

OFFICE OF THE DISTRICT AND SESSIONS JUDGE HAMIRPUR, HP

No.DSJ(HMR)EC/2-76/2006/-

Dated:Hamirpur, the 16th January, 2018

PUBLIC NOTICE

In exercise of powers conferred under section 4 of the Right to Information Act, 2005 (Act No.22 of 2005), the following information pertaining to this Court and other Subordinate Courts functioning in Civil and Sessions Division Hamirpur under the provision of Sub-Section (1)(b) of Section 4 of the Right to Information Act, 2005 is hereby published for the year 2017-18:-

1. THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES :-

Particulars of Civil and Sessions Division Hamirpur.

The Civil and Sessions Division Hamirpur came into existence in the year 1985 after the bifurcation of Civil and Sessions Division Una. Prior to the creation of Civil and Sessions Division Hamirpur, cases pertaining to Hamirpur District were being decided by District & Sessions Judge, Una by holding Circuit Court at Hamirpur. At the time when Hamirpur was part of Civil and Sessions Division Kangra at Dharamshala, there was only one Court of Sub-Judge 1st Class, here. On creation of District Hamirpur, the said Court of Sub-Judge, 1st Class was converted into Court of Senior Sub-Judge-cum-CJM, Hamirpur in January, 1976. Thereafter, as many as four courts of Sub Judges were created at Hamirpur. Presently as many as 10 Courts are functioning in this Civil and Sessions Division details of which is as under:-

Sl. No.	Name of the Court
1.	The District & Sessions Judge, Hamirpur, H.P.
2.	The Additional District and Sessions Judge, Hamirpur, H.P.
3.	The Senior Civil Judge-cum-CJM, Hamirpur, H.P.
4.	The Senior Civil Judge-cum-ACJM, Court No.1, Hamirpur, H.P.
5.	The Civil Judge-cum-JMIC, Court No.II, Hamirpur, H.P.
6.	The Civil Judge-cum-JMIC, Court No.III, Hamirpur, H.P.
7.	The Civil Judge-cum-JMIC, Court No.IV, Hamirpur, H.P.
8.	The Mobile Traffic Magistrate, Hamirpur and Bilaspur Districts at Hamirpur
9.	The Senior Civil Judge-cum-ACJM, Nadaun, District Hamirpur, H.P.
10.	The Civil Judge-cum-JMIC, Barsar, District Hamirpur, H.P.

Sitting of the Courts

The New Judicial Court Complex has been inaugurated by the Hon'ble the Acting Chief Justice, High Court of Himachal Pradesh, Shimla on 22.08.2009 and the all the Courts stationed at Hamirpur has been shifted to New Judicial Court Complex. The Court working hours are from 10:00 AM to 01:00 PM and 01:30 PM to 04:00 PM. Sunday and second Saturdays are observed as holidays.

The sanctioned strength of ministerial establishment/staff of District & Session Judge is as follows:-

Sl. No.	Name of the Post	Sanctioned Strength.
1.	Chief Administrative Officer	1
2.	Reader Grade-1/Senior Sheristedar	1
3.	Executive Assistant	1
4.	Stenographer Grade-1	1
5.	Senior Assistants	4
6.	Junior Assistants	4
7.	Clerks	2
8.	Driver	1
9.	Process Server	4
10.	Daftri	1
11.	Peons	2
12.	Orderly	2
13.	Chowkidar	1
14.	Mali	1
15.	Safai Karamchari	1
	Total:-	27

Particulars of supporting staff of the subordinate Courts of this Civil and Sessions Division:-

Schedule of the Posts in the Division.

Sl. No.	Name of the Post	Pay Scale	No. of Permanent Posts	No. of Temporary Posts	Total No. of Posts
1.	Chief Administrative Officer	15600-39100+5400	01	-	01
2.	Executive Assistant	10300-34800+4800	01	-	01
3.	Senior Sheristedar	10300-34800+4800	03	-	03
4.	Reader Grade-1	10300-34800+4800	02	-	02
5.	Sheristedar	10300-34800+4800	03	-	03
6.	Reader Grade-II	10300-34800+4400	03	-	03
7.	Reader Grade-III	10300-34800+4400	04	-	04
8.	Stenographer Grade-1	10300-34800+4400	02	-	02
9.	English Clerk	10300-34800+4400	01	-	01
10.	Translator	10300-34800+4400	01	-	01
11.	Civil Nazir	10300-34800+4400	02	-	02
12.	Record Keeper	10300-34800+4400	01	03	04
13.	Stenographer Grade-II	10300-34800+3600	03	-	03
14.	Stenographer Grade-III	10300-34800+3200	04	-	04

