

**District and Sessions
Court, Amravati**

**Information on
17 Manuals**

Under Section 4(1) of the

**Right to Information
Act, 2005**

District and Sessions Court, Amravati.

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

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

Particulars: Name of the organization:

The office of the District and Sessions Court, Amravati.

The organization is sub-ordinate institution of the High Court of Judicature at Bombay.

Functions of the organization :

The organization has its two functions.

- (i) Judicial function and
- (ii) Administrative function

Duties of the organization :

- (i) To exercise the control over all its subordinate Courts functioning in its territorial jurisdiction i.e. Amravati District.
- (ii) To distribute the various grants amongst its subordinate authorities received from the Government from time to time.
- (iii) To deal with all correspondence relating to the Supreme Court of India, the High Court of Bombay, Department of Law and Judiciary and of Maharashtra.
- (iv) To administer justice as per the various laws.
- (v) To recruit Class-III and Class IV Government servants with the help of Advisory Committee.
- (vi) To promote the officials to the higher responsible posts after due tests.
- (vii) To handle the administration in view of the procedural laws, the Maharashtra Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court from time to time.
- (viii) In exercise the duties of administrative nature, the organization deals with the duties of its employees transfer of its employees, holding departmental examinations, and departmental enquiries of the employees etc.

(ix) **The Head of the organization:**

The Principal District and Sessions Judge is the Chairman of the District Legal Services Authority, Amravati under which the Lok-Adalats, Seminars on various legal subjects are being held under his supervision. In order to improve the work of the Judicial Officers and employees, the workshops are being held, under the directions of the Hon'ble High Court.

(ii) The power and duties of its officers and employees.

There are following Cadres of the Judicial Officers:

- (I) District Judges and Additional Sessions Judges.
- (ii) Ad-hoc District Judges and Additional Sessions Judges.

The above Judicial Officers deal with both Civil and Criminal the matters pertaining to the original side and appellate side and cases triable by the Court of sessions only and also the matter under Special Acts and Motor Accident Claim Petitions.

(iii) The Civil Judges Senior Division:

The above Judicial officers deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government, Marriage Petitions, Land Acquisition Cases and also heard and decided by these Judicial officers.

(iv) The Chief Judicial Magistrates:

To deal with all types of Criminal matters excluding the cases triable by the Court of Sessions.

(v) The Civil Judges (Junior Division) and Judicial Magistrate, First Class:

- (i) To deal with the matters of Civil nature having pecuniary jurisdiction up to Rs. Five lakh.
- (ii) To deal with the matters of criminal nature excluding triable by the Court of Sessions and the cases having exclusive jurisdiction by the Chief Judicial Magistrate and the Special Courts. Juvenile Justice Board is constituted for Amravati Judicial district at Headquarters, Amravati at Badnera for the trial of cases of the Juvenile in conflict with law under Sec. 4 of the Juvenile Justice (Care and Protection of Children) Act, 2000 Smt. R. S. Rai, Jt. Civil Judge (Jr. Dn.) & J.M.F.C. Amravati is appointed as Principal Magistrate to preside over the Juvenile Justice Board on each Wednesday & Friday.

Powers and duties of employees.

The various categories of the employees of organization are as under:

Class II: Registrar (Gazetted)

Class III: Stenographers (Grade-1)

Stenographers (Grade-2)

Stenographers (Grade-2)

Steno-typist

Superintendents

Assistant Superintendents

Senior Clerks/ Junior Clerks

Head Bailiffs

Bailiffs

Drivers

Book Binder

Class IV: Xerox operator

Hawaldar/Naik

Peons/Watchmen/Watermen/Mali/Warder

Sweepers.

Duties of employees.

Registrar:

To supervise over the employees of Class III and Class IV and to assist the Head of organization in Administrative work.

Stenographer (Grade-1):

To take down evidence in English on Typewriter/Computer. To take dictation in cases given by the judges of Appellate authorities and transcribe the same.

Stenographer (Grade-2):

To take down evidence in English on Typewriter/Computer. To take dictation in the cases given by the judges of Civil Judge Senior Division and Chief Judicial Magistrate and transcribe the same.

Stenographer (Grade- 3):

To take down evidence in English on Typewriter/Computer. To take dictation in the cases given by the judges of Civil Judge Junior Division and Judicial Magistrates First Class and transcribe the same.

