

MANUAL

OF

DISTRICT COURT CHAMOLI

(UTTARAKHAND)

UNDER SECTION 4 (1) (b)

OF

RIGHT TO INFORMATION ACT, 2005

(Month - September 2023)

CHAPTER-I: INTRODUCTION

Background of Information Handbook.

This Information Handbook has been prepared in pursuance of Section 4 of the Right to Information Act, 2005 (RTI Act, 2005) to provide information in respect of missions / objectives and functions of the Judgeship Chamoli incorporated under section 25 of the Bengal, Agra, Avadh & Assam Act is working under the administrative control of Hon'ble High Court.

Intended Users.

This manual is useful for general Public.

Contact Person for getting more information.

Please contact Shri Bachan Singh Bisht, Chief Administrative Officer / Public Information Officer of the Judgeship Chamoli for obtaining more information by post, e-mail, website, telephone or fax at the following address and first appeal may be submitted before the 1st Appellate Authority i.e., Civil Judge (Junior Division), Karanprayag.

Office Address: - *District & Sessions Court, Chamoli.*
At Gopeswar, District - Chamoli,
State – Uttarakhand, Pincode – 246401.

Contact Details: - *Telephone No: -(STD Code-01372) - 252191*
Fax No: - 01372-252191

Website: - <https://chamoli.dcourts.gov.in>

Office e-Mail Address: - *dj-cha-ua@nic.in*

Court Complex-wise e-Mail Addresses: -

Sr. No	Name of the Court Complex	e-Mail ID
1	District Court Complex, Chamoli-Gopeshwar	ukdc.chamoli@uk.gov.in
2	Civil Court Complex, Karanprayag	ukdc.karanprayag@uk.gov.in
3	Civil Court Complex, Tharali	ukdc.tharali@uk.gov.in
4	Civil Court Complex, Gairsain	ukdc.gairsain@uk.gov.in
5	Civil Court Complex, Joshimath	ukdc.joshimath@uk.gov.in
6	Civil Court Complex, Pokhari	ukdc.pokhari@uk.gov.in

Definitions/Abbreviations used.

(a) "Public Authority" means Head of the Office in the District Court.

(b) "RTI Act" means Right to Information Act, 2005.

(c) "PIO" means Public Information Officer designated under Section 5 (1) of the RTI Act.

(d) "APIO" means Assistant Public Information Officer designated under section 5 of the RTI Act

(e) "Appellate Authority" means the authority to whom an appeal may be submitted under Section 7(8)(iii) of the RTI Act. Procedure and fee structure for getting information not available in the handbook. Any person who wishes to seek information under in the Right to Information Act, 2005 may file an application as prescribed in the act to the Public Information Officer at head quarter of the District Court Chamoli. A nominal application fees of Rs.10/- in the shape of treasury challan, bank draft, postal order, court fees stamp and in cash per application of Information. If an applicant wants to copy of the documents a sum of Rs.2.00/- per page will be charged for supply of photocopies of documents under the control of the office of District Court, Chamoli. The cost of information on the floppy and CD would be Rs.30/- and Rs.80/- for each respectively. The inspection fee of files/documents would be Rs.25/- each.

MANUAL-I

SECTION 4(1)(b)(i): -

The particulars, functions and duties, of District Court Chamoli, State of Uttarakhand

Particulars: - District Court Chamoli, State of Uttarakhand

Functions: -

The District Courts are presided over by a judge. District Courts administer justice at the district level. District Courts are under the administrative and judicial control of the Hon'ble High Courts to which the district concerned belongs. District Court Chamoli is under administrative and judicial control of the Hon'ble High Court of Uttarakhand Nainital.

The highest Court in each district is that of the District & Sessions Judge. This is the principal court of civil jurisdiction. This is also a court of Sessions in criminal jurisdiction. Sessions Trial cases are tried by the Sessions Court. It has the power to impose any sentence according to the law, including capital punishment.

There are many other courts subordinate to the court of District & Sessions Judge. There is a three-tier system of courts. On the civil side, at the lowest level is the court of Civil Judge. On the criminal side, the lowest court is that of the Judicial Magistrate 1st class. Civil Judge decides civil cases of small pecuniary stake. Judicial Magistrates decide criminal cases, which are punishable with imprisonment of up to three years.

Court of the Chief Judicial Magistrate on the Criminal side. At present the court of Senior Civil Judge not sanctioned at District Headquarter, Gopeshwar. The Chief Judicial Magistrate can try cases which are punishable with imprisonment for a term of up to seven years.

Judicial independence of each court is the characteristic feature of the district judiciary. There is a strong bar, which ensures that courts decide cases according to law and without fear or favors.

SECTION 4(1)(b)(ii): -

The powers and duties of officers and employees of the District Court, Chamoli, State of Uttarakhand.

Powers: -

1. District & Sessions Judge: -

(A) Judicial.

(B) Administrative & Financial.

(C) Other powers assigned by the Hon'ble High Court.

(A) Judicial: -

(1) Civil side: - In the district, the District Judge exercises the original power to tries the cases of Land Acquisition Cases, Election Petitions relating to Kshetra Samiti, Zila Panchayat, Nagar Palika cases under Guardian & Wards Act, Motor Accident Claim Petitions, Probates cases and Insolvency cases. The District Judge exercises the powers of appellate court and hear the appeals and revisions against the order/judgment/decreed passed by the Court of Senior Civil Judges, Court of Civil Judges and judgment and order passed by the prescribe authority in the district.

(2) Criminal side: - In this Sessions division the Sessions Judge tries the cases in which punishment is prescribed for more than seven years, Cases under N.D.P.S. Act, POCSO Act, 2012 and cases under S.C. & S.T Act. In appellate jurisdiction appeal and revisions against order/judgment passed by the Court of Magistrates in the district.

(B) Administrative & Financial.

