DISTRICT AND SESSIONS COURTS, S.B.S. Nagar

(Information on 17 Manuals under Section 4(1)(b) of the Right to Information Act, 2005)

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Manual 1.

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

The Particulars of Organization, Functions and Duties

The Sessions Division SBS Nagar have one Sub-Division namely :- Balachaur. At Present the Judicial Courts functioning in the Headquarter and Sub-Division are as under **:-**

Nawanshahr :-

1. District and Sessions Judge.
2. Additional District and Sessions Judges.
3. Principal Judge, Family Court.
4. Civil Judge Senior Division.
5. Chief Judicial Magistrate.
6. Secretary, District Legal Services Authority.
7. Additional Civil Judge (Sr. Division).
8. Civil Judges Junior Division/ Judicial Magistrates Ist Class.

Balachaur :-

1. Additional Civil Judge Senior Division/Sub Divisional Judicial Magistrate.
2. Civil Judges Junior Division/ Judicial Magistrates Ist Class.
3. Principal Judge, Family Court (Camp Court)

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

The Original Jurisdiction of the District and Sessions Judge is to try Criminal cases triable by the Court of Sessions. Apart from this, Motor Accident Claim cases, Prevention of Corruption Act cases, Arbitration Act cases, Anticipatory bail applications etc. are triable by the Ld. District and Sessions Judge, SBS Nagar. The appeals against the judgments passed by the Civil Judge Senior Division/Civil Judge Junior Division and Chief Judicial Magistrate and Judicial Magistrate 1st class, are heard under as Appellate Jurisdiction Authority. Revisions are also heard by the Ld. District and Sessions Judge. All the Sessions cases and Appeals which are committed/filed to/ in the Court of Sessions are entrusted by the Ld. District and Sessions Judge. 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 moved within fourteen days from the date of supply of copy.

On the Administrative side, the Ld. District and Sessions Judge is competent to appoint the Class III (on Adhoc Basis as per directions of the Hon'ble High Court), Class IV employees, postings and transfers of Class III and IV employees and to dismiss, terminate/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. TA bills, Medical bills, LTC bills of all the class III and IV employees and Judicial officers. To sanction the casual leave upto 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 the Drawing and Disbursing Officer of all the Judicial Officers, Class III and IV employees who are working in the Sessions Courts in the District. The inspection of the Judicial Courts is also done by the Ld. District and Sessions Judge, annually besides the quarterly inspection of his/her 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 done by the Ld. District and Sessions Judge and He/She also allows the service of the Judicial Officers to appear in any other Court. He/She also makes the recommendation of the names of the Oath Commissioner quarterly whose applications are received from the Advocates to the Hon'ble High Court and also recommends the names for Court Auctioneers. The monthly meeting of Judicial Officers is also held by the Ld. District & Sessions Judge. In addition to this, He/She also holds the District Vigilance Committee Meetings. He/She is also the Chairman of District Legal Services Authority and also calls the meetings. He/She is also the Chairman of District Criminal and Supervisory Committee. The District & Sessions Judge is also the Appellate Authority under the RTI 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, SBS Nagar, being the Appellate Authority.

Manual 2.

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

(The Powers and Duties of Officers and Employees)
Name of office :- District and Sessions Judge SBS Nagar.

District & Sessions Judge	The District & Sessions Judge is Head of the Office. He/She has been assigned powers/duties as District Judge in Civil Matters and as Sessions Judge in Criminal Matters. He/She can transfer any civil case from one Court to another Court having competent jurisdiction in the District. As Sessions Judge in criminal cases, he/she 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/She 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/She supervises the Judicial work in the District. Monthly meetings of Judicial Officers are convened by the Ld. District and Sessions Judge. On the administration side all the class III & IV employees are under his/her control in the District. He/She 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/She is also Drawing and Disbursing Officer. He/She is Chairman of different Committees such as District Legal Services Committee, District Litigation & Criminal Supervisory Committee. He/She is member of the House Allotment Committee (Upper and Lower), he/she makes annual inspection of Judicial Courts in the District and quarterly inspection of his/her own court.
Additional District & Sessions Judge-I	In the absence of Ld. District and Sessions Judge, Additional District & Sessions Judge-I may excersie administrative powers judiciously in the same manner as are supposed to be exercised by the District & Sessions Judge, under the intimation to the Hon'ble Administrative Judge. The Court of Additional District & Sessions Judge is having powers to deal with the cases of NDPS Act, Wakf Board cases(as Chairman Wakf Tribunal), cases of prevention of corruption (as Special Judge), SC/ST Act, National Investigation Agency Act, 2008 (Central Act No.34 of 2008) etc. He/She makes quarterly inspection of his/her own court. To distribute the Judicial Work, Ld. District & Sessions Judge can assign any judicial work to him in which he is competent to try the cases. He/She can sanction upto four days casual leave to the employees working in his/her Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.

