

**RIGHT TO INFORMATION ACT, 2005**

**DISTRICT AND SESSIONS COURTS  
PANIPAT**

**(Information on 16 Manuals under  
Section 4.1 (b)  
of the Right to Information Act, 2005)**

**MANUAL 1**

**The Particulars of Organization, Functions and Duties**

**Particulars**

Name of the Organization:	Office of District and Sessions Judge, Panipat. Sub-ordinate institution of the Hon'ble Punjab and Haryana High Court, Chandigarh.
Functions of the Organization:	Judicial & Administrative functions.
Duties of the Organization:	i) To exercise the control over the Subordinate Courts functioning in the territorial jurisdiction. ii) To distribute various funds amongst it's subordinate authorities received from the Government from time to time. iii) To deal with the all correspondence relating to Hon'ble Apex Court and Hon'ble High Court and the Department of law & Justice, Government of Haryana. iv) To administer justice as per the various legislation/statutes. v) To recruit Class-IV Govt. Servants with the help of selection Committee. vi) To handle the administration in accordance with the procedural laws, Haryana Civil Services Rules, the Government Resolutions and the Notifications issued by the Hon'ble Apex Court and Hon'ble High Court.

vii) In exercise of his administrative function, the organization deals with Transfers, Departmental disciplinary proceedings and promotions etc. of the employees.

viii) The Head of the Organization- The Principal District & Sessions Judge, who is also the Chairman of District Legal Services Authority, Panipat under which the Lok-Adalats, various programmes of DLSA and legal services are provided.

## MANUAL 2

### The Powers and Duties of Judicial Officers and Employees

- i) The District and Sessions Judge
- ii) The Principal Judge, Family Court
- iii) The Additional District & Sessions Judges (Fast Track POCSO Court and FTC for Rape Cases) and Exclusive Court to deal with Heinous Crime against women
- iv) The Additional District & Sessions Judges

They deal with the Civil and Criminal matters on appellate side, the cases triable exclusively by Sessions Court and also the matter under special act, they also act as Special Courts viz. MACT, Educational Tribunal, SC/ST Act, PC Act, Electricity Act, Court of ADJ-I, II and other ADJ have been designated as Special Courts and they are functioning as trial Courts as well.

- v) The Civil Judge (Senior Division)-cum-ACJM:-

Deals with the matters of Civil nature having unlimited pecuniary jurisdiction and Criminal Cases.

- vi) The Chief Judicial Magistrate-cum-ACJ(SD):-

Deals with all types of Criminal matters excluding the cases triable by the Court of Sessions and matters of Civil Nature.

- vii) The Additional Civil Judge (Senior Division)-cum-JMIC-cum-PMJJB:-

Deals with all types of Civil and Criminal matters and enquiries of Juvenile Board.

- vii) The Civil Judges (Junior Division)-cum-Judicial Magistrates Ist Class:-

(1) Deal with the matters of civil nature having jurisdiction upto Rs.10 lacs.

(2) Deal with the matters of criminal nature excluding those triable by the Court of Sessions and within the exclusive jurisdiction to the Chief Judicial Magistrate.

## **Categories of the Employees of Organization.**

The various categories of the employees of organization are, as under :-

- Class-A** : Chief Administrative Officer-cum-Superintendent
- Class-C** : Section Officer,  
Reader Grade I,  
Superintendent Grade-II/Reader Grade-II,  
Assistants/Reader Grade-III,  
  
Stenographer Grade I, II and III,  
Clerks, Ahlmads, Driver, Bailiff
- Class-D** : Process Server/Peon/Mali/Orderly/Daftri/Mali-cum-Chowkidar  
Peon/Waterman/Record-lifter/Usher/Sweeper/Chowkidar etc.

# **Duties of Employees**

## **Chief Administrative Officer/Superintendent**

Overall supervision in Administrative matters. Assist the Head of the Organization in Administrative work.

## **Reader Grade I, II , III**

To perform the work of Bench, Statistics, Correspondence, Accounts, Establishment in District Court as well as in Subordinate Courts.

## **Stenographer Grade I , II, III**

To note down evidence in English on Computer.

To take dictation from the Judges and transcribe the same.

To upload the judgments/orders on CIS.

