

No. **1438**

From

The Registrar General,  
Punjab & Haryana High Court,  
Chandigarh.

To

All the District & Sessions Judges,  
in the States of Punjab, Haryana & U.T. Chandigarh.

Dated, Chandigarh the **25.08.2014**.

**Subject:- Circulation of Uniform Outlook of the District Court websites/webpages as available on [www.ecourts.gov.in](http://www.ecourts.gov.in) to maintain uniformity in the websites/webpages in the States of Punjab & Haryana.**

Sir,

I am directed to refer you on the subject cited above and to inform that at present in Punjab and Haryana local websites <http://punjabjudiciary.gov.in> and <http://haryanajudiciary.gov.in> respectively alongwith national website [www.ecourts.gov.in](http://www.ecourts.gov.in) are being maintained.

Hon'ble the Executive Committee of this Court in its meeting dated 07.08.2014 has decided not to maintain the local websites <http://punjabjudiciary.gov.in> and <http://haryanajudiciary.gov.in> except its cause list feature. It has further been decided that now onwards all the District Court Webpages on the National Website [www.ecourts.gov.in](http://www.ecourts.gov.in) shall be duly maintained by all the District Courts by uploading complete information in accordance with enclosed document titled "UNIFORM OUTLOOK OF THE DISTRICT COURT WEBPAGES ON ECOURTS.GOV.IN"

It is further decided that local websites <http://punjabjudiciary.gov.in> and <http://haryanajudiciary.gov.in> shall however be retained in order to redirect the user to the webpage of the respective Sessions Division on National Website [www.ecourts.gov.in](http://www.ecourts.gov.in).

You are, therefore, requested to direct the concerned officers/officials to maintain the Webpages on the National Website [www.ecourts.gov.in](http://www.ecourts.gov.in) accordingly, while retaining updating 'Cause List' feature on local websites.

Yours faithfully,

**Sd/-**

OSD (Computerization & U.T.)  
for Registrar General

Encls.As Above

## UNIFORM OUTLOOK OF THE DISTRICT COURT WEBPAGES ON ECOURTS.GOV.IN

### Items on the Left Menu:-

1. About us

a. History of Courts

b. Judicial Officers

c. Former Officers

d. Calendar

e. Contact us

2. Cause List (local)

3. Judges on leave

4. Police Station

5. Duty Roster

6. Free Legal Aid

7. Court Fee

8. Mediation Centre

9. Statutes and Rules

10. Right to Information

11. Circulars / Notices

12. Important Forms

13. Important Judgments

14. Related Websites

**Items on the Left Menu**

**1. About us**

**a. History of Courts**

- Information regarding creation of the Court at headquarters and Courts at Sub Divisions.
- Information regarding expansion and contraction of geographical area of the Sessions Division or Sub Division.
- Information regarding the location of the Courts and the subsequent changes in the location or establishment of new Court Complex, wherever applicable.
- Any other information as directed by this Court.

**b. Judicial Officers**

- Names and Designations of currently posted Judicial Officers at the Headquarters of the Sessions Divisions as well as Sub Divisions.
- Information regarding date of Joining.
- Information qua location of the Court rooms.
- Brief description regarding jurisdiction of the Court e.g. Juvenile Justice Board; Negotiable Instrument Act Court; Evening Court.
- Complete aforementioned information regarding Presiding Officers/Chairman of all other Judicial authorities existing in the Sessions Division e.g. Presiding Officers, Industrial and Labour Court; District Judge, Family Court; Special Judge, CBI Court; Special Judicial Magistrate, CBI Court; Secretary, District Legal Services Authority; Court of Railway Magistrate; Judge, Small Cause Court; Presiding Officer, Special Environment Court; Chairman, Permanent Lok Adalat (Public Utility Services); President, District Consumer Dispute Redressal Commission.
- The list of Judicial Officers shall be prepared in accordance with the sample indicated in at **Annexure-A.**

**c. Former Officers**

- Names of all the District and Sessions Judge alongwith their period of posting since the creation of such Court in the respective Sessions Division or Sub Divisions.
- Names of all the Civil Judge (Senior Division) alongwith their period of posting since the creation of such Court in the respective Sessions Division or Sub Divisions.
- Names of all the Chief Magistrates alongwith their period of posting since the creation of such Court in the respective Sessions Division or Sub Divisions.

