

**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

Civil Judge/Judicial Magistrate, Srinagar

Outlying Courts Lansdowne

Civil Judge/Judicial Magistrate, Lansdowne

Outlying Courts Dhumakot

Civil Judge/Judicial Magistrate, Dhumakot

Outlying Courts Satpuli

Civil Judge/Judicial Magistrate, Satpuli

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.
-

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
-

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



FAX : (01368) - 222596

E-mail: 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	Sh. Dharm Singh, H.J.S District & Sessions Judge, Pauri Garhwal	01368- 222596	01368-222594
2	Ms. Rajni Shukla, H.J.S Additional District & Sessions Judge, Pauri Garhwal	01382- 229995	--
3	Sh. Shahjad Ahmad Wahid, Chief Judicial Magistrate, Pauri Garhwal	01368- 222525	-
4	Sh. Manoj Kumar Dwivedi Civil Judge (S.D.)/ Addl. Chief Judicial Magistrate , Pauri Garhwal	--	--
5	Mrs. Amit Bhatt, Civil Judge (S.D.), Pauri Garhwal	--	--
6	Ms Alka Civil Judge, Srinagar Pauri Garhwal	01346- 297200 01346-252572	
7	Ms Soniya Civil Judge, Kotdwar, Pauri Garhwal	--	01382- 225958
8	Ms Priya Shah Civil Judge, Lansdowne, Pauri Garhwal	01386- 262218	01386- 262818
9	Sh Rijwan Ansari Civil Judge, Puari, Pauri Garhwal	--	—
10	Ms Akmal Judicial Magistrate, Pauri Pauri Garhwal	--	—
11	Ms Prigya Tiwari Judicial Magistrate, Kotdwar Pauri Garhwal	--	—
12	Ms Neha Civil Judge, Satpuli, Pauri Garhwal	--	—
13	Ms Parminder Kaur Civil Judge, Dhumakot, 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 12.05.2026)

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	01	05
		Administrative Officer Grade Pay -4600	06	05	01
		Head Assistant Grade Pay -4200	13	10	03
		Senior Assistant Grade Pay -2800	19	15	4
		Junior Assistant Grade Pay -2000	22	08	14
		Total	70	39	31

Outsource

2		Data Entry Operator (ADJ Court Kotdwar)	1	-	1
---	--	--	---	---	---

**Ministerial Cadre(Stenographer Group- C)
Steno Cadre(Stenographer Group- C)**

3		Stenographer, Grade Pay 4600	2	1	1
		Stenographer, Grade Pay 4200	03	3	0
		Stenographer, Grade Pay 2800,	09	4	5

Driver & Technical Staff

4		Driver	02	00	02
---	--	--------	----	----	----

Group- D

5		Class IV	55	32	23
		Sweeper	03	02	01

**Monthly remuneration received by, Judge Officers and Officials of
District Court Establishment (as on 12.05.2026)**

1. Judicial Officers (Group A & B)

SN	Name of Officer	Designation	Level (Judicial 7 th Pay)
1.	Sh. Dharm Singh	District & Sessions Judge	(LEVEL J5)
2.	Ms. Rajni Shukla	Addl. District & Sessions Judge, Kotdwar	(LEVEL J5)
3.	Sh. Shahjad A. Wahid	Chief Judicial Magistrate	(LEVEL J3)
4.	Sh. Manoj Kumar Dwivedi	Civil Judge (S.D.)/ACJM, Kotdwar	(LEVEL J3)
5.	Sh. Amit Bhatt	Senior Civil Judge, Pauri Garhwal	(LEVEL J3)
6.	Ms Alka	Civil Judge (J.D.) Sringar	(LEVEL J1)
7.	Mrs. Soniya	Civil Judge (J.D.), Kotdwar	(LEVEL J1)
8.	Ms. Priya Shah	Civil Judge, (J.D.) Lansdowne	(LEVEL J1)
9.	Sh. Rijwan Ansari	Civil Judge (J.D.), Pauri	(LEVEL J1)
10.	Mrs. Akmal	Judicial Magistrate, Pauri	(LEVEL J1)
11.	Ms. Pragya Tiwari	Judicial Magistrate, Kotdwar	(LEVEL J1)
12.	Ms. Parminder Kaur	Civil Judge (J.D.), Dhumakot	(LEVEL J1)
13.	Ms. Neha	Civil Judge (J.D.), Satpuli	(LEVEL J1)

