

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, CIVIL
AND SESSIONS DIVISION, SOLAN, DISTRICT SOLAN, H.P.**

No.D&SJ/SLN/EC/F-102/2020:

Dated Solan the

NOTIFICATION

In exercise of powers conferred under Section 4 of the Right to Information Act (Act No. 22 of 2005), I, Bhupesh Sharma, District and Sessions Judge, Solan, hereby publish, the following information pertaining to this Court/Office.

- (i) The particulars of its organization, functions and duties.

PARTICULARS OF THIS COURT.

The Court of District and Sessions Judge, Solan has been established on 02.01.1990. Besides this Court, the other Courts of the organization in the District are as follows:-

1. The Additional District & Sessions Judge-I, Solan.
2. The Additional District & Sessions Judge-II, Solan.
3. The Additional District and Sessions Judge, Fast Track Special Court(POCSO), Solan.
4. The Additional District and Sessions Judge, Nalagarh.
5. The Senior Civil Judge-cum- C.J.M, Solan, H.P.
6. The Senior Civil Judge-cum-ACJM, Kasauli.
7. The Senior Civil Judge-cum-ACJM, Nalagarh.
8. The Civil Judge-cum-JMIC, Nalagarh.
9. The Civil Judge-cum-JMIC, Arki.
10. The Civil Judge-cum-JMIC, Kandaghat.
11. The Civil Judge-cum-JMIC, Kasauli.
12. The Civil Judge-cum-JMIC-I, Solan.
13. The Civil Judge-cum-JMIC-II, Solan.
14. The Secretary to District Legal Services Authority Solan,H.P.
15. The Mobile Traffic Magistrate, Solan & Sirmaur at Solan.

SITTING TIMING OF THE COURTS.

The office working hours are from 9.45 A.M. to 4.45 P.M. The Court working hours are from 10.00 AM to 4.00 PM. After Court hours, the administrative work is done from 4.00 PM to 4.45 PM. The Court and office remain closed on Second Saturdays, Sundays and Gazetted Holidays. Two days of Local Importance Fair/ Festival are declared as local holidays every year. This Court does the Civil / Criminal work throughout the year except during 26 days when Civil Vacations are observed during the months of January and February; and only Criminal work is done. During Civil

Vacations, the Presiding Officer avails 23 days vacations during this period and staff avails 14 days vacations in two batches.

FUNCTIONS AND DUTIES.

(ii) **FUNCTION OF THE DISTRICT AND SESSIONS JUDGE.**

1. JUDICIAL.

2. ADMINISTRATION.

It is Principal Court of Civil Jurisdiction for Civil matters and is also vested with Appellate powers in respect of the Judgments/Orders of the Civil Judge(s)/ Rent Controller(s) subordinate to it. Exercises the powers of assignment/ transfer of Civil Suits/cases to Courts Subordinate to it including the Courts of Additional District and Sessions Judge-I and Additional District and Sessions Judge-II, Solan.

On Criminal side, it has jurisdiction to try offences of Murder, Rape, Dowry deaths and other such like of offences where punishment of death penalty, life imprisonment, imprisonment for more than seven years are to be awarded. It is also Special Court for trying offences punishable under ND & PS Act, Court of Special Judge for trying offences under Prevention of Corruption Act, Atrocities Act, POCSO, Act and Principal Judge Court for taking up matters related to family disputes.

It is also vested with appellate/ revision powers against the judgments/ orders of Court of Chief Judicial Magistrate/ Additional Chief Judicial Magistrates/ Judicial Magistrates and Executive Magistrates and exercises the powers of transfer/ assignment of cases to any courts Sub-ordinate to it including Courts of Addl. Sessions Judge-I and Additional Sessions Judge-II, Solan.

This office is also designated as District Legal Services Authority, Solan with the aim of providing legal aid to the litigants under the State Legal Services Authority Act and District Judge is the Chairman of District Legal Services Authority.

Official Set up.

In the official hierarchy, the Superintendent Grade-I (Chief Administrative Officer) is having over-all supervisory control

on each and every official of the office. The dealing hands including Senior Assistants of each branch, Junior Assistants and Clerks keep all files of the subject matter under their own custody and report to the Presiding Officer through the Superintendent Grade-I(Chief Administrative Officer).

Sanctioned strength of the ministerial establishment of this office is as follows:

1.	Superintendent Grade-I(Chief Administrative Officer)	=	01
2.	Private Secretary	=	01
3.	Reader G-I(Superintendent Grade-II)	=	01
4.	Stenographer G-I	=	01
5.	English Clerk(Senior Assistant)	=	01
6.	Civil Nazir(Senior Assistant)	=	01
7.	Translator(Senior Assistant)	=	01
8.	Record Keeper(Senior Assistant)	=	01
9.	Naib Nazir	=	01
10.	Civil Ahlmad	=	01
11.	Criminal Ahlmad	=	01
12.	Clerk-cum-Typist-I	=	01
13.	Clerk-cum-Typist-II	=	01
14.	Copyist-I	=	01
15.	Copyist-II	=	01
16.	Driver	=	01
17.	Daftri	=	01
18.	Mali	=	01
19.	Process Servers	=	04
20.	Orderly	=	01
21.	Peon	=	02
22.	Chowkidar	=	01
23.	Safai Karamchari	=	01
	Total :-		27

Technical Staff:-

1.	Court Manager	=	01
2.	System Officer	=	01
3.	Assistant Programmer	=	01
4.	System Assistant	=	01
5.	System Assistant	=	01 (presently vacant)

Total:- 05

The post of Superintendent Grade-I is selection post and appointment is done by the Hon'ble High Court. The other posts are filled-up by promotion/ by direct recruitment as per 'Himachal Pradesh(Recruitment, Promotion and Conditions of Services) Rules, 2012 framed by the Hon'ble High Court of Himachal Pradesh from time to time.

Functions of the Organization.

- a) Judicial
- b) Administrative.

Powers and duties of its Officers and supporters.

SUPERINTENDENT G-I(CHIEF ADMINISTRATIVE OFFICER)

He exercises the supervisory control over staff subordinate to him. Attends to all the correspondence. He is custodian of all ACR's of staff members of whole Division. He performs following functions:

Maintains attendance register.

- 1.Marks the correspondence/dak to the concerned official.
- 2.Submits the important information/communication to the District and Sessions Judge for perusal and directions.
- 3.He keeps a watch over timely submission of returns/ statements and forwards the same to the quarter concerned duly checked / scrutinized and also insures that all relevant Acts/Rules/ instructions are kept updated.
- 4.Keeps check on important correspondence to insure timely disposal.
- 5.Ensures all dealing hands maintains all required registers and keep the same updated.
- 6.Prepare notes and compiles data for meeting.
- 7.Ensures punctuality in attendance in the section and advises the staff on service matters and conduct of discipline.
- 8.Ensures that the dealing hands are attending each and subsequent papers on first-come-first-serve basis and to dispose of them at the appropriate stage of final disposal of each correspondence.
- 9.Guides the officials working under him and points out their shortcoming and deficiencies.
- 10.Processes all financial matters/ communication of this office and communications received from office of the subordinate courts in which administrative approval and expenditure sanction for spending from S.O.E. (Office Expenses is required.)
- 11.Maintains the confidential record i.e. ACRs of the officials of this Division. Keeps watch on every administrative and Judicial files properly. He carries out the day to day business of the office as per the instructions given in the High Court Rules and Orders and instructions issued by the Registry of the High Court from time to time.
- 12.Acts as Court Officer under Section 29 of Himachal Pradesh Court Act, 1996 to do quassi Judicial work in Civil Cases, which is of receiving of Plaints/ Appeals/ Revision/ applications and completing presence of parties.

PRIVATE SECRETARY

He maintains the files pertaining to Jail inspection, preparation of assessment of the judgments, file of copies of judgments announced by the Court and also does the dictation and typing work of judgment and others.

READER GRADE-I (SUPERINTENDENT GRADE-II)

The Reader performs duty in the Court room. Maintains Peshi Register both Civil and Criminal, Fine Register, disposal register, receipt register and prepares fine realization statement also maintains file of instructions, Judicial procedure and practice etc. He updates/posting of cases/daily proceeding in the CIS Software.

STENOGRAPHER G-I

He does the dictation work and typing work of judgments. He is responsible for taking dictations of judgments/orders and prepares the same for signature and pronouncement by the Judge, besides this, he also does the typing work in the Court of day to day zimini orders recorded on the case files.

ENGLISH CLERK

The English Clerk maintains the following files and deals with the following files and subjects:-

- a. Files regarding construction of Court complex and the Judicial Colony of Officers / staffs in Solan Sessions Division.
- b. Files regarding residential accommodation to the P.O. as well as Sub Division level.
- c. Files regarding creation of Court.
- d. Files/ Registers regarding all leave except casual leave of Class-III and Class-IV officials in the Civil and Sessions Division.
- e. Files regarding administrative as well as Judicial instructions.
- f. Files regarding G.P.F. Rules.
- g. Personal files of all Ministerial and menial staff of this Civil and Sessions Division.
- h. Roster register of appointment of staff of the Solan Sessions Division.
- i. All correspondence files.
- j. Telephone / Holiday/ Winter vacation/ Misc. Order file.
- k. Service books of the establishment of this office.
- l. File relating to the family planning leave Court inspection/ Subordinate Courts inspection.
- m. All files regarding different subject with regard to the employees in this Division.
- n. Processing of resolution received from the Bar Association at District Headquarter and Sub Divisional Headquarter.
- o. File regarding transfer and posting of Class III and IV Officials

- of this Civil and Sessions Division.
- p. Earned Leave/ Commuted leave applications of the Judicial Officers and Class- III and Class-IV officials of this Division.
 - q. Grant of Assured carrier progression scheme to the officials of this Division.
 - r. Services appeals/ representation of the officials of this Division.
 - s. Fixation of pay of the officials of this Division.
 - t. Appointment on compassionate grounds of son/daughter of the deceased employees of this Division.
 - u. Inter District Transfer of officials of this Division.
 - v. Declaration of local holidays at District Headquarter as well as Sub Division level.
 - w. Extension of temporary posts of this Civil and Sessions Division.
 - x) Court canteen file.
 - y) Statement of half yearly service particulars of the employees and statement file.

CIVIL NAZIR.

Maintains and prepares the following files/ registers.

- a) Pay bills, Wages Bills, T.A./FTA Bills, Livery Bills, Office Expenses Bills, M.R. Bills, PP&SS Bills, Training Exp. Bills, M.V. Bills, Transfer Exp. Bills, R&DM Bills, M.R. (Pensioners) Bills, GPF Bills, G.I.S. Bills, DCRG Bills & Leave Encashment Bills etc.
- b) Budget under all SOEs and their statements in respect of this office as well as consolidated statements of this Sessions Division which are to be submitted to the Hon'ble High Court from time to time.
- c) General Cash Book, Cash Book Road & Diet Money & Cash Book Sessions House, Solan.
- d) Civil Court deposit Register, Pay Bill Register, Budget Register, G.P.F. Advance Register, Token Register, Bill Register, Contingent Charges Register, Medical Check Register, M.R.(Pensioners) Check Register, T.A.
- e) Check Register, Petrol Register, G.I.S. Register, Rubber Stamp Register, Typewriter Register etc.
- f) Stock registers i.e. perishable or Non-Perishable of this office, Sessions House, Solan and Office Room of Presiding Officer at residence.
- g) Correspondence files regarding to the Nazarat Branch.
- h) Earmarked vehicle Register and all correspondence with the vehicle/ log book of staff car.
- I) Repair and P.O.L. of earmarked vehicle.
- j) G.P.F. , statement distribution.
- k) Supervision of Class IV officials.
- l) Road and Diet Money in Criminal cases-Registers thereof.
- m) Sanction of advances and withdrawal from G.P.F. in respect of the officers/ officials of the Subordinate Courts as well as of this office.
- n) Audit objections pertaining to financial matters.
- o) Preparation of budget and payment of Road and Diet Money.
- p) Maintenance of e-service Book of C.A.O. of this office as per the direction of Hon'ble High Court of H.P.

TRANSLATOR.

Maintains and prepares the following files/ register:

- a) Library complete in all respect.
- b) Statement of Subordinate Courts as well as own Court(Monthly/ half yearly).
- c) Statistical information etc in all respect.
- d) Statement regarding 65 years old persons.
- e) Deals with the file regarding visit to Children Home/Shelter Home.
- f) Quarterly statement regarding institution, Disposal and Pendency.
- g) Deals with the files of Defence counsel at State expenses.
- h) Deals with the files of quarterly statement regarding submission of inputs for the preparation annual reports.
- I) Deals with the files of quarterly Inspection notes of own Court as well as Subordinate Courts.
- j) Deals with the files and statement of Juvenile Justice Board.
- k) Deals with the monthly meeting of MAC cases.
- l) Monthly statement of Mobile Traffic Magistrate.
- m) Deals with the files regarding Lok Sabha and Rajya Shaba Question.
- n) Deals with the files regarding quarterly meeting of Review Committee under Section 436-A Cr.P.C.
- o) Deals with the files of withdrawal of stale and ineffective cases.
- p) Deals with the files of Typist working at Divisional Headquarter Solan as well as Subordinate Courts.
- q) Deals with the files regarding Transfer of cases to the subordinate Courts.
- r) Deals with the files regarding information sought by Hon'ble High Court of Himachal Pradesh.
- s) Deals with Legal Aid work with Chairman, District Legal Services Authority, Solan.
- t) Deals with the file regarding Right to information Act.

RECORD KEEPER.

Besides duties of Record Keeper as provided in the High Court Rules and Orders, looks after the monthly/ quarterly/ half yearly statements of pension cases.

NAIB NAZIR.

Deals with financial matter including Sheriff Petty account concerning administration of justice and maintains the following files/registers:

- 1)Summons registers/ Processes issued/ received from the other Courts and all registers pertaining to the Process Servers.
- 2)Fees of Advocates duly approved by the Court.
- 3)Stationery of this Sessions Division.
- 4)Sheriff Petty account Register/ files.
- 5)FDR registers/ refund vouchers file complete in all respect.
- 6)All registers/ files pertaining to newspapers, dress Register of Ld. Presiding Officer as well as Livery Register of Class IV officials of this office.
- 7)He is also detained for Protocol duties as and when required.

CIVIL AHLMAD.

Deals with the all Civil cases, M.A.C.T. and Land Reference cases. Maintains all registers concerning institution and disposal of cases. Prepares and issues summons and warrants to the parties. Consigns the file to record room.

CRIMINAL AHLMAD.

Deals with the criminal cases. Maintains all registers concerning institution and disposal of cases. Prepares and issues summons and warrants to the parties. Consigns the file to record room.

CLERK-CUM-TYPIST- I.

- a.Deals with the Tour Programme of the Hon'ble Chief Justice, Judges of own High Court and the Judges of Supreme Court and other High Courts with instruction file.
- b.File Regarding monthly statement spot trial and monthly statement under Trial prisoners cases.
- c.File regarding statements quarterly return of under trial prisoners of this Division.
- d.Statements relating to the cases under NDPS Act.
- e.Files regarding correspondence of Computer.
- f.File regarding casual leave and station leave of the Judicial officers and staff of this office and maintains casual leave register of the Judicial Officers of this Division and also maintains the record of staff of this office.
- g.Files regarding quarterly statement in respect of cases of foreign nationals.
- h.File regarding quarterly statement adoption of Indian Children by foreigners.
- i.File regarding half yearly return issue/ detection of fake/ST/SC certificate.

CLERK-CUM- TYPIST –II

He assists the Superintendent Grade-I(Chief Administrative Officer) in typing work in preparing of

noting and letters etc. He also assists the English Clerk in typing work for preparing of noting and letters etc. in administration files, Court construction files and all correspondence files.

COPYIST-I & II.

Deal with the preparation and supply of copies to the General Public after getting these attested from the examiner appointed for the purpose. Maintains the prescribed registers under the Rules.

DAFTRI

Maintains the files/ bundles of all the parts of Administrative files and works as directed by the Superintendent G - I of this office and also assists in the diary and dispatch work.

PROCESS SERVERS(4).

The duties of Process Servers are to serve the processes issued by this Court within the local area of District Headquarters. They are also detained for Protocol duties as and when required.

ORDERLY

Maintains the chamber of the Presiding Officer and carries out the order of the Presiding Officer. Carries the book/ files to the residence of the Presiding Officers, brings back to the Court. Attends to the personal work of the officer during office hours. Calls the cases listed for hearing in the Court.

OFFICE PEONS

Maintain cleanliness in the offices by dusting the tables, chairs etc. coming dak, day to day dak from Superintendent G-I to officials concerned in the office and

also distribute local dak in the offices.

MALI

Maintains the garden and flower beds in the Court premises. He is also responsible for making the premises look good by weeding out grass and other harmful unwanted vegetative growth. He is also responsible for arranging flower pots etc.

CHOWKIDAR.

Keeps night vigil in Court complex and is responsible for safeguarding Court property during night hours and on holidays.

SAFAI KARAMCHARI

Maintains cleanness in the Court premises inside and outside the building.

Technical Staff.

COURT MANAGER

The Court Manager assists the Technical work executed in this Division i.e. tendering, AMC of Hardware, installation and maintenance work of D.G. sets, e-Court Software, introduce of new IT enable solution/ software, capacity building and process re- engineering in this Division and also managing the work of Mediations(appointment of Mediators, monthly statement and maintaining the Record).

SYSTEM OFFICER.

- 1.The System Officer assists the Division and Sub-Divisional Level Project supervision Committees in System Administration and Management.
- 2.He Manages ICT infrastructure such as Computers, scanners, printers, LAN, Internet connectivity, communication equipments such as switches, routers, Modems, Wi-Fi etc.
- 3.He interacts with vendors for maintaining and supporting the equipment.
- 4.He installs and ensures maintenance of OS, Office tools, customized application etc.
- 5.He assists in training Judges and Court staff.
- 6.He performs other technical support duties assigned by the District Judge or High Court from time to time.

ASSISTANT PROGRAMMER/SYSTEM ASSISTANT.

- 1) The System Assistant maintains of ICT hardware, LAN, UPS, DG Set, air conditioning etc in coordination with the service providers concerned.
- 2) He performs other technical support duties assigned by the High Court and Central Project Co-ordinator at High Court level and District level by the District Judge and at the Sub Division/ tehsil level by the Senior-most Judicial Officer available in the Sub Division/ Tehsil.

ADMINISTRATIVE SET UP:

In the official hierarchy, the Superintendent Grade-I(Chief Administrative Officer) is having over all supervisory control on officials of the office and all the officials submit their files to the Head of the office through him and report about their working through him. He also acts as a liaison between the Presiding Officer and staff.

- (iii) The procedure followed in the decision making process including channels of supervision and accountability.
- (iv) The norms set by it for the discharge of its function.

The norms set for discharge of its functions are in the form of High Court Rules and Orders Volume 1 to 4 including various rules, orders and instructions framed and issued by the High Court of Himachal Pradesh from time to time. Volume-I of Circular order of the High Court of Himachal Pradesh came to be complied with effect from March, 1972 and mid July, 1991. Volume-II of such Circular orders of the High Court of H.P. came to be complied in April, 2002 with effect from mid of July, 1991 to March, 2002.

- (v) The rules, regulations, instructions, maintained and records held by it or under its control or used by its employees for discharge of function.

The rules are as under:-

Administrative Business.

- 1.Himachal Pradesh, Oath Commissioner(Appointment and Control) Rules, 1996.
- 2.The H.P. Civil and Criminal Courts(Preparation and supply of

- copies or records) Rules, 2000.
- 3.The Himachal Pradesh Subordinate Courts(Use, Maintenance and Control of Staff Car) Rules, 1995.
 - 4.The High Court of Himachal Pradesh Guest House Rules, 2004.
 - 5.High Court of Himachal Pradesh (Use and Occupation of Sessions House) Rules, 2004.
 - 6.Maintenance of short hand note books Rules, 1989.

Appointment.

- 1.The Himachal Pradesh Subordinate Courts Staff(Recruitment, Promotion and Condition of Service) Rules, 2012.
- 2.H.P. Subordinate Courts Typist(Grand of License, Registration and Control) Rules, 2001.

Inspection.

1. H.P.(Inspection of Subordinate Courts by the District and Sessions Judge) Rules, 1998.
2. H.P.(Inspection of the Subordinate Courts by the Presiding Officers of the Courts) Rules, 1998.
- 3.The High Court of Himachal Pradesh case flow Management (Subordinate Courts) Rules, 2005.

In addition to the above rules, the Acts, Rules, Regulations, instructions which are followed are as under:

F.R.&S.R.
Leave Rules.
T.A. Rules.
L.T.C. Rules.
Pension Rules.
C.C.S.(Conduct) Rules, 1964.
C.C.S.(C.C.A.) Rules, 1965.
G.P.F. Rules.
Medical Attendance Rules.
Delegation of Financial Rules.
H.P. Financial Rules.
Office Manual.

There are other Rules/ Instructions framed/ issued by the State Govt. from time to time, applicable in its offices, duly adopted by the High Court of Himachal Pradesh for their applicability in the Subordinate Judiciary.

- (vi) A 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 Civil Nazir and Naib Nazir and are kept in the forms of Registers, Cash Books, Ledger Books files bills and vouchers etc. which are subject to audit.

The service books of the establishment in the form of documents are held and kept by the English Clerk in the office. These are also kept 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 to this office.

(viii) 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 bodies, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The office notes and minutes, the correspondence strictly judicial and confidential are not generally made accessible to the public as provided under Rule 14 of the Inspection of Records.

ix) A directory of its officers and employees.

Sr.No.	Name	Designation.
	Sh.Bhupesh Sharma	District and Sessions Judge, Solan, District Solan, H.P. Office Tel: 01792-220541 Office Fax No:01792- 223513 Residence Tel.No:01792- 220694
1.	Smt. Pawan Puri	Superintendent Grade-I (C.A.O.)
2.	Sh. Sher Singh	Private Secretary
3.	Sh. Devi Singh	Reader G-I(Supdt.G-II)
4.	Sh. Pawan Sharma	Stenographer G-I
5.	Sh. Rajesh Sharma	English Clerk
6.	Sh. Anil Attri	Translator
7.	Sh. Mukesh Gupta	Record Keeper
8.	Sh. Vijay Negi	Civil Nazir.
9.	Sh. Dinesh Sharma	Criminal Ahlmad.
10.	Sh. Bhavesh Chander	Copyist-I
11.	Ms. Komal Sharma	Civil Ahlmad
12.	Smt. Rachana Thakur	CCT-I
13.	Smt. Vidya Devi	Copyist-II
14.	Sh. Balwant Chand	CCT-II
15.	Sh. Sanjeet Singh	Naib Nazir
16.	Sh. Kamal Thakur	Daftri
17.	Sh. Prem Lal	Driver.
18.	Sh. Ramesh Thakur	Process Server.

19. Sh. Rakesh Thakur	Process Server.
20. Sh. Kishore Kumar	Process Server.
21. Sh. Bija Ram	Process Server.
22. Sh. Sunil Kumar	Mali
23. Sh. Lekh Ram	Orderly
24. Sh. Roshan Lal	Peon
25. Sh. Rajesh Kumar	Peon
26. Sh. Krishan Singh	Chowkidar
27. Sh. Neelu Ram	Safai Karamchari

(x) The monthly remuneration received by each of its Officers and employees including the system of compensation as provided in its regulation.

