

MANUAL-I

The particulars of its organization, functions and duties

Name of the Office: Office of the District & Sessions Judge, Malkangiri

This organization is a subordinate institution of the Hon'ble Orissa High Court, Cuttack.

Functions of the Organization:

The organization has two main functions:

1. Judicial Function
2. Administrative Function

Duties of the Organization:

- i) *To exercise control over all subordinate courts functioning within its territorial jurisdiction.*
- ii) *To distribute various grants among subordinate authorities received from the Government from time to time.*
- iii) *To deal with correspondence related to the Hon'ble High Court and the Department of Law & Judiciary, Government of Odisha.*
- iv) *To administer justice as per various legislation/statutes.*
- v) *To appoint Class-III Government servants with the help of the District Recruitment Committee.*
- vi) *To promote officials to higher responsible posts.*
- vii) *To handle administration in accordance with procedural laws, Odisha Civil Services Rules, Government Resolutions, and Notifications issued by the High Court.*
- viii) *In exercising administrative duties, the organization deals with transfers of employees, departmental inquiries, etc.*
- ix) *The Head of the Organization, the Principal District & Sessions Judge, is the Chairman of the District Legal Services Authority, Malkangiri, under which Lok Adalats, seminars on various legal subjects, are held under his supervision.*

MANUAL-II

Powers and Duties of Officers and Employees:

There are the following cadres of Judicial Officers

i) District & Sessions Judge

ii) Additional District & Sessions Judge

The above Judicial Officers/Judges deal with appellate matters, Sessions cases, and Special Act cases, including Motor Accident Claims Petitions.

iii) Civil Judges (Senior Division)-cum-Assistant Sessions Judges

The above Judicial Officers/Judges deal with civil matters having unlimited pecuniary jurisdiction, including suits against the Government.

iv) Chief Judicial Magistrate

To deal with all types of criminal matters excluding Sessions cases.

v) Civil Judges (Junior Division) and Judicial Magistrate First Class

To deal with criminal matters excluding those triable by the Court of Judicial Magistrate First Class and cases having exclusive jurisdiction to the Civil Judge (Junior Division).

Powers and Duties of Employees:

The various categories of employees in the organization, in order of seniority, are:

1. Chief Administrative Officer, District Court, Malkangiri

To supervise overall working of staff and routine affairs of English Branch, Bill Branch, Copying, Record Room, etc., and handle correspondence.

2. Administrative Officer (Bench Clerk, Grade-I)

To handle Bench, Property, Statistics, Correspondence, Accounts, Establishment in District Court and subordinate courts.

3. Bench Clerk, Grade-I/ Head Clerk (in the cadre of Bench Clerk Grade-II)/ Senior Clerk (Junior Branch) (in the cadre of Bench Clerk Grade-III)/ Junior Clerk (Entry Level)

To work in offices of Presiding Officers on different posts like Bill Clerk, Library Clerk, Copy Clerk, Copyist, etc.

4. P.A. (Stenographer Grade-I)/ Executive Assistant (Stenographer Grade-I)/ Stenographer Grade-I/ Stenographer Grade-II/ Stenographer Grade-III (Entry Level)

To take dictation in cases of appellate authorities and transcribe, take down evidence in English on typewriter/computer.

5. Superintendent, Level-II (Typist Cadre)/ Senior Typist/ Junior Typist (Entry Level)

To prepare copies and other works as directed.

6. Salaried Amin

To conduct surveys in Civil suit cases.

