

[3] The Procedure Followed in the Decision Making Process, including Channels of Supervision and Accountability:

Sr. No.	Post	Responsibility	Reporting Authority
1	Registrar and Additional Registrar, District Court, Valsad.	Overall Supervision of the Courts of Valsad Judicial District. To approve all important matters concerning the administration of the District Court, all Subordinate Courts and all branches of the District Court, Valsad.	Principal District & Sessions Judge, Valsad
2	Additional Registrar, Additional District Court, Valsad at Dharampur	Overall Supervision of Additional District Court Valsad at Dharampur. To approve all important matters concerning the administration of the Additional District Court. Checking all the newly instituted cases. Supervision of work related to Civil/Criminal/	Additional District & Sessions Judge, Valsad at Dharampur

		office and Supplying necessary Statements/Information time to time.	
3	Additional Registrar, Additional District Court, Valsad at Vapi	Overall Supervision of Additional District Court Valsad at Vapi. To approve all important matters concerning the administration of the Additional District Court. Checking all the newly instituted cases. Supervision of work related to Civil/Criminal/MACP cases & Registers Maintained in the office and Supplying necessary Statements/Information time to time.	Additional District & Sessions Judge, Valsad at Vapi
4	Head Clerk, Nazir Branch, District Court, Valsad	Overall Supervision of Nazir Branch. To approve all important matters concerning to the Nazir Branch. Overall Supervision on all the Peons and Bailiffs of the District Court. Supervision over the work related to the infrastructure of the entire District. Supervision over the work related to payment work in Civil/Criminal/MACP cases.	Principal District & Sessions Judge, Valsad.

5	Head Clerk, Judicial Branch, District Court, Valsad.	Overall supervision of Civil and Criminal Branch. To approve all important matters concerning to the Civil and Criminal Branch. Supervision over the work related to Civil and Criminal cases, periodical statements and registers maintained in the Branch. Overall Supervision over the work related to Periodical Statements, Assessments of the Judicial Officers, and registers maintained in the Branch.	Principal District & Sessions Judge, Valsad
6	Head Clerk, MACP Branch, District Court, Valsad	Overall supervision of Civil and Criminal Branch. To approve all important matters concerning to the MACP Branch. Supervision over the work related to MACP cases, Payment in MACP Cases, Periodical Statements and registers maintained in the Branch.	Principal District & Sessions Judge, Valsad.
7	Head Clerk, Record Branch, District Court, Valsad.	Overall Supervision of Record Branch. To approve all important matters concerning to the Record Branch. Supervision over the work related to Certified Copies, Paper Books, Classification Work, Destruction Work, Periodical Statements and registers maintained in the Branch.	Principal District & Sessions Judge, Valsad.

8	Head Clerk, Account Branch, District Court, Valsad.	Overall Supervision of Account Branch. To approve all important matters concerning to the Account Branch.	Principal District & Sessions Judge, Valsad.
9	Head Clerk, CFC Branch, District Court, Valsad.	Overall Supervision of CFC Branch. To look after the filling, registration and allocation of newly instituted matters.	Principal District & Sessions Judge, Valsad.
10	Registrar, Principal Senior Civil Court / Civil Court of Taluka.	Over all Supervision of Taluka Court To approve all important matters concerning the administration. Checking all the newly instituted cases. Supervision over the work related to Periodical Statements, Accounts, Records, Legal Activities, Infrastructure and to maintain registers.	Principal Senior Civil Judge/ Civil Judge of the concern Taluka Courts.