



DISTRICT AND SESSIONS COURTS **HISAR (HARYANA)**

***(Information on 16 Manuals under Section 4.1 (b) of the
Right to Information Act, 2005)***



INFORMATION MANUAL FOR RTI ACT, 2005
DISTRICT & SESSIONS COURT, HISAR
FOR THE COURTS OF DISTRICT & SESSIONS JUDGE AND
ADDL. DISTRICT & SESSIONS JUDGE, HISAR

Sr. No	PIO's	Name/ Designation	Phone/ Fax Number	E-mail ID
1.	Appellate Authority	District & Sessions Judge	01662-232376 / 01662-230468 (Fax)	dsjhsr@hry.nic.in
2.	Public Information Officer	Superintendent Grade-I	01662-232376 85700-05141	
3.	Asst. Public Information Officer	Chief Ministerial Officer of the Court		

FOR THE COURT OF CIVIL JUDGE (SENIOR DIVISION) AND
CIVIL JUDGE (JUNIOR DIVISION), HISAR

Sr. No	PIO's	Name/Designation	Phone/ Fax Number	E-mail ID
1.	Appellate Authority	Civil Judge (Senior Division)	01662-232822	dsjhsr@hry.nic.in
2.	Public Information Officer	Clerk of Court (COC)/Reader		
3.	Asst. Public Information Officer	Chief Ministerial Officer of the Court		



**FOR THE COURTS OF CHIEF JUDICIAL MAGISTRATE,
ADD. CHIEF JUDICIAL MAGISTRATE AND JUDICIAL MAGIS-
TRATE IST CLASS, HISAR HEADQUARTER**

Sr. No.	PIO's	Name/Designation	Phone/ Fax Number	E-mail ID
1.	Appellate Authority	Chief Judicial Magistrate	01662-234245	cjm.hisar@ ajj.gov.in
2.	Public Information Officer	Chief Ministerial Officer/Reader of the Court		
3.	Asst. Public Information Officer	Senior Most Ahlmad/ Stenographer		

INFORMATION MANUAL FOR RTI ACT, 2005
FOR THE COURTS SITUATED AT SUB DIVISION, HANSI
**FOR THE COURTS OF ADDL. CIVIL JUDGE (SENIOR DIVISION)-
CUM-SUB DIVISIONAL JUDICIAL MAGISTRATE AND CIVIL
JUDGES (JUNIOR DIVISION)-CUM-JUDICIAL MAGISTRATES IST
CLASS, HANSI**

Sr. No.	PIO's	Name/Designation	Phone/ Fax Number	E-mail ID
1.	Appellate Authority	Addl. Civil Judge (Senior Division)-cum-Sub Divisional Judicial Magistrate	01663-257555	Sd- jmhansi @ gmail.com
2.	Public Information Officer	Chief Ministerial Officer of the Court		
3.	Asst. Public Information Officer	Senior Most Ahlmad/ Stenographer		



MANUAL 1

The Particulars of Organization, Functions and Duties

Particulars

- Name of the Organization: Office of District and Sessions Judge, Hisar. This organization is sub-ordinate institution of the Hon'ble Punjab and Haryana High Court, Chandigarh.
- Functions of the Organization: The organization has it's two main functions.
i) Judicial Function and
ii) Administrative Function.
- Duties of the Organization: I) To exercise the control over all it's subordinate Courts functioning in it's territorial jurisdiction.
ii) To distribute the various grants Amongst it's subordinate authorities received from the Government, time to time.
iii) To deal with the all correspondence relating to Hon'ble High Court and the Department of law & Justice, Government of Haryana.
iv) To administer justice as per the various legislation/ statutes.
v) To recruit Class-IV Govt. Servants with the help of Advisory Committee.
vi) To promote the officials to the higher responsible post
vii) To handle the administration in view of the procedural laws, Punjab Civil Services Rules applicable in State of Haryana, the Government Resolutions and the Notifications issued by the High Court.
viii) In exercising the duties of



administrative nature, the organization deals with the Transfers of it's employees, departmental inquiries of the employees etc.

ix) The Head of the Organization- The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Hisar under which the Lok-Adalats, Seminar on various legal subjects are held.



MANUAL 2

The Powers and Duties of Judicial Officers AND Employees

There are following cadres of the Judicial Officer/s:

- i) The District and Sessions Judge
- ii) The Additional District and Sessions Judge,
- iii) The Additional District and Sessions Judge (Adhoc), Fast Track Courts.

The above Judicial Officers/Judges deals with the matters pertaining to the appellate side and cases triable by the sessions only and also the matters under Special Act and Motor Accident Claims Petitions.

- iv) The Civil Judge (Senior Division):-

To deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government are also being heard and decided by these Judicial Officers/ Judges.

- v) The Chief Judicial Magistrates:-

To deal with all types of Criminal matters excluding the cases triable by the Court of Session.

- vi) The Civil Judges (Junior Division) and Judicial Magistrate First Class:-

- I) To deal with the matters of civil nature having jurisdiction up-to Rs. 2 lac.
- II) To deal with the matters of criminal nature excluding triable by the Court of Sessions and also excluding the cases having exclusive jurisdiction to the Chief Judicial Magistrate.



