

DISTRICT & SESSIONS COURT - ALWAR

RTI Act 2005 Section 4(1)(b) Compliance, Administrative Roles & Procedural Workflows

1: Particulars of Organization, Functions & Duties

1. Court Structure & Sub-Divisions

- **Alwar Headquarter:**

1. District & Sessions Court, Alwar
2. *Judge, Labour Court, Alwar*
3. *M.A.C.T. Judge, Alwar*
4. Session Judge, ACD Court, Alwar
5. Judge, Family Court No.1 Alwar
6. Judge, Family Court No.2 Alwar
7. Judge POCSO Court 1, Alwar
8. Judge POCSO Court 2, Alwar
9. Judge POCSO Court 3, Alwar
10. Judge POCSO Court 4, Alwar
11. Judge, Commercial Court, Alwar
12. ADJ No. 1, Alwar
13. ADJ No. 2, Alwar
14. ADJ No. 3, Alwar
15. ADJ No. 4, Alwar
16. ADJ No. 5, Alwar
17. ADJ No. 6, Alwar
18. Spl. Judge SC/ST Court, Alwar
19. CJM, Alwar
20. ACJM No. 1, Alwar
21. ACJM No. 2, Alwar
22. ACJM No. 3, Alwar
23. ACJM No. 4, Alwar
24. ACJM No. 5, Alwar
25. Pricipal Magistrate, J.J.B. Alwar
26. CJ & JM No. 1, Alwar
27. CJ & JM No. 2, Alwar
28. SPL. J.M.(N.I.ACT Cases) No.1, Alwar
29. SPL. J.M.(N.I.ACT Cases) No.2, Alwar
30. SPL. J.M.(N.I.ACT Cases) No.3, Alwar
31. ACJ & JM No. 1, Alwar
32. ACJ & JM No. 2, Alwar
33. ACJ & JM No. 3, Alwar
34. ACJ & JM No. 4, Alwar
35. ACJ & JM No. 5, Alwar
36. ACJ & JM No. 6, Alwar

- **Rajgarh :**

1. ADJ, Rajgarh
2. ACJM No. 1, Rajgarh
3. ACJM No. 2, Rajgarh
4. CJ & JM, Rajgarh
5. ACJ & JM, Rajgarh

- **Raini :**

1. CJ & JM, Raini

- **Laxmangarh :**

1. ADJ, Laxmangarh
2. ACJM, Laxmangarh
3. CJ & JM, Laxmangarh

- **Govindgarh :**

1. CJ & JM, Govindgarh

- **Kathumar:**

1. ADJ, Kathumar
2. ACJM, Kathumar
3. CJ & JM, Kathumar

- **Kherlimandi:**

1. CJ & JM, Kherlimandi

- **Thanagazi:**

1. ADJ, Thanagazi
2. ACJM, Thanagazi
3. CJ & JM, Thanagazi

- **Ramgarh:**

1. ADJ, Ramgarh
2. ACJM, Ramgarh
3. CJ & JM, Ramgarh

- **Malakhera:**

1. CJ & JM, Malakhera

- **Supporting Ministerial Staff:** P.O. & A.O., Senior Munsarims, Executive Assistant, Readers (Grade I, II, III), Stenographers (Grade I, II, III), Sharisterdar (Grade I,II,III), Office Assistants, Clerks(Grade I,II), Drivers, Bailiffs, Process Servers, Orderly, and Peons.

2. Jurisdictions & Administrative Powers

<i>S. No.</i>	<i>Name of Court</i>	<i>Jurisdiction</i>
1.	<i>District & Sessions Judge, Alwar</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value more than Rs. 5,00,000/- Succession Act, File transfer applications, Fatal Calim, all Civil/ Rent Appeals arising in Sub-divisions of Alwar and Malakhera.</i> <u>CRIMINAL MATTERS</u> <i>Having jurisdiction of Session's cases arising in sub-division of Alwar and Malakhera and all Criminal Revisions and Appeals of sub-division of Alwar and Malakhera.</i> <i>The Sessions Judge, Alwar has been also designated as Special Judge for N.D.P.S. Act Cases (Commercial and Non Commercial Quantity) arising in Sub-divisions of Alwar and Malakhera.</i> <i>The Sessions Judge, Alwar has been also designated as Judge of Children Court for J.J. Act Cases & Bail applications u/s 101 J.J. Act.</i> 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 & criminal case from any Court to another Court having competent jurisdiction in the District (Excluding Special Courts of DJ Cadre). In the interest of administration of justice. He/She supervise the Judicial work in the district. Quarterly meetings of Judicial Officers are convened by the Ld. District and Sessions Judge. On administration side all 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 employees in the district. He/She is also Drawing and Disbursing Officer or authorized to any judicial officers for this work. He/She is Chairman of different Committees such as District Legal Services Committee, District Litigation & Criminal Supervisory Committee, DCMS Committee. He/She is a head of the Judicial House Allotment Committee, he/she makes annual inspection of Judicial Courts in the District and of his own court.
2.	<i>Session Judge, ACD Court, Alwar</i>	Having Jurisdiction of all Criminal Cases registered in Police Station Anti Corruption Beaurea at Alwar District.
3.	<i>Judge, Family Court No.1 Alwar</i>	<i>Cases under Hindu Marriage Act, Guardian & Wards Act and Maintenance Cases arising in Sub-divisions of Alwar and Malakhera.</i>

