No. AD&SJ/NHN/Sr.Sheristedar/2025-1519
Office the Additional Distt. and Sessions
Judge, Nahan, Distt. Sirmaur, H.P.

Dated Nahan the August 18, 2025.

To

The Ld. District & 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 R.T.I. Act, 2005.

Sir,

"Jai Hind"

I have the honour to refer to your office letter No.DSJ/EC/NHN/2024-08, dated 01-1-2024 on the subject cited above.

The requisite information on the prescribed proforma, pertaining to this Court, is submitted herewith.

Yours faithfully,

(Gaurav Mahajan)
Addl. District and Sessions Judge,
Nahan,District Sirmaur.H.P.
J.O.Code: H.P.01065.

D/EC/NA.

DSJ
19.8.25

DISTRICT & SESSION JUDGE
Diary 3208
Date 19/8 hr
Sirmaur (H.P.)

Office of the Additional District and Sessions Judge, Nahan, District Sirmaur, H.P.

No.ADSJ/Sr.Sheristedar/NHN/2025-
Dated Nahan, August , 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 Additional District & Sessions Judge, Nahan, District Sirmaur, H.P.

The Court of Additional District and Sessions Judge, Nahan, was established in the year 1982 and started functioning on 16-6-1982 by Shri Maharaj Singh, Additional District and Sessions Judge, Sirmaur District at Nahan, H.P.

Sitting of the Courts.

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, 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 and at present the Court of Addl. Sessions Judge (Pocso) is also working in this Court Complex. 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 Additional District and Sessions Judge is as follows:-

1. Senior Sheristedar	01
2. Reader Gd-I	01
3. Stenographer Gd-I	01
4. Stenographer Gd-III	01

5. Court Nazir	01
6. Naib Nazir	01
7. Criminal Ahlmad	01
8. Civil Ahlmad	01
9. Copyist.	01
10. Clerk-cum-Typist.	01
11.Driver.	01
12. Peon	01
13. Orderly	01
14. Safair Karamchari	01
Total	**14**

Sr.No.	Name of Post	Pay Scale.	No. of Permanent Posts.	Scale
1.	2.	3.	4.	5.
2.				
	1.Senior Sheristedar	Pay Matrix Level-13	01	46000-146000
	2.Reader Grade-I	Pay Matrix Level-13	01	46000-146000
	3.Stenographer Grd-I	Pay Matrix Level-11	01	38500-122700
	4.Stenographer Gr-III	Pay Matrix Level-06	01	25600-81200
	5. Court Nazir	Pay Matrix Level-03	01	20200-64000
	6. Criminal Ahlmad	Pay Matrix Level-03	01	20200-64000
	7.Civil Ahlmad	Pay Matrix Level-03	01	20200-64000
	8.Naib Nazir	Pay Matrix Level-03	01	20200-64000
	9.Clerk-cum-Typist	Pay Matrix Level-03	01	20200-64000
	10. Copyists	Pay Matrix Level-03	01	20200-64000
	11. Drivers	Pay Matrix Level-05	01	21300-67800
	12. Peon	Pay Matrix Level-01	01	18000-56900
	13. Orderly	Pay Matrix Level-01	01	18000-56900
	14. Safairi Karamchari	Pay Matrix Level-01	01	18000-56900
		Total:	14	

Functions and duties of the Organization.

1. Judicial and
2. Administrative.

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

Additional District and Sessions Judge.

To perform duties in the Court as Additional District Judge, Motor Accident Claims Tribunal-I (in MAC Petitions), Appellate Authority (in Rent Control Cases), Addl. Principal Judge (Family Court) , (in H.M.A. cases and other family matters), Special Judge (in Corruption cases, in cases under ND & PS Act) and as a Additional Sessions Judge in other Criminal cases.

(ii) **Administrative Business.**

1. Control over the staff working in this office/establishment.
2. D.D.O. of the staff working in this office/establishment.
3. Correspondence with Ld. District and Sessions Judge, Nahan with regard to officials and other communications of the officials of this office
4. Holding of National Lok Adalats as per directions of Authority.
5. Submission of various monthly, quarterly, half yearly statements with regard to institution, disposal and pendency of different categories to the Hon'ble High Court of H.P. and Ld. District and Sessions Judge, Sirmaur at Nahan, H.P.
6. Submission of various statements, regarding preparation and disbursal of pension to the retirees and other statements to the Ld. District and Sessions Judge, Nahan.
7. Recording A.C.Rs. Of the officials of this office.
8. Grant of GPF Advance to the staff members of his establishment.
9. Grant of Casual leave/earned leave to the staff members of his establishment.
11. To comply with the work assigned by the Ld. Distt. & Sessions Judge.
12. Holding Local Purchase Committee, promotion committee and other Committees and works assigned by Ld. District & Sessions Judge, Sirmaur.

Superintendent Grade-II

1. To Supervise the work of all the sections of this office.
2. To maintain the Service Books of the officials of the office.
3. To Submit periodical statements relating to institution, disposal and pendency of cases.
4. To prepare and submit pension cases of the officials and to ensure the timely release of pensionery benefits.
5. To sign. the summons and notices issued by the Ahlmads.
6. To maintain the Court Library and its registers and to provide the books to the Presiding Officer.
7. To deal with the leave applications and other service matters of the officials.

