

## **INFORMATION UNDER CLAUSE 4(1)(B) OF RIGHT TO INFORMATION ACT**

### **1) The Particulars of its organization, function and duties.**

#### **Particulars :-**

#### **Name of the Organization**

The Office of the Principal District & Sessions Judge, Nanded. The organization is sub-ordinate institution of the High Court of Judicature at Bombay.

#### **Functions of Organization have its two main function.**

- 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 relates to Hon'ble High Court and the Department of Law & Judiciary, Government of Maharashtra.
- iv) To administer justice as per the various legislation/statues.
- v) To recruit Class -III and 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, Maharashtra Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court.
- viii) In exercising the duties of administrative nature, the organization deals with the Transfer of it's employees, departmental inquiries of the employees etc.

- ix) The Head of the organization is The Principal District & Sessions Judge who is also the Chairman of District **Legal Services Authority, Nanded** under which the Lok-Adalats, Seminars on various legal subjects are being held under his Supervision.

2) **The powers and duties of its officers and employees.**

There are following cadres of the Judicial Officer/s :-

- i) **The District Judges & Additional Sessions Judges.**  
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 and Land Acquisition Cases.
- ii) **The Civil Judges (Senior Division).**  
The above Judicial Officers/Judges 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.
- iii) **The Chief Judicial Magistrate.**  
To deal with all type of Criminal matters, excluding the cases triable by the Court of Sessions.
- iv) **The Civil Judges(Junior Division) and Judicial Magistrate First Class.**
  - I) To deal with the matters of Civil nature having jurisdiction up-to Rs.5 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.
  - III) Juvenile Justice Board is constituted for Nanded Judicial District at Head-Quarter Nanded for trial of cases of the Juvenile Offenders u/s-4 of Juvenile (Care and Protection of Children) Act, 2000

**Smt. P.S. Jadhav, 2<sup>nd</sup> Jt. Civil Judge Jr. Division & Judicial Magistrate First Class, Nanded** is appointed as Principal Magistrate to preside over the Bench of Juvenile Justice Board.

**Powers & Duties of Employees.**

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

Class-II	:	Registrar
		Court Manager
Class-III	:	Personal Assistant
		Higher Grade Stenographer
		Lower Grade Stenographer
		Clerk-Cum-Stenographer
		Superintendent
		Assistant Superintendent
		Senior Clerk/Junior Clerk
		Head Bailiff
		Bailiff
		Driver
Class-IV		Xerox Operator
		Book-Binder
		Havildar/Naik
		Peon/Watchman/Waterman
		Sweeper

**Contract Basis Employees**

1. Taluka System Officers
2. Data Entry Operator -Work profile in respect of E-filing module as per directions of Hon'ble High Court Bombay.



### Duties of Employees

- Registrar** :- To supervise over the employees of class-III and class-IV and to assist the Head of the Organization in Administrative/Judicial work.
- P.A.** :- To attend the Head of the Organization.
- Higher Grade** :- To take down evidence in stenographer English on Typewriter. To take dictation in cases of the Judges of Appellate Authorities and transcribe the same.
- Lower Grade** :- To take down evidence in Stenographer English on Typewriter. To take dictation in cases of the Judges of the Cadre of Civil Judge(Sr.Dn.)/CJM and CJJD & JMFCs
- Superintendent** :- To supervise the work of the employees/ respective Branch i.e. Judicial Branch, Finance Branch, Inspection Branch and Administration Branch.
- Asstt.Suptd.** :- They have allotted the work of Supervision over employees at Taluka places and they have to deal the matters presented before the Court.
- Senior Clerk** :- Have to do the work of Bench, Property, Statistics, Correspondence, Account, Establishment in District Court as well as in subordinate Courts.
- Junior Clerk** :- 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.
- Head Bailiff** :- To supervise the work of Bailiffs and to do the official cash transaction.



- Bailiff** :- To serve the summonses, notices and to execute warrants issued by the Court/s, Treasury work and Tapal works.
- Book Binder** :- To bind the various gazettes, law books, registers etc.
- Xerox Operator** :- Xeroxing of official documents. Copies from the records of the Court for supplying to the parties.

#### **Class -IV**

- Peon** :- To obey the order of Presiding officer from the work of cleaning of court halls, to distribute the tapal and dak and all types of menial works.
- Watchman** :- To watch the court building and premises.
- Sweeper** :- To clean the Court premises, lavatories etc.

### **03) The procedure followed in the decision making process including channels of supervision and accountability.**

The Officers follows 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 follows the procedures laid down in the manuals and directions of the Judicial Officers.

The Principal District & Sessions Judge, Nanded supervise the work of organization and exercises control over it. Likewise he distribute the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.

