

**AUTHORITIES FOR INFORMATION UNDER
RIGHT TO INFORMATION ACT**

Court	Assistant Public Information Officer	Public Information Officer	Appellate Authority	E-Mail ID
Court of Distric & Sessions Judge and Courts of Addl. District & Sessions Judge at District Headquarter	Reader to D & SJ Ph. : 01823- 266502 Ms. Kamla Devi	Superintendent to D & SJ Ph. : 01823-266510 Sh. Vijay Kumar	Districts & Sessions Judge Ph: 01823-224300	dsjsbsnagar@aij.gov.in
Court of Civil Judge (Sr.Divn.), Addl. Civil Judge (Sr. Divn.) and Civil Judge (Jr. Divn.) at District Headquarter	Reader to Civil Judge(Sr . Divn.) Ph. : 01823-266520 Sh. Hardeep Singh	Clerk of Court Ph. : 01823-266544 Ms. Poonam	Civil Judge(Sr . Divn.) Ph .: 01823-266512 Ms. Parminder Kaur	
Court of Chief Judicial Magistrate at District Headquarter	Senior Most Ahlmad/ Stenographer of the Court Ph. : 01823-266513 Sh. Vikas Sharma	Reader 01823-266514 Sh. Jasminder Singh	Chief Judicial Magistrate Ph.: 01823-266518 Sh. Jagbir Singh Mehndiratta	
Court of Addl. Civil Judge (Sr. Divn.) at Sub Division, Balachaur	Senior Most Ahlmad/ Stenographer of the Court Ph. : 01885-223480 Sh. Sahil Kamboj	Reader Ph. : 01885-223480 Sh .Hardeep Singh Cheema	Addl. Civil Judge (Sr.Divn.), Balachaur Ph. : 01885-223480 Sh. Sukhwinder Singh	

Note: Other matters regarding Right to Information act can be seen on the web site ecourts.gov.in/nawanshahr/history

MANUAL - 1

Publication of information regarding items specified by Rule 4(II) b (II) of the Right to information Act 2005

Particulars of Organization, Functions and Duties

The Sessions Division, Shaheed Bhagat Singh Nagar consists of Tehsil Nawashahr and Sub-Division Balachaur. At Present the Judicial Courts functioning in the Sessions Division are as under :-

Shaheed Bhagat Singh Nagar

- 1 District and Sessions Judge - 1
- 2 Principal Judge (Family Court) - 1
- 3 Additional District and Sessions Judge - 1
- 4 Civil Judge (Senior Division)- 1
- 5 Chief Judicial Magistrate - 1
- 6 Additional Civil Judge (Senior Division) 1
- 7 Civil Judges (Jr. Div) - 2
- 8 Secretary, DLSA, SBS Nagar - 1

Balachaur

- 1 Additional Civil Judge (Sr. Divn.)-cum-SDJM - 1
- 2 Civil Judge (Jr. Divn.) - 1

As regards the Ministerial Staff, Superintendent/Chief Administrative Officer, Executive Assistant, Reader Grade-I, Reader Grade-II, Reader Grade-III Stenographer Grade-I, II & III, Senior Assistants, Clerks, Balliffs and Drivers. Class IV employees Daftri, Usher, Record Lifter, Orderly, Peons, Additional Peons, Process Server etc. are supporting staff of the above said officers

The original Jurisdiction of the District and Sessions Judge is to try Criminal cases triable by the Sessions Courts. Apart from this Hindu Marriage Act cases under section 13 and 13-B, Motor Accident Claim Cases, prevention of Corruption cases, Arbitration Act cases, and Anticipatory Bail application etc. cases are triable by the Learned District and Sessions Judge, Shaheed Bhagat Singh Nagar. The appellat jurisdiction is all the judgments passed by the Civil Judge (Senior Division)/Civil Judge (Jr. Div) and Chief Judicial Magistrate. Civil Judge (Jr. Div) and Judicial Magistrate 1st Class are heard as a Appellant Authority. Revision are also heard by the District and Sessions Judge. All the Sessions cases and Appeals which are committed/filed to the court of Sessions are entrusted by the learned District and Sessions Judge to the Addl. District & Sessions Judges. Local Commissioners are also appointed by the Ld. District and Sessions Judge. In the Civil and Criminal cases first appeal can be filed within one month and second appeal can be filed within ninety days and first rent appeal can be made within fourteendays from the date of supply of copy.

