



सत्यमेव जयते

## **City Civil and Sessions Court Ahmedabad**

(Booklet contains information under Right to Information Act – 2005)

**PROACTIVE DISCLOSURE UNDER SECTION 4(1)(b) OF THE RTI ACT**

**City Civil and Sessions Court,  
Bhadra, Lal Darwaja,  
Ahmedabad - 380001.**

**Office Phone No.: (079) 25512051**

**Website: [ahmedabad-ccc.dcourts.gov.in](http://ahmedabad-ccc.dcourts.gov.in)**

**Email Address: [cccourt-ahd@gujarat.gov.in](mailto:cccourt-ahd@gujarat.gov.in)**

**Information under Section 4(1)(b) of the  
RTI Act, 2005**

**(Latest by 20/07/2024)**

## **(1) The Particulars of Organisation, functions and duties**

### **History:**

The Ahmedabad City Civil Court came to be constituted under the Gujarat Act No.XIX of 1961 named as “The Ahmedabad City Courts Act, 1961”, and the Ahmedabad City Civil Courts were established and made functional with effect from 4th November, 1961, in the historic Azamkhan Palace within the Bhadra Fort premises, on the land area admeasuring 16373 sq.meters. The Azamkhan Sarai was built in the year 1637 during the regime of Mughal Emperor Shahjahan. The Ahmedabad City Civil Courts are governed by “The Ahmedabad City Civil Court Rules, 1961”.

Shri N.K.Vakil presided over The Ahmedabad City Civil Courts as the first Principal City Civil & Sessions Judge from 4th November, 1961 till 15th December, 1962. The Ahmedabad City Civil Courts continued to function in the old historic premises till May, 2014, and from April, 2019, the Courts are functioning in the new Building constructed within the same precincts, which has come up after dismantling the old structure and ensuring that the structure carrying heritage value remains undisturbed and intact.

### **Name of the organization:**

The office of the *City Civil and Sessions Court, Ahmedabad* is subordinate institution of the High Court of Gujarat, Ahmedabad.

### **Functions of the organization:**

The organization has its two functions.

#### **(i) Judicial function and**

#### **(ii) Administrative function**

### **Duties of the organization:**

- (i) To exercise the control over its Courts functioning in its territorial as well as pecuniary jurisdiction i.e. Ahmedabad City Area.
- (ii) To control and distribute the various grants received from the Government from time to time and its appropriate expenditure.
- (iii) To deal with all correspondence relating to the Supreme Court of India, the High Court of Gujarat, Legal Department, Gandhinagar, Gujarat State.
- (iv) To administer justice as per the various Laws.
- (v) To appoint and promote the Class-I to Class IV(Non-Judicial employees) Government servants with the help of Advisory/Departmental Promotion Committee.

(vi) In exercise of the duties of administrative nature, the organization deals with the duties of its employees, transfer of its employees, holding departmental examinations and departmental enquiries of the employees etc

(vii) Doing smooth the administration as per the procedural laws, the Gujarat Civil Services Rules, the Non-Judicial Officers and Staff (Recruitment and Service Conditions) Rules, 2017, the Government Resolutions and the Notifications issued by the High Court from time to time.

(viii) The establishment of City Civil and Sessions Court, Ahmedabad is functioning as per City Civil Court Rules, 1961 & as per the provisions of City Civil Courts Act, 1961.

**The Head of the organization:**

The *Principal Judge* who is also the Chairman of the City Civil Court Legal Services Committee, under which the Lok Adalats, Seminars on various legal subjects are being held under his supervision. In order to improve the work of the Judicial Officers and employees, the workshops are being held, under the directions of the Hon'ble High Court.

**Current Head of the organization:**

**Mr. Utkarsh Thakorbbhai Desai**

## **(2) The Powers and duties of officers and employees**

**(A) There are following Cadres of the Judicial Officers:**

### **(i) Principal Judge**

Administrative Head of Department and Judicial authority for the Civil and Criminal both matters. He has the power of assignment of matters/cases registered under various Acts/Laws to other Courts of this establishment as per Courts Business.

### **(ii) Additional Principal Judge**

The above Judicial Officer deal with both Civil and Criminal the matters pertaining to the original side and also the matter under the various Special Acts and Motor Accident Claim Petitions.

### **(iii) Judges(Additional District Judges)**

The above Judicial officers deal with both Civil and Criminal the matters and decided by these Judicial officers.

### **(iv) Registrar(Civil Judge)**

Ministerial Head of the Staff.

