

Read:- Section 4(1)(B) of The RTI Act, 2005.

No.B./18/ 170 /2026.

District Court, Amreli.

Dated : 17-04-2026.

- :: OFFICE MEMOREN DUM :: -

1. The Particulars of its Organization, Functions and Duties:

•This organization is a sub-ordinate institute of the Hon'ble High Court of Gujarat.

•The Amreli 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 Amreli Judicial District are at the Taluka places of Bagasara, Vadia, Babra, Lathi, Liliya, Savarkundla, Rajula, Jafrabad, Khambha, Dhari.

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.	Registrar, District Court, Amreli. (Administration)	•Overall Supervision of the Courts of Amreli Judicial District. •To Supervise all important matters concerning the administration of the District Court, all Subordinate Courts and all branches of the District Court, Amreli. •Any other work assigned by the Honourable Principal District Judge, Amreli.	Principal District & Sessions Judge, Amreli

2.	Additional Registrar, District Court, Amreli.	•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. •Any other work assigned by the Honourable Principal District Judge, Amreli and/or Registrar, District Court, Amreli.	Principal District & Sessions Judge, Amreli
3.	Registrar, Additional District Courts of Taluka. (i.e. Savarkundla / Dhari/ Rajula)	•Overall Supervision of Additional District Court. •To Supervise 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. •Any other work assigned by the Honourable Principal District Judge, Amreli and/or Registrar, District Court, Amreli.	Additional District & Sessions Judge of of the concern Taluka Courts, (i.e. Savarkunda / Rajula / Dhari)
4.	Secretary to the Principal District Judge	•To handle the Confidential Correspondence with the Hon'ble High Court, Principal Judges, brother Judges and Government. •To maintain proper liaison between the Principal Judge and other Judges and the Office. •Any other work assigned by the Honourable Principal District Judge, Amreli and/or Registrar, District Court, Amreli.	Principal District & Sessions Judge, Amreli
5.	Protocol Officer, District Court	• To make arrangement for the visiting V.I.Ps. for necessary reservation at the Govt. Circuit or Guest House. •For maintaining protocol to get assistance on every aspects. •Any other work assigned by the Honourable Principal District Judge, Amreli and/or Registrar, District Court, Amreli.	Principal District & Sessions Judge, Amreli

6.	Head Clerk, Nazir Branch, District Court, Amreli.	•Overall Supervision of Nazir Branch. •To Supervise all important matters concerning to the Nazir Branch. •Overall Supervision on all the Bailiff, Driver and Peons of the District Court. •Supervision over the work related to the infrastructure of the entire District. •Supervision over the work related to payment work in Civil / Criminal/ MACP cases. •Any other work assigned by the Honourable Principal District Judge Amreli, and/or Registrar, District Court, Amreli.	Principal District & Sessions Judge, Amreli
7.	Head Clerk, Criminal Branch, District Court, Amreli.	•Overall supervision of Criminal Branch. •To Supervise all important matters concerning to the Criminal Branch. •Supervision over the work related to Criminal cases, periodical statements of Criminal Branch. •Any other work assigned by the Honourable Principal District Judge, Amreli and/or Registrar, District Court, Amreli.	Principal District & Sessions Judge, Amreli
8.	Head Clerk, Civil Branch, District Court, Amreli.	•Overall supervision of Civil Branch. •To Supervise all important matters concerning to the Civil Branch. •Supervision over the work related to Civil cases, periodical statements of Civil Branch. •Any other work assigned by the Honourable Principal District Judge, Amreli and/or Registrar, District Court, Amreli.	Principal District & Sessions Judge, Amreli
9.	Head Clerk, MACT Branch, District Court, Amreli.	•Overall supervision of MACT Branch. •To Supervise all important matters concerning to the MACT Branch. •Supervision over the work related to MACT cases, periodical statements of the MACT Branch. •Any other work assigned by the Honourable Principal District Judge, Amreli and/or Registrar, District Court, Amreli.	Principal District & Sessions Judge, Amreli

