

# **DISTRICT AND SESSIONS**

## **COURTS SANGRUR**

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

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## MANUAL No.1.

### **Publication of information regarding items specified by Rule 4(1) b (i) of the Right to Information Act, 2005**

#### **Particulars of Organization, Functions and Duties**

The Sessions Division Sangrur consist of Four Sub-Divisions/Tehsils namely:- Malerkotla, Dhuri, Sunam and Moonak. At present, the Judicial Courts functioning in the Headquarter and Sub-Divisions/Tehsils are as under:-

#### **Sangrur:-**

1. District and Sessions Judge.
2. Principal Judge, Family Court.
3. Additional District and Sessions Judges.
4. Civil Judge (Senior Division)/Addl. Chief Judicial Magistrate.
5. Chief Judicial Magistrate/Addl. Civil Judge (Senior Division).
6. Secretary, District Legal Services Authority.
7. Additional Civil Judge (Sr Divn.)/Principal Magistrate, Juvenile Justice Board.
8. Civil Judges (Junior Division)/Judicial Magistrates Ist Class.

#### **Malerkotla:-**

1. Principal Judge, Family Camp Court.
2. Addl Civil Judge (Senior Division)/Sub Divisional Judicial Magistrate.
3. Civil Judges (Junior Division)/Judicial Magistrates Ist Class.

#### **Dhuri:-**

1. Principal Judge, Family Camp Court.
2. Addl Civil Judge (Senior Division)/Sub Divisional Judicial Magistrate.
3. Civil Judge (Junior Division)/Judicial Magistrates Ist Class.

#### **Sunam:-**

1. Principal Judge, Family Camp Court.
2. Addl Civil Judge (Senior Division)/Sub Divisional Judicial Magistrate.
3. Civil Judges (Junior Division)/Judicial Magistrates Ist Class.

#### **Moonak:-**

1. Principal Judge, Family Camp Court.
2. Addl Civil Judge (Senior Division)/Sub Divisional Judicial Magistrate.
3. Civil Judge (Junior Division)/Judicial Magistrates Ist Class.

As regards the Ministerial Staff Superintendent, Executive Assistant, Reader Grade-I, Reader Grade-II, Reader Grade-III, Stenographer Grade-I, Stenographer Grade-II,

Stenographer Grade-III, Senior Assistants, Clerks, Baillifs and Drivers as well as Class IV employees i.e. Process Servers, Daftri, Ushers, Record Lifters, Orderly, Peons, Additional Peons etc. are supporting staff of the above said officers.

The original Jurisdiction of the District and Sessions Judge is to try Criminal cases triable by the Sessions Courts. Apart from this, Motor Accident Clam cases, Prevention of Corruption cases, Arbitration Act cases, Anticipatory bail application etc. cases are triable by the District and Sessions Judge, Sangrur. The appellant jurisdiction is all the judgments passed by the Civil Judges (Senior/Junior Division) and Chief Judicial Magistrate/Judicial Magistrates are heard as Appellant Authority. Revision are also heard by the District and Sessions Judge. All the Sessions cases and Appeals which are committed/filed to the Court of Sessions are entrusted by the District and Sessions Judge. Local Commissioners are also appointed by the District and Sessions Judge.

On administration side, District and Sessions Judge is competent to appoint Class-III (on Adhoc Basis as per directions of the Hon'ble High Court) and Class-IV employees; Postings and transfers of Class-III and IV employees; to impose the penalties as prescribed under the Rules; to grant the annual grade increments, proficiency step up and other benefits i.e. TA bills, Medical bills, LTC bills of all Judicial Officers as well as Class-III and IV employees; to sanction the casual leave upto 04 days to the Judicial Officers and to sanction the casual leave, earned leave, medical leave, paternity leave, maternity leave to all Class-III and IV employees. The District and Sessions Judge is also Drawing and Disbursing Officer of all the Superior Judicial Officers, Class-III and IV employees who are working in the Sessions Courts in the district. The inspection of Judicial Courts is also made by the District and Sessions Judge and quarterly inspection of his/her own Court. The District and Sessions Judge can also make surprise visit to any Court/Office in the Sessions Division. The monthly Jail inspection is also made by the District and Sessions Judge and He/She also allows the service of Judicial Officers to

appear in any other Court. He/She also make the recommendation of the names of the Oath Commissioner quarterly whose applications are received from the advocates to the Hon'ble High Court and also recommend the name for Court Auctioneer. The monthly meetings of Judicial Officers, Juvenile Justice Board, District Vigilance Meeting, Study Circle, Overcrowding in Jails as well as quarterly meeting of Sub Committee for Court Management, quarterly meeting of Investigation and prosecution of Criminal Cases are also held by him/her. He/She is also Chairman of District Legal Services Authority and calls the meeting. He/She is also Chairman of District Criminal and Supervisory Committee. The District & Sessions Judge is also the Appellate Authority under the RTI Act. Appeals against the orders of the Public Information Officer of the office of the District & Sessions Judge can be filed before the District & Sessions Judge, Sangrur.

