

No. DJ-E(B-11)RTI/242//2025-
Office of the District and Sessions Judge, Chamba, Div. Chamba-H.P.

Dated Chamba, the _____ May, 2026.

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 of District and Sessions Judge, Chamba, under the provisions of Sub Section(1)(b) of section 4 of the Right to Information Act, 2005, as on 31.3.2026:-

4(1)(b)(i) Particulars of its organization, functions and duties.

The Court of District and Sessions Judge, Chamba has been established on 1.9.1987 after its bifurcation from the Civil and Sessions Division, Kangra at Dharamshala. The strength of Judges in this Division is six plus one i.e. Mobile Traffic Magistrate and one Secretary, DLSA = total strength 8.

Sitting of the Court.

Court working hours are from 10.00 AM to 4.00 P.M. 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 remain open from 9.45 AM to 4.45 PM, with half an hour lunch break from 1.30 PM to 2.00 PM. except holidays.

The Civil and Sessions Division is headed by the District and Sessions Judge.

Sanctioned strength of Judicial Officers.

1. District and Sessions Judge.
2. Addl. District and Sessions Judge, Chamba.
3. Senior Civil Judge-cum-CJM, Chamba.
4. Secretary, DLSA (ACJM), Chamba.
5. Civil Judge-cum-JMFC, Dalhousie.
6. Civil Judge-cum-JMFC, Chamba.
7. Civil Judge-Cum- JMFC, Tissa .
8. Mobile Traffic Magistrate, Chamba.

Contd.P/2...

Sanctioned strength of staff of the establishment of District and Sessions Judge, Chamba.

1.	Chief Admn. Officer	1
2.	Private Secretary	1
3	Court Manager	1
4	Personal Assistant	1
5	Reader Grade-I (Supdt. Grade-II)	1
6	Sr. Scale Stenographer.(Stenographer Grade-I)	1
7	English Clerk.	1
8	Civil Nazir.	1
9	Translator.	1
10	Record Keeper.	1
11	Officer in-charge(VWDC)	1
12	Technical Assistant-cum-Coordinator (VWDC)	1
13	Translator (VWDC)	1
14	Ahlmads (Civil and Criminal)	2
15	Copyists.	2
16	Naib Nazir.	1
17	Leave Reserve Clerk.	1
18	Driver.	1
19	Process Servers.	2
20	Daftri.	1
20.	Peons.	2
22	Chowkidar.	1
23	Orderly.	1
24	Gardener(Mali)	1
25	Safai-Karamchari.	1
26	Protocol Officer on Contract	1
27	Peon(Protocol)	1
	Total	31

Particulars of Subordinate Courts of Civil and Sessions Division, Chamba.

The five Subordinate Courts are functioning in this Civil and Sessions Division, including one office of Secretary, District Legal Services Authority.

- (i) Court of Senior Civil Judge-cum-CJM, Chamba.
- (ii) Court of Civil Judge-cum-JMFC, Chamba.
- (iii) Court of Civil Judge-cum-JMFC, Dalhousie.
- (iv) Court of Mobile Traffic Magistrate, Chamba
- (v) Civil Judge- Cum- JMFC, Tissa.

Following supporting staff for the Court of District and Sessions Judge, Chamba exists as under:-