The district Judge has the power as Appointing Authority to appoint the Group-C and Group-D employees, and to transfer them within district, and to promote the employees, and to award the annual confidential remark to the officers and employees working under his administrative control, and to take departmental and disciplinary action against the employees, and to inspect the courts and offices functioning in the district. And to inspect the jails along with District Magistrate & Superintendent of Police in each quarter and to assess and measure the judgments and performances of Judicial

officers hold the Monthly Meeting of Judicial Officers, and to administer justice and administration hold the meeting of Monitoring Cell in each month.

The District Judge has the power of Drawing and Disbursing Officer. To pass the Pay bills, T.A. Bills, Transfer T.A. Bills of the officers and officials of the judgeship. To pass the contingent bills related to office expenditure. To pass the G.P.F. Bills, Pensions & Gratuity Bills, Leave Salary Bills and other dues.

(C) Other powers assigned by the Hon'ble High Court: -

The District Judge has the other powers as assigned, notified by the Hon'ble High Court from time to time.

2. Addl. District & Sessions Judge: -

(A) Judicial.

(B) Administrative & Financial.

(C) Other powers assigned by the Hon'ble High Court.

(A) Judicial: -

(1) Civil side: – The Addl. District Judge exercises the original power to tries the cases of Land Acquisition cases, Election Petitions relating to Kshetra Samiti, Zila Panchayat, Nagar Palika cases under Guardian & Wards Act, Motor Accident Claim Petitions, Probates cases and Insolvency cases. The Addl. district Judge exercises the powers of appellate court and hear the appeals and revisions against the order/judgment/decree passed by the Court of Senior Civil Judges, Court of Civil Judges and judgment and order passed by the prescribe authority in the jurisdiction.

(2) Criminal side: - In this Sessions division the Addl. Sessions Judge tries the cases in which punishment is prescribed for more than seven years. In appellate jurisdiction appeal and revisions against order/judgment passed by the Court of Magistrates in the jurisdiction.

(B) Administrative & Financial.

The Addl. District & Sessions Judge has the administrative and financial powers as assigned by the District Judge and as assigned, notified by the Hon'ble High Court from time to time.

(C) Other powers assigned by the Hon'ble High Court: -

The Addl. District & Sessions Judge has the other powers as assigned, notified by the Hon'ble High Court from time to time.

3. Chief Judicial Magistrate/Senior Civil Judge: -

(A) Judicial.

(B) Administrative & Financial.

(C) Other powers assigned by the Hon'ble High Court.

(A) Judicial: -

Criminal side: - The Chief Judicial Magistrate exercises the criminal powers over whole the district. He tries cases in which provision of punishment is less than seven years. The Chief Judicial Magistrate inspects the court and office of other Magistrates, functioning in the district and makes monthly inspection of jail/lock-up. The Chief Judicial Magistrate may also be In-charge of the Record Room, Process Server, Library Section and Copying Section.

Civil side: - The Senior Civil Judge tries civil cases and cases under Indian Succession Act whose valuation above Rs.300001/- and S.C.C. Suits valuation up to Rs. 5,001/- to Rs. 25,000/- within jurisdiction. At present the post of Senior Civil Judge is not sanctioned in the Headquarter. The Chief Judicial Magistrate tries the civil cases within jurisdiction. The Chief Judicial Magistrate also tries the cases of workman/employee compensation within district.

(B) Administrative & Financial.

The Chief Judicial Magistrate has the administrative and financial powers as assigned by the District Judge in his presence or in his absence and as assigned, notified by the Hon'ble High Court from time to time.

(C) Other powers assigned by the Hon'ble High Court: -

The Chief Judicial Magistrate has the other powers as assigned, notified by the Hon'ble High Court from time to time.

4. Civil Judge/Judicial Magistrate: -

(A) Judicial.

(B) Administrative & Financial.

(C) Other powers assigned by the Hon'ble High Court.

(A) Judicial: -

Civil side: - The Civil Judge tries civil cases and cases under Indian Succession Act up to valuation of Rs.300000/- and S.C.C. Suits valuation up to Rs. 5,000/- within jurisdiction.

Criminal side: - The Judicial Magistrate tries criminal cases in which sentence is up to three years within jurisdiction as assigned by the Chief Judicial Magistrate. Civil Judge tries criminal cases as Judicial Magistrate 1st Class.

(B) Administrative & Financial.

The Civil Judge/Judicial Magistrate has the administrative and financial powers as assigned by the District Judge in his presence or in his absence and as assigned by the Chief Judicial Magistrate/Senior Civil Judge in his presence or in his absence and as assigned, notified by the Hon'ble High Court from time to time.

(C) Other powers assigned by the Hon'ble High Court: -

The Civil Judge/Judicial Magistrate has the other powers as assigned, notified by the Hon'ble High Court from time to time.

Duties: -

The officers and staff discharge their functions and duties as per the laws applicable, such as General Rule of Civil, General Rule of Criminal, Rules of Court, 1952 (amended up to 23.03.2023), Case Flow Management (for subordinate courts) Rules, 2009, Criminal Courts Procedure and Practice Rules, 2021, Civil Procedure-Alternative Dispute Resolution Rules, 2007, Standard Operating Procedure for Conducting Mediations (2023), Courts Services of Processes by Courier, Fax and Electronic Mail (Civil Proceedings) Rules, 2022, Guidelines for Recording of Evidence of Vulnerable Witnesses in Criminal Cases, 2023, High Court of Uttarakhand Video Conferencing Rules-2020, High Court Electronic True Copy Rules, 2022, Officers and staff (Conditions of Service & Conduct) Rules, 1976, Government Servant's Conduct Rules, 2002, Government Servant (Discipline and Appeal) Rules, 2003 (as amended by amendment Rules, 2010).

