**(ii) The powers and duties of its officers and employees :-**

There are following cadres of the Judicial Officers :

**(i) Principal District and Sessions Judge.**

Administrative Head of Department in District.

Also, deal with both Civil and Criminal matters as per provisions of law and triable by the Court of Sessions only and also the matter under Special Acts and Motor Accident Claim Petitions.

**(ii) Additional District Judge and Sessions Judge.**

The above Judicial Officers deal with both Civil and Criminal matters as per provisions of law and triable by the Court of Sessions only and also the matter under Special Acts and Motor Accident Claim Petitions.

**(iii) The Principal Senior Civil Judge and Additional Senior Civil Judges.**

Principal Senior Civil Judge is administrative head of the Senior Civil Courts and other Civil Courts. The above Judicial Officers deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The cases against the Government, Marriage Petitions, Land Acquisition Cases are heard and decided by these Judicial Officers, as per provisions of law.

**(iv) The Chief Judicial Magistrates & Additional Chief Judicial Magistrates :**

The Chief Judicial Magistrate is administrative head of the Chief Judicial Magistrate Court at District place. The above Judicial Officer

deal with all types of Criminal matters excluding the cases triable by the Court of Sessions, as per provisions of law.

**(v) The Principal Civil Judge & also the Additional Civil Judge and Judicial Magistrate First Class :**

To deal with the matters of Civil nature having pecuniary jurisdiction up to Rs. Twenty Five lakh and Judicial Magistrate to deal with all types of Criminal matters as per provisions of law excluding cases triable by the Court of Sessions.

To deal with the matters of criminal nature excluding triable by the Court of Sessions and cases having exclusive jurisdiction by the Chief Judicial Magistrate and also Special Courts. Juvenile Justice Board is constituted for Mahesana District at Headquarter Mahesana for the trial of cases of the Juvenile in conflict with law under Sec. 4 of the Juvenile Justice (Care and Protection of Children) Act, 2000. Additional Civil Judge and Judicial Magistrate, First Class, Mahesana is appointed as Chairman to preside over the Juvenile Justice Board.

**The various categories of the employees of this organization are as under :**

| Sr. No. | Designation | Responsibility | Reporting |
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| 1. | Registrar | To perform administrative work of whole District as ordered by Principal District Judge.<br><br>To maintain the Employees Annual Confidential Report file of the District.<br><br>To inspect as well as to take surprise visit of the Subordinate Courts of the District as ordered by Principal District Judge.<br><br>To perform the duties related to the Right To Information Act.<br><br>To perform all the duties as mentioned in the para 537, 539 & 540 of Civil Manual 1960. | The Principal District Judge, Mahesana |

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| | | To perform any duty assigned by the Principal District Judge. | |
| 2. | Additional Registrar | To take presentations & examinations of the Applications, Appeals & Petitions of Institutions of Civil, Criminal & M.A.C.T. Branches of District Court.<br>Supervision of Civil, Criminal & M.A.C.T., Record, Inspections Branches.<br><br>To perform the duties related to Valuable Muddamal Verification.<br><br>To attend the work related to P.W.D. Help & Co-operate the Registrar to run the administration smoothly.<br><br>To perform all the duties mentioned in para 537, 539 & 540 of Civil Manual, 1960.<br><br>To perform any other duty assigned by the Principal District Judge. | |
| 3. | Executive Assistant to the Principal District Judge | To take the dictation from the Principal District Judge, as and when called.<br><br>To perform the duty as assign by the Principal District Judge. | |
| 4. | Registrar, Senior Civil Court | Institution entered number of Civil Nature cases after proper verification by C.F.C. and to present before presiding officer for necessary orders.<br><br>To maintain caveat application register and to present it in the related injunction application case with endorsement.<br><br>To work the administrative side and to supervise all the staff working under presiding officer.<br><br>To maintain various types of Registers as prescribed and to take the sign of presiding officer, time to time.<br><br>To receive the applications of certified copies and to sign it.<br><br>To sign for true copy in the bill presented by the Nazir Branch concerned.<br><br>To sign in the inward-outward post | |

