

**Office of the Additional District and Sessions Judge, Paonta
Sahib, District Sirmaur, HP.**

No.ADSJ/PNT/Supdt/RTI/2024-
Dated Paonta Sahib the June, 2024.

“PUBLIC NOTICE”

In exercise of powers conferred under section 4 of the Right to Information Act, 2005 (Act No. 22 of 2005), the following information pertaining to this Court, under the Provision of Sub-Section (1) (b) of Section 4 of the Right to information Act, 2005, is hereby published for the year, 2024-2025.

**1. THE PARTICULARS OF ITS ORGANISATION,
FUNCTIONS AND DUTIES :**

**Particulars of Court of Additional District and Sessions Judge,
Paonta Sahib, District Sirmaur, HP.**

This is a newly created Court, which is established vide Notification of Hon'ble High Court dated 28.09.2022 and started functioning w.e.f. 21/01/2023. Dr. Abira Basu, Additional District and Sessions Judge, assumed the charge of the post as first Presiding Officer of the Court. The Court was formally inaugurated by Hon'ble Ms, Justice Sabina, Hon'ble the Acting Chief Justice, Hon'ble High Court of H.P. on 18th March, 2023.

Sitting of the Courts.

The Court working hours are form 10-00 AM to 1-00 P.M. and 1-30 P.M. to 4.00 P.M. Sundays and 2nd Saturdays are observed as holiday. The sanctioned strength of ministerial establishment/staff of the Court of Additional District and Sessions Judge, Paonta Sahib, District Sirmaur, HP, is as follows:-

1	Additional District and Sessions Judge	1
2	Superintendent Grade-II	01
3	Reader Grade-I	01
4	Stenographer Grade-I	01
5	Judgment Writer (on contract basis)	1
6	Clerks (Civil Ahlmad, Cr. Ahlmad, Nazir, Naib Nazir, and CCT) on contract basis	5
7	Driver on contract basis	01
8	Peon and Orderly (on daily wages basis)	02
9	Safai Karamchari (on out source basis)	01
	Grand Total	14

Schedule of the Posts in the Court of Additional District and Sessions Judge, Paonta Sahib, District Sirmaur, HP.

Sr. No.	Name of Post	Pay Scale	No. of Permanent Posts	No. of Temporary Posts	Total No. of Posts
1	Superintendent Gd-II	43000-136000	01	-	01
2	Reader Grade-I	43000-136000	01	-	01
3	Stenographer Gr-I	38500-122700	01	-	01
4	Judgment Writer	25600-81200	1	--	1
5	Nazir	20200-64000	01	-	01
6	Naib Nazir	20200-64000	01	-	01
7	Criminal Ahlmad	20200-64000	01	-	01
8	Civil Ahlmad	20200-64000	01	-	01
9	C.C.T.	20200-64000	01	-	01
10	Driver	21300-67700	01	-	01
11	Peon	18000-56900	01	-	01
12	Orderly	18000-56900	01	-	01
13	Safai Karamchari	18000-56900	01	-	01
	Total		13		13

Functions and duties of the Organization.

1. Judicial and
2. Administrative.

III. POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES :-

Additional Distict and Sessions Judge, Paonta Sahib, District Sirmaur, HP.

While performing duties in the Court as Additional District Judge, the Presiding Officer has to deal with Civil Matters, such as Civil Appeals, Misc. Appeals, Petitions under Hindu Marriage Act, Civil Suits, (in which this Court has pecuniary jurisdiction) Motor Accident Claims Petition, executions and Misc. matters etc. and while working as Additional Sessions Judge, he/she has to deal with criminal matters, such as Sessions Trials, ND&PS Act cases, Criminal Appeals and Criminal Revisions and bail applications.

(ii) Administrative Business.

1. Control over the staff working in this establishment.
2. Drawing and Disbursing Officer in respect of this establishment.
3. Make correspondence with learned District and Sessions Judge, Nahan with respect to official and other communications with regard to employees of this office.
4. Holding of National Lok Adalat as per the directions of the Authorities.
5. Submission of various monthly, quarterly and half yearly statements with respect to Institution, Disposal, Pendency of various categories, statement regarding consignment etc. to the Hon'ble High Court of HP and Ld. District and Sessions Judge, Nahan.
6. Submission of various statements regarding preparation and disbursal of pension to the retirees and other requisite statements to the Ld. District and Sessions Judge, Nahan.
7. Recording of ACR of officials working in this office.

