DISTRICT AND SESSIONS COURT DHOLPUR (RAJ.)

Right to Information Act 2005 Section 4(1)(b) Compliance, Administrative Roles & Procedural Workflows

1: Particulars of Organization, Functions & Duties:

Court Structure & Sub-Divisions

Dholpur HQ:

District & Sessions Court, Dholpur

Special Judge, POCSO Court, Dholpur

Judge, Family Court, Dholpur

Judge MACT Court, Dholpur

Special Judge, SC/ST Court, Dholpur

Special Judge (DAA) Dholpur

Additional District & Sessions Court, Dholpur

CJM Dholpur

ACJM Dholpur

CJ&JM Dholpur

CJ&JM-1 Dholpur

CJ&JM-2 Dholpur

CJ&JM-3 Dholpur

JJB Court Dholpur

Saipau HQ :

CJ&JM Saipau

Bari HQ :

Additional District & Sessions Court, Bari

ACJM-1 Bari

ACJM-2 Bari

ACJM-3 Bari

CJ&JM, Bari

Baseri HQ :

CJ&JM Baseri

Gram Nyayalaya Baseri

Rajakhera HQ :

JM Court Rajakhera

Sarmathura HQ :

JM Court Sarmathura

Supporting Ministerial Staff:

Protocol Officer, Senior Musarim, Account Officer, Readers (Grade I, II, III), Stenographers (Grade I, II, III), Sharisterdar (Grade I, II, III), System Officer, System Assistants, Clerks, Drivers, Nazir, Bailiffs, Process Servers, and Peons etc.

2: Jurisdictions & Administrative Powers:

S.N.	Court Name	Constitution & Jurisdiction
1	District & Sessions Court, Dholpur	Civil Suits above Rs. 5 Lakh, NDPS Cases, Succession, Guardian Act, All Appeals, Revisions, and Sessions Cases.
2	POCSO Court, Dholpur	POCSO matters relating to Dholpur District.
3	Family Court, Dholpur	All cases related to Family Disputes, Maintenance, and Adoption of Child instituted in Dholpur, Saipau, and Rajakhera; Sessions Cases (including Appeals and Revisions) received by transfer from District & Sessions Court as per orders of the Hon'ble RHC.
4	Addl. District & Sessions Court, Dholpur	Police Station A.P.T. Dholpur; Civil & Criminal Cases transferred from District & Sessions Court, Dholpur.
5	MACT Court, Dholpur	MACT Act Cases (except Bari HQ).
6	Special Court (DAA), Dholpur	Dacoity Act Cases relating to Dholpur District.
7	Special Court (SC/ST), Dholpur	Criminal cases related to SC/ST Cases in Dholpur District.
8	Addl. District & Sessions Court, Bari	Civil Suit valuation above Rs. 5,00,000/-, Civil & Criminal Appeals, Criminal Revisions, NDPS Cases, Sessions Cases of Baseri and Bari Headquarters, MACT, and Family Matters.
9	Civil Judge (SD) & Chief Judicial Magistrate, Dholpur	Civil matters valued from Rs. 2 Lakh to Rs. 5 Lakh; Cases related to the jurisdiction of Kotwali Police Station and Dholpur Circle Excise Act; NI Act cases (Kotwali Police Station jurisdiction); PFA Cases; EC Act Cases; All Rent Cases (Civil Section).
10	Addl. Civil Judge (SD) & Addl. Chief Judicial Magistrate, Dholpur	Cases related to the jurisdiction of Police Station Nihalganj.
11	Civil Judge (SD) & Addl. Chief Judicial Magistrate,	Civil matters of Bari, Sarmathura, and Baseri valued from Rs. 2 Lakh to Rs. 5 Lakh; Jurisdiction of Police Station Kotwali

	No. 1, Bari (Dholpur)	Bari & Police Station Excise.
12	Civil Judge (SD) & Addl. Chief Judicial Magistrate, No. 2, Bari (Dholpur)	Cases related to the jurisdiction of Police Station Kanchanpur.
13	Civil Judge (JD) & Addl. Chief Judicial Magistrate, No. 3, Bari (Dholpur)	Cases related to the jurisdiction of Police Station Sadar Bari (Summons & Warrant Cases) & Police Station Sarmathura (Warrant Cases).
14	Civil Judge (JD) & Judicial Magistrate, Dholpur	Civil matters valued up to Rs. 2 Lakh (Dholpur City & Mania); Cases related to the jurisdiction of Police Station Mahila Thana.
15	Civil Judge (JD) & Judicial Magistrate, Bari (Dholpur)	Civil Suits valued below Rs. 2,00,000 related to Tehsil Bari; Cases related to the jurisdiction of Police Station Basaidang.
16	Civil Judge (JD) & Judicial Magistrate, Rajakhera (Dholpur)	Civil Suits valued below Rs. 25,000 related to Tehsil Rajakhera; Civil matters valued up to Rs. 2 Lakh; Jurisdiction of Police Stations Rajakhera & Diholi.
17	Addl. Civil Judge (JD) & Judicial Magistrate, No. 1, Dholpur	Cases related to the jurisdiction of Police Station Sadar.
18	Addl. Civil Judge (JD) & Judicial Magistrate, No. 2, Dholpur	Cases related to the jurisdiction of Police Station Mania.
19	Addl. Civil Judge (JD) & Judicial Magistrate, No. 3, Dholpur	Cases related to the jurisdiction of Police Station Traffic.
20	Gram Nyayalaya, Baseri (Dholpur)	Civil Suits for injunction valued up to Rs. 20,000; Jurisdiction of Police Stations Baseri, Nadanpur, and Sarmathura (Summons Trial only).
21	Civil Judge (JD) & Judicial Magistrate, Baseri (Dholpur)	Civil matters valued up to Rs. 2 Lakh; Jurisdiction of Police Stations Baseri & Nadanpur (Warrant Trial only).
22	Civil Judge (JD) & Judicial Magistrate, Saipau (Dholpur)	Civil Suits valued below Rs. 2 Lakh for Tehsil Saipau; Cases related to the jurisdiction of Police Stations Kolari & Saipau.
23	JJB Court, Dholpur	Criminal cases related to Juvenile Cases of Dholpur District.