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

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

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

15	Mr Shankar Singh	Head Assistant	Level - 06
16	Mr Jyotish Chandra	Senior Assistant	Level - 05
17	Mr Nirmal Singh	Senior Assistant	Level - 05
18	Mr Dharm Singh	Senior Assistant	Level - 05
19	Mr Brijmohan Singh	Senior Assistant	Level - 05
20	Mr Jaypal Singh	Senior Assistant	Level - 05
21	Mr Subhash Chandra	Head Assistant	Level - 06
22	Mr Digvijay Singh	Senior Assistant	Level - 05
23	Mr Sachin Mamgain	Junior Assistant	Level - 03
24	Mr Suraj negi	Senior Assistant	Level - 05
25	Mr Saurabh Sharma	Senior Assistant	Level - 05
26	Mr Sohan Singh	Senior Assistant	Level - 05
27	Mr Neeraj Silori	Senior Assistant	Level - 05
28	Mr Vipin Joshi	Junior Assistant	Level - 03
29	Mr Manish Chandra Bhadula	Junior Assistant	Level - 03
30	Mr Vijay Singh	Senior Assistant	Level - 05
31	Ms Poonam Dhanai	Senior Assistant	Level - 05
32	Ms Rekha	Senior Assistant	Level - 05
33	Mr Bhupendra Singh	Junior Assistant	Level - 03
34	Mr Pradeep Kumar	Senior Assistant	Level - 05
35	Ms Mamta	Senior Assistant	Level - 05
36	Ms Suneeta	Junior Assistant	Level - 03
37	Mr Harendra	Junior Assistant	Level - 03
38	Mr Pankaj Rawat	Junior Assistant	Level - 03
39	Ms Deepa	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-5
8.	Mr Sunil Baunthiyal	Process Server	Level-5
9.	Mr Harish Chandra	Process Server	Level-5
10.	Mr Rajbhushan	Group-D	Level-4
11.	Mr Ajay Kumar	Process Server	Level-1
12.	Mr Sher Singh	Process Server	Level-5
13.	Mr Ram Chandra	Process Server	Level-5
14.	Mr Pramod Kumar	Process Server	Level-4
15.	Mr Deepak Kumar	Group-D	Level-4

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-5
21.	Mrs Anjula Devi	Peon	Level-2
22.	Mr Bhupendra Bhatt	Peon	Level-1
23.	Mr Sohan Lal	Sweeper	Level-4
24.	Mr Virendra Kumar	Sweeper	Level-5
25.	Mr Praveen Kumar	Peon	Level-1
26.	Ms Preeti	Peon	Level-1
27.	Mr MASTAN SINGH	Peon	Level-1
28.	Mrs Meena	Peon	Level-1
29.	Mr Vipin Patwal	Peon	Level-1
30.	Mr Suraj Singh Rawat	Peon	Level-1
31.	Mrs Archana Badola	Peon	Level-1
32.	Ms Nisha Parveen	Peon	Level-1
33.	Mrs Jyoti Lingwal	Peon	Level-1
34.	Mr Devendra Kumar	Peon	Level-1

3- List of outsourced employees

SN	Name of Emp.	Designation	Fixed pay	office
1.	Sh. Rakesh Rawat	Driver	26863	
2.	Sh. Kamal Singh	Driver	26863	
3.	Sh. Anand Prasad Bharati	Anusewak	19060	CJJD Srinagar
4.	Sh. Santosh Singh	Anusewak	19060	DJ Pauri
5.	Sh. Deepak Kumar	Anusewak	19060	ACJM Pauri
6	Sh. Harish Kohli	Anusewak	19060	JM Pauri
7	Sh. Ajeet Singh	Anusewak	19060	ACJM Pauri
8	Sh. Dheerendra Singh	Anusewak	19060	ACJM kdr
9	Sh. Sain Singh	Anusewak	19060	DJ Pauri
10	Sh. Yatendra	Anusewak	19060	Adj Court
11	Sh. Ranveer Singh	Anusewak	19060	CJJD Pauri
12	Sh. Sanjay Singh	Anusewak	19060	CJJD kdr
13	Sh. Arvind Singh	Anusewak	19060	CJM Pauri
14	Sh. Sawan Kumar	Anusewak	19060	CJJD LDN
15	Sh. Ashish Baluni	Anusewak	19060	CJJD LDN
16	Sh. Pramod Singh	Anusewak	19060	CJJD Pauri

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

SN	Name of Emp.	Designation	Fixed pay
1.	Smt. Rajbala Devi	Sweeper (Kotdwar	12391
2	Sh. Renu	Sweeper (Pauri)	12391
3	Sh. Munesh Kumar	Sweeper (Srinagar	12391
4	Smt. Shikha Devi	Sweeper (Lansdowne)	12391
5	Smt. Ranjana Mamgain	Mali (pauri)	12391
6	Sh. Manav	Sweeper (Kotdwar)	12391
7	Sh Vinay Kumar Sodiya	Sweeper (Kotdwar)	12391
8	Sh. Sanjay Pal	Mali (Kotdwar)	12391
9	Smt. Savita Devi	Sweeper (Satpuli)	12391

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 01-04-2026 to 14-05-2026

(Financial Year 2025-26)

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

Object Code	Object Name	Released Amount	Expenditure	Balance
01	Pay	Global Head	75,29,861	Global Head
02	Wages	430000	94603	335397
03	D.A.	Global Head	44,43,671	Global Head
04	Travelling Allowances	430000	0	430000
06	O.A.	Global Head	14,10,802	Global Head
08	Honoraria	1500000	737088	762912
10	Training Expenses	-	0	-
11	Admissibility Expenses	400000	67907	332093
20	Stationery & Printing	400000	0	400000
21	Furniture	0	0	0
22	Office Expenses	200000	25364	174636
23	Rent	0	0	0
25	Utility Bill Payment	Global Head	587743	Global Head
26	Computer Hardware and software	40000	30680	9320
27	Payment for Professional & Spl. Services	82850	67850	15000
29	Operation of Vehicle, Maint. & Purchase of Fuel	75000	22195	52805
30	Guest Expenses	15000	2060	12940
42	Other Departmental Expenses	6000	0	6000
51	Maintains	0	0	0
52	Minor Construction Work	0	0	0

108- Criminal Courts.