Superintendent:

To supervise the work of the employees of their respective branch i.e. Judicial Branch, Cash and Finance Branch, Inspection Branch and Administration and Establishment Branch, and Assistant Superintendents. Any other work which is assigned by the Presiding Officer of the Court.

Assistant Superintendents:

They subordinate to the Superintendent and where there is no post of superintendent. They are allotted the work of supervision over employees at Taluka places and they have to deal the matters presented before the Court. They have to assist the Principal Judicial Officer at the place in Administrative work. Any other work which is assigned by the Presiding Officer of the Court.

Senior Clerks:

They do the work of Bench, of Property, Statistics, Correspondence, Accounts, Establishment in District Court as well as in subordinate Courts. Any other work which is assigned by the Presiding Officer of the Court.

Junior Clerks:

Have the custody of cases instituted in the respective Courts, to look after the maintenance of those cases and to do the work as per procedural laws and the duties assigned by the Head of the organization and by the Presiding Officer of the Court. Any other work which is assigned by the Presiding Officer of the Court.

Head Bailiff:

To supervise the work of Bailiffs and to do the official cash transaction. Any other work which is assigned by the Presiding Officer of the Court.

Bailiffs:

To serve the summonses, notices and to execute warrants issued by the Court/s. Any other work which is assigned by the Presiding Officer of the Court.

Book Binder:

To bind the various gazettes, law books registers etc. Any other work which is assigned by the Presiding Officer of the Court.

Class IV**Xerox Operator :**

Xeroxing of official documents. the records of the Court for supplying to the parties. Any other work which is assigned by the Presiding Officer of the Court.

Watchman:

To watch the Court buildings and premises. Any other work which is assigned by the Presiding Officer of the Court.

Sweeper:

To clean the Court premises, lavatories etc. Any other work which is assigned by the Presiding Officer of the Court.

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

The Officers follow the procedure as laid down in the laws, Manuals and directions received from the Hon'ble High Court, Law and Judiciary Department of Government.

The employees working in the various Courts and sections follow the procedures laid down in the prescribed Manuals and under the directions of Head of organization and the Presiding Officer.

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

The subordinate authorities submit various types of returns and information to the Head of Organization for onward transmission to the Hon'ble High Court periodically and whenever called for by the superior authorities.

The Civil Suits are initially presented in the Court of the Civil Judge Senior Division at Amravati, Daryapur and Achalpur and at other stations in the Court of Civil Judge (Junior Division) and after its registration the same are being assigned amongst the other Civil Judges by rotation except in case of special jurisdiction.

The criminal cases are initially presented by the concerned Police Authorities and the private parties in the Court of Chief Judicial Magistrate, at Amravati, and at other stations in the Court of Judicial Magistrate, First Class and after its registration the same are made over to the other Judicial Magistrate/s in accordance with the jurisdiction allotted to them, for disposal according to law, except the cases triable under section 409 of the Indian Penal Code, which are heard and decided by the Court of Chief Judicial Magistrate in case of Government money.

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

The District Judge-6 & A.S.J., Amravati, has been designated as a Special Court, for the cases of atrocity on women.

So also, a C.B.I., Court has been established w.e.f. 19.4.11, for the trial of cases under Prevention of Anti Corruption Act, investigated by C.B.I.

In view of the directions of the Hon'ble High Courts the following Courts are designated for the trial of Cases U/s. 138 of Negotiable Instrument Act 1881 :-

1. The 3rd Jt. Civil Judge, Junior Division, Amravati.
2. The 12th Jt. Civil Judge, Junior Division, Amravati.
3. The 2nd Jt. Civil Judge, Junior Division, Achalpur
4. The Civil Judge, Junior Division, Anjangaon Surji
5. The Civil Judge, Junior Division, Warud.

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

The organization discharges its functions in view of the various norms set by the Government and the Hon'ble High Court by various Rules in respect of Maharashtra Civil Services, Maharashtra Budget Manual, Bombay Financial Rules, Maharashtra Treasury Rules, Manuals, Regulations, Maharashtra Contingent Expenditure Rules, Government Resolutions, Circulars and Notifications.

(v) The Rules, Regulations, instructions , Manuals and records held by it or under its control or used by its employees for discharging its functions.