SUPERINTENDENT GRADE-II

- (i) To maintain service books as well as other service record of the officials.
- (ii) To submit periodical statements relating to institution, disposal and pendency of cases.
- (iii) To prepare and submit pension cases of the officials and to ensure the timely release of pensionary benefits.
- (iv) To sign the summons and notices issued by the Civil Ahlmad in Civil Cases.
- (viii) To maintain the Court Library and enter all the new books in the relevant registers and to provide the books to the learned Presiding Officer as and when required.
- (ix) To deal with the leave applications and other service matters of the officials.
- (x) To ensure the maintenance of the e-service books on manav sampda portal.
- (xi) To ensure the timely submission of information sought by the Higher Authorities from time to time pertaining to the seat of any official.
- (xii) To present the Dak before the learned Presiding Officer and to obtain appropriate orders for disposal of the same.
- (xiii) To perform the duties of Reader during the leave period of Reader.
- (xiv) To guide the Ahlmads in making complying of the orders of the Courts,
- (xv) To prepare decree sheets, memo of cost and award in decided cases.
- (xv) To comply the other directions issued by the learned Presiding Officer.

READER GD-i

- (i) To present the cases before the Court as per cause list for hearing.
- (ii) To record the evidence in Civil Cases.
- (iii) To maintain the record of the cases fixed during the day and daily update the CIS.
- (iv) To maintain the record of the witnesses examined.
- (v) To maintain the record of the cases disposed of either un-contested or contested, units earned,
- (vi) To maintain the record of fine receipts and to ensure timely deposit of fine amount.

- (vii) To write order sheets as per the direction of the learned Presiding Officer.
- (viii) To act as Superintendent in his absence in addition to own duties.
- (ix) To submit the quarterly statement regarding non-deposit of Judicial fine.
- (x) To maintain the registers of documents returned and register of complaints/appeals etc. returned .

STENOGRAPHER'S

- (i) They take dictation of daily order sheets in the Court and update the same in the CIS.
- (ii) To type out the Judgments and other orders and update the same in the CIS.
- (iii) Any other work as may be assigned by the Presiding Officer of the Court.

NAZIR

- (i) Preparation of all types of official bills i.e. Salary bills, office expenses, medical re-imburement, Travelling allowance, MV Act and wages etc.
- (ii) To make payment to the witnesses who appear before the Court in Criminal Cases.
- (iii) To maintain General Cash Book and Road and Diet Money Cash book.
- (iv) To maintain, contingency register, register of perishable and non-perishable articles, token register, etc.
- (v) To maintain store articles and stock register.
- (vi) To prepare and submit the budget requirement and other periodical statements.

The Civil Nazir deals with the Accounts matters and maintains the following registers:-

1. General cash Book.
2. Road and Diet Money Cash book.
3. Pay Register/token register.
4. Bill Register.
5. Contingency Register.
6. Road and Diet Money Disbursement register
7. Stock Registers (Perishable/non-perishable)
8. Civil Court Deposit Register
9. FDR Register.

NAIB NAZIR

- (i) To maintain summons register and to send the summons to the concerned servicing agencies for service.
- (ii) To maintain Diary and Dispatch register.
- (iii) To maintain the record of stationery received and supplied.
- (iv) Maintains Sheriffs Petty Accounts Receipt, Disbursement Register, Cash Book and Treasury Passbook.
- (v) To look after the work of the seat of Ahlmad in case any of them goes on leave.
- (vi) To maintain stamp register.
- (vii) To maintain shorthand note books register.

CIVIL AHLMAD AND CRIMINAL AHLMAD

1. Both the officials deal with Civil registers and Criminal registers and maintain records strictly in consonance with the Rules and procedure and deal with the correspondence relating to Civil and Criminal cases as per the directions of the Court.
2. They keep and maintain the civil and Criminal case files and issue the processes as ordered by the Court. They are the custodians of all Civil and Criminal files and registers which they are required to maintain in accordance with the High Court Rules and Orders and per instructions received from time to time from the Hon'ble High Court of H.P.
3. They also consign the files on the disposal of the same and also submit the decided files to appellate Court as and when requisitioned.

DRIVER

The driver's duty is to ply the official vehicle of this office and to maintain the vehicle in order. He is to inform the Civil Nazir regarding the journeys performed and to maintain the log book.

PEONS/ORDERLIES

The Peons and orderlies are meant to perform duties of Class-IV in the office, in the Court Room, office and residential office-cum-library.

SAFAI KARAMCHARI

The Safai Karamchari performs the duties of sweeping in the office building, the Court Complex and toilets besides sweeping work in the office at residence of the Presiding Officer.

III. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

As enumerated in response to Section 4(b)(ii) above. However, this office has to act strictly in accordance with the direction/Rules and Instructions issued by the Hon'ble High Court Himachal Pradesh Shimla from time to time and also to comply with the directions/orders issued by the learned District and Sessions Judge, Sirmaur District at Nahan,HP.

