

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, SIRMAUR DISTRICT AT NAHAN, H.P.

No. DSJ/EC/NHN/RTI/2025-
Dated Nahan the July, 2025

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 and other subordinate courts functioning in Sirmaur Civil and Sessions Division 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.

I. THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

The Court of District and Sessions Judge was established in the year 1976. At that time Nahan was the headquarter of two Districts i.e. Solan and Sirmaur and the name of the office/Court used to be District and Sessions Judge, Solan and Sirmaur District at Nahan. Later in the year 1989, the bifurcation of Solan and Sirmaur Civil and Sessions Division came into existence, where-after the Sirmaur District become a separate Civil and Sessions Division with its headquarter at Nahan.

SITTING OF THE COURTS

The New Judicial Court Complex has been inaugurated by Hon'ble the Chief Justice, High Court of Himachal Pradesh, Shimla on 02.11.2008 and all the Courts i.e. the Court of District and Sessions Judge, Additional District and Sessions Judge, Senior Civil Judge-cum-CJM and Civil Judge-cum-JMFC, stationed at Nahan have been shifted to New Judicial Court Complex. The Court working hours are from 10.00 AM to 01.00 PM and 01.30 PM to 04.00 PM. Sunday and 2nd Saturdays are observed as holiday. The sanctioned strength of ministerial establishment/staff of the Court of District and Sessions Judge is as follows:

1. Chief Administrative Officer	01
2. Private Secretary	01
3. Personal Assistant	01
4. Reader Grade-I	01
5. Stenographer Grade-I	01
6. Senior Assistants	06
7. Clerks	06
8. Driver	01
9. Bailiff	01
10. Process Server	02
11. Daftari	01
12. Peons	02
13. Orderly	02
14. Chowkidar	01
15. Mali	01

16. Safai Karamchari
Total

01
29

Particulars of Subordinate Courts in Sirmaur Civil and Sessions Division

There are following Courts in Sirmaur Division:

1.	Distict and Sessions Judge, Sirmaur District at Nahan, H.P.
2.	Additional District and Sessions Judge, Nahan
3.	Additional District and Sessions Judge, Paonta Sahib
4.	Additional District and Sessions Judge, Fast Track Special Court (Rape/POCSO), Sirmaur at Nahan
5.	Senior Civil Judge-cum-Chief Judicial Magistrate, Sirmaur at Nahan, HP
6.	Senior Civil Judge-cum-Additional Chief Judicial Magistrate, Paonta Sahib
7.	Civil Judge-cum-Judicial Magistrate First Class, Nahan
8.	Civil Judge-cum-Judicial Magistrate First Class, Paonta Sahib
9.	Civil Judge-cum-Judicial Magistrate First Class, Rajgarh
10.	Civil Judge-cum-Judicial Magistrate First Class, Shillai

The following supporting staff for the aforesaid courts exists in this Division:

Schedule of the Posts in the Division

Sr. No.	Name of Post	Pay Scale	No. of Permanent Post	No. of Temporary Post	Total No. of Posts
1.	Chief Administrative Officer	Level 17	01	-	01
2.	Private Secretary	Level 16	01	-	01
3.	Personal Assistant	Level 12	-	01	01
4.	Senior Sheristedar	Level 13	04	-	04
5.	Reader Grade-I	Level 13	03	-	03
6.	Sheristedar	Level 12	04	-	04
7.	Reader Grade-II	Level 12	02	-	02
8.	English Clerk	Level 11	01	-	01
9.	Translator	Level 11	01	01	02
10.	Officer-in-Charge	Level 11	-	01	01
11.	Stenographer Gr-I	Level 11	02	01	03
12.	Reader Grade-III	Level 11	04	-	04
13.	Record Keeper	Level 11	05	-	05
14.	Civil Nazir	Level 11	02	-	02
15.	Stenographer Gr-II	Level 07	02	-	02
16.	Stenographer Gr-III	Level 06	08	03	11
17.	Civil Ahlmad	Level 03	07	02	09
18.	Criminal Ahlmad	Level 03	07	02	09