The below listed Rules, Regulations, instructions, Manuals, records are held by the organization and are used for its control or discharging its functions by the employees.

1. The Civil Manual 1986
2. The Criminal Manual, 1980,
3. The Code of Civil Procedure, 1908
4. The Code of Criminal Procedure, 1973.
5. The Maharashtra Civil Services Rules.
6. The Maharashtra Budget Manual
7. The Bombay Financial Rules
8. The Maharashtra Treasury Rules
9. The Maharashtra Contingent Expenditure Rules
10. General Provident Fund Rules
11. Stationery and Printing Manual
12. The Bombay Court Fees Act, 1959.
13. The Bombay Stamp Act, 1958.
14. The Limitation Act, 1963
15. Manual of Departmental Enquiries.
16. The various Government Resolutions, Circulars, Gazettes etc. issued by the Government of Maharashtra and the Resolutions, Circulars, and Notifications issued by the Hon'ble High Court from time to time.

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

The following Registers/documents are being maintained by the organization.

- (1) Kachcha Register for institution (Civil side)
- (2) Separate Registers for the registration of Special Civil Suits, Regular Civil Suits, Small Cause Suits, Regular darkhasts, Special Darkhasts, Court fees Register, Stamp Duty Penalty Register, Refund of Court Fees Register, Writ Register A B C and D registers showing the category/variety of the matters instituted and category of its disposal etc. are maintained in the Courts of Civil Judge Senior Division and the Courts of Civil Judge Junior Division.

(3) Separate Registers for registration of Regular IPC cases, Regular Other Cases, Summary I.P.C. cases and other summary cases and Miscellaneous Criminal cases etc. are maintained in the Court of Chief Judicial Magistrate and in the Court/s of Judicial Magistrate First Class.

4. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claim Petitions, and its execution are being maintained in the Appellate Court's.

5. Separate registers for the registration of Sessions Trial Cases, Special Cases, Criminal Appeals, Criminal Revisions and Miscellaneous Criminal applications filed before the court of Sessions

6. Daily boards, Memorandum Books, Daily Court Fees Registers, Writ Registers and various other Registers are maintained as per the procedure laid down under Civil and Criminal Manuals.

7. For the purpose of maintaining Accounts of the organization, the registers i.e.

The Book for Receipts for money paid into Court,

C Register of deposit Receipts,

D register of deposit payment,

Register of attached property produced in Civil Proceedings,

F Register, register of money received on account of Subsistence money of Civil Prisoners,

G Register, the register of payment on account of subsistence money,

H register,

I Cash Book_

J Ledger Book ,

K Treasury Pass Book ,

L Treasury Cheque book,

Register of applications for refund of lapsed deposit and other various registers are maintained as per the provisions laid down under the Civil and Criminal Manuals.

8. In the copying Section the register of Copying application separately for Civil and Criminal Side, Daily Fee Book and Daily Fee account registers are maintained.

9. Service Books of officer/s and employee/s, G.P.F. Account of Class III and IV Government Servants, List of disposed of records deposited in Judicial Record Room. The disposed of records of all the Courts in Amravati district are deposited in Judicial Record Room, Amravati. Some of the records Civil matters of the District and Sessions Court, Yavatmal are also in the custody of Record Room, Amravati of the period from 1905 to 1958. The copies of them are prepared and delivered by the Assistant Superintendent (Record Room), with the help of staff working under him.

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.

The information relating to this point/issue so far as this organization is concerned is "Nil"

viii) committees and other bodies are open to the public or 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 meeting of those boards, councils the minutes of each meetings are accessible for public.

The information relating to this issue/point so far as this organization is concerned is "Nil". There are two committees in the district.

They are constituted under the Presiding Officer viz.

1. Advisory Committee,
2. Review Committee.

The Members of these committees are as under :-

- | | | |
|------------------------------|---|----------|
| 1. Principal District Judge | - | Chairman |
| 2. District Judge-1 | - | Member |
| 3. Civil Judge (Sr.Dn.) | - | Member |
| 4. Chief Judicial Magistrate | - | Member |

ix) A directory of its officers.

following is the directory of the officers of organization.

