No. Civil Judge /JMFC/Public RTI/Tissa/2021-
OFFICE OF THE CIVIL JUDGE CUM- JUDICIAL MAGISTRATE FIRST CLASS, TISSA,
DISTRICT CHAMBA.H.P

Dated Tissa ,the 22nd May, 2025

Office of District & Sessions Judge
Receipt No 1904
Date 24/5/25
Chamba (H.P.)

OFFICE ORDER

In exercise of powers conferred under section 4 of the Right to Information Act,2005 (Act No.22 of 2005) the undersigned hereby publishes the following information pertaining to the Civil Judge-cum-Judicial Magistrate, First Class, Tissa, District Chamba (HP) under the provisions of Sub Section (1)(b) of section 4 of the Right to information Act,2005:

Particulars of the organisation function and duties.

The court of The Civil Judge-cum-Judicial Magistrate First Class, Tissa, District Chamba has been established 09.04.2019. The sanction strength of Civil Judge-Cum-JMFC, Tissa is one .

Sitting of the Court:

Court working hours are from 10.00 AM to 4.00 PM with an interval for lunch break from 1.30 PM to 2.00 PM. Second Saturdays are non working days for the Court.

Office working hours:

Office remains open from 9.45 AM to 4.45 PM with half an hour lunch break from 1.30 PM to 2.00 PM. except gazetted holidays.

This office is headed by Civil Judge-cum-JMFC, Tissa, District Chamba (HP).

Sanctioned strength of Judicial Offier.

Civil Judge-Cum-JMFC. 1

Sanctioned strength of ministerial staff of the establishment of Civil Judge-cum- Judicial Magistrate First Class, Tissa District Chamba H.P.

i)	Superintendent Gr-II	1
ii)	Reader	1
iii)	Record Keeper	1
iv)	Naib Nazir	1

v)	Steno Typist	1
vi)	J.W	1
vi)	Civil Alhmad	1
vii)	Criminal Alhmad	1
viii)	Copyist	1
ix)	Clerk-cum- Typist	1
x)	Bailiff	1
xi)	Process Server (Two Regular basis)	2
xii)	Process Server (Two daily basis)	2
xiii)	Peon (daily wages)	1
xiv)	Orderly (daily wages)	1
xv)	Safai Karamchari (Out sources)	1

The following supporting staff for the Court of Civil Judge-cum-Judicial Magistrate First Class, Tissa, H.P. exists as under :-

Sr. No.	Name of Post	Pay Scale/Pay Matrix	No. of permanent post	No. of temporary/Contract posts	Total No. of posts.
1	Superintendent G-II	Level-12	1	-	1
2	Reader (Sr. Assistant)	Level-11	1	-	1
3	Record Keeper	Level-11	1	-	1
4	Naib Nazir	Level-3 (As per Contract Policy)	-	1	1
5	Steno typist	Level-3 (As per Contract Policy)	-	1	1
6	J.W.	Level-3 (As per Contract Policy)	-	1	1
7	CivilAlhmad	Level-3 (As per Contract Policy)	-	1	1
8	Criminal Alhamd	Level-3 (As per Contract Policy)	-	1	1
9	Copyist	Level-3 (As per Contract Policy)	-	1	1

10	Clerk-cum-Typist	Level-3 (As per Contract Policy)	-	1	1
11	Bailiff	Level-3	-	1	1
12	Process Server	Level-2		2	2
13	Process server	As prescribed by the State Govt.	-	2 (daily wages)	2
14	Peon		-	1	1
15	Orderly		-	1	1
15	Safai Karamchari	Out source)	-	-	1

Functions of the organisation

i) Judicial and

ii) Administrative.

(4(1)(b)(ii) **Powers and duties of its Officer and employees:-**

1. **Presiding Officer.**

Administrative and executive work has been distributed to the officers/officials of this office as under :-

I.) **Superintendent Gr.II:-**

As Court Officer:

1 To take the cases of civil nature of the court such as service,written statements, replication, replies, and rejoinder etc. up to filing of draft issues level daily.