19.	Naib Nazir	Level 03	07	02	09
20.	Nazir	Level 03	-	01	01
21.	Copyists	Level 03	08	01	09
22.	Court Nazir	Level 03	01	-	01
23.	Leave Reserve Clerk	Level 03	01	-	01
24.	Clerk-cum-Typist	Level 03	03	02	05
25.	Summary Clerk	Level 03	01	-	01
26.	Bailiff	Level 03	07	-	07
27.	Driver	Level 05	03	-	03
28.	Daftari	Level 01	01	-	01
29.	Process Servers	Level 01	26	-	26
30.	Peon	Level 01	09	-	09
31.	Orderly	Level 01	09	-	09
32.	Safai Karamchari	Level 01	04	-	04
33.	Mali	Level 01	01	-	01
34.	Chowkidar	Level 01	04	-	04
35.	Chowkidar-cum-Safai Karamchari	Level 01	01	-	01
36.	Driver (daily wages)	Wages on Govt. rates	-	01	01
37.	Process Server (daily wages)	Wages on Govt. rates	-	02	02
38.	Peon (daily wages)	Wages on Govt. rates	-	01	01
39.	Orderly (daily wages)	Wages on Govt. rates	-	01	01
40.	Safai Karamchari (daily wages)	Wages on Govt. rates	-	02	02
	Total		140	24	164

OTHER STAFF:

Court Manager	01-lying vacant since 03.01.2019
Assistant Programmer	01
System Assistants	02
Safai Karamchari (outsourcase basis)	02
Safai Karamchari (Part Time)	01

Functions and Duties of the Organization:

The Office of the **District and Sessions Judge, Sirmaur**, is the principal judicial authority in the Civil and Sessions Division of Sirmaur. It functions as a part of the subordinate judiciary under the administrative and judicial control of the Hon'ble High Court of Himachal Pradesh.

The primary **functions and duties** of the organization are as follows:

1. Administration of Justice

- To adjudicate civil, criminal, and other legal matters as per the laws in force.
- To ensure fair, timely, and impartial delivery of justice in accor-

dance with constitutional and statutory provisions.

- To conduct trials and hearings in civil suits, criminal cases, appeals, revisions, and miscellaneous applications.

2. Judicial Supervision

- To supervise and guide subordinate courts within the Civil and Sessions Division, ensuring uniformity, efficiency, and judicial discipline.
- To inspect subordinate courts periodically and report to the Hon'ble High Court.

3. Administrative Functions

- To oversee administrative and establishment matters of all courts functioning within the division.
- To manage court staff appointments, transfers, promotions, training, and disciplinary proceedings in accordance with rules and directions from the High Court.
- To maintain and supervise court records, judicial statistics, and related returns for submission to the Hon'ble High Court.

4. Case Management and Court Operations

- To monitor case flow management, adjournments, and backlog reduction efforts to ensure efficient court functioning.
- To implement e-Courts and digitization initiatives under the guidance of the e-Committee of the Supreme Court and the High Court.

5. Coordination with Stakeholders

- To coordinate with police, prosecution, prison authorities, bar associations, and other government departments for the smooth functioning of the justice delivery system.

6. Public Services and Access to Justice

- To facilitate public access to justice through legal aid services, information kiosks, and user-friendly processes.
- To support the functioning of the District Legal Services Authority (DLSA) in providing free legal aid, conducting Lok Adalats, and spreading legal awareness.

7. Implementation of Judicial Reforms

- To implement directions and policies of the Hon'ble High Court, Supreme Court, and the Ministry of Law and Justice pertaining to judicial reforms and infrastructural development.

II. POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

The performance of Judicial and Administrative work of Sirmaur Civil and Sessions Division is as under:

District and Sessions Judge:

To perform duties in the Court as District Judge, Motor Accident Claims Tribunal-I (in MAC Petitions), Appellate Authority (in Rent Control Cases), Special Judge (in Corruption Cases, in cases under ND&PS Act, SC&ST Act (Prevention of Atrocities Act) and as a Sessions Judge in other Criminal cases. He is also the Chairman of the District Legal Services Authority, Sirmaur District at Nahan, H.P.

