

# **DISTRICT AND SESSIONS**

## **COURTS, BARNALA**

*(Information on 17 manuals under Section 4(1)(b) of  
the Right to Information Act, 2005)*

**Updated as on 31.01.2023**

## INDEX

<i>Sr. No.</i>	<i>Contents of Manuals</i>	<i>Pages</i>
1.	<b>Manual No.1:-</b> Particulars of Organization, Functions and Duties	4 to 5
2.	<b>Manual No.2:-</b> Powers and Duties of Officers and Employees	6 to 10
3.	<b>Manual No.3:-</b> Procedure followed in the Decision Making Process, including channels of supervision and accountability	11
4.	<b>Manual No.4:-</b> Norms set by it for the discharge of its functions	12 to 13
5.	<b>Manual No.5:-</b> Rules, Regulations, Instructions, Manuals and Records for discharging functions.	14 to 15
6.	<b>Manual No.6:-</b> A statement of the categories of documents that are held by it or under its control.	16
7.	<b>Manual No.7:-</b> Particulars of any arrangement that exists consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.	17
8.	<b>Manual No.8:-</b> Procedure followed in the decision making process.	18
9.	<b>Manual No.9:-</b> Directory of officers and employees.	19
10.	<b>Manual No.10:-</b> Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	20
11.	<b>Manual No.11:-</b> The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	21
12.	<b>Manual No.12:-</b> The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programs.	22
13.	<b>Manual No.13:-</b> Particulars of recipients of concessions, permits or authorizations granted by it.	23
14.	<b>Manual No.14:-</b> Details in respect of the information available in an electronic form.	24

<i>Sr. No.</i>	<i>Contents of Manuals</i>	<i>Pages</i>
15.	<b>Manual No.15:-</b> Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	25
16.	<b>Manual No.16:-</b> Name, designations and other particulars of the Public Information Officers.	26
17.	<b>Manual No.17:-</b> Other useful information.	27

## Manual 1

### **Publication of information regarding items specified by Rule 4(I) b(i) of the Right to Information Act, 2005**

#### **Particulars of Organization, Functions and Duties**

There are only two Sub-Divisions i.e. Tapa and Mehal Kalan falls in District Barnala and till date no Judicial Court has been established there. At Present the Judicial Courts functioning in this Sessions Division, are as under :-

#### **Barnala:-**

- 1 District and Sessions Judge.
- 2 Additional District And Sessions Judges
- 3 Principal Judge, Family Court.
- 4 Civil Judge (Sr. Division).
- 5 Chief Judicial Magistrate.
- 4 Additional Civil Judge(Sr. Division).
- 5 Five Civil Judges Junior Division/ Judicial Magistrates Ist Class
- 6 Secretary, District Legal Services Authority.

As regards the Ministerial Staff Superintendent, Reader Grade-I, Reader Grade-II, Reader Grade-III, Stenographer Grade-I, Stenographer Grade-II, Stenographer Grade-III, Senior Assistants, Clerks, Baillifs and Drivers as well as Class IV employees Daftri, Usher, Record Lifter, Orderly, Peons, Additional Peons, Process Server etc. are supporting staff of the aforesaid officers.

The original Jurisdiction of the District and Sessions Judge is to try Criminal cases triable by the Sessions Courts. Apart from this, Motor Accident Claim cases, prevention of Corruption cases, Arbitration Act cases, Anticipatory bail application etc. cases are triable by the Ld. District and Sessions Judge, Barnala. The appellant jurisdiction is all the judgments passed by the Civil judge Senior Division/ Civil Judge Junior Division and Chief Judicial Magistrate, Additional Chief Judicial Magistrate and Judicial Magistrate 1<sup>st</sup> class are also heard as an Appellant authority. Revisions are also heard by the District and Sessions Judge. All the Sessions cases and Appeals which are committed/filed to the court of Sessions are entrusted by the Ld. District and Sessions Judge. Local Commissioners are also appointed by the Ld. District and Sessions Judge. In the Civil and Criminal cases first appeal can be filed within one month and second appeal can be filed within ninety days and first rent appeal can be made within fourteen days from the date of supply of copy. On the administration side the District and Sessions Judge is competent to appoint the Class III (on Adhoc Basis as per directions of the Hon'ble High Court) and Class IV employees; Postings and transfers of class III and IV employees; To impose the penalties as prescribed under

