

MONITORING AND MENTORING COMMITTEE

(As per directions of Haryana State Legal Services Authority, Panchkula vide letter No.12505-

81 (LO)/2018/MS/HALSA dated 22.11.2018

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	The Additional District & Sessions Judge-II, Hisar.	Chairman
2.	The Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, Hisar.	Member
3.	Shri S.M. Anand, Advocate, District Courts, Hisar.	Member

The aforesaid Committee shall take necessary action in accordance with Rules 11 and 12 of the above referred regulations. The Committee may meet as and when the meeting is convened by the Secretary, District Legal Services Authority, Hisar or meet at least once in a fortnight. The Committee shall submit bi-monthly reports containing its independent assessment on the progress of each and every legal aid case and the performance of the panel lawyer or Rationer lawyer, to the Haryana State Legal Services Authority, Panchkula.



All concerned be informed accordingly.


(Aradhana Sawhney)
District and Sessions Judge,
Hisar. 

Endst. No. 12737-631

Dated 30-4-2025

Copy forwarded to all the Judicial Officers posted in this Sessions Division, for information and necessary action.


(Aradhana Sawhney)
District and Sessions Judge,
Hisar. 

The Committee shall ensure that the work of incremental scanning of fresh cases with effect from 01.06.2022 is being done regularly by all the Courts, as per directions of Hon'ble High Court, conveyed vide letter No. 1091 Spl./CB-2 dated 23.05.2022 and submit the report to this effect on fortnightly basis.

**COMMITTEE FOR DISPOSAL OF CRIMINAL CASES BY
RESORTING TO THE TRIPLE METHOD OF PLEA
BARGAINING, COMPOUNDING OF OFFENCES AND UNDER
THE PROBATION OF OFFENDERS ACT, 1958**

**(As per directions of Hon'ble High Court letter No. 1873/Spl./Gaz.II.17 dated 19.10.2022
instructions contained in order dated 14.09.2022 passed by the Hon'ble Supreme Court of
India in Suo Moto Writ Petition (Cri.) No. 4 of 2021)**

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Dr. Gagandeep Mittal, Additional District & Sessions Judge, Hisar.	Chairman
2.	The Chief Judicial Magistrate, Hisar.	Member
3.	Shri Sunil Kumar-V, Judicial Magistrate 1 st Class, Hisar	Member

The Committee shall submit the work done statement to this office on fortnightly basis for perusal of undersigned and for onward transmission to Hon'ble High Court for monitoring purpose.

**COMMITTEE FOR OVER-SEEING THE FUNCTIONING OF
eSEWA KENDRAS**

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Nishant, Addl. District & Sessions Judge, Hisar.	Chairman/ Nodal Officer (Computerization)
2.	The Civil Judge (Senior Division), Hisar.	Member
3.	Shri Sachin Singhal, Civil Judge (Junior Division), Hisar.	Member
4.	The Sub Divisional Judicial Magistrate, Hansi.	Member

The Committee shall regularly monitor the working of e-Sewa Kendras set up in this Sessions Division. Any issue which may disrupt smooth functioning of e-Sewa Kendra or e-filing be immediately brought to the notice of undersigned.

The Committee shall also intimate number of cases instituted through e-filing in District Headquarters, as also Sub Division Hansi on weekly basis.

**COMMITTEE FOR OVER-SEEING THE WORK OF
INCREMENTAL SCANNING**

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Nishant, Addl. District & Sessions Judge, Hisar.	Chairman/ Nodal Officer (Computerization)
2.	The Civil Judge (Senior Division), Hisar.	Member
3.	Shri Sachin Singhal, Civil Judge (Junior Division), Hisar.	Member
4.	The Sub Divisional Judicial Magistrate, Hansi.	Member

The Committee shall ensure that the files of decided cases are consigned to Record Rooms within stipulated time frame as prescribed by the Hon'ble High Court, as also the file are being kept in safe custody in Bastas and at proper place and are sent to the quarters concerned well in time. The Committee shall also take the remedial measures to protect the judicial records from termites or rainy water etc.

