

DISTRICT & SESSIONS COURTS

YAMUNA NAGAR

AT JAGADHRI

**[Information on 17 Manuals under section 4 (1) (b)
of the Right to Information Act, 2005]**

MANUAL 1

The Particulars of organization, Functions and Duties Particulars

Name of the Organization	Office of District & Sessions Judge, Yamuna Nagar at Jagadhri. This organization is sub-ordinate institution of Hon'ble Punjab & Haryana High Court, Chandigarh.
Functions of the Organization :	The organization have it's two main functions: i) Judicial Function and ii) Administrative Function.
Duties of the Organization	i) To exercise the control over all it's subordinate Courts functioning in its' territorial jurisdiction. ii) To distribute the various grants amongst it's subordinate authorities received from the Government, time to time. iii) To deal with the all correspondence relates to Hon'ble High Court and the department of Law & Judiciary, Government of Haryana. iv) To administer justice as per the various legislation/statutes. v) To recruit Class-IV Govt. Servants with the help of Advisory Committee. vi) To promote the officials to the higher responsible post. vii) To handle the administration in view of the procedural laws, Haryana Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court. viii) In exercising the duties of the administrative nature, the organization deals with the transfers of it's employees, departmental inquiries of the employees etc. ix) The Head of the organization- The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Yamuna Nagar at Jagadhri, under which Adalats, Seminar on various legal subjects are being held under his supervision.

MANUAL 2

The Powers and Duties of Judicial Officers

There are following cadres of the Judicial Officer(s):

i)	The District & Sessions Judge,	The above Judicial Officers/Judges deals with the matters pertaining to the appellate side and cases triable by the sessions only and also the matters under Special Act and Motor Accident Claims Petitions.
	The Additional District & Sessions Judges,	
ii)	The Civil Judge (Senior Division):	The above Judicial Officers/Judges deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government are also being heard and decided by these Judicial Officers/Judges.
iii)	The Chief Judicial Magistrate:	To deal with all types of Criminal matters excluding the cases triable by the Court of Session.
iv)	The Civil Judges (Junior Division) and Judicial Magistrate First Class:	To deal with the matters of civil nature having jurisdiction up-to Rs. 10 Lacs (*Refer to Hon'ble Punjab & Haryana High Court Notification No. 09 Gaz.II/XXI.C.35 dated 05.02.2014).
		To deal with the matter of criminal nature excluding triable by the court of Sessions and also excluding the cases having exclusive jurisdiction to the Chief Judicial Magistrate.

Powers & Duties of Employees

The various categories of the employees of organization are as under:

Class-A : Chief Administrative Officer/Superintendent

Class-C : Reader Grade I, II & III,
Stenographer Grade I, II & III
Graduate Clerks, Ahlmads, Clerks
Driver
Bailliff

Class-D : Process Server
Peon/Watchman/Mali/Orderly
Peon/Waterman/Record-Lifter/Usher/
Sweeper/Chowkidar.

Duties of Employees

Superintendent/Chief Administrative Officer:

To supervise over the employees of Class-III and Class-IV and to assist the Head of the Organization in Administrative/ Judicial work.

Reader Grade I,II,III:

To perform the work of Bench, Property, Statistics, Correspondence, Accounts, Establishment in District Court as well as in Subordinate Courts.

Stenographer Grade I,II,III:

To take down evidence in English on Typewriter/Computer.

To take dictation in cases of the Judges of Appellate Authorities and transcribe the same.

To Take down evidence in English on Typewriter/Computer to take dictation in cases of the Judges.

Ahlmads:

To have the custody of cases instituted in the respective Court, to look after the maintenance of those cases and to do the work as per procedural laws and the duties assigned by the Head of the Organization and by the Presiding Officer of the Court

Clerks:

To do work of offices of the Presiding Officers on different posts like bill Clerk, Library Clerk, Copy Clerk, Copyist etc.

Bailiff/Process Server:

To serve the summonses, notices & to execute warrants issued by the Court/s.

