

DISCLOSURE UNDER SECTIONS

4(1)(b) & 4(2)

[1] The Particulars of Its Organization, Functions and Duties:

Revenue District of Anand was bifurcated from Kheda District by the Government of Gujarat on 01-10-1997. Thereafter, for the Anand Judicial District, The District & Sessions Court, Anand was established with effect from 19th March, 2006. This organization is a sub-ordinate institute of the Hon'ble High Court of Gujarat. The Anand Judicial District has two main functions:

- (i) Judicial Functions, and
- (ii) Administrative Functions.

The Duties of the Organization are to exercise the control over all its subordinate Courts functioning in its Territorial Jurisdiction. The Sub-ordinate courts of Anand Judicial District are at the Taluka places of Ankla, Borsad, Khambhat, Petlad, Sojitra, Tarapur and Umreth.

[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	District Registrar (Administration)	Overall Supervision of the Courts of Anand Judicial District. To approve all important matters concerning the administration of the District Court, all Subordinate Courts and all branches of the District Court, Anand.	Principal District & Sessions Judge, Anand
2	Additional Registrar (Administration)	Overall Supervision of the Courts of Anand Judicial District. To approve all important matters concerning the administration of the District Court, all Subordinate Courts and all branches of the District Court, Anand.	Principal District & Sessions Judge, Anand
3	Additional Registrar, Additional District Court, Petlad	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, Petlad
4	Additional Registrar, Additional District Court, Khambhat	Overall Supervision of Additional District Court. To approve all important matters concerning the administration of the Additional District Court. Checking all the newly	Additional District & Sessions Judge, Khambhat

		instituted cases. Supervision of work related to Civil/Criminal/MACP cases & Registers Maintained in the office and Supplying necessary Statements/Information time to time.	
5	Deputy Registrar, Nazir Branch, District Court, Anand	Overall Supervision of Nazir Branch. To approve all important matters concerning to the Nazir Branch. Overall Supervision on all the Peons and Bailiffs of the District Court. Supervise the work related to the infrastructure of the entire District. Supervision over the work related to payment work in Civil/Criminal/MACP cases.	Principal District & Sessions Judge, Anand
6	Deputy Registrar, Judicial Branch, District Court, Anand	Overall supervision of Civil and Criminal Branch. To approve all important matters concerning to the Civil and Criminal Branch. Supervision over the work related to Civil and Criminal cases, periodical statements and registers maintained in the Branch.	Principal District & Sessions Judge, Anand
7	Deputy Registrar, MACP Branch, District Court, Anand	Overall supervision of Civil and Criminal Branch. To approve all important matters concerning to the MACP Branch. Supervision over the work related to MACP cases, Payment in MACP Cases, Periodical Statements and	Principal District & Sessions Judge, Anand

		registers maintained in the Branch.	
8	Deputy Registrar, Record Branch, District Court, Anand.	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, Anand
9	Deputy Registrar, Inspection Branch, District Court, Anand.	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, Anand
10	Registrar, Principal Civil Judge /Sr. Civil Judge of Taluka Courts.	Over all Supervision of Taluka Court To approve all important matters concerning the administration. Checking all the newly instituted cases. Supervision over the work related to Periodical Statements, Accounts, Records, Legal Activities, Infrastructure and to maintain registers.	Principal Civil Judge/ Sr. Civil Judge of the concern Taluka Courts.

[4] The Norms set by it for the Discharge of its Functions :

Since the primary function of the Anand Judicial District is to dispense "Justice" to the litigants and others in accordance with the laws, priority is given to achieve this aim.

While discharging official duties by the employees of Anand 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 Discharge its Functions :

Mainly the following Rules/Instructions are held by the Anand Judicial District, to be follow by Staff of the Anand Judicial District for discharging its functions.

(1) The Civil Manual (2) The Criminal Manual (3) The Code of Civil Procedure (4) The Code of Criminal Procedure (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 Service) Rules, 2017. Over and above, the various Gujarat Government Resolutions, Circulars, Notifications and Resolutions as well as the 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 case disposed of and pending (as per rules)
2. Annual Confidential Reports, Gradationlist and seniority list of the staff members.

[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.