2. To exercise over all supervision/control on establishment of this Court.

3. Preparation of Emphemeral Rolls of the officials of this Court.

4. To keep in custody the attendance register and check the register regularly.

5. To prepare decree sheets/memo of costs etc.

6. To deal with confidential administrative matters pertaining to this Court.

7. To scrutinize and report in civil cases presented before the Court.

8. To maintain the telephone register of the office and residence of the Presiding Officer.

9. To deal with casual leave of class III and IV officials of this Court.

10. To maintain service records and personal files of the officials of the establishment of this Court.

11. To keep the vigil that the correspondence is promptly dealt with by the concerned official of this Court.

12. To deal with the correspondence etc. and other matters related to Lok Adalat pertaining to this Court.

13. To go through the Dak as received by him and take following steps:-

a) To mark the receipt to the concerned branch.

b) To submit the important communications for perusal of the higher authorities through concerned branch at dak stage.

c) Keep a check or note in the diary about important receipts or watching proper and timely disposal.

d) To see that all dealing hands and the diarist maintain all required registers and keep the same updated.

e) To ensure punctuality in attendance in the office and to advise the staff on matter of conduct and discipline.

II) <u>Reader.</u>

i) To record the evidence/orders etc. in civil and criminal matters under the dictation of the Presiding Officer.

ii) To make entries of the cases in the Peshi Register regarding disposal, adjournment and action taken on the files daily.

iii) To deal with all the Judicial matters assigned by the Presiding Officer in the Court.

iv)To maintain the fine register, Peshi register, and disposal register etc. pertaining to his seat.

v)To receive the fine amount imposed in criminal cases and to remit the same in the treasury forthwith.

III) **<u>Record Keeper</u>**

Record Keeper looks after the record of the Court/Office and entre the decided files in the relevent register.

IV) **Naib Nazir.**

i) To prepare the pay bills of the establishment & disburse the payments to officers/officials.

ii)To deal with all account matter pertaining to the establishment.

iii) To maintain various types of register such as perishable/non perishable articles, charcoal, furniture, livery equipment, bill register, token register, budget register etc.

iv)To prepare and submit the budget to the quarter concerned for the establishment.

v)To prepare the pension cases of the officials due to retire and

vi)To prepare and send the monthly, quarterly and half yearly statements pertaining to the Nazarat branch and also to deal with the other correspondence pertaining to his branch.

V) **Steno Typist & Judgment writer**

i) To type all the matters dictated by the presiding officer.

ii) To attend the court judicial work under the dictation of the presiding officer daily.

VI) **Ahlmads (Civil and Criminal)**

i) To maintain and upkeep of pending judicial files pertaining to the court and to maintain the different type of registers in this regard.

ii) To consign all the decided judicial files to the record room.

iii) To prepare and submit monthly/ quarterly/ half yearly statements of the cases regarding institution, disposal and pendency.

iv) To deal with other correspondence pertaining to their seats under the supervision of the superintendent Grade-II.

VII) **Copyist**

Copying agency has been established in the Court. Copying work is being done by the copyist. He maintain all the registers as per the instruction of the Hon'ble High Court.

VIII) **Bailiff**

To effect service of warrant/ notices/ summons upon the person concerned within the jurisdiction of this Court issued by the Hon'ble Supreme Court of India, Hon'ble High Courts of various states and Courts of Hon'ble District and Sessions Judges/ Subordinate Courts in Himachal Pradesh and the judicial Courts functions in Chamba District and to maintain diary with the report on warrants summons/ notices either executed or unexeccuted and got attested the same from the superintendent G-II.

IX) **Process Servers**

To effect service of warrant/ notices/ summons upon the person concerned within the jurisdiction of this Court issued by the Hon'ble Supreme Court of India, Hon'ble High Courts of various states and Courts of Hon'ble District and Sessions Judges/ Subordinate Courts in Himachal Pradesh and the judicial Courts functions in Chamba District and to maintain diary with the report on warrants summons/ notices either executed or unexeccuted and got attested the same from the superintendent G-II.

X) **Peon/Orderly**

To attend the calls of the presiding officer and official duties assigned to him and also to look after the official duties such as dusting of office, tables, court room, chamber and other duties assigned by the class-I officer as well as class III and class II officials in official capacity.

XI) **Safai Karamcharis**

To ensure the cleanliness of the floors/judicial complex.

4(1)(b)(iii) The procedure followed in the decision making process including channels of supervision and accountability.

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As enumerated in response to section 4(b)(ii) above. However, instructions regarding maintenance of administrative files and manner of dealing with administrative matters, are being followed as per prevalent Rules and the service manual.

