

**RIGHT TO INFORMATION ACT, 2005
ALL CITIZENS HAVE RIGHT TO INFORMATION**

**NEW DISTRICT COURT COMPLEX, SECTOR 43,
CHANDIGARH. TELE. NO. 0172-2676201 E-MAIL dsj-chd@nic.in**

HOW TO APPLY FOR INFORMATION

**Apply in writing in English or Hindi or Punjabi to the Public Information
Officer.**

Please ensure that correct name and address is given for correspondence.

**Prescribed fee for an application is Rs.10/- only (adhesive Court fee) and reply will
be supplied within 30 days.**

**In case you do not received a reply or are not satisfied with the information received,
You can file an appeal with the Appellate Authority of this office within 30 days.**

NAME AND ADDRESSES OF OFFICERS CONCERNED

<i>S r . N o</i>	<i>Particulars</i>	<i>Name and Designation.</i>	<i>First Appellate authority</i>
1	Public Information Officer, District & Sessions Judge/Additional District & Sessions Judge, Chandigarh.	Sh.Gurmeet Singh, Superintendent Grade-I	The District & Sessions Judge, Chandigarh.
2	Assistant Public Information officer of the Court of District /Additional District & Sessions Judge, Chandigarh.	Sh. Mewa Singh, Reader Grade-I	
3	Public Information officer of the Court of Civil Judge (Sr.Div.) and all the courts of the Civil Judges (Jr.Div.) at Chandigarh.	Sh. Narinder Singh Clerk of Court in the Court of Civil Judge (Sr.Div.), Chandigarh.	The Civil Judge (Sr.Div.), Chandigarh.
4	Public Information officer of the Court of Chief Judicial Magistrate and Judicial Magistrates at Chandigarh.	Sh. Narender Kumar Stenographer Grade-II in the Court of Chief Judicial Magistrate, Chandigarh.	The Chief Judicial Magistrate, Chandigarh.

Approved

District & Sessions Judge,
Chandigarh.

MANUAL 1

The Particulars of Organization, Functions and Duties

Particulars

Name of the Organization:- Office of District & Sessions Judge, Chandigarh.

This organization is subordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh.

Functions of the Organization:-

The Organization has two main functions:

1. Judicial Function
2. Administrative Function

Duties of the Organization:-

1. To exercise the control over all its subordinate Courts functioning in its territorial jurisdiction.
2. To deal with the all correspondence relates to Hon'ble High Court and the Department of Law & Judiciary, Government of U.T., Chandigarh.
3. To administer justice as per the various legislation/statutes.
4. Appointing Authority for Class-III and Class-IV Govt. Servants with the help of Advisory Committee.
5. To promote the officials to the higher responsible post.
6. To handle the administration in view of the procedural laws, Punjab Civil Services Rules, the Government Resolution and the Notifications issued by the High Court.
7. In exercising the duties of administrative nature, the organization deals with the transfer of its employees, departmental enquiries of the employees etc.
8. The Head of the Organization- The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, U.T., Chandigarh under which the Lok Adalats, Seminars on various legal subjects are being held under his supervision.

Approved

District & Sessions Judge,
Chandigarh.

MANUAL 2

The Powers and Duties of Judicial Officers

There are following cadres of the Judicial Officers

1. ***The District & Sessions Judge***
2. ***The Addl. District & Sessions Judge***
3. ***Special Judge, CBI Court, U.T., Chandigarh***

The above Judicial Officers/Judges deals with the matters pertaining to the Appellate side and case triable by the Sessions only and also the matters under Special Act and Motor Accident Claims Tribunals.

4. ***The Civil Judge (Sr.Div.).***

Civil Judge (Sr. Div.), Chandigarh shall exercise jurisdiction in respect of all the cases:

Provided further that the Civil Judge (Sr.Div.) shall broadly examine the suits for declaration; Injunction etc., before entrustment and shall either retain the same or entrust to an Officer having sufficient experience, keeping in view the complexity in the matter.

