

# **DISTRICT AND SESSIONS COURTS, Kaithal**

*(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*

<b>Name of the Organization</b>	Office of District and Sessions Judge, Kaithal This organization is sub-ordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh.
<b>Functions of the Organization</b>	The organization has its two main functions.  (i) Judicial Function and (ii) Administrative Function
<b>Duties of the Organization</b>	(i) To exercise the control over all its subordinate Courts functioning in its territorial jurisdiction.  (ii) To distribute the various grants amongst its subordinate authorities received from the Government, time to time.  (iii) To deal with all correspondence relates to Hon'ble High Court and the Department of Law and Judiciary, Government of Haryana.  (iv) To administer justice as per the various legislation/ statutes.  (v) To recruit Class-III and Class-IV Govt. Servants with the help of Advisory Committee.  (vi) To promote the officials to the higher responsible post.  (vii) To handle the administration in view of the procedural laws, Haryana Civil Services Rules, 2016 Government Resolutions and Notifications issued by the High Court. (viii) In exercising the duties of administrative nature, the organization deals with the transfer of its employees, departmental inquiries of the employee etc.  (ix) The Head of the organization- The Principal District and Sessions Judge is the Chairman of District Legal Services Authority, Kaithal, under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.

## MANUAL 2

### *The Powers and Duties of Judicial Officers & Employees*

There are following cadres of the Judicial Officers:

- i) The District & Sessions Judge,
- ii) The Additional District & Sessions Judge,

The above Judicial Officers/Judges deal 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.

- iii) The Civil Judge (Senior Division) :-

The above Judicial Officer/Judge deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government are also being heard and decided by said Judicial Officer/Judge.

- iv) The Chief Judicial Magistrate :-

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

- v) The Civil Judge (Junior Division) and Judicial Magistrate First Class :-

(a) To deal with the matters of Civil nature having jurisdiction upto Rs.10 lac (\* Refer to Hon'ble Punjab & Haryana High Court Notification No.09 Gaz.II/XXI.C.35 Dated 05/02/2014).

(b) To deal with the matters of criminal nature excluding triable by the Court of Session and also excluding the cases having exclusive jurisdiction of the Chief Judicial Magistrate.

## **Power and Duties of Employees**

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

Class-A	Chief Administrative Officer/ Superintendent
Class -C	Reader Grade-I, II & III, Stenographer Grade-I, II & III Clerks, Driver, Bailiff
Class -D	Process Server Peon/Watchman/Mali/Orderly/Waterman/ Record-lifter/Usher/Sweeper/Chowkidar.

### **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 Work.

### **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 Computer.

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

To take down evidence in English on Computer and to take dictation in cases of the Judges.

### **Ahlmads**

To have the custody of the 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, Library 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:-**

- 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 and Sessions Judge, Kaithal, supervises the work of the organization and exercises control over it. Likewise, he/she distribute the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.
- The subordinate authorities submits 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 called for.
- The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after its registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.
- The Criminal cases 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 4**

The norms set by it 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 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 5

A statement of the categories of documents that are held by it or under its control:-  
The following registers/documents are 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 its 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-, the Treasury Cheque Book-L, the register of application 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 dispose of records of all the Courts are deposited in Judicial Record Room, Kurukshetra and Pehowa and preparation of certified copies in disposed of cases are being prepared and delivered by the Record Keeper [Record Room]



**The Rules, Regulations, Instructions, Manuals and Records for Discharging  
Functions**

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 State of Haryana)
6. The Punjab Budget Manual
7. The Punjab Financial Rules
8. The Punjab Treasury Rules
9. High Court Rules & Orders 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-6

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

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part:-

**The information as relates to this issue/point, so far as, this organization is concerned, is “Nil”.**

## MANUAL 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.

The Names, 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
<b>1</b>	a) Court of District and Sessions Judge and Courts of Additional District Officer / Sessions Judges at District headquarter.  b) Courts of Additional District and Sessions Judge at places where there is no District and Sessions Judge.	Chief Ministerial Officer of the Court of District & Sessions Judge.  Senior Ahlmad/ Stenographer.	Chief Administrative Officer/Supdt. in the office of District & Sessions Judge.  Chief Ministerial Officer of the Court of Senior most Additional District & Sessions Judge.	District & Sessions Judge of the respective Sessions Division.  Senior most Additional District and Sessions Judge.
<b>2</b>	Court of Civil Judge (Senior Division)	Chief Ministerial Officer of the Court	Clerk of the Court of the office of Civil Judge (Senior Division)	Civil Judge (Senior Division)
<b>3</b>	Court of Chief Judicial Magistrate.	Senior Most Ahlmad/ Stenographer.	Chief Ministerial Officer of the Court	Chief Judicial Magistrate.
<b>4</b>	Court of Civil Judges situated at places other than the District headquarter.	Senior Most Ahlmad/ Stenographer.	Chief Ministerial Officer of the Senior Most Judicial Officer.	Senior Most Judicial Officer.