Sr.No.	Name & Designation	Basic Pay	Total Pay
Post of Judicial Officers in the Pay scale of Rs. 51550-63070			
1.	Sh. Bhupesh Sharma District & Sessions Judge, Solan.	61,690/-	1,81,183/-

Post of Superintendent Grade-I(C.A.O) in the Pay scale of Rs. 15600-39100+5400GP			
2.	Smt. Pawan Puri Supdt.G-I(C.A.O)	32,250/-	89,566/-

Post of Private Secretary in the Pay scale of Rs. 15600-39100+5400GP			
3.	Shri Sher Singh, Private Secretary	31,330/-	86,544/-

Post of Senior Sheristedar in the Pay scale of Rs. 10300-34800+4800GP			
4.	Sh. Devi Singh Reader G-I(Supdt.G-II)	27280/-	76147/-

Post of Stenographer Grade-I in the Pay scale of Rs. 10300-34800+4400GP			
5.	Sh. Pawan Sharma Stenographer G.I	25,450/-	70,034/-

Post of Senior Assistants in the Pay scale of Rs. 10300-34800+4400GP			
6.	Sh. Rajesh Sharma, E.C.	18,450/-	51,554/-
7.	Shri Anil Attri Translator	20,380/-	56,841/-
8.	Shri Vijay Negi Civil Nazir	18,970/-	52,178/-
9.	Sh. Mukesh Gupta Record Keeper.	20,320/-	56,777/-

Post of Junior Assistants in the Pay scale of Rs. 10300-34800+3600GP			
10.	Shri Sanjeet Singh Naib Nazir	17,560/-	49,015/-

11.	Shri Balwant Chand	CCT-II	16,090/-	44,887/-
12.	Shri Dinesh Sharma	Cr.. Ahlmad.	17,630/-	49,306/-
13.	Sh. Bhavesh Chander	Copyist-I	17,620/-	49,379/-
14.	Smt. Rachana Thakur	CCT-I	17,600/-	48,424/-
15.	Smt. Vidya Chauhan	Copyist-II	17,070/-	46,972/-
16.	Smt. Komal Sharma	Civil Ahlmad	17,600/-	49,124/-

Post of Daftri in the Pay scale of Rs. 5910-20200+2000 GP				
17.	Sh. Kamal Thakur	Daftri	16,080/-	45,249/-
Post of Driver in the Pay scale of Rs. 5910-20200+2400GP				

18.	Sh. Prem Lal	Driver.	15,070/-	43,302/-

Post of Process Servers in the Pay scale of Rs. 5910-20200+1950GP				
19.	Shri Ramesh Kumar	Process Server.	12,670-	35,226/-

Post of Process Servers in the Pay scale of Rs. 4900-10680+1650GP				
20.	Sh. Rakesh Thakur	Process Server	10,750/-	30,466/-
21.	Sh. Kishore Kumar	Process Server	11,080/-	31,369/-

Post of Process Servers in the Pay scale of Rs. 5910-20200+1900GP				
22.	Sh. Bija Ram	Process Server.	15,820/-	44,557/-

Post of Mali in the Pay scale of Rs. 4900-10680+1300GP				
23	Sh. Sunil Kumar	Mali	6,590/-	18,307/-
Post of Chowkidar/ Safai Karamchari in the Pay scale of Rs. 5910-20200+1900GP				
24	Sh. Kishan Singh	Chowkidar	15,360/-	43,197/-
25	Sh. Neelu Ram	Safar Karamchari	15,360/-	43,097/-

Post of Orderly/Peon in the Pay scale of Rs. 4900-10680+1650GP				
26.	Shri Roshal Lal	Peon	11,880/-	33,361/-
27.	Shri Lekh Ram	Orderly	8,050/-	22,368/-

Post of Peon in the Pay scale of Rs. 4900-10680+1300GP				
28.	Sh. Rajesh Kumar	Peon	6,390/-	18,059/-

Post of Court Manger deployed in this Division at fixed remuneration.				

1. Sh.Ashwani Court Manger. 30,000/-

Members of Technical Manpower deployed in this Sessions Division at fixed remuneration:

1. Sh.Himanshu Thakur System Officer 30,503/-
 2. Sh.Jugal Kishore System Assistant 23,958/-

Post of Assistant Programmer(Contract Basis) in the pay Scale of 10300- 34800 + 3800 GP.

1. Sh.Vinod Kumar Assistant Programmer 14,100/- 21,069/-

xi) The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and report on this disbursement made.

S.O.E.	Proposed Budget 2019-2020	Sanctioned Budget for 2019-2020	Allocated Budget 2019-2020	Balance in hand for 2019-2020
Salaries	18500000	17490129	17490129	69494
Wages	18000	0	0	0
T.A./FTA	220000	45000	45000	32235
Livery	30000	26979	26979	0
Office Expenses	3000000	2241307	2241307	990
Medical Reimb.	500000	848736	848736	973
PP&SS	20000	10000	10000	0
Training Expenses	30000	0	0	0
Motor Vehicle	120000	61040	61040	0
Transfer Expenses	80000	0	0	0
Road & Diet Money	90000	100000	100000	0
Medical Reimbursement (Pensioners)	700000	466853	466853	2160
Grand Total	23308000	21290044	21290044	105852 (surrendered)

(xii) The manner of execution of subsidy programme including the amounts allocated and details of beneficiaries of such Programme.

Not applicable to this office.

(xiii) Particulars of recipients of concessions permits or authorizations granted by it.

Not applicable to this office.

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

The Computer(s) system installed in this office has been connected with Internet.

(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.

In Judicial matter through supply of copies of the orders/ judgments on demand. In Administrative matter through supply as per rules. The working hours of the library of this office are 9.45 AM to 4.45 P.M. It is meant for District and Sessions Judge and other officers at the Headquarter. It is not maintained for public use.

(xvi) The names, designations and other particulars of the Public Information Officers.

The Hon'ble High Court has designated the Civil Judge(Senior Division) -cum- Chief Judicial Magistrate, Solan as State Public Information Officer at District Level and the Civil Judge(Junior Division)-cum- Judicial Magistrate Ist Class as State Assistant Public Officer at Sub-Divisional Level, vide its Notification No. HHC/ Estt. 7(350/ 2005-15033-47 dated 12th /13th July, 2006. In addition to this, it has been notified that for the purpose of filing appeals against the decision of State Public Information Officers and State Assistant Public Information Officer, District and Sessions Judge, Solan has been declared as Appellate Authority, vide its notification referred to above.

(xvii) Such other information as may be prescribed.

NIL

Sds
(Bhupesh Sharma)

District and Sessions Judge,
Solan, District Solan, H.P.

Endst. no. D&SJ/SLN/EC/2020:- 4655 Dated: 18-7-2020

Copy is forwarded for information to:-

1. The Technical Manpower(System Officer & System Assistant), with the direction to upload the same on the website of District Courts Solan.
2. Guard file.

Bhupesh
District and Sessions Judge,
Solan, District Solan, H.P.

OFFICE OF ADDITIONAL DISTRICT AND SESSIONS JUDGE-I, SOLAN
DISTRICT SOLAN, H.P.

No.AD&SJ-I/SLN/NN/2020-

Dated Solan the 08th day of July, 2020.

NOTIFICATION

Under the provisions of sub section (1)(b) of Section 4 of the Right to Information Act, 2005, the following information pertaining to this Court of Additional District & Sessions Judge-I, Solan is up-dated as :-

Section 4(1)(b)(i) Particulars of the Organisation, function and duties

Name of Office:-	Additional District & Sessions Judge-I, Solan, District Solan (H.P.).
Address:-	Judicial Court Complex, Solan
Phone & Fax No:-	01792- 220560 and 223513
Addl. District & Sessions Judge-I Solan District Solan,(H.P):-	
1 Tenure	At Present the Post of Addl. District & Sessions Judge-I, Solan (H.P)is lying vacant Since 05-03-2020.
2 Pay	Scale of Rs.51550-1230-58930-1380-63070 including allowances as per basic pay.
3 Sumptuary Allowances	He shall be entitled to draw Rs. 3100/- per month with the Gross salary
4 Pension, Provident Funds, GIS	He shall be entitled to subscribe to the GPF as to pension. He is a member of Himachal Judicial Service, he shall continue to subscribe to the Provident Fund to which he was subscribing before his appointment. As to pension, it will be calculated as per pension rules.
5 Leave	He shall be entitled for 30 days earned leave, 12 days casual leave and 20 days commuted leave and he is also entitled for leave encashment of maximum 30 days earned leave in two years, if due. The power to grant or refuse leave to him and to revoke or curtail leave granted to him shall vest by the Hon'ble High Court.
6 Accommodation	He shall be entitled for free earmarked accomodation and no charges shall fall on him personally in respect of maintenance of residence. Maintenance work will be looked after the PWD authorities. He shall be entitled to electricity and water charges of Rs. 1500/- per month.
7 Medical Facilities	The Officer and the family members of his family shall be entitled for such facilities for medical treatment and for accomodation in hospitals as prescribed by the Govt. from time to time.
8 Conveyance Facilities	The Officer shall be entitled to a staff car and will be entitled for actual consumption of fuel on official capacity. He shall also be entitled for private journey subject to deduction of Rs. 375/- per month from the salary whether private journey has been performed by the staff car or not. If, private journey exceeds 100 KM then amount @ Rs. 7/- per KM has to be paid by the

D/Ec/for/18
13.7.2020



	Officer from his own pocket.
9 T.A/D.A on Tour/LTC	No T.A is granted as official vehicle has been provided/ D.A is Rs. 200/- per daily /LTC shall be provided once in four years in any place to India.
10 Post Retirement Benefits	All benefits as per pension rules i.e DCRG, leave encashment and half of the pension of last basic pay on retirement.
11 Administrative & other Residuary matters	-

The powers and duties of its officers and employees:-

III. A list of posts sanctioned and filled up are as under:-

Sr.No	Designation of the posts	Pay scale of the post	No. of posts sanctioned	No. of posts filled
1	Addl. District & Sessions Judge-I Solan	51550-1230-58930-1380-63070	1	-
2	Superintendent Gr-II	10300-34800 + Rs. 4800	1	1
3	Reader Grade-I	10300-34800 + Rs. 4800	1	-
4	Senior Scale Stenographer G-II	10300-34800 + Rs. 4400	1	1
5	Junior Assistant	10300-34800+ Rs.3600	1	1
6	Clerk	10300-34800 + Rs. 3200	4	4
7	Clerk	5910-20200 + Rs. 1900	1	1
8	Judgment Writer	10300-34800 + Rs. 3200	1	1
9	Driver	5910-20200 + Rs. 2400	1	1
10	Chowkidar	4900-10680 + Rs. 1650	1	1
11	Peon/Orderly	4900-10680 + Rs. 1900	2	2
12	Peon/Orderly	4900-10680 + Rs. 1300	1	1
13	Sweeper	4900-10660 + Rs. 1900	1	1
Grand Total			17	15

Section 4(1)b(ii) Powers and duties of officers and employees

Sr.No	Designation	Power and duties
1	Addl. District & Sessions Judge-I Solan	Judicial and Administration work of the Court and overall supervision and control of the working staff. judicial work as per powers delegated under the rules and orders of the High Court. Beside this all other function duties assigned by th Ld D&SJ.
2	Superintendent Gr-II	Deals with the supervision and control over the officials working in the office, handles the file of correspondence, upkeeping of service record and personal files. Deals with the leave matters, certifies copies of copying agency, maintenance of registers of inspection notes, inquiries, ministerial staff, library and ephemeral rolls. The Superintendent also assigned the duty to prepare the pensioners cases of employees, all

		the monthly, quarterly, half yearly statements of the institution, disposal and pendency of civil and criminal cases, etc. Superintendent has also been designated as Court Officer dealing with the Judicial files of civil matters as per Case Flow Management Rules, 2005. Besides this, the Superintendent G-II also is assigned the duty of protocol.
3	Senior Assistant(Reader/Record keeper/Civil Nazir)	Reader deals with the entire work of Court room i.e submission of files of hearing before the Presiding officer, maintains peshi register, fine register and other registers as per the instruction of the Hon'ble High Court.
4	Clerk (Naib Nazir I & II, Clerk-cum-Typist)	Naib Nazir-I deals with the accounts matter of the Officer and employees of the office as, pay bills of the establishment, salaries, medical reimbursement, TA/DA and other expenses etc, and also handles all the Civil Court deposite accounts. looks after the work of Nazarat agency. He maintains the General cash book, Sherrif Petty cash book etc. Clerk-cum-typist assists the Superintendent Gr-II in his work and day-to-day work of office, maintain the leave record of all the officials of this office and looks after the work of diary and despatch of this office. Besides this he does all the typing work in preparing of noting, letters etc.
5	Sr. Scale Stenographer & Judgment Writer	The Sr. Scale Stenographer deals with the work of typing order sheets, NOA, charge framed against the accused & statement of accused under section 313 Cr.Pc dictated by the Presiding Officer.
6	Junior Assistant/Clerks (Ahlmads/Copyist)	Civil & Criminal Ahlmad deals with the civil and criminal files, respectively. All the judicial files remains in the possession and custody of both the Ahlmads. They are preparing and maintaining all the civil and criminals registers of their concern, prepares monthly statements & goshwaras as per the directions of the Hon'ble High Court Rules and orders. Besides this, both ahlmads prepare all the information related to the cases time to time. Copyist prepares the certified and uncertified copies applied by the litigants in pending and decided files.
7	Driver/Chowkidar/Peon/Orderly /Sweeper	One post of Driver, Chowkidar and Sweeper and three posts of Peon/orderly are on regular basis. They all perform their duties as assigned to them.

Section 4(1) b(iii) Procedure followed in the decision-making process, including channels of supervision and accountability

As per aforesaid response and following the instructions of the Hon'ble High Court.

Section 4(1)b(iv) The norms set by it for the discharge of its functions:

And

Section 4(1)(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

Norms set for the discharge of its functions are in the form of various Rules, orders, instructions and Circulars issued by the Hon'ble High Court from time to time. All the rules and regulations are framed by the Hon'ble High Court, District & Sessions Judge, Solan. The various Act(s), Rules & Regulations, Instructions, followed are as under:-

1. F.R and S.R
2. Leave Rules
3. T.A Rules
4. L.T.C Rules
5. Pension Rules
6. C.C.S Rules
7. Conduct Rules
8. G.P.F Rules
9. Medical Attendance Rules
10. Delegation of Financial Powers Rules
11. H.P Financial Rules
12. H.P Budget Annual
13. Office Annual

Section 4(1)(vi) A statement of the categories of documents that are held by it or under its control:-

The documents related to financial transactions are held by account branch and are kept in the form of registers, cash book, ledger, bills, vouchers etc. which are subject to audit. Service books in the form documents are held and kept in the establishment branch which are also subject to verification.

Section 4(1)(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 administration thereof:-

Not applicable

Section 4(1)(viii) 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 meetings are accessible for public.

No boards/councils/committees have been set up to advise.

Section 4(1)(ix) A directory of its officers and employees

Sr. No	Name and Designation	Residence Address	Telephone Nos	
			Office	Res.
1	Vacant Post W.E.F.05-03-2020 Addl. District and Sessions Judge- I, Solan	Sessions House, Solan.	01792-220560	220653
2	Smt Nutan Kaushal Superintendent G-II	Vill- Jalauli , Tehsil and Distt. Panchkulla (Haryana)	01792-220560	-
3	Sh. Balbir Singh – Sr. Scale Stenographer G-II	Vill-Khanlag, PO – Majhoo, Tehsil – Arki, Distt. - Solan (HP)	01792-220560	-
4	Vacant Post of Reader w.e.f.01- 01-2020	-	-	-
5	Sh. Satish Hetta – J.W -cum Steno	Vill- Deorighat, PO & Teh-	01792-220560	-

		Theog, Distt. Shimla (HP)	
6	Smt. Priyanka Sharma – Cr. Ahlmad	102/1 V.P.O. Dharech, Tehsil Theog, Distt Shimla	01792-220560
7	Sh. Kamal Rathore– Civil Ahlmad	Vill Chardi, P.O Barmta Tehsil Chopal Distt. Shimla	01792-220560
8	Sh. Sanjay Dutt – NN-I	Vill – Jokhri, PO – Salogra Tehsil & Distt. Solan (HP)	01792-220560
9	Shri Ajay Mehta C.CT.	Vill – Dolag, PO & Tehsil Kandaghat Distt. Solan (HP)-	01792-220560
10	Shri Arun Chaudhary NN-II,	Village and P.O. Dandwin, Tehsil Barsar, Distt. Hamirpur. (H.P)	01792-220560
11	Sh. Rohit Rolta – Copyist	Vill – Jashla P.O Deori, Khaneti, Teh Kotkhai, Distt. Shimla H.P	01792-220560
12	Sh. Naresh Kumar – Driver	Vill Salyat & PO Bhumti Tehsil Arki District Solan (H.P)	01792-220560
13	Sh. Arun Kumar Sharma – Peon	Vill – Galhan PO – Galanag Forest Road, Solan. Tehsil & Distt. Solan (HP)	01792-220560
14	Sh. Kirpa Ram Sharma – Peon	House No 182. Sharma House, Near Teacher Colony, Summer Hill, Shimla-5	01792-220560
15	Miss. Priyanka – Peon	Vill & PO – Saryanj Teh Arki Distt. Solan (HP)	01792-220560
16	Sh. Jaidev Sharma - Chowkidar	Vill-Ghumari, PO – Shalaghat, Tehsil- Arki, Distt. Solan (HP)	01792-220560
17	Smt. Kamlesh Rani – Safai Karamchari	Vill - Dagshai, PO – Kuthera, Tehsil-Ghumarwin, Distt. Bilaspur (HP)	01792-220560

Section 4(1)b(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Sr.No	Nomenclature of post	Sanctioned pay scale
1	Addl. District & Sessions Judge-I, Solan, District Solan H.P.	51550-1230-58930-1380-63070
2	Superintendent Gr-II & Reader Gr-I,	10300-34800 + Rs. 4800
3	Senior Assistant	10300-34800 + Rs.4400
4	Junior Assistant	10300-34800+ Rs.3600
5	Sr. Scale Stenographer	10300-34800 + Rs. 4400
6	Judgment Writer	10300-34800 + Rs. 3200
7	Clerk	10300-34800 + Rs. 3200
9	Clerk	5910-20200 + Rs. 1900
10	Driver	5910-20200 + Rs. 2400
11	Chowkidar	4900-10680 + Rs. 1650

12	Peon/Orderly	4900-10680 + Rs. 1900
13	Peon/Orderly	4900-10680+Rs. 1300
14	Sweeper	5910-20200 + Rs. 1900

Section 4(1)(b)(xi) The budget allocated to each of its agencies, indicating the particulars of all plans, proposes expenditures and reports on disbursement made.

The State Govt. made the following provisions in the Head of Account 2014-Administration of Justice, Other Administrative Services- Non Plan for the current year 2019-20 (DDO code-031)

Salary	95,36,005
Travelling Expenses	20,101
Office Expenses	46,349
Medical Reimbursement	91,214
Motor Vehicle	34,258
Other charges(Road and Diet Money)	26,000
Medical Reimbursement for pensioners	83,366
Livery	11,725
T.A on training	Nil
Grand Total	98,49,018

Section 4(1)(b)(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-

No implementation of any subsidy programme. Consequently, there is no list of beneficiary of any such programme.

Section 4(1)(b)(xiii) Particulars of recipients of concessions, permits or authorization granted by it.

No provision of any concession, permit or authorization.

Section 4(1)(b)(xiv) Details in respect of the information, available to or held by it reduced in an electronic form:-

Nil. However, the status of court cases are available on the website on ecourts.gov.in

Section 4(1)(b)(xv) The particulars of facilities available to the citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

This office maintains a Court library for the court/Presiding officer and has not set up any library or a reading room for public use. However, the Officers and employees are available in person at the office from 9.45 AM to 4.45 PM.

Section 4(1)(b)(xvi) The names, designations and other particulars of the Public Information Officers.

Sr.No	Designation	Office Address	Telephone No. (Office)	Designated as
1	District and Sessions Judge, Solan	Judicial Court complex, Solan.	01792-220541	Appellate Authority
2	Civil Judge(Sr.Div.)-cum-Chief Judicial Magistrate, Solan. District. Solan. H.P.	Judicial Court complex, Solan.	01792-220107	State Public Information Officer, at District Level, Solan. District. Solan.H.P.

Section 4(1)(b)(xvii) Such other information as may be prescribed.

Nil

Endst.No. As above


Copy to:-

523
1. The Ld. District & Sessions Judge (Appellate Authority), Solan. District. Solan. for information please.

—Scd—
Additional District & Sessions Judge-I
Solan, district Solan H.P.

Dated: 08.07.2020

9-7-2020


Additional District & Sessions Judge-I
Solan, district Solan H.P.

**OFFICE OF THE ADDITIONAL DISTRICT & SESSIONS
JUDGE-II, SOLAN, DISTRICT SOLAN, H.P.**

No.AD&SJ/SLN/Suptd/2020:

Dated Solan the 8th July,2020

NOTIFICATION

In exercise of powers conferred under Section 4 of the Right to Information Act (Act No. 22 of 2005), I, Vivek Sharma, Additional District and Sessions Judge-II, Solan, hereby publish, the following information pertaining to this Court/Office.

- (i) The particulars of its organization, functions and duties.

PARTICULARS OF THIS COURT.

The Court of Additional District and Sessions Judge-II, Solan has been established on 02.02.2004.

SITTING TIMING OF THE COURTS.

The office working hours are from 9.45 A.M. to 4.45 P.M. The Court working hours are from 10.00 AM to 4.00 PM. After Court hours, the administrative work is done from 4.00 PM to 4.45 PM. The Court and office remain closed on Second Saturdays, Sundays and Gazetted Holidays. Two days of Local Importance Fair/ Festival are declared as local holidays every year. This Court does the Civil & Criminal work throughout the year except during 26 days when Civil Vacations are observed during the months of January and February and only Criminal work is done. During Civil Vacations, the Presiding Officer avails 23 days vacations during this period and staff avails 14 days vacations in two batches.

FUNCTIONS AND DUTIES.

- (ii) FUNCTION OF THE ADDITIONAL DISTRICT AND SESSIONS JUDGE-II.

1. JUDICIAL.
2. ADMINISTRATION.

Official Set up.

In the official hierarchy, the Superintendent is having over-all supervisory control on each and every official of the office. The dealing hands keep all files of the subject matter under their own custody and report to the Presiding Officer.

Sanctioned strength of the ministerial establishment of this office is as follows:

Sr.No.	Designation	Pay scale of the post	No.of posts sanctioned.	No.of posts filed.
1.	Addl. District & Sessions Judge-II.	51550-63070	1	1
2.	Superintendent G.II	10300-34800+4800	1	1
3.	Reader G.I	10300-34800+4800	1	1
4.	Stenographer G.I	10300-34800+4400	1	1
5.	Steno-cum-J.W.	10300-34800+3200	1	1
6.	Naib-Nazir	10300-34800+3600	1	1
7.	Civil Ahlmad	10300-34800+3600	1	1
8.	Criminal Ahlmad	5910-20200+1900	1	1
9.	Peon	4900-10680+1300	2	2
10	Safai-Karamchari	(Daily Wages)	1	1
11	Clerk-cum-Typist	5910-20200+1900	1	Vacant
	Total:-		12	11

Power and duties of Officer and employees:-

Sr.No.	Designation	Power and duties
1.	Addl. District & Sessions Judge-II.	Judicial and Administration work of the Court and overall supervision and control of the working staff. Judicial work as per powers delegated under the Rules and Orders of the Hon'ble High Court.
2.	Superintendent.	Deals with the supervision and control over the officials working in the office, handles the file of correspondence, upkeeping of service record and personal files. Deal with the leave matters, certified copies of copying agency, maintenance of monthly civil and criminal statements, quaterly inspection notes, quaterly, half yearly & yearly statements. Besides this he has also maintained the attendance register of staff members, library and ephemeral rolls registers etc.
3.	Reader Grade-I	The Reader performs duty in the Court room. Maintains Peshi Register both Civil and Criminal, Fine Register, disposal register, receipt register and prepares fine realization statement also maintains file of instructions, Judicial procedure and practice etc. He updates/posting of cases/daily proceeding in the CIS Software.

