

No.ADJ/CBA/RTI information Court/office/2017/-
OFFICE OF THE ADDITIONAL DISTRICT AND SESSIONS JUDGE, CHAMBA
DISTRICT CHAMBA-(HP).

Dated Chamba, the 7th 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 office/Court of Additional District and Sessions Judge, Chamba, under the provisions of Sub section (i) (b) of section 4 of the Right to information Act, 2005:-

- i) Particulars of its organization, functions and duties.

The Court of Additional District and Sessions Judge, (FTC), Chamba was established on 31.12.2003. However, this Court has been regularized as Court of Additional District and Sessions Judge, Chamba on 1.4.2013. The sanctioned strength of 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 Courts.

Office working hours.

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

This Office is headed by one Additional District and Sessions Judge, Chamba (HP).

Sanctioned strength of Judicial Officer and Staff as on 1.4.2024.

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| 1. | Addl. District & Sessions Judge, Chamba | 1. |
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Sanctioned strength of ministerial staff of the establishment of Additional District & Sessions Judge, Chamba.

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|------|------------------------------------|----|
| i) | Superintendent Gr-II | 1. |
| ii) | Reader Gr-I | 1. |
| iii) | Senior Scale Stenographer | 1. |
| iv) | Judgment Writer(on contract basis) | 1. |
| v) | Civil Ahlmad (Vacant) | 1. |
| vi) | Criminal Ahlmad | 1. |
| vii) | Nazir | 1. |

viii)	Clerk-cum Typist (on contract basis) (Vacant)	1.
ix)	Copyist (On contract basis) (Vacant)	1.
x)	Driver	1.
xi)	Peon	1.
xii)	Orderly	1.
xiii)	Safai Karamchari (Out Source)	1.

The following supporting staff for the Court of Additional District and Sessions Judge, Chamba, HP. exists as under:-

Sr. No.	Name of Post	Pay Matrix	No. of permanent post	No. of Temporary posts	Total No. of posts
1	Superintendent Gr-II	46000-146500	-	1	1
2	Reader Gr-I	46000-146500	-	1	1
3.	Stenographer (Sr. Scale)	38500-122700	-	1	1
4.	Judgment writer	15360/-	-	-	1
5.	Civil Ahlmad	20200-64000	-	1	1
6.	Criminal Ahlmad	20200-64000	-	1	1
7.	Nazir	20200-64000	-	1	1
8.	Driver	25600-81200	-	1	1
9.	Peon	18000-56900	-	1	1
10	Orderly	18000-56900	-	1	1
11	Safaikaramchari (Outsource Basis)	Rs. 12617/- PM	-	1	1

Functions of the Organization.

- i) Judicial and
- ii) Administrative.

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

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 Office report, service,

written statement, replies and replication/rejoinder etc..

2. To exercise over all supervision/control on establishment of this Court.
3. To keep in custody the attendance Register and check the register regularly
4. To prepare decree sheets/memo. of costs/Probate etc
5. To deal with confidential Administrative matters 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. To keep the vigil that the correspondence is promptly dealt with by the concerned officials of this Court.
11. 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 Gr-I is also required to do the following:

1. To record the evidence/orders etc. in civil and criminal matters on the dictation of Presiding Officer.
2. 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 file daily.
3. To deal with all the Judicial matters assigned by the Presiding officer in the Court.
4. To maintain the fine register, Peshi register and disposal register pertaining to his seat and

5. To receive the fine amount imposed in Criminal cases and to remit the same in the Treasury forthwith.

III) Senior Scale Stenographer.

- i) To type all the matters dictated by the Presiding Officer.
- ii) To attend the Court judicial work under the dictation of Presiding Officer.

IV) Ahlmads

- 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 files (judicial) 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 the seat under the supervision of the Supdt. Gr-II.
- v) To deal with the matter of Civil Court deposit and to maintain various type of registers in this regard under the supervision of Supdt. Gr-II.

v) Nazir.

- i) To maintain stationery register and to deal with the matter of stationery articles etc. for the Office of Additional District and Sessions Judge , Chamba, HP.
- ii) To prepare and submit the pay bills of the establishment in the treasury and disburse the payments to the Officer/Officials.
- iii) To deal with all the accounts matter pertaining to the establishment.
- iv) To maintain various type of Registers such as perishable non perishable articles, Charcoal, furniture, bills, token, budget etc.
- v) To prepare and submit the budget to the quarter concerned for the establishment.
- vi) To prepare and submit the monthly, quarterly and half yearly statements pertaining to Nazarat Branch and also deal with the other correspondence pertaining to the Branch.

VI) Driver.

- i) To ply the official vehicle as per the directions of the Presiding Officer and to maintain the Log Book daily.