S. No	Name of post.	Scale of pay.	No. of permanent posts.	No. of Temporary posts.	Total number of posts.
1.	Chief Admn. Officer	Level -17 53600- 70100	1.	-	1.
2.	Private Secretary	Level -16 48700- 154300	1.	-	1.
3.	Exe. Assistant	Level -12 43000- 136000	1	-	1
4.	Reader G-I (Supt. G-II)	Level -12 43000- 136000	1.	-	1.
5.	English Clerk.	Level -11 38500- 122700	1.	-	1.
6.	Civil Nazir.	Level -11 38500- 122700	1	-	1.
7.	Translator/Translator (VWDC)	Level -11 38500- 122700	2	-	2
8.	Record-Keeper.	Level -11 38500- 122700	1	-	1.
9.	Stenographer G-I.	Level -11 38500- 122700	1	-	1.
10	Tech. Assistant-cum-Coordinator (VWDC)	Level -11 38500- 122700	1	-	1.
11.	Officer-in-charge (VWDC)	Level -11 38500- 122700	1	-	1.
12.	Civil Ahlmad	Level-7, 28900-91600	1	-	1
13.	Criminal Ahd.	Level -3 20200- 64000	1	-	1
14.	Leave Reserve Clerk.	Level -3 20200- 64000	1	-	1.
	Naib Nazir.	- do -	1.	-	1.
15.	Copyists.	Level-3, 20200-64000	2	-	2.
16.	Protocol Officer (cont)	Level-3, 20200-64000	1	-	1
17.	Driver.	Level-3, 20200-64000	1.	-	1
16.	Process Servers.	Level-1, 18000-56900	2.	-	2.
17.	Daftri.	- do -	1.	-	1.
18	Mali	- do -	1	-	1
19	Safai-Karamchari	- do -	1	-	1
20	Other Class-IV officials	- do -	5	-	5

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 follows:

(1) Chief Administrative Officer(Superintendent Grade-I).

Administrative duties.

1. To exercise overall supervision/control on the establishment of Civil and Sessions Division,
2. To Maintain Annual Confidential Reports of the officials of the Division,
3. To keep in custody the attendance register and append certificate on the same,
4. To get prepared decree sheets/memo. of costs/probates etc,
5. To deal with the confidential administrative matters pertaining to the Division,
6. To attest the affidavits of Process Servers furnished by them in connection with the service of Court processes,
7. To attest the copies of documents, judgments etc. pertaining to the decided as well as pending judicial record of this office.
8. To maintain register of Ephemeral rolls.,
9. To keep vigil that the correspondence is promptly dealt with by the concerned official(s),
10. To go through the dak as received by him and to take following steps:
 - a) mark the receipts 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 matters of conduct and discipline etc.

(2) Reader(Superintendent Grade-II)

1. To record the evidence/orders etc. in civil and criminal matters under the dictation of the Presiding Officer,
2. To make entries of the cases in the peshi register & on computer regarding disposal, adjournment and the action taken on the files daily,
3. To deal with all judicial matters assigned by the Presiding Officer in the court,

4. To maintain the fine/ peshi/disposal registers etc. pertaining to his seat and,
5. To receive the fine amount imposed in criminal cases and to remit the same in the treasury forthwith. To prepare and submit the monthly/quarterly statements of fine deposited by accused/convicts to the Hon'ble High Court.

(3) Private Secretary

1. To deal with all secret matters assigned by the Presiding Officer and to type out the matter dictated to him and;
2. To attend the judicial work in the court assigned by the Presiding Officer.

(4) Stenographer Grade-I(Sr. Scale Stenographer)

1. To type out all the matters dictated by the Presiding Officer and
2. To attend the Court Judicial Work under the dictation of the Presiding Officer and also to deal with the proceedings of the Legal Aid meetings.

5. English Clerk.

1. To deal with the correspondence/files related to the Hon'ble High Court, Subordinate Courts and officials of this Division under the supervision of Chief Administrative Officer .
2. To maintain casual leave register and deal with the leave matters of the Judicial Officers of this Division and officials of this office under the supervision of Superintendent Grade-I,(Chief Admn. Officer)
3. To prepare and dispatch monthly quarterly and half yearly statements on various subjects,
4. To deal with the matters of appointments of oath commissioners, petition writers, typists, and to maintain their record/ registers etc. and to deal with the correspondence on various types of misc. matters,
5. To deal with the process of recruitment of Class-IV, Class-III as per the directions of the Hon'ble High Court H.P. and also to deal with the process of promotion, transfers etc. of the Class-II, III and IV employees of this Division.
6. To prepare the pension cases of the officials due to retire,
7. To maintain the service books/records of the employees.