List of Judl.Officers in Amravati District
As on 01/07/2023

<u>S.N.</u>		<u>Name of Judicial Officer</u>	<u>Designation</u>	<u>Since when in Amravati District</u>
<u>AMRAVATI H.Q.</u>				
1	1	Shri M. R. Deshpande	PDJ	23/02/2023
2	2	Shri A. H. Laddhad	DJ-1	<u>05/06/2023</u>
3	3	Shri A. S. Kazi	DJ-2	<u>06/06/2022</u>
4	4	Shri P. J. Modak	D.J-3	06/06/2022_
5	5	Shri R. V. Tamhanekar	D.J-4	06/06/2022_
6	6	Shri A. S. Awate	D.J-5	06/06/2022_
7	7	Smt. P. N. Rao	D.J-6	06/06/2022_
8	8	Shri H. L. Manwar	D.J-7	<u>23/03/2023</u>
9	9	Smt. J. M. Pardeshi	Ad-hoc DJ-1	<u>05/06/2023</u>
10	10	Shri P. A. Sable	Ad-hoc DJ-2	<u>07/06/2021</u> <u>01/04/2023</u>
11	11	Smt. P. P. Ingle	C.J.S.D.	<u>07/06/2021</u> <u>29/11/2021</u>
12	12	Smt. A. V. Kasture	CJM	06/06/2022_
13	13	Shri P. H. Ingle	Jt.CJSD	<u>07/06/2021</u> <u>29/11/2021</u>
14	14	Shri P. D. Zambre	2 nd Jt.CJSD	07/06/2021
15	15	Shri S. N. Patil	3 rd Jt.CJSD	05/06/2023
16	16	Shri P. P. Deshmane	4 th Jt.CJSD	06/06/2022
17	17	Shri G. A. Deshpande	5 th Jt.CJSD	06/06/2022
18	18	Shri R. T. Ghogle	6 th Jt.CJSD	06/06/2022
19	19	Smt. M. A. Deshmukh	7 th Jt.CJSD	06/06/2022
20	20	Shri R. B. Raja	8 th Jt.CJSD	21/10/2022
21	21	Smt. M. N. Chavan	9 th Jt.CJSD	06/06/2022
22	22	Shri A. D. Pundalik	10 th Jt.CJSD	07/06/2021
23	23	Shri P. D. Sawant	11 th Jt.CJSD	06/06/2022
24	24	Shri R. P. Yadav	12 th Jt.CJSD	02/05/2022
25	25	Smt. M. R. Yadav	13 th Jt.CJSD	06/06/2022
26	26	Shri N. N. Dhend	14 th Jt.CJSD	06/06/2022
27	27	Smt. N. N. Joshi	15 th Jt.CJSD	<u>06/06/2022</u> <u>19/12/2022</u>
28	28	Smt. S. V. Chandak	16 th Jt.CJSD	<u>23/03/2023</u>

<u>S.N.</u>		<u>Name of Judicial Officer</u>	<u>Designation</u>	<u>Since when in Amravati District</u>
29	29	Shri G. R. Patil	Secretary DLSA	<u>07/06/2021</u> <u>18/06/2021</u>
30	30	Shri A. Y. Borkar	Extra Jt. CJSD	07/06/2021
31	31	Smt. R. S. Rai	Jt.CJJD	<u>06/06/2022</u> <u>19/12/2022</u>
32	32	Shri. S. A. Jamadar	2 nd Jt.CJJD	<u>06/06/2022</u> <u>06/02/2023</u>
33	33	Shri D. J. Kalaskar	3 rd Jt.CJJD	07/06/2021 <u>19/12/2022</u>
34	35	Shri R. V. Nadagadalli	4 th Jt.CJJD	06/06/2022 19/12/2022
35	35	Shri S. S. Deshmukh	5 th Jt.CJJD	06/06/2022 19/12/2022
36	36	Smt. D. S. Chothe	6 th Jt.CJJD	06/06/2022 19/12/2022
37	37	Shri A. R. Kalhapure	7 th Jt.CJJD	06/06/2022 19/12/2022
38	38	Shri P. M. Bidada	8 th Jt.CJJD	06/06/2022 19/12/2022
39	39	Shri P. A. Patil	9 th Jt.CJJD	06/06/2022 19/12/2022
40	40	Shri S. H. Khade	10 th Jt.CJJD	06/06/2022 19/12/2022
41	41	Shri A. B. Katte	11 th Jt.CJJD	06/06/2022 19/12/2022
42	42	Smt. F. F. Irani	12 th Jt.CJJD	07/06/2021 <u>19/12/2022</u>
43	43	Smt. R. S. Patil	13 th Jt.CJJD	07/06/2021 <u>19/12/2022</u>
44	44	Smt. J. K. Chainani	14 th Jt.CJJD	01/08/2022 <u>19/12/2022</u>
45	45	Smt. J. S. Thakare	Extra Jt. CJJD	10/12/2022
46	46	Shri A. A. Chavan	Extra Jt. CJJD	10/12/2022
47	47	Smt. C. S. Mehare	Extra Jt. CJJD	10/12/2022
Achalpur				
48	1	Shri S. N. Yadav	D.J.-1	03/06/2021
49	2	Shri R. B. Rehpade	D.J.-2	05/06/2023
50	3	Shri N. K. Karande	Ad-hoc DJ-1	<u>07/06/2021</u> 29/11/2021
51	4	Shri P. H. Kharwade	Ad-hoc DJ-2	01/04/2023
52	5	Shri A. U. Bahir	CJSD	<u>07/06/2021</u> <u>29/11/2021</u>