The District and Sessions Judge exercises the undermentioned Judicial and Administrative business/work:

Judicial Powers:

- 1) Hears and decides original civil suits involving pecuniary jurisdiction up to ₹1 crore.
- 2) Functions as the first appellate authority under the Rent Control Act.
- 3) Exercises powers of MACT-I for adjudicating claims related to compensation under the Motor Vehicles Act.
- 4) Assigns civil and criminal cases to Additional District and Sessions Judge, Nahan on a rotation basis, ensuring balanced workload distribution and lawful disposal.
- 5) Hears and decides matters arising under the Hindu Marriage Act, Indian Succession Act, Guardians and Wards Act, and the Provincial Insolvency Act.
- 6) Conducts Sessions Trials of offences under the Indian Penal Code (IPC) that are exclusively triable by a Court of Sessions.
- 7) Hears pre-arrest bail applications under Section 438 Cr.P.C. and regular bail applications under Section 439 Cr.P.C.
- 8) Tries cases under special criminal laws, including the Narcotic Drugs and Psychotropic Substances Act (NDPS Act), Prevention of Corruption Act (P.C. Act), and SC/ST (Prevention of Atrocities) Act, exercising the powers of Judge, Special Court.
- 9) Hears criminal appeals filed by the State against acquittals and by convicted individuals against judgments of Magistrate Courts.
- 10) Exercises revision powers under Section 397 Cr.P.C. over orders passed by Judicial Magistrates and Executive Magistrates, including the District Magistrate.
- 11) Adjudicates offences under Section 153 of the Electricity Act, 2003.

Administrative Powers:

- 1) Exercises overall supervision and control over the functioning of all subordinate courts in the Sirmaur Division.
- 2) Acts as the Controlling Officer for all courts subordinate to the District and Sessions Court in the Sirmaur Division.
- 3) Functions as the Appointing Authority for Class II, III, and IV officials/employees within the Sirmaur Division.
- 4) Exercises powers as the Disciplinary Authority in respect of Class II, III, and IV staff of the Division.
- 5) Disposes of service-related representations submitted by ministerial and Class IV staff.
- 6) Handles preparation of petitions, replies, and related pleadings in writ petitions/service matters where the District and Sessions Judge is a party, including matters related to ACRs (Annual Confidential Reports) of Judicial Officers (except the Additional District and Sessions Judge).
- 7) Acts as the Accepting Authority for ACRs recorded by Judicial Officers in respect of their supporting staff.
- 8) Handles all administrative matters that are to be referred to the Hon'ble High Court of Himachal Pradesh concerning Sirmaur Division.

- 9) Prepares panels of lawyers for providing free legal aid to unrepresented accused/litigants; performs other functions as may be assigned by the Hon'ble High Court.
- 10) Grants casual and earned leave to staff members within the District and Sessions Judge's establishment.
- 11) Forwards applications with recommendations to the Hon'ble High Court for appointment of Oath Commissioners in the Sirmaur Division.
- 12) Functions as the Drawing and Disbursing Officer for the establishment of the District and Sessions Court.
- 13) Sanctions expenditures and handles administrative matters in accordance with the Himachal Pradesh Financial Rules (HPR).
- 14) Exercises administrative control over all Judicial Officers and court staff in the Sirmaur Division.
- 15) Inquires into and disposes of complaints against Judicial Officers, officials, and ministerial staff.
- 16) Submits applications and recommendations regarding earned leave, GPF advances/withdrawals, etc., of Judicial Officers to the Hon'ble High Court, including proposals for leave arrangements.
- 17) Conducts Legal Literacy Camps and implements schemes of the National Legal Services Authority (NALSA) and Himachal Pradesh State Legal Services Authority as Chairman of the District Legal Services Authority (DLSA); also presides over DLSA meetings and monthly Bench-Bar coordination meetings.
- 18) Countersigns T.A./Medical Reimbursement Bills of members of the Himachal Pradesh Judicial Service posted in the Sirmaur Division.
- 19) Oversees pay fixation and grant of Assured Career Progression (ACP) benefits for Class II, III, and IV employees.
- 20) Conducts quarterly inspections of own court, Annual inspections of subordinate courts, Periodic jail inspections, Surprise inspections (minimum twice annually), and recording inspection reports thereof.
- 21) Monitors ongoing construction works of court complexes, additional courtrooms, and residential accommodations for Judicial Officers within the Division.
- 22) Corresponds with the Hon'ble High Court and other authorities for providing formal information as required.
- 23) Ensures supply of stationery and administrative articles to subordinate courts.
- 24) Processes resolutions received from District/Sub-Divisional Bar Associations.
- 25) Grants licenses to Petition Writers and private typists as per High Court rules and manages allotment of lawyers' chambers as per norms.
- 26) Grants permission to Judicial Officers for spot inspections in judicial matters within the Division.
- 27) Submits inter-district transfer proposals for court staff to competent authorities.
- 28) Declares local holidays for subordinate courts situated at District