**MANUAL NO.2**

**Publication of information regarding items specified in Rule 4(1) b (ii) of the  
Right to Information Act, 2005.**

**(Powers and duties of the Officers and Employees)**

**Name of office :- District and Sessions Judge Sangrur**

<b>District &amp; Sessions Judge</b>	The District & Sessions Judge is Head of the Office. He/She has been assigned powers/duties as District Judge in Civil Matters and as Sessions Judge in Criminal matters. He/She can transfer any civil case from any Court to another Court having competent jurisdiction in the District. As Sessions Judge in criminal cases, he/she can transfer any criminal case (other than 302 IPC in which charge has been framed) from one Court to another Court having competent jurisdiction in the District, in the interest of administration of justice. He/She has also power of entrustment of newly instituted cases to the Additional District & Sessions Judges of the Sessions Division according to their respective competency. He/She supervises the Judicial work in the district and convenes the Monthly meetings of Judicial Officers. On administration side, all Class-III & IV employees are under his/her control in the District. He/She is competent to issue the appointment letters, transfer orders, dismissal orders, termination and suspension orders to the Class-III and IV employees working under his/her control. He/She is also Drawing and Disbursing Officer. He/She is Chairman of different Committees such as District Legal Services Committee, District Litigation & Criminal Supervisory Committee. He/She is member of the House Allotment Committee (Upper and Lower). He/she makes inspection of Judicial Courts in the District and quarterly inspection of his/her own court. He/She has the power to allocate the Police Stations of Sangrur District to the Judicial Officers posted in this Sessions Division. He/She is Drawing and Disbursing Officer under the Head 108- Criminal Courts Road and Diet Money.
<b>Additional District &amp; Sessions Judge- I</b>	In the absence of District and Sessions Judge, first Additional District & Sessions Judge may exercise administrative powers judiciously in the same manner as are supposed to be exercised by the District & Sessions Judge, under the intimation to the Hon'ble High Court of Punjab and Haryana. The Court of Additional District & Sessions Judge-1 is having powers to deal with the cases of NDPS Act, cases of Prevention of Corruption (as Special Judge) Act, SC/ST Act, National Investigation Agency Act, 2008 (Central Act No.34 of 2008), Protection of Children form Sexual Offences Act, 2012, cases of Commercial Court etc. He/She makes quarterly inspection of his/her own court. To distribute the Judicial Work, District & Sessions Judge can assign any judicial work to him/her in which he/she is competent to try the cases. He/She can sanction upto four days casual leave to the

	employees working in his/her Court and can issue notice under Section 36 of Punjab Courts Act to Class-III employees.
<b>Additional District &amp; Sessions Judge-II</b>	In the absence of District and Sessions Judge as well as Additional District & Sessions Judge-I, the Additional District & Sessions Judge-II exercise administrative powers judiciously in the same manner as are supposed to be exercised by the District & Sessions Judge, under the intimation to the Hon'ble Administrative Judge. The Court of Additional District & Sessions Judge is having powers to deal with the cases of NDPS Act, cases of Prevention of Corruption (as Special Judge). He/She makes quarterly inspection of his/her own court. To distribute the Judicial Work, District & Sessions Judge can assign any judicial work to him/her in which he/she is competent to try the cases. He/she can sanction upto four days casual leave to the employees working in his/her Court and can issue notice under Section 36 of Punjab Courts Act to Class-III employees.
<b>Additional District &amp; Sessions Judge-III</b>	In the absence of District and Sessions Judge, Additional District & Sessions Judge-I and Additional District & Sessions Judge-II, Additional District & Sessions Judge-III exercises administrative powers judiciously in the same manner as are supposed to be exercised by the District & Sessions Judge, under the intimation to the Hon'ble Administrative Judge. The Court of Additional District & Sessions Judge is having powers to deal with the cases of NDPS Act etc. He/She makes quarterly inspection of his/her own court. To distribute the Judicial work, District & Sessions Judge can assign any judicial work to him/her in which he/she is competent to try the cases. He/she can sanction upto four days casual leave to the employees working in his/her Court and can issue notice under Section 36 of Punjab Courts Act to Class-III employees.
<b>Principal Judge Family Court</b>	On establishment of Family Court in this Sessions Division, the same is dealing with all the family court matters.
<b>Civil Judge (Senior Division)</b>	He/She has been assigned powers/duties as Civil Judge (Senior Division) in Civil Matters and as Additional Chief Judicial Magistrate in Criminal matters. All the cases which are instituted to the court of Civil Judge (Senior Division) are entrusted by him/her to the Civil Judges posted at headquarters. He/she is the Incharge of the Lower Courts. He/She is also a drawing and disbursing officer of Lower Courts. C.O.C. Office, Nazir Branch, Process Serving Agency, Judicial Record Room and Copying Agency of the Subordinate Courts are under his/her control. He/she makes quarterly inspection of his/her own court. He/She can sanction upto four days casual leave to the employees working in his/her Court/office. He/She has also powers to dealt with the cases of Guardian and Ward Act entrusted by the District & Sessions Judge, Sangrur and can issue notice under Section 36 of Punjab Courts Act to Class-III employees.
<b>Chief Judicial Magistrate</b>	He/She has been assigned powers/duties as Chief Judicial Magistrate in hearing of cases of National Investigation Agency Act, 2008 (Central Act No.34 of 2008) and all Criminal matters and as Additional Civil Judge (Senior Division) in Civil matters.

