

***DISTRICT COURT ALMORA
(UTTARAKHAND)
RTI MANUAL 2005***



MANUAL
OF
DISTRICT JUDICIARY
ALMORA
UNDER
SECTION 4(1) (B)
OF
RIGHT TO INFORMATION
ACT, 2005

SECTION 4 (1) (B) (i)

The particulars of District Judiciary Almora,
Uttarakhand, functions and duties:

PARTICULARS ::

District Judiciary, Almora under administrative and judicial
control of Hon'ble High Court Uttarakhand at Nainital .

FUNCTION ::

Civil & Criminal Court .

DUTIES::

- (1) Administrative.
- (2) Judicial.

SECTION 4 (1) (B) (ii)

The powers and duties of Officers and Employees of the District Judiciary, Almora.

POWERS & DUTIES ::

The District Courts of Almora are headed by the District Judge, Almora. Each and every court in these courts is presided over by a Judge. These Courts are under administrative and judicial control of the Hon'ble High Court of Uttarakhand.

The Highest Court in District is that of the District & Sessions Judge. This is the principal court of Civil Jurisdiction. This is also a Court of Sessions. Sessions tribal cases are tried by the Sessions Court. It has District Judiciary, in present time consisted of three cadres namely :

1. Higher Judicial Services which includes District and Sessions Judge and the Additional District & Sessions Judges.
2. Civil Judge (Senior Division) cadre which includes Judge Small Causes Court, Civil Judge (S.D.), Addl. Civil Judge (S.D.), Chief Judicial Magistrate and Additional Chief Judicial Magistrate.
3. Civil Judge (Junior Division) cadre which includes Civil Judge (J.D.), Additional Civil Judge (J.D.), Judicial Magistrate Ist Class.

District and Sessions Judge is the Head of the District Judiciary. He is the Senior Officer Of H.J.S. cadre. As per the pendency of the cases in District, Additional District and Sessions Judges are appointed by Hon'ble the High Court of original and appellate jurisdiction. The judicial functioning of District & Sessions Judge and the Additional District & Sessions Judges in the same, but all other officers of each cadre works under the administrative control of District Judge.

Chief Judicial Magistrate is the Head of District Magistracy in Criminal Side. The Chief Judicial Magistrate tries and disposes the Criminal Cases and also allocates the criminal work to other criminal courts as per the arrangement

made by him in consultation with District Judge. He can award a sentence up to seven years. He also hears appeals under Nagar Palika Adhiniyam with regard to the Tax Assessment and mutation.

Civil Judge (Senior Division) exercise unlimited pecuniary jurisdiction in Civil Side. Civil Judge (Senior Division), also hears appeals against the orders and judgment passed in Civil cases by Civil Judge(Junior Division), which are transferred by District Judge.

Civil Judge (Junior Division) exercises the Civil Jurisdiction up to the pecuniary valuation of Rs.Three lac.

Judicial Magistrate, First Class are appointed by Hon'ble the High Court as per the provision of Cr.P.C. for disposal of Criminal Cases as per the distribution made by the Chief Judicial Magistrate in consultation with the District Judge. He can award a sentence up to three years and can impose fine up to Rs. five thousand.

SECTION 4 (1) (B) (iii)

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

The cases are decided as per Provisions of Law.

Proceeding of Courts and Officers as per provisions of Rules.

- (1) General Rules (Civil)
- (2) General Rules (Criminal)

SECTION 4 (1) (B) (iv)

The norms set for the discharge of the functions of the District Judiciary, Almora.

The Rules, Regulations, Instructions Manuals and Records, held by it or under its control or used by its Employees for discharging its function.

1. General Rules (Civil) 1957
2. General Rules(Criminal) 1957
3. Circular Letters and General Letters of Hon'ble High Court.

SECTION 4 (1) (B) (v)

The Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions:

1. All the laws are applicable.
2. Rules of the Court. 1952.

SECTION 4 (1) (B) (vi)

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

- (1) Judicial Record.
- (2) Administrative Record.