5. ***The Chief Judicial Magistrate***

To deal with all types of Criminal Matters excluding the cases triable by the Court of Session.

6. ***The Civil Judges (Jr.Div.) and Judicial Magistrates Ist Class***

i) Civil Judges (Jr.Div.) having less than five years experience (including one year training period) shall deal with cases having jurisdictional value upto 10 lacs;

Provided that till 30.06.2016, Civil Judges (Jr.Div.), having more than 2 years experience (including one year training period) shall exercise jurisdiction in respect of all cases.

ii) To deal with the matters of criminal nature excluding triable by the Court of Session and also excluding the cases having exclusive jurisdiction to the Chief Judicial Magistrate.

Approved

District & Sessions Judge,
Chandigarh..

POWERS AND DUTIES OF EMPLOYEES

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

1. Chief Administrative Officer/Superintendent Grade-I
2. Reader Grade-I
3. Superintendent Grade-II
4. Stenographer Grade-I and Executive Assistant
5. Reader Grade-II
6. Reader Grade-III, Stenographer Grade-II and Senior Assistants (English Clerk, Addl. English Clerk, Translator, Record Keeper, Assistant Record Keeper, Civil Nazir, Clerk of Court and Librarian)
7. Stenographer Grade-III
8. Clerks & Ahlmads
9. Drivers & Bailiffs
10. Record Lifter, Daftri and Ushers
11. Process Servers
12. Peon, Orderly, Sweepers, Water Man and Chowkidars.

Duties of employees

Chief Administrative Officer/Superintendent Grade-I

To supervise overall working of the staff and administrative functions of the Court and to assist the head of the Organization in Administrative Work.

Reader Grade-I, II & III

To do the work of Bench, Property, Statistics, Correspondence, Accounts, Establishment in District Court as well as in Subordinate Courts.

Superintendent Grade-II

To supervise the overall working of judicial, establishment and accounts branch.

Stenographer Grade-I, II & III

To take down evidence in English on Computer.

To take dictation in cases of the Judges of Appellate Authorities and Transcribe the same. To take down evidence in English on computer. To take dictation in cases of the Judges.

Ahlmad

Have the custody of cases instituted in the respective Court, to look after the maintenance of those cases and to do the work as per procedural laws and the duties assigned by the head of the organization and by the Presiding Officer of the Court.

Clerks

To do work of offices of the Presiding Officers and branches on different posts like Bill Clerk, Copy Clerk, Office Clerk, Record Clerk etc.

Bailiffs/Process Servers

To serve the summonses, notices and to execute warrants issued by the Court.

To obey the orders of Presiding Officer, to do the work of cleaning of Court Rooms, to distribute the dak etc.

Chowkidars

To watch the Court Complex and premises.

Sweepers

To clean the Court premises, lavatories etc.

Approved

District & Sessions Judge,
Chandigarh.

Manual 3

The Procedure followed in the decision making process, including channels of supervision and accountability.

1. The Officers follow the procedure as laid down in the Laws and Manuals and directions issued by the Hon'ble High Court.
2. The Employees working in the various Courts and sections follow the procedures laid down in the Manuals and directions of the Judicial Officers.
3. The District & Sessions Judge, Chandigarh, supervise the work of the Organization and exercises control over it. Likewise, he distribute budget grant to the Civil Judge (Sr.Div.), received from the Government for its appropriate expenditure.
4. The Subordinate Authorities submit various types of returns and information to the head of the Organization for onward transmission to the Hon'ble High Court monthly, quarterly, half yearly, yearly and whenever called for.
5. The Civil Suits initially/firstly presented before the Civil Judge (Sr.Div.) and after its registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.
6. The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/s for disposal according to Law, except the cases triable under Section 409 Cr.P.C.
7. The cases exclusively triable by the Court of Sessions are being committed to the Court of Session by the concerned Judicial Magistrate for being tried according to Law.