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| | | with process received from the Hon'ble High Court and other courts or offices.<br><br>To maintain advocate Practice register, registration and to issue the necessary certificate as per order.<br><br>To work as Assistant Public Information Officer.<br><br>To work administrative correspondence letters alongwith confidential letters to sign on summons, notices and public notice etc. processes of all kind of civil cases.<br><br>To perform any duty assigned by the Presiding Officer. | |
| 5. | Stenographers | To take dictation from the presiding officer.<br><br>To type the judgment from the dictation and upload it.<br><br>To maintain the steno-diary regularly according to the Hon'ble High Court's circular no. 3/2918 of 1991, dated 29.01.1991.<br><br>To perform any duty assigned by the Presiding Officer. | |
| 6. | Secretary to the Principal District Judge | To preserve Confidential records and to handle the Confidential correspondence with the High Court in connection with complaints / allegations made against staff members as well as Judicial Officers and in such other confidential matters, as well as correspondence with the Government.<br><br>To assist the Principal District Judge to hold Lok-Adalats, Legal Literacy Camps and to carry out certain duties which require constant contacts with the Government Department and Officers.<br><br>To accompany Principal District Judge at the time of surprise visits to Subordinate Courts for proper watch and inspection of Courts functions.<br><br>To assist the Principal District Judge at the time of meeting with the Judicial Officers as well as members of the Bar Association and other | |

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| | | Local Authorities to solve the problem arises from time to time.<br><br>To make arrangement for the visiting V.I.Ps. for necessary reservation at the Government Circuit or Guest House.<br><br>For maintaining protocol to get assistance on every aspects.<br><br>To assist the Principal District Judge in his other Official activities and attending his various activities.<br><br>To attend Confidential work of the Principal District Judge and confidential communication between the Principal District Judge and High Court and Principal District Judge and the brother Judges.<br><br>To maintain proper liaison between the Principal District Judge and other Judges and the Office.<br><br>To assist the Principal District Judge more effectively not only in confidential matters, but also in other administrative work as well.<br><br>To perform any duty assigned by the presiding officer. | |
| 7. | Protocol Officer | To perform the duties related to Hon'ble High Court Protocol Branch To perform the duties related to official meetings / correspondence with Government Officials.<br><br>To perform the duties related Legal Workshop, Quarterly Meeting and other workshops / seminars.<br><br>To perform any duty assigned by the Principal District Judge and Registrar, District Court. | |
| 8. | Registrar, Civil Court | To verify the newly instituted cases and put before presiding officer for necessary order.<br><br>To work the administrative side and to supervise all the staff working under presiding officer.<br><br>To maintain various types of Registers as prescribed and to take the sign of presiding officer, time to time.<br><br>To receive the applications of certified copies and to sign it. | |

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| | | To sign in the inward-outward process received from the Hon'ble High Court.<br><br>To maintain advocate registration register and to issue the necessary certificate to them.<br><br>To work as Assistant Public Information Officer. To perform any duty assigned by the Presiding Officer. | |
| 9. | Head Clerk | To supervise the work of superintendent and Assistants.<br><br>To supervise the routing filing of the court/ branch.<br><br>To perform duties related to confidential correspondence of Judicial Officer.<br><br>To maintain prescribed various registers.<br><br>To perform any duty assigned by the Principal District Judge and Registrar, District Court. | |
| 10. | Bench Clerk / Grade- I,II & III | To perform duty as a Bench Clerk.<br><br>To Maintain Memorandum Book.<br><br>To Write Roznama in all Daily Civil work and to take signature of Presiding Officer.<br><br>To Maintain Daily Court Fee book.<br><br>To Prepare Rojmel book Register<br><br>To Maintain Disposal Register.<br><br>To Maintain EX-5 & Stay Register etc. As a Bench Clerk.<br><br>To Prepare All statement with help of Civil petty Clerk.<br><br>To Prepare Certificate of Transfer Charge ( C.T.C ).<br><br>Daily Board updating in computer with help of Deputy Clerk.<br><br>To do work as direction of the Presiding Officers & Registrar. | |
| 11. | Court Manager | Planning - In consultation with stakeholders prepare and update annually a 5 year court wise Court | |

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| | | Development Plan (CDP) and monitor the implementation of the CDP and report to superior authorities on progress.<br><br>Information and Statistics - Ensure that on all aspects of the functioning of the court are compiled and reported accurately and promptly in accordance with systems established by the High Court and ensure that reports on statistics are duly completed and provided as required.<br><br>Court Management - Ensure that processes and procedures of the court are fully compliant with the policies and standards established by the High Court for Court management and that they safeguard quality, ensure efficiency and timeliness and minimize costs to litigants and to the state.<br><br>Case Management - Ensure that case management systems are fully compliant with the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in terms of Quality, efficiency and timeliness, costs to litigants and to the state.<br><br>Quality Management - Ensure that the court meets quality of adjudication standards established by the High Court.<br><br>Core System Management - Ensure that the core systems of the court are established and function effectively.<br><br>Pendency Reduction - To carry out periodic physical verification of cases in order to remove the wrong entries and to find and to find out cases which are disposed off but not entered in the computer system.<br><br>Carry out grouping and classification of cases which carry similar issues and place it before the Principal District Judge for necessary action.<br><br>Carry out data analysis pertaining to Lok Adalat by effectively classifying and grouping the cases advocate wise, value wise, party wise, institution wise etc. in order to | |