<u>S.N.</u>		<u>Name of Judicial Officer</u>	<u>Designation</u>	<u>Since when in Amravati District</u>
53	6	Shri V. B. Rathod	Jt. CJSD	<u>07/06/2021</u> <u>29/11/2021</u>
54	7	Smt. S. R. Bhor	2 nd Jt.CJJD	<u>06/06/2022</u> <u>19/12/2022</u>
55	8	Shri R. D. Chougale	Jt.CJJD	<u>06/06/2022</u> <u>19/12/2022</u>
56	9	Smt. S. S. Manjrekar	2 nd Jt.CJJD	<u>06/06/2022</u> <u>19/12/2022</u>
57	10	Shri S. S. Mhatarmare	3 rd Jt.CJJD	<u>27/02/2022</u> <u>05/06/2023</u>
<u>Anjangaon-Surji</u>				
58	1	Shri S. M. Jadhav	CJJD	<u>06/06/2022</u>
59	2	Smt. S. R. Jadhao	Jt.CJJD	<u>06/06/2022</u>
<u>Bhatkuli</u>				
60	1	Smt. S. A. Ladse	CJJD	<u>07/06/2021</u>
<u>Chandur Bazar</u>				
61	1	Shri G. N. Nadaf	CJJD	<u>06/06/2022</u>
62	2	Shri G. B. Nandagavale	Jt.CJJD	<u>06/06/2022</u>
63	3	Smt. D. K. Sahu	2 nd Jt.CJJD	<u>07/06/2021</u>
64	4	Smt. P. M. Chavan	3 rd Jt.CJJD	<u>05/06/2023</u>
<u>CHANDUR-RLY.</u>				
65	1	Shri S. R. Shinde	CJJD	<u>06/06/2022</u>
66	2	Smt. K. V. Mangrulkar	Jt.CJJD	<u>05/06/2023</u>
<u>DARYAPUR</u>				
67	1	Shri O. S. Patil	CJSD	<u>06/06/2022</u>
68	2	Shri A. S. Deshmukh	Jt.CJJD	<u>06/06/2022</u>
69	3	Shri A. R. Yadav	2 nd Jt.CJJD	<u>05/06/2023</u>
<u>DHAMANGAON-RLY.</u>				
70	1	Shri P. S. Ghodke	CJJD	<u>06/06/2022</u>
71	2	Shri A. S. Rane	Jt.CJJD	<u>07/06/2021</u> <u>23/08/2021</u>
<u>DHARNI</u>				
72	1	Shri S. G. Gore	CJJD	<u>07/06/2021</u>

