

DISTRICT AND SESSIONS COURT , BHARATPUR

Compliance under Section 4 (1) (b) of the Right to Information Act, 2005

1	The particulars of the Organization, Functions and Duties.	<table><tr><td>Name of Organization</td><td>:</td><td>Office of the District and Sessions Judge, Bharatpur This organization is sub-ordinate institution of the Hon’ble Rajasthan High Court.</td></tr><tr><td>Function of the Organization</td><td>:</td><td>The organization has its two main functions. 1. Judicial Function and 2. Administrative Function</td></tr><tr><td>Duties of the Organization</td><td>:</td><td> 1. To exercise the control over all its subordinate Courts functioning in its territorial jurisdiction. 2. To deal with the all correspondence relating to Hon'ble Rajasthan High Court and the Department of Law & Justice, Government of Rajasthan. 3. To administer justice as per the various legislation/ statutes. 4. To promote the officials to the higher responsible post. 5. To handle the administration in view of the procedural laws, Rajasthan Civil Services Rules, the Government Resolutions and the Notifications issued by the Hon’ble Rajasthan High Court. 6. In exercising the duties of administrative nature, the organization deals with the Transfers of its employees, departmental inquiries of the employees etc. 7. The Head of the Organization - The District & Sessions Judge is the Chairman of District Legal Services Authority, Bharatpur under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision. </td></tr></table>	Name of Organization	:	Office of the District and Sessions Judge, Bharatpur This organization is sub-ordinate institution of the Hon’ble Rajasthan High Court.	Function of the Organization	:	The organization has its two main functions. 1. Judicial Function and 2. Administrative Function	Duties of the Organization	:	1. To exercise the control over all its subordinate Courts functioning in its territorial jurisdiction. 2. To deal with the all correspondence relating to Hon'ble Rajasthan High Court and the Department of Law & Justice, Government of Rajasthan. 3. To administer justice as per the various legislation/ statutes. 4. To promote the officials to the higher responsible post. 5. To handle the administration in view of the procedural laws, Rajasthan Civil Services Rules, the Government Resolutions and the Notifications issued by the Hon’ble Rajasthan High Court. 6. In exercising the duties of administrative nature, the organization deals with the Transfers of its employees, departmental inquiries of the employees etc. 7. The Head of the Organization - The District & Sessions Judge is the Chairman of District Legal Services Authority, Bharatpur under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.
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2	The powers and Duties of its officers and employees.	<u>A. The Power and Duties of Judicial Officer.</u> <u>i.The District & Sessions Judge :-</u> The District and Sessions Judge deals with the matters pertaining to the appellate side and cases triable by the sessions only and also the matters under Special Act. <u>ii. The Addl. District & Sessions Judge:-</u> The above Judicial Officers/Judges deal 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. <u>iii. The Chief Judicial Magistrates :-</u> To deal with all types of Criminal matters excluding the cases triable by the Court of Sessions.									

