

**MANUAL
OF
DISTRICT COURT
UTTARKASHI
UNDER SECTION
4(1)(b) OF RIGHT
TO INFORMATION
ACT, 2005**

SECTION 4(1)(B)(I) THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES:

Name of Office: District & Sessions Court, Uttarkashi. The District Judiciary is part of the subordinate judiciary of the State of Uttarakhand and functions under the administrative control/superintendence of the Uttarakhand High Court, subject to the Constitution, applicable statutes, rules and judicial orders.

Administrative head: District & Sessions Judge, Uttarkashi. Shri Gurubaksh Singh is currently posted as District & Sessions Judge, Uttarkashi vide Uttarakhand High Court's Notification No. 10/UHC/Admin.A/2023 dated 06.01.2023.

Vision: (1) **Uphold Rule of Law:** To strive to uphold the rule of law and ensure that equality before the law is a living reality for every citizen. (2) **Public Trust:** To continuously enhance public trust and confidence in the judicial administration by maintaining absolute neutrality, independence, and integrity.

Mission: (1) **Grassroots Access:** To serve as the most accessible tier of the justice system, resolving civil and criminal disputes fairly and timely for local communities. (2) **Improved Delivery:** To move beyond routine adjudication toward actively delivering improved, humane, and socially conscious justice. (3) **Modernization:** To adopt digital tools and case management systems that make court processes efficient and litigant-friendly.

Main Objectives: (1) **Dispute Resolution:** To impartially hear and resolve legal conflicts to guarantee individual liberty and maintain social order. (2) **Accessibility and Affordability:** To make the justice delivery system cost-effective, transparent, and physically/digitally

accessible to all litigants. (3) **Institutional Independence:** To function as an independent pillar of democracy at the district level, safeguarding constitutional rights without external pressure. (4) **Efficiency:** To streamline case scheduling, minimize pendency, and foster coordination among judicial officers, staff, and legal aid institutions.

Function and Duties: Adjudication of civil and criminal matters within jurisdiction; exercise of appellate/revisional and other statutory jurisdiction; trial of Sessions cases by competent courts; disposal of civil suits, criminal cases, executions, appeals and miscellaneous matters; judicial supervision and administration of subordinate courts; maintenance and preservation of judicial records; certified-copy and record-room services; execution of administrative, financial and establishment functions entrusted by the Uttarakhand High Court and applicable rules; implementation of e-Courts and citizen-facing digital services; and provision of information under the RTI Act subject to the Act and Uttarakhand High Court RTI Rules.

SECTION 4 (1) (B) (II) THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

Principal powers and duties: District & Sessions Judge Head of the Judgeship. Exercises judicial powers assigned by law as District Judge/Sessions Judge; distributes and entrusts judicial work according to jurisdiction; supervises the functioning of subordinate courts; exercises administrative and establishment powers vested by the Uttarakhand High Court; conducts/causes inspections and meetings; oversees record, finance, infrastructure and court administration.

Special Judge/designated court Exercises special jurisdiction under the statute/notification creating the court, e.g. POCSO, SC/ST (Prevention of Atrocities), NDPS Act or other special enactments, as applicable.

Civil Judge (Senior Division) / CJM Exercises civil and criminal jurisdiction assigned by law/notification; CJM exercises criminal administrative jurisdiction and statutory powers; Civil Judge (Senior Division) / CJM handles matters assigned by the District & Sessions Judge and High Court.

Civil Judge (Jr. Div.) & Judicial Magistrate Tries civil and criminal matters within the jurisdiction and pecuniary/territorial/statutory competence of the court; passes orders and performs other statutory judicial duties.

Reader / Ahlmad / Senior Munsarim and ministerial court staff Assist the Presiding Officer; maintain court files/registers; prepare cause-list related material; process orders, summons, warrants, bail and other directions; preserve judicial files and perform duties assigned under applicable rules. Record Keeper / Record Room staff Receive decided records, make prescribed entries, arrange and preserve records, issue records when requisitioned by competent authority, and undertake record-related work according to retention/ destruction rules. Copying Agency staff Receive certified-copy applications, process them according to applicable copying rules, prepare/issue certified copies and maintain copying registers. Nazir / Treasury & establishment staff Handle salaries, bills, cash, court deposits, stationery, payments and other financial/ administrative work as prescribed; maintain registers and submit accounts to competent authorities. Process Serving Agency / Process Server Receive processes for service, effect

service in accordance with law/rules, return reports and maintain relevant process records. System Officer / e-Courts technical staff Support CIS/e-Courts applications, digitisation, scanning, e-filing, e-TrueCopy, video-conferencing, network/server and other authorised ICT activities; perform technical duties under directions of the competent judicial/administrative authority.

