

[1] The particulars of its organization, functions and duties:

Judicial District Gir-Somnath has been bifurcated from Judicial District Junagadh and Established with effect from 26th June, 2016. The Court of the District Judge, Gir-Somnath has jurisdiction over the territories comprising of revenue district of Gir-Somnath having Talukas of Veraval, Kodinar, Sutrapada, Talala, Una and Gir-Gadhada.

The Judicial District Gir-Somnath has started functioning from 26/06/2016 and since then, District Court, Gir-Somnath has been functioning as District Judicial authority in the State of Gujarat.

As on today, the working strength of Judges in the District is as under;

Appellate Judges	Senior Civil Judges and Chief/Additional Chief Magistrates & Full Time Secretary, DLSA	Civil Judges
04	07	08

[2] The powers and duties of its officers and employees

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[3] The procedure followed in the decision making process, including Channels of supervision and accountability:

Sr. No.	Officer	Responsibility	Reporting Authority
1.	Additional Registrar, District Court, Gir-Somnath at Veraval.	1. Overall supervision of all courts of Gir-Somnath at judicial district. 2. To approve all important matters concerning the administration of the District Court, all Subordinate Courts as well as all branches of the District Court. 3. Supervision of work related to Judicial / Inspection / Nazir / MACT / Record and CFC branches of the District Court.	Principal District Judge, Gir-Somnath at Veraval.

2.	Nazir, District Court, Gir-Somnath at Veraval	<ol style="list-style-type: none"> 1. Overall Supervision of Nazir branch. 2. To approve all important matters concerning to the Nazir branch. 3. Overall supervision on all the Peons and Bailiffs of the District Court. 4. Supervision on the work related to the Infrastructure of the entire District. 5. Supervision over the work related to payment work in Civil/ Criminal/ MACP cases. 	Principal District Judge, Gir-Somnath at Veraval.
3.	Deputy Registrar, Judicial Branch, District Court, Gir-Somnath at Veraval	<ol style="list-style-type: none"> 1. Overall Supervision of Civil and Criminal Branch. 2. To approve all important matters concerning to the Civil and Criminal branch. 3. Supervision over the work related to Civil and Criminal cases, periodical statements and Registers maintained in the Judicial branch. 	Principal District Judge, Gir-Somnath at Veraval.
4.	Deputy Registrar, MACT Branch, District Court, Gir-Somnath at Veraval	<ol style="list-style-type: none"> 1. Overall supervision of MACT branch. 2. To approve all important matters concerning to the MACT branch. 3. Supervision over the work related to MACP cases, Payment in MACP cases, Periodical Statements and Registers maintained in the branch. 	Principal District Judge, Gir-Somnath at Veraval.
5.	Deputy Registrar, Inspection Branch, District Court, Gir-Somnath at Veraval	<ol style="list-style-type: none"> 1. Overall Supervision of Inspection Branch. 2. To approve all important matters concerning to the Inspection Branch. 3. Supervision over the work related to Periodical Statements, Assessments of the Judicial officers and Registers maintained in the branch. 	Principal District Judge, Gir-Somnath at Veraval.

6.	Record Keeper, Record Branch, District Court, Gir-Somnath at Veraval	1. Overall Supervision of Record Branch. 2. To approve all important matters concerning to the Record Branch. 3. Supervision over the work related to Certified Copies, Paper Books, Classification Work, Destruction Work, Periodical Statements and Registers maintained in the branch.	Principal District Judge, Gir-Somnath at Veraval.
7.	Registrar, Principal Senior Civil Court / Principal Civil Court of Taluka Courts	1. Overall Supervision of Taluka Courts. 2. To approve all important matters concerning the Administration. 3. Checking all the newly instituted cases. 4. Supervision over the work related to Periodical Statements, Accounts, Records, Legal Activities, infrastructure & Registers maintained in the Courts.	Principal Senior Civil Judge / Principal Civil Judge of the concern Taluka Courts.

[4] The norms set by it for the discharge of its functions:

Since the primary function of the Court is to dispense 'Justice' to the litigants and others in accordance with the laws, priority is given to achieve this aim.

While discharging official duties by the employees and officers of the District Judiciary, Gujarat Civil Courts Act-2005, Civil & Criminal Manual, Code of Civil Procedure-1908, Code of Criminal Procedure-1973, Gujarat Civil Services Rules-2002, Gujarat Financial Rules, Gujarat Treasury Rules, Gujarat Civil Services (Discipline and Appeal) Rules, Civil Services (Conduct) Rules, The Non-judicial Officers and Staff of the Court (Recruitment and Conditions of Service) Rules-2017 are followed. Over and above the various Gujarat Government Resolutions, Circulars, Notifications as well as Resolutions, Circulars and

Notifications issued by the Hon'ble High Court of Gujarat from time to time are also followed while discharging its functions.