The District and Sessions Judge is also the appointing authority of the Class III and Class-IV employees. The District & Sessions Judge is also to make Postings and transfers of class III and IV employees, to dismiss, terminate and suspend the Class III and IV employees, to impose the penalties as prescribed under rule 12 (2) of Correction Slip No.40 Rules/II/D.4 dated 5.2.1999. To grant the Annual Grade Increments, Proficiency Step Up, and other benefits i.e. TABills, Medical Bills, LTC Bills of all the Class III and IV employees and Judicial Officers, to sanction the casual leave up to 4 days to the Judicial Officers and to sanction the casual leave and earned leave, medical leave paternity leave, maternity leave to all the class III and IV employees. The District and Sessions Judge is also drawing and disbursing officer of all the Addl. District & Sessions Judge and Class III and Class IV employees who are working in the Sessions Courts in the district. The inspection of the Judicial Courts is also made by the Learned District and Sessions Judge, annually and quarterly inspection of his own Court. The District and Sessions Judge can also make surprise visit of any Court/ Office in the Sessions

Division. The monthly Jail inspection is also makes by the District and Sessions Judge and he also allows the service of the Judicial Officers to appear in any other Court. He also make the recommendation of thenames of the Oath Commissioners quarterly whose applications are received from the advocates to the Hon'ble High Court and also recommends the names of the Advocates for appointment asCourt Auctioneer. The monthly meeting of Judicial Officer is also held by him. Apart from this he also holds the District Vigilance committee meetings. He is also Chairman of District LegalServices Authority and also call the meeting. He is alsoChairman of District Criminal andSupervisory Committee. The District & Sessions Judge is also the Appellate Authority under theRTI Act. Appeals against the orders of the Public Information Officer of the office of the District& Sessions Judge can be filed before the Ld. District & Sessions Judge Shaheed Bhagat SinghNagar.

MANUAL - 2

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULES 4 (1) B (IV) OF THE RIGHT TO INFORMATION ACT, 2005.

POWERS AND DUTIES AND OFFICERS AND

EMPLOYEES

NAME OF OFFICE:- DISTRICT AND SESSIONS JUDGE

<p>District & Sessions Judge</p>	<p>The District & Sessions Judge is Head of the Office. He has envisaged powers/ duties as District Judge in Civil Matters and as Sessions Judge in Criminal Matters. He can transfer any civil case from any Court to another Court having competent jurisdiction in the District. As Sessions Judge in criminal cases, he can transfer any criminal case (other than 302 IPC in which charge has been framed) from, one Court to another Court having competent jurisdiction in the District, in the interest of administration of Justice. . He has also power of entrustment of newly instituted cases to the Addl. District & Sessions Judges of this Sessions Division according to their respective competency. He supervises the Judicial work in the District. Monthly meetings of Judicial Officers are convened by the Ld. District and Sessions Judge. On administration side all the class III & IV employees are under his control in the District. He is competent to issue the appointment letters, transfer orders, dismissal orders, termination and suspension orders to the Class-III and IV employees in the District. He is also Drawing and Disbursing Officer. He is Chairman of different Committees such as District Legal Services Committee, District Litigation & Criminal Supervisory Committee. He is member of the House Allotment Committee (Upper and Lower), he makes annual inspection of Judicial Courts in the District and quarterly inspection of his own court.</p>
<p>Additional District and Sessions Judge</p>	<p>In the absence of Ld. District and Sessions Judge, first Additional District & Sessions Judge-I look after the urgent work of Judicial side. The Court of Additional District & Sessions Judge having powers to deal with the cases of NDPS act, Wakf Boardcases, cases of prevention of corruption (as Special Judge), SC/ST Act etc. He makes quarterly inspection of his own court. To distribute the Judicial Work, Ld. District & Sessions Judge can allot any judicial work to him in which he is competent to trial the cases. He can sanction up to four days casual leave to the employees working in his Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.</p>