4.	<i>Judge, Family Court No.2 Alwar</i>	<i>Cases under Hindu Marriage Act, Guardian & Wards Act and Maintenance Cases arising in Sub-divisions of Alwar and Malakhera.</i>
5.	<i>Judge POCSO Court 1, Alwar</i>	<i>Matter related to Protection of Children from Sexual Offences Act, 2012 and Commission for protection of Child Rights Act, 2005 registered at Police Station Mahila Thana, Kotwali, Shivaji Park, Kherlimandi, Kathumar, Pratapgarh and Raini.</i>
6.	<i>Judge POCSO Court 2, Alwar</i>	<i>Matter related to Protection of Children from Sexual Offences Act, 2012 and Commission for protection of Child Rights Act, 2005 registered at Police Station N.E.B., Sadar, Udhyog Nagar, Rajgarh, Barodamev, Aravli Vihar and Malakhera.</i>
7.	<i>Judge POCSO Court 3, Alwar</i>	<i>Matter related to Protection of Children from Sexual Offences Act, 2012 and Commission for protection of Child Rights Act, 2005 registered at Police Station Govindgarh, Tehla, Ramgarh, Laxmangarh, Thanagazi and Vaishali Nagar.</i>
8.	<i>Judge POCSO Court 4, Alwar</i>	<i>Matter related to Protection of Children from Sexual Offences Act, 2012 and Commission for protection of Child Rights Act, 2005 registered at Police Station Bagad Tiraha, Akbarpur, Vijay Mandir, Dholagarhdevi, Naugawa, Akhepura.</i>
9.	<i>Judge, Commercial Court, Alwar</i>	<i>All Commercial matters having value more than Rs. 5,00,000/- of Alwar & Jhunjhunu District.</i>
10.	<i>ADJ No. 1, Alwar</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value more than Rs. 5,00,000/- and all Civil Appeals, Executions transferred by District & Sessions Judge, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>All Session's cases Criminal Appeal, Revisions transferred by District & Sessions Judge, Alwar.</i> <i>Exam Act 2022, Electricity Act Cases and Mob Linching cases of Alwar District.</i>
11.	<i>ADJ No. 2, Alwar</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value more than Rs. 5,00,000/- and all Civil Appeals, Executions transferred by District & Sessions Judge, Alwar.</i>

		<u>CRIMINAL MATTERS</u> <i>All Session's cases Criminal Appeal, Revisions transfered by District & Sessions Judge, Alwar.</i>
12.	ADJ No. 3, Alwar	<u>CIVIL MATTERS</u> <i>All Civil cases having value more than Rs. 5,00,000/- and all Civil Appeals, Executions transfered by District & Sessions Judge, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>All Session's cases Criminal Appeal, Revisions transfered by District & Sessions Judge, Alwar.</i>
13.	ADJ No. 4, Alwar	<u>CIVIL MATTERS</u> <i>All Civil cases having value more than Rs. 5,00,000/- and all Civil Appeals, Executions transfered by District & Sessions Judge, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>All Session's cases Criminal Appeal, Revisions transfered by District & Sessions Judge, Alwar.</i>
14.	ADJ No. 5, Alwar	<u>CIVIL MATTERS</u> <i>All Civil cases having value more than Rs. 5,00,000/- and all Civil Appeals, Executions transfered by District & Sessions Judge, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>All Session's cases Criminal Appeal, Revisions transfered by District & Sessions Judge, Alwar.</i>
15.	ADJ No. 6, Alwar	<u>CIVIL MATTERS</u> <i>All Civil cases having value more than Rs. 5,00,000/- and all Civil Appeals, Executions transfered by District & Sessions Judge, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>All Session's cases Criminal Appeal, Revisions transfered by District & Sessions Judge, Alwar.</i>

