INFORMATION ON 17 MANUALS UNDER SECTION 4(1) (b) OF THE RIGHT TO INFORMATION ACT, 2005

DISTRICT & SESSIONS COURTS, BATHINDA

PUBLIC INFORMATION OFFICER CONTACT DETAILS

Sr. No.	PIO's	Name/ Designation	Phone / Fax No.
DISTRIC	CT & SESSIONS JUDGE,	BATHINDA	
1	Appellate Authority	Sh. Sumeet Malhotra, District & Sessions Judge	0164-2211406
			0164-2211355(fax)
2	Public Information Officer	Vacant, C.A.O./Superintendent	78883-98658
CIVIL Л	UDGE SENIOR DIVISION	N, BATHINDA	
1	Appellate Authority	Sh. Mahesh Kumar Sharma Civil Judge (Senior Division)	0164-2212050
2	Public Information Officer	Sh. Rakesh Arora, Clerk of Court (COC)	98880-40421
CHIEF J	UDICIAL MAGISTRATE	, BATHINDA	
1	Appellate Authority	Sh. Gagndeep Singh Garg, CJM.	0164-2212456
2	Public Information Officer	Sh. Raj Kumar, Reader	9814788268

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MANUAL- I

The Particulars of Organization, Functions and Duties

Name of the Office: Office of District & Sessions Judge, Bathinda. This organization is sub-ordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh. This Sessions Division consist of two Sub-Divisions, namely: - Phul & Talwandi Sabo.

Functions of the Organization:

The organization has its two main functions:

- D Judicial Function and
- υ Administrative Function

Duties of the Organization:

- i) To exercise the control over all its subordinate Courts functioning in its territorial jurisdiction.
- ii) To distribute the various grants amongst its subordinate authorities received from the Government, time to time.
- iii) To deal with the all correspondence relates to Hon'ble High Court and the Department of Law & Judiciary, Government of Punjab.
- iv) To administer justice as per the various legislation/ statutes.
- v) Appointing Authority for Class-III and Class-IV Govt. Servants with the help of Advisory Committee.
- vi) To promote the officials to the higher responsible post.
- vii) To handle the administration in view of the procedural laws, Punjab Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court.
- viii) In exercising the duties of administrative nature, the organization deals with the transfers of its employees, departmental inquiries of the employees etc.
- ix) The Head of the Organization- The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Bathinda under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.

MANUAL-II

The Powers and Duties of Judicial Officers and Employees

There are following cadres of the Judicial Officer/s:

- i) The District & Sessions Judge
- ii) The Addl. District & Sessions Judge,
- iii) The Additional District & Sessions Judge (Adhoc), Fast Track Courts

 The above Judicial Officers/ Judges deals with the matters pertaining to the appellate side and cases triable by the sessions only and also the matters under Special Act and Motor Accident Claims Petitions.
- iv) The Civil Judges (Senior Division):-
 - The above Judicial Officers/ Judges deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government are also being heard and decided by these Judicial Officers/ Judges.
- v) The Chief Judicial Magistrates:-

To deal with all types of Criminal matters excluding the cases triable by the Court of Session.

- vi) The Civil Judges (Junior Division) and Judicial Magistrate First Class.
 - i) Vide notification no.9 Gaz.II./XXI.C.35 dated 05.02.2014 the Civil Judge (Junior Division) having less than 5 years' experience (including 1 year training period) shall deal with the cases having jurisdictional value up-to 10 lacs provided that till 30.06.2016, Civil Judges (Junior Division), having more than 2 years experience (including 1 year training period) shall exercise jurisdiction in respect of all cases as entrusted to them.
- ii) To deal with the matters of criminal nature excluding triable by the Court of Session and also excluding the cases having exclusive jurisdiction to the Chief Judicial Magistrate.

Powers and Duties of Employees

The various categories of the employees of organization as per seniority are as under:

- 1. Chief Administrative Officer / Superintendent.
- 2. Class-C: Reader Grade I, II & III, Executive Assistant, Stenographer Grade I, II & III, Graduate Clerks, Ahlmads, Driver, Bailiff
- 3. Class-D: Process-Server, Record Lifter/ Usher/ Daftri, Peon/ Orderly/ Waterman.