<p>Civil Judge (Sr. Division)</p>	<p>He has envisaged powers/duties as Civil Judge (Sr. Division) in Civil Matters and as Addl. Chief Judicial Magistrate in Criminal Matters. All the cases which are instituted to the court of Civil Judge (Sr. Division) are entrusted by the Civil Judge (Sr. Division) to the Civil Judges posted at local head quarter. He is the in-charge of the Lower Court. He is also a drawing and disbursing officer of Lower Court. C.O.C. Office, Nazir Branch, He is incharge of Judicial copy agency, Process Serving Agency, Judicial Record Room are working under his control He makes quarterly inspection of his own court. He can sanction casual leave up to four days to the employees working in his Court. He has also powers to deal with the cases of Guardian Act allotted by the Ld. District & Sessions Judge, S.B.S. Nagar and can issue notice U/s 36 of Punjab Courts Act to Class-III and Class IV employees.</p>
<p>Chief Judicial Magistrate</p>	<p>He has envisaged powers/duties as Chief Judicial Magistrate in Criminal matters and as Addl. Civil Judge (Sr. Division) in Civil matters. He has the power to allocate the Police Stations of S.B.S. Nagar District to the Judicial Officers posted at S.B.S. Nagar Sessions Division with the consultation of Ld. District & Sessions Judge, S.B.S. Nagar. Judicial Malkhana is working under his control. All the fines imposed upon the litigants in Criminal cases by all the Judicial Courts of Lower Courts are collected by the Malkhana Branch under his control. He is Drawing and Disbursing Officer under the Head 08- Criminal Courts Road and Diet Money. He makes quarterly inspection of his own court. He can sanction upto four days casual leave to the employees working in his Court and can issue notice U/S 36 of Punjab Courts Act to Class-III and Class IV employees.</p>
<p>Addl. Civil Judge (Sr. Division)</p>	<p>He has envisaged powers/duties as Addl. Civil Judge (Sr. Division) in Civil matters and Judicial Magistrate Ist Class in criminal cases. He makes quarterly inspection of his own court. He can sanction up to four days casual leave to the employees working in his Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees</p>
<p>Civil Judge (Jr. Division)</p>	<p>He has envisaged powers/duties as Civil Judge (Junior Division) in Civil matters and Judicial Magistrate Ist Class in criminal cases. He makes quarterly inspection of his own court. He can exercise jurisdiction in the cases up to the value of Rs 2 lacks</p>
<p>Secretary, District Legal Services Authority</p>	<p>Secretary, District Legal Services Authority looks after the matters related to Legal Services which includes Legal awareness amongst Public/Educational Institutes/Villages by conducting Seminars, Lectures and distributing the printed material on the subject. Provides Free Legal Aid to deserving Litigants. The Legal Awareness and schemes available under the legal services is brought to the notice of every citizen.</p>
<p>Superintendent/ Chief Administrative Officer</p>	<ol style="list-style-type: none"> 1. Control over the Staff 2. Receptions of plaints/appeals, petitions and to scrutinize the same 3. Attesting certified copies. 4. To check the accounts. 5. To check the lower court staff and sessions court staff. 6. Office correspondence 7. To maintain attendance register of staff. 8. Supervision of Record Room. 9. To maintain ACRs property returns of officers
<p>English Clerk</p>	<p>English Clerk is the incharge of English Office of the Ld. District & Sessions Judge, S.B.S. Nagar. All the matters relating to establishment i.e. Receipt, dispatch, pay bills, medical bills, T.A. Bills, LTC bills, Annual Grade increment, Proficiency Step UP, Oath Commissioner, Notary Public, Audit matters, Construction matters, GIS work, complaints, enquiry matters</p>

