

Under Section 4(1)(b) of the Right to Information Act,2005 disclosure proactively publish Bhuj-Kachchh as on 01.05.2026

1	Organization,Functions,and Duties	
	Official Entity Name : Court of the Principal Senior Civil Judge and Additional Chief Judicial Magistrate,Bhuj-Kachchh	
	Location : Principal ^{Senior} Civil Court, Opp.Town Hall,Bhuj-Kachchh.-370001.	
	This Court handles all Senior-division civil suits,pecuniary matters of unlimited valuation,and criminal matters coming under the purview of the Chief Judicial Magistrate's jurisdiction within the Bhuj taluka area.The infrastructure parameters of the court building complex at opp.town hall Bhuj.	
2	Powers,Duties, of its officer and employees. Conduct Court proceedings fairly and impartially.Pass appropriate orders and judgements according to law.Protect the legal rights of the parties.Assist advocates and litigants in accordance with court rules.Supports the judicial process by managing files records,court procedures and administrative work.	
3	Supervision and accountability Procedure. The decisions making process of the court office is carried out in accordance with the applicable laws,rules,regulations,judicial procedures and directions issued by the competent authorities.	
4	The Norms for the discharge of its functions. The norms for discharge of functions are prescribed by the constitution,relevant Acts,Rules,High Court Rules,Government/Departmental instructions,circulars and direction of competent authorities.The court follow these norms while performing judicial,procedural and administrative functions.	
5	The Rules,regulations,instructions used by	

	employees for discharging its functions. The employees of the Court discharge their functions in accordance with the applicable acts, rules, regulations, manuals, instructions, circulars, notifications, office orders and directions issued by the High Court from time to time. They also follow the prescribed procedures relating to case management, record maintenance, and other administrative matters as applicable.	
6	Statement of categories of documents. Case records-Civil, Criminal, Special and other case files as applicable. Order and judgement related records, process register, administrative records and any other documents maintained as required under applicable laws.	
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. Public Information Officer (PIO) The Principal Senior Civil Judge, Bhuj. Assistant Public Information Officer (APIO) The Registrar of the Principal Senior Civil Court, Bhuj. First Appellate Authority (FAA) The 6th Additional District Judge, Bhuj-Kachchh.	
8	Boards, Councils, Committees, and Other Bodies Taluka Legal Services Committee (TLSC) Composition : Internal Complaints Committee (ICC) Formed against sexual harassment at the workplace for court staff.	
9	Directory of Officers and Employees. Judicial Officers : Principal Senior Civil Judge & Additional Chief Judicial Magistrate, Bhuj-Kachchh.	

	Administrative Cadre : Registrar (Branch Head) Nazir (Financial & Property In-charge) Bench Clerks(Grade II) Stenographers (English/ Gujarati) Assistant Clerks (Filing,Certified Copy)Record Room) Bailiffs/Process Servers Peons/ Chowkidars	
10	The Monthly remuneration received by each of its offices and employees,including the system of compensation as provided in its regulations. Judicial officers : Pay scales per the National Judicial Pay commission (NJPC)recommendation. Staff : 7th central pay commission (7th CPC)pay matrice3s as adopted by the state of Gujarat.	
11	The budget allocated to each of its agency,Indicating the particulars of all plans,proposed expenditures and reports ondisbursements made. Budgetary allocation is managed under Head 2014 Administration of justice,sub allocated by the District & Sessions Court,Kachchh at Bhuj for office expenses,salaries and court maintence.	
12	Execution of subsidy programmes,including theamounts allocated and the details of beneficiaries of such programmes. Legal Aid Alternative : The only free public allocation is the provision of Free Legal Aid/Lawyers to eligible individuals under the TLSC framework.	
13	Concessions,permits, or Authorisations Granted NIL	
14	Details of Information Available in Electronic Form. e-Courts Services Portal : Case status,daily cause lists,order sheets, and final judgments are digitized and accessible publicly on the e-Courts platform.	
15	Particulars of Facilities Available to Citizens for Obtaining Information Notice Boards : Physical cause lists and structural circulars are displayed daily outside courtroom and the main administrative office.	

	Certified Copy Department : Litigants can apply for physical certified copies of judicial records by paying the mandated court fees. Working Hours: 10.30 AM to 06.10 PM on all (Closed on Sundays, 2nd & 4th Saturdays, and public holidays.)	
16	Names, Designations, and Other Particulars of Public Information Officers. Assistant Public Information Officer (APIO) O The Registrar Court of the Principal Senior Civil Judge, Bhuj-Kachchh Pin. 370001. Public Information Officer (PIO) The Principal Senior Civil Judge, Bhuj-Kachchh.-370001 First Appellate Authority (FAA) : The 6th Additional District Judge, Bhuj-Kachchh.-370001.	
17	Such Other Information as May Be Prescribed RTI Application Fees : Fixed at Rs.50-00 as per the Gujarat High Court RTI Rules. Payment Channels : Affixing a Rs.50-00 Court Fee Stamp onto the application is the most efficient local method. Alternatively, Indian Postal Orders (IPO) or cash at the Nazir Counter are accepted. BPL Exemption : Free of cost upon providing a certified copy of a valid Gujarat Government BPL card.	