

As on 01.05.2026

Principal Civil Judge, Dayapar, District Kachchh.
Proactive Disclosure

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

1	The particulars of its organisation, functions and duties
	Official Entity Name: Court of the Principal Civil Judge and Judicial Magistrate First Class, Dayapar, 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 Civil Suits, execution petitions, and applications within pecuniary/territorial limits of Lakhpat taluka, alongside criminal trials and bail matters as Judicial Magistrate First Class under the Code of Criminal Procedure / BNSS. Adjudication strictly governed by substantive and procedural laws (CPC, CrPC/BNSS, Evidence Act/BSA and any other applicable laws
2	Powers and Duties of Officers and Employees [Section 4(1)(b)(ii)] Principal Civil Judge, Dayapar 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 and any other work assigned by the Principal Civil Judge. Bench Clerk / Stenographer: Manages daily cause lists, court proceedings, compliance and any other work assigned by the Principal Civil Judge. Assistant: Maintenance of active and archived records, issuance of certified copies and any other work assigned by the Registrar and Principal Civil Judge. Bailiff : Summons/Notice Service Process serving.
3	Procedure Followed in Decision-Making Process including channels of supervision and accountability [Section 4(1)(b)(iii)] Discharged duties as per the Gujarat Civil Services Rules (GCSR) and administrative instructions/circulars from the High Court of Gujarat and the District Court

4	Norms Set for Discharge of Functions [Section 4(1)(b)(iv)] Guidelines and procedures strictly adhere to Hon'ble High Court of Gujarat, Civil & Criminal Manuals, circulars of the High Court of Gujarat and applicable rules.
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 Manual and Criminal Manuals (Gujarat). Gujarat Civil Services Rules (GCSR). Gujarat Treasury Rules, 2000 Circulars issued by the Hon'ble High Court of Gujarat and Principal District Judge. Other applicable rules. Mr. J. D. Trivedi, Principal Civil Judge and Public Information Officer, Dayapar.
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, Judgments, Decree, Registers). Service Books, attendance, establishment correspondence, Accounts & Cash 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 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), Dayapar. 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 First Class, Dayapar. Administrative Cadre: Registrar :Phone Number 02839-233329
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 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 on disbursements made [Section 4(1)(b)(xi)] As per budget estimates of the Legal Department of the Government of Gujarat, which is available on the official website of the Government of Gujarat.
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
14	Details of Information Available in Electronic Form e-Courts Services Portal: [Section 4(1)(b)(xiv)] Daily cause lists, case status, orders, and judgments accessible on the e-Courts Services Portal and District Court Kutch Official 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, Dayapar - Kachchh, Pin: 370630. First Appellate Authority (FAA): The 6th District & Sessions Judge, District & Sessions Court, Bhuj - Kachchh, Pin: 370001. Assistant Public Information Officer (APIO): The Registrar Court of the Principal Civil Judge, Dayapar - Kachchh, Pin: 370630.
17	Such Other Information as May Be Prescribed NIL