

Duties of the officials :- The officials of this judgeship discharged their duties as per rule as provided in General Rules (Civil) and General Rules (Criminal) and Govt. Servant Conduct Rules.

1. Sadar Munsrim :- Sadar Munsrim is the chief ministerial officials. He receives the plaint, memorandum of appeal, cross objection or any other paper filed by the parties. After noting his report, he put up these papers before the District Judge for orders. Generally, he supervises the working of the office in all departments. To inspect the office in every six month and to maintain an attendance register of the official.

2. Central Nazir:- The Central Nazir receives the amount deposited in the court and to enter the amount in relevant register. For this purpose he maintains the cash book, day book, stock registers etc. He puts up the proposal of per motion, transfer of class IVth before the District Judge for orders.

3. Chief Reader :- The chief reader put up the files before the Presiding Office, which are fixed for hearing on the date fixed. He writes the statement of witnesses and order sheet of the cases fixed for hearing in the court. He maintain a diary in which cases are fixed for hearing on each day and a copy of this diary he affixes on the notice board on each Saturday for general information of the litigants.

4. Record Keeper:- The Record Keeper check the decided files and keep them in relevant bastas in the Record Room after checking. He sends the files, when requisition received from another court and makes entry in the relevant register. He weeds out the record whose retention period has been completed.

5. IInd Clerk: - The IInd Clerk maintains the correspondence files. The IInd Clerk sends the copies of C.L., G.L., Notifications and other important letter to the judicial officers and bar. He prepared consolidated monthly, quarterly, half yearly and other statement as required by the Hon'ble High Court.

6. Stenographer: - The stenographer typed the judgment and orders on the dictation of Presiding Officer.

7. Sessions Clerk :- The Sessions Clerk of the court maintain the register to enter the cases instituted in the court and send the summons, notices to the parties in the cases

8. Appeal Clerk: - The appeal Clerk deals with all the civil cases instituted in the court. On the registration of the case the appeal clerk issue the summons / notices to the parties and send the requisition to summon the record from the other court.

9. Copyist: - The copyist prepares the copies, when parties applied for copy. He enters the application in the register and prepares the copy serial-wise.

10. Reader of the C.J.M. Court: - The reader put up the files before the Presiding Officer, which are fixed for hearing on the date fixed. He writes the statement of witnesses and order sheet of the cases fixed for hearing in the court. He maintains a diary in which cases are fixed for hearing on each day and a copy of this diary he affixes it on the notice board on each Saturday for general information of the litigants.

11. Ahalmad (Clerk) of the C.J.M. Court:- On receipt of the charge sheet and complaint in the court he obtain the order from the Presiding Officer of the court and thereafter he enter

the cases in the relevant register and issue the summons/ notices to the parties for appearing in the court .

12. Ahalamad (Clerk) of the Civil Court:- On filing of the Civil suits and other Misc. Civil cases , the Presiding Officer of the court passes an order for registration of the suit and, thereafter the clerks of the court makes entry in the register and issue summons/notices to the parties for appearing in the court on the date fixed.

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, on the report of other judicial officers or Sectional Head of the District Court 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, Pauri of Uttarakhand; The cases are decided as per the provisions of Law in the Judicial side by the concerning Presiding Officer. The administrative decisions are taken by the District Judge, on the report of the judicial officers, Sadar Munsrim or other Sectional Head of the District Court 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, Rules and Notification issued by the Government.

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 and Acts are applicable.
- (2) General Rules (Civil).
- (3) General Rules (Criminal).
- (4) High Court Circular Letter.
- (5) High Court Notifications.
- (6) Govt. Rule and Regulations.
- (7) G. O's of Government related to the Judiciary.

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) Regular Judicial Pending Files remained in the possession of the dealing assistant.
- (3) Decided Judicial Files consigned to record room in the possession of the Record Keeper (Civil) or (Criminal) as case may be. The Record Keeper weed out the files after completing their retention period under rules of G.R. (Civil) & G.R. (Criminal)
- (4) Administrative Record.

- 1- Regular Pending Files remained in the possession of the dealing assistant.
- 2- Closed Files remained in the possession of IInd Clerk in administrative office of the judgeship. The Second Clerk weed out the closed files under rule of G.R. (Civil) & G.R. (Criminal) and some most confidential documents are kept in the possession of Sadar Munsrim/Munsarim / Reader of the court concerned in their safe custody

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 required as per the provisions of the law.

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; The decisions are taken by the District Judge Pauri Uttarakhand.