

No. Civil Judge /JMFC/DAL/2017-
OFFICE OF THE CIVIL JUDGE CUM- JUDICIAL MAGISTRATE FIRST
CLASS, DALHOUSIE, DISTRICT CHAMBA.H.P

Dated Dalhousie ,the 21st day of April,2025.

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 Court of Civil Judge -cum- Judicial Magistrate,First Class, Dalhousie, District Chamba (HP) under the provisions of Sub Section (1)(b) of section 4 of the Right to information Act,2005:

i) **Particulars of the organisation function and duties.**

The court of Sub Judge-cum-Judicial Magistrate (now the court of Civil Judge-cum-Judicial Magistrate First Class, Dalhousie, District Chamba) has been established in the year 1974 (16.08.1974). The head quarter is at Chamba. The court of Civil Judge-Cum-JMFC, Dalhousie is single Court and only one Judicial officer is posted.

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, Dalhousie, District Chamba (HP).

Sanctioned strength of Judicial Officer.

1. Civil Judge-Cum-JMFC. 1

Sanctioned strength of ministerial staff is as follows.

i)Superintendent Gr-II	1
ii)Sr. Assistants Reader/Record Keeper	2
iii)Naib Nazir	1
iv)Steno Typist	1
v)J.W	1
vi)Ahlmads	2
vii)Copyist	1
viii)Bailiff	1
ix)Process Servers	3
x)Peon/Orderly	2
xi)Chowkidar	1
xii)Safai Karamchari	1
xiii)Cook-Cum-Attendant	1
xiv)Safai Karamchari	1

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

Sr. No.	Name of Post	Pay Scale	No. of Permanent Posts.	No. of Temporary Posts.	Total No. of Posts.
1	Sheristedar/ Superintendent Grade-II	43000-136000 (Vacant)	01	—	01
2	Reader	38500-122700	01	-	01
3	Record Keeper	38500-122700	01	-	01
4	Naib Nazir	28900-91600 (Vacant)	01	-	01
5	Stenographer G-II	25600-81200	01	-	01
6	Judgement Writer	20200-64000 (Vacant)	01	-	01
7	Civil Ahlmad	20200-64000 (Vacant)	01	-	01
8.	Criminal Ahlmad	20200-64000	01	-	01
9	Copyist	18000-56900	01	-	01
10	Bailiff	25600-81200	01	-	01
11	Process Server	18000-56900	03	-	03
12	Cook-Cum- Attendant	18000-56900	01	-	01
13.	Peon	18000-56900	01	-	01
14.	Orderly	18000-56900 (Vacant)	01	-	01
15	Safaikaramchari	18000- 56900	01	-	01
16	Chowkidar	18000-56900	01		01

Functions of the organisation

- i) Judicial
- ii) Administrative Pertaining to the Court.

(4(1)(b)(ii)



Powers and duties of its Officers and employees:-

1. Presiding Officer.

Judicial and Administrative work.

I.) Superintendent Gr.II

1. To exercise over all supervision/control on establishment of this Court.
2. Preparation of Emphemeral Rolls of the officials of this Court.
3. To keep in custody the attendance register and check the register regularly.
4. To prepare decree sheets/memo of costs etc.
5. To deal with confidential administrative matters pertaining to this Court.
- 6.. To scrutinise and report in civil cases presented before the Court.
7. To deal with casual leave of class II, III and IV officials of this Court.
8. To maintain service records and personal files of the officials of the establishment of this Court.
9. To keep the vigil that the correspondence is promptly dealt with by the concerned official of this Court.
10. To deal with the correspondence etc. and other matters related to Lok Adalat pertaining to this Court.
11. To go through the Dak as received by him and take following steps:-
 - a)Mark the receipt to the concerned branch.
 - b)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) **Reader.**

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

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

III) **Record Keeper**

Record Keeper looks after the record of the Court/Office and enter the decided files in the relevant 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.

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 maintains all the registers as per the instructions 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 functioning in Chamba District and to maintain diary with the report on warrants summons/ notices either executed or unexecuted.

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 functioning in Chamba District and to maintain diary with the report on warrants summons/ notices either executed or unexecuted.

X) **Peon**

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 II and class III officials in official capacity.

XI) **Orderly**

To attend the presiding officer in the office as well as at the residence and to look after the duties assigned to him in the office by class-I officer as well as Class II and class III officials in official capacity.

XII) **Safai Karamcharis**

To ensure the cleanliness of the floors/judicial complex and High Court Guest House.

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/officers of this office for discharging the functions. The High Court Rules and orders Vol-I to IV are also applicable to this office/court.

The various Acts, Rules, Regulations and instructions followed 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.

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.

