Right To Information

DISTRICT AND SESSIONS

COURTS, SIRSA

(Information on 16 Manuals under Section 4(1) (b) of the Right to Information Act, 2005)

MANUAL 1

The Particulars of its Organization, Functions and Duties Particulars

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

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

Functions of the Organization : The organization have it's two main functions.

i) Judicial Function and
ii) Administrative Function.

Duties of the Organization :

i) To exercise the control over all it's subordinate Courts functioning in it's territorial jurisdiction.

ii) To distribute the various grants amongst it's subordinate authorities received from the Government, time to time.

iii) To deal with the all correspondence relating to Hon'ble High Court and the Department of Law & Justice, Government of Haryana.

iv) To administer justice as per the various legislation/ statutes.

v)To Class-IV Govt. Servants with the help of Advisory Committee.

vii) To promote the officials to the higher responsible posts.

viii)To handle the administration in view of the procedural laws, Punjab Civil Services Rules applicable in State of Haryana, the Government Resolutions and the Notifications issued by the High Court.

ix)In exercising the duties of administrative nature, the organization deals with the Transfers of it's employees, departmental inquiries of the employees etc.

x) The Head of the Organization- The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Sirsa under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision. Rania, PP Kariwala

MANUAL 2

The Powers and Duties of Judicial Officers & Employees

There are following cadres of the Judicial Officer/s:

i) The District & Sessions Judge
ii) The Addl. District & Sessions Judge,
iii) The Additional District & Sessions Judge (Adhoc),Fast Track Courts

The above Judicial Officers/Judges deals with the matters pertaining to the appellate side and cases triable by the sessions only and also the matters under Special Act and Motor Accident Claims Petitions.

iv) The Civil Judges (Senior Division):-

The above Judicial Officers/Judges deals with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government are also being heard and decided by these Judicial Officers/Judges.

v) The Chief Judicial Magistrates :-

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

vi) The Civil Judges (Junior Division) and Judicial Magistrate First Class.

I) To deal with the matters of civil nature having jurisdiction up-to Rs. 10 lac.* (* Refer to Hon'ble Punjab and Haryana High Court Notification No. 09 Gaz. II / XXI.C.35 Dated 05/02/2014)

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.

Powers & duties of Employees

The various categories of the employees of organization are as under;

Class-A : Superintendent

Chief Administrative Officer/ Superintendent

Class-C : Reader Grade I, II & III

Stenographer Grade I, II & III

Graduate Clerks, Ahlmads, Clerks Driver

Bailiff

Class-D: Process Server

Peon/ Watchman /Mali/Orderly

Peon/Waterman/Record Lifter

Usher/Sweeper/Chowkidar

Duties of Employees

Superintendent/ Chief Administrative Officer

To supervise over the employees of Class-III and Class-IV and to assist the Head of the Organization in Administrative/Judicial works.

Reader Grade I, II , III

To perform the work of Bench , Statistics, Correspondence ,Accounts, Establishment in District Court as well as in subordinate Courts

Stenographer Grade I , II, III

To note down evidence in English on Typewriter/ Computer.

To take dictation of the Judges of Appellate Authorities in cases and transcribe the same

To take down evidence in English on Typewriter/ Computer To take dictation in cases of the Judges.

Ahlmads

To 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 on different posts like bill Clerk, Lib. Clerk,Copy Clerk, Copyist etc.

Bailiff/ Process Server

To serve the summonses, notices & to execute warrants issued by the Court/s.

Peon

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

Chowkidar

To watch the Court building & premises.

Sweeper

To clean the Court premises, lavatories etc.

MANUAL 3

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

The below listed rules, regulations, instructions, manuals, records are held 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.) As applicable in the
6.The Punjab Budget Manual,) State of Haryana.
7.The Punjab Financial Rules,)
8.The Punjab Treasury Rules)
9.High Court Rules & Regulations Vol.I, II, III, IV,V & VI)

10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Haryana and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court, from time to time.

MANUAL 4

The norms set by it for the discharge of its functions.

The particulars of any arrangement :
Take exists for consultation with
Or representation by, the members
Of the public in relation to the
Formulation of its policy or
Implementation thereof

MANUAL 5

The Rules, regulations, instructions, manuals and records held by it or under its control or usedby its employees for discharging its functions

A statement of the categories of : The following registers/documents that are held by it or documents are under its control. Maintained by this maintained

1. The Kaccha Register for Civil & Criminal Side

2. The separate registers for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained by the subordinate Courts.

3. The separate registers for the registration of Regular IPC cases, Act Cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained by all the Judicial Magistrates.

4. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and it's execution are being maintained in Appellate Court/s.

5. The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Court/s.

6. The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers are being maintained as per the Civil and Criminal Manual.

