DISTRICT & SESSIONS COURTS

TARN TARAN

INFORMATION MANUAL FOR RTI ACT, 2005

DISTRICT & SESSIONS COURT, TARN TARAN

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF DISTRICT & SESSIONS JUDGE AND ADDL. DISTRICT & SESSIONS JUDGE, TARN TARAN HEAD-QUARTER				
1	Appellate Authority	Sh. Kanwaljit Singh Bajwa, District and Sessions Judge, Tarn Taran	01852223240	ecourts-pbtt01@ indiancourts.nic.in
2	Public Information Officer	Sh. Raman Goyal Superintendent	01852223240	--
3	Asstt. Public Information Officer	Sh. Mandeep Singh, Chief Ministerial Officer of the Court	9888744668	--

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF CIVIL JUDGE (SR.DIVN.), ADDL. CIVIL JUDGE (SR. DIVN.) AND CIVIL JUDGE (JR.DIVN.), TARN TARAN HEAD-QUARTER				
1	Appellate Authority	Sh. Amandeep Singh, Civil Judge (Sr. Divn.), Tarn Taran	01852-222823	ecourts-pbtt02@ indiancourts.nic.in
2	Public Information Officer	Sh. Varinder Singh, Clerk of Court (COC)	9501008736	--
3	Asstt. Public Information Officer	Sh. Ajay Kumar, Chief Ministerial Officer of the Court	9779404305	--

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF CHIEF JUDICIAL MAGISTRATE, ADDL. CHIEF JUDICIAL MAGISTRATE AND JUDICIAL MAGISTRATE IST CLASS, TARN TARAN HEAD-QUARTER				
1	Appellate Authority	Ms. Indu Bala, Chief Judicial Magistrate, Tarn Taran	01852-222938	--
2	Public Information Officer	Sh. Amritpal, Chief Ministerial Officer of the Court	7508671089	--
3	Asstt. Public Information Officer	Sh. Mayank Mehta, Stenographer	7814015068	–

INFORMATION MANUAL FOR RTI ACT, 2005

FOR THE COURTS SITUATED AT SUB DIVISION, PATTI.

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF ADDL. CIVIL JUDGE (SR.DIVN.) AND CIVIL JUDGE (JR.DIVN.), PATTI SUB DIVISION				
1	Appellate Authority	Sh. Jagjeet Singh, Additional Civil Judge (Senior Division), Patti	01851-244574	civilcourt.patti@aij.gov.in
2	Public Information Officer	Sh. Rajesh Kumar, Chief Ministerial Officer of the Court	8837734520	--
3	Asstt. Public Information Officer	Sh. Arun Kumar, Senior Most Stenographer	9464326416	--

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF SUB DIVISION JUDICIAL MAGISTRATE AND JUDICIAL MAGISTRATE IST CLASS, PATTI SUB DIVISION				
1	Appellate Authority	Sh. Jagjeet Singh, Additional Civil Judge (Senior Division), Patti	01851-244574	civilcourt.patti@aij.gov.in
2	Public Information Officer	Sh. Rajesh Kumar, Chief Ministerial Officer of the Court	8837734520	--
3	Asstt. Public Information Officer	Sh. Arun Kumar, Senior Most Stenographer	9464326416	--

INFORMATION MANUAL FOR RTI ACT, 2005.

FOR THE COURTS SITUATED AT SUB DIVISION, KHADUR SAHIB

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF ADDL. CIVIL JUDGE (SR.DIVN.), KHADUR SAHIB SUB-DIVISION				
1	Appellate Authority	Ms. Monika Chouhan, Addl. Civil Judge (Sr. Divn.), Khadur Sahib	01859-237067	acjsd.khadoorsahib@indiancourts.nic.in
2	Public Information Officer	Sh. Kuldeep Singh, Chief Ministerial Officer of the Court	6280382336	--
3	Asstt. Public Information Officer	Sh. Sumit Munjal, Senior Most Stenographer	9729155595	--

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF SUB DIVISION JUDICIAL MAGISTRATE KHADUR SAHIB SUB DIVISION				
1	Appellate Authority	Ms. Monika Chouhan, Addl. Civil Judge (Sr. Divn.), Khadur Sahib	01859-237067	acjsd.khadoorsahib@indiancourts.nic.in
2	Public Information Officer	Sh. Kuldeep Singh, Chief Ministerial Officer of the Court	6280382336	--
3	Asstt. Public Information Officer	Sh. Sumit Munjal, Senior Most Stenographer	9729155595	--

MANUAL-1

The Particulars of Organization, Functions and Duties

Particulars

Name of the Organization: Office of District & Sessions Judge, Tarn Taran.

