

DISTRICT & SESSIONS COURT - TONK

RTI Act 2005 Section 4(1)(b) Compliance, Administrative Roles & Procedural Workflows

1: Particulars of Organization, Functions & Duties

1. Court Structure & Sub-Divisions

- **Tonk Headquarter:**

District & Sessions Court, Tonk

Special Judge, ACB Court, Tonk

Judge, Family Court, Tonk

Special Judge, POCSO Court, Tonk

Judge, Special Court (Com. Riots Cases) & MACT, Tonk

Special Judge, SC/ST Court, Tonk

Additional District & Sessions Court, Tonk

CJM Court, Tonk

ACJM No.1 Court, Tonk

ACJM No.2 Court, Tonk

JJB Tonk

JM Court, Tonk

AJM Court, Tonk

- **Malpura :**

Additional District & Sessions Court, Malpura

ACJM Court, Malpura

JM Court, Malpura

- **Newai :**

Additional District & Sessions Court, Newai

ACJM Court, Newai

JM Court, Newai

AJM Court, Newai

- **Uniara :**

Additional District & Sessions Court, Uniara

ACJM Court, Uniara

JM Court, Uniara

- **Todaraisingh :**

ACJM Court, Todaraisingh

- **Deoli :**

JM Court, Deoli

AJM Court, Deoli

GN, Deoli

- **Peeplu :**

JM Court, Peeplu

- **Dooni :**

JM Court, Dooni

- **Supporting Ministerial Staff:** Protocol Officer, Senior Munsrim Executive Assistant, Readers (Grade I, II, III), Stenographers (Grade I, II, III), Sharisterdar, Senior Assistants, Clerks, Drivers, Bailiffs, Process Servers, Orderly, and Peons.

2. Jurisdictions & Administrative Powers

S. No.	Name of Court	Jurisdiction
1	District & Sessions Judge, Tonk	<u>CIVIL MATTERS</u> All Civil cases having value more than Rs. 50,0000/- Succession Act, all Civil Revisions, Rent Appeals & Appeals arising in Sub-divisions of Tonk, Deoli, Dooni & Peeplu. <u>CRIMINAL MATTERS</u> Having jurisdiction of Session's cases arising in sub-division of Tonk, Deoli, Dooni & Peeplu and all Criminal Revisions and Appeals of sub-dvision of Tonk, Deoli, Dooni & Peeplu. The Sessions Judge, Tonk has been also designated as Special Judge for N.D.P.S. Act Cases of Tonk District. Commission for protection of Child Rights Act, 2005. The District & Sessions Judge is Head of the Office. He/She has been assigned powers/duties as District Judge in Civil Matters and as Sessions Judge in Criminal Matters. He/She can transfer any civil case from any Court to another Court having competent jurisdiction in the District. As Sessions Judge in criminal cases, He/She can transfer any criminal case from, one Court to another Court having competent jurisdiction in the district, in the interest of administration of justice. He/She supervise the Judicial work in the district. Monthly meetings of Judicial Officers are convened by the Ld. District and Sessions Judge. On administration side all employees are under his/her control in the district. He/She is competent to issue the appointment letters, transfer orders, dismissal orders, termination and suspension orders to the employees in the district. He/She is also Drawing and Disbursing Officer or authorized to any judicial officers for this work. He/She is Chairman of different Committees such as District Legal Services

