No.Sr.Civil Judge/CJM/Supdt/NHN/RTI/2025- 3918
Office of the Senior Civil Judge-cum-Chief Judicial Magistrate, Sirmaur District at Nahan, H.P.

Dated Nahan the July 28th, 2025.

To

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

Subject :- Judgment of Hon'ble Supreme Court of India on implementation of suo-motu disclosure under section 4 of the RTI Act, 2005.

Respected Sir,

"Jai Hind"

I have the honour to refer to your kind office letter No.DSJ/EC/NHN/2024-07, dated 01-01-2024, on the subject cited above and to submit the requisite information under section 4 of the RTI Act, 2005 pertaining to this office is submitted as desired, please.

Yours faithfully,

(Upasna Sharma)
Senior Civil Judge-cum-CJM,
Sirmaur District at Nahan,HP.

Encl: As above.

D/ECNA.
D&SJ.
28.07.25

DISTRICT & SESSION JUDGE
Diary No. 2799
Dated 29/7/25
Sirmaur District

Office of the Senior Civil Judge-cum-Chief Judicial Magistrate, Sirmaur District at Nahan, H.P.

No.Sr. Civil Judge/CJM/NHN/RTI/2025-
Dated Nahan, 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 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 Senior Civil Judge-cum-Chief Judicial Magistrate, Sirmaur District at Nahan ,H.P.

After merger of Princely State and formation of Himachal Pradesh (Union Territory) on 15.04.1948, only one Court of Senior Sub Judge-cum-Chief Judicial Magistrate, was functioning on regular basis in Sirmaur District under the establishment of District and Sessions Judge for four Districts i.e. erstwhile Mahasu, Sirmaur, Bilaspur and Kinnaur with headquarters at Shimla. On reorganization of District at 01.11.1972, Solan District was formed and a separate District and Sessions Judge for Solan and Sirmaur District was appointed with headquarters at Solan, who used to hold circuit court at Nahan. In the year 1974, his head quarter was shifted from Solan to Nahan and thereafter a regular Court of District and Sessions Judge, started functioning at Nahan for both the District and the District and Sessions Judge used to hold circuit court in District Solan. In December 1989, a separate District and Sessions Judge for Solan District was appointed and Sirmaur Civil and Sessions Division as in the existing form came to in being. The New Judicial Court Complex has been inaugurated by the 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, Addl. District and Sessions Judge, Senior Civil Judge-cum-CJM and Civil Judge -cum-JMIC, stationed at Nahan have been shifted to New Judicial Court Complex.

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. Sunday and 2nd Saturdays are observed as holiday. The sanctioned strength of ministerial establishment/staff of the Court of Senior Civil Judge-cum-Chief Judicial Magistrate, Sirmaur District at Nahan,HP, is as follows:-

1.	Senior Sheristedar	01
2.	Reader Grade-II	01
3.	Stenographer Grade-II	01
4.	Stenographer Grade-III	01
5.	Record Keeper and Civil Nazir (Senior Assistants)	02
6.	Clerks (Civil Ahlmad, Cr. Ahlmad, Naib Nazir, Summary Clerk, Copyist and CCT)	06
7.	Bailiffs	03
8.	Driver	01
9.	Process Server	13
10.	Peon and Orderly	02
11.	Chowkidar	01
12.	Safai Karamchari (on Part-Time Basis)	01
	Grand Total	33

Schedule of the Posts in the Court of Senior Civil Judge-cum-Chief Judicial Magistrate, Sirmaur District at Nahan, H.P.

Sr. No.	Name of Post	Pay Scale	No. of Permanent Posts	No. of Temporary Posts	Total No. of Posts
1.	Senior Sheristedar	46000-146500	01	-	01
2.	Reader Grade-II	43000-136000	01	-	01
3.	Record Keeper	38500-122700	01	-	01
4.	Civil Nazir	38500-122700	01	-	01
5.	Naib Nazir	20200-64000	01	-	01
6.	Stenographer Gr-II	28900-91600	01	-	01
7.	Stenographer Gr-III	25600-81200	01	-	01
8.	Criminal Ahlmad	20200-64000	01	-	01
9.	Civil Ahlmad	20200-64000	01	-	01
10.	Summary Clerk	20200-64000	01	-	01

11.	Copyist	20200-64000	01	-	01
12.	C.C.T.	20200-64000	01	-	01
13.	Driver	21300-67800	01	-	01
14.	Bailiff	20200-64000	03	-	03
15.	Process Server	18000-56900	13	-	13
16.	Peon	18000-56900	01	-	01
17.	Orderly	18000-56900	01	-	01
18.	Chowkidar	18000-56900	01	-	01
	Total		32		32

Functions and duties of the Organization.