	<p>Judicial Malkhana and Copying Agency of the Subordinate Courts are under his/her control. All the fines imposed upon the litigants in Criminal cases by all the Judicial Officers of Lower Courts are collected by the Fine Moharrir under his/her control. He/She makes quarterly inspection of his/her own court. He/She can sanction upto four days casual leave to the employees working in his/her Court and can issue notice under Section 36 of Punjab Courts Act to Class-III employees.</p>
<p><b>Secretary, District Legal Services Authority</b></p>	<p>The District Legal Services Authority has been constituted under the Legal Service Authority Act, 1987 to provide free Legal Services to the weaker sections of society and to organize Lok Adalat for amicable settlement of disputes. Secretary has been appointed to perform such duties under the supervision/guidance of the Chairman as assigned to him/her. The duties of Secretary, District Legal Services Authority is to render services in providing free legal aid and advice specially to the poor, down trodden, women, Scheduled Castes and Scheduled Tribes, handicapped, Children labour/ industrial workers, victims of trafficking in human being or beggar, a person under circumstances of undeserved want in custody/custody in protective home or in a juvenile home or in a psychiatric hospital or nursing home. He/She holds programmes/camps to promote the legal awareness amongst women and children by reason of their physical and mental immaturity, safeguard and care including appropriate legal protection. He/She also perform other functions such as:-</p> <p>(i) Organizing the legal literacy programmes so that the people may be made aware of their legal rights and the process by which they can have access to justice.</p> <p>(ii) To provide free legal assistance.</p> <p>(iii) To organize Lok Adalats for settlement of disputes both pending before the Courts and also for settlement of disputes (other pre-court litigation) before the parties go to court so that there may be harmony and peace among the people with whom there is conflict of interest and the pressure on the courts on account of overburdening of litigation is reduced. He/She also holds Jail Lok Adalat/Camp Court for disposal of petty offense cases of the under trials.</p>
<p><b>Additional Civil Judge (Senior Division)</b></p>	<p>He/She has been assigned powers/duties as Additional Civil Judge (Senior Division) in Civil matters and Judicial Magistrate Ist Class at the headquarter as well as Sub Divisional Judicial Magistrate at Sub Division, in Criminal cases. He/she is also Incharge of Record Room as well as Copying Agency at Sub Division. He/She makes quarterly inspection of his/her own court. He/She can sanction upto four days casual leave to the employees working in his/her Court and can issue notice under Section 36 of Punjab Courts Act to Class-III employees.</p>
<p><b>Civil Judge (Junior Division)</b></p>	<p>He/She has been assigned powers/duties as Civil Judge (Junior Division) in Civil matters and Judicial Magistrate Ist Class in Criminal cases. He/She makes quarterly inspection of his/her own court. He/She can sanction upto four days casual leave to</p>



	the employees working in his/her Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.
<b>Superintendent</b>	Superintendent is the Head of non judicial staff and is assisted by number of officials in performance of his duties. The post of superintendent is provided in the office of District & Sessions Judge, Sangrur. He/She supervises all the branches in the District & Sessions Court, Sangrur. He/She is appointed/selected by the Hon'ble High Court to assist the District & Sessions Judge in administration work. He/She supervises all the correspondence made with the Hon'ble High Court and other offices. He/She is to monitor the Copying Agency of District & Sessions Court, Sangrur and establishment. The telephone of this office/Court and Fax machine are provided in his/her office. He/She is also Public Information Officer of Sessions Court under the Right to Information Act.
<b>English Clerk/ Addl. English Clerk</b>	English Clerk is the Incharge of English Office of the District & Sessions Judge, Sangrur. All the matters relating to establishment i.e. Receipt, Despatch, Pay bills, Medical bills, T.A. bills, LTC bills, Annual Grade increment, Proficiency Step up, Oath Commissioner, Notary Public, Audit matters, Construction matters, GIS work, complaints, enquiry matters and other policy matters etc. are supervised by him.
<b>Clerk of Court</b>	Clerk of Court performs the same functions in the establishment of Civil Judge (Senior Division), as performed by Superintendent in the establishment of District and Sessions Judge. He/she supervise entire staff of the establishment and every correspondence route through him/her. He/she also receives the Civil Suits presented through Judicial Service Centre and put up the same before the Civil Judge (Senior Division), for entrustment. He/She also supervises the dealing hands who prepares the Pay Bills, TA bills, Medical Bills, LTC bills of the establishment under the control of Civil Judge (Senior Division) and supervises of Process Serving Agency/Nazarat Agency/staff for execution of decree. He/She maintains the service books of all Class-III and IV employees under the control of Civil Judge (Senior Division). He/She is also Public Information Officer under the Right of Information Act.
<b>Reader</b>	He/She assists the Presiding Officer of the Court. He/She put up the files before the Presiding Officer on the date fixed and checks the Daily Cause List prepared through CIS. He/She receives fine imposed upon the accused by the Presiding Officer and issue receipts for the same. He/She maintains the Peshi Register, Fine Register, Bail Applications Register, Library Register, Disposal Register, Stock Register, Sapurdari Register and other registers and records of the court. The Reader of District & Sessions Judge, is also Assistant Public Information Officer.
<b>Judgment Writer/ Stenographer</b>	To take the dictation regarding Judgments, orders and other Judicial Work from Presiding Officer and type the same and after the same is signed by the Presiding Officer, he/she uploaded the judgments/ orders on CIS. He/She also deliver the copies of Judgments to the accused, free of cost, in conviction cases.

<b>Library Assistant</b>	He/She is the Incharge of Central Library under the control of District & Sessions Judge and maintains the law books which are lying in the Central Library. He/She issues the law books which are required in the functioning of Courts as and when demanded by the Judicial Officer.
<b>Statement Clerk</b>	He/she deals with preparation of statements including compilation/ consolidation of pendency/disposal of monthly/quarterly/half yearly/annual-Civil and Criminal statements and ensuring their correspondence and timely submission. He also deals with correspondence pertaining to the statements of different kinds as per the directions of the Hon'ble High Court.
<b>Receipt Clerk</b>	He/she receives correspondence, makes entries in the Receipt Register, appending receipt stamp and assigning number and hand over the same to the English Clerk in the office of District and Sessions Judge and to the COC in the office of Civil Judge (Senior Division).
<b>Despatch Clerk</b>	He/she receives the correspondence signed by the District and Sessions Judge/Civil Judge (Senior Division), makes the entries in the Despatch Register, entering the Despatch number on letters and forwards the same to the quarter concerned. He/she also maintains the local/out of station Dak Books for distribution of Dak in the Court Complex as well as outside the Court complex besides maintaining the Stamp Register indicating the stamps used.
<b>Ahlmad/Addl. Ahlmad</b>	He/She is the custodian of judicial files of the court in which he/she is posted. He issues the summons, warrants, copies of bail orders, copies of stay orders and other orders as passed by his/her Presiding Officer. He/She maintains the Civil Suit Register, H.M. Act Cases Register, Misc. Cases Register, Execution Register, Rent Cases Register, Pauper Application Register, Guardian and Succession Act Cases in Civil Matters and in criminal matters, he/she maintains the IPC Register, Cr.P.C Cases Register, Act Cases Register, FIR Register, Cancellation Report Register, Summary Register, Affidavit Attestation Register, File Inspection Register and Register regarding Direction Cases. He/She is also Assistant Public Information Officer under Right to Information Act.
<b>Record Keeper</b>	Record Keeper is the Incharge of Record Room. He/She receives the files which are decided by the Courts and puts them into the relevant Bastas after making necessary entries. He/She sends the files to Higher Courts/Other Courts in which record is requisitioned. He/She also sends the files to Copying Agency for the preparation of copies. He/She maintains the CD-8 Register and other Registers including Document Return Register of decided files.
<b>Examiner (Senior Assistant)</b>	The duties and function of Examiner is to receive the applications for preparation of certified copies and issues the same after preparation. He/She punches the court fee stamps on the applications and he/she also maintains CD Registers-1 to 12.

