

MANUAL
OF
DISTRICT COURT
PAURI GARHWAL
UTTARAKHAND
UNDER
SECTION 4 (1)
(b) OF
RIGHT TO
INFORMATION ACT, 2005

SECTION 4(1)(b)(i) The particulars of District Court of Pauri Garhwal Uttarakhand functions and duties:

Particulars of Organization: District Court of Pauri Garhwal, Uttarakhand consist of following Courts:

Head Quarter Pauri

1. District and Sessions Court.
2. Chief Judicial Magistrate Court.
3. Senior Civil Judge
4. Civil Judge / Judicial Magistrate
5. Judicial magistrate

Outlying Courts Kotdwar

1. Additional District and Sessions Court Kotdwar
2. Senior Civil Judge/Addl. Chief Judicial Magistrate, Kotdwar.
3. Civil Judge, Kotdwar
4. Judicial Magistrate, Kotdwar.

Outlying Courts Srinagar

5. Civil Judge/Judicial Magistrate, Srinagar

Outlying Courts Lansdowne

6. Civil Judge/Judicial Magistrate, Lansdowne

Outlying Courts Dhumakot

7. Civil Judge/Judicial Magistrate, Dhumakot

Functions: It is a Court under chapter VI of the Constitution of India

Duties: (1) Administrative
(2) Judicial

SECTION 4(1)(b)(ii)

The powers and duties of officers and employees of the District Court of Uttarakhand;

Powers and duties of Judges of the District Court: Administrative and Judicial Work as per provisions of the law, General Rules (Civil), General Rules (Criminal) and circular orders of Hon'ble High Court.

Powers & Duties of Staff of the District Court: The officials discharge their duties as per General Rules (Civil), General Rules (Criminal) and Circular orders issued by the Hon'ble High Court time to time.

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 District Judge as per the General rules (Civil), General rules (Criminal) and Circular orders issued by the Hon'ble High Court and the appropriate service Rules.

SECTION 4(1)(b)(IV)

The norms set for the discharge of the functions of the District Court of Uttarakhand;

The General Rules (Civil), General Rules (Criminal) and circular orders of Hon'ble High Court, Laws and Judgments / Rulings of Hon'ble High Court and Supreme Court of India.

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), General Rules (Criminal) and circular orders of Hon'ble high Court.
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SECTION 4(1)(b)(vi)

A statement of the categories of documents that are held by it or under its control;

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

That is 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;

1. Administrative decisions are taken by the District Judge.
2. Meeting of officers held monthly for appreciation of judicial work and administrative work assigned by District Judge.
3. Meeting of monitoring Cell held monthly with D.M, S.P. and Officers of prosecution for proper functioning of criminal justice system.

SECTION 4(1)(b)(ix)

A directory of officers and government counsel of the District Court of Pauri Garhwal Uttarakhand.