		Committee, District Litigation & Criminal Supervisory Committee, DCMS Committee. He/She is a head of the Judicial House Allotment Committee, he/she makes annual inspection of Judicial Courts in the District and quarterly inspection of his/her own court.
2	Family Court, Tonk	All Family Matters, Guardian & Wards Act and Maintenance Cases of Tonk Headquarter.
3	Special Judge, ACB Court, Tonk	ACB Cases arising in Whole Tonk District.
4	Spl. Judge ,POCSO Court, Tonk	Matter related to Protection of Children from Sexual Offences Act, 2012.
5	Judge, Special Court (Com. Riots Cases) & MACT, Tonk	Having exclusive Jurisdiction of MACT claims under MV Act arising in Sub-division of Tonk, Deoli, Dooni & Peeplu.
6	Spl. Judge SC/ST(PoA) Cases Tonk	Having Jurisdiction of Special cases under the SC/ST(Prevention of Atrocities) Act in Tonk district & Criminal Appeal, Revision transferred by DJ & Electricity Act Cases and Human Right Act Cases of Tonk District.
7	Additional District & Sessions Court, Tonk	<u>CIVIL MATTERS</u> All Civil cases having value more than Rs. 50,0000/- Civil Revisions & Appeals, MACT Cases transferred by High Court arising in Sub-divisions of Tonk, Deoli, Dooni & Peeplu. <u>CRIMINAL MATTERS</u> Having jurisdiction of Session's cases transferred by DJ Tonk, all Criminal Revisions and Appeals of sub-division of Tonk, Deoli, Dooni & Peeplu.
8	Additional District & Sessions Court, Malpura	<u>CIVIL MATTERS</u> All Civil cases having value more than Rs. 500000/- of Sub-division Malpura and Todaraisingh Cases of Family Matters, Guardian & Wards Act, Succession Act, Civil Appeal & Revision and MACT claims arising in Sub-division Malpura and Todaraisingh <u>CRIMINAL MATTERS</u> Having Jurisdiction of Session's cases, NDPS cases and all Criminal Revisions & Appeals of Sub Division of Malpura and Todaraisingh.
9	Additional District & Sessions Court, Newai	All Civil cases having value more than Rs. 500000/- of Sub-division Newai. Cases of Family Matters, Guardian & Wards Act, Succession Act, Civil Appeal & Revision and MACT claims arising in Sub-division Newai.

		<u>CRIMINAL MATTERS</u> Having Jurisdiction of Session's cases arising in Sub-division Newai and all Criminal Revisions and Appeals of Sub Division of Newai.
10	Additional District & Sessions Court, Uniara	<u>CIVIL MATTERS</u> All Civil cases having value more than Rs. 500000/- of Sub-division Uniara Cases of Family Matters, Guardian & Wards Act, Succession Act, Civil Appeal & Revision and MACT claims arising in Sub-division Uniara, Aligarh & Nagarfort. <u>CRIMINAL MATTERS</u> Having Jurisdiction of Session's cases arising in Sub-division Uniara, Aligarh & Nagarfort. and all Criminal Revisions and Appeals of Sub Division of Uniara, Aligarh & Nagarfort.
11	Senior Civil Judge & Chief Judicial Magistrate, Tonk	<u>CIVIL MATTERS</u> All Civil cases having value of Rs. 200001 to 500000/- of Sub-division Tonk, Deoli, Dooni & Peeplu. <u>CRIMINAL MATTERS</u> All the Criminal cases of Police Station (Kotwali) & excluding cases of Section 138 Negotiable Instrument Act. All the cases under PFA Act, Drugs, Cosmetic Act & EC Act of Tonk District and Excise Act of Tonk Headquarter
12	Additional Senior Civil Judge & Additional Chief Judicial Magistrate No.1, Tonk	<u>CIVIL MATTERS</u> All Civil cases having value of Rs. 200001 to 500000/- of Sub-division Tonk, Deoli, Peeplu & Dooni. <u>CRIMINAL MATTERS</u> All the Criminal cases of Police Station Sadar Tonk, DTO Tonk & PS Baroni partial area of Tonk Tehsil
13	Additional Senior Civil Judge & Additional Chief Judicial Magistrate No.2, Tonk	<u>CIVIL MATTERS</u> All Civil cases having value up to Rs. 200001 to 500000/- transferred by DJ Tonk. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station Mahila Thana Tonk, Cyber Thana Kotwali, Cases u/s 138 N.I. Act of Tonk area.
14	Senior Civil Judge & Additional Chief Judicial Magistrate, Malpura	<u>CIVIL MATTERS</u> All Civil cases having value up to Rs. 200001 to 500000/- of revenue tehsil Malpura.

		<u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station Malpura, Lamba Harisingh. Excise Act Malpura including area of Todaraisingh.
15	Senior Civil Judge & Additional Chief Judicial Magistrate, Newai	<u>CIVIL MATTERS</u> All Civil cases having value up to Rs. 200001 to 500000/- of revenue tehsil Newai. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station Newai City, Newai Sadar & Excise Act Newai.
16	Senior Civil Judge & Additional Chief Judicial Magistrate, Uniara	<u>CIVIL MATTERS</u> All Civil cases having value up to Rs. 200001 to 500000/- of revenue tehsil Uniara, Aligarh & Nagarfort. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station Uniara, & Aligarh.
17	Senior Civil Judge & Additional Chief Judicial Magistrate, Todaraisingh	<u>CIVIL MATTERS</u> All Civil cases having value up to Rs. 200001 to 500000/- of revenue tehsil Todaraisingh. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station Todaraisingh & Mor.
18	Principal Magistrate, Juvenile Justice Board, Tonk	Matter related to the Juvenile Justice (Care and Protection of Children) Act 2015.
19	Civil Judge & Judicial Magistrate, Tonk	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Sub-division Tonk. <u>CRIMINAL MATTERS</u> All Criminal cases of Police Station, Mehandwas
20	Civil Judge & Judicial Magistrate, Malpura	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Sub-division, Malpura. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station, Diggi & Pachewar.
21	Civil Judge & Judicial Magistrate, Newai	<u>CRIMINAL MATTERS</u>