This organization is sub-ordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh.

Functions of the Organization: The organization has its two main functions.

i Judicial Function and

i Administrative Function

Duties of the Organization:

i) To exercise the control over all its subordinate Courts Functioning in it territorial Jurisdiction.

i) To distribute the various grants amongst its subordinate authorities received from the Government, time to time.

ii) To deal with the all correspondence relates to Hon'ble High Court and the Department of Law & Judiciary, Government of Punjab to administer justice as per the various legislation/ statutes.

iv) To recruit Class-III and Class-IV Govt. tShertvhaenhtselwp iof Advisory committee

vi) To promote the officials to the higher responsible Post.

v i) To handle the administration in view of the procedural laws, Punjab Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court.

vix) In exercising the duties of administrative nature, the organization deals with the Transfers of its employees, departmental inquiries of the employees etc.

ix) The Head of the Organization- the Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Tarn Taran under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision

MANUAL 2

The Power and Duties of Judicial Officers

There are following cadres of the Judicial Officers

i **The District & Sessions Judge**

ii **The Addl. District & Sessions Judge**

iii **The Additional District & Sessions Judge (Adhoc), Fast Track Court** The above Judicial Officers/ Judges deals with the matters pertaining to the appellate side and cases tribal by the sessions only and also the matters under Special Act and Motor Accident Claims Petitions.

iv **The Civil Judges (Senior Division):-**
The above Judicial Officers/ Judges deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government are also being heard and decided by these Judicial Officers/ Judges.

v **The Chief Judicial Magistrates:-**
To deal with all types of Criminal matters excluding the cases tribal by the Court of Sessions

The Judge Small Cause Court:-

vi **The Civil Judges (Junior Division) and Judicial Magistrate First Class.**
To deal with the matters of civil nature having jurisdiction up-to Rs. 2 lac whose service is less than three years.

ii To deal with the matters of criminal nature excluding tribal by the Court of Session and also excluding the cases having exclusive jurisdiction to the Chief Judicial Magistrate.

Power and Duties of Employees

vi.1 Court Manager

vi.2 Chief AdministrativeOfficer/Superintendent.

vi.3 Class-C: Reader Grade I, II & III, Executive Assistant, Stenographer Grade I, II & III Graduate Clerks, Ahlmads, Driver,Bailiff

vi.4 Class-D: Process-Server, Record Lifter/ Usher/ Daftri, Peon/ Orderly/ . Waterman

Duties of Employees

Court Manager: To facilitate the administrative functions of the Sessions division under the guidance of the District Judge.

Superintendent/ Chief Administrative Officer: To supervise overall working of the staff and routine affairs of the English Branch, Bill Branch, Copying, Record etc., & to handle the correspondence of the office of the District & Sessions judge.

Reader Grad I,II,III: To do the work of Bench, Property, Statistics, Correspondence, Accounts, Establishment in District Court as well as in subordinate Courts.

Stenographer Grade I, II, III: To take down evidence in English on Typewriter/ Computer. To take dictation in cases of the Judges of Appellate Authorities and transcribe the same, to take down evidence in English on Typewriter/ Computer To take dictation in cases of the Judge.

Ahlmads: Have the custody of cases instituted in the respective Court, to look after the maintenance of those cases and to do the work as per procedural laws and the duties assigned by the Head of the Organization and by the Presiding Officer of the Court.

Clerks: To do Work Offices of the Presiding Officers on different post s like bill Clerk, Lib. Clerk, Copy Clerk, Copyist etc.

Bailiff/ Process Server: To serve the summonses, notices & to execute warrants issued by the Court/ s.

Chowkidar: To watch the Court building & premises.

Sweeper: To clean the Court premises, lavatories.