4.	Stenographer Grade-I and Stenocum-Judgment Writer.	Both officials are deals with the work of typing Judgments, order sheets, charge framed against the accused & statement of accused under section 313 Cr.P.C.as dictated by the Presiding Officer. -
5.	Naib-Nazir.	Deals with the account matter i.e. Budget, Road & Diety registers, Pay bills register,salaries,wages, medical reimbrsement bills,TA/DA, official expenses, motor vehicle bills, livery, stock registers etc. and accounts statements of this establishment.
6.	Civil Ahlmad	Deals with the all Civil cases, M.A.C.T. and Land Reference cases. Maintains all registers concerning institution and disposal of cases. Prepares and issues summons and warrants to the parties. Consigns the file to record room.
7.	Criminal Ahlmad.	Deals with the criminal cases. Maintains all registers concerning institution and disposal of cases. Prepares and issues summons and warrants to the parties. Consigns the file to record room.
7.	Driver.	Perform their duties as Driver with the Presiding Officer and maintain the official car.
8.	Peon/Orderly	Maintains the Court Room, chamber of the Presiding Officer and carries out the order of the Presiding Officer. Carries the books/ files to the residence of the Presiding Officers, brings back to the Court. Calls the cases listed for hearing in the Court. They are also maintain cleanliness in the offices by dusting the tables, chairs etc. coming dak, day to day dak to officials concerned in the office and also distribute local dak in the offices.
9.	Safai-Karamcari.	Maintains cleanness in the Court premises inside and outside the building.

ADMINISTRATIVE SET UP:

In the official hierarchy, the Superintendent is having over all supervisory control on officials of the office. He also acts as a liaison between the Presiding Officer and staff.

- (iii) The procedure followed in the decision making process including channels of supervision and accountability.
- (iv) The norms set by it for the discharge of its function.

The norms set for discharge of its functions are in the form of High Court Rules and Orders including various rules, orders and instructions framed and issued by the High Court of Himachal Pradesh as well as District and Sessions Judge from time to time.

Inspection.

H.P.(Inspection of the Subordinate Courts by the Presiding Officers of the Courts) Rules, 1998.

- (v) **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharge of its functions.**

All the rules and regulations are framed by the Hon'ble High Court and Learned District and Sessions Judge, Solan. The various Act(s), Rules & Regulations, Instructions, followed are as under:-

- F.R.&S.R.
- Leave Rules.
- T.A. Rules.
- L.T.C. Rules.
- Pension Rules.
- C.C.S.(Conduct) Rules, 1964.
- C.C.S.(C.C.A.) Rules, 1965.
- G.P.F. Rules.
- Medical Attendance Rules.
- Delegation of Financial Rules.
- H.P. Financial Rules.
- Office Manual.

There are other Rules/ Instructions framed/ issued by the State Govt. from time to time, applicable in its offices, duly adopted by the Hon'ble High Court of Himachal Pradesh for their applicability in the Subordinate Judiciary.

(vi) A statement of the categories of documents that are held by it or under its control.

The documents relating to financial transactions is held by the Naib Nazir and is kept in the forms of Registers, Cash Books, Ledger Books files bills and vouchers etc. which are subject to audit.

The service books of the establishment in the form of documents are held and kept by the Superintendent in the office. These are also kept 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 to this office.

(viii) 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 bodies, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Not applicable to this office.

ix) **A directory of its officer and employees.**

Sr.No.	Name	Designation
1.	Shri Vivek Sharma	Addl.District and Sessions Judge-II, Solan, District Solan, H.P. Office Tel: 01792-223399
2.	Sh. Vinod Sood	Superintendent
3.	Sh. Anil Sharma	Reader Grade-I
4.	Smt. Hem Lata	Stenographer Grade-I
5.	Sh. Sushil Kumar	Steno-cum-Judgment Writer
6.	Miss. Deepika	Naib-Nazir
7.	Shr. Suresh Kumar	Civil Ahlmad
8.	Sh. Mohit Kumar	Criminal Ahlmad
9.	Sh. Sushil Kumar	Driver
10.	Sh. Sanjeev Kumar	Peon
11.	Sh. Ram Chand	Peon
12.	Smt. Anita Kumar	Safai-Karamchari (Daily wages)

(x) The monthly remuneration received by each of its Officers and employees including the system of compensation as provided in its regulation.

Sr.No.	Name & Designation	Basic Pay	Total Pay
1.	Shri Vivek Sharma, Addl.District & Sessions Judge-II	53860/-	1,58,824/-
2.	Sh. Vinod Sood, Superintendent	29,780/-	82,797/-
3.	Sh. Anil Sharma, Reader G.I	25,600/-	71,344/-
4.	Smt. Hem Lata, Stenographer G.I	19,200/-	52,908/-
5.	Sh. Sushil Kumar, Steno-cum-JW	13,910/-	39,013/-
6.	Miss. Deepika, Naib-Nazir	16,580/-	46,229/-
7.	Shr. Suresh Kumar, Civil Ahlmad	19,690/-	55,051/-
8.	Sh. Mohit Kumar, Cri. Ahlmad	8,300/-	23,242/-
9.	Sh. Sushil Kumar, Driver	10,010/-	28,737/-
10.	Sh. Sanjeev Kumar, Peon	8,550/-	24,138/-
11.	Sh. Ram Chand, Peon	6,590/-	18,667/-
12.	Smt. Anita Kumar, Safai-Karamchari		

xi) The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and report on this disbursement made.

S.O.E.	Proposed Budget 2020-2021	Sanctioned Budget for 2020-2021	Allocated Budget 2020-2021	Balance in hand for 2020-2021
Salaries	70,00,000	40,00,000	40,00,000	15,97,997
Wages	95,000	41,300	41,300	8,525
T.A./FTA	70,000	30,000	30,000	13,151
Livery	10,000	-	-	-
Office Expenses	70,000	30,000	30,000	19,883
Medical Reimb.	60,000	19,228	19,228	150
Training Expenses	-	-	-	-
Motor Vehicle	50,000	20,000	20,000	17,119
Transfer Expenses	60,000	-	-	-
Road & Diet Money	20,000	-	-	-
Grand Total	16840000	41,40,528	4140528	16,56,805

- (xii) The manner of execution of subsidy programme including the amounts allocated and details of beneficiaries of such Programme.
Not applicable to this office.
- (xiii) Particulars of recipients of concessions permits or authorizations granted by it.
Not applicable to this office.
- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form. ✓
The Computer(s) system installed under the control of Ld. District and Sessions Judge, Solan has been connected with Internet.
- (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.
In Judicial matter through supply of copies of the orders/ judgments on demand. In Administrative matter through supply as per rules. The working hours of the library of this office are 9.45 AM to 4.45 P.M. It is meant for District and Sessions Judge and other officers at the Headquarter. It is not maintained for public use.
- (xvi) The names, designations and other particulars of the Public Information Officers.
The Hon'ble High Court has designated the Civil Judge(Senior Division) -cum- Chief Judicial Magistrate, Solan as State Public Information Officer at District Level and the Civil Judge(Junior Division)-cum- Judicial Magistrate Ist Class as State Assistant Public Officer at Sub-Divisional Level, vide its Notification No. HHC/ Estt. 7(350/ 2005-15033-47 dated 12th / 13th July, 2006. In addition to this, it has been notified that for the purpose of filing appeals against the decision of State Public Information Officers and State Assistant Public Information Officer, District and Sessions Judge, Solan has been declared as Appellate Authority, vide its notification referred to above.
- (xvii) Such other information as may be prescribed.

NIL

Sharma
(Vivek Sharma)
Addl. District and Sessions Judge-II,
Solan, District Solan, H.P.

OFFICE OF THE SENIOR CIVIL JUDGE-CUM-CHIEF JUDICIAL
MAGISTRATE, SOLAN DISTRICT SOLAN, H.P.

No. Senior Civil Judge/CJM/SLN/Supdt/F-7-2020
Dated Solan the 7th July, 2020

NOTIFICATION

Under the provisions of sub section (1)(b) of Section 4 of the Right to Information Act, 2005, the following information pertaining to this Court of Senior Civil Judge-cum-Chief Judicial Magistrate, Solan is up-dated as :-

Section 4(1)(b)(i) Particulars of the Organisation, function and duties

Name of Office:- Senior Civil Judge-cum-Chief
Judicial Magistrate, Solan.
(State Public Information Officer)
Address:- Judicial Court Complex, Solan
Phone & Fax No:- 01792-220107 and 223513

Senior Civil Judge-cum-
Chief Judicial Magistrate, Solan:- Sh. Rajesh Chauhan
(State Public Information Officer)

1	Tenure	Sh. Rajesh Chauhan, had assumed the charge on 29.12.2018 in the capacity of Senior Civil Judge-cum-CJM, Solan -cum- State Public Information Officer, at Solan, H.P.
2	Pay	He shall draw Gross salary of Rs. 1,58,248/- including allowances
3	Sumptuary Allowances	He shall be entitled to draw Rs. 2300/- per month with the Gross salary
4	Pension, Provident Funds, GIS	He shall be entitled to subscribe to the GPF as to pension. He is a member of Himachal Judicial Service, he shall continue to subscribe to the Provident Fund to which he was subscribing before his appointment. As to pension, it will be calculated as per pension rules.
5	Leave	He shall be entitled for 30 days earned leave, 12 days casual leave and 20 days commuted leave in a calendar year and he is also entitled for leave encashment of maximum 30 days earned leave in two years, if due. The power to grant or refuse leave to him and to revoke or curtail leave granted to him shall vest by the Hon'ble High Court.
6	Accommodation	He shall be entitled for free earmarked accommodation and no charges shall fall on him personally in respect of maintenance of residence. Maintenance work will be looked after the PWD authorities. He shall be entitled to electricity and water charges of Rs. 1000/- per month.
7	Medical Facilities	The Officer and the family members of his family shall be entitled for such facilities for medical treatment and for accommodation in hospitals as prescribed by the Govt. from time to time.

8	Conveyance Facilities	The Officer shall be entitled to a staff car and will be entitled for actual consumption of fuel on official capacity. He shall also be entitled for private journey subject to deduction of Rs. 375/- per month from the salary whether private journey has been performed by the staff car or not. If, private journey exceeds 100 KM then amount @ Rs. 7/- per KM has to be paid by the Officer from his own pocket.
9	T.A/D.A on Tour/LTC	No T.A is granted as official vehicle has been provided/ D.A is Rs. 200/- per daily /LTC shall be provided once in four years in any place to India.
10	Post Retirement Benefits	All benefits as per pension rules i.e DCRG, leave encashment and half of the pension of last basic pay on retirement.
11	Administrative & other Residuary matters	-

The powers and duties of its officers and employees:-

III. A list of posts sanctioned and filled up are as under:-

Sr.No	Designation of the posts	Pay scale of the post	No. of posts sanctioned	No. of posts filled
1	Senior Civil Judge Solan(SPIO)	39530-54010	1	1
2	Sr. Sheristedar	10300-34800 + Rs. 4800	1	1
3	Reader G-II	10300-34800 + Rs. 4800	1	1
4	Senior Assistant	10300-34800 + Rs.4400	2	2
5	Junior Assistant	10300-34800+ Rs.3600	3	3
6	Stenographer G-II	10300-34800 + Rs. 3600	1	1
7	Clerk	10300-34800 + Rs. 3200	3	3
8	Clerk	5910-20200 + Rs. 1900	2	0
9	Driver	5910-20200 + Rs. 3000	1	1
10	Bailiff	5910-20200 + Rs. 2000	1	1
11	Process Server	5910-20200 + Rs. 1950	3	3
12	Process Server	5910-20200 + Rs. 1900	1	1
13	Process Server	4900-10680 + Rs. 1650	6	4
14	Chowkidar	4900-10680 + Rs. 1650	1	1
15	/Orderly	4900-10680 + Rs. 1650	1	1
16	Peon	5910-20200 + Rs. 1300	1	1
17	Sweeper	4900-10680+ Rs.1300	1	0
17	Judgment Writer	5910-20200+ Rs. 2000	1	1
Grand Total:-			31	26

Section 4(1)(b)(ii) Powers and duties of officers and employees

Sr.No	Designation	Power and duties
1	Senior Civil Judge, Solan(SPIO)	Judicial and Administration work of the Court and overall supervision and control of the working staff, judicial work as per powers delegated under the rules and orders of the High Court. Besides this, he is also the SPIO and entertains the application under RTI Act, 2005.
2	Sr. Sheristedar	Deals with the supervision and control over the officials working in the office, To handles the file of correspondence, upkeeping of service record and personal files. Deals with the leave matters, certified copies of copying agency, maintenance of registers of inspection notes, inquiries, ministerial staff, library and ephemeral rolls. Sr. Sheristedar has also been designated as Court Officer dealing with the Judicial files of civil matters as per Case Flow Management Rules, 2005. and also deals with the application received under RTI Act, 2005.
3	Reader G-II/Senior Assistant i.e. Record keeper & Civil Nazir	Reader deals with the entire work of Court room i.e submission of files of hearing before the Presiding officer, maintains peshi register, fine register, and other registers as per the instruction of the Hon'ble High Court. Record keeper maintains and look after the record of the Court and enters the decided files in the relevant register. Civil Nazir deals with the accounts matter of the Officer and employees of the office as, pay bills of the establishment, salaries, medical reimbursement, TA/DA and other expenses etc.
4	Junior Assistant(Naib Nazir/ Criminal Ahlmad/Copyist)	Naib Nazir looks after the work of Nazarat agency. Bailiffs and Process Servers are entrusted the work of the processes received by this court as well as from other Courts. He maintains the General cash book, Sherrif Petty cash book and cash book concerning Legal Aid. Criminal Ahlmad deals with the criminal files. All the judicial files remains in the possession and custody of the criminal Ahlmad, also preparing and maintaining all the criminals registers of the concern, prepares monthly statement & goshwaras as per the directions of the Hon'ble High Court Rules and orders. Copyist prepares the certified and uncertified copies applied by the litigants in pending and decided files.
5	Clerk(Civil Ahlmad/L.R.C/ Summary Clerk.)	Civil Ahlmad and L.R.C. deals with the Civil & Execution files. All the civil files remains in the possession and custody of the both clerk, also preparing and maintaining all the Civil and Execution registers of the concern, prepares monthly statement & goshwaras as per the directions of the Hon'ble High Court Rules and orders. Summary clerk deals with the challans of Motor vehicle.

6	Stenographer G-II & Judgment Writer	The Stenographer G-II deals with the work of typing order sheets, NOA, charge framed against the accused & statement of accused under section 313 Cr.Pc dictated by the Presiding Officer.
7	Bailiff	Bailiff is entrusted the work of the warrants received by this court as well as from other Courts.
8	Process Server(s)	Process Servers are entrusted the work of the processes received by this court as well as from other Courts.
9	Driver/Chowkidar/Peon/Orderly/Sweeper	One post of Driver, Chowkidar, Peon, orderly/sweeper are on regular basis. They all perform their duties as assigned to them.

Section 4(1) b(iii) Procedure followed in the decision-making process, including channels of supervision and accountability

As per aforesaid response and following the instructions of the Hon'ble High Court.

Section 4(1)b(iv) The norms set by it for the discharge of its functions:

And

Section 4(1)b(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

Norms set for the discharge of its functions are in the form of various Rules, orders, instructions and Circulars issued by the Hon'ble High Court from time to time. All the rules and regulations are framed by the Hon'ble High Court, District & Sessions Judge, Solan. The various Act(s), Rules & Regulations, Instructions, followed are as under:-

1. F.R and S.R
2. Leave Rules
3. T.A Rules
4. L.T.C Rules
5. Pension Rules
6. C.C.S Rules
7. Conduct Rules
8. G.P.F Rules
9. Medical Attendance Rules
10. Delegation of Financial Powers Rules
11. H.P Financial Rules
12. H.P Budget Annual
13. Office Annual

Section 4(1)b(vi) A statement of the categories of documents that are held by it or under its control:-

The documents related to financial transactions are held by account branch and are kept in the form of registers, cash book, ledger, bills, vouchers etc. which are subject to audit. Service books in the form documents are held and kept in the establishment branch which are also subject to verification.

Section 4(1)b(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 administration thereof:-

Not applicable

Section 4(1)(b)(viii) 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 meetings are accessible for public.

No boards/councils/committees have been set up to advise.

Section 4(1)(b)(ix) A directory of its officers and employees

Sr. No	Name and Designation	Residence Address	Telephone Nos	
			Office	Res.
1	Sh. Rajesh Chauhan, Senior Civil Judge, Solan (SPIO)	C.J.M residence, Saproon. Solan.	01792-220107	220108
2	Smt. Savita Chandel, Sr. Sheristedar	Vill. Galanag, Near Tank Road Solan Teh. & District Solan. H.P.	01792-220107	-
3	Smt. Usha Sharma, Reader G-II	R/o Vill. Jail, PO. Kayar, Tehsil Theog, Distt. Shimla, H.P.	01792-220107	-
4	Rita Chandel, Record Keeper (Sr. Assistant)	Vill. Gita Bhawan, Mall Road, Solan	01792-220107	-
5	Sh. Vinod Sharm Civil Nazir (Sr. Assistant)	Vill. Gawahi, near Annadale, Shimla. H.P.	01792-220107	-
6	Smt. Poonam Sood, G-II, Stenographer	VPO Samti, Tehsil & District Solan.	01792-220107	-
7	Ms. Sunita, Judgment Writer	R/o village Kolka, PO Danoghat. Tehsil Arki, Distt. Solan, HP	01796-220719	-
8	Sh. Suman Singh, Niab Nazir	R/o Vill. Denwai, PO Tikkari, Tehsil Chirgaon, Distt. Shimla, H.P.	01792-220107	-
9	Smt. Pooja Jandev, Cr. Ahlmad (Jr. Assistant)	Vill. Kalawan, P.O Basadhaar, Tehsil. Theog, Distt. Shimla.	01792-220107	-
10	Sh. Vivek Diwan, Copyist (Clerk)	Diwan Niwas, Vkas Nagar, Shimla	01792-220107	-
11	Sh. Devender Kumar, Clerk-cum-typist	Vill. Dhamah, P.O Neether, Tehsil. Nirmand, District. Kullu.	01792-220107	-
12	Smt. Kashaulya Devi, Summary Clerk	Vill. Nagar-Sywan, P.O Kunihar, Tehsil. Arki, Distt. Solan	01792-220107	-
13	Kumari Rajneesh, Civil Ahlmad	Ward No. 2 Jolang, PO & Tehsil Arki, Distt. Solan H.P.	01792-220107	-
14	Sh. Manohar Lal, Driver	Vill. Brahmini Majra, P.O. Bhatia, Tehsil Nalagarh, Distt. Solan, H.P.	01792-220107	-
15	Sh. Lekh Ram, Bailiff	Vill. Sharesh, P.O. Kunihar, Tehsil, Arki, Distt. Solan, H.P.	01792-220107	-
16	Sh. Bhupinder Mahant, Process Server	Vill. Sandli, Tehsil. Rohru, Distt. Shimla	01792-220107	-
17	Sh. Rajesh kumar -I, Process Server	Vill. Panyali, P.O Patta Brewery, Tehsil and Distt. Solan	01792-220107	-

18	Sh. Deep Prakash, Process Server	Vill. Ghorl, P.O Patta Brewery, Tehsil and Distt. Solan. H.P.	01792-220107	-
19	Sh. Rajesh Kumar-II, Process Server	Vill and P.O Batal, Tehsil. Arki, Distt. Solan	01796-220719	-
20	Sh. Nek Chand, Process Server	Vill. Jarol, P.O Shalaghat, Tehsil. Arki, Solan	01796-220719	-
21	Sh. Brahma Nand, Process Server	Vill. Harrow, P.O Rory, Distt. Shimla	01796-220719	-
22	Sh. Raju Chauhan, Process-Service	Vill. Seri, P.O and Tehsil. Rohru, Distt. Shimla.	01792-220107	-
23	Sh. Het Ram, Process-Server	Vill. Kheel, PO. Dharmour, Tehsil Karsog, Distt. Mandi, H.P.	01792-220107	-
24	Sh. Jitender Sharma, Peon	Vill. Damlana, P.O. Hanuman Badog, Tehsil Arki, Distt. Solan, H.P.	01792-220107	-
25	Sh. Naresh Kumar, Peon	Vill. Thand, P.O Satlai, Tehsil Junga, Distt. Shimla.	01792-220107	-
26	Sh. Sanjeev Kumar, Chowkidar	Vill. Matoli, P.O. Samila, Tehsil Sarkaghat, Distt. Mandi, H.P.	01792-220107	-

Section 4(1)b(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Sr.No	Nomenclature of post	Sanctioned pay scale
1	Senior Civil Judge-cum-CJM, Solan(SPIO)	39530-54010
2	Senior Sheristedar	10300-34800 + Rs. 4800
3	Reader Grade-II	10300-34800 +Rs. 4800
4	Senior Assistants	10300-34800 + Rs.4400
5	Junior Assistants	10300-34800+ Rs.3600
6	Stenographer Grade-II	10300-34800 + Rs. 3600
7	Clerks	10300-34800 + Rs. 3200
8	Clerk	5910-20200 + Rs. 1900
9	Driver	5910-20200 + Rs. 2400
10	Bailiff	5910-20200 + Rs. 1950
11	Process Servers	5910-20200 + Rs. 1950
12	Process Servers	5910-20200 + Rs. 1900
13	Process Servers	4900-10680 + Rs. 1650
14	Chowkidar	4900-10680 + Rs. 1650
16	Peon/Orderly	4900-10680 + Rs. 1650
17	Sweeper	5910-20200 + Rs. 1650
18	Judgment Writer(Contract basis)	5910-20200+ Rs. 2000

Section 4(1)b(xi) The budget allocated to each of its agencies, indicating the particulars of all plans, proposes expenditures and reports on disbursement made.

The State Govt. made the following provisions in the Head of Account 2014-Administration of Justice, Other Administrative Services- Non Plan for the current year 2016-17(DDO code-508)

Salary	14682313
Travelling Expenses	50045
Office Expenses	255602
Medical Reimbursement	135131
Motor Vehicle	43961
Other charges(Road and Diet Money)	73500
Medical Reimbursement for pensioners	NIL
Livery	36967
T.A on training	Nil
Grand Total	15277519

Section 4(1)(b)(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-

No implementation of any subsidy programme. Consequently, there is no list of beneficiary of any such programme.

Section 4(1)(b)(xiii) Particulars of recipients of concessions, permits or authorization granted by it.

No provision of any concession, permit or authorization.

Section 4(1)(b)(xiv) Details in respect of the information, available to or held by it reduced in an electronic form:-

Nil. However, the status of court cases are available on the website on *ecourts.gov.in*

Section 4(1)(b)(xv) The particulars of facilities available to the citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

This office maintains a Court library for the court/Presiding officer and has not set up any library or a reading room for public use. However, the Officers and employees are available in person at the office from 9.45 AM to 4.45 PM.

Section 4(1)(b)(xvi) The names, designations and other particulars of the Public Information Officers.

Sr.No	Designation	Office Address	Telephone No. (Office)	Designated as
1	District and Sessions Judge, Solan	Judicial Court complex, Solan.	01792-220541	Appellate Authority
2	Senior Civil Judge-cum-Chief Judicial Magistrate, Solan. District. Solan. H.P.	Judicial Court complex, Solan.	01792-220107	State Public Information Officer, at District Level, Solan. District. Solan.H.P.

Section 4(1)(b)(xvii) Such other information as may be prescribed.

Nil

(Rajesh Chauhan)

Senior Civil Judge-cum-Chief
Judicial Magistrate, Solan. H.P.

Dated: 2/7/2020

Endst.No. As above 1782

Copy to:-

1. The State Chief Public Information Commissioner, Shimla. HP
2. The Ld. District & Sessions Judge (Appellate Authority), Solan. District. Solan. for information please.
3. The Technical Manpower (v.i.z. the System Officer & System Assistant, Solan with the direction to upload the same on the website.

Senior Civil Judge-cum-Chief
Judicial Magistrate, Solan. H.P.

OFFICE OF THE CIVIL JUDGE-CUM-JMIC-I, SOLAN, H.P.

