

[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 of 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, Una, Kodinar, Talala, Sutrapada, 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.

The working strength of Judges as on 01st January, 2026, in the district is as under;

Appellant Judges	Senior Civil Judges	Civil Judges
04	10	04

The strength of Court staff as on 01st January, 2026, in the district is as under;

Sanctioned Strength	Filled-in	Vacant
387	238	149

**[2] THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES
&
[3] THE PROCEDURES FOLLOWED IN THE DECISION MAKING
PROCESS INCLUDING CHANNELS OF SUPERVISION AND
ACCOUNTABILITY:**

The powers and duties of the Non-Judicial Officers, employees and the channels of supervision and their accountability are summarized herein below, in the following manner:

Sr. No.	Officer	Responsibility	Reporting Authority
1	Registrar / Addl. Registrar, District Court, Gir Somnath at Veraval.	1 Overall supervision of all Courts of Gir Somnath 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 / Record / CFC / MACP branches of the District Court.	Principal District Judge, Gir Somnath at Veraval.
2	Registrar, Additional District Courts / Principal Senior Civil Courts & Principal Civil Courts.	1 Overall supervision of Taluka Courts. 2 To approve all important matters concerning the administration. 3 Checking of all newly instituted cases. 4 Supervision over the work related to Periodical Statements, Accounts, Records, Legal Activities, Infrastructures and Registers maintained in the Courts.	Additional District Judge / Principal Senior Civil Judge / Principal Civil Judge of the concerned Court.
3	Nazir, District Court / Principal Senior Civil Courts & Principal Civil Courts.	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 in Civil / Criminal / MACP cases.	Principal District Judge / Principal Senior Civil Judge / Principal Civil Judge of the concerned Court.

4	Head Clerk, Judicial Branch, District Court, Gir Somnath at Veraval.	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 & Criminal cases, Periodical Statements and Registers maintained in the branch.	Principal District Judge, Gir Somnath at Veraval.
5	Head Clerk, Inspection Branch, District Court, Gir Somnath at Veraval.	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, Assessment of the Judicial Officers and Registers maintained in the branch.	Principal District Judge, Gir Somnath at Veraval.
6	Head Clerk, MACP Branch, District Court, Gir Somnath at Veraval.	1 Overall supervision of MACP branch. 2 To approve all important matters concerning to the MACP branch. 3 Supervision over the work related to MACP cases, Periodical Statements and Registers maintained in the branch.	Principal District Judge, Gir Somnath at Veraval.
7	Record Keeper, 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 of records, Destruction of records, Periodical Statements and Registers maintained in the branch.	Principal District Judge, Gir Somnath at Veraval.

[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 litigents 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 Court, The Non-Judicial Officers and Staff the Court (Recruitment and Conditions of Service) Rules-2017 framed by the Hon'ble High Court in exercise of the powers conferred by the provision to Article 309 of the Constitution of India and Gujarat Civil Services Rules, 2002 are followed. As well as Circulars and Notifications issued by the Hon'ble High Court of Gujarat and Resolutions, Circulars, Notifications passed by the Government from time to time are also followed while discharging official duties.

[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 the following rules / instructions are held and followed by the Officers and employees of the District Court for discharging functions:

1. The Criminal Manual, 1977 and its amendments.
2. The Civil Manual, 1960 and its amendments.
3. The Non-Judicial Officers and Staff of the Courts (Recruitment and Conditions of Service) Rules, 2017 and its amendments.
4. The Gujarat High Court Case Flow Management (Subordinate Courts) Rules, 2016.
5. The Gujarat High Court Rules for Video Conferencing for Courts (High Court and Subordinate Courts), 2021.
6. The District Courts of the Gujarat States for the use of Electronic Communication and Audio-Vedio Electronic Means Rules, 2025.
7. The Sexual Harassment of of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
8. The Gujarat Commissioner of Oaths Rules, 2024.

[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 THERE OF:

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 PUBLIC 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 this District Court, but these committees are not open to public and the minutes of meetings of such committees are not accessible to public.