16.	ADJ, Rajgarh	<u>CIVIL MATTERS</u> <i>All Civil cases having value more than Rs. 5,00,000/- and all Civil/Rent appeals arising in Sub Division of Raini, Rajgarh.</i> <u>CRIMINAL MATTERS</u> <i>Having Jurisdiction of Session's cases arising in Raini & Rajgarh and all Criminal Revisions and Appeals of Raini & Rajgarh.</i>
17.	ADJ, Laxmangarh	<u>CIVIL MATTERS</u> <i>All Civil cases having value more than Rs. 5,00,000/- and all Civil/Rent appeals arising in Sub Division of Govindgarh & Laxmangarh.</i> <u>CRIMINAL MATTERS</u> <i>Having Jurisdiction of Session's cases arising in Govindgarh & Laxmangarh and all Criminal Revisions and Appeals of Govindgarh & Laxmangarh.</i>
18.	ADJ, Kathumar	<u>CIVIL MATTERS</u> <i>All Civil cases having value more than Rs.5,00,000/- and all Civil/Rent appeals arising in Sub Division of Kherlimandi & Kathumar.</i> <u>CRIMINAL MATTERS</u> <i>Having Jurisdiction of Session's cases arising in Kherlimandi & Kathumar and all Criminal Revisions and Appeals of Kherlimandi & Kathumar.</i>
19.	ADJ, Thanagazi	<u>CIVIL MATTERS</u> <i>All Civil cases having value more than Rs.5,00,000/- and all Civil/Rent appeals arising in Sub Division of Thanagazi.</i> <u>CRIMINAL MATTERS</u> <i>Having Jurisdiction of Session's cases arising in Thanagazi and all Criminal Revisions and Appeals of Thanagazi</i>
20.	ADJ, Ramgarh	<u>CIVIL MATTERS</u> <i>All Civil cases having value more than Rs.5,00,000/- and all Civil/Rent appeals arising in Sub Division of Ramgarh.</i> <u>CRIMINAL MATTERS</u> <i>Having Jurisdiction of Session's cases arising in Ramgarh and all Criminal Revisions and Appeals of Ramgarh</i>

21.	<i>Spl. Judge SC/ST Court, Alwar</i>	<i>Having Jurisdiction of Special cases under the SC/ST(Prevention of Atrocities) Act in Alwar district.</i>
22.	<i>CJM, Alwar</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value of Rs. 2000001 to 500000/- & reference cases of Sub-division Alwar & Malakhera.</i> <u>CRIMINAL MATTERS</u> <i>All the Criminal cases of Police Station Kotwali & Akhaipura excluding cases of Section 138 Negotiable Instrument Act. All the cases under PFA Act of Alwar District.</i>
23.	<i>ACJM No. 1, Alwar</i>	<u>CIVIL MATTERS</u> <i>All civil cases of rent tribunal of Alwar.</i> <u>CRIMINAL MATTERS</u> <i>All Criminal cases of Police Station Vijay Mandir & Criminal cases transfered by DJ, Alwar & CJM, Alwar & All Forest Act & Wild life Protection Act (excluding Thanagaz).</i>
24.	<i>ACJM No. 2, Alwar</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value of Rs. 2000001 to 500000/- transfered by DJ, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>All Criminal cases of Police Station N.E.B. & Criminal cases transfered by DJ, Alwar & CJM, Alwar.</i>
25.	<i>ACJM No. 3, Alwar</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value of Rs. 2000001 to 500000/- transfered by DJ, Alwar</i> <u>CRIMINAL MATTERS</u> <i>All Criminal cases of Police Station Aravli Vihar, Cyber thana & Criminal cases transfered by DJ, Alwar & CJM, Alwar.</i>
26.	<i>ACJM No. 4, Alwar</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value of Rs. 2000001 to 500000/- transfered by DJ, Alwar</i>