10.	Head Clerk, Record Branch, District Court, Amreli.	•Overall Supervision of Record Branch. •To Supervise 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. •Any other work assigned by the Honourable Principal District Judge, Amreli and/or Registrar, District Court, Amreli.	Principal District & Sessions Judge, Amreli
11.	Head Clerk, Inspection Branch, District Court, Amreli.	•Overall Supervision of Inspection Branch. •To Supervise all important matters concerning to the Inspection Branch. •Supervision over the work related to Periodical Statements, Assessments of the Judicial Officers and register maintained in the Branch. •Any other work assigned by the Honourable Principal District Judge, Amreli and/or Registrar, District Court, Amreli.	Principal District & Sessions Judge, Amreli
12.	Head Clerk, CFC Branch, District Court, Amreli.	•Overall Supervision of CFC Branch. •Cases institution work of District Court, Amreli, (i.e. Criminal, Civil, MACP & all Special Courts) as well as Principal Senior Civil Court, Amreli and Chief Judicial Magistrate Court, Amreli. (Including Juvenile Justice Board). •Data entry and maintained Institution Register. •Affidavit for Institution of Civil and Criminal matters. •Any other work assigned by the Honourable Principal District Judge, Amreli and/or Registrar, District Court, Amreli.	Principal District & Sessions Judge, Amreli

13.	System Officer, Computer Branch, District Court, Amreli.	•Overall Supervision of Computer Branch. •Computer related work (i.e. technical and Administrative work of Computer and IT Services). •Supervision over the work related to the Computer of the entire District. •Any other work assigned by the Honourable Principal District Judge, Amreli and/or Registrar, District Court, Amreli.	Principal District & Sessions Judge, Amreli
14.	Registrar, Civil / Senior Civil Courts.	•Over all Supervision of Taluka Court. •To Supervise 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. •Any other work assigned by the Honourable Principal District Judge, Amreli and/or Registrar, District Court, Amreli.	Principal Civil Judge/ Principal Senior 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 Amreli 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 Amreli 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 Amreli Judicial District, to be follow by Staff of the Amreli Judicial District for discharging its functions.

1. The Civil Manual
2. The Criminal Manual

3. The Code of Civil Procedure
4. The Bharatiya Nyaya Sanhita.
5. The Bharatiya Nagarik Surakshya Sanhita
6. The Gujarat Civil Service Rules, 2000
7. 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, Gradation list 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.

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 meetings are accessible for public.

Sr. No	Name of the Committee	Brief work description	Name of Members
1.	District Court Management Systems (DCMS) Committee.	Formulation of effective implementation of National Policy/ Plan, to co-ordinate development of	1.The Principal District Judge, Amreli. 2. The Senior Most Additional District Judge at the Headquarter Amreli who having at least 3 years of service left.

		policy proposals for courts and Case Management so as to enhance quality responsiveness and timeliness of Justice.	3.The Second Senior most Additional District Judge at the Headquarter Amreli, who having at least 5 years of service left. 4.The Principal Senior Civil Judge, Amreli. 5.The Chief Judicial Magistrate, Amreli. 6.The Secretary, District Legal Service Authority, Amreli. 7.The District Government Pleader, Amreli. 8.The Senior Assistant Public Prosecutor at the Headquarter. 9.The Collector, Amreli District. 10.The Superintendent of Police, Amreli District. 11. The Executive Engineer (R&B), Amreli. 12.The Registrar, District Court, Amreli 13 The Court Manager, 14. The System Officer 15.The President, Bar Association, Amreli 16.Mr. D. N. Khachar, Senior Advocate 17.Mr. N. K. Makwana, Senior Advocate
2.	District Court Computer (DCCS) Committee.	Implementation of IT and Computerization in Courts.	1. The Senior Most Additional District Judge at the Headquater Amreli. 2.The Principal Senior Civil Judge, Amreli. 3. The Additional Civil Judge, Amreli. 4. The System Officer, District Court, Amreli. 5. Senior Clerk, Computer Center, District Court, Amreli.
3.	Scanning & Digitization Committee.	For Scanning and Digitization of Record.	1..The Senior Most Additional District Judge at the Headquater Amreli. 2. The Additional Civil Judge, Amreli. 3. The Registrar, District Court, Amreli.