	and other policy matters are dealt by this office him to be put up before the District & Sessions Judge for approval.
Clerk of Court	Clerk of Court is working under the control of Civil Judge (Sr. Division), S.B.S. Nagar. He receives the Civil Suits presented by the Advocates and put up the same before the Civil Judge (Sr. Divison), S.B.S. Nagar, for entrustment. He also prepares the Pay Bills, TA bills, Medical Bills, LTC bills of the establishment under the control of Civil Judge (Sr. Division) and also deals the correspondence with other courts. He also attests the affidavits made by the Process Servers on the summons. He maintains the service book of all Class-III and IV employees under the control of Civil Judge (Sr. Division), S.B.S. Nagar Healso consolidate the Civil statements received from the different courts and also Annual Statements and quarterly statement. He is also Public Information Officer under the Right of Information Act.
Reader	1. Preparation of Daily Cause List.
	2 Maintenance of Peshi Register.
	3. Preparation of Decree Sheets.
	4. Examination of plaints and petitions etc. and to check that the proper court fee has been affixed and to cancel the court fee stamps.
	5. Recording of evidence on dictation of the Presiding Officer.
	6. To maintain attendance register of the staff and their casual leave record.
	7. To prepare the periodical statements.
	8 To maintain disposal of cases register.
	9. To maintain fine registers, to receive & deposit the fine amount, issuance of receipt of fine received and to get the deposit of fine verified from the Treasury every month regularly.
	10. Maintenance of Library in the courts of Civil Judges
	11. Preparation of history sheets as and when required by the District & Sessions Judge
	12. Attestation of certified copies
Ahlmads	1. To maintain all the relevant registers properly as required by rules.
	2. Registration of newly instituted cases and to index the same.
	3. To issue the processes in the judicial files as ordered by the court.
	4. To attach the summons in the judicial files and to make reports on the order sheets of the concerned files regarding service of the processes.
	5. To make proper entries in the registers regarding result of the cases and to enter goshwara numbers in the registers.
	6. To prepare the indexes of the files for consignment and to consign the same in the Record Room well within the prescribed period.
	7. Proper maintenance of judicial files and the documents produced by the parties in the cases in safe custody.
	8. Preparation of periodical statements required by the District & Sessions Judge & Hon'ble High Court.
	9. To get the files inspected under the rules from the parties or their Councils.

Civil Nazir	1. To submit reports relating to the members of the establishment of their Duties of the Civil Judge (Sr. Division).
	2. To arrange for the distribution of processes amongst the Process Servers and Bailiffs and the transmission to the agencies located at Tehsil Headquarters and ensure their timely distribution and Execution/ service of processes.
	3. To see that the prescribed accounts are properly maintained by the staff working under his immediate control.
	4. To prepare correspondence regarding the payment of diet money of witnesses and other similar matters and
	5. To maintain Civil Code Deposit Register and disbursement record thereof.
Nazir/Naib Nazir	1. To have proper control over the Process Servers.
	2. To entrust the processes to the Process-Servers and to ensure the service of processes and their return well within time.
	3. To ensure that the processes received from Hon'ble High Court and Supreme court are served positively and returned well within time on priority basis.
	4. Maintenance of proper accounts in the courts under the rules.
	5. Proper maintenance of the stores of the courts.
	6. To maintain registers regarding deposits and disbursement of Diet Money of witnesses in Civil and Criminal Complaint Cases.
	7. Nazir District and Sessions Courts to maintain registers and record regarding receipt and disbursement of compensation in MACT and Land Acquisition cases. Maintains cash book, contingent registers and stores
G.I.S. and G.P.F Clerks	To maintain G.I.S. & G.P.F. Accounts of the Staff properly and to send them the statements every year regularly.
Copyist	To maintain the required registers regularly and properly and to prepare and deliver the certified copies in accordance with the relevant rules and procedures prescribed under High Court Rules and Orders Volume 4
Judgment Writer	To take the dictation from Presiding Officer and type the judgments and to prepare the certified copies of Judgments, if applied for by the parties in anticipation of the pronouncement of Judgments and also to prepare the certified copy of judgment in criminal case if the accused is/are convicted any criminal case.
Stenographers	To take the dictation from the Presiding Officer and to type the same and to record the evidence on dictation of Presiding Officer.
Library Assistant	He is the incharge of Central Library in the District & Sessions Court, Shaheed Bhagat Singh Nagar and maintains the Law Books which are lying in the Central Library. He issues the Law Books which are required in the functioning of Courts as and when demanded by the Judicial Officer. He is also examiner of the translation work of all the courts of District & Sessions Judge as well as Addl. District & Sessions Judges, Shaheed Bhagat Singh Nagar.
Malkhana Moharrir	The main duty and function of the Malkhana Moharrir is to receive the Case Property of decided cases and maintain the same in the Malkhana. At present there is no Malkhana in SBS Nagar Sessions Division.
Fine Moharrir	He receives the fine as imposed by the Judicial Magistrates at Headquarter and also maintains the Fine Cash Book. He also deposits the same in the Bank on the very next day.
Record Keeper	Record Keeper is the incharge of Record Room. He receives the files which are decided by the court concerned and put it into the relevant Basta after making necessary entries. He sends the files to the Higher Courts/Other Courts in which record is requisitioned. He also sends the files to the Copying Agency for the preparation of copies. He maintains the CD 8 register and other Registers including Document Return Register of decided files.