Superintendent/ Chief Administrative Officer: To supervise overall working of the staff and

routine affairs of the English Branch, Bill Branch, Copying, Record room, etc., & to handle the

correspondence of the office of the District & Sessions Judge.

Reader Grade I, II, III: To do the work of Bench, Property, Statistics, Correspondence, Accounts,

Establishment in District Court as well as in subordinate Courts.

Stenographer Grade I, II, III: To take down evidence in English on Typewriter/ Computer.

To take dictation in cases of the Judges of Appellate Authorities and transcribe the same, To take

down evidence in English on Typewriter/ Computer To take dictation in cases of the Judge.

Ahlmads: Have the custody of cases instituted in the respective Court, to look after the maintenance

of those cases and to do the work as per procedural laws and the duties assigned by the Head of the

Organization and by the Presiding Officer of the Court.

Clerks: To do work of offices of the Presiding Officers on different post s like bill Clerk, Lib. Clerk

Copy Clerk, Copyist etc.

Bailiff/ Process Server: To serve the summonses, notices & to execute warrants issued by the Court/s.

Peon: To obey the orders of Presiding Officer, to do the work of cleaning of Court halls, to

distribute the dak, etc.

Chowkidar: To watch the Court building & premises.

Sweeper: To clean the Court premises, lavatories etc.

MANUAL-III

Publication of Information regarding items specified in Section 4 (1) (b) (III) of the Right To Information Act, 2005.

The procedure followed in the decision making process, including channels of Supervision and Accountability.

- 1. The Officers follow the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.
- 2. The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.
- 3. The Principal District & Sessions Judge, Bathinda, supervise the work of the organization and exercises control over it. Likewise, he distribute the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.
- 4. The subordinate authorities submit various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half- yearly, yearly and whenever called for.
- 5. The Civil Suits initially/ firstly presented before the Civil Judge (Senior Division) and after its registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.
- 6. The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/ for disposal according to law, except the cases triable under section 409 of I.P.C
- 7. The cases exclusively triable by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

MANUAL-IV

Publication of Information regarding items specified in Section 4 (1)(b) (IV) of the Right To Information Act, 2005.

The Rules Regulation Instructions, manuals and records held by it or under control or used by the employees for discharging functions.

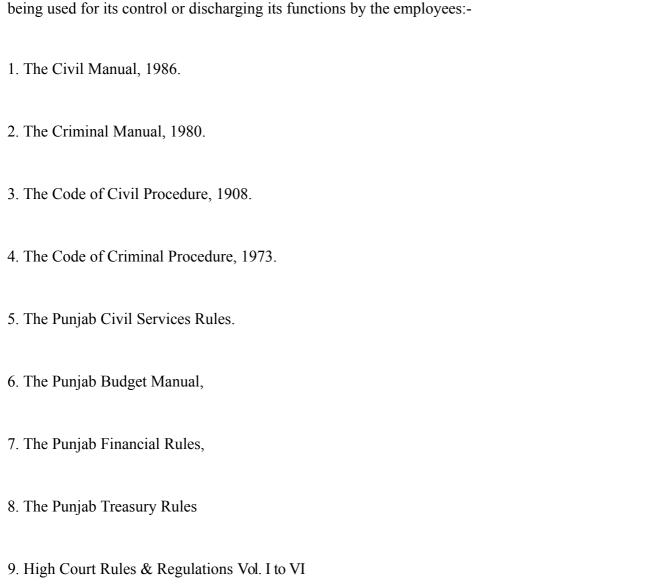
Sr. No.	Name of the Branch	Name of the Acts, Manuals, Rules, & Instructions	Any Other Record/ Documents	
1	English Office/ GPF Branch/ COC Office/ Statement Branch	High Court Rules and Orders Volume 1 to 6, Punjab Civil Services Rules, Volume 1 Part 1, Volume 2 & 3 Punishment and Appeal Rules. Punjab Financial Rules Volume 1 & 2 Budget Manual. Instructions issued by the Hon'ble Supreme Court of India and Punjab & Haryana High Court, Chandigarh from time to time. Instructions issued by the Government of Punjab from time to time.	Different matters which are dealt by the English Office Pay bill files and other account matters files dealt by the English	
2	Civil Nazir/Nazir Branch	Punjab Financial Rules Volume 1 & 2 High Court Rules and Orders Vol. I, II & IV. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Account Register, Summons Register and	
3	Copying Agency	Rules and Orders Punjab and Haryana High Court, Vol. IV, Chapter- 17. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	CD Registers- 1 to 12	
4	Record Room	High Court Rules and Order Volume-IV, Chapter-16. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Document Return Register and other	
5	Library	High Court Rules and Orders Volume IV, Chapter-18. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Library Registers	
6	Malkhana Branch	High Court Rules and Orders, Volume-I to VI. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.		