and Sub-Divisional headquarters in the Division.

- 29) Furnishes information sought by the Hon'ble High Court regarding Parliamentary (Lok Sabha, Rajya Sabha) and State Assembly questions.
- 30) Submits monthly, quarterly, and half-yearly returns/statements concerning Case disposals, Pension cases, Judicial and administrative performance.
- 31) Grants administrative approval and expenditure sanction (up to ₹5,000 per annum) for the purchase and binding of law books, journals, and legal reports for his court and subordinate courts.
- 32) Conducts Lok Adalats as directed by higher authorities.
- 33) Holds monthly meeting regarding disposal of stale cases.
- 34) Holds monthly meeting of District Court Management System.
- 35) Visit Model Central Jail bimonthly.

Chief Administrative Officer

- 1) Supervises the functioning of all sections of the office under the District and Sessions Judge.
- 2) Assists the District and Sessions Judge in decision-making, and in the formulation and implementation of plans and programs.
- 3) Presents all cases and matters before the District and Sessions Judge in a clear and concise manner, along with possible solutions and suggestions, and takes effective steps to maintain all essential records.
- 4) Effectively monitors the work and conduct of the ministerial staff.
- 5) Issues orders and communications as per the decisions of the District and Sessions Judge, under proper authentication.
- 6) Reviews and initials incoming dak with the date, marks it to the appropriate dealing assistant, and provides directions for prompt disposal wherever possible at the dak stage.
- 7) Submits important communications to the District and Sessions Judge at the dak stage for approval and further directions if such documents have not already been reviewed by the Officers.
- 8) Ensures timely receipt and submission of returns/statements to the concerned quarters after thorough checking and scrutiny; advises on measures for the expeditious disposal of office work.
- 9) Ensures that all registers maintained in the office across various sections are kept up to date and in proper order.
- 10) Prepares documents and compiles necessary data for meetings; ensures timely submission of agenda items and supporting materials.
- 11) Ensures punctuality of staff attendance and advises ministerial employees on conduct and discipline matters.
- 12) Maintains records of Annual Confidential Reports (ACRs) for all employees in the Sirmaur Division and keeps a register of complaints or inquiries into the conduct of government servants.
- 13) Maintains library registers, carries out surprise inspections of subordinate courts, and oversees the Confidential Dispatch Register.
- 14) Functions as the Court Officer under the High Court of Himachal

Pradesh Case Flow Management (Subordinate Courts) Rules, 2005.

- 15) Acts as Examiner for the purpose of attestation of copies under Section 76 of the Indian Evidence Act, for courts of the District and Additional District & Sessions Judge.

Private Secretary

- 1) He takes the dictation of the Presiding Officer and types the judgments.
- 2) Any other work as may be assigned by the District and Sessions Judge.

Personal Assistant

- 1) Takes the dictation of the Presiding Officer and types the judgments.
- 2) Any other work as may be assigned by the District and Sessions Judge/Presiding Officer of the Court.

