2. The powers and duties of Officers and Employees

Sr. No.	COURT NAME	POWERS & DUTIES
01	District & Sessions Judge, Jaipur Metropolitan-I	**CIVIL MATTERS** All Civil cases having value more than Rs. 5,00,001/- Succession Act, Guardian & Wards Act & all Civil Revisions & Appeals arising in Sub-divisions of Jaipur Metropolitan-I **CRIMINAL MATTERS** Having jurisdiction of Session's cases arising in sub-division of Jaipur Metropolitan-I, and all Criminal Revisions and Appeals of sub-division of Jaipur Metropolitan-I. The Sessions Judge, Jaipur Metropolitan-I has been also designated as Special Judge for N.D.P.S. Act Cases, Electricity Act Cases and Human Right Act Cases of Jaipur Metropolitan-I District.
02	PO – MACT No. 2, Jaipur Metropolitan-I	A Motor Accident Claims Tribunal (MACT) claims under the Motor Vehicles Act, 1988, road accident victims or their legal heirs to obtain financial compensation for injury, death, or property damage.
03	Chairman, Co-operative Tribunal, Jaipur	Cases related to Rajasthan Co-operative Societies Act, 2001
04	Spl. Judge, NDPS Cases, Jaipur Metropolitan-I	The Narcotic Drugs and Psychotropic Substances Act, 1985 (NDPS Act), to curb drug trafficking, cultivation, and consumption.
05	Spl. Judge, Communal Riots Cases, Jaipur Metro-I	To handle criminal and related proceedings arising from communal disturbances.
06	Spl. Judge, POCSO Act Cases, Jaipur Metropolitan-I	The Protection of Children from Sexual Offences Act, 2012
07	Spl. Judge,Fake Indian Currency Notes , Jaipur Metropolitan-I	Cases and law enforcement involving Fake Indian Currency Notes
08	Spl. Judge SC/ST Cases Jaipur Metropolitan-I	Cases registered under the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 (SC/ST Act).
09	Additional Sessions Judge, Women Atrocity Cases, Jaipur Metropolitan-I	Registered crimes and atrocities against women

10	Rent Appellate Tribunal, Jaipur Metropolitan-I	The Appellate Rent Tribunal is a specialized judicial court established under the Rajasthan Rent Control Act, 2001 to hear appeals against the final orders of the Rent Tribunal
11	Additional District & Sessions Judge, Jaipur Metropolitan-I	In the absence of Learned District and Sessions Judge, senior Additional District & Sessions Judge-I may exercise administrative powers. CIVIL MATTERS All Civil cases having value more than Rs. 50,0000/- Succession Act, Guardian & Wards Act & all Civil Revisions & Appeals arising in Sub-divisions of Jaipur Metropolitan-I, CRIMINAL MATTERS Having jurisdiction of Session's cases arising in sub-division of Jaipur Metropolitan-I,..... All Criminal Revisions and Appeals of sub-division of Jaipur Metropolitan-I, ……. Additional District & Sessions Judge, Jaipur Metropolitan-I has been also designated as Special Judge for N.D.P.S. Act Cases, Electricity Act Cases and Human Right Act Cases of Jaipur Metropolitan-I Judgeship.
12	Additional District & Sessions Judge 10 & 11, sanganer, Jaipur Metropolitan-I	CIVIL MATTERS All Civil cases having value more than Rs. 50,0000/- Succession Act, Guardian & Wards Act & all Civil Revisions & Appeals arising in Sub-divisions of Jaipur Metropolitan-I, CRIMINAL MATTERS Having jurisdiction of Session's cases arising in sub-division of Jaipur Metropolitan-I,..... All Criminal Revisions and Appeals of sub-division of Jaipur Metropolitan-I, ……. Additional District & Sessions Judge, Jaipur Metropolitan-I has been also designated as Special Judge for M.A.C.T cases, N.D.P.S. Act Cases, Family Matters Cases.