- Names of all the Presiding Officers, Industrial and Labour Tribunal alongwith their period of posting since the creation of such Court in the respective Sessions Division or Sub Divisions.
- Names of all the District Judge, Family Court alongwith their period of posting since the creation of such Court in the respective Division or Sub Divisions.
- Names of all the Presiding Officer, Special Environment Court alongwith their period of posting since the creation of such Court in the respective Sessions Division or Sub Divisions.
- Names of all the Special Judges, CBI Court alongwith their period of posting since the creation of such Court in the respective Sessions Division or Sub Divisions.
- Names of all the Special Judicial Magistrate, CBI Court alongwith their period of posting since the creation of such Court in the respective Sessions Division or Sub Divisions.
- For other designations which are more than one in number, it will be quite difficult to collate the date of all such officers who remained on such posts in all the Districts and, therefore, it is proposed that under this tab, the Judicial Officers who remained posted as Additional District and Sessions Judges or Civil Judge (Junior Division) in any Sessions or Sub Division shall be incorporated in w.e.f. 01-01-2014.
- The list of Judicial Officer shall be prepared designation wise. The list of Judicial Officers shall be prepared in accordance with the sample indicated in at **Annexure-B**.

#### d. **Calendar**

- Calendar for the District Courts of Punjab/ Haryana be displayed as approved by the Hon'ble High Court for the current year and two preceding years.

#### e. **Contact us**

- Superintendents of each district shall be the contact person for any complaints/suggestions regarding updation or in respect of contents of web page. In this regard, Name, Designation and official email ID of the concerned Superintendent be displayed.
- However, the e-mails received on such e-mail ID shall be forwarded to the Ld. District & Sessions Judge and also to the Registrar (Computerization) of this Court to ensure quick follow up.

## 2. **Cause List (local)**

- Cause list of all the Courts as mentioned against the tab Judicial Officers, shall be uploaded on website after generation from C.I.S.
- Scanned PDF files of cause lists should be uploaded qua those courts which are not on C.I.S.
- Cause List shall contain name of the Officer, designation, place of posting, date of cause list, Court Room no., location of Court in the header.
- The cause lists shall be uploaded latest by 4.00 P.M. on the preceding day.
- It shall be duty of the System Officer and System Assistants to ensure uploading of cause lists of all the Judicial Officers on the website under provision of Court Manager.

### 3. Judges on leave

- Information regarding leaves of Judicial Officers should be displayed in chronological order.
- Information about every leave shall be kept on website for a maximum period of one month from the date joining of the Judicial Officer availing such leave.
- Superintendent shall ensure to display this information on website as and when such leave applications are received and allowed.
- Complete spell sought to be availed by the Judicial Officer during the leave period shall be displayed on the website.
- The information shall be displayed in the format mentioned in at Annexure – C.

### 4. Police Station

- The information shall be displayed in the format mentioned in at Annexure – D.

### 5. Duty Roster

- The information shall be displayed in the format mentioned in at Annexure – E.

### 6. Free Legal Aid

- Brief Description about the facility of Free Legal Aid.
- Description about the methodology of availing this facility.
- Name, Designation, any Contact nos. of the concerned Officers and officials.
- Link to the website of the State Legal Services Authority for more details.

### 7. Court Fee

- Latest information about the Court fee payable for filing different suits / petitions / appeals etc. alongwith ad valorem Court fee table shall be uploaded under this head. Any other fees chargeable by the Court can also be uploaded under this head after approval from the learned District and Sessions Judge.

### 8. Mediation Centre

- Brief Description about the facility of Mediation Centre.
- Description about the methodology of availing this facility.
- Name, Designation, any Contact nos. of the concerned Officers and officials.
- Link to the website of the State Legal Services Authority for more details.

## 9. Statutes and Rules

- Link to India Code website for all Bare Acts, ADR rules, Gender Sensitization Rules, any other item as directed by this Court or by learned District & Sessions Judge..

## 10. Right to Information

- Right to Information Laws/Rules
- Details of authorities designated under the rules/law
- Brief description of procedure for seeking information
- Consolidated statements of Institution, disposal and pendency of cases in Sessions Courts in the District/Sub-Division.
- Consolidated statement showing Institution disposal and pendency of cases in Magisterial Courts in the District/Sub-Division.

## 11. Circulars / Notices

- Under this head, important circulars or notices issued by this Hon'ble Court or by the District Courts/Sub-Divisional Courts shall be uploaded after approval from the learned District and Sessions Judge. Also information regarding services available at District Courts for litigants and advocates can also be mentioned under this head.
- List of Nodal Officers for Video conferencing should be uploaded under this head.