MANUAL-V

Publication of Information regarding items specified in Section 4 (1)(b)(V) of the Right To Information Act, 2005.

Rules

The	below	listed	rules,	regulations,	instructions,	manuals,	, records	are	hold	by the	organizatio	on or are
being	g used	for its	contr	ol or dischar	ging its func	tions by t	he empl	oyee	s:-			



10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Punjab and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court, from time to time.

MANUAL-VI

Publication of Information regarding items specified in Section 4 (1)(b)(VI) of the Right To Information Act, 2005.

Statement of the Categories of documents that are hold or under Control

Name of Office: District & Sessions Judge, Bathinda

Sr. No.	Branch	Category of Documents
1	Courts	Peshi Register, Fine Register, Bail Register, Library Register, Disposal Register, Stock Register, Sapurdari Register and other registers, Civil Suit Register, HM Act cases Register, Misc. Cases Register, Execution Register, Rent cases Register, Pauper application Register, Guardian and Succession Act Cases in Civil Matters and in criminal matters to maintain the IPC Register, Cr.P.C. Cases Register, Act cases Register, FIR Register, Cancellation Report Register, Summary Register, Affidavit Attestation Register. File Inspection Register and register regarding Direction Cases, Register regarding delivery of copies of free of costs and Daily Cause List.
2	English Office/ GPF Branch/ COC/ Statement Branch	Diary Register, Dispatch Register, Other related registers and files of instructions issued by the Hon'ble Punjab and Haryana High Court, Chandigarh and Government of Punjab from time to time Direction Cases Register, T.A. Bill, Medical bills, pay bills, LTC bills files, budget files, token register, Service Books, files regarding Lok Adalats etc and old Civil and Criminal monthly, quarterly, half yearly and annual statements, GIS matter & complaints.
3	CiviL Nazir/ Nazir Branch	Cash Book, Bill Register, Refund Vouchers, Cheque Books, Security deposited by the employees, Minor shares in the shape of FDRs Stationery Register, Stock Register, Contingent register.
4	Copying Agency	CD Registers (Copying Documents) 1 to 12 and other files relating to Copying Agency.
5	Record Room	Judicial Files of decided cases consigned by the different courts from time to time and Record Keeper Registers maintained by him.
6	Library	1. All the law books purchased from time to time. 2. To deal with the matters of Mediation and Conciliation.
7	Malkhana Branch / Fine Moharrir	Case Property of decided cases, Re-arrest case files, Criminal Statement Files, Fine Cash Book and other register Regarding Malkhana.

MANUAL-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.

Sr. No.	Name of the Court	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1	Court of the District & Session Judge and Courts of Additional District & Sessions Judges at District Headquarter.		C.A.O./ Superintendent of this Office.	The District & Sessions Judge, Bathinda.
2	Court of Civil Judge (Senior Division) and all the Courts of the Civil Judge (Jr. Div.) at Bathinda.	Ministerial Officer of the Court.	Clerk of Court Attached to the court of the Civil Judge (Sr. Div.), Bathinda.	(Senior Division), Bathinda.
3	Court of the Chief Judicial Magistrate, Bathinda	Sr. Most Ahlmad/ Stenographer.	Chief Ministerial Officer of the Court.	The Chief Judicial Magistrate, Bathinda.
4	Court of the Additional Civil Judge (Sr. Divn.) and the Court of Civil Judge (Jr. Divn) at Phul	Stenographer attached to the Court of the	Officer of the Senior Most	Civil Judge
5	Court of the Additional Civil Judge (Sr.Divn.) and the Court of Civil Judge (Jr. Divn) at Talwandi Sabo	Ahlmad/ Stenographer attached to the Court of	Senior Most Judicial Officer.	Civil Judge
6	District Attorney Office, Bathinda	Deputy District Attorney, Bathinda	District Attorney, Bathinda	The Director, Prosecution & Litigation Department, Punjab, Mohali.
7	District Legal Services Authority, Bathinda	attached to the Office of the District Legal	District Legal	The Additional Member Secretary, Punjab State Legal Services Authority, SAS Nagar