A- Court staff: -

1. Sadar Munsarim (Administrative Officer): - Sadar Munsarim, now nomenclature has denoted as Administrative Officer posted in the Vernacular Office of the District Judge. Sadar Munsarim supervises the court staff and is responsible for the court and office, Sadar Munsarim must keep track of filing Suits, Appeals, and other litigations and pendency in the District Court and keep informed, the District Judge. Sadar Munsarim must send statements, returned and reports to the Hon'ble High Court as prescribed in the General Rules (Civil & Criminal) and send requisite information to the higher authority as desired time to time. In the absence of Sadar Munsarim, Senior Administrative Officer will be in-charge and responsible for all his duties.

2. Chief Reader/Readers/Bench Clerk of the Court: - Chief Reader/Reader is a most important official in the Court Hall he must maintain decorum of the court as-

- I- Whenever the Court assembles or rises, the Reader/Bench Clerk should rise from his seat and bow to the Court. He should ensure that everyone in the Court Hall also rises from his seat when the Judge enters or rises.
- II- He should maintain the dignity and decorum of the Court. He should not indulge in unnecessary conversation, either with the advocates or with

parties. He should not permit them to do things which are not permitted by Rules. His only concern should be the proper conduct of Court work.

- III- He should always try to maintain a pleasant and congenial atmosphere in the Court. The Court atmosphere and its surroundings should be quiet and peaceful and if there is any disturbance, he should issue necessary instructions for the elimination of such disturbance.

He has to maintain punctuality as: -

- I- The Reader/Bench Clerk should be very punctual and work according to a regular time schedule. He should be in Court well before the Court timings every day, i.e., at least half hour prior to the commencement of Court work.
- II- He should not leave the Court premises before the closing time the Office.
- III- He should not leave the Court while the Court is in session, without the permission of the Presiding Officer. Whenever he goes out of the Court at any time, he should instruct the Court Orderly to keep a watch over the Court.
- IV- Before leaving the Court after office hours, he should instruct the guard to lock the Court Hall securely.
- V- The Reader/Bench Clerk shall be responsible for the cleanliness and tidiness of the premises of the Court Hall.
- VI- The Reader/Bench Clerk should check the wall and desk calendars and wall clock timings, etc.
- VII- It is necessary that the Reader/Bench Clerk should glance through the admission and hearing cases, preferably a day earlier, and not down the Acts Rules that are required therein and secure them from Library if the same are not available in Court Hall.
- VIII- As soon as entering the Court Hall, the Reader/Bench Clerk should see whether the Judge's dais is properly arranged with necessary stationery, pen stand, desk calendar etc., the bookshelves should be kept with Acts

and commentaries in common, and current use. Books required for day-to-day reference, depending upon the requirements of the Court from time to time, should be of easy and quick availability.

- IX- If the Court Orderly does not come to duty before the Court timings, immediately a substitute should be sought from the concerned branch.
- X- If the Stenographer/ Judgment Writer are not present in the Court Hall 10-15 minutes earlier, the Reader/Bench Clerk should intimate the concerned branch and ensure the availability of a substitute.
- XI- He should obtain boxes containing records submitted to the Judge's residence the previous day.
- XII- If there is any sudden change of work, due to cancellation or change of Judge Sittings, immediate steps should be taken to adjust the work of the Court as per the modified notification.
- XIII- After checking the cause lists to find out any possible mistakes, the same should be kept ready on the dais and in the same way another set should be kept ready for his use. The records of orders, admission, preliminary hearing, and hearing cases should be arranged serially according to the cause list. If any records are not traced, immediate efforts should be made to get them. If advocates desire to have a look at the records, time permitting, the same may be spared for reference in the Court Hall only. The records should never be allowed to be taken outside the Court Hall by the advocates or parties.
- XIV- Stationery and other forms should be kept ready in the Court Hall by obtaining the same from the concerned branches.
- XV- Any notifications issues concerning the Court should be displayed on the noticeboard of the Court Hall.
- XVI- The Calendar issued by the High Court should be kept near the dais for ready reference.

It is also the duty of the Chef Reader besides to above all, that-

- XVII- He should enter the results of the cases called out in 'A' diary (Court Diary) for information of Advocates and litigant public.
- XXVIII- He should assist the Presiding Officer in marking documents exhibited in civil cases and material objects produced in Criminal/ Sessions Cases.
- XIX- He should maintain 'Further Diary' for convenience of Presiding Officer to give adjournment dates.
- XX- He should arrange for the records to be posted for Judgment or Order and to send the same to the Home Officers of the Presiding Officer.
- XXI- He should write the proceeding in the order sheets of cases.
- XXII- He should prepare statements regarding disposal of cases, number of witnesses examined etc.
- XXIII- He has to maintain Statistics Register regarding the disposal, pending for judgment etc.

3. Chief Personal Officer/Personal Officer/ Personal Assistant/Stenographer: - The Court Stenographer/Personal Officer should have a command of English and Court language (Hindi). The Personnel Officer must be familiar with the substantive and procedural laws. He must adjust to the speed and accent of the Judges who are on rotation. He must take down the dictation continuously without interrupting the Judge. If he interrupts the Judge by seeking clarification, he would be disturbing the Judge's thought and impeding his speed. He needs a speed of 120 words per minute to take down the dictation without omission and errors. He must be familiar with the citations and the passages, if any, to be extracted from there. It is the duty of the steno to follow all the instructions either issued by the presiding officer orally or written to him regarding his duty.

4. Sessions Clerk: - Session Clerk deals with files of the Criminal case in the court of Sessions judge. Session Clerk is posted under the supervision of Sadar Munsarim (Administrative Officer) posted in the vernacular office. Sessions Clerks duty is to comply

the order of the court regarding to prepare summon, warrant etc. in the files, and sent it for service upon the concerning. The Sessions Clerk must put the files on the date fixed by the Court and make the compliance of the order of the court after receiving back the files from the court and other compliance according to General Rules (Criminal). Any other necessary instructions will be followed by the Sessions Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty.