No post in this manual is intended to confer a power beyond the law, notification or delegation applicable on the date of action.

SECTION 4 (1) (B) (III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;

The cases are decided as per the provisions of Law. The administrative decisions are taken by the District Judge, as per provision of General Rules (Civil) or General Rules (Criminal), High Court Circular order, High Court Notification and General Letters issued by the Hon'ble High Court and other related G.O's and Notification issued by the Government.

SECTION 4 (1) (B) (IV) THE NORMS SET FOR THE DISCHARGE OF THE FUNCTIONS OF THE DISTRICT COURT, UTTARKASHI (UTTARAKHAND):

General Rules (Civil); General Rules (Criminal); Hon'ble High Court Circular Orders; Laws and Judgments/Rulings of Hon'ble Supreme Court of India and Hon'ble High Court of Uttarakhand.

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;

- (1) All the laws are applicable.

- (2) General Rules (Civil) and General Rules (Criminal).
- (3) Circular Letters and Notifications of Hon'ble High Court.

SECTION 4 (1) (B) (VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

- (1) Judicial Record.
- (2) Administrative Record.

SECTION 4 (1) (B) (VII) THE PARTICULARS OF ANY ARRANGEMENTS 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

SECTION 4 (1) (B) (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 BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:

There is no Board, Councils and other Bodies for the Purpose of its advice pertaining to this organization. The decisions are taken by the District Judge.

SECTION 4 (1) (B) (IX) DIRECTORY OF OFFICERS AND EMPLOYEES:

e-mail : dj-utt-ua@nic.in

Website : www.uttarkashi.dcourts.gov.in

(a) Judicial Officers :

Sri. Gurubaksh Singh, District Judge, Uttarkashi	9456597004
Sri. Abhay Singh, Chief Judicial Magistrate, Uttarkashi	9412079538
Smt. Jayshree Rana, Civil Judge (Sr. Div.) Uttarkashi	9456596102
Smt. Shalini Dadar, Civil Judge (Jr. Div.) Uttarkashi (under suspension)	9412088563
Smt. Karishma Dangwal, Judicial Magistrate, Uttarkashi	9456504181
Sri. Vivek Sharma, Civil Judge (Jr. Div.) Purola	9536001875
Sri. Yogeesh Gupta, Civil Judge (Jr. Div.) Barkot	8882158185

(b) Group-C Employees:

Court of District & Sessions Judge, Uttarkashi

Sri. Vishan Singh, Chief Reader	7455891711
Smt. Deepika Jaguri, Senior Personal Assistant	9012471066
Sri. Vinod Kumar, Sessions clerk	9760571237
Sri. Sanjay Singh, Appeal Clerk	9760143448
Sri. Sudesh Ghildiyal, Clerk attached to Family Court	7983880618

Court of Chief Judicial Magistrate, Uttarkashi

Sri. Deepak Thapliyal, Senior Personal Assistant	9675181626
Sri. Anoop, Court Reader	9758274116
Sri. Ashish Bhatt, Ahlmad	8755354900

Court of Civil Judge (Sr. Div.), Uttarkashi

Sri. Vinod Singh Negi, Court Reader	8126375265
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Court of Judicial Magistrate, Uttarkashi

Sri. Rahul Rai, Court Reader	7895731791
Smt. Deepika Jayara, Clerk	7017736091

Court of Civil Judge (Jr. Div.), Uttarkashi

Sri. Partap Singh Chauhan, Court Reader	8532986311
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Court of Civil Judge (Jr. Div.), Purola

Sri. Jagdeesh Rana, Munsarim cum Reader	7830792760
Sri. Dheer Singh, Senior Personal Assistant	9410786570
Sri. Anit Prakash Nautiyal, Clerk	9557612298

Court of Civil Judge (Jr. Div.), Barkot

Sri. Anoj Singh, Court Reader	8126693279
Smt. Varsha Rawat, Clerk	9760723553

Sections (Admin/Nazarat/Computer/Copying)

Sri. Gajendra Singh Negi, CAO	9997708337
Sri. Ashish Painuly, Central Nazir	9897976652
Sri. Diwakar Chauhan, Deputy Nazir	8171248777
Sri. Saurav, System Officer	9627774907
Sri. Ankush, Copyist	8755599912

SECTION 4 (1) (b) (x) MONTHLY REMUNERATION RECEIVED BY THE JUDGES AND STAFF IN THE DISTRICT COURT ESTABLISHMENT IN THE YEAR 2026.