15.	Steno Typist-cum-JW	10300-34800+3200	04	02	06
16.	Civil Ahlmad	10300-34800+3200	07	02	09
17.	Criminal Ahlmad	10300-34800+3200	08	01	09
18.	Naib Nazir	10300-34800+3200	07	01	08
19.	LRC/Clerks	10300-34800+3200	01	-	01
20.	Summary Clerk	10300-34800+3200	01	-	01
21.	Execution Clerk	10300-34800+3200	03	-	03
22.	C.C.T.	10300-34800+3200	02	-	02
23.	Copyists	10300-34800+3200	09	-	09
23.	Bailiff	5910-20200+1900	09	-	09
24.	Drivers	5910-20200+2000	02	01	03
25.	Process Servers	4900-10680+1400	30	-	30
26.	Daftri	4900-10680+1400	01	-	01
27.	Peons	4900-10680+1300	09	-	09
28.	Orderly	4900-10680+1300	08	-	08
29.	Peon-cum-Chowkidar	4900-10680+1300	01	-	01
30.	Mali	4900-10680+1300	01	-	01
31.	Chowkidar	4900-10680+1300	05	-	05
32.	Safai Karamchari	4900-10680+1300	04	-	04
		Total:-	143	10	153

On Contract Basis.

Sl. No.	Name of the Post	Number of Post
1.	C.C.T.	01
2.	Judgment Writer	01
3.	Naib Nazir	01
4.	Junior Office Assistant(IT)	01
	Total:-	04

On Daily wage Basis

Sl No.	Name of the Post	Number of Post.
1.	Driver	01
2.	Peon	01
3.	Orderly	02
4.	Safai Karamchari	02
	Total:-	06

Functions and duties of the Organization

1. Judicial and
2. Administrative

III. POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:-

The performance of Judicial and Administrative work of Hamirpur Civil and Sessions Division is as under:-

District and Sessions Judge.

1. To exercise Judicial functions as District Judge in Civil matters and also as the first Appellate Authority in rent cases.
2. To hear and decide all the Civil matters having pecuniary jurisdiction beyond 20 Lacs to 30 Lacs.
3. To exercise the powers of Motor Accident Claims Tribunal-1 in Claim cases under the Motor Vehicles Act.
4. To assign the cases to Additional District and Sessions Judge in rotation for disposal in accordance with law.
5. To exercise the powers of Appellate Authority in Civil Misc. Appeal (under rent Control Act cases) which arise from the orders of Rent Controllers in Hamirpur Division.
6. To hear and dispose of the cases under Hindu Marriage Act, Succession Act, Guardian and Ward Act, Insolvency Act cases.
7. To exercise the powers of Sessions Judge in the disposal of applications for pre-arrest bail under section 438 of Cr.P.C. and regular bail application under section 439 Cr.P.C.
8. To try Sessions trials and cases under the Prevention of Children from Sexual Offences Act.
9. To try cases under SC and ST (Prevention of Atrocities Act) exercising the powers of Special Judge.
10. To try the cases under ND&PS Act and the cases under Corruption Act.
11. To hear the Criminal Appeals filed against the acquittal by the State and also against the convictions by the Magisterial Courts functioning in Hamirpur Sessions Division.
12. To hear criminal revision against the orders of Judicial as well as Executive Magistrates including District Magistrate under section 397 Cr.P.C.
13. To exercise the power under section 153 of the Electricity Act, 2003.

(ii) Administrative Business.

1. Overall supervision on the working of the Subordinate Courts functioning in Hamirpur Division.
2. Appointing Authority in respect of Class-II, III and IV officials/employees in Hamirpur Division.
3. Controlling Officer in respect of all the Courts Subordinate to it in Hamirpur Division.
4. Disciplinary Authority in respect of Class-II, III and IV official/employees in Hamirpur Division.