rules; To grant the annual grade increments; Proficiency Step Up and other benefits i.e. TA bills, Medical bills, LTC bills of all the class III and IV employees and Judicial officers; To sanction the casual leave upto 4 days to the Judicial Officers and to sanction the casual leave and earned leave, medical leave, paternity leave, maternity leave to all the class III and IV employees. The District and Sessions Judge is also drawing and disbursing officer of all Superior Judicial Officers, Class III and Class IV employees who are working in the Sessions Courts/Offices. The inspection of the Judicial Courts is also made by the Ld. District and Sessions Judge and quarterly inspection of his/her own Court. The District and Sessions Judge can also make surprise visit of any Court/Office in the Sessions Division. The monthly Jail inspection is also made by the District and Sessions Judge. The District and Sessions Judge also allows the service of the Judicial Officers to appear in any other Court and also makes the recommendation of the names of the Oath Commissioner quarterly whose applications are received from the advocates to the Hon'ble High Court and also recommends the name for Court Auctioneer. The monthly meeting of Judicial Officer is also held by him. Apart from this, he/she also holds the District Vigilance committee meetings. The District and Sessions Judge also calls the meeting as Chairman of District Legal Services Authority. He/She is also Chairman of District Criminal and Supervisory Committee. The District & Sessions Judge is also the Appellate Authority under the RTI Act.

## Manual 2

### **Publication of information regarding items specified in Rules4(1)b(ii) of the Right to Information Act, 2005.**

#### **(Powers and duties and Officers and Employees)**

#### **Name of office :- District and Sessions Judge, Barnala**

<b>District &amp; Sessions Judge</b>	<p>The District &amp; Sessions Judge is Head of the Office. He/She has been assigned powers/duties as District Judge in Civil Matters and as Sessions Judge in Criminal Matters. He/She can transfer any civil case from any Court to another Court having competent jurisdiction in the District, as Sessions Judge in criminal cases. He/She can transfer any criminal case (other than 302 IPC in which charge has been framed) from, one Court to another Court having competent jurisdiction in the district, in the interest of administration of justice. He/She has also power of entrustment of newly instituted cases to the Addl. District &amp; Sessions Judges of this Sessions Division according to their respective competency. He/She supervise the Judicial work in the district. Monthly meetings of Judicial Officers are convened by the Ld. District and Sessions Judge. On administration side, all the class III &amp; IV employees are under his/her control in the district. He/She is competent to issue the appointment letters, transfer orders, dismissal orders, Of Employees inthe district. He/She is also Drawing and Disbursing Officer. He/She is Chairman of different Committees such as District Legal Services Committee, District Litigation &amp; Criminal Supervisory Committee. He/She is member of the House Allotment Committee(Upper and Lower). He/She makes annual inspection of Judicial Courts in the District and quarterly inspection of his/her own court.</p>
<b>Additional District &amp; Sessions Judge</b>	<p>In the absence of Ld. District and Sessions Judge, Additional District &amp; Sessions Judge-I, may exercise administrative powers judiciously in the same manner as are supposed to be exercised by the District &amp; Sessions Judge, under the intimation to the Hon'ble Administrative Judge. The Court of Additional District &amp; Sessions Judge is having powers to deal with the cases of NDPS act, cases of prevention of corruption (as Special Judge), SC/ST Act, National Investigation Agency Act, Sexual Offences Act, 2012 etc. He/She makes quarterly inspection of his/her own court. To distribute the Judicial Work, Ld. District &amp; Sessions Judge can assign any judicial work to him in which he is competent to try the cases. He/She can sanction upto four days casual leave to the employees working in his/her Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.</p>
<b>Principal Judge, Family Court</b>	<p>In the absence of Ld. District and Sessions Judge, and Addl. District &amp; Sessions Judge exercise administrative powers</p>

	<p>judiciously in the same manner as are supposed to be exercised by the District &amp; Sessions Judge, under the intimation to the Hon'ble Administrative Judge. Family Court is the exclusive Court deals with the cases of Family Matters.</p>
<p><b>Civil Judge (Senior Division)</b></p>	<p>He/She has been assigned powers/duties as Civil Judge (Sr. Divn.) in Civil Matters and as Addl. Chief Judicial Magistrate in Criminal Matters. All the cases which are instituted to the court of Civil Judge (Sr. Division) are entrusted by the Civil Judge (Sr. Division) to the Civil Judges posted at local head quarter. He is the incharge of the Lower Courts. He/She is also a drawing and disbursing officer of Lower Courts. C.O.C. Office, Nazir Branch, Process Serving Agency, Judicial Record Room and Copying Agency of Subordinate Courts are working under his/her control. He makes quarterly inspection of his/her own court. He/She can sanction upto four days casual leave to the employees working in his/her Court. He/She has also powers to dealt with the cases of Guardian Act entrusted by the Ld. District &amp; Sessions Judge, Barnala and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.</p>
<p><b>Chief Judicial Magistrate</b></p>	<p>He/She has been assigned powers/duties as Chief Judicial Magistrate in hearing of cases of National Investigation Agency Act, 2008 (Central Act No. 34 of 2008) and all Criminal matters and as Addl. Civil Judge (Sr. Division) in Civil matters. He/She has the power to allocate the Police Stations of the district to the Judicial Magistrates with the consultation of Ld. District &amp; Sessions Judge. Judicial Malkhana is also working under his/her control. He/She makes quarterly inspection of his/her own court. He/She can sanction upto four days casual leave to the employees working in his/her Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.</p>
<p><b>Secretary District Legal Services Authority</b></p>	<p>The District Legal Services Authority has been constituted under the Legal Service Authority Act, 1987 to provide free Legal Services to the weaker sections of the society and to organize Lok Adalat for amicable settlement of disputes. Secretary has been appointed to perform such duties under the Chairman as may be assigned to him by Chairman. The duties of Secretary District Legal Services Authority is to render services in providing free legal aid and advice specially to the poor, down trodden, women, Scheduled Castes and Scheduled Tribes, handicapped, Child labour/Industrial Workers, victims of trafficking in human being or beggar, a person under circumstances of undeserved want, in custody/custody in protective home or in a juvenile home or in a psychiatric hospital or nursing home. He/She holds programmes to promote the legal awareness amongst women and children by reason of their physical and mental immaturity, safeguard and care including appropriate legal protection. He/She also perform other functions such as:-</p>