	He/She also puts his/her signatures on the copies prepared by the Copyist concerned, which are delivered by him/her to the parties.
<b>Nazir</b>	The duties and function of Nazir is to disburse the salaries/allowances etc. to Officers, Class-III and IV employees of Sessions Court. The cash book is maintained by him. He/She is also Incharge of stationery and furniture which are lying in the Sessions Court, Sangrur. He/She also distributes the Road and Diet Money to the witnesses in criminal cases appearing in the courts. He/She also keeps the securities, cheques and refund vouchers are prepared by him/her in which orders are made by the Sessions Courts. He/She receives the fine as imposed by the Sessions Judges at Headquarter. He/She also deposits the same in the Bank very next day.
<b>Civil Nazir</b>	The duties and function of Civil Nazir is to disburse the salaries/allowances etc. to Officers, Class-III and IV employees of Lower Courts. The cash book is maintained by him/her. He/she is also Incharge of furniture which are lying in the Lower Courts. He/she also keeps the securities, cheques and refund cheques vouchers are prepared by him/her in which orders are made by the Lower Courts.
<b>Malkhana Nazir/ Moharrir</b>	The main duty and function of the Malkhana Nazir is to receive the case property of pending cases and maintains the same in the Malkhana.
<b>Fine Moharrir</b>	All the fines imposed upon the litigants/accused in Criminal cases by all the Judicial Magistrates are collected by the Fine Moharrir under the control of Chief Judicial Magistrate and he deposits the same on the next day. He also confirms the bail orders of the Hon'ble High Court and prepare/issues re-arrest warrants. He/she also consolidates the Criminal statements received from the different courts and also Annual Statements and quarterly statements.
<b>Fine Moharrir</b>	He/she receives the fine as imposed by the Judicial Magistrates at Headquarter and also maintains the Fine Cash Book. He/She also deposit the same in the Bank very next day. He/She also deals with the re-arrest cases and also consolidates the Criminal statements received from the different courts and also monthly, annual and quarterly statements.
<b>Naib Nazir</b>	The cash book is maintained by him. He/She also disburses the Road and Diet Money to the witnesses in criminal cases appearing in the Courts. He/she also prepares the pay bills etc.
<b>Nazir Tameel</b>	He/she receives the summons from the Ahlmads of the Courts and hand over the same to the concerned Process-server for effecting service upon the parties concerned. On returns of the same after service, he sends the same to the concerned Courts. He/she also maintains his/her registers in this regard.

**MANUAL NO.3**

**Publication of information regarding items specified in Rule 4 (1) b (iii) of the Right of Information Act 2005.**

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

**Name of Office: District & Sessions Judge, Sangrur.**

<b>Sr. No.</b>	<b>Nature/ Type of Work</b>	<b>Level at which the case is initiated</b>	<b>Name of the post which deals with cases before the decision making authority</b>	<b>Level at which Decision is Made</b>
1	Courts	Ahlmad	Reader	Presiding Officer/Judicial Officers
2	English Branch	English Clerk/ Addl. English Clerk/Bill Clerk/GPF/GIS Statement Clerk/ Receipt Clerk/ Despatch Clerk and other dealing hands	Superintendent	District & Sessions Judge, Sangrur
3	COC Branch	Civil Nazir/ Naib Nazir/ Receipt Clerk/ Despatch Clerk and other dealing hands	COC	Civil Judge (Senior Division)
4	Nazir Branch	Civil Nazir/Nazir	Superintendent/ COC	District & Sessions Judge/ Civil Judge (Senior Division), Sangrur.
5	Copying Agency (Sessions)	Copyist	Examiner	Superintendent in the office of District & Sessions Judge to monitor the copying work.
6	Copying Agency (Subordinate Courts)	Copyist	Examiner	Clerk of Court to monitor the copying work.
7	Record Room	ARK/Record Keeper	Superintendent/ COC	District & Sessions Judge/ Civil Judge (Senior Division).

8	Library	Library Clerk/ Library Assistant	Superintendent	District & Sessions Judge, Sangrur.
9	Malkhana Branch/Fine Moharrir.	Malkhana/Fine Moharrir	Reader	Chief Judicial Magistrate Sangrur.

