Under Section 4(1)(b) of the Right to Information Act, 2005, *Proactive Disclosure* for Public Information Office at Principal Senior Civil Court, Bhachau, District Kachchh as on 01.05.2026

1	**The particulars of its organisation, functions and duties**
	Official Entity Name: Court of the Principal Senior Civil Judge and Additional Chief Judicial Magistrate, Bhachau, District Kachchh **Location:** Principal Senior Civil Court, Near Prant Office, Bhij Bypass Highway, Bhachau – Kachchh, Pin Code: 370140 **Jurisdiction & Functions:** Civil Court (Senior Division) dealt with Civil matters of Pecuniary/Territorial limit and Addl. Chief Judicial Magistrate Court dealt with criminal matters falling under the territorial jurisdiction of the Bhachau Taluka under the C.P.C./Cr.P.C./B.N.S.S.
2	**Powers and Duties of Officers and Employees** [Section 4(1)(b)(ii)] • **Principal Senior Civil Judge and Additional Chief Judicial Magistrate**, Bhachau is the head of this establishment and exercises judicial, administrative, and financial powers within the court's establishment. All the staffs are working under the direct control of Principal Senior Civil Judge. All officers and employees are bound to perform their duties as per Civil Manual, Criminal Manual and prevaling rules and regulations framed by Hon'ble High Court of Gujarat. • **Registrar / Nazir / Superintendent:** Supervises registry functioning, cash, civil/criminal registers, fine collections, and accounts. **Bench Clerk:** Manages daily cause lists, court proceedings, case depositions, and compliance. **Stenographer:** Typing order and Judgment. **Assistant / Record Clerk** : Maintenance of active and archived records, issuance of certified copies, summons service. • **Bailiff:** Process serving to the concern parties.
3	**Procedure Followed in Decision-Making Process including channels of supervision and accountability** [Section 4(1)(b)(iii)] **Judicial Workflow:** Outline that decisions on cases are strictly bound by the Civil Procedure Code (CPC), Criminal Procedure Code (CrPC) / Bharatiya Nagarik Suraksha Sanhita (BNSS), and evidentiary laws. **Administrative Workflow:** As per the Gujarat Civil Services Rules (GCSR) and administrative instructions/circulars from the High Court of Gujarat and the District Court, Bhuj.

4	**Norms Set for Discharge of Functions** [Section 4(1)(b)(iv)] Timeframes and procedures strictly adhere to High Court Civil & Criminal Manuals, Gujarat Case Flow Management Rules, and circulars of the 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 functions** [Section 4(1)(b)(v)] Civil and Criminal Manuals (Gujarat). Gujarat Civil Services Rules (GCSR). Gujarat Right to Information Rules. Circulars, Notification, Direction and Instructions issued by the High Court of Gujarat **Administrative Staff**: Registrar, Nazir, Superintendent, Clerk, Stenographer, Bailiff and Peon.
6	**Statement of the categories of documents that are held by it or under its control** [Section 4(1)(b)(vi)] **Judicial case records** (Civil & Criminal dockets, judgments, decree registers). **Administrative & Service records** (Service books, attendance, establishment correspondence). **Accounts & Cash registers** (Contingency, court fee stamps, fine registers, Nazarat accounts).
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 conultation -- 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 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** [Section 4(1)(b)(viii)] Taluka Legal Services Committee (TLSC), Bhachau. Local Purchase/Maintenance & Building Committees. Internal Complaints Committee (POSH).

9	**Directory of Officers and Employees**[Section 4(1)(b)(ix)] **Judicial Officers:** Principal Senior Civil Judge & Additional Chief Judicial Magistrate, Bhachau. • Additional Senior Civil Judge & Additional Chief Judicial Magistrate, Bhachau. • Contact No.02837-224057 • **Administrative/Clerical Cadre:** Registrar (Head of Staff) Nazir (Financial & Property In-charge) Bench Clerks (Daily Proceeding) Stenographers (English / Gujarati) Assistant Clerks (Filing, Certified Copy, Record, Civil, Criminal Branch) Bailiff (Process Serving) Peons / Chowkidars / Water Server
10	**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations** [Section 4(1)(b)(x)] **Judicial Officers:** Pay scales as per the National Judicial Pay Commission (NJPC) recommendations. **Staff:** 7th Central Pay Commission (7th CPC) pay matrices 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** [Section 4(1)(b)(xi)] Budgetary allocation is managed under Head 2014 - Administration of Justice, sub-allocated by the District & Sessions Court, Kutch 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)] *Nil (Exemptions of court fees are governed judicially under legal aid schemes via TLSC).*

14	**Details of Information Available in Electronic Form e-Courts Services Portal:** [Section 4(1)(b)(xiv)] **Digital Access:** Daily cause lists, case status, orders and judgments accessible on the e-Courts Services Portal (*www.ecourts.gov.in*) and District Court Kutch website navigate through the e-Courts platform. Live case status, daily order sheets, and final judgments are updated via the national e-Courts Services 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 notice board of administrative office. **Certified Copy Department:** Litigants can apply for physical certified copies of judicial records by paying the necessary fees. **Working Hours:** 10:30 AM to 06:10 PM on all working days (Closed on Sundays, 2nd & 4th Saturdays and public holidays).
16	**Names, Designations, and Other Particulars of Public Information Officers[Section 4(1)(b)(xvi)]** **Public Information Officer (PIO):** • Shri V.Y.Trivedi • The **Principal Senior Civil Judge,** • Bhachau - Kachchh, Pin: 370140. • **Assistant Public Information Officer (APIO):** • The **Registrar** • Court of the Principal Senior Civil Judge, • Bhachau - Kachchh, Pin: 370140. **First Appellate Authority (FAA):** • The 2nd **Additional District & Sessions Judge,** • Additional District & Sessions Court, • Bhachau - Kachchh, Pin: 370140.
17	**Such Other Information as May Be Prescribed** **RTI Application Fees:** Fixed at ₹50 as per the Gujarat High Court RTI Rules. **Payment Channels:** Affixing a ₹50 **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.