5. Appeal Clerk: - Appeal clerk deals with files of the civil side and MACP in the court of District judge. He is posted under the supervision of Sadar Munsarim (Administrative Officer) posted in the vernacular office. Appeal clerk deals with files of the civil appeals case in the court of District judge. His duty is to comply with the order of the court regarding preparing summons, warrant etc. in the files, and send it for service upon the concerning. Appeal Clerk must put the files on the date fixed by the Court and made the compliance of the order of the court after receiving back the files from the court. Besides it, Appeal clerk must make decree formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Sessions Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty.

6. Ahalmad-I / Ahalmad-II / Suit Clerk / Office Clerk: - Office Clerks of the Courts deal with the files of the civil side and criminal side cases pending in the court of Chief Judicial Magistrate/Senior Civil Judges/Civil Judges/Judicial Magistrate. Office Clerks are posted under the supervision of Reader posted in the court. His duty is to comply with the order of the court regarding preparing summons, warrant etc. in the files, and send it for service upon the concerning. Office Clerks must put the files on the date fixed by the Court and make the compliance of the order of the court after receiving back the files from the court. Besides it, Office Clerks has to make decree formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Sessions Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty.

7. Orderly: - Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding officer /Senior Administrative Officer / Sadar Munsarim/Reader/Cleark regarding his duty in court.

B- Administrative Staff: -

1. Chief Administrative Officer/ Senior Administrative Officer: - The post of Chief Administrative officer is the highest ministerial post in the District Judiciary. He must assist the District Judge in the administrative matters regarding all the Courts in the District. Matters like leave, transfers, postings, promotions, departmental enquiries, and other service conditions of employees of all the Courts are required to be supervised by him. Besides, He is indeed the source for securing Acts, Rules, Notifications, Government orders, and High Court Circulars, required by the Courts in judicial and administrative matters. According to the Hon'ble High Court of Uttaranchal, "The post of Chief Administrative Officer or Senior Administrative Officer is of much responsibility. He is the highest Officer of the Civil Court Staff with heavy duties. He must be efficient and able officer." The Principal Duties and Responsibilities: As-

I- To supervise the work of the Superintendents and the Accountant.

II- To deal with and scrutinize the work of administration, general, accounts, cash, and fine branches.

III- To assist in preparing replies and collecting data for the various queries received from the High Court, Supreme Court, State Governments, and other Agencies.

IV- To keep a check on attendance and functioning of various departments and branches and to maintain the discipline.

V- To provide necessary information and other details about day-to-day working of the subordinate Courts required by the District and Sessions Judge. Also, to assist him in all matters.

VI- To participate in discussions about policy matters and provide suggestions and views to higher authorities for approval.

VII- To take the orders of District and Sessions Judge and other officers on important and very complicated matters.

VIII- Be responsible to take initiative action on important cases.

The Job Requirements for the Senior Administrative Officer regarding requirement knowledge, Skills and Abilities as under-

I- Knowledge of judicial systems in India.

II- Knowledge of the functioning of various non-judicial cadres of the subordinate Courts.

- III- Knowledge of accounts and administration.
- IV Knowledge of various fines imposed and realized by the Courts.
- V- Knowledge of day-to-day working of the subordinate Courts.
- VI- Knowledge of various polices and matters related to non-judicial systems of the subordinate Courts.
- VII- Knowledge of basic computer packages.
- VIII- Skill in maintaining discipline in attendance and smooth functioning of the non-judicial staff.
- IX- Skill in rectifying the various problems of all the non-judicial staff.
- X- Skill in collecting the fines imposed and realized by the Courts.
- XI- Skill in exercising control for speedy disposal of work and to maintain the decorum in the office.
- XII- Skill in developing policies and matters for the welfare of the staff.
- XIII- Ability to lead all the non-judicial staff.
- XIV- Ability to provide required information in time to the higher authority.
- XV- Ability to conduct meetings and discussion and to guide the same.
- XVI- Ability to give opinions, suggestions, and views on various important issues pertaining to people.
- XVII- To carry out the administrative work relating to judicial district as per the direction of District Judge.
- XVIII- Supervision of the work turn-out by the staff of District Court.

The Administrative Clerk must follow the directions given by the District Judge and other Judicial Officers of the District Court orally or in writing under the General Rules (Civil & Criminal), High Court Circular order, High Court Notifications, G.O.'s, and other Rules & Regulations issued by the Higher authority.

2. Second Clerk: - The post of administrative clerk posted in the administrative office of the District Judge is the key post. He must assist the Senior Administrative Officer in the matters of all administrative correspondence in the Courts of the District Judge. To maintain all official records of the administrative office regarding leave, transfers, postings, promotions, departmental enquiries, and other service conditions of employees of all the Courts are according to General Rules (Civil) and other relative Circulars and G.O.'s of the Government. Besides, He is indeed the source for securing Acts, Rules, Notifications, Government orders, and High Court Circulars, required by the Courts in judicial and administrative matters as per Rule of law.

C- Record Room: - Record keeper is the master of the Record Room. There are two types of record in the court, one court record and the other is administrative record. The decided cases file of the court of Chamoli Judgeship. Both Civil & Criminal files are being arranged separately in two rooms.

1. Record Keeper: -

I- Check and keep consigned files related to Civil & Criminal case of District Judge Court & all subordinate Civil & Criminal Courts of Judgeship.

II- Submission of the requested file required by the Hon'ble High Court or Hon'ble Supreme Court.

III- To comply with the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

IV- The post of Assistant Record Keeper/ Record Keeper (Civil)/Record Keeper (Criminal) and Bundle & Lifter are not sanctioned in this Judgeship.