Additional District & Sessions Judge-II	In the absence of Ld. District and Sessions Judge, and Addl. District & Sessions Judge-I, Additional District & Sessions Judge-II exercises Administrative powers judiciously in the same manner as are supposed to be exercised by the District & Sessions Judge, under the intimation to the Hon'ble Administrative Judge. The Court of Additional District & Sessions Judge is having powers to deal with the cases of NDPS Act, cases of prevention of corruption (as Special Judge). He/She makes quarterly inspection of his/her own court. To distribute the Judicial Work, Ld. District & Sessions Judge can assign any judicial work to him in which he/she is competent to try the cases. He/she can sanction upto four days casual leave to the employees working in his/her Court and can issue notice U/s 36 of Punjab Courts Act to Class-III employees.
Additional District & Sessions Judge-III	In the absence of Ld. District and Sessions Judge, Addl. District & Sessions Judge-I and Additional District & Sessions Judge-II, Additional District & Sessions Judge-III exercises Administrative powers judiciously in the same manner as are supposed to be exercised by the District & Sessions Judge, under the intimation to the Hon'ble Administrative Judge. The Court of Additional District & Sessions Judge is having powers to deal with the cases of NDPS Act etc. He/She makes quarterly inspection of his/her own court. To distribute the Judicial Work, Ld. District & Sessions Judge can assign any judicial work to him in which he is competent to try the cases. He can sanction upto four days casual leave to the employees working in his/her Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.
Principal Judge Family Court	In the absence of Ld. District and Sessions Judge, Addl. District & Sessions Judge-I and Additional District & Sessions Judge-II, Additional District & Sessions Judge-III, Judge Fast Track Special Court, Principal Judge Family Court exercises Administrative powers judiciously in the same manner as are supposed to be exercised by the District & Sessions Judge, under the intimation to the Hon'ble Administrative Judge. The Principal Judge Family Court is having powers to deal with the Matrimonial Disputes cases etc. He/She makes quarterly inspection of his/her own court. To distribute the Judicial Work, Ld. District & Sessions Judge can assign any judicial work to him in which he is competent to try the cases. He can sanction upto four days casual leave to the employees working in his/her Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.

Civil Judge (Senior Division)	He/She has been assigned 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 Quarters. He is the incharge of the Lower Court. He/She is also a Drawing and Disbursing officer of Lower Courts. C.O.C. Office, Nazir Branch, Process Serving Agency, Judicial Record Room and Judicial Copying Agency are working under his/her control. He makes quarterly inspection of his/her own court. He/She can sanction upto four days casual leave to the employees working in his/her Court. He/She has also powers to deals with the cases of Guardian Act entrusted by the Ld. District & Sessions Judge, SBS Nagar and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.
Chief Judicial Magistrate	He/She has been assigned powers/duties as Chief Judicial Magistrate in hearing of cases of National Investigation Agency Act, 2008(Central Act No.34 of 2008) and all Criminal matters and as Addl. Civil Judge (Sr.Division) in Civil matters. He/She has the power to allocate the Police Stations of SBS Nagar District to the Judicial Officers posted at SBS Nagar Sessions Division with the consultation of Ld. District & Sessions Judge, SBS Nagar. Judicial Malkhana is working under his/her 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/her control. He/She is Drawing and Disbursing Officer under the Head 108-Criminal Courts Road and Diet Money. He/She makes quarterly inspection of his/her own Court. He/She can sanction upto four days casual leave to the employees working in his/her Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.

