

MANUAL

OF

DISTRICT COURT

TEHRI GARHWAL

UTTARAKHAND

UNDER

SECTION 4(1)(b)

OF

RIGHT TO INFORMATION

ACT, 2005

SECTION 4(1)(b)(i) The particulars of District Court of Tehri Garhwal Uttarakhand functions and duties:

Particulars of Organization: District Court of Tehri Garhwal, Uttarakhand consist of following Courts:

Head Quarter New Tehri

1. District and Sessions Court.
2. Additional District and Sessions Court
3. Chief Judicial Magistrate Court.
4. Senior Civil Judge /Addl. Chief Judicial Magistrate
5. Addl. Senior Civil Judge/ Addl. Chief Judicial Magistrate
6. Civil Judge/ Judicial Magistrate

Outlying Courts

1. Civil Judge, Narendra Nagar, Tehri Garhwal.
2. Civil Judge, Kirtinagar, Tehri Garhwal.
3. Civil Judge, Pratap Nagar, Tehri Garhwal.

Functions: It is a Court under chapter VI of the Constitution of India

Duties: (1) Administrative
(2) Judicial

SECTION 4(1)(b)(ii)

The powers and duties of officers and employees of the District Court of Uttarakhand;

Powers and duties of Judges of the District Court: Administrative and Judicial Work as per provision of the law, General Rules (Civil), General Rules (Criminal) and circular orders of Hon'ble High Court.

Powers & Duties of Staff of the District Court: The officials discharge their duties as per General Rules (Civil), General Rules (Criminal) and Circular orders issued by the Hon'ble High Court time to time.

SECTION4(1)(b)(iii)

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

The cases are decided as per the provisions of Law. The administrative decisions are taken by District Judge as per the General rules (Civil), General rules (Criminal) and Circular orders issued by the Hon'ble High Court and the appropriate service Rules.

SECTION4(1)(b)(IV)

The norms set for the discharge of the functions of the District Court of Uttarakhand;

The General Rules (Civil), General Rules (Criminal) and circular orders of Hon'ble High Court, Laws and Judgments / Rulings of Hon'ble High Court and Supreme Court of India.

SECTION4(1)(b)(v)

The rules,regulations,instructions,manual sand records,held by it or under its control or used by its employees for discharge in gits functions;

- (1) All the law sare applicable
 - (2) General rules(Civil),General Rules (Criminal)and circular orders of Hon'ble high Court.
-

SECTION4(1)(b)(vi)

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

- (1) Administrative Record
 - (2) Judicial Record
-

SECTION4(1)(b)(vii)

The particulars of any arrangements that exists for consultation with,or representation by, the members of the public in relation to the formulation of it spolicyor implementation thereof.

That is not required as Perth eprovisions of the law.

SECTION4(1)(b)(viii)

A statement of the boards, councils, committees and other bodies consisting of

two or more persons constituted as a committee 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;

1. Administrative decisions are taken by the District Judge.
2. Meeting of officers held monthly for appreciation of judicial work and administrative work assigned by District Judge.
3. Meeting of monitoring Cell held monthly with D. M, S. P. and Officers of prosecution for proper functioning of criminal justice system.

SECTION 4(1)(b)(ix)

A directory of officers and government counsel of the District Court of Tehri Garhwal Uttarakhand.



**DISTRICT COURT
TEHRI GARHWAL**



FAX: (01376)-232356

E-mail: dj-teh-ua@nic.in

Telephonic Enquiry: 01376-232356

JUDGES DISTRICT COURT OF TEHRI GARHWAL

**JUDGES, OTHER SUBORDINATE JUDICIAL OFFICERS, OFFICIALS AND RELATED
PERSONS RELATING TO THE DISTRICT COURT TEHRI GARHWAL
AS ON 30.06.2024**

| Sr. No. | Name of the Judicial Officers & Designation | Office Telephone & Fax Number | Residence Telephone Number |
|---------|---|----------------------------------|----------------------------------|
| 1 | Sh. Yogesh Kumar Gupta, H.J.S District & Sessions Judge, Tehri Garhwal | 01376- 232356 | 01376-232357 01376-234696 |
| 2 | Shri Nasim Ahmad H.J.S Additional District & Sessions Judge, Tehri Garhwal | -- | -- |
| 3 | Sh. Mithilesh Pandey , Chief Judicial Magistrate, Tehri Garhwal | -- | - |
| 4 | Sh. Mohammad Yaqoob, Senior Civil Judge, Tehri Garhwal | -- | -- |
| 5 | Ms. Afiya Mateen, Addl. Senior Civil Judge, Tehri Garhwal | -- | -- |
| 6 | Sh. Kuldeep Narayan Civil Judge, New Tehri Tehri Garhwal | -- | -- |
| 7 | Sh Shailendra Kumar Yadav, Civil Judge, KitiNagar Tehri Garhwal | -- | -- |
| 8 | Shri Shrey Gupata, Civil Judge, Narendra Nagar, Tehri Garhwal | -- | -- |
| 9 | Civil Judge, Pratap Nagar (vacant) Shri Kuldeep Narayan , Civil Judge New Tehri isholding camp Court 03 days in a month | -- | -- |