D- Nazarat: -

1. Central Nazir: - Central Nazir is the Custodian of the State Property in the District Court. He must follow Rule 343 to 364, Rule 405 and 410 of the General Rule (Civil). In regards financial matters, he also responsible to his duty according to the Financial Handbook Vol. II, Part 2 to 4, Vol. III, (T. A. Rules), Vol. V, Part 1, and other Rules related to the financial matter circulated time to time by the Hon'ble High Court or the Government. To comply with the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

2. **Deputy Nazir:** - The post of Assistant Nazir/Cashier and Bill Clark are not sanctioned in this Judgeship. The Post of Deputy Nazir is sanctioned to the outlying court Civil Judge, Karanprayag and he is attached with Central Nazarat. He must follow Rule 343 to 364, Rule 405 and 410 of the General Rule (Civil). In regards financial matters, he also responsible to his duty according to the Financial Handbook Vol. II, Part 2 to 4, Vol. III, (T. A. Rules), Vol. V, Part 1, and other Rules related to the financial matter circulated time to time by the Hon'ble High Court or the Government. To comply with the order by the District Judge or other Judicial Officers of the Judgeship or Chief Administrative Officer or other senior official of the Judgeship.
3. **Daftari:** - Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty (Binding, filing, file stitching) in the office of the court.
4. **Process Server:** - Process server serves the notices, summons on parties etc.
5. **Office Peon:** - Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/Reader/Clerk regarding his duty in the administrative office of the court.
6. **Driver:** - The duty of the driver is to drive Official Vehicles of Judgeship.
7. **Chowkidar/Electrician/Plumber/Mali/Farrash/Sweeper:** - Chowkidar, Electrician, Plumber, Mali, Farrash, Sweeper has their own duties as per their skills.

*Note: - Name of the post may differ from actual as staffing pattern G.O. applied.

SECTION 4(1)(b)(iii): -

The procedure followed in the decision-making process, including channels of supervision and accountability. The cases are decided as per the provisions of Law. The administrative decisions are taken by the District Judge, on reports of other judicial officers or Sectional Head of the District Court as per provision of General Rules (Civil) or General Rules (Criminal), Hon'ble High Courts Circular Letters, Hon'ble High Courts Notification and Hon'ble High Courts General Letters issued by the Hon'ble High Court and other related G.O.'s and Notifications issued by the Government time to time.

SECTION 4(1)(b)(iv): -

The norms set for the discharge of the functions of the District Court, Chamoli, State of Uttarakhand.

The cases are decided as per the provisions of Law in the Judicial side by the concerned Presiding Officer. The administrative decisions are taken by the District Judge, on the reports of the judicial officers, Senior Administrative Officer, Sadar Munsrim or other Sectional Head of the District Court as per provision of General Rules (Civil) or General Rules (Criminal), Hon'ble High Courts Circular Letters, Hon'ble High Courts Notification and Hon'ble High Courts General Letters issued by the Hon'ble High Court and other related G.O.'s and Notifications issued by the Government time to time.

SECTION 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.

- (1) All the Laws, Acts, Rules which are applicable.
- (2) General Rules (Civil).
- (3) General Rules (Criminal).
- (4) Circular Letters issued by Hon'ble High Court.
- (5) Notifications notified by Hon'ble High Court.
- (6) G.O.'s, Rules, Regulations, issued and notified by State/Central Government which are applicable.

SECTION 4(1)(b)(vi): -

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

- (1) Judicial Records.

1- Regular Judicial Pending files remained in the possession of the dealing Assistant.

2- Decided Judicial files consigned to record room in the possession of the Record Keeper (Civil) or (Criminal) as case may be. The Record Keeper weeded out the files after completing their retention period under the rules of G.R. (Civil) & G.R. (Criminal).

(2) Administrative Record.

1- Regular Pending files remained in the possession of the dealing Assistant.

2- Closed Files remained in the possession of Second Clerk in administrative office of the judgeship. The Second Clerk weeded out the closed files under the rules of G.R. (Civil) & G.R. (Criminal) and some most confidential documents are kept in the possession of Sadar Munsrim/Munsarim / Reader of the court concerned in their safe custody.

SECTION 4(1)(b)(vii): -

The particulars of any arrangements that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Not required as per the provisions of the law.

SECTION 4(1)(b)(viii): -

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. The decisions are taken by the District Judge Chamoli, Uttarakhand.

SECTION 4(1)(b)(ix): -

A directory of officers and employees of the District Court Chamoli, at Gopeshwar.

<u>DIRECTORY OF JUDICIAL OFFICERS, OFFICIALS AND STAFF OF DISTRICT COURT CHAMOLI.</u>			
Sr. No.	Name of the Judicial Officers & Designation	Office Telephone & Fax Number	Residence Telephone Number
01	Sh. Dharam Singh, H.J.S District & Sessions Judge, Chamoli	01372-252191	01372-252192
02	Sh. Mahesh Chandra Kaushiwa, H.J.S Additional District & Sessions Judge, Karanprayag	--	--
03	Sh. Sachin Kumar, Chief Judicial Magistrate, Chamoli	--	01372-252193
04	Smt. Chhavi Bansal, Civil Judge (Sr. Div.), Karanprayag	--	--
05	Smt. Simranjit Kaur, Secretary, District Legal Services Authority, Chamoli	--	--
06	Sh. Vishal Vashisht, Civil Judge (Jr. Div.)/J.M., Joshimath	--	--
07	Ms. Krishtika Gunjiyal Civil Judge (Jr. Div.)/J.M., Tharali	--	--
08	Sh. Laval Kumar Verma, Civil Judge (Jr. Div.)/J.M., Gopeshwar	--	--
09	Ms. Pallavi Gupta Judicial Magistrate, Chamoli	--	--
10	Sh. Kartikeya Joshi, Civil Judge (Jr. Div.)/J.M., Karanprayag	--	--
11	Vacant Civil Judge (Jr. Div.), Pokhari	--	--
12	Vacant Civil Judge (Jr. Div.), Gairsain	--	--