Reader Grade-I

- 1) To act as Reader in the Court and to maintain registers of Civil and Criminal cases, fine register and receipt books, besides a guard file of Treasury Challan qua deposit of the fine amount.
- 2) To maintain the register of documents returned and register of complaints/appeals etc returned.
- 3) To act as Senior Officer in the absence of the Chief Administrative Officer under the High Court of H.P Case Flow Management (Subordinate Courts) Rules, 2005.
- 4) To act as Examiner in the absence of the Chief Administrative Officer if authorized by the District and Sessions Judge, for the purpose of attestation of the certified copies.

Stenographer Grade-I

- 1) He takes the dictation of the Presiding Officer and types the judgments.
- 2) Any other work as may be assigned by the District and Sessions Judge/Presiding Officer of the Court.

English Clerk

- 1) Maintains Service Books of the employees in the establishment of the District and Sessions Judge.
- 2) Deals with all the correspondences in respect of the office of the District and Sessions Judge and the Subordinate Courts.
- 3) Process monthly, quarterly, half yearly statements/returns on administrative side required to be submitted to the Hon'ble High Court of H.P.
- 4) Maintains personal files of all the employees and the Judicial Officers posted in the Sirmaur Division.
- 5) Maintains all the correspondence files and record on administrative side, besides all the registers concerning the English Branch as required.

Civil Nazir

- 1) Deals with accounts matter as per the Himachal Pradesh Financial

Rules and instructions/guidelines issued by the Hon'ble High Court of H.P.

- 2) Operates eBills accounts of this office and makes payment through appropriate heads of DDO Code of this office.
- 3) Handles receipts of money received through various modes and deposits the same in appropriate head.
- 4) Handles Road and Diet Money Cash for payment to witnesses.
- 5) Maintains General Cash Book, Road and Diet Money Cash Book, Pay Bill Register, Contingency Register, etc.
- 6) Deals with the Medical Reimbursement and Traveling Expenses Bills of Judicial Officers of this Division for counter-signatures by the District and Sessions Judge and also deals with MR/TE Bills of the staff of the establishment of the District and Sessions Judge.
- 7) Deals with receipts and payments of amounts awarded in various cases in the Court of the District and Sessions Judge.

Translator

- 1) Makes translation of the statements of the witnesses and accused in the Sessions Trials.
- 2) Maintains Court Library and its registers under the supervision of the Chief Administrative Officer.
- 3) Prepares statements of the cases disposed of and prepare consolidated statement with regard to the disposal of Civil and Criminal matters besides the Institution and Pendency of Civil and Criminal cases.
- 4) Prepare statements of the cases pertaining to Senior Citizens, old cases, half yearly statements of Civil and Criminal cases besides miscellaneous work/informations assigned to him from time to time.
- 5) Performs work as may be assigned by the Chief Administrative Officer

Translator and Officer-in-Charge (Vulnerable Witness Deposition Center)

- 1) Acts as support person/Translator to Vulnerable Witnesses/Victim to understand the complex legal procedures.
- 2) Provides support, accompany and assist the vulnerable witnesses to testify or attend judicial proceedings.
- 3) Creates friendly environment among vulnerable victims and motivates them to give their statement in the Court without any fear.
- 4) Observes all the procedures required under Guidelines For Recording of Evidence of Vulnerable Witnesses, 2024 circulated by the Hon'ble High Court of Himachal Pradesh vide Office Order No.HHC/Rules/SC/Vulnerable Witnesses/2018 dated 16.12.2024.

Record Keeper

- 1) Deals, manages and maintains the decided files which are consigned to the Record Room in respect to the Courts of District and Sessions Judge and Additional District and Sessions Judge, Nahan.
- 2) Maintains Civil and Criminal cases registers of the case files consigned to the Record Room and attend the requisitions received

from the Hon'ble High Court and other Courts for submission of records.

- 3) Maintains movement registers for submission of record/files to the Copying Agency.
- 4) Maintains the registers and record of the Oath Commissioners in Sirmaur Division.
- 5) Deals with destruction of record after weeding out the same in accordance with the Rules.
- 6) Any other work as may be assigned by the District and Sessions Judge.