Peon:

To obey the orders of Presiding Officer, to do the work of cleaning of court halls, to distribute the dak etc.

Chowkidar:

To watch the court building & Premises.

Sweeper :

To clean the court premises, lavatories. etc.

MANUAL 3

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

The below listed rules, regulations, instructions, manuals, records are hold by the organization or are being used for its control or discharging its functions by the employees.

1. The Civil Manual, 1986
2. The Criminal Manual, 1980.
3. The Code of Civil Procedure, 1908.
4. The Code of Criminal Procedure, 1973.
5. The Haryana Civil Services Rules.
6. The Punjab Budget Manual) As applicable in the
7. The Punjab Financial Rules) State of Haryana.
8. The Punjab Treasury Rules)
9. High Court Rules & Regulations Vol. I,II,III,IV,V & VI
10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Haryana and the Resolutions, Circulars and Notifications issued by Hon'ble High Court, from time to time.

MANUAL 4

The norms set by it for the discharge of its functions.

<p>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.</p>	<p>The information as relates issue/point so far as it is concerned is "Nil".</p>
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MANUAL 5

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

A statement of the categories of held by it or documents are under its control.	The following registers/documents are maintained by this Organization.

The Kaccha Register for Civil & Criminal Side.

The separate registers for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained by the Subordinate Courts.

The separate registers for the registration of Regular IPC cases, Act Cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained by all the Judicial Magistrates.

The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and it's execution are being maintained in Appellate Court/s.

The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Court/s.

The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other registers are being maintained as per the Civil & Criminal manual.

For the purpose of maintaining accounts of the organization, the register i.e. the books, for receipts for money paid into court's register of deposit receipt – "C" Register, the Register of deposit payment-"D" Register, the Register of attached property produced in Civil proceedings-"F" Register, the Register of Money received on account of subsistence money of Civil Prisoners-"G" Register, the register of payment on account of subsistence money-"H" register, the Cash Book-I, the Ledger Book-J, the Treasury Pass Book-K, the Treasury Cheque Book-L, the register of applications for refund of lapsed deposit and other various registers are being maintained as per the Civil and Criminal Manuals.

Service Books of Officer/s and employee/s, GPF Account of Class-IV Government Servants, Muster Roll of Class-III and IV Government Servants, List of disposed-of records deposited in Judicial Record Room. The disposed of records of all the Courts are deposited in Judicial Record Room, Yamuna Nagar at Jagadhri and preparation of certified copies in disposed of cases are being prepared and delivered by the Record Keeper [Record Room].

MANUAL 6

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

<p>A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part.</p>	<p>The information as relates to this issue/point so far as it organization is concerned is “Nil”.</p>
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MANUAL 7

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.

Sr. No.	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1	(a) Court of District & Sessions Judge and Courts of Additional District & Sessions Judges at District Head quarters	Chief Ministerial Officer of the Court of District & Sessions Judge	Chief Administrative Officer/Supdt. In the office of District & Sessions Judge	District & Sessions Judge of the respective Sessions Division
	(b) Court of Additional District & Sessions Judge at place where there is no District & Sessions Judge	Sr. Ahlmad/ Stenographer	Chief Ministerial Officer of the Court of Senior Most Additional District & Sessions Judge	Senior Most Additional District & Sessions Judge
2.	Court of Civil Judge (Senior Division)	Chief Ministerial Officer of the Court	Clerk of Court of the office of Civil Judge (Senior Division)	Civil Judge (Senior Division)
3.	Court of Chief Judicial Magistrate	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Court	Chief Judicial Magistrate
4.	Court of Civil Judge situated at places other than the District Head Quarters	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer
5.	Court of Judge Small Cause	Chief Ministerial Officer of the respective Court	Registrar, Small Cause Court	Judge, Court of Small Cause
6.	Court of Additional Civil Judge (Sr. Division) or Court of Senior Most Civil Judge at Sub Divisional level.	Senior Most Ahlmad/ Stenographer	Chief Minister Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer.

MANUAL 8

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 meeting are accessible for public.

The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.

