

**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

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**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.

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**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.

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**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.

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**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.

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### **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**



**FAX : (01368) - 222596**

**E-mail: [dj-pau-ua@nic.in](mailto:dj-pau-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	<b>Sh. Ajay Chaudhary,</b> H.J.S District & Sessions Judge, Pauri Garhwal	01368- 222596	01368-222594
2	<b>Ms. Reena Negi,</b> H.J.S Additional District & Sessions Judge, Pauri Garhwal	01382- 229995	--
3	<b>Sh. Laxman Singh,</b> Chief Judicial Magistrate, Pauri Garhwal	01368- 222525	-
4	<b>Sh. Manoj Kumar Dwivedi</b> Civil Judge (S.D.)/ Addl. Chief Judicial Magistrate , Pauri Garhwal	--	--
5	<b>Mrs. Neha Qayyum,</b> Senior Civil Judge, Pauri Garhwal	--	--
6	<b>Ms Alka</b> Civil Judge, Srinagar Pauri Garhwal	01346- 297200 01346-252572	
7	<b>Ms Soniya</b> Civil Judge, Kotdwar, Pauri Garhwal	--	01382- 225958
8	<b>Ms Priya Shah</b> Civil Judge, Lansdowne, Pauri Garhwal	01386- 262218	01386- 262818
9	<b>Mrs Pratiksha Kesarwani</b> Civil Judge, Puari, Pauri Garhwal	--	-
10	<b>Sh. Prateek Mathela</b> Judicial Magistrate, Pauri Pauri Garhwal	--	-
11	<b>Sh. Ishank</b> Judicial Magistrate, Kotdwar Pauri Garhwal	--	-

SECTION4(1)(b)(x)

**Status of Sanctioned, Working and Vacant Posts of Class-III Ministerial and Steno) & Class IV in the judgship Puari Garhwal (As on 21.06.2024)**

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	19	05
		Total	74	37	37

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

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**Monthly remuneration received by, Judge Officers and Officials of  
District Court Establishment (as on 01.06.2024)**

**1. Judicial Officers (Group A & B)**

SN	Name of Officer	Designation	Level (Judicial 7 <sup>th</sup> Pay)
1.	Sh. Ajay Chadhary	District & Sessions Judge	(LEVEL J7)
2.	Ms. Reena Negi	Addl. District & Sessions Judge, Kotdwar	(LEVEL J5)
3.	Sh. Laxman Singh	Chief Judicial Magistrate	(LEVEL J3)
4.	Sh. Manoj Kumar Dwivedi	Civil Judge (S.D.)/ACJM, Kotdwar	(LEVEL J3)
5.	Mrs. Neha Qayyum	Senior Civil Judge, Pauri Garhwal	(LEVEL J3)
6.	Ms Alka	Civil Judge, Sringar	(LEVEL J1)
7.	Mrs. Soniya	Civil Judge, Kotdwar	(LEVEL J1)
8.	Ms. Priya Shah	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 Mamgain	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	Ms Rekha	Junior Assistant	Level - 03
34	Mr Bhupendra Singh	Junior Assistant	Level - 03
35	Mr Pradeep Kumar	Junior Assistant	Level - 03
36	Ms Mamta	Junior Assistant	Level - 03
37	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

<b>SN</b>	<b>Name of Emp.</b>	<b>Designation</b>	<b>Fixed pay</b>
1.	Sh. Rakesh Rawat	Driver	26863
2.	Sh. Kamal Singh	Driver	26863
3.	Sh. Anand Prasad Bharati	Anusewak	19060
4.	Sh. Santosh Singh	Anusewak	19060
5.	Sh. Deepak Kumar	Anusewak	19060
6	Sh. Dheerandra Singh	Anusewak	19060
7	Sh. Harish Kohli	Anusewak	19060
8	Sh. Ajeet Singh	Anusewak	19060
9	Sh. Sain Singh	Anusewak	19060
10	Sh. Saurabh Rawat	Anusewak	19060
11	Sh. Ranveer Singh	Anusewak	19060
12	Sh. Sanjay Singh	Anusewak	19060
13	Sh. Arvind Singh	Anusewak	19060
14	Sh. Sawan Kumar	Anusewak	19060
15	Sh. Ashish Baluni	Anusewak	19060
16	Sh. Pramod Singh	Anusewak	19060
17	Sh. Dheerandra Singh	Anusewak	19060
18	Sh. Yatendra Singh	Anusewak	19060
19	Sh. Jenendra	Anusewak	19060

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

SN	Name of Emp.	Designation	Fixed pay
1.	Smt. Rajbala Devi	Sweeper	5050
2	Sh. Akash Ghagat	Sweeper	5050
3	Sh. Munesh Kumar	Sweeper	5050
4	Sh. Sagar Singh	Sweeper	5050
5	Smt. Shikha Devi	Sweeper	5050
6	Smt. Ranjana Mamgain	Mali	5050
7	Sh. Manav	Sweeper	5050
8	Sh. Kuldeep	Sweeper	5050
9	Manish	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 01-04-2024 to 21-06-2024  
(Financial Year 2023-24)**