Naib Nazir

- 1) Maintains Sheiffs Petty Accounts cash, registers and record.
- 2) Assists the Civil Nazir in addition to the discharge of his own duties.
- 3) Performs diary and dispatch with respect to the office of the District and Sessions Judge.
- 4) Enters summons/notices/warrants etc. in relevant register and distributes the same amongst bailiff and process servers.
- 5) Maintains the efficiency of Bailiff and Process Servers and submits monthly reports to the Hon'ble High Court of H.P.
- 6) Maintains stock of stationery and furniture articles for the Sirmaur Division.

Leave Reserve Clerk

- 1) Deals with casual/compensatory leave applications of the staff of the establishment of District and Sessions Judge.
- 2) Performs typing work in the English Branch.
- 3) Performs duties pertaining to the seat of Clerical Staff on their proceedings on leave.
- 4) Any other work as may be assigned the Chief Administrative Officer.

Copyist-I

- 1) Incharge of the Copying Agency at District Headquarter of Civil and Sessions Division Sirmaur.
- 2) Prepares and supplies copies pertaining to the offices of the District and Sessions Judge and Additional District and Sessions Judge Fast Track Special Court (Rape/POCSO), Nahan.
- 3) Prepares and supplies monthly statements regarding work done with respect to Copying Agency to Hon'ble High Court of H.P.
- 4) Maintains Daily out turn register, movements register of the files.
- 5) Deals with procurement and annual maintenance of Photocopiers.

Copyist-II

- 1) Prepares and supplies copies pertaining to the offices of the District and Sessions Judge and Additional District and Sessions Judge Fast Track Special Court (Rape/POCSO), Nahan.
- 2) Maintains Daily out turn register, movements register of the files.

As per norms the Copyists are to sit and work at one place at the District Headquarter

Civil Ahlmad

- 1) Deals with cases of Civil nature and maintains records with respect to institution and disposal of cases as per High Court Rules and Orders and instructions issued in this regard from time to time.
- 2) Keeps and maintains Civil case files and complies with the orders passed on these cases.
- 3) Consigns decided files to the Record Room.
- 4) Prepares various monthly statements regarding institution and disposal of cases.

Criminal Ahlmad

- 1) Deals with cases of Criminal nature and maintains records with respect to institution and disposal of cases as per High Court Rules and Orders and instructions issued in this regard from time to time.
- 2) Keeps and maintains Criminal case files and complies with the orders passed on these cases.
- 3) Consigns decided files to the Record Room.
- 4) Prepares various monthly statements regarding institution and disposal of cases.

Bailiffs and Process Servers

- 1) The Bailiffs performs duty to serve the notices, warrants issued by the Court. Likewise the Process Server performs the duty of service of summons/notices in accordance with the Rules.
- 2) They perform other work in the office as assigned to them by the Presiding Officer.

Driver

Drives official vehicle of the District and Sessions Judge. Maintains the official vehicle and log book as per the Himachal Pradesh District Courts (Use, Maintenance and Control of Staff Cars) Rules, 1995.

Peon/Orderly

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

Safai Karamchari

The Safai Karamchari is responsible for sweeping duties in the office building, Court Complex, and toilets, as well as performing cleaning work at the official residence of the District and Sessions Judge.

Mali

The Mali is responsible for planting, watering, pruning, and maintaining gardens, lawns, and related areas within the premises of the Court Complex and Sessions House.

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

As per the instructions issued by the Hon'ble High Court of Himachal Pradesh, Shimla from time to time.

IV. **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION**

The norms governing the discharge of functions are laid down through various Rules, Orders, and Instructions to ensure the smooth and orderly functioning of the Justice Delivery System. For easy access to circulars and orders issued by the Hon'ble High Court of Himachal Pradesh, compilations have been made in three volumes: **Volume I**, compiled in 1991, covers the period from March 1972 to mid-July 1991; **Volume II**, compiled in April 2002, covers the period from mid-July 1991 to March 2002; and **Volume III**, compiled in May 2023, covers the period from April 2002 to May 2023.

