

DISTRICT & SESSIONS COURT,
SIKAR (RAJ.)

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

Manual 1: Particulars of Organization, Functions & Duties

- **History:-**

Sikar is Historical city located in Rajasthan state in India. It is famous for its art and culture. Sikar is surrounded by the fortified walls consisting of seven “Pols” (Gates) viz. Bawari Gate, Fatehpuri Gate, Nani Gate, Surajpole Gate, Dujod Gate Old, Dujod Gate New and Chandpole Gate. The primitive name of Sikar was “Beer Bhan Ka Bass”.

Sikar Judgeship was established on 01.07.1977. Court of District Judge is established on 01.07.1977, before that it was a part of Jhunjhunu Judgeship.

There are 44 Courts in Sikar Judgeship including ACD Court, POCSO Court, Motor Accident Claim Tribunal, Family Court, SC/ST Court, Special JM Court for Negotiable Instrument Act Cases, Gram Nyayalaya, Kudli and Juvenile Justice Board which are established at Sikar District headquarter.

Sikar Headquarter is presently well connected by roads from all the major cities of Rajasthan and rail service has also good connectivity to major cities. The nearest airport to reach Sikar is around 120 kms from HQ situated at Jaipur.

- **Jurisdiction and Administrative Control:-**

- **Original Jurisdiction:** Tries Sessions cases, Motor Accident Claims (MACT), Prevention of Corruption cases, Arbitration matters, and Anticipatory Bail applications.
- **Appellate & Revisional Jurisdiction:** Hears appeals against judgments of Civil Judges (Sr. /Jr. Div.), CJMs, and Judicial Magistrates 1st Class.
- **Appeal Limitation Timelines:** First Appeal (Civil/Criminal): Within 30 days | Second Appeal: Within 90 days | First Rent Appeal: Within 14 days from copy delivery date.
- **Administrative Authority:** District & Sessions Judge is the Drawing & Disbursing Officer (DDO), Appellate Authority under RTI, Chairman of DLSA & District Criminal Supervisory Committee, and competent authority for appointment, transfer, leave sanctioning, and disciplinary action of Class III & IV staff.
- **Pecuniary Jurisdiction of different Courts**

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Manual 2: Powers and Duties of Officers and Employees

Designation	Core Powers, Administrative & Judicial Duties	Leave / Supervisory Control
District & Sessions Judge	Head of Office. Transfers civil/criminal cases within district. Entrusts newly instituted cases to ADJs. DDO for Sessions division. Annual court inspections. Appoints Oath Commissioners & Auctioneers.	Controls all Class I/II/III/IV staff. Sanctions CL to Judicial Officers.
Spl Judge POCSO	Tries POCSO	Sanctions CL/PL to POCSO Court Staff.
Spl Judge Family	Tries Family matter & civil matter transferred by District & Sessions Judge	Sanctions CL/PL to Family Court Staff.
Spl Judge MACT	Tries MACT matter	Sanctions CL/PL to MACT Court Staff.
Addl. District & Sessions Judges	Tries appeals and civil & criminal cases transferred by District Judge. Senior ADJ exercises administrative power in absence of District Judge.	Sanctions CL/PL to ADJ Court Staff.
SC/ST Judge	SC/ST Act cases	Sanctions CL/PL to SC/ST Court Staff.
Chief Judicial Magistrate (CJM)	Tries criminal cases & NI Act matters. Allocates police stations to Judicial Officers. In-charge of Judicial Record. Collects criminal fines.	Sanctions CL/PL to CJM Court & Nazarat Staff.
Civil Judge (Sr. / Jr. Division)	In-charge of Lower Courts. Entrusts civil suits to local bench. Supervises COC, Nazir, Process Serving Agency, Malkhana & Copying Agency.	Sanctions CL/PL to JM Court, Copying Staff.
Secretary DLSA	Renders free legal aid/advice to poor, women, SC/ST, children, disabled, and victims. Organizes Legal Literacy Camps, Lok Adalats, Jail Lok Adalats, & Camp Courts.	Performs duties under Chairman DLSA.
Protocol Officer cum Administrative Officer / Sr. Munsarim	Supervises all branches in District Court. Public Information Officer (PIO) for Sessions Court. Handles High Court correspondence & others.	Assist for District Judge.
Clerk of Court (COC)	Receives civil suits for entrustment under CJ (Sr. Div). Prepares Pay/TA/Medical/LTC bills for lower court staff. Maintains ACRs &	Supervises lower court establishment.