The Officer/Incharge shall visit their respective Record Rooms at regular intervals and **submit the reports on fortnightly basis ensuring the proper upkeeping of records, in the light of instructions contained in Hon'ble High Court's letter No. 1542 Civil-II/SB-13 dated 24.09.2021, conveyed vide endorsement No. 4438 dated 28.09.2021.**

COMMITTEE TO OVERSEE FUNCTIONING OF COPYING AGENCIES

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Ms. Poonan Suneja, Principal Judge, Family Court, Hisar.	Chairperson
2.	Ms. Isha Khatri, Additional District & Sessions Judge, Hisar.	Member
3.	The Sub Divisional Judicial Magistrate, Hansi.	Member
4.	Shri Tarun Chaudhary, Judicial Magistrate 1st Class, Hansi.	Member

The Committee shall ensure that the relevant record is sent to the Copying Agencies by the quarters concerned well in time for facilitating the preparation of copies and the certified copies applied for by the Lawyers/Ligitants are being supplied within stipulating time frame. Any lapse on the part of the official(s) shall be reported by the Committee to this office.

COMMITTEE FOR CHECKING PUNCTUALITY OF CHOWKIDARS

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Khatri Saurabh, Additional District & Sessions Judge, Hisar.	Chairman
2.	The Chief Judicial Magistrate, Hisar.	Member
3.	The Sub Divisional Judicial Magistrate, Hansi.	Member
4.	Shri Khush Karan Jot Singh Gill, Civil Judge (Junior Division), Hansi.	Member

The Chairman or members of the Committee (mentioned above at serial No. 1 to 2) shall conduct surprise visit at Judicial Complex, Hisar, after office hours, Sunday/holidays at regular intervals and **submit fortnightly report to this office.** The applications for grant of casual leave/any kind of leave and rest shall be forwarded by the Chairperson of the Committee.

Similarly, the same directions shall be followed by the Officers (mentioned at serial No. 3 and 4) in respect of Sub Division Hansi.

**COMMITTEE FOR OVER-SEEING THE FUNCTIONING/
PROPER UPKEEPING OF RECORD ROOMS**

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	The Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, Hisar.	Chairman
2.	The Chief Judicial Magistrate, Hisar.	Member
3.	The Sub Divisional Judicial Magistrate, Hansi.	Member
4.	Shri Tarun Chaudhary, Judicial Magistrate 1st Class, Hansi.	Member

The Committee shall look into all the security aspects of the Court premises including working of CCTV camers, metal detectors, issues as to their working/non-working/repair or deployment of security forces within and outside the Court premises or any other allied/ connected issues. **Report, in this regard, shall be submitted to this office on fortnightly basis.**

The Committee shall also deal with the applications for supply/preserve of footage of CCTV cameras installed in Judicial Complexes at Hisar and Hansi and submit report, in this regard, to this office, for taking further action in the matter.

COMMITTEE FOR CHECKING PUNCTUALITY OF STAFF

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Dr. Daya Nand Bhardwaj, Additional District & Sessions Judge, Hisar.	Chairman
2.	Dr. Gagandeep Mittal, Additional District & Sessions Judge, Hisar.	Member
3.	The Chief Judicial Magistrate, Hisar.	Member
4.	The Sub Divisional Judicial Magistrate, Hansi.	Member
5.	Shri Khush Karan Jot Singh Gill, Civil Judge (Junior Division), Hansi.	Member

The Committee shall randomly pay surprise visit to the complexes and ensure punctuality of staff during office hours. The Committee shall also ensure that the entire staff is in proper uniform.

Any lapse on the part of defaulting official(s) shall be reported by the Committee to this office.

COMMITTEE FOR EXAMINING MATTERS WITH REGARD TO DISCIPLINARY PROCEEDINGS, SERVICE APPEALS, CIVIL WRIT PETITIONS, REPRESENTATIONS MADE BY OFFICIALS.

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Dr. Gagandeep Mittal, Additional District & Sessions Judge, Hisar.	Chairman
2.	Shri Khatri Saurabh, Additional District & Sessions Judge, Hisar.	Member

The Committee shall examine the draft of notice under Rule 7 or 8 of the Haryana Civil Services (Punishment and Appeal) Rules, 2016, to be served upon the delinquent official(s), comments in Service Appeals and reply in writ petitions, so prepared by this office and vet the same.