		<u>CRIMINAL MATTERS</u> All Criminal cases of Police Station Vaishali Nagar, & Criminal cases transferred by DJ, Alwar & CJM, Alwar.
27.	ACJM No. 5, Alwar	<u>CIVIL MATTERS</u> All Civil cases having value of Rs. 2000001 to 500000/- transferred by DJ, Alwar. <u>CRIMINAL MATTERS</u> All Criminal cases of Police Station M.I.A. & Criminal cases transferred by DJ, Alwar & CJM, Alwar.
28.	ACJM No. 1, Rajgarh	<u>CIVIL MATTERS</u> All Civil cases having value Rs. 2000001 to 500000/- of Raini & Rajgarh & transferred by DJ, Alwar <u>CRIMINAL MATTERS</u> All Criminal cases of Police Station Rajgarh & transferred by DJ, Alwar & CJM, Alwar.
29.	ACJM No. 2, Rajgarh	<u>CIVIL MATTERS</u> All Civil cases having value Rs. 2000001 to 500000/- transferred by District and Sessions Judge, Alwar. <u>CRIMINAL MATTERS</u> All Criminal cases of Police Station Excise Act of Rajgarh & transferred by DJ, Alwar & CJM, Alwar.
30.	ACJM, Laxmangarh	<u>CIVIL MATTERS</u> All Civil cases having value Rs. 2000001 to 500000/- of Govindgarh, Laxmangarh & transferred by DJ, Alwar. <u>CRIMINAL MATTERS</u> All Criminal cases of Police Station Laxmangarh & transferred by DJ, Alwar & CJM, Alwar.

31.	ACJM, Kathumar	<u>CIVIL MATTERS</u> All Civil cases having value Rs. 2000001 to 500000/- of Kherlimandi, Kathumar & transferred by DJ, Alwar. <u>CRIMINAL MATTERS</u> All Criminal cases of Police Station Kathumar, Bahatukala and Excise Cases of Kathumar & transferred by DJ, Alwar & CJM, Alwar..
32.	ACJM, Thanagazi	<u>CIVIL MATTERS</u> All Civil cases having value Rs. 2000001 to 500000/- of Thanagazi & transferred by DJ, Alwar. <u>CRIMINAL MATTERS</u> All Criminal cases of Police Station Thanagazi & transferred by DJ, Alwar & CJM, Alwar.
33.	ACJM, Ramgarh	<u>CIVIL MATTERS</u> All Civil cases having value Rs. 2000001 to 500000/- of Ramgarh & transferred by DJ, Alwar. <u>CRIMINAL MATTERS</u> All Criminal cases of Police Station Ramgarh & Excise Act of Ramgarh & transferred by DJ, Alwar & CJM, Alwar.
34.	Principal Magistrate, J.J.B. Alwar	Matter related to the Juvenile Justice (Care and Protection of Children) Act 2015 of Alwar District.
35.	CJ & JM No. 1, Alwar	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- arising out of sub-division of Alwar. <u>CRIMINAL MATTERS</u> Transferred by DJ, Alwar & CJM, Alwar.
36.	CJ & JM No. 2, Alwar	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- transferred by District and Sessions Judge, Alwar

		<u>CRIMINAL MATTERS</u> <i>Having Jurisdiction of Police Station Bagar Tiraha and some of the villages of Police Station Akbarpur & transferred cases by DJ, Alwar & CJM, Alwar.</i>
37.	CJ & JM, Rajgarh	<u>CIVIL MATTERS</u> <i>All Civil cases having value upto Rs. 200000/- of Rajgarh & transferred by DJ, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>Having Jurisdiction of all Criminal cases of Police Station, Tehla & transferred cases by DJ, Alwar & CJM, Alwar.</i>
38.	CJ & JM, Raini	<u>CIVIL MATTERS</u> <i>All Civil cases having value upto Rs. 200000/- of Raini.</i> <u>CRIMINAL MATTERS</u> <i>Having Jurisdiction of all Criminal cases of Police Station, Raini.</i>
39.	CJ & JM, Laxmangarh	<u>CIVIL MATTERS</u> <i>All Civil cases having value upto Rs. 200000/- of Laxmangarh & transferred cases by DJ, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>Having Jurisdiction of all Criminal cases of Police Station, Barodamev & transferred cases by DJ, Alwar & CJM, Alwar.</i>
40.	CJ & JM, Govindgarh	<u>CIVIL MATTERS</u> <i>All Civil cases having value upto Rs. 200000/- of Govindgarh.</i> <u>CRIMINAL MATTERS</u> <i>Having Jurisdiction of all Criminal cases of Police Station, Govindgarh</i>