IV. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

Norms set for the discharge of its functions are in the form of various Rules, Orders and instructions and for a smooth and orderly functioning of the Justice delivery system and for easy accessibility of the various circulars and orders issued by the Hon'ble High Court from time to time, volume-I of circular orders the Hon'ble High Court of Himachal Pradesh came to be compiled in the year 1991 with effect from March, 1972 and mid July, 1991 and Volume-II of such circular orders of the High Court of H.P., came to be compiled in April, 2002, w.e.f. Mid July 1991 to March, 2002.

V. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

This office has to act in accordance with the rules, framed by the Hon'ble High and as per the various acts, rules, regulations and instructions as applicable to the **subordinate Courts** in the Himachal Pradesh issued by the Hon'ble High of Himachal Pradesh.

VI. STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

(I) The documents relating to financial transactions are held by the Nazarat Branch of this office and are kept in the form of Registers, cash books, ledger books, files, bills, vouchers etc. and service books are kept by the Superintendent which are also subject to audit verification by the Audit Department.

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.

Not applicable to this office.

VIII. A STATEMENT OF 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.

In this regard it is already submitted that nothing in these rules shall entitle to any person to inspect the Judicial Officers confidential correspondence and notes of this office except the learned District and Sessions Judge, Sirmaur District at Nahan,HP, and the Hon'ble High Court of Himachal Pradesh.

IX. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES :

Telephone has since not been installed in the office, being a newly created Court.

X. THE MONTHLY REMUNERATION ON RECEIVED BY EACH OF OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS :

Information withheld in compliance of letter No.NICHP/GR1/Projects-122/82 dated 25-4-2017 received from Ministry of Electronics and Information Technology, National Informatics Centre, H.P. circulated by the Hon'ble High Court of H.P. vide Registry letter No.HHC.1 (5-Computer/Misc.)/2017-10365 dated 8/9-5-2017.

XI

**THE BUDGET ALLOCATION TO EACH OF ITS AGENCY
INDICATING THE PARTICULARS OF ALL PLANS PROPOSED
EXPENDITURE AND REPORT DISBURSEMENT MADE**

Regarding Point No.2

Major Head:- “ 2014 - Administration of Justice”
105 - Civil and Sessions Court
01 - Civil and Sessions Court Establishment
Non Plan- SOON

Sr. No.	S.O.E.	Allotment of budget, during the financial year 2023-24	Total Expenditure during the financial year 2023-24
1.	Salary	78,87,047-00	78,87,047-00
2.	Wages	16,280-00	16,280-00
3.	Traveling Expenses	59,049-00	59,049-00
4.	Office Expenses	1,46,695-00	1,46,695-00
5.	Medical Reimbursement	51,719-00	51,719-00
6.	Motor Vehicle	64,181-00	64,181-00
7.	Transfer Expenses	1,142-00	1,142-00
8.	Livery	Nil	Nil
9	Rent, Rate and Taxes	2,99,000-00	2,99,000-00

“ 2014- Administration of Justice”
108- Criminal Court
01- Road and Diet Money to witnesses (voted)
Non Plan- SOON

Sr. No.	S.O.E.	Allotment of budget, during the financial year 2023-24	Total Expenditure during the financial year 2023-24
1.	Road and Diet Money	38,000/-	38,000/-

“ 2235- Social Security and Welfare”
200- Other Charges,
II- Reimbursement of Medical Expenses to pensioners and other Non Plan

Sr. No.	S.O.E.	Allotment of budget, during the financial year 2023-24	Total Expenditure during the financial year 2023-24
1.	Medical Reimbursement to pensioners	Nil	Nil

XII. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

Not applicable to this Court/Office.

XIII. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT:

Not applicable to this Court/Office.

XIV. DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM :

Details in respect of Information regarding Administrative set-up, cases, cause-list, status of applications for supply of copies etc. is available on the website of this office.

XV. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OF READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Being a newly created Court, there is no Library so far. However, some periodicals/Law Journals are being supplied to other Courts of this Court Complex.

XV. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

1. The State Public Information Officer at District Level is the Senior Civil Judge-cum- Chief Judicial Magistrate, Sirmour District at Nahan.
2. State Assistant Public Information Officer at Sub-Divisional level in respect of Subordinate Courts are the Senior Civil Judge -cum-ACJM, Court No.1, Paonta Sahib and Civil Judge -cum-JMIC, Rajgarh at Sub-Divisional headquarters i.e. at Paonta Sahib and at Rajgarh respectively. However, for the purpose of filing of Appeals against the decision of the State Public Information officer as provided under section 19(1) of the Right Information Act, learned District and Sessions Judge is the Appellate Authority.

XVII. FACILITIES AVAILABLE IN THE PREMISES OF JUDICIAL COMPLEX, PAONTA SAHIB.

There is parking and canteen facility in the Judicial Courts Complex, Paonta Sahib.


(P.C.Rana)

Additional District and Sessions Judge,
Paonta Sahib, District Sirmour, HP.