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Service Books. PIO for Lower Court.

Reader / Stenographer	Assists Presiding Officer, prepares Daily Cause List (Peshi), and maintains Fine/Bail/Peshi registers. Stenographers take dictations & issue free judgment copies.	Reader to Sessions Judge acts as Assistant PIO.
Ahlmad / Addl. Ahlmad	Custodian of active judicial case files. Issues summons, warrants, bail/stay orders. Maintains Civil/Criminal registers (IPC, CrPC, FIR, Execution, Rent).	Assistant PIO under RTI Act.
Civil Nazir / Nazir	Disburses staff/officer salaries, maintains Cash Books, distributes Witness Road & Diet Money, manages stationery stock, acts as Nodal Officer for Post Office notices.	In-charge of furniture & court securities.
Record Keeper / Head Copyist	Record Keeper: Manages Record Room, receives decided files into Bastas, and handles record destruction (Vol IV Ch 16). Head Copyist: Issues certified copies via CD Registers 1-12.	Custodian of decided records & copy fees.

• Work Arrangement (Judicial Officers):-

The Sessions Division operates across Headquarter and Sub-Divisions (Sikar, Neem ka Thana, Sri Madhopur, Fatehpur, Laxmangarh, Dantaramgarh, Reengus, Khatushyam, Dhod, Khandela) with the following judicial setups:

• Sikar Headquarter:

District & Sessions Court	Special Judge, POCSO Court (02)
Special Judge, Prevention of Corruption Act Cases	Judge, Family Court
Judge MACT Court	Judge, SC/ST Court
Additional District & Sessions Court (04)	Chief Judicial Magistrate Court
Additional Chief Judicial Magistrate Court (02)	Principal Magistrate, JJB
Judicial Magistrates Court (04)	Special JM, NI Act Cases Court, Sikar
Nyaydhikari, Gram Nyayalay, Kudli	

• Neem ka Thana:

Additional District & Sessions Court (02)	Additional Chief Judicial Magistrate Court (02)
Judicial Magistrate (02)	

• Sri Madhopur:

Additional District & Sessions Court (01)	Additional Chief Judicial Magistrate Court (02)
Judicial Magistrate (02)	

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Fatehpur:

Additional District & Sessions Court	Additional Chief Judicial Magistrate Court
Judicial Magistrate	

- **Laxmangarh:**

Additional District & Sessions Court	Additional Chief Judicial Magistrate Court
Judicial Magistrate	

- **Dantaramgarh:**

Additional District & Sessions Court	Additional Chief Judicial Magistrate Court
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- **Reengus:** Additional Chief Judicial Magistrate Court
- **Khatushyam:** Additional Chief Judicial Magistrate Court
- **Dhod:** Judicial Magistrate Court
- **Khandela:** Judicial Magistrate Court

- **Work Arrangement (Employees):- CADRE**
Strength of Staff: -

(i) The strength of the Staff of a Judgeship shall be such as may be determined by the High Court from time to time in the proposition statement of that Judgeship out of the total strength sanctioned by the Government for the District Courts of the State.

Provided that the appointing authority may from time to time subject to the orders of the High Court leave unfilled any vacant post without thereby entitling any person to compensation.

(ii) The staff shall comprise of Stenographer cadre and general cadre consisting of one or more of the following categories of post shall be as indicated against each post and Any other posts as may be sanctioned by the, Government from time to time.:-

(A) Stenographer Cadre:

1. Personal Assistant cum Executive Assistant for the courts of Principal District & Sessions Judges.
2. Stenographer Grade-I for the courts of District & Sessions Judges and Additional. District & Sessions Judges.
3. Stenographer Grade-II for the courts of Senior Civil Judges and Additional Senior Civil Judges.
4. Stenographer Grade-III for the courts of Civil Judges & Additional Civil Judges.

