DISTRICT & SESSIONS COURT,

BARAN (RAJASTHAN)

[Information on 17 Manuals Under Section 4(1)(b) of the Right to Information Act, 2005]

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The particulars of the Organization, Functions and Duties.

Name of the Organization : **Office of the District & Sessions Judge, Baran**

This organization is sub-ordinate institution of the Hon'ble Rajasthan High Court

Functions of the Organization : **The organization has its two main functions :**

i) Judicial

ii) Administration of sub-ordinate Courts of Baran Judiciary.

Duties of the Organization :

i) Control over all subordinate court functioning in Baran Judgeship.

ii) Disrtibution of various grants amongst its subordinae authorities as per directions received from Hon'ble Rajasthan High Court.

iii) Dealing with the all correspondence with Hon'ble Rajasthan High Court, Depratment of Law & Judicial Academy Jodhpur.

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The powers and Duties of its officers and employees.

The Cadre of the judicial officers & their Jurisdiction

1. **District & Sessions Judge :** The District & Sessions Judge deals with the matters pertaining to the appellate side and cases triable by the Sessions only and also the matters under Motor Accident Claims Petitions.

2. **Judge, Family Court :** The above Judicial Officer/Judge deals with the cases related to Family Disputes.

3. **Spl. Judges (POCSO Act) :** The above Judicial Officers/Judge deal with the cases related to POCSO Act Cases.

4. **Spl. Judges, Prevention of Corruption Act :** The above Judicial Officer/Judg deal with the cases related to Prevention of Corruption Act cases.

5. **Spl. Judges, SC/ST (POA) Cases :** The above Judicial Officers/Judge deal with the cases related to SC/ST Act.

6. **Addl. District & Sessions Judge :** The above Judicial Officers/Judge deals with the matters pertaining to the appellate side and cases triable by the Sessions only and also the matters under :-
   - Motor Accident Claims Petitions - ADJ Chhabra/Atru
   - ADJ No.1 Baran - NDPS, Electricity Act Cases
   - ADJ No.2 Baran - Transferred by DJ Court

7. **Sr. Civil Judge & Criminal Judicial Magistrates :** The above Judicial Officers/Judges deal with the matters of Civil Nature from 2 Lac to 5 Lac & all types of Criminal matters excluding the cases triable by the court of Sessions.

8. **Civil Judge & Judicial Magistrates :** The above Judicial Officers/Judges deal with the matters of Civil Nature upto 2 Lac. All types of Criminal matters excluding the cases triable by the court of Sessions & excluding the cases having exclusive jurisdiction to the Chief Judicial Magistrate.

9. **Principal Magistrate, Juvenile Justice Board :** The above Judicial Officer deals with the matters of Children Conflict wth Law under Juvenile Justice Act.

10. **Nyayadhikari, Gram Nyayalaya :** The above Judicial Officer deals with the matters of Summon Cases & Theft Cases of upto 20000.

The Cadre of Employees & their duties

1. **Protocol Officer-cum-Administrative Officer :** To supervise over the all the employees of district judiciary and to assist the Head of the Organization in Administrative/Judicial Work.

2. **Senior Munsrim:** To supervise over the all the employees of concerned court, assist the Head of the institute in Administrative/Judicial Work and perform Establishment & Accounts.

3. **Reader/Sheristedar Grade-I, II & III :** To assist the Presiding Officer in court work. Perform Establishment, Statics Informations & Accounts work as well as in correspondencing with the office.

4. **PA-cum-Executive Assistant/Stenographer Grade-I, II & III :** To take dictation in cases from judges, type the orders/judgements & upload the orders/judgements to the CIS.

5. **Bailiff :** To serve the warrants issued by civil courts.

6. **Clerk Grade-I & II :** To do work of offices of the court on various posts in the sections.

7. **Process Server :** To serve the summons & notices issued by the Courts.

