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

The Judicial District of Vadodara comprising of the Revenue District of Vadodara was formed covering major part of the territory of the erstwhile State of Baroda by the Government of Bombay, Political and Senders Department vide Notification No.3198/46-P-III dated 31st July 1949 under the provisions of Secs.3 and 4 of the Bombay Civil Courts Act, 1869. Shri B.C.Vakil presided over as the first District &i Sessions Judge on the establishment of District & Sessions Court, Vadodara. The District &i Sessions Court, Vadodara started functioning in the magnificent historical building commonly known as "Nyay Mandir" built in the year 1896 by His Highness Maharaja Sayajirao Gaekwad III. In Vadodara District, Appellate Courts, Courts of Senior Civil Judges, Courts of Small Causes and Courts of Judicial Magistrate First Class were housed in three buildings known as "Nyay Mandir", "Lal Court" and "Fast Track Court". The "Nyay Mandir" was built in the loving memory of Shrimati Maharani Chimanabai, wife of Maharaja Sayajirao Gaekwad III, and it was named as "Chimanabai Nyay Mandir". At the passage of time, the said buildings now known as "Nyay Mandir". The said historical building was built by Maharaja Sayajirao Gaekwad III for housing the Courts of Law functioning at the time of Baroda State, and, the same is also being used for housing the District &i Sessions Court of Vadodara. In this building, some of the Appellate Courts of the district were housed; other appellate courts were functioning in the building known as "Fast Track Court Complex" situated beside Central Jail, Vadodara. Courts of Small Causes and some Courts of Senior Civil Judges were also housed in the "Nyay Mandir".

For the Construction of New District and Sessions Court Building Government has allotted 55,000/- sq. meter Land. After the planning of map and construction of New Court Building, government has made a provision of

fund of Rs. 1,30,00,00,000/- (130 crores)."Bhoomi Pujan" of the New Court building was done in the month of October 2012.

In the New District Court Building, there is an arrangement of total 76 courts. Old Nyay Mandir , Lal Court, PTC Building , Fast Track Court building and Family Court were shifted to the new court building after the inauguration function on date 17/03/2018. From 19/03/2018, all the above mentioned courts were shifted and working in New District &i Sessions Court Building which is situated at Diwalipura, Old Padra Road, Vadodara. New District court Building has a facility of 76 fully furnished courts, 2 Video Courts, 1 Conference Hall, 1 Training Hall and Mediation Rooms. All the Court Rooms having separate chamber/ rooms for Judicial Officer, Staff Members and Stenographers. New District Court Building also have a facility of Mediation Center and Vulnerable Witness Deposition Center (VWDC). There is a separate Central Filing of each establishment at different floor of the building. i.e. Central fling of J.M.F.C. Courts on Ground Floor, Central Filing Room for Appellate Courts On First Floor, Central Filing room for Civil Courts on Second Floor, Central Filing for Family Courts on third Floor and Small Cause Court Central Filing situated at Fourth Floor. All the Central Filing Section works for easy case fling, case inquiry and for Certified Copies.

There is a separate building constructed for Ld. Advocates in 9000 sq. feet, having 4 big halls. Advocate wing has a facility of tables, chairs and lockers. Two separate Hall has been provided for Bar Library and there is a facility of Canteen for Ld. Advocates. Furthermore, 2nd new Advocate house constructed for Ld. Advocates of Approx. 9130 Sq. feet, having 3 halls, office space for Baroda Bar Association, Recreation room and separate female Advocate room along with lift, toilets & drinking water facility on each floor.

Banking facility is also provided within new court building. There is a proper seating arrangements made for Litigants in the all Courts. i.e. Facility of Ramp and Wheel Chair for Physically handicapped Litigants, Facility of Steel benches in the corridor, Facility of Cooler and R.O. Plant for clean and cold water, Facility of 9 Ladies-Gents-Physically handicapped toilet blocks on each floor, Facility of Map with Barcode Scanner for the information of court rooms and Offices of District Court. There are two separate entrance and Lift facility for Judicial Officers and 5 other different entrances all having 3 lifts for Litigants, Staff and Ld. Advocates, In total there are 17 Lifts in the New District Court Building.