## **Ahlmads**

To have the custody of cases pending & instituted in the respective Courts & to look after and maintain the records of case files and; to do the work as per procedural laws and the duties assigned by the Head of organization and by the Presiding Officers of the courts concerned.

## **Clerks**

To handle various assignments such as Bill Clerk, Library Clerk, Copy Clerk, Copyist etc.

## **Driver**

To do the duties of Driver and to maintain the log book of the Govt. vehicle and maintain the vehicle.

## **Bailiffs/ Process Servers**

To serve the summonses, notices and to execute warrants issued by the Court(s).

## **Mali/Mali-cum-Chowkidar**

To perform the duties of Mali and Chowkidar

## **Peons**

To do all type of menial work assigned by the Head of Organization or by the Presiding Officer.

## **Chowkidars (Watchmen)**

To watch the Court building and premises as per duty roster.

## **Sweepers**

To clean the Court premises and its surroundings, lavatories etc.

## **MANUAL 3**

### **The Procedure followed in the decision making process, including channels of supervision and accountability.**

The below listed rules, regulations, instructions, manuals, records are held by the organization or are being used for its control or discharging its functions by the employees

1. The Civil Manual, 1986
2. The Criminal Manual, 1980
3. The Code of Civil Procedure, 1908
4. The Code of Criminal Procedure, 1973
5. The Haryana Civil Services Rules
6. The Punjab Budget Manual
7. The Punjab Financial Rules
8. The Punjab Treasury Rules
9. High Court Rules and Orders Vol. I, II, III, IV, V & VI
10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Haryana and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court and received therefrom time to time.

## **MANUAL 4**

### **The norms set by it for the discharge of its functions:-**

As per the guidelines, written directions & norms set by the Hon'ble High Court of Punjab and Haryana, Chandigarh and various resolutions & circulars issued by the Govt. of Haryana as adopted by the Hon'ble High Court from time to time.

## **MANUAL 5**

### **The Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions**

The following registers (CIS Printed/Manual) and documents that are maintained :-

1. The Register for Civil and Criminal Side.
2. The separate registers for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained by the subordinate Courts.
3. The separate registers for the registration of Regular IPC cases, Act Cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained by all the Judicial Magistrates.
4. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and its execution are being maintained in Appellate Court/s.
5. The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Court/s.
6. The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers are being maintained as per the Civil and Criminal Manual.
7. Service Books of Officers and employees, GPF Account of Class- III & IV employees. The disposed of records of all the Courts are consigned in Judicial Record Room, Panipat and Sub Division Samalkha and preparation of certified copies in disposed of cases are being prepared and delivered by the Copying Agencies.

## **MANUAL 6**

**A statement of the categories of documents that are held by it or under its control.**

1. Acts and procedures
2. High court rules and regulations
3. Civil Services Rules
4. Salary and finance
5. Statistical records
6. Case records
7. Staff records
8. Library records
9. Administrative record
10. Computerization record

## MANUAL 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 with the members of the public in relation to the formulation of any policy or administration thereof.

## **MANUAL 8**

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 meetings are accessible for public.

**NOT APPLICABLE**

## **MANUAL 9**

A directory of Officers and employees :-

1	Superintendent to District & Sessions Judge, Panipat	0180-2651000
2	Office of Civil Judge (Senior Division), Panipat	0180-2650004
3	Office of Addl. Civil Judge (Sr. Divn)-cum-SDJM, Samalkha	0180-2570669
4	Office of CJM-cum-Secretary, District Legal Services Authority, Panipat	0180-2637500

## MANUAL 10

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

### Judicial Officers

### Pay Scales

1. District and Sessions Judge	:	Rs.57700-1230-58930-1380-67210-1540-70290/-
2. Addl. District and Sessions Judge	:	Rs.51550-1230-58930-1380-63070/-
3. Civil Judge (Sr. Divn.)	:	Rs.39530-54010/- (Pre-revised)
4. Chief Judicial Magistrate	:	Rs.39530-54010/- (Pre-revised)
5. Addl. Civil Judge (Sr.Divn.)/JMIC	:	Rs.39530-54010/- (Pre-revised)
6. Civil Judge (Jr.Divn.)	:	Rs.27700-44770/- (Pre-revised)

### Judicial Employees

### Pay Scales

#### Class-I/Group-A

Chief Administrative Officer-cum-Superintendent	:	FPL-10
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#### Class-III/Group-C