The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half yearly, yearly and whenever called for.

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

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The Criminal cases 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 for disposal according to law, except the cases triable under section 409 of I.P.C.

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

**04) The norms set by it for the discharge of its functions.**

The organization discharges its function in view of the various norms set by the Government and the Hon'ble High Court by various Rule of Maharashtra Civil Service, Maharashtra Budget Manual, Bombay Financial Rules, Maharashtra Treasury Rules, Manuals, Regulations, and Government Resolutions, Circulars and Notifications.

**05) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.**

The below listed rules, regulations, instructions, manuals, records are hold by the organization or are being used for its control or discharging its function 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 Maharashtra Civil Services Rules.
- 6 The Maharashtra Budget Manual,
- 7 The Bombay Financial Rules,
- 8 The Maharashtra Treasury Rules
- 9 The Various Government Resolutions, Circulars Gazettes etc. issued by the Government of Maharashtra and the Resolutions, Circulars, and Notifications issued by the Hon'ble High Court, from time to time.

**06) A Statement of the categories of documents that are held by it or under its control.**

The following register/documents are maintained by this Organization;

- 1 The kaccha Register for Civil Side.
- 2 The separate register for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Suits, Regular Darkhast, Precepts, etc are being maintained in the Court/s of Civil Judge (Junior Division).
- 3 The separate registers for the registration of Regular IPC cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained in the Court of Chief Judicial Magistrate and in the Court/s of Judicial Magistrate First Class.
- 4 The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and its execution are being maintained in Appellate Court/s.
- 5 The Separate register 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 Proceeding "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" the Cash Book-I, the Ledger Book-J, the Treasury Pass Book-K, the Treasury Cheque



Book-L , the register of application for refund of lapsed deposit, and other various registers are being maintained as per the Civil and Criminal Manuals.

- 8 Service Books of Office/s and employees/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 in Nanded Judicial District are deposited in judicial Record Room, Nanded and preparation of certified copies in disposed of cases are being prepared and delivered by the Asstt. Superintendent (Record Room), Nanded.

- 07) **The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation its policy or implementation thereof..**

The information as relates to this issue/point so far as it organization is concerned is "Nil".

- 08) **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 meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.**

The information as relates to this issue/point so far as it organization is concerned is "NIL"

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**09) A directory of its officers and employees.**

The following is the directory of the Officers of the Organization :-

Sr.No	Name of Judicial Officer	Designation
1	Smt. S.S. Kosamkar	Principal District Judge, Nanded
2	Shri C.V. Marathe	District Judge-1 and Additional Sessions Judge Nanded
3	Smt. R.M Shinde	District Judge -2 and Additional Sessions Judge Nanded
4	Smt. R.R. Patwari	District Judge-3 and Additional Sessions Judge Nanded
5	Shri R.V. Kokare	Additional Sessions Judge (14 <sup>th</sup> Finance Commission), Nanded
6	Shri R.M.Pande	Additional Sessions Judge (POCSO), Nanded
7	Smt. U.V. Indapure	Ad-hoc District Judge-1 and Additional Sessions Judge, Nanded
8	Smt. D.M. Judge	Secretary, DLSA
9	Smt. A.K. Mandavgade	Chief Judicial Magistrate, Nanded
10	Shri S.D. Indalkar	Civil Judge Sr. Division, Nanded
11	Smt. K.P. Jain (Desarda)	Jt. Civil Judge Sr. Division, Nanded
12	Shri A.R. Bhadke	2 <sup>nd</sup> Jt Civil Judge Sr. Division, Nanded
13	Shri M.R. Sowani	3 <sup>rd</sup> Jt Civil Judge Sr. Division, Nanded
14	Shri A.P. Karad	Jt. Civil Judge Jr. Division and Judicial Magistrate F.C. Nanded
15	Smt. P.S. Jadhav	2 <sup>nd</sup> Jt. Civil Judge Jr. Division and Judicial Magistrate F.C. Nanded
16	Smt. B.M.N. Deshmukh	3 <sup>rd</sup> Jt. Civil Judge Jr. Division and Judicial Magistrate F.C. Nanded
17	Shri R.P. Shinde	4 <sup>th</sup> Jt. Civil Judge Jr. Division and Judicial Magistrate F.C. Nanded
18	Smt. V.P. Uphade	5 <sup>th</sup> Jt. Civil Judge Jr. Division and Judicial Magistrate F.C. Nanded