		All Civil cases having value upto Rs. 200000/- of municipal area of Newai. <u>CRIMINAL MATTERS</u> Having Jurisdiction of the Criminal cases of Police Station Baroni (Partial Area).
22	Civil Judge & Judicial Magistrate, Uniara	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Sub-division Uniara, Aligarh & Nagarfort. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station, Banetha, Nagarfort & Shop.
23	Civil Judge & Judicial Magistrate, Deoli	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Sub-division Deoli. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station, Deoli & Excise Act Deoli.
24	Civil Judge & Judicial Magistrate, Peeplu	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Sub-division Peeplu. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station, Peeplu, Jhirana & Baroni (Partial Area).
25	Civil Judge & Judicial Magistrate, Dooni	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Sub-division Dooni. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station, Dooni & Ghar.
26	Additional Civil Judge & Judicial Magistrate, Tonk	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Sub-division Tonk & and transfred by DJ Tonk. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station, Purani Tonk.
27	Additional Civil Judge & Judicial Magistrate, Newai	<u>CIVIL MATTERS</u>

		All Civil cases having value upto Rs. 200000/- of Sub-division Newai. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station, Dattwas.
28	Additional Civil Judge & Judicial Magistrate, Deoli	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Sub-division Deoli. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station, Nasirda.
29	Gram Nyayalaya, Tonk	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Sub-division Deoli, Municipal area of Deoli & Dooni as per the category enumerated in Schedule I & II of the Gram Nyayalaya Act, 2008. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases as per the category enumerated in Schedule I & II of the Gram Nyayalaya Act, 2008 arising in Police Station, Deoli, Dooni, Nasirda & Ghar.

- **Administrative Authority:** District & Sessions Judge is the Drawing & Disbursing Officer (DDO), Appellate Authority under RTI, Chairman of DLSA & District Criminal Supervisory Committee, and competent authority for appointment, transfer, leave sanctioning, and disciplinary action of staffs.

2: Powers and Duties of Officers and Employees

Designation	Core Powers, Administrative & Judicial Duties	Leave / Supervisory Control
District & Sessions Judge	Head of Office. Transfers civil/criminal cases within district. Entrusts newly instituted cases to ADJs. DDO for Sessions division. Annual court inspections. Appoints Oath Commissioners & Auctioneers.	Controls all staffs. Sanctions CL/RH to Judicial Officers.
Spl Judge POCSO	Trial POCSO Cases	Sanctions CL/PL to POCSO Court Staff.

Spl Judge Family	Trial Family matter & civil matter transferred by District & Sessions Judge	Sanctions CL/PL to Family Court Staff.
Spl Judge ACB	All ACB Matters	Sanctions CL/PL to ACB Court Staff.
Spl Judge MACT	Trial MACT matter & Communiol Riots Matters.	Sanctions CL/PL to MACT Court Staff.
Addl. District & Sessions Judges	Trial NDPS, Civil & Criminal as per Jurisdictions. Senior ADJ exercises administrative power in absence of District Judge.	Sanctions CL/PL to ADJ Court Staff.
SC/ST Judge, Tonk	Trial SC/ST Act cases, Electricty Cases & Officer in Charge of Establishment.	Sanctions CL/PL to SC/ST Court Staff.
Sr. Civil Judge & Chief Judicial Magistrate (CJM)	Civil & Criminal case as per Jurisdictions. Allocates police stations to Judicial Officers. Officer-In-charge of Accounts of DJ Court.	Sanctions CL/PL to CJM Court Staff.
Add. Sr. Civil Judge & Add. Chief Judicial Magistrate No.1 (ACJM)	Officer-in-Charge of Malkhana & Nazarat. . Civil & Criminal case as per Jurisdictions.	Sanctions CL/PL to ACJM No.1 Court Staff.
Civil Judge & JM	Officer-in-Charge of Copying Section, Sale Ameen. Civil & Criminal case as per Jurisdictions.	Sanctions CL/PL to JM Court Staff.
Add. Civil Judge & JM	Officer-in-Charge of Record & Statatics. Civil & Criminal case as per Jurisdictions.	Sanctions CL/PL to AJM Court Staff.
Secretary DLSA	Renders free legal aid/advice to poor, women, SC/ST, children, disabled, and victims. Organizes Legal Literacy Camps, Lok Adalats, Jail Lok Adalats, & Camp Courts.	Performs duties under Chairman DLSA.
Sr. Munsarim (Superintendent)	Supervises all branches in District Court. Handles High Court correspondence & others.	Assist for District Judge.
Clerk of Court (COC)	Receives civil suits for entrustment under CJ (Sr. Div). Prepares Pay/TA/Medical/LTC bills for lower court	Supervises lower court