SECTION 4 (1) (B) (vii)

The 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;

That is not required as per the Provisions of Law.

SECTION 4 (1) (B) (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.

No Boards, Councils, Committees and other Bodies consist for this purpose .

SECTION 4 (1) (B) (ix)

A Directory of Officers and Employees of the District Judgeship Almora.

Name of Officers/ Employee	Office/Residence	Fax No.
Sri Shrikant Pandey District & Session Judge , Almora	O- 230190 R- 232866	05962-230190
Sri Ramesh Singh Addl. District & Session Judge, Almora	05962-230190	05962-230190
Sri Anjali Noliyal Addl. District & Session Judge, Ranikhet	05966-220613	05966-220613
Sri Dayram Chief Judicial Magistrate, Almora	05962-230190	05962-230190
Sri Ravindra Dev Mishra Civil Judge (Sr. Div.), Almora	05962-230190	05962-230190
Ms Shachi Sharma Secretary, District Legal Service Authority , Almora	05962-231105	05962-230190
Ms. Shubhangi Gupta Civil Judge (Jr. Div.) , Almora	05962-230190	05962-230190
Sri Ravi Arora Judicial Magistrate, Almora	05962-230190	05962-230190
Ms. Jasmeet Kaur Civil Judge (Jr. Div.), Ranikhet	05966-220613	05966-220613
Sri Rajendra Kumar Civil Judge (Jr. Div.), Dwarahat	-	-
Smt. Shalini Dadar Civil Judge (Jr. Div.), Bhikiyasain	05966-242131	-

Smt. Mridula Pawar P.A. to District Judge, Almora	9456164790	-
Shri Sher Singh Bisht	9411706521	-
Shri Rajendra Singh Taragi	9410502525	-
Shri Kamal Kishor Kandpal	9639476012	-
Shri Dheeraj Tewari	9456371519	-
Shri Minhaz Khan	9412977941	-
Shri Rajendra Pal	9410133008	-
Shri Jeewan Singh Bora	9411105101	-
Shri Niranjan Lal	9627951375	-
Smt. Arti Arya	9456764876	-
Shri Triveni Pant	9411116505	-
Shri Harsh Pandey	9719033335	-
Sri Rajesh Kumar	9456163288	-
Sri Om Prakash	9456746946	-
Sri Subhash Singh	8979369240	-
Smt. Sarita Pant	9458924970	-
Smt. Rekha Mehta	9412908265	-
Shri Ravindra Kumar	9536576714	-
Shri Paras Tulera	9917506212	-
Shri Chander Shakar Tiwari	9837841001	-
Shri Vinod Bisht	9012586857	-
Shri Digar Singh Kalakoti	7351769331	-
Smt. Deepika Gahtodi	9411520093	-
Smt. Yogita Shekhar Tiwari	7417694576	-
Shri Sanjeev Kumar	9917421890	-
Shri Ashok Lohani	9536115540	-
Shri Bishan Ram	9761049759	-
Shri Jagdish Bhatt	9410740701	-
Ms. Indra Joshi	9410579857	-
Shri Kirpal Singh Pokhariya	9997732200	-
Shri Arjun Singh Rawat	9675924183	-
Ms Monika Saini	8449695049	-
Shri Jeewan Singh Bhakuni	9634745816	-
Shri Soban Singh	8958355468	-
Shri Shubham Saini	9627656596	-
Shri Kundan Singh	9720533636	-
Shri Tara Chandra Joshi	9410905296	-
Shri Shyam Sundar Bawari	9690131534	-
Shri Rakesh Kumar	9690530339	-
Shri Kamal Kumar	7251829304	-

Shri Mahesh Singh	7500074043	-
Shri Naveen Chandra	9411710286	-
Ms. Janaki Bhatt	9719367359	-
Shri Bhupal Singh	9690050039	-
Shri Pradeep Singh Nagarkoti	7060095481	-

SECTION 4 (1) (B) (x)

The monthly remuneration received by each of the Officers and Employees of the District Judiciary, Almora, including the system of compensation as provided in its regulations.