Secretary, District Legal Services Authority	The District Legal Services Authority has been constituted under the Legal Service Authority Act, 1987 to provide free Legal Services to the weaker sections of the society and to organize Lok Adalat for amicable settlement of disputes. Secretary has been appointed to perform such duties under the Chairman as may be assigned to him by the Chairman. The duties of Secretary District Legal Services Authority is to render services in providing free legal aid and advice specially to the poor, down trodden, women, Scheduled Castes and Scheduled Tribes, handicapped, Children labour/industrial workers, victims of trafficking in human being or beggar, a person under circumstances of undeserved want, in custody/custody in protective home or in a juvenile home or in a psychiatric hospital or nursing home. He/She holds programmes to promote the legal awareness amongst women and children by reason of their physical and mental immaturity, safeguard and care including appropriate legal protection. He/She also performs other functions such as:- (I) Organizing the legal literacy programmes so that the people may be made aware of their legal rights and the process by which they can have access to justice. (II) to provide free legal assistance. (III) to organize Lok Adalats for settlement of disputes both pending before the Courts and also for settlement of disputes (other pre-court litigation) before the parties go to court so that there may be harmony and peace among the people with whom there is conflict of interest and the pressure on the courts on account of overburdening of litigation is reduced. He/She also holds Jail Lok Adalat / Camp Court for disposal of petty offence cases of the under trials.
Additional Civil Judge (Senior Division)	He/She has been assigned powers/duties as Addl. Civil Judge (Sr. Division) in Civil matters and Judicial Magistrate Ist Class in criminal cases. He/She makes quarterly inspection of his/her own court. He/She can sanction upto four days casual leave to the employees working in his/her Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.
Civil Judge (Junior Divison)	He/She has been assigned powers/duties as Civil Judge (Jr.Division) in Civil matters and Judicial Magistrate Ist Class in criminal cases. He/She makes quarterly inspection of his/her own court. He/She can sanction upto four days casual leave to the employees working in his/her Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.

Superintendent	The post of Superintendent is provided in the office of Ld. District & Sessions Judge, SBS Nagar. He/She supervises all the branches in the District & Sessions Court, SBS Nagar. He/She is appointed by the Hon'ble High Court to assist the Ld. District & Sessions Judge in administration work. He/She supervises all the correspondence made with the Hon'ble High Court and other offices. He/She is the incharge of Copying Agency of District & Sessions Court, SBS Nagar and establishment. The telephone of this office/Court and Fax machine are provided in his/her office. He/She is also Public Information Officer under the Right to Information Act.
English Clerk	English Clerk is the Incharge of English Office of the Ld.District & Sessions Judge, SBS Nagar. All the matters relating to establishment i.e. Receipt, Despatch, 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 and other policy matters are dealt with by him.
Clerk of Court	Clerk of Court is working under the control of Civil Judge (Sr. Division), SBS Nagar. He/She receives the Civil Suits presented by the Advocates and puts up the same before the Civil Judge (Sr. Division), SBS Nagar, for entrustment. He/She 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 which is made by the Higher Authorities and with other Courts. He/She also attests the affidavits made by the Process Servers on the summons. He/She maintains the service book of all Class-III and IV employees under the control of Civil Judge (Sr. Divison), SBS Nagar and ACRs of Process Serving Agency. He/She also consolidates the Civil statements received from the different courts and also Annual Statements and quarterly statements. He/She is also Public Information Officer under the Right of Information Act.
Reader	He/She assists the Presiding Officer of the Court. He/She puts up the files before the Presiding Officer on the date fixed and also prepares the Daily Cause List for the same. He/She receives fine imposed upon the accused by the Presiding Officer and issues receipts for the same. He/She maintains the Peshi Register, Fine Register, Bail Applications Register, Library Register, Disposal Register, Stock Register, Sapurdari Register and other registers and records of the Court. The Reader of Ld. District & Sessions Judge, is also Assistant Public Information Officer.
Judgment Writer/ Stenographer	To receive the dictation regarding Judgments, Orders and other Judicial Work from Presiding Officers and type the same. He/She also delivers the copies of Judgments to the accused free of cost in which he is convicted.

Library Assistant	He/She is the incharge of Central Library in the District & Sessions Court, SBS Nagar and maintains the law books which are lying in the Central Library. He/She issues the law books which are required in the functioning of Courts as and when demanded by the Judicial Officer.
Ahlmad/Addl. Ahlmad	He/She is the custodian of judicial files of the Court in which he/she is posted. He issues the summons, warrants, bail orders stay orders and other orders as passed by his/her Presiding Officer. He/She maintains the 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 maintains 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. He/She is also Assistant Public Information Officer under Right of Information Act.
Record Keeper	Record Keeper is the Incharge of Record Room. He/She receives the files which are decided by the court concerned and puts them into the relevant Bastas after making necessary entries. He/She sends the files to the Higher Courts/Other Courts in which record is requisitioned. He/She also sends the files to the Copying Agency for the preparation of copies. He/She maintains the CD 8 register and other Registers including document return Register of decided files.
Head Copyist	The duties and functions of Head Copyist is to receive the applications for the preparation of certified copies and issues the same after preparation. He/She punches the court fee stamps on the applications and he/she also maintains CD Registers-1 to 12. He/She also puts his/her signatures on the copies which are delivered by him to the parties.
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. He/She also deals with re-arrest cases and also consolidates the Criminal statements received from the different courts and also Annual Statements and quarterly statements.