(As on 31.03.2026)

(A) JUDGES

S. No	Name	Designation	Pay Scale/Pay Level	Basic Pay	Gross Pay
1	Mr. Gurubaksh Singh	District Judge, Uttarkashi	Level J5 (144840-194660)	194660	376647
2	Mr. Abhay Singh	C.J.M. Uttarkashi	Level-J3 (111000-163030)	132540	239413
3	Mrs. Jayshree Rana	Civil Judge (Sr. Div.) Uttarkashi	Level-J3 (111000-163030)	121290	234138
4	Smt. Shalini Dadar	Civil Judge (Jr. Div.) Uttarkashi (Under Suspension)	Level-J2 (92960-136520)	50790	80248
5	Ms. Karishma Dangwal	J.M. Uttarkashi	Level-J1 (77840-136520)	95750	189785
6	Mr. Vivek Sharma	Civil Judge (Jr. Div.) Purohita	Level-J1 (77840-136520)	92960	200300
7	Mr. Yogeesha Gupta	Civil Judge (Jr. Div.) Barkot	Level-J1 (77840-136520)	80180	180108

(B) CLERICAL CADRE

Sl.	Name	Designation	Pay Level & Matrix	Basic Pay	Total Emoluments
1	Mr. Bishan Singh	CAO	Level-10 (56100-177500)	63100	107218
2	Mr. Gajendra Singh Negi	CAO	Level-10 (56100-177500)	56100	90498
3	Mr. Ashish Painuly	SAO	Level-8 (47600-151100)	52000	88920
4	Mr. Rahul Rai	AO	Level-7 (44900-142400)	47600	81048
5	Mr. Jagdeesh Rana	AO	Level-7 (44900-142400)	47600	79628
6	Mr. Vinod Kumar	AO	Level-7 (44900-142400)	44900	72302
7	Mr. Vinod Negi	Head Assistant	Level-6 (35400-112400)	37600	64318
8	Mr. Sanjay Singh	Head Assistant	Level-6 (35400-112400)	37600	64318

Sl.	Name	Designation	Pay Level & Matrix	Basic Pay	Total Emoluments
9	Mr. Anoop Singh	Senior Assistant	Level-5 (29200-92300)	30100	52308
10	Mrs. Varsha Rawat	Senior Assistant	Level-5 (29200-92300)	30100	50988
11	Mrs. Deepika Jayara	Senior Assistant	Level-5 (29200-92300)	30100	52308
12	Mr Anoj Singh	Senior Assistant	Level-5 (29200-92300)	39900	66412
13	Mr. Diwakar Chauhan	Senior Assistant	Level-5 (29200-92300)	29200	50886
14	Mr. Pratap Singh Chauhan	Senior Assistant	Level-5 (29200-92300)	31100	53138
15	Mr. Sudesh Ghildiyal	Junior Assistant	Level-3 (21700-69100)	22400	39392
16	Mr. Ashish Bhatt	Junior Assistant	Level-3 (21700-69100)	25200	43116
17	Mr. Anit Prakash Nautiyal	Junior Assistant	Level-3 (21700-69100)	25200	41916
18	Mr. Ankush	Junior Assistant	Level-3 (21700-69100)	22400	38192

(C) STENOGRAPHER CADRE

S. No.	Name	Designation	Pay Level & Matrix	Basic Pay	Gross Pay
1	Mrs. Deepika Jaguri	Senior Personal Assistant	Level-6 (35400-112400)	38700	62786
2	Mr. Dheer Singh	Senior Personal Assistant	Level-6 (35400-112400)	38700	64786
3	Mr. Deepak Thapliyal	Senior Personal Assistant	Level-6 (35400-112400)	38700	66066

(D) DRIVER CADRE

S. No.	Name	Designation	Pay Level & Matrix	Basic Pay	Gross Pay
1	Mr. Vijay Prakash Dobhal	Staff Car Driver	Level-7 (44900-142400)	46200	74236
2	Mr. Amendra Singh Bisht	Staff Car Driver	Level-7 (44900-142400)	44900	72182