	staff. Maintains ACRs & Service Books. PIO for Lower Court.	establishment.
Reader / Stenographer	Assists Presiding Officer, prepares Daily Cause List (Peshi), maintains Fine/Bail/Peshi registers. Stenographers take dictations & issue free judgment copies.	Reader to Sessions Judge acts as Assistant PIO.
Clerk	Custodian of active judicial case files. Issues summons, warrants, bail/stay orders. Maintains Civil/Criminal registers (IPC, CrPC, FIR, Execution, Rent).	Assistant PIO under RTI Act.
Civil Nazir / Nazir	Disburses staff/officer salaries, maintains Cash Books, distributes Witness Road & Diet Money, manages stationery stock, acts as Nodal Officer for Post Office notices.	In-charge of furniture & court securities.
Record Keeper / Head Copyist	Record Keeper: Manages Record Room, receives decided files into Bastas, handles record destruction. Head Copyist: Issues certified copies via CD Registers.	Custodian of decided records & copy fees.

3 & 4: Decision-Making Channels & Operational Norms

Branch / Work Type	Initiating Level	Processing Channel	Final Decision Authority & Operational Norms
Court Functions	Clerk	Reader	Presiding Officer / Judicial Officer. Cases called turn-by-turn per Daily Cause List; safe file custody by Ahlmad.
Administrative Office	Dealing Clerk / Assistant	Sr. Munsarim	District & Sessions Judge / CJ (Sr. Div). Processed as per High Court rules & Rajasthan Govt instructions.
Nazir Branch	Civil Nazir / Nazir	Sr. Munsarim	District & Sessions Judge / CJ (Sr. Div). Fines deposited next day; summons routed to Process Servers; witness diet

			money disbursed.
Copying Agency	Copyist	Head Copyist	Superintendent (Sessions) / COC (Lower Court) / CJM. Applications entered into CD registers; copies prepared after fee court stamp.
Record Room	Dealing Clerk	Record Keeper	District & Sessions Judge / CJ (Sr. Div). Consigned files placed in Bastas; destruction per High Court Rules Vol IV Ch 16.
Malkhana Branch	Criminal Clerk	Criminal Clerk	Judicial Magistrate (JM). Case property preserved; bail orders from High Court processed for release warrants.

5 & 6: Rules, Key Registers & Administrative Committees

Essential Registers & Documents Maintained (Manual 5)

- **Courtroom Registers:** Maintain as per General Rules (Civil & Criminal) 2018.
- **Administrative Registers:** Maintain as per General Rules (Civil & Criminal) 2018.
- **Financial & Agency Registers:** Maintain as per General Rules (Civil & Criminal) 2018.

Constituted Administrative Committees (Manual 6)

- **DPC Committee :** Chairman: As per nominated by the District & Sessions Judge
- **District Computer Committee:** Chairman: As per nominated by the District & Sessions Judge
- **District Court Management System Committee :** Chairman: District & Sessions Judge
- **Internal Complaints Committee (GSICC) :** Chairman: As per nominated by the District & Sessions Judge
- **Election of the Bar Council Committee:** Chairman: As per nominated by the District & Sessions Judge
- **Land Allotment Committee:** Chairman: As per nominated by the District & Sessions Judge
- **District Case Management Committee:** Chairman: As per nominated by the District & Sessions Judge

- **District Legal Services Authority (DLSA):** Chairman: As per nominated by the District & Sessions Judge

7 & 8: Officers Directory & Pay Scale Structure

Judicial Officer Pay Scales & Progression (Manual 7)