The above Judicial officer have to deal with the administrative as well as sub-judice functioning over the various Departments and Courts under this establishment as per the guideline laid down in the Ahmedabad City Civil Court Rules, 1961. Further, He has to act as a Secretary of the City Civil Court Legal Services Committee.

**(B) The Non Judicial employees/staff of this organization are as under:**

**(i) Class I:** Additional Registrar, Deputy Registrar, Court Manager, Executive Assistant to Principal Judge, Stenographer Grade-I

**(ii) Class-II:** Bench Clerk, Gr.-I, Protocol Officer, Accounts Officer, System Officer, Stenographer Grade-II

**(iii) Class III:** Superintendent, Assistant Superintendent, Librarian, Assistant(Junior Clerk), System Assistant, Bailiff (Process Server), Driver, Xerox Operator

**(iv) Class-IV :** Havildar, Naik, Book Binder/Filer/Court Keeper, Peon, Watchman, Water Server, Part time Sweeper

The above Class-I to IV employees have to act as a supporting staff in various Courts as well as in Sections/Departments under this establishment and their duties are allotted by the concerned Head of Department or Presiding Officer. Ministerial staff of the Class-I to III have been working in accordance with the provisions of Civil/Criminal Manual as well as Service Rules of Government. Above Ministerial staff have to perform multiple functions or procedure in various level i.e. Judicial, Administrative, Correspondence, Accounts, Cash Management and Record keeping etc.

### **(3) The procedure followed in the decision making process, including channels of supervision and accountability**

The Officers follow the procedure as laid down in the laws, Manuals and directions received from the Hon'ble Supreme Court, Hon'ble High Court, Law and Judiciary(Legal) Department of Government.

The employees working in the various Courts and sections are following the procedures laid down in the prescribed Manuals and under the directions of Head of organization and the Presiding Officers.

The Principal Judge supervises the work of the organization and exercises control over it. All Courts under this establishment submit various types of returns, statements and information to the Head of Organization for onward transmission to the Hon'ble High Court periodically(ie. Monthly, Quarterly, Half Yearly and Yearly basis) and whenever called for by the superior authorities.

The Civil Suits/matters and Motor Accident Claim Petitions are initially lodged by CFC(Computerised Filing Center) of this Court after its verification made by the Addl. Registrar and Deputy Registrars and Registration of the cases are being assigned amongst the various Courts of this establishment.

The Criminal Cases/matters are initially presented by the concerned Police Authorities and the private parties and the cases committed by the lower/trial Court i.e. Metropolitan Court, Ahmedabad and thereafter its registration the same are made over to the other Judicial Officers(Sessions Judges) for disposal according to law.

There are Special Courts assigned to the Judicial Officers(Addl. Sessions Judges) under this establishment like the matters under the National Investigating Agency Act, Prevention of Terrorism Act(POTA), Prevention of Corruption Act, Electricity Act, Terrorist and Disruptive Activities(Prevention) Act(TADA), Rights of Persons with Disabilities Act, Gujarat Land Grabbing(Prohibition) Act, NDPS Act, Drugs and Cosmetics Act, Mines and Minerals(Development & Regulation) Act etc.

There are exclusive Courts established for the matters registered under Commercial Courts Act, Atrocity(Prevention) Act, POCSO Act, Rape Cases, all cases exclusively investigated and/or filed by the Central Bureau of Investigation and Delhi Special Police Establishment for Metropolitan areas of Ahmedabad City.

#### **(4) The norms set by the organisation for the discharge of its functions**

The organization discharges its functions in view of the various norms set by the Government and the Hon'ble High Court of Gujarat by various Rules in respect of Gujarat Civil Services, Financial Rules, Treasury Rules, Manuals, Regulations, Contingent Expenditure Rules, Government Resolutions, Circulars and Notifications.

**(5) The rules, regulations, instructions, manuals and records, held by the organisation or under its control or used by its employees for discharging its functions**

The below listed Rules, Regulations, instructions, Manuals, records are held by the organization and are used for its control or discharging its functions by the employees.

1. The Civil Manual, 1960
2. The Criminal Manual, 1980
3. The Code of Civil Procedure, 1908
4. The Code of Criminal Procedure, 1973. & BNSS, 2023.
5. The Gujarat Civil Services Rules, 2002.
6. The Gujarat Financial Rules, 1971
7. The Gujarat Treasury Rules, 2000
8. General Provident Fund Rules
9. Stationery and Printing Manual
10. The Court Fees Act, 2004.
11. The Ahmedabad City Civil Court Rules, 1961
12. The Stamp Act, 1958.
13. The Limitation Act, 1963
14. The Legal Services Authorities Act, 1987
15. Manual of Departmental Enquiries
16. The various Government Resolutions, Circulars, Gazettes, Notifications etc. issued by the Government of Gujarat.
17. The Non-Judicial Officers and Staff of the Courts (Recruitment and Conditions of Service) Rules ,2017 .
18. Notifications issued by the Hon'ble High Court of Gujarat from time to time.