MANUAL-III

The procedure followed in the decision making process, including channels of supervision and accountability

The Procedure Followed in the Decision-Making Process, Including Channels of Supervision and Accountability:

1. Officers follow the procedures laid down in laws, manuals, and directions issued by the Hon'ble High Court.
2. Employees working in various courts and sections follow procedures laid down in manuals and directions of Judicial Officers.
3. The District & Sessions Judge supervises the organization's work, exercises control, and distributes grants received from the Government among subordinate authorities for appropriate expenditure.
4. Subordinate authorities submit various returns and information to the Head of the Organization for onward transmission to the Hon'ble High Court on a monthly, quarterly, half-yearly, yearly, or as-needed basis.
5. Civil suits are initially presented before the Civil Judge (Senior Division) and, after registration, allotted to other Civil Judges by rotation, except for special jurisdiction cases.
6. Criminal cases are initially filed by Police Authorities before the Chief Judicial Magistrate. After registration, cases are made over to another Judicial Magistrate for disposal, except for cases triable under Section 409 of the IPC.

7. Cases exclusively triable by the Court of Sessions are committed to the Court of Sessions by the concerned Judicial Magistrate for trial according to law.

MANUAL-IV

The norms set by it for the discharge of its functions

The Rules Regulation, Instructions, manuals and records held by it or under controller used by the employees for discharging functions.

1. English Office/Accounts Branch/Statement Branch

- General Rules and Circular Orders (Civil & Criminal)
- Odisha Services Code
- Punishment and Appeal Rules
- Odisha General Financial Rules, 2023
- Budget Manual
- Instructions from the Hon'ble Supreme Court of India, Orissa High Court, and the Government of Odisha
- Office files, pay bills, and account matters files

2. Civil Nazir/Nazir Branch

- General Rules and Circular Orders (Civil & Criminal)
- Odisha General Financial Rules, 2023
- Instructions from the Hon'ble Orissa High Court and the Government of Odisha
- Cash Book, Sheriff Account Register, Summons Register, and other Nazir Branch registers

3. Copying Agency

- General Rules and Circular Orders (Civil & Criminal)
- Instructions from the Hon'ble Orissa High Court and the Government of Orissa
- CD Registers

4. Record Room

- General Rules and Circular Orders (Civil & Criminal)

- Instructions from the Hon'ble Orissa High Court and the Government of Odisha
- Document Return Register, and other Record Room registers

5. Library

- General Rules and Circular Orders (Civil & Criminal)
- Instructions from the Hon'ble Orissa High Court and the Government of Odisha
- Library Registers

6. Malkhana Branch

- General Rules and Circular Orders (Civil & Criminal)
- Instructions from the Hon'ble Orissa High Court and the Government of Odisha
- Malkhana Registers

MANUAL-V

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

- *General Rules and Circular Orders (Civil & Criminal)*
- *Odisha Services Code*
- *Punishment and Appeal Rules*
- *Odisha General Financial Rules, 2023*
- *Budget Manual*
- *Instructions from the Hon'ble Supreme Court of India, Orissa High Court, and the Government of Odisha*
- *The Civil Manual*
- *The Criminal Manual*

MANUAL-VI

A statement of the categories of documents that are held by it or under its control

Categories of Documents Maintained by Branches

1. Courts

- Receive Register
- Issue Register
- All other prescribed in G.R. & C.O

2. English Office/GPF Branch/COC/Statement Branch

- Diary Register
- Dispatch Register
- Other related registers and files
- Instructions issued by the Hon'ble Orissa High Court and Government of Orissa
- T.A. Bill
- Medical bills
- Pay bills
- LTC bills files
- Budget files
- Token register
- Service Books
- Files regarding Lok Adalats
- Old Civil and Criminal monthly, quarterly, half-yearly, and annual statements
- GIS matter & complaints

3. Civil Nazir/Nazir Branch

- Cash Book
- Bill Register
- Refund Vouchers
- Cheque Books

- Security deposited by employees
- Minor shares in the shape of FDRs
- Stationery Register
- Stock Register
- Contingent register

4. Copying Agency

- CD Registers (Copying Documents) 1-12
- Other files relating to Copying Agency

5. Record Room

- Judicial Files of decided cases
- Record Keeper Registers

6. Library

- Law books purchased from time to time
- Matters related to Mediation and Conciliation