6. Translator.

1. To translate the English version/statement of accused under section 313 Cr. P.C. into Hindi in Sessions Trial,
2. To maintain and proper up keep of library of District central Headquarters,
3. To prepare and submission of monthly/quarterly statements of Jail inmates and other Misc. Statements,
4. To deal with the matters of judicial buildings/judicial court complexes,
5. To deal with the matters of under trials /convicts lodged in jail,
6. To maintain registers of library, to deal with other correspondence pertaining to his seat. To prepare and submission of jail inspection report to the quarter concerned. To maintain Jail Inspection register also,

7. To look after computers installed in this office and to deal with the correspondence in this respect including maintaining of registers/statements etc.,
8. All above matters under the supervision of Chief Administrative Officer(Supdt. Grade-I).

7. Record Keeper.

1. To maintain and up keep the decided judicial files pertaining to the Appellate courts,
2. To maintain registers of decided judicial files,
3. To attend requisitions received from the Copying Agency, Courts, Hon'ble High Court and Hon'ble Supreme Court and to deal with the correspondence pertaining to his seat under the Supervision of Chief Admn. Officer(Supdt. Grade-I).
4. To deal with Inspection/Correspondence of Bal Balika Ashram situated in Chamba District and some of the Misc. Statements.

8. Civil Nazir.

1. To prepare the Pay/TA/MR etc. bills of the establishment and disburse the payments to the officers/officials.
2. To deal with all the accounts matters pertaining to the establishment.
3. To maintain various types of Registers such as perishable/non-perishable articles, furniture, library, equipments, bills, token budget etc.
4. To prepare and submit the budget to the quarter concerned for the establishment.
5. To prepare and send monthly, quarterly, half yearly and yearly statements pertaining to the Nazarat Branch and also to deal with the other correspondence pertaining to his branch.

All above matters under the supervision of Chief Admn. Officer(Superintendent Grade-I).

9. Ahlmads (Civil and Criminal).

1. To maintain and up keep of pending judicial files pertaining to this court and to maintain different types of Registers in this regard,
2. To consign all the decided judicial files to the Record room,
3. To prepare and submit the monthly/quarterly/half yearly statements of the cases regarding institution, disposal and pendency, including misc. statements
4. To deal with other correspondence pertaining to their seats, under the supervision of Chief Administrative Officer (Superintendent Grade-I).

10. Copyists.

1. To prepare and supply the copies of documents, judgments etc. pertaining to the decided as well as pending judicial files of the Courts of this Division except the Court of Civil Judge -cum-JMIC, Dalhousie and Civil Judge -cum-JMIC Tissa.
2. To maintain the Copying Agency register such as CD-2, CD-3, CD-4, CD-5, CD-7 and CD-10 and to send the monthly/quarterly statements pertaining to their seats,
3. To maintain the photo-stat machines,
4. To deal with the correspondence of their seats under the supervision of Chief Administrative Officer(Supdt. Grade-I).

11. Naib Nazir.

1. To deal with the matter of civil courts deposit and to maintain various types of registers in this regard,
2. To maintain stationery register and to deal with the matter of stationery articles etc. for the entire Division,
3. To co-operate and assist the Civil Nazir in all type of accounts matter etc,
4. To control over the Process Servers of this office and to maintain Process Server Agency register including sending monthly, quarterly, statements thereof to the quarter concerned,
5. To look after the work of legal aid and to assist Legal Aid Clerk.
All above matters under the supervision of Chief Admn. Officer(Supdt. Grade-I).

12. Leave Reserve Clerk.

1. To look after the duties of Clerks who proceed on leave.
2. To assist the English Clerk in dealing with typing work and all correspondence pertaining to the Division.
3. To execute the task of filing of new cases in the Judicial Service Centre(JSC.)

13. Daftri.

1. To attend the diary, dispatch work etc. and to maintain diary, dispatch and postage stamps registers.
2. To assist the English Clerk in proper safe keeping and stitching of service books/files/registers and library books and binding etc.