MANUAL - 3

Publication of information regarding items specified in Rules4 (1)b(IV) of the Right of Information Act 2005

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

Name of office: - District and Sessions Judge, Shaheed Bhagat Singh Nagar

Sr. No	Name of Branch	Name of the Acts and Manuals Rules,Instructions	Any Other Record/ Documents.
1.	English Office/GPF Branch/ COC Office/Statements Branch	High Court rules and orders volume 1 to 6, Punjab Civil services rules, Volume1 part 1, Volume2 &3 Punishment and Appeal Rules. Punjab Financial Rules Volume1 &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.	
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.	Cash Book, Sheriff Account Register, Summons Register and other registers relating to Nazir Branch
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	CD 8 Register, Document Return Register and other Registers relating to Record Room
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.	Malkhana Registers

MANUAL - 4

**Publication of information regarding items specified in Rules 4(1) b (vii) of the
Right to Information Act 2005**

The particulars of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of policy or implementation there of :-

Name of the Office:- District & Sessions Judge, Shaheed Bhagat Singh Nagar

Sr. No. Detail/Type of arrangement made :- Not applicable

Index of Record as required under Section 4(A) of RTI Act 2005

OFFICE OF SH. _____,
Ld. DISTRICT & SESSIONS JUDGE, SHAHEEDBHAGAT SINGH NAGAR

INDEX OF RECORD

ENGLISH OFFICE

Various types of Letter Correspondence on various subjects carried out from time to time.

MANUAL 5

Publication of information regarding items specified in rules 4(1) b (vi) of
the Right of Information Act, 2005

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

Name of Office: - District & Sessions Judge, Shaheed Bhagat Singh Nagar

Sr. No.	Branch	Category of Document
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 he 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 Office/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 Register s (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 maintain by him
6	Library	1. All the law books purchased from time to time. 2. To deal with the matters of Mediation and Conciliation Centre and notification of the Government of Punjab after 2000
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 - 6

Publication of information regarding items specified in Rules 4(i) b (viii) of the Right of Information Act, 2005.

Statement of the Boards, Monthly Vigilance Committee Meeting with Advocates, Councils and others bodies

Name of the office of District & Sessions Judge, SBS Nagar

Name of the Boards	Name of Council	Name of Committee	Name of other Bodies constituted by the Depts.	Whether meeting of these bodies are open to public Yes/No	Whether The minutes Of such meeting are Accessible for public Yes/No
-	-	Chairman District Vigilance Committee, SBS Nagar	-	NO	YES
-	-	Meeting of Judicial Officer	-	NO	YES
-	-	Committee of District Legal Services Authority	-	NO	YES
-	-	Internal Complaints Committee for the Sexual Harassment of Women at Workplace (Prevention, prohibition and Redressal) Act 2013	-	NO	YES
-	-	Committee purchase of the Library book	-	NO	YES
		District Computers Committee for Fenral Matters Regarding e-Courts Project		NO	NO
		Committee of Process-engineering and Change Management		NO	NO
		Committee for appointment of Court Auctioneer		NO	NO
		A Committee of Scrutiny and Evaluation of Legal Aid Application for Legal Services		NO	NO
		Security Committee for Sessions Division regarding Genl./Security		NO	NO
		Committee For Computerization of Judicial Courts		NO	NO
		District Committee on infrastructure in Subordinate Judiciary		NO	NO

MANUAL 7

Publication of information regarding items specified in Rule 4(i) b (xvi) of the right of information Act. 2005

Names, designation and other particulars of Public Information Officers.