Civil Nazir	The duties and functions of Civil Nazir is to disburse the salaries to Officers, Class-III and IV employees of Lower Court and other payments of the employees and Officers. The cash book is maintained by him. He/She is also incharge of stationery and furniture which are lying in the Lower Courts. He/She also distributes the Road and diet Money to the witnesses in criminal cases appearing in the Courts. He/She also keeps the securities, cheques and refund cheques vouchers are prepared by him in which orders are made by the Lower Courts. He is Nodal Officer for the booking and delivery of Court Notices/Summons/Documents of High Court and its Subordinate Courts through the network of Post Offices at District/Subordinate Court level.
Nazir	The duties and function of Nazir is to disburse the salaries to Offices, Class-III and IV employees of Sessions Court, SBS Nagar and other payments of the employees and Officers. The cash book is maintained by him. He/She is also incharge of stationery and furniture which are lying in the Sessions Court, SBS Nagar. He/She also distributes the Road and Diet Money to the witnesses in criminal cases appearing in the courts. He/She also keeps the securities, cheques and refund vouchers are prepared by him in which orders are made by the Sessions Courts. He/She receives the fine as imposed by the Sessions Judges at Headquarter. He/She also deposits the same in the Bank very next day.
Fine Moharrir	He/She receives the fine as imposed by the Judicial Magistrates at Headquarter and also maintains the Fine Cash Book. He/She also deposits the same in the Bank very next day.
Naib Nazir	The cash book is maintained by him. He/She is also incharge of stationery and furniture which are lying in the Lower Courts. He/She also disburses the Road and diet Money to the witnesses in criminal cases appearing in the courts. He/She also keeps the securities, cheques and refund vouchers are prepared by him in which orders are made by the Lower Courts.

Manual 3

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, SBS Nagar.

Sr. No.	Nature/ Type of Work	Level at which the case 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 Officers
2	English Office/GPF Branch/ COC Office/ Statement Branch.	English Clerk/ Dealing Clerk/ GPF Clerk/ COC/ Addl. English Clerk.	Superintendent	Ld. District & Sessions Judge, SBS Nagar/ Civil Judge (Sr.Division), SBS Nagar.
3	Civil Nazir/Nazir Branch	Civil Nazir/ Nazir	Superintendent/ COC	Ld. District & Sessions Judge, SBS Nagar/ Civil Judge (Sr. Division), SBS Nagar.
4	Copying Agency	Copyist	Head Copyist	Superintendent in the District & Sessions Court, SBS Nagar and COC in the Judicial Copying Agency to attest the copies.
5	Record Room	Dealing Clerk	Record Keeper	Ld. District & Sessions Judge, SBS Nagar/ Civil Judge (Sr. Division), SBS Nagar.
6	Library	Library Assistant	Superintendent	Ld. District & Sessions Judge, SBS Nagar.
7	Malkhana Branch/Fine Moharrir.	Dealing Clerk	Malkhana Moharrir	Chief Judicial Magistrate, SBS Nagar.

Manual 4

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

The norms set for the discharge of the functions

Name of office : District & Sessions Judge, SBS Nagar.

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

Sr. No.	Name of 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 appear along with their Advocates or by themselves and Judicial Officer deals with the Judicial File/Case according to rules and passes the necessary orders and returns 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 made by the Presiding Officer.
2	**English/COC Branch.**	After the receipt of Letters/Papers/Complaints from the different ends, the same are marked to the Clerk/Assistant concerned and he/she deals with them as per relevant rules and instructions of the Hon'ble High Court as well as of the Government of Punjab. Every paper crosses the channel from dealing clerk, Assistant, Superintendent and then is put up before the Ld.District & Sessions Judge, SBS Nagar. The Ld. District & Sessions Judge takes the final decision.
3	**Civil Nazir/ Nazir Branch**	When Pay bills and other bills are delivered to Nazir, he/she sends the same to the Treasury Office and obtains the cheques and then deposits the same in the concerned account of the Officers/Employees. Fine imposed by the different Judicial Courts is deposited with the Nazir and he/she deposits the same in the bank very next day after making necessary entries in the cash book. He/She obtains the stationery and Registers from the Stationery Department and makes necessary entries in his/her stock register and delivers 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.