The Committee shall also examine the matters with regard to representations made by the officials and shall render the opinion.

Section Officer of this office, Superintendent Grade-II (Establishment)/English Clerk/Assistant (Establishment Branch) shall assist the Committee in the above-said tasks.

INTERNAL SECURITY COMMITTEE

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Khatri Saurabh, Additional District & Sessions Judge, Hisar.	Chairman
2.	The Chief Judicial Magistrate, Hisar.	Member
3.	Shri Ajitpal Singh Judicial Magistrate 1 st Class, Hisar	Member

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The Committee shall resolve the barriers faced by the Lawyers and litigant with disabilities in accessing Court filing, Court websites and other facets of Judicial System.

The issues, if any, being faced by the Lawyers and Litigants with disabilities at Sub Division Hansi shall be resolved by the members nominated for Sub Division under the guidance and direction of Chairman.

**COMMITTEE FOR GREENERY, PLANTATION AND
CLEANLINES IN JUDICIAL COURTS COMPLEXES**

(As per directions of Hon'ble High Court letter No.1190 spl.E.II/VII.B.4 (Pb.) dated 25.10.2021)

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Ms. Poonam Suneja Principal Judge, Family Court, Hisar.	Chairperson
2.	Ms. Madhulika Additional District & Sessions Judge, Hisar.	Member
3.	Shri Sunil Kumar-V, Civil Judge (Jr. Divn.), Hisar.	Member

The Committee shall examine the quantity of manpower required for maintenance fo greenery and plantation in Judicial Courts Complexes, Hisar and Hansi.

The Committee shall randomly pay surprise visit to the Judicial Complexes and ensure cleanliness in the same. Any lapse, in this regard, be intimated to this office, for taking action against the defaulting official(s).

The Committee shall be assisted by English Clerk/Assistant/ Clerk (Establishment Branch) for District Headquarters and concerned Nazirs in Sub Division Hansi for the above-said task.

2.	The Civil Judge (Senior Division), Hisar.	Member
3.	Shri Sachin Singhal, Civil Judge (Junior Division), Hisar.	Member
4.	System Officer/System Assistant of this office.	Member
5.	Computer Incharge of this office.	Member

The Committee is required to sensitize all the Judicial Officers and staff about updation of data/information in CIS and shall submit report to this office on daily basis.

The Committee is also required to make optimum use of CIS Crystal Report (CCR) software meant for monitoring purpose and submit quarterly monitoring report to this office for onward transmission to the Hon'ble High Court.

ACCESSIBILITY COMMITTEE

(As per directions of Hon'ble High Court letter No.835 Spl.C.B.10 dated 01.07.2021)

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Nishant, Additional District & Sessions Judge, Hisar.	Chairman
2.	The Civil Judge (Sr. Divn.), Hisar.	Member
3.	Shri Suresh Kumar Shilla, Advocate, Hisar (Enroll. P/2486/2015)	Member
4.	Computer Incharge of this office	Member
5.	Ms. Nidhi, Leave Reserve Clerk of this office	Member

DISTRICT COMPUTER COMMITTEE

(As per directions of Hon'ble High Court letter No.650 Spl.C.B.2 dated 06.05.2013)

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Nishant, Addl. District & Sessions Judge, Hisar. e-mail address: <u>nishant@indianjudiciary.gov.in</u> and Cellphone number is 88180-27771	As Nodal Officer for Computerization
2.	The Additional Civil Judge (Sr. Divn.)- cum-Chief Judicial Magistrate, Hisar.	Member
3.	Shri Sachin Singhal, Civil Judge (Junior Division), Hisar.	Member
4.	District Informatics Officer (NIC), Hisar.	Member
5.	System Officer/System Assistants	Member

The Committee shall ensure the implementation of e-Court MMPs and Computerization projects and submit the progress report on fortnightly basis.