**Note:** Three New Acts/Laws e.g. **The Bharatiya Nyaya Sanhita, the Bharatiya Nagarik Suraksha Sanhita(BNSS)** and **the Bharatiya Sakshya Adhinyam** having come into effect from July 1, 2024. These new laws replace the Indian Penal Code (IPC) of 1860, the Criminal Procedure Code (CrPC) of 1898 and the Indian Evidence Act of 1872.



**(6) A statement of the categories of documents that are held by the organisation or under its control**

The following Registers/Documents are being maintained by the organization.

- (i) Register for institution (Civil as well as Criminal matters)
- (ii) Separate Registers for the registration of Regular Darkhasts, Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claim Petitions, Court Fees Register, Refund of Court Fees Register, Writ Register, Disposal Register etc. are maintained in the Courts and sections of this establishment.
- (iii) Daily Boards, Memorandum Books and various other Registers are maintained as per the procedure laid down under Civil and Criminal Manual.
- (iv) For the purpose of maintaining **Accounts of the organization**, the registers i.e.
- **A** - Book for Receipts for money paid into Court,
  - **C** - Register of Deposit for long term.
  - **D** - Register of deposit payment of “C”
  - **E** - Register of attached property produced in Civil Proceedings
  - **F** - Register for entry of immovable property seized by Bailiff
  - **G** - Register of money received on account of Subsistence money of Civil Prisoners
  - **H** - Register for Payment of “G”
  - **I** - CashBook
  - **J** - Ledger Book
  - **K** - Treasury Pass Book
  - **L** - Treasury Cheque book
  - Register of applications for refund of lapsed deposit and other various registers are maintained as per the provisions laid down under the Civil and Criminal Manuals.
- (v) In the **Copying Section(Appeal-1 Dept.)** the register of Copying application separately for Civil and Criminal Side, Daily Fee Book and Daily Fee account registers are maintained.
- (vi) Service Books of officer/s and employee/s, List of disposed of records in Record Section. The disposed of records of all the Courts are deposited Record Section/Dept. The copies of them are prepared and delivered by the Record Keeper (Record Section), with the help of staff working under him.

**(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 organisation's policy or implementation thereof**

The information relating to this point/issue so far as this organization is concerned is **"Nil"**

**(8) A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as organisation's 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**

There are following committees in this Court, constituted under the Presiding Officer viz.

**[Advisory / Departmental Promotion Committee](#)**

**The Members of this committee is as under :**

1. Principal Judge - Chairman
2. Addl. Principal Judge - Member
3. Judge - Member

**Notification of [Internal Complaints Committee](#) is published on the website of this office under Circular Notice section time to time.**

## **(9) A directory of officers and employees**

Following is the directory of the officers of organization.

### **List of Judicial Officers in this Court as on 20/07/2024**

<b>Name</b>	<b>Designation</b>
SHRI UTKARSH THAKORBHAI DESAI	PRINCIPAL JUDGE
SHRI S. L. THAKKER	JUDGE, CITY CIVIL COURT AND I/C ADDITIONAL PRINCIPAL JUDGE
SHRI M. P. PUROHIT	JUDGE, CITY CIVIL COURT
SHRI D. A. VORA	JUDGE, CITY CIVIL COURT
SHRI H. P. MEHTA	JUDGE, CITY CIVIL COURT
SHRI J. M. BRAHMBHATT	JUDGE, CITY CIVIL COURT
SHRI C.H.SHAH	JUDGE, CITY CIVIL COURT (Order to work along with Registrar (SCMS & ICT), High Court of Gujarat, Ahmedabad)
MS. H. M. PAVAR	JUDGE, CITY CIVIL COURT (Order to work as Director, Arbitration Centre (Domestic & International), High Court of Gujarat, Ahmedabad)
SHRI C. G. MEHTA	JUDGE, CITY CIVIL COURT
SHRI J. I. PATEL	JUDGE, CITY CIVIL COURT
SHRI D. G. RANA	JUDGE, CITY CIVIL COURT
SHRI M. R. CHAUDHARY	JUDGE, CITY CIVIL COURT
SHRI B. L. CHOITHANI	JUDGE, CITY CIVIL COURT
SHRI V. B. RAJPUT	JUDGE, CITY CIVIL COURT
SHRI H. G. PANDYA	JUDGE, CITY CIVIL COURT
SHRI B. B. JADAV	JUDGE, CITY CIVIL COURT
SHRI M. B. KOTAK	JUDGE, CITY CIVIL COURT
SHRI J. L. CHOVATIA	JUDGE, CITY CIVIL COURT
SHRI P. I. PRAJAPATI	JUDGE, CITY CIVIL COURT
SHRI P. K. KHANCHANDANI	JUDGE, CITY CIVIL COURT
SHRI B. K. AVASHIA	JUDGE, CITY CIVIL COURT
MS. A. B. BHATT	JUDGE, CITY CIVIL COURT
SHRI H. N. RAMAVAT	JUDGE, CITY CIVIL COURT