<b>5</b>	Court of Additional Civil Judges ( Sr. Divn.) 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.
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## 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 information as relates to this issue/point, so far as, this organization is concerned, is “Nil”.

## MANUAL 9

**The monthly remuneration received by each of its officers and employees:**

<b>Judicial Officers</b>	<b>Unrevised Scales</b>
1. District and Sessions Judge	70290-1540-76450
2. Additional District and Sessions Judge	51550-1230-58930-1380-63070
3. Civil Judge (Sr. Divn.)	39530-920-40450-1080-49090-1230-54010
4. Chief Judicial Magistrate	39530-920-40450-1080-49090-1230-54010
5. Addl. Civil Judge (Sr. Divn.)	39530-920-40450-1080-49090-1230-54010
6. Civil Judge (Jr. Divn.)	27700-770-33090-920-40450-1080-44770

<b>Judicial Employees</b>	<b>Unrevised Scales</b>
	<b><u>Class A</u></b>
Superintendent	Rs. 15600-39100+ Grade Pay 5400/-
	<b><u>Class C</u></b>
Reader Grade I	Rs. 9300-34800+ Grade Pay 4200/-
Reader Grade II	Rs. 9300-34800+ Grade Pay 4000/-
Reader Grade III	Rs. 9300-34800+ Grade Pay 3600/-
Stenographer Gr.I	Rs. 9300-34800+ Grade Pay 4200/-
Stenographer Gr.II	Rs. 9300-34800+ Grade Pay 4000/-
Stenographer Gr.III	Rs. 5200-20200+ Grade Pay 2400/-
Graduate Clerks	Rs. 5200-20200+ Grade Pay 2400/-
Clerks	Rs. 5200-20200+ Grade Pay 1900/-
Drivers	Rs. 5200-20200+ Grade Pay 2400/-
Bailiff	Rs. 5200-20200+ Grade Pay 1900/-
	<b><u>Class D</u></b>
Process Server	Rs. 4440-7440 + Grade Pay 1650/-
Usher	Rs. 4440-7440 + Grade Pay 1650/-
Peon/Orderly/Chowkidar/Waterman/ Sweeper	Rs. 4440-7440 + Grade Pay 1300/-

## MANUAL 10

**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 its subordinate Courts/authorities as per their requirements and the remaining funds are utilised towards the expenditure of the organization for expenses of pay & allowances, over-time allowance, wages, travelling allowances, office expenses, Rent, rate & taxes, publications, grant-in-aid etc.

## MANUAL 11

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

**The Manner of Execution of Subsidy Programmers:-**

The information as relates to this issue/point, so far as this organization is concerned, is “Nil”.



## MANUAL 12

### **Particulars of recipients of concessions, permits or authorizations granted by it:**

Licenses are being given to the persons who work as Petition Writer in Civil Court with the consultation of the District Magistrate and they are authorized 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 Manual.

## MANUAL 13

**Details in respect of the information, available to or held by it, reduced in an electronic form:**

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

1. [www.haryanajudiciary.gov.in](http://www.haryanajudiciary.gov.in)

2. <http://www.ecourts.gov.in/>

## MANUAL 14

**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:**

Suvidha Centre has been established in the district for obtaining information pertaining to their cases by the general public.

## MANUAL 15

**The name, designation and other particulars of the Public Information Officer:**

<b>O/o District and Sessions Judge, Kaithal</b>	
Name	Shri Sanjeev Kumar Sharma
Designation	Superintendent
Contact No.	98177-09002 (M), 01746-235749 (O)
Email-Id	<a href="mailto:dsjktl@hry.nic.in">dsjktl@hry.nic.in</a>
<b>O/o Civil Judge (Senior Division), Kaithal</b>	
Name	Shri Ram Saran Kaushik
Designation	Clerk of Court, Civil Judge (Senior Division), Kaithal
Contact No.	8950311438
Email-Id	<a href="mailto:cjsd.kaithal@aij.gov.in">cjsd.kaithal@aij.gov.in</a>
<b>O/o Chief Judicial Magistrate, Kaithal</b>	
Name	Shri Sunil Lohan
Designation	Clerk of Court, Chief Judicial Magistrate, Kaithal
Contact No.	9896629955
Email -Id	<a href="mailto:cjm.kaithal@aij.gov.in">cjm.kaithal@aij.gov.in</a>
<b>O/o Sub-Divisional Judicial Magistrate, Guhla</b>	
Name	Shri Om Parkash
Designation	Reader to Ld. SDJM, Guhla
Contact	8437525249
Email -Id	<a href="mailto:acjsd.guhla@aij.gov.in">acjsd.guhla@aij.gov.in</a>

## MANUAL-16

**Such other information as may be prescribed and subsequent updation of these publications every year:**

The work of maintenance of Court Building and Residential Quarters of Judicial Officers and employees is being looked-after by the Public Works Department.

(This is the draft version for information purpose only subject to amendment from time to time)