Bank and Post Office Branch also functional in District court premises. Court fee Stamps facility also available for Litigants and Ld. Advocates. There is a facility of separate parking for Judicial Officers and there is a vast parking space available in front of Court Building for Staff Members, Ld. Advocates and Litigants

[2] The Powers and Duties of its Officers and Employees

[3] The Procedure Followed in the Decision Making Process, including Channels of Supervision and Accountability:

Sr. No.	Post	Responsibility	Reporting Authority
1	Registrar, District Court (Administration)	Overall Supervision of the Courts of Vadodara Judicial District. To approve all important matters concerning the administration of the District Court, all Subordinate Courts and all branches of the District Court, Vadodara.	Principal District & Sessions Judge, Vadodara
2	Additional Registrar, District Court (Administration)	Overall Supervision of the Courts of Vadodara Judicial District. To approve all important matters concerning the administration of the District Court, all Subordinate Courts and all branches of the District Court, Vadodara.	Principal District & Sessions Judge, Vadodara
3	Registrar, Additional District Court, Savli	Overall Supervision of Additional District Court. To approve all important matters concerning the administration of the Additional District Court. Checking all the newly instituted cases.	Additional District & Sessions Judge, Savli

		Supervision of work related to Civil/Criminal/ MACP cases& Registers Maintained in the office and Supplying necessary Statements/Information time to time.	
4	Registrar, Additional District Court, Karjan	Overall Supervision of Additional District Court. To approve all important matters concerning the administration of the Additional District Court. Checking all the newly instituted cases. Supervision of work related to Civil/Criminal/ MACP cases& Registers Maintained in the office and Supplying necessary Statements/Information time to time.	Additional District & Sessions Judge, Karjan
5	Registrar, Additional District Court, Dabhoi	Overall Supervision of Additional District Court. To approve all important matters concerning the administration of the Additional District Court. Checking all the newly instituted cases. Supervision of work related to Civil/Criminal/ MACP cases& Registers	Additional District & Sessions Judge, Dabhoi

		Maintained in the office and Supplying necessary Statements/Information time to time.	
6	Head Clerk, Civil Branch, District Court, Vadodara	Overall supervision of Civil Branch. To approve all important matters concerning to the Civil Branch. To maintain Rojmel of Civil cases of District Court, Vadodara To make arrangement to send records of Civil cases to the Hon'ble High Court. Supervision over the work related to Civil cases, periodical statements and registers maintained in the Branch.	Principal District & Sessions Judge, Vadodara
7	Head Clerk, Criminal Branch, District Court, Vadodara	Overall supervision of Criminal Branch. To approve all important matters concerning to the Criminal Branch. Supervision over the work related to Criminal cases, periodical statements and registers maintained in the Branch.	Principal District & Sessions Judge, Vadodara
8	Head Clerk, MACP Branch, District Court, Vadodara	Overall supervision of MACP Branch. To approve all important matters concerning to the MACP Branch.	Principal District & Sessions Judge, Vadodara

		To maintain Rojmel of M.A.C.P cases of District Court, Vadodara To make arrangement to send records of MACP cases to the Hon'ble High Court. Supervision over the work related to MACP cases, periodical statements and registers maintained in the Branch.	
9	Head Clerk, Record Branch, District Court, Vadodara	Overall Supervision of Record Branch. To approve all important matters concerning to the Record Branch. Supervision over the work related to Certified Copies, Paper Books, Classification Work, Destruction Work, Periodical Statements and registers maintained in the Branch.	Principal District & Sessions Judge, Vadodara
10	Head Clerk, Inspection Branch, District Court, Vadodara	Overall Supervision of Inspection Branch To approve all important matters concerning to the Inspection Branch. Supervision over the work related to Periodical Statements, Assessments of the Judicial Officers, and registers maintained in the Branch.	Principal District & Sessions Judge, Vadodara
11	Nazir, District Court	To maintain daily accounts of District	Principal District & Sessions Judge, Vadodara

		Court, Vadodara Supervision over the work of Bailiffs and Peons of District Court, Vadodara. To supervise and maintain the Strong Room of District Court, Vadodara. To maintain the Building and Compound of District Court, Vadodara To supervise the Dead Stock Register To supervise the Account Branch of District Court, Vadodara	
12	Registrar, Senior Civil Court	Overall Supervision of Senior Civil Court To approve all important matters concerning to the administration. To check all newly instituted cases. Supervision over the work related to Periodical Statements, Records, Legal Activities, Infrastructure and to maintain Registers	Principal Senior Civil Judge
13	Registrar, Civil Court	Overall Supervision of Civil Court To approve all important matters concerning to the administration.	Principal Senior Civil Judge/Principal Civil Judge