Chief Ministerial Officer means the senior most official out of cadre of readers/judgment writers/ stenographers as the case may be of the court presided over by the Senior most Judicial Officer at the station having more than one court other than the District Headquarters and the Chief Ministerial Officer of the court where there is only one court at a station.

MANUAL-VIII

A Statement of the Boards, Councils, Committees etc

A 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 meeting are accessible for public.

MANUAL-IX
List of Judicial Officers posted at Bathinda Sessions Division

Sr. No.	Name of the Judicial Officer	Designation	Place of Posting	Date of Joining
1	Sh. Sumeet Malhotra	District & Sessions Judge	Bathinda	29-04-2022
2	Sh. Rajiv Kalra	Addl. District & Sessions Judge	Bathinda	24-04-2024
3	Sh. Rajesh Kumar	Addl. District & Sessions Judge	Bathinda	23-04-2024
4	Sh. Dinesh Kumar Wadhwa	Addl. District & Sessions Judge	Bathinda	29-04-2022
5	Dr. Ranjan Kumar Khullar	Addl. District & Sessions Judge	Bathinda	24-04-2024
6	Sh. Raman Kumar	Principal Judge, Family Court	Bathinda	29-04-2022
7	Sh. Aashish Abrol	Addl. Principal Judge, Family Court	Bathinda	30-04-2022
8	Sh. Mahesh Grover	Addl. District & Sessions Judge	Bathinda	02-05-2023
9	Sh. Mahesh Kumar Sharma	Civil Judge(Senior Division)	Bathinda	25-04-2024
10	Sh. Gagandeep Singh Garg	Chief Judicial Magistrate	Bathinda	26-04-2024
11	Sh. Simran Singh	Addl. Civil Judge(Senior Division)	Bathinda	03-05-2023
12	Sh. Sachal Babbar (Under Suspension)	Civil Judge(Junior Division)	Bathinda	10-04-2019
13	Ms. Navreet Kaur	Civil Judge (Junior Division)	Bathinda	30-04-2022
14	Sh. Sandeep Kumar	Civil Judge (Junior Division)	Bathinda	02-05-2023

15	Ms. Rajbir Kaur	Civil Judge (Junior Division)	Bathinda	30-04-2022
16	Ms. Shimpa Rani	Civil Judge (Junior Division)	Bathinda	02-05-2023
17	Sh. Sumit Garg	Civil Judge (Junior Division)	Bathinda	02-05-2023
18	Sh. Lakhbir Singh	Civil Judge(Junior Division)	Bathinda	02-05-2023
19	Ms. Jyoti Kumari	Civil Judge(Junior Division)	Bathinda	02.08.2022
20	Ms. Lovepreet Kaur	Civil Judge(Junior Division)	Bathinda	25.04.2024
21	Sh. Kuldeep Singh	Civil Judge(Junior Division)	Bathinda	02.08.2022

DISTRICT LEGAL SERVICE AUTHORITY, BATHINDA

Sh. Suresh Kumar Secretary, District Legal Service Authority	Bathinda	30-04-2022	
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PRESIDING OFFICER, LABOUR COURT, BATHINDA

23	Sh. Kulbhushan Kumar	Presiding Officer, Industrial Tribunal	Bathinda	21-11-2023

AT SUB DIVISION PHUL

24	Ms. Mamta Kakkar	Additional Civil Judge (Senior Division)	Phul	02-05-2023
25	Ms. Jasmine	Civil Judge (Junior Division)	Phul	02-05-2023