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:

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 to Judicial Officers of Sub-Courts.

Spl Judge POCSO

Trial POCSO Cases Sanctions CL/PL to POCSO Court Staff.

Spl Judge Family

Trial Family matter & civil matter transferred by District & Sessions Judge Sanctions CL/PL to Family Court Staff.

Spl Judge MACT

Trial MACT matter Sanctions CL/PL to MACT Court Staff.

Addl. District & Sessions Judges

Trial NDPS, Civil & Criminal as per Jurisdictions. Senior ADJ exercises administrative power in absence of District Judge. Sanctions CL/PL to ADJ Court Staff.

SC/ST Judge, Dholpur

Trial SC/ST Act cases Sanctions CL/PL to SC/ST Court Staff.

Sr. Civil Judge & Chief Judicial Magistrate (CJM)

Trial criminal cases & NI Act matters. Allocates police stations to Judicial Officers. In-charge of Judicial Record, Nazir. Collects criminal fines. Sanctions CL/PL to CJM Court, Record Staff.

Civil Judge & JM

Supervises of Malkhana & Copying Agency. Civil & Criminal case per Jurisdictions. victims. Organizes Legal Literacy Camps, Lok Adalats, Jail Lok Adalats, & Camp Courts.

Secretary DLSA

Renders free legal aid/advice to poor, women, SC/ST, children, disabled, and Sanctions CL/PL to JM Court, Copying Staff. 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.

Reader / Stenographer

Assists Presiding Officer, prepares Daily Cause List (Peshi), maintains Fine/Bail/Peshi registers. Stenographers take dictations & issue free judgment copies. Supervises lower court establishment. Reader to Sessions Judge acts as Assistant PIO.

Clerk

Custodian of active judicial case files. Issues summons, Assistant PIO under warrants, bail/stay orders. Maintains Civil/Criminal registers (IPC, CrPC, FIR, Execution, Rent).

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. RTI Act. In-charge of furniture & 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:

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 reserved; 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

Election of the Bar Council Committee: Chairman: As per nominated by the District & Sessions Judge

District Case Management Committee: Chairman: As per nominated by the District & Sessions Judge

District Legal Services Authority (DLSA): Chairman: District & Sessions Judge

House Allotment Committee : Chairman: As per nominated by the 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 Leve**l): ₹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. 6th 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-13
3.	Office Assistant	3600	L-10
4.	P.A. cum Executive Assistant	6000	L-15
5.	Personal Assisstant	4800	L-12
6.	Stenographer Grade - I	4800	L-12
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.	Clerk Grade - I	2800	L-8
12.	Clerk Grade - II	2400	L-5
13.	Class - IV	1700	L-1
14.	Jamadar	1700	L-1
15.	Process Server	2000	L-4
16.	Driver	2400	L-5
17.	A.A.O. - II	4200	L-11
18.	Junior Accountant	3600	L-10
19.	Informatic Assistant	2800	L-8
20.	Court Manager	5400	L-14
21.	System Officer	3600	L-10
22.	System Assistant	2800	L-8

9 STATEMENT SHOWING STRENGTH STAFF IN Dholpur JUDGESHIP WITH VACANT POST:

S.No.	Name of Post	Total Sanctioned Post	Vacant Post
REGULAR POSTS			
1	Protocol Officer-cum Admn. officer	1	0
2	Senior Munsarim	3	0
3	Court Manager	1	0
4	Office Assistant	1	0
5	PA Cum Executive Asstt.	1	0
6	Steno Grade-I	7	0
7	Steno Grade-II	6	0
8	Steno Grade-III (Hindi)	10	0
9	Steno Grade-III (Eng.)	1	0
10	Sheristedar-I	4	0

11	Sheristedar-II	5	0
12	Sheristedar-III	9	2
13	Reader Gr-I	7	0
14	Reader Gr-II	6	0
15	Reader Gr-III	10	3
16	Clerk Gr-I	21	2
17	Clerk Gr-II	76	21
18	Class-IV	89	85
19	Zamadar	1	1
20	Process Server	26	13
21	Driver	5	1
DEPUTATION POSTS			
22	AAO-II	1	0
23	Jr Accountant	2	0
24	Informatic Assistant	4	4
TOTAL		**297**	**132**

Strength Staff of Dholpur Judgeship

SANCTION STRENGTH	WORKING STRENGTH	VACANT POSTS
297	**165**	**132**

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://Dholpur.dcourts.gov.in| Dissemination via official letters, telephone, newspapers, seminars, and brochures.

11: Designated Public Information Officers (PIOs):

District & Sessions Court HQ Ministerial Official of CJM District & Sessions Judge

Sessions Court or Sr. Munsarim

ADJ/ACJM/JM Aburoad Court Reader / Stenographer JM District & Sessions Judge

ADJ/JM/GN Pindwara Court Reader / Stenographer JM District & Sessions Judge

ACJM Mount Abu Court Reader / Stenographer ACJM District & Sessions Judge

ACJM Sheoganj Court Reader / Stenographer ACJM District & Sessions Judge

JM Reodar Court Reader / Stenographer JM District & Sessions Judge

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.