13	Additional District & Sessions Judge, Bassi, Jaipur Metropolitan-I	In the absence of Learned District and Sessions Judge, senior Additional District & Sessions Judge-I may exercise administrative powers. CIVIL MATTERS All Civil cases having value more than Rs. 50,0000/- Succession Act, Guardian & Wards Act & all Civil Revisions & Appeals arising in Sub-divisions of Jaipur Metropolitan-I, CRIMINAL MATTERS Having jurisdiction of Session's cases arising in sub-division of Jaipur Metropolitan-I,..... All Criminal Revisions and Appeals of sub-division of Jaipur Metropolitan-I, ……. Additional District & Sessions Judge, Jaipur Metropolitan-I has been also designated as Special Judge for M.A.C.T cases, N.D.P.S. Act Cases, Family Matters Cases.
14	Additional District & Sessions Judge, Chaksu, Jaipur Metropolitan-I	In the absence of Learned District and Sessions Judge, senior Additional District & Sessions Judge-I may exercise administrative powers. CIVIL MATTERS All Civil cases having value more than Rs. 50,0000/- Succession Act, Guardian & Wards Act & all Civil Revisions & Appeals arising in Sub-divisions of Jaipur Metropolitan-I, CRIMINAL MATTERS Having jurisdiction of Session's cases arising in sub-division of Jaipur Metropolitan-I,..... All Criminal Revisions and Appeals of sub-division of Jaipur Metropolitan-I, ……. Additional District & Sessions Judge, Jaipur Metropolitan-I has been also designated as Special Judge for M.A.C.T cases, N.D.P.S. Act Cases, Family Matters Cases.
15	Chief Judicial Magistrate, Jaipur Metropolitan-I	Can award a maximum imprisonment of 7 years (excluding death or life imprisonment), grant bail, issue search warrants, and inspect subordinate jails and courts

16	ACJM, PCPNDT ACT Cases, Jaipur Metropolitan-I	Pre-Conception and Pre-Natal Diagnostic Techniques (PC & PNDT) Act, 1994 is an Indian legislation enacted to stop female foeticide and arrest the declining child sex ratio
17	Additional Chief Judicial Magistrate, Jaipur Metropolitan-I	The Chief Judicial Magistrate can grant an ACJM powers equivalent to or up to the level of a CJM for specific types of cases such as economic offences, railway cases
18	Special JM (NI Act Cases) No, Jaipur Metropolitan-I	NI Act cases primarily refer to criminal prosecutions under Section 138 of the Negotiable Instruments Act, 1881, which deals with the dishonour of cheques
19	Special Judge CBI Cases, Jaipur Metropolitan-I Jaipur	Prevention of Corruption Act, 1988, Court has the power to ensure the speedy trial of cases investigated by the Central Bureau of Investigation (CBI)
20	Rajasthan Non Government Education Institutional Tribunal, Jaipur	The Rajasthan Non-Government Educational Institutions Act, 1989. It is designed to fast-track and settle disputes between the management committees of recognized private (non-government) schools/colleges and their employees
21	P.O Rajasthan State Transport Tribunal, Jaipur	STAT is to act as a corrective higher authority over the lower regulatory transport bodies The Regional Transport Authority (RTA) and the State Transport Authority (STA). Under Section 89 of the Motor Vehicles Act, the Tribunal has the power to hear and decide appeals from individuals or corporations (such as the Rajasthan State Road Transport Corporation *(RSRTC)*) aggrieved by the actions of an RTA or STA.

Staff

Protocol Officer Cum Administrative Officer, Court Manager, Senior Munshrim, Executive Assistant, Reader Grade-I, Reader Grade-II, Reader Grade-III, Stenographer Grade-I, Stenographer Grade-II, Stenographer Grade-III, Senior Assistants, Clerks , Drivers, Class IV employees, Process Server ministerial staff

Technical Manpower Senior System Officer, System Officer, System Assistant is High court staff available to District & Sessions Court.

The Reader Grade-I, Reader Grade-II, Reader Grade-III, Stenographer Grade-I, Stenographer Grade-II, Stenographer Grade-III, Senior Assistants, Clerks , Drivers, Class IV employees, Process Server ministerial staff is available to the remaining Judicial hierarchy.