No. Civil Judge/JMIC-I/SLN/Supdt./2020- 883
Dated Solan, the July 9, 2020.

NOTIFICATION

Under the provisions of Sub Section (1)(b) of Section 4 of the Right to Information Act, 2005, the following information pertaining to this Court of Civil Judge-cum-JMIC-I, Solan is up-dated as :

Section 4(1)(b)(i) Particulars of the Organization, function and duties

Name of Office	:	Civil Judge-cum-Judicial Magistrate 1st Class, Court No. I, Solan, H.P.
Address	:	District Courts Complex, Solan, H.P.
Phone & Fax No.	:	01792-221540 and 223513
Civil Judge-cum- JMIC-I, Solan	:	Sh. Rahul
1. Tenure		Sh. Rahul had assumed the charge on 17-06-2019 in the capacity of Civil Judge-cum-JMIC-I, Solan, H.P.
2. Pay		He shall draw Gross Salary of Rs. 84, 970/- including allowances
3. Sumptuary Allowance		He shall be entitled to draw Rs. 1500/- per month with the Gross Salary.
4. Pension, Funds, GIS Provident		He shall be entitled to subscribe to the GPF as to pension. He is a member of Himachal Pradesh Judicial Service. He shall continue to subscribe to the Provident Fund to which he was subscribing before his appointment. As to pension, it will be calculated as per pension Rules.
5. Leave		He shall be entitled for 30 days earned leave, 12 days casual leave and 20 days commuted leave and he is also entitled for leave encasement of maximum 30 days earned leave in two years, if due. The power to grant or refuse leave to his and to revoke or curtail leave granted to his shall vest with the Hon'ble High Court.

6.	Accommodation	He shall be entitled for free earmarked accommodation and no charges shall fall on his personally in respect of maintenance of residence. Maintenance work will be looked after the PWD authorities. He shall be entitled to electricity and water charges of Rs. 1000/- each per month.
7.	Medical Facilities	The Officer and the dependent family members of his family shall be entitled for such facilities for medical treatment and for accommodation in hospital as prescribed by the Govt. from time to time.
8.	Conveyance Facilities	The Officer has no official vehicle and entitled for reimbursement of petrol @ Rs. Per kilometer and also gets charges of 50 liters petrol per month.
9.	T.A./D.A on tour/LTC	T.A. is granted as no official vehicle has been provided/D.A. is Rs. 180/- per daily/LTC shall be provided once in four years in any place in India.
10.	Post Retirement benefits	All benefits as per pension Rules. i.e. DCRG, leave encasement and half of the pension of last basic pay on retirement.
11.	Administrative & other Residuary matters.	-

The Powers and Duties of its officers and employees :

A list of posts sanctioned and filled up are as under :

Sr. No.	Designation of the posts	Pay scale of the post	No. of posts sanctioned	No. of posts filled
1.	Civil Judge-cum-JMIC-I, Solan	27700-44770	01	01
2.	Sheristedar/Superintendent G-II	10300-34800 + Rs. 4800/- grade pay	01	01
3.	Senior Assistant/Reader G-III	10300-34800 + Rs. 4400/- grade pay	01	01
4.	Junior Assistant(Clerk)	10300-34800 + Rs. 3600/- grade pay	01	01
5.	Stenographer G-III	10300-34800 + Rs. 3200/- grade pay	01	01

6.	Clerk	10300-34800 + Rs. 3200/- grade pay	03	03
7.	Clerk	5910-20200 + Rs. 1900/- grade pay	01	-
8.	Steno-Typist-cum-J.W.	5910-20200 + 2000/- grade pay	01	01
9.	Bailiff	5910-20200 + Rs. 1900/- grade pay	02	02
10.	Process Server	5910-20200 + Rs. 1650/- grade pay	04	03
11.	Peon/Orderly/Chowkidar	4900-10680 + Rs. 1300/- grade pay and after two years Rs. 1650/- grade pay	03	03
12.	Safaikaramchri	4900-10680 + Rs. 1300/- grade pay and after two years Rs. 1650/- grade pay	01	01
Total			20	18

Section 4(1)b(ii) Power and duties of officers and employees:

Sl. No.	Designation	Power and duties
1.	Civil Judge-cum-JMIC-I, Solan	Judicial and administration work of the Court and overall supervision and control of the working staff, judicial work as per powers delegated under the rules and order of the Hon'ble High Court.
2.	Sheristedar/Superintendent G-II	Deals with the supervision and control over the officials working in the office, handles the file of correspondence, up keeping of service record and personal files. Deals with the leave matters, certifies copies of copying agency, maintenance of registers of inspection notes, inquiries, ministerial staff, library and ephemeral rolls.
3.	Senior Assistant/Reader G-III	Reader deals with the entire work of Court room i.e. Submission of files of hearing before the Presiding Officer, maintains peshi register, fine register and other registers as per the instruction of the Hon'ble High Court.

- | | |
|--|--|
| 4. Junior Assistant/Clerk(Naib Nazir/Ahlmads/Copyist | Naib Nazir deals with the accounts matter of the Officer and employees of the offices, pay bill of the establishment, salaries, medical reimbursement, TA/DA and other expenses etc. and also deals with Dispatch/Diary and entry of summons in the relevant register etc. He also maintains the General Cash Book, Sherrif Petty Cash Book and also deals with the Legal Litercy camps etc. Civil & Criminal Ahlmad deals with the Civil and Criminal files, respectively. All the judicial files remains in the custody of both the ahlmads. They are preparing and maintaining all the civil and criminal registers of their concern, preparing monthly statement and goshwaras as per the direction of the Hon'ble High Court Rules and orders. Copyist prepares the certified and uncertified copies applied by the litigants in pending and decided files. |
| 5. Stenographer G-III and Steno-Typist-cum-J.W. | Both deals with the work of typing Judgments daily order sheet NOA Charge framed against the accused and statement of accused ŪS 313 Cr. P.C dictated by the Presiding Officer. |
| 6. Bailiffs | Bailiffs are entrusted the work of the warrants received from the Court as well as from other Courts. However the Bailiffs of this Courts are attached with the other Courts of this division. |
| 7. Peon/Chowkidar/Orderly/ Safaikaramchri | One post of Peon Orderly, Chowkidar and Safaikaramchri are on regular basis and are performing their duties as assigned to them. |

Section 4(1)b(iii) Procedure followed in the decision-making process including channels of supervision accountability

As per aforesaid response and following the instruction of the Hon'ble High Court

Section 4(1)b(iv) the norms set by it for the discharge of its functions:

And

Section 4(1)b(v) The Rules Regulations Instruction Manuals and record, held by it or under its control or used by it employees for discharging it s function.

Norms set for the discharge of its functions are in the form of various Rules Orders Instructions and Circulars issued by the Hon'ble High Court from time to time. All the rules and regulations are framed by the Hon'ble High Court and District & Sessions Judge Solan. The various Act(s), Rules & Regulations Instruction, followed are as under :

1. F.R. And S.R.
2. Leave Rules
3. T.A. Rules
4. E.T.C. Rules.
5. Pension Rules.
6. C.C.S. Rules.
7. Conduct Rules.
8. G.P.F. Rules.
9. Medical Attendance Rules.
10. Delegation of Financial Powers Rules
11. H.P. Financial Rules
12. H.P. Budget Manual
13. Office Manual

Section 4(1)b(vi) A statement of the categories of documents that are held by it or under its control :

The documents related to financial transaction are held by account branch and are kept in the form of register cash book, ledger, bills, vouchers etc. which are subject to audit. Service Books in the form of documents are held and kept in the establishment branch which are also subject to verification.

Section 4(1)b(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 administration thereof :

Not applicable

Section 4(1)b(viii) 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 meetings are accessible for public.

No boards/councils/committees have been set up to advise

Section 4(1)b(ix) A directory of its officers and employees

Sr. No.	Name and Designation	Residential address	Telephone number	
			Office	Residence
1.	Sh. Rahul, Civil Judge-cum-JMIC-I, Solan, H.P.	Tank Road, Solan, Tehsil and District Solan, H.P.	01792-221540	01792-221550
2.	Sh. Dalip Verma, Sheristedar/Superintendent G-II	Deep Cottage, near Jawahar Colony, P.O. Kama Nagar, P.O. Kamla Nagar Via Sanjauli Shimla-171006	01792-221540	98160-24234
3.	Sh. Ashwani Sharma, Reader G-III	VPO Hanuman Badog, Tehsil Arki, District Solan, H.P.	01792-221540	70187-73560
4.	Sh. Yogesh Sharma, Stenographer G-III	House No. 112/1, Annadale near Ram Mandir, Shimla-171003	01792-221540	94188-00546
5.	Smt. Seema Chauhan, Civil Ahlmad	H. No. 133, Om Bhawan, Rirka Gaon, Tutikandi, Shimla	01792-221540	94181-56327
6.	Sh. Tara Chand, Naib Nazir	Vill. Kanda, P.O. Gumma, Tehsil and District Shimla	01792-221540	82197-80257
7.	Sh. Roshan Lal, Clerk-cum-Typist	Vill. Beyong, P.O. Korag, Tehsil Sangrah, District Sirmour, H.P.	01792-221540	
8.	Sh. Kamal Sharma, Criminal Ahlmad	Vill. Bg-Ka-Jubbar, P.O. Shalaghat, Tehsil Arki, District Solan, H.P.	01792-221540	78070-65920
9.	Ms. Asha Verma, Steno-Typist-cum-J.W.	Vill. Sairi, P.O. Ghanaghughat, Tehsil Arki, District Solan, H.P.	01792-221540	70188-51728
10.	Sh. Bal Kishan, Bailiff	Vill. and P.O. Kunhar, Tehsil Arki, District Solan, H.P.	01792-221540	94186-89990
11.	Sh. Manoj Attri, Bailiff	VPO Jabli, Tehsil Kasauli, District Solan, H.P.	01792-221540	94182-85110
12.	Sh. Dinesh Sharma, Process Server	Vill. Dharat, P.O. Ghanhatti, Tehsil and District Solan, H.P.	01792-221540	94183-84079

13.	Sh. Prem Lal, Process Server	Vill. Kanoh, P.O. Parnoo, Tehsil Arki, District Solan, H.P.	01792-221540	94180-63154
14.	Sh. Balak Ram, Process Server	Vill. Shyavala, P.O. Balera, Tehsil Arki, District Solan, H.P.	01792-221540	94187-49899
15.	Sh. Ramesh Kumar, Chowkidar	Vill. Nagar, P.O. and Tehsil Rohru, District Shimla, H.P.	01792-221540	88946-71708
16.	Sh. Randeep Sharma, Orderly	Vill. Naya Panjore, P.O. Hallian, Tehsil Shilai, District Sirmour, H.P.	01792-221540	98169-01741
17.	Smt. Kalpana Devi, Peon	VPO Kuthar, Tehsil Kasauli, District Solan, H.P.	01792-221540	82197-53031
18.	Sh. Mastana Ram, Safaikaramchari	Vill. Jeolprkhi, P.O. Kalhere, Tehsil Ghumarwin, District Bilaspur, H.P.	01792-221540	75596-51256

Section 4(I)b(x) The monthly remuneration received by each of its officer and employees, including the system of compensation as provided in its regulations

Sr. No.	Nomenclature of post	Sanctioned Pay Scale
1.	Civil Judge-cum-JMIC-I, Solan	27700-44770
2.	Sheristedar/Superintendent G-II	10300-34800 + Rs. 4800/- grade pay
3.	Senior Assistant	10300-34800 + Rs. 4400/- grade pay
4.	Junior Assistant	10300-34800 + Rs. 3600/- grade pay
5.	Stenographer G-III	10300-34800 + Rs. 3600/- grade pay
6.	Steno-Typist-cum-J.W.	5910-20200 + Rs. 2000/- grade pay
7.	Clerk	10300-34800 + RS. 3200/- grade pay
8.	Bailiff	5910-20200 + Rs. 2000/- grade pay 5910-20200 + Rs. 1950/- grade pay
9.	Process Server	5910-20200 + R. 2000/- grade pay 5910-20200 + Rs. 1950/- grade pay 4900-10680 + Rs. 1650/- grade pay
10.	Chowkidar/Peon/Orderly/Safaikar amchari	4900-10680 + Rs. 1650/- grade pay

Section 4(1)b(xi) The budget allocated to each of its agencies, indicating the particulars of all plans, proposes expenditures and reports on disbursement made.

The State Govt. made the following provisions in the Head of Account 2014-Administration of Justice, Other Administration Services-Non Plan for the financial year 2019-20:

Salary	8332980.00
Travelling Expenses	67291.00
Medical Reimbursement	103648.00
Motor Vehicle	43077.00
Other Charges(Road & Diet money)	89000.00
Medical Reimbursement for pensioners	60619.00
Livery	13421.00
Transfer Expenses	1938.00
Office Expenses	58473.00
GRANT TOTAL	87,70,447.00

Section4(1)b(xii) The manner of execution of subsidy pro programmes, including the amounts allocated and the details of beneficiaries of such programmes :

No implementation of any subsidy programme. Consequently, there is no list of beneficiary of any such programme.

Section 4(1)b(xiii) Particulars of recipients of concessions, permits or authorization granted by it.

No. provision of any concession, permit or authorization

Section4(1)b(xiv) Details in respect of the information, available to or held by it reduced in an electronic form :

Nil. However, the status of Court cases are available on the website on ecourts.gov.in

Section 4(1)b(xv) The particulars of facilities available to the citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

This office maintains a Court library for the Court/Presiding Officer and has not set up any library or a reading room for public use. However, the Officers and employees are available in person at the office from 9.45 AM to 4.45 PM.

Section 4(1)b(xvi) The names, designations and other particulars of the Public Information Officers.

Sr. No.	Designation	Office Address	Telephone No.	Designated as
1.	District & Sessions Judge, Solán, District Solán, H.P.	Judicial Complex, Solán	Court 01792-220541	Appellate Authority
2.	Senior Civil Judge-cum- Chief Judicial Magistrate, Solán, H.P.	Judicial Complex, Solán	Court 01792-220107	State Public Information Officer at District Level, Solán, H.P.

Section 4(1)b(xvii) such other information as may be prescribed.

Nil

Rahul
(Rahul)

Civil Judge-cum-JMIC-I,
Solán, District Solán, H.P.

**OFFICE OF THE CIVIL JUDGE-CUM- JUDICIAL MAGISTRATE 1ST CLASS COURT NO 2
SOLAN DISTT SOLAN.H.P.**

No. Civil Judge/JMIC-1/SLN/NN/2018-
Dated Solan the ___ April,2018.

NOTIFICATION

Under the provisions of sub section (1)(b) of Section 4 of the Right to Information Act, 2005, the following information pertaining to this Court of Civil Judge-cum-Judicial Magistrate 1st Class Court No II.Solan is up-dated as :-

Section 4(1)b(i) Particulars of the Organisation, function and duties

Name of Office:- Civil Judge-cum- Judicial
Magistrate 1st Class, Court No II
Solan.

Address:- Judicial Court Complex, Solan

Phone & Fax No:- 01792-221021 and 220400

Civil Judge-cum-
Judicial Magistrate 1st class Solan:- Miss Shweta Narula

1	Tenure	Miss. Shweta Narula has assumed the charge on 17-06-2020 in the capacity of Civil Judge-cum-JM II Solan .H.P.
2	Pay	She shall draw Gross salary of Rs. 82791/- including allowances.
3	Sumptuary Allowances	She shall be entitled to draw Rs. 1500/- per month with the Gross salary.
4	Pension, Provident Funds, GIS	She shall be entitled to subscribe to the GPF as to pension. She is a member of Himachal Pradesh Judicial Service, She shall continue to subscribe to the Provident Fund to which She was subscribing before her appointment. As to pension, it will be calculated as per pension rules.
5	Leave	She shall be entitled for 30 days earned leave, 12 days casual leave and 20 days commuted leave and She is also entitled for leave encashment of maximum 30 days earned leave in two years, if due. The power to grant or refuse leave to Her and to revoke or curtail leave granted to her shall vest with the Hon'ble High Court.
6	Accommodation	She shall be entitled for free earmarked accomodation and no charges shall fall on her personally in respect of maintenance of residence. Maintenance work will be looked after the PWD authorities. She shall be entitled to electricity and water charges of Rs. 1000/- each per month.
7	Medical Facilities	The Officer and the dependent family members of his family shall be entitled for such facilities for medical treatment and for accomodation in hospitals as prescribed

		by the Govt. from time to time.
8	Conveyance Facilities	The Officer has no Official vehicle and entitled for reimbursement of Petrol @ Rs. 8/-per KM and also gets charges of 50 Ltrs petrol per month .
9	T.A/D.A on Tour/LTC	T.A is granted as no official vehicle has been provided/ D.A is Rs. 180/- per daily /LTC shall be provided once in four years in any place to India.
10	Post Retirement Benefits	All benefits as per pension rules i.e DCRG, leave encashment and half of the pension of last basic pay on retirement.
11	Administrative & other Residuary matters	-

The powers and duties of its officers and employees:-

III. A list of posts sanctioned and filled up are as under:-

Sr.No	Designation of the posts	Pay scale of the post	No. of posts sanctioned	No. of posts filled
1	Civil Judge -cum-Judicial Magistrate 1st Class Court No 1 Solan,	27700-44770	1	1
2	Superintendent	10300-34800 + Rs.4800	1	1
3	Senior Assistant	10300-34800 + Rs.4400	1	1
4	Steno typist (Contract basis)	5910-20200 + Rs.2000	1	1
5	Judgment Writer	5910-20200 + Rs.2000	1	1
6	Clerk	5910-20200 + Rs. 1900	2	2
7	Clerk (Contract basis)	5910-20200 + Rs. 1900	3	2
8	Bailiff	5910-20200 + Rs. 2000	1	1
9	Process Server	5910-20200 + Rs. 2000	1	1
10	Peon/Orderly	4900-10680 + Rs. 1650	2	2
Grand Total			14	13

Section 4(1)b(ii) Powers and duties of officers and employees

Sr.No	Designation	Power and duties
1	Civil Judge-cum-Judicial Magistrate 1st Class Court No 2 Solan H.P.	Judicial and Administration work of the Court and overall supervision and control of the working staff, judicial work as per powers delegated under the rules and orders of the Hon'ble High Court.
2	Superintendent/Sheristedar Grade II	Superintendent deals with supervision and control with the officials working in the office. Handels the files of correspondence, upkeeping of service record and personal files. Deals with the leave matters, certifies copies of copying agency, maintenance of registers of inspection notes, queries, ministerial staff, library and ephemeral roll.

3	Senior Assistant(Reader)	Reader deals with the entire work of Court room i.e submission of files of hearing before the Presiding officer, maintains peshi register, fine register and other registers as per the instruction of the Hon'ble High Court.
4	Clerk (Naib Nazir/Clerk-cum-typist/)	Naib Nazir deals with the accounts matter of the Officer and employees of the office as, pay bills of the establishment, salaries, medical reimbursement, TA/DA and other expenses etc. And also deals with Despatch, Diary and entry of summons in the relevant registers etc. he also maintains the General cash book, Sherrif Petty cash book and also deals with the Legal Literacy camps etc.
5	Steno typist & Judgment Writer	Steno typist and Judgment writer deals with the work of typing Judgments, daily order sheets, NOA, charge framed against the accused & statement of accused under section 313 Cr.Pc dictated by the Presiding Officer and uploads the daily orders and Judgments in CIS.
6	Clerk(Ahlmads/Copyist)	Civil & Criminal Ahlmad deals with the civil and criminal files, respectively. All the judicial files remains in the possession and custody of both the Ahlmads.They are preparing and maintaining all the civil and criminals registers of their concern, prepares monthly statement & goshwaras as per the directions of the Hon'ble High Court Rules and orders.Registration work of files is also done by Ahalmads. Copyist prepares the certified and uncertified copies applied by the litigants in pending and decided files.
7	Bailiff	Bailiff is entrusted the work of the warrants received by this court as well as from other Courts.However the Bailiffs of this Court are attached with other Courts.
8	Process Server(s)	Process Servers is entrusted the work of the processes received by this court as well as from other Courts.However Process Servers of this Court is attached with the O/o Ld. Sr. Civil Judge cum-CJM Solan .
9	Peon/Orderly	Two post of ,Peon,orderly/. perform their duties as assigned to them.

Section 4(1) b(iii) Procedure followed in the decision-making process, including channels of supervision and accountability

As per aforesaid response and following the instructions of the Hon'ble High Court.

Section 4(1)b(iv) The norms set by it for the discharge of its functions:

And

Section 4(1)b(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

Norms set for the discharge of its functions are in the form of various Rules, orders, instructions

and Circulars issued by the Hon'ble High Court from time to time. All the rules and regulations are framed by the Hon'ble High Court, and District & Sessions Judge, Solan. The various Act(s), Rules & Regulations, Instructions, followed are as under:-

1. F.R and S.R
2. Leave Rules
3. T.A Rules
4. L.T.C Rules
5. Pension Rules
6. C.C.S Rules
7. Conduct Rules
8. G.P.F Rules
9. Medical Attendance Rules
10. Delegation of Financial Powers Rules
11. H.P Financial Rules
12. H.P Budget Annual
13. Office Annual

Section 4(1)b(vi) A statement of the categories of documents that are held by it or under its control:-

The documents related to financial transactions are held by account branch and are kept in the form of registers, cash book, ledger, bills, vouchers etc. which are subject to audit. Service books in the form documents are held and kept in the establishment branch which are also subject to verification.

Section 4(1)b(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 administration thereof:-

Not applicable

Section 4(1)b(viii) 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 meetings are accessible for public.

No boards/councils/committees have been set up to advise.

Section 4(1)b(ix) A directory of its officers and employees

Sr. No	Name and Designation	Residence Address	Telephone Nos	
			Office	Res.
1	Miss. Shweta Narula ,Civil Judge-cum-Judicial Magistrate 1st Class Court No II solan H.P.	Officer Colony Type IV Set No. II Tank Road, Solan.Teh and Distt Solan.H.P.	01792-221021	220400
2	Smt. Indra Thakur (Supdt.)	H.No 140 H.B Colony Saproon Phase I Solan H.P	01792-221021	-
3	Sh. Gain Thakur (Reader)	Village Ghunda PO Hiniri Teh. Kot-Khai Distt. Shimla H.P.	01792-221021	-
4	Smt. Jaya Negi (Cr, Ahlmad)	H.No 7 Block No. 5 H.B Colony Saproon Phase II Solan H.P	01792-221021	-
5	Smt. Reena Thakur (Judgment writer.)	Village Deorighat PO Theog Teh Theog Distt. Shimla	01792-221021	-
6	Smt. Pooja Sharma (Copyist)	V.P.O. Kaiath Tehsil Manali Distt. Kullu H.P.	01792-221021	-

7	Smt. Vibha Vidan (Steno-Typist)	VPO Damkari Teh. And Distt. Solan H.P.	01792-221021	-
8	Sh. Ramesh (Baliff)	VPO Dumehar Teh. Kandaghat Distt. Solan H.P	01792-221021	-
9	Sh Raj Kumar (Clerk) (Contract Basis)	VPO Patta Brawari Distt. & Teh. Solan H.P.	01792-221021	-
10	Sh. Rahul Kundlas (Civil Ahalmad) (Clerk) (Contract Basis)	H.No 28/12 Mohalla Musanpura Near Bus Stand Nahan Distt. Sirmour HP	01792-221021	-
11	Sh. Ashish Kumar (P.S) (Contract Basis)	Village Lurhani PO Kotly Teh. Ghumarwin Distt Bilaspur H.P.	01792-221021	-
12	Sh. Hem Chand (Peon/Orderly)	Village Deora PO Domhar Teh. Arki Distt. Solan HP	01792-221021	-
13	Sh. Vijay Kumar (Peon/Orderly)	VPO Lohara Teh. Balh Distt. Mandi H.P	01792-221021	-

Section 4(1)b(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Sr.No	Nomenclature of post	Sanctioned pay scale
1	Civil Judge-1	27700-44770
2	Senior Assistant	10300-34800 + Rs.4400
3	Judgment Writer	10300-34800 + Rs. 2000
4	Steno-Typist (Contract basis)	5910-20200 + Rs. 2000
5	Clerk	10300-34800 + Rs. 1900
6	Clerk (Contract basis)	5910-20200 + Rs. 1900
7	Baliff	5910-20200 + Rs. 2000
8	Process Server (Contarct Basis)	4900 - 10680+ Rs. 1400
9	Peon/Orderly	4900 - 10680+ Rs. 1300

Section 4(1)b(xi) The budget allocated to each of its agencies, indicating the particulars of all plans, proposes expenditures and reports on disbursement made.