## MANUAL NO.4

**Publication of information regarding items specified in Rule 4(1) b (iv) of the Right of Information Act, 2005.**

### The norms set for discharge of the functions

**Name of office : District & Sessions Judge, Sangrur**

**In order to stream line the office work and expeditious disposal of the cases/complaints etc. received, the following norms are fixed.**

Sr. No.	Name of Branch	Norms set by the Department
1	<b>Functioning of Courts.</b>	The cases mentioned in Daily Cause List are called turn by turn. The litigants appear along with their Advocates or in person and Judicial Officer deals with the Judicial File/Case according to rules and passes the necessary orders and returns the files to the Ahlmad to keep the same in safe custody. Reader assists the Presiding Officer in functioning of the Court and the Judgment Writer/Stenographer take necessary dictation as dictated by the Presiding Officer.
2	<b>English/COC Branch.</b>	After the receipt of letters/papers/complaints etc. from the different ends, the same are marked to the Clerk/Assistant concerned and he/she deals with as per the relevant rules and instructions of the Hon'ble High Court as well as of the Government of Punjab. Every paper crosses the channel from dealing clerk, Assistant, Superintendent and then is put up before the Presiding Officer and he/she takes the final decision.
3	<b>Civil Nazir/ Nazir Branch</b>	When Pay bills and other bills delivered to the Nazir, he/she sends the same to the Treasury Office and gets deposited the same in the concerned account of the Officers/Employees. Fine imposed by the different Judicial Courts is deposited with the Fine Moharrir/Nazir and he/she deposits the same in the bank very next day after making necessary entries in Cash book. He/She obtains the stationery/registers from the Stationery Department and makes necessary entries in his/her Stock Register and deliver the same to the employees after obtaining necessary requisition. Nazir Tameel of Lower Court Branch also receives the summons from different Courts and marks the same to the Process Servers for service and Process Server after getting service affected returns the same to the Nazir and Nazir returns the same to the Court concerned. The payment of witness is also made by the Naib Nazir after obtaining the order/certificate from the court concerned.
4	<b>Copying Agency</b>	After receiving the application in Copying Agency, Examiner makes necessary entries in the register and then sends to the Judicial Courts concerned as well as Record Room/Judicial Record Room. After receiving the record,

		the copies certified/uncertified are prepared by the Copyist and she delivers the same to the concerned parties after affixing the necessary court fee.
<b>5</b>	<b>General Provident Fund Clerk</b>	After receiving the schedules from Sessions Court as well as Lower Court, GPF Clerk makes entries in the account numbers of official concerned in the Ledger and prepares the annual GPF statements at the end of financial year after calculating the interest. He/She issues the GPF statement to the employees upto 30 <sup>th</sup> of June. Advances taken by the employees as per Chapter-13 of the C.S.R. Vol.II. Every advance is entered in the GPF Ledger and Utilization Certificate obtained is after completion of one month.
<b>6</b>	<b>Statement Clerk</b>	All the statements i.e. Monthly, Quarterly, Half yearly and Annual are prepared after obtaining the same from the Judicial Courts.
<b>7</b>	<b>Malkhana Nazir/Fine Moharrir</b>	The case property of pending case is received by the Malkhana Nazir/Moharrir from the different Judicial Courts. Bail orders passed by the Hon'ble High Court are received by the Fine Moharrir and he/she put up before the Chief Judicial Magistrate and sends the release warrants to the different Jails after obtaining the orders of Chief Judicial Magistrate.
<b>8</b>	<b>Record Keeper</b>	When any case is decided by the court, the Record Keeper after obtaining the Judicial file enters the same in the register and put it into relevant basta and sends the same if required by the Appellant Authority or Copying Agency. Destruction of record is made as per instructions contained in High Court Rules and Orders Vol.IV Chapter-16. He also maintains the consignment Registers(Civil and Criminal), Document Return Register, File Inspection Register, File Despatch Registers, Register for sending the files to Copying Agency etc.

**MANUAL NO.5:-**

**Publication of information regarding items specified in Rule 4 (1) b (v) of the  
Right of Information Act 2005**

**The Rules, Regulation, Instructions, manuals and records held by it or under its  
control or used by the employees for discharging functions**

**Name of office :- District and Sessions Judge Sangrur**

<b>Sr · No ·</b>	<b>Name of Branch</b>	<b>Name of the Acts and Manuals Rules, Instructions</b>	<b>Any other Record/ Documents</b>
<b>1</b>	<b>English Office/COC Office.</b>	High Court Rules and Orders Volume-1 to 6. Punjab Civil Services Rules Volume-1 Part-1, Volume-2 & 3. Punishment and Appeal Rules. Punjab Financial Rules Volume-1 & 2 Budget Manual. Instructions issued by the Hon'ble Supreme Court of India and Punjab & Haryana High Court, Chandigarh from time to time. Instructions issued by the Government of Punjab from time to time.	Office files relating to different matters which are dealt with by the English Office/COC office. Pay bills and other account matter files are dealt with by the English Office/COC office.
<b>2</b>	<b>Civil Nazir/Nazir Branch</b>	Punjab Financial Rules Volume 1 & 2. High Court Rules and Orders Vol. I, II & IV. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Cash Book, Sherif Account Register, Summons Register and other registers relating to Nazir Branch.
<b>3</b>	<b>Copying Agency</b>	Rules and Orders Punjab and Haryana High Court, Vol. IV, Chapter-17. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	CD Registers-1 to 12.