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

Administrative Business

- 1) The Himachal Pradesh District Courts Lawyers Chambers (Allotment and License Fee) Rules, 1989
- 2) The Himachal Pradesh Civil and Criminal Courts (Preparation and Supply of Copies of Records) Rules, 2000
- 3) Himachal Pradesh District Courts (Use, Maintenance and Control of Staff Cars) Rules, 1995
- 4) Judicial Courts (Regulation and Maintenance of Canteen) Rules, 1984
- 5) High Court of Himachal Pradesh (Recognition and Regulation of Associations) Rules, 1989
- 6) High Court of Himachal Pradesh (Supply of Liveries to Court Servants) Rules, 1983
- 7) Maintenance of Shorthand Note Books Rules, 1989
- 8) High Court of Himachal Pradesh Civil Procedure Alternative Dispute Resolution Rules, 2005
- 9) High Court of Himachal Pradesh Case Flow Management (District Courts) Rules, 2005

Appointment

- 1) The appointment and Control Rules of Superintendents to the District and Sessions Judges in Himachal Pradesh, Rules 1995.
- 2) The Himachal Pradesh District Courts Typists (Grant of License, Registration and Control) Rules, 2001
- 3) The Himachal Pradesh District Judiciary Staff (Recruitment, Promotion, Control, Conduct, Discipline and Other Conditions of Service) Rules, 2022
- 4) Himachal Pradesh District Courts, Clerks of Legal Practitioners (Registration and Control) Rules, 2011
- 5) The Himachal Pradesh Oath Commissioners (Appointment & Control) Rules, 2007
- 6) The High Court of Himachal Pradesh Petition Writers (Grant of Licence and Conduct) Rules, 1989
- 7) Himachal Pradesh Petty Offence (Trial by Special Judicial Magistrate) Rules, 1995

Inspection

- 1) The Himachal Pradesh (Inspection of District Courts by the Administrative Judge) Rules, 2001
- 2) The Himachal Pradesh (Inspection of District Courts by the District and Sessions Judges) Rules, 1998
- 3) The Himachal Pradesh (Inspection of the District Courts by the Presiding Officer of the Court) Rules, 1998

Judicial Business

- 1) The High Court of Himachal Pradesh (Arbitration and Conciliation) Rules, 2002
- 2) Hindu Marriage and Divorce (Himachal Pradesh) Rules, 1982
- 3) Himachal Pradesh Legal Aid to Accused at State expense Rules, 1981
- 4) The Himachal Pradesh State Legal Services Authority Rules, 1995
- 5) Special Marriage and Divorce (Himachal Pradesh) Rules, 1982

Right to Information

- 1) The High Court of Himachal Pradesh Right to Information, Rules, 2013

Electronic Filing (E-Filing)

- 1) Rules for electronic filing (e-Filing) in the High Court and District Courts of Himachal Pradesh

Executive Business

- 1) High Court of Himachal Pradesh (Maintenance and Weeding out of Recruitment Records), Rules 2016

Live Streaming and Recording of Court Proceedings

- 1) Live Streaming and Recording of Court Proceedings Rules of the High Court of Himachal Pradesh, 2023

Apart from above rules, following Acts, Rules, Regulations and Instructions are followed:

- i. Fundamental Rules & Supplementary Rules (F.R. & S.R.)
- ii. CCS Leave Rules
- iii. Travel Allowance (T.A.) Rules
- iv. Leave Travel Concession (L.T.C.) Rules
- v. CCS Pension Rules
- vi. CCS (CCA) Rules, 1965
- vii. CCS (Conduct) Rules, 1964
- viii. General Provident Fund (G.P.F.) Rules
- ix. Medical Attendance Rules
- x. Delegation of Financial Powers Rules
- xi. Himachal Pradesh Financial Rules
- xii. Himachal Pradesh Budget Manual
- xiii. Office Manual.
- xiv. Punjab High Court Rules and Orders as applicable to the State of HP

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

The documents relating to financial transactions are held by the Accounts Branch and kept in form of Registers, Cash Books, Ledger Books, Files, Bills, Vouchers etc, which are subject to audit.

Service Books in the form of documents are held and kept in the English Branch which are also subject to 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.