(B) General Cadre:

1. **Protocol Officer cum Administrative Officer**
2. **Senior Munsarim**

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3. Office Assistant

3A Sheristedar

- (a) Sheristedar - I for the courts of Additional District & Session Judges.
- (b) Sheristedar-II- for the courts of Senior Civil Judges & Additional Senior Civil Judges.
- (c) Sheristedar III- for the courts of Civil Judges & Additional Civil Judges.

4. Reader

- (a) Reader Grade I for the courts of District & Sessions Judges and Additional District & Sessions Judges.
- (b) Reader Grade II for the courts of Senior Civil Judges & Additional Senior Civil Judges.
- (c) Reader Grade III for the courts of Civil Judges and Additional Civil Judges.

5. Clerk Grade-I

- (a) Senior Clerk
- (b) Head Copyist
- (c) Record Keeper
- (d) Civil Clerk, Criminal Clerk & Execution Clerk in the court of District & Sessions Judges & Additional District & Sessions Judges
- (e) Sales Amin-cum-Return Clerks
- (f) Librarian and
- (g) Nazirs

6. Clerk Grade-II

- (a) Civil Clerks
- (b) Criminal Clerks
- (c) Execution Clerks
- (d) Assistant Nazirs
- (e) Assistant Record Keepers
- (f) Inspection Clerks
- (g) Typists
- (h) Copyist
- (i) Hindi Typist-cum-Copyist
- (j) Receipt and Dispatch Clerks and
- (k) Relieving Clerks

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(C) Accountants / Junior Accountants:

For accounts work there shall be Junior Accountants who shall be posted by the Chief Accounts Officer, Rajasthan with the concurrence of the District & Session Judge concerned.

(D) Court Managers:

For Management related work, there shall be Court Managers.

(E) Rajasthan District Courts Ministerial Establishment Rules 1986 (as amended upto 14.11.2024)

(F) Rajasthan Subordinate Courts Driver and Class-IV Employees Service Rules 2017 (as amended upto 25.09.2024)

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**Manual 3: Procedure followed in the decision making process,
including channels of supervision and accountability**

Branch / Work Type	Initiating Level	Processing Channel	Final Decision Authority & Operational Norms
Court Functions	Ahlmad	Reader	Presiding Officer / Judicial Officer. Cases called turn-by-turn per Daily Cause List; safe file custody by Ahlmad.
English / Administrative Office	Dealing Clerk / Assistant	Superintendent	District & Sessions Judge / CJ (Sr. Div). Processed as per High Court rules & Punjab Govt instructions.
Nazir Branch	Civil Nazir / Nazir	Superintendent / COC	District & Sessions Judge / CJ (Sr. Div). Fines deposited next day; summons routed to Process Servers; witness diet money disbursed.
Copying Agency	Copyist	Head Copyist	Superintendent (Sessions) / COC (Lower Court) / CJM. Applications entered into CD registers; copies prepared after fee court stamp.
Record Room	Dealing Clerk	Record Keeper	District & Sessions Judge / CJ (Sr. Div). Consigned files placed in Bastas; destruction per High Court Rules Vol IV Ch 16.
Malkhana Branch	Dealing Clerk	Malkhana Moharrir	Judicial Magistrate (JM). Case property preserved; bail orders from High Court processed for release warrants.

Alongwith following rules-

- [e-True Copy Rules of the Rajasthan High Court, 2025](#)
- [Rajasthan Electronic Processes \(Issuance, Service and Execution\) Rules, 2024](#)
- [Rajasthan High Court Rules for Video Conferencing for Courts 2020 \(as amended upto 19.09.2025\)](#)
- [General Rules \(Civil & Criminal\) 2018 Volume-1 \(as amended upto 24.01.2024\)](#)
- [General Rules \(Civil & Criminal\) 2018 Volume-2 \(as amended upto 24.01.2024\)](#)

Manual 4: The norms set by it for the discharge of its functions

As per the rules mentioned below:-

- (i) [General Rules \(Civil & Criminal\) 2018 Volume-1 \(as amended upto 24.01.2024\)](#)
- (ii) [General Rules \(Civil & Criminal\) 2018 Volume-2 \(as amended upto 24.01.2024\)](#)