4	<b>Record Room</b>	<p>High Court Rules and Order Volume-IV, Chapter-16.</p> <p>Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.</p>	<p>CD-8 Register, Document Return Register and other registers relating to Record Room.</p>
5	<b>Library</b>	<p>High Court Rules and Orders, Volume-IV, Chapter-18.</p> <p>Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.</p>	<p>Library Registers.</p>
6	<b>Malkhana Branch</b>	<p>High Court Rules and Orders, Volume-I to VI.</p> <p>Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.</p>	<p>Relevant registers are being maintained</p>

**MANUAL NO.6**

**Publication of information regarding items specified in Rule 4(1) b (vi) of the Right of Information Act, 2005.**

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

**Name of Office : District & Sessions Judge, Sangrur.**

<i>Sr. No.</i>	<i>Branch</i>	<i>Category of documents</i>
<b>1</b>	<b>Courts</b>	Peshi Register, Fine Register, Bail Register, Library Register, Disposal Register, Stock Register, Sapurdari Register and other registers, Civil Suit Register, HM Act cases Register, Misc. Cases Register, Execution Register, Rent cases Register, Pauper application Register, Guardian and Succession Act Cases in Civil Matters and in criminal matters he/she maintain the IPC Register, Cr.P.C Cases Register, Act cases Register, FIR Register, Cancellation Report Register, Summary Register, Affidavit Attestation Register. File Inspection Register and register regarding Direction Cases, Register regarding delivery of copies of free of costs and Daily Cause List.
<b>2</b>	<b>English Office/COC Office.</b>	Diary Register, Despatch Register, Other related registers and files of instructions issued by the Hon'ble Punjab and Haryana High Court, Chandigarh and Government of Punjab from time to time. T.A. Bill, Medical bills, Pay bills, LTC bills files, budget files, token register, Service Books, files regarding Lok Adalats etc, and old Civil and Criminal monthly, quarterly, half yearly and annual statements, GIS matter & complaints.
<b>3</b>	<b>Civil Nazir/Nazir Branch</b>	Cash Book, Bill Register, Refund Vouchers, Security deposited by the employees, Minor shares in the shape of FDRs, Stationery Register, Stock Register.
<b>4</b>	<b>Copying Agency</b>	CD Registers (Copying Documents) 1 to 12 and other files relating to Copying Agency.
<b>5</b>	<b>Record Room</b>	Judicial Files of decided cases consigned by the different courts from time to time and Registers are maintained by him.
<b>6</b>	<b>Library</b>	1. All the law books purchased from time to time.
<b>7</b>	<b>Malkhana Branch/Fine Moharrir.</b>	Case property of pending cases, Re-arrest case files, Criminal Statement Files, Fine Cash Book and other register regarding Malkhana.

**MANUAL NO.7**

**Publication of information regarding items specified in Rule 4(1) b (vii) of the  
Right of Information Act 2005**

**The particulars of any arrangement that exists for consultation with or  
representation by the member of the public in relation to the formulation of  
policy or implementation there of :-**

**Name of the Office: - District & Sessions Judge, Sangrur.**

**Sr. No.      Detail/Type of arrangement made**

**-Not applicable-**

**MANUAL NO.8:**

**Publication of information regarding items specified in Rule 4(i) b (viii) of the Right of Information Act, 2005.**

**A Statement of the Boards, Councils, Committee and others bodies Name of the office of District & Sessions Judge, Sangrur.**

<b>Name of the Boards</b>	<b>Name of Council</b>	<b>Name of Committee</b>	<b>Name of other bodies constituted by the Deptt.</b>	<b>Whether meeting of these bodies are open to public Yes/No</b>	<b>Whether the minutes of such meeting are accessible for public (Yes/No)</b>
-	-	District Vigilance Committee, Sangrur	-	No	Yes
-	-	Security of Court Complex Committee, Sangrur.	-	No	Yes
-	-	Weeding, scanning and Digitization of Judicial Record Committee, Sangrur	-	No	Yes
-	-	Sexual Harassment Committee, Sangrur.	-	No	No
-	-	Purchase Committee, Sangrur	-	No	Yes
-	-	High Power Committee, Sangrur	-	No	Yes
-	-	District Management System Committee	-	No	Yes

**MANUAL NO.9**

**Publication of information regarding items specified in Rule 4(1) b (ix) of  
the Right of Information Act, 2005**

**Telephone Directory of the Officers and Employees**

**Note :-** No telephone facility has been provided to the Class -III and IV employees at Govt. level but they can be contacted through their Presiding Officer in which court they are posted.

<i>Name &amp; Designation of Judicial Officer</i>	<i>Telephone Number(Office)</i>
<b>Sangrur-01672</b>	
Sh. Munish Singal, District & Sessions Judge	234040
Sh. Kawaljit Singh, Additional District & Sessions Judge	231717
Sh. Balwinder Kumar-II, Additional District & Sessions Judge	234400
Ms. Manjinder, Additional District & Sessions Judge	-
Sh. Bagicha Singh, Additional District & Sessions Judge	-
Sh. Amrinder Pal Singh, Principal Judge Family Court	233487
Dr. Deepti Gupta, Addl. Principal Judge Family Court	230022
Sh. Upinder Singh Jandu, Additional District & Sessions Judge	-
Ms. Daljit Kaur, Secretary, District Legal Service Authority	230725
Sh. Gurkirpal Singh Sekhon, Civil Judge (Senior Division)	234270
Ms. Ekta Uppal, Chief Judicial Magistrate	234123
Ms. Sumit Sabharwal, Additional Civil Judge (Sr. Division)	230055
Ms. Rajandeep Kaur Billing, Civil Judge (Jr. Division)	234600
Sh. Manu Singla, Civil Judge (Jr. Division)	240440
Ms. Navjot Kaur, Civil Judge (Jr. Division)	239200
Sh. Salil Goel, Civil Judge (Jr. Division) <b>Newly appointed Officer(Under Training)</b>	-
Sh. Davinder Singh-II, Civil Judge (Jr. Division) <b>Newly appointed Officer(Under Training)</b>	-

**Malerkotla-01675**

Sh. Parminder Singh, Additional District & Sessions Judge	-
Ms. Roopa Dhaliwal, Additional Civil Judge (Sr. Division)	253209
Sh. Vishav Gupta, Civil Judge (Jr. Division)	250426
Ms. Ankita Loomba, Civil Judge (Jr. Division)	259209
Sh. Jinder Pal Singh, Civil Judge (Jr. Division)	253026
Ms. Kajal, Civil Judge (Jr. Division) <b>Newly appointed Officer(Under Training)</b>	-