(E) GROUP-D CADRE

S. No.	Name	Designation	Pay Level & Matrix	Basic Pay	Gross Pay
1	Mr. Laxmi Prasad Semwal	Waterman	Level-5 (29200-92300)	42800	71764
2	Mr. Jugal Kishor	Daftari	Level-5 (29200-92300)	42800	72964
3	Mr. Satyendra Singh Rawat	Orderly	Level-5 (29200-92300)	42800	68814
4	Mrs. Manju Nautiyal	Peon	Level-4 (25500-81100)	34300	55484
5	Mr. Rajendra Lal	Chowkidar	Level-4 (25500-81100)	37500	60440
6	Mr. Jagdish Singh Rawat	Orderly	Level-4 (25500-81100)	36400	59142
7	Mr. Sunil Singh	Peon	Level-1 (18000-56900)	21500	38460
8	Mrs. Kalpana Bisht	Orderly	Level-1 (18000-56900)	21500	37560
9	Mrs. Shashi	Peon	Level-1 (18000-56900)	21500	38460
10	Mrs. Saraswati	Orderly	Level-1 (18000-56900)	21500	37260
11	Mr. Arun Chauhan	Orderly	Level-1 (18000-56900)	20900	37512
12	Mr. Sandeep Nirala	Chowkidar	Level-1 (18000-56900)	20300	35444
13	Mrs. Poonam	Sweeper	Level-3 (21700-69100)	32000	53950

SECTION 4(1)(b)(xi) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE; DISBURSEMENTS MADE;

Statement showing total budget received in this Judgeship, allocated by the Hon'ble High Court under grant no. 04, head of account 2014-Administration of Justice-105-Civil & Session Court-03-District & Sessions Judge for the financial year 2025-2026

Sl. No	No. & Name of Head	Budget received	Budget utilized	Budget surrendered/ Balance
1	01-Pay	Global Budget	35246848	0
2	02-Wages	186039	186039	0
3	04-Travelling Expenses	491366	491366	0
4	06-O.A.	Global Budget	12000	0
5	08-Remuneration	4111215	4111215	0
6	11-Admissibility Expenses	700557	700557	0
7	20-Stationery & Printing	129755	129755	0
8	21-Office Furniture & Equipment	70000	70000	0
9	22-Office Expenses	468931	468931	0
10	24-Advertisement & Publication	8757	8757	0
11	25-Utility Bill Payment	Global Budget	3576698	0
12	26-Computer Hardware, Software & Peripheral Purchase/Maintenance	471045	471045	0
13	27-Payment for Professional & Spl. Services	10800	10800	0
14	28-Purchase of Official Vehicle	1811403	1811403	0
15	29-Operation of Vehicle, Maint. & Purchase of Fuel	177651	177651	0
16	30-Hospitality Expenses	25440	25440	0
17	40-Machines, Equipment & Accessories	98475	98475	0
18	52-Minor Construction Work	2449000	2449000	0

Statement showing total budget received in this Judgeship, allocated by the Hon'ble High Court under grant no. 04, head of account 2014-Administration of Justice-108-Criminal Court-03-Regular Establishment for the financial year 2025-2026

Sl. No	No. & Name of Head	Budget received	Budget utilized	Budget surrendered/ Balance
1	01-Pay	Global Budget	10135122	0
2	04-Travelling Expenses	136780	136780	0
3	06-O.A.	Global Budget	12000	0
4	11-Admissibility Expenses	235227	235227	0
5	20-Stationery & Printing	94740	94740	0
6	25-Utility Bill Payment	Global Budget	14601	0
7	26-Computer Hardware, Software & Peripheral Purchase/Maintenance	10147	10147	0
8	29-Operation of Vehicle, Maint. & Purchase of Fuel	126003	126003	0
9	68-Insurance Policy & Premium	9731	9731	0

SECTION 4 (1) (B) (XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

NOT APPLICABLE

SECTION 4(1)(B)(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:

NOT APPLICABLE

SECTION 4(1)(B)(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN ELECTRONIC FORM:

(1) Judgments, Cause lists and information of Hon'ble Judges accessible worldwide for litigant public at website:

www.uttarkashi.dcourts.gov.in

(2) Copy of any order passed by District Court can be obtained through the following link <https://etruecopy.uk.gov.in> Such copy of order may be submitted before any Court as True Copy.

SECTION 4(1)(B)(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:

(1) The litigant public can visit the website of the District Court at www.uttarkashi.dcourts.gov.in

(2) A touch screen information KIOSK has been set up at the District Court by which the litigant public may know the status of their cases.

(3) An E-Sewa Kendra has been set up at the District Court and its outlying Courts by which the litigant public may know the status of their cases.

SECTION 4(1)(B)(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;

Ms. Karishma Dangwal, Appellate Authority, under Section 19(1) of the Right to Information Act, 2005, Judicial Magistrate, Uttarkashi, Mob. 8958469687 & 9456504181, email: dj-utt-ua@nic.in

Mr. Gajendra Singh Negi, Public Information Officer, under Section 5(1) of the Right to Information Act, 2005, Chief Administrative Officer, District Court Uttarkashi, Mob. 9997708337, email: dj-utt-ua@nic.in

SECTION 4(1)(B)(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;

NIL.