- **Civil Judge (Junior Division) / Entry Level:** ₹77,840 – ₹1,36,520
- **Civil Judge (Junior Division) – After 1st ACP (5 years):** ₹92,960 – ₹1,36,520
- **Civil Judge (Junior Division) – After 2nd ACP:** ₹1,11,000 – ₹1,63,030
- **Senior Civil Judge (Entry Level):** ₹1,11,000 – ₹1,63,030
- **Senior Civil Judge – After 1st ACP:** ₹1,22,700 – ₹1,80,200
- **Senior Civil Judge – After 2nd ACP:** ₹1,44,840 – ₹1,94,660
- **District Judge (Entry Level / Pay Level J-5):** ₹1,44,840 – ₹1,94,660
- **District Judge (Selection Grade):** ₹1,63,030 – ₹2,19,090
- **District Judge (Super Time Scale / Pay Level J-7):** ₹1,99,100 – ₹2,24,100

Judicial Staff Pay Levels (Pb. 6th Pay Commission)

- **Class A / C Ministerial:**

S. No.	Name of Post	Grade Pay	Pay Level
1	Protocol cum Administrative Officer	6600	L-16
2	Senior Munsarim	5400	L-13
3	Office Assistant	3600	L-10
4	P.A. cum Executive Assistant	6000	L-15
5	Personal Assisstant	4800	L-12
6	Stenographer Grade - I	4800	L-12
7	Stenographer Grade - III (Hindi)	3600	L-10
8	Stenographer Grade - III (English)	3600	L-10
9	Sheristedar - I	4200	L-11
10	Reader Grade - I	4200	L-11
11	Clerk Grade - I	2800	L-8
12	Clerk Grade - II	2400	L-5
13	Class - IV	1700	L-1
14	Jamadar	1700	L-1
15	Process Server	2000	L-4
16	Driver	2400	L-5
17	A.A.O. - II	4200	L-11
18	Junior Accountant	3600	L-10
19	Informatic Assistant	2800	L-8
20	Court Manager	5400	L-14
21	Sr. System Officer	4800	L-12
22	System Officer	3600	L-10

23	System Assistant	2800	L-8
----	------------------	------	-----

9 STATEMENT SHOWING STRENGTH STAFF IN TONK JUDGESHIP WITH VACANT POST

S.N o.	Name of Post	No. of Sanction Post	Working Post	No. of Vacant Post
1	Protocol Officer-cum Admn. Officer	1	0	1
2	Senior Munsarim	5	4	1
3	Court Manager	1	1	0
4	Office Assistant	1	1	0
5	P.A. Cum Executive Assistant	1	0	1
6	Stenographer Grade -I	10	10	0
7	Stenographer Grade -II	7	1	6
8	Stenographer Grade -III	12	11	1
9	Stenographer Grade -III (English)	1	0	1
10	Shetistedar Grade -I	5	4	1
11	Shetistedar Grade -II	6	6	0
12	Shetistedar Grade -III	11	11	0
13	Reader Grade -I	10	9	1
14	Reader Grade -II	7	7	0
15	Reader Grade -III	12	12	0
16	Clerk Grade -I	29	29	0
17	Clerk Grade -II	116	83	33
18	Process Server	48	34	14
19	Class IV	123	19	104
20	Jamadar	1	0	1
21	A.A.O.-II	2	2	0
22	Jr. Acctt	3	1	2

23	Driver	5	2	3
24	System Officer	1	1	0
25	System Assistant	6	5	1
TOTAL		0	424	253

Strength Staff of Tonk Judgeship

SANCTION STRENGTH	WORKING STRENGTH	VACANT POSTS
0	0	0

9 to 10: Budget Heads, Subsidies & Citizen Facilities

- **Budget Allocations (Head 2014 - Admin of Justice):** Grants received for Salaries (105-01 to 04), Wages, Travelling Allowance, Office Expenses/P.O.L./Law Books, Electricity, Telephone, Water Charges, Adv. Publication, Rent Rate & Taxes, Medical Reimbursement, and Head 108 Criminal Courts.
- **Subsidies & Concessions:** Nil / Not Applicable.
- **Electronic Information & Website:** Official Court Portal: <https://Tonk.dcourts.gov.in> | Dissemination via official letters, telephone, newspapers, seminars, and brochures.