Sr. No.	Name of the Committee	Members of the Committee		Designation
1	Advisory Committee	1	Principal District Judge, Gir Somnath at Veraval.	Chairman
		2	Principal Senior Civil Judge, Veraval.	Member
		3	Chief Judicial Magistrate, Veraval.	Member
2	Departmental Promotion Committee	1	Principal District Judge, Gir Somnath at Veraval.	Chairman
		2	Principal Senior Civil Judge, Veraval.	Member
		3	Chief Judicial Magistrate, Veraval.	Member
3	Departmental Examination Committee	1	Principal District Judge, Gir Somnath at Veraval.	Chairman
		2	Additional District Judge, Gir Somnath at Veraval.	Member
		3	Principal Senior Civil Judge, Veraval.	Member
		4	Chief Judicial Magistrate, Veraval.	Member
4	Internal Complaint Committee	1	2 nd Additional Senior Civil Judge, Veraval.	Chairman
		2	Mrs.M.K.Patadiya, Gujarati Steno.	Member
		3	Ms.R.H.Pandya, Nazir	Member
		4	Ms.M.P.Karia, Advocate	Member
		5	Ms.B.M.Aparnathi, Advocate	Member
5	District Court Management Systems Committee	1	Principal District Judge, Gir Somnath at Veraval.	Chairman
		2	Additional District Judge, Gir Somnath at Veraval.	Member
		3	Additional District Judge, Gir Somnath at Kodinar.	Member
		4	Principal Senior Civil Judge, Veraval.	Member
		5	Chief Judicial Magistrate, Veraval.	Member
		6	The Secretary, DLSA, Gir Somnath at Veraval.	

		7	Collector, District – Gir Somnath	
		8	Superintendent of Police, District – Gir Somnath	
		9	Executive Engineer, R&B Department, Gir Somnath.	Member
		10	District Government Pleader, Gir Somnath.	
		11	Senior Assistant Public Prosecutor, Veraval.	
		12	Registrar, District Court, Gir Somnath at Veraval.	Member Secretary
		13	System Officer, District Court, Gir Somnath at Veraval.	Member
		14	President, Veraval Bar Asso.	Member
		15	Mr.V.R.Dari, Senior Advocate, Veraval Bar Asso.	Member
		16	Mr.A.I.Sumara, Senior Advocate, Veraval Bar Asso.	Member
6	District Case Management Committee	1	Principal District Judge, Gir Somnath at Veraval.	Chairperson
		2	Senior Additional District Judge, Gir Somnath at Veraval.	Member
		3	Principal Judge, Family Court, Gir Somnath at Veraval.	Member
		4	Principal Senior Civil Judge, Veraval.	Member
		5	Secretary, District Legal Services Authority, Gir Somnath at Veraval.	Additional Member
7	Accessibility Committee	1	Additional District Judge, Gir Somnath at Veraval.	Chairperson
		2	3 rd Additional Senior Civil Judge, Veraval.	Member
		3	Mr.P.U.Ram, Advocate, Veraval Bar Asso.	Member
		4	Registrar & Dist. Court System Admn., District Court, Gir Somnath.	Member
8	Grievance Redressal Committee	1	Principal District Judge, Gir Somnath at Veraval.	Chairman
		2	District Government Pleader, Gir Somnath at Veraval.	Member
		3	President, The Veraval Bar Asso.	Member
9	District Court Computer Committee	1	Senior most Additional District Judge at head quarter Veraval	Chairman
		2	Chief Judicial Magistrate, Veraval	Nodal Officer
		3	Additional Civil Judge, Veraval	Nodal Officer
		4	System Officer, District Court, Gir Somnath at Veraval	Asst. Member