**DISTRICT COURT
PAURI GARHWAL**



E-mail: dj-pua-ua@nic.in **Telephonic**
Enquiry: 01368-222596

JUDGES DISTRICT COURT OF PAURI GARHWAL

JUDGES, OTHER SUBORDINATE JUDICIAL OFFICERS, OFFICIALS AND RELATED PERSONS RELATING TO THE DISTRICT COURT PAURI GARHWAL

Sr. No.	Name of the Judicial Officers & Designation	Office Telephone & Fax Number	Residence Telephone Number
1	Sh. Ashish Naithani, H.J.S District & Sessions Judge, Pauri Garhwal	01368- 222596	01368-222594
2	Ms. Reena Negi, H.J.S Additional District & Sessions Judge, Pauri Garhwal	01382- 229995	--
3	Sh. Mohd Yaqoob, Chief Judicial Magistrate, Pauri Garhwal	01368- 222525	-
4	Mrs. Anita Gunjyal, Senior Civil Judge/ Addl. Chief Judicial Magistrate , Pauri Garhwal	--	--
5	Mrs. Neha Qayyum, Senior Civil Judge, Pauri Garhwal	--	--
6	Sh. Rajnish Mohan Civil Judge, Srinagar Pauri Garhwal	01346- 297200 01346-252572	
7	Mrs Bhawana Pandey Civil Judge, Kotdwar, Pauri Garhwal	--	01382- 225958
8	Mrs Shalini Dadar Civil Judge, Lansdowne, Pauri Garhwal	01386- 262218	01386- 262818
9	Mrs Pratiksha Kesarwani Civil Judge, Puari, Pauri Garhwal	--	-
10	Sh. Prateek Mathela Judicial Magistrate, Pauri Pauri Garhwal	--	-
11	Sh. Ishank Judicial Magistrate, Kotdwar Pauri Garhwal	--	-

SECTION 4(1)(b)(x)

Status of Sanctioned, Working and Vacant Posts of Class-III Ministerial and Steno) & Class IV in the judgeship Puari Garhwal (As on 11.10.2023)

Sl.No	Name of Department	Name of Posts	No. of Sanctioned Posts	Working Strength	No. of Vacancies
1	District Judge Pauri Garhwal	Chief Administrative Officer Grade Pay -	04	00	04
		Senior Administrative Officer Grade Pay -5400	06	02	04
		Administrative Officer Grade Pay -4600	06	05	01
		Head Assistant Grade Pay -4200	13	10	03
		Senior Aisstant Grade Pay -2800	21	01	20
		Junior Assistant Grade Pay -2000	24	20	04
		Total	74	38	36

Outsource

2		Data Entry Operator (ADJ Court Kotdwar)	1	-	1
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Ministerial Cadre(Stenographer Group- C)

3		P.A.	01	01	00
		Stenographer	12	08	04
		Stenographer	01	00	01

Driver & Technical Staff

4		Driver	02	=00	02
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Group- D

5		Class IV	55	36	19
		Sweeper	03	02	01

**Monthly remuneration received by, Judge Officers and Officials of
District Court Establishment (as on 01.10.2023)**

1. Judicial Officers (Group A & B)

SN	Name of Officer	Designation	Level (Judicial 7 th Pay)
1.	Sh. Ashish Naithani	District & Sessions Judge	(LEVEL J7)
2.	Ms. Reena Negi	Addl. District & Sessions Judge, Kotdwar	(LEVEL J5)
3.	Sh. Mohd. Yaqoob	Chief Judicial Magistrate	(LEVEL J3)
4.	Mrs. Anita Gunjiyal	Senior Civil Judge/ACJM, Kotdwar	(LEVEL J3)
5.	Mrs. Neha Qayyum	Senior Civil Judge, Pauri Garhwal	(LEVEL J3)
6.	Sh. Rajnish Mohan	Civil Judge, Sringar	(LEVEL J1)
7.	Mrs. Bhawana Pandey	Civil Judge, Kotdwar	(LEVEL J1)
8.	Mrs. Shalini Dadar	Civil Judge, Lansdowne	(LEVEL J1)
9.	Mrs Pratiksha Kesarwani	Civil Judge, Pauri	(LEVEL J1)
10.	Sh. Prateek Mathela	Judicial Magistrate, Pauri	(LEVEL J1)
11.	Sh. Ishank	Judicial Magistrate, Kotdwar	(LEVEL J1)

2- List of Court-staff (Group- C & D)

SN	Name of Emp./Officer	Designation	Level
1.	Mr Sanjay Maithani	P.A.	Level - 10
2.	Mr Ganesh Chandra	Stenographer	Level - 10
3.	Mr Himmat Singh	Stenographer	Level - 10
4.	Mr Manvendra Singh	Stenographer	Level - 06
5.	Mr Akash Kumar	Stenographer	Level - 05
6.	Mr Ajay Kumar	Stenographer	Level - 05
7.	Ms Hirdesh Kumari	Stenographer	Level - 05
8.	Mrs. Suman	Stenographer	Level - 05
9.	Mr Tabarak Ali	Stenographer	Level - 05