Categories of Employees

The various categories of the employees of organization are, as under:-

Class-A : Chief Administrative Officer/Superintendent

Class-C : Reader Grade I, II and III,
Stenographer Grade I, II and III
Graduate Clerks, Ahlmads, Clerks,
Driver, Bailiff

Class-D : Process Server/Peon/Watchman/
Mali/Orderly Peon/Waterman/Record-lifter/
Usher/Sweeper/Chowkidar



Duties of Employees

Superintendent/Chief Administrative Officer

To supervise over the employees of Class-III and Class- IV and to assist the Head of the Organization in Administrative/Judicial work.

Reader Grade I, II , III

To perform the work of Bench, Statistics, Correspondence, Accounts, Establishment in District Court as well as in subordinate Courts.

Stenographer Grade I , II, III

To note down evidence in English on Typewriter/ Computer.
To take dictation of the Judges of Appellate Authorities in cases and transcribe the same.
To take down evidence in English on Typewriter/Computer. To take dictation in cases from the Judges.

Ahlmads

To have the custody of cases instituted in the respective Court to look after the maintenance of those cases and to do the work as per procedural laws and the duties assigned by the Head of the Organization and by the Presiding Officer of the Court.

Clerks

To do work of offices of the Presiding Officers on different posts like bill Clerk, Lib. Clerk, Copy Clerk, Copyist etc.

Bailiffs/ Process Servers

To serve the summonses, notices and to execute warrants issued by the Court/s.



Peons

To obey the orders of Presiding Officer, to do the work of cleaning of court halls, to distribute the dak etc.

Chowkidars

To watch the Court building and premises.

Sweepers

To clean the Court premises, lavatories etc.



MANUAL 3

The Procedure followed in the decision making process, including channels of supervision and accountability.

The below listed rules, regulations, instructions, manuals, records are held by the organization or are being used for its control or discharging its functions by the employees

1. The Civil Manual, 1986.
2. The Criminal Manual, 1980.
3. The Code of Civil Procedure, 1908.
4. The Code of Criminal Procedure, 1973.
5. The Punjab Civil Services Rules
6. The Punjab Budget Manual
7. The Punjab Financial Rules
8. The Punjab Treasury Rules
9. High Court Rules and Regulations Vol.I, II, III, IV,V & VI)
10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Haryana and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court, from time to time.



MANUAL 4

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

As per the guidance, written directions & norms set by the Hon'ble High Court of Punjab and Haryana and various resolutions & circulars issued by the Govt of Haryana.



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

A statement of the categories of: The following registers/documents that are held by it or documents are maintained by under its control. this office.

1. The Register for Civil and Criminal Side.
2. The separate registers for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained by the subordinate Courts.
3. The separate registers for the registration of Regular IPC cases, Act Cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained by all the Judicial Magistrates.
4. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and it's execution are being maintained in Appellate Court/s.
5. The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Court/s.
6. The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers are being maintained as per the Civil and Criminal Manual.
7. For the purpose of maintaining Accounts of the organization, the registers. i.e. The Book for Receipts for money paid into Court, Register of deposit receipts-"C" Register, the Register of deposit payment-"D" Register, the Register of attached property produced in Civil Proceedings- "F" Register, the Register of Money received on account of subsistence money of Civil Prisoners-"G" Register, the register of payment on account of subsistence money-"H" register, the Cash Book-I, the Ledger Book-J, the Treasury Pass Book-K, the Treasury Cheque Book-L, the register of applications for refund of lapsed deposit, and other various registers are being maintained as per the Civil and Criminal Manuals.



8. Service Books of Officer/s and employee/s, GPF Account of Class-IV Govt. Servants, Muster Roll of Class-III and IV Govt. Servants, List of disposed-of records deposited in Judicial Record Room. The disposed of records of all the Courts are deposited in Judicial Record Room, Hisar and Hansi and preparation of certified copies in disposed of cases are being prepared and delivered by the Record Keeper (Record Room).



MANUAL 6

A statement of the categories of documents that are held by it or under its control.

1. Acts and procedures
2. High court rules and regulations
3. Civil service rules
4. Salary and finance
5. Statistical records
6. Case records
7. Staff records
8. Library records
9. Administrative record
10. Computerization record