10	Sanitation and Maintenance Committee	1	Principal Senior Civil Judge, Veraval	Chairperson
		2	3 rd Additional Senior Civil Judge, Veraval	Member Secretary
		3	Additional Civil Judge, Veraval	Member
		4	Nazir, District Court, Gir Somnath at Veraval	Asst. Member Secretary
		5	Nazir, Principal Senior Civil Court, Veraval	Member
		6	Registrar, Chief Judicial Magistrate Court, Veraval	Member
		7	Record Keeper, District Court, Gir Somnath at Veraval	Member
11	Vehicle Committee	1	Chief Judicial Magistrate, Veraval	Chairperson
		2	Full Time Secretary, DLSA, Gir Somnath at Veraval	Member Secretary
		3	Additional Civil Judge, Veraval	Member
		4	Registrar, District Court, Gir Somnath	Member
		5	Protocol Officer, District Court, Gir Somnath	Member
		6	Nazir, District Court, Gir Somnath	Asst. Member Secretary
12	Canteen Committee	1	Principal District Judge, Gir Somnath at Veraval	Chairperson
		2	Senior most Additional District Judge at head quarter, Veraval	Member
		3	Chief Judicial Magistrate, Veraval	Member
13	Solid Waste Management Committee	1	Principal District Judge, Gir Somnath at Veraval	Chairperson
		2	Chairperson of Sanitation and Maintenance Committee	Member Secretary
		3	Registrar, District Court, Gir Somnath at Veraval	Member
		4	Senior Clerk, Nazir Branch, District Court, Gir Somnath at Veraval	Member
		5	Sanitary Inspector, Veraval Patan Joint Municipality	Member
		6	Mr.A.I.Sumara, Advocate, the Veraval Bar Asso.	Member
14	Sub-Committee for Security Monitoring of Court Premises	1	Principal District Judge, Gir Somnath at Veraval	Head of the Committee
		2	Principal Judge, Family Court, Gir Somnath at Veraval	Member
		3	Chief Judicial Magistrate, Veraval	Member
		4	Registrar, District Court, Gir Somnath at Veraval	Member

		5	Dy. Nazir, District Court, Gir Somnath at Veraval	Member
15	Monitoring Committee for Scanning and Digitization	1	Additional District Judge, Gir Somnath at Veraval	Chairperson
		2	4 th Additional Senior Civil Judge, Veraval	Member
		3	Additional Registrar, District Court, Gir Somnath at Veraval	Member
		4	Record Keeper, District Court, Gir Somnath at Veraval	Member
16	Cash Flow Management Committee	1	Senior Most Additional District Judge, Gir Somnath at Veraval	Chairperson
		2	Cheif Judicial Magistrate, Veraval	Member
		3	Additional Registrar, District Court, Gir Somnath at Veraval	Member
		4	Head Clerk, Inspection Branch, District Court, Gir Somnath at Veraval	Member
		5	Head Clerk, Judicial Branch, District Court, Gir Somnath at Veraval	Member
		6	System Officer, District Court, Gir Somnath at Veraval	Member

[9] A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

Telephone numbers and E-mails of the offices of District Court, Gir Somnath at Veraval and all Subordinate Courts in Gir Somnath district are as under;

Sr.	Name of Court	Telephone No.	E-mail
[District Court, Gir Somnath at Veraval]			
1	District Court, Gir Somnath at Veraval.	(02876) 244 888	dcourt-gir@gujarat.gov.in
2	Additional District Court, Veraval.	--- As above ---	adc-veraval@gujarat.gov.in
[Civil Court, Veraval]			
3	Principal Senior Civil Court, Veraval.	(02876) 243 620	pssc-veraval@gujarat.gov.in
4	2 nd Additional Senior Civil Court, Veraval.	--- As above ---	2nd-addl-scc-vrl@gujarat.gov.in
5	3 rd Additional Senior Civil Court, Veraval.	--- As above ---	3rd-addl-scc-ver@gujarat.gov.in
6	4 th Additional Senior Civil Court, Veraval.	--- As above ---	4th-addl-scc-ver@gujarat.gov.in
7	Additional Civil Court, Veraval.	--- As above ---	addl-cc-veraval@gujarat.gov.in
8	Chief Judicial Magistrate Court, Veraval.	(02876) 245 840	cjm-veraval@gujarat.gov.in
[Additional District Court, Una]			
9	Additional District Court, Una.	(02875) 226 041	adc-una@gujarat.gov.in
[Civil Court, Una]			
10	Principal Senior Civil Court, Una.	(02875) 221 292	pssc-una@gujarat.gov.in
11	Additional Senior Civil Court, Una.	--- As above ---	addl-scc-una@gujarat.gov.in
12	2 nd Additional Senior Civil Court, Una.	--- As above ---	2nd-addl-scc-una@gujarat.gov.in
[Additional District Court, Kodinar]			
13	Additional District Court, Kodinar.	(02795) 220 967	adc-kodinar@gujarat.gov.in
[Civil Court, Kodinar]			
14	Principal Senior Civil Court, Kodinar.	(02795) 220 966	pssc-kodinar@gujarat.gov.in