Pay As on the For the year 2024-2025

Sri Shrikant Pandey District & Session Judge , Almora	163030-219090	212710/-
Sri Ramesh Singh Addl. District & Session Judge, Almora	144840-194660	153670/-
Ms. Anjali Noliyal Addl. District & Session Judge, Ranikhet	144840-194660	163030/-
Sri Dayaram, Chief Judicial Magistrate, Almora	111000-163030	124930/-
Shri Ravindra Dev Mishra Civil Judge (Sr. Div.), Almora	111000-163030	124930/-
Ms. Shachi Sharma Secretary, District Legal Service Authority , Almora	-	-
Ms. Shubhangi Gupta Civil Judge (Jr. Div.) , Almora	77840-136520	87620/-
Sri Ravi Arora Judicial Magistrate Almora	77840-136520	87620/-
Ms. Jasmeet Kaur Civil Judge (Jr. Div.),Ranikhet	77840-136520	87620/-
Sri Rajendra Kumar Civil Judge (Jr. Div.), Dwarahat	77840-136520	98620/-
Smt. Shalini Dadar Civil Judge (Jr. Div.), Bhikiyasain	77840-136520	-
Smt. Mridula Pawar P.A. to District Judge, Almora	47600-151100	86100/-
Shri Rajendra Singh Taragi Chief Administrative Officer	56100-177500	69000/-

Shri Sher Singh Bisht Chief Administrative Officer District Judge's Almora	56100-177500	69000/-
Shri Triveni Pant Chief Administrative Officer District Judge's Almora	56100-177500	56100/-
Shri Rajendra Pal Senior Administrative Officer District Judge's Almora	47600-151100	56900/-
Shri Niranjana Lal Senior Administrative Officer District Judge's Almora	47600-151100	55200/-
Shri Dheeraj Tewari Senior Administrative Officer District Judge's Almora	47600-151100	56900/-
Shri Minhaz Khan Senior Administrative Officer District Judge's Almora	47600-151100	53600/-
Shri Jeewan Singh Bora Stenographer, A.D.J.	47600-151100	74300/-
Smt. Arti Arya Administrative Officer District Judge's Almora	44900-142400	52000/-
Shri Kamal Kishor Kandpal Administrative Officer	44900-142400	46200/-
Shri Ravindra Kumar Administrative Officer	44900-142400	44900/-
Smt. Sarita Pant Administrative Officer	44900-142400	44900/-
Smt. Rekha Mehta Head Assistant	35400-112400	41100/-
Shri Rajesh Kumar Head Assistant	35400-112400	55200/-
Shri Paras Tulera Head Assistant	29200-92300	36500/-
Shri Vinod Bist Head Assistant	29200-92300	36500/-
Shri Digar Singh Kalakoti Head Assistant	29200-92300	36500/-
Smt. Deepika Joshi Head Assistant	29200-92300	36500/-

Shri Subhash Singh Stenographer	35400-112400	43600/-
Shri Lalit Mohan, Stenographer	29200-92300	43600/-
Shri Om Prakash Stenographer	29200-92300	43600/-
Shri Chander Shekhar Tiwari Stenographer	29200-92300	38100/-
Smt. Yogita Shekhar Tiwari Stenographer	29200-92300	35900/-
Shri Sanjeev Kumar Stenographer	29200-92300	35900/-
Shri Ashok Lohani Stenographer	29200-92300	35900/-
Shri Bishan Ram Senior Assistant	29200-92300	42800/-
Shri Jagdish Bhatt Senior Assistant	29200-92300	35900/-
Ms. Indra Joshi Senior Assistant	29200-92300	33900/-
Shri Harsh Pandey Senior Assistant	29200-92300	29200/-
Shri Kirpal Singh Pokhariya Junior Assistant	21700-69100	23800/-
Shri Arjun Singh Rawat Junior Assistant	21700-69100	23800/-
Ms Monika Saini Junior Assistant	21700-69100	23800/-
Shri Jeewan Singh Bhakuni Junior Assistant	21700-69100	23800/-
Shri Soban Singh Junior Assistant	21700-69100	23800/-
Shri Shubham Saini Junior Assistant	21700-69100	23800/-
Shri Kundan Singh Junior Assistant	21700-69100	23800/-
Shri Tara Chandra Joshi Junior Assistant	21700-69100	23800/-
Shri Shyam Sundar Bawari Junior Assistant	21700-69100	23800/-
Shri Rakesh Kumar Junior Assistant	21700-69100	23800/-