7. For the purpose of maintaining Accounts of the organization, the registers. i.e. The Book for Receipts for money paid into Court, Register of deposit receipts-"C" Register, the Register of deposit payment-"D" Register, the Register of attached property produced in Civil Proceedings-"F" Register, the Register of Money received on account of subsistence money of Civil Prisoners-"G" Register, the register of payment on account of subsistence money-"H" register, the Cash Book-I, the Ledger Book-J, the Treasury Pass Book-K, the Treasury Cheque Book-L, the register of applications for refund of lapsed deposit, and other various registers are being maintained as per the Civil and Criminal Manuals.

8. Service Books of Officer/s and employee/s, GPF Account of Class-IV Govt. Servants, Muster Roll of Class-III and IV Govt. Servants, List of disposed-of records deposited in Judicial Record Room. The disposed of records of all the Courts are deposited in Judicial Record Room, Sirsa and Dabwali and preparation of certified copies in disposed of cases are being prepared and delivered by the Record Keeper(Record Room)

MANUAL 6

A statement of the categories of documents that are held by it or under its control.

A statement of the boards,The information as relates to councils, committees and this issue/point so far as it other bodies consisting of organization is concerned is two or more persons"Nil".constituted as its part.

MANUAL 7

The designations and other particulars of the Public information Officers are as follows:

Sr. No.	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1	a) Court of District & Sessions Judge and Courts of Additional District and Sessions Judges at District Head quarters b) Courts of Additional District & Sessions Judge at places where there is no District & Sessions Judge	Chief Ministerial Officer of the Court of District and Sessions Judge. Senior Ahlmad/ Stenographer	Chief Administrative Officer/Supdt. in the office of District and Sessions Judge Chief Ministerial Officer of the Court of Senior Most Additional District & Sessions Judge	District and Sessions Judge of the respective Sessions Division. Senior Most Additional District & Sessions Judge
2	Court of Civil Judge (Senior Division)	Chief Ministerial Officer of the Court	Clerk of Court of the office of Civil Judge (Senior Division)	Civil Judge (Sr. Division)
3	Court of Chief Judicial Magistrate	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Court	Chief Judicial Magistrate
4	Courts of Civil Judges situated at places other than the District head quarters	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer
5	Courts of Additional Civil Judge (Sr. Division) or Court of Senior Most Civil Judge at Sub Division level	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer

MANUAL 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 meeting are accessible for public.

The procedure followed in the Decision Making Process

•The Officers follow the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.

•The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.

•The Principal District & Sessions Judge, Sirsa, supervises the work of the organization and exercises control over it. Likewise, he distributes the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.

•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 sought for.

•The Civil Suits initially/firstly are presented before the Civil Judge (Senior Division) and after its registration the suits are being allocated amongst the other Civil Judges by rotation except special jurisdiction.

•The Criminal cases are 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 of I.P.C.

•The cases exclusively triable by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

MANUAL 9

A directory of its Officers and Employees

LIST OF TELEPHONE NUMBER OF JUDICIAL OFFICERS

Sr. No.	Name	Designation	Office Telephone Numbers
Sirsa Headquarter			**STD Code-01666**
1.	Sh. Puneesh Jindia	District & Sessions Judge, Sirsa.	247027
2.	Ms. Seema Singhal	Addl. District & Sessions Judge, Sirsa.	247363
3.	Dr. Naresh Kumar Singhal	Addl. District & Sessions Judge, Sirsa.	247151
4.	Sh. Rajan Walia	Addl. District & Sessions Judge, Sirsa.	247604
5.	Sh. Krishan Kant	Principal Judge, Family Court, Sirsa	247977
6.	Ms. Jyoti Lamba	Addl. Principal Judge, Family Court, Sirsa	248466
7.	Sh. Devinder Singh	Addl. District & Sessions Judge, Sirsa.	247038
8.	Ms. Navjeet Klair	Addl. District & Sessions Judge, Sirsa.	248055
9.	Sh. Parvesh Singla	Civil Judge (Sr. Divn.), Sirsa	247492
10.	Sh. Munish Nagar	Chief Judicial Magistrate, Sirsa	247460
11.	Ms. Sonia	Addl. Civil Judge (Sr. Divn.), Sirsa	248300
12.	Ms. Richu	Judicial Magistrate First Class	248033
13.	Sh. Gagandeep Goyal	Judicial Magistrate First Class	247157
14.	Sh. Amit	Judicial Magistrate First Class	247200
15.	Ms. Ramandeep Kaur	Judicial Magistrate First Class	298019
16.	Sh. Madhav Aggarwal	Judicial Magistrate First Class	298031
17.	Ms. Shruti Gupta	Judicial Magistrate First Class	298044
Dabwali Sub-Division			**STD CODE-01668**
18.	Sh. Harleen Pal Singh	Addl. Civil Judge(Sr.Divn.)-cum-S.D.J.M., Dabwali	230302
19.	Ms. Suman Patlain	Civil Judge(Jr.Divn.), Dabwali	222223
20.	Sh. Shivdev Sharma	Civil Judge(Jr.Divn.), Dabwali	
21.	Ms. Kritika	Civil Judge(Jr.Divn.), Dabwali	222426
Ellenabad Sub-Division			**STD CODE-01698**
22.	Sh. Aashish Arya	Addl. Civil Judge(Sr.Divn.)-cum-S.D.J.M., Ellenabad	221006
23.	Sh. Prateet Singh Dhonchak	Civil Judge(Jr.Divn.), Ellenabad	221009