The State Govt. made the following provisions in the Head of Account 2014-Administration of Justice, Other Administrative Services- Non Plan for the current year 2019-20(DDO code-060)

Salary	4814385
Travelling Expenses	15385
Office Expenses	53000
Medical Reimbursement	1395
Motor Vehicle	35849

Other charges(Road and Diet Money)	91000
Medical Reimbursement for pensioners	NIL
Wages	2500
Livery	7428
Transfer T A	Nil
REMUNERATION TO OUTSOURCE EMPLOYEES	85088
Grand Total	5106030

Section 4(1)b(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-

No implementation of any subsidy programme. Consequently, there is no list of beneficiary of any such programme.

Section 4(1)b(xiii) Particulars of recipients of concessions, permits or authorization granted by it.

No provision of any concession, permit or authorization.

Section 4(1)b(xiv) Details in respect of the information, available to or held by it reduced in an electronic form:-

Nil. However, the status of court cases are available on the website on ecourts.gov.in

Section 4(1)b(xv) The particulars of facilities available to the citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

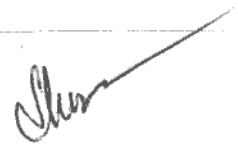
This office maintains a Court library for the court/Presiding officer and has not set up any library or a reading room for public use. However, the Officers and employees are available in person at the office from 9.45 AM to 4.45 PM.

Section 4(1)b(xvi) The names, designations and other particulars of the Public Information Officers.

Sr.No	Designation	Office Address	Telephone No. (Office)	Designated as
1	District and Sessions Judge, Solan	Judicial Court complex, Solan.	01792-220541	Appellate Authority
2	Senior Civil Judge-cum-Chief Judicial Magistrate, Solan. District. Solan. H.P.	Judicial Court complex, Solan.	01792-220107	State Public Information Officer, at District Level, Solan. District. Solan.H.P.

Section 4(1)b(xvii) Such other information as may be prescribed.

Nil


 District Judge
 District Court-1, Solan

OFFICE OF THE MOBILE TRAFFIC MAGISTRATE SOLAN
AND SIRMOUR AT SOLAN DISTRICT SOLAN (H.P)

NO-MTM/SLN/Clerk/2020- 637
Dated Solan the 8th day of July, 2020

To

The Ld. District & Sessions Judge,
Solan District Solan (H.P)

Subject: Implementation of recommendation made
in Ninth Report with effect from 1st April,
2019 to 31st March, 2020 Para 2 of the
State Information Commission thereof.

Sir,

"Jai Hind"

Kindly refer to your office letter No. D &
SJ/SLN/EC/File-102/2020-4263 Dated 07-07-2020 on the subject
Cited above.

In this regard, the requisite information under
the provisions of Section 4(1) (b) of the Right to Information Act,
2005 is being enclosed herewith as desired please.

Yours faithfully,

Encls :- As Above



(Gaurav Kumar)

Mobile Traffic Magistrate,
Solan and Sirmour at Solan,
Solan District Solan (H.P)



D/EC
a
C/O
8.7.2020

OFFICE OF THE MOBILE TRAFFIC MAGISTRATE SOLAN AND SIRMOUR AT SOLAN
DISTRICT SOLAN (H.P)

NOTIFICATION

Under the provisions of sub section (1)(b) of Section 4 of the Right to Information Act, 2005, the following information pertaining to this Court of Mobile Traffic Magistrate, Solan & Sirmour at Solan, District Solan is up-dated as :-

Section 4(1)(b)(i) Particulars of the Organisation, function and duties

Name of Office:- Mobile Traffic Magistrate Solan & Sirmour at Solan, District Solan HP

Address:- Judicial Court Complex, Solan

Phone & Fax No:- 01792- 224882

Name & Designation Gaurav Kumar
Mobile Traffic Magistrate
Solan & Sirmour at Solan District Solan,(H.P)

1	Tenure	Sh. Gaurav Kumar, had assumed the charge on 11-07-2017 in the capacity of Mobile Traffic Magistrate Solan & Sirmour at Solan District Solan,(H.P)
2	Pay	He shall draw Gross salary of Rs. 103252/- including allowances
3	Sumptuary Allowances	He shall be entitled to draw Rs. 1500- per month with the Gross salary
4	Pension, Provident Funds, GIS	He shall be entitled to subscribe to the GPF as to pension. He is a member of Himachal Judicial Service, he shall continue to subscribe to the Provident Fund to which he was subscribing before his appointment. As to pension, it will be calculated as per pension rules.
5	Leave	He shall be entitled for 30 days earned leave, 12 days casual leave and 20 days commuted leave and he is also entitled for leave encashment of maximum 30 days earned leave in two years, if due. The power to grant or refuse leave to him and to revoke or curtail leave granted to him shall be vested in the Hon'ble High Court.

6	Accommodation	He shall be entitled for free earmarked accomodation and no charges shall fall on him personally in respect of maintenance of residence. Maintenance work will be looked after the PWD authorities. He shall be entitled to electricity and water charges of Rs. 1000/- per month.
7	Medical Facilities	The Officer and the family members of his family shall be entitled for such facilities for medical treatment and for accomodation in hospitals as prescribed by the Govt. from time to time.
8	Conveyance Facilities	The Officer shall be entitled to a official vehicle for official use. He shall also be entitled for private journey subject to deduction of Rs. 375/- per month from the salary whether private journey has been performed by the official vehicle or not. If, private journey exceeds 100 KM then amount @ Rs. 7/- per KM has to be paid by the Officer from his own pocket.
9	T.A/D.A on Tour/LTC	No T.A is granted as official vehicle has been provided/ D.A is Rs. 200/- per daily /LTC shall be provided once in four years in any place to India.
10	Post Retirement Benefits	All benefits as per pension rules i.e DCRG, leave encashment and half of the pension of last basic pay on retirement.
11	Administrative & other Residuary matters	-

The powers and duties of its officers and employees:-

III. A list of posts sanctioned and filled up are as under:-

Sr.No	Designation of the posts	Pay scale of the post	No. of posts sanctioned	No. of posts filled
1	Mobile Traffic Magistrate Solan & Sirmour at Solan	33090-920-40450-1080-45850	1	1
2	JOA(I.T)	5910-20200 + Rs. 1950	1	-
3	Clerk	5910-20200 + Rs. 1900	1	-
4	Driver (Daily Wages)	Rs,10416	1	1
5	Peon (Daily Wages)	R,8525	2	1

Note:- One official is not allowed to attend the office as per the direction of Ld. District & Sessions Judge, Solan HP, vide letter No. D&SJ/SLN/EC/F-206/2019-12333 dated 27-12-2019.

Grand Total

Section 4(1)b(ii) Powers and duties of officers and employees

Sr.No	Designation	Power and duties
1	Mobile Traffic Magistrate Solan & Sirmour at Solan	Judicial and Administration work of the Court and overall supervision and control of the working staff, judicial work as per powers delegated under the rules and orders of the High Court. Besides this, he is also the SPIO and entertains the application under RTI Act, 2005.
2	J.O.A (IT) and Naib Nazir	J.O.A (IT) deals with the Cases of M.V act. All the cases of M.V Act remains in the possession and custody of JOA(IT). They are required to prepare/maintain all the criminals registers as prescribed by the Hon'ble High Court, prepares monthly statement & goshwaras as per the directions of the Hon'ble High Court Rules and orders. Naib Nazir prepares the Monthly Salaries and all other account matters.
3	Driver/Peon	One post of Driver and Two post of Peon on daily basis. They all perform their duties as assigned to them.

Section 4(1) b(iii) Procedure followed in the decision-making process, including channels of supervision and accountability

As per aforesaid response and following the instructions of the Hon'ble High Court.

Section 4(1)b(iv) The norms set by it for the discharge of its functions:

And

Section 4(1)b(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

Norms set for the discharge of its functions are in the form of various Rules, orders, instructions and Circulars issued by the Hon'ble High Court from time to time. All the rules and regulations are framed by the Hon'ble High Court, District & Sessions Judge, Solan. The various Act(s), Rules & Regulations, Instructions, followed are as under:-

1. F.R and S.R
2. Leave Rules
3. T.A Rules
4. L.T.C Rules
5. Pension Rules
6. C.C.S Rules
7. Conduct Rules
8. G.P.F Rules
9. Medical Attendance Rules
10. Delegation of Financial Powers Rules

11. H.P Financial Rules
12. H.P Budget Annual
13. Office Annual

Section 4(1)b(vi) A statement of the categories of documents that are held by it or under its control:-

The documents related to financial transactions are held by account branch and are kept in the form of registers, cash book, ledger, bills, vouchers etc. which are subject to audit. Service books in the form documents are held and kept in the establishment branch which are also subject to verification.

Section 4(1)b(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 administration thereof:-

Not applicable

Section 4(1)b(viii) 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 meetings are accessible for public.

No boards/councils/committees have been set up to advise.

Section 4(1)b(ix) A directory of its officers and employees

Sr. No	Name and Designation	Residence Address	Telephone Nos	
			Office	Res.
1	Sh. Gaurav Kumar Mobile Traffic Magistrate Solan & Sirmour at Solan	C/o Dr. Vinay Mahajan at Hospital Road Near Vipul Gas Agency Solan District Solan	01792-224882	-
2	JOA(IT) (Vacant)	-	-	-
3	Naib Nazir (Vacant)	-	-	-
8	Sh. Sanjay Kumar (Driver) on daily wages	R/o Vill. Theyora P.O Diggal Tehsil Nalagarh , Distt. Solan	01792-224882	-
9	Sh. Leel Mani (Peon) on daily wages	R/o House No-11, Type-1, Govt Colony Near ITI Solan	01792-224882	-
10	Peon (One official is not allowed to attend the office as per the direction of Ld. District & Sessions Judge, Solan HP, vide letter No. D&SJ/SLN/EC/F-206/2019-12333 dated 27-12-2019)			

Section 4(1)b(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Sr.No	Nomenclature of post	Sanctioned pay scale
1	Mobile Traffic Magistrate Solan & Sirmour at Solan	33090-920-40450-1080-45850
4	JOA (IT)	5910-20200 + Rs. 1950
6	Clerk	5910-20200 + Rs. 1900
8	Driver	5910-20200 + Rs. 2000
14	Peon	4900-10680 + Rs. 1350

Section 4(1)b(xi) The budget allocated to each of its agencies, indicating the particulars of all

plans, proposes expenditures and reports on disbursement made.

The State Govt. made the following provisions in the Head of Account 2014-Administration of Justice, Other Administrative Services- Non Plan for the current year 2019-2020(DDO code-061)

Salary	1351656/-
Travelling Expenses	8762/-
Office Expenses	29609/-
Medical Reimbursement	41720/-
Motor Vehicle	169887/-
Wages	242425/-
Rent Rate & Taxes	173400/-
Grand Total	2017459/-

Section 4(1)b(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-

No implementation of any subsidy programme. Consequently, there is no list of beneficiary of any such programme.

Section 4(1)b(xiii) Particulars of recipients of concessions, permits or authorization granted by it.

No provision of any concession, permit or authorization.

Section 4(1)b(xiv) Details in respect of the information, available to or held by it reduced in an electronic form:-

Nil. However, the status of court cases are available on the website on ecourts.gov.in

Section 4(1)b(xv) The particulars of facilities available to the citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.


This office maintains a Court library for the court/Presiding officer and has not set up any library or a reading room for public use. However, the Officers and employees are available in person at the office from 9.45 AM to 4.45 PM.

Section 4(1)b(xvi) The names, designations and other particulars of the Public Information Officers.

Sr.No	Designation	Office Address	Telephone No. (Office)	Designated as
1	Cheif Judiciall Magistrate-cum- Senior Civil Judge, Solan, District Solan HP	Judicial Court complex, Solan.	01792-220107	Cheif Judiciall Magistrate-cum-Senior Civil Judge, Solan, District Solan HP

Section 4(1)b(xvii) Such other information as may be prescribed.

Nil


(Gaurav Kumar)
Mobile Traffic Magistrate,
Solan and Sirmour at Solan,
Solan District Solan (H.P).

OFFICE OF THE ADDITIONAL DISTRICT & SESSIONS JUDGE, NALAGARH, DISTRICT SOLAN H.P.

No. AD&S/NT/G/Suptd./2020-853
Dated: Nalagarh, the 14th July, 2020.

NOTIFICATION

In exercise of the powers conferred under the provision of Section 4 of the Right to Information Act 2005 the following information pertaining to this court is ordered to be published under the provision of Sub Section (1) (b) of Section 4 of the Right to Information Act, 2005 .

1. The particulars of its organization, functions and duties.

Particulars of the Court.

Additional District & Sessions Judge, Nalagarh has been established in the year 2019 (31st December) at the Sub Division-Nalagarh, Head Quarters at Solan

Sittings of the court.

The court working hours are from 10.00 A.M. to 1.30 P.M. And 2.00 P.M. to 4.00 P.M.

Office of the Court

Except holidays, the Court of Additional District & Sessions Judge remains open from 9.45 A.M. to 4.45 P.M. with half an hour lunch break from 1.30 P.M. to 2.00 P.M.

The office is headed by the Superintendent Grade-II. It is divided in the following branches:-

1. Administration branch.
2. Peshi Branch.
3. Accounts branch/Nazarat.
4. Ahlmaad branch(Civil and Criminal).

Sanctioned strength of ministerial establishment of the Additional District & Sessions Judge, Nalagarh is as follows:-

Sr. No.	Name of Post	Pay Scale	No. of Permanent Post	No. of Temporary Post	Total
1	Reader G-I	10300-34800+4800	1		1
2	Stenographer Grade-I	10300-34800+4400	1		1
3	Naid Naza	5910-20200, 1900 Grade Pay.		1	1



4	CCT	5910-20200, 1900 Grade Pay	1	1
5	Criminal Ahlmad	5910-20200, 1900 Grade Pay	1	1
6	Civil Ahlmad	5910-20200, 1900 Grade Pay	1	1
7	Peon	Daily Wages (275 per day)	1	1
8	Orderly	Daily Wages (275 per day)	1	1
9	Driver	Daily Wages (336 per day) Attached with the o/o Sr. Civil Judge Solan.	1	1

Part Time Staff

Safai Karamchari	1	on part time basis	Four hours per day @ Rs. 34.50 per hour
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Function of the organization.

1. Judicial.
2. Administrative.

4.1(b)(ii) powers and duties of the officer and employees

Administrative and Executive business/work of the Additional District & Sessions Judge, Nalagarh is distributed amongst the official as follows:-

Superintendent G-2

Overall supervision of the working of staff, to make office report in Civil Causes, prepare decree sheets, maintain casual leave, earned leave, service record of the officials, to prepare monthly, quarterly, half yearly statements, maintaining library and also keeping confidential records.

Reader Grade-I

Preparing Cause List, maintaining fine register, issuing receipts to deposit fine, to return documents and to assist the Presiding Officer.

Stenographer Grade-I

Obtain dictation in orders/judgments etc.

Steno Typist -cum- Judgment Writer.

Type judgments and other work assigned to him.

Naib Nazir.

To maintain general cash book, maintain road and diet money, to maintain civil court deposits' register, Bill registers, to prepare monthly-quarterly statements, salary register, T.A., Medical Reimbursement, Stock register, prepare salary bills, prepare office expenses bills etc., tour diary, dispatch and diary work, Maintain FDs (Fixed Deposits) in MACT Award amounts, G.P.F. Pass books and to do all works pertaining to accounts which is assigned to him from time to time.

Criminal Ahlmad.

The Criminal Ahlmad prepares judicial record in case files as per the directions of Hon'ble High Court, maintain Register No.7 for Sessions Trials and ND&PS Act cases, Register No. 4 for Criminal Misc. Applications, Register No. 22 for Bail application, Register N. 10 for Criminal Appeals and Revisions, Register No. 30 copying agency register, Register No. B for return of file to record room, file inspection register and also make compliance of th Court Orders and to consignment of decided cases pertaining to his seat.

Civil Ahlmad.

The Civil Ahlmad prepare judicial record in case files as per the directions of the Hon'ble High Court, maintain Register No. 1 for Civil Suit, Register No. 1 for HPFC Act, Register No. 2 for Claim Petition, Register No.2 for Arbitration Act, Register No.2 for Guardian and Wards act, Register No. 3 for H.M. Acts, Register No. 4 for LAC , Register No.6 for Civil Misc. application and A.I.R., Register No. 7 for Pauper Application, Register No.10 for execution petition, Register No.11 for objections, Register No. 13 for Civil Appeal, Register No. 14 for Civil Misc. Appeal, file inspection register also make compliance of Court orders and make consignment of decided cases.

CCT (Clerk cum Typist)

To assist the Superintendent in the administrative work and also do the work of the office as and when assigned to him time to time.

Peon.

The Peon neats and cleans the tables and Chairs in the office and do Dak work etc.

Orderly.

Orderly calls the cases and do other work assigned by the Presiding Officer.

Chowkidar.

Chowkidar's duties starts from 4.45 PM. To 9.45 AM and during this period he keeps the watch of the Court complex building.

The procedure followed in the decision making process including channels of supervision and accountability.

As enumerated in response to Section 4(b) (ii) above.

(iii) The norms set by it for the discharge of its functions.

This office follows the directions of Hon'ble High Court contained in circular and directions issued from time to time by the Hon'ble High Court, Volume-I of Circular order of the Hon'ble High Court of H.P came to be complied in September, 1991 w.e.f., 1972 and mid July, 1991 Volume-II of such Circular orders of the High Court of Himachal Pradesh came to be complied in April, 2002 w.e.f. Mid July, 1991 to March, 2002.

(v) The rules, regulations, instruction manuals and records, held by it or under its control or used by its employees for discharging its functions:-

So far as the rules, regulations, instruction manuals are concerned this office follows the instructions of Hon'ble High Court issued vide Circulars from time to time. The record of rules, regulations and instruction are kept/maintained by the Superintendent Grade 2.

(vi) Statement of the categories of documents that are held by it or under its control.

As enumerated in response to Section 4(b)(ii) above.

As the officials are maintaining their statements regarding their duties/seats as per the instructions of Hon'ble High Court from time to time.

1. 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 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 bodies, are open to the public or the minutes of such meetings are accessible for public.

Not applicable.

(ix) A directory of its officers and employees :-

1. Additional District & Sessions Judge, Nalagarh.

2. Superintendent G-II.

3. Reader Grade-I
 4. Stenographer Grade-I
 5. Criminal Ahlmad (Clerk)
 6. Civil Ahlmad (Clerk)
 7. Naib Nazir (Clerk)
 8. C.C.T. (Clerk)
 9. Peon
 10. Orderly
 11. Safai Karamchhari (part time basis for four hours daily).
- (x) The monthly remuneration received by each of its Officers and employees including the system of compensation as provided in its regulations:-

Post of Additional District & Sessions Judge Nalagarh

Name & Designation	Pay Scale	Basic Pay	Total (Gross Salary)
Sh. Barinder Thakur (Additional District & Sessions Judge)	51550-1230-58930, 1380-63070	57,700	1,69,941

Post of Reader Grade-I in the pay scale of 10300-34800+4800GP

Smt. Anita Sharma Reader Grade-I	10300- 34800+4800GP	20120+4800	69341
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Post of Stenographer Grade-I in the pay scale of 10300-34800+4400GP

Sh. Rajesh Sharma Stenographer Grade-I	10300- 34800+4400GP	14590+4400	52843
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Post of Naib Nazir (Clerk) in the pay scale of 5910-20200+1900 GP

Sh. Gaurav Pal Naib Nazir (Clerk)	5910-20200+1900 GP	5910 + 1900 G.P. + (150% of GP)	10,660
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Post of Criminal Ahlmad (Clerk) in the pay scale of 5910-20200+1900 GP

Sh. Jashpreet Singh Criminal Ahlmad (Clerk)	5910-20200+1900 GP	5910 + 1900 G.P. + (150% of GP)	10,660
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Post of Civil Ahlmad (Clerk) in the pay scale of 5910-20200+1900 GP

Sh. Balbir Singh Civil Ahlmad (Clerk)	5910-20200+1900 GP	5910 + 1900 G.P. + (150% of GP)	10,660
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Post of Clerk Cum Typist (Clerk) in the pay scale of 5910-20200+1900 GP

Sh. Pankaj Chauhan C.C.T (Clerk)	5910-20200+1900 GP	5910 + 1900 G.P. + (150% of GP)	10,660
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Post of Peon in the pay scale of (275 per day)

Sh. Arun Sharma

Peon On Daily Wages

Post of Orderly in the pay scale of Daily Wages (275 per day)

Sh. Ramesh Kumar On Daily Wages
Orderly

Post of Driver in the pay scale of Daily Wages (336 per day)

Sh. Surender Kumar On Daily Wages
Driver

(xi) The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on this disbursements made.

Not Applicable. As budget allocated by the Hon'ble High Court of HP.

(xii) The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes:- Not Applicable.

(xiii) Particulars of receipts of concessions, permits or authorization granting by it:- Not Applicable.

(xiv) Detail report of the information available to or held by it, reduced in an electronic form:-

No computerization so far done, hence no such information is available.

(xv) The particulars of the facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

There is a library which is only meant for court use.

(xvi) The names, designations and other particulars of the public information officer:-

The Hon'ble High Court vide notification no. HHC/ESTT.7(35)/2005 dated 12.07.2006 pleased to designate this Additional District & Sessions Judge as assistant public information officer.

(xvii) Such other information as may be prescribed:-

Canteen Facilities:-

The Canteen facility is available for advocates, litigants, public and staff of Additional District and Session Judge, staff of Senior Civil Judge and staff of Civil Judge-cum-JMIC, Sub Division-Nalagarh, Head Quarters at Solan.

(Barinder Thakur)
Additional District & Sessions Judge,
Nalagarh, Distt. Solan (H.P.)

OFFICE OF THE SENIOR CIVIL JUDGE-CUM-ADDITIONAL CHIEF JUDICIAL
MAGISTRATE, NALAGARH, DISTRICT SOLAN H.P.

No. Senior Civil Judge/NLG /Supdt.2020- 1685

Dated Solan the 19 July, 2020.

NOTIFICATION

In exercise of the powers conferred under the provision of under Section 4 of the Right to Information Act,2005 the following information pertaining to this court is ordered to be published under the provision of Sub Section (1) (b) of Section 4 of the Right to Information Act,2005 .

1. The particulars of its organization, functions and duties.

Particulars of the Court.

Senior Civil Judge-cum-Addl.Chief Judicial Magistrate,Nalagarh has been established in the year 1970 at the Sub Division Head Quarter,Nalagarh.

Sittings of the court.

The court working hours are from 10.00 A.M. to 1.30 P.M. And 2.00 P.M. to 4.00 P.M.

Office of the Court

Except holidays the Court of Senior Civil Judge -cum-Addl.Chief Judicial Magistrate remains open from 9.45 A.M.to 4.45 P.M. With half an hour lunch break from 1.30 P.M. to 2.00.P.M.

