

(ii) The powers and duties of its officers and employees :-

There are following cadres of the Judicial Officers :

(i) Principal District and Sessions Judge.

Administrative Head of Department in District.

Also, deal with both Civil and Criminal matters as per provisions of law and triable by the Court of Sessions only and also the matter under Special Acts and Motor Accident Claim Petitions.

(ii) Additional District Judge and Sessions Judge.

The above Judicial Officers deal with both Civil and Criminal matters as per provisions of law and triable by the Court of Sessions only and also the matter under Special Acts and Motor Accident Claim Petitions.

(iii) The Principal Senior Civil Judge and Additional Senior Civil Judges.

Principal Senior Civil Judge is administrative head of the Senior Civil Courts and other Civil Courts. The above Judicial Officers deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The cases against the Government, Marriage Petitions, Land Acquisition Cases are heard and decided by these Judicial Officers, as per provisions of law.

(iv) The Chief Judicial Magistrates & Additional Chief Judicial Magistrates :

The Chief Judicial Magistrate is administrative head of the Chief Judicial Magistrate Court at District place. The above Judicial Officer deal with all types of Criminal matters excluding the cases triable by the Court of Sessions, as per provisions of law.

(v) The Principal Civil Judge & also the Additional Civil Judge and Judicial Magistrate First Class :

To deal with the matters of Civil nature having pecuniary jurisdiction up to Rs. Five lakh and Judicial Magistrate to deal with all types of Criminal matters as per provisions of law excluding cases triable by the Court of Sessions.

To deal with the matters of criminal nature excluding triable by the Court of Sessions and cases having exclusive jurisdiction by the Chief Judicial Magistrate and also Special Courts. Juvenile Justice Board is constituted for Gandhinagar District at Headquarter Gandhinagar for the trial of cases of the Juvenile in conflict with law under Sec. 4 of the Juvenile Justice (Care and Protection of Children) Act, 2000. Additional Civil Judge and Judicial Magistrate First Class, Gandhinagar is appointed as Chairman to preside over the Juvenile Justice Board.

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

Sr No	Designation	Responsibility	Reporting
1.	Registrar	To perform administrative work of whole District as ordered by Principal District Judge. To maintain the Employees Annual Confidential Report file of the District. To inspect as well as to take surprise visit of the Subordinate Courts of the District as ordered by Principal District Judge. To perform the duties related to the Right To Information Act. To perform all the duties as mentioned in the para 537, 539 & 540 of Civil Manual 1960. To perform any duty assigned by the Principal District Judge.	The Principal District Judge, Gandhinagar
2.	Additional Registrar	To Supervise Civil-Criminal, MACT, Record & Inspection Branch and C.F.C. of the District Court. To Monitor and advise in reducing the pendency of Certified Copies, High Court Certified Writs, Paper-books and Classification of the Record and Proceedings. To perform the duties related to Non-Valuable Muddamal Verification.	

		To Help, Co-operate & Assist the Registrar & Protocol Officer in running of the administration smoothly. To attend the work related to P.W.D. To perform the duties pertaining to periodical inspection of the Subordinate Courts in co-ordination with the Inspection Branch. To perform all the duties mentioned in para 537, 539 & 540 of Civil Manual, 1960. To perform any other duty assigned by the Principal District Judge.	
3.	Executive Assistant to the Principal District Judge	To take the dictation from the Principal District Judge, as and when called. To perform the duty as assign by the Principal District Judge.	
4.	Registrar, Senior Civil Court	To verify the newly instituted cases and put before presiding officer for necessary order. To work the administrative side and to supervise all the staff working under presiding officer. To maintain various types of Registers as prescribed and to take the sign of presiding officer, time to time. To receive the applications of certified copies and to sign it.	

		To sign for true copy in the bill presented by the Nazir Branch concerned. To sign in the inward-outward process received from the Hon'ble High Court and other courts or offices. To maintain advocate registration register and to issue the necessary certificate to them. To work as Assistant Public Information Officer. To perform any duty assigned by the Presiding Officer.	
5.	Stenographers	To take dictation from the presiding officer. To type the judgment from the dictation and upload it. To maintain the steno-diary regularly according to the Hon'ble High Court's circular no. 3/2918 of 1991, dated 29.01.1991. To perform any duty assigned by the Presiding Officer.	
6.	Secretary to the Principal District Judge	To preserve Confidential records and to handle the Confidential correspondence with the High Court in connection with complaints / allegations made against staff members as well as Judicial Officers and in such other confidential matters, as well as correspondence with the Government.	

