

MANUAL OF JUDICIAL DEPARTMENT
(PUBLISHED IN TERMS OF SEC 4(1)(b) of the Right To Information
Act, 2005
OF DISTRICT JUDICIARY, KHAMMAM.

(i) The Particulars of its Organization, Functions and duties

The Principal District and Sessions Court, Khammam is the apex body of the District Judiciary under the control of Hon'ble High Court for the State of Telangana, Hyderabad, situated at Kaviraj Nagar, Wyra Road, near to Sardal Patel Stadium, Khammam.

The District Court, Khammam was established on 22-6-1955. Initially the District have 35 Courts and one District Legal Service Authority i.e (12) District Courts, (05) Senior Civil Judge Courts and (18) Junior Civil Judge Courts. Thereafter the Hon'ble High Court for the State of Telangana has bifurcated the erstwhile Khammam into two Judicial districts i.e., Khammam and Bhadradri-Kothagudem on 02.06.2022. Presently Khammam District is functioning with (9) District Courts, (4) Senior Civil Judge Courts, (10) Junior Civil Judges Courts and (1) District Legal Services Authority. The District Court, Khammam having (2) taluka Courts i.e. Sathupalli and Madhira. Sri Hamid Bin Shabbir, was the first District and Sessions Judge, Khammam. Previously the District Court, Khammam was functioning at Trunk Road, Khammam. In the year 1975 the District Court, Khammam was shifted to the present District Court Premises.

Previously Khammam was part of the larger Warangal District till 01.10.1953. Later five taluks of Warangal District viz. Khammam, Madhira, Yellandu, Burgampahad and Paloncha were carved out and a new district with Khammam as district head quarters was formed. In 1985 after introduction of Mandal system, the district was divided into 46 Mandals in four revenue divisions.

The Khammam District Judiciary headed by the Principal District Judge, Khammam

Sanctioned Strength of Judicial Officers - 23
Sanctioned Strength of Staff Members - 449

Sl. No	Category of Posts	Sanctioned strength
1	Chief Administrative Officers	6
2	Senior Superintendent	14
3	Superintendents	22
4	Stenographer Gr-I	7
5	Stenographer Gr-II	4
6	Stenographer Gr-III	14
7	Senior Assistants	29
8	Junior Assistants	88
9	Typists	34
10	Field Assistants	24
11	Examiners	19
12	Copyists	20
13	Drivers	7
14	Record Assistants	13
15	Process Servers	58
16	Office Subordinates	90
	TOTAL	449

(ii) The Powers and duties of its officers and employees

The Principal District Judge, Khammam is the Disciplinary Authority for the staff members. All the Judicial Officers act as per Sec. 33 Cr.P.C and Sec. 35 Cr.P.C and C.P.C and to work under the Rules framed by the Hon'ble High Court and as per the Circulars issued by the Hon'ble High Court from time to time.

Sl. No.	Name of the post	Nature of the Duty
1	Chief Administrative Officer	All correspondence work on Administrative side prepare and placed before the District Judge.
2	Chief Administrative Officer (other than District Court)	To work as Chief Ministerial Officer and over all supervision of the Court as per the instructions of the Presiding Officers concerned

3	Court Manager	Financial Management, Human Resource Management, System or process management, Buildings etc.,
4	Superintendent (Accounts) District Court	Supervising the Accounts Section including preparation of bills and issuance of Cheques in the MVOP Act Cases.
5	Superintendent, Central Nazareth Section	All correspondence with regard to Inspection of Lower Courts, District Court pension cases, Supervising of the Nazarat Section, protocol Duties and all correspondence with regard to Buildings in absence of Court Manager.
6	Superintendent (checking on Civil side) District Court	Scrutinize all the matter filed on Civil Side, put up note and placed before the Presiding Officer for their numbering.
7	Superintendents, Copying Section.	Supervising the Copying Section
8	Superintendent, Record Section.	Supervising of Record Section and submission Appeal Records and Correspondents to the appellate Court.
9	Superintendent (Translator), Criminal Section	Dealing with Criminal Section of District and Sessions Court.
10	Superintendent, Administrative Section	To assist the Administrative Officer and custodian of Records in Administrative side.
11	Superintendent, O.P. Cell	Called for and receive the statements from the lower courts and Consolidate the same and to submit the same to the Hon'ble High Court's in the O.P. Cell
12	Superintendents (other than District Court)	To attend the duties as assigned by the Presiding Officer
13	Senior Assistant, Civil Section (bench clerk)	Dealing with Civil Section of District Court.
14	Senior Assistant, Accounts Section	To Assist the Accounts Superintendent in District Court
15	Senior Assistant (other than District Court)	To attend the duties as assigned by the Presiding Officer