(I) Organizing the legal literacy programmes so that the people may be made aware of their legal rights and the process by which they have access to justice.

(II) to provide free legal assistance.

(III) to organize Lok Adalats for amicable settlement of disputes both pending before the Courts and also for settlement of disputes (other pre-court litigation) before the parties go to court so that there may be harmony and peace among the people with whom there is conflict of interest and the pressure on the courts on account of overburdening of litigation is reduced. He/She also holds Jail Lok Adalat/Camp Court for disposal of petty offence cases of the under trials.

<b>Additional Civil Judge (Senior Division)</b>	He/She has been assigned powers/duties as Addl. Civil Judge (Sr. Division) in Civil matters and Judicial Magistrate Ist Class in criminal cases. He/She makes quarterly inspection of his/her own court. He/She can sanction upto four days casual leave to the employees working in his/her Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.
<b>Civil Judge (Jr.Division)</b>	He/She has been assigned powers/duties as Civil Judge (Jr. Division) in Civil matters and Judicial Magistrate Ist Class in criminal cases. He/She makes quarterly inspection of his/her own court. He/She can sanction upto four days casual leave to the employees working in his/her Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.
<b>Superintendent</b>	The post of superintendent is provided in the office of Ld. District & Sessions Judge, Barnala. He/She supervises all the branches in the District & Sessions Court, Barnala. He/She is appointed by the Hon'ble High Court to assist the Ld. District & Sessions Judge in administrative work. He/She supervises all the correspondence made with the Hon'ble High Court and other offices. He/She is the incharge of Copying Agency of District & Sessions Court, Barnala. The telephone of this office/ Court and Fax machine are provided in his/her office. He/She is also Public Information Officer under the Right to Information Act.
<b>English Clerk</b>	English Clerk is the incharge of English Office of the Ld. District & Sessions Judge, Barnala. All the matters relating to establishment i.e. Receipt, dispatch, Salary bills, medical bills, T.A. Bills, LTC bills, Annual Grade increment, Proficiency Step UP, Oath Commissioner, Notary Public, Audit matters, Construction matters, GPF and GIS work, complaints, inquiry matters and other policy matters are dealt with by him.



<b>Clerk of Court</b>	Clerk of Court is working under the control of Civil Judge (Sr.Division), Barnala. He/She receives the Civil Suits presented by the Advocates and put up the same before the Civil Judge (Sr.Division), Barnala, for entrustment. He/She also prepare the Pay Bills, TA bills, Medical Bills, LTC bills of the establishment under the control of The Civil Judge (Sr. Division) and also deals the correspondence, made by the Higher Authorities and with other courts. He/She also attest the affidavits made by the Process Servers on the summons. He/She maintains the service books of all Class-III and IV employees under the control of Civil Judge (Sr. Divison), Barnala and ACRs of Process Serving Agency. He/She also consolidate the Civil statements received from the different courts and also Annual Statements and quarterly statements. He/She is also Public Information Officer under the Right to Information Act.
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<b>Reader</b>	He/She assists the Presiding Officer of the Court. He/She puts up the files before the Presiding Officer on the date fixed and also prepares the Daily Cause List for the same. He/She receives fine imposed upon the accused by the Presiding Officer and issue receipts for the same. He/She maintains the Peshi Register, Fine Register, Bail Applications Register, Library Register, Disposal Register, Stock Register, Sapurdari Register and other registers and records of the court. The Reader of District & Sessions Judge, is also Assistant Public Information Officer.
<b>Judgment Writer/ Stenographer</b>	To receive the dictation regarding Judgments, orders and other Judicial Work from Presiding Officers and types the same. He/She also delivers the copies of Judgments to the accused free of cost in which he is convicted.
<b>Library Assistant</b>	He/She is the incharge of Central Library in the District & Sessions Court, Barnala and maintains the law books which are lying in the Central Library. He/She issues the law books which are required in the functioning of courts as and when demanded by the Judicial Officer.
<b>Statement Clerk</b>	He/she deals with preparation of statements including compilation/consolidation of pendency/disposal of monthly /quarterly/half yearly/annual-Civil and Criminal statements and ensuring their correspondence and timely submission. He also deals with correspondence entertaining the the statements of different kinds as per the directions of the Hon'ble High Court.
<b>Receipt and Dispatch Clerk</b>	He/she receives correspondence, makes entries in the Receipt Register, appending receipt stamp ad assigning number and hand overs the same to the English clerk in the office of The District and Sessions Judge.
<b>Ahlmad/Addl. Ahlmad</b>	He/She is the custodian of judicial files of the court in which he/She is posted. He issues the summons, warrants, bail orders stay orders and other orders as passed by his/her Presiding Officer. He/She maintains the Civil Suit Register, HM Act cases Register, Misc. Cases Register, Execution Register, Rent

