

(i) **The particulars of its organization, functions and duties :**

Principal Senior Civil Court, Nakhatrana - Kachchh.

This organization is a subordinate Court of the Hon'ble District & Sessions Court, Kachchh at Bhuj.

Nakhatrana is a capital of the Nakhatrana Taluka in Kachchh District. The full-time Principal Senior Civil Court, Nakhatrana came into existence w.e.f. 17-11-2017. Prior to that Court of Principal Civil Judge & J.M.F.C. was functioning since establishment of Judicial District of Kachchh.

Functions of the Organization : (1) Judicial Function
(2) Administrative Function

Duties of Organization :

- To conduct cases and to administer justice as per the various laws.
- To deal with all correspondence relating to the Hon'ble High Court of Gujarat and Hon'ble District Court, Kachchh at Bhuj.
- To handle all the administration as per procedural laws, Gujarat Civil Services Rules, Government Resolutions and Notifications issued by the High Court from time to time.
- In exercise the duties and power of administrative nature, this organization is deals with the duties of its employees and to follow instruction of Hon'ble District Court from time to time.

(ii) **The powers and duties of its officers and employees :-**

*** The Principal Senior Civil Judge & Addl. Chief Judicial Magistrate.**

Principal Senior Civil Judge is administrative head of the Senior Civil Court. The Presiding Officer deals with the matters of Civil nature having unlimited pecuniary jurisdiction and to deal with the Criminal matters as Additional Chief Judicial Magistrate. The Government cases, Commercial disputes, Land Acquisition Cases are heard and decided by these Judicial Officers, as per provisions of law.

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

Sr No	Designation	Responsibility	Reporting
1.	Registrar	To verify the newly instituted cases and put before presiding officer for necessary order and to administer oath. To work the administrative side and to supervise all the staff working under presiding officer. To maintain various types of Registers as prescribed and to take the sign of presiding officer, time to time. To receive the applications of certified copies and to sign it. To sign in the inward-outward process received from the Hon'ble High Court. To maintain advocate registration register and to issue the necessary certificate to them. To work as Assistant Public Information Officer. To perform any duty assigned by the Presiding Officer	The Principal Senior Civil Judge, Nakhatrana

2.	Nazir	To supervise daily account maintained by the account clerk. To supervise the various bills prepared by the account clerk. To supervise and maintain the duties of peons and bailiffs. To supervise the requirement of infrastructure facility in the Court building and to make necessary correspondence regard to it. To Keep safe custody of the documents as per the order. To maintain Valuable Muddamal articles. To supervise all the Account Registers.	
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3.	Stenographers	To take dictation from the presiding officer. To type the judgment from the dictation and upload it. To maintain the steno-diary regularly. To perform any duty assigned by the Presiding Officer.	
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4.	Bench Clerk	To perform duty as a Bench Clerk. To maintain memorandum book. To write roznama in the case files and in CIS. To prepare Certificate of Transfer Charge (C.T.C.) To update Daily board To perform any duty assigned by the Presiding Officer.	
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5.	Assistant	To prepare various information to be furnished towards District Court. To do correspondence towards Government Officials given by the superior. To maintain various registers. To do allotted computer typing work given by Registrar. To prepare periodical statements. To do the entries of disposed cases in the register and to send the disposed cases to the record room after classification. To certified the writs. To perform any duty assigned by the Presiding Officer and Registrar.	
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6	Bailiff (Process Server)	To serve the process of the courts of this Court and also received from the all another courts. To send back the process along with their report of serve or not serve. To perform any duty assigned by the Presiding Officer, Registrar and Nazir.	
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(iii) The procedure followed in the decision making process, including channels of supervision and accountability :

All the Judicial Officers working in the Court are follows the procedure and as per provisions of law, Manuals and as per directions received from the Hon'ble High Court, Law and Judiciary Department of Government.

The Employees working in the various Courts under control of the Principal Senior Civil Judge are follows the procedure laid down as per prescribed Manuals and follows the directions of Head of organization and also their Presiding Officer.

The Principal Senior Civil Judge, Nakhatrana supervises all the work of organization and exercises control over it.

The subordinate authorities are submit various types of returns and information to the Head of Organization for onward transmission to the Hon'ble District Court and Hon'ble High Court periodically and whenever called for by the superior authorities.

The Civil and Criminal litigation are initially presented before the Principal Senior Civil Judge, Nakhatrana for disposal according to law.

(iv) 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 also the Hon'ble High Court of Gujarat.

Since the primary function of the Courts is to deliver "Justice" to the litigants and others as per provisions of law and the first priority is given to achieve this aim.

While discharging official duties by the employees and officer of the District Judiciary, Gujarat Civil Court Act 2005, Civil & Criminal Manual - Civil Procedure Code 1908, Criminal Procedure Code - 1973, Bharatiya Nagarik Suraksha Sanhita (BNSS) 2023, Gujarat Civil Service Rules 2002, Gujarat Financial Rules, Gujarat Treasury Rules, Gujarat Civil Services (conduct) Rules. The non Judiciary Officer and Staff of the Court (recruitment and conditions of services) Rules-2017 as well as All Rules and Regulation notified by Hon'ble High Court of Gujarat and Gujarat State Government are followed.