MANUAL 3

The Rules, Regulation, Instruction Manuals and Records for Discharging Functions

The below listed rules, regulations, instructions, manuals, records are hold by the organization or are being used for its control or discharging its functions by the employees

1. The Civil Manual, 1986.
2. The Criminal Manual, 1980.
3. The Code of Civil Procedure, 1908.
4. The Code of Criminal Procedure, 1973.
5. The Punjab Civil Services Rules.
6. The Punjab Budget Manual,
7. The Punjab Financial Rules,
8. The Punjab Treasury Rules
9. High Court Rules & Regulations Vol. I, II and III
10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Punjab and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court, from time to time.

MANUAL 4

Publication of information regarding items specified in Rules 4(1) b (IV) of the Right of Information Act 2005 The Rules Regulation Instructions, manuals and records held by it or under control or used by the employees for discharging functions.

Name of Office:- District and Sessions Judge, Tarn Taran

Name of the Branch	Name of the Acts, Manuals , Rules and Instruction	Any Other Record or Document
English Office/GPF Branch/COC Office/ Statement Branch	Court rules and orders volume 1 to 6 .Punjab Civil services rules,Volume1 part 1,Volume2 &3 Punishment and Appeal Rules. Punjab Financial Rules Volume 1 &2 Budget Manual. instructions issued by the Hon'ble Supreme Court of India and Punjab & Haryana High Court, Chandigarh from time to time. Instructions issued by the Government of Punjab from time to time	Office files relating to Different matters which are dealt by the English Office Pay bill files and other account matters files dealt by the English Office
Nazir/Nazir Branch	Punjab Financial Rules volume 1 & 2 High Court Rules and Orders Vol. I, II & IV. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Cash Book, Sheriff Account Register, Summons Register and other registers relating to Nazir Branch
Copying Agency	Rules and Order Punjab and Haryana High Court, Vol. IV, Chapter- 17. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to	Registers- 1 to 12
Record Room	Court Rules and Order Volume-IV, Chapter-16. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab time to time	8 Register, Document Return Register and other Registers relating to Record Room
Library	Court Rules and Orders, Volume IV, Chapter-18. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab time to time.	Library Registers
Malkhana Branch	High Court Rules and Orders, Volume I to VI. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab time to time.	Malkhana Registers

MANUAL- 5

Publication of information regarding items specified in rules 4 (1) b (III) of the Right of Information Act 2005.

The procedure followed in the decision making process, including channels of Supervision and Accountability

1 The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.

2 The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.

3 The Principal District & Sessions Judge, Tarn Taran, supervise the work of the organization and exercises control over it. Likewise, he distribute the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.

4 The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half- yearly, yearly and whenever called for.

5 The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after its registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.

6 The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/s for disposal according to law, except the cases triable under section 409 of I.P.C.

7 The cases exclusively triable by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

MANUAL – 6

Publication of information regarding items specified in rules 4(1) b (VI) of the Right of Information Act, 2005.

Statement of the Categories of documents that are hold or under Control Name of Office:

District & Sessions Judge, Tarn Taran

	Branch	Category of Documents
Courts		Peshi Register, Fine Register, Bail Register, Library Register, Disposal Register, Stock Register , Sapurdari Register and other registers, Civil Suit Register, HM Act cases Register, Misc. Cases Register, Execution Register, Rent cases Register, Pauper application Register, Guardian and Succession Act Cases in Civil Matters and in criminal matters he maintain the IPC Register, Cr.P.C Cases Register Act cases Register, FIR Register, Cancellation Report Register, Summary Register, Affidavit Attestation Register. File Inspection Register and register regarding Direction Cases, Register regarding delivery of copies of free of costs and Daily Cause List
English Office/ GPF Branch /COC Office/ Statement Branch		Diary Register, Despatch Register, Other related registers files of instructions issued by the Hon'ble Punjab and Haryana High Court, Chandigarh and Government of Punjab from time to time Direction Cases Register, T.A. Bill, Medical bills, pay bills, LTC bills files, budget files, token register, Service Books, files regarding Lok Adalats etc and old Civil and Criminal monthly, quarterly, yearly and annual statements, GIS matter & complaints
Civil Nazir/Nazir Branch		Cash Book, Bill Register, Refund Vouchers, Cheque Books, Security deposited by the employees, Minor shares in the shape of FDRs, Stationery Register, Stock Register, Contingent register.
Copying Agency		Registers (Copying Documents) 1 to 12 and other relating to Copying Agency.
Record Room		Judicial Files of decided cases consigned by the different courts from time to time and Record Keeper Registers maintain by him.
Library		1 All the law books purchased from time to time. 2 To deal with the matters of Mediation and Conciliation.
Malkhana Branch/Fine Moharrir		Case property of decided cases, Re-arrest case files, Criminal Statement Files, Fine Cash Book and other register Regarding Malkhana .