1. Judicial and
2. Administrative.

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

The performance of Judicial and Administrative work of Senior Civil Judge-cum-Chief Judicial Magistrate, Sirmaur District at Nahan, H.P. and the duties of employees working in this office is as under:

Senior Civil Judge-cum-Chief Judicial Magistrate, Sirmaur District at Nahan, H.P.

To perform duties in the Court as Senior Civil Judge, Chief Judicial Magistrate, Rent Controller-I, Authority under payment of Wages Act. Also performs the work of Chairman, Sub-Divisional Legal Services Committee, Nahan, District Sirmaur, H.P. for providing legal aid to eligible persons and perform various legal services activities. Also designated as State Public Information Officer, Sirmaur District.

The Senior Civil Judge-cum-Chief Judicial Magistrate exercises the undermentioned Judicial and Administrative business/work:-

Judicial Powers.

1. To exercise Judicial functions as Senior Civil Judge in Civil matters, Chief Judicial Magistrate in Criminal matters, Rent Controller-I under Rent Control Act Cases, Authority under payment of Wages Act and Commissioner under Workmen Compensation Act.

2. To hear and decide all the Civil matters having pecuniary jurisdiction not exceeding 60 lacs.

3. To assign the cases to Civil Judge-cum-Judicial Magistrate First Class, Nahan in rotation for disposal in accordance with law.

4. To conduction spot trial for offenses under Motor Vehicle Act within the area of District Sirmaur, H.P.

5. Holding of National Lok Adalat as per direction of Higher Authorities.

(ii) **Administrative Business.**

1. Control over Judicial Magistrates of this Division subject to general control of the learned Sessions Judge District Sirmaur, HP.

2. Make rules or give special orders consistent with Code of Criminal Procedure, as to the distribution of business among the Judicial Magistrates of this Division.

3. Control over the staff working in this establishment.

4. Forwarding leave applications of judicial officers to learned District and Sessions Judge, Nahan and making leave arrangements of Magistrates of this Division.

5. Drawing and Disbursing Officer in respect of this establishment.

6. Being Public Information Officer at District Level, receives, supply and maintain the record of RTI Applications

7. Quarterly inspection of register of Oath Commissioners, Sub-Division at Nahan.

8. Make correspondence with learned District and Sessions Judge, Nahan with respect to GPF sanctions and other communications with regard to employees of this office.

9. Holding of Legal Literacy camps and implementation of various schemes of National Legal Services Authority, New Delhi and HP State Legal Services Authority, being the Chairman of the Sub-Divisional Legal Services Committee, Nahan and conduct monthly meeting of Sub-Divisional Legal Services Committee, Nahan for providing free legal aid to the litigants in accordance with rules whenever such applications are received.

10. Submission of various statements with respect to Institution, Disposal, Pendency of various categories, statement regarding consignment etc. to the Ld. District and Sessions Judge, Nahan.

11. Submission of various statements regarding preparation and disbursal of pension to the retirees of this office, to the Ld. District and Sessions Judge, Nahan.

12. Correspondence with the Ld. District and Sessions Judge, Sirmaur District at Nahan and other officers for sending information of formal nature.

13. Recording of ACRs of officials working in this office.

SENIOR SHERISTEDAR

(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 pensionery benefits.

(iv) To act as examiner to certify the copies as per the Indian Evidence Act prepared by the Copying Agency in respect of this Court.

(v) To scrutinize the Civil Suits instituted and make office reports.

(vi) To make all the correspondence for upkeep of the building of this Court as well as official residence of the learned Presiding Officer.

(vii) 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 maintain 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 his leave.

(xiv) To assist/guide the Ahlmads in making compliance 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.