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, COMMITTEE AND OTHER MEETINGS ARE ACCESSIBLE FOR PUBLIC**

The public is not authorized to have access of the following documents:

- 1) Correspondence which is not strictly Judicial
- 2) Confidential correspondence

IX. **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

Available on the District Court website.

X. **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION**

Information withheld in compliance of letter No. NICHP/GR1/Project-122/82 dated 25.04.2017 received from Ministry of Electronics and Information Technology, National Informatics Center, HP circulated by the Hon'ble High Court of H.P. vide Registry letter No. HHC.1(5-Computer/Misc.)2017-10365 dated 8/9-05-2017.

XI. **THE BUDGET ALLOCATED 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- S00N

S.O.E.	Allotment of Budget for the Financial Year 2024-2025	Total Expenditure during the Financial Year 2024-2025
Salary	Rs.2,49,78,420/-	Rs.2,49,78,420/-
Wages/Traveling Exp.	Rs.31,454/-	Rs.31,454/-
Livery	Rs.42,739/-	Rs.42,739/-
Office Expenses	Rs.31,39,460/-	Rs.31,39,460/-

Medical Reimbursement	Rs.1,02,730/-	Rs.1,02,730/-
Rent, Rates & Taxes	-	-
PP & SS	-	-
Motor Vehicle	Rs.1,13,374/-	Rs.1,13,374/-
Transfer Exp.	Rs.5,08,250/-	Rs.5,08,250/-
Total	Rs.2,82,46,027/-	Rs.2,82,46,027/-
Domestic Help Charges	-	-

2014-Administration of Justice
01-Road and Diet Money to Witnesses (voted)
Non-Plan- S00N

Road and Diet Money	Rs.1,13,000/-	Rs.1,13,000/-
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2235-Social Security and Welfare
200-Other Charges
II-Reimbursement of Medical Expenses to Pensioners
and Other Charges-Non Plan

Medical Reimbursement to Pensioners	Rs.4,41,963/-	Rs.4,41,963/-
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XII. **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

Not Applicable

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 informations 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 OR READING ROOM, IF MAINTAINED FOR PUBLIC USE**

Central library for judges at the District and Sub Divisional Headquarter is maintained.

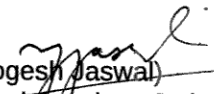
XVI. **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

- 1) The State Public Information Officer at District Level is the Senior Civil Judge-cum-Chief Judicial Magistrate, Sirmaur District at Nahan, H.P.
- 2) At the Sub-Divisional level, the State Assistant Public Information Officers for the Subordinate Courts are designated as follows: the Senior Civil Judge-cum-ACJM, Court No. 1, Paonta Sahib, and the Civil Judge-cum-JMFC, Rajgarh, stationed at the respective Sub-Divisional Headquarters,

i.e., Paonta Sahib and Rajgarh. However, for the purpose of filing appeals under Section 19(1) of the Right to Information Act against the decisions of the State Public Information Officer, the Appellate Authority is the District and Sessions Judge.

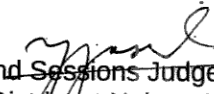
XVII. **FACILITY AVAILABLE IN THE PREMISES OF JUDICIAL COMPLEX NAHAN**

The Judicial Courts Complex at Nahan is equipped with parking and canteen facilities. In addition, an e-Sewa Kendra is also operational within the Court Complex, providing various citizen-centric services


(Yogesh Daswal)
District and Sessions Judge,
Sirmaur District at Nahan, H.P.
J.O Code: HP01039

Endst. No. DSJ/EC/NHN/RIA/2025- 3930 Dated: 24-7-25

1. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla for kind information with reference to Registry letter No. HHC/Estt.7(35)/2005-7301 dated 30.03.2009.
2. The State Chief Information Commissioner, Himachal Pradesh, Shimla-171009, for kind information.
3. The State Public Information Officer at District Level (Senior Civil Judge-cum-CJM, Sirmaur District at Nahan, H.P.
4. The Assistant Programmer of this office for publishing it in the Court website of this Division.
5. Guard file.


District and Sessions Judge,
Sirmaur District at Nahan, H.P.
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