41.	CJ & JM, Kathumar	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Kathumar & transferred cases by DJ, Alwar. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station, Kathumar & transferred cases by DJ, Alwar & CJM, Alwar.
42.	CJ & JM, Kherlimandi	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Kherlimandi. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station Kherlimandi
43.	CJ & JM, Thanagazi	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Thanagazi & transferred cases by DJ, Alwar. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station, Pratapgarh & transferred cases by DJ, Alwar & CJM, Alwar.
44.	CJ & JM, Ramgarh	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Ramgarh & transferred cases by DJ, Alwar. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station, Naugava & Excise & transferred cases by DJ, Alwar & CJM, Alwar.
45.	CJ & JM, Malakhera	<u>CIVIL MATTERS</u> All Civil cases having value upto Rs. 200000/- of Malakhera. <u>CRIMINAL MATTERS</u> Having Jurisdiction of all Criminal cases of Police Station, Malakhera & of some villages of Akbarpur Police Station.
46.	SPL. J.M.(N.I.ACT Cases) No.1, Alwar	Cases of Negotiable Instruments Act, 1881 of Police Station Vijay Mandir, Aravli Vihar, Sadar, Shivaji Park and M.I.A. of Alwar District.

47.	<i>SPL. J.M.(N.I.ACT Cases) No.2, Alwar</i>	<i>Cases of Negotiable Instruments Act, 1881 of Police Station Kowali, & Vaishali Nagar of Alwar District.</i>
48.	<i>SPL. J.M.(N.I.ACT Cases) No.3, Alwar</i>	<i>Cases of Negotiable Instruments Act, 1881 of Police Station N.E.B. and Akhaipura of Alwar District.</i>
49.	<i>ACJ & JM No. 1, Alwar</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value upto Rs. 200000/- & transfered cases by DJ, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>Criminal cases of Police Station Sadar & transfered cases by DJ, Alwar & CJM, Alwar.</i>
50.	<i>ACJ & JM No. 2, Alwar</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value upto Rs. 200000/- & transfered cases by DJ, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>Criminal cases of Police Station Excise & transfered cases by DJ, Alwar & CJM, Alwar.</i>
51.	<i>ACJ & JM No. 3, Alwar</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value upto Rs. 200000/- & transfered cases by DJ, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>Criminal cases of Shivaji Park Thana & transfered cases by DJ, Alwar & CJM, Alwar.</i>
52.	<i>ACJ & JM No. 4, Alwar</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value upto Rs. 200000/- & transfered cases by DJ, Alwar.</i> <u>CRIMINAL MATTERS</u>

		<i>Criminal cases of Mahila Thana & transfered cases by DJ, Alwar & CJM, Alwar.</i>
53.	<i>ACJ & JM No. 5, Alwar</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value upto Rs. 200000/- & transfered cases by DJ, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>Criminal cases of PITA Act & Excise (of the all Police Station) & transfered cases by DJ, Alwar & CJM, Alwar.</i>
54.	<i>ACJ & JM No. 6, Alwar</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value upto Rs. 200000/- & transfered cases by DJ, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>Criminal cases of M.V. Act and Traffic Police Station & transfered cases by DJ, Alwar & CJM, Alwar.</i>
55.	<i>ACJ & JM, Rajgarh</i>	<u>CIVIL MATTERS</u> <i>All Civil cases having value upto Rs. 200000/- transfered by CJM and & District and Sessions Judge, Alwar.</i> <u>CRIMINAL MATTERS</u> <i>All Criminal cases transfered by CJM and & District and Sessions Judge, Alwar.</i>

- **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 staffs.

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 staffs. Sanctions CL/RH to Judicial Officers.

Spl Judge POCSO	Trial POCSO Cases	Sanctions CL/PL to POCSO Court Staff.
Spl Judge Family	Trial Family matters	Sanctions CL/PL to Family Court Staff.
Addl. District & Sessions Judges	Civil & Criminal cases transferred by District & Sessions Judge, Alwar. Senior ADJ exercises administrative power in absence of District Judge.	Sanctions CL/PL to ADJ Court Staff.
SC/ST Judge, Alwar	Trial SC/ST Act cases	Sanctions CL/PL to SC/ST Court Staff.
Sr. Civil Judge & Chief Judicial Magistrate (CJM)	Trial criminal cases. Allocates police stations to Judicial Officers. In-charge of Nazir.	Sanctions CL/PL to CJM Court
Civil Judge & JM	Civil & Criminal case per Jurisdictions.	Sanctions CL/PL to JM Court
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.
Sr. Munsarim (Superintendent)	Supervises all branches in District 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 & Service Books. PIO for Lower Court.	Supervises lower court establishment.
Reader / Stenographer	Assists Presiding Officer, prepares Daily Cause List (Peshi), maintains Fine/Bail/Peshi registers. Stenographers take dictations & issue free judgment copies.	Reader to Sessions Judge acts as Assistant PIO.
Clerk	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 court securities.
Record Keeper / Head Copyist	Record Keeper: Manages Record Room, receives decided files into Bastas, handles record destruction. Head Copyist: Issues certified copies via CD Registers.	Custodian of decided records & copy fees.