7. Malkhana Branch/Fine Moharrir

- Case Property of decided cases
- Re-arrest case files
- Criminal Statement Files
- Fine Cash Book
- Other registers regarding Malkhana

MANUAL-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

Sl.No.	Name of the Court	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1	Court of the District & Session Judge and Courts of Additional District & Sessions Judges at District Headquarter.	Dealing Assistant attached to this Court.	C.A.O. of this Office.	The District & Sessions Judge, Malkangiri.
2	all the Courts	Concerned Dealing Assistant	AO of Court Attached to the Concerned court	Concerned PO

MANUAL-VIII

A Statement of the Boards, Councils, Committees etc

A statement of the 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 the minutes of such meetings are accessible for public

MANUAL-IX

A directory of its officers and employees

Designation	Incumbency
Dr. Prasanna Kumar Panda	District & Sessions Judge, Malkangiri
Shri Santanu Kumar Dash	Addl. District & Sessions Judge, Malkangiri
Sri Satyapriya Das	Chief Judicial Magistrate, Malkangiri
Sri Bijaya Kumar Das	Civil Judge (Senior Division), Malkangiri
Smt. Babita Dash	Senior Civil Judge(Women's Court)- cum-Asst. Sessions Judge, Malkangiri
Smt. Sushree Sangita Patra	Secretary, District Legal Service Authority, Malkangiri
Sri Rudra Prakash Nayak	Registrar-cum-ASJ, Malkangiri
Smt. Pratima Sahoo	Sub Divisional Judicial Magistrate, Malkangiri
Sri Debendranath Bagh	Nyayadhikari, Gram Nyayalaya, Korukunda at Malkangiri
Smt. Bimal Laxmi Choudhury	Civil Judge-cum-JMFC. Kudumuluguma
Sri Padmalav Majhi	Civil Judge-cum-JMFC. Mathili
Sri Pravin Kumar Hota	Civil Judge-cum-JMFC. Motu at MV 79

MANUAL-X

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

MANUAL-XI

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

MANUAL-XII

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

*Name of the Office:-District & Sessions Judge, Malkangiri
Subsidy Allotted to beneficiaries–Nil.*

MANUAL-XIII

Particulars of recipients of concessions, permits or authorisations granted by it

Name of the office:-District & Sessions Judge, Malkangiri

Identity cards are being issued to the Clerk / (s) of the Advocate/s.: Not Applicable.

MANUAL-XIV

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

Case Related Information		
Sl .No.	Type of Information	Website Address
1	Case Status	https://services.ecourts.gov.in/ecourtindia_v6/
2	Court Orders	https://services.ecourts.gov.in/ecourtindia_v6/
3	Cause List	https://services.ecourts.gov.in/ecourtindia_v6/
District Wise Information		
1	List of Former Officer's	https://malkangiri.dcourts.gov.in
2	Judicial Officer's	https://malkangiri.dcourts.gov.in

3	Officers on Leave	https://malkangiri.dcourts.gov.in
4	Duty Roster	https://malkangiri.dcourts.gov.in
5	Police Station's	https://malkangiri.dcourts.gov.in
6	District Profile	https://malkangiri.dcourts.gov.in
7	Right to Information	https://malkangiri.dcourts.gov.in

MANUAL-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 following facilities are available to citizens:

- Filing of cases*
- Copies of case related documents Judgments, orders through coping agency.*
- Drinking water*
- Public wash rooms*
- Litigant sheds with proper sitting arrangement*
- Parking of vehicles*
- Front Office for Free legal aid and advice*
- ADR Center*
- Case related information etc.*

MANUAL-XVI

The names, designations and other particulars of the Public Information Officers

Sl. No.	Appellate Authority Name	Designation
1	Dr. Prasanna Kumar Panda	District & Sessions Judge, Malkangiri

MANUAL-XVII

such other information as may be prescribed; and thereafter update these publications every year