## 12. Important Forms

- Under this head, important Forms (i.e. Address Form, Bail Bond, Vakalatnama, Opening Sheet, List of Documents, List of objections and Memorandum of appearance, etc.) shall be uploaded.

## 13. Important Judgments

- Under this tab judgments circulated by the Hon'ble Apex Court or by Hon'ble High Court shall be uploaded. Further judgments of Hon'ble Supreme Court or Hon'ble High Courts as deemed fit by learned District and Sessions Judge shall be uploaded.

## 14. Related Websites

- Punjab and Haryana High Court
- Punjab State Legal Services Authority (in Punjab District Courts).
- Haryana State Legal Services Authority (in Haryana District Courts).
- Punjab and Haryana High Court Mediation and Conciliation Centre.
- Punjab and Haryana High Court Central Recruitment Agency.

- Chandigarh Judicial Academy.
- Website of the Bar Association.

- Note:
1. At every Sessions Division, learned District & Sessions Judge shall depute a court official who shall scrutinize the website contents regularly so as to ensure that the information available on the website/webpage is latest/updated. Further in order to optimally utilize web space allotted to each Sessions Division, the said authorized person shall remove stale information/unnecessary data from website at regular intervals under orders from learned District & Sessions Judges.
  2. The information/tables/format which is to be uploaded on the websites/webpage can be made attractive by using designing tools keeping in view optimization of web space.
  3. Scanned illegible copies of documents shall be avoided from being uploaded on websites.

**ANNEXURE - A**

LIST OF JUDICIAL OFFICERS POSTED  
AT SESSIONS DIVISIONS \_\_\_\_\_

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	DATE OF JOINING	LOCATION OF COURT ROOM	JURISDICTION
1.					
2.					

AT SUB DIVISION \_\_\_\_\_

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	DATE OF JOINING	LOCATION OF COURT ROOM	JURISDICTION
1.					
2.					

OTHER COURT \_\_\_\_\_

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	DATE OF JOINING	LOCATION OF COURT ROOM	JURISDICTION
1.					
2.					



**ANNEXURE - B**

Updated as on \_\_\_\_\_

FORMER JUDICIAL OFFICERS  
AT SESSIONS DIVISION \_\_\_\_\_  
DISTRICT & SESSIONS JUDGES

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	STATION OF POSTING	DATE OF JOINING	DATE OF TRANSFER/ RETIREMENT
1.					
2.					

ADDITIONAL DISTRICT & SESSIONS JUDGES

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	STATION OF POSTING	DATE OF JOINING	DATE OF TRANSFER/ RETIREMENT
1.					
2.					

CIVIL JUDGES (SENIOR DIVISION)

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	STATION OF POSTING	DATE OF JOINING	DATE OF TRANSFER/ RETIREMENT
1.					
2.					

CHIEF JUDICIAL MAGISTRATE

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	STATION OF POSTING	DATE OF JOINING	DATE OF TRANSFER/ RETIREMENT
1.					
2.					

ADDITIONAL CIVIL JUDGES (SENIOR DIVISION)

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	STATION OF POSTING	DATE OF JOINING	DATE OF TRANSFER/ RETIREMENT
1.					

CIVIL JUDGES (JUNIOR DIVISION)

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	STATION OF POSTING	DATE OF JOINING	DATE OF TRANSFER/ RETIREMENT
1.					

**ANNEXURE - C**

OFFICER(S) ON LEAVE AS ON \_\_\_\_\_

IN \_\_\_\_\_ SESSIONS DIVISION

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	STATION OF POSTING	ON LEAVE FROM	ON LEAVE TILL
1.					
2.					
3.					

**ANNEXURE - D**

POLICE STATIONS ALOTTED TO JUDICIAL OFFICERS

AT SESSIONS DIVISION \_\_\_\_\_

AS ON \_\_\_\_\_

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	POLICE STATIONS
1.			
2.			
3.			

AT SUB DIVISION \_\_\_\_\_

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	POLICE STATIONS
1.			
2.			
3.			

**ANNEXURE E**

DUTY ROSTER FOR THE MONTH OF \_\_\_\_\_  
AT SESSIONS DIVISION \_\_\_\_\_

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	FROM	TO
1.				
2.				
3.				

AT SUB DIVISIONS \_\_\_\_\_

SR. NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	FROM	TO
1.				
2.				
3.				