No post

16	Stenographers	Taking Dictation and Transcribe the same from the Judge and Type the Judgments.
17	District System Administrator	Monitoring the CIS software, conducting the training programmes to the staff, monitoring the establishment of transfer of cases and maintain the Official Website of this Unit and Official eMail of this Court.
18	System Officer	Who will look after the matter relating to computerization in Prl. District and Sessions Court as well as all the courts in the Unit of District Judge, Khammam
19	Junior Assistant, O.P. Cell(District Court)	Assist the OP Cell (All types of statements consolidate and enter the same in Computer)
20	Junior Assistant, Inward Section (District Court)	Dealing with the inward section (all types of correspondence received and enter the concerned register)
21	Junior Assistant, Civil Section (District Court)	Assist the Civil Branch Superintendent.
22	Junior Assistant, Criminal Section(District Court)	Assist the Criminal Branch Superintendent,
23	Junior Assistant, Outward (District Court)	Dealing with the Dispatch section (Dispatching the letters and other correspondence)
24	Junior Assistant, Copying Section (District Court)	To enter the Copy Applications in CR. No.26 in copying section
25	Junior Assistants (other than the District Court)	To attend the duties as assigned by the Presiding Officer
26	Typists	Typing work on the Bench, data entry in CIS software and other miscellaneous work
27	Field Assistant (District Court)	Assist the Superintendent in Nazarath Section, execution of Warrants in Nazarath Section and protocol duties and in other Courts to attend the Bench duties etc.,
28	Field Assistant (other than Nazarath Section)	To attend the duties as assigned by the Presiding Officer

29	Examiner, Section Court)	Copying (District Court)	Assist the Copying Section Superintendent and carry the copy applications to the concerned courts and bring the originals.
30	Copyist, Section Court)	Copying (District Court)	Assist the Copying Section Superintendent and brought the copy applications to the concerned courts and bring the originals, and operation the photo copy machine
31	Record Assistant, Record Room (District Court)		Assist the Superintendent in Record Room
32	Record Assistant, Record Room (other than District Court)		To attend the duties as assigned by the Presiding Officer
33	Drivers		To drive the Car of Presiding Officers
34	Process Servers		To Serve the Summons and Notices in Nazarath Section and in other Courts to attend the Bench Duties etc.
35	Process Server (other than Nazarath Section)		To attend the duties as assigned by the Presiding Officer
36	Office Subordinates		To attend the bench duty, Bungalow duty etc., as assigned by the Presiding Officers concerned.

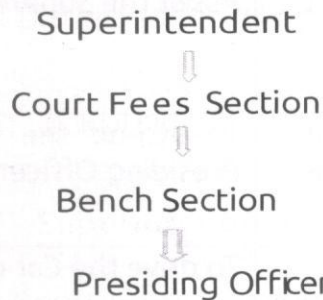
All the offices in District Judiciary, Khammam will work from 10.30 A.M., till 5.00 P.M., on all days except Holidays. The lunch-break for the members of the staff and Officers will be between 2.00 P.M., to 2.30 P.M. The administration of the District Judiciary is regulated by the Standing Orders framed by the Hon'ble High Court, and the staff of the District Judiciary shall discharge their duties as per the procedure prescribed by the Standing Orders. The duty of the employees is to see that the work of the District Judiciary- both on the judicial and administrative side- is carried on smoothly without causing inconvenience to the courts and the officers.

(iii) The Procedure followed in the decision making process, including channels of supervision and accountability

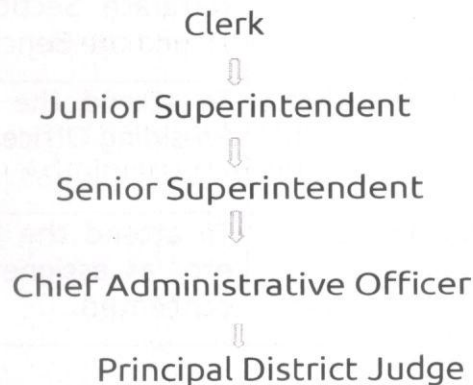
The Procedure followed as per Criminal Procedure Code, Civil Procedure Code, Civil Rules of Practice and Criminal Rules of Practice and also standing Orders and Circular instructions issued by the Hon'ble High Court from time

to time. The decision making process in the District Judiciary involves preparation of the note files by the Superintendent, which will be checked by the Chief Administrative Officer concerned. Thereafter, the same will be placed before the Principal District Judge who is the controlling officer for decision.

Channel of supervision in Judicial side:



Channel of supervision in Administrative side:



(iv) The norms set by it for the discharge of its functions

The norms set by the Hon'ble High Court for the State of Telangana for the discharge of the functioning in the light of the Criminal Procedure Code, Civil Procedure Code, Civil Rules of Practice and Criminal Rules of Practice and also standing Orders and Circular instructions issued by the Hon'ble High Court from time to time

(v) The Rules, Regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

The Criminal Procedure Code, Civil Procedure Code, Civil Rules of Practice and Criminal Rules of Practice, the Rules and regulations relating to

Telangana State Judicial Services, Telangana Judicial Ministerial Service Rules, the A.P Civil Services (Classification, Control and Appeals) Rules, and also standing Orders and Circular instructions issued by the Hon'ble High Court from time to time.