8. To ensure the timely submission of information sought by the Higher Authorities from time to time pertaining to the seat of the officials.
9. To present the dak before the Ld. Presiding Office rand to obtain appropriate orders for the disposal of the same.
10. To perform the duties of Reader during the leave period of the Reader.
11. To guide the Ahlmads and other officials in making compliance of the orders of the Hon'ble High Court of H.P.
12. To prepare decree sheets and memo of costs in decided cases.
13. To comply with the directions issued by the Ld. Presiding officer.
14. To ensure the maintenance of all the registers pertaining to all the seats to be kept update in the office.
15. To ensure punctuality in attendance in the office and to advise the staff in the matters of conduct and discipline.
16. To act as Examiner for the purpose of attestation the copies in respect of the Courts of the District and Additional District Sessions Judges under Section 76 of the Indian Evidence Act.

READER GRADE-I

The Duties of Reader Grade-I in the Court of the District and Sessions Judge, are as under:-

1. To act as Reader in the Court and to maintain register of Civil and Criminal Cases, fine register and receipt books, besides a guard file of Treasury Challans qua the deposit of the fine amount.
2. To maintain the register of documents returned and register of plaints/appeals etc. returned .
3. To act as Senior Sheristedar in the absence of Senior Sheristedar under the High Court of H.P., case flow Management (Subordinate Courts) Rules, 2005.
4. To act as Examiner in the absence of Senior Sheristedar, for the purpose of attestation of the certified copies.
5. To manage the day to day Court Work, under the High Court of H.P., case flow Management (Subordinate Courts) Rules, 2005.
6. To submit the statements of fine
7. To write the order sheets as per the directions pf the Ld. Presiding Officer.
8. To maintain the daily updation of case files on CIS and to maintain disposal of cases and to maintain the record regarding witnesses.

STENOGRAPHER GRADE-I and GRADE-III

1. Takes the dictation of the Presiding Officer and types the Judgments.
2. Any other work as may be assigned by the Presiding Officer of the Court.

NAZIR

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

1. General cash Book.

2. Road and Diet Money Cash book.
3. Pay Register/token register.
4. Bill Register.
5. Office Expenses Register.
6. Register of allocation of budget and other register as required under the Circular Orders of Hon'ble High Court of H.P.
7. Deals with the Medical Reimbursement Bills of the Judicial Officer and of the staff of this Court besides T.A. Bills/ claims.
8. To process the GPF withdrawal cases and other matters pertaining to accounts in the office besides the FDRs in MAC and LAC cases.

NAIB NAZIR

1. Maintains Sheriffs Petty Accounts Register and record and assists the Court Nazir in addition to the discharge of his own duties.
2. Maintains Register-D for processes.

Maintains Diary and Despatch registers and stationery articles in the office and distributes the same amongst the other Courts of the Division as well as to the staff of this office.

COPYIST.

1.Copyist-I/Copying Agent 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. To makes correspondence regarding maintenance of the photocopiers. Also maintains the record of consumption of papers of Photostat machine, Daily out turn register, movement register of the files.
2.Performs the Photostat work for preparation of certified copies, besides assisting the Copyist-I in the matter of supply of certified copies.
3.Maintains the work-done register of day-to-day disposal.

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

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 Or-

ders and per instructions received from time to time from the Hon'ble High Court of HP.

DRIVER

The driver performs the duty of plying the official vehicle of the Additional District and Sessions Judge and maintains the vehicle in order. He informs the Nazir re garding the journeys performed.

PEONS/ ORDERLY

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

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 Addl. District and Sessions Judge.

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

As per the Instructions issued by the Hon'ble High Court Himachal Pradesh Shimla from time to time and instructions issued by the Ld. District & Sessions Judge.

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 and Volume-III of such circular orders of the High Court of H.P., came to be compiled in May, 2023, w.e.f. April, 2002 till 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 FUNCTIONS.

A list of rules is as under:-

1. "The Himachal Pradesh State Legal Services Authority, Regulations, 1998."
2. "The Special Marriage and Divorce (Himachal Pradesh) Rules, 1982."
3. "The High Court of Himachal Pradesh Case Flow Management (Subordinate

Courts), Rules, 2005."

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 Accounts Branch and are kept in the form of Registers Cash Books, Ledger Books, Files, Bills, Vouchers etc. which are subject to audit.

(ii) **SERVICE BOOKS:**

Service Books in the form of documents are held and kept with Sr. Sheristedar 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, 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 above that under Rule 14 of the Inspection of Records, nothing in these rules shall entitle any person to inspect : (i) Correspondence not strictly Judicial; and (ii) Confidential correspondence are not made accessible to the public.

IX. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES :

Two landline telephones installed in this office. Office Land line No. is 01702-224930 and at residence Land line No. 01702-224931.

X. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS 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 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-SOON.

S.O.E.	Allotment of budget, during the financial year 2023-24	Total Expenditure during the financial year 2023-24
1. Salary	12853919-00	12853919-00
2. Wages/Traveling Exp.	83099-00	83099-00
3. Livery	21006-00	21006-00
4. Office Expenses	318004-00	318004-00
5. Medical Reimbursement	70822-00	70822-00
6. Rent Rate & Taxes	-----	-----
7. PP & SS	-----	-----
8. Motor Vehicle	93131-00	93131-00
9. Transfer Exp.	413387-00	413387-00
10. Refunds	20000-00	20000-00

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

Road and Diet Money	94000-00	94000-00

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

Medical Reimburse-ment to Pensioners	92817-00	92817-00

XII. THE MANNER OF EXECUTION OF SUBSIDY ;PROGRAMME 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.

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.

Central Library for Judges at the District and Sub Divisional Headquarters is maintained.

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-CJM, Sirmaur 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-JMFC, 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, District and Sessions Judge is the Appellate Authority.

XVI. FACILITY AVAILABLE IN THE PREMISES OF JUDICIAL COMPLEX, NAHAN.

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

(Gaurav Mahajan)
Addl. District and Sessions Judge,
Nahan, District Sirmaur, H.P.
J.O. Code:HP01065