

**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.

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 and 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 exist 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 per the 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 it is a part 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 30-06-2026

Sr. No.	Name of the Judicial Officers & Designation	Office Telephone & Fax Number	Residence Telephone Number
1	Shri Nitin Sharma , District & Sessions Judge, Tehri Garhwal	01376- 232356	-
2	Shri Nasim Ahmad , Additional District & Sessions Judge, Tehri Garhwal	--	--
3	Ms. Rinky Sahni , Chief Judicial Magistrate, Tehri Garhwal	--	-
4	Sh. Mithilesh Pandey , Senior Civil Judge, Tehri Garhwal	--	--
5	Ms. Aiswarya Bora , Addl. Senior Civil Judge, Tehri Garhwal	--	--
6	Sh. Puneet Kumar Civil Judge, New Tehri Tehri Garhwal	--	--
7	Sh. Anoop Singh Bhakuni , Civil Judge, KitiNagar Tehri Garhwal	--	--
8	Sh. Shrey Gupata , Civil Judge, Narendra Nagar, Tehri Garhwal	--	--
9	Vacant , Civil Judge, Pratap Nagar, Tehri Garhwal (In compliance of Notification No.261/UHC/Admin.A-2/2026, Civil Judge (Jr. Div.), Tehri Garhwal holding Camp Court at Civil Court Pratap Nagar, District Tehri Garhwal for three continuous days in a month)	--	--

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)	9412141962
Sri Beni Madhav Shah, Advocate	A.D.G.C.(Criminal)	9412970544
Sri Jagatmani Painuly Advocate	D.G.C.(Civil)	9412983526
Sri Ajay Rawat Advocate	A.D.G.C(Civil)	9410519505
Sri Vivek Badani Advocate	DGC(Revenue)	9412347303
Sri Narendra Singh Negi, Advocate	ADGC (Revenue)	9412312172

DISTRICT BAR ASSOCIATION, NEW TEHRI,
DISTRICT TEHRI GARHWAL

Sri Jaiveer Singh Rawat	President
Sri Dinesh Uniyal	Vice President
Sri Chandrabhan Rana	Secretary
Mrs. Kavita	Joint Secretary

SECTION 4(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 30-06-2026)****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	-
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 & Outsourced Staff

Cadre	Sanctioned strength	Working strength	Vacant
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	-

4-Class IV employees

Cadre	Sanctioned strength	Working strength	Vacant	Remark
Regular Class-IV	46	24	22	
Outsource Class-IV	02	02	-	
Sweeper	02	02	-	

**Monthly remuneration received by, Judge Officers and Officials of District Court
Establishment as on 30.06.2026**

Judicial Officers

SN	Name of Emp./Officer	Designation	pay Scale
1	Mr. Nitin Sharma	District & Sessions Judge	J-7 (199100-224100)
2	Mr. Naseem Ahmad	Addl.DistrictJudge	J-6 (163030-219090)
3	Ms. Rinky Sahni	CJM	J-4 (122700-180200)
4	Mr. Mithilesh Pandey	CJSD	J-4 (122700-180200)
5	Mrs. Aiswarya Bora	Addl. CJSD	J-4 (122700-180200)
6	Mr. Puneet Kumar	CJJD New Tehri	J-2 (92960-136520)
7	Mr. Anoop Singh Bhakuni	CJJD KirtiNagar	J-1 (77840-136520)
8	Mr. Sherh Gupta	CJJD Narendra Nagar	J-1 (77840-136520)
9	Vacant	CJJD Prapat Nagar	-

List of Stenographers of Tehri Gharwal Judgeship

SN	Name of Emp./Officer	Designation	Pay Scale
1.	Mrs. Pratap Singh	Personal Officer	56,100-1,77,500(Level-10)
2.	Mrs. Rajani Pundir	Senior Personal Assistant	35,400-1,12,400(Level-6)
3.	Mrs. Reshma	Senior Personal Assistant	35,400-1,12,400(Level-6)
4.	Mr. Sandeep Chauhan	Senior Personal Assistant	35,400-1,12,400(Level-6)
5.	Mr. Akash Pal	Personal Assistant	29,200-92,300(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	35,400-1,12,400(Level-6)
9.	Mr.Deewan Singh	Chief Assistant	35,400-1,12,400(Level-6)
10.	Mr. Ganesh Prasad	Chief Assistant	35,400-1,12,400(Level-6)
11.	Mr. Vipul Uniyal	Senior Assistant	35,400-1,12,400(Level-6)
12.	Mr. Matvar Singh Bisht	Senior Assistant	35,400-1,12,400(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. Ashish Vyas	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. 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
26.	Mrs. Rashmi Rawat	Junior Assistant	
27.	Mr Ramlal Gariola	Junior Assistant	21,700-69100 (Level-3)
28.	Mr. Deepak Thaplilal	Junior Assistant	21,700-69100 (Level-3)
29.	Mr. Rohit Singh	Senior Assistant	29,200-92,300 (Level-5) 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
30.	Mr. Ashish Singh Rawat	Senior Assistant	
	<u>GROUP-D</u>		
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. Seema	Peon	18000-56900 (Lever-1)
23.	Mr. Jitendra Payal	Peon	18000-56900 (Lever-1)
24.	Mr. Abhishek Joshi	Peon	18000-56900 (Lever-1)