Sr. No.	Name of Branch	Norms set by the Department
4	Copying Agency	After receiving the application in the Copying Agency, Head Copiest 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/she 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/She issues the GPF statement to the employees upto 30th of June. Advances are 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 is obtained 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 property of decided cases is 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/she puts up the same before the Chief Judicial Magistrate and sends the release warrants to the different Jails after obtaining the orders of Chief Judicial Magistrate.
8	Record Keeper	When any case is decided by the Courts, the Record Keeper after obtaining the Judicial file enters in the Register and puts it into the relevant basta and sends 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 5

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

(The Rules, Regulations, Instructions, Manuals and Records for discharging functions)

Name of office :- District and Sessions Judge SBS 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/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 Hon'ble Punjab & Haryana High Court, Chandigarh from time to time. Instructions issued by the Government of Punjab from time to time.	Office files relating to different matters which are dealt with by the English Office. Pay bill files and other account matter files are dealt with by the English Office.
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, Sherif 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.

Sr. No.	Name of Branch	Name of the Acts and Manuals Rules, Instructions	Any other Record/ Documents
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.	

Manual 6

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

(A statement of the Categories of documents that are hold or under control)
Name of Office : District & Sessions Judge, SBS Nagar.

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, 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, Registers Regarding delivery of copies of free of costs and Daily Cause List are maintained.
2	English Office/GPF Branch/ COC Office/Statement Branch.	Diary Register, Despatch 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 matters & 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.
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 are maintained by him.
6	Library	1. All the law books purchased from time to time.
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 7

Publication of information regarding items specified in Rules 4(1) b(vii) of the Right of 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 thereof :-

Name of the Office: - District & Sessions Judge, SBS Nagar.

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

Manual 8

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

(Statement of the Boards, Councils, Committee 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 Deptt.	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
-	--	Chairman, District Criminal Litigation Supervisory Committee, SBS Nagar.	--	No	Yes
		Chairman, District Legal Services Authority, SBS Nagar.	--	No	Yes
		Chairman, District Level Monitoring Committee, SBS Nagar.	--	No	Yes
		Member, House Allotment Committee (Upper and Lower)	--	No	Yes

Manual 9

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

Telephone Directory of the 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.

Name & Designation	Office (S.T.D Code-01823)	Residence
Ms. Priya Sood, Learned District & Sessions Judge, SBS Nagar	275107 224300 266510	-
Sh. Harish Anand, Learned Additional District & Sessions Judge, SBS Nagar	266520	220115
Ms. Aprajita Joshi, Learned Additional District & Sessions Judge, SBS Nagar.	266506	292309
Dr. Gagandeep Kaur, Learned Additional District & Sessions Judge, SBS Nagar	266529	220929
Sh. Baljinder Singh Maan, Learned Principal Judge Family Court, SBS Nagar	266517	292312
Ms. Parvinder Kaur, Civil Judge (Senior Division), SBS Nagar	266504	
Sh. Mahesh Kumar, Chief Judicial Magistrate, SBS Nagar	266523	-
Dr. Amandeep, Secretary, District Legal Services Authority, SBS Nagar	223511	228611
Ms. Komple Dhanjal, Additional Civil Judge (Senior Division), SBS Nagar	266537	225163
Ms. Tushar Kaur Thind, Civil Judge (Junior Division), SBS Nagar	266540	221255
Ms. Simran Chalana, Civil Judge (Junior Division), SBS Nagar	266543	-
Ms. Tarandeep Kaur, Civil Judge (Junior Division), SBS Nagar	266546	-
Ms. Aanchal Dhir, Civil Judge (Junior Division), SBS Nagar	-	- .

Balachaur (S.T.D. Code – 01885)		
Name & Designation	**Office (S.T.D Code-01885)**	**Residence**
Ms. Lovejinder Kaur, Additional Civil Judge (Senior Division), Balachaur.	223980	295645
Ms. Papneet, Civil Judge (Junior Division), Batala	-	-

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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.

