

RTI MANUAL 2005



DISTRICT COURT ALMORA (UTTARAKHAND)

**MANUAL OF
DISTRICT JUDICIARY, ALMORA
(UTTARAKHAND)
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 trial 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 1st 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 is the same, but all other officers of each cadre work 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
Sri Yogesh Kumar Gupta District & Session Judge , Almora	O- 230190 R- 232866
Addl. District & Session Judge, Almora (VACANT)	-
Addl. District & Session Judge, Ranikhet (VACANT)	-
Sri Mohammad Yaqoob Chief Judicial Magistrate, Almora	05962-230190
Ms. Afiya Mateen Civil Judge (Sr. Div.), Almora	05962-230190
Ms Anamika Singh Secretary, District Legal Service Authority , Almora	05962-231105
Ms. Udisha Singh Civil Judge (Jr. Div.) , Almora	05962-230190
Sri Nawal Singh Bisht Judicial Magistrate, Almora	05962-230190
Ms. Sonam Rawat Civil Judge (Jr. Div.), Ranikhet	05966-220612
Sri Anil Kumar Kori Civil Judge (Jr. Div.), Dwarahat	-
Civil Judge (Jr. Div.), Bhikiyasain Addl. Charge to Civil Judge (Jr. Div.) Ranikhet	-

Class 3rd Employees (Clerical Cadre) of Judgeship Almora**Chief Administrative Officers**

Shri Rajendra Singh Taragi	9410502525
Shri Triveni Pant	9411116505
Shri Rajendra Singh Pal	9410133008

Senior Administrative Officers

Shri Niranjan Lal	9627951375
Shri Dheeraj Kumar Tewari	9456371519
Shri Minhaz Khan	9412977941
Smt. Arti Arya	9456764876

Administrative Officers

Shri Kamal Kishor Kandpal	9639476012
Shri Ravindra Kumar	9536576714
Smt. Sarita Pant	9458924970
Smt. Rekha Mehta	9412908265

Head Assistants

Sri Rajesh Kumar	9456163288
Shri Paras Tulera	9917506212
Shri Vinod Bisht	9012586857
Shri Digar Singh Kalakoti	7351769331
Smt. Deepika Gahtodi	9411520093

Senior Assistants

Shri Harsh Pandey	9719033335
Shri Bishan Ram	9761049759
Shri Jagdish Chandra Bhatt	9410740701
Shri Tara Chandra Joshi	9410905296
Shri Kundan Singh Mer	9720533636
Shri Shyam Sundar Bawari	9690131534
Shri Mahesh Singh	7500074043
Shri Jeewan Singh Bhakuni	9634745816
Shri Rakesh Kumar	9690530339
Shri Arjun Singh Rawat	9675924183

Shri Shubham Saini	9627656596
Shri Kamal Kumar	7251829304
Ms Monika Saini	8449695049
Ms. Indra Joshi	9410579857
Junior Assistants	
Shri Bhupal Singh	9690050039
Ms. Janaki Bhatt	9719367359
Shri Pradeep Singh Nagarkoti	7060095481
Smt. Pushpa Nainwal	7455841480
Mr. Ashish Kotanala	7017177976
Class 3rd Employees (Stenographer Cadre) of Judgeship Almora	
Shri Subhash Singh Personal Officer - I	8979369240
Shri Lalit Mohan Mathpal Personal Officer - II	9410354521
Sri Om Prakash Senior Personal Assistant	9456746946
Shri Chander Shakar Tiwari Senior Personal Assistant	9837841001
Smt. Yogita Shekhar Tiwari Senior Personal Assistant	7417694576
Shri Ashok Lohani Personal Assistant	9536115540
Shri Sanjeev Kumar Personal Assistant	9917421890