	cases Register, Pauper application Register, Guardian and Succession Act Cases in Civil Matters and in criminal matters he maintains the IPC Register, Cr.P.C Cases Register, Act cases Register, FIR Register, Cancellation Report Register, Summary Register, Affidavit Attestation Register. File Inspection Register and register regarding Direction Cases. He/She is also Assistant Public Information Officer under Right to Information Act.
<b>Record Keeper</b>	Record Keeper is the incharge of Record Room. He/She receives the files which are decided by the court concerned and puts them into the relevant Bastas after making necessary entries. He/She sends the files to the Higher Courts/Other Courts in which record is requisitioned. He/She also sends the files to the Copying Agency for the preparation of copies. He/She maintains the CD 8 register and other Registers including document return register of decided files.
<b>Examiner Copying Agency</b>	The duties and function of Head Copyist is to receive the applications for the preparation of certified copies and issues the same after preparation. He/She punches the court fee stamps on the applications and he/She also maintains CD Registers-1 to 12. He/She also puts his/her signatures on the copies which are delivered by him to the parties.

<b>Nazir</b>	The duties and function of Civil Nazir is to disburse the salaries to Officers, Class-III and IV employees of Sessions Courts. Cash book is maintained by him. He/She is also incharge of stationery and furniture which are lying in the Sessions Courts. He/She also keeps the securities, cheques and refund cheques vouchers are prepared by him in which orders are made by the Sessions Courts. He/She receives the fine as imposed by the Sessions Judges. He/She also deposits the same in the Bank very next day.
<b>Civil Nazir</b>	The duties and function of Civil Nazir is to disburse the salaries to Officers, Class-III and IV employees of Lower Court. Cash book is maintained by him. He/She is also incharge of stationery and furniture which are lying in the Lower Courts. He/She also distributes the Road and diet Money to the witnesses in criminal cases appearing in the courts. He/She also keeps the securities, cheques and refund cheques vouchers are prepared by him in which orders are made by the Lower Courts.

### Manual 3

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

**The procedure followed in the decision making process, including channels of Supervision and accountability.**

**Name of Office : District & Sessions Judge, Barnala.**

<b>Sr. No.</b>	<b>Nature/ Type of Work</b>	<b>Level at which the case is initiated</b>	<b>Name of the post which deals with cases before the decision making authority</b>	<b>Level at which Decision is Made</b>
1	Courts	Ahlmad	Reader	Presiding Officer/Judicial Officers
2	English Office/GPF Branch/COC Office/ Statement Branch.	English Clerk/ Dealing Clerk/ GPF Clerk/ COC/ Addl. English Clerk.	Superintendent	Ld. District & Sessions Judge, Barnala/ Civil Judge (Sr. Division), Barnala.
3	COC Branch	Civil Nazir/Bill Clerk and other dealing hands	COC	Civil Judge (Sr. Divn.), Barnala.
3	Civil Nazir/ Nazir Branch	Civil Nazir/ Nazir	Superintendent/ COC	Ld. District & Sessions Judge, Barnala/ Civil Judge (Sr.Division), Barnala.
4	Copying Agency	Copyist	Examiner	Superintendent in the District & Sessions Court, Barnala and COC in the Judicial Copying Agency to attest the copies/ Chief Judicial Magistrate.
5	Record Room	Dealing Clerk	Record Keeper	Ld. District & Sessions Judge, Barnala/ Civil Judge (Sr.Division), Barnala.
6	Library	Library Assistant	Superintendent	Ld. District & Sessions Judge, Barnala.
7	Malkhana Branch	Dealing Clerk	Malkhana Moharrir	Chief Judicial Magistrate, Barnala.