AT SUB DIVISION TALWANDI SABO

26	Sh. Sudhir Kumar	Additional Civil Judge (Senior Division)	Talwandi Sabo	01-05-2023
27	Sh. Manjinder Singh	Civil Judge (Junior Division)	Talwandi Sabo	02-05-2023
28	Ms. Navjot Kaur	Civil Judge (Junior Division)	Talwandi Sabo	02-05-2023

MANUAL-X

Remuneration/ Salary Scale of Various Officers/Officials

Judicial Officers:

Sr. No.	Designation	Pay Scale (in Rs.)
1	District & Sessions Judge	J7(199100-224100)
2	Addl. District & Sessions Judge	J5(144840-194660)
3	Civil Judge (Sr. Div.)	J4(122700-180200)
4	Chief Judicial Magistrate	J4(122700-180200)
5	Addl. Civil Judge (Sr. Div.)	J3(111000-163030)
6	Civil Judge (Jr. Div.)	J1(77840-136520) & J2 (92960-136520)

Staff:

Sr. No.	Designation	Pay Band & Level (in Rs.)
1	Superintendent	53600-170100 (Level 17) of 6 th PPC
2	Stenographer Gr. I	43000-136000 (Level 12) of 6 th PPC
3	Stenographer Gr. II	38500-122700 (Level 11) of 6 th PPC
4	Reader Gr. I	48700-154300 (Level 16) of 6 th PPC
5	Reader Gr. II	43000-136000 (Level 12) of 6 th PPC
6	Reader Gr.III, English Clerks, Translators, Record Keepers, COC Etc.	38500-122700 (Level 11) of 6 th PPC
7	Ahlmads, Copy Clerks, Nazir, Naib Nazirs, Copyists etc.	35600-112800 (Level 9) of 6 th PPC
8	Stenographer Gr. III	28900-91600 (Level 7) of 6th PPC
9	Driver	21300-67800 (Level 5) of 6 th PPC
10	Bailiff	20200-64000 (Level 3) of 6 th PPC
11	Process Servers	18000-56900 (Level 1) of 6 th PPC
12	Ushers, Record Lifters	18000-56900 (Level 1) of 6th PPC
13	Peon, Mali, Sweepers, Chowkidar	18000-56900 (Level 1) of 6 th PPC

MANUAL-XI

Publication of Information regarding items specified in Section 4 (1) (b) (XI) of the Right To Information Act, 2005.

BUDGET ALLOCATION

Name of the Office: DISTRICT & SESSIONS COURT, BATHINDA

Sr. No.	Head "2014-ADMIN. OF JUSTICE FOR THE YEAR 2023- 2024	Budget/Funds Received as on 05.05.2023	Budget/Fund Utilized as on 05.05.2023
1	Salary-105(01)	36166059	24065879
2	Electricity-105(01)	2500000	291730
3	Wages-105(01)	178187	176374
4	Rents, Rates & Taxes-105(01)	800000	142550
5	Office Expenses/Computer related hardware-105-98-01(13)	1600000	1549953
6	Salary-105(03)	333850	327700
7	Medical Reimbursement to 0 pensioners-200 (03)		0
8	Office Expenses-105(01)	1030020	201575
9	9 Office Expenses/Computer Stationery & Consumable Items 105-98-03-(13)		84550
10	Domestic Traveling Expenses 105(01)	0	0
11	Medical Reimbursement 105(01)	0	0
12	P.O.L of Office Vehicles-105(01)	200000	47723
13	Telephone-105(01)	100000	6797
14	Repair and Maintenance of staff cars-105(01)	93750	0
15	Other Contractual Services(30)	336000	314328

Name of the Office: Civil Judge Senior Division, BATHINDA

Sr. No	Head "2014-ADMIN. OF JUSTICE FOR THE YEAR 2023-2024	Budget/Funds Received as on 05.05.2023	Budget/Fund Utilized as on 05.05.2023
1	Salary-105(02)	63356000	32833762
2	Salary-105(04)	6896700	6884489
3	Rents, Rates & Taxes-105(02)	2000000	1510308
4	Electricity Charges-105 (02)	1000000	284965
5	Medical Reimbursement-105(02)	58789	58789
6	Medical Reimbursement-105(04)	7500	7500
7	Office Expenses-105(02)	400000	217208
8	Domestic Traveling Expenses-105(02)	10000	0
9	Telephones-105(02)	120000	62257
10	Water Charges-105(02)	1000	0
11	Domestic Traveling Expenses-105(04)	5000	0

MANUAL-XII

Publication of Information regarding items specified in Section 4 (1) (b) (XII) of the Right To Information Act, 2005.