(xvi) To prepare all the monthly, quarterly, half year and yearly statements

STENOGRAPHERS

(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 Senior Civil Judge-cum-CJM/Presiding Officer of the Court.

READER

(i) To present the cases before the Court as per cause list for hearing.

(ii) To record the evidence in Civil and Criminal 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 Senior Sheristedar in his absence in addition to own duties.
(ix) To submit the non-deposit of fine statement.
(x) To maintain the register of documents returned and register of plaints/appeals etc. returned .

CIVIL NAZIR

(i) Preparation of all types of official bills i.e. Salary bills, office expenses 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.

RECORD KEEPER

1. To deal with the files of decided cases which are consigned to the Record Room in respect of the Courts of Senior Civil Judge-cum-CJM, Sirmaur District at Nahan, Civil Judge-cum-JMFC, Nahan, Civil Judge-cum- JMFC, Rajgarh (Camp at Sarahan) and Mobile Traffic Magistrate, Nahan.
2. To keep a vigil over the working of the Judicial Record Room which has been separated from the Executive.
3. To maintain Civil and Criminal 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 record.
4. To maintain movement register for submission of record/files to the Copying Agency.
5. Destruction of record after weeding in accordance with the Rules or any other work as may be assigned to him by the learned Senior Civil Judge-cum-CJM, in the event of absence of Senior Assistants in the Office.
6. To deal with RTI Applications, statements etc.

NAIB NAZIR

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

COPYIST.

1. Performs the duties in Copying Agency and maintains the registers qua applications received for supply of copies. At the end of the month, he prepares the monthly statement regarding supply of certified Copies. He also maintains the Daily out turn register, movement register of the files pertaining to this Court.

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 the Ld. Appellate Court as and when requisitioned.

SUMMARY CLERK

Deals with summary Challan/MV Act Challan. Maintains the Institution and Disposal register of the same and prepare statements related to summary challans/MV Act Challans. He also look after the work of Clerk, Sub-Divisional Legal Services Committee.

BAILIFFS AND PROCESS SERVERS

1. The Bailiff performs the duties to execute the warrants issued by the Court. Likewise the Process Server perform the duties of service of Summons/ notices in accordance with the Rules. In case of urgency, Bailiffs also serve the notice/summons.
2. They also perform other work in the office as assigned to them by the Presiding Officer.

DRIVER

The driver performs the duty of plying the official vehicle of this office and maintains the vehicle in order. He informs the Civil Nazir regarding the journeys performed and maintains the log book.

PEON/ORDERLY

The Peon and orderly 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.

CHOWKIDAR

Chowkidar in real sense is the watchman to guard the Court building and premises during his duties hours and keeps a strict vigil on the Court complex and the records and furnitures etc. in the office/Court during his duty hours i.e. before and after the office hours.

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 District Judiciary 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.

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 Senior Sheristedar 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 entitled 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 No.01702-224527 has been installed in the office, whereas telephone No.01702-224526 has been installed in the residence of the Presiding Officer.

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 2024-25**	Total Expenditure during the financial **year 2024-25**
1.	Salary	23862017	23862017
2.	Wages	65600	65600
3.	Traveling Expenses	174729	174729
4.	Office Expenses	315075	315075
5.	Medical Reimbursement	617460	617460
6.	Motor Vehicle	230821	230821
7.	Transfer Expenses	325817	325817
8.	Livery	–	–

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

1.	Road and Diet Money	139000	139000

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

1.	Medical Reimbursement to pensioners	376652	376652

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

Not applicable.

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

1. The State Public Information Officer at District Level is the Senior Civil Judge-cum- Chief Judicial Magistrate, Sirmaur District at Nahan.

2. State Assistant Public Information Officer at Sub-Divisional level in respect of Courts of Sub-Divisions are the Senior Civil Judge -cum-ACJM, Court No.1, Paonta Sahib, Civil Judge -cum-JMFC, Rajgarh and Civil Judge-cum-JMFC, Shillai at Sub-Divisional headquarters i.e. at Paonta Sahib, at Rajgarh and at Shillai 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. FACILITY AVAILABLE IN THE PREMISES OF JUDICIAL COMPLEX, NAHAN.

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

(Upasna Sharma)
Senior Civil Judge-cum-CJM,
Sirmaur District at Nahan,HP