Manual 5: The Rules, Regulations, Instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

Rules & Manuals Governing Operations (Manual 5)

- [General Rules \(Civil & Criminal\) 2018 Volume-1 \(as amended upto 24.01.2024\)](#)
- [General Rules \(Civil & Criminal\) 2018 Volume-2 \(as amended upto 24.01.2024\)](#)
- [Rajasthan District Courts Ministerial Establishment Rules 1986 \(as amended upto 14.11.2024\)](#)
- [Rajasthan Subordinate Courts Driver and Class-IV Employees Service Rules 2017 \(as amended upto 25.09.2024\)](#)

Manual 6: A statement of the categories of the documents that are held by it or under its control and

Essential Registers & Documents Maintained

- **Courtroom Registers:** Peshi Register, Fine Register, Bail Register, Library Register, Disposal Register, Sapurdari Register, Daily Cause List, Civil Suit / HM Act / Execution / Rent Registers, IPC / CrPC / FIR / Cancellation / Summary Registers.
- **Administrative Registers:** Diary / Despatch Registers, Direction Case Register, Service Books, TA/Medical/Pay/LTC Bill files, Lok Adalat files, Monthly/Quarterly/Annual Statements.
- **Financial & Agency Registers:** Cash Book, Bill Register, Refund Vouchers, Cheque Books, Minor Shares FDR Register, CD Registers 1 to 12 (Copying), CD 8 Register, Document Return Register, Fine Cash Book, Malkhana Register.
- Records of pending and disposed of cases and Registers connected thereto.
- Records of Administrative Matters.
- Service records of staff members and officers of this Court and Judicial Officers of Subordinate Courts and all administrative records connected thereto.
- [General Rules \(Civil & Criminal\) 2018 Volume-1 \(as amended upto 24.01.2024\)](#)
- [General Rules \(Civil & Criminal\) 2018 Volume-2 \(as amended upto 24.01.2024\)](#)

Manual 7: The particulars of any arrangement that exists for consultation with, or representation by the Members of the public in relation to the formulation of its policy or implementation thereof

“NOT APPLICABLE”

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Manual 8: A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

क्र. सं.	विषय विवरण	कमेटी प्रभारी अधिकारी/अध्यक्ष/सदस्य
1	District Court Management System Committee (न्यायालय एवं आवासीय भवनों के संबंध में)	जिला एवं सेशन न्यायाधीश, सीकर अध्यक्ष ए.डी.जे.क्रम-4, सीकर सदस्य सी.जे.एम.सीकर सदस्य जिला कलक्टर, सीकर सदस्य पुलिस अधीक्षक, सीकर सदस्य लोक अभियोजक जिला न्यायालय सीकर सदस्य (विधि) कोषाधिकारी, कोष कार्यालय, सीकर सदस्य (वित्त) अधीक्षण अभियन्ता पीडब्ल्यूडी.सीकर सदस्य कोर्ट मैनेजर (प्रबन्ध विशेषज्ञ) सदस्य सिस्टम ऑफिसर (तकनीकी विशेषज्ञ) सदस्य (सचिव, जिला विधिक सेवा प्राधिकरण, सीकर को सहयोगार्थ नियुक्त किया गया है)
2	जिला स्तरीय मोनीटरिंग कमेटी (प्रकरणों के शीघ्र निस्तारण के संबंध में)	जिला एवं सेशन न्यायाधीश, सीकर अध्यक्ष जिला कलक्टर,सीकर सदस्य पुलिस अधीक्षक,सीकर सदस्य ए.डी.जे. क्रम-4, सीकर सदस्य सी.जे.एम.सीकर सदस्य-सचिव (सचिव, जिला विधिक सेवा प्राधिकरण, सीकर को सहयोगार्थ नियुक्त किया गया है)
3	National Policy & Action plan for Implementation of Information and Communication Technology in the Indian Judiciary के अन्तर्गत जिला स्तरीय कम्प्यूटर कमेटी का पुनर्गठन	ए.डी.जे. क्रम-4, सीकर अध्यक्ष सी.जे.एम. सीकर सदस्य ए.सी.जे.एम.क्रम-02, सीकर नोडल ऑफिसर श्री महेन्द्र सिंह DSA सचिव-I श्री मोनेश शर्मा (SA) सचिव-II
4	District Case Management Committe	जिला एवं सेशन न्यायाधीश, सीकर अध्यक्ष ए.डी.जे. क्रम-04, सीकर सदस्य न्यायाधीश, पारिवारिक न्यायालय, सीकर सदस्य