COMMITTEE FOR MONITORING THE LAPSES ABOUT UPDATION OF DATA/INFORMATION IN CIS AS WELL AS FUNCTIONING OF CIS

(As per directions of Hon'ble High Court letter No.195 Spl.OSC (e-SC) dated 19.11.2019)

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Nishant, Addl. District & Sessions Judge, Hisar.	Chairman/ Nodal Officer (Computerization)

**INTERNAL COMPLAINTS COMMITTEE-REGARDING
COMPLAINTS OF WOMEN AT WORK PLACES**

(As per directions of Hon'ble High Court's letter No. 564 Spl.E.II.L.80(a) dated 03.07.2018)

DISTRICT HEADQUARTERS

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
01.	Ms. Poonam Suneja, Principal Judge, Family Court, Hisar	Chairperson
02.	Shri Sanjeev Punjani Reader Grade-I	Member
03.	Ms. Poonam Rani Reader Grade-I	Member
04.	Ms. Sunita Sheokand, Advocate, District Bar Association, Hisar.	Member

SUB DIVISION HANSI

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
01.	Shri Ashutosh, Additional Civil Judge (Senior Division), Hansi.	Chairman
02.	Shri Rajesh Mongia Stenographer Grade-II	Member
03.	Ms. Jyoti Rani Assistant	Member
04.	Ms. Archana Pandey Advocate, Bar Association, Hansi.	Member

The Committee shall deal with the complaints, if any, made by female officials regarding sexual harassment at work place and submit report to this office for proceeding further in the matter.

The Committee shall also submit report regarding pending complaints with status thereof, if any, on quarterly basis for onward transmission to the Hon'ble High Court as required by the Hon'ble High Court, vide letter No. 1193 Spl.E.II/VII.B.3-E dated 28.10.2021.

COMMITTEE FOR SCRUTINIZING PROPERTY
STATEMENTS OF OFFICIALS

(As per directions of Hon'ble High Court's letter No. 738 Spl.E.II/VII.B.3 (Hy.) dated 21.07.2018)

Sr. No.	Name of Judicial Officer	Designation for the purpose of Committee
01.	Ms. Poonam Suneja, Principal Judge, Family Court, Hisar.	Chairperson
02.	Shri Khatri Saurabh, Additional District and Sessions Judge, Hisar.	Member
03.	The Chief Judicial Magistrate-cum- Secretary, District Legal Services Authority, Hisar.	Member

The Committee shall examine the discrepancies, if any, in the property statements furnished by the officials and after considering the report thereto, shall **submit report to this office well before 31st August of every calender year for sending the requisite certificate to Hon'ble High Court well in time.**

The Committee shall also examine the matters with regard to grant of permission to acquire/sell movable/immovable property and to raise any kind of loan from the bank by the officials posted in this Sessions Division and shall submit report in this regard.

Superintendent Grade-II (Establishment Branch) and English Clerk/Assistant of this office shall assist the Committee in the above-said tasks.

Apart from the above-mentioned tasks, the Committee shall also examine the matters involving financial implications including grant of ACP, Annual Increment, refixation/arrears of pay, extension of service/terms of the officials, cases of Monthly Financial Assistance, compassionate appointment, reimbursement of medical bills and other financial matters etc. The Section Officer alongwith Accountant shall assist the Committee in these matters.

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, HISAR

ORDER

On account of general transfers of Judicial Officers posted in this Sessions Division, various Committees, constituted for different purposes, vide different orders, are re-constituted as under:-

PURCHASE COMMITTEE

(As per directions of Hon'ble High Court's letter No. 10174 A/Cs.A.III

Dated 27.03.2009)

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
01.	Dr. Daya Nand Bhardwaj, Additional District & Sessions Judge, Hisar.	Chairman
02.	Dr. Gagandeep Mittal, Additional District & Sessions Judge, Hisar.	Member
03.	The Civil Judge (Senior Division), Hisar (in his/her absence, CJM, Hisar).	Member

The Committee shall examine the rules/norms as well as quality and quantity of goods to be purchased for official use and submit report for proceeding further in the matter.

The Committee shall also physically inspect the furniture articles which are in broken condition and submit report with regard to the articles, which are beyond repairable. Such report be submitted in every quarter. Civil Nazir of the office of Civil Judge (Senior Division), Hisar and Nazir of this office shall assist the Committee in this task.