S.No	Name of the Court	Assistant Public Information Officers	Public Information Officer	Appellate Authority
1	a) Court of the District and Sessions Judge and Courts of Additional District and Sessions Judges at District Head Quarters. b) Court of the District and Sessions Judge where there is no District and Sessions Judge.	a) Chief Ministerial Officer of the court of District and Sessions Judge. b) Sr. Ahlmad / Stenographer	a) Chief Administrative officer/Supdt. In the office of District and Sessions Judge. b) Chief Ministerial Officer of the Court of the Senior most Addl District and Sessions Judge.	a) District and Sessions Judge of the Respective Division. b) Senior Most Additional and District Sessions Judge
2	Court of Civil Judge, Senior Division	Chief ministerial Officer of the court.	Clerk of Court of the Office of the Civil Judge (Senior Division.)	Civil Judge (Senior Division)
3	Court of the Chief Judicial Magistrate	Senior Most Ahlmad / Stenographer	Chief Ministerial Officer of the Court	Chief Judicial Magistrate
4	Courts of the Civil Judges situated at places other than District Headquarters	Senior Most Ahlmad / Stenographer	Chief Ministerial Officer of the senior most Judicial Officer	Senior Most Judicial Officer
5	Court of the Judge, Small Cause	Chief Ministerial Officer of the respective Court	Registrar, Small Cause Court	Judge, Court of the Small Cause
6	Courts of Additional Civil Judge (Sr. Division) or Court of Sr. Most Civil Judge at Sub Division Level.	Senior Most Ahlmad / Stenographer	Chief Ministerial Officer of the senior most Judicial Officer.	Senior Most Judicial Officer

MANUAL 8

Publication of information regarding items specified in rules 4 (1) b (III) of the Right of Information Act 2005.

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

Name of Office: District & Sessions Judge, Shaheed Bhagat Singh Nagar.

Sr. No.	Nature / Type of Work	level at which task is initiated	Name of the Post which Deals with cases before the decision making authority	Level at which decision is made.
1	Courts	Ahlmad	Reader	Presiding Officer/Judicial Officer
2	English Office, GPF Branch, COC Branch, Statement Branch	English Clerk DealingClerk/ GPF Clerk/COC	Superintendent	Ld. District and Sessions Judge, SBS Nagar/ CivilJudge (Sr Divn), SBS Nagar
3	Civil Nazir / Nazir Branch	Civil Nazir / Nazir	COC	Ld. District and Sessions Judge, SBS Nagar/ Civil Judge (Sr Divn), SBS Nagar
4	Copying Agency	Copyist	Copying Agent	Superintendent in the District and Sessions Court, SBS Nagar and COC in the Judicial Copying Agency to attest the copies/Chief Judicial Magistrate
5.	Record Room	Record Clerk	Record Keeper	Officer-In-Charge, Sessions Record Room, SBS Nagar/ Civil Judge (Sr.Divn.),OIC, Judicial Record Room, SBS Nagar
6	Library	Library Clerk	Librarian	Ld. District and Sessions Judge, SBS Nagar
7	Malkhana Branch/ Fine Mohirrer	Dealing Clerk	Malkhana Mohirrer	Chief Judicial Magistrate, SBS Nagar

MANUAL 9

Publication of information regarding items specified in Rule4 (i) b(XI) of the right of information Act.2005

Telephone Directory of each Officers and Employees

Note: No telephone facility has been provided to the Class-III and IV employees at Govt. level but they can be contacted through their Presiding Officer in which court they are posted.

Contact details related to Shaheed Bhagat Singh Nagar Sessions Division are as under:-

Name and Designation of Judicial Officer	Telephone Number (Office)
Shaheed Bhagat Singh Nagar	
Sh. Kanwaljit Singh Bajwa, District & Sessions Judge	01823-266510
Sh. Karunesh Kumar, Addl. District & Sessions Judge	01823-266511
Ms. Manisha Jain, Principal Judge Family Court	01823-266511
Ms. Parminder Kaur, Civil Judge Sr. Division	01823-266511
Sh. Jagbir Singh Mehndiratta, Chief Judicial Magistrate	01823-266511
Sh. Kamaldeep Singh, Secretary, District Legal Services Authority	01823-266511
Ms. Komple Dhanjal, Addl. District & Sessions Judge	01823-266511
Ms. Monika Chouhan, Civil Judge Jr. Division	01823-266511
Sh. Servesh Singh, Civil Judge Jr. Division	01823-266511
Sh. Sukhwinder Singh, Addl. Civil Judge Sr. Division	01823-266511
Ms. Papneet	01823-266511

Contact details related to Shaheed Bhagat Singh Nagar Sessions Division are as under:-

Name of Location	Email ID	Contact Details
Shaheed Bhagat Singh Nagar	dsjsbsnagar@ajj.gov.in	01823-266511

Contact details related to District Legal Services Division are as under:-

Email Address:- dlsa.sbs@punjab.gov.in
Telephone Number:- 01823-266528
Toll Free Number:- 1968

MANUAL 10

Publication of information regarding items specified in Rule4(i) b(XI) of the right of information Act.2005

The Monthly Remuneration received by each Officers and Employees.