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		सी.जे.एम., सीकर	सदस्य
		सचिव, डीएलएसए, सीकर	सदस्य
5	Scanning and Digitization in District Judiciary under Phase III of eCourts Project through NICS1 की मॉनीटरिंग कमेटी	1-ए.डी.जे. क्रम-03, सीकर	नोडल ऑफिसर
		2-सी.जे.एम. सीकर	सदस्य
		3-जे.एम. सीकर	सदस्य
		4-सिस्टम ऑफिसर, जिला न्यायालय सीकर	सदस्य
6	नवीन आपराधिक विधियों यथा भारतीय न्याय संहिता 2023, भारतीय नागरिक सुरक्षा संहिता 2023 एवं भारतीय साक्ष्य अधिनियम 2023 के प्रभावी क्रियान्वयन हेतु गठित जिला स्तरीय स्थाई समिति	1-जिला एवं सेशन न्यायाधीश, सीकर	अध्यक्ष
		2-अतिरिक्त जिला कलक्टर (शहर), सीकर	सदस्य
		3-अतिरिक्त पुलिस अधीक्षक, सीकर	सदस्य
		4-अतिरिक्त मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी सीकर	सदस्य
		5-अधीक्षक, जिला कारागृह, सीकर	सदस्य
		6-सचिव, जिला विधिक सेवा प्राधिकरण, सीकर	सदस्य
		7-उप निदेशक अभियोजन, सीकर	सदस्य
		8-मुख्य न्यायिक मजिस्ट्रेट, सीकर	सदस्य
7	Advocates Grievance Redressal Committes	District & Sessions Judge, Sikar Judge, Family Court, Sikar Special Judge, POCSO Court No.1, Sikar President, District Bar Association, Sikar Government Advocate, Distt. & Sessions Court, Sikar	
8	District Level Family Court Committee (पारिवारिक प्रकरणों के संबंध में)	न्यायाधीश, पारिवारिक न्यायालय सीकर	अध्यक्ष
		ए.डी.जे. क्रम-2, सीकर	सदस्य
		सी.जे.एम.सीकर	सदस्य
		सामाजिक कार्यकर्ता (श्रीमती सुमन भाटी)	सदस्य
9	Permanent Committee (Vulnerable Witness Deposition Centre Committee)	ए.डी.जे. क्रम-1, सीकर सी.जे.एम.सीकर सहयोग-(न्यायालय प्रबन्धक व सिस्टम ऑफिसर/असिस्टेंट जिला न्यायालय सीकर)	
10	धारा 446 दण्ड प्रक्रिया संहिता में कार्यवाही /अधिरोपित जुर्माना राशि अपलिखित किये जाने के संबंध में न्यायालयों से प्राप्त आवेदनों/पत्रावलियों के निस्तारण के संबंध में गठित कमेटी	ए.डी.जे.क्रम-2,सीकर	प्रभारी अधिकारी
		जे.एम.क्रम-02, सीकर	सदस्य

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11	केन्द्रीय मालखाना व डबल लॉक में लंबित मालखानों के निस्तारण के संबंध में गठित समिति	विशिष्ट न्यायाधीश, एससी/एसटी कोर्ट, सीकर न्यायिक मजिस्ट्रेट, सीकर	अध्यक्ष सदस्य
12	सीकर न्यायक्षेत्र में विशेष योग्यजन व्यक्तियों के लिए सुलभ न्याय व न्यायालय दस्तावेज तक पहुंच हेतु गठित कमेटी	ए.डी.जे. क्रम-04, सीकर सी.जे.एम. सीकर जिला सिस्टम प्रशासक (डीएसए) डी.जे.कोर्ट, सीकर श्री भगवत सिंह चारण अधिवक्ता, सीकर	अध्यक्ष सदस्य सदस्य सदस्य