Judicial Officers Scales		Revised
1. District & Sessions Judge	:	J6/Rs.163030-219090 (Selection Grade) J7/Rs.199100-224100 (Super Time Scale)
2. Civil Judge (Sr. Divn.) II Stage ACP/District Judges Entry Level	:	J5/Rs.144840-194660
3. Civil Judge (Sr. Divn.) 1 Stage ACP	:	J4/Rs.122700-180200
4. Civil Judge (Jr. Divn.) II Stage ACP/Civil Judge (Sr. Divn.) Entry Level	:	J3/Rs.111000-163030
5. Civil Judge (Jr. Divn.) 1 Stage ACP	:	J2/Rs.92960-136520
6. Civil Judge (Jr. Divn.) Entry Level	:	J1/Rs.77840-136520

Judicial Employees		Revised Scales
Class A		
Chief Administrative Officer -cum-Superintendent	:	Level 17- As per 6th Pay Commission
Class C		
Reader Grade-I	:	Level 16- As per 6th Pay Commission
Reader Grade-II	:	Level 12- As per 6th Pay Commission

Reader Grade-III	:	**Level 11- As per 6th Pay Commission**
Stenographer Grade-I	:	**Level 12- As per 6th Pay Commission**
Stenographer Grade-II	:	**Level 11- As per 6th Pay Commission**
Stenographer Grade-III	:	**Level 7- As per 6th Pay Commission**
Graduate Clerks	:	**Level 9- As per 6th Pay Commission**
Clerks	:	**Level 3- As per 6th Pay Commission**
Drivers	:	**Level 4- As per 6th Pay Commission**
Bailiff	:	**Level 3- As per 6th Pay Commission**

Class D

Process Server	:	**Level 1- As per 6th Pay Commission**
Usher	:	**Level 1- As per 6th Pay Commission**
Peon/ Orderly/ Chowkidar/ Waterman/ Sweeper	:	**Level 1- As per 6th Pay Commission**

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Publication of information regarding items specified in Rule4(i) b(xi) of the Right of Information Act.2005

Name of Office: District & Sessions Judge, SBS Nagar.

This Office receives the grants under the following heads from the Hon'ble High Court and these funds are kept for expenditure of pay & allowances, over-time allowance, wages, traveling allowances, office expenses, rent, rate & taxes, publication, grant-in-aid etc.:-

Sr. No.	Head "2014- ADMIN. OF JUSTICE"
1	Salaries and C.A.-105(01)
2	Salaries -105(03)
3	Salaries -105(02)
4	Salaries and C.A.-105(04)
5	Wages-105(01)
6	Wages-105(02)
7	T.A.-105(01)
8	T.A.-105(03)
9	T.A.-105(02)
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)
14	Electricity-105(02)
15	Telephone-105(01)
16	Telephone-105(02)
17	Water Charges-105(01)
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)
23	Rent Rate & Taxes-105(02)

Sr. No.	Head “2014- ADMIN. OF JUSTICE”
24	Medical Reimbursement-105(01)
25	Medical Reimbursement-105(03)
26	Medical Reimbursement-105(02)
27	Medical Reimbursement-105(04)
28	2235-Medical Reimbursement to Pensioners
29	108-Criminal Courts

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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 Programmes, including the amounts allocated and details of beneficiaries of such programme.

Name of the Office : District & Sessions Judge, SBS Nagar.

Subsidy allotted to beneficiaries - NIL

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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, SBS Nagar

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

Not Applicable.

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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, SBS Nagar

Sr. No.	Type of Information
	- NIL -

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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.

- Through official letters
- Telephone
- Newspaper
- Websites https://districts.ecourts.gov.in/SBS Nagar

This office also envisages that information could be disseminated through following manners from time to time as per requirements:

- Seminars
- Brochures
- Website

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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).

