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

OutlyingCourts

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 power sand 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 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.

SECTION 4(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.

SECTION 4(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.

SECTION 4(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 its functions;

(1) All the laws are applicable

(2 General rules (Civil), General Rules (Criminal) and circular orders of Hon'ble high Court.

SECTION 4(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

SECTION 4(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 its policy or implementation thereof.

That is not required as Perth provisions of the law.

SECTION 4(1)(b)(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 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.SECTION4(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 24.10.2025

Sr. No.	Name of the Judicial Officers & Designation	Office Telephone & Fax Number	Residence Telephone Number
1	**Shri Amit Kumar Sirohi** , District & Sessions Judge, Tehri Garhwal	01376- 232356	01376-232357 01376-234696
2	**Shri Nasim Ahmad** Additional District & Sessions Judge, Tehri Garhwal	--	--
3	**Shri Mohammad Yaqoob,** Chief Judicial Magistrate, Tehri Garhwal	--	-
4	**Ms. Afiya Mateen,** Senior Civil Judge, Tehri Garhwal	--	--
5	**Shri Mithilesh Pandey,** Addl. Senior Civil Judge, Tehri Garhwal	--	--
6	**Sh. Kuldeep Narayan** Civil Judge, New Tehri Tehri Garhwal	--	--
7	**Sh. Chetan Singh Gautam,** Civil Judge, KitiNagar Tehri Garhwal	--	--
8	**Sh. Shrey Gupata,** Civil Judge, Narendra Nagar, Tehri Garhwal	--	--
9	**Ms. Asmita Chauhan,** Civil Judge, Pratap Nagar	--	--

GOVERNMENT ADVOCATES

Name	Designation	Mobile No.
Sri Swarajya Singh Panwar, Advocate	D.G.C.(Criminal)	9412026942
Sri Mahendra Singh Bisht, 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 Ajay Rawat 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

Sri Anil Sharma	President	
Sri Chandrabhan Rana	Vice President	
Sri Virendra Singh Kathait	Secretary	
Ms. Pawana	Joint Secretary	

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 24.10.2025)

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	02	01
Senior Administrative Officer Pay Scales 9300-34800 GP 4800	04	01	03
Administrative Officer Pay Scales 9300-34800 GP 4600	04	04	00
Chief Assistant Pay Scales 9300-34800 GP 4200	10	04	06
Senior Assistant Pay Scales 5200-20200 GP 2800	15	11	04
Junior Assistant Pay Scales 5200-20200 GP 2000	17	08	09
Total	**53**	**30**	**23**

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 from UPNL)	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**	**22**	**22**	
Outsource Class-IV	**02**	**02**	**-**	
Sweeper	**02**	**02**	**-**	
Total	**48**	**26**	**22**	

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Monthly remuneration received by, Judge Officers and Officials of District Court Establishment as on 24.10.2025

Judicial Officers

SN	Name of Emp./Officer	Designation	pay Scale
1	Mr. Amit Kumar Sirohi	District Judge	J-6(163030-219090)
2	Mr. Naseem Ahmad	Addl .District Judge	J-5 (144840-194660)
3	Mr. Mohammad Yaqoob	CJM	J-3 (111000136030)
4	Ms. Afiya Mateen	CJSD	J-3(111000136030)
5	Mrs. Mithlesh Pandey	Addl. CJSD	J-3 (111000136030)
6	Mr. Kuldeep Narayan	CJJD New Tehri	J-2 (92960-136520)
7	Mr. Chetan Singh Gautam	CJJD Kirti Nagar	J-2 (92960-136520)
8	Mr. Sherh Gupta	CJJD Narendra Nagar	J-1 (77840-136520)
9	Ms. Asmita Chauhan	CJJD Pratap Nagar	J-1 (77840-136520)

List of Stenographers of Tehri Gharwal Judgeship

SN	Name of Emp./Officer	Designation	Pay Scale
1.	Mrs. Pratap Singh	Personal Officer	47,600-1,51,100(Level-7)
2.	Mrs. Rajani Pundir	Senior Personal Assistant	35,400-1,12,40(Level-6)
3.	Mrs. Reshma	Senior Personal Assistant	35,400-1,12,40(Level-6)
4.	Mr. Sandeep Chauhan	Senior Personal Assistant	35,400-1,12,40(Level-6)
5.	Mr. Akash Pal	personal Assistant	35,400-1,12,40(Level-5)