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Manual 9: A directory of its officers and employees

Telephone Index (Sikar Judgeship)

HQ Fax No.: 270159 (STD Code-01572)

SIKAR

S.N	Name of Court	Office	E-mail ID
1	DJ	250959	dc-sik-rj@nic.in
2	ACD Court	250925	acd-sik-rj@hcraj.nic.in
3	Judge, MACT	241300	mact-sik-rj@hcraj.nic.in
4	Judge, POCSO No.-1 Court	295454	pocso-sik-rj@hcraj.nic.in
5	Judge, POCSO No.-2 Court	295760	pocso2-sik-rj@hcraj.nic.in
6	Judge, Family court	258800	fc-sik-rj@hcraj.nic.in
7	Judge, SC/ST Court	241485	scst-sik-rj@hcraj.nic.in
8	Secretary, DLSA	294048	dlsa32sikar@gmail.com
9	ADJ No.-1	259243	adj1-sik-rj@hcraj.nic.in
10	ADJ No.-2	252436	adj2-sik-rj@hcraj.nic.in
11	ADJ No.-3	255562	adj3-sik-rj@hcraj.nic.in
12	ADJ No.-4	256320	adj4-sik-rj@hcraj.nic.in
13	CJM	252461	cjm-sik-rj@hcraj.nic.in
14	ACJM No.-1	255502	acjm-sik-rj@hcraj.nic.in
15	ACJM No.-2	-	acjm2-sik-rj@hcraj.nic.in
16	Prinicpal Magistrate, JJB	-	jjb-sik-rj@hcraj.nic.in
17	JM	255517	cjjm-sik-rj@hcraj.nic.in
18	JM-1	254434	cjjm1-sik-rj@hcraj.nic.in
19	JM-2	255563	cjjm2-sik-rj@hcraj.nic.in

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20	JM-3	-	cjim3-sik-rj@hcraj.nic.in
21	GN, Kudli	248440	gnkau-sik-rj@hcraj.nic.in
22	Spl. JM (N.I. Act cases)	-	niact-sik-rj@hcraj.nic.in

NEEM KA THANA - (01574)

23	ADJ No.-1	230195	adjnee-sik-rj@hcraj.nic.in
24	ADJ No.-2	294529	adj2nee-sik-rj@hcraj.nic.in
25	ACJM-1	231851	acjm1nee-sik-rj@hcraj.nic.in
26	ACJM-2	230197	acjm2nee-sik-rj@hcraj.nic.in
27	JM	231849	cjmmnee-sik-rj@hcraj.nic.in
28	Add. JM	231741	cjmm2nee-sik-rj@hcraj.nic.in

SRI MADHOPUR - (01575)

29	ADJ	252328	adsri-sik-rj@hcraj.nic.in
30	ACJM-1	252468	acjm1sri-sik-rj@hcraj.nic.in
31	ACJM-2	250125	acjm2sri-sik-rj@hcraj.nic.in
32	JM	252404	cjmsri-sik-rj@hcraj.nic.in
33	Add. JM	-	acjmsri-sik-rj@hcraj.nic.in

FATEHPUR - (01571)

34	ADJ	233002	adjfat-sik-rj@hcraj.nic.in
35	ACJM	233000	acjmfat-sik-rj@hcraj.nic.in
36	JM	232830	cjmfat-sik-rj@hcraj.nic.in

DANTARAMGARH - (01577)