Sr. No.	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1	a) Court of District and Sessions Judge and Courts of Additional District and Sessions Judges at District head quarter.	Chief Ministerial Officer of the Court of District & Sessions Judge	Chief Administrative Officer/Supdt. In the office of District & Sessions Judge	District and Sessions Judge of the respective Sessions Division
	b) Courts of Additional Distt. & Sessions Judge at places where there is no District & Sessions Judge	Sr.Ahlmad/ Stenographer	Chief Ministerial Officer of the Court of Senior most Additional District & Sessions Judge.	Senior most Additional District and 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 (Sr.Divn.)	Civil Judge (Sr. Div.)
3	Courts of Chief Judicial Magistrate	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Court	Chief Judicial Magistrate
4	Courts of Civil Judges situated at places other than the District Head Quarters.	Senior most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior most Judicial Officer	Senior most Judicial Officer.
5	Courts of Judge Small Cause	Chief Ministerial Officer of the respective court.	Registrar, Small Cause Court.	Judge, Court of Small Cause
6	Courts of Additional Civil Judge (Sr. Division) or Court of Sr. Most Civil Judge at Sub Divisional level	Senior most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior most Judicial Officer	Senior most Judicial Officer.

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

Other useful information

Name of the Office : District & Sessions Judge, SBS Nagar

Related to seeking information:

3. Application for seeking information:-

Any person seeking information under the Act shall make an application in FORM 'A' or on a plain paper or through electronic medium in English or Hindi or Punjabi, during office hours on any working day and shall deposit application fee as per Rule 7 by paying fee in case or by adhesive court fee, or in any other form so determined by the competent authority from time to time.

No application shall be rejected on the ground that the same has not been made in Form 'A'.

Provided that a person, who makes a request through electronic form, shall ensure that the requisite fee is deposited with the authorized person, in the manner mentioned above, within seven days of his/her sending the request through electronic form, failing which, the application shall be treated as dismissed.

Provided further that the date of application in such case shall be deemed to be the date of deposit of the entire fee or the balance fee or deficit amount of the fee to the authorized person.

4. Exemption from disclosure of information.

The information specified under Section 8 of the Act shall not be disclosed and made available and in particular the following information shall not be disclosed:-

1) The information which relates to Judicial functions and duties of the Court and matters incidental and ancillary thereto and of

confidential nature shall not be disclosed in terms of Section 8(1) (b) of the Act.

2) Any information affecting the confidentiality of any examination/selection process conducted by the District & Sessions Judge under Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 as amended from time to time.

The question of confidentially shall be decided by the Competent Authority and in case of information relating to a Sessions Division by the Administrative Judge of the said Sessions Division acting as a delegate of the competent authority, whose decision shall be final.

5. Restrictions to supply of information

Information which is to be furnished and access to records shall be subject to the restrictions and prohibitions contained in Rules/ Regulations/Administrative decisions and destruction of records in force from time to time, which may have been notified or implemented by the High Court of Punjab and Haryana.

6. Disposal of application by the authorized person

i) Where the requested information does not fall within the jurisdiction of the authorized person and (a) which is held by another public authority; or (b) the subject matter of which is more closely connected with the functions of another public authority, the authorized person, to whom such application is made, shall transfer the application alongwith fee or such part of it as may be appropriate to that other public authority in Form 'C' as soon as practicable, but, in no case, later than five days from the date of receipt of the application.

ii) If the requested information falls within the authorized person's jurisdiction and also in one or more of the categories of restrictions listed in Sections 8 and 9 of the Act and exemptions detailed in Rule 4 ibid, the authorized person, on being satisfied, will issue the

rejection order in Form 'D' as soon as practicable, normally within fifteen days and in any case not later than thirty days from the date of the receipt of the application.

iii) If the requested information falls within the authorized person's jurisdiction, but not in one or more of the categories listed in Sections 8 and 9 of the Act and Rules 4 ibid, the authorized person, on being so satisfied, shall supply the information to the applicant in Form 'E', falling within its jurisdiction. In case the information sought is partly outside the jurisdiction of the authorized person or partly in the categories listed in Sections 8 and 9 of the Act, the authorized person shall supply only such information as is permissible under the Act and is within his/her own jurisdiction and shall transfer such part of the application as may be appropriate to that other public authority as soon as practicable, but, in no case, later than five days from the date of receipt of the application.

iv) The information shall be supplied as soon as practicable, normally within fifteen days and in any case not later than thirty days from the dates of the receipt of the application on deposit of the balance amount, if any, to the authorized person, before collection of the information. A proper acknowledgment shall be obtained from the applicant in token of receipt of information.

v) In so far as decisions which are taken administratively or quasi-judicially, information thereof, shall be available only to the affected persons.