The office is headed by the Senior Shristedar. It is divided in the following branches:-

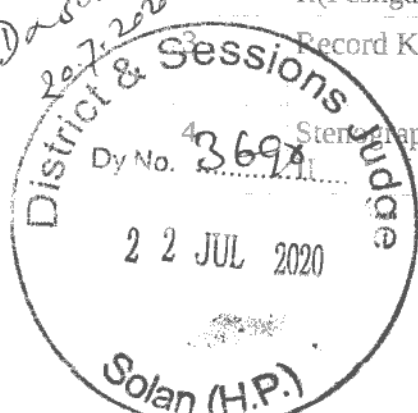
1. Administration branch
2. Peshi Branch.
3. Accounts branch/Nazarat
4. Ahlmad branch,Civil and Criminal.
5. Copying branch.

Sanctioned strength of ministerial establishment of the Senior Civil Judge-cum-Addl.Chief Judicial Magistrate,Nalagarh is as follows:-

Sr. No.	Name of Post	Pay Scale	No. of Permanent Post	No. of Temporary Post	Total
1	Sr. Shristedar	10300-34800+4800	1		1
2	Reader Grade-II(Peshgar)	10300-34800+4800	1		1
3	Record Keeper	10300-34800+4400	1		1
4	Steno Grapher Grade-I	10300-34800+3000	1		1

SP/EC
Jank

20/07/2020



5	Steno Typist cum JW		1	
6	Naib Nazir	10300- 34800+3200	1	1
7	Criminal Ahalmad	10300- 34300+3200	1	1
8	Civil Ahalmad	10300- 34800+3200	1	1
9	Copyist	10300- 34800+3200	1	1
10	Process-server	4900- 10680+1650	5	5
11	Peon	4900- 10680+1300	1	1
12	Orderly	4900- 10680+1300	1	1
13	Chowkidar	4900- 10680+1300	1	1
14	Safai Karamchari	Part Time @34.50 Per Hour	1	1

Part Time Staff

Safai Karamcharies 1 On part time basis@ 34.50/-
hour and four hours per day.

Function of the organization.

1. Judicial.
2. Administrative.

4.1(b)(ii) powers and duties of the officer and employees

Senior Civil Judge

Senior Civil Judge apart from this is exercising the power of Chairman of Sub Divisional Legal Services Committee and provide Legal aid to the poor people to create awareness and to organize Lok Adalats in each month.

Administrative and Executive business/work of the Senior Civil Judge-cum-Addl. Chief Judicial Magistrate, Nalagarh is distributed amongst the official as follows:-

Senior Shristedar

Overall supervision of the working of staff, to attest the certified copies of

judgments/orders/documents under Section 76 of Indian Evidence Act, to make office report in Civil Causes, prepare decree sheets, maintain casual leave, earned leave, service record of the officials, over all incharge of record room/ copying agency and to prepare monthly, quarterly, half yearly statements, maintaining library and also looking after the work of legal aid as Secretary and also keeping confidential records.

Reader Grade-II

Maintain Peshi Register, preparing Cause List, maintain fine register, issue receipts, to deposit fine, to return documents and to assist the Presiding Officer.

Record Keeper

Maintain the record room and to maintain the all registers pertains to record room and to keep the decided case files in the record room in proper manner. The record keeper is over all incharge of record room and all the decided record has been kept by him in the safe custody.

Stenographer Grade-II

Obtain dictation in orders/judgments etc.

Steno Typist -cum-Judgement Writer.

Type judgments and other work assigned to him.

Naib Nazir.

Maintain General Cash Book, Sheriff Petty Accounts, maintain road and diet money, maintain acquittance roll register, maintain G.I.S. Register, advance register, T.A, Medical, stock register, prepare salary bills, tour diary dispatch work, G.P.F. Pass books and to do all works pertaining to accounts which is assigned to him from time to time and also maintaining the account of SDLSC of Nalagarh time to time.

Criminal Ahlmad.

The Criminal Ahlmad prepared judicial record in case files as per the directions of Hon'ble High Court, maintain register No.1 for entering all the cases, Register No.2 for IPC cases, Register No.3 for Acts, Register No. 4 for Criminal Misc. Applications, Register No. 17 for M.V. Act, Register No. 20 for transfer of Criminal Cases, Register No. 21 for M.V. Act, Register No. 22 for Bail application, Register N.23 for FIRs, Register No. 30 copying agency register, Register No. 34 Panchayat Appeals, Register No. B for return of file to record room, fine inspection register and also make compliance of th Court Orders and to consignment of decided cases pertaining to his seat.

Civil Ahlmad.

The Civil Ahlmad prepare judicial record in case files as per the directions of the Hon'ble High Court, maintain Register No. 1 for Civil Cases, Register No. 2 for Rent Petitions, Register No.2 for Arbitration Act, Register No. 3 for H.M.Acts, Register No. 5 for Guardian and Wards Act & Succession Petition, register No.6 for Civil Misc. application , register No. 7 for Pauper Application, register No.10 for execution petition, register No.11 for objections, register No. 25 for deposits and refund of commission of proceedings in execution, register No. 12 review application, register No. 33 for decree, register No. 34 for Panchayat appeals, Register No. 36 for J.Ds imprisonment in execution, register No. 37 persons punished for contempt of Court, Caveat Register, register of proceedings received from other Distt. Courts, register of applications for transfer of panchayat cases, register of small cause court cases, file inspection register also make compliance of Court orders and make consignment of decided cases.

Copyist.

Copyist prepare the copies of judgments/orders, statements in photostat machine, working as copying agent and receive applications for copies.

Bailiff.

Bailiff execute warrants in cases assigned to him.

Process Server.

Effect the service of summons/ notices issued to the parties and witnesses etc.

Peon.

The Peon neats and cleans the tables and Chairs in the office and do Dak work etc.

Orderly.

Orderly calls the cases and do other work assigned by the Presiding Officer.

Chowkidar.

Chowkidar's duties starts from 4.45 P.M. To 9.45 A.M and during this period he used to watch the Court building complex.

The procedure followed in the decision making process including channels of supervision and accountability.

As enumerated in response to Section 4(b) (ii) above.

(iii)The norms set by it for the discharge of its functions.

This office follows the directions of Hon'ble High Court contained in circular and directions issued from time to time by the Hon'ble High Court, Volume-I of Circular order of the Hon'ble

High Court of H.P came to be complied in September, 1991 w.e.f., 1972 and mid July, 1991 Volume-II of such Circular orders of the High Court of Himachal Pradesh came to be complied in April, 2002 w.e.f. Mid July, 1991 to March, 2002.

(v) The rules, regulations, instruction manuals and records, held by it or under its control or used by its employees for discharging its functions:-

So far as the rules, regulations, instruction manuals are concerned this office follows the instructions of Hon'ble High Court issued vide Circulars from time to time. The record of rules, regulations and instruction are kept/maintained by the Senior Shristedar.

(vi) Statement of the categories of documents that are held by it or under its control.

As enumerated in response to Section 4(b)(ii) above.

As the officials are maintaining their statements regarding their duties/seats as per the instructions of Hon'ble High Court from time to time.

1. 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 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 bodies, are open to the public or the minutes of such meetings are accessible for public.

Not applicable.

(ix) A directory of its officers and employees :-

1. Civil Judge(Senior Division).
2. Senior Shristedar
3. Reader Grade-II
4. Record Keeper (Senior Assistant)
5. Stenographer Grade-II
6. Steno-typist-cum-JW
7. Criminal Ahlmad (Clerk)
8. Civil Ahlmad (Clerk)
9. Naib Nazir.(Junior Assistant)
10. Copyist (Clerk)
11. Process Server (5)
12. Peon
13. Orderly
14. Chowkidar

15. Safai Karamchhari(part time basis for four hours daily).

(x) The monthly remuneration received by each of its Officers and employees including the system of compensation as provided in its regulations:-

Post of Senior Civil Judge Nalagarh			
Name & Designation	Pay Scale	Basic Pay	Total
Smt. Upasna Sharma Senior Civil Judge	39530-920-40450, 1080-49090-1230- 54010	37690	1,11063/
Post of Senior Shristedar in the pay scale of 10300-34800+4800GP			
Sh. Ranjit Singh Thakur Senior Shristedar	10300- 34800+4800GP	21870+4800GP	74026
Post of Reader Grade-II in the pay scale of 10300-34800+4800GP			
Smt. Ram Rachna Reader Grade-II	10300- 34800+4800GP	18980+4800	65957
Post of Record Keeper (Senior Assistant) in the pay scale of 10300-34800+4400GP			
Sh.Ramesh Kumar Record Keeper	10300- 34800+4400GP	16750 +4400	58802/
Post of Stenographer Grade-II in the pay scale of 10300-34800+3600GP			
Sh. Inder Sharma Stenographer Grade-II	10300- 34800+3600GP	14270+3600	49264/
Post of Steno-typist-cum-JW in the pay scale of 10300-34800+3200GP			
Sh.Rajesh Kumar Steno-typist-cum- JW	10300- 34800+3200GP	11560+3200	41463/-
Post of Criminal Ahlmad (Clerk) in the pay scale of 10300-34800+3200GP			
Sh.Navjot Prakash Criminal Ahlmad (Clerk)	10300- 34800+3200GP	11560+3200	41043/
Post of Civil Ahlmad (Clerk) in the pay scale of 10300-34800+3200GP			
Smt. Suman Lata Civil Ahlmad (Clerk)	10300- 34800+3200GP	10300 + 3200 G.P.	37540/-
Post of Naib Nazir.(Junior Assistant) in the pay scale of 10300-34800+3600GP			
Sh.Ramesh Kumar Naib Nazir.(Junior Assistant)	10300- 34800+3600GP	15440+3600	52869/
Post of Copyist (Clerk) in the pay scale of 10300-34800+3200GP			
Sh.Bhup Chand Copyist (Clerk)	10300- 34800+3200GP	13010+2000	42077/
Post of Process Servers in the pay scale of 4900-10680+1650GP			

Sh.Dharampal Process Server	4900-10680+1950GP	15540+1950	48433/-
Sh.Pawan Kumar Process-server	4900-10680+1650GP	5960+1650	21361/-
Sh. Mahal Singh Process-server	4900-10680+1950GP	6020+1950	24677/-
Sh.Yusaf Ali Process-server	4900-10680+1400GP	4900+1400	18022/-
Post of Peon in the pay scale of 4900-10680+1300GP			
Sh.Madan Gopal Peon	4900-10680+1900GP	11960+1900	38687/-
Post of Orderly in the pay scale of 4900-10680+1300GP			
Sh.Govind Singh Orderly	4900-10680+1900GP	8230+1900	28066/-
Post of Chowkidar in the pay scale of 4900-10680+1300GP			
Sh.Harish Singh Chowkidar	4900-10680+1300GP	4900+1300	17238/-

(xi) The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on this disbursements made.

Not Applicable. As budget allocated by the Hon'ble High Court of HP.

(xii) The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes:-

Not Applicable.

(xiii) Particulars of receipts of concessions, permits or authorization granting by it:-

Not Applicable.

(xiv) Detail report of the information available to or held by it, reduced in an electronic form:-

No computerization so far done, hence no such information is available.

(xv) The particulars of the facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

There is a library which is only meant for court use.

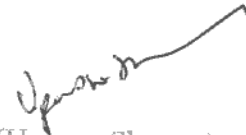
(xvi) The names, designations and other particulars of the public information officer:-

The Hon'ble High Court vide notification no. HHC/ESTT.7(35)/2005 dated 12.07.2006 pleased to designate this Senior Civil Judge as assistant public information officer.

(xvii) Such other information as may be prescribed:-

Canteen Facilities:-

The Canteen facilities is available for advocates, litigants, public and staff of Senior Civil Judge, Staff of Additional District and Session Judge, and staff of Civil Judge-cum-JMIC headquarter Nalagarh.



(Upasna Sharma)
Senior Civil Judge -cum-ACJM,
Nalagarh, Distt. Solan (H.P.)

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**OFFICE OF THE SENIOR CIVIL JUDGE-CUM-ADDITIONAL CHIEF JUDICIAL
MAGISTRATE, KASALI, DISTRICT SOLAN, HP.**

No. Senior Civil Judge/ACJM/KSL/NN/2020-165
Dated Kasali the 26th day of July 2020.

NOTIFICATION

Under the provision of Sub-section (1) (b) of Section 4 of the Right to Information Act, 2005, the following information pertaining to this court of Senior Civil Judge-cum-Additional Chief Judicial Magistrate, Kasali District Solan, Himachal Pradesh is updated.

1. **The Particulars of this court function and duties.**
The Court of Senior Civil Judge-cum-additional Chief Judicial Magistrate, Kasali, District Solan, HP has been established in the year of 2004. Besides, this Court, the other Court of Civil Judge-cum-JMIC, Kasali is also established in this Sub-Division. The head quarter is at Solan and both the Courts falls in the District and Sessions Division Solan.

Sitting Timing of the Courts.

The Office working hours are from 9:45 a.m. to 4.45 p.m. The Court working hours are from 10:00 a.m. to 4:00 p.m. After court hours, the administrative work is done from 4:00 pm to 4:45 p.m. The Court and office remains closed on Second Saturday, Sunday and Gazetted Holidays. Two days of Local importance fair/festival are declared as local holidays every year. This Court does the Civil/Criminal work throughout the year except winter vacations falls from the 3rd week of month of January to end of Second week of Month of February and only criminal work is done. During winter vacations, the Presiding Officer avails 14 days vacations during this period and staff also avails 14 days vacations in two batches.

Functions and Duties

(II) Function of the Senior Civil Judge-cum-Additional Chief Judicial Magistrate

1. Judicial
2. Administration.

This Court deals with Civil Jurisdiction for Civil matters as per the jurisdiction and is also vested with appellate powers in respect of the orders of Panchayat matters. The Presiding Officer also deals with Rent matters. The Court also exercises the powers of assignment/transfer of Civil Suits/cases to Courts Subordinate to it i.e. Court of Civil Judge-cum-Judicial Magistrate Ist Class Kasali.

On the Criminal Side, it has jurisdiction to try offenses under Indian penal Code Cases, Excise Act cases, Essential Commodities Act Cases, Factory Act Cases, Drug and Cosmetic Act Cases, Motor Vehicle Challans, Food Act Cases, Domestic Violence Cases, Summary Cases, Panchayat Appeal Cases and other offenses which are triable by Judicial Magistrate Ist Class.

This office is also designated as Sub-Divisional Legal Services Committee with the aim of providing legal aid to the litigants under the directions of State Legal Services Authority and District Legal Services Authority. Chairman of this Committee look after the whole work of the committee with the help of Secretary, Stenographer and Clerk and peon deputed in the Sub-Divisional Legal Services Committee, Kasali and provide the Legal Aid to the eligible people promptly and holds Lok Adalats and organize Legal Literacy and awareness camps to spread the legal awareness and sensitize general public about their rights, duties and various Schemes launched by the Government for their benefit and development.

Official Set Up

In the Official hierarchy, the Senior Shristedar/Superintendent Grade-II is having over all supervisory control on each and every official of the office. The dealing hands including Senior Assistants of each branch, Junior Assistants and Clerks keep all files of the subject matter under their own custody and report to the Presiding Officer/Judge through the Senior Shristedar/Superintendent Grade-II.

Sanctioned strength of the ministerial establishment of this office is as follows:

1.	Senior Sheristedar/Superintendent G-II	1
2.	Reader Grade-II/Senior Sheristedar	1
3.	Senior Assistant/Record Keeper	1
4.	Stenographer Grade-II	1
5.	Junior Assistant	1
6.	Clerk	4
7.	Judgment writer	1
8.	Bailiffs	2
9.	Process Server	4
10.	Chowkidaar	1
11.	Cook-Cum-Attendant, High Court Guest House at Kasauli	1
12.	Safai Karamchari	1
13.	Peon	1
14.	Orderly	1
15.	Out-Sources Safai Karamchari for High Court Guest House	1

The above said posts are filled-up by promotion/by direct recruitment as per "Himachal Pradesh (Recruitment, Promotion and conditions of Services) Rules, 2012 framed by the Hon'ble High Court of Himachal Pradesh from time to time.

FUNCTION OF THE ORGANIZATION.

1. Judicial and Civil
2. Administrative

Powers and duties of its Officers and Supporters

1. SENIOR SHERISTEDAR/Superintendent G-II

- (a) To exercise the supervision and control over the official working in the office.
- (b) To handle the files of correspondence preparation of decree sheets etc. proper maintenance of upkeep of service record and personal files.
- (c) Functions as Court Reader in the absence of Reader and when required by the Presiding Officer and Attestation of affidavit of process Servers, maintains telephone register both of office and residence.
- (d) Deals with the leave matter, maintenance of register of inspection notes register of inquiries, register of ministerial officials, complaint and liberty register of ephemeral rolls

- (e) Maintains attendance register.
- (f) Marks the correspondence/Dak to the concerned official.
- (g) Ensure all dealing hands maintains all required registers and keep the same updated.
- (h) Prepares notes and compile data for meeting. Ensures punctuality in attendance in the section and advises the staff on service matters and conduct of discipline.
- (I) Processes all financial matters/communication of this office i.e. administrative approval and expenditure sanction for spending from SOE (Office Expenses is required.)
- (j) Holds the post of Secretary at Sub-Divisional Legal Services Committee and to assist the Chairman in the whole work of Committee and maintains all the proscribed registers pertains to the committee.
- (k) Deals with the file of RTI application.
- (l) To perform the Protocol Duty on the directions of the higher authority and Receive and see-off the dignitaries visited to the High Court Guest House Kasauli and maintain the inspection file of High Court Guest House.

2. SHERISTEDAR/READER GRADE-II

The Reader submits the files of Peshi before the presiding officer, every application or a new presentation is made and put before the Presiding Officer through the Reader. He maintains the peshi register, fine registers, prepared the monthly statements of fine. He is also maintaining all those register as per the instruction of the Hon'ble High Court. To updates/posting of cases/daily proceeding in the CIS software. Preparing the daily cause list.

3. RECORD KEEPER.

Record Keeper looks after the record of the Court/Office enters the decided files in the relevant register. Timely disposal/write off the old record as per the rules.

4. Stenographer Grade-II and Judgment Writer.

The Steno-Typist and Judgment-Writer do the dictation work and typing work of judgments. They are responsible for taking dictations of judgments/orders and prepares the same for signature and pronouncement by the Judge, besides this they also do the typing work in the Court of day do day Zimini orders recorded on the Civil as well as Criminal Cases.

5. Civil Ahlmad.

Deals with the all Civil Cases i.e. Recovery Cases, Rent Cases, Execution petitions, Successions act cases, Suit for Declaration and Injunction suit cases, Suit for Damages and possession and contempt petitions etc. and institute the above said cases in the separate register as prescribed by the Hon'ble High Court of Himachal Pradesh. Consignment of decided files in the end of the month to the record room and keeping the pending files in the safe custody till the final disposal of the case. Preparing the monthly, quarterly, half yearly statements of civil cases and submit the timely data to the Senior Shristedar of this office. Preparation of Goshwara's in the register in the end of the month. Send the files to the coping agency for preparation of copies on the requisitions of receipts.

6. Criminal Ahlmad.

Deals with the all Criminal Cases i.e. Indian penal Code Cases, Excise Act cases, Essential Commodities Act Cases, Factory Act Cases, Drug and Cosmetic Act Cases, Motor Vehicle

Challans, Food Act Cases, Domestic Violence Cases, Summary Cases, Panchayat Appeal Cases etc. and institute the above said cases in the separate register as prescribed by the Hon'ble High Court of Himachal Pradesh. Consignment of decided files in the end of the month to the record room and keeping the pending files in the safe custody till the final disposal of the case. Preparing the monthly, quarterly, half yearly statements related to Criminal cases and submit the timely data to the Senior Shristedar of this office. Preparation of Goshwara's in the all the registers in the end of the month. Send the files to the coping agency for preparation of copies on the requisitions of receipts.

7. Clerk cum Typist

The Clerk-cum-Typist assist the Presiding Officer and Senior Sheristedar and other officials in the office and looks after diary and dispatch work of the office and also maintain the Diary Register and Dispatch register, Postal Stamps Cash Book.

8. Naib-Nazir.

Deals with financial matter including Sheriff Petty account, Civil Code Deposit Accounts concerning administration of justice and maintains the following files/register:

1) Summons registers/ Processes issued/received from the other Courts and all registers pertaining to the Process Servers.

2) To maintain the FDR registers/refund vouchers files complete in respect.

3) To maintain the Sheriff Petty account Register/files, Cash Books etc.

4) To prepare the Salary Bills(Monthly Basis), T.A. Bills, Medical reimbursement Bills, DA Arrear Bill, Office Expenses Bill, Motor Vehicle Bills, Outsources Bills etc.

5) To prepare and submit the Road and Diet money expenditure statement, and all SOE's expenditure Statement of monthly basis.

6) To prepare the Execution Statement, Work-done by the Baliff and Process Server Statement and submit these statement to the quarter concerned.

7) To assist the Senior Sheritedaar in the Protocol duty and look after the High Court Guest House.

The Following Registers and Cash Books have been maintained by the Naib Nazir of Nazarat Agency of this office.

Sr. No.	Name of Register and Cash Books
1	Summon Register – Form No. 6
2	Rawangi Register
3	Dispatch Register
4	Diary Register
5	Peon Book – Nazarat Branch
6	Token Register
7	PBR (Pay Bill Register) Register
8	Treasury Pass Book – Sheriff Petty Account.
9	Receipt of Sheriff Petty Account. Form NO. 1
10	Disbursement of Sheriff Petty Account Register . Form No. 2
11	Cash Book of Sheriff Petty Account
12	Judicial Forms Register

13	Civil Court Stock Register
14	Road and Diet Money Cash-Book
15	Register No. XVIII of R&DM of Winesses
16	General Cash Book – Form T.R. 4
18	Bill Register
19	GIS Register
20	Budget Register
21	Postal Stamps Register Cash Book
22	Out-Sources bill Register
23	Register of Contingent Charges
24	Newspaper Register
25	F.D.R. Register
26	Audit Recovery Register
27	Stock Register
28	Perishable Stock Register
29	Canteen Charges Register
30	Stationery Articles Register
31	Livery Register
32	Register Issuance of Fine Receipts to Reader.
33	Stamps Register
34	Motor Vehicle Register– Petrol Charges Given to Presiding Officer
35	Inter Mediate Register
36	T.A. Bill Register
37	Sheriff Petty Account Register
38	Robe Allowance Register
39	Diesel Stock Register

Besides this Naib Nazir also look after the work of clerk in the Sub-Divisional Legal Services Committee of this office and also maintain the record of accounts of the committee. He maintains the Cost Account Cash Book, Nalsa Grant Account Cash Book, Ledger account book, Voucher files and quarterly Statement files of the Sub-Divisional Legal Services Committee at Taluka level.

9 **Copyist.**

Deals with the preparation and supply of copies to the General Public after getting these attested from the examiner appointed for the purpose. Maintains the prescribed registers under the Rules. Prepare the copies well in time.

10. **Bailiff.**

At present there are two posts of bailiff in this office. Bailiff execute Warrant of Attachment Bailable warrants, possession etc in the Civil Suit Cases. In addition he assist the Naib Nazir of the Nazarat Agency and maintain the Summon Registers.

11. Process Servers

The duties of process servers are to serve the processes issued by this court within the local area of this Sub-Division.

12. Orderly

Maintains the chamber of the Presiding Officer and carries out the order of the Presiding Officer. Carries the Book/files to the residence of the presiding officers, brings back to the Court. Calls the cases listed for hearing in the court.

13. Office Peons

Maintain cleanliness in the offices by dusting the tables, chairs etc. coming dak, day to day dak from superintendent G-I to officials concerned in the office and also distribute local dak in the offices.

14. Chowkidaar.

Keeps night duty in Court complex and is responsible for safeguarding Court property during night hours and on holidays.

15. Safai Karamchari

Maintains cleanliness in the Court premises inside and outside the building.

Point No.3.

The procedure followed in the making progress including Channels of Supervision and Accountability. As per response given in point No. 2 and following the instruction of the Hon'ble High Court.

Point No. 4.

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 Circulars orders of the H.P. Court Supl. 1993 and Volume-II, April, 2002.

Point No. 5.