**MANUAL 7****The Names, Designations and other particulars of the Public Information Officers are as follows:**

Sr.No.	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1.	a) Court of District and Sessions Judge and Court of Additional District and Sessions Judges at District Head Quarters.	Chief Ministerial Officer of the Court of District and Sessions Judge.	Chief Administrative Officer/ Supdt. in the office of District and Sessions Judge.	District and Sessions Judge of the respective Sessions Division.
	b) Court of Additional District and Sessions Judge at places where there is no District and Sessions Judge.	Senior Ahlmad/ Steno - grapher	Chief Ministerial Officer of the Court of Senior Most Additional District and Sessions Judge	Senior Most Additional District and Sessions Judge
2.	Court of Civil Judge (Senior Division).	Chief Ministerial Officer Of the Court.	Clerk of the Court of the office of Civil Judge (Senior Division).	Civil Judge (Senior Division).
3.	Court of Chief Judicial Magistrate.	Senior Most Ahlmad/ Steno - grapher.	Chief Ministerial Officer of the Court.	Chief Judicial Magistrate.
4.	Court of Civil Judge	Senior	Chief	Senior



situated at places other than the District headquarters	Most Ahlmad/ Steno - grapher	Ministerial Officer of the Court	Most Judicial Officer.
5. Court of Judge Small Cause	Chief Ministerial officer of the respective Court. Officer Of Small Cause Court	Chief Ministerial officer, Small Cause Court	Judge, Court of Small Cause.
6. Court of Additional Civil Judge (Senior Division) or Court of Senior Most Civil Judge at Sub Division level.	Senior Most Ahlmad/ Steno - grapher.	Chief Ministerial Officer of the Senior Most Judicial Officer.	Officer of the Senior Most Judicial Officer.



MANUAL 8

The procedure followed in the Decision Making Process

The Officers follow the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court. The employees working in the various courts and sections follow the procedures laid down in the manuals.

The District & Sessions Judge, Hisar, supervises the work of the organization and exercises control over it. Likewise, he distributes the grants received from the Government amongst the subordinate authorities for its appropriate expenditure. The subordinate authorities submit various types of returns and information to the Head of the Organization for onward transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.

The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after its registration the suits are being allotted amongst the other Civil Judges by rotation, except special jurisdiction.

The Criminal cases are initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/s for disposal according to law, except the cases tribal under section 409 of I.P.C.

The cases exclusively tribal by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

**MANUAL 10**

The monthly remuneration received by each of its officers and employees. including the system of compensation as provided in its regulations

The information is as Under:-

Judicial Officers**Pay Scales**

1. District and Sessions Judge	:	₹51550-1230-58930-1380-63070/-
2. Addl. District and Sessions Judge	:	₹51550-1230-58930-1380-63070/-
3. Civil Judge (Sr. Divn.)	:	₹39530-920-40450-1080-49090-1230-54010/-
4. Chief Judicial Magistrate	:	₹39530-920-40450-1080-49090-1230-54010/-
5. Addl. Civil Judge (Sr. Divn.)	:	₹39530-920-40450-1080-49090-1230-54010/-
6. Civil Judge (Jr. Divn.)	:	₹27700-44700-770-33090-920- 40450-1080-44770/-

Judicial Employees**Pay Scales****Class A**

Chief Administrative Officer- -cum- Superintendent.	:	FPL-10
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Class C

Reader Grade I	:	FPL-7
Reader Grade II	:	FPL-6
Reader Grade III	:	FPL-6
Stenographer Gr.I	:	FPL-7
Stenographer Gr.II	:	FPL-6
Stenographer Gr.III	:	FPL-4
Graduate Clerks	:	FPL-4
Clerks	:	FPL-2
Drivers	:	FPL-4
Bailiff	:	FPL-2

Class D

Process Server	:	FPL-DL
Usher	:	FPL-DL
Peon/Orderly/Chowkidar/ Waterman/Sweeper	:	FPL-DL



MANUAL 11

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

Initially the Organization receives the grants under various heads from the Government and thereafter it distributes the same amongst its subordinate Courts/ authorities as per their requirements and the remaining funds are for expenditure of pay & allowances, wages, traveling allowances, office expenses, Rent, rate & taxes, publications, grant-in-aid etc.



MANUAL 12

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

The Manner of Execution of Subsidy Programmers. : The information as relates to this issue/point so far as the organization is concerned is "Nil".



MANUAL 13

Particulars of recipients of concessions, permits or authorizations granted by it;

Licenses/permits are being issued to the Clerk/s of the Advocate/s. License to the persons who work as Typist in the Bar Room with the consultation of the Judge & the Bar Association. Licenses are also given to the persons who work as Petition Writer in Civil Courts with the consultation of the Judge and they are authorize to receive the charges for writing the description of the documents and for typing charges as per norms prescribed in Civil and Criminal Manual.



MANUAL 14

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

The organization discharges its functions in view of the various norms set by the Government and the Hon'ble High Court by various Rules of Haryana Civil Services, Haryana Budget Manuals, (Punjab Financial Rules, Punjab Treasury Rules) applicable in Haryana, Manuals, Regulations, and Government Resolutions, Circulars and Notifications.



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;

Presently cause list, duty roster, name and designation of judicial officers, allotted police stations and full information about the jurisdiction of the Judicial Officers posted at Hisar are available on the district judicial website. Besides the district website also has links to various other government sites, whose data can be easily accessed. All the freshly instituted cases are fed into CIS at the “SUVIDHA CENTRE” as well.



MANUAL 16

Such other information as may be prescribed and thereafter update these publication every year:

The work of maintenance of Court Building and Residential Quarters of Judicial Officers and employees is being looked-after by the Public Works Department. Besides the security in the court complex is being looked after by the district police. Recently installed close circuit cameras monitor each and every movement inside the court complex.