5. To dispose of representations of all the ministerial and Class-IV staff pertaining to service matters.
6. Preparation of petitions/applications, plaints, written statement and replies etc. in all the matters in which District & Sessions Judge is a party qua the Writ Petitions/Service matters preferred by the officials in Hamirpur Division and also, qua the recording of ACRs of the Judicial Officers except the Additional District and Sessions Judge, posted in Hamirpur Division.
7. Accepting Authority in respect of ACRs recorded by the concerned Judicial Officers in respect of their supporting staff.
8. All the administrative matters to be taken up with the Hon'ble High Court of H.P. in respect of Hamirpur Division.
9. Preparation of panel of Lawyers for providing free legal aid to the un-represented accused/litigants. All such functions/duties that may be assigned by the Hon'ble High Court.
10. Grant of Casual leave/Earned leave to the staff members of his establishment.
11. Forwarding the applications alongwith recommendations to the Hon'ble High Court for appointment of Oath Commissioner in Hamirpur Division.
12. Drawing and Disbursing Officer in respect of the establishment of the District & Sessions Judge.
13. Sanctioning Authority in respect of certain accounts/administrative matters as per the provisions of HPFR, 2009.
14. Control over all the Judicial Officers and staff working in Hamirpur Division.
15. To deal with the complaints against the Judicial Officers, officials and staff of the Division.
16. Submission of application and other requests for grant of earned leave, medical/commuted leave, GPF applications etc. to the Hon'ble High Court in respect of Judicial Officers after making recommendations and proposing leave arrangements.
17. Holding of Legal Literacy Camps and implementation of various schemes of the National Legal Services Authority, New Delhi and HP State Legal Services Authority, Shimla, being the Chairman of the District Legal Services Authority holding of DLSA meeting for providing free legal aid to the litigants in accordance with rules whenever such applications are received.
18. Holding of monthly meeting for withdrawal of Stale and Ineffective cases, District Courts Management Systems (DCMS) Committee, monthly meeting with the Insurance companies for effective implementation of guidelines laid down in FAO No. 117 of 2008 titled as Seema Devi Versus Som Raj and others. Also, to hold monthly meeting of Bench and Bar.
19. To make the bimonthly inspection of Sub Jail, Hamirpur and also to visit the Bal Ashram Sujjanpur Tihra on monthly basis.
20. Countersigning of the T.A./Medical Reimbursement bills of the members of H.P. Judicial Service posted in Hamirpur Division.
21. Pay Fixation of Class-II, III and IV establishment and grant of benefit under the Assured Career Progression Scheme to the employees.

22. Conducting of quarterly inspection of own Court, annual inspection of the Subordinate Courts besides paying surprise visits at least twice in a calendar year of the Subordinate Courts and recording of Inspection Notes thereof.
23. Monitoring of all ongoing construction works in respect of the Court Complex, additional accommodations and additional residential houses for the Judicial Officers in Hamirpur Division.
24. Correspondence with the Hon'ble High Court and other officers for sending information of formal nature.
25. Supply of stationary articles to the Subordinate Courts and processing of various resolutions received from the Bar Association at District/Sub Divisional Level.
26. Grant of Licence to the Petition Writers and private typists in accordance with rules framed by the Hon'ble High Court.
27. Permission for spot inspection in Judicial matters to the Judicial Officers in Hamirpur Division.
28. Submission of Inter-District Transfer cases of the employees.
29. Furnishing of information as sought by the Hon'ble High Court pertaining of Lok Sabha, Rajya Sabha and Assembly questions.
30. Submission of fortnightly, monthly, quarterly, half yearly returns/statements regarding disposal of cases. Pension cases and other matters qua the Judicial as well as administrative business in Hamirpur Division.
31. Grant of administrative approval and expenditure sanction for the purchase of law books and binding of library books/journals, reports etc. to the tune of upto 5 thousand per annum in respect of his own Court and the Subordinate Courts in Hamirpur Division.
32. Allocation of funds under Sub-Head Road and Diet Money to the Subordinate Courts in Hamirpur Division.
33. Holding of monthly Lok Adalats, quarterly Lok Adalats and National Lok Adalats as per direction of Higher Authorities.
34. Holding of monthly meeting with Para Legal Volunteers and also to identify and refer the cases for mediation for conciliation.