VII) Peon.

i) To attend the Calls of Presiding Officer and the official duties assigned. Also to look-after the office work such as dusting of office tables, Court Room, Chamber and other duties assigned by the Class-I Officer as well as Class-III officials in official capacity.

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 matter 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.

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 are applicable and implemented by the officials/Officers 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.

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

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

Service books held and kept in the form of documents by the Reader 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, 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.

Addl. Distt. & Sessions Judge Chamba, District Chamba-H.P.	Office	Residence
	01899-224835	01899-224338

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 Addl. District & Sessions Judge, Chamba :-

Name	Designation	Pay Scale J-5	Basic Pay	Total pay
Mr. Mohit Bansal	Additional District and Sessions Judge Chamba-HP.	144840-194660	171070	298663/-

One post of Superintendent Gr-II in the pay Matrix Level 13.

Shri Mohan Dutt	Superintendent Gr-II	46000-146500	71900	103298/-
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One post of Reader Grade-I in the pay Matrix Level-13.

Shri Mukh Ram Sagraik	Reader Gr-I	46000-146500	67800	96576
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One post of Sr. Scale Stenographer in the pay Matrix Level-11.

Shri Radha Raman	Stenographer Gr-I	38500-122700	63900	91038
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One post of Judgment Writer on contract basis on fixed emoluments.

Shri Tek Singh	--	15360(Fixed)	15360
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One post of Civil Ahlmad in the pay Matrix Level-3.

	Civil Ahlmad	20200-64000	Vacant	-
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One post of Criminal Ahlmad in the pay Matrix Level-3

Sh. Vijay Bharti	Criminal Ahlmad	20200-64000	33300/-	47786/-
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One post of Nazir in the pay Matrix Level-3.

Sh. Pawan Kumar	Nazir	20200-64000	50400/-	71768/-
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One post of Clerk-cum-Typist in the pay Matrix Level-3.

Clerk-cum-Typist	20200-64000	Vacant
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One post of Copyist in the pay Matrix Level-3

Copyist	20200-64000	Vacant
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One post of Driver in the pay Matrix Level-3.

Shri Surinder Singh	Driver	25600-81200	67800/-	98506/-
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One post of Peon cum-Chowkidar in the pay Matrix Level-1.

Shri Manoj Kumar	Peon	18000-56900	20900/-	30288/-
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One post of Orderly in the pay Matrix Level-1.

Miss Seema Devi	Orderly	18600-56900	19100/-	27732/-
Sh. Pawan Kumar	Safai-karamchari (Outsource basis)	Rs.12617/- Per month	Rs.12617/- Per month	12617/-

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 :-

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	14320275	14320275	Nil
Wages	–	--	Nil
Travel expenses	85206	85206	Nil
Livery	6107	6107	Nil
Office expenses	302777	302777	Nil
Medical reimbursement	146909	146909	Nil
Motor Vehicle	215287	215287	Nil
Remuneration to Outsource	214051	214051	Nil
Road & Diet Money	213000	213000	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 30.12.2003 as Fast Track Court and it has been regularized as Court of Additional District and Sessions Judge, Chamba on 1.4.2013. Details of pendency of Civil and Criminal cases pertaining to this Court as on 31.3.2025 is an under :-

Civil –505 Criminal -679 Total =1184.

The following administrative matters are being dealt with by the Additional District & Sessions Judge, 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
3. Quarterly inspection of the establishment of this office.

Details of different type of cases lie to this Court.

1. Civil Suits exceeding value of ₹60,00,000/- up to ₹1,00,00,000/-.
2. Motor Accident Claims cases.
3. Arbitration cases.
4. Civil Appeals.
5. Hindu Marriage Act cases under section 13, 14, 24 and 27.
6. Pauper applications.
7. Succession Act cases.
8. N.D.P.S. Act cases.
9. Civil Miscellaneous Appeals/Rent Appeals.
10. Transfer applications.
11. Insolvency cases.
12. Executions.
13. Sessions Trials.
14. Criminal Revisions.
15. Criminal Appeals.
16. Bail matters under Section 437, 438 and 439 Cr.P.C.
17. Jail Appeals.
18. Civil and Criminal Misc. applications.

Lok Adalats are also being organized 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 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 Ld. 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- C.J.M.,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 Id. District and Sessions Judge, Chamba .

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

Nil


**Addl. District & Sessions Judge
Chamba, District Chamba-H.P.**

Endst. No. ADJ/RTI/CBA/2017- 522

Dated:- 08/04/2025

Copy forwarded to:-

1. The Ld. District and Sessions Judge, Chamba Division 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-H.P.


**Addl. District & Sessions Judge
Chamba, District Chamba-H.P.**