Sr No.	Name of Committee		Members of the Committee	Designation
1	District Court Management System Committee	1	The Principal District Judge, Anand	Chairperson
		2	The Senior Most Additional District Judge at Anand.	Member
		3	The next Senior Most Additional District Judge at Anand.	Member
		4	The Principal Sr. Civil Judge, Anand	Member
		5	The Chief Judicial Magistrate, Anand	Member
		6	The Secretary, DLSA, Anand	Member
		7	The District Govt. Pleader, Anand	Member
		8	The Collector, Anand	Member
		9	The District Superintendent of Police, Anand.	Member
		10	The Executive Engineer, R & B Division, Anand	Member
		11	The Senior Assistant Public Prosecutor, Anand	Member
		12	The Registrar, District Court, Anand	Member secretarty
		13	The Court Manager, District Court, Anand	Member
		14	The District System Administrator/System Office, Anand	Member
		15	The President, Bar Association, Anand	Member
		16	Mr. H. A. Chavda, Senior Advocate	Member
		17	Mr. K. R. Vaghela, Senior Advocate	Member
2	Juvenile Justice Board	1	Sr. Most Judicial Magistrate (First Class), Anand	Chair Person
		2	Mr. Ashokbhai H. Thakor	Member
		3	Dr. Megnaben N. Joshi	Member
3	Library Committee	1	Additional District Judge, Anand	Chairman
		2	4 th Additional District Judge, Anand	Member
		3	Principal Sr. Civil Judge, Anand	Member
		4	Chief Judicial Magistrate, Anand	Member
4	Purchase Committee	1	Principal District Judge, Anand	Chairman
		2	Additional District Judge, Anand	Member
		3	Principal Sr. Civil Judge, Anand	Member
		4	Chief Judicial Magistrate, Anand	Member
5	Office Facility Management Committee	1	Additional District Judge, Anand	Chairman
		2	5 th Additional District Judge, Anand	Member
		3	Principal Sr. Civil Judge, Anand	Member
		4	Chief Judicial Magistrate, Anand	Member
6	Departmental Promotion Committee	1	Mr. S. L. Thakker, Principal District Judge, Anand	—
		2	Mr. S. I. Bhorania, Additional District Judge, Anand	—
		3	Mr. R. B. Gadhvi, 5 th Additional District Judge, Anand.	—
7	Internal Complaint Committee	1	Mrs. Z. V. Trivedi, 2 nd Additional District Judge, Petlad	Chairman
		2	Ms. L. J. Goyal, English Steno Gr-II, District Court, Anand	Member
		3	Ms. A. K. Pandya, Assistant, Government Pleader, Anand	Member

		4	Mr. V. U. Patel, Advocate, Anand Bar Association, Anand	Member
8	District Court Computer Committee	1	Mr. S. I. Bhorania, Additional District Judge, Anand	Chairman
		2	Mr. K. S. Makhija, Principal Senior Civil Judge, Anand.	Member
		3	Mr. B. P. Thakar, Additional Civil Judge, Anand.	Member
		4	The System Officer, District Court, Anand.	Member
09	Canteen Committee	1	The Principal District Judge, Anand.	Chairman
		2	The 5 th Additional District Judge, Anand	Member
		3	The Chief Judicial Magistrate, Anand	Member
10	District Level Monitoring Committee	1	The Additional District Judge, Anand	Chair Person
		2	The Chief Judicial Magistrate, Anand	Member
		3	The 2 nd Additional Sr. Civil Judge, Anand	Member
		4	The Registrar, District Court, Anand	Member
		5	The Dy. Registrar, Record Branch, District Court, Anand	Member
11	Accessibility Committee	1	The Senior Most Additional District Judge at Headquarter	Chairman
		2	The Additional Civil Judge & JMFC	Member
		3	The Court Manager, Anand	Member
		4	The District System Administrator, District Court, Anand	Member
		5	Mr. Yasin I. Vahora, Advocate	Member
12	Grievance Redressal Committee	1	The Principal District Judge, Anand	Chairman
		2	The Senior Most Additional District Judge, Anand	Member
		3	The President, District Bar Association, Anand.	Member
		4	The District Government Pleader, Senior Advocate	Member
13	Nodal Committee	1	The Principal District Judge, Anand	Chairman
		2	The Additional District Judge, Anand	Member
		3	The Chief Judicial Magistrate, Anand	Member
		4	The Full-Time Secretary, D.L.S.A. Anand	Member
14	DCMC	1	The Principal District Judge, Anand	Chairman
		2	The Senior Most Additional District Judge at Headquarter, Anand	Member
		3	The Principal Senior Civil Judge, Anand	Member
		4	The Chief Judicial Magistrate, Anand	Member
		5	The District Government Pleader, Anand	Invitee Member
		6	The Assistant Public Prosecutor, Anand	Invitee Member
		7	The President, District Bar Association, Anand	Invitee Member
		8	The Dy. Superintendent of Police / Nodal Officer, Anand.	Invitee Member

[9] A Directory of its Offices and Employees :

Telephone Numbers of the Offices of the Anand District

Information of the offices at Headquarter of Anand District			
Sr. No.	Name of Office	Code No.	Phone /Fax Number
1	Registrar/Additional Registrar, Administrative Branch, District Court, Anand	02692	233399 235651 (Fax No)
2	District Legal Service Authority, Anand	02692	238817
3	Nazir Branch, District Court, Anand	02692	238804
4	Inspection Branch, District Court, Anand	02692	238803
5	Computer Centre, District Court, Anand	02692	229336
6	Registrar, Principal Sr. Civil Court, Anand	02692	235551
7	Registrar, Chief Judicial Magistrate Court, Anand	02692	235503
Information of the Offices at Taluka Places of Anand District			
1	Registrar, Additional District Court, Petlad	02697	223223
2	Registrar, Additional District Court, Khambhat	02698	220251
3	Registrar, Civil Court, Anklaav	02696	280016
4	Registrar, Civil Court, Borsad	02696	220853
5	Registrar, Civil Court, Khambhat	02698	220252
6	Registrar, Civil Court, Petlad	02697	224222
7	Registrar, Civil Court, Sojitra	02697	233144
8	Registrar, Civil Court, Tarapur	02698	255134
9	Registrar, Civil Court, Umreth	02692	277374