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)

Judgments, Cause lists, Case Status are available on on District Court website i.e. <https://tehrigarhwal.dcourts.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 publicuse;

- (1) Judgments, cause lists of District court are accessible world wide for litigant at District court website.
 - (2) Apart from it, the litigant may also enquire status of their cases by moving application at the District Court,Tehri Garhwal.
 - (3) E-Sewa Kendra has been set up to help the litigants/public 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. Puneet Kumar, 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 31-08-2026
IN THE JUDGESHIP OF TEHRI GARHWAL

S.No.	NAME OF COURT	NUMBER OF CASES		TOTAL
		CIVIL	CRIMINAL	
1.	District & Sessions Judge Tehri Garhwal	70	319	389
	i. Addl. District & Session Judge, Tehri Garhwal	183	187	370
	Chief Judicial Magistrate, Tehri Garhwal	0	418	418
2.	Senior Civil Judge/ ACJM, Tehri Garhwal	124	143	267
3.	Addl. Senior Civil Judge /ACJM, Tehri Garhwal	23	245	268
4.	Civil Judge/J.M., New Tehri, Tehri Garhwal	113	129	242
5.	Civil Judge/J.M., Narendra Nagar, Tehri Garhwal.	55	768	823
6.	Civil Judge/J.M., Kirti Nagar, Tehri Garhwal.	25	251	276
7.	Civil Judge/J.M., Pratap Nagar, Tehri Garhwal.	9	26	35
8.	Total	602	2486	3088

Section 4 (1)(b)(xi)

The budget allocated to each of its agency, indicating the particulars of all plans, Proposed expenditures and reports on disbursements made;

Statement showing total sanctioned budget by the Hon'ble High Court Uttarakhand under head 2014- Administration of Justice-105-Civil & Session Court-03- District Judge for 01-04-2026 to 11-09-2026:-



Integrated Financial Management System (IFMS)
Government of Uttarakhand

Budget Register From 01-Apr-2026 To 13-Oct-2026

Treasury : New Tehri (6100)

DDO :District JudgeTehri (4031)

Print Date 13-Oct-2026

Sl. No.	Scheme Code	Object Code	Object Name	Released Amount	Expenditure	Balance
1	201400105030001	01	वेतन	-	3,60,27,236	-3,60,27,236
2	201400105030002	02	मजदूरी	1,49,600	99,600	50,000
3	201400105030004	04	यात्रा व्यय	7,40,064	6,02,018	1,38,046
4	201400105030008	08	पारिश्रमिक	-	8,31,204	-8,31,204
5	201400105030011	11	अनुमन्यता सम्बन्धी व्यय	7,16,996	5,33,960	1,83,036
6	201400105030020	20	लेखन सामग्री एवं छपाई	3,00,000	1,01,875	1,98,125
7	201400105030021	21	कार्यालय फर्नीचर एवं उपकरण	51,800	39,900	11,900
8	201400105030022	22	कार्यालय व्यय	3,78,980	1,83,298	1,95,682
9	201400105030025	25	उपयोगिता बिलों का भुगतान	-	2,63,182	-2,63,182
10	201400105030026	26	कम्प्यूटर हार्डवेयर एवं सॉफ्टवेयर एवं अनुरक्षण	47,090	29,090	18,000
11	201400105030029	29	गाड़ियों का संचालन अनुरक्षण एवं ईंधन आदि की खरीद	2,64,550	1,46,267	1,18,283
12	201400105030030	30	आतिथ्य व्यय	45,834	33,066	12,768
13	201400105030042	42	अन्य विभागीय व्यय	13,303	4,042	9,261
14	201400108030001	01	वेतन	-	44,89,494	-44,89,494
15	201400108030004	04	यात्रा व्यय	1,80,000	1,56,315	23,685
16	201400108030008	08	पारिश्रमिक	-	3,22,356	-3,22,356
17	201400108030011	11	अनुमन्यता सम्बन्धी व्यय	33,800	4,800	29,000
18	201400108030020	20	लेखन सामग्री एवं छपाई	50,000	5,915	44,085
19	201400108030022	22	कार्यालय व्यय	5,000	-	5,000
20	201400108030025	25	उपयोगिता बिलों का भुगतान	-	4,922	-4,922
21	201400108030026	26	कम्प्यूटर हार्डवेयर एवं सॉफ्टवेयर एवं अनुरक्षण	5,000	-	5,000
22	201400108030029	29	गाड़ियों का संचालन अनुरक्षण एवं ईंधन आदि की खरीद	1,08,920	49,203	59,717
23	201400108030030	30	आतिथ्य व्यय	3,000	-	3,000
24	201400108030042	42	अन्य विभागीय व्यय	10,000	-	10,000
25	405960051050053	53	वृहद निर्माण	5,42,000	5,42,000	-
26	67	67	वापसी	-	7,71,000	-7,71,000
Total				36,45,937	4,52,40,743	-4,15,94,806