Shri Kamal Kumar Junior Assistant	21700-69100	23800/-
Shri Mahesh Singh Junior Assistant	21700-69100	23800/-
Shri Naveen Chandra Junior Assistant	21700-69100	36100/-
Ms. Janaki Bhatt Junior Assistant	21700-69100	36100/-
Shri Bhupal Singh Junior Assistant	21700-69100	36100/-
Shri Pradeep Singh Nagarkoti Junior Assistant	21700-69100	30200/-

Pay As on the Year 2024-2025

Sri Kishan Singh Bisht Process Server	18000-56900	26800/-
Smt. Geeta Pandey, Peon	29200-92300	42800/-
Sri Madan Singh Mehra Process Server	29200-92300	42800/-
Sri Umrao Singh Process Server	29200-92300	37000/-
Sri Jiwan Chandra Upadhyay Orderly	25500-81100	41600/-
Sri Harish Singh Mer Process Server	25500-81100	37500/-
Sri Anand Singh Mer Process Server	25500-81100	40400/-
Sri Sanjay Kumar Singh Process Server	19900-63200	35000/-
Sri Amar Singh Orderly	19900-63200	35000/-
Sri Bharat Singh Rawat Process Server	19900-63200	35000/-
Sri Chandra Shekhar Joshi Process Server	19900-63200	35000/-

Sri Ganesh Singh Taragi Process Server	19900-63200	35000/-
Sri Lalit Singh Bisht Peon	19900-63200	31100/-
Smt. Shobha Bisht Peon	19900-63200	31100/-
Sri Narayan Chandra Process Server	19900-63200	30200/-
Smt. Pushpa Kalakoti Peon	19900-63200	31100/-
Sri Nandan Singh Bisht Process Server	18000-56900	28400/-
Sri Manoj Ram Process Server	18000-56900	28400/-
Sri Jeewan Chandra Kandpal Peon	18000-56900	28400/-
Sri Jagdish Nath Goswami Process Server	18000-56900	28400/-
Sri Kheem Singh Driver	21700-69100	37500/-
Sri Lalit Nath Goswami Peon	18000-56900	27600/-
Sri Deepak Chandra Process Server	18000-56900	24900/-
Sri Balam Singh Bangari Peon	18000-56900	24900/-
Sri Birendra Singh Peon	18000-56900	29300/-
Sri Vinod Kumar Mehra Process Server	18000-56900	29300/-
Ms Priyanka Patni Peon	18000-56900	19700/-
Ms Seema Peon	18000-56900	19700/-
Ms Shivani Bisht Peon	18000-56900	19700/-
Mrs Alka Jinwal Peon	18000-56900	19700/-
Mr Bahadur Singh Rawat	18000-56900	19700/-

Peon		
Mr Sameer Ahamad Waterman	18000-56900	19700/-
Mr Deepak Kumar Process Server	18000-56900	19700/-
Mr Rajendra Prasad Peon	18000-56900	19700/-
Mr Rahul Kumar Peon	18000-56900	19700/-
Mr Ashish Kotnala Peon	18000-56900	19700/-
Mr Deepak Singh Karki Peon	18000-56900	19700/-
Mr Narendra Peon	18000-56900	19700/-
Mr Sunil Kumar Peon	18000-56900	19700/-
Mr. Rakesh Bisht Peon	18000-56900	19100/-
Mr. Anil Karki Process Server	18000-56900	19100/-

Section 4 (1)(b)(xi)

The budget allocated to each of its agency, indicating the particulars of all plans, Proposed expenditures and reports on disbursements made;