The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.

The Principal District & Sessions Judge, Yamuna Nagar at Jagadhri, supervise the work of the organization and exercise control over it. Likewise, he distribute the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.

The subordinate authorities submit various types of returns and information to the Head of the Organization for onwards transmission to Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.

The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after it's registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.

The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/s for disposal according to law, except the cases triable under section 409 of I.P.C.

The cases exclusive triable by the court of Session are being committed to the court of Session by the concerned Judicial Magistrate for being tried according to law.

MANUAL 9

LIST OF TELEPHONE NUMBER OF JUDICIAL OFFICERS POSTED IN YAMUNA NAGAR SESSIONS DIVISION AS ON: 23.01.2020.

YAMUNA NAGAR SESSIONS DIVISION AT JAGADHRI

STD Code-01732

E-mail : dsjynr@hry.nic.in

Sr. No.	Name of the Officer.	Designation	Contact Number
1	Ms. Shalini Singh Nagpal	District & Sessions Judge, Yamuna Nagar.	261635 268300 (FAX) 261599 (Broad Band)
2	Sh. Jagdeep Singh	Addl. District & Sessions Judge, Yamuna Nagar.	231400
3	Sh. Rajinder Pal Singh,	Addl. District & Sessions Judge, Yamuna Nagar.	222107
4	Sh. Yashwinder Paul Singh	Addl. District & Sessions Judge, Yamuna Nagar.	228613
5	Ms. Nidhi Bansal	Addl. District & Sessions Judge, Yamuna Nagar.	269107
6	Sh. Sudeep Goel	Addl. District & Sessions Judge, Yamuna Nagar. (Special Court for crime against women).	260017
7	Sh. Sundeep Singh	Addl. District & Sessions Judge, Yamuna Nagar. (Presiding Officer, Fast Track Court (POCSO Act Cases).	269005
8	Sh. Rohit Watts	Principal Judge, Family Court, Yamuna Nagar.	237036
9	Dr. Nandita Kaushik	Addl. Principal Judge, Family Court, Yamuna Nagar.	237034
10	Ms. Madhulika	Civil Judge (Senior Division)-cum-Addl. Chief Judicial Magistrate, Yamuna Nagar.	236850
11	Ms. Guneet Arora	Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, Ynr.	220044
12	Ms. Monika	Chief Judicial Magistrate-cum-Addl. Civil Judge (Senior Division), Yamuna Nagar.	236840
13	Dr. Mohini	Additional Civil Judge (Senior Division)-cum-Judicial Magistrate Ist Class, Yamuna Nagar	236820
14	Sh. Nimit Kumar	Civil Judge (Junior Division)-cum-Judicial Magistrate Ist Class, Yamuna Nagar.	227891
15	Sh. Kapil	Civil Judge (Junior Division)-cum-Judicial Magistrate Ist Class, Yamuna Nagar.	260462
16	Ms. Karuna Sharma,	Civil Judge (Junior Division)-cum-Judicial Magistrate Ist Class, Yamuna Nagar.	
17	Sh. Udhay Partap	Civil Judge (Junior Division)-cum-Judicial Magistrate Ist Class, Yamuna Nagar.	261200
18	Sh. Rajvinder Singh	Civil Judge (Junior Division)-cum-Judicial Magistrate Ist Class, Yamuna Nagar.	261100
19	Sh. Sumit Kumar Saini	Civil Judge (Junior Division)-cum-Judicial Magistrate Ist Class, Yamuna Nagar.	237037
20	Ms. Shweta Sharma	Civil Judge (Junior Division)-cum-Judicial Magistrate Ist Class, Yamuna Nagar.	
Sub Division Bilaspur STD Code 01735			
21	Ms. Kirti Vashista	Additional Civil Judge (Senior Division)-cum-Sub Divisional Judicial Magistrate, Bilaspur.	01735-298502 298501 (Broad Band)
22	Sh. Kaushal Kumar Yadav	Civil Judge (Junior Division)-cum-Judicial Magistrate Ist Class, Bilaspur.	01735-298503
23	Sh. Nanak Chand Raheja	Superintendent	9416346245