**Dhuri-01675**

Ms. Daljeet Kaur, Additional Civil Judge (Sr. Division)	220479
Sh. Karanvir Singh, Civil Judge (Jr. Division)	-
Ms. Amandeep Kaur-III, Civil Judge (Jr. Division)	220224
Sh. Harpreet Singh-III, Civil Judge (Jr. Division) <b>Newly appointed Officer(Under Training)</b>	-
Ms. Muskaan, Civil Judge (Jr. Division) <b>Newly appointed Officer(Under Training)</b>	-
Ms. Rupinder Kaur, Civil Judge (Jr. Division) <b>Newly appointed Officer(Under Training)</b>	-

**Sunam-01676**

Sh. Gurbhinder Singh Johal, Additional Civil Judge (Jr. Division)	220556
Sh. Daleep Kumar, Civil Judge (Jr. Division)	221556
Ms. Tanvi Gupta, Civil Judge (Jr. Division)	222556
Sh. Puneet Verma, Civil Judge (Jr. Division) <b>Newly appointed Officer(Under Training)</b>	-

**Moonak-01676**

Sh. Jagmilap Singh Khushdil, Additional Civil Judge (Sr. Division)	277499
Dr. Jublee, Civil Judge (Jr. Division)	277222
Ms. Parneet Kaur Saroy, Civil Judge (Jr. Division) <b>Newly appointed Officer(Under Training)</b>	-

**Manual No.10**

**Publication of information regarding items specified in Rule 4(1) b (x) of the Right of Information Act, 2005.**

**The Monthly Remuneration received by each Officers and Employees including the system of compensation as provided in Regulations.**

<b><u>PAY SCALES OF JUDICIAL OFFICERS OF SESSIONS DIVISION, SANGRUR</u></b>		
Sr. No.	Name of the Post	Entry Pay as on or after 01.01.2016 as per Second National Judicial Pay Commissions
1	District & Sessions Judge	144840-194660
2	Addl. District & Sessions Judge	144840-194660
3	Civil Judge (Sr. Divn.)	111000-163030
4	Chief Judicial Magistrate	111000-163030
5	Addl. Civil Judge (Sr. Divn.)	111000-163030
6	Civil Judge (Jr. Divn.)	77840-136520

<b><u>PAY SCALES OF EMPLOYEES OF SESSIONS DIVISION, SANGRUR</u></b>			
Sr. No.	Name of the Post	Pay Level/ Entry Pay in the Pay Matrix (6th PPC)	Pay Level/ Entry Pay in the Pay Matrix (7th CPC)
1	Chief Administrative Officer-cum-Superintendent	Level-17/ Rs.53600/-	---
2	Reader Gr-I	Level-16/ Rs.48700/-	---
3	Reader Gr-II	Level-12/ Rs.43000/-	---
4	Reader Gr-III	Level-11/ Rs.38500/-	---
5	Stenographer Gr-I	Level-12/ Rs.43000/-	---

6	Stenographer Gr-II	Level-11/ Rs.38500/-	---
7	Stenographer Gr-III	Level-7/ Rs.28900/-	Level-3/ Rs.21600/-
8	Graduate Clerks	Level-9/ Rs.35600/-	Level-2/ Rs.19900/-
9	Clerks	Level-3/ Rs.20200/-	---
10	Drivers	Level-5/ Rs.21300/-	---
11	Bailiff	Level-3/ Rs.20200/-	---
12	Process Server	Level-1/ Rs.18000/-	Level-1/ Rs.18000/-
13	Usher/Record lifter/Daftari	Level-1/ Rs.18000/-	Level-1/ Rs.18000/-
14	Peon	Level-1/ Rs.18000/-	Level-1/ Rs.18000/-



**MANUAL NO.11**

**Publication of information regarding items specified in Rule 4 (1) b(xi) of  
the Right of Information Act, 2005**

**Name of Office: District & Sessions Judge, Sangrur.**

This Office receives the allocated budget under the following heads from the Hon'ble High Court and these funds are used to keep for expenditure of pay & allowances, wages, traveling allowances, office expenses, rent, rate & taxes, publication, grant-in-aid etc.:-

<b>Sr. No.</b>	<b>Head “2014- ADMIN. OF JUSTICE”</b>
1	Salaries -105(01)
2	Salaries -105(03)
3	Salaries -105(02)
4	Salaries -105(04)
5	Wages-105(01)
6	Wages-105(02)
7	T.A.-105(01)
8	T.A.-105(03)
9	T.A.-105(02)
10	T.A.-105(04)
11	O.E., P.O.L. Liveries & Law Books-105(01)
12	O.E.,P.O.L. Liveries & Law Books-105(02)
13	Electricity-105(01)
14	Electricity-105(02)
15	Telephone-105(01)
16	Telephone-105(02)
17	Water Charges-105(01)
18	Water Charges-105(02)
19	Adv. Publication-105(01)
20	Rent Rate & Taxes-105(01)
21	Rent Rate & Taxes-105(02)
22	Medical Reimbursement-105(01)
23	Medical Reimbursement-105(03)
24	Medical Reimbursement-105(02)
25	Medical Reimbursement-105(04)
26	2235-Medical Reimbursement to Pensioners
27	108-Criminal Courts

**MANUAL NO.12**

**Publication of information regarding items specified in Rule 4 (1) b (xii) of the Right of Information Act, 2005.**

**The manner of execution of subsidy Programs, including the amounts allocated and details of beneficiaries of such programme.**