		To check all newly instituted cases. Supervision over the work related to Periodical Statements, Records, Legal Activities, Infrastructure and to maintain Registers	
14	Nazirs / Senior Clerks of all courts of Judicial Magistrate First Class, Vadodara	To maintain Muster Roll and Late Muster Roll of Staff Members To do all correspondence of Office. To prepare and send all statements regarding the Accounts. To maintain the Service Book of Class-III and Class-IV employees.	Judicial Magistrate First Class

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

Since the primary function of the Vadodara Judicial District is to dispense "Justice" to the litigants and others in accordance with the laws, priority is given to achieve this aim. Judges have to impart their duty after following the procedure is given in the Civil Procedure code/ Criminal Procedure Code/ Bharatiya Nagarik Suraksha Sanhita as to jurisdiction conferred to them.
While discharging official duties by the employees of Vadodara Judicial District, the Rules Namely Non-Judicial Officers and Staff (Recruitment and Conditions of Service) Rules, 2017 framed by the Government of Gujarat are to be followed.

[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 by the Vadodara Judicial District, to be follow by Staff of the Vadodara Judicial District for discharging its functions.
(1) The Civil Manual (2) The Criminal Manual (3) BNS-Bharatiya Nyaya Sanhita (4) BNSS-Bharatiya Nagarik Suraksha Sanhita (5) The Gujarat Civil Service Rules, 2000 (6) The Gujarat Civil Services Classification and Recruitment (General) Rules (7) The Non-Judicial Officers and Staff (Recruitment and Conditions of Services) Rules, 2017. Over and above, the various Gujarat Government Resolutions, Circulars and Notifications issued by the Hon'ble High Court of Gujarat from time to time are also followed while discharging its functions.

[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. Registers, Annual Confidential Reports, Gradation List and Seniority List of Gazetted 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 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.

As uploaded on website: https://vadodara.dcourts.gov.in/documents/

[9] A Directory of officers and Employees of District Court :

Address: District & Sessions Court, Nr.Vaccine Institute, Diwalipura, Old Padra Road, Vadodara-390007

TELEPHONE, MOBILE AND EPABX NOS. OF THE OFFICERS OF THE DISTRICT COURT, VADODARA

EPABX No.:- 0265-2338000

Email :- dcourt-vad[at]gujarat[dot]gov[dot]in

Fax No. (Reg) :- 2305554

Information of the offices of District Court, Vadodara			
Sr. No.	**Name of Office**	**Code No.**	**Phone/Fax No.**
1	Registrar/Additional Registrar, District Court, Vadodara	0265	2305555 (Fax No. 2305554)
2	Secretary to Principal District Judge	0265	2305700
3	Court Manager, District Court	0265	2305534
4	ADM Branch, District Court	0265	2305888
5	Nazir Branch, District Court	0265	2305777
6	Civil Branch, District Court	0265	2305541
7	Criminal Branch, District Court	0265	2305543
8	Account Branch, District Court	0265	2305677
9	Inspection Branch, District Court	0265	2305542
10	MACP Branch, District Court	0265	2305540
11	Computer Center, District Court	0265	2305601/602/603
12	D.L.S.A. District Court	0265	2305544
13	Record Branch, District court	0265	2305752/753
14	Driver Room, District Court	0265	2305755
15	DGP Office , District Court	0265	2305675/652
16	Bailiff Room, District court	0265	2305779
17	District-Central filling Room	0265	2305545
18	Police Co-Ordination Room	0265	2305474
19	Video Conference Room	0265	2305583
20	Court fees office	0265	2305751
21	Conference room	0265	2305547
22	Mediation Center	0265	2305787

Information of the offices of Small Cause Courts, Vadodara			
1	Registrar, Small Cause Court	0265	2305850
2	Nazir Branch, Small Cause Court	0265	2305849
3	Central filling Room	0265	2305857
4	Bailiff Room, Small court	0265	2305856
Information of the offices of Civil Court, Vadodara			
1	Registrar, Senior Civil Court	0265	2305653
2	Nazir, Civil Court	0265	2305758/760/761/763
3	T.L.S.C., Civil Court, Vadodara	0265	2305757
4	Civil-Central filling Room	0265	2305653
Information of the offices of Criminal Courts, Vadodara			
1	Registrar, Chief Judicial Magisrate	0265	2305464
2	Nazir, Chief Judicial Magistrate	0265	2305468
3	Suprintendent, J.M.F.C. (1st court)	0265	2305469
4	Suprintendent, J.M.F.C. (2nd court)	0265	2305449
5	Suprintendent, J.M.F.C. (3rd court)	0265	2305448
6	Suprintendent, J.M.F.C. (4th court)	0265	2305438
7	Suprintendent, J.M.F.C.(Municipal court)	0265	2305447
8	Suprintendent, J.M.F.C. (Traffic court)	0265	2305441
9	Chief Court-Central filling room	0265	2305461
10	Staff room of Chief Court	0265	2305426