14. Driver.

1. To ply the official vehicle as per the directions of the Presiding officer and to maintain the Log Book daily.

15.Process Servers.

To effect the service of the notices/summons upon the persons concerned issued by the District Court and to maintain Process Servers diary with the report on the processes either executed or un-executed and to get attested the same from the Superintendent Grade-I.

16.Peons.

To attend the calls of the Presiding Officer and the official duties assigned by the PO. to them and also to lookafter the duties such as dusting of office tables, court room, chamber and other duties assigned by the Class-I, Class-II and Class-III officials in the official capacity.

17.Orderly.

To attend the Presiding Judge in the office and to carry Judicial Files for reading from office to residence and back and to look after the duties assigned by the Class-I Officer to him in the office as well as Class-II and Class-III officials in the official capacity.

18. Gardener(Mali).

To maintain and up keep of flowers in the garden at the Sessions House as well as in the office and grow various types of flowers etc. in the pots.

19.Chowkidar.

To keep proper watch of the office after 4.45 PM to 9.45 AM daily and to attend official work assigned to him after office hours in official capacity.

20.Safai-Karamchari.

To ensure the cleanliness of the floors/judicial complex daily.

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 the manner of dealing with Administrative matters are being followed as per prevalent Rules and 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 Hon'ble High Court from time to time.

4(1)(b)(v) :

The Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

Rules, regulations and instructions issued from time to time by the Hon'ble High Court are applicable and implemented by the employees of this Division for discharging the functions. The High Court Rules and Orders Vol I to Vol. IV are also applicable to this Division.

The various Acts, Rules, Regulations, Instructions followed are as under:

1. F.R. & S.R.
2. Leave Rules.
3. T.A. Rules.
4. Conduct Rules.
5. L.T.C. Rules.
6. CCS(CCA) Rules.
7. Medical Attendance Rules.
8. H.P. Financial Rules.
9. H.P. Budget Manual.
10. Office manual.
11. High Court Rules and Circular orders.

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 the Accounts branch and are kept in the form of registers, cash books, Ledger books, files, bills, vouchers etc. which are subject to audit.

Service books:

Service books are held and kept in the form of documents by English Clerk branch of this office, which are also subject to verification by the Audit department.

4((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 the Civil and Sessions Division.

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 these Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

Under the Rules, no person shall entitle any person to inspect (i) the Judges notes 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 its Officers and employees.

The following officers have been provided telephones in their offices as well as residences.

Sr No	Name of office	Office (Chamba/ Dalhousie STD Code 01899)	Residence
1	District and Sessions Judge, Chamba HP.	222728 222729(fax)	222727.
2	Addl Distt. And Sessions Judge, Chamba. HP.	224835	224338.
3	Senior Civil Judge-cum-CJM, Chamba. HP.	222259.	222438.
4	Civil Judge-cum-JMFC, Chamba HP.	222468.	222526.
5	Civil Judge-cum-JMFC, Dalhousie. HP.	240649.	240800.
6	Mobile Traffic Magistrate, Chamba. HP.	(vacant)	-
7	Civil Judge-cum-JMFC, Tissa, HP.	01896-227004	-
8	Secretary, District Legal Services Authority, Chamba HP.	226309	-

No separate telephones have been provided to the employees in the office or residence.