GOVERNMENT ADVOCATES

| Name | Designation | Mobile No. |
|--|--------------------------------------|-------------------|
| Sri Swarajya Singh Panwar, Advocate | D.G.C.(Criminal) | 9412026942 |
| Sri Mahendra Singh Advocate | Special Public Prosecutor (POCSO) | 9412027767 |
| Sri Beni Madhav Shah Advocate | A.D.G.C.(Criminal) | 9412970544 |
| Sri Jagatmani Painuly Advocate Attached | D.G.C.(Civil) | 9412912528 |
| Sri Jagatmani Panuly Advocate | A.D.G.C(Civil) | 9412983526 |
| Sri Vivek Badani Advocate | DGC(Revenue) | 7466984924 |
| Sri Narendra Singh Negi, Advocate | ADGC (Revenue) | 9412312172 |

**DISTRICT BAR ASSOCIATION, NEW TEHRI,
DISTRICT TEHRI GARHWAL**

| Name | Designation | MobileNo. |
|-----------------------------------|--------------------|-------------------|
| Sri Sanjay Kumar Ghidiyal | President | 9411188622 |
| Sri Sawan Singh Kaintura | Vice President | 9411521706 |
| Sri Virendra Singh Kathait | Secretary | 9410197097 |
| Ms. Pawna | Joint Secretary | 9411733698 |

SECTION4(1)(b)(x)

Status of Sanctioned, Working and Vacant Posts of Class-III Ministerial and Steno) & Class IV in the judgeship Tehri Garhwal (As on 30.06.2024)

1-Class III Clerical Cadre

| Nomenclature of post in each cadre of the court staff with pay scale | Sanctioned strength | Working strength | Vacant |
|---|----------------------------|-------------------------|---------------|
| Chief Administrative Officer Pay Scales 9300-34800 GP 5400 | 03 | 01 | 02 |
| Senior Administrative Officer Pay Scales 9300-34800 GP 4800 | 04 | 03 | 01 |
| Administrative Officer Pay Scales 9300-34800 GP 4600 | 04 | 02 | 02 |
| Chief Assistant Pay Scales 9300-34800 GP 4200 | 10 | 10 | - |
| Senior Assistant Pay Scales 5200-20200 GP 2800 | 15 | 10 | 05 |
| Junior Assistant Pay Scales 5200-20200 GP 2000 | 17 | - | 17 |
| Total | 53 | 26 | 27 |

2- Class III Ministerial Cadre (Stenographers)

| Name of Post | Sanctioned strength | Working strength | Vacant |
|---|----------------------------|-------------------------|---------------|
| Personal Officer Pay Scales 9300-34800 GP 4600 | 02 | 01 | 01 |
| Senior Personal Assistant Pay Scales 9300-34800 GP 4200 | 03 | 03 | 00 |
| Personal Assistant Pay Scales 5200-20200 GP 2800 | 05 | 01 | 04 |
| Total | 10 | 05 | 05 |

3-Driver & Technical Staff

| Cadre | Sanctioned strength | Working strength | Vacant |
|---|----------------------------|-----------------------------|-----------------|
| System Officer Pay Scales 9300-34800 GP 4200 | 01 | - | 01 |
| System Assistant Pay Scales 5200-20200 GP 2400 | 01 | 01 | - |
| Drivers (DJ and CJM) Pay Scales 5200-20200 GP 2000 | 02 | - | 02 (Regular) |
| Data Entry Officer for CJM Court | 01 (Outsource) | 01 | - |
| Total | 05 | 02 (02 from UPNL) | 03 |

4-Class IV employees

| Cadre | Sanctioned strength | Working strength | Vacant | Remark |
|---------------------------|----------------------------|-------------------------|---------------|---------------|
| Regular Class-IV | 44 | 27 | 17 | |
| Outsource Class-IV | 02 | 02 | - | |
| Sweeper | 02 | 02 | - | |
| Total | 48 | 31 | 17 | |

