

Proactive Disclosure Manual under Section 4(1)(b) of the Right to Information (RTI) Act, 2005.

Particulars of Organization, Functions and Duties

Establishment History: The Revenue District of Porbandar was bifurcated from Junagadh District by the Government of Gujarat on 23rd February 2003. The Porbandar Judicial District functions as a subordinate establishment under the Hon'ble High Court of Gujarat with effect from 02nd October-2026.

Core Functions: The Porbandar Judicial District discharges two primary categories of functions:

(1) Judicial Functions: Adjudication of civil, criminal, and motor accident claims cases within its territorial boundaries.

(2) Administrative Functions: Managing the establishment, human resources, accounts, and infrastructure of the judicial system within the district.

Duties & Jurisdiction: The primary duty of the organization is to exercise administrative and judicial control over all subordinate courts functioning within its territorial jurisdiction. The subordinate courts of the Porbandar Judicial District are located at the Taluka headquarters of **Ranavav** and **Kutiyana**.

Powers, Duties, and Procedure Followed in the Decision-Making Process

The following matrix delineates the designations, core administrative and supervisory responsibilities, channels of supervision, and reporting structures within the Porbandar Judicial District:

4	Deputy Registrar (Judicial Branch / MACP Branch)	<ul style="list-style-type: none"> • Supervises the civil, criminal, and MACP branches. • Scrutinizes and approves routine judicial workflow, reviews operational records, and verifies periodic statistical data. 	Principal District & Sessions Judge, Porbandar
5	Deputy Registrar (Record Branch)	<ul style="list-style-type: none"> • Exercises administrative supervision over the central record room. • Manages the issuance of certified copies, creation of paper books, classification of judicial records, and the institutional record-destruction process as per statutory timelines. 	Principal District & Sessions Judge, Porbandar
6	Deputy Registrar (Inspection Branch)	<ul style="list-style-type: none"> • Oversees the inspection mechanism across the judicial district. • Compiles periodic evaluation reports and coordinates the institutional performance assessments of judicial officers. 	Principal District & Sessions Judge, Porbandar
7	Registrar, Principal Civil Judge / Senior Civil Judge Courts	<ul style="list-style-type: none"> • Exercises overall administrative supervision over the respective Taluka Court stations. • Validates new case filings and supervises financial accounting, storage of legal records, infrastructure, and register logs. 	Principal Civil Judge / Senior Civil Judge of the concerned Taluka Court

4	Deputy Registrar (Judicial Branch / MACP Branch)	<ul style="list-style-type: none"> • Supervises the civil, criminal, and MACP branches. • Scrutinizes and approves routine judicial workflow, reviews operational records, and verifies periodic statistical data. 	Principal District & Sessions Judge, Porbandar
5	Deputy Registrar (Record Branch)	<ul style="list-style-type: none"> • Exercises administrative supervision over the central record room. • Manages the issuance of certified copies, creation of paper books, classification of judicial records, and the institutional record-destruction process as per statutory timelines. 	Principal District & Sessions Judge, Porbandar
6	Deputy Registrar (Inspection Branch)	<ul style="list-style-type: none"> • Oversees the inspection mechanism across the judicial district. • Compiles periodic evaluation reports and coordinates the institutional performance assessments of judicial officers. 	Principal District & Sessions Judge, Porbandar
7	Registrar, Principal Civil Judge / Senior Civil Judge Courts	<ul style="list-style-type: none"> • Exercises overall administrative supervision over the respective Taluka Court stations. • Validates new case filings and supervises financial accounting, storage of legal records, infrastructure, and register logs. 	Principal Civil Judge / Senior Civil Judge of the concerned Taluka Court

Norms Set for the Discharge o Functions

Primary Objective: Since the primary objective of the Porbandar Judicial District is to dispense justice to litigants and stakeholders in accordance with the law, maximum priority is dedicated to the prompt, fair, and transparent resolution of matters.

Service Rules: Administrative and executive actions executed by the employees of the Porbandar Judicial District are governed strictly by the **Gujarat Non-Judicial Officers and Staff (Recruitment and Conditions of Service) Rules, 2017**, as framed by the Government of Gujarat.