		iv. The Senior Civil Judges:- The above Judicial Officers/Judges deal with the matters of Civil nature having jurisdiction upto Rs. 5 lac. v. The Civil Judges and Judicial Magistrate:- 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. B. The Power and Duties of Employees. <table><tr><th>S. No.</th><th>Designation</th><th>Duties</th></tr><tr><td>1</td><td>P.O. cum A.O.</td><td>Supervise and Protocol</td></tr><tr><td>2</td><td>Senior Munsarim</td><td>Supervise and the head of the Organization in Administrative work</td></tr><tr><td>3</td><td>Court Manager</td><td>Supervise and doing correspondence for infrastructure.</td></tr><tr><td>4</td><td>System Officer</td><td>Supervise and doing correspondence for Technology.</td></tr><tr><td>5</td><td>AAO-II</td><td>Supervise and doing correspondence for accounts.</td></tr><tr><td>6</td><td>Steno/E.A. cum P.A.</td><td>To take dictation in cases from the judges.</td></tr><tr><td>7</td><td>Reader</td><td>Court work as well as in doing Correspondence with the office.</td></tr><tr><td>8</td><td>Sheristedar</td><td>To supervise the work performed by Judicial, Establishment and Account branches.</td></tr><tr><td>9</td><td>Clerk</td><td>To do work of offices of the Presiding Officers on different posts like Bill Clerk, Lib. Clerk, Copying Clerk, Copyies etc.</td></tr><tr><td>10</td><td>Nazir</td><td>To serve the warrant issued by Civil and District Court.</td></tr><tr><td>11</td><td>Process Server</td><td>To serve the summan and notice issued by Civil and District Court.</td></tr><tr><td>12</td><td>Peon</td><td>To obey the orders of Presiding Officer, to do the work of cleaning of court halls, to distribute the dak etc.</td></tr><tr><td>13</td><td>Chowkidar</td><td>To watch the Court building and premises.</td></tr></table>	S. No.	Designation	Duties	1	P.O. cum A.O.	Supervise and Protocol	2	Senior Munsarim	Supervise and the head of the Organization in Administrative work	3	Court Manager	Supervise and doing correspondence for infrastructure.	4	System Officer	Supervise and doing correspondence for Technology.	5	AAO-II	Supervise and doing correspondence for accounts.	6	Steno/E.A. cum P.A.	To take dictation in cases from the judges.	7	Reader	Court work as well as in doing Correspondence with the office.	8	Sheristedar	To supervise the work performed by Judicial, Establishment and Account branches.	9	Clerk	To do work of offices of the Presiding Officers on different posts like Bill Clerk, Lib. Clerk, Copying Clerk, Copyies etc.	10	Nazir	To serve the warrant issued by Civil and District Court.	11	Process Server	To serve the summan and notice issued by Civil and District Court.	12	Peon	To obey the orders of Presiding Officer, to do the work of cleaning of court halls, to distribute the dak etc.	13	Chowkidar	To watch the Court building and premises.
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3	The procedure followed in the decision making process, including channels of supervision and accountability.	1.The Officers follow the procedure as laid down in the laws and manuals and directions issued by the Hon'ble Rajasthan High Court. 2. The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers. 3. The District & Sessions Judge, Bharatpur, supervise the work of the organization and exercises control over it. 4. 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, halfyearly, yearly and whenever called for. 5. The Civil Suits initially/firstly presented before the Civil Judge and District Judge as per value. 6. The Criminal cases initially filed by the concerned Police Authorities before the Illaqa Magistrate for disposal according to law. 7. 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.																																										
4	The norms set by it for the discharge of its functions.	As per the guidance, written directions & norms set by the Hon'ble Rajasthan High Court and various resolutions & circulars issued by the Govt of Rajasthan.																																										

5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	1. General Rules (Civil & Criminal) 2018 2. Rajasthan District Courts Ministerial Establishment Rules 1986 3. Rajasthan Subordinate Courts Driver and Class-IV Employees Service Rules 2017 4. Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958 5. Rajasthan Conduct Rules. 6. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Rajasthan and the Resolutions, Circulars and Notification issued by the Hon'ble Rajasthan High Court, from time to time.
6	A statement of the categories of documents that are held by it or under its control.	1. Records of pending and disposed of cases and Registers connected thereto. 2. Records of Administrative Matters. 3. Service records of staff members of this Court and all administrative records connected thereto.
7	The particulars of any arrangement that exists for consultation with, or representation by the Members of the public in relation to the formulation of its policy or implementation thereof.	-- N.A. --
8	A statement of the boards, councils , committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	-- NIL --
9	A directory of its officers.	The list of Judicial Officers posted in Bharatpur Judgeship available on website.
10	Constituted Administrative Committees	• Departmental Promotion 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 • Land Allotment Committee: Chairman: As per nominated by the District & Sessions Judge • District Case Management Committee: Chairman: District & Sessions Judge • District Legal Services Authority (DLSA): Chairman: As per nominated by the District & Sessions Judge • House Allotment Committee : Chairman: As per nominated by the District & Sessions Judge