(vi) A Statement of the Categories of documents that are held by its or under its control

- a) Pleadings and documents pertaining to cases filed by the parties/ Advocates.
- b) Vernacular records sent by the Subordinate courts
- c) Records of administrative side.
- d) Fixed deposit receipts are maintained by the Accounts Branch
The District Judge is the controlling Authority.

(vii) 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

The Chief Administrative Officer is the State Assistant Public Information Officer for the District Court and other Courts at District Headquarters and the Chief Ministerial Officer is the Courts concerned at other the District Headquarters is the State Assistant Public Information Officer.

(viii) 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 meeting are accessible for public.

The following committees of Judges have been constituted by the Principal District and Sessions Judge, Khammam as per the standing order of the Hon'ble High Court for the State of Telangana

- 1. District Vigilance Cell
- 2. Coordination Committee
- 3. District eCourts project monitoring Committee
- 4. Purchase Committee
- 5. Internal Committee – Gender Sensitization of Sexual harassment of women at Work place
- 6. Internal Committee

7. District Accessibility Committee
8. District level committee on SNJPC of District Judiciary Khammam
9. District Sub Committee as per the guidelines of the National Court Management Systems Committee
10. District Case Management Committee

The meetings of the above committees are not open to public and the minutes of the meetings are not accessible to public.

(ix) A directory of its officers and employees

Placed in Official website <https://khammam.dcourts.gov.in>

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

The pay scales of the Judicial Officers manning the Subordinate judiciary and the ministerial staff is as under. The pay scales are exculsive of D.A., H.R.A, C.C.A etc.,

Sl. No	Designation	Revised Scale of Pay
1.	District Judge(Entry Level)	144840-194660
2.	District Judge (Selection Grade)	163030-219090
3.	District Judge Super Time Scale	199100-224100
4.	Civil Judge(Senior Division) (Entry Level)	111000-163030
5.	Civil Judge(Senior Division) I Stage A.C.P. Scale	122700-180200
6.	Civil Judge(Senior Division) II Stage A.C.P. Scale	144840-194660
7.	Civil Judge(Junior Division) (Entry Level)	77840-136520
8.	Civil Judge (Junior Division) I Stage A.C.P.Scale	92960-136520
9.	Civil Judge(Junior Division) II Stage A.C.P.Scale	111000-163030
10.	Chief Administrative Officer	62110-140470
11.	Senior Superintendents	43490-118230
12.	Superintendents	42300-115270

13	Stenographer Grade-I	43490-118230
14	Stenographer Grade-II	42300-115270
15	Stenographer Grade-III	32810-96890
16	Senior Assistants	32810-96890
17	Junior Assistants	24280-72850
18	Typists	24280-72850
19	Field Assistants	24280-72850
20	Examiners	22900-69150
21	Copyists	22900-69150
22	Drivers	22900-69150
23	Record Assistants	22240-67300
24	Process Server	22900-69150
25	Office subordinates	19000-58850

(xi) The budget allocated to each its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Budget allocated by the Hon'ble High Court for the State of Telangana and the District Court distributes the same to all the Courts in the District Judiciary besides District Court.

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

The District Judiciary does not execute any subsidy programmes

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it

Not applicable to District Judiciary

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

Unit is having Official website <https://khammam.dcourts.gov.in>

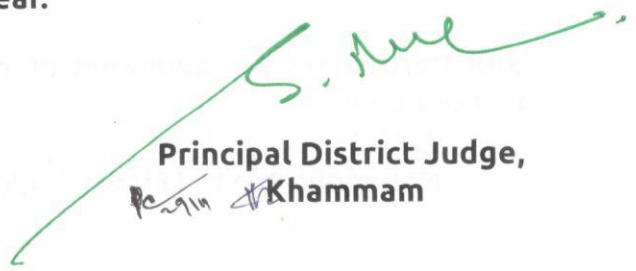
(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

Case status information can be checked at Judicial Service Center, Khammam . No library room is available for public use.

(xvi) The names, designation and other particulars of the public information officers

Sl. No.	Name and designation	Name of the Court Complex
1	Chief Administrative Officer-cum-State Assistant Public Information Officer, Prl. District and Sessions Court, Khammam	District Court Complex at Khammam
2	Chief Administrative Officer-cum-State Assistant Public Information Officer, VI Addl. District Court, Sathupalli	Court Complex at Sathupalli
3	Superintendent-cum-State Assistant Public Information Officer, Senior Civil Judge's Court, Madhira	Court Complex at Madhira

(xvii) Such other information as may be prescribed and thereafter update these publications every year.


Principal District Judge,
Khammam