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-4

Publication of Information regarding items specified in Rules 4 (1) b (IV) of the Right to Information Act, 2005.

The Rules Regulation Instructions, manuals and records held by it or under control or used by the employees for discharging functions.

S r. N o.	Name of the Bran ch	Name of the Acts, Manuals, Rules, & Instructions	Any Other Record/ Documents
1	English Office/ Accounts Branch/ COC Office/ Statistical Branch	High Court rules and orders volume 1 to 6. Punjab Civil services rules, Volume 1, 2 & 3 Punishment and Appeal Rules. General Financial Rules, instructions issued by the Hon'ble Supreme Court of India and Punjab & Haryana High Court, Chandigarh from time to time. Instructions issued by the Government of Chandigarh. from time to time.	Office files relating to Different matters which are dealt by the English Office. Paybill files, Cash Books, Account Registers, Budget Matters and other account matter files dealt by the Accounts Branch.
2	District & Civil Nazir/Nazir Branch	General Financial Rules, High Court Rules and Orders. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Chandigarh., from time to time.	Sheriff Petty Account Register, Summons Register and other registers relating to Nazir Branch.
3	Copying Agency	Rules and Orders Punjab and Haryana High Court, Vol.IV, Chapter- 17. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Chandigarh. from time to time.	CD Registers- 1 to 12
4	Record Room	High Court Rules and Order Volume-IV, Chapter-16. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Chandigarh, from time to time.	CD 8 Register, Document Return Register and other Registers relating to Record Room.
5	Library	High Court Rules and Orders Volume IV, Chapter-18. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Chandigarh. from time to time.	Library Registers

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-5

Publication of Information regarding items specified in Rules 4 (1) b (V) of the Right to Information Act, 2005.

Rules

The below listed rules, regulations, instructions, manuals, records are hold by the organization or are being used for its control or discharging its functions by the employees:-

1. The Civil Manual, 1986.
2. The Criminal Manual, 1980.
3. The Code of Civil Procedure, 1908.
4. The Code of Criminal Procedure, 1973.
5. The Punjab Civil Services Rules.
6. The General Financial Rules,
7. The Punjab Treasury Rules
8. High Court Rules & Regulations Vol.I, II and III
9. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Chandigarh and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court, from time to time.

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-6

Publication of Information regarding items specified in Rules 4 (1) b (VI) of the Right to Information Act, 2005.

Statement of the Categories of documents that are hold or under Control

Name of Office: District & Sessions Judge, Chandigarh.

Sr. No.	Branch	Category of Documents
1	Courts	Peshi Register, Fine Register, Bail Register, Library Register, Disposal Register, Stock Register, Sapurdari Register and other registers, Civil Suit Register, HM Act cases Register, Misc. Cases Register, Execution Register, Rent cases Register, Pauper application Register, Guardian and Succession Act Cases in Civil Matters and in criminal matters to maintain the IPC Register, Cr.P.C Cases Register Act cases Register, FIR Register, Cancellation Report Register, Summary Register, Affidavit Attestation Register. File Inspection Register and register regarding Direction Cases, Register regarding delivery of copies of free of costs and Daily Cause List.
2	English Office/ Accounts Branch/ COC/ Statistical Branch	Diary Register, Dispatch Register, Other related registers and files of instructions issued by the Hon'ble Punjab and Haryana High Court, Chandigarh and Government of Chandigarh from time to time Direction Cases Register, Cash Book, Bill Register, T.A. Bill, Medical bills, pay bills, LTC bills files, budget files, token register, Service Books, files regarding Lok Adalats etc and old Civil and Criminal monthly, quarterly, half yearly and annual statements, GIS matter & complaints.
3	District & Civil Nazir/ Nazir Branch	Refund Vouchers, Cheque Books, Security deposited by the employees, Minor shares in the shape of FDRs Stationery Register, Stock Register, Contingent register.
4	Copying Agency	CD Registers (Copying Documents) 1 to 12 and other files relating to Copying Agency.
5	Record Room	Judicial Files of decided cases consigned by the different courts from time to time and Record Keeper Registers maintain by him. In addition to that Inspection Register, Register maintained for the return of documents, File sending registers to various quarters are also maintained by the Record Keeper.
6	Library	All the law books purchased from time to time.