RULES, REGULATIONS, INSTRUCTIONS, ANNUALS AND RECORDS HELD BBY IT OR UNDER ITS CONTROL OR USED BY EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

All the Rules and regulations are made by the Hon'ble High Court of Himachal Pradesh and Ld. District and Sessions Judge, Solan. The Various Act and Rules, regulations, instruction followed are as under :-

1. F.R. and S.R.
2. Leave Rules.
3. T.A. Rules.
4. L.T.C. Rules
5. Pension Rules.
6. C.C.S. Rules.

7. Conduct Rules.
8. G.P.F. Rules.
9. Medical Attendance Rules.
10. Delegation of Financial Powers Rules.
11. H.P. Financial Rules
12. H.P. Budget Annual.
13. Office Annual.

Point No. 6.

A Statement of the categories of documents that are held by it or under its control. The documents relating of financial transaction are held by account branch Naib-Nazir and kept in the form of registers cash book, ledger books files, bills, vouchers etc which are subject to Audit. Service Books in the form documents are held and kept in the establishment branch Senior Sheristadaar/Superintendent G-II which are also subject to verification of the audit.

Point No. 7.

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

Point No. 8.

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 bodies, councils committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The office notes and minutes, the correspondence strictly judicial and confidential are not generally made accessible to the public as provided under Rule 14 of the Inspection of Records.

Point No. 9.

A Directory of its officer and employees.

Sr. No.	Name of the Official	Designation	Office	Residence
1	Smt. Neha Sharma	SENIOR CIVIL JUDGE CUM A.C.J.M. KASAUJI	01792-273200	01792-272200
2	Post is Vacant.	SENIOR SHERISTEDAR	01792-273200	-
3	MS ANURADHA	SHERISTEDAR/READER GRADE-II	-	-
4	SHRI GHANSHYA DUTT	RECORD KEEPER	-	-
5	SHRI NARESH KUMAR	NAIB NAZIR	-	-
6	SHRI MANOJ KUMAR	CRIMINAL AHLMAD	-	-
7	SMT YASHODHA NEGI	CIVIL AHLMAD	-	-
8	Post is Vacant.	CCT	-	-
9	SMT SAPNA THAKUR	Stenno cum Judgment writer	-	-
10	SHRI HARI RAM	BAILIFF	-	-
11	SHRI RANJEET SINGH	BAILIFF (CURRENTLY ATTACHED TO LD CJM SOLAN)	-	-
12	SHRI PAWAN KISHORE	PROCESS SERVER	-	-
13	SHRI RAVINDER KUMAR	PROCESS SERVER	-	-

14	SHRI RAY SINGH	PROCESS SERVER	-	-
15	SHRI BAGGA RAM	PROCESS SERVER	-	-
16	SHRI RAVI KUMAR	SAFAI KARMCHARI	-	-
17	SHRI GOURAV KUMAR	CHOWKIDAR	-	-
18	Post is Vacant	COOK CUM ATTENDANT, HIGH COURT GUEST HOUSE AT KASAULI	-	-
19	SHRI AMAR DASS	ORDERLY	-	-
20	SHRI VISHAL SHARMA	OFFICE PEON	-	-

Point No. 10.

The monthly remuneration record by each of the officers and employees including the system of compensation as provided in its regulation.

Judicial Officer/Official	Designation	PAY Scale	Basic Pay	Total Gross Pay
Smt. Neha Sharma	Senior Civil Judge cum-ACJM Kasauli	39530-54010	40,450/- + 2310 (Three Advance Increment)	1,26,471/-
Miss Anuradha	Senior Sheristedar /Reader G-II	10300-34800+4800 GP	20,050/-	68,890/-
Sh. Ghanshayam Dutt Sharma	Senior Assistant/Record keeper	10300-34800+4400 GP	15,590/-	55,843/-
Smt. Champa Devi	Steno G-II	10300-34800+3600 GP	14,030/-	49,106/-
Smt. Yashoda Kumari	Junior Assistant/Civil Ahlmad	10300-34800+3600 GP	12,980/-	46,029/-
Smt. Sapna Thakur	Steno cum J.W. G-III	10300-34800+3200 GP	12,010/-	42,375/-
Shri Naresh Kumar	Clerk/ Naib Nazir	10300-34800+3200 GP	12,010/-	42,275/-
Shri Manoj Kumar	Clerk/ Criminal Ahlmad	5910-20200+1900 GP	6,400/-	23,192/-
Sh. Hari Ram	Baliff	5910-20200+1950 GP	14,600/-	46,358/-
Sh. Ranjeet Singh,	Baliff	5910-20200+2000 GP	14,210/-	45,425/-
Sh. Ravinder Kumar	Process Server	5910-20200+1900 GP	13,920/-	44,307/-
Sh. Bagga Ram	Process Server	5910-20200+1900 GP	12,810/-	41,315/-
Sh. Ray Singh	Process Server	5910-20200+1900 GP	6,930/-	25,004/-

Sh. Pawan Kishore	Process Server	4900-10680+ 1650GP	5,090/-	18,543/-
Sh. Amar Dass	Orderly	5910-20200+ 1900 GP	13,450/-	42,820/-
Sh. Vishal Sharma	Peon	4900-10680+ 1650GP	5,090/-	18,069/-
Sh. Gourav Sharma	Chowkidaar	4900-10680+ 1650GP	5,090/-	18,069/-
Sh. Ravi Kumar	Safai Karamchari	4900-10680+ 1650GP	8,480/-	28,606/-

One Post of Senior Sheritedaar/Superintendent G-II in the Pay Scale of Rs 10300-34800+4800 GP, Two post of Clerk (CCT/Copiest) in the pay Scale of 5910-20200+ 1900 GP (in case of fresh appointee) and in the pay scale of 10300-34800+3200 GP (in case of two year probation period completed) are vacant in this office.

Point No. 11

The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and report on this disbursement made.

S.O.E.	Proposed Budget 2019-2020	Sanctioned Budget 2019-2020	Expenditure 2019-2020	Balance in Hand 2019-2020
Salary	1,01,53,923/-	1,01,53,923/-	1,01,53,923/-	Nil
T.A.	67,907/-	67,907/-	67,907/-	Nil
Livery	48,547/-	48,547/-	48,547/-	Nil
Office expenses	2,80,953/-	2,80,953/-	2,80,953/-	Nil
Retire Persons(Medical reimbursement)	14,564/-	14,564/-	14,564/-	Nil
Transfer Expenses	0	0	0	Nil
Medical Reimbursement	68,873/-	68,873/-	68,873/-	Nil
Motor Vehicles	39,294/-	39,294/-	39,294/-	Nil
Road and Diet money	1,38,000/-	1,38,000/-	1,38,000/-	Nil
Out Sources	86,147/-	86,147/-	86,147/-	Nil

Point No. 12.

The number of execution of subsidy programmers including the amount allocated and the detail of beneficiaries of such programmers.

Not Applicable to this officer

Point No. 13.

Particular of recipient of concession permit or authorization granted by it.
Not applicable.

Point No. 14.

Detail in respect of the information available to held by it reduced in an Electronic Form.
The computers system installed in this office has been connected with INTERNET.

Point No.15.

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.

Court Library is instituted for the Court/Presiding officer and it is not maintained for public use.

Point No.16


The name,designation and other particular or Public Information Officer.

The Hon'ble High Court has designated the Senior Civil Judge-cum-Chief Judicial Magistrate, Solan as State Public Information officer at District Level and Senior Civil Judge-cum-Additional Chief Judicial Magistrate Kasauli as State Assistant Public Information Officer at Sub-Divisional level, vide its notification No. HHC/Estt.7(350/2005-15033-47 dated 12th/13th July, 2006.

Point No.17.

Such other information as may prescribed.

Not applicable.


(Neha Sharma)
Senior Civil Judge-cum-ACJM,
Kasauli District Solan H.P.

**OFFICE OF THE CIVIL JUDGE-CUM JUDICIAL MAGISTRATE 1ST CLASS, KASAULI,
DISTRICT SOLAN, HP.**

No. Civil Judge/JMIC/KSL/NN/2020-
Dated Kasauli the 22nd day of July 2020.

NOTIFICATION

Under the provision of Sub-section (1) (b) of Section 4 of the Right to Information Act 6, 2005, the following information pertaining to this court of Civil Judge-cum-Judicial Magistrate Ist class, Kasauli District Solan, Himachal Pradesh is updated.

(I) The Particulars of this court function and duties.

The Court of Senior Civil Judge-cum-additional Chief Judicial Magistrate, Kasauli, District Solan, HP has been established in the year of 2006. Besides, this Court, the other Court of Senior Civil Judge-cum-ACJM, Kasauli is also established in this Sub-Division. The Head quarter of this Sub Division is at Solan and both the Courts fall in the District and Sessions Division Solan.

Sitting Timing of the Courts.

The Office working hours are from 9:45 a.m. to 4.45 p.m. The Court working hours are from 10:00 a.m. to 4:00 p.m. After court hours, the administrative work is done from 4:00 pm to 4:45 p.m. The Court and office remains closed on Second Saturday, Sunday and Gazetted Holidays. Two days of Local importance fair/festival are declared as local holidays every year. This Court does the Civil/Criminal work throughout the year except winter vacations falls from the 3rd week of January month to Second week of February month and only criminal work is done during winter vacations. The Presiding Officer avails 14 days vacations during this period and staff also avails 14 days vacations in two batches.

Functions and Duties

(II) Functions of the Civil Judge-cum Judicial Magistrate Ist class

1. Judicial
2. Administration.

This Court deals with Civil Jurisdiction for Civil matters as per the jurisdiction and is also vested with appellate powers in respect of the orders of Panchayat matters, Presiding Officer also deals with Rent matters. The Court receives the Civil Cases which are assigned/transferred by the Court of Senior Civil Judge-cum-ACJM Kasauli.

On the Criminal Side, it has jurisdiction to try offenses under Indian penal Code Cases, Excise Act cases, Essential Commodities Act Cases, Factory Act Cases, Drug and Cosmetic Act Cases, Motor Vehicle Challans, Food Act Cases, Domestic Violence Cases, Summary Cases are assigned/transferred by the Court of Senior Civil Judge-cum-ACJM Kasauli.

This office is also holds Lok Adalats and organize Legal Literacy and awareness camps to spread the legal awareness and sensitize general public about their rights, duties and various Schemes launched by the Government for their benefit and development under the directions of State Legal Services Authority, District Legal Services Authority and Taluka legal Services Authority.

Official Set Up

In the Official hierarchy, the Shristedar/Superintendent Grade-II is having over all supervisory control on each and every official of the office. The dealing hands including Senior Assistants, Junior Assistants and Clerks keep all files of the subject matter under their own custody and report to the Presiding Officer/Judge through the Senior Shristedar/Superintendent Grade-II.

Sanctioned strength of the ministerial establishment of this office is as follows:

1.	Sheristedar/Superintendent G-II	1
2.	Reader Grade-II (Sr Assistant)	1
3	Stenographer Grade-III	1
4	Junior Assistant	1
5	Clerk	4
6	Judgment writer	1
7	Bailiffs	2
8	Process Server	2
9	Peon	1
10	Orderly	1

The above said posts are filled-up by promotion/by direct recruitment as per "Himachal Pradesh (Recruitment, Promotion and conditions of Services) Rules, 2012 framed by the Hon'ble High Court of Himachal Pradesh from time to time.

FUNCTION OF THE ORGANIZATION.

1. Judicial and Civil
2. Administrative

Powers and duties of its Officers and Supporters

1. SHERISTEDAR/Superintendent G-II

- (a) To exercise the supervision and control over the official working in the office.
- (b) To handle the files of correspondence preparation of decree sheets etc. proper maintenance of upkeep of service record and personal files.
- (c) Functions as Court Reader in the absence of Reader and when required by the Presiding Officer and Attestation of affidavit of process Servers, in absence of Senior Sheristedar of the office of Senior Civil Judge Kasauli, maintains telephone register both of office and residence.
- (d) Deals with the leave matter, maintenance of register of inspection notes register of inquiries, register of ministerial officials, complaint and liberty register of ephemeral rolls
- (e) Maintains attendance register.
- (f) Marks the correspondence/Dak to the concerned official.
- (g) Ensure all dealing hands maintains all required registers and keep the same updated.
- (h) Prepares notes and compile data for meeting. Ensures punctuality in attendance in the section and advises the staff on service matters and conduct of discipline.
- (I) Processes all financial matters/communication of this office i.e. administrative approval and expenditure sanction for spending from SOE (Office Expenses is required.)
- (j) Holds the post of Secretary at Sub-Divisional Legal Services Committee and to assist the Chairman in the whole work of Committee and maintains all the proscribed registers pertains to the committee.
- (k) Deals with the file of RTI application.
- (l) Perform the Protocol Duty on the directions of the higher authority and Receive and see-off the dignitaries visited to the High Court Guest House Kasauli, whenever required or as per the order of Senior Civil Judge Kasauli

2. **READER GRADE-II**

The Reader submits the files of Peshi before the presiding officer, every application or a new presentation is made and put before the Presiding Officer through the Reader. He maintains the peshi register, fine registers, prepared the monthly statements of fine. He is also maintaining all those register as per the instruction of the Hon'ble High Court. To updates/posting of cases/daily proceeding in the CIS software. Preparing the daily cause list.

3. **RECORD KEEPER.**

The record room of this establishment is under the control of Senior Civil Judge -cum-ACJM Kasauli and Record Keeper of said office looks after the record of this Court/Office enters the decided files in the relevant register. Timely disposal/write off the old record as per the rules.

4. **Stenographer Grade-II and Judgment Writer.**

The Steno-Typist and Judgment-Writer do the dictation work and typing work of judgments. They are responsible for taking dictations of judgments/orders and prepares the same for signature and pronouncement by the Judge, besides this they also do the typing work in the Court of day do day Zimin. orders recorded on the Civil as well as Criminal Cases.

5. **Civil Ahlmad.**

Deals with the all Civil Cases i.e. Recovery Cases, Rent Cases, Execution petitions, Successions act cases, Suit for Declaration and Injunction suit cases, Suit for Damages and possession and contempt petitions etc. and institute the above said cases in the separate register as prescribed by the Hon'ble High Court of Himachal Pradesh. Consignment of decided files in the end of the month to the record room and keeping the pending files in the safe custody till the final disposal of the case. Preparing the monthly, quarterly, half yearly statements of civil cases and submit the timely data to the Sheristedar of this office. Preparation of Goshwara's in the register in the end of the month. Also Send the files to the coping agency for preparation of copies on the requisitions of receipts.

6. **Criminal Ahlmad.**

Deals with the all Criminal Cases i.e. Indian penal Code Cases, Excise Act cases, Essential Commodities Act Cases, Factory Act Cases, Drug and Cosmetic Act Cases, Motor Vehicle Challans, Food Act Cases, Domestic Violence Cases, Summary Cases, Panchayat Appeal Cases etc. and institute the above said cases in the separate register as prescribed by the Hon'ble High Court of Himachal Pradesh. Consignment of decided files in the end of the month to the record room and keeping the pending files in the safe custody till the final disposal of the case. Preparing the monthly, quarterly, half yearly statements related to Criminal cases and submit the timely data to the Shristedar of this office. Preparation of Goshwara's in the all the registers in the end of the month. Also Send the files to the coping agency for preparation of copies on the requisitions of receipts.

7. **Clerk cum Typist**

The Clerk-cum-Typist assist the Presiding Officer and Sheristedar and other officials in the office and looks after diary and dispatch work of the office and also maintain the Diary Register and Dispatch register, Postal Stamps Cash Book.

8. **Naib-Nazir.**

- 1) Deals with financial matter including Sheriff Petty account, Civil Code Deposit Accounts concerning administration of justice and maintains the following files/registers:
- 2) Maintain the Summons registers.
- 3) Maintain the FDR registers/refund vouchers files complete in respect.
- 4) Maintain the Sheriff Petty account Register/files, Cash Books etc.
- 5) Prepare the Salary Bills (Monthly Basis), T.A. Bills, Medical reimbursement Bills, DA Arrear Bill, Office Expenses Bill, Motor Vehicle Bills etc.
- 6) Prepare and submit the Road and Diet money expenditure statement, and all SOE's expenditure Statement of monthly basis.

The Following Registers and Cash Books have been maintained by the Naib Nazir of Nazarat Agency of this office.

Sr. No.	Name of Register and Cash Books
1	Summon Registers
2	Dispatch Register
3	Diary Register
4	Peon Book – Nazarat Branch
5	Token Register
6	PBR (Pay Bill Register) Register
7	Treasury Pass Book – Sheriff Petty Account.
8	Receipt of Sheriff Petty Account. Form NO. 1
9	Disbursement of Sheriff Petty Account Register . Form No. 2
10	Cash Book of Sheriff Petty Account
11	Civil Court Stock Register
12	Road and Diet Money Cash-Book
13	Register No. XVIII of R&DM of Witnesses
14	General Cash Book – Form T.R. 4
15	Bill Register
16	GIS Register
17	Budget Register
18	Postal Stamps Register Cash Book
19	Register of Contingent Charges
20	Newspaper Register

21	F.D.R. Register
22	Stock Register
23	Perishable Stock Register
24	Stationery Articles Register
25	Livery Register
26	Register Issuance of Fine Receipts to Reader.
27	Stamps Register
28	Motor Vehicle Register- Petrol Charges Given to Presiding Officer
29	Inter Mediate Register
30	T.A. Bill Register
31	Sheriff Petty Account Register
32	Robe Allowance Register
33	Transfer TA Bill Register
34	Civil Court Deposit Register
35	Lok Adalats and Legal Literacy Camp, Cash Book
36	Medical Register of Retirees

9 Copyist.

Prepare and supply of prepared copies to the General Public. Maintains the prescribed registers under the Rules and prepare the copies well in time.

10. Bailiff.

At present there are two posts of bailiff in this office and both the Bailiffs are attached with the Court of Ld Senior Civil Judge cum ACJM Kasauli.

11. Process Servers

At present there are two posts of bailiff in this office and both the Bailiffs are attached with the Ld Senior Civil Judge cum ACJM Kasauli.

12. Orderly

Maintains the chamber and carries out the order of the Presiding Officer. Carries the Books/files to the residence and brings back to the Court of the presiding officer. Calls the cases listed for hearing in the court.

13. Office Peon

Maintain cleanliness in the offices by dusting the tables, chairs etc. and distribute dak among the officials and in the local offices through peon book.

Point No.3.

The procedure followed in the making progress including Channels of Supervision and Accountability. As per response given in point No. 2 and following the instruction of the Hon'ble High Court.

Point No. 4.

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 Circulars orders of the H.P. Court Supl. 1993 and Volume-II, April, 2002.

Point No. 5.

RULES, REGULATIONS, INSTRUCTIONS, ANNUALS AND RECORDS HELD BBY IT OR UNDER ITS CONTROL OR USED BY EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

All the Rules and regulations are made by the Hon'ble High Court of Himachal Pradesh and Ld. District and Sessions Judge, Solan. The Various Act and Rules, regulations, instruction followed are as under :-

1. F.R. and S.R.
2. Leave Rules.
3. T.A. Rules.
4. L.T.C. Rules
5. Pension Rules.
6. C.C.S. Rules.
7. Conduct Rules.
8. G.P.F. Rules.
9. Medical Attendance Rules.
10. Delegation of Financial Powers Rules.
11. H.P. Financial Rules
12. H.P. Budget Annual.
13. Office Annual.

Point No. 6.

A Statement of the categories of documents that are held by it or under its control. The documents relating of financial transaction are held by account branch Naib-Nazir and kept in the form of registers cash book, ledger books files, bills, vouchers etc which are subject to Audit. Service Books in the form documents are held and kept in the establishment branch Sheristedar/Superintendent G-II which are also subject to verification of the audit.

Point No. 7.

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

Point No. 8.

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 bodies, councils committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The office notes and minutes, the correspondence strictly judicial and confidential are not generally made accessible to the public as provided under Rule 14 of the Inspection of Records.

Point No. 9.**A Directory of its officer and employees.**

Sr. No.	Name of the Official	Designation	Office	Residence
1	Miss Megha Sharma	Civil Judge (Undergoing induction training in the HP Judicial Academy 16 miles Shimla)	01792-273200	01792-272200
2	Shri Harinder Kanwar	Sheristedar	01792-273200	-
3	Shri Anil Badan	Reader	-	-
4	Shri Suresh Pathik	Copyist	-	-
5	Shri Govind Singh	Naib Nazir	-	-
6	Shri Subhash Chand	Criminal Ahlmad	-	-
7	Shri Gian Chand	Civil Ahlmad	-	-
8	Post is Vacant.	CCT	-	-
9	Shri Chander Shekhar	Steno cum Judgment writer	-	-
10	Smt Sangeeta	Steno G-III	-	-
11	Shri Rattan Lal	Bailiff (currently attached to the office of Ld Civil Judge cum JMIC Arki)	-	-
12	Post Vacant	Bailiff	-	-
13	Shri Sunil Chauhan	Process Server	-	-
14	Post Vacant	Process Server	-	-
15	Shri Inder Singh	Orderly	-	-
16	Smt Har Devi	Office Peon	-	-

Point No. 10.

The monthly remuneration record by each of the officers and employees including the system of compensation as provided in its regulation.

Judicial Officer/Official	Designation	PAY Scale	Basic Pay	Total Gross Pay
Miss Megha Sharma	Civil Judge	27700-33090	27700	82791
Shri Harinder Kanwar	Sheristedar	10300-34800+4800 GP	20200	68807
Shri Anil Badan	Reader	10300-34800+4400 GP	15970	56514
Shri Suresh Pathik	Copyist	10300-34800+3600GP	13520	47559
Shri Govind Singh	Naib Nazir	10300-34800+3200 GP	12010	42275
Shri Subhash Chand	Criminal Ahl	10300-34800+3200 GP	12940	44423
Shri Gian Chand	Civil Ahlmad	10300-34800+3600 GP	14030	49006
Shri Chander Shekhar	Steno cum JW	10300-34800+3200 GP	10710	38813
Smt Sangeeta	Steno G-III	10300-34800+3200 GP	11130	39964
Shri Rattan Lal	Bailiff	5910-20200+ 2000 GP	12570	40832
Shri Sunil Kumar Chauhan	Process Server	4900-10680+ 1400GP	4900	18022
Shri Inder Singh	Orderly	5910-20200+ 1900 GP	13920	44107
Smt Har Devi	Office Peon	5910-20200+ 1900 GP	10670	35382

One Clerk (CCT) in the pay Scale of 5910-20200+ 1900 GP, Two post of Bailiff in the pay scale 4900-10680+1650 GP and one Post of Process Server pay scale 4900-10680+1400 are vacant in this office.

Point No. 11

The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and report on this disbursement made.

S.O.E.	Proposed Budget 2019-2020	Sanctioned Budget 2019-2020	Expenditure 2019-2020	Balance in Hand 2019-20
Salary	73,78,699	73,78,699	73,78,699	Nil
T.A.	17121	17121	17121	Nil
Livery	31170	31170	31170	Nil
Office expenses	1,38,290	1,38,290	1,38,290	Nil
RetirePersons(M R)	2531	2531	2531	Nil
Transfer Expenses	33468	33468	33468	Nil
Medical Reimbursement	21252	21252	21252	Nil
Motor Vehicles	21474	21474	21474	Nil
Road and Diet money	82000	82000	82000	Nil

Point No. 12.

The number of execution of subsidy programmers including the amount allocated and the detail of beneficiaries of such programmers.

Not Applicable to this officer

Point No. 13.

Particular of recipient of concession permit or authorization granted by it.

Not applicable.

Point No. 14.

Detail in respect of the information available to held by it reduced in an Electronic Form.

The computers system installed in this office has been connected with INTERNET.

Point No.15.

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.

Court Library is instituted for the Court/Presiding officer and it is not maintained for public use.

Point No.16

The name, designation and other particular or Public Information Officer.

