribunal, Pondicherry Region	270.0	270.0	270.0
	Total	28275.0	28275.0	28275.0

UNDER CENTRALLY SPONSORED SCHEME:

Sl. No.	Head	Proposed Budget (2004-05)	Sanctioned Budget (2004-05)	Amount released / disbursed (no. of installments)
	Plan			
1.	2014 – Administration of Justice 800 – Other Expenditure 800 (1) – Infrastructure Facilities for Judiciary 53 – Major Works	2,98,17,478	2,98,17,478	2,98,17,478

CHAPTER - XIII (MANUAL - 12)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME

Not applicable to Judicial Department

CHAPTER - XIV (MANUAL - 13)

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORIZATION GRANTED BY IT**

Not applicable to Judicial Department

CHAPTER - XV (MANUAL - 14)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The Hon'ble High Court, Madras, has fixed the norms for monthly disposal of cases for the Judicial Officers Vide circular R.O.C.No.1560(A)/2001/B5 dt. 07.08.2001

DESIGNATION OF PRESIDING OFFICER	NORMS
Principal District & Sessions Judge, Pondicherry	6 Sessions Cases and 12 Civil Appeals
Additional District & Sessions Judge Pondicherry & Karaikal	6 Sessions Cases and 14 Civil Appeals
Principal Sub Judge, Pondicherry	6 Original Suits and 12 Civil Appeals
Additional Sub Judge, Pondicherry	6 Original Suits and 15 Civil Appeals
Sub Judge-cum-Judicial Magistrates, Mahe and Yanam	5 Title Suits (or) Money suits and 10 Criminal Cases
Chief Judicial Magistrate, Pondicherry.	20 Contested Cases and Examination of 80 Witnesses
Judicial Magistrates, Pondicherry & Karaikal.	20 Contested Cases and Examination of 80 Witnesses
District Munsifs, Pondicherry & Karaikal	15 Title Original Suits (or) 20 Money Original Suits

CHAPTER - XVI (MANUAL - 15)**INFORMATION AVAILABLE IN AN ELECTRONIC FORM**

In the first phase, the courts in the U.T of Pondicherry have been have been partly computerised. Further process of computerisation in the second phase through National Informatics Centre is under process.

This department, at present, does not have website.

CHAPTER - XVII (MANUAL - 16)

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

Hosting a web site for Judicial Department is under consideration.

CHAPTER - XVIII (MANUAL - 17)

OTHER USEFUL INFORMATION

Nil