CHIEF ADMINISTRATIVE OFFICER

1. To supervise the work of all the sections of this office. He is normally the In-charge of the office.
2. To assist the District and Sessions Judge, in decision making and formulation of plans and programmes.
3. To present all cases, matters before the District & Sessions Judge in precise manner with possible solutions and suggestions and to take effective steps for building up and maintaining all essential record.
4. To effectively supervise the work and conduct of lower staff.
5. To issue orders in accordance with the decisions taken by the District and Sessions Judge, under proper authentication.

6. To go through and initial with date, the dak received by him and mark the papers to the concerned dealing hand and also to give directions for their disposal wherever possible at the dak stage to enable speedy disposal.
7. To submit important communications to the District and Sessions Judge at the dak stage for the perusal and directions in case the same has not been seen by the officer.
8. To keep a vigil/watch over timely submissions/receipts of returns/statements and to send the same to the quarter concerned duly checked and scrutinize and to advise from time to time measures necessary for expeditious disposal of business/work in the office.
9. To ensure the maintenance of all the registers pertaining to all the seats to be kept update in the office.
10. To prepare papers and to compile dates for meetings and to ensure timely submission.
11. To ensure punctuality in attendance in the office and to advise the staff in the matters of conduct and discipline.
12. To maintain the record of ACRs in respect of all the employees working in Hamirpur Division and to maintain a register of complaints against or inquiries into conduct of Government Servants.
13. To maintain library registers, surprise inspection of Subordinate Courts and confidential dispatch register.
14. To act as Court Officer under the High Court of Himachal Pradesh case Flow Management(Subordinate Courts) Rules, 2005.
15. To act as Examiner for the purpose of attestation of copies in respect of the Court of District & Sessions Judge under section 76 of the Indian Evidence Act.

READER GRADE-1/SENIOR SHERISTEDAR

The duties of Senior Sheristedar/ Superintendent Grade-II in the Court of District and Sessions Judge are as under:-

1. To act as Reader in the Court and to maintain register of Civil and Criminal Cases, fine register and receipt books, besides a guard file of Treasury Challans qua the deposit of fine amount. To maintain the proper updation of cases on the National Judicial Date Grid(NJDG)
2. To maintain the register of documents returned and register of plaints/appeals etc. returned.
3. To act as Senior Officer in the absence of Superintendent Grade-1 under the High Court of H.P. case flow Management(Subordinate Courts) Rules, 2005.
4. To act as Examiner in the absence of Superintendent Grade-1, if authorized by the District and Sessions Judge, for the purpose of attestation of the certified copies.

EXECUTIVE ASSISTANT

1. He takes the dictation of the Presiding Officer and types the judgments.
2. Any other work as may be assigned by the District and Sessions Judge/ Presiding Officer of the Court.

ENGLISH CLERK

1. To maintain the Service Books of the establishment of District and Sessions Judge.
2. To deal with all the correspondence in respect of the office of the District and Sessions Judge and Subordinate Courts.
3. To process monthly, quarterly, half yearly statements/returns on administrative side required to be submitted to the Hon'ble High Court.
4. To maintain personal files of all the employees and the Judicial Officers posted in Hamirpur Division.
5. To maintain all the correspondence files and record on administrative side as well as all the registers concerning the English Branch as required.

CIVIL NAZIR

The Civil Nazir deals with the Accounts matters and maintain the following registers:-

1. General Cash Book.
2. Road and Diet Money Cash Book.
3. Pay Register/token register.
4. Bill Register.
5. Office Expenses Register.
6. Register of allocation of budget and other register as required under the Circular Orders of Hon'ble High Court of H.P.
7. Deals with the Medical Reimbursement Bills of the Judicial Officers of the Division for counter-signatures by the District & Sessions Judge and also deals with the Medical reimbursement bills of the staff of the Court of District & Sessions Judge alongwith T.A. bills/claims.
8. To process the GPF withdrawal cases and other matters pertaining to accounts in the office, besides the FDRs in MAC and LAC cases and to also to maintain the log book of the official vehicle in consultation with the Driver of the office.