Including the system of compensation as provided in Regulations

OFFICE/COURT OF DISTRICT & SESSIONS JUDGE, SHAHEED
BHAGAT SINGH NAGAR

Sr.No.	Judicial Officers	Pay Scales
1	District & Sessions Judge	199100-224100
2	Additional District & Sessions Judges	163030-219090
3	Civil Judge Senior Division	122700-180200
4	Chief Judicial Magistrate	111000-163030
5	Additional Civil Judge Senior Division	111000-163030
6	Civil Judge Junior Division	77840-136520

Sr.No.	Judicial Employees	Levels as per recommendations of Punjab 6 th pay commission for employees appointed on or before 16.07.2020
Class-A		
1	Chief Administrative Officer-cum-Superintendent	Level 17
Class-C		
2	Reader Grade I	Level 16
3	Reader Grade II	Level 12
4	Reader Grade II /Senior Assistant	Level 11
5	Stenographer Gr.I/Executive Assistant	Level 12
6	Stenographer Gr. II	Level 11
7	Stenographer Gr. III	Level 7
8	Clerks	Level 9
9	Drivers	Level 5
10	Bailiff	Level 3
Class-D		
11	Process Server	Level 1
12	Usher	Level 1
13	Peon/Orderly/Chowkidar/Waterman/Sweeper	Level 1

Manual 11

Publication of Information regarding Items Specified in Rule4(I) b(xI) of
the

right of Information Act 2005

Name of the Office: - District and Session Judge, S.B.S Nagar

Sr. No	Head "2014- ADMIN. OF JUSTICE FOR THE YEAR 2022-23"	Budget/Funds received	Budget/Funds Utilized
1	Salaries and C.A.-105(01)	52070000	47333578
2	Salaries -105(03)	NIL	NIL
3	Salaries -105(02)	64228000	61832809
4	Salaries and C.A.-105(04)	14840000	14805176
5	Wages-105(01)	---	---
6	Wages-105(02)	---	---
7	T.A.-105(01)	139300	NIL
8	T.A.-105(03)		
9	T.A.-105(02)	156000	149092
10	T.A.-105(04)	---	---
11	O.E.,P.OL. Liveries & Law Books-105(01)	---	---
12	O.E.,P.OL. Liveries & Law Books-105()(02)	---	---
13	Electricity-105(01)	400000	349350
14	Electricity-105(02)	1350000	1288334
15	Telephone-105(01)	190000	158743
16	Telephone-105(02)	101000	16251
17	Water Charges-105(01)	NIL	NIL
18	Water Charges-105(02)	---	---
19	Adv. Publication-105(01)	---	---
20	P.P.S.-105(01)	---	---
21	P.P.S.-105(02)	---	---
22	Rent Rate & Taxes-105(01)	800000	793352
23	Rent Rate & Taxes-105(02)	2427240	2215718
24	Medical Reimbursement-105(01)	129395	119646
25	Medical Reimbursement-105(03)		
26	Medical Reimbursement-105(02)	171923	171923
27	Medical Reimbursement-105(04)	177000	176298
28	2235-Social Security and Welfare-(LegalAid Poor) and (Legal Aid to L.P.)	---	---
29	108-Criminal Courts	---	---
30	Funds for Consumable Items	225000	220778
31	Funds for Car (repair & main.)	75000	15510
32	Funds for computer stationary	492633	491920
33	Funds For Petrol	150000	104537
34	Office Expenses 105(01)	1950000	1594370
35	Office Expenses 105(02)	430000	428273
36	O.E. (Protocol Arrangement) 105(01)	7500	NIL
37	AMC Photostate Machine	42506	42506
38	O.E. (Lease Circuit)	1100000	1070880
39	Other contractual Services 105(01)	1653000	1652000

MANUAL 12

Publication of information regarding items specified in Rule 4 (i) b (xii) of the right of 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, Shaheed Bhagat Singh Nagar

Subsidy Allotted to beneficiaries - Nil

MANUAL 13

Publication of information regarding items specified in Rule 4 (i) b (xiii) of the right of information Act. 2005.

