

No Sr.Civil Judge-cum-/CJM/Pub.RTI.Inf/CBA/2025-
**OFFICE OF THE SENIOR CIVIL JUDGE-CUM-CHIEF JUDICIAL MAGISTRATE
CHAMBA, DISTRICT CHAMBA -(HP).**

Dated Chamba, the 23rd April, 2025.

"OFFICE ORDER"

In exercise of the 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 Senior Civil Judge-cum-Chief Judicial Magistrate, Chamba under the provisions of Sub section (i) (b) of section 4 of the Right to information Act,2005:-

Particulars of its organization, functions and duties.

The Court of Senior Civil Judge-cum- Chief Judicial Magistrate, (Now the Court of Senior Civil Judge-cum- Chief Judicial Magistrate Chamba, has been established on 26-09-1969. The sanctioned strength of the **Judge is one.**

Sitting of the Court.

Court working hours are from 10.00 AM. to 4.00 PM. with an interval for lunch 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 P.M. with half an hour lunch break from 1.30 PM. to 2.00 PM. except gazetted holidays.

This Office is headed by Learned Senior Civil Judge-cum- Chief Judicial Magistrate

Sanctioned strength of Judicial Officer and Staff as on 31-03-

2025

Senior Civil Judge-cum- Chief Judicial Magistrate. 1.

**Sanctioned strength of Ministerial Staff of the establishment
of Senior Civil Judge-cum- Chief Judicial Magistrate**

1 Senior Sheristedar(Supdt. G-II)	1
2 Reader G-II	1
3 Record Keeper	1
4 Civil Nazir	1
5 Naib Nazir	1
6 Stenographer G-II	1
7 Stenographer G-III-cum-Judgment writer	1

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8 Civil Ahlmad	1
9 Criminal Ahlmad	1.
10 Copyist	1
11 Summary Clerk	1
12 Driver	1
13 Bailiffs	4
14 Process Server 18(3 posts of Process Servers are lying vacant)	
15 Chowkidwar	1
16 Peon	1
17 Orderly	1
18 Safai Karamchari	1.

The following supporting staff for the Court of Senior Civil Judge-cum- Chief Judicial Magistrate, exists as under:-

Sr. No.	Name of Post	Pay Scale / Pay Matrix	No. of permanent post	No. of Temporary posts	Total No. of posts
1	Senior Sheristedar (Supdt.G-II)	Level-13	1	-	1
2	Reader G-II	Level-12	1	-	1
3.	Record Keeper	Level-11	1		1
4.	Civil Nazir	Level-11	1	-	1
5	Naib Nazir	Level-3	1	-	1
6	Stenographer Gr-II	Level-7	1	-	1
7	Stenographer Gr.-111/ Judgment writer	Level-6	1	-	1
8.	Criminal Ahlamd	Level-3	1	-	1
9.	Civil Ahalmad	Level-3	1	-	1
9	Copyst	Level-3	1	-	1
10	Summary Clerk	Level-3	1	-	1
11	Clerk-cum-Typist	Level-3	1	-	1
12	Driver	Level-3	1	-	1
13	Bailiffs	Level-3	4	-	4
14	Process Server	Level-1	18	-	18
15	Chowkidar	Level-1	1	-	1

16	Orderly	Level-1	1	-	1
17	Peon	Level-1	1	-	1
18	Safai Karamchhari	Level-1	1	--	1

Functions of the Organisation.

- i) Judicial and
- ii) Administrative.

4(1)(b)(ii): The Powers and duties of its officer and employees :-

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

I) Senior Sheristedar (Superintendent Gr.-II)

As Court Officer:

1. To exercise over all supervision/control on establishment of this Court.
2. Preparation of Ephemeral Rolls of the official of this Court.
3. To Keep in custody the attendance Register and check the register regularly.
4. To Prepare decees Sheet, Memo. Of costs, Succession Certificates etc. as Judgement/orders of this Court.
5. To deal with confidential administrative matter pertaining to this Court.
6. To scrutinize and report in civil cases presented before the court.
7. To maintain the telephone register of the office and residence of the Presiding Officer.
8. To deal with casual leave of class-III and IV Officials of this office/ Court.
9. To maintain service Books/Records and personal files of the officials of the establishment of this Office/Court.
10. The keep the vigil that the correspondence is promptly dealt with by the concerned officials of this Court.
11. To deal with the correspondence etc. and other matters relating to Lok Adalats pertaining to this Court.
12. 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) To keep a check or note in the diary about important receipts or watching properly and timely disposal.
 - d) To see that all dealing hands and the diarist maintain all required registers and keep the same up-dated.
 - e) To ensure punctuality in attendance in the office and to advise the staff on matter of conduct and discipline.
13. To prepare and submit the pension cases of the officials to the quarter concerned, who are due to retire.