#### Manual 4

### **Publication of information regarding items specified in Rules 4(i) b (iv) of the Right to Information Act, 2005**

#### The norms set for the discharge of the functions

**Name of office : District & Sessions Judge, Barnala**

**In order to streamline the office work and expeditious disposal of the cases/complaints etc. received, the following norms are fixed :-**

<b>Sr. No.</b>	<b>Name of Branch</b>	<b>Norms set by the Department</b>
<b>1</b>	<b>Functioning of Courts.</b>	The cases mentioned in the Daily Cause List are called turn by turn. The litigants appears along with their Advocates or by himself and Judicial Officer deals with the Judicial File/Case according to rules and passes the necessary orders and returns the files to the Ahlmad to keep the same in safe custody. Reader assists the Presiding Officer in functioning of the Court and Judgment Writer/Stenographer take necessary dictation as dictated by the Presiding Officer.
<b>2</b>	<b>English/COC Branch.</b>	After the receipt of Letters/Papers/Complaints from the different ends and the same are marked to the Clerk/Assistant concerned and he/she deals with as per relevant rules and instructions of the Hon'ble High Court as well as of the Government of Punjab. Every paper crosses the channel from dealing clerk, Assistant, Superintendent and then is put up before the Ld. District & Sessions Judge, Barnala. The Ld. District & Sessions Judge takes the final decision.
<b>3</b>	<b>Civil Nazir/ Nazir Branch</b>	When Pay bills and other bills delivered to Nazir he/she sends the same to the Treasury Office and obtains the cheques and then deposits the same in the concerned account of the Officers/Employees. Fine imposed by the different Judicial Courts is deposited with the Nazir and he/she deposits the same in the bank very next day after making necessary entries in the cash book. He/She obtains the stationery and registers from the Stationery Department and makes necessary entries in his/her stock register and delivers the same to the employees after obtaining the necessary requisition. Nazir of Lower Court Branch also receives the summons from different Courts and marks the same to the Process Servers for Service and Process Server after getting service affected returns the same to the Nazir and Nazir returns the same to the Court concerned. The payment of witness is also made by the Nazir after obtaining the order/certificate from the court concerned.

<b>Sr. No.</b>	<b>Name of Branch</b>	<b>Norms set by the Department</b>
4	<b>Copying Agency</b>	After receiving the application in the Copying Agency, Head Copiest makes necessary entries in the register and then send to the Judicial Courts as well as Record Room/Judicial Record Room. After receiving the record he/she prepares the copies and delivers the same to the concerned after affixing the necessary court fee.
5	<b>General Provident Fund Branch</b>	After receiving the schedules from the Sessions Court as well as Lower Court, GPF Clerk makes entries in the account numbers of the official concerned in the Ledger and prepares the annual GPF statements in the end of financial year after calculating the interest. He/She issues the GPF statement to the employees upto 30 <sup>th</sup> of June. Advances taken by the employees as per Chapter-13 of the C.S.R. Vol.II. Every advance is entered in the GPF Ledger and Utilization Certificate is obtained after completion of one month.
6	<b>Statement Branch</b>	All the statements i.e. Monthly, Quarterly, Half yearly and annual are prepared after obtaining the same from the Judicial Courts.
7	<b>Malkhana Branch</b>	The case property of decided cases is received by the Malkhana Moharrir from the different Judicial Courts. Bail orders passed by the Hon'ble High Court are received by the Malkhana Moharrir and he/she put up before the Chief Judicial Magistrate and send the release warrants to the different Jails after obtaining the orders of Chief Judicial Magistrate.
8	<b>Record Keeper</b>	When any case is decided by the court, the record keeper after obtaining the Judicial file enters in the register and put it into the relevant basta and sends the same if required by the Appellant Authority or Copying Agency. Destruction of record is made by the Record Keeper as per instructions contained in High Court Rules and Orders Vol.IV Chapter-16.

