

COURT OF PRINCIPAL CIVIL JUDGE , RAPAR. DISTRICT KACHCHH

PROACTIVE DISCLOSURE

(Under section 4(1)(b) of the Right to Information Act,2005)

As ON 01.05.2026

1	The particulars of its organisation, functions and duties Official Entity Name: Court of the Principal Civil Judge and Judicial Magistrate[F.C.] Rapar, District Kachchh
	Administrative Control: Under the direct administrative and supervisory control of the Principal District & Sessions Court, Kachchh at Bhuj and the Hon'ble High Court of Gujarat Jurisdiction & Functions: Adjudication of all Junior-division civil suits, execution petitions, and applications within pecuniary/territorial limits of Rapar, alongside criminal trials and bail matters as Judicial Magistrate[F.C.] under the Code of Criminal Procedure/BNSS.
2	Powers and Duties of Officers and Employees [Section 4(1)(b)(ii)] Principal Civil Judge & J.M.F.C. Head of Office; exercises judicial, administrative. and financial powers within the court's establishment. Registrar Nazir / Superintendent: Supervises registry functioning, cash, civil/criminal registers, fine collections, and accounts. Bench Clerk/Stenographer: Manages daily cause lists, court proceedings, case depositions, and compliance. Assistant/Record Keeper / Peons: Maintenance of active and archived records, issuance of certified copies, summons and process serving.
3	Procedure Followed in Decision-Making Process including channels of supervision and accountability [Section 4(1)(b)(ii)] Judicial: Adjudication strictly governed by substantive and procedural laws (CPC, CrPC/BNSS, Evidence Act/BSA) adhering to natural justice. Administrative: Discharged per the Gujarat Civil Services Rules (GCSR) and administrative instructions/circulars from the Hon'ble High Court of Gujarat and the District Court, Bhuj.
4	Norms Set for Discharge of Functions [Section 4(1)(b)(iv)] Time frames and procedures strictly adhere to Hon'ble High Court, Civil & Criminal Manuals, and circulars of the Hon'ble High Court of Gujarat.
5	Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its function [Section 4(1)(b)(v)] Civil and criminal manuals [Gujarat] Gujarat Civil Services Rules [GCSR] Gujarat Right to Information Rules, Circulars Issued by the High Court of Gujarat and Principal District Court, Kachchh Mr.A.M.Patadia ,Principal Civil Judge & J.M.F.C., Public Information Officer Administrative Staff: clerks, stenographers, bailiffs, and Peons
6	Statement of the categories of documents that are held by it or under its control [section 4(1)(b)(vi)] Case Records (Civil & Criminal, applicable Registers). Administrative & Service Records (Service Books, Attendance, establishment correspondence). Accounts & Case Registers (Contingency, court Fee Stamps, Fine Registers, etc.).

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 public in relation to the formulation of its policy or implementation thereof . - NIL
8	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 advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public [Section 4(1)(b)(viii)] Taluka legal Service Committee (TLSC), Rapar Local Purchase/maintenance & Building Committees. Internal Complaints Committee.
9	Directory of officers and Employees [Section 4 (1)(b)(ix)] Judicial Officers: Principal Civil Judge & Judicial Magistrate[F.C.] Rapar Administrative Cadre: Registrar
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation [Section 4(1)(b)(x)] Judicial Officers: pay scales per the National Judicial pay Commission (NJPC) recommendations. Staff 7th central pay commission pay matrix 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 on disbursements made [Section 4 (1)(b)(xi)] 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 maintenance.
12	Execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [Section 4(1)(b)(xii)] No subsidy programmes executed.
13	Concessions, Permits, or Authorisations Granted [Section 4(1)(b)(xiii)] Not Applicable.
14	Details of Information available in Electronic Form e-Court services portal [Section 4(1)(b)(xiv)] Daily cause lists, case status, orders, and judgments accessible on e-Courts Services Portal and District Court, Kachchh website on the e-Courts platform.

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 [Section 4(1)(b)(xv)] 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 working days (Closed on Sundays, 2nd & 4th Saturdays, Public Holidays as well as holidays as per the notification(s) issued by the Hon'ble High Court of Gujarat.
16	Names, Designations, and Other Particulars of Public Information Officers [Section 4(1)(b)(xvi)] Public Information Officer (PIO): The Principal Civil Judge, Rapar -Kachchh, Pin: 370 165. First Appellate Authority (FAA): The 2nd Additional District & Sessions Judge, District & Sessions Court, Bhachau Kachchh, Pin: 370 140. Assistant Public Information Officer (APIO): The Registrar Court of the Principal Civil Judge, Rapar , Kachchh Pin: 370 165.
17	Such Other Information as May Be Prescribed -NIL--

N.B.: Utmost care has been taken in furnishing information correctly. If any information is found incorrect, it is purely accidental and unintentional