List of Group-C Staff of Tehri Gharwal Judgeship

SN	Name of Emp./Officer	Designation	Pay Scale
1.	Mrs. Reeta sajwan	Chief Administrative Officer	56,100-1,77,500(Level-10)
2.	Mr. Jyendra Singh	Chief Administrative Officer	56,100-1,77,500(Level-10)
3.	Mr. Karan Singh Panwar	Senior Administrative Officer	47,600-1,51,100(Level-8)
4.	Mr. Anil Nayal	Administrative Officer	44,900-1,42,400(Level-7)
5.	Mr. Sanyog Singh	Administrative Officer	44,900-1,42,400(Level-7)
6.	Mr. Amar Singh Rana	Administrative Officer	44,900-1,42,400(Level-7)
7.	Mrs. Harshi Dhyani	Administrative Officer	44,900-1,42,400(Level-7)
8.	Mr. Amit Kumar Kashyap	Chief Assistant	35,400-1,12,40(Level-6)
9.	Mr.Deewan Singh	Chief Assistant	35,400-1,12,40(Level-6)
10.	Mr. Ganesh Prasad	Chief Assistant	35,400-1,12,40(Level-6)
11.	Mr. Vipul Uniyal	Senior Assistant	29,200-92,300 (Level-5)
12.	Mr. Matvar Singh Bisht	Chief Assistant	35,400-1,12,40(Level-6)
13.	Mr. Khushhal Singh	Senior Assistant	29,200-92,300 (Level-5)
14.	Mr. Vipin Chand Nautiyal	Senior Assistant	29,200-92,300 (Level-5)
15.	Mr. Jitendra Singh	Senior Assistant	29,200-92,300 (Level-5)
16.	Mr. Ankit	Senior Assistant	29,200-92,300 (Level-5)
17.	Mr. Naveen Chandra	Senior Assistant	29,200-92,300 (Level-5)
18.	Mrs. Chandra prabha	Senior Assistant	29,200-92,300 (Level-5)
19.	Mr. Ravindra Kumar	Senior Assistant	29,200-92,300 (Level-5)
20.	Mr. AshishVyas	Senior Assistant	Pay Scale of the transferred employees of their previous posting are protected as per C.L. No. 12/UHC/ Admin.B/ Misc./2024 Dated 10-12-2024
21.	Mr.Manish Nautiyal	Senior Assistant	
22.	Mr. Bhupendra Prasad	Senior Assistant	
23.	Mr. Surjeet Singh	Junior Assistant	21,700-69100 (Level-3)
24.	Ms. Akansha Rawat	Junior Assistant	21,700-69100 (Level-3)
25.	Mr. Saurabh Kumar Manjera	Junior Assistant	21,700-69100 (Level-3)
26.	Mr. Rajesh Singh Negi	Junior Assistant	Pay Scale of the transferred employees of their previous posting are protected as per C.L. No. 12/UHC/ Admin.B/ Misc./2024 Dated 10-12-2024
27.	Mrs. Rashmi Rawat	Junior Assistant	
28.	Mr Ramlal Gariola	Junior Assistant	21,700-69100 (Level-3)
29.	Mr. Deepak Thaplilal	Junior Assistant	21,700-69100 (Level-3)
30.	Ms. Sndhya Uniyal	Junior Assistant	21,700-69100 (Level-3)
	GROUP-D		
1.	Mrs. Bhagwati Devi	Peon	18000-56900 (Lever-1)
2.	Mr. Rajeev Kumar	Sweeper	18000-56900 (Lever-1)
3.	Mr. Vijay Kumar	Maali	18000-56900 (Lever-1)
4.	Mr. Ashok Kumar	Chowkidar	18000-56900 (Lever-1)
5.	Mr. Kundan Singh	Process Server	18000-56900 (Lever-1)
6.	Mr. Lekhraj	Process Server	18000-56900 (Lever-1)
7.	Mr. Suraj Singh	Process Server	18000-56900 (Lever-1)
8.	Mr. Yogamber Singh	Peon	18000-56900 (Lever-1)
9.	Mr. Prem Singh	Process Server	18000-56900 (Lever-1)
10.	Mr. Anoop Kumar Thapliyal	Process Server	18000-56900 (Lever-1)
11.	Mrs. Archana Belwal	Peon	18000-56900 (Lever-1)
12.	Mr. AshishNegi	Process Server	18000-56900 (Lever-1)
13.	Mrs. Manisha	Watermen	18000-56900 (Lever-1)
14.	Mr. Sagar Singh Pundir	Peon	18000-56900 (Lever-1)

15.	Mr. Nitin Rawat	Process Server	18000-56900 (Lever-1)
16.	Mr. Ashish Kharkwal	Peon	18000-56900 (Lever-1)
17.	Mr. Arvind Kothari	Peon	18000-56900 (Lever-1)
18.	Mr. Vikas Chandra	Peon	18000-56900 (Lever-1)
19.	Mr. Deepak Singh	Process Server	18000-56900 (Lever-1)
20.	Km. Mohni Bhadri	Peon	18000-56900 (Lever-1)
21.	Mrs. Anita Rawat	Peon	18000-56900 (Lever-1)
22.	Ms. Jitendra Singh	Peon	18000-56900 (Lever-1)
23.	Ms. Seema	Peon	18000-56900 (Lever-1)
24.	Ms. Abhishek Joshi	Peon	18000-56900 (Lever-1)

SECTION 4(1)(b)(xiii)

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

Not applicable in the District Court of Tehri Garhwal.

SECTION 4(1)(b)(xiv)

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

Information of Judges, Judgments, Cause lists of the court of All Judges, are available at District Court website at http://tehrigarhwal.dcourts.gov.in.

SECTION 4(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 worldwide 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.

SECTION 4(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**

SECTION 4(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 30-09-2025 IN THE JUDGESHIP OF TEHRI GARHWAL

S.No.	NAME OF COURT	NUMBER OF CASES		TOTAL
		CIVIL	CRIMINAL	
	District& Sessions Judge Tehri Garhwal	139	316	455
	Addl. District& Session Judge, Tehri Garhwal	104	148	252
	Chief Judicial Magistrate, Tehri Garhwal	0	369	369
	Senior Civil Judge/ ACJM, Tehri Garhwal	92	226	318
	Addl. Senior Civil Judge /ACJM, Tehri Garhwal	33	247	280
	Civil Judge/J.M., New Tehri, Tehri Garhwal	93	188	281
	Civil Judge/J.M., Narendra Nagar, Tehri Garhwal.	51	1047	1098
	Civil Judge/J.M., Kirti Nagar, Tehri Garhwal.	28	226	254
	Civil Judge/J.M., Pratap Nagar, Tehri Garhwal.	6	16	22
	Total	**546**	**2782**	**3329**