Manual - 7

A Statement of the Boards, Councils, Committee etc

A statement of the 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 meeting are accessible for Public.

Manual - 8

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

INFORMATION MANUAL FOR RTI ACT, 2005 DISTRICT & SESSIONS COURT, TARN TARAN

S.NO.	PIO's	NAME/DESIGNATION	PHONE/FAX NUMBER	E-Mail ID
FOR THE COURTS OF DISTRICT & SESSIONS JUDGE AND ADDL. DISTRICT & SESSIONS JUDGE, TARN TARAN HEAD-QUARTER				
1	Appellate Authority	District & Sessions Judge	01852-223240	tarntarancourt@gmail.com
2	Public Information Officer	Superintendent Grade-I	01852-223240	
3	Asstt. Public Information Officer	Chief Ministerial Officer of the Court		

S.NO.	PIO's	NAME/DESIGNATION	PHONE	E-Mail ID
FOR THE COURT OF CIVIL JUDGE SENIOR DIVISION AND ADDL. CIVIL JUDGE JUNIOR DIVISION, TARN TARAN HEAD QUARTER				
1	Appellate Authority	Civil Judge Senior Division	01852-222823	tarntarancourt@gmail.com
2	Public Information Officer	Clerk of Court (COC)		
3	Asstt. Public Information Officer	Chief Ministerial Officer of the Court		

S.NO.	PIO's	NAME/DESIGNATION	PHONE	E-Mail ID
FOR THE COURT OF CHIEF JUDICIAL MAGISTRATE, ADDL. CHIEF JUDICIAL MAGISTRATE AND JUDICIAL MAGISTRATE IST CLASS, TARN TARAN HEAD QUARTER				
1	Appellate Authority	Chief Judicial Magistrate	01852-222823	tarntarancourt@gmail.com
2	Public Information Officer	Chief Ministerial Officer of the Court		

3	Asstt. Public Information Officer	Senior Most Ahlmad/Stenographer		

S.NO.	PIO's	NAME/DESIGNATION	PHONE	E-Mail ID
FOR THE COURT OF JUDGE SMALL CAUSE COURT, TARN TARAN HEAD QUARTER				
1	Appellate Authority	Addl. Civil Judge Senior Division (JSCC)	01852-222823	
2	Public Information Officer	Registrar Small Cause Court	01852-222823	
3	Asstt. Public Information Officer	Chief Ministerial Officer of the Court		

INFORMATION MANUAL FOR RTI ACT, 2005 FOR THE COURTS SITUATED AT SUB DIVISION, PATTI.

S.NO.	PIO's	NAME/DESIGNATION	PHONE/FAX NUMBER	E-Mail ID
FOR THE COURT OF ADDL. CIVIL JUDGE SENIOR DIVISION AND CIVIL JUDGE JUNIOR DIVISION, AJNALA SUB DIVISION				
1	Appellate Authority	Addl. Civil Judge Senior Division	01852-244574	sapatticourt@gmail.com
2	Public Information Officer	Chief Ministerial Officer of the Court		
3	Asstt. Public Informati on Officer	Senior Most Ahlmad/Stenographer		

S.NO.	PIO's	NAME/DESIGNATION	PHONE/FAX NUMBER	E-Mail ID
FOR THE COURT OF SUB DIVISION JUDICIAL MAGISTRATE AND JUDICIAL MAGISTRATE IST CLASS, PATTI SUB DIVISION				
1	Appellate Authority	Sub Division Judicial Magistrate	01852-244574	sapatticourt@gmail.com
2	Public Information Officer	Chief Ministerial Officer of the Court		
3	Asstt. Public Informati on Officer	Senior Most Ahlmad/ Stenographer		