The Hon'ble High Court has designated the Senior Civil Judge-cum-Chief Judicial Magistrate, Solan as State Public Information officer at District Level and Senior Civil Judge-cum-Additional Chief Judicial Magistrate Kasauli as State Assistant Public Information Officer at Sub-Divisional level, vide its notification No. HHC/Estt.7(350/2005-15033-47 dated 12th/13th July, 2006.

Point No.17.

Such other information as may prescribed.

Not applicable.


 Civil Judge-cum-JMIC
 Kasauli District Solan H.P.

Information pertaining tyo the office of civil Judge-Cum-Judicial Magistrate 1st Class, Arki District Solan. H.P.

1: The particulars of its organization functions and duties particulars of Civil Judge-cum-Judicial magistrate, 1st Class, Arki.

This Court has been established in the year 1982 at the Sub Division Head Quarter, Arki.

Sitting of the Court.

The Court working hours are from 10-00AM to 1.30 P.M. and 2.00 P.M. to 4.00P.M. Except Sundays and other holidays the Court remains open from 9.45 am to 4.45 pm, with half an hour lunch break from 1.30 pm. To 2.00

4(b) (1) The particulars of its organization, function and duties.

The office is headed by the Sharistedar-Grade-II. It is divided in the following branches:-

1. Administrative Branch.
2. Peshi Branch,
3. Account Branch/Nazarat
4. Ahlmad Branch (Civil & Criminal)
5. Copying Branch,
6. Record Room.

Sanctioned strength of ministerial establishment of the Civil Judge-Cum-Judicial Magistrate 1st Class, Arki is as follows:-

1.	Sharistedar-G-II	1
2.	Reader (Peshgar).	1
3.	Record Keeper.	1
4.	Steno Typist	1
5.	Steno Typist-Cum-JW.	1
6.	Naib Nazir	1
7.	Civil Ahlmad	1
8.	Criminal Ahlmad	1
9.	Peon	1
10.	Orderly	1
11.	Chowkidar	1
	Total:-	<u>11</u>

Sanctioned strength of Ministerial Staff/supporting staff of the office/Court of Civil Judge-Cum-Judicial Magistrate 1st Class, Arki is as follows:-

Sr. No.	Name of Post	Pay Scale	No. of permanent post	No. of Temporary Posts	Total
1.	Sharistedar-G-II	10300-34800-4800	1	—	1
2.	Reader (Sr.Asstt.)	10300-34800-4400	1	—	1
3.	Record Keeper. (Sr.Asstt.)	10300-34800-4400	1	—	1
4.	Steno Typist	10300-34800-3200	—	1	1
5.	Steno Typist-Cum-JW.	10300-34800-3200	—	1	1
6.	Naib Nazir	10300-34800-3600	1	—	1

7.	Civil Ahlmad	10300-34800-1900	-	1	1
8.	Cr. Ahlmad	10300-34800-3200	-	1	1
9.	Orderly	4900-10680-1650	-	1	1
10.	Peon	4900-10680-1650	-	1	1
11.	Chowkidar	4900-10680-1650	-	1	1

Daily Wages Staff.

1. Safai Karamchari

1

Rs. 275/- per day.

Function of the Organization.

1. Judicial.
2. Administrative.
4. 1 (b) (ii) Powers and duties of the officer and employees.

Civil Judge-Cum-Judicial Magistrate 1st Class.

Civil Judge-Cum-Judicial Magistrate apart from this exercising the powers of Chairman of Sub Divisional Legal Service Committee and provide Legal aid to the needy person to organize camps to create legal awareness and to organize Lok Adalats as per the schedules of State Legal Service Authority.

Administrative and Executive business/work of the Civil Judge-Cum-Judicial Magistrate 1st Class, Arki is distributed amongst the officials as follows:-

Sharistedar-G-II.

Overall supervision of the working of staff to attest the Certified copies of Judgments/Orders and documents under section 76 of Indian Evidence Act, to make office report in Civil Cases, prepare decree sheets maintain casual leave, earned leave, service record of the officials, over all in-charge of record room/copying agency and to prepare monthly, Quarterly and half yearly statements maintaining library and also looking after the work of legal aid as Secretary and also keeping confidential record.

Reader:-

Maintain peshi register preparing cause list maintain fine register, issue receipts, to deposit fine to return documents, entering new cases in the computer and to assist the Presiding Officer.

Record Keeper :-

To keep safe and systematic Judicial record consigned to record room. Sending the files requisitioned by the appellate Courts and apart from his own duty the Record Keeper is also looking the work of copying agency, as there is not post of copying in this office and references have been made to the higher authorities to create the post of Copying at Arki so many times.

Steno typist.

Obtain dictation, down loading the orders/judgments in the CIS software etc.

Judgment writer.

Obtain dictation, down loading the orders/judgments in the CIS Software.

Naib Nazir:-

Maintains General Cashbook, sheriff petty account, maintain road and diet money, maintain acquittance roll register, maintain CIS Register, advance register, T.A. Medical Registers stock register, Feeds salary through ECS; Control over the process server Agency, tour diaries, do the dairy and dispatch work and do all the work pertaing to the seat of Naib Nazir/accounts assigned to him from time to time.

Civil Ahlmad.

The Civil Ahlmad prepare Judicial record in case files as per the directions of the Hon'ble High Court, maintain register No.1 for Civil Suits, Register No.2. for Rent Petitions, Register No. 2 for Arbitration Act, Register No.3 for H.M. Acts, Register No.5 for Guardian and Wards Act and Succession Petition, register No.6 for Civil Miscellaneous applications, register No.7 for Pauper application, Register No.10 for execution petitions, register No.11 for objections, register No.25 for deposits and refund of commission proceeding in execution petition, register No.12 review application register No.33 for decree register No.34 for Panchayat Appeal Register No.36 for JD's imprisonment in execution register No.37 persons punished for contempt of Court. Caveat Register of Proceedings received from other District Courts register of application for transfer of Panchayat Cases, register of small cause Court cases, file inspection register also make compliance of Court orders. Institute the cases in the CIS Software and make consignment of decided cases.

Criminal Ahlmad.

The Criminal Ahlmad prepared Judicial record in case files as per the directions of Hon'ble High Court maintain register No.1 for entering all the criminal cases. Register No.2 for IPC cases. Register No.3 for Acts, Register No.4 for Criminal Misc. Application. Register No.17 for M.V.Act. Register No.20 for transfer of Criminal Cases register No.21 for M.V.Act Register No.22 for Bail Applications, Register No.23 for FIRs, Register No.30 Copying Agency register No.34 Panchayat Appeals, register No. B for return of file to record room file inspection register and also made compliance of the Court orders, Institute the cases in the CIS Software and to consignment of decided cases pertaining to his seat.

Peon.

The peon neats and cleans the tables and Chairs in the office and do Dak work etc.

Orderly

Orderly calls the cases fixed in the Courts and do other work assigned by the Presiding Officer to him.

Chowkidar:-

The duty of Chowkidar starts from 4.45 PM to 9.45 AM and during this period he used to watch the court building and court complex.

4 (b)(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.

4(b)(iv): The norms set by it for the discharge of its functions. This office follows the direction of Hon'ble High Court contained in circular and directions issued from time to time by the Hon'ble High Court of H.P. came to be complied in September, 1991 w.e.f. 1972 and mid July, 1991 Volume-II of such circular order of the High Court of Himachal Pradesh came to be complied in April, 2002 w.e.f. Mid July, 1991 to March, 2002.

4(b) (v): The rules, regulation instruction manuals and records held by it or under its control or used by its employees for discharging its functions:-

So far as the rules, regularization instruction manuals are concerned this office follows the instruction of Hon'ble High Court issued vide circulars from time to time. The record of rules regulations and instruction are kept/ maintained by the Sharistedar G-II.

4(b)(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 .

4(b) (ix) A directory of its officers and employees:-

1. Civil Judge-Cum-Judicial Magistrate 1st Class .
2. Sharistedar G-II.
3. Reader (Sr. assistant).
4. Record Keeper (Sr. Assistant).
5. Steno typist.
6. Steno-Cum-JW.
7. Criminal Ahlmad.
8. Civil Ahlmad.
9. Naib Nazir.
10. Peon
11. Orderly.
12. Chowkidar.
13. Safai-Karamchari on daily wages.

4(b)(x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation:

Post of Civil Judge-Cum-JMIC, Arki in the pay scale of Rs. 27700-44770

Name and Designation	Basic Pay	Total Salary
Sh. Prashant Singh Negi	34930/-	103252/-

Post of Sharistedar G-II in the pay scale of 10300-34800+4800

Name and Designation	Basic Pay	Total Salary
Sh. Mehar Chand, Supdt./Sharistedar G-II	20020/-	68807/-

Post of Reader in the Pay Scale of 10300-34800+4400

Name and Designation	Basic Pay	Total Salary
Sh. Baldev Kumar, Reader.	14620/-	52965/-

Post of Record Keeper in the Pay Scale of 10300-34800+4400

Name and Designation	Basic Pay	Total Salary
Sh. Bhagat Ram, Record Keeper.	14650/-	52998/-

Post of Steno typist-cum-JW. in the Pay Scale of 10300-34800+3200

Name and Designation	Basic Pay	Total Salary
Smt. Manju Sharma	11560/-	41143/-

Post of Criminal Ahlmad in the Pay Scale of 10300-34800+3200

Name and Designation	Basic Pay	Total Salary
Sh. Suresh Chand	12010/-	42275/-

Post of Civil Ahlmad in the Pay Scale of 10300-34800+1900

Name and Designation	Basic Pay	Total Salary
Ms. Jahnvi Sharma	5910/-	21849/-

Post of Naib Nazir in the Pay Scale of 10300-34800+3600

Name and Designation	Basic Pay	Total Salary
Sh. Harish Kumar	14030/-	49006/-

Post of Peon in the Pay Scale of 10300-34800+1650

Name and Designation	Basic Pay	Total Salary
Sh. Krishan Chand	5930/-	21329/-

Post of Orderly in the Pay Scale of 10300-34800+1650

Name and Designation	Basic Pay	Total Salary
Sh. Daya Ram	8800/-	29294/-

Post of chowkidar in the Pay Scale of 10300-34800+1900/-

Name and Designation	Basic Pay	Total Salary
Sh. Krishan Lal	7460/-	26257/-

(xi) The budget allocated to each of its agency indicating the particulars of all plans.

Proposed expenditure and reports on disbursements made:
Not applicable. As budget allocated by the Hon'ble High Court of H.P.

(xii) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:

(xiii) Not applicable.

(xiv) (viii) Particulars of receipts of concessions. Permits or authorization granted by it:-
Not applicable.

(xv) Detail report of the information available to or held by a reduced in an electronic form:-

Maximum information is being submitted by way of computerization.

(xvi) 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.

There is a library which is meant for only court use.

(xvii) The names designations and other particulars of the public information officer:-

The Hon'ble High Court vide Notification No.HHC/Estt.7(35)/2005 dated 12-7-2006 please to designate the Civil Judge (Sr. division) as Assistant Public information officer.

(xviii) Such other information as may be prescribed:-

Nil.

Civil Judge-Cum-JMIC,
Arki District Solan. H.P.

Information pertaining to the establishment of Civil Judge-cum-Judicial Magistrate 1st Class, Kandaghat, District Solan, H.P. under the provision of Section 4(1)(b) of the Right to Information Act, 2005.

4(1)(b)(i) The particulars of its organization, functions and duties.

Particulars of Court of Civil Judge-cum-Judicial Magistrate 1st Class, Kandaghat.

This court is situated at the Sub-Divisional Head Quarter, Kandaghat in the third floor of the 'Mini Secretariat Building'.

Sittings of the Court:

The court working hours are from 10:00 AM to 1:30 PM and 2:00 PM to 4:00 PM. Except holidays Court of Civil Judge-cum-Judicial Magistrate 1st Class, Kandaghat remains open from 9:45 AM to 4:45 PM with a lunch break for half an hour from 1:30 PM to 2:00 PM.

The office is headed by the Sheristedar/Superintendent Grade-II.

It is divided into the following branches:-

1. Administration Branch
2. Accounts branch/Nazarat
3. Peshi Branch
4. Ahlmad Branch (Civil and Criminal)
5. Copying branch

Sanctioned strength of ministerial establishment of the Court of Civil Judge-cum-Judicial Magistrate 1st Class, Kandaghat is as follows:-

1. Superintendent Grade-II/Sherishtedar	1
2. Reader/Sr. Asstt.	1
3. Record Keeper/Sr.Asstt.	1
4. Steno-Typist	1
5. Steno-Typist-cum-Judgment Writer	1
6. Naib Nazir	2
7. Civil Ahlmad	1
8. Criminal Ahlmad	1
9. Copyist	1
10.Process Server	4
11.Peon	1
12.Orderly	1
13.Chowkidar	1
14.Safai Karamchari	1

Following supporting staff of this Court is as under:-

Sr. No	Name of Post	Pay Scale	No. of Permanent Post	No. of Temporary Post	Total No. of Posts
1	Supdt. Gd-II/ Sherishtedar	10300-34800 GP 4800	1	-	1
2	Reader/Sr.Asstt.	10300-34800 GP 4400	1	-	1
3	Record Keeper/ Sr.Asstt.	10300-34800 GP 4400	1	-	1
4	Naib Nazir-I	10300-34800 GP 3600	1	-	1
5	Naib Nazir-II	10300-34800 GP 3200	1	-	1
6	Steno-Typist	10300-34800 GP 3200	1	-	1
7	Steno-Typist- cum- Judgment Writer	5910-20200 GP 2400	1	-	1
8	Civil Ahlmad	10300-34800 GP 3200	1	-	1
9	Criminal Ahlmad	10300-34800 GP 3200	1	-	1
10	Copyist	10300-34800 GP 3600	1	-	1
11	Process Servers	4900-10680 GP 1650	4	-	4
12	Peon	4900-10680 GP 1650	1	-	1
13	Orderly	4900-10980 GP 1650	1	-	1
14	Chowkidar	4900-10680 GP 1650	1	-	1
15	Safai Karamchari	4900-10680 GP 1650	1	-	1
Total:-			18	-	18

Functions of the organization

1. Judicial
2. Administrative

4(1)(b)(ii) powers and duties of the officer and employees

Civil Judge-cum-JMIC

Civil Judge-cum-JMIC apart from judicial powers is also exercising the powers of Chairman of the Sub-Divisional Legal Services Committee and provide Legal aid to the poor and needy people. Holds Lok Adalats and organize Legal Literacy and awareness camps to create awareness and sensitize general public about their rights, duties and various schemes launched by the government for their benefit and development.

Administrative and Executive business/work of the Civil Judge -cum-JMIC, Kandaghat is distributed amongst the officials as follows:

Superintendent G-II/ Sherishtedar

Overall supervision of the working of staff, to attest the certified copies of judgments/orders/documents under Section 76 of Indian Evidence Act, to make the office report in Civil Causes, Prepare Decree Sheets, exercise powers of Court Office by taking up the cases fixed for service/reply etc., maintain casual leave, earned leave, service record of the officials and to prepare monthly, quarterly, half yearly statements, maintaining library and also keeping confidential record.

Besides above, Superintendent G-II makes arrangement of meetings of legal Aid Committee, Gender Sensitization Committee and also makes arrangement related to the protocol like booking of rooms, deputing officials for the protocol duty etc.

Reader

Maintain Peshi Register, Preparing Cause List, maintain fine register, issue receipts, to deposit fine, to return documents and to assist the Presiding Officer. Enters daily proceedings in CIS.

Steno-Typist

Obtain dictation in orders/judgments etc. Uploads orders/judgments on NJDG.

Steno-Typist-cum-Judgment Writer

Type judgments and other work assigned to him/her.

Naib Nazir-I

Maintains General Cash Book, maintain road and diet money, maintain acquaintance roll/GIS/TA/Medical/Stock/Civil Court Deposit register, prepare all kinds of bills/refund vouchers and all the work pertaining to accounts which is assigned to him from time to time.

Besides above, Naib Nazir-I also maintains cash book and accounts pertaining to Sub-Divisional Legal Services Committee, Kandaghat, maintains the record of PLVs/Retainer Lawyers, makes all kinds of correspondences belonging to legal aid activities, goes in the villages in connection with legal literacy and awareness camps etc. and prepares different statements pertaining to SDLSC, Kandaghat.

Apart from this, Naib Nazir-I also performs Protocol Duty and attends Judicial Dignitaries who visits within the jurisdiction of the Court.

Naib Nazir-II:

Maintains Sheriff's Petty Account, looks after the diary/dispatch work and controls the Process Serving Agency by registering the summons received in the Nazarat Agency and assigning tours to the Process Servers/Bailiff for getting the service of summons/warrants etc. effected. Naib Nazir-II assists Naib Nazir-I in the work pertaining to Sub-Divisional Legal Services Committee in the work pertaining to Sub-Divisional Legal Services Committee and in Protocol Duty also.

Criminal Ahlmad:

The Criminal Ahlmad is the custodian of all the files of Criminal nature i.e. Police Challans, N.I.Act cases, Domestic Violence cases, Excise Act Cases and cases U/s 125, 127 & 128 Cr.P.C. etc. Criminal Ahlmad maintains Register No. 1 for entering all the cases, Register No.2 for IPC cases, Register No. 3 for Acts, Register No.4 for Criminal Misc. Application, Register No. 17 for M.V. Act, Register No. 22 for Bail application, Register No. 21 for FIRs etc. and he also makes compliance of the Court Orders and consigns decided cases pertaining to his seat to the Record Room. E-filing of the Criminal cases in CIS is also done by Criminal Ahlmad.

Civil Ahlmad

Civil Ahlmad is the custodian of all the files of Civil nature i.e. Civil Suits, Rent Cases etc. He maintains register No. 1 for Civil Suits, Register No.

2 for Rent Petitions, Register No. 2 for Arbitration Act, Register No. 3 for H.M. Act etc. and he makes compliance of Court orders and consigns decided cases pertaining to his seat to the Record Room. E-filing of the Civil cases in CIS is also done by Civil Ahlmad.

Copyist

Copyist prepares the copies of judgment/orders, statements in Photostat machine, working as copying agent and receive applications for copies.

Process Server

Process Server effects the service of summons/notices issued to the parties and witnesses.

Peon

Peon neats and cleans the tables and chairs in the office and do distributes the office Dak.

Orderly

Orderly calls the cases and do other work assigned to him by the Presiding Officer.

Chowkidar

Chowkidar's duty starts from 4:45 PM to 9:45 AM and during this period he used to watch the Court building/complex.

(iii) The procedure followed in the decision making process including channels of supervision and accountability:-

As enumerated in response to Section 4(1)(1)(b)(ii) above.

(iv) The norms set by it for the discharge of its functions:-

This office follows the directions of Hon'ble High Court contained in circular and directions issued from time to time by the Ld. District & Sessions Judge, Solan and Hon'ble High Court, Volume-I of Circular order of the Hon'ble High Court of H.P. came to be complied in September, 1991 w.e.f. 1972 and mid July, 1991 Volume-II of such Circular orders of the High Court of Himachal Pradesh came to be complied in April, 2002 w.e.f. Mid July, 1991 to March, 2002.

(v) The rules, regulations, instruction manuals and records, held by it or under its control or used by its employees for discharging its functions:-

So far as the rules, regulations, instruction manuals are concerned this office follows the instructions of Hon'ble High Court of H.P. issued vide Circulars from time to time and instructions issued by the Ld. District & Sessions Court, Solan from time to time. The record of rules, regulations and instruction are kept/maintained by the Superintendent G-II.

(vi) Statement of the categories of documents that are held by it or under its control:-

As enumerated in response to Section 4(1)(b)(ii) above.

As the officials are maintaining statements regarding their duties/seats as per the instructions of Hon'ble High Court from time to time.

(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 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 bodies, are open to the public or the minutes of such meetings are accessible for public:-

Not applicable.

(ix) A directory of its officers and employees:-

1. Civil Judge
2. Superintendent G-II/ Sherishtedar
3. Reader (Senior Assistant)
4. Record Keeper (Senior Assistant)
5. Steno-Typist
6. Steno-Typist-cum-Judgment Writer
7. Naib Nazir-I (Junior Assistant)
8. Criminal Ahlmad (Junior Assistant)
9. Copyist (Junior Assistant)
10. Civil Ahlmad
11. Naib Nazir-II
12. Process Servers(4)

13. Peon
14. Orderly
15. Chowkidar
16. Safai Karamchari

(x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:-

Name & Designation	Pay Scale	Basic Pay	Total Salary
One Post of Civil Judge, Kandaghat			
Sh. Nishant Verma, Civil Judge-cum-JMIC	33090 - 45850	34010	100648
One Post of Superintendent GII/Sherishtedar			
Sh. Rama Nand Sharma, Superintendent G-II/ Sherishtedar	10300-34800 GP 4800	21700	60208
Two Posts of Senior Assistants			
Sh. Om Parkash Kanwar, Reader	10300-34800 GP 4400	21410	59413
Smt. Rama Thakur, Record Keeper	10300-34800 GP 4400	19000	52760
One Post of Junior Assistants			
Sh. Umesh Verma, Naib Nazir-I	10300-34800 GP 3600	17630	49006
One Post of Steno Typist			
Smt. Veena Devi, Steno-Typist	10300-34800 GP 3200	16630	42079
One Post of Steno Typist-cum-Judgment Writer			
Ms. Preeti Ray, Steno-Typist-cum- Judgment Writer	10300-34800 GP 3200	13910	38813
Four Posts of Clerks			
Sh. Mohan Lal, Criminal Ahlmad	10300-34800 GP 3200	15590	40198
Smt. Pratibha Thakur, Civil Ahlmad	10300-34800 GP 3200	14330	36998
Sh. Naresh Kumar, Naib Nazir-II	10300-34800 GP 3200	13500	37540
Vacant Post	5910-20200 GP 1900	0	0
Four Posts of Process Servers (Class-IV)			
Sh. Manohar Lal, Process Server	5910-20200 GP 1900	9930	28018

Sh. Yash Pal, Process Server	5910-20200 GP 1900	9930	28018
Sh. Joginder Chauhan, Process Server	4900-10680 GP 1650	10430	29438
Vacant Post	4900-10680 GP 1650	0	0
Three Posts of Class-IV			
Sh. Mohinder Singh, Chowkidar	4900-10680 GP 1650	10420	29311
Sh. Dalip Kumar, Peon	4900-10680 GP 1650	7580	21329
Sh. Tilak Raj, Orderly	4900-10680 GP 1650	7360	20727
One post of Safai Karamchari			
Sh. Rajinder Kumar, Safai Karamchari	5910-20200 GP 1900	14240	39727

(xi) The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made:-

Not applicable, as budget is allocated by the Hon'ble High Court of H.P.

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-

Not applicable.

(xiii) Particulars of receipts of concessions, permits or authorization granted by it:-

Not applicable.

(xiv) Detail report of the information available to or held by it, reduced in an electronic form:-

All the information with regard to the Cases of the Court is uploaded on NJDG and as such, same can be viewed from anywhere.

(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:-

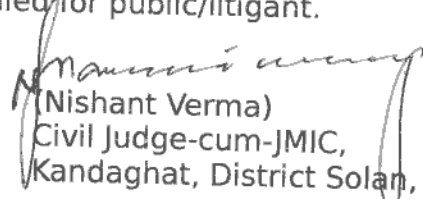
There is a library, which is only meant for Court use.

(xvi) The names, designations and other particulars of the Public Information Officers:-

The Hon'ble High Court vide Notification No. HHC/Estt.7(35)/2005-dated 12.07.2006 pleased to designate the Civil Judge-cum-JMIC as "State Assistant Public Information Officer".

(xvii) Such other information as may be prescribed:-

Court has been computerized for the purpose of all the Judicial Work and every information with regard to the cases is made available on the web site of National Judicial Data Grid (NJDG), as the day-to-day judicial work is uploaded on the NJDG. KIOSK has also been installed for public/litigant.


(Nishant Verma)
Civil Judge-cum-JMIC,
Kandaghat, District Solan, H.P.