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-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.

Sr. No.	Name of the Courts	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1	Court of the District & Sessions Judge and Courts of Additional District Sessions Judges at Chandigarh.	Reader attached to this Court.	Superintendent Grade- I of this Office.	The District & Session Judge, Chandigarh.
2	Court of Civil Judge (Senior Division) and all the courts of the Civil Judges (Jr. Div.) at Chandigarh.	Reader/Chief Ministerial Officer of the Court.	Clerk of Court Attached to the court of the Civil Judge (Sr. Div.), Chandigarh.	The Civil Judge (Senior Division), Chandigarh.
3	Court of the Chief Judicial Magistrates and Judicial Magistrates at Chandigarh	Senior most Ahlmad/ Stenographer of the Court.	Chief Ministerial Officer of the Court.	The Chief Judicial Magistrate, Chandigarh.

Chief Ministerial Officer means the senior most official out of cadre of Readers/Stenographers as the case may be.

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-8

A Statements of the Boards, Councils, Committees etc

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 meeting are accessible for public.

The information as relates to this issue /point so far as this organization is concerned is 'Nil'.

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-9

**Directory of Judicial Officers posted at
Chandigarh Sessions Division**

Sr · N o	Name of the officer/	Designation	Court No./ Floors	Date of Joining
1	Sh. Arunvir Vashista	District & Sessions Judge	01 / 1st	14.11.2022
2	Sh. Rajnish Garg	Addl. District & Sessions Judge	18 / 3rd	23.04.2024
3	Ms. Alka Malik	Addl. District & Sessions Judge	23 / 3rd	24.04.2024
4	Sh. Sanjay Sandhir	Addl. District & Sessions Judge	31 / 3rd	22.04.2024
5	Sh. Ashwani Kumar	Addl. District & Sessions Judge	13 / 2nd	23.04.2024
6	Dr. Harpreet Kaur	Addl. District & Sessions Judge	21 / /3rd	23.04.2024
7	Ms. Sonika	Addl. District & Sessions Judge	16 / 3rd	23.04.2024
8	Sh. Puneet Mohan Sharma	Addl. District & Sessions Judge	17 / 3rd	23.04.2024
9	Dr. Yashika	Addl. District & Sessions Judge	20 / 3rd	22.04.2024
10	Ms. Hargurjit Kaur	Spl. Judge, CBI Court.	22 / 3rd	05.04.2021
11	Ms. Jagdeep kaur Virk	Presiding Officer, Industrial Tribunal-cum-Labour Court, U.T.	Sec.18, Chd.	31.05.2022
12	Sh. Rahul Garg	Civil Judge (Sr. Div.)	02 / 1st	02.05.2023
13	Sh. Sachin Yadav	Chief Judicial Magistrate	06 / 1st	26.04.2024
14	Ms. Pratima Singla	Principal Magistrate, Juvenile Justice Board	Observation Home, Sec.25	30.04.2022
15	Sh. Abhimanyu Rajput	Civil Judge (Jr.Div.)	11 / 2nd	29.04.2022
16	Sh. Kaushal Kumar Yadav	Civil Judge (Jr.Div.)	05 /1st	06.08.2024
17	Sh. Sumit Kalon	Civil Judge (Jr.Div.)	10 / 2nd	03.08.2024
18	Ms. Gurdeep Kaur	Civil Judge (Jr.Div.)	15 / 2nd	10.04.2021
19	Sh. Sher Singh	Civil Judge (Jr.Div.)	29 / 4th	01.05.2024
20	Sh. Parmod Kumar	Civil Judge (Jr.Div.)	14 / 2nd	30.04.2022