The manner of Execution of Subsidy Programs, including the amounts allocated and details of Beneficiaries of such program.

Name of the office: - District & Sessions Judge, Bathinda

Subsidy Allotted to beneficiaries – Nil.

MANUAL-XIII

Publication of Information regarding items specified in Section 4 (1) (b) (XIII) of the Right To Information Act, 2005.

Particulars of recipient s of concessions, Permit s or authorizations granted

Name of the office:- District & Sessions Judge, Bathinda

Identity cards are being issued to the Clerk/s of the Advocate/s.

Not Applicable.

MANUAL-XIV

Publication of Information regarding items specified in Section 4 (1)(b)(XIV) of the Right To Information Act, 2005.

Details in respect of the information, available to or held by it, reduced in an electronic form

Case Related Information			
Sr. No.	Type of Information	Website Address	
1	Case Status	https://services.ecourts.gov.in/ecourtindia_v6/	
2	Court Orders	https://services.ecourts.gov.in/ecourtindia_v6/	
3	Cause List	https://services.ecourts.gov.in/ecourtindia_v6/	
		District Wise Information	
1	List of Former Officer's	https://districts.ecourts.gov.in/bathinda/	
2	Judicial Officer's	https://districts.ecourts.gov.in/bathinda/	
3	Officers on Leave	https://districts.ecourts.gov.in/india/punjab/bathinda/judge-leave	
4	Duty Roster	https://districts.ecourts.gov.in/india/punjab/bathinda/duty-magistrate	
5	Police Station's	https://districts.ecourts.gov.in/india/punjab/bathinda/policestationwise	
6	District Profile	https://districts.ecourts.gov.in/bathinda/	
7	Free Legal Aid	https://districts.ecourts.gov.in/free-legal-aid-37	
8	Right to Information	https://districts.ecourts.gov.in/bathinda/	

MANUAL-XV

Publication of Information regarding items specified in Section 4 (1)(b) (XV) of the Right To Information Act, 2005.

Details of facilities available to citizens

The following facilities are available to citizens:		
υ	Filing of cases	
υ	Copies of case related documents Judgments, orders through coping agency.	
υ	Drinking water	
υ	Public washrooms	
υ	Litigant sheds with proper sitting arrangement	
υ	Parking of vehicles	
υ	Front Office for Free legal aid and advice	
υ	ADR Center	
υ	Case related information etc.	

MANUAL-XVI

Publication of Information regarding items specified in Section 4 (1) (b) (XVI) of the Right To Information Act, 2005.

The name, designations and other particular of the Appellate authorities etc

Sr. No.	Appellate Authority Name	Designation	Phone No.	Fax No.
1	Sh. Sumeet Malhotra	District & Sessions Judge, Bathinda	0164-2211406	0164-2211355

MANUAL-XVII

Publication of Information regarding items specified in Section 4 (1) (b) (XVII) of the Right To Information Act, 2005.

Other Miscellaneous Information

E-courts Technical Manpower at Bathinda

Sr. No.	Name	Designation
1	Sh. Rajinder Kumar	District System Administrator
2	Sh. Gurpreet Singh	System Assistant
3	Sh. Sunny Kumar	System Assistant
4	Sh. Gurlal Singh	Backup Engineer

E-courts Technical Manpower at Sub Division Phul

Sr. No.	Name	Designation
1	Sh. Jagseer Singh	Backup Engineer

E-courts Technical Manpower at Sub Division Talwandi Sabo

Sr. No.	Name	Designation
1	Sh. Rajeev Kumar	Backup Engineer