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 officers and employees of the establishment of District and Sessions Judge, as on 31.3.2026:-

Name and designation.	Pay scale	Basic pay.	Total.
One post of District and Sessions Judge, in the pay scale of J- 6, 163030-219090			
Ms. Preeti Thakur, District & Sessions Judge, Chamba.	J- 6, 163030- 219090	183490	326464
One post of Chief Admn. Officer (Superintendent Grade-I) in the pay scale of Level -17 53600- 70100			
Chief Admn. Officer (Supdt. Grade-I)	Level -17 53600- 170100	VACANT	
One post of Private Secretary in the pay scale of Level-16, 48700- 154300			
Shri Naresh Kumar, Private Secretary	Level -16 48700- 154300	88800	130060
One post of Court Manager in the pay scale of Level- Level -16 48700- 154300			
Court Manager	Level -16 48700- 154300	VACANT	
One post of Executive Assistant in the pay scale of Level-12, 43000- 136000			
Sh. Radha Raman E A	Level-12, 43000-136000	67000	97450
One post of Reader Grade-I(Supdt.G-II).in the pay scale of Level-12, 43000-136000			
Sh. Rejesh Kumar Reader G-I	Level-12, 43000-136000	63900	93755

One post of Sr. Scale Stenographer(Stenographer G-I) in the pay scale of Level-11, 38500-122700

Shri Anil Kumar, Stenographer G-I	Level-11, 38500-122700	47400	69630
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Seven posts of Sr. Asstts in the pay scale of Level-11, 38500-122700

Shri Pawan Kumar, English Clerk	Level-11, 38500-122700	55000	79950
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Shri Surjeet Singh, Translator	-do-	42100	61845
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Sh. Vikas Puri R.K.	-do-	44700	65715
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Shri Pawan Kumar, C.N.	-do-	50300	73135
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Smt. Seema Kumari, Translator (VWDC)	-do-	47400	68930
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Tech. Assistant-cum-Coordinator (VWDC)	-do-	VACANT	
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Sh. Devi Lal Officer-in-charge (VWDC)	-do-	55000	80050
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One post of Protocol Officer in the pay scale of Level-6, 25600- 81700

Shri Ankit Sharma, Protocol Officer (Contract basis)	Level-6, 25600-81700	60% of 25600	15360
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Six posts of Clerks in the pay scale of Level-3, 20200-64000

Shri Sachin Kumar Criminal Ahlmad	Level-3, 20200-64000	22000	32400
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Shri Manpreet Singh, N.N.	- do	24800	36460
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Ms. Anshita Gulshan, Civil Ahlmad	- do	22000	32800
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Ms. Akanksha Tandon Copyist -I	- do	22000	32400
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Copyist-II	- do	VACANT	
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Leave Reserve Clerk	- do	VACANT	
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One post of Driver in the pay scale of Level-3, 20200-64000

Shri Ankit, Driver.	Level-3, 20200-64000	23300	35315
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One post of Daftri in the pay scale of Level-1, 18000-56900

Sh. Narotam Ram Daftri	Level-1, 18000-56900	41100	60010
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Two posts of Process Servers in the pay scale of Level-1, 18000-56900

Shri Vijay Singh, PS.	Level-1, 18000-56900	24200	35900
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Shri Megh Singh, PS.	Level-1, 18000-56900	27200	40350
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Five posts of Class-IV in the pay scale of Level-1, 18000-56900

Shri Swami Raj, Orderly	Level-1, 18000-56900	36500	53235
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Shri Om Prakash, Peon	- do	19100	28305
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Sh. Anil Kumar, Chowkidar	- do	24200	35700
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Smt. Savita Peon (protocol)	- do	18500	27435
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Sh. Pankaj, Peon	- do	19700	29175
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Two posts of Class-IV Mali/Safaikaramchari, in the pay scale of Level-1, 18000-56900

Safai Karamchari	Level-1, 18000-56900	Vacant	-
Mali	Level-1, 18000-56900	Vacant	-

4(1)(b)(xi):

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The detail of budget allocated/sanctioned and balance as on 31.3.2024, in respect of establishment of District and Sessions Judge, is as under:

Major Head : **2014**-Administration of Justice, **105**-Civil and Sessions Courts, **01**-Civil and Sessions Courts Establishment(Voted) Non-Plan-SOON.