8. **Peon :** Working according the orders of Presiding Officers, cleaning of court premises & distriction of Dak.

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

1. The decision making process is followed in terms of the provisions of Laws, Manuals & directions issued by the Hon'ble Rajasthan High Court.
2. The employees working in the various courts & their sections follow the procedures laid down in the Civil & Criminal Rules, 2018 & directions of judicial offiecers.
3. The Principal District & Sessions Judge, Baran supervises the work of all the courts of judiciary & controls.
4. The subordinate courts of judiciary submit various types of returns & informations to District Court Baran for onward transmission to the Hon'ble Rajasthan High Court monthly, quarterly, half yearly, yearly and whenever called for.
5. The Civil Suits are initially presented to the Civil Judge (as per jurisdiction) and then registered. The Civil Suits are then heard step by step for disposal.
6. The Criminal Cases are filed by the concerned Police Authorities to the concerned Magistrate for hearing & disposal.
7. The cases exclusively triable by the session court, are committed to the Session Court by the concerned Judicial Magistrate for being tried according to law.
8. Splecial cases are filled directly to the concerned Spl. Court by the Police Authorities.

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

The functions of Subordinate Courts of Baran Judgeship are discharged in accordance with directions of Rajashthan High Court & General Rulues (Civil & Criminal) 2018. All functions are discharged under the supervision of District & Sessions Judge as per dircections of Rajasthan High Court.

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

1. Code of Civil Procedure (CPC), 1908
2. Code of Criminal Procedure (CrPC), 1973
3. Civil and Criminal Manuals as per General Rules (Civil & Criminal) 2018
4. The Limitation Act, 1963
5. The Court Fees Act & Stamp Act
6. Various Standing Orders & Permanent Orders issued time to time by Hon'ble Rajasthan High Court
7. Rajsthan State Govt. Orders, Notifications, Circulars & Rules.

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

Following registers are maintained by the organization to its control:

1. Peshi Registers are maintained by all the subordinate courts for the rotation of cases to be heard on perticular date. Register is maintained by the Reader of the Court.
2. The Cause List, Cases Status & orders/judgements are available on the website of District Court.
3. Separate registers for the registration of Civil & Criminal Cases.
4. The Daily Boards, Memorandum Books, Daily Court Fee Registers & various registers are being maintained as per the General Rule (Civil & Criminal) 2018
5. For the purpose of maintaining Accounts of organization, various registers are maintained as per GF&AR Rules and General Rule (Civil & Criminal) 2018
6. Service reocords of employees are bening maintained as per rules.
7. Records of Disposed Cases and other record is deposited in Record Room. For this purpose Record Room established at Baran & Chhabra Head Quarter.

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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

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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.

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A directory of its officers and employees.

S. No.	Name of Judicial Officer	Designation
1	**Sh. Satya Narain Tailor**	District & Sessions Judge, Baran
2	**Dr. Rubina Parveen Ansari**	Spl. Judge (Prev. of Corruption Act) Baran
3	**Sh. Shivcharan Meena**	Judge, ,Family Court Baran
4	**Sh. Ramesh Kumar Attle**	Spl. Court (POCSO) No.2 Baran
5	**Sh. Lokesh Kumar Sharma**	Spl. Court, SC/ST (POA) Cases Baran
6	**Mrs. Hina Parihar**	Secretary, DLSA Baran
7	**Sh. Pramod Kumar Sharma**	Addl. Distt. & Sessions Judge No.1 Baran
8	**Sh. Gaurav Sharma**	Addl. Distt. & Sessions Judge No.2 Baran
9	**Sh. Avinash Choudhary**	Addl. Distt. & Sessions Judge Chhabra
10	**Dr. Mahendra Solanki**	Addl. Distt. & Sessions Judge Atru
11	**Sh. Kanaram Meena**	Addl. Distt. & Sessions Judge Kishanganj
12	**Sh. Amarjit Singh**	Sr. CJ & CJM Baran
13	**Mrs. Rajveer Kaur**	Addl.Sr.CJ & ACJM No.1 Chhabra
14	**Sh. Ashish Meena**	Sr. CJ & ACJM Shahabad
15	**Sh. Shariq Hussain**	Sr. CJ & ACJM Chhipabarod
16	**Ms. Shaista Lodhi**	Sr. CJ & ACJM Atru
17	**Sh. Sarfaraz Nawaz**	Sr. CJ & ACJM Mangrol
18	**Sh. Abhay Bansal**	CJ & JM Baran
19	**Sh. Siddhant Sharma**	CJ & JM Anta
20	**Sh. Lokendra Chaudhary**	CJ & JM Kishanganj
21	**Mrs. Neelam Nahar**	CJ & JM Atru
22	**Ms. Priyanka Bajpai**	ACJ & JM Baran
23	**Sh. Divya Mohan Gupta**	Nyayadhikari, Gram Nyayalaya Atru