11	Judicial Employees Pay Scales.	2. Employees:-				
		S. No.	Designation	Pay Level	Grade Pay	
		1	P.O. cum A.O.	L-16	6600	
		2	P.A. cum E.A.	L-15	6000	
		3	Senior Munsarim	L-14	5400	
		4	Court Manager			
		5	Stenographer Gr.-I	L-12	4800	
		6	Stenographer Gr.-II	L-11	4200	
		7	Sheristedar Gr.-I			
		8	Reader Gr.-I			
		9	AAO-II			
		10	Office Assistant	L-10	3600	
		11	Stenographer Gr.-III (Hindi)			
		12	Stenographer Gr.-III (English)			
		13	Sheristedar Gr.-II			
		14	Reader Gr.-II			
		15	System Officer			
		16	Junior Accountant			
		17	Sheristedar Gr.-III	L-8	2800	
		18	Reader Gr.-III			
		19	Clerk Gr.-I			
		20	System Assistant			
		21	Clerk Gr.-II	L-5	2400	
		22	Driver			
		23	Process Server	L-4	2000	
		24	Jamadar	L-3	1900	
		25	Class – IV	L-2	1750	
12	Statement Showing Strength of Staff in Bharatpur Judgeship with Vacant Posts	Sr. No	Post	No Of Sanctioned Post	Working Post	Total Vacant Post
		1	Protocol Officer-cum Admn. Officer	1	0	1
		2	Senior Munsarim	7	3	4
		3	Court Manager	1	1	0
		4	Office Assistant	2	2	0
		5	PA Cum Executive Asstt.	1	1	0
		6	Stenographer Gr-I	19	19	0
		7	Stenographer Gr-II	14	14	0
		8	Stenographer Gr-III (Hindi)	13	13	0
		9	Stenographer Gr-III (English)	2	1	1
		10	Sheristedar-I	12	11	1
		11	Sheristedar-II	12	12	0
		12	Sheristedar-III	11	11	0
		13	Reader Gr-I	19	17	2
		14	Reader Gr-II	14	14	0
		15	Reader Gr-III	12	12	0
		16	Clerk Gr-I	48	45	3
		17	Clerk Gr-II	134	116	18
		18	Class-IV	179	38	141
		19	Jamadar	1	0	1

		20	Process Server	62	36	26				
		21	Driver	4	4	0				
			Total	568	370	198				
		Strength Staff of Bharatpur Judgeship <table><tr><th>SANCTION STRENGTH</th><th>WORKING STRENGTH</th><th>VACANT POSTS</th></tr><tr><td>568</td><td>370</td><td>198</td></tr></table>					SANCTION STRENGTH	WORKING STRENGTH	VACANT POSTS	568
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13	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 Hon'ble High Court distributes the same amongst its subordinate Courts/ authorities as per their requirements and the remaining funds are used to keep for the expenditure of the organization, for expenditure of pay & allowances, over-time allowance, wages, traveling allowances, office expenses, Rent, rate & taxes, publications, grant-in-aid etc.								
14	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	-- N.A. --								
15	Particulars of recipients of concessions, permits or authorizations granted by it.	-- N.A. --								
16	Details in respect of the information, available to or held by it, reduced in an electronic form.	1. Following information is available on District Court Website – https://bharatpur.dcourts.gov.in/ 2. Case Status 3. Court Orders 4. Cause List 5. List of Former Judges 6. List of Judges 7. Police Station's 8. District Profile 9. RTI Disclosure 10. Circular Notices, Notification and Tenders								
17	The names, designations and other particulars of the Public Information Officers.	Information with regard to Authorities Under Right to Information Act, 2005 1. State Public Information Officer : CJM (For Headquarter) 2. State Assistant Public Information Officer : ACJM (For Outlying Court) 3. State Assistant Public Information Officer : CJJM (For Outlying Court) (Where there is no Court of ACJM) 4. Appellate Authorities : District & Sessions Judge (For all the courts located in this Judgeship)								
18	Such other information as may be prescribed.	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.								

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.