Sub head.	Budget sanctioned for 2025-26	Budget allocated for 2025-26	Total funds expenditure upto 31.3.2026.	Budget/funds balance in hand on 31.3.2026 i.e surrendered.
Salaries.	20709642	20709642	20709642	-
M.R.	71876	71876	71876	-
Travel Expenses.	87059	87059	87059	-
Livery.	32076	32076	32076	-
Office expenses.	1263994	1263994	1263994	-
P & S.S	--	--	--	-
Motor Vehicle.	288847	288847	288847	-
Transfer expenses.	404535	404535	404535	-
Road and Diet Money.	206000	206000	206000	-
Rent, Rate and taxes.	Nil	Nil	Nil	-
Wages	Nil	Nil	Nil	-
Other charges Court Manager Pay	-	-	-	-
2235-Social Security & Welfare 200-Other Charges II-reimbursement of Medical Expenses to Pensioners.	575688	575688	575688	-
Honorarium of exam	-	-	-	-

4(1)(b) (xii) :

The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.

Not applicable.

4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted by it.

Not applicable.

4(1)(b)(xiv):

Detail in respect of the information available to or held by it, reduced in an electronic form.

No information is held. The daily cause list of this court and the profile of Judges of this Division have been displayed on the Internet and one can visit to have the information in this respect on the following site. The case proceedings is also displaying on the LED affixed out side the Court Room.

Daily cause list: www.lobis.nic.in

Profile of judges: www.hphighcourt.nic.in

Detail of pendency of Civil and Criminal cases pertaining to the Courts of District and Sessions Judge, Chamba as on 31.3.2026 is as under:

S.No.	Name of Court.	Civil cases.	Crl. cases.	Total.
1.	District and Sessions Judge, Chamba.	438	738	1176

The following administrative matters are being dealt with by the District and Sessions Judge, Chamba.

1. To make appointments, transfers and postings in respect of Class-II, III and IV officials of this Division and confirmation.
2. Conducting quarterly Jail Inspection and submission thereof to the Hon'ble High Court.
3. Controlling Officer in respect of the Judicial Officers and Class-I, II, III and IV officials of this Division.
4. DDO, in respect of the establishment of District and Sessions Judge, Chamba.
5. To make appointments of Petition Writers, Private typists in the Division and granting licences and renewal thereof.
6. Surprise Inspection/Annual Inspection of the Subordinate Court in this Division.
7. Quarterly inspection of this office/court.
8. To deal with the matter of appointment of Oath Commissioner in this Division.
9. To make appointment of Legal Aid Counsel, from panel, to needy accused person(s) facing trial in the Division on state expenses.
10. Sanction of G.P.F. withdrawals of the establishment of Civil and Sessions Division Chamba and to deal with and grant advance to the Judicial Officers and employees.

11. To act as Disciplinary Authority in respect of Class-I, II, III and IV employees of this Division.
12. To act as Appellate Authority under RTI Act, 2005.
13. To act as Chairman, District Legal Services Authority.

Detail of different type of cases lie to the following courts in this Division.

District and Sessions Judge, Chamba/Addl. Distt. & Sessions Judge, Chamba.

1. Civil Suits exceeding value of exceeds Rs. 60,00,000/- and upto Rs 1,00,00,000/-
2. Motor Accidents Claims.
3. Arbitration cases.
4. Civil Appeals.
5. Hindu Marriage Act cases under section 13, 24 and 27.
6. Pauper applications.
7. Succession Act cases.
8. Land Acquisition Act cases.
9. Civil Misc. Appeals/Rent Appeals.
10. Transfer Applications.
11. Insolvency cases.
12. Executions.
13. Sessions Trials.
14. Corruption cases.
15. Criminal Appeals.
16. Criminal Revisions.
17. Bail matters under section 437, 438 and 439 Cr. P.C.
18. Jail Appeals.
19. Civil Criminal Misc. applications.
20. Family Court cases.

Court of Senior Civil Judge-cum-CJM, Chamba.