[Civil Court, Talala]			
15	Principal Civil Court, Talala.	(02877) 223 357	pcc-talala@gujarat.gov.in
[Civil Court, Sutrapada]			
16	Principal Civil Court, Sutrapada.	(02876) 263 082	pcc-sutrapada@gujarat.gov.in
[Civil Court, Gir Gadhada]			
17	Principal Civil Court, Gir Gadhada.	(02875) 243 235	pcc-girgadhada@gujarat.gov.in
[District Legal Services Authority, Gir Somnath at Veraval]			
18	District Legal Services Authority, Gir Somnath.	(02876) 244 889	dlsa-veraval@gujarat.gov.in

[10] THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPANSATION AS PROVIDED IN ITS REGULATIONS:

As per the Non-Judicial Officers and Staff of the Courts (Recruitment and Conditions of Service) Rules-2017' dated 10.04.2017 the monthly remuneration received by each Non-Judicial Officers and Employees are as under;

Sr. No.	Name of Posts	Pay Scale (As per 7th Pay Commission)
1	Registrar, District Court / Additional Registrar, District Court / Registrar, Additional District Court (Group-A)	78800-209200
2	Executive Assistant to PDJ (Group-A)	67700-208700
3	English / Gujarati Stenographer Grade-I (Group-A)	67700-208700
4	Registrar, Senior Civil Court (Group-A)	56100-177500
5	English / Gujarati Stenographer Grade-II (Group-B)	44900-142400
6	Registrar, Civil Court / Bench Clerk Grade-I / Protocol Offier / Secretary to PDJ (Group-B)	44900-142400
7	English / Gujarati Stenographer Grade-III (Group-C)	39900-126600
8	Head Clerk / Nazir / Deputy Nazir / Record Keeper / Bench Clerk Grade-II (Group-C)	35400-112400
9	Senior Clerk / Bench Clerk Grade-III (Group-C)	25500-81100
10	Librarian (Group-C)	25500-81100
11	Assistant (Group-C)	19900-63200
12	Xerox Operator (Group-C)	19900-63200
13	Bailiff / Process Server (Group-C)	19900-63200
14	Book Binder (Group-D)	16900-53500
15	Peon / Watchmen / Sweeper / Water Server / Lift Man / Home Attendent / Domestic Attendent (Group-D)	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 the 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 ELECTRICAL FORM:

The following information is being made available at the website of this District Court and Kiosk Machines.

1. Daily Cause List
2. CNR numbers of the matters
3. Case Status
4. Judgments and Orders passed by the different Courts of this district
5. List of Judicial Officers with designations and Leave List
6. KIOSK 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 as well as Subordinate Courts in this district for public use. The Public Information Officer is available during office hours on working days.

**[16] THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF
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;

Courts and its offices working at Station..	Public Information Officer	Assistant Public Information Officer
Court of District Judge, Gir Somnath at Veraval.	Principal Senior Civil Judge, Veraval.	Registrar, District Court, Gir Somnath at Veraval.
Court of Principal Senior Civil Judge, Veraval.	Principal Senior Civil Judge, Veraval.	Registrar, Principal Senior Civil Court, Veraval.
Court of Additional District Judge, Gir Somnath at Una.	Principal Senior Civil Judge, Una.	Registrar, Additional District Court, Gir Somnath at Una.
Court of Principal Senior Civil Judge, Una.	Principal Senior Civil Judge, Una.	Registrar, Principal Senior Civil Court, Una.
Court of Additional District Judge, Gir Somnath at Kodinar.	Principal Senior Civil Judge, Kodinar.	Registrar, Additional District Court, Gir Somnath at Kodinar.
Court of Principal Senior Civil Judge, Kodinar.	Principal Senior Civil Judge, Kodinar.	Registrar, Principal Senior Civil Court, Kodinar.
Court of Principal Civil Judge, Talala.	Principal Civil Judge, Talala.	Registrar, Principal Civil Court, Talala.
Court of Principal Civil Judge, Sutrapada.	Principal Civil Judge, Sutrapada.	Registrar, Principal Civil Court, Sutrapada.
Court of Principal Civil Judge, Gir Gadhada.	Principal Civil Judge, Gir Gadhada.	Registrar, Principal Civil Court, Gir Gadhada.

**[17] SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND
THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR:**

Nil.

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