11: Designated Public Information Officers (PIOs)

Court Setup / Office	Assistant PIO	Public Information Officer (PIO)	Appellate Authority
District & Sessions Court HQ	Ministerial Official of Sessions Court or Sr. Munsarim	CJM	District & Sessions Judge
ADJ/ACJM/JM Malpura Court	Reader / Stenographer	ACJM	District & Sessions Judge
ADJ/ACJM/JM/AJM Newai Court	Reader / Stenographer	ACJM	District & Sessions Judge
ADJ/ACJM/JM Uniara Court	Reader / Stenographer	ACJM	District & Sessions

			Judge
JM/AJM/GN Deoli Court	Reader / Stenographer	JM	District & Sessions Judge
ACJM Tadaraisingh Court	Reader / Stenographer	ACJM	District & Sessions Judge
JM Dooni Court	Reader / Stenographer	JM	District & Sessions Judge
JM Peeplu Court	Reader / Stenographer	JM	District & Sessions Judge

12: RTI Application Rules, Fees, Penalties & Forms

1. Application & Fee Rules

- **How to Apply:** The eRTI Portal is also available at <https://hcraj.nic.in/erti/>.
- Web Portal can be used only by Indian citizens to file RTI Application and First RTI Appeal. Any supporting document/annexure can be attached as PDF document in "Supporting Document" option with the specified file size.
- **Electronic Submissions:** Requisite fee must be deposited within 7 days of electronic request, failing which application is dismissed.
- The applicant is advised to wait for 24-48 working hours as application will be registered only after reconciliation of payment. In case of any query, kindly contact the concerned SPIO/SAPIO through e-mail provided in the acknowledgement receipt.
- Applicant is advised to check the portal on regular basis for any information regarding application/appeal status, additional fee, copying charges, inspection charges and/or any other charges / information, and act accordingly.
- Application Fee or any other Charges once paid through Portal shall not be refunded.
- **Fee for applying RTI application:** A fee of ₹50/- per application is required. The applicant can pay the prescribed fee through the following modes: Internet Banking, Credit/Debit Card and UPI.

2. Exemptions & Restrictions

- **Judicial Functions Exemption:** As per RTI Rules.
- **Record Destruction Rules:** As per RTI Rules.

3 Appeals Authority

- **Appeals Authority** - District Judge.

NOTIFICATION

The following Officers as the Assistant Public Information Officers, Public Information Officers and the First Appellate Authorities for the Subordinate Courts of Rajasthan, as required under section 19 of the Right to Information Act, 2005:-

Sr. No.	Name of the Court Complex	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1	Tonk District HQ	CJM Tonk	CJM Tonk	District and Sessions Judge, Tonk
2	Malpura Court Complex	ACJM Malpura	ACJM Malpura	District and Sessions Judge
3	Newai Court Complex	ACJM Newai	ACJM Malpura	District and Sessions Judge
4	Uniara Court Complex	ACJM Uniara	ACJM Malpura	District and Sessions Judge
5	Todaraisingh Court Complex	ACJM Todaraisingh	ACJM Todaraisingh	District and Sessions Judge
6	Deoli Court Complex	JM Deoli	JM Deoli	District and Sessions Judge
7	Peeplu Court Complex	JM Peeplu	JM Peeplu	District and Sessions Judge
8	Dooni Court Complex	JM Dooni	JM Dooni	District and Sessions Judge

Information under Section 4(1)(b)(xvi) of the Right to Information Act, 2005.

Names, designations and other particulars of the Public Information Officers

S. No.	Judgeship	SPIO/SAPIO Name	Court or Office Name of SPIO/SAPIO	Official Mail ID of Court/Office
1	TONK	Shri Manoj Singh Faujdar	CJM, TONK	cjm-ton-rj@hcraj.nic.in
2	TONK	Smt. Sadhna Singh	ACJM Malpura	acjmmal-ton-rj@hcraj.nic.in
3	TONK	Smt. Isha Sanghi	ACJM Newai	acjmnw-ton-rj@hcraj.nic.in
4	TONK	Smt. Saba Parveen Kagazi	ACJM Uniara	acjmuni-ton-rj@hcraj.nic.in
5	TONK	Smt. Sarita Kayath	ACJM Todaraisingh	cjjmtod-ton-rj@hcraj.nic.in
6	TONK	Miss. Shreya Soni	JM Deoli	cjjmdeo-ton-rj@hcraj.nic.in
7	TONK	Shri Dharmendra	JM Peeplu	cjjmpip-ton-rj@hcraj.nic.in

		Kumar Sharma		
8	TONK	Shri Yatin Khatan	JM Dooni	cjjmdoo-ton-rj@hcraj.nic.in
<u>Appellate Authorities</u>				
7	TONK	Dr. Sima Agrawal	DJ, TONK	dc-ton-rj@nic.in