4(1)(b)(iv) The norms set by it for the discharge of its functions.

Norms set for the discharge of its functions are in the form of various rules, orders and instructions and for a smooth and orderly functioning of the justice delivery system and for easy accessibility of the various circulars and orders issued by the High Court from time to time.

4(1)(b)(v) The rules, regulations, manuals and records held by it or under its control or used by its employees for discharging the functions.

Rules and regulations instructions issued from time to time by the Hon'ble High Court are applicable and implemented by the officials/officer of this office for discharging the functions. The High Court Rules and orders Vol-I to VI are also applicable to this office/court.

The various Acts, Rules, Regulations and instructions followed by this office are as under :-

1 F.R & S.R
2. Leave Rules
3 . T.A Rules
4. Conduct Rules
5. LTC Rules
6. CCS (CCA) Rules
7. Medical attendance rules
8. Delegation of financial powers
9. H.P Financial Rules
10. H.P Budget Manual
11. Office Manual

4(1)(b)(vi) A Statement of categories of documents that are held by its or under its control.

The documents relating to financial transactions are held by the accounts branch and are kept in the form of registers, cash books, ledger books, files, bills, bouchers etc. which are subject to audit department.

SERVICE BOOKS: Service books are held and kept in the form of documents by superintendent Gr-II of this office which are also subject to verification by the audit department.

4(1)(b)(vii) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formation of its policy or implementation thereof.

Not applicable to this office.

4(1)(b)(viii) A statement of 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 minutes of such meetings are accessible for public.

In this regard it is already submitted above that under Rule 14 of the inspection of Records nothing in these rules shall entitle any person to inspect (i) the Judges notices and minutes (ii) correspondence not strictly judicial and (iii) confidential correspondence. Therefore, it is apparent that these items can not be made accessible to the public.

4(1)(b) (ix) A Directory of Officer.

	Office	Residence
Civil Judge-cum-Judicial Magistrate First Class, Tissa District Chamba H.P.	01896-227004	--

4(1)(b)(x) Monthly renumeration received by each of its officers and employees including the system of compensation as provided in itsregulations.

The following monthly remunerations\pay are being received by each of the officer and employees of the establishment of Civil Judge -cum- JMFC, Tissa District Chamba:-

Name	Designation	Pay scale	Basic Pay	Total
Sh. Sumit Thakur	Civil Judge-cum-JMFC, Tissa	Level J-1	92960	189269

One posts of Superintendent G-II in the pay matrix

Shri Yogender Pal	Superintendent G-II	Level-12	57800	82926

One Post of Reader

Sh. Sangat Ram	Record Keeper	Level-11	46000	65970

One Post of Record Keeper

Sh. Bhagmal	Reader	Level-7	41200	59304

One post of Stenographer

--	Lying vacant	-	-	-

One post of Judgement Writer

--	Lying vacant	-	-	-

Five Posts of Clerks on contract basis in the pay matrix

Vacant	Naib Nazir	Contract basis	Level-3	12120	12120
Sh. Rahul Pathania	Criminal Ahlmad	Contract basis	Level-3	12120	12120
Sh. Sahil Taloria	Civil Alhmad	Contract basis	Level-3	12120	12120
Vacant	Copyist	Contract basis	Level-3	12120	12120
Sh. Aditya Singh	Clerk-cum-Typist	Contract basis	Level-3	12120	12120

One post of Bailiff

Sh. Puran Chand	Bailiff	Level-3	53500	76450

Two posts of Process Server

Sh. Anil Kumar-I	Process Server	Level-1	21500	31340
Sh. Anil Kumar-II	Process Server	Level-1	22100	32192

Two posts of Process Server (Daily wages)

Miss Manu Kumari	Process Server)	(Daily wages	400/- per day	--
---	-do-	Lying vacant	---	---

Two posts of Peon/Orderly.

Sh. Kuldeep	Orderly	Level-1	18000	26220
Sh. Rupender Singh	Peon	Level-1	19100	27842

One posts of Safai Karamchari:-

Smt Kamli Devi	Safai Karamchari	Outsource	-	-

4(1)(b)(xi) Budget allocation as each of its agency indicating the amounts allocated and the details of beneficiaries of such programme.