1. Civil Suits value exceeds 30,00,000 upto 60,00,000
2. Guardian and Wards Act
3. Civil Misc. applications.
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 cases.
12. Food cases.
13. Miscellaneous Act cases.
14. Forest Cases.
15. Criminal transfer applications.
16. Summary cases/trials.

17. Panchayat appeals.
18. Bail applications.
19. Negotiable Instrument Act(sec.138)
20. Petitions under section 127 and 128 Cr.P.C.
23. Workman Compensation Act.

Courts of Civil Judge-cum-JMFC.

1. Civil suits the value of which does not exceed Rs.30,00,000/-

Other cases same as shown above in the Court of Senior Civil Judge)- cum-CJM.

Mobile Traffic Magistrate, Chamba.

The Govt. of HP. has created court of Mobile Traffic Magistrate, Chamba vide Notification No.Home-B(E)3-22/2014- dated 7.7.2015 with District headquarter at Chamba. The Presiding Officer of the said court has assumed the charge of the post on 18.01.2016 and started functioning.

The Mobile Traffic Magistrate shall conduct spot trials for the offences under the Motor Vehicle Act in his jurisdiction and shall hold Court for trying the summary cases, as assigned by the Chief Judicial Magistrate on Monday of first and third week and third week at the headquarter. And on Wednesday of the second and fourth week in other District of his jurisdiction in a month . The MTM shall function under the control of the District and Sessions Judge,Chamba.

Secretary District Legal Services Authority.

The Hon'ble High Court vide Notification No.HHC/GAZ/14-53/74-966-990 dated 08.01.2016 filled up the post of Secretary, DLSA, Chamba.

Duties and functions:

As assigned by the Member Secretary, HP. State Legal Services Authority, Shimla vide its letter No.57-LSA/Secretaries/DLSAs/2016/1003-1013 dated 22.3.2016 has assigned the following **duties and functions** of the Secretary:-

1. Secretary is the Principal Officer of the District Authority and Custodian of all assets, accounts, records and funds placed at the Disposal of the District Authority.
2. The Secretary will convene meetings of DLSA with prior approval of Chairman DLSA.
3. The Secretary will maintain minutes of proceeding of meeting of the DLSA.
4. The Secretary will maintain record of the minutes of the meetings.
5. All the Bank Accounts shall be operated by the Secretary DLSA.
6. The Secretary will receive and scrutinize the application for free legal aid.
7. The Secretary will maintain register of free legal aid.
8. The Secretary will maintain separate register of all the activities.
9. The Secretary will monitor the Clinics in jails, Villages, Universities/Colleges etc.

10. The Secretary will monitor the activities of PLVs.
11. The Secretary will monitor the Front Offices.
12. The Secretary will coordinate the activities of the Sub Divisional Legal Services Committee in the District.
13. The Secretary will prepare, consolidate and submit reports, (Monthly, Quarterly, Half Yearly and Yearly), or other reports, information in respect of District Authorities and Sub Divisional Legal Services Committees, as the State Authority may call for.
14. The Secretary will work out modalities of the Legal Services Schemes and Programmes including preparation of panel of advocates, fees payable to Panel Lawyers as per schedule approved by the State Authority and ensure effective monitoring and implementation of the schemes of NALSA.
15. The Secretary will liaise with State Legal Services Authority, District & Sub Division Administration, social action groups, Non Governmental Organizations, Sub Divisional Legal Services Committees or any other social or educational organization in order to give effective implementation to the schemes.
16. The Secretary will organise various Legal Services Programmes as approved by the State Authority and convene meetings, seminars and workshops connected with Legal Services Programmes in the Districts and preparation of reports and follow up action thereon.
17. The Secretary will forward applications of aggrieved persons to concerned department/authorities and to seek their comments/reports and the follow up action on the same.
18. The Secretary will co-ordinate in preparing schedule of Legal Literacy Camps and Lok Adalats.
19. The Secretary will inspect the construction of ADR Centres from time to time and take up the matter with concerned authorities for completion of construction within stipulated period.
20. The Secretary will ensure that all the programmes are organized as per plan of action by the DLSA and SDLSCs.
21. The Secretary will coordinate pre-meeting of Lok Adalats with Revenue, Police, Banks, Insurance Companies etc.
22. The Secretary will ensure that the expenditure is incurred for the purpose for which funds have been provided.
23. The Secretary will ensure that adequate control mechanism exists in his office for prevention, detection of error and irregularities in the financial matters and to guard against waste and loss of public money.
24. The Secretary will ensure that the receipts and dues of the Govt. are correctly and promptly assessed, collected and duly audited in the concerned accounts and accounts should be made so clearly so that audit objection may not occur.
25. The Secretary will ensure proper compilation of accounts, Ledgers and Cash Books.

