

INFORMATION UNDER SECTION 4(1)(b) OF THE RIGHT TO INFORMATION ACT, 2005 COURT OF CHIEF JUDICIAL MAGISTRATE (CJM), KOTA (RAJASTHAN)

1. Particulars of Organization, Functions and Duties [Section 4(1)(b)(i)]

- **Constitution & Jurisdiction:** The Court of the Chief Judicial Magistrate, Kota is established under Section 12 of the Code of Criminal Procedure, 1973 (and corresponding provisions of BNSS) under the superintendence of the Hon'ble High Court of Rajasthan and administrative control of the Principal District & Sessions Judge, Kota.
- **Key Functions & Duties:**
 - o Trial, inquiry, and adjudication of criminal cases within statutory magisterial competence.
 - o Distribution of business, allotment of police station jurisdictions, and supervisory magisterial work over Courts of Judicial Magistrates in the district.
 - o Remand, bail, evidence recording, statement under Section 164 CrPC/183 BNSS, committal proceedings, and inspection of local lock-ups/sub-jails.

2. Powers and Duties of Officers and Employees [Section 4(1)(b)(ii)]

- **Chief Judicial Magistrate (CJM):**
 - o Exercises judicial powers to pass sentences authorized by law (up to imprisonment for 7 years and unlimited fine, subject to statute).
 - o Exercises statutory administrative control over Judicial Magistrates under Section 14 & 15 CrPC.
 - o Discharges duties as Public Information Officer (PIO) under the RTI Act, 2005 for the establishment.
- **Court Staff (Reader, Stenographer, Clerks, and Class-IV Staff):**
 - o **Reader / Bench Clerk:** Maintenance of court diary, cause list, case dockets, framing of charge sheets, and proceeding sheets.
 - o **Stenographer:** Taking judicial dictations, recording depositions, orders, and judgments.
 - o **Clerk:** Custody of pending case records, receiving challans, summons/warrant dispatch, and register entries.
 - o **Class-IV Staff:** Court crier duties, orderly work, and file movement.

3. Procedure Followed in Decision-Making Process [Section 4(1)(b)(iii)]

- Judicial proceedings are conducted openly in court following procedures established by the Code of Criminal Procedure / BNSS, Indian Evidence Act / BSA, General Rules (Criminal), and binding High Court/Supreme Court judicial precedents.
- Administrative orders (distribution of police challans, magisterial remand rosters) are issued under statutory authority and High Court guidelines.

4. Norms Set for Discharge of Functions [Section 4(1)(b)(iv)]

- Court working hours are strictly observed as per High Court calendar.
- Remand, bail hearings, production of arrested persons, urgent criminal miscellaneous applications, and custody matters are taken up on priority every working day and holidays (as per duty roster).

5. Rules, Regulations, Instructions, and Manuals [Section 4(1)(b)(v)]

- The Code of Criminal Procedure, 1973 / Bharatiya Nagarik Suraksha Sanhita, 2023.
- The Indian Penal Code, 1860 / Bharatiya Nyaya Sanhita, 2023.
- The Indian Evidence Act, 1872 / Bharatiya Sakshya Adhinyam, 2023.
- General Rules (Criminal), 1980.
- Rajasthan Subordinate Courts Ministerial Establishment Rules, 1986.
- Circulars, SOPs, and directives issued by the Hon'ble High Court of Rajasthan and District Judge, Kota.

6. Categories of Documents Held [Section 4(1)(b)(vi)]

- Criminal Case Files, Police Final Reports (FR), Challans, and Private Complaints.
- Bail Application Files and Surety Bonds.
- Daily Cause Lists and Order Sheets.
- Register of Cases (Criminal Register No. 1, Register of Warrants, Summons Register).
- Property / Muddamal / Malkhana verification lists.
- Consignment registers of disposed cases sent to District Record Room.

7. Arrangement for Consultation with Public [Section 4(1)(b)(vii)]

- Judicial hearings are open to litigants, advocates, and witnesses.
- Administrative queries regarding case listings and next dates are handled through the court inquiry window and the District Court e-Sewa Kendra.

8. Boards, Councils, Committees, and Other Bodies [Section 4(1)(b)(viii)]

- **Not Applicable (Nil).** Individual judicial courts do not maintain independent boards or committees. Administrative committees operate centrally under the Judgeship Kota.

9 & 10. Directory of Officers & Monthly Remuneration [Section 4(1)(b)(ix) & (x)]

S.No.	Designation	Pay Matrix Level / Pay Scale	Official Contact
1.	Chief Judicial Magistrate (CJM), Kota	Judicial Pay Scale (Cadre of Senior Civil Judge)	0744-2321577

Note / Supporting Establishment:

The stenographic staff, ministerial staff (Reader, Clerks), and Class-IV employees attached to the Court of Chief Judicial Magistrate, Kota are drawing monthly remuneration in accordance with the Rajasthan Civil Services (Revised Pay) Rules, 2017 under their respective Pay Matrix Levels. The complete establishment roster and service records are centrally maintained at the Office of the District & Sessions Judge, Kota.

11. Budget Allocated and Expenditure [Section 4(1)(b)(xi)]

- Budget allocation, salary disbursement, and contingent office expenses for the Court of CJM Kota are operated under the central budget head managed by the District and Sessions Court (HOD/DDO), Kota.

12. Subsidy Programmes [Section 4(1)(b)(xii)]

- **Not Applicable (Nil).** No subsidy schemes are operated by this court.

13. Concessions, Permits, or Authorizations Granted [Section 4(1)(b)(xiii)]

- Legal aid counsels and defense representation are provided to indigent accused persons and prisoners through the District Legal Services Authority (DLSA), Kota under Section 12 of the Legal Services Authorities Act, 1987.

14. Information Available in Electronic Form [Section 4(1)(b)(xiv)]

- Daily Cause List, Case Status, Interim Orders, and Final Judgments are published digitally:
 - o **e-Courts Services Portal:** <https://services.ecourts.gov.in/>
 - o **District Court Kota Portal:** <https://kota.dcourts.gov.in/>
 - o **eCourts Services Mobile App.**

15. Facilities Available to Citizens for Obtaining Information [Section 4(1)(b)(xv)]

- **Court Notice Board:** Daily board and cause lists displayed outside the courtroom daily.

- **e-Sewa Kendra & Facilitation Counter:** Located on the ground floor of District Court Complex, Nayapura, Kota.
- **Inspection of Court Records:** Accessible to concerned parties and counsel as per rules upon filing formal inspection applications.

16. Particulars of Public Information Officers [Section 4(1)(b)(xvi)]

Designation under RTI Act	Officer Details	Official Address	Contact Information
Public Information Officer (PIO)	Chief Judicial Magistrate (CJM), Kota	Office of the CJM, District Court Complex, Opposite Collectorate, Nayapura, Kota (Raj.) - 324001	Phone: 0744-2321577 Email: dc-kot-rj@nic.in
First Appellate Authority (FAA)	Principal District & Sessions Judge, Kota	Office of the District & Sessions Judge, District Court Complex, Opposite Collectorate, Nayapura, Kota (Raj.) - 324001	Phone: 0744-2321577 Email: dc-kot-rj@nic.in

17. Other Information [Section 4(1)(b)(xvii)]

- VC (Video Conferencing) facilities are fully functional for recording evidence and conducting remand proceedings from central/district jails.
- All procedural notices, holiday remand rosters, and administrative orders are published on the official notice board and e-Courts portal.