37	ADJ	273357	adjdan-sik-rj@hcraj.nic.in
38	ACJM	273355	acjmdan-sik-rj@hcraj.nic.in

DISTRICT AND SESSIONS COURT, SIKAR (RAJ.)**LAXMANGARH - (01573)**

39	ADJ	223900	adjlax-sik-rj@hcraj.nic.in
40	ACJM	225600	acjmlax-sik-rj@hcraj.nic.in
41	JM	225200	cjjmlax-sik-rj@hcraj.nic.in
42	ACJM, Reengus	01575-225296	acjmrn-sik-rj@hcraj.nic.in
43	JM, Khandela	01575-294255	cjjmkha-sik-rj@hcraj.nic.in
44	JM, Dhod	01572-295751	cjjmdho-sik-rj@hcraj.nic.in
45	ACJM, Khatushyam	-	acjmkhatu-sik-rj@hcraj.nic.in

Employees

S.N	Name of Court	Designation	Mobile number
1	Mr. Ranjeet Singh	Protocol Officer cum Administrative Officer, DJ Court Sikar	9414773581
2	Mr. Saket Pitliya	Court Manager, DJ Court Sikar	9610448843
3	Mr. Manoj Kumar Sharma	Senior Munsarim, ACD Court Sikar	9414664830
4	Mr. Om Prakash Verma	Senior Munsarim, Family Court, Sikar	9460837956
5	Mr. Ravi Kant Mishra	Senior System Officer, DJ Court Sikar	9929536653
6	Mr. Sandeep Kumar Kanwat	Sel Ameen, DJ Court Sikar	9982070888
7	Mr. Jaikishan Narayan Mathur	Assistant Nazir, DJ Court Sikar	9414773544

DISTRICT AND SESSIONS COURT, SIKAR (RAJ.)

Manual 10: The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Judicial Pay Scales:

- **District & Sessions Judge:** ₹70,290 - ₹76,450
- **Additional District & Sessions Judges:** ₹51,550 - ₹63,070
- **Civil Judge (Sr. Div) / CJM / Addl. Civil Judge (Sr. Div):** ₹39,530 - ₹54,010
- **Civil Judge (Junior Division):** ₹27,700 - ₹44,770

Judicial Staff Pay Levels:

Sr.No.	Name of Post	Salary	
		Pay Band	Pay Grade
1	Protocol Officer-cum Admn. Officer	15600-39100	6600
2	Senior Munsarim	15600-39100	5400
3	Court Manager	15600-39100	5400
4	Office Assistant	9300-34800	3600
5	PA cum Executive Asstt.	9300-34800	4800
6	Steno Gr-I	9300-34800	4800
7	Steno Gr-II	9300-34800	4200
8	Steno Gr-III (Hindi)	9300-34800	3600
9	Steno Gr-III (English)	9300-34800	3600
10	Sheristedar-I	9300-34800	4200
11	Sheristedar-II	9300-34800	3600
12	Sheristedar-III	5200-20200	2800
13	Reader Gr-I	9300-34800	4200
14	Reader Gr-II	9300-34800	3600
15	Reader Gr-III	5200-20200	2800
16	Clerk Gr-I	5200-20200	2800
17	Clerk Gr-II	5200-20200	2400

DISTRICT AND SESSIONS COURT, SIKAR (RAJ.)

18	Class IV	2550-3200	1700
19	Jamadar	2550-3200	1750
20	Process Server	2950-4475	2000
21	Driver	5200-20200	2400
22	Accountant - II (AAO)	9300-34800	4200
23	Jr. Accountant	9300-34800	3600

Manual 11: The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

- **Budget Allocations (Head 2014 - Admin of Justice):**
Grants are received for Salaries, Wages, Travelling Allowance, Office Expenses / P.O.L. / Law Books, Electricity, Telephone, Water Charges, Adv. Publication, Rent, Rate & Taxes, Medical Reimbursement, etc.
- Budget from Hon'ble Rajasthan High Court is received as per requirement or need base for repair and maintenance of court buildings and judicial officers' residences.