SN	Name of Emp./Officer	Designation	Level
1.	Mr Om Prakash Singh	S.A.O.	Level - 10
2.	Mr Manoj Kumar	S.A.O.	Level - 10
3.	Mrs Anita Nainwal	Head Assistant	Level - 06
4.	Mr Sunil Kumar	A.O.	Level - 07
5.	Mr Matbar Singh	A.O.	Level - 07
6.	Mr Deep Chandra	Head Assistant	Level - 06
7.	Mr Jagmohan Singh	A.O.	Level - 07
8.	Mr Lalit Kumar Bijalwan	A.O.	Level - 07
9.	Mr Rohit Negi	A.O.	Level - 07
10.	Mr Shanta Kumar Dobriyal	Head Assistant	Level - 06
11.	Ms Shikha Bisht Kathait	Head Assistant	Level - 06
12.	Mr Birendra Singh	Head Assistant	Level - 06

13.	Mr Sudhanshu Bhatt	Head Assistant	Level - 06
14.	Mr Harendra Singh	Head Assistant	Level - 06
15	Ms Alka Na	Head Assistant	Level - 06
16	Mr Shankar Singh	Head Assistant	Level - 06
17	Mr Jyotish Chandra	Junior Assistant	Level - 03
18	Mr Nirmal Singh	Junior Assistant	Level - 03
19	Mr Dharm Singh	Junior Assistant	Level - 03
20	Mr Brijmohan Singh	Junior Assistant	Level - 03
21	Mr Jaypal Singh	Junior Assistant	Level - 03
22	Mr Subhash Chandra	Head Assistant	Level - 06
23	Mr Digvijay Singh	Senior Assistant	Level - 05
24	Mr Sachin Mangain	Junior Assistant	Level - 03
25	Mr Suraj negi	Junior Assistant	Level - 03
26	Mr Saurabh Sharma	Junior Assistant	Level - 03
27	Mr Sohan Singh	Junior Assistant	Level - 03
28	Mr Neeraj Silori	Junior Assistant	Level - 03
29	Mr Vipin Joshi	Junior Assistant	Level - 03
30	Mr Manish Chandra Bhadula	Junior Assistant	Level - 03
31	Mr Vijay Singh	Junior Assistant	Level - 03
32	Ms Poonam Dhanai	Junior Assistant	Level - 03
33	Mrs Neeti	Junior Assistant	Level - 03
34	Ms Rekha	Junior Assistant	Level - 03
35	Mr Bhupendra Singh	Junior Assistant	Level - 03
36	Mr Pradeep Kumar	Junior Assistant	Level - 03
37	Ms Mamta	Junior Assistant	Level - 03
38	Ms Suneeta	Junior Assistant	Level - 03

Group D

1.	Mr Rajender Singh	Process Server	Level-5
2.	Mr Indra Kumar Singh	Process Server	Level-5
3.	Mr Sahdev Singh	Process Server	Level-5
4.	Mr Satish Chandra	Process Server	Level-5
5.	Mr Lav Singh	Process Server	Level-5
6.	Mr Aakesh	Process Server	Level-5
7.	Mr Kailash Singh	Process Server	Level-4
8.	Mr Sunil Baunthiyal	Process Server	Level-4
9.	Mr Harish Chandra	Process Server	Level-4
10.	Mr Rajbhushan	Group-D	Level-4
11.	Mr Ajay Kumar	Process Server	Level-4
12.	Mr Sher Singh	Process Server	Level-4
13.	Mr Ram Chandra	Process Server	Level-4