TRANSLATOR

1. To make the translation of the statements of the witnesses and accused in the Sessions Trials.
2. To maintain Court library and its registers under the supervision of Superintendent Grade-1/Chief Administrative Officer.
3. To prepare statement of cases disposed of and to prepare consolidated statement with regard to the disposal of Civil and Criminal matters besides the institution and pendency of Civil and Criminal Cases.
4. To prepare statement of the cases pertaining to Senior Citizens, old cases, half yearly statements of Civil and Criminal cases besides miscellaneous work/informations assigned to him/her from time to time.
5. To perform duties of Reader and Record Keeper, English Clerk, Civil Nazir in absence of the latter in addition to his own duties.
6. Performs the work as may be assigned by the Chief Administrative Officer.

RECORD KEEPER

1. To deal with the files of decided cases which are consigned to the Record Room in respect of the Courts of District & Sessions Judge and Additional District & Sessions Judge of Hamirpur Division.
2. To keep a vigil over the working of the Judicial Record Room which has been separated from the Executive.
3. To maintain Civil and Criminal registers of the case files consigned to the record Room and attend the requisitions received from the Hon'ble High Court and other Courts for submission of record.
4. To maintain movement register for submission of record/files to the Copying Agency.
5. Maintains the registers and record of the Oath Commissioners in Hamirpur Division.
6. Destruction of record after weeding in accordance with the Rules or any other work as may be assigned to him by the District & Sessions Judge in the event of absence of Senior Assistant in the office.

NAIB NAZIR

1. Maintains Sheriffs Petty Accounts Register and assists the Civil Nazir in the addition to the discharge of his own duties.
2. Maintains register-D for processes.
3. Maintains Diary and Dispatch registers and stationary articles in the office and distributes the same amongst the other Courts of the Division as well as to the staff of this office. He is assisted by the Daftri of this office in performance of accurate receipt and dispatch of the letters.
4. To prepare monthly/quarterly/half yearly statements of account pertaining to his seat and to furnish the Work Done Statement of Process Servers.

LEAVE RESERVE CLERK

1. To assist the English Clerk in dealing with correspondences which received from High Court as well from Subordinate Courts.
2. Performs the typing /computer work in the English Branch.
3. Any other duties which are assigned to him by the office.

COPYING AGENCY

COPYIST-I

1. Copyist-1/Copying Agent performs the duties of Copying Agency and maintains CD-2 register. He also maintains the record of consumption of papers of Photostat machine, Daily out turn register, movement register of the files and applications for supply of copies.

COPYIST-II

1. Performs the Photostat work for preparation of certified copies and to assist the Copyist-1 in the matter of supply of certified copies.
2. Maintains the work-done register of day-to-day disposal.

As per norms, the Copyist are to sit and work at one place at the District headquarters.

CIVIL AND CRIMINAL AHLMAD

1. Both the officials deal with Civil registers and Criminal registers and maintain records strictly in consonance with the Rules and procedure and deal with the correspondence relating to Civil and Criminal Cases as per the directions of the Court. They also prepare the daily Cause lists of Civil and Criminal cases listed before the Court.
2. They keep and maintain the Civil and Criminal case files and issue the processes as ordered by the Court. They are the custodians of all the Civil and Criminal files and registers which they are required to maintain in accordance with the High Court Rules and Orders and per instructions received from time to time from the Hon'ble High Court of Himachal Pradesh.

PROCESS SERVERS

1. The Process Servers perform the duties of serving the summons/notices issued by the Court in accordance with the Rules.
2. They perform other work in the office/Court as assigned to them by the Presiding Officer.

DAFTRI

1. To perform the duties of diary and dispatch of the correspondences issued and receipt in the office.
2. To maintain the postal stamp register, diary register and dispatch register of the office.

DRIVER

1. The Driver performs the duty of plying the official vehicle of the District and Sessions Judge and maintains the vehicle in order. He informs the Civil Nazir regarding the journeys performed in order to maintain the log book of the official vehicle.

PEONS/ORDERLIES

The Peons and Orderlies are meant to perform duties of Class-IV in the office, in the Court Room and residential office-cum-library.

SAFAI KARAMCHARIES

The Safai Karamchari performs the duties of sweeping in the office building, the Court Complex and toilets and also in the office at residence of the District & Sessions Judge.

CHOWKIDAR

Chowkidar in real sense is the watchman to guard the Court building and premises during the night hours and keeps a strict vigil on the Court Complex and the records and furnitures etc. in the office/Court during his duty hours i.e. before and after the office hours.