(v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions :

The below listed Rules, Regulations, Instructions, Manuals, records are follow by this organization and are 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. Bharatiya Nagarik Suraksha Sanhita (BNSS), 2023.
6. The Gujarat Civil Services Rules, 2002.
7. The Gujarat Financial Rules.
8. The Gujarat Treasury Rules.
9. General Provident Fund Rules.
10. The Court Fees Act, 2004.
11. The Gujarat Civil Court Act.
12. The Stamp Act, 1958.
13. The Limitation Act, 1963.
14. The Non-Judicial Officers and Staff of the Courts (Recruitment and Conditions of Service) Rules, 2017.
15. The various Government Resolutions, Circulars, Gazettes etc. issued by the Government of Gujarat and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court from time to time.

(vi) A statement of the categories of documents that are held by it or under its control :

All the records of pending cases and also disposed off cases as per rules of Civil / Criminal Manual.

Files of Correspondence, which relate to the Hon'ble High Court, Hon'ble District Courts and various Government Departments for purpose of work pertaining to the court.

To maintain various Registers prescribed in Civil-Criminal Manuals and also directed by the Hon'ble High Court.

(vii) 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 policy of consultation with the members of the public in relation to formulation of any policy or administration thereof.

- (viii) **A statement of the boards, councils, committees and others 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 :**

There is no Board, Councils and other Bodies for the Purpose of its advice pertaining to this organization.

However, the following Committees have been constituted by this Court, as per guidelines of Hon'ble High Court for smooth administration of work but these Committees are not open for public and its minutes also.

Internal Complaints Committee”

1.	Mr. R. A. Zala	Principal Senior Civil Judge, Nakhatrana	Chairperson
2.	Ms. B. S. Halpati	Assistant	Member
3.	Ms.F.S.Bhimani	Advocate	Member

“Purchase Committee”

1	The Principal Senior Civil Judge, Nakhatrana	Chairperson
2	The Registrar, Principal Senior Civil Court, Nakhatrana	Member
3	The Nazir, Principal Senior Civil Court, Nakhatrana	Member
4	Account Assistant	Member

(ix) A directory of its Officials :

Telephone, Mobile Nos. of the Nakhatrana Court - 02835
222329

E-Mail I.D. srcjnakhatrana-kut@gujarat.gov.in

- (x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations :

Judicial Officers

Sr.	Designation	Level Pay Matrix	Pay scale
1	Senior Civil Judge & Chief Judicial Magistrate	J-3	Rs.111000-163030

Staff

Sr.	Designation	Level Pay Matrix	Basic Pay in corresponding Matrix as per Seventh Pay Commission
1	Registrar, Senior Civil Court	10	56100
2	English Stenographer Grade-III	7	39900
3	Gujarati Stenographer Grade-III	7	39900
4	Head Clerk/ Nazir/ Bench Clerk Grade-II	6	35400
5	Senior Clerk/ Bench Clerk Grade-III	4	25500
6	Assistant	2	19900
7	Process Server / Bailiff	2	19900
8	Naik	IS-2	15000
9	Peon/ Watchman/ Water Server	IS-1	14800

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made :

Initially first this organization has received the grants from the Legal Department, Government of Gujarat by the head of the Department and same is distribute as per requirement of subordinate court who under control of this organization.

The grant allotted by the Government is utilized for the purpose of pay and allowance, traveling allowance, office expenses, rent, to pay taxes as applicable by the Government, etc.

At the end of financial year unutilized grant is being surrendered to Legal Department.

(xii) The manner of execution of subsidy programs including the amounts allocated and the details of beneficiaries of such programs :

No subsidy program is being executed by this institute.

(xiii) Particulars of recipients of concessions, permits or authorization granted by it :

Licenses/permits are issued to the clerks of the advocates by the Hon'ble Principal District Judge.

(xiv) Details in respect of the information available to or held by it reduced in an electronic form :

The following information is being made available at the Website and also KIOSK machines :

1. Daily Cause List
2. Classification Code of matters.
3. Case Status.
4. Judgments and orders passed by the different Court of this District.
5. KIOSKs machines showing case status.
6. CNR Number of matters.

Also, the details of all the pending and decided cases of civil and criminal nature and other categories are available on the web-site **<http://ecourts.gov.in>**.

- (xv) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, of maintained for public use :**

During office hours on every working day in this office but there is no facility of library or reading room for public use.

The Public Information Officer is available during office hours on working days.

**(xvi) The names, designations and other particulars
of the Public Information Officers :**

The names and designation of authorities under the Right to Information Act, 2005, for Principal Senior Civil Court, Nakhatrana, are as under.

Public Authority	Appellate Authority	Public Information Officer	Assistant Public Information Officer
Principal Senior Civil Court, Nakhatrana Phone No. 02835 222329	6 th Additional District Judge, Kachchh at Bhuj	Principal Senior Civil Judge, Nakhatrana	Registrar, Principal Senior Civil Court, Nakhatrana

(xvii) Such other information as may be prescribed :

Nil