Powers and Duties of Officers	
District & Sessions Judge	District & Sessions Judge is the Drawing & Disbursing Officer (DDO), Appellate Authority under RTI, Chairman of District Legal Service Authority & District Criminal Supervisory Committee, competent authority for appointment, transfer, leave sanctioning, and disciplinary action of staff. The District & Sessions Judge is Head of the Office. He/She has been assigned powers/duties as District Judge in Civil Matters and Criminal Matters. He/She can transfer any civil case from any Court to another Court having competent jurisdiction in the District.
Additional District & Sessions Judge, Jaipur Metropolitan-I	Nodal officers for proper functioning of Compulsory Retirement (Screening), Chamber Allotment Committee, Compulsory Retirement (Review), District Court Accessibility Committee, Committee for Disposal of Single Lock/Double Lock Malkhana Articles pending in various Courts (Banipark, Jaipur, Sanganer, Bassi, Chaksu)
Additional District & Sessions Judge,(Bassi), Jaipur Metropolitan-I	Nodal officers for proper functioning of Process, Accounts, Statistics, Disposal of Single/Double Lock Malkhana Articles pending in various Courts and Police Station related to various courts (Bassi), A committee for the following purposes: overseeing the current premises of the Bassi court; handling the allotment of new land; allocating budgets for construction; monitoring budget utilization; supervising construction work; coordinating and corresponding with all relevant departments; and carrying out all other incidental tasks. effective implementation & monitoring of the solid waste management rules, 2026
Additional District & Sessions Judge, (Chaksu), Jaipur Metropolitan-I	Nodal officers for proper functioning of Process, Accounts, Disposal of Single/Double Lock Malkhana Articles pending in various Courts and Police Station related to various courts (Chaksu), A committee for the following purposes: overseeing the current premises of the Chaksu court; handling the allotment of new land; allocating budgets for construction; monitoring budget utilization; supervising construction work; coordinating and corresponding with all relevant departments; and carrying out all other incidental tasks. effective implementation & monitoring of the solid waste management rules, 2026
Additional District & Sessions Judge, (Sanganer) Jaipur Metropolitan-I	Nodal officers for proper functioning of Process, Accounts, Disposal of Single/Double Lock Malkhana Articles pending in various Courts and Police Station related to various courts (Sanganer), A committee for the following purposes: overseeing the current premises of the Sanganer court; handling the allotment of new land; allocating budgets for construction; monitoring budget utilization; supervising construction work; coordinating and corresponding with all relevant departments; and carrying out all other incidental tasks. subordinate courts gender sensitization and internal complaints committee (gsicc) and effective implementation & monitoring of the solid waste management rules, 2026

Chief Judicial Magistrate (CJM)	He/She has been assigned powers/duties as Chief Judicial Magistrate to allocate the Police Stations to the courts of Jaipur metropolitan-I Judgeship in consultation of District & Sessions Judge. Responsible for own court functioning and any other work charge which is assigned by the District Judge.Inspection of their own court. RTI officer at Jaipur metropolitan-I Headquarter, Nodal Officer for Court and residential Building, Authorise the Officer for Evidence recording of 164 Cr.P.C. & Remand Duty and provide instruction to Judicial Magistrates for courts administrative and Judicial works.
Additional Civil Judge & JM	Nodal officers for proper functioning of Copying section (Judges), Copying section (Munsif), Computer and other related e-court project works.
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.
Employees	
Protocol Cum Administrative Officer	To supervise the Protocol Duties and make arrangements of Guests visits of Hon'ble RHC and directions issued by District & session Judge regarding Administration of the courts.
Senior Munsarim	Supervises the overall administration, branches, and clerical workflows of the District and Sessions Court or subordinate judgeships,Manages correspondence with the High Court, maintains service books, and handles administrative works
Court Manager	Administrative & General office management, workflow supervision, and non-judicial responsibilities from District & Session Judge,Overseeing implementation of e-Courts projects, digital record infrastructure, e-filing systems, staff engagement, assisting in coordination with ministerial staff and managing day-to-day administrative deployments, budget monitoring, coordinating with the registry, bar associations,Waste and cleaning management, District Court Infrastructure Information management system, Integrated Financial Management System, Land and building repair and maintenance, Land and Building related matters, assisting LDC examinations.
System Officer & System Assistant	Provide daily technical assistance,install/configure software applications, troubleshoot hardware and software issues, and resolve end-user problems for court or office staff ,Plan, configure, and oversee the installation of major hardware upgrades, software deployments, and e-Court integration projects, Network Management, Security & Vulnerability Protection, Oversee regular data backup protocols, server system upgradation, peripherals, network connections, and digital judicial platforms, e-filing systems,e-Services applications,training non-technical staff and judges/officers on using digital tools, video conferencing, and office software

Stenographer Cadre	Take dictation in shorthand from the Presiding Officer during trials, hearings, or dictation of judgments/orders. Transcribe shorthand notes onto computers and assist in issuing certified/free copies of judgments Maintain strict confidentiality regarding sensitive judicial files, chambers work and official correspondence
Reader	Assist the Presiding Officer directly inside the courtroom during live proceedings. Maintain daily cause lists (Peshi registers), record order sheets, and manage fine, bail, and exhibit registers.
Civil & Criminal Clerks	File and scrutinize new plaints, petitions, and criminal complaints; issue summonses, notices, warrants, bail / stay orders. Maintains Civil / Criminal registers (IPC, CrPC, FIR, Execution, Rent).
Nazir	Manage handle process/summons serving fees, oversee financial deposits or ministerial financial paperwork, Day to day functioning of the court, submitting statistical data as and when required, coordination with PWD officials for Building repair and maintenance works.
Process Server	To service of summon of various courts of Udaipur including other summon received through proper channel
Peons	Maintain the courts and look after the daily work.