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19	Shri A.B. Jadhav	6th Jt.Civil Judge Jr. Division and Judicial Magistrate F.C. Nanded
20	Shri A. D. Gore	7 <sup>th</sup> Jt.Civil Judge Jr. Division and Judicial Magistrate F.C. Nanded
21	Shri S. L. Yeldi	8 <sup>th</sup> Jt. Civil Judge Jr. Division and Judicial Magistrate F.C. Nanded
22	Shri N. V. Pawar	9 <sup>th</sup> Jt.Civil Judge Jr. Division and Judicial Magistrate F.C. Nanded
23	Shri A. G. Chavhan	Extra Jt.Civil Judge and Judicial Magistrate F.C. Nanded
24	Smt. L. N. Panchal	Extra Jt.Civil Judge and Judicial Magistrate F.C. Nanded
25	Shri D.E. Kothalikar	District Judge-1 and Additional Sessions Judge, Biloli
26	Shri V.B. Bohra	Adhoc District Judge-1 and Additional Sessions Judge, Biloli
27	Shri A.A.K. Shaikh	Civil Judge Sr. Division, Biloli
28	Shri V.I. Ghorpade	Jt. Civil Judge Jr. Division and Judicial Magistrate F.C., Biloli
29	Shri S.G. Thanedar	2nd Jt Civil Judge Jr. Division and Judicial Magistrate F.C., Biloli
30	Shri M.N. Patil	District Judge-1 and Additional Sessions Judge, Kandhar
31	Shri A.A. Panchbhai	District Judge-2 and Assistant Sessions Judge, Kandhar
32	Shri R.R. Raut	Civil Judge Sr. Division, Kandhar
33	Smt. V.J. Kore	Jt. Civil Judge Sr. Division, Kandhar
34	Smt. Khateeb R.A.A.	Jt Civil Judge Jr. Division and Judicial Magistrate F.C. Kandhar
35	Shri K.S. Khandare	2 <sup>nd</sup> Jt Civil Judge Jr. Division and Judicial Magistrate F.C. Kandhar
36	Smt. M.B. Sakhare	3 <sup>rd</sup> Jt.Civil Judge Jr. Division and Judicial Magistrate F.C. Kandhar
37	Vacant	Gram Nyayalay, Tamsa





38	Vacant	District Judge-1 and Additional Sessions Judge, Bhokar
39	Shri Y.M.H. Kharadi	Adhoc District Judge-1 and Additional Sessions Judge, Bhokar
40	Shri P.M. Patil	Civil Judge Sr. Division, Bhokar
41	Shri D.D. Mane	Jt.Civil Judge Jr. Division and Judicial Magistrate F.C. Bhokar
40	Shri R.S. Irle	2 <sup>nd</sup> Jt.Civil Judge Jr. Division and Judicial Magistrate F.C., Bhokar
41	Shri K.R. Khondre	Civil Judge Jr. Division and Judicial Magistrate F.C., Himayatnagar
42	Shri A.B. Jadhav	Civil Judge Jr. Division and Judicial Magistrate F.C., Hadgaon
43	Shri R.D. Mane	Jt. Civil Judge Jr. Division and Judicial Magistrate F.C., Hadgaon
44	Shri A.B. Redkar	Civil Judge Jr. Division and Judicial Magistrate F.C., Umri
45	Shri A.V. Dakhore	Civil Judge Jr. Division and Judicial Magistrate F.C., Loha
46	Shri S.L. Vaidya	Jt Civil Judge Jr. Division and Judicial Magistrate F.C., Loha
47	Smt. P.V. Chidre	2 <sup>nd</sup> Jt Civil Judge Jr. Division and Judicial Magistrate F.C., Loha
48	Shri S.P. Deshmukh	District Judge -1 and Additional Sessions Judge, Mukhed
49	Smt S.C. Pimpalkar	Civil Judge Sr. Division, Mukhed
50	Shri A.R. Abhyankar	Jt Civil Judge Jr. Division and Judicial Magistrate F.C., Mukhed
51	Shri K.M. Mundhe	2 <sup>nd</sup> Jt Civil Judge Jr. Division and Judicial Magistrate F.C., Mukhed
52	Shri A.R. Mohane	Civil Judge Jr. Division and Judicial Magistrate F.C., Degloor
53	Shri R.N. Dev	Jt.Civil Judge Jr. Division and Judicial Magistrate F.C., Degloor
54	Shri A.T. Gitte	Civil Judge Jr. Division and Judicial