**Manual 5:-**

**Publication of information regarding items specified in Rules4(1)b(V) of the  
Right to Information Act, 2005**

**The Rules Regulation Instructions, manuals and records held by it or under  
control of used by the employees for discharging functions**

**Name of office :- District and Sessions Judge, Barnala**

<b>Sr. No.</b>	<b>Name of Branch</b>	<b>Name of the Acts and Manuals Rules, Instructions</b>	<b>Any other Record/ Documents</b>
<b>1</b>	<b>English Office/GPF Branch/ COC Office/Statement Branch.</b>	High Court rules and orders volume 1 to 6 . Punjab Civil services Rules Volume 1 part 1 and Part 2 , Volume 2 & 3. Punishment and Appeal Rules . Punjab Financial Rules Volume 1 & 2 Budget Manual. Instructions issued by the Hon'ble Supreme Court of India and Punjab & Haryana High Court, Chandigarh from time to time. Instructions issued by the Government of Punjab from time to time.	Office files relating to different matters which are dealt with by the English Office. Pay bill files and other account matter files are dealt with by the English Office.
<b>2</b>	<b>Civil Nazir/Nazir Branch</b>	Punjab Financial Rules volume 1 & 2. High Court Rules and Orders Vol.I,II & IV. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Cash Book, Sherif Account Register, Summons Register and other registers relating to Nazir Branch.
<b>3</b>	<b>Copying Agency</b>	Rules and Orders Punjab and Haryana High Court, Vol.IV, Chapter-17. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	CD Registers- 1 to 12.

4	<b>Record Room</b>	High Court Rules and Order Volume-IV, Chapter-16.  Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	CD 8 Register, Document Return Register and other registers relating to Record Room.
5	<b>Library</b>	High Court Rules and Orders, Volume-IV, Chapter-18.  Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Library Registers.
6	<b>Malkhana Branch</b>	High Court Rules and Orders, Volume-I to VI.  Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Relevant registers are being maintained.

## Manual 6

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

### Statement of the Categories of documents that are hold or under control

**Name of Office : District & Sessions Judge, Barnala.**

<i>Sr. No.</i>	<i>Branch</i>	<i>Category of documents</i>
<b>1</b>	<b>Courts</b>	Peshi Register, Fine Register, Bail Register, Library Register, Disposal Register, Stock Register, Sapurdari Register and other registers, Civil Suit Register, HM Act cases Register, Misc. Cases Register, Execution Register, Rent cases Register, Pauper application Register, Guardian and Succession Act Cases in Civil Matters and in criminal matters he/she maintain the IPC Register, Cr.P.C Cases Register, Act cases Register, FIR Register, Cancellation Report Register, Summary Register, Affidavit Attestation Register. File Inspection Register and register regarding Direction Cases, Register regarding delivery of copies of free of costs and Daily Cause List.
<b>2</b>	<b>English Office/ COC Office.</b>	Diary Register, Dispatch Register, Other related registers and files of instructions issued by the Hon'ble Punjab and Haryana High Court, Chandigarh and Government of Punjab from time to time. Direction Cases Register, T.A. Bill, Medical bills, pay bills, LTC bills files, budget files, token register, Service Books, files regarding Lok Adalats etc and old Civil and Criminal monthly, quarterly, half yearly and annual statements, GIS matter & complaints.
<b>3</b>	<b>Civil Nazir/Nazir Branch</b>	Cash Book, Bill Register, Refund Vouchers, Cheque Books, Security deposited by the employees, Minor shares in the shape of FDRs, Stationery Register, Stock Register.
<b>4</b>	<b>Copying Agency</b>	CD Registers (Copying Documents) 1 to 12 and other files relating to Copying Agency.
<b>5</b>	<b>Record Room</b>	Judicial Files of decided cases consigned by the different courts from time to time and Record Keeper Registers are maintained by him.
<b>6</b>	<b>Library</b>	1. All the law books purchased from time to time. 1. To deal with the matters of Mediation and Conciliation Centre and notification of the Government of Punjab after 2000.
<b>7</b>	<b>Malkhana Branch.</b>	Case property of decided cases, Re-arrest case files, Criminal Statement Files, Fine Cash Book and other register regarding Malkhana.



**Manual 7**

**Publication of information regarding items specified in Rules 4(1) b(vii) of the  
Right to Information Act, 2005**

**The particulars of any arrangement that exists for consultation with  
or representation by the member of the public in relation to the formulation of  
policy or implementation there of :-**

**Name of the Office: - District & Sessions Judge, Barnala.**

**Sr. No.      Detail/Type of arrangement made**

**-Not applicable-**

## Manual 8

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

The procedure followed in the Decision Making Process

1. The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.
2. The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.
3. The Principal District & Sessions Judge, Jalandhar, supervise the work of the organization and exercises control over it. Likewise, he distributes the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.
4. The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.
5. The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after it's registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.
6. The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/s for disposal according to law, except the cases triable under section
7. The cases exclusively triable by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

## Manual 9

### **Publication of information regarding items specified in rules 4(i) b (ix) of the Right to Information Act, 2005.**

#### **Telephone Directory of the Officers and Employees**

**Note :-** No telephone facility has been provided to the Class -III and IV employees at Govt. level but they can be contacted through their Presiding Officers in which court they are posted.