14.	Mr Pramod Kumar	Process Server	Level-4
15.	Mr Deepak Kumar	Group-D	Level-2
16.	Mr Sohan Singh	Process Server	Level-2
17.	Mr Yudhabeer Singh	Process Server	Level-2
18.	Mr Munish Kumar	Process Server	Level-1
19.	Mr Jitendra	Process Server	Level-2
20.	Mr Pradip Singh Bisht	Process Server	Level-4
21	Mrs Anjula Devi	Peon	Level-1
22	Mr Bhupendra Bhatt	Peon	Level-1
23	Mr Sohan Lal	Sweeper	Level-4
24	Mr Virendra Kumar	Sweeper	Level-4
25	Mr Praveen Kumar	Peon	Level-1
26	Mr Saurabh Barthwal	Peon	Level-1
27	Ms Preeti	Peon	Level-1
28	Ms Chanchal Negi	Peon	Level-1
29	Mr MASTAN SINGH	Peon	Level-1
30	Mr JAIRAM SINGH	Peon	Level-1
31	Mrs Meena	Peon	Level-1
32	Mr Bineel Singh	Peon	Level-1
33	Mr Vipin Patwal	Peon	Level-1
34	Mr Suraj Singh Rawat	Peon	Level-1
35	Mrs Archana Badola	Peon	Level-1
36	Ms Nisha Parveen	Peon	Level-1
37	Mrs Jyoti Lingwal	Peon	Level-1
38	Mr Devendra Kumar	Peon	Level-1

3- List of outsourced employees

SN	Name of Emp.	Designation	Fixed pay
1.	Sh. Rakesh Rawat	Driver	25031
2.	Sh. Kamal Singh	Driver	25031
3.	Sh. Anand Prasad Bharati	Anusewak	17842
4.	Sh. Santosh Singh	Anusewak	17842
5.	Sh. Deepak Kumar	Anusewak	17842
6	Sh. Dheerandra Singh	Anusewak	17842
7	Sh. Harish Kohli	Anusewak	17842
8	Sh. Ajeet Singh	Anusewak	17842
9	Sh. Sain Singh	Anusewak	17842
10	Sh. Saurabh Rawat	Anusewak	17842
11	Sh. Ranveer Singh	Anusewak	17842
12	Sh. Sanjay Singh	Anusewak	17842
13	Sh. Arvind Singh	Anusewak	17842
14	Sh. Sawan Kumar	Anusewak	17842
15	Sh. Ashish Baluni	Anusewak	17842
16	Sh. Pramod Singh	Anusewak	17842
17	Sh. Harendra Singh	Anusewak	17842
18	Sh. Dheerandra Singh	Anusewak	17842
19	Sh. Yatendra Singh	Anusewak	17842

4- List of outsourced Part-time (Sweeper) employees

SN	Name of Emp.	Designation	Fixed pay
1.	Smt. Rajbala Devi	Sweeper	5050
2	Smt. Rajbala Devi	Sweeper	5050
3	Sh. Munesh Kumar	Sweeper	5050
4	Sh. Sagar Singh	Sweeper	5050
5	Smt. Shikha Devi	Sweeper	5050

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;

Statement showing total amount of Budget grant allotted, expenditure incurred and remaining balance for the period 01-04-2023 to 10-10-2023
(Financial Year 2023-24)

405960051050053

Object Code	Object Name	Released Amount	Expenditure	Balance
53	Major Construction work	585000	585000	00

105-Civil & Sessionscourt-03 District Judge,Pauri Garhwal)

Object Code	Object Name	Released Amount	Expenditure	Balance
01	Pay		26865899	
02	Wages	160000	158570	1430
03	D.A.		11086213	
04	Travelling Allowances	800000	567549	232451
06	O.A.		2454078	
08	Honoraria	1200000	1129887	70113
11	Admissibility Expenses	1000000	438646	561354
20	Stationery & Printing	200000	87532	112468
22	Office Expenses	500000	334924	200000
21	Rent	200000	-	
25	Utility Bill Payment		449301	
26	Computer Hardware and software	1089000	929506	159494
27	Payment for Professional & Spl. Services	20000	8000	12000
29	Operation of Vehicle, Maint. & Purchase of Fuel	250000	111592	138408
30	Guest Expenses	20000	-	20000
42	Other Departmental Expenses	10000	-	10000
51	Maintains	4507000	4507000	0

108- Criminal Courts.