3 & 4: Decision-Making Channels & Operational Norms

Branch / Work Type	Initiating Level	Processing Channel	Final Decision Authority & Operational Norms
Court Functions	Clerk	Reader	Presiding Officer / Judicial Officer. Cases called turn-by-turn per Daily Cause List; safe file custody by

			Ahlmad.
Administrative Office	Dealing Clerk / Assistant	Sr. Munsarim	District & Sessions Judge / CJ (Sr. Div). Processed as per High Court rules & Rajasthan Govt instructions.
Nazir Branch	Civil Nazir / Nazir	Sr. Munsarim	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	Criminal Clerk	Criminal Clerk	Judicial Magistrate (JM). Case property preserved; bail orders from High Court processed for release warrants.

5 & 6: Rules, Key Registers & Administrative Committees

Essential Registers & Documents Maintained (Manual 5)

- **Courtroom Registers:** Maintain as per [General Rules \(Civil & Criminal\) 2018.](#)
- **Administrative Registers:** Maintain as per [General Rules \(Civil & Criminal\) 2018.](#)
- **Financial & Agency Registers:** Maintain as per [General Rules \(Civil & Criminal\) 2018.](#)

Constituted Administrative Committees (Manual 6)

- **DPC Committee :** Chairman: As per nominated by the District & Sessions Judge
- **District Computer Committee:** Chairman: As per nominated by the District & Sessions Judge
- **District Court Management System Committee :** Chairman: District & Sessions Judge
- **[Internal Complaints Committee \(GSICC\)](#) :** Chairman: As per nominated by the District & Sessions Judge
- **District Case Management Committee:** Chairman: District & Sessions Judge
- **District Legal Services Authority (DLSA):** Chairman: District & Sessions Judge

7 & 8: Officers Directory & Pay Scale Structure

Judicial Officer Pay Scales & Progression (Manual 7)

- Civil Judge (Junior Division) / Entry Level: ₹77,840 – ₹1,36,520
- Civil Judge (Junior Division) – After 1st ACP (5 years): ₹92,960 – ₹1,36,520
- Civil Judge (Junior Division) – After 2nd ACP: ₹1,11,000 – ₹1,63,030
- Senior Civil Judge (Entry Level): ₹1,11,000 – ₹1,63,030
- Senior Civil Judge – After 1st ACP: ₹1,22,700 – ₹1,80,200
- Senior Civil Judge – After 2nd ACP: ₹1,44,840 – ₹1,94,660
- District Judge (Entry Level / Pay Level J-5): ₹1,44,840 – ₹1,94,660
- District Judge (Selection Grade): ₹1,63,030 – ₹2,19,090
- District Judge (Super Time Scale / Pay Level J-7): ₹1,99,100 – ₹2,24,100

Judicial Staff Pay Levels (Pb. 7th Pay Commission)

- Class A / C Ministerial:

S. No.	Name of Post	Grade Pay	Pay Level
1.	Protocol cum Administrative Officer	6600	L-16
2.	Senior Munsarim	5400	L-14
3.	Office Assistant	3600	L-10
4.	P.A. cum Executive Assistant	6000	L-15
5.	Stenographer Grade - I	4800	L-12
6.	Stenographer Grade - II	4200	L-11
7.	Stenographer Grade - III (Hindi)	3600	L-10
8.	Stenographer Grade - III (English)	3600	L-10
9.	Sheristedar - I	4200	L-11
10.	Reader Grade - I	4200	L-11
11.	Sheristedar - II	3600	L-10
12.	Reader Grade - II	3600	L-10
13.	Sheristedar - III	2800	L-8
14.	Reader Grade - III	2800	L-8
15.	Clerk Grade - I	2800	L-8
16.	Clerk Grade - II	2400	L-5
17.	Class - IV	1750	L-2
18.	Jamadar	1900	L-3
19.	Process Server	2000	L-4
20.	Driver	2400	L-5
21.	A.A.O. - II	4200	L-11
22.	Junior Accountant	3600	L-10
23.	Informatic Assistant	2800	L-8
24.	Court Manager	5400	L-14
25.	System Officer	3600	L-10
26.	System Assistant	2800	L-8