**105-Civil & Sessionscourt-03 District Judge,Pauni Garhwal)**

Object Code	Object Name	Released Amount	Expenditure	Balance
01	Pay		18672857	
02	Wages	170000	55214	114786
03	D.A.			
04	Travelling Allowances	870000	869174	826
06	O.A.			
08	Honoraria	1400000	1336978	63022
11	Admissibility Expenses	1535000	235873	1299127
20	Stationery & Printing	150000	235873	54857
22	Office Expenses	350000	95143	347600
21	Rent			
25	Utility Bill Payment		2681847	
26	Computer Hardware and software	100000		100000
27	Payment for Professional & Spl. Services	16000		16000
29	Operation of Vehicle, Maint. & Purchase of Fuel	150000		150000
30	Guest Expenses	10000	4300	5700
42	Other Departmental Expenses	5000		5000
51	Maintains	335000	33500	0

### 108- Criminal Courts.

Object Code	Object Name	Released Amount	Expenditure	Balance
01	Pay		3634762	
02	Wages	5000	0	5000
03	D.A.			
04	Travelling Allowances			
06	O.A.			
08	Honoraria	250000	79011	170989
11	Admissibility Expenses	100000	100000	0
20	Stationery & Printing	10000	0	10000
22	Office Expenses	50000	0	50000
25	Utility Bill Payment		2520	
26	Computer Hardware and software	10000	0	10000
29	Operation of Vehicle, Maint. & Purchase of Fuel	75000	2627	72373
30	Guest Expenses	2000	0	2000
42	Other Departmental Expenses	2000	0	2000

#### SECTION 4(1)(b)(xii)

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

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

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#### 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.

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#### 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 [paurigarhwal.dcourts.gov.in](http://paurigarhwal.dcourts.gov.in) and information of Judges, cause list and Judgments of District Judge, are available at District Court website at <https://paurigarhwal.dcourts.gov.in/>

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## **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.

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## **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](mailto: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](mailto:dj-pau-ua@nic.in)

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## **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**  
**May 2024 IN THE JUDGESHIP OF PAURI GARHWAL**

	<b>Name of Court</b>	<b>Civil</b>	<b>Criminal</b>	<b>Total</b>
1	District & Sessions Judge Pauri Garhwal	290	361	651
	C.J.M. Pauri Garhwal	0	373	373
	Civil Judge (S.D.) Pauri	31	0	31
	Civil Judge (J.D.) Pauri	25	156	156
	JM Pauri	0	148	148
	<b>Total</b>	<b>346</b>	<b>1038</b>	<b>1359</b>

**Outlying Court Kotdwar**

	<b>Name of Court</b>	<b>Civil</b>	<b>Criminal</b>	<b>Total</b>
1	Addl. District & Sessions Judge Pauri Garhwal	115	116	231
	Civil Judge (S.D.)/ACJM Kotdwar	369	3350	3719
	Civil Judge (J.D.) Kotdwar	352	1840	2192
	J.M. Kotdwar	0	2985	2985
	<b>Total</b>	<b>836</b>	<b>8291</b>	<b>9127</b>

**Outlying Court Sringar**

	<b>Name of Court</b>	<b>Civil</b>	<b>Criminal</b>	<b>Total</b>
1	Civil Judge (J.D.) Srinagar	68	418	486
	<b>Total</b>	<b>68</b>	<b>418</b>	<b>486</b>

**Outlying Court Lansdowne**

	<b>Name of Court</b>	<b>Civil</b>	<b>Criminal</b>	<b>Total</b>
1	Civil Judge (J.D.) Lansdowne	11	39	50
	<b>Total</b>	<b>11</b>	<b>39</b>	<b>50</b>

**Outlying Court Dhumakot**

	<b>Name of Court</b>	<b>Civil</b>	<b>Criminal</b>	<b>Total</b>
1	Civil Judge (J.D.) Dhumakot	0	35	35
	<b>Total</b>	<b>0</b>	<b>35</b>	<b>35</b>

	<b>Total Pendency of Judgeship Pauri</b>	<b>1261</b>	<b>9821</b>	<b>11082</b>
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**GOVERNMENT ADVOCATES**

1	Shri Dinesh Singh Rawat	DGC Civil	adv.dineshsrawat@gmail.com	8979661132
2	Shri Bijendra Singh Rawat	ADGC POCSO	rawat-vijendra14@gmail.com	8171613448
3	Shri Pradeep Kumar Bhatt	DGC (Crime)	prkbhatt1964@gmail.com	9997260962
4	Shri Jitendra Singh Rawat	ADGC (Crime)	jrawat066@gmail.com	9837202144
5	Shri Vinod Prakash Bhandari	ADGC (Civil)	vinodprakashbhandari@gmail.com	9411353160
6	Shri Brijmohan Chauhan	ADGC (Civil)	chauhaubrij05@gmail.com	9837550435
7	Shri Jitendra Singh Rawat	ADGC Revnew	tonurawat.tr@gmail.com	7017393877
8	Shri Mahendra Singh Ashwal	ADGC Revnew	mehendrasinghaswal6@gmail.com	9412113505

**PROSECUTION OFFICERS**

1	Shri Rajeev Dobhal, PO	8193990007
2	Shri Ashish Jadli, APO	9084237099
3	Shri Govind Negi APO	8384822295
4	Shri Yujvindra Rawat, APO	9149169184
5	Shri B.S. Rawat, APO	9012671108

**DISTRICT BAR ASSOCIATION, PAURI,  
DISTRICT PAURI GARHWAL**

1	Shri Subhash Chandra Raturi,	President	9412113762
2	Shri Mahesh Balunid	Vice President	9412413595
3	Smt. Kusum Negi	Secretary	9627178248
4	Smt. Rashmi Rawat Patwal	Deputy Secretary	9568740931
5	Shri Gajendra Singh Rawat	Koshaadhyashak	9760578161
6	Smt. Amrita Rawat	Pustkalyadhyashak	9760624831