21	Sh. Ankit Airi	Civil Judge (Jr.Div.)	30 / 4th	26.04.2024
22	Sh. Jasbeer Singh	Civil Judge (Jr.Div.)	27 / 4th	01.05.2024
23	Dr. Ambika Sharma	Civil Judge (Jr.Div.)	19 / 3rd	12.04.2021
24	Ms. Divya Sharma	Civil Judge (Jr.Div.)	09 / 2nd	26.04.2024
25	Ms. Rubina Josan	Civil Judge (Jr.Div.)	04 / 1st	26.04.2024
26	Ms. Chinu Sharma	Civil Judge (Jr.Div.)	08 / 2nd	26.04.2024
27	Ms. Riffi Bhatti	Civil Judge (Jr.Div.)	12 / 2nd	30.04.2022
28	Sh. Ajay	Civil Judge (Jr.Div.)	28 / 4th	02.05.2023
29	Sh. Tarun Kumar	Civil Judge (Jr.Div.)	25 / 4th	30.04.2022
30	Ms. Jaspreet Kaur	Civil Judge (Jr.Div.)	24 / 4th	09.04.2021
31	Sh. Mohit	Civil Judge (Jr.Div.)	03 / 1st	02.05.2023
32	Sh.	Secy. DLSA, Chandigarh	ADR Centre	

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-10

Remuneration/ Salary Scale of Various Officers/Officials

Judicial Officers:

Sr. No.	Designation	Salary Scale (in Rs.)
1	District & Sessions Judge	70290-1540-76450
2	Addl. District & Sessions Judge	51550-1230-58930-1380-63070
3	Civil Judge (Sr. Div.)	39530-920-40450-1080-49090-1230-54010
4	Chief Judicial Magistrate	39530-920-40450-1080-49090-1230-54010
5	Civil Judge (Jr. Div.)	27700-770-33090-920-40450-1080-44770

Staff:

Sr. No.	Designation	Salary Scale (in Rs.)
1	Superintendent Grade-I	10300-34800,GP 5400
2	Stenographer Gr. I	10300-34800,GP4800
3	Stenographer Gr. II	10300-34800,GP4400
4	Reader Gr. I	10300-34800,GP5000
5	Reader Gr. II/Superintendent Grade-II	10300-34800,GP4800
6	Reader Grade-III/Senior Assistants (Translators/ English Clerk/ Addl. English Clerk/Record Keeper/Asstt. Record Keeper/Civil Nazir/COC/Library Assisat)	10300-34800,GP4400
7	Clerk, Ahlmads, Copist, Nazir.	10300-34800,GP3200
8	Stenographer Gr. III	10300-34800, GP 3600
9	Driver	5910-20200, GP 2400
10	Bailiff	5910-20200, GP 2000
11	Process Servers	4900-10680, GP 1650
12	Record Lifters	5910-20200, GP 1800
13	Peon, Mali, Sweepers, Chowkidar	4900-10680, GP 1650

Prepared by _____

Checked by _____

Verified by _____

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-11

Publication of Information regarding items specified in Rules 4 (1) b (XI) of the Right to Information Act, 2005.

BUDGET ALLOCATION

Name of the Office: DISTRICT & SESSIONS COURT, CHANDIGARH

(Figures in Thousands)

BUDGET HEAD FOR THE YEAR 2021-22	Budget/ Funds Received	Budget/ Funds Utilized
2014-Administration of Justice 105- Civil & Sessions Courts 02 Establishment		
02 00 01-Salaries	290612	290588
02 00 06-Medical Treatment	2150	2114
02 00 02-Wages	17515	17514
02 00 11-Domestic Travel Expenses	20	19
02 00 13-Office Expenses	13924	13919
108 Criminal Courts 02-Other Items		
02 00 50-other charges	10	8
Tot al	324231	324162

Prepared by _____

Checked by _____

Verified by _____

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-12

Publication of Information regarding items specified in Rules 4 (1) b (XII) of the Right to Information Act, 2005.