Rules, Regulations, Documents, and Public Participation

Rules & Regulations: Duties are discharged using statutory frameworks including the Civil and Criminal Manuals, CPC, CrPC/BNSS, GCSR 2000, and recruitment rules.

Categories of Documents: Maintains judicial records (case files and registers) and service records (service books and ACRs).

Public Participation: No formalized arrangement exists for direct public consultation in policy formulation as policy lies with the High Court and State Government.

Boards, Councils, Committees, and Other Advisory Bodies

Includes internal committees such as the Court Management System Committee, Construction Committee, Internal Complaints Committee, District Level Purchase Committees, and Library Committee. Minutes are confidential except under the RTI Act.

Directory and Remuneration

Directory: Key offices include the District Court Registrars, Senior/Civil Judges, DLSA Secretary, and Family Court Registrar available during office hours.

Telephone Numbers of the Offices of the District Court Porbandar and it's Subordinate Courts.			
Sr. No.	Name of Officer	STD Code	Office No.
1	Registrar, Principal District Court, Porbandar	0286	2222139
2	Registrar, Principal Senior Civil Court - Porbandar	0286	-
3	Registrar, Chief Judicial Magistrate Court - Porbandar	0286	-
4	Registrar, Principal Civil Court - Ranavav	02801	232111
5	Registrar, Principal Civil Court - Kutiyana	02804	260066
6	Secretary, DLSA - Porbandar	0286	2222024
Family Court – Porbandar			
1	Registrar, Family Court, Porbandar.	0286	2220153

Remuneration: Pay scales for Group-A through Group-D cadres range from Rs. 14,800 to Rs. 2,09,200 as per the 7th CPC.

Sr. No.	Name and class of the Post	Pay Scale (As per 7th Pay Commission)
1	Registrar, District Court [Group-A]	78800-209200
2	Additional Registrar, District Court [Group-A]	78800-209200
3	English/Gujarati Stenographer Grade-I [Group-A]	67700-208700
4	Executive Assistant to PDJ	67700-208700
5	Registrar, Senior Civil Court [Group-A]	56100-177500
6	English Stenographer Grade-II [Group-B]	44900-142400
7	Gujarati Stenographer Grade-II [Group-B]	44900-142400

8	Secretary to the Principal District Judge/ Protocol Officer, District Court / Registrar, Civil Court, Bench Clerk Grade-I [Group-B]	44900-142400
9	English Stenographer Grade-III [Group-C]	39900-126600
10	Gujarati Stenographer Grade-III [Group-C]	39900-126600
11	Head Clerk/Nazir/ Bench Clerk Grade-II [Group-C]	35400-112400
12	Senior Clerk / Bench Clerk Grade-III [Group-C]	25500-81100
13	Librarian [Group-C]	25500-81100
14	Assistant [Group-C]	19900-63200
15	Driver [Group-C]	19900-63200
16	Process Server/ Bailiff [Group-C]	19900-63200
17	Havildar [Group-D]	15700-50000
18	Book Binder/Filer/Court Keeper [Group-D]	15700-50000
19	Naik [Group-D]	15000-47600
20	Peon/Watchman/Jailwarder/ Sweeper/ Water Server/Liftman/ Home attendant – Domestic Attendant [Group-D]	14800-47100

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

Budget, Subsidies, Electronic Info, and Facilities

Budget & Subsidies: Budgets are managed via the Legal Department of Gujarat; no subsidy programs are administered.

Concessions & Permits: Authorizations/permits are issued for Advocate Clerks, Bar Room Typists, and Petition Writers.

Electronic Form: Cause lists, live case status, judgments, and KIOSK tracking are available digitally.

Facilities: No public library is maintained; citizen information support is provided by the PIO during working hours.

Officers and Other Information

RTI Authorities: The Appellate Authority is the Additional District Judge, and the PIO is the Principal Senior Civil Judge, Porbandar.

Sr. No.	Name and post	Designation under RTI Act
1	Additional District Judge, Porbandar.	Appellate Authority under RTI Act.
2	Principal Senior Civil Judge, Porbandar.	Public Information Officer under RTI Act
3	Principal Civil Judge, Ranavav	Public Information Officer under RTI Act
4	Principal Civil Judge, Kutiyana	Public Information Officer under RTI Act

Guidelines: Applications may be filed with a fee of Rs. 10 under Section 6(1) of the RTI Act.