II) Reader Gr-II

- i) To record the evidence and write/type zimni orders etc. in civil and criminal matters under the dictation of Ld. Presiding Officer.
- ii) To make entries of the cases in the Peshi Register regarding disposal, adjournment, to update the peshi in the computer daily 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 pertaining to his seat.
- v) To receive the fine amount imposed in Criminal cases and to remit the same in the Treasury forthwith.

III) Record Keeper

- i) To maintain and up-keep the decided judicial files pertaining to the Court of Ld. Senior Civil Judge-cum-CJM, Chamba, Ld. Civil Judge-cum-JMFC, Chamba and Court of Ld. Principal Magistrate, Juvenile Justice Board, Chamba.
- ii) To maintain register of decided judicial files.
- iii) To attend the requisitions received from the Ld. Courts of this Division, and Hon'ble High court and Hon'ble Supreme Court.

IV) Civil Nazir:

- i) To prepare the pay bills of the establishment and remit the payment thereof in their bank accounts.

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- ii) To deal with all the account matters pertaining to the establishment of this office.
- iii) To maintain various types of registers such as perishable, non-perishable articles, Furniture items, livery equipments, bill register token registers and budget register etc.
- iv) To prepare and submit budget of the establishment to the quarter concerned.
- v) To prepare and submit the monthly, quarterly and half yearly statements pertaining Nazarat Branch and also to deal with other correspondence pertaining Nazarat Branch.

V) Naib Nazir.

- i) To prepare the pay bills of the establishment and 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.
- 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.

VI) Stenographer G-11.

- i) To type all the matters dictated by the Ld. presiding officer.
- ii) To attend the court judicial work under the dictation of the presiding officer daily.
- iii) To assist the Sub Divisional Legal Services committee meetings and Lok Adalat.

VII) Ahlmads (Civil and Criminal)

- i) To maintain and upkeep of pending Judicial files pertaining to this court and to maintain the different types of Registers in this regard.

- ii) To consign all the decided judicial files to the Record room.
- lii) To prepare and submit monthly/quarterly/half yearly statements of the cases regarding institution, disposal and pendency.
- iv) To deal with the other correspondence pertaining to their seats under the supervision of the Sr.Sheristedar(Superintendent Gr-II).

VIII) Stenographer G-III/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.
- iii) To assist the sub Divisional legal service committee meetings and Lok Adalat.

XI) Copyist.

Attached in the District Copying Agency to prepare and supply the copies of this court to the Advocates/Litigant public as per copying Agency Rules.

X) Peon/Orderly.

To attend the calls of Presiding Officer and the 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-II Officer as well as Class-III officials in official capacity.

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.

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 regarding maintenance of administrative files and manner of dealing with administrative matters, are being followed as per prevalent Rules and the service Manual and functioning of the justice delivery

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system for easy accessibility of the various circulars and orders issued by the Hon'ble High Court of H.P. 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, instruction issued from time to time by the Hon'ble High Court H.P. 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. FR&SR
2. Leave Rules.
3. TA Rules.
4. Conduct Rules.
5. LTC Rules.
6. CCS (CCA) Rules.
7. Medical Attendance Rules.
8. H.P. Financial powers.
9. H.P. Budget Manual.
10. Office Manual.
11. Delegation of Financial Powers

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 accounts branch and are kept in the form of registers, Cash books, ledger books, files, bills, vouchers etc. which are subject to audit verification by the audit department.

Service books are held and kept in the form of documents by the **Senior Sheristedar** 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 formulation 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, counsel, 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
Senior Civil Judge-cum- Chief Judicial Magistrate , Chamba, District Chamba-H.P.	01899-222259	01899-222438

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 pay/remunerations are being received by each of the officer and employees of the establishment of Senior Civil Judge-cum-Chief Judicial Magistrate, Chamba :-

Name	Designation	Pay Scale	Basic Pay	Total pay
Sh.Nikhil Agarwal	Senior Civil Judge-cum- Chief Judicial Magistrate , Chamba, District Chamba-H.P.	Level J-3	132540	231149

One post of Senior Sheristedar(Supdt.G-II) in the pay matrix

Shri Suman Kumar	Senior Sheristedar (Superintendent Gr-II)	Level-13	69800	100316
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One post of Reader G-II

Shri Anil Kumar	Reader G-II	Level-12	56100	80662
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One post of Record Keeper.

Miss Sarita Sharma	Record Keeper	Level-11	55000	79200
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One post of Civil Nazir.

Shri Kishan Chand	Civil Nazir	Level-11	46000	65620
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One post of Stenographer Gr.-II

Shri Anil Kumar	Stenographer G-II	Level-7	43700	62954
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One post of Stenographer G-III(JW)

Mrs. Seema Devi	Stenographer G-III(JW)	Level-6	26400	38138
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One post of Criminal Ahlmad.

Sh. Nishant Thakur	Criminal Ahlmad	Level-3	20800	30036
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One post of Naib Nazir.

Sh. Narinder Kumar	Naib Nazir	Level-3	38600	55612
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One post of Driver.