**Monthly remuneration received by, Judge Officers and Officials of District Court
Establishment as on 30.06.2024**

1. Judicial Officers

| SN | Name of Emp./Officer | Designation | Basic Pay | Gross pay |
|----|----------------------------|------------------------|-----------|-----------|
| 1 | Mr. Yogesh Kumar Gupta | District&SessionsJudge | 206510 | 370870 |
| 2 | Mr. Naseem Ahmad | Addl.DistrictJudge | 188990 | 330898 |
| 3 | Mr. Mithlesh Pandey | CJM | 124930 | 231693 |
| 4 | Mr. Mobad Yaqoob | CJSD | 136520 | 243780 |
| 5 | Mrs. Afiya Mateen | Addl. CJSD | 124930 | 247006 |
| 6 | Mr. Kuldeep Narayan | CJJD New Tehri | 92960 | 189783 |
| 7 | Mr. Sherh Gupta | CJJD Narendra Nagar | 87620 | 174743 |
| 8 | Mr. Shailendra Kumar Yadav | CJJD KirtiNagar | 90250 | 197657 |

2- List of Court-staff (Group-B,C&D)

| SN | Name ofE mp./Officer | Designatio n | Basic Pay | Gross pay |
|----------------|--------------------------|-----------------|-----------|--------------|
| 1 | Mrs. Reeta ajwan | CAO | 61300 | 92590 |
| 2 | Mr.Pratap Singh | PO | 80000 | 120840 |
| 3 | Mr. Ratan Mani | SAO | 55200 | 83480 |
| 4 | Mr. Pankaj KumarShukla | SAO | 55200 | 83380 |
| 5 | Mr. Jyendra Singh | SAO | 55200 | 83760 |
| 6 | Mr. Karan Singh Panwar | AO | 49000 | 74060 |
| 7 | Mr. Pankaj Panwar | AO | 49000 | 74060 |
| 8 | Mr. AshishVyas | AO | 38700 | 62120 |
| 9 | Mr. Anil Nayal | CA | 37600 | 56920 |
| 10 | Mr. Sanyog Singh | CA | 37600 | 56920 |
| 11 | Mr. Amar Singh Rana | CA | 37600 | 56920 |
| 12 | Mrs. Harshi Dhyani | CA | 37600 | 56920 |
| 13 | Mr. Amit Kumar Kashyap | CA | 37600 | 56920 |
| 14 | Km.Rajani Pundir | PA | 39900 | 63920 |
| 15 | Mrs. Reshma | PA | 39900 | 63920 |
| 16 | Mr. Sandeep Chauhan | PA | 36500 | 55270 |
| 17 | Mr.Manish Nautiyal | CA | 36500 | 58820 |
| 18 | Mr. Bhupendra Prasad | CA | 35400 | 53620 |
| 19 | Mr.Deewan Singh | SA | 41600 | 62780 |
| 20 | Mr. Ganesh Prasad | SA | 31900 | 48230 |
| 21 | Mr. Vipul Uniyal | SA | 31900 | 48230 |
| 22 | Mr. Matvar Singh Bisht | SA | 31900 | 48230 |
| 23 | Mr. Khushhl Singh | JA | 23800 | 36000 |
| 24 | Mr. Vipin Chand Nautiyal | JA | 23800 | 36000 |
| 25 | Mr. Jitendra Singh | JA | 23800 | 36000 |
| 26 | Mr. Vikram Singh | JA | 23800 | 36000 |
| 27 | Mr. Ankit | JA | 23800 | 36000 |
| 28 | Mr. Naveen Chandra | JA | 23800 | 36200 |
| 29 | Km. Chandra prabha | JA | 23800 | 38200 |
| 30 | Mr. Ravindra Kumar | JA | 23800 | 38200 |
| 31 | Mr. Akash Pal | PA | 30100 | 45530 |
| GROUP D | | | | |
| 1 | Mrs. Bhagwati Devi | | 42800 | 64670 |
| 2 | Mr. Rajeev Kumar | | 39800 | 62680 |
| 3 | Mr. Vijay Kumar | | 39800 | 60130 |
| 4 | Mr. Ashok Kumar | | 31100 | 47030 |