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

Sr. No.	Designation	Level Pay Matrix	Minimum Pay in corresponding Matrix as per Seventh Pay Commission
Judicial Officer Class - I			
1	Principal District Judge	J-5	1,44,840
2	Additional District Judge	J-5	1,44,840
3	Senior Civil Judge / Small Cause Judge / Chief Judicial Magistrate	J-3	1,11,000
Judicial Officer Class - II			
4	Civil Judge / J.M.F.C.	J-1	77,840
Gazetted Officer Group - A			
5	Registrar, District Court / Addl. Registrar, District Court / Registrar, Addl. District Court	12	78,800
6	Registrar, Sr. Civil Judge	10	56,100
7	English Stenographer Gr-I / Gujarati Stenographer Gr-I / Executive Assistant	11	67,700
Gazetted Officer Group - B			
8	Registrar, Civil Court / Bench Clerk Gr-I / Secretary to PDJ / Protocol Officer, District Court	8	44,900
9	English Stenographer Gr-II / Gujarati Stenographer Gr-II	8	44,900

Non-Gazetted Group - C			
10	English Stenographer Gr-III / Gujarati Stenographer Gr-III	7	39,900
11	Head Clerk / Nazir / Bench Clerk Gr-II	6	35,400
12	Senior Clerk / Bench Clerk Gr-III	4	25,500
13	Librarian	4	25,500
14	Assistant	2	19,900
15	Xerox Operator	2	19,900
16	Bailiff	2	19,900
17	Driver	2	19,900
Non-Gazetted Group - D			
18	Havildar	IS-3	15,700
19	Book Binder	IS-3	15,700
20	Naik	IS-2	15,000
21	Peon	IS-1	14,800

[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 District Court, Vadodara

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

Licenses/Permits are being issued to the clerk of the Advocate. License to the persons, who works as Typist in the Bar Room with the consultation of the Judge & the Bar Association. Licenses are also being given as Petition Writer in Civil Court with the consultation of the concern judge and they also take typing charges as per norms prescribed in Civil and Criminal Manual.

[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 District Court, Vadodara Website : https://vadodara.dcourts.gov.in/ and KIOSK machines:

1. Daily Cause List

2. Classification Code of matters.

3. Case Status.

4. Judgments and orders passed by the different Courts of Vadodara District.

5. Daily Notices, Leave List

6. KIOSKs machines showing case status.

7. LCDs 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 Appellate Authority and The Public Information Officers:

The names and designation of authorities under the Right to Information Act, 2005 for the District Court, Vadodara and its Subordinates courts, are as under:

Sr. No.	Public Authority	Appellate Authority	Public Information Officer	Assistant Public Information Officer
1.	District Court & All Subordinate Courts HQ at Vadodara	Additional District Judge, Vadodara	Principal Senior Civil Judge, Vadodara	Registrar District Court, Vadodara / Registrar, Senior Civil Court, Vadodara
2.	Additional District Courts and Subordinate Courts at Savli	Additional District Judge, Vadodara	Principal Senior Civil Judge, Savli	Registrar, Senior Civil Court, Savli
3.	Additional District Courts and Subordinate Courts at Dabhoi	Additional District Judge, Vadodara	Principal Senior Civil Judge, Dabhoi	Registrar, Senior Civil Court, Dabhoi
4.	Additional District Courts and Subordinate Courts at Karjan	Additional District Judge, Vadodara	Principal Senior Civil Judge, Karjan	Registrar, Senior Civil Court, Karjan
5.	Subordinate Courts at Padra	Additional District Judge, Vadodara	Principal Senior Civil Judge, Padra	Registrar, Senior Civil Court, Padra
6.	Subordinate Courts at Waghodia	Additional District Judge, Vadodara	Principal Civil Judge, Waghodia	Registrar, Civil Court, Waghodia
7.	Subordinate Courts at Sinor	Additional District Judge, Vadodara	Principal Civil Judge, Sinor	Registrar, Civil Court, Sinor
8.	Subordinate Courts at Desar	Additional District Judge, Vadodara	Principal Civil Judge, Desar	Registrar, Civil Court, Desar

[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 information correctly. If any information is found incorrect, it is purely accidental and unintentional.