DISTRICT GOVERNMENT COUNSELS/SENIOR PROSECUTION OFFICERS/PROSECUTING OFFICERS/ASSITANT PROSECUTING OFFICERS

Sr. No	Name of the Official	Designation	Location
<u>DISTRICT GOVERNMENT COUNSELS</u>			
1	Sh. Prakash Singh Bhandari	D.G.C. (Criminal)	Gopeshwar-Chamoli
2	Sh. Manoj Bhatt	D.G.C. (Civil)	Gopeshwar-Chamoli
3	Sh. Kuldeep Singh Barthwal	A.D.G.C. (Criminal)	Gopeshwar-Chamoli Karanprayag.
4	Sh. Anil Singh Negi	A.D.G.C. (Civil)	Gopeshwar-Chamoli
5	Sh. Laxman Singh Kathait	A.D.G.C. (Revenue)	Gopeshwar-Chamoli
6	Sh. Ashok Kumar Dimri	A.D.G.C. (Civil)	Karanprayag
7	Sh. Arun Kumar Sah	A.D.G.C. (Civil)	Joshimath
8	Sh. Hari Sharan Sharma	A.D.G.C. (Civil)	Tharali
<u>SPECIAL PUBLIC PROSECUTORS</u>			
1	Sh. Mohan Prasad Pant	S.P.P. (POCSO)	Gopeshwar-Chamoli
<u>PUBLIC PROSECUTORS</u>			
1	Sh. Dharmendra Kumar	S.P.O.	Gopeshwar-Chamoli
2	Smt. Pooja	P.O.	Gopeshwar-Chamoli
3	Sh. Bharat Bhushan Purohit	Panel Lawyer (नामिका)	Gopeshwar-Chamoli Joshimath, Pokhari
4	Sh. Ramesh Chandra Kuniyal	Panel Lawyer (नामिका)	Tharali
5	Sh. K S Jhinkwan	Panel Lawyer (नामिका)	Gairsain
6	Sh. Vasudev	A.P.O.	Karanprayag

OFFICIALS DISTRICT AND TEHSIL BAR ASSOCIATIONS

Sr. No	Name of the Bar Members	Designation	Mobile Number
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District Bar Association, Chamoli-Gopeshwar			
1	Sh. Bharat Singh Rawat	President	9412082170
2	Sh. Kuldeep Singh Negi	Vice-President	8755802193
3	Sh. Sandeep Singh Rawat	Secretary	8126235149
4	Sh. Mahipal Singh Rawat	Joint Secretary	9411591256
5	Sh. Arjun Singh Bisht	Cashier	9410954838
Tehsil Bar Association Karanprayag			
1	Sh. R. C. Pujari	President	9897948449
2	Sh. Bhuwan Nautiyal	Joint Secretary	9456307927
Tehsil Bar Association Tharali			
1	Sh. Devi Dutt Kuniyal	President	8979090798
2	Sh. Jay Singh Bisht	Secretary	9557712340
Tehsil Bar Association Gairsain			
1	Sh. K. S. Bisht	President	7409410023
2	Sh. K. S. Juyal	Secretary	9927271762
Tehsil Bar Association Joshimath			
1	Sh. Anil Kumar Shah	President	9557424060
2	Sh. Arun Kumar Shah	Secretary	9690839084
Tehsil Bar Association Pokhari			
1	Sh. Yaswant Singh Barthwal	President	8449143039
2	Sh. Sharwan Sati	Secretary	8755424763

SECTION 4(1)(b)(x): -

The monthly remuneration received by each of the officers and employees of the District Court, Chamoli-Gopeshwar.

A. Judicial Officers: -

S.No.	Name of the Judicial Officer	Designation	Basic Pay	Gross Pay
1	Shri Dhananjay Chaturvedi	Judge, attached to District Champawat	106355	151024
2	Shri Dharam Singh	District & Sessions Judge, Chamoli	194660	283317
3	Shri Mahesh Chandra Kaushiwa	Addl. District & Sessions Judge, Karanprayag	183490	271266
4	Ms. Chhavi Bansal	Civil Judge (Sr. Div.), Karanprayag	128680	200086
5	Shri Sachin Kumar	Chief Judicial Magistrate, Chamoli	128680	198586
7	Shri Vishal Vashisht	Civil Judge (J.D.)/JM, Joshimath	95750	152525
8	Smt. Krishtika Gunjyal	Civil Judge (J.D.)/JM, Tharali	95750	145025
9	Shri Laval Kumar Verma	Civil Judge (J.D.)/JM, Gopeshwar	92960	137253
6	Ms. Pallavi Gupta	Judicial Magistrate, Chamoli	90250	135715
10	Shri Kartikeya Joshi	Civil Judge (J.D.)/JM, Karanprayag	85070	137359
11	Vacant	Civil Judge (J.D.)/JM, Pokhari	--	--
12	Vacant	Civil Judge (J.D.)/JM, Gairsain	--	--

B. GROUP-C Employees: -

S.No.	Name of the Employee	Designation	Basic Pay	Gross Pay
1	Shri Pramod Kumar Raturi	Chief Administrative Officer	67000	103415
2	Shri Ganesh Chandra Tiwari	Personal Officer (Grade-I)	90000	134290
3	Shri Gopal Singh Panwar	Chief Administrative Officer	59500	90780
4	Shri Bachan Singh Bisht	Chief Administrative Officer	59500	85130
5	Shri Chandra Shekhar	Senior Administrative Officer	50500	77090
6	Shri Pratap Singh Negi	Personal Officer (Grade-I)	55200	79044
7	Shri Chandra Shekar Arya	Head Assistant	38700	58324

