

(ii) The powers and duties of its officers and employees :-

There are following cadres of the Judicial Officers :

(i) Principal District and Sessions Judge.

Administrative Head of Department in District.

Also, deal with both Civil and Criminal matters as per provisions of law and triable by the Court of Sessions only and also the matter under Special Acts and Motor Accident Claim Petitions.

(ii) Additional District Judge and Sessions Judge.

The above Judicial Officers deal with both Civil and Criminal matters as per provisions of law and triable by the Court of Sessions only and also the matter under Special Acts and Motor Accident Claim Petitions.

(iii) The Principal Senior Civil Judge and Additional Senior Civil Judges.

Principal Senior Civil Judge is administrative head of the Senior Civil Courts and other Civil Courts. The above Judicial Officers deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The cases against the Government, Marriage Petitions, Land Acquisition Cases are heard and decided by these Judicial Officers, as per provisions of law.

(iv) **The Chief Judicial Magistrates & Additional Chief Judicial Magistrates :**

The Chief Judicial Magistrate is administrative head of the Chief Judicial Magistrate Court at District place. The above Judicial Officer deal with all types of Criminal matters excluding the cases triable by the Court of Sessions, as per provisions of law.

(v) **The Principal Civil Judge & also the Additional Civil Judge and Judicial Magistrate First Class :**

To deal with the matters of Civil nature having pecuniary jurisdiction up to Rs. Twenty Five lakh and Judicial Magistrate to deal with all types of Criminal matters as per provisions of law excluding cases triable by the Court of Sessions.

To deal with the matters of criminal nature excluding triable by the Court of Sessions and cases having exclusive jurisdiction by the Chief Judicial Magistrate and also Special Courts. Juvenile Justice Board is constituted for Patan District at Headquarter Patan for the trial of cases of the Juvenile in conflict with law under Sec. 4 of the Juvenile Justice (Care and Protection of Children) Act, 2000. Additional Civil Judge and Judicial Magistrate, First Class, Patan is appointed as Chairman to preside over the Juvenile Justice Board.

The various categories of the employees of this organization are as under :

Sr No	Designation	Responsibility	Reporting
1.	Registrar	To perform administrative work of whole District as ordered by Principal District Judge. To maintain the Employees Annual Confidential Report file of the District. To inspect as well as to take surprise visit of the Subordinate Courts of the District as ordered by Principal District Judge. To perform the duties related to the Right To Information Act. To perform all the duties as mentioned in the para 537, 539 & 540 of Civil Manual 1960. To perform any duty assigned by the Principal District Judge.	The Principal District Judge, Patan
2.	Additional Registrar	To take presentations & examinations of the Applications, Appeals & Petitions of Institutions of Civil, Criminal & M.A.C.T. Branches of District Court. Supervision of Civil, Criminal & M.A.C.T., Record, Inspections Branches. To perform the duties related to Valuable Muddamal Verification.	

		To attend the work related to P.W.D. Help & Co-operate the Registrar to run the administration smoothly. To perform all the duties mentioned in para 537, 539 & 540 of Civil Manual, 1960. To perform any other duty assigned by the Principal District Judge.	
3.	Executive Assistant to the Principal District Judge	To take the dictation from the Principal District Judge, as and when called. To perform the duty as assign by the Principal District Judge.	
4.	Registrar, Senior Civil Court	Institution entered number of Civil Nature cases after proper verification by C.F.C. and to present before presiding officer for necessary orders. To maintain caveat application register and to present it in the related injunction application case with endorsement. To work the administrative side and to supervise all the staff working under presiding officer. To maintain various types of Registers as prescribed and to take the sign of presiding officer, time to time. To receive the applications of	

		certified copies and to sign it. To sign for true copy in the bill presented by the Nazir Branch concerned. To sign in the inward-outward post with process received from the Hon'ble High Court and other courts or offices. To maintain advocate Practice register, registration and to issue the necessary certificate as per order. To work as Assistant Public Information Officer. To work administrative correspondence letters alongwith confidential letters To sign on summons, notices and public notice etc. processes of all kind of civil cases. To perform any duty assigned by the Presiding Officer.	
5.	Stenographers	To take dictation from the presiding officer. To type the judgment from the dictation and upload it. To maintain the steno-diary regularly according to the Hon'ble High Court's circular no. 3/2918 of 1991, dated 29.01.1991. To perform any duty assigned by the Presiding Officer.	

6.	Secretary to the Principal District Judge	To preserve Confidential records and to handle the Confidential correspondence with the High Court in connection with complaints / allegations made against staff members as well as Judicial Officers and in such other confidential matters, as well as correspondence with the Government. To assist the Principal District Judge to hold Lok-Adalats, Legal Literacy Camps and to carry out certain duties which require constant contacts with the Government Department and Officers. To accompany Principal District Judge at the time of surprise visits to Subordinate Courts for proper watch and inspection of Courts functions. To assist the Principal District Judge at the time of meeting with the Judicial Officers as well as members of the Bar Association and other Local Authorities to solve the problem arises from time to time. To make arrangement for the visiting V.I.Ps. for necessary reservation at the Government Circuit or Guest House. For maintaining protocol to get assistance on every aspects.	
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7.	Protocol Officer	To perform the duties related to Hon'ble High Court Protocol Branch To perform the duties related to official meetings / correspondence with Government Officials. To perform the duties related Legal Workshop, Quarterly Meeting and other workshops / seminars. To perform any duty assigned by the Principal District Judge and Registrar, District Court.	