<i>Name &amp; Designation of Judicial Officer</i>	<i>Telephone Number(Office)</i>
<b><u>Barnala-01679</u></b>	
Sh. Bal Bahadur Singh Teji, District & Sessions Judge	230314
Sh. Devinder Kumar Gupta, Additional District & Sessions Judge	243509
Sh. Amit Thind, Principal Judge, Family Court	233950
Sh. Kapil Dev Singla, Civil Judge (Senior Division)	230241
Ms. Sucheta Ashish Dev, Chief Judicial Magistrate	231076
Sh. Gurbir Singh, Secretary, District Legal Services Authority	243522
Ms. Surekha Dadwal, Additional Civil Judge (Senior Division)	243521
Sh. Vijay Singh Dadwal, Civil Judge (Junior Division)	233038
Sh. Chetan Sharma, Civil Judge (Junior Division)	243504
Ms. Babaljit Kaur, Civil Judge (Junior Division)	----
Ms. Samiksha Jain, Civil Judge (Junior Division)	----
Ms. Sukhmit Kaur, Civil Judge (Junior Division)	----

## Manual 10

**Publication of information regarding items specified in Rule4(i) b(X) of the Right to Information Act.2005.**

**The Monthly Remuneration received by each Officers and Employees, including the system of compensation as provided in Regulations.**

### **JUDICIAL OFFICERS**

### **PAY SCALES**

1. District & Sessions Judge	57700-70290
2. Additional District & Session Judges	57700-70290
3. Civil Judge Senior Division	39530-54010
4. Chief Judicial Magistrate	39530-54010
5. Additional Civil Judge Senior Division	39530-54010
6. Civil Judge Junior Division	27700-44770

### **JUDICIAL EMPLOYEES**

### **PAY SCALES**

#### **Group A**

Chief Administrative Officer-cum-Superintendent PB. 6th Pay Commission Level 17

#### **Group B and C**

Reader Grade I	PB. 6th Pay Commission Level 16
Reader Grade II	PB. 6th Pay Commission Level 12
Reader Grade III/Senior Assistant	PB. 6th Pay Commission Level 11
Stenographer Gr.I/Executive Assistant	PB. 6th Pay Commission Level 12
Stenographer Gr.II	PB. 6th Pay Commission Level 11
Stenographer Gr.III	PB. 6th Pay Commission Level 07
Clerks	PB. 6th Pay Commission Level 09
Drivers	PB. 6th Pay Commission Level 05
Bailiff	PB. 6th Pay Commission Level 03

#### **Group D**

Process Server	PB. 6th Pay Commission Level 01
Usher	PB. 6th Pay Commission Level 01
Peon/ Orderly/ Chowkidar/ Waterman/Sweeper	PB. 6th Pay Commission Level 01

## Manual 11

### **Publication of information regarding items specified in Rule 4(I) b(xi) of the Right to Information Act, 2005.**

**Name of Office: District & Sessions Judge, Barnala.**

This Office receives the grants under the following heads from the Hon'ble High Court and these funds are used to keep for expenditure of pay & allowances, over-time allowance, wages, traveling allowances, office expenses, rent, rate & taxes, publication, grant-in-aid etc.:-

<b>Sr. No.</b>	<b>Head “2014- ADMIN. OF JUSTICE”</b>
1	Salaries 105(01)
2	Salaries -105(03)
3	Salaries -105(02)
4	Salaries-105(04)
5	Wages-105(01)
6	T.A.-105(01)
7	T.A.-105(03)
8	T.A.-105(02)
9	T.A.-105(04)
10	O.E., Petrol of Official Vehicles, allotted to the Judicial Officers -105(01)(10)
11	Electricity-105(01)(93)
12	Telephone-105(01)
13	Telephone-105(02)
14	Repair & Maintenance of Staff Cars -105(01)(09)
15	Adv. Publication-105(01)(26)
16	Rent Rate & Taxes-105(01)
17	Medical Reimbursement-105(01)(91)
18	Medical Reimbursement-105(02)(91)
19	Medical Reimbursement-105(03)
20	Medical Reimbursement-105(04)
21	2235-Medical Reimbursement to Pensioners
22	108-Criminal Courts

**Manual 12**

**Publication of information regarding items specified in Rule 4(I) b(xii) of the Right to Information Act, 2005.**

**The Manner of Execution of Subsidy Programmes, including the amounts allocated and details of beneficiaries of such programme.**

**Name of Office: District & Sessions Judge, Barnala.**

**Subsidy allotted to beneficiaries- NIL**

**Manual 13**

**Publication of information regarding items specified in Rule 4 (i) b (xiii) of the Right to Information Act. 2005.**

**Particulars of recipients of concessions, Permits or authorizations granted**

**Name of the office;- District & Sessions Judge Barnala**

<b>Sr. No.</b>	<b>Concessions/permits Authorization grant</b>	<b>Name of the recipient</b>	<b>Address of the recipient</b>
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-Not Applicable-