8	Shri Tejpal Singh	Head Assistant	38700	59044
9	Shri Dinesh Singh	Head Assistant	38700	59134
10	Shri Pawan Prasad Thapliyal	Head Assistant	36500	55900
11	Shri Bharat Singh Chauhan	Head Assistant	36500	55200
12	Shri Siraj Akhtar	Personal Assistant	35900	54528
13	Shri Tushar Kumar	Personal Assistant	35900	53808
14	Shri Ankit Kumar	Personal Assistant	33900	54408
15	Km. Pooja Rani	Personal Assistant	35900	53808
16	Km. Sunita Rani	Personal Assistant	35900	54408
17	Shri Arjun Singh	Head Assistant	36500	55900
18	Shri Gaurav Bisht	Head Assistant	35400	54438
19	Shri Sahendra Kumar	Head Assistant	35400	50828
20	Shri Vikas Shah	Head Assistant	35400	53638
21	Shri Harish Chandra	Senior Assistant	31000	47470
22	Shri Satish Kumar	Junior Assistant	30200	44984
23	Shri Sandeep Lohani	Junior Assistant	30200	44984
24	Shri Pitambar Joshi	Junior Assistant	28400	42428
25	Shri Amit Singh Negi	Junior Assistant	30200	45384
26	Smt. Sunita Devi	Junior Assistant	30200	44984
27	Shri Pawan Bhatt	Junior Assistant	23800	35896
28	Shri Sukhbeer Singh	Junior Assistant	23800	35896
29	Shri Shrikant Rana	Junior Assistant	23800	35896
30	Ms. Anamika	Junior Assistant	23800	36296
31	Shri Ajay Singh	Junior Assistant	23800	36296
32	Shri Kailash Chandra Sethwal	Junior Assistant	23800	36296
33	Shri Ashish Singh	Junior Assistant	23800	36296
34	Shri Rahul	Junior Assistant	3173	4926
35	Shri Akhilesh Singh	Junior Assistant	23800	36296
36	Ms. Tanuja	Junior Assistant	23800	35896

37	Ms. Ankita Bahuguna	Junior Assistant	23800	36296
38	Smt. Priyanka	Personal Assistant	31000	47450
39	Ms. Prity	Junior Assistant	23100	35202

C. GROUP-D Employees: -

S.No.	Name of the Employee	Designation	Basic Pay	Gross Pay
1	Shri Naveen Singh	Driver	34300	49426
2	Shri Jagdish Ram	Process Server	34000	51660
3	Shri Anand Kumar	Sweeper	32000	45820
4	Shri Surendra Singh Bisht	Process Server	30200	43264
5	Shri Yogendra Singh Rana	Process Server	24200	36834
6	Smt. Babli Devi	Anusewak	24200	36934
7	Shri Magendra Kumar	Process Server	24200	37724
8	Shri Manoj Singh	Anusewak	20900	32058
9	Ms. Manisha Sati	Anusewak	19700	30874
10	Ms. Vandana Sundriyal	Anusewak	19700	30354
11	Ms. Mamta Negi	Anusewak	19700	30354
12	Ms. Dimpal	Anusewak	19700	30054
13	Ms. Anjali Soliyal	Anusewak	19700	30354
14	Ms. Monika	Anusewak	19700	30354
15	Smt. Bhikko Rana	Anusewak	19700	30054
16	Shri Ambrish Negi	Anusewak	19700	31554
17	Shri Himanshu Sati	Anusewak	19700	30354
18	Shri Chandra Mohan Kandari	Anusewak	19700	30054
19	Shri Raghubir Singh	Anusewak	19700	28254
20	Shri Sandeep Singh	Process Server	19700	31554
21	Shri Mukesh Dhondhiyal	Anusewak	19700	30054
22	Shri Ashish Kumar	Anusewak	19700	30354
22	Shri Roshan Singh Rawat	Process Server	19700	32074

24	Shri Ankit Singh Chauhan	Process Server	19700	31254
25	Shri Arun Kumar Saini	Anusewak	19100	30022
26	Shri Jagmohan Singh	Anusewak	19100	30402
27	Shri Jagmohan Singh Negi	Anusewak	32000	47620
28	Shri Deepu Singh	Sweeper	20900	31758

SECTION 4(1)(b)(xi): -

Sl.No.	No.- Name of Head	Released Amount	Expenditure	Balance
Statement showing sanctioned budget grant by the Government for financial year 2023-2024, to District Court and balance/available budget in this Court, under grant no. 04, head of account 2014-Administration of Justice-105-Civil & Session Court-03-District & Sessions Judge				
1	01-Pay	Global Budget	29795356	-29795356
2	02-Wages	140000	94780	45220
3	04-Travelling Allowance	298000	249746	48254
4	08-Remuneration	3000000	2482829	517171
5	11-Admissibility Expenses	300000	224876	75124
6	20-Stationery & Printing	300000	171170	128830
7	21-Office Furniture & Equipment	500000	-	500000
8	22-Office Expenses	400000	172882	227118
9	23-Rent, Fee & Ownership Tax	75000	-	75000
10	24-Advertisement & Publication	1800	1766	34
11	25-Utility Bill Payment	Global Budget	76536	76536
12	26-Computer Hardware, Software & Peripheral Purchase/Maintenance	200000	-	200000
13	28-Purchase of Official Vehicle	1833846	-	1833846
14	29-Operation of Vehicle, Maint. & Purchase of Fuel	200000	5397	194603
15	40-Machines, Equipment & Accessories	1138500	1138500	-

16	51-Maintenance	653000	653000	-
17	52-Minor Construction Work	114500	114500	-
Statement showing sanctioned budget grant by the Government for financial year 2023-2024, to District Court and balance/available budget in this Court, under grant no. 04, head of account 2014-Administration of Justice-108-Criminal Court-, 03-Regular Establishment				
1	01-Pay	Global Budget	5796580	-5796580
2	04-Travelling Allowance	10000	-	10000
3	11-Admissibility Expenses	50000	10622	39378
4	20-Stationery & Printing	20000	-	20000
5	22-Office Expenses	80000	14608	65392
6	25-Utility Bill Payment	Global Budget	4529	-4529
7	26-Computer Hardware, Software & Peripheral Purchase/Maintenance	10000	-	10000
8	29-Operation of Vehicle, Maint. & Purchase of Fuel	100000	46378	53622
9	30-Hospitality Expenses	2000	-	2000
10	42-Other Departmental Expenses	5000	-	5000
11	52-Major Construction Work	521000	521000	-
12	67-Return	-	113500	-113500
Total		9952646	41688555	-31735909

SECTION 4(1)(b)(xiv): -

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

Judgments/Orders, Cause Lists and Case Status and other information related to cases of Courts are available online through <https://njdg.ecourts.gov.in/njdgnew/index.php> NJDG Portal, <https://chamoli.dcourts.gov.in> District Court Chamoli Website, in e-Courts Website <https://ecourts.gov.in>, and E-Court Services Mobile App for lawyers, litigants and the public.