		To assist the Principal District Judge to hold Lok-Adalats, Legal Literacy Camps and to carry out certain duties which require constant contacts with the Government Department and Officers. To accompany Principal District Judge at the time of surprise visits to Subordinate Courts for proper watch and inspection of Courts functions. To assist the Principal District Judge at the time of meeting with the Judicial Officers as well as members of the Bar Association and other Local Authorities to solve the problem arises from time to time. To make arrangement for the visiting V.I.Ps. for necessary reservation at the Government Circuit or Guest House. For maintaining protocol to get assistance on every aspects. To assist the Principal District Judge in his other Official activities and attending his various activities. To attend Confidential work of the Principal District Judge and confidential communication between the Principal District Judge and High Court and Principal District Judge and the brother Judges. To maintain proper liaison between the Principal District Judge and other Judges and the	
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		Office. To assist the Principal District Judge more effectively not only in confidential matters, but also in other administrative work as well.	
7.	Protocol Officer	To perform the duties related to Hon'ble High Court Protocol Branch To perform the duties related to official meetings / correspondence with Government Officials. To perform the duties related Legal Workshop, Quarterly Meeting and other workshops / seminars. To perform any duty assigned by the Principal District Judge and Registrar, District Court.	
8.	Registrar, Civil Court	To verify the newly instituted cases and put before presiding officer for necessary order. To work the administrative side and to supervise all the staff working under presiding officer. To maintain various types of Registers as prescribed and to take the sign of presiding officer, time to time. To receive the applications of certified copies and to sign it. To sign in the inward-outward process received from the	

		Hon'ble High Court. To maintain advocate registration register and to issue the necessary certificate to them. To work as Assistant Public Information Officer. To perform any duty assigned by the Presiding Officer.	
9.	Head Clerk	To supervise the work of Superintendent and Assistants. To supervise the routing filing of the court/ branch. To perform duties related to confidential correspondence of Judicial Officer. To maintain prescribed various registers. To perform any duty assigned by the Principal District Judge and Registrar, District Court.	
10.	Bench Clerk / Grade- I, II, III	To perform duty as a Bench Clerk. To maintain memorandum book. To write roznama in the cases. To maintain daily court fee book. To prepare rojmel book, disposal register, exh-5 & stay register etc To prepare all the statements with help of Civil petty clerk. To prepare Certificate of Transfer	

		Charge (C.T.C.) To update Daily board in computer with the help of assistant. To perform any duty assigned by the Presiding Officer.	
11.	Librarian	To prepare the submissions to purchase of law books. To take custody of books of the courts. To allot the books to the every court, as and when called. To maintain the various registers of the court library. To perform any duty assigned by the Presiding Officer.	
12.	Assistant	To prepare various information to be furnished towards appellate courts. To do correspondence towards Government Officials given by the superior. To maintain various registers. To do allotted computer typing work given by the Deputy Registrar, Registrar. To prepare periodical statements. To do the entries of disposed cases in the register and to send the disposed cases to the record room after classification.	

		To certified the writ. To prepare various type of bills in Nazir Branch. To perform any duty assigned by the Presiding Officer and Registrar.	
13.	Bailiff (Process Server)	To serve the process of the courts of this District and also received from the all another courts. To send back the process alongwith their report of serve or not serve. To perform any duty assigned by the Presiding Officer, Registrar and Nazir.	
14.	Driver	To take care of the car allotted him. To maintain the log book related to car. To perform any duty assigned by the Presiding Officer.	
15.	Xerox Operator	To do the work related to zerox copies. To do the work related to preparing paper books, certified copies, etc. To take care of the zerox machine allotted to him. To maintain register of zerox paper. To perform any duty assigned by	

		the Presiding Officer.	
16.	Binder	To do the work related to bind the books, registers etc. of the court. To take care of the tools allotted to him. To maintain the necessary register for binding work. To perform any duty assigned by the Presiding Officer.	
17.	Hawaldar / Naik / Peon	To perform any duty assigned by the Presiding Officer.	