	<u>Office</u>	<u>Residence</u>
Civil Judge-Cum-JMFC, Dalhousie, District Chamba	240649	240800

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

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

Name	Designation	Pay Scale	Level	Basic Pay	Total Pay

One post of Civil Judge -cum- JMFC, Dalhousie in the pay scale of Rs.77840-136520 Level J1

Miss Divya Sharma	Civil Judge cum- JMFC	77840-136520	J1	82590	147663
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One post of Sheristedar/ Superintendent G-II is lying vacant

Two posts of Senior Assistant in the pay scale of Rs. 38500-12700 Level -11

Sh. Harish Kumar	Reader	38500-12700	11	46000	65970
Ms. Charmpa Kumar	Record Keeper	-do-	11	46000	65970

One post of Stenographer G-III in the pay scale of Rs.25600-81200 Level -6

Shri Ravi Chand	Stenographer G-II	26500-81200	6	53600	76962
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One post of Judgment Writer in the pay scale of Rs.25600-81200 is lying vacant.
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Three posts of Clerks the pay scale of Rs. 20200-64000 Level-3

Sh. Rajinder Kumar	Copyist	20200-64000	3	39800	57166
Sh. Rakesh Kumar	Criminal Ahlmad	20200-64000	3	38600	55462
Sh. Nishant Chauhan	Civil Ahlmad	20200-64000	3	20800	28426

Two Posts of Clerks i.e. Naib Nazir and Civil Ahlmad are lying vacant.

One Post of Bailiff in the pay scale of Rs. 25600-81200 Level 06

Shri Kishori Lal	Bailiff	25600-81200	6	52000	75000
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Three Posts of Process Server in the pay scale of Rs. 18000-56900 Level-1

Shri Shivcharan	Process Server	18000-56900	1	39900	57618
Sh. Papinder Kumar	Process Server	18000-56900	1	39900	57618
Sh. Hani Kumar	Process Server	18000-56900	1	24900	36218

Five posts of Class IV in the pay scale of Rs. 18000-56900 Level-1

Sh. Narinder Kumar	Cook-cum- Attendant	18000-56900	1	23500	33730
Shri Oshan Vinayak	Chowkidar	18000-56900	1	19100	27482
Shri Rupinder Singh	Peon	18000-56900	1	18500	26250
Shri Angraj Singh	Peon	18000-56900	1	18500	26880

One Post of Peon /Class IV in the pay scale of Rs. 18000-56900

One post of Class IV in the pay scale of Rs. 18000-56900 Level – 1

Smt. Manorma	S. Karamchari	18000-56900	1	22100	31992
Shri Ashwani Kumar	S. Karamchari.	18000-56900	1	19700	28584

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 31.03.2025 in respect of this Court is as under :-

MAJOR HEAD

**"2014" Administrative of Justice 105-Civil and Sessions Courts
Establishment (voted) Non-Plan-Soon.**

S.O.E	Budget Sanctioned for 2024-2025	Budget allocated for 2024-2025	Total funds expenditure upto 31-03-2025	Budget funds balance in hand on 31-03-2025 i.e. surrendered to HHC.
Salaries	13705245	13705245	13705245	---
Office Exp.	471973	471973	471973	-
T.A.	108697	108697	108697	--
Medical Exp.	377037	377037	377037	-
Motor Vehicle Exp.	173605	173605	173605	--
Road and Diet Money	313000	313000	313000	--
Livery	-	-	-	--
Transfer T.A	654305	654305	654305	

4(1)(b)(xii)

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 16.08.1974

Detail of pendency of civil and criminal cases pertaining to this Court as on **31.03.2025** is as under :-

Civil	Criminal	Total
1000	2498	3498

The following administrative matters are being dealt with by the Civil Judge -cum- Judicial Magistrate First Class Dalhousie, 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 Applications under section 9 and 27 of Hindu Marriage Act,1955.
- 4 Arbitration cases.
- 5 Rent Cases
- 6 Succession Act cases.
- 7 Executions.
- 8 Pauper applications.
- 9 Police challans (IPC cases).
- 10 Complaint cases.
- 11 Excise Act cases.
- 12 Food Act cases.
- 13 Miscellaneous Act Cases.
- 14 Forest Act cases.
- 15 Criminal Transfer Applications.
- 16 Summary trials.
- 17 Panchayat appeals.
- 18 Bail applications.
- 19 Complaints u/s 138 of Negotiable Inst. Act.
- 20 Applications u/s 128 Cr.P.C.
- 21 Complaint under the Domestic Violence Act.

Lok Adalat are also being organised by this court by associating one other member. The lok Adalats are being organised on quarterly basis as per 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.

Judge is established. 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 Agarwal
Senior Civil Judge
-cum-CJM, Chamba
at District head
quarter Chamba. |
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It is, further notified that for the purpose of filing appeal against the state Public information officer/ State Assistant Public Information officer, the appellate authority as provided section 19(1) of the Right to Information Act, 2005, would be District and Sessions Judge, Chamba.

4(1)(b)(xvii)

Such other information as may be prescribed.

(Divya Sharma)
Civil Judge -cum-JMFC.
Dalhousie, District Chamba.HP.

Endst. No. Civil Judge / JMFC/DAL/CBA/23-909 To 911 Dated 24/04/25
Copy forwarded to:-

- 1 The worthy Registrar General, High Court of Himachal Pradesh, Shimla-171001 for information with reference to registry letter Endst. No.HHC/Estt.7(35)/2005-7301-7307 dated 30.03.2009.
- 2 The learned District and Sessions Judge, Chamba Division at Chamba.H.P for information, please.
- 3 The State Public Information Officer at District level (learned Senior Civil Judge -cum- CJM, Chamba) for information, please.
- 4 The Chief Information Commissioner, H.P. Shimla.
- 5 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.

(Divya Sharma)
Civil Judge -cum-JMFC.
Dalhousie, District at Chamba.HP.
J.O.Code-HP0185.