[10] The Monthly Remuneration received by each of its Officers and Employees including the System of Compensation as provided on its Regulations :

As per the Non-Judicial Officers and Staff (Recruitment and Conditions of Service) Rules, 2017, dated: 10-04-2017.

Sr. No.	Name and class of the Post	Pay Scale (As per 7th Pay Commission)
1	Registrar, District Court [Class-I]	78800-209200
2	Additional Registrar, District Court [Class-I]	78800-209200
3	Registrar, Additional District Court. [Class-I]	78800-209200
4	English/Gujarati Stenographer Grade-I [Class-I]	67700-208700
5	Registrar, Senior Civil Court [Class-I]	56100-177500
6	English Stenographer Grade-II [Class-II]	44900-142400
7	Gujarati Stenographer Grade-II [Class-II]	44900-142400
8	Secretary to the Principal District Judge/ Protocol Officer, District Court / Registrar, Civil Court, Bench Clerk Grade-I [Class-II]	44900-142400
9	English Stenographer Grade-III [Class-III]	39900-126600
10	Gujarati Stenographer Grade-III [Class-III]	39900-126600
11	Head Clerk/Nazir/ Bench Clerk Grade-II [Class-III]	35400-112400
12	Senior Clerk / Bench Clerk Grade-III [Class-III]	25500-81100
13	Librarian [Class-III]	25500-81100
14	Assistant [Class-III]	19900-63200
15	Driver [Class-III]	19900-63200
16	Process Server/ Bailiff [Class-III]	19900-63200
17	Havildar [Class-IV]	15700-50000
18	Book Binder/Filer/Court Keeper [Class-IV]	15700-50000
19	Naik [Class-IV]	15000-47600
20	Peon/Watchman/Jail warder/ Sweeper/ Water Server/Liftman/ Home attendant-Domestic Attendant [Class-IV]	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 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 the Anand Judicial District.

[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 Electronic Form :

(1) Daily Cause List (2) Classification Code of matters (3) Case Status (4) Judgments and orders passed by the different Courts of Anand District, (5) Leave List (6) KIOSK machines showing the case status and (7) LCDs displaying number and category of case which is being heard in every Court (8) Formal Witness Deposition Centre (9) e-Seva Kendra

[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 available in the District Court for public use. The Public Information Officer is available during Office hours on all working days.

[16] The Names, Designations and Other Particulars of the Public Information Officers :

Sr. No.	Post	Designation under RTI Act
1	Mr. R. B. Gadhvi 5 th Additional District Judge, Anand.	Appellate Authority under RTI Act
2	Mr. K. S. Makhija Principal Sr. Civil Judge, Anand.	Public Information Officer under RTI Act
3	Mr. A. B. Singhvi Principal Civil Judge, Ankav.	Public Information Officer under RTI Act
4	Mr. D. L. Thakor Principal Sr.Civil Judge, Borsad.	Public Information Officer under RTI Act
5	Mr. P. H. Sharma Principal Sr.Civil Judge, Khambhat.	Public Information Officer under RTI Act
6	Mr. D. B. Gohil Principal Sr.Civil Judge, Petlad.	Public Information Officer under RTI Act
7	Mr. P. P. Patel Principal Civil Judge, Sojitra.	Public Information Officer under RTI Act
8	Mr. Deepak Dutta Principal Civil Judge, Tarapur.	Public Information Officer under RTI Act
9	Ms. S. S. Barath Principal Civil Judge, Umreth.	Public Information Officer under RTI Act
10	Mr. N. R. Vasava, Registrar, District Court, Anand.	Assistant Public Information Officer
11	Mr. P. R. Patel Registrar, Civil Court, Ankav.	Assistant Public Information Officer
12	Mr. L. A. Pancholi Registrar, Civil Court, Borsad.	Assistant Public Information Officer
13	Mr. J. N. Kanzaria Registrar, Civil Court, Khambhat.	Assistant Public Information Officer
14	Mr. N. M. Thakor Registrar, Civil Court, Petlad	Assistant Public Information Officer
15	Mr. B. J. Soni Registrar, Civil Court, Sojitra	Assistant Public Information Officer
16	Ms. M. N. Vaghela Registrar, Civil Court, Tarapur	Assistant Public Information Officer
17	Mr. H. N. Dave, Registrar, Civil Court, Umreth.	Assistant Public Information Officer

[17] Such Other Information as may be Prescribed and thereafter Update These Publications Every Year :

The Information is Nil.

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