## Manual 14

**Publication of information regarding items specified in Rule 4 (i) b (xiv) of the Right to Information Act, 2005.**

### **Details in respect of the information available reduce in an electronic form**

**Name of the Office: District & Sessions Judge, Barnala.**

<b>Case Related information</b>		
Sr. No.	Type of Information	Website Address
1.	Case Status	<a href="https://districts.ecourts.gov.in/barnala">https://districts.ecourts.gov.in/barnala</a>
2.	Court Orders	<a href="https://districts.ecourts.gov.in/barnala">https://districts.ecourts.gov.in/barnala</a>
3.	Cause List	<a href="https://districts.ecourts.gov.in/barnala">https://districts.ecourts.gov.in/barnala</a>
<b>Case Related information</b>		
1	List of former Officers	<a href="https://districts.ecourts.gov.in/sites/default/files/Former_Judicial_Officers_0_0.pdf">https://districts.ecourts.gov.in/sites/default/files/Former_Judicial_Officers_0_0.pdf</a>
2	Judicial Officers	<a href="https://districts.ecourts.gov.in/sites/default/files/Judicial%20Officers%20Barnala%202022.pdf">https://districts.ecourts.gov.in/sites/default/files/Judicial%20Officers%20Barnala%202022.pdf</a>
3	Judicial Officers on leave	<a href="https://districts.ecourts.gov.in/india/punjab/barnala/judge-leave">https://districts.ecourts.gov.in/india/punjab/barnala/judge-leave</a>
4	Duty Roster	<a href="https://districts.ecourts.gov.in/india/punjab/barnala/duty-magistrate">https://districts.ecourts.gov.in/india/punjab/barnala/duty-magistrate</a>
5	Police Stations wise Magistrates	<a href="https://districts.ecourts.gov.in/india/punjab/barnala/policestationwise">https://districts.ecourts.gov.in/india/punjab/barnala/policestationwise</a>
6	District Profile	<a href="https://districts.ecourts.gov.in/barnala">https://districts.ecourts.gov.in/barnala</a>
7	Mediation Centre	<a href="https://districts.ecourts.gov.in/barnala">https://districts.ecourts.gov.in/barnala</a>
8	RTI Disclosures	<a href="https://districts.ecourts.gov.in/barnala">https://districts.ecourts.gov.in/barnala</a>



**Manual :15**

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

**Particulars of facilities available to citizens for obtaining information.**

- Through official letters
- Telephone
- Newspaper
- Websites <https://districts.ecourts.gov.in/barnala>

This office also envisages the information could be disseminated through following manners from time to time as per requirements:

- Seminars
- Brochures
- Website

**Manual No.16**

**Publication of information regarding items specified in Rule 4(i) b (xvi) of the right to information Act, 2005.**

**Names, designation and other particulars of Public Information Officers.**

<b><i>Sr. No.</i></b>	<b><i>Name of the Court</i></b>	<b><i>Assistant Public Information Officers</i></b>	<b><i>Public Information Officers</i></b>	<b><i>Appellate Authority</i></b>
<b>1</b>	<b>a) Court of District and Sessions Judge and courts of additional District and Sessions Judges at District head quarter.</b>  <b>b) Courts of Additional Distt. &amp; Sessions Judge at places where there is no District &amp; Sessions Judge</b>	Chief Ministerial Officer of the Court of District & Sessions Judge  Sr.Ahlmad/ Stenographer	Chief Administrative Officer/Supdt. In the office of District & Sessions Judge  Chief Ministerial Officer of Additional District & Sessions Judge.	District and Sessions Judge of the respective Sessions Division  Additional District and Sessions Judge.
<b>2</b>	Court of Civil Judge (Senior Division)	Chief Ministerial Officer of the Court.	Clerk of Court of the office of the Civil Judge (Sr. Divn.)	Civil Judge (Sr. Div.)
<b>3</b>	Courts of Chief Judicial Magistrate.	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Court	Chief Judicial Magistrate
<b>4</b>	Court of Additional Civil Judge (Sr. Division)	Senior most Ahlmad/ Stenographer	Chief Ministerial Officer of the Court	Additional Civil Judge (Sr. Divn.) Barnala.

**Manual 17**

**Publication of information regarding items specified in Rules 4(i) b (xvii) of the Right to Information Act, 2005 Other useful information**

**Name of the Office: District & Sessions Judge, Barnala.**

**Link to RTI Act, 2005 : [https://districts.ecourts.gov.in/sites/default/files/RTI\\_Barnala\\_0.pdf](https://districts.ecourts.gov.in/sites/default/files/RTI_Barnala_0.pdf)**