MALI

Performs the duties as is usually required to be done by a Mali.

III. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVUISION AND ACCOUNTABILITY.

As per the Instructions issued by the Hon'ble High Court of Himachal Pradesh, Shimla from time to time.

IV. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

Norms set for the discharge of its functions are in the form of various Rules, Orders and instructions issued by the Hon'ble High Court. For a smooth and orderly functioning of the Justice delivery system, the various circulars and orders have been issued by the Hon'ble High Court from time to time. Volume-1 of Circular Orders of the Hon'ble High Court of Himachal Pradesh came to be compiled in the year 1991 with effect from March, 1972 and mid July, 1991 and Volume -II of such Circular Orders of the High Court came to be compiled in April, 2002 with effect from mid July 1991 to March 2002.

V. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

The list of Rules is as under:-

1. "The Himachal Pradesh State Legal Services Authority, regulations, 1988"
2. "The Special Marriage and Divorce(Himachal Pradesh) Rules, 1982"
3. "The High Court of Himahcal Pradesh Case Flow Management(Subordinate Courts), Rules, 2005.

PART-B RULES CONCERNING THE SUBORDINATE COURTS.

(1) ADMINISTRATIVE BUSINESS

1. "The Himachal Pradesh Subordinate Court Lawyers Chambers(Allotment and Licence Rules), 1989"
2. "The Himachal Pradesh Civil and Criminal Courts(Preparation and supply of copies of record) Rules, 2000"
3. "The Himachal Pradesh Subordinate Courts(use, maintenance and control of staff cars) Rules, 1995"

(II) APPOINTMENT

1. “ The appointment and control Rules of Superintendents to the District and Sessions Judge, Himachal Pradesh Rules, 1995”
2. “The Himachal Pradesh Subordinate Courts Staff(Recruitment, Promotion and Conditions of Service)Rules, 2012”
3. “The Himachal Pradesh Subordinate Courts Typists(Grant of Licence, Registration and Control)Rules, 2001”
4. “The Himachal Pradesh Subordinate Courts Employees(Pay, Allowances and Other Conditions of Service) Act, 2015”

(III) INSPECTION

1. “ The Himachal Pradesh(Inspection of Subordinate Courts by the Administrative Judge)Rules, 2001”
2. “ The Himachal Pradesh(Inspection of Subordinate Courts by the District and Sessions Judge) Rules, 1998”
3. ” The Himachal Pradesh(Inspection of Subordinate Courts by the Presiding Officers of Courts) Rules, 1998”

PART-C: RULES CONCERNING HON'BLE HIGH COURT AS WELL AS SUBORDINATE COURTS.

1. “The High Court of Himachal Pradesh(Recognition and Registration of Association) Rules, 1989”
2. “The High Court of Himachal Pradesh(Supply of Liveries to Court Servants) Rules, 1983”
3. “The High Court of Himachal Pradesh(Use and occupation of Sessions House) Rules, 2004”
4. “Maintenance of Shorthand Note Books, Rules, 1989”.

(II) APPOINTMENT

1. “ The High Court of Himachal Pradesh Clerks of Legal Practitioners (Registration and Control) Rules, 1984”
2. “ The Himachal Pradesh Oath Commissioner(Appointment and Control) Rules, 1986”
3. “The High Court of Himachal Pradesh Petition Writers(Grant of Licence and Conduct) Rules, 1989”
4. “ The High Court of Himachal Pradesh Petty Offences (Trial by Special Judicial Magistrate) Rules, 1998”
5. “ The High Court of Himachal Pradesh(Special Judicial Magistrate Qualifications) Rules, 1981”

(III) JUDICIAL BUSINESS

1. “ The High Court of Himachal Pradesh(Arbitration and Conciliation) Rules, 2002”
2. “ Hindu Marriage and Divorce(Himachal Pradesh) Rules, 1982”
3. “ The High Court of Himachal Pradesh(Legal Aid to Accused) Rules, 1981”
4. “ The Himachal Pradesh State Legal Services Authority, Rules, 1995”

The Various Acts, Rules, Regulations, Instructions followed as under:-

1. F.R. and S.R.
2. Leave Rules, 1972
3. T.A. Rules.
4. L.T.C. Rules.
5. Pension Rules.
6. C.C.S.(CCA) Rules, 1965
7. C.C.S.(Conduct) Rules, 1964
8. G.P.F. Rules.
9. Medical Attendance Rules.
10. H.P. Financial Rules, 2009.
11. H.P. Budget Manual.
12. Office manual, Punjab and Haryana High Court Rules and Orders as applicable to the State of H.P.