Gram Nyayalaya, Rania			
24.	Sh. Prateet Singh Dhonchak	Nyayik Aadhikari, Gram Nyayalaya, Rania	--

MANUAL 10

Sr. No. The monthly remuneration received including the system of compensation as provided in its regulations	The information is as by each of its officers and employees Under:-
Judicial Officer	**Revised**
1. District & Sessions Judge	Rs. 57700-1230-58930-1380-67210-1540-70290/-
2. Addl. District & Sessions Judge	Rs.51550-1230-58930-1380-63070/-
3. Civil Judge (Sr.Divn.)	Rs.43690-1080-49090-1230-56470/-
4. Chief Judicial Magistrate	Rs.43690-1080-49090-1230-56470/-
5. Addl. Civil Judge (Sr.Divn.)	Rs.39530-54010/-
6. Civil Judge (Jr.Divn.)	Rs.27700-44700-770-33090-920- 40450-1080-44700/-
Judicial Employees	**Revised Scales Class A**
1. Chief Administrative Officer -cum- Superintendent.	Rs.15600-39100/- +5400 (Grade Pay)

Class C

1. Reader Grade I Rs.9300-34800/- + 4200 (Grade Pay)
2. Reader Grade II Rs.9300-34800/- + 3600 (Grade Pay)
3. Reader Grade III Rs.9300-34800/- + 3200 (Grade Pay)
4. Stenographer Gr.I Rs.9300-34800/- + 4200 (Grade Pay)
5. Stenographer Gr.II Rs.9300-34800/- + 3600 (Grade Pay)
6. Stenographer Gr.III Rs.5200-20200 /- + 2400 (Grade Pay)
7. Graduate Clerks Rs.5200-20200 /- + 2400 (Grade Pay)
8. Clerks Rs.5200-20200 /- + 1900 (Grade Pay)
9. Drivers Rs.5200-20200 /- + 2400 (Grade Pay)
10. Bailiff Rs.5200-20200 /- + 1900 (Grade Pay)

Class D

1. Process Server Rs.4440-7440/-/- + 1650 (Grade Pay)
2. Usher Rs.4440-7440/-/- + 1650 (Grade Pay)
3. Peon / Orderly / Chowkidar / Rs.4440-7440/-/- + 1300 (Grade Pay)
4. Waterman / Sweeper Rs.4440-7440/-/- + 1300 (Grade Pay)

MANUAL 11

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;Initially the Organization receives the grants under various heads from the Government and thereafter it distributes the same amongst it's subordinate Courts/ authorities as per their requirements and the remaining funds are kept for the expenditure of the organization for expenditure of pay & allowances, over-time allowance, wages, traveling allowances, office expenses, Rent, rate & taxes, publications, grant-in-aid etc.

MANUAL 12

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;The Manner of Execution of _:The information as relates Subsidy Programmers. to this issue/point so far as it organization is concerned is “Nil”.

MANUAL 13

Particulars of recipients of concessions, permits or authorizations granted by it:Licenses/permits are being issued to the Clerk/s of the Advocate/s. License to the persons who work as Typist in the Bar Room are issued with the consultation of the District & Sessions Judge & the Bar Association. Licenses are also being given to the persons who work as Petition Writer in Civil Court with the consultation of the District Magistrate and they are authorize to receive the charges for reduce in writing the description of the documents and for typing charges as per norms prescribed in Civil and Criminal Manual.

MANUAL 14

Details in respect of the information, available to or held by it, reduced in an electronic form:The organization discharges its functions in view of the various norms set by the Government and the Hon'ble High Court by various Rules of Haryana Civil Services, Haryana Budget Manuals, (Punjab Financial Rules, Punjab Treasury Rules) applicable in Haryana, Manuals, Regulations, and Government Resolutions, Circulars and Notifications.

MANUAL 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:Information i.e. Police station list, Judicial Officers list, forms etc. is available on website i.e

1. https://sirsa.dcourts.gov.in/
2. http://www.ecourts.gov.in/

However, Suvidha Centres have also been established at Sirsa Headquarter and Dabwali Sub-division for the public for enquiry about their cases.

MANUAL 16

Such other information as may be prescribed and thereafter update these publication every year:Services such as case status, case filing etc. are now available on Suvidha Centre/Judicial Service Centre.

MANUAL 17

Such other information as may be prescribed and thereafter update these publication every year: The work of maintenance of Court Building and Residential