Sh. Ajay Kumar	Driver	Level-3	21900	32628
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Four post of Bailiffs.

Sh. Ashok Kumar	Bailiff	Level-3	46100	65972
Sh. Surinder Kumar	Bailiff	Level-3	32300	46876
Sh. Bhinder Singh	Bailiff	Level-3	35300	51236
Sh. Pawan Kumar	Bailiff	Level-3	28700	41664

Fifteen post of Process Servers.

Sh. Sarwan Kumar	Process Server	Level-1	35400	51378
Sh. Suresh Kumar	Process Server	Level-1	22800	33186
Sh. Ravi Kumar	Process Server	Level-1	24900	36268
Sh. Kamlesh Ist	Process Server	Level-1	24200	35274
Sh. Joginder Singh	Process Server	Level-1	23500	34180
Sh. Anil jamwal	Process Server	Level-1	24200	35274
Sh. Vijay Singh	Process Server	Level-1	23500	34180
Sh. Subham	Process Server	Level-1	18500	27080
Sh. Nikshay	Process Server	Level-1	18500	27080
Sh. Kamlesh 2nd	Process Server	Level-1	22100	32192
Sh. Smt. Manjana Devi	Process Server	Level-1	18500	27080
Sh. Sukh Dev	Process Server	Level-1	18500	27080
Sh. Rashik Joshi	Process Server	Level-1	27200	37458
Sh. Pankaj Kumar	Process Server	Level-1	23500	35274
Sh. Suresh Kumar-II	Process Server	Level-1	21500	31340

One post of Peon (Class-IV).

Smt. Shanti Devi	Peon	Level-1	27200	39434
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One post of Chokidwar.

Sh Daleep Kumar	Chokidwar	Level-1	21500	31140
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One post of Safai-Karamchari:-

Mrs Shalini Devi	Safai-karam-chari	Level-1	19700	27008
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4(1)(b)(xi) Budget allocation as each of its agency indicating the amounts allocated and the details of beneficiaries of such programme.

The details of budget allocated, sanctioned and balance as on 31.03.2025 in respect of this Court is as under :-

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Major Head 2014 –Administration of Justice.

105 – Civil and Sessions Court.

01 - Civil and Sessions Courts establishment (voted)

Non-Plan soon.

SOE	Budget allocated for 2024-2025	Total expenditure upto 31.3.2025	Budget/funds balance in hand on 31.3.2025 i.e. surrendered.
Salary	24331486	24331486	Nil
Travel expenses	48004	48004	Nil
Medical reimbursement 2235	53752	53752	Nil
Livery	69971	69971	Nil
Office expenses	400829	400829	Nil
Medical reimbursement	111224	111224	Nil
Motor Vehicle	283638	283638	Nil
Transfer T.A.	610086	610086	Nil
Road & Diet Money	255000	255000	Nil

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

Not applicable to this office.

4(1)(b)(xiii) Particulars of recipients of concessions permits of authorization 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 27.7.1976.

Details of pendency of Civil and Criminal cases pertaining to this Court as on 31.3.2025 is as under : -

Civil – 1446 Criminal - 9720 Total= 11,166

The following administrative matters are being dealt with by the Senior Civil Judge-cum- Chief Judicial Magistrate , Chamba, H.P.

1. Controlling Officer in respect of the Class-II, III and IV of this Office.

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2. DDO in respect of establishment of this office as well as the establishment of the other courts when the Presiding Officers of such 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.
5. Inspection of Bal/Balika & Kasturba Gandhi Balika Vidyalyas Sahoo/Kihar/Himgiri on quarterly and half yearly basis.

Details of different type of cases lie to this Court.

1. Civil Suits upto value of Rs.60000/-
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.
23. Mining Act cases
24. Police Act cases
25. Shop Act cases

Lok Adalats are also being organized by this Court by associating one other member. The 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 Services 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 Learned 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 officer.

1. State Public Information Officer at District level(Id. Senior Civil Judge- cum-Chief Judicial Magistrate, Chamba)

It is further notified that for the purpose of filling appeal against the State Public Information Officer/State Assistant Public Information Officer, as provided under Section 19(1) of the Right to Information Act, 2005, it would be the Ld. District and Sessions Judge, Chamba.

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

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**Senior Civil Judge-cum-CJM,
Chamba, District Chamba-H.P.**

Endst. No Sr.Civil Judge/CJM/Pub.RTI.Inf/CBA/2025-1449 Dated:-23 /04/2025.

Copy forwarded for information to:-

- 1.The Learned District and Sessions Judge, Chamba.
- 2.The State Chief Information Commissioner-H. P. Shimla.
- 3.The State Public Information Officer at District level (Senior Civil Judge-cum-Chief Judicial Magistrate, Chamba-H.P.
- 4.The System Officer with direction to upload the aforesaid information on the website of District Courts Chamba.

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**Senior Civil Judge-cum-CJM,
Chamba, District Chamba-H.P.**