VI. STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

- (i) The documents relating to financial transactions are held by the Accounts Branch and are kept in the form of Registers Cash Books, Ledger Books, Files, Bills, Vouchers etc. which are subject to audit verification.

(ii) **SERVICE BOOKS**

The Service Books in the form of documents are held and kept in the English Branch which are also subject to verification by the Audit Department.

VII. 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.

VIII. A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE 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

The Public is not authorized to have access of the following documents:-

- (i) Judges notes and minutes
- (ii) Correspondence which is not strictly Judicial; and
- (iii) Confidential correspondence

IX. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

The telephone numbers of the Judicial Officers and staff of this Civil and Sessions Division have been uploaded on the website of the District Courts.

X. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

In general, there is no monthly remuneration fixed for its employees, except the Court Manager, System Officer and System Assistant. There is also no system of compensation etc. provided in the regulations.

XI. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORT DISBURSEMENT MADE

Regarding point No.2

Major Head: 2014- Administration of Justice
 105- Civil and Sessions Court
 01- Civil and Sessions Court Establishment
 Non-Plan-SOON

S.O.E.	Allotment of budget, 2017-18	Total Expenditure during the year 2017-18
1. Salary	1,22,00,000-00	1,08,25,573-00
2. Wages	Nil	Nil
3. T.A./FTA	1,00,500-00	9,4399-00
4. Livery	23,808-00	23,808-00
5. Office Exp.	1,00,7283-00	9,89,760-00
6. Medical Reimb.	3,15,982-00	3,15,970-00
7. Rent Rate & Taxes	Nil	Nil
8. PP & SS	Nil	Nil
9. Motor Vehicle	48,620-00	46,082-00
10. Transfer Exp.	67,735-00	67,504-00
11. Domestic Help	Nil	Nil
Total:-	1,37,63,928-00	1,23,63,096-00

“2014-Administration of Justice”108-Criminal Courts
01-Road and Diet Money to witnesses(voted) Non-Plan-SOON

Road and Diet Money	₹. 20,000-00	₹. 20,000-00
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“2235-Social Security and Welfare”
200-Other Charges, II- reimbursement of Medical Expenses to Pensioners and Other charges-Non-Plan”

Medical Reimbursement to Pensioners	₹. 199419-00	₹.199419-00
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XII. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

Not applicable to this Court/Office.

XIII. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT.

Not applicable to this Court/office.

XIV. DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM.

Details in respect of Information regarding Administrative set-up, cases, cause lists, status of applications for supply of copies etc. is available on the website of District Courts.

XV. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OF READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Central library for Judges at the District and Sub Divisional headquarters is maintained.

XVI. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

1. The State Public Information Officer at District Level is the Senior Civil Judge-cum-CJM, Hamirpur.
2. The Appellate Authority for the purpose of filing of appeals against the decision of the State Public Information Officer(Senior Civil Judge-cum-CJM) as provided under section 19(1) of the Right to Information Act is District & Sessions Judge, Hamirpur.

XVII. FACILITY AVAILABLE IN THE PREMISES OF JUDICIAL COMPLEX, HAMIRPUR.

There is parking and canteen facility in the Judicial Courts Complex, Hamirpur.

-Sd-

District & Sessions Judge,
Hamirpur, H.P.

Dated:16.01.2018

Endst. No.DSJ(HMR)EC/2-76/2006/-

Copy for information is forwarded to:-

1. The Registrar general, High Court of Himachal Pradesh, Shimla with reference to letter No. HHC/Estt..7(35)/2005-VIII-17555, dated 8th July, 2016.
2. The State Chief Information Commissioner, Himachal Pradesh, Shimla-171002.
3. The State Public Information Officer at District level(Senior Civil Judge-cum-CJM-, Hamirpur for similar action being the Public Information Officer of this Civil and Sessions Division.
4. The System Officer of this office with the direction to publish it on the Court website of this Division.
5. Guard file.

-sd-

District & Sessions Judge,
Hamirpur, H.P.