Statement showing total sanctioned budget by the Hon'ble High Court Uttarakhand under head 2014- Administration of Justice-105-Civil & Session Court-03-District Judge in the Financial Year 2024-2025

Sl. No	Name of the Head	Total budget sanctioned by the High Court
1	02 मजदूरी	250000
2	04 यात्रा व्यय	270000
3	08 पारिश्रमिक	—
4	11 अनुमन्यता संबंधी व्यय	850000
5	20 लेखन सामग्री एवं छपाई	200000
6	21 कार्यालय फर्नीचर एवं उपकरण	—
7	22 कार्यालय व्यय	400000
8	23 किराया, उपशुल्क एवं कर स्वामित्व	250000
9	26 कम्प्यूटर हार्डवेयर एवं साफ्टवेयर एवं अनुरक्षण	100000
10	27 व्यावसायिक तथा विशेष सेवाओं के लिए भुगतान	50000
11	29 गाड़ियों का संचालन अनुरक्षण एवं ईंधन आदि की खरीद	40000
12	30 आतिथ्य व्यय	10000
13	42 अन्य विभागीय व्यय	10000
14	51 अनुरक्षण	—
15	52 लघु निर्माण	—

**108- Criminal Court
03- Regular Establishment**

Sl. No	Name of the Head	Total budget sanctioned by the High Court
1	02 मजदूरी	—
2	04 यात्रा व्यय	16000
3	08 पारिश्रमिक	150000
4	11 अनुमन्यता संबंधी व्यय	180000
5	20 लेखन सामग्री एवं छपाई	10000
6	22 कार्यालय व्यय	15000
7	23 किराया, उपशुल्क एवं कर स्वामित्व	—
8	26 कम्प्यूटर हार्डवेयर एवं साफ्टवेयर एवं अनुरक्षण	10000
9	27 व्यावसायिक तथा विशेष सेवाओं के लिए भुगतान	—
10	29 गाड़ियों का संचालन अनुरक्षण एवं ईंधन आदि की खरीद	50000
11	30 आतिथ्य व्यय	—
12	42 अन्य विभागीय व्यय	2000
13	68 इश्योरेन्स पॉलिसी एवं प्रीमियम	—
14	53 वृहद निर्माण	—
15	67 वापसी	—

Section 4(1)(b)(xii)

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs, there are no subsidy programs in the District Court, Almora

Section 4(1)(b)(xiii)

Particular of recipients of concessions, permits or authorizations granted by it; Not applicable in the District Court, Almora.

Section 4(1)(b)(xiv)

**Details in respect of the information, available to or held by it, reduced in electronic form; Judgments, Cause lists and information of Judges and Court accessible worldwide for litigant public website:
<https://almora.dcourts.gov.in>**

Section 4(1)(b)(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

1-The litigant public can visit the website of the District Court

Almora <https://almora.dcourts.gov.in>

2-The litigant public can see the Cause list on the Notice Board.

3-The litigant public may enquire the status of their cases by moving applications in the Court.

SECTION 4 (1) (B) (xvi)

The Names, designations and Other

Public Information Officers:

**1-Sri Rajendra Singh Taragi.
Chief Administrative Officer.
Phone & Fax- 05962-230190**

**2- Sri Tara Chandra Joshi
Munsarim/ Reader,
Civil Judge (J.D.), Ranikhet
Phone & Fax - 05966-220613**

**3- Sri Soban Singh
Munsarim/ Reader, Civil Judge,
(J.D.) Bhikiyasain.
Ph. 05966-242131**

**4- Sri Jagdish Chandra Bhatt
Munsarim/ Reader, Civil Judge,
(J.D.) Dwarahat.**

**Particulars of the Appellate Authority under
Section 19(1) of the Right to Information Act.**

**Civil Judge (J.D.), Almora
Ph No. Office- 05962- 230190,
Fax No. 05962- 230190**

SECTION 4 (1) (B) (xvii)

**Such other Information as may be prescribed; and
thereafter update these publications every year:**

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