Manual 12: The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

“NOT APPLICABLE”

Manual 13: Particulars of recipients of concessions, permits or authorizations granted by it

“NOT APPLICABLE”

Manual 14: Details in respect of the information, available to or held by it, reduced in an electronic form

1. All Judgments/Judicial Orders are available in digital form on website and mobile application at relevant links.
2. Cause List, Case status, Filing/Defect Status of cases before Principal seat Jodhpur and Bench at Jaipur are available on website and mobile application at relevant links.
3. Administrative Setup, Administrative Orders, Relevant Rules, Officers Leave Orders, Latest Updates, Tenders etc. are available on website at relevant links.
4. Digitization work of all disposed cases is in progress.
5. Official Court Portal: <https://sikar.dcourts.gov.in/>

Manual 15: The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

1. Certified copies of Orders/Judgements of High Court are available through Copying Section.
2. Public can directly access touch screen kiosk facility of High Court for information on status of cases filed at the High Court
3. Public can access the multiple parameter search and free text search facility on the High Court website and mobile application to gain information about pending/disposed cases.
4. Digital display system has been installed in each court room, corridors and prominent places to provide status of ongoing cases in the Court Rooms.
5. Information on other matters can be obtained from the Public Information Officer under provisions of RTI Act 2005.
6. No Library is maintained for public use.
7. Official Court Portal: <https://sikar.dcourts.gov.in/>

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Manual 16: The names, designations and other particulars of the Public Information Officers

Authorities under Right to Information Act, 2005: - List of Public Information Officers posted in Sikar Judgeship: -

Sr. No.	Name of Headquarter	Post Name
1	Sikar	Senior Civil Judge and Chief Judicial Magistrate, Sikar
2	Neem ka Thana	Senior Civil Judge and Additional Chief Judicial Magistrate No.-1, Neem Ka thana
3	Sri Madhopur	Senior Civil Judge and Additional Chief Judicial Magistrate No.-1, Sri Madhopur
4	Dantaramgarh	Senior Civil Judge and Additional Chief Judicial Magistrate, Dantaramgarh
5	Fatehpur	Senior Civil Judge and Additional Chief Judicial Magistrate, Fatehpur
6	Laxmangarh	Senior Civil Judge and Additional Chief Judicial Magistrate, Laxmangarh
7	Reengus	Senior Civil Judge and Additional Chief Judicial Magistrate, Reengus
8	Khatushyam	Senior Civil Judge and Additional Chief Judicial Magistrate, Khatushyam
9	Khandela	Civil Judge and Judicial Magistrate, Khandela
10	Dhod	Civil Judge & Judicial Magistrate, Dhod

Appellate Jurisdiction

Sr. No.	Name of Headquarter	Post Name
1	Sikar	District & Sessions Judge, Sikar

Manual 17: Such other information as may be prescribed

RTI Application Rules, Fees, Penalties & Forms

1. Application & Fee Rules

- **How to Apply:** Submit application in Form 'A' or plain paper in English, Hindi, or Punjabi during office hours. Fees paid in cash, adhesive court fee stamp, or as determined.
- **Electronic Submissions:** Requisite fee must be deposited within 7 days of electronic request, failing which application is dismissed.
- **RTI Fee Rates:** Application Fee: ₹50 | Document Copies: ₹2 per page | Electronic Media: ₹25 per CD | Record Inspection: 1st hour Free, ₹5 per subsequent hour | Tenders/Contracts: ₹100 per application.

2. Exemptions & Restrictions

- **Judicial Functions Exemption:** Information relating to judicial functions, confidential court matters, and recruitment examination confidentiality under Punjab Subordinate Courts Rules 1997 is exempt under Section 8(1)(b).
- **Record Destruction Rules:** Information access is subject to High Court destruction of records rules.

3. Processing Timelines & Appeals

- **Processing Time:** Normally supplied within 15 days; maximum 30 days upon deposit of balance fee.
- **Inter-Authority Transfer (Form C):** Transfer within 5 days if information belongs to another public authority.
- **Rejection Order (Form D):** Issued within 15 to 30 days if request falls under exemptions.
- **First Appeal (Form F):** Filed before Appellate Authority within 30 days if no response received or if aggrieved by order. Disposed within 30 days.

4. Penalties

STATUTORY RTI PENALTIES

- Delay Penalty: Up to ₹50 per day for delay beyond 30 days (Maximum limit: ₹500 per application).
- False Information Penalty: Up to ₹1,000 penalty imposed by Appellate Authority for knowingly supplying false info.

5. Online RTI Portal:

<https://hcraj.nic.in/erti/>