			4. The Record Keeper, District Court, Amreli.
4.	Accessibility Committee.	For Accessible Court Documents for Handicap persons.	1.The Senior Most Additional District Judge at the Headquater Amreli. 2.The Principal Senior Civil Judge, Amreli. 3.The System Officer, District Court, Amreli. 4. Mr. Y. B. Dodiya, Head Clerk, District Court, Amreli. 5. Mr. J. B. Budhela, Assistant, District Court, Amreli.
5.	District Court Library Committee.	For functions relating to library Management.	1.The Principal District Judge, Amreli. 2. Senior Most Additional District Judge at the Headquater Amreli. 3. The Principal Senior Civil Judge, Amreli. 4. The Chief Judicial Magistrate, Amreli. 5. The Additional Civil Judge, Amreli.
6.	Internal Complaint Committee.	To deal with the complaint of sexual harassment if any, of any women employee working on the establishment of Amreli Judicial District.	1. Ms. S. R. Vakaliya, The Chief Judicial Magistrate, Amreli. 2. Ms. M. R. Trivedi, Advocate & A.G.P. 3. Mrs.Shardaben Dabhi, Senior Advocate 4. Ms. J. J. Joshi, Advocate & NGO 5. Ms. P. N. Gadhvi, Gujarati Stenographer, District Court, Amreli.
7.	Committee to formulate a comprehensive plan, carry out the tasks mentioned in the Hon'ble Supreme Court judgment dated 15/01 /2025,	for direction given by in Writ petition (C) No. 538/2023	1. The Principal District Judge, Amreli. 2.Mr. A.A. Vyas, Protocol Officer, District Court, Amreli. 3. Ms. P. D. Dixit, Bench Clerk Grade-I, District Court, Amreli. 4. Mr. H. P. Solanki, Advocate,

	passed in Writ Petition (C) No.538 of 2023 in the case of Rajeeb Kalita Vs. Union of India & Ors.		5. Ms. J. V. Solanki, Advocate
8.	Promotion Committee	for Promotion of Staff	1.The Principal District Judge, Amreli 2.The Senior Most Additional District Judge at Amreli Headquarter 3. The Principal Senior Civil Judge, Amreli
9.	Purchase Committee	For purchase	1.The Principal District Judge, Amreli 2.The Senior Most Additional District Judge at Amreli Headquarter 3. The Principal Senior Civil Judge, Amreli 4. The Chief Judicial Magistrate, Amreli.
10.	District Committee	Suggestion for expeditious Disposal of Old cases at District Court.	1.The Senior Most Additional District Judge at Amreli Headquarter 2. The Principal Senior Civil Judge, Amreli 3. The Chief Judicial Magistrate, Amreli. 4.The District Government Pleader, Amreli. 5. Senior Most Assistant Prosecutor, Amreli 6. The President, Bar Association, Amreli. 7. Dy.S.P., designated as Nodal Officer for service of Summons / Warrant.

9. A Directory of its Offices and Employees

Telephone Numbers of the Offices of the District Court Amreli and it's Subordinate Courts.			
Sr. No.	Name of Officer	STD Code	Office No.
1	Registrar, District Court, Amreli	02792	223634
2	Additional Registrar, District Court, Amreli	02792	226500
3	Secretary to the Principal District Judge, Amreli	02792	223634
4	Protocol Officer, District Court, Amreli.	02792	225518
5	Nazir, District Court, Amreli	02792	220593
6	System Officer, District Court, Amreli	02792	299120
7	Head Clerk, Information Branch	02792	299277
8	Head Clerk, CFC Branch	02792	226500
9	Head Clerk, Record Branch	02792	228817
10	Head Clerk, Criminal Branch	02792	222416
11	Head Clerk, Civil Branch	02792	222416
12	Head Clerk, MACT Branch	02792	299277
13	Registrar, Additional District Court, Savarkunda.	02845	224761
14	Registrar, Additional District Court, Rajula.	02794	220029
15	Registrar, Additional District Court, Dhari.	02796	225198
16	Registrar, Senior Civil Court, Amreli.	02792	225554
17	Registrar, Chief Judicial Magi. Court, Amreli.	02792	222288
18	Registrar, Senior Civil Court, Savarkunda.	02845	224761
19	Registrar, Senior Civil Court, Rajula.	02794	220030
20	Registrar, Senior Civil Court, Dhari.	02797	225031
21	Registrar, Civil Court, Bagasara.	02796	222340
22	Registrar, Civil Court, Vadia.	02796	273253
23	Registrar, Civil Court, Babra.	02791	233189
24	Registrar, Civil Court, Lathi.	02793	250657
25	Registrar, Civil Court, Liliya.	02793	237041
26	Registrar, Civil Court, Jafrabad.	02794	245007
27	Registrar, Civil Court, Khambha.	02797	260119
28	Head Clerk, DLSA, Amreli	02792	229824