| | | | | |
|----|----------------------------|--|-------|-------|
| 5 | Mr. Kundan Singh | | 30200 | 47780 |
| 6 | Mr. Lekhraj | | 29300 | 45530 |
| 7 | Mr. Suraj Singh | | 29300 | 44330 |
| 8 | Mr. Yogamber Singh | | 29300 | 44330 |
| 9 | Mr. Ram LalGairola | | 29300 | 44330 |
| 10 | Mr. Digambar Singh Rautela | | 29300 | 44330 |
| 11 | Mr. Prem Singh | | 29300 | 45530 |
| 12 | Mr. Rajesh Chauhan | | 28400 | 46280 |
| 13 | Mr. Deepak Thapliyal | | 22100 | 33520 |
| 14 | Mr. Anoop Kumar Thapliyal | | 20300 | 32020 |
| 15 | Km. ArchanaBelwal | | 20300 | 30920 |
| 16 | Mr. AshishNegi | | 19700 | 31120 |
| 17 | Mr. Mohan Singh | | 20300 | 32020 |
| 18 | Km. Manisha | | 19700 | 29920 |
| 19 | Mr. Sagar Singh Pundir | | 20300 | 32020 |
| 20 | Mr. NitinRawat | | 20300 | 32020 |
| 21 | Mr. Ravindra Sajwan | | 20300 | 32020 |
| 22 | Mr. Ashish Kharkwal | | 20300 | 30820 |
| 23 | Mr. Arvind Kothari | | 20300 | 32020 |
| 24 | Mr. Vikas Chandra | | 20300 | 32920 |
| 25 | Mr. Deepak Singh | | 20300 | 32020 |
| 26 | Km. Mohni Bhadri | | 19700 | 29920 |
| 27 | Mrs. Anita Rawat | | 20300 | 30820 |

SECTION4(1)(b)(xiii)

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

Not applicable in the District Court of Tehri Garhwal.

SECTION4(1)(b)(xiv)

Details in respect to the information, available too held by it, reduced in electronic form;

Judgments, Cause lists of the court of District Judge and cause lists of the other courts are available on www.lobis.nic.in and information of Judges, cause list and Judgments of District Judge, are available at District Court website at <http://dcteh.uk.gov.in>.

SECTION4(1)(b)(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;

- (1) Judgments, cause lists of District court are accessible world wide for litigant public at District court website.
 - (2) Apart from it, the litigant public may also enquire status of their cases by moving application at the District Court, Tehri Garhwal.
 - (3) An inquiry Counter is going to set up in near future at the District Court by whom the litigants/public may obtain the information regarding status of their cases.
-

SECTION4(1)(b)(xvi)

The names, designations and other particulars of the Public Information Officer;

1. Smt. Reeta Sajwan, State Public Information Officer under Section 5(1) of the Right to Information Act,2005, Chief Administrative Officer/ SAO, District Judgeship, Tehri Garhwal **01376-232356**; email-dj-teh-ua@nic.in.
2. Sh. Kuldeep Narayan, Appellate Authority under Section 19(1)of the Right to Information Act, 2005, Civil Judge, New Tehri, District Tehri Garhwal Tel. No.: **01376-232356**; email-dj-teh-ua@nic.in

SECTION4(1)(b)(xvii)

Such other information as may be prescribed; and thereafter update these publications every year; NIL.

**TOTAL NUMBER OF CRIMINAL AND CIVIL CASES PENDING ON 31-06-2024
IN THE JUDGESHIP OF TEHRI GARHWAL**

| S.No. | NAME OF COURT | NUMBER OF CASES | | TOTAL |
|-------|---|-----------------|-------------|-------------|
| | | CIVIL | CRIMINAL | |
| (1) | District& Sessions Judge Tehri Garhwal | 115 | 207 | 322 |
| (2) | Addl. District& Session Judge, Tehri Garhwal | 97 | 184 | 281 |
| (3) | Chief Judicial Magistrate, Tehri Garhwal | 0 | 564 | 564 |
| (4) | Senior CivilJudge/ ACJM, Tehri Garhwal | 116 | 106 | 222 |
| (5) | Addl. Senior Civil Judge /ACJM, Tehri Garhwal | 35 | 247 | 282 |
| (6) | Civil Judge/J.M., New Tehri, Tehri Garhwal | 98 | 215 | 313 |
| (7) | Civil Judge/J.M., Narendra Nagar, Tehri Garhwal. | 46 | 1137 | 1183 |
| (8) | Civil Judge/J.M., Kirti Nagar, Tehri Garhwal. | 30 | 253 | 283 |
| (9) | Civil Judge/J.M., Pratap Nagar, Tehri Garhwal. | 5 | 40 | 45 |
| (10) | Total | 542 | 2953 | 3495 |