Object Code	Object Name	Released Amount	Expenditure	Balance
01	Pay		4717116	
02	Wages	10000	-	10000
03	D.A.		1981656	
04	Travelling Allowances	210000	148262	61738
06	O.A.		361832	
08	Honoraria	500000	193660	306340
11	Admissibility Expenses	200000	167440	32560
20	Stationery & Printing	20000	17695	2305
22	Office Expenses	60000	48425	11575
25	Utility Bill Payment		6099	
26	Computer Hardware and software	10000	6350	3650
29	Operation of Vehicle, Maint. & Purchase of Fuel	150000	123452	26548
30	Guest Expenses	2000	-	2000
42	Other Departmental Expenses	5000	-	5000

SECTION 4(1)(b)(xii)

The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes;

There is no subsidy programmes in the District Court, Pauri Garhwal.

SECTION 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted by it;

Not applicable in the District Court of Pauri Garhwal.

SECTION 4(1)(b)(xiv)

Details in respect of the information, available to or held by it, reduced in electronic form;

Judgments, Cause lists of the court of District Judge and cause lists of the other courts are available on www.lobis.nic.in and information of Judges, cause list and Judgments of District Judge, are available at District Court website at <https://paurigarhwal.dcourts.gov.in/>

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) Judgments, cause lists of District court are accessible world wide for litigant public at District court website.
- (2) Apart from it, the litigant public may also inquiry status of their cases by moving application at the District Court, Pauri Garhwal.
- (3) An inquiry Counter is going to set up in near future at the District Court by whom the litigants/ public may obtain the information regarding status of their cases.

SECTION 4(1)(b)(xvi)

The names, designations and other particulars of the Public Information Officer;

Mrs. Pratiksha Kesarwani, Appellate Authority under Section 19(1) of the Right to Information Act, 2005, Civil Judge, Pauri, District Pauri Garhwal Tel. No.: **01368-222596**; email-dj-pau-ua@nic.in

Sh. Manoj Kotiyal, State Public Information Officer under Section 5(1) of the Right to Information Act, 2005, SAO, District Judgeship, Pauri Garhwal **01368-222596**; email-dj-pau-ua@nic.in

SECTION 4(1)(b)(xvii)

Such other information as may be prescribed; and thereafter update these publications every year; NIL.

**TOTAL NUMBER OF CRIMINAL AND CIVIL CASES PENDING ON
 September 2023 IN THE JUDGESHIP OF PAURI GARHWAL**

	Name of Court	Civil	Criminal	Total
1	District & Sessions Judge Pauri Garhwal	256	332	588
	C.J.M. Pauri Garhwal	0	391	391
	Civil Judge (S.D.) Pauri	41	0	41
	Civil Judge (J.D.) Pauri	18	223	241
	JM Pauri	0	182	182
	Total	315	1128	1443

Outlying Court Kotdwar

	Name of Court	Civil	Criminal	Total
1	Addl. District & Sessions Judge Pauri Garhwal	163	123	286
	Civil Judge (S.D.)/ACJM Kotdwar	365	4552	4917
	Civil Judge (J.D.) Kotdwar	335	1429	1764
	J.M. Kotdwar	0	1526	1526
	Total	863	7630	8493

Outlying Court Sringer

	Name of Court	Civil	Criminal	Total
1	Civil Judge (J.D.) Srinagar	64	465	529
	Total	64	465	529

Outlying Court Lansdowne

	Name of Court	Civil	Criminal	Total
1	Civil Judge (J.D.) Lansdowne	19	56	75
	Total	19	56	75

Outlying Court Dhumakot

	Name of Court	Civil	Criminal	Total
1	Civil Judge (J.D.) Dhumakot	0	18	18
	Total	0	18	18

	Total Pendency of Judgeship Pauri	1261	9297	10558
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