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 2026-2027

Judicial Officers of Judgeship Almora		
Sri Yogesh Kumar Gupta District & Session Judge , Almora	199100-224100	224100/-
Sri Mohammad Yaqoob Chief Judicial Magistrate, Almora	111000-163030	155440/-
Ms. Afiya Mateen Civil Judge (Sr. Div.), Almora	111000-163030	138100/-
Ms. Anamika Singh Secretary, District Legal Service Authority , Almora	111000-163030	138100/-
Ms. Udisha Singh Civil Judge (Jr. Div.) , Almora	77840-136520	90250/-
Sri Nawal Singh Bisht Judicial Magistrate Almora	77840-136520	90250/-
Ms. Sonam Rawat Civil Judge (Jr. Div.),Ranikhet	77840-136520	85070/-
Sri Anil Kumar Kori Civil Judge (Jr. Div.), Dwarahat	77840-136520	101580/-
Class 3rd Employees (Clerical Cadre) of Judgeship Almora		
Shri Rajendra Singh Taragi Chief Administrative Officer	56100-177500	73200/-
Shri Triveni Pant Chief Administrative Officer	56100-177500	63100/-
Shri Rajendra Singh Pal Chief Administrative Officer	56100-177500	63100/-
Shri Niranjana Lal Senior Administrative Officer	47600-151100	60400/-
Shri Dheeraj Kumar Tewari Senior Administrative Officer	47600-151100	60400/-

Shri Minhaz Khan Senior Administrative Officer	47600-151100	58600/-
Smt. Arti Arya Senior Administrative Officer	47600-151100	56900/-
Shri Kamal Kishor Kandpal Administrative Officer	44900-142400	50500/-
Shri Ravindra Kumar Administrative Officer	44900-142400	49000/-
Smt. Sarita Pant Administrative Officer	44900-142400	49000/-
Smt. Rekha Mehta Administrative Officer	44900-142400	44900/-
Shri Rajesh Kumar Head Assistant	35400-112400	60400/-
Shri Paras Tulera Head Assistant	35400-112400	39900/-
Shri Vinod Bisht Head Assistant	35400-112400	39900/-
Shri Digar Singh Kalakoti Head Assistant	35400-112400	39900/-
Smt. Deepika Joshi Head Assistant	35400-112400	39900/-
Shri Harsh Pandey Senior Assistant	29200-92300	31900/-
Shri Bishan Ram Senior Assistant	29200-92300	45400/-
Shri Jagdish Bhatt Senior Assistant	29200-92300	39200/-
Shri Tara Chandra Joshi Senior Assistant	29200-92300	31000/-
Shri Kundan Singh Senior Assistant	29200-92300	31000/-
Shri Shyam Sundar Bawari Senior Assistant	29200-92300	31000/-
Shri Mahesh Singh Senior Assistant	29200-92300	31000/-
Shri Jeewan Singh Bhakuni Senior Assistant	29200-92300	31000/-

Shri Rakesh Kumar Senior Assistant	29200-92300	31000/-
Shri Arjun Singh Rawat Senior Assistant	29200-92300	31000/-
Shri Shubham Saini Senior Assistant	29200-92300	31000/-
Shri Kamal Kumar Senior Assistant	29200-92300	31000/-
Ms Monika Saini Senior Assistant	29200-92300	31000/-
Ms. Indra Joshi Senior Assistant	29200-92300	37000/-
Shri Bhupal Singh Junior Assistant	21700-69100	38300/-
Ms. Janaki Bhatt Junior Assistant	21700-69100	38300/-
Shri Pradeep Singh Nagarkoti Junior Assistant	21700-69100	32000/-
Smt. Pushpa Nainwal Junior Assistant	35400-112400	49000/-
Sri Ashish Kotnala Junior Assistant	21700-69100	21700/-
Class 3rd Employees (Stenographer Cadre) of Judgeship Almora		
Shri Subhash Singh Personal Officer	44900-142400	49000/-
Shri Lalit Mohan, Personal Officer	44900-142400	49000/-
Shri Om Prakash Senior Personal Assistant	35400-112400	47600/-
Shri Chander Shekhar Tiwari Senior Personal Assistant	35400-112400	43600/-
Smt. Yogita Shekhar Tiwari Senior Personal Assistant	35400-112400	41100/-
Shri Ashok Lohani Personal Assistant	29200-92300	39200/-
Shri Sanjeev Kumar Personal Assistant	29200-92300	39200/-