The manner of Execution of Subsidy Programs, including the amounts allocated and details of Beneficiaries of such program.

Name of the office: - District & Sessions Judge, Chandigarh.

1. Subsidy Allotted to beneficiaries – Nil.

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-13

Publication of Information regarding items specified in Rules 4 (1) b (XIII) of the Right to Information Act, 2005.

Particulars of recipients of concessions, Permits or authorizations granted

Name of the office:- District & Sessions Judge, Chandigarh.

Not Applicable.

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-14

Publication of Information regarding items specified in Rules 4 (1) b (VIII) of the Right to Information Act, 2005.

Details in respect of the information, available to or held by it, reduced in an electronic form

1	Case Status	https://districts.ecourts.gov.in/chandigarh
2	Court Orders	https://districts.ecourts.gov.in/chandigarh
3	Cause List	https://districts.ecourts.gov.in/chandigarh
District Wise Information		
1	List of Former Officer's	https://districts.ecourts.gov.in/chandigarh
2	Judicial Officer's	https://districts.ecourts.gov.in/chandigarh
3	Officers on Leave	https://districts.ecourts.gov.in/chandigarh
4	Duty Roster	https://districts.ecourts.gov.in/chandigarh
5	Police Station's	https://districts.ecourts.gov.in/chandigarh
6	District Profile	https://districts.ecourts.gov.in/chandigarh
7	Free Legal Aid	https://districts.ecourts.gov.in/chandigarh
8	RTI Disclosure	https://districts.ecourts.gov.in/chandigarh

Prepared by _____

Checked by _____

Verified by _____

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-15

Publication of Information regarding items specified in Rules 4 (1) b (III) of the Right to Information Act, 2005.

Details of facilities available to citizens

The following facilities are available to citizens:

- ◆ Filing of cases
- ◆ Copies of case related documents Judgments, orders through coping agency.
- ◆ Drinking water
- ◆ Public washrooms
- ◆ Proper sitting arrangement for the litigants
- ◆ Parking of vehicles
- ◆ Front Office for Free legal aid and advice
- ◆ ADR Centre
- ◆ Case related information etc.
- ◆ Bank, Sampark Centre, Post Office and Dispensary in Judicial Complex.

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-16

Publication of Information regarding items specified in Rules 4 (1) b (III) of the Right to Information Act, 2005.

The name, designations and other particular of the Appellate authorities etc

S r . N o	<i>Information received from</i>	<i>First Appellate authority in case of information received from PIO/APIO</i>
1	Public Information Officer, District & Sessions Judge /Additional District & Sessions Judge Chandigarh.	The District & Sessions Judge, Chandigarh.
2	Assistant Public Information officer of the Court of District /Additional District & Sessions Judge, Chandigarh.	
3	Public Information officer of the Court of Civil Judge (Sr. Div.) and all the courts of the Civil Judges(Jr. Div.) at Chandigarh.	The Civil Judge (Sr. Div.), Chandigarh.
4	Public Information officer of the Court of Chief Judicial Magistrate and Judicial Magistrates at Chandigarh.	The Chief Judicial Magistrate, Chandigarh.

Approved

District & Sessions Judge,
Chandigarh.

MANUAL-17

Publication of Information regarding items specified in Rules 4 (1) b (III) of the Right to Information Act, 2005. Other

Miscellaneous Information

E-courts Technical Manpower at Chandigarh.

Sr. No.	Name	Designation	Contact Number
1	Sh. Susheel Kumar	System Officer	8558890551
2	Sh. Arun Saini	System Assistant	8054955653
3	Sh. Shubham Goel	System Assistant	9988885716

Prepared by _____

Checked by _____

Verified by _____

Approved

District & Sessions Judge,
Chandigarh.