SMS PUSH AND PULL facility regarding Case Status Information is also available to lawyers, litigants, and the public.

Online **Certified Copy** facility is also available to lawyers, litigants, and the public through e-True Copy of Orders/Judgements <https://etruecopy.uk.gov.in> online portal.

*Note- Subject to the availability of Orders/Judgements.

Help-desk, Judicial Service Center, e-Sewa Kendra and Kiosk facility are available to lawyers, litigants, and the public for Case Status Information.

*Note- Subject to the availability of service.

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.

(1) The litigants, public may visit the website of the District Court Chamoli.

SECTION 4(1)(b)(xvi): -

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

1st Appellate Authority,

Under Section 19(1) of the Right to Information Act, 2005

Shri Kartikeya Joshi,

Civil Judge (Jr. Div.)/J.M., Karanprayag.

Civil Court, Karanprayag, District-Chamoli.

Uttarakhand, PIN: 246444

Mobile No: 9412089453

Public Information Officer

Under Section 5(1) of the Right to Information Act, 2005,

Shri Bachan Singh Bisht,

Chief Administrative Officer, Chamoli, (Gopeshwar)

Uttarakhand, PIN: 246401

Tel. No/Fax.: 01372-252191

Mobile No: 9456151256

SECTION 4(1)(b)(xvii): -

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

NIL

**STATEMENT OF PENDING CASES IN VARIOUS COURTS OF JUDGESHIP CHAMOLI AS ON
30-09-23023.**

Sr. No	NAME OF JUDICIAL OFFICERS	DESIGNATION	PENDENCY		
			CIVIL	CRIMINAL	TOTAL
District Court Complex, Chamoli-Gopeshwar					
1	SH. DHARAM SINGH, HJS	DISTRICT & SESSIONS JUDGE, CHAMOLI	133	200	333
2	SH. SACHIN KUMAR	CHIEF JUDICIAL MAGISTRATE/SENIOR CIVIL JUDGE, CHAMOLI	79	108	187
3	SH. LAVAL KUMAR VERMA	CIVIL JUDGE/JUDICIAL MAGISTRATE, GOPESHWAR	11	115	126
4	MS. PALLAVI GUPTA	JUDICIAL MAGISTRATE, CHAMOLI	--	115	115
Outlying Court Complex, Karanprayag					
5	SH. MAHESH CHNADRA KAUSHIWA	ADDL. DISTRICT & SESSIONS JUDGE, KARANPRAYAG	35	74	109
6	MS. CHHAVI BANSAL	SENIOR CIVIL JUDGE / A.C.J.M., KARANPRAYAG	63	94	157
7	SH. KARTIKEYA JOSHI	CIVIL JUDGE /JUDICIAL MAGISTRATE, KARNPRAYAG	--	35	35
Outlying Court Complex, Gairsain					
8	VACANT	CIVIL JUDGE /JUDICIAL MAGISTRATE, GAIRSAIN IN-CHARGE OFFICER CIVIL JUDGE /JUDICIAL MAGISTRATE, KARNPRAYAG	01	81	82
Outlying Court Complex, Joshimath					
9	SH. VISHAL VASHIST	CIVIL JUDGE /JUDICIAL MAGISTRATE, JOSHIMATH	13	78	91
Outlying Court Complex, Pokhari					
11	VACANT	CIVIL JUDGE/ JUDICIAL MAGISTRATE, POKHARI IN-CHARGE OFFICER CIVIL JUDGE /JUDICIAL MAGISTRATE, GOPESHWAR	02	30	32
Outlying Court Complex, Tharali					
12	SMT. KRISHTIKA GUNJIYAL	CIVIL JUDGE/JUDICIAL MAGISTRATE, THARALI	05	166	171
Total			342	1096	1438

STATEMENT OF PENDING CASES IN JUVENILE JUSTICE BOARD CHAMOLI AS ON 30-09-2023.

Sr. No	NAME OF JUDICIAL OFFICERS	DESIGNATION	PENDENCY		
			CIVIL	CRIMINAL	TOTAL
Juvenile Justice Board, Chamoli					
1	MS. CHHAVI BANSAL	SENIOR CIVIL JUDGE, KARANPRAYAG IN-CHARGE OFFICER PRINCIPAL MAGISTRATE, JJB CHAMOLI	--	04	04

STATEMENT OF SANCTIONED, FILLED AND VACANT POSTS IN JUDGESHIP CHAMOLI AS ON 30-09-2023.

GROUP/CADRE	NAME OF THE POST	Sanctioned	Filled	vacant
Group-C/Clerical	Chief Administrative Officer	04	03	01
	Senior Administrative Officer	05	01	04
	Administrative Officer	05	00	05
	Head Assistant	11	09	02
	Senior Assistant	18	01	17
	Junior Assistant	20	16	04
Total		63	30	33
Group-C/Stenographer	Personal Officer (Grade-I)	02	02	00
	Personal Assistant (Grade-II)	02	00	02
	Personal Assistant (Grade-I)	07	06	01
	Stenographer	01	*01 (Outsourced)	01
Total		12	08	04
Group-D	Driver	02	02 (01 Outsourced)	01
	Daftari	01	01	00
	Process Server	14	07	07
	Orderly	02	02	00
	Watchman	02	02	00
	Office Peon	12	12	00
	Peon	10	00	10
	Regular Sweeper	02	02	00
Farrash	01	01	00	
Total		44	27	17

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