9 STATEMENT SHOWING STRENGTH STAFF IN ALWAR JUDGESHIP WITH VACANT POST

S.No.	Name of Post	No. of Sanction Post	Working Post	No. of Vacant Post
1	Protocol Officer-cum Admn. Officer	1	1	0

2	Senior Munsarim	9	3	6
3	Office Assistant	1	1	0
4	P.A. Cum Executive Assistant	1	1	0
5	Stenographer Grade -I	21	21	0
6	Stenographer Grade -II	13	4	9
7	Stenographer Grade -III	22	25	0
8	Stenographer Grade -III (English)	2	0	2
9	Shetistedar Grade -I	12	9	3
10	Shetistedar Grade -II	12	12	0
11	Shetistedar Grade -III	21	21	0
12	Reader Grade -I	21	19	2
013	Reader Grade -II	13	13	0
14	Reader Grade -III	21	21	0
15	Clerk Grade -I	54	51	3
16	Clerk Grade -II	180	164	16
17	Process Server	62	55	7
18	Class IV	227	15	212
19	Jamadar	1	1	0
20	A.A.O.-II	2	1	1
21	Jr. Acctt	3	4	0
22	Driver	4	4	0
23	I.A.	15	0	15
24	Court Manager	1	1	0
25	S.O.	1	1	0
26	S.A.	5	3	2
Total		725	451	278

Strength Staff of Alwar Judgeship

SANCTION STRENGTH	WORKING STRENGTH	VACANT POSTS
725	451	278

9 to 10: Budget Heads, Subsidies & Citizen Facilities

- **Budget Allocations (Head 2014 - Admin of Justice):** Grants received for Salaries (105-01 to 04), Wages, Travelling Allowance, Office Expenses/P.O.L./Law Books, Electricity, Telephone, Water Charges, Adv. Publication, Rent Rate & Taxes, Medical Reimbursement, and Head 108 Criminal Courts.
- **Subsidies & Concessions:** Nil / Not Applicable.
- **Electronic Information & Website:** Official Court Portal: <https://alwar.dcourts.gov.in> | Dissemination via official letters, telephone, newspapers, seminars, and brochures.

11: Designated Public Information Officers (PIOs)

Court Setup / Office	Assistant PIO	Public Information Officer (PIO)	Appellate Authority
<i>Alwar District HQ</i>	<i>CJM Alwar</i>	<i>CJM Alwar</i>	<i>District and Sessions Judge, Alwar</i>
<i>Rajgarh Court Complex</i>	<i>ACJM No.1 Rajgarh</i>	<i>ACJM No.1 Rajgarh</i>	<i>District and Sessions Judge, Alwar</i>
<i>Laxmangarh Court Complex</i>	<i>ACJM Laxmangarh</i>	<i>ACJM Laxmangarh</i>	<i>District and Sessions Judge, Alwar</i>
<i>Kathumar Court Complex</i>	<i>ACJM Kathumar</i>	<i>ACJM Kathumar</i>	<i>District and Sessions Judge, Alwar</i>
<i>Thanagazi Court Complex</i>	<i>ACJM Thanagazi</i>	<i>ACJM Thanagazi</i>	<i>District and Sessions Judge, Alwar</i>
<i>Ramgarh Court Complex</i>	<i>ACJM Ramgarh</i>	<i>ACJM Ramgarh</i>	<i>District and Sessions Judge, Alwar</i>
<i>Malakhera Court Complex</i>	<i>JM Malakhera</i>	<i>JM Malakhera</i>	<i>District and Sessions Judge, Alwar</i>
<i>Kherli Mandi Court Complex</i>	<i>JM Kherli Mandi</i>	<i>JM Kherli Mandi</i>	<i>District and Sessions Judge, Alwar</i>
<i>Raini Court Complex</i>	<i>JM Raini</i>	<i>JM Raini</i>	<i>District and Sessions Judge, Alwar</i>
<i>Govindgarh Court Complex</i>	<i>JM Govindgarh</i>	<i>JM Govindgarh</i>	<i>District and Sessions Judge, Alwar</i>

12: RTI Application Rules, Fees, Penalties & Forms

1. Application & Fee Rules

- **How to Apply:** The eRTI Portal is also available at <https://hcraj.nic.in/erti/>.
- Web Portal can be used only by Indian citizens to file RTI Application and First RTI Appeal. Any supporting document/annexure can be attached as PDF document in "Supporting Document" option with the specified file size.
- **Electronic Submissions:** Requisite fee must be deposited within 7 days of electronic request, failing which application is dismissed.