<u>S.N.</u>		<u>Name of Judicial Officer</u>	<u>Designation</u>	<u>Since when in Amravati District</u>
<u>MORSHI</u>				
73	1	Shri R. B. Khandare	CJJD	<u>06/06/2022</u>
74	2	Shri A. R. Abhyankar	Jt. CJJD	<u>07/06/2021</u> <u>23/08/2021</u>
<u>NANDGAON-KH.</u>				
75	1	Shri S. S. Gaikwad	CJJD	<u>07/06/2021</u>
<u>TIOSA</u>				
76	1	Shri V. H. Shende	CJJD	<u>31/07/2021</u> <u>01/08/2022</u>
<u>WARUD</u>				
77	1	Shri S. P. Lankeshwar	CJJD	<u>06/06/2022</u> <u>05/06/2023</u>
78	2	Shri M. R. Bagade	Jt. CJJD	<u>07/06/2021</u> <u>05/06/2023</u>
<u>Ex-cadre Judicial Officer at Amravati H.Q.</u>				
79	1	Shri R. R. Pondkule	Judge	Family Court
80	2	Shri D. N. Surwase	Member	Industrial Court
81	3	Shri S. S. Patil	Judge	Labour Court
82	4	Shri S. D. Thakre	Jt. Charity Commi- Commi-	Charity Commi-ssioner
83	5	Shri M. D. Gade	Dy.Charity. Co	Charity Co.
84	6	Smt. R. A. Malakolikar-Pathak	Asst.Charity C.	Charity Comm.
85	7	Vacant	Asst.Charity C	Charity Comm
86	8	Shri A. Y. Borkar	Presiding Off	School Tribunal
87	9	Smt. Sheetal Koul	Judge	Co-op. Court

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

The information is as under:

Cadre/Category Pay Scale/s

Class I

1. The Principal District & Sessions Judge/ District Judges & A.S.J.,
Adhoc-District Judges & A.S.J.
Rs.51550-1230-58930-1380-63070.
2. The Civil Judges (Senior Division)/Chief Judicial Magistrate.
Rs.39530-920-40450-1080-49090-1230-54010.
3. The Civil Judges (Junior Division)&Judicial Magistrates, First Class
Rs.27700-770-33090-920-40450-1080-44770

Class II

4. The Registrar **56100 - 177500**

Class III

6. Superintendent **44900 - 142400**
7. Assistant Superintendent **41800 - 132300**
8. Stenographer (Grade-1) **47600 - 151100**
9. Stenographer (Grade-2) **41800 - 132300**
10. Stenographer (Grade-3) **38600 - 122800**
11. Shirastedar **38600 - 122800**
12. Interpreter **38600-122800**
13. Steno-Typist **25500-81100**
14. Senior Clerk. **25500-81100**
15. Junior Clerk/ Driver **19900-63200**
16. Head Bailiff **25500-81100**
17. Bailiff. **19900-63200**
18. Book Binder **18000-56900**

Class IV

19. Hawaldar	17100 - 54000
20. Naik/Xerox operator	16600 - 52400
21. Peon/Watchman/Sweeper	15000 - 47600

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

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

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

The information relating to this point/issue so far as this organization concerned is Nil"

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

Licenses/permits are issued to the Clerk/s of the Advocate/s. License to the persons who work as Typist in the Bar Room in consultation with the Presiding Officer of the Court and Bar Association. Licenses are also issued to the persons who work as Petition Writers in Civil Court in consultation with the Presiding Officer of the Court and they are authorised to receive the charges to reduce into writing the description of the documents and for typing charges, as per norms prescribed in Civil and Criminal Manuals.

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

The details of all the pending and decided cases of civil and criminal nature and other categories are available/reduced in an electronic form by feeding in Computer and updation is done regularly and the said information is also available on the web-side viz.<http://court.man.ni.in/courtweb>.

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

During office hours on every working day, but no facility of library or reading room is available for public use.

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

Only one public Information Officer has been appointed for the organization by the Principal District & Sessions Judge in view of the directions of Hon'ble High Court whose particulars are as follows.

Name : Shri G. D. Kanade
Designation : I/c Registrar, District and Sessions Court, Amravati.
Jurisdiction : Amravati Judicial District
Address : District and Sessions Court, Amravati.
Phone No. : 0721-2662286

Appellate Authority

Name : Shri A. H. Laddhad
Designation : Appellate Authority
The District Judge-1 and Addl. Sessions Judge, Amravati.
Jurisdiction: Amravati Judicial district
Address : District and Sessions Court, Amravati.
Phone No. : 0721-2662289

xvii. Such other information as may be prescribed.

The work of construction and maintenance of Court Buildings and Residential Quarters of Judicial Officers and Employees are looked after by the Public Works Department.

There is an establishment of **Amravati Judicial Department Employees Co-operative Society** to meet the needs of Court employees.

Sd/-

(A. H. Laddhad)

I/c Principal District and Sessions Judge,
Amravati.