Particulars of recipients of concessions, Permits or authorizations granted

Name of the office; - District & Sessions Judge, Shaheed Bhagat Singh Nagar

Sr. No Concessions/permits Name of the recipient Address of the recipient

Authorization grant

Not Applicable.

Manual 14

Publication of information regarding items specified in Rules 4(i) b (viii) of
the Right of Information Act, 2005

To norms set for discharge of the functions

Name of office: District & Sessions Judge, S.B.S Nagar

However, in order to stream line the office work and expedition disposal of cases/complaints etc. received following norms are fixed

Sr. No.	Name Of the Branch	Norms set by the Department.
1	Functioning of Courts	The cases mentioned in the Daily Cause List are called turn by turn. The litigants appears along with their Advocates or by himself and Judicial Officer deal with the Judicial File/Case according to rules and pass the necessary orders and return the files to the Ahlmad to keep the same in safe custody. Reader assists the Presiding Officer in functioning of the Court and Judgment Writer/Stenographer take necessary dictation as dictated by the Presiding Officer
2	English / COC Branch	After the receipt of Letters/Papers/Complaints from different ends and the same is mark to the Clerk/Assistant concerned and he deals with the relevant rules and instructions of the Hon'ble High Court as well as of the Government of Punjab. Every paper cross the channel from dealing clerk, Assistant, Superintendent and then put up before the Ld. District & Sessions Judge, Shaheed Bhagat Singh Nagar. The Ld. District & Sessions Judge takes the final decision.
3	Civil Nazir / Nazir Branch	When Pay bills and other bills delivered to Nazir he sends the same to the Treasury Office and obtains the cheques and then deposit the same in the concerned account of the Officers/Employees. Fine imposed by the different Judicial Courts are deposited with the Nazir and he deposit the same in the bank very next day after making necessary entries in the cash book. He obtains the stationery and registers from the Stationery Department and makes necessary entries in his stock register and deliver the same to the employees after obtaining the necessary requisition. Nazir of Lower Court Branch also receives the summons from different Courts and marks the same to the Process Servers for Service and Process Server after getting service affected returns the same to the Nazir and Nazir returns the same to the Court concerned. The payment of witness is also made by the Nazir after obtaining the order /certificate from the court concerned.
4	Copying Agency	After receiving the application in the Copying Agency, Head Copyist makes necessary entries in the register and then send to the Judicial Courts as well as Record Room/Judicial Record Room. After receiving the record he prepares the copies and delivers the same to the concerned after affixing the necessary court fee.
5	General Provident Fund Branch	After receiving the schedules from the Sessions Court as well as Lower Court, GPF Clerk makes entries in the account numbers of the official concerned in the Ledger and prepares the annual GPF statements in the end of financial year after calculating the interest. He issue the GPF statement to the employees

		upto 30th of June. Advances taken by the employees as per Chapter-13 of the C.S.R. Vol. II. Every advance is entered in the GPF Ledger and Utilization Certificate obtained is after completion of one month
6	Statement Branch	All the statements i.e. Monthly, Quarterly, Half yearly and annual are prepared after obtaining the same from the Judicial Courts.
7	Malkhana Branch	The case properties of decided cases are received by the Malkhana Moharrir from the different Judicial Courts. Bail orders passed by the Hon'ble High Court are received by the Malkhana Moharrir and he put up before the Chief Judicial Magistrate and send the release warrants to the different Jails after obtaining the orders of Chief Judicial Magistrate.
8	Record Keeper	Any case decided by the court, the record keeper after obtaining the Judicial file enters in the register and put it into the relevant basta and send the same if required by the Appellant Authority or Copying Agency. Destruction of record is made by the Record Keeper as per instructions contained in High Court Rules and Orders Vol. IV Chapter-16.

MANUAL 15

Publication of information regarding items specified in Rule 4 (i) b (xiv) of the right of information Act. 2005.

Details in respect of the information available reduced in an electronic form Name of the Office: District & Sessions Judge, Shaheed Bhagat Singh Nagar Sr. No Type of Information

·NIL -

MANUAL -16

Publication of information regarding items specified in rules 4(1) b (III) of the
Right of Information Act 2005.

Particulars of facilities available to citizens for obtaining information

Presently, no such facility is available in this office or in the offices under this Court