MANUAL 10

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

Judicial Officers Revised Scales

1. District & Sessions Judge	: ₹57700-1230-58930-1380-67210-1540-70290
2. Addl. District & Sessions Judge	: ₹51550-1230-58930-1380-63070
3. Civil Judge (Senior Division)	: ₹39530-920-40450-1080-49090-1230-54010
4. Chief Judicial Magistrate	: ₹39530-920-40450-1080-49090-1230-54010
5. Addl. Civil Judge (Sr. Division)	: ₹39530-920-40450-1080-49090-1230-54010
6. Civil Judge (Junior Division)	: ₹27700-770-33090-920-40450-1080-44770

Judicial Employees Revised Scales

Class A

Superintendent : ₹15600-39100 + Grade Pay 5400/-

Class C

Reader Grade I	: ₹9300-34800 + Grade Pay 4200/-
Reader Grade II	: ₹9300-34800 + Grade Pay 3600/-
Reader Grade III	: ₹9300-34800 + Grade Pay 3200/-
Stenographer Grade I	: ₹9300-34800 + Grade Pay 4200/-
Stenographer Grade II	: ₹9300-34800 + Grade Pay 3600/-
Stenographer Grade III	: ₹5200-20200 + Grade Pay 2400/-
Graduate Clerks	: ₹5200-20200 + Grade Pay 2400/-
Clerks 10th & 10+2	: ₹5200-20200 + Grade Pay 1900/-
Drivers	: ₹5200-20200 + Grade Pay 2400/-
Bailiff	: ₹5200-20200 + Grade Pay 1900/-

Class D

Process Server	: ₹4440-7440 + Grade Pay 1650/-
Usher	: ₹4440-7440 + Grade Pay 1650/-
Peon/Orderly/Chowkidar/	: ₹4440-7440 + Grade Pay 1300/-
Waterman/Sweeper	

MANUAL 11

The budget allocated to each of its Agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made;

Initially the Organization receives the grants under various heads from the Government and thereafter it distributes the same amongst its subordinate Courts/authorities as per their requirements and the remaining funds are used to keep for the expenditure of the organization for expenditure of pay & allowances, over-time allowance, wages, traveling allowances, office expenses, Rent, rate & taxes, publications, grant-in-aid etc.

MANUAL 12

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

The Manner of Execution of Subsidy Programmes.	The information as relates to this point so far as it organization is concerned is "Nil".
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MANUAL 13

Particulars of Recipients of Concessions, Permits or Authorizations granted by it

Licenses/permits are being issued to the Clerk/s of the Advocate/s. License to the persons who work as Typist in the Bar Room with the consultation of the District & Sessions Judge & the Bar Association. Licenses are also being given to the persons who work as Petition Writer in Civil Court with the consultation of the District Magistrate and they are authorize to receive the charges for reduce in writing the description of the documents and for typing charges as per norms prescribed in Civil and Criminal Manual.

MANUAL 14

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

The organization discharges its functions in view of the various norms set by the Government and Hon'ble High Court by various Rules of Haryana Civil Services, Haryana Budget Manuals, Punjab Financial Rules, Punjab Treasury Rules) applicable in Haryana, Manuals, Regulations and Government Resolutions, Circulars and Notifications.

MANUAL 15

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:

Information i.e. Police Station list, Judicial Officers list, forms etc., is available on website i.e.

1. www.haryanajudiciary.gov.in
2. <http://www.ecourts.gov.in/>

However, Suvidha Centre has also been established at Yamuna Nagar Headquarter for the public for enquiry about their cases.

MANUAL 16

Such other information as may be prescribed and thereafter update these publication every year:

Services such as case status, case filing etc. are now available on Suvidha Centre/ Judicial Service Centre.

MANUAL 17

Such other information as may be prescribed and thereafter update these publication every year:

The work of maintenance of Court Building and Residential Quarters of Judicial Officers and employees is being look-after by the Public Works Department.