INFORMATION MANUAL FOR RTI ACT, 2005 FOR THE COURTS SITUATED AT SUB DIVISION, KHADOOR SAHIB

S.NO.	PIO's	NAME/DESIGNATION	PHONE/FAX NUMBER	E-Mail ID
FOR THE COURT OF ADDL. CIVIL JUDGE SENIOR DIVISION AND CIVIL JUDGE JUNIOR DIVISION, BABA BAKALA SUB DIVISION				
1	Appellate Authority	Addl. Civil Judge Senior Division	01859-2370/01853-245499	sakhadoorsahib@gmail.com
2	Public Information Officer	Chief Ministerial Officer of the Court		
3	Asstt. Public Information Officer	Senior Most Ahlmad/Stenographer		

MANUAL- 9

The Procedure followed in the decision making Process

The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.

The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.

The Principal District & Sessions Judge, TarnTaran, supervise the work of the organization and exercises control over it. Likewise, he distributes the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.

The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.

The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after its registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.

The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/s for disposal according to law, except the cases triable under section 409 of I.P.C.

The cases exclusively triable by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

MANUAL- 10

LIST OF THE JUDICIAL OFFICERS POSTED

AT SESSIONS DIVISIONS TARN TARAN

SR. No	NAME OF JUDICIAL OFFICER	DESIGNATION	DATE OF JOINING	LOCATION OF COURT ROOM	JURISDICATION
1	Sh. Kanwaljit Singh Bajwa	Incharge D&SJ	23.04.2024	Court Room No. 4	
2	Ms. Neetika Verma	AD&SJ	02.05.2023	Court Room No. 7	
3	Ms. Pooja Andotra	AD&SJ	23.04.2024	Court Room No. 1	
4	Sh. Prashant Verma	AD&SJ	02.05.2023	Court Room No. 8	
5	Ms. Amandeep Kaur Chahal	AD&SJ	12.08.2024	Court Room No. 6	
6	Sh. Manoj Kumar	Principal Judge Family Court	25.04.2025	Court Room No. 3	
7	Sh. Amandeep Singh	CJSD	26.04.2024	Court Room No. 4	
8	Ms. Indu Bala	CJM	29.04.2025	Court Room No.5	
9	Sh. Pankaj Verma	ACJSD	02.05.2023	Court Room No. 13	
10	Sh. Ramesh Kumar	JMIC	30.04.2025	Court Room No. 10	
11	Ms. Manjot Kaur	JMIC	29.04.2025	Court Room No. 12	

DISCTRICT LEGAL SERVICES AUTHORITY

SR.NO.	NAME OF JUDICIAL OFFICER	DESIGNATION	DATE OF JOINING	LOCATION OF COURT ROOM	JURISDICTION
1.	Ms Shilpa	CJM Cum Secretary, DLSA	29.04.2024	Ground Floor	

AT SUB DIVISION KHADOOR SAHIB

SR. No	NAME OF JUDICIAL OFFICERS	DESIGNATION	DATE OF JOINING	LOCATION OF COURT ROOM	JURISDICATION
1	Ms. Monika Chouhan	SDJM	30.04.2025	Court Room No. 1	
2	Sh. Rajdeep Singh Mann	JMIC	11.04.2025	Court Room No. 2	

AT SUB DIVISION PATTI

SR. No	NAME OF JUDICIAL OFFICERS	DESIGNATION	DATE OF JOINING	LOCATION OF COURT ROOM	JURISDICATION
1	Sh. Jagjeet Singh	ACJSD	17.08.2024	Court Room No. 1	
2	Sh. Simarjit Singh	CJJD	17.08.2024	Court Room No. 3	
3	Dr. Harsimrandeep Kaur	JMIC	02.05.2023	Court Room No. 2	
4	Sh. Sunny Sandhu	JMIC	11.04.2025	Court Room No. 4	
5	Sh. Karanjit Singh	JMIC	11.04.2025	Court Room No. 5	
6	Ms. Preeti Rai JMIC	JMIC	11.04.2025	Court Room No. 6	