**Sanctioned, Filled-in and Vacant Post details**  
**Judicial and Non-Judicial Officers / employees of this establishment as on**  
**20/07/2024**

<b>Sr. No.</b>	<b>Cadre</b>	<b>Sanctioned Post</b>	<b>Filled Post</b>	<b>Vacant Post</b>
1	Judges (Including Principal Judge and Additional Principal Judge)	49	24	25
2	Registrar	1	1	0
3	Additional Registrar	2	1	1
4	Deputy Registrar	6	5	1
5	Executive Assistant to Principal Judge , Class-I	1	1	0
6	English Stenographers (Grade-I, Class-I)	42	28	14
7	English Stenographers (Grade-II, Class-II)	22	1	21
8	Gujarati Stenographers (Grade-I, Class-I)	41	22	19
9	Gujarati Stenographers (Grade-II, Class-II)	13	0	13
10	Bench Clerk Grade-I & Protocol Officer, (Class-II)	55	39	16
11	Accounts Officer (Class-II)	1	0	1
12	Superintendent (Class-III)	55	32	23
13	Asst. Superintendent (Class-III)	41	41	0
14	Librarian (Class-III)	1	0	1
15	Assistant (Class-III)	214	112	102
16	Xerox Operator (Class- II)	6	5	1
17	Bailiff (Class-III)	52	46	6
18	Driver (Class-III)	12	7	5
19	Data Entry Operator (OutSourcing)	22	22	0
20	Havildar (Class-IV)	36	18	18

21	Court Keeper / Filer / Book Binder (Class-IV)	3	1	2
22	Naik (Class-IV)	8	0	8
23	Peon / Jail Warder / Hamal / Watchman / Water Server / Sweeper / Scavanger (Class-IV)	77	33	45

**(10) The monthly remuneration received by each of the organisation's officers and employees, including the system of compensation as provided in its regulations**

The information is as under:

**(A) Judicial Officers**

**Note: Judicial Officer's emoluments is given as per 2<sup>nd</sup> National Judicial Pay Commission.**

CADRE	POST	PAY SCALE	LEVEL
Class-I	Principal Judge	199100 - 224100	J-7 (Super Time Scale)
Class-I	Addl. Principal Judge	163030 - 219090	J-6 (Selection Grade)
Class-I	Judge(Sessions Judge)	144840 - 194660	J-5 (Entry Level)
Class-I	Registrar(Civil Judge)	77840 - 136520	J-1 (Entry Level)

**(B) Non- Judicial Officers & Employees**

**Note: Non Judicial Officer/employee's emoluments is given as per 7<sup>th</sup> Pay Commission of State Government.**

CADRE	POST	PAY SCALE	LEVEL
Class-I	Additional Registrar	78800 - 209200	Level - 12
Class-I	Deputy Registrar	56100 - 177500	Level - 10
Class-I	Executive Assistant to Principal Judge	67700 - 208700	Level - 11
Class-I	Court Manager	56100 - 177500	Level - 10
Class-I	Stenographer, Gr.-1	67700 - 208700	Level - 11
Class-II	Bench Clerk, Gr.-I	44900 - 142400	Level - 8
Class-II	Protocol Officer	44900 - 142400	Level - 8
Class-II	Accounts Officer	44900 - 142400	Level - 8
Class-II	System Officer	44900 - 142400	Level - 8
Class-II	Stenographer Grade-II	44900 - 142400	Level - 8
Class-III	Superintendent	39900 - 126600	Level - 7
Class-III	Assistant Superintendent	25500 - 81100	Level - 4
Class-III	Librarian	25500 - 81100	Level - 4
Class-III	Assistant(Jr. Clerk) / System Assistant / Bailiff(Process Server) / Driver, Xerox Operator	19900 - 63200	Level - 2
Class-IV	Havildar	15700 - 50000	Level - IS-3
Class-IV	Naik / Book Binder / Filer	15000 - 47600	Level - IS-2
Class-IV	Peon / Watchman / Scavanger	14800 - 47100	Level - IS-3

**(11) The budget allocated to each of the organisation 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 Legal Department of State Government as per allocation of budgetary provisions in consultation with the Finance Department of State Government. Thereafter it distributes the same amongst its authorities as per requirements and the fund is used for the expenditure of the organization for pay and allowances, wages, travelling allowances, office expenses, Rent, Rate and taxes, publications, grant in aid, contingency etc.

