

Under Section 4(1)(b) of the **Right to Information Act, 2005** disclosure proactively publish PSCJ court Mundra, 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, Mundra, District Kachchh Administrative Control: Under the direct administrative and supervisory control of the Principal District & Sessions Court, Kutch at Bhuj and the High Court of Gujarat. Jurisdiction & Functions: Adjudication of all Senior-division civil suits, execution petitions, and applications within pecuniary/territorial limits of Mundra taluka, alongside criminal trials and bail matters as Additional Chief Judicial Magistrate under the Code of Criminal Procedure / BNSS.
2	Powers and Duties of Officers and Employees [Section 4(1)(b)(ii)] Principal Senior Civil Judge & Adl.C.J.M 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 service, and process serving.
3	Procedure Followed in Decision-Making Process including channels of supervision and accountability [Section 4(1)(b)(iii)] 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 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 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 issued by the High Court of Gujarat and Principal District Court, Kutch. Mr. H.J. TANNA, Principal Senior Civil Judge & Addl Chief Judicial Magistrate, Public Information Officer Administrative Staff: Registrar, Nazir, 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)] 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 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), Mundra. 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, Mundra. Administrative Cadre: Registrar, Phone Number 02838-222304
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)] 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)] Daily cause lists, case status, orders, and judgments accessible on the e-Courts Services Portal (services.ecourts.gov.in) and District Court Kutch 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, and public holidays).
16	Names, Designations, and Other Particulars of Public Information Officers [Section 4(1)(b)(xvi)]

Assistant Public Information Officer (APIO): The Registrar Court of the Principal Senior Civil Judge, Mundra - Kachchh, Pin: 370421.

Public Information Officer (PIO): The Principal Senior Civil Judge, Mundra - Kachchh, Pin: 370421.

First Appellate Authority (FAA): The 6th Additional District & Sessions Judge, District & Sessions Court, Bhuj - Kachchh, Pin: 370001.

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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.

Mundra Kachchh Gujarat