- The applicant is advised to wait for 24-48 working hours as application will be registered only after reconciliation of payment. In case of any query, kindly contact the concerned SPIO/SAPIO through e-mail provided in the acknowledgement receipt.
- Applicant is advised to check the portal on regular basis for any information regarding application/appeal status, additional fee, copying charges, inspection charges and/or any other charges / information, and act accordingly.
- Application Fee or any other Charges once paid through Portal shall not be refunded.
- **Fee for applying RTI application:** A fee of ₹50/- per application is required. The applicant can pay the prescribed fee through the following modes: Internet Banking, Credit/Debit Card and UPI.

2. Exemptions & Restrictions

- **Judicial Functions Exemption:** As per RTI Rules.
- **Record Destruction Rules:** As per RTI Rules.

3 Appeals Authority

- **Appeals Authority** - District Judge.

NOTIFICATION

The following Officers as the Assistant Public Information Officers, Public Information Officers and the First Appellate Authorities for the Subordinate Courts of Rajasthan, as required under section 19 of the Right to Information Act, 2005:-

Sr. No.	Name of the Court Complex	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1.	Alwar District HQ	CJM Alwar	CJM Alwar	District and Sessions Judge, Alwar
2.	Rajgarh Court Complex	ACJM No.1 Rajgarh	ACJM No.1 Rajgarh	District and Sessions Judge, Alwar
3.	Laxmangarh Court Complex	ACJM Laxmangarh	ACJM Laxmangarh	District and Sessions Judge, Alwar
4.	Kathumar Court Complex	ACJM Kathumar	ACJM Kathumar	District and Sessions Judge, Alwar
5.	Thanagazi Court Complex	ACJM Thanagazi	ACJM Thanagazi	District and Sessions Judge, Alwar
6.	Ramgarh Court Complex	ACJM Ramgarh	ACJM Ramgarh	District and Sessions Judge, Alwar
7.	Malakhera Court Complex	JM Malakhera	JM Malakhera	District and Sessions Judge, Alwar
8.	Kherli Mandi Court Complex	JM Kherli Mandi	JM Kherli Mandi	District and Sessions Judge, Alwar
9.	Raini Court Complex	JM Raini	JM Raini	District and Sessions Judge, Alwar
10.	Govindgarh Court Complex	JM Govindgarh	JM Govindgarh	District and Sessions Judge, Alwar

***Information under Section 4(1)(b)(xvi) of the Right to Information Act, 2005.
Names, designations and other particulars of the Public Information Officers***

S. No.	Judgeship	SPIO/SAPIO Name	Court or Office Name of SPIO/SAPIO	Official Mail ID of Court/Office
1.	ALWAR	Neha Goyal	CJM Alwar	cjm-alw-rj@hcraj.nic.in

2.	ALWAR	Dilip Kumar Meena	ACJM No.1, Rajgarh	acjmraj-alw-rj@hcraj.nic.in
3.	ALWAR	Varsha Amera	ACJM, Laxmangarh	acjmlax-alw-rj@hcraj.nic.in
4.	ALWAR	Yudhister Meena	ACJM, Kathumar	acjmkat-alw-rj@hcraj.nic.in
5.	ALWAR	Manoj Kumar	ACJM, Thanagazi	acjmtha-alw-rj@hcraj.nic.in
6.	ALWAR	Harsh Vardhan	ACJM, Ramgarh	acjmram-alw-rj@hcraj.nic.in
7.	ALWAR	Arush Tripathi	JM, Malakhera	cjjmmal-alw-rj@hcraj.nic.in
8.	ALWAR	Rajeev Jindal	JM, Kherli Mandi	cjjmkhe-alw-rj@hcraj.nic.in
9.	ALWAR	Mahima Chauhan	JM, Raini	cjjmrai-alw-rj@hcraj.nic.in
10.	ALWAR	Neetu Gupta	JM, Govindgarh	cjjmgov-alw-rj@hcraj.nic.in
<u>Appellate Authorities</u>				
1	ALWAR	Sh. Anant Bhandari	DJ ALWAR	dc-alw-rj@nic.in