[5] The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:

Mainly following rules/instructions are held by the District Court, Gir-Somnath or under its control followed by the Officers and staff of the District Court for discharging its function.

1. The Gujarat Civil Court Act, 2005.
2. The Civil Manual.
3. The Criminal Manual.
4. Criminal Procedure Code, 1973.
5. Civil Procedure Code, 1908.
6. Indian Penal Code, 1860.
7. Gujarat Civil Services Rules, 2002.

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

1. All the case records of different cases disposed of and pending (as per rules).
2. Annual Confidential Reports, Gradation List and Seniority List of Non-Judicial Officers and employees.

[7] 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:

There is no arrangement for consultation with the members of the public in relation to formulation of any policy or administration thereof.

[8] A statement of the boards, councils, committees and others bodies consisting of two or more persons constituted as its part or for the purpose of its advise 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:

There is no Board, Councils and other Bodies for the Purpose of its advice pertaining to this District Court.

However, the following Committees have been constituted by District Court, but these Committees are not open to the public and the minutes of meetings of such committees are not accessible to public.

Sr. No.	Name of Committee	Members of the Committee
1.	Advisory Committee	1) The Principal District Judge, Gir-Somnath at Veraval. 2) The Additional District Judge at Head Quarter, Veraval. 3) The Principal Senior Civil Judge, Veraval. 4) The Chief Judicial Magistrate, Veraval.
2.	Departmental Promotion Committee	1) The Principal District Judge, Gir-Somnath. 2) The (Senior most) Additional District Judge at Head quarter, Veraval. 3) The Principal Senior Civil Judge, Veraval.
3.	Departmental Examination Committee	1) The Principal District Judge, Gir-Somnath. 2) The Additional District Judge, Veraval. 3) The Principal Senior Civil Judge, Veraval. 4) The Chief Judicial Magistrate, Veraval.
4.	Internal Complaint Committee	1) Ms.J.S.Sutariya, Principal Senior Civil Judge, Veraval 2) Mrs.M.K.Patadiya, Gujarati Steno. Gr-III, Addl. Civil Court, Veraval. 3) Ms.V.D.Ram, Senior Clerk, District Court, Gir-Somnath. 4) Ms.M.P.Kariya, Advocate, Veraval 5) Ms.B.M.Aparnathi, Advocate, Veraval.
5.	District Court Management Systems Committee	1) The Principal District Judge, Gir-Somnath. 2) The Additional District Judge, Veraval. 3) The Principal Senior Civil Judge, Veraval. 4) The Chief Judicial Magistrate, Veraval. 5) District Government Pleader, Veraval. 6) Executive Engineer, R & B Division, Gir-Somnath at Veraval. 7) Senior Assistant Public Prosecutor at Head-Quarter, i.e. Veraval. 8) Registrar, District Court, Gir-Somnath at

		Veraval. 9) System Officer, District Court, Gir Somnath at Veraval. 10) President, Veraval Bar Association. 11) Mr.H.S.Hirani, Senior Advocate, Veraval Bar Association 12) Mr.V.R.Dari, Senior Advocate, Veraval Bar Association 13) Mr.B.M.Purohit, Senior Advocate, Veraval Bar Association 14) Mr.A.A.Bhadarka, Senior Advocate, Veraval Bar Association
6.	District Court Computer Committee	1) Mr.K.J.Darji, 2 nd Additional District Judge, Gir-Somnath at Veraval. 2) Mr.C.G.Desai, Additional Civil Judge, Veraval. 3) Mr.M.B.Purohit, 2 nd Additional Civil Judge, Veraval. 4) Mr.S.J.Chavda, System Officer, District Court, Gir-Somnath.
7.	Committee for Outsource Services	1) Principal District Judge, Gir-Somnath at Veraval. 2) Principal Senior Civil Judge, Veraval. 3) Chief Judicial Magistrate, Veraval.
8.	Witness Protection Committee	1) Principal District Judge, Gir-Somnath at Veraval. 2) Superintendent of Police, Gir-Somnath. 3) District Government Pleader, Gir-Somnath.