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

- Remuneration of Judicial Officers under the Second National Judicial Pay Commission (SNJPC) & issued orders/circulars time to time by Rajsthan Govt/Rajasthan High Court.
- Remuneration of Employees under Rajasthan Serice Rules (Revised Pay) 2017, District Court, Establishment Rules, 1986 & issued orders/circulars time to time by Rajsthan Govt/Rajasthan High Court.

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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 budget under various heads from the Hon'ble Rajasthan High Court for expenditure of pay & allowances.

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

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

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

- **Case Status** : **https://baran.dcourts.gov.in/case-status**
- **Court Orders** : **https://baran.dcourts.gov.in/court-orders**
- **Cause List** : **https://baran.dcourts.gov.in/cause-list-%E2%81%84-daily-board/**
- **List of Judges** : **https://baran.dcourts.gov.in/list-of-judges/**
- **List of Formers Judges** : **https://baran.dcourts.gov.in/former-judges/**
- **Officers on Leave** : **https://baran.dcourts.gov.in/judges-on-leave/**
- **Online RTI Portal** : **https://hcraj.nic.in/erti/**
- **Duty Magistrate** : **https://baran.dcourts.gov.in/duty-magistrate/**
- **Police Stations wise Magistrate** : **https://baran.dcourts.gov.in/police-station-wise-magistrate/**
- **Notifications** : **https://baran.dcourts.gov.in/# notification**
- **Forms** : **https://baran.dcourts.gov.in/forms/**

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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.

1. **Certified copies of Orders/Judgements of Baran Judgeship's Subordinate courts are available through concerned Copying Section.**
2. **Public can directly access touch screen kiosk facility of District Court Baran Premises for information on status of cases**
3. **Public can access the District Court Baran website to access information about pending/disposed cases & Cases Status.**
4. **Public can use facility to record evidence through Video Conferencing by appearing in VC Spot.**
5. **Information on other matters can be obtained from the Public Information Officer under provisions of RTI Act 2005.**

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

- **How to Apply:**
  - RTI Appcalication can be sent Post with requisite application fee as per rules.
  - The eRTI Portal is 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.
- **Public Information Officers :**
  - Chief Judicial Officer Baran - Baran Head Quarter
  - Addl. Chief Judicial Officer No.1 Chhabra - Chhabra Head Quarter
  - Addl. Chief Judicial Officer Chhipabarod - Chhipabarod Head Quarter
  - Addl. Chief Judicial Officer Atru - Atru Head Quarter
  - Addl. Chief Judicial Officer Shahabad - Shahabad Head Quarter
  - Addl. Chief Judicial Officer Mangrol - Mangrol Head Quarter
  - Civil Judge & Judicial Officer Kishanganj - Kishanganj Head Quarter
  - Civil Judge & Judicial Officer Anta - Anta Head Quarter

Appeals Authority :

- **Appeals Authority -** District & Sessions Judge, Baran

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Such other information as may be prescribed.

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