MANUAL-11

Remuneration/Salary Scale of Various Officers/Officials

Judicial Officers :-

S.NO.	Designation	Salary Scale (Rs.)
1	District & Sessions Judge	199100-224100 (Level J7 SNJPC)
2	Addl. District & Sessions Judge	144840-194660 (Level J5 SNJPC)
3	Civil Judge (Senior Division)	111000-163030 (Level J3 SNJPC)
4	Chief Judicial Magistrate	39530-920-40450-1080-49090-1230-54010
5	Addl. Civil Judge (Senior Division)	39530-920-40450-1080-49090-1230-54010
6	Civil Judge (Jr. Division)	77840-136520 (Level J1 SNJPC)

Staff:-

S. NO.	Designation	Salary Scale (Rs.)
1	Court Manager	43000-146500 (Level 12 in 6th CPC)
2	Superintendent	53600-170100 (Level 17 in 6th CPC)
3	Reader Gr. I	48700-154300 (Level 16 in 6th CPC)
4	Reader Gr. II	43000-146500 (Level 12 in 6th CPC)
5	Stenographer Gr. I	43000-136000 (Level 12 in 6th CPC)
6	Stenographer Gr. II	38500-122700 (Level 11 in 6th CPC)
7	Reader attached to DJ/ ADJ, English Clerk, COC, Translator, Rec. Keeper	38500-122700 (Level 11 in 6th CPC)
	Reader attached to CJ(SD),CJM, Civil	38500-122700

8	Judge(Jr.Div.), Ahlmads, Copyist, Nazir	35600-112800/29200/19900

9	Stenographer Gr.III	28900-91600 Level 7 in 6th CPC/ 29200 Level 5 in 7th CPC
10	Driver	28900-91600 Level 7 in 6th CPC/ 21700 Level 3 in 7th CPC
11	Bailiff	5910-20200, GP 2800
12	Process Servers	4900-10680, GP 1650
13	Ushers, Record Lifters	18000-56900 Level 1 in 6th CPC/ 18000 Level 1 in 7th CPC
14	Peon, Mali, Sweepers, Chowkidar	18000-56900 Level 1 in 6th CPC/ 18000 Level 1 in 7th CPC

MANUAL-12

The budget Allocated to each agency.

Initially the Organization receives the grants under various heads from the Government and thereafter it distributes the same amongst it's subordinate Courts/ authorities as per their requirements and the remaining funds are used to keep for the expenditure of the organization for expenditure of pay & allowances, over-time allowance, wages, traveling allowances, office expenses, Rent, rate & taxes, publications, grant-in-aid etc.

MANUAL-13

Publication of information regarding items specified in Rule 4 (i) b (xiii) of the right of information Act. 2005.

Particulars of recipients of concessions, Permits or authorizations granted

Name of the office: - District & Sessions Judge, Tarn Taran

Licenses/permits are being issued to the Clerk/s of the Advocate/s. License to the persons who work as Typist in the Bar Room are issued with the cons ultation of the District & Sessions Judge & the Bar Association. Licenses are also being given to the persons who work as Petition Writer in Civil Court with the consultation of the District Magistrate and they are authorize to receive the charges for reduce in writing the description of the documents and for typing charges as per norms prescribed in Civil and Criminal Manual.

Not Applicable.

MANUAL-14

Publication of Information regarding items specified in Rules 4(i) b (viii) of the Right to Information Act, 2005

Details in respect of the information, available to or held by it, reduced in an electronic form

Website Information for searching Case Status

Sr. No.	Type of Information	Website
1	Case Status	http://ecourts.gov.in/services
2	Cause List	http:/ /ecourts.gov.in/services
3	Court Orders	http://ecourts.gov.in/services

MANUAL-15

Publication of Information regarding items specified in Rules 4(i) b (viii) of the Right to Information Act, 2005

Details in respect of the information, available to or held by it, reduced in an electronic form

Useful Information for accessing other Information

http:// www.highcourtchd.gov.in

http://

www.supremecourtofindia.nic.in

http:// www.ecourts.gov.in