Object Code	Object Name	Released Amount	Expenditure	Balance
01	Pay	Global Head	14,64,160	Global Head
02	Wages	-		-
03	D.A.	Global Head	8,77,434	Global Head
04	Travelling Allowances	125000	0	125000
06	O.A.	Global Head	3,35,871	Global Head
08	Honoraria	0	0	0
11	Admissibility Expenses	100000	45950	54050
20	Stationery & Printing	30000	0	30000
22	Office Expenses	10000	0	10000
25	Utility Bill Payment	Global Head		Global Head
26	Computer Hardware and software	10000	0	10000
29	Operation of Vehicle, Maint. & Purchase of Fuel	50000	26373	23627
30	Guest Expenses	-		-
42	Other Departmental Expenses	-		-

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.

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 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/>

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. Rijwan Ansari, 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. Om Prakash, 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.

**Pendency of cases where CIS software is functioning in Judgeship Pauri Garhwal as on
30.04.2026**

Sr. No.	Name of the Court	CIS Pendency			SMS Sent		Remarks if any;
		Civil	Criminal	Total	From 01.04.2026 to 30.04.2026	Total SMS sent till dated 30.04.2026	
1	District & Sessions Judge, Pauri	526	512	1038	4200	325819	-
2	Chief Judicial Magistrate, Pauri	0	282	282			
3	Civil Judge (Sr.Div.)/ACJM Pauri	30	168	215			
4	Civil Judge (Jr.Div.)/JM-I, Pauri	25	237	222			
5	Judicial Magistrate Pauri	0	241	216			
6	Addl. District & Sessions Judge, Kotdwar	179	140	319	5431	251970	-
7	Addl. Chief Judicial Magistrate, Kotdwar	0	2929	2929			
8	Civil Judge (Sr.Div.), Kotdwar	361	0	361			
9	Civil Judge (Jr.Div.)/JM-1 st , Kotdwar	381	1790	2171			
10	Judicial Magistrate, Kotdwar	0	2160	2160			
11	Civil Judge (Jr.Div.)/JM, Dhumakot	0	9	9	33	2356	-
12	Civil Judge (Jr.Div.)/JM, Lansdowne	16	31	47	238	21138	-
13	Civil Judge (Jr.Div.)/JM, Srinagar	79	646	725	372	53518	-
14	Civil Judge (Jr.Div.)/JM, Satpuli	12	35	47	0	0	
Grand Total		1609	9180	10789	10274	654801	-
14	Family Court Pauri Garhwal	77	73	150	No directions received till date from Hon'ble Court regarding sending the SMS to Advocates/litigants.		-
15	Family Court Kotdwar	276	460	736			
16	Juvenile Justice Board Pauri	0	8	8			-

GOVERNMENT ADVOCATES

1	Shri Mukesh Bisht	DGC Civil	mukeshbishtbisht119@gmail.com	9634312179
2	Shri Pradeep Kumar Bhatt	DGC (Crime)	prkbhatt1964@gmail.com	9997260962
3	Shri Jitendra Singh Rawat	ADGC (Crime)	jrawat066@gmail.com	9837202144
4	Shri Ashish Jadli	ADGC (Civil)	ashishjadli48@gmail.com	9412029482
5	-	ADGC (Civil)	-	-
6	Shri Jitendra Singh Rawat	ADGC Revnew	tonurawat.tr@gmail.com	7017393877
7	Shri Bijendra Singh Rawat	ADGC POCSO	rawat-vijendra14@gmail.com	8171613448

PROSECUTION OFFICERS

1	Km. Versha, APO	7900611960
2	Mr Monarch, APO	8171530821
3	Ms Akriti Tomar, APO	6395633440
4	Ms Aparna Awasthy, APO	9454358119
5	Mr Lal Chandra Mishra, APO	8765384658
6	Mr. Vikrant Rathaur, APO	9917262965
7	Shri Rajeev Dobhal, PO	8193990007
8	Shri Govind Negi APO	8384822295

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

1	Shri Rajendra Singh Negi	President	9412032014
2	Smt. Laxmi Rawat	Vice President	9719621772
3	Shri Gajendra Singh Negi	Secretary	9760578161
4	Shri Swapnil Raturi	Deputy Secretary	9557323901
5	Shri Abhishek Sajwan	Koshaadhyashak	9412601300
6	Shri Vimal Chandra Anthwal	Pustkalyadhyashak	8383938959