Group- D Employees of Judgeship Almora

Sri Kheem Singh Driver	25500-81100	41000/-
Sri Madan Singh Mehra Process Server	29200-92300	46800/-
Sri Umrao Singh Process Server	29200-92300	38100/-
Sri Jiwan Chandra Upadhyay Orderly	25500-81100	44100/-
Sri Harish Singh Mer Process Server	25500-81100	41000/-
Sri Anand Singh Mer Process Server	25500-81100	44100/-
Sri Sanjay Kumar Singh Process Server	19900-63200	38300/-
Sri Amar Singh Process Server	19900-63200	38300/-
Sri Bharat Singh Rawat Process Server	19900-63200	38300/-
Sri Ganesh Singh Taragi Process Server	19900-63200	38300/-
Sri Lalit Singh Bisht Process Server	19900-63200	33000/-
Smt. Shobha Bisht Peon	19900-63200	33000/-
Sri Narayan Chandra Peon	21700-69100	33000/-
Smt. Pushpa Kalakoti Peon	19900-63200	33000/-
Sri Nandan Singh Bisht Process Server	19900-63200	30200/-
Sri Manoj Ram Process Server	19900-63200	30200/-
Sri Jeewan Chandra Kandpal Peon	19900-63200	30200/-

Sri Jagdish Nath Goswami Process Server	19900-63200	30200/-
Sri Kishan Singh Bisht Process Server	19900-63200	29300/-
Sri Deepak Chandra Process Server	19900-63200	27600/-
Sri Lalit Nath Goswami Peon	19900-63200	30200/-
Sri Vinod Kumar Mehra Process Server	19900-63200	32000/-
Sri Birendra Singh Process Server	19900-63200	32000/-
Sri Balam Singh Bangari Process Server	19900-63200	27600/-
Mr Bahadur Singh Rawat Process Server	18000-56900	21500/-
Mr Sameer Ahamad Waterman	18000-56900	21500/-
Mr Narendra Peon	18000-56900	21500/-
Mr Rahul Kumar Peon	18000-56900	21500/-
Mr Rajendra Prasad Peon	18000-56900	21500/-
Mrs Alka Jinwal Peon	18000-56900	21500/-
Mr. Anil Karki Process Server	18000-56900	20900/-
Mr. Rakesh Bisht Peon	18000-56900	20900/-

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 2025-2026

Sl. No.	Name of the Head	Total budget sanctioned by the High Court
1	02 मजदूरी	415812
2	04 यात्रा व्यय	356882
3	08 पारिश्रमिक	—
4	11 अनुमन्यता सम्बन्धी व्यय	437561
5	20 लेखन सामाग्री एवं छपाई	600000
6	21 कार्यालय फर्नीचर एवं उपकरण	—
7	22 कार्यालय व्यय	868856
8	23 किराया, उपशुल्क एवं कर स्वामित्व	332117
9	26 कम्प्यूटर हार्डवेयर एवं साफ्टवेयर एवं अनुरक्षण	542629
10	27 व्यवसायिक तथा विशेष सेवाओं के लिए भुगतान	100000
11	29 गाड़ियों का संचलन अनुरक्षण एवं ईंधन आदि की खरीद	192763
12	30 आतिथ्य व्यय	5000
13	42 अन्य विभागीय व्यय	10394
14	51 अनुरक्षण	—
15	10 प्रशिक्षण व्यय	—

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	—
3	08 पारिश्रमिक	—
4	11 अनुमन्यता सम्बन्धी व्यय	9885
5	20 लेखन सामाग्री एवं छपाई	10000
6	22 कार्यालय व्यय	10000
7	23 किराया, उपशुल्क एवं कर स्वामित्व	—
8	26 कम्प्यूटर हार्डवेयर एवं साफ्टवेयर एवं अनुरक्षण	—
9	27 व्यवसायिक तथा विशेष सेवाओं के लिए भुगतान	—
10	29 गाड़ियों का संचलन अनुरक्षण एवं ईंधन आदि की खरीद	95130
11	30 आतिथ्य व्यय	—
12	42 अन्य विभागीय व्यय	2000
13	68 इंश्योरेन्स पॉलिसी एवं प्रीमियम	10000
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

The litigant public can visit the website of the District Court Almora

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

- 1 _The litigant public can see the Cause list on the Notice Board.
2. *The litigant public may enquire the status of their cases by moving applications in the Court*

SECTION 4 (1) (B) (xvi)

The Names, designations o f Other Public Information Officers:

- 1. Sri Triveni Pant**
Chief Administrative Officer.
Phone & Fax- 05962-230190
- 2- Sri Shyam Sundar Bawari**
Munsarim/ Reader,
Civil Judge (J.D.), Ranikhet
Phone & Fax – 05966- 220612
- 3- Sri Arjun Singh**
Munsarim/ Reader,
Civil Judge, (J.D.) Bhikiyasain.
- 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,
Email- dj-alm-ua@nic.in

SECTION 4 (1) (B) (xvii)

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

N.....I.....L