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| | | increase disposal of cases during Lok Adalat.<br><br>Human Resource Management and Training - To carry out workload analysis/staffing pattern in order to determine the surplus and shortages of staff among various departments and held frame duty list of each and every work table. - To design and conduct periodic induction and refresher training of staff member. - To organize motivational training for the members of the courts in form of lectures, annual cultural day, sport day, farewell functions etc.<br><br>Administration : To suggest the scope of recycling of waste paper, cost reduction & curbing pilferage of time, money, electricity, air conditioning etc. - To carry out analysis pertaining to even distribution of cases for optimum work allocation and place it before Hon'ble Principal District Judge for further action. - To reduce the pendency in the issuance of certified copies and writes/notices by regular monitoring and removing the bottlenecks. - To effectively manage service of summons and processes. - To coordinate with the nodal officer / police inspector/ACP of the concerned district/police station/zone by providing him data related to non-service of summons and ensure that proper services of summons is carried out in criminal cases. - Periodically verify and ensure that all the registers, forms, in sufficient numbers and are maintained properly. - To help in uniformity of work among different districts in terms of preparation of standard operating procedure. - To contribute in preparing annual budget and proposals for expenditures.<br><br>Information Technology : - To regularly monitor the unloading of orders and judgment, updation of data entry/case information on daily basis in National Judicial Data grid. - Help in identifying external agencies to develop software's in Gujarat and other areas where work can be outsourced to external agencies like training of technical staff. - Ensure that the IT systems of the court comply with standards established by the High Court and are fully functional. - Feed the proposed national arrears grid to be set up to | |

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| | | monitor the disposal of cases in all the courts, as and when it is set up. - To ensure the compliance of CARE guidelines.<br><br>Legal Aid and Litigant Friendly Courts: - To assist the Principal District Judge in organizing the Lok-Adalats, mediation, para legal services and other District Legal aid service functions. - To carry out a periodic court user satisfaction survey to determine the needs of all stakeholders of court premises like the litigants, advocates, general public, police, employees etc. and give suggestions pertaining to litigant friendly courts. - To identify areas for litigant to sit, to rest, to have food and to watch a screen based slide show which contains information pertaining to conciliation, legal aid, mediation and ensure proper working of inquiry counters, help desk, witness room for the litigants. - Any other work assigned by the learned Principal District Judge.<br><br>In order to perform this functions and duties the Court Managers of the District Judiciary of the State will have the following powers/facilities.<br>1. Assistance of reasonable staff as may be available and found necessary.<br>2. Access to documents and records except those categorized as confidential.<br>3. Proper space for sitting (exclusive cabin, if so available) wifi/ internet facility with printer.<br>4. Assistance of such staff members of registry on case to case basis which the Registrar may find necessary to provide. | |
| 12. | System Officer | To implement projects given by Hon'ble High Court.<br><br>District Court and all Taluka Courts server management.<br><br>To provide assistance to all Judicial Officers of District Court.<br><br>Make sure regular back up of all servers.<br><br>Manage LAN for District and Taluka.<br><br>Perform all patches related to server given by Hon'ble High Court. | |

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| | | Operating System installation, Server Update.<br><br>Manage Hardware of District and Taluka.<br><br>Manage District Court Website, IRIS, Ecourt Fee, RTI Portal, Staff Portal, CTC Users and other Portal related to IT Cell.<br><br>Co-ordinates between Hon'ble High Court and District Court related to Computer Center.<br><br>Monitoring all tasks related to IT.<br><br>To do work instructed by the Principal District Judge. | |
| 13. | System Assistant | Manage CCTV.<br><br>Co-ordinate with various vendors for CCTV maintenance and upgradation<br><br>District Court and all Taluka Courts server management.<br><br>Make sure regular back up of all servers.<br><br>Manage LAN for District and Taluka.<br><br>Perform all patches related to server given by Hon'ble High Court.<br><br>Operating System installation, Server Update.<br><br>Manage Hardware of District and Taluka.<br><br>Manage District Court Website, IRIS, Ecourt Fee, RTI Portal, Staff Portal, CTC Users and other Portal related to IT Cell.<br><br>Attend Court Call logs for issues related to Hardware/Software/Zoom etc.<br><br>Manage Zoom meetings<br><br>Manage YOU TUBE Live stream<br><br>Implement various projects given by Hon'ble High Court.<br><br>To do work assigned by System Officer | |