[9] A directory of its officers and employees:

Telephone numbers and E-mails of the non Judicial Officers and employees of the District Court and Subordinate Courts in Gir-Somnath District are as under;

Sr. No.	Non Judicial Officers and employees of the Courts	Telephone Number (Office) & E-mail
1	Additional Registrar, District Court, Gir Somnath at Veraval	02876 - 244888 dcourt-gir@gujarat.gov.in
2	Registrar, Additional District Court, Kodinar	02795 - 220967 adj.kodinar@gmail.com
3	Registrar, Additional District Court, Una	02875 - 226041 una.additional@gmail.com
4	Registrar, Principal Senior Civil Court, Veraval	02876 - 243620 acclerk-ver-jun@gujarat.gov.in

5	Registrar, Principal Senior Civil Court, Una	02875 - 221292 tcourt.unacivil@gmail.com
6	Registrar, Principal Civil Court, Kodinar	02795 - 220966 tcourt.kdr@gmail.com
7	Registrar, Principal Civil Court, Talala	02877 - 223357 tcourt.talala@gmail.com
8	Registrar, Principal Civil Court, Sutrapada	02876 - 263082 sutrapada.tc@gmail.com
9	Registrar, Principal Civil Court, Gir Gadhada	02875 - 243235 girgadhadatcourt@gmail.com
10	Registrar, Chief Judicial Magistrate Court, Veraval	02876 - 245840 cjm.girsomnath.veraval@gmail.com
11	Superintendent, District Legal Services Authority, Gir Somnath at Veraval	02876 - 244889 dlsagirsomnath@gmail.com

[10] The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

As per the Non-Judicial Officers and Staff (Recruitment and Condition of Service) Rules 2017, dated 10.04.2017 the monthly remuneration received by each Non-Judicial officers and employees is as under;

Sr. No.	Name and Class of the Post	Pay Scale (As per 7 th Pay Commission)
1	Additional Registrar, District Court/Registrar, Additional District Court (Class-I)	78800-209200
2	English Stenographer Grade-I (Class-I)	67700-208700
3	Gujarati Stenographer Grade-I (Class-I)	67700-208700
4	Registrar, Senior Civil Court (Class-I)	56100-177500
5	English Stenographer Grade-II (Class-II)	44900-142400
6	Gujarati Stenographer Grade-II (Class-II)	44900-142400
7	Registrar, Civil Court/Bench Clerk Grade-I (Class-II)	44900-142400
8	English Stenographer Grade-III (Class-III)	39900-126600
9	Gujarati Stenographer Grade-III (Class-III)	39900-126600
10	Head Clerk/Nazir/Record Keeper/Bench Clerk Grade-II (Class-III)	35400-112400
11	Senior Clerk/Bench Clerk Grade-III (Class-III)	25500-81100
12	Librarian (Class-III)	25500-81100
13	Assistant (Class-III)	19900-63200
14	Process Sever/Bailiff (Class-III)	19900-63200
15	Peon/Watchmen (Class-IV)	14800-47100

[11] The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

As per budget estimates of the Legal Department of the Government of Gujarat, which is available on the official website of the Government of Gujarat.

[12] The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:

No subsidy programme is being executed by this District Court.

[13] Particulars of recipients of concessions, permits or authorizations granted by it:

Does not arise.

[14] Details in respect of the information available to or held by it reduced in an electronic form:

The following information is being made available at the Website of court of District Court and KIOSK machines:

1. Daily Cause List.
2. CNR numbers of matters.
3. Case Status.
4. Judgments and Orders passed by the different Courts of this district.
5. List of Judicial Officers with designations, Leave List, Holiday Notifications.
6. KIOSKs Machines showing Case Status.
7. Display boards displaying number and category of case being heard in every Court.

[15] 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:

There is no library or reading room in the District Court for public use. The Public Information Officer is available during Office hours on working days.

[16] The names, designations and other particulars of the Public Information Officers:

The names and designations of the authorities under the Right to Information Act, 2005 for the Judicial District of Gir-Somnath is as under;

Sr.No.	Name and Designation	Designation under RTI Act, 2005.
1.	Mr.K.J.Darji, 2 nd Additional District Judge, Gir-Somnath at Veraval.	Appellate Authority under RTI Act, 2005.
2.	Ms.J.S.Sutariya, Principal Senior Civil Judge, Veraval.	Public Information Officer under RTI Act, 2005.
3.	Mr.K.A.Patel, Principal Senior Civil Judge and ACJM, Una.	Public Information Officer under RTI Act, 2005.
4.	Mr.H.M.Parmar, Principal Civil Judge and JMFC, Kodinar.	Public Information Officer under RTI Act, 2005.
5.	Mr.S.I.Chauhan, Principal Civil Judge and JMFC, Talala.	Public Information Officer under RTI Act, 2005.
6.	Mr.R.M.Chavda, Principal Civil Judge and JMFC, Sutrapada.	Public Information Officer under RTI Act, 2005.
7.	Mr.H.J.Vasavada, Principal Civil Judge and JMFC, Gir-Gadhada.	Public Information Officer under RTI Act, 2005.

[17] Such other information as may be prescribed and thereafter update these publications every year:

The information is nil.

N.B.: Utmost care has been taken in furnishing information correctly. If any information is found incorrect, it is purely accidental and unintentional.