8.	Registrar, Civil Court	To verify the newly instituted cases and put before presiding officer for necessary order. To work the administrative side and to supervise all the staff working under presiding officer. To maintain various types of Registers as prescribed and to take the sign of presiding officer, time to time. To receive the applications of certified copies and to sign it. To sign in the inward-outward process received from the Hon'ble High Court. To maintain advocate registration register and to issue the necessary certificate to them. To work as Assistant Public Information Officer. To perform any duty assigned by the Presiding Officer.	
9.	Head Clerk	To supervise the work of superintendent and Assistants. To supervise the routing filing of the court/ branch. To perform duties related to confidential correspondence of Judicial Officer. To maintain prescribed various registers.	

		To perform any duty assigned by the Principal District Judge and Registrar, District Court.	
10.	Bench Clerk / Grade- I,II & III	To perform duty as a Bench Clerk. To Maintain Memorandum Book. To Write Roznama in all Daily Civil work and to take signature of Presiding Officer. To Maintain Daily Court Fee book. To Prepare Rojmel book Register To Maintain Disposal Register. To Maintain EX-5 & Stay Register etc. As a Bench Clerk. To Prepare All statement with help of Civil petty Clerk. To Prepare Certificate of Transfer Charge (C.T.C). Daily Board updating in computer with help of Deputy Clerk. To do work as direction of the Presiding Officers & Registrar.	
11.	Librarian	To prepare the submissions to purchase of law books. To take custody of books of the courts.	

		To allot the books to the every court, as and when called. To maintain the various registers of the court library. To perform any duty assigned by the Presiding Officer.	
12.	Bill Clerk / Account Clerk Assistant	To Prepare Pay Bills of the Class-I,II,III,IV Employees serving on establishment of this court. To Prepare Difference bills, TA-DA Bills, GPF bills and Misc. Bills of the employees working on the establishment of the Court. To prepare Telephone bills, Electricity bills, paper bills of the Judicial Officers. To maintain General Account Register of the Principal Senior Civil Court, Gandhinagar. To maintain Contingency Account Register To maintain Acqitance Account Register To maintain Permanent Advance Account Register. To maintain Grant Account Register. To Received amount for Civil nature Cases and entry in register. To make payment as per order passed in payment purshish.	

		To maintain Account registers and prepare Statement or information as when required. To work as per instruction and order of the Presiding Officers & Registrar, Head Clerk And Sr. Clerk	
13.	Record Clerk/ Assistant.	To sent the disposed cases of appeal to Hon'ble High Court of Gujarat / Hon'ble District Court within time limit of appeal filing. To receive the cases of appeal and send it to concern court after doing entry in register as per order. To do the entries of disposed civil cases in register after arranging it as per Civil Manual then send it to central record room. To receive the disposed civil cases of all courts as per list then send it Record Room. To arrange certified copies of civil writ. To work as per instructions of Registrar Head Clerk And Sr. Clerk and Presiding Officer.	
14.	Civil Petty Clerk Assistant	To do work as Civil Petty Clerk. To take custody of civil nature cases, files To issue Process as per rojanama. which comes on daily board and to put in adjournment date. To complete the work as per order passed in rojkam.	

		To maintain all kind of civil registers which are under the responsibility of Civil Petty Clerk To issue Summons, Public Notice, Notice, Warrant and Summons for Witness in current cases as per order for its process. To draw a decree with in appropriate time limit. To sent the original papers from cases as per application of certified copies by doing required entry in the register and after completion of that work rearrange case papers properly. To prepare monthly statements and to provide information as required on urgent basis. To issue court fee refund certificate as per order. To work as per instructions of Registrar Head Clerk And Sr. Clerk and Presiding Officer.	
15.	Process Clerk Assistant	To send the newly instituted all civil nature cases for computer entry after the order passed by Hon'ble court, and to write First rojkam. To do category wise register entry of every Civil nature cases. To send all the newly instituted cases to concern court before its next date. To issue process of first stage summons notice of newly instituted cases as per order.	

		To see that whenever any old cases are taken for converting it should be sent for computer entry for a new case number and to do entry of those new number in register. To maintain all Civil nature Cases registers. To work as per instructions of Registrar Head Clerk And Sr. Clerk and Presiding Officer.	
16.	Dispatch Clerk Assistant	To do work as Dispatch Clerk. To received Post, Letters from All Courts and other offices and Inward it. To send all type of post i.e. Letters, and Process etc after outward Numbers To maintain Postage Stamp Register and daily sign it. To received all Process for Services, from Honble High Courts and others court and inward it. To Send all process after service and endorsement of Bailiff to the Hon'ble. High court and other courts. To work as per instructions of Registrar, Nazir and Presiding Officer.	
17.	Xerox Operator	To do the work related to zerox copies. To do the work related to preparing paper books, certified copies, etc. To take care of the zerox	

		machine allotted to him. To maintain register of zerox paper. To perform any duty assigned by the Presiding Officer.	
18.	Driver	To take care of the car allotted him. To maintain the log book related to car. To perform any duty assigned by the Presiding Officer.	
19.	Bailiff (Process Server)	To serve the process of the courts of this District and also received from the all another courts. To send back the process alongwith their report of serve or not serve. To perform any duty assigned by the Presiding Officer, Registrar and Nazir.	
20.	Binder	To do the work related to bind the books, registers etc. of the court. To take care of the tools allotted to him. To maintain the necessary register for binding work. To perform any duty assigned by the Presiding Officer.	
21.	Hawalदार / Naik / Peon	To perform any duty assigned by the Presiding Officer.	