The budget allocated to each Department of State Government is published on the website of the Finance Department of State Government.



**(12) The manner of execution of subsidy programmes, including amounts allocated and the details of beneficiaries of such programmes**

The information relating to this point/issue so far as this organization is concerned is **"Nil"**

**(13) Particulars of recipients of concessions, permits or authorizations granted by the organization**

Licenses/permits are issued to the Clerk/s of the Advocate/s. License to the persons who work as Typist in the Bar Room in consultation with the Presiding Officer of the Court and Bar Association. Licenses are also issued to the persons who work as Petition Writers in Civil Court in consultation with the Presiding Officer of the Court and they are authorised to receive the charges to reduce into writing the description of the documents and for typing charges, as per norms prescribed in Civil and Criminal Manuals.

**(14) Details in respect of the information, available to or held by the organisation, reduced in an electronic form**

The details of all the pending and decided cases registered under this establishments is virtually available on the website <https://ahmedabad-ccc.dcourts.gov.in> in the section of Justice Clock-City Civil Court and all data are digitally updated day to day.

The information regarding Organization's important Circular, Notifications, Office Orders, Notices, Tenders, Case Status Service, Useful Forms and Documents are feeded in electronic form and updatation is done regularly and the said information is also available on the website <https://ahmedabad-ccc.dcourts.gov.in>

**(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**

During office hours on every working day, any citizen may apply for the inspection and certified copy of related matter/case's records/documents maintained by this establishment in accordance with the norms set in the Civil/Criminal manual and prevailing rules, but no facility of library or reading room is available for public use.

**(16) The names, designations and other particulars of the public information officers**

One Public Information Officer, One Assistant Public Information and Appellate Authority has been appointed for this establishment in view of the directions of Hon'ble High Court of Gujarat whose particulars are as follows.

**Details of Public Information Officer**

Name: Shri Hardik S. Desai  
Designation: Registrar  
Office: City Civil & Sessions Court, Ahmedabad  
Contact: 079-25512051  
Email: [cccourt-ahd@gujarat.gov.in](mailto:cccourt-ahd@gujarat.gov.in)

**Details of Assistant Public Information Officer**

Name: Shri Prakash D. Sirsikar  
Designation: Additional Registrar  
Office: City Civil & Sessions Court, Ahmedabad  
Contact: 079-25512051  
Email: [cccourt-ahd@gujarat.gov.in](mailto:cccourt-ahd@gujarat.gov.in)

**Details of Appellate Authority**

Name: Shri S.L.Thakker  
Designation: Judge & Incharge Additional Principal Judge  
Office: City Civil & Sessions Court, Ahmedabad  
Contact: 079-25512051  
Email: [cccourt-ahd@gujarat.gov.in](mailto:cccourt-ahd@gujarat.gov.in)

**(17) Such other information as may be prescribed**

The work of construction and maintenance of Court Buildings and Residential Quarters of Judicial Officers and Employees are looked after by the Road & Building Department.

Any citizen may apply for the application under the RTI Act offline mode in prescribed format with necessary fees i.e. **Rs.50/- (RTI Application Fee)** and Online through RTI Portal developed by Hon'ble Highcourt of Gujarat on the website of <https://gujarathc-casestatus.nic.in/rtiportal/pub/rtionline>.

Under the Legal Services Authority Act – 1987, City Civil Court Legal Services Committee is also established in this premises, which provides **free and competent legal aid** to the needy **free of cost**. Therefore, no litigant/person coming to this office for legal aid / advice / services / assistance is required to pay any money for the services rendered. Lok Adalats are being held in this establishment on the specified dates of the year, as per the schedule fixed by the NALSA(**National Legal Services Authority**). Now, Lok Adalat has been recognized by Statutory provision.

Date: 20/07/2024

Sd/-  
**(Utkarsh T. Desai)**  
Principal Judge  
City Civil & Sessions Court,  
Ahmedabad