**Name of the Office : District & Sessions Judge, Sangrur.**

**Subsidy allotted to beneficiaries - NIL**

**MANUAL NO. 13**

**Publication of information regarding items specified in Rule 4 (1) b (xiii) of the Right of Information Act, 2005.**

**Particulars of recipients of concessions, Permits or authorizations granted**

**Name of the office;- District & Sessions Judge Sangrur**

<b>Sr. No.</b>	<b>Concessions/permits</b>	<b>Name of the recipient</b>	<b>Address of the recipient</b>
	<b>Authorization grant</b>		

-Not applicable-

**MANUAL NO.14**

**Publication of information regarding items specified in Rule 4 (i) b (xiv) of the Right of Information Act. 2005.**

**Details in respect of the information available reduced in an electronic form**

**Name of the Office : District & Sessions Judge, Sangrur**

<b>Case Related Information</b>		
Sr. No.	Type of Information	Website Address
1	Case Status	<a href="https://sangrur.dcourts.gov.in/case-status-search-by-case-number/">https://sangrur.dcourts.gov.in/case-status-search-by-case-number/</a>
2	Court Orders	<a href="https://sangrur.dcourts.gov.in/court-orders-search-by-case-number/">https://sangrur.dcourts.gov.in/court-orders-search-by-case-number/</a>
3	Cause List	<a href="https://sangrur.dcourts.gov.in/cause-list-%e2%81%84-daily-board/">https://sangrur.dcourts.gov.in/cause-list-%e2%81%84-daily-board/</a>
<b>Case Related Information</b>		
1	List of former Officers	<a href="https://sangrur.dcourts.gov.in/former-judges/">https://sangrur.dcourts.gov.in/former-judges/</a>
2	Judicial Officers	<a href="https://sangrur.dcourts.gov.in/list-of-judges/">https://sangrur.dcourts.gov.in/list-of-judges/</a>
3	Judicial Officer on leave	<a href="https://sangrur.dcourts.gov.in/judges-on-leave/">https://sangrur.dcourts.gov.in/judges-on-leave/</a>
4	Duty Roster	<a href="https://sangrur.dcourts.gov.in/duty-magistrate/">https://sangrur.dcourts.gov.in/duty-magistrate/</a>
5	Police Stations wise Magistrates	<a href="https://sangrur.dcourts.gov.in/police-station-wise-magistrate/">https://sangrur.dcourts.gov.in/police-station-wise-magistrate/</a>
6	District Profile	<a href="https://sangrur.dcourts.gov.in/about-department/history/">https://sangrur.dcourts.gov.in/about-department/history/</a>
7	Free Legal Aid	<a href="https://sangrur.dcourts.gov.in/document-category/free-legal-aid/">https://sangrur.dcourts.gov.in/document-category/free-legal-aid/</a>
8	RTI Disclosure	<a href="https://sangrur.dcourts.gov.in/document-category/rules-and-regulations/">https://sangrur.dcourts.gov.in/document-category/rules-and-regulations/</a>

## **MANUAL NO.15**

### **Publication of information regarding items specified in rules 4(1) b (III) of the Right of Information Act 2005.**

#### **Particulars of facilities available to citizens for obtaining information.**

- Through official letters
- Telephone
- Newspaper
- Website <https://sangrur.dcourts.gov.in/>

This office also envisages that information could be disseminated through following manners from time to time as per requirements:

- Seminars
- Brochures
- **Website**

## **MANUAL NO.16**

### **Publication of information regarding items specified in Rule 4(i) b (xvi) of the Right of Information Act, 2005.**

The following officers have been appointed as First Appellate Authority, Public Information Officer and the Assistant Public Information for Sangrur Sessions Division under the Right to Information Act, 2005 .

<b>Sr. No.</b>	<b>Name of the Court</b>	<b>Assistant Public Information Officers</b>	<b>Public Information Officers</b>	<b>Appellate Authority</b>
1.	Court of District & Sessions Judge and Court of Additional District and Sessions Judge at District Head Quarters	Chief Ministerial Officer of the Court of District & Sessions Judge,	Sh. Om Parkash PIO/ Chief Administrative Officer/Supdt. in the office of District & Sessions Judge Contact Number- 78883-98657 01672-234040	District & Sessions Judge of the respective Sessions Division
2.	Court of Civil Judge (Senior Division)	Chief Ministerial Officer of the Court	PIO/ Clerk of Court of the office of Civil Judge (Senior Division) Contact Number- 01672-234123	Civil Judge (Senior Division)
3.	Court of Chief Judicial Magistrate	Senior Most Ahlmad/ Stenographer	PIO/ Chief Ministerial Officer of the Court Contact Number- 01672-234070	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 Additional Civil Judge (Senior Division) or the Court of Senior Most Civil Judge at Sub-Divisional level	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer 1. PIO/Reader, ACJSD, Malerkotla. Contact Number- 01675-253209 2. PIO/Reader, ACJSD, Dhuri. Contact Number- 01675-220479 3. PIO/Reader, ACJSD, Sunam. Contact Number- 01676-220556 4. PIO/Reader, ACJSD, Moonak Contact Number- 01676-277499	Senior Most Judicial Officer

**Manual No.17**

**Publication of information regarding items specified in Rules 4(i) b (viii) of the Right of Information Act, 2005 Other useful information**

**Name of the Office : District & Sessions Judge, Sangrur.**

**Link to RTI Act, 2005 :**

**<https://cdnbbsr.s3waas.gov.in/s3ec03ac73001b1d44f4925449ce09d9f5/uploads/2024/10/2024100142.pdf>**

**Punjab Subordinate Courts  
(Right to Information)  
Rules, 2007 :**

**<https://cdnbbsr.s3waas.gov.in/s3ec03ac73001b1d44f4925449ce09d9f5/uploads/2023/05/2023050826.pdf>**