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 [Group-A]	78800-209200
2	Additional Registrar, District Court [Group-A]	78800-209200
3	Registrar, Additional District Court [Group-A]	78800-209200
4	English/Gujarati Stenographer Grade-I [Group-A]	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	BookBinder/Filer/Court Keeper [Group-D]	15700-50000
19	Naik [Group-D]	15000-47600
20	Peon/Watchman/Jail warder/ Sweeper/ Water Server/Lift man/Home attendant - Domestic Attendant [Group-D]	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 Amreli 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. Case Status
3. Judgments and orders passed by the different Courts of Amreli District
4. Leave List
5. KIOSK machines showing the case status, and
6. LCDs displaying number and category of case which is being heard in every Court.

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, Designation and Other Particulars of the Public Information Officers;

Sr. No.	Name and Post	Designation under RTI Act
1	Senior Most Additional District Judge, at Headquarter Amreli .	Appellate Authority of District Court Amreli , all the Appellate Courts at Amreli , Civil and Criminal Courts at Amreli , Civil Court at Babra, Lathi & Vadia under RTI Act.
2	Additional District Judge, Savarkundla .	Appellate Authority of Additional District Courts and Civil Courts at Savarkundla and Civil Court at Liliya under RTI Act.
3	Additional District Judge, Rajula .	Appellate Authority of Additinal District Courts and Civil Courts at Rajula and Civil Court at Jafrabad under RTI Act.
4	Additional District Judge, Dhari .	Appellate Authority of Additional District Courts and Civil Courts at Dhari and Civil Court at Bagasara & Khambha under RTI Act.
5	Principal Senior Civil Judge, Amreli .	Public Information Officer of District Court Amreli , all the Appellate Courts at Amreli , Civil and Criminal Courts at Amreli under RTI Act.
6	Principal Senior Civil Judge, Savarkundla .	Public Information Officer of Additinal District Courts and Civil Courts at Savarkundla under RTI Act.
7	Principal Senior Civil Judge, Rajula .	Public Information Officer of Additinal District Courts and Civil Courts at Rajula under RTI Act.
8	Principal Senior Civil Judge, Dhari .	Public Information Officer of Additinal District Courts and Civil Courts at Dhari under RTI Act.
9	Principal Civil Judge, Bagasara .	Public Information Officer of Civil Court at Bagasara under RTI Act.
10	Principal Civil Judge, Vadia .	Public Information Officer of Civil Court at Vadia under RTI Act.

11	Principal Civil Judge, Babra.	Public Information Officer of Civil Court at Babra under RTI Act.
12	Principal Civil Judge, Lathi.	Public Information Officer of Civil Court at Lathi under RTI Act.
13	Principal Civil Judge, Liliya.	Public Information Officer of Civil Court at Liliya under RTI Act.
14	Principal Civil Judge, Jafrabad.	Public Information Officer of Civil Court at Jafrabad under RTI Act.
15	Principal Civil Judge, Khambha.	Public Information Officer of Civil Court at Khambha under RTI Act.

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.

District Court, Amreli.

Date:- 17.04.2026.


[Rizvana Bukhari]
**Principal District Judge,
Amreli.**