The detail of budget allocated, sanctioned and balance as on 31.03.2024 in respect of this Court is as under :-

MAJOR HEAD "2014" Administrative of Justice
105-Civil and Sessions Courts
01-Civil and Sessions Courts establishment
(voted) Non-Plan-Soon.

SOE	Budget allocated for 2024-2025	Total expenditure up to 31.03.2025	Budget/funds balance in hand on 31.03.2025 i.e. surrendered
Salary	9665037	9665037	-
Wages	234188	234188	-
Travel expenses	115452	115452	-
Livery	--	--	--
Office Expenses	235765	235765	--
Medical reimbursement	92876	92876	--
Motor Vehicle	172292	172292	
Road & Diet Money	148000	148000	--
Transfer Expenses	162354	162354	--
Retd. Medical (2235)	15350	15350	--
Remuneration to Outsource	192933	192933	--

4(1)(b)(xii) The Manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme.

Not applicable to this office.

4(1)(b)(xiii) Particulars of recipients of concessions permits or or authorizations granted by it.

Not applicable to this office.

4(1)(b)(xiv) Details in respect of information available to or held by it, reduced in an electronic form.

This Court was created on 08.04.2019 and became functional on 11.04.2019

Detail of pendency of civil and criminal cases pertaining to this Court as on 31.03.2024 is as under :-

Civil	Criminal	Total
463	992	1455

The following administrative matters are being dealt with by the Civil Judge -cum- Judicial Magistrate First Class Tissa, District Chamba.H.P.

1 Controlling officer in respect of the class II, III and IV of this office.

2 D.D.O in respect of establishment of this office as well as the establishment of the other courts when the presiding officers of such other courts are on earned leave.

3 Quarterly inspection of the establishment of this office.

4 Sanction of GPF advance of the establishment of this office.

Detail of different type of cases that lie to this court.

1 Civil suits upto the value of Rs. 30 Lacs.
2 Civil Misc. applications.
3 Guardian and wards Act cases.
4 Applications under section 9 and 27 of Hindu Marriage Act,1955.
5 Arbitration cases.
6 Rent Cases
7 Succession Act cases.
8 Executions.
9 Pauper applications.
10 Police challans (IPC cases).
11 Complaint cases.
12 Excise Act cases.
13 Food Act cases.
14 Miscellaneous Act Cases.
15 Forest Act cases.
16 Criminal Transfer Applications.
17 Summary trials.
18 Panchayat appeals.
19 Bail applications.
20 Complaints u/s 138 of Negotiable Inst. Act.

21 Applications u/s 128 Cr.P.C.

22 Complaint under the Domestic Violence Act.

Lok Adalat are also being organised by this court by associating one other member. The Legal Literacy Camps and Lok Adalats are being organized by this Court as per approved schedules thereof in accordance with directions of the Hon'ble High Court of H.P as well as the H.P State Legal Service Authority.

4(1)(b)(xv) The particulars of the facilities available to citizens for obtaining Information, including the working hours of a library or reading room, if maintained for public use.

The Central Library under the control of Hon'ble District and Sessions Judge is established. It is Hon'ble Judges library and it is not maintained for public use.

4(1)(b)(xvi) The name, designation and other particulars of the public information officers.

1	State Public information officer at District level.	Sh. Nikhil Aggarwal Senior Civil Judge-cum-CJM,Chamba at District head quarter Chamba.

It is, further notified that for the purpose of filing appeal against the state Public information officer/ State Assistant Public Information officer, as provided section 19(1) of the Right to Information Act, 2005, it would be District and Sessions Judge, Chamba.

4(1)(b)(xvii) Such other information as may be prescribed.

Civil Judge -cum-JMFC,
Tissa, District Chamba. HP.

Endst. No. Civil Judge / JMFC/Pub.Inf/Tissa-2021-976 Dated:- 22/05/2025

Copy forwarded to:-

1. The Hon'ble District and Sessions Judge, Chamba Division at Chamba.H.P.
2. The State Public Information Officer at District level (Ld.Senior Civil Judge -cum- CJM, Chamba.
3. The State Chief Information Commissioner, H.P. Shimla.
4. The Controller, Printing and Stationery department **Shimla-171005** for publication in the H.P Rajpatras. He is also requested to send a copy of the Gazette containing publication to this office at the earliest.

Civil Judge -cum-JMFC.
Tissa, District Chamba. HP.