26. Govt. procurement procedure for procurement of goods and services must be fair, transparent, competitive and cost effective.
27. The Secretary will ensure that expenditure does not exceed the budget allocation.
28. The Secretary will review and monitor regularly the performance of the programmes and projects assigned to determine whether the objectives are achieved.
29. The Secretary will perform such other functions assigned from time to time by the State Legal Services Authority or concerned Chairman, District Legal Services Authority.

Lok Adalats and National Lok Adalats are also being organized at District Headquarter by each courts headed by District and Sessions Judge, Additional District and Sessions Judge, Civil Judge-cum-CJM, Chamba, Civil Judge-cum-JMFC, Chamba and at Sub Divisional headquarter by Civil Judge-cum-JMFC, Dalhousie and Civil Judge- Cum-JMFC, Tissa, associated by two/three members. The Lok Adalats are being organized on quarterly basis and National Lok Adalats as per the directions of the Hon'ble High Court of HP. as well as the H.P. State Legal Services Authority.

At the District headquarter level, District Legal Services Authority under the Chairmanship of the District and Sessions Judge, consisting of other members such as Superintendent of Police, District Magistrate, Chamba, Civil Judge-cum-CJM, Chamba, District Attorney and the President, Bar Association, Chamba, has been constituted. Free legal aids are being provided to those persons who are entitled under the Legal Services Authorities Act 1987 and Regulations made under this Act, on their filing applications before the said Authority. To aware the General public regarding free legal aid which is being provided by the Govt., the Legal Literacy camps are being organized by the Authority under the instructions of Himachal Pradesh State Legal Services Authority, Shimla, in every remote areas of the District.

In camps, the participants are provided refreshment in accordance with Rules and directions in this regard.

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

The working hours of the District Central Headquarters are 9.45 AM to 4.45 PM. It is Hon'ble Judges library and it is not maintained for public use.

4.(1)(b)(xvi) The names, designation and other particulars of the Public Information Officers.

- | | |
|---|---|
| 1. State Public Information Officer at District level. | <u>As on 31.03.2026.</u>
Shri Nikhil Agarwal,
Senior Civil Judge-cum-CJM,
Chamba, District headquarters,
Chamba. |
| 2. State Public Information Officer at Sub Divn. Level. | <u>As on 31.3.2026.</u>
Ms. Divya Sharma,
Civil Judge-cum-JMFC,
Dalhousie, District Chamba-H.P. |
| 3. State Public Information Officer at Sub Divn. Level. | <u>As on 31.3.2026.</u>
Shri Sumit Thakur,
Civil Judge-cum-JMFC,
Tissa, District Chamba-H.P. |

It is further notified that for the purpose of filing 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 lie before the District and Sessions Judge, Chamba, being Appellant Authority, for the purpose.

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

District and Sessions Judge,
Chamba, Division Chamba-H.P.

Endst. No. DJ-E(B-11)242/2010-

Dated: 22/5/26

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Copy forwarded to:-

1. The State Chief Information Commissioner, Shimla-H.P.
2. The State Public Information Officer at District level (Senior Civil Judge -cum-CJM), Chamba-H.P.
3. The System Officer, of this office for uploading it on official website.

District and Sessions Judge,
Chamba, Division Chamba-H.P.