		Magistrate F.C., Naigaon
55	Shri R.M. Lolge	Jt. Civil Judge Jr. Division and Judicial Magistrate F.C., Naigaon
56	Smt. S.A. Harne	Civil Judge Jr. Division and Judicial Magistrate F.C., Dharmabad
57	Shri R. R. Patki	Civil Judge Jr. Division and Judicial Magistrate F.C., Mahur
58	Smt. R. B. Sorekar	Jt Civil Judge Jr. Division and Judicial Magistrate F.C., Ardhapur
59	Shri Q.R. Syed	Jt. Civil Judge Jr. Division and Judicial Magistrate F.C., Ardhapur
60	Shri S. B. Dhembre	Civil Judge Jr. Division and Judicial Magistrate F.C., Mudkhed
61	Shri P.M. Mane	Civil Judge Jr. Division and Judicial Magistrate F.C., Kinwat
62	Shri K.G. Mendhe	Jt Civil Judge Jr. Division and Judicial Magistrate F.C., Kinwat
63	Smt. S. P. Agrawal	Judge Family Court, Nanded
64	P. B. Bhosle	Judge Labour Court, Nanded
65	Smt. A.H. Thakur	Judge Co-Op. Court, Nanded
66	Smt. V.V. Choudhari	Asst.Charity Comm., Nanded

*(Signature)*



**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.

	<u>Cadre/Category</u>	<u>Pay Scale/s</u>
1	The Principal District & Sessions Judge/ District Judges & A.S.J./ Adhoc Additional District Judges & ASJ..	J-6 Rs. 163030-219090
2	The Civil Judge(Senior Division)/ The Chief Judicial Magistrate..	J-3 Rs. 111000-163030
3	The Civil Judge (Junior Division) and Judicial Magistrate First Class.	J-1 Rs. 77840-136520
<u>Class-III</u>		
4	The Registrar, District & Sessions Court.	S-20 56100-177500
5	Personal Assistant to Principal District & Sessions Judge.	S-17 47600-151100
6	Superintendent	S-16 44900-142400.
7	Assistant Superintendent	S-15 41800-132300.
8	Stenographer Grade -1	S-17 47600-151100
9	Stenographer LG	S-15 41800-132300
10	Clerk-Stenographer/Senior Clerk	S-8 25500-81100
11	Junior Clerk./Driver	S-6 19900-63200
12	Head Bailiff	S-8 25500-81100
13	Bailiff	S-6 19900-63200
14	Book-Binder	S-5 18000-56900
<u>Class-IV</u>		
15	Havildar	S-4 17100-54000
16	Naik/Xerox-Operator	S-3 16600-52400
17	Peon/Watchman/Sweeper	S-1 15000-47600
18	Xerox -Operator	S-5 18000-56900

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- 11) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure 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 used to keep for the expenditure of the organization for expenditure of pay & allowance, over-time allowance, wages, traveling allowances, office expenses, Rent, rate & taxes, publications, grant-in-aid etc.

- 12) The manner of execution of subsidy programmes, including the amounts allocated and the detail of beneficiaries of such programmes.**

- 13) Particulars of receipts 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 being given to the persons who work as petitioner Writer in Civil Court with the consultation of the Judge and they are authorize to receive the charges for reduce in writing the description of the documents and for typing charges as per norms prescribed in Civil and Criminal Manual.

- 14) Details in respect of the information, available to or held by it, reduced in an electronic form.**

The details of all the pending and decided cases of Civil and Criminal nature and the other category is available/ reduced in an electronic form by feeding it in Computer and updation is being done regularly and said information is also available on the Web-side viz <https://nanded.dcourts.gov.in> or <https://ecourts.gov.in>.

- 15) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, it maintained for public use.**

No such facilities are available to citizens for obtaining



information, including the working hours of a library or reading room.

**16) The names, designations and other particulars of the Public Information Officers.**

Only one Public Information Officer has been appointed for the Organization by the Principal District & Sessions Judge in view of the directions of the Hon'ble High Court whose particulars are as follows :-

Name :-	Shri A. B. Kulkarni
Designation :-	Registrar, District Court, Nanded.
Jurisdiction :-	For Nanded Judicial District.
Address :-	District & Sessions Court, Nanded.
Phone :-	02462-234555

**Appellate Authority is :-**

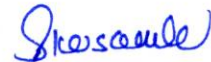
Name	:-	Shri. C.V. Marathe
Designation	:-	District Judge-1, Nanded.
Jurisdiction	:-	For Nanded Judicial District.
Address	:-	District & Sessions Court, Nanded.
Phone	:-	02462-234555

**17) Such other information as may be prescribed:**

The work of maintenance of Court Building and Residential Quarters of Judicial Officers and employees is being look-after by the Public Works Department.

There is an establishment of "Nanded Zilla Nyayalay in Karmachari Sahakari Pat-Sanstha" to meet with the monitory needs of Court employees.

There is also an Association of Nanded Zilla Nyayalayin Karmachari (Class-III) Sanghatana, Nanded recognized by the Government of Maharashtra.



Date : 24/06/2024.

( Surekha Kosamkar )  
Principal District Judge,  
Nanded.