7. Charging of fee.

i) The authorized person shall charge the fee for supply of information at the following rates:-

Sr. No.	Description of information	Price/fees in Rupees
(A)	Where the information is available in the form of a priced publication	On printed price

(B)	For other than priced publication	**(a)** Rupees ten as application fees; **(b)** Rupees two per page; **(c)** actual charge or cost price of a copy in larger size paper **(d)** actual cost or price for samples or models.
(C)	Where information is available in electronic form and is to be supplied in electronics form e.g. Floppy, CD etc.	Rupees twenty five per CD.
(D)	Information relating to tendered documents/bids/quotation/business contract	Rupees one hundred per application

ii) For inspection of documents or records, no fee for the first hour; and a fee of Rupees five for each subsequent hour (or fraction thereof).

iii) The fees given above may be varied/enhanced by the competent authority from time to time.

iv) Every page of information to be supplied shall be duly authenticated and shall bear the seal of the Officer concerned supplying the information.

v) During inspection, the applicant shall not be allowed to take the photograph of the record/document. The applicant shall not cause any hindrance to the Office work and shall cooperate with the staff and complete the inspection as soon as possible. The Public Information Officer concerned shall have the right to fix the time and date of the inspection according to Administrative convenience and his/her decision shall be final.

8. Appeal

i) Any person:-

a) who fails to get a response from the authorized person within thirty days of submission of an application as per Rule 3; or

b) is aggrieved by the response received within the prescribed period, he/she may prefer an appeal in Form 'F' or on a plain paper to the Appellate Authority,

ii) On receipt of the appeal, the Appellate Authority shall acknowledge the receipt of the appeal and after giving the applicant an opportunity of being heard, shall endeavor to dispose it of within thirty days from the date, on which it is presented and send a copy of the decision to the authorized person concerned.

iii) In case the appeal is allowed, the information shall be supplied to the applicant by the authorized person within such period as may be ordered by the Appellate Authority. This period shall not exceed thirty days from the date of the receipt of the order.

9. Penalties

i) Whoever being bound to supply information fails to furnish the information asked for, under the Act, within the time specified or fails to communicate the rejection order, shall be liable to pay a penalty up to fifty rupees per day for the delayed period beyond thirty days subject to a maximum of five hundred rupees per application filed under Rule 3 as may be determined by the Appellate Authority.

ii) where the information supplied is found to be false in any material particular and which the person is bound to supply it knows and has reason to believe it to be false or does not believe it to be true, the person supplying the information shall be liable to pay a penalty of one thousand rupees, to be imposed by the Appellate Authority.

Model Form No.1

Application for seeking information

I.D. No._____

(For official use)

To

The Authorized Person.

_____

1. Name of the Applicant

2. Address

3. Particulars of information sought

(a) Concerned department District Courts-Sub Divisional Courts

(b) Particulars of information required

(i) Details of information required

(ii) Period for which information asked for

(iii) Other details if any

4. A Court fee of Rs..... has been affixed on the application.

Place: Signature of Applicant

Date: E-mail address, if any,:-

Telephone No.(Office)...

(Residence).....

Note:

i) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

Model Form No.3

Acknowledgment of Application

I.D. No..... Dated.....

1. Received an application in Form A from Mr./Ms..... resident of..... under Section.....of the Right to information Act, 2005.
2. The information is proposed to be given normally within fifteen days and in any case within thirty days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the undersigned..... on any working day during office hours.
4. In case the applicant falls to turn up on the scheduled date(s), the undersigned shall not be responsible for delay, if any.
5. The applicant shall have to deposit the balance fee, if any, before collection of information.
6. The applicant may also consult Web site of the department from time to time to time to ascertain the status of his/her application.

Signature & Stamp of the Authorized Person

E-mail

Web-site

Telephone No.

Dated:

Model Form No.7

Appeal under Section the Right to Information Act, 2005

I.D. No.....
(For official use)

To

Appellate Authority

Address:-

1. Name of the Applicant

2. Address

3. Particulars of the authorized person

   (a) Name

   (b) Address

4. Date of submission of application in Form A

5. Date on which 30 days from submission of application is over

6. Reasons for appeal

   (a) No response received within thirty days of submission of application.

   (b) Aggrieved by the response received within prescribed period [copy of the reply received be attached].

   (c) Grounds for appeal.

7. Last date for filing the appeal. *[See Rule 8(iii)]*

8. Particulars of information:-

   (i) Information requested

   (ii) Subject

   (iii) Period

Place: Signature of Applicant

Date:

E-mail address, if any,:-

Telephone No.(Office)

(Residence):