Reader Grade I	:	FPL-7
Reader Grade II	:	FPL-6
Reader Grade III	:	FPL-6
Stenographer Gr.I	:	FPL-7
Stenographer Gr.II	:	FPL-6
Stenographer Gr.III	:	FPL-4
Clerks	:	FPL-4
Drivers	:	FPL-4
Bailiff	:	FPL-4

#### Class-IV/Group-D

Process Server	:	DL **
Usher	:	DL **
Peon/Orderly/Chowkidar	:	DL **
Waterman/Sweeper	:	DL **

## **MANUAL 11**

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made :-

As per allocation of the Hon'ble High Court and Government of Haryana under the relevant Head of Accounts.

## **MANUAL 12**

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes :-

**NOT APPLICABLE**

## **MANUAL 13**

Particulars of recipients of concessions, permits or authorizations granted by it :-

**NOT APPLICABLE**

## **MANUAL 14**

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

The following information is being made available at the official website of Panipat Sessions Division and KIOSK Machines installed in the premises in Judicial Courts Complex, Panipat and Sub Division Samalkha:

- i. Daily cause lists are being displayed on the website of Panipat Sessions Division Court for the information of Advocates, litigants as well as public at large, besides information regarding latest notifications/instructions of Hon'ble High Court and Recruitment Notices etc.;
- ii. Up-to-date case status is also available on the website of Panipat Sessions Division for the convenience of Advocates, litigants and general public;
- iii. The judgments and orders are made available on the website of this Sessions Division;
- iv. Two KIOSK Machines, one each at Panipat and Samalkha, have been installed to provide inquiry of the cases;
- v. SMS facility is also being provided to the advocates, litigants and public to know the case status through SMS.
- vi. SMS facility is also being provided to the advocates and applicants to know the status of their copying applications.
- vii. Digital Display Boards System have also been installed in each Court Room in the premises of this Sessions Division to provide on-going status of the cases.

## **MANUAL 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 :-

Presently, cause list, duty roster of Judicial Officers, list of police stations allocated to the Judicial Officers, list of Judicial Officers and the information regarding Judicial Officer on leave are available on the website of Panipat Sessions Division.

There is no Library or reading room in Sessions Division Panipat for public use. The Central Library is meant only for the use of Judicial Officers. However, the Public Information Officers are available during office hours on working days.

## MANUAL 16

**The names, designations and other particulars of the Public Information Officers are as follows:**

Sr. No.	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority	Land-Line No.	E-mail Address
1	a) Court of District and Sessions Judge and Court of Additional District and Sessions Judges at District Head Quarters.  b) Court of Additional District & Sessions Judge at places where there is no District & Sessions Judge	Chief Ministerial Official of the Court of District and Sessions Judge.  Senior Ahlmad/ Stenographer	Chief Administrative Officer/Superintendent in the office of District and Sessions Judge.  Chief Ministerial Officer of the court of Senior Most Additional District & Sessions Judge	District and Sessions Judge of the respective Sessions Division.  Senior Most Additional District & Sessions Judge.	0180-2651000	dsjnpn@hry.nic.in
2	Court of Civil Judge (Senior Divn.) includes Courts of Addl. Civil Judge (Senior Divn.) and Civil Judge (Jr. Divn.) at Head-quarter	Chief Ministerial Officer of the Court	Clerk of the Court of the office of Civil Judge (Senior Division)	Civil Judge (Senior Division)	0180-2650004	cjsd.pnp@aj.gov.in
3	Court of Chief Judicial Magistrate includes Courts of Judicial Magistrates at Head-quarter.	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Court	Chief Judicial Magistrate	0180-2652000	Nil
4	Court of Additional Civil Judge (Senior Division) or Court of Senior Most Civil Judge at Sub Division level	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer	0180-2570669	Acjsd.samalkha@aj.gov.in

## **MANUAL 17**

**Such other information as may be prescribed and thereafter update these publication every year:**

The work of maintenance of Court Building and Residential Quarters of Judicial Officers is being looked-after by the Public Works Department. Besides this, security in the Court Complex is being looked after by the District Police. Close circuit cameras have been installed to monitor each and every movement inside the Judicial Court Complexes.