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| | | To do work instructed by the Principal District Judge. | |
| 14. | Librarian | To prepare the submissions to purchase of law books.<br><br>To take custody of books of the courts.<br><br>To allot the books to the every court, as and when called. To maintain the various registers of the court library.<br><br>To perform any duty assigned by the Presiding Officer. | |
| 15. | Bill Clerk / Account Clerk Assistant | To Prepare Pay Bills of the ClassI,II,III,IV Employees serving on establishment of this court.<br><br>To Prepare Difference bills, TADA Bills, GPF bills and Misc. Bills of the employees working on the establishment of the Court.<br><br>To prepare Telephone bills, Electricity bills, paper bills of the Judicial Officers.<br><br>To maintain General Account Register of the Principal Senior Civil Court, Gandhinagar.<br><br>To maintain Contingency Account Register<br><br>To maintain Acquittance Account Register<br><br>To maintain Permanent Advance Account Register.<br><br>To maintain Grant Account Register.<br><br>To Received amount for Civil nature Cases and entry in register.<br><br>To make payment as per order passed in payment purshish.<br><br>To maintain Account registers and prepare Statement or information as when required.<br><br>To work as per instruction and order of the Presiding Officers & Registrar, Head Clerk And Sr. Clerk | |
| 16. | Record Clerk/ Assistant. | To sent the disposed cases of appeal to Hon'ble High Court of Gujarat / Hon'ble District Court within time limit of appeal filing. | |

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| | | To receive the cases of appeal and send it to concern court after doing entry in register as per order.<br><br>To do the entries of disposed civil cases in register after arranging it as per Civil Manual then send it to central record room.<br><br>To receive the disposed civil cases of all courts as per list then send it Record Room.<br><br>To arrange certified copies of civil writ.<br><br>To work as per instructions of Registrar, Head Clerk And Sr.Clerk and Presiding Officer. | |
| 17. | Civil Petty Clerk Assistant | To do work as Civil Petty Clerk.<br><br>To take custody of civil nature cases, files<br><br>To issue Process as per rojanama which comes on daily board and to put in adjournment date.<br><br>To complete the work as per order passed in rojkam.<br><br>To maintain all kind of civil registers which are under the responsibility of Civil Petty Clerk.<br><br>To issue Summons, Public Notice, Notice, Warrant and Summons for Witness in current cases as per order for its process.<br><br>To draw a decree with in appropriate time limit.<br><br>To sent the original papers from cases as per application of certified copies by doing required entry in the register and after completion of that work rearrange case papers properly.<br><br>To prepare monthly statements and to provide information as required on urgent basis.<br><br>To issue court fee refund certificate as per order.<br><br>To work as per instructions of Registrar Head Clerk And Sr. Clerk and Presiding Officer. | |

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| 18. | Process Clerk Assistant | To send the newly instituted all civil nature cases for computer entry after the order passed by Hon'ble court, and to write First rojkam.<br><br>To do category wise register entry of every Civil nature cases.<br><br>To send all the newly instituted cases to concern court before its next date.<br><br>To issue process of first stage summons notice of newly instituted cases as per order.<br><br>To see that whenever any old cases are taken for converting it should be sent for computer entry for a new case number and to do entry of those new number in register.<br><br>To maintain all Civil nature Cases registers.<br><br>To work as per instructions of Registrar, Head Clerk And Sr. Clerk and Presiding Officer. | |
| 19. | Dispatch Clerk Assistant | To do work as Dispatch Clerk.<br><br>To received Post, Letters from All Courts and other offices and Inward it.<br><br>To send all type of post i.e. Letters, and Process etc after outward Numbers<br><br>To maintain Postage Stamp Register and daily sign it.<br><br>To received all Process for Services, from Hon'ble High Courts and others court and inward it.<br><br>To Send all process after service and endorsement of Bailiff to the Hon'ble High court and other courts.<br><br>To work as per instructions of Registrar, Nazir and Presiding Officer. | |
| 20. | Xerox Operator | To do the work related to Xerox copies.<br><br>To do the work related to preparing paper books, certified copies, etc.<br><br>To take care of the Xerox machine | |

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| | | allotted to him.<br><br>To maintain register of Xerox paper.<br><br>To perform any duty assigned by the Presiding Officer. | |
| 21. | Driver | To take care of the car allotted him.<br><br>To maintain the log book related to car.<br><br>To perform any duty assigned by the Presiding Officer | |
| 22. | Bailiff (Process Server) | To serve the process of the courts of this District and also received from the all another courts.<br><br>To send back the process alongwith their report of serve or not serve.<br>To perform any duty assigned by the Presiding Officer, Registrar and Nazir. | |
| 23. | Binder | To do the work related to bind the books, registers etc. of the court.<br><br>To take care of the tools allotted to him.<br><br>To maintain the necessary register for binding work.<br><br>To perform any duty assigned by the Presiding Officer. | |
| 24. | Hawaldar / Naik / Peon | To perform any duty assigned by the Presiding Officer | |