

No.Civil Judge/JMFC/Pub.RTI.Inf/CBA/2019-
**OFFICE OF THE CIVIL JUDGE-CUM-JUDICIAL MAGISTRATE FIRST CLASS,
CHAMBA, DISTRICT CHAMBA -(HP).**

Dated Chamba, the 25st 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 Civil Judge-cum-Judicial Magistrate First Class, 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 Sub Judge-cum-Judicial Magistrate, (Now the Court of Civil Judge-cum-Judicial Magistrate First Class) Chamba, has been established on 27.07.1976. The sanction 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 Civil Judge-cum-Judicial Magistrate First Class, Chamba-H.P.

**Sanctioned strength of Judicial Officer and Staff as on
1.4.2025.**

Civil Judge-cum-Judicial Magistrate First Class. 1.

**Sanctioned strength of Ministerial Staff of the
establishment of Civil Judge-cum-Judicial Magistrate First Class,Chamba.**

i)	Sheristedar	1
ii)	Reader	1.
iii)	Naib Nazir	1.
iv)	Stenographer G-III	1.
v)	Civil Ahlmad	1.

vii) Criminal Ahlmad	1
vii) Copyist	1
viii) Peon	1
ix) Orderly	1.
x) Safai Karamchari (Daily wager)	1.

The following supporting staff for the Court of Civil Judge-cum-Judicial Magistrate First Class, Chamba, H.P. 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	Sheristedar	Level-12	1	-	1
2	Reader (Sr. Assistant)	Level-11	1	-	1
3.	Naib Nazir	Level-3	1	-	1
4.	Stenographer Grade -III	Level-3	1	-	1
5	Stenographer-cum-Judgment writer (Lying Vacant w.e.f. 13.01.2020.)	-	1	-	1
6	Civil Ahlmad	Level-3	1	-	1
7	Criminal Ahlmad (Lying Vacant w.e.f. 11.11.2024)	-	1	-	1
8.	Copyist (Lying Vacant w.e.f. 11.11.2024)	-	1	-	1
9.	Peon (Lying Vacant w.e.f 13.01.2020)	-	1	-	1
9	Orderly	Level-1	1	-	1
10	Safaikaramchari (Daily Wager)	400/- Per day	-	-	-

Functions of the Organization.

- 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) Sheristedar:-

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 Ephemeral roles 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/Probate 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 office/ Court.
10. To maintain service Books/Records and personal files of the officials of the establishment of this Office/Court.
11. To keep the vigil that the correspondence is promptly dealt with by the concerned officials of this Court.
12. To deal with the correspondence etc. and other matters relating 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) 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.

II) Reader.

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

IV) Steno-typist.

- 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 Services committee meetings and Lok Adalat.

V) 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.
- iii) 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 Sheristedar.

VI) 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.
- iii) To assist the sub Divisional legal service committee meetings and Lok Adalat.

VII) 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.

VIII) 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.

IX) Safai Karmachari.

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 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 **Sheristedar-G-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 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
Civil Judge-cum-Judicial Magistrate First Class, Chamba, District Chamba-H.P.	01899-222468	01899-222526

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 Civil Judge-cum-Judicial Magistrate First Class, Chamba :-

Name	Designation	Pay Scale	Basic Pay	Total pay
Dr. Parth Jain	Civil Judge-cum-Judicial Magistrate First Class.	Level J-I	1,06,910/-	2,01,022/-

One post of Sheristedar/Superintendent Gr-II in the pay matrix

Smt. Pawna Devi	Sheristedar	Level-12	57800/-	82376/-
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One post of Reader.

Shri Praveen Kumar	Reader	Level-11	47400/-	68108/-
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One post of Stenographer.

Miss Harsha Sharma	Stenographer Grade-III	Level-6	25600/-	36952/-
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One post of Judgment Writer.

-	Lying vacant	-	-	-
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One post of Civil Ahlmad.

Shri Santosh Kumar	Civil Ahlmad	Level-3	21400/-	30888/-
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One post of Criminal Ahlmad.

-	Lying vacant	-	-	-
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One post of Naib Nazir.

Sh.Saroop	Naib Nazir	Level-3	42200/-	60724/-
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Singh				
One post of Copyist.				
-	Lying vacant	-	-	-
One post of Peon (Class-IV).				
-	Lying vacant	-	-	-
One post of Orderly.				
Sh Rajesh Kumar	Orderly	Level-1	20300/-	29436/-
One post of Safai-Karamchari:-				
Shri Prince	Safai karamchari (Daily wages)	400/- Per day	-	-

4(1)(b)(xi) Budget allocation as each of its agency indicating the amounts allocated and the details of beneficiaries of such programmer.
The details of budget allocated, sanctioned and balance as on 31.03.2025 in respect of this Court is as under :

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	81,23,108/-	81,23,108/-	Nil
Wages	1,33,600/-	1,33,600/-	Nil
Travel expenses	28,956/-	28,956/-	Nil
Livery	8,638/-	8,638/-	Nil
Office expenses	3,99,798/-	3,99,798/-	Nil
Medical reimbursement	17,087	17,087	Nil
Motor Vehicle	2,82,461/-	2,82,461/-	Nil
Transfer T.A.	1,80,977/-	1,80,977/-	Nil
Remuneration to Outsource	Nil	Nil	Nil
Road & Diet Money	3,25,000/-	3,25,000/-	Nil
2235- Social welfare	44,417/-	44,417/-	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 – 2371 Criminal - 5543 Total= 7914

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

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

Details of different type of cases lie to this Court.

1. Civil Suits upto value of 30,00,000/-
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 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


Civil Judge-cum-JMFC,
Chamba, District Chamba-H.P.

Endst. No.Civil Judge/JMFC/Pub.RTI.Inf/CBA/2019-572 Dated:- 26-04-2025

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.


Civil Judge-cum-JMFC,
Chamba, District Chamba-H.P.