DISTRICT AND SESSIONS

COURT, FATEHABAD

(Information on 17 Manuals under Section

4(1) (b) of the Right to Information Act, 2005)

MANUAL 1

The Particulars of its Organization, Functions and Duties

Particulars

Name of the Organization: Office of District & Sessions Judge, Fatehabad.

This organization is sub-ordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh.

Functions of the: Organization

The organization has its two main functions.

i) Judicial Function and
ii)Administrative Function.

Duties of the Organization:

i) To exercise the control over all its subordinate Courts functioning in its territorial jurisdiction.

ii) To distribute the various grants amongst its subordinate authorities received from the Government, time to time.

iii) To deal with the all correspondence relating to Hon'ble High Court and the Department of Law & Justice, Government of Haryana.

iv) To administer justice as per the various legislation/ statutes.

v) To recruit Class-IV Govt. Servants with the help of Advisory Committee.

vii) To promote the officials to the higher responsible post.

viii) To handle the administration in view of the procedural laws, Haryana Civil Services Rules, the Government Resolutions and the Notifications issued by the Hon'ble High Court.

ix) In exercising the duties of administrative nature, the organization deals with the Transfers of its employees, departmental inquiries of the employees etc.

x) The Head of the Organization-

The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Fatehabad under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.

MANUAL 2

The Powers and Duties of Judicial Officers & Employees

There are following cadres of the Judicial Officer/s:

i. The District & Sessions Judge :-

The District and Sessions Judge deals with the matters pertaining to the appellate side and cases triable by the sessions only and also the matters under Special Act and Motor Accident Claims Petitions.

ii. The Addl. District & Sessions Judge:-

The above Judicial Officers/Judges deal with the matters pertaining to the appellate side and cases triable by the sessions only and also the matters under Special Act and Motor Accident Claims Petitions.

iii. The Civil Judges (Senior Division):-

The above Judicial Officers/Judges deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government are also being heard and decided by these Judicial Officers/Judges.

iv. The Chief Judicial Magistrates :-

To deal with all types of Criminal matters excluding the cases triable by the Court of Sessions.

v. The Civil Judges (Junior Division) and Judicial Magistrate First Class:-

i) To deal with the matters of civil nature having jurisdiction up-to Rs.10 lac.* (* Refer to Hon'ble Punjab and Haryana High Court Notification No. 09 Gaz. II / XXI.C.35 Dated 05/02/2014)

ii)To deal with the matters of criminal nature excluding triable by the Court of Sessions and also excluding the cases having exclusive jurisdiction to the Chief Judicial Magistrate.

Powers & duties of Employees

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

Class-A: Chief Administrative Officer / Superintendent

Class-C: Reader Grade I, II & III,

Superintendent Grade II,

Stenographer Grade I, II & III

Graduate Clerks, Ahlmads,

Clerks Driver

Bailiff

Class-D: Process Server

Daftri/Peon/ Watchman /Mali/Orderly

/Record-lifter/Usher/Sweeper/Chowkidar

Duties of Employees

Superintendent/ Chief Administrative Officer

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

Reader Grade I, II , III

To assist the Presiding Officer in performing Court work as well as in doing Correspondence with the office.

Superintendent Grade II

To supervise the work performed by Judicial, Establishment and Account branches.

Stenographer Grade I , II, III

To take down evidence in English on Typewriter/ Computer. To take dictation in cases of the Judges of Appellate Authorities in cases and transcribe the same. To take down evidence in English on Typewriter/ Computer. To take dictation in cases from the Judges.

Ahlmads

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

Clerks

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

Bailiff

To serve the Warrants issued by Civil Courts.

Process Server

To serve the summons & notices issued by the Civil and Criminal Court/s.

Peon

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

Chowkidar

To watch the Court building & premises.

Sweeper

To clean the Court premises, lavatories etc.

MANUAL 3

The Procedure followed in the Decision making Process, including channels of supervision and accountability

- The Officers follow the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.
- The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.
- The Principal District & Sessions Judge, Fatehabad, supervise the work of the organization and exercises control over it. Likewise, he distributes the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.
- The subordinate authorities submit various types of returns and information to the Head of the Organization for onward transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.
- The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after its filing the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.
- The Criminal cases initially filed by the concerned Police Authorities before the Illaqa Magistrate for disposal according to law.
- The cases exclusively tribal by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

MANUAL 4

The Norms set by it for the discharge of its functions

- As per the guidance, written directions & norms set by the Hon'ble High Court of Punjab and Haryana and various resolutions & circulars issued by the Govt of Haryana.

MANUAL 5

The Rules, Regulations, Instructions, Manuals and Records held by the organization or under its control or used by its employees for discharging its functions:

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

MANUAL 6

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

- The Peshi Register for Civil & Criminal Side.
  - The separate registers for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained by the subordinate Courts.
  - The separate registers for the registration of Regular IPC cases, Act Cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained by all the Judicial Magistrates.
- The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and its execution are being maintained in Appellate Court/s.
  - The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Court/s.
- The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers are being maintained as per the Civil and Criminal Manual.
- For the purpose of maintaining Accounts of the organization, the registers. i.e.

  The Book for Receipts for money paid into Court, Register of deposit receipts-"C" Register, the Register of deposit payment-"D" Register, the Register of attached property produced in Civil Proceedings- **"F" Register, the Register of Money received on account of subsistence money of Civil Prisoners-"G" Register, the register of payment on account of subsistence money-"H" register, the Cash Book-I, the Ledger Book-J, the Treasury Pass Book-K, the Treasury Cheque Book-L, the register of applications for refund of lapsed deposit, and other various registers are being maintained as per the Civil and Criminal Manuals.**
- Service Books of Officer/s and employee/s, GPF Account of Class-IV Govt. Servants, Muster Roll of Class-III and IV Govt. Servants, List of disposed-of records deposited in Judicial Record Room. The disposed of records of all the Courts are deposited in Judicial Record Room, Fatehabad, Sub-Division Ratia and Tohana and preparation of certified copies in disposed of cases are being prepared and delivered by the Record Keeper(Record Room).

MANUAL 7

The particulars of any arrangement: that exists for consultation with, or representation by, the members NIL". of the public in relation to the formulation of its policy or implementation thereof	**The information as relate issue/point so far as it is concerned as "**

MANUAL 8

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, 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 information as relates to this issue/point so far as it organization is concerned is "Nil".**

MANUAL 9

A directory of its Officers

LIST OF JUDICIAL OFFICERS POSTED IN FATEHABAD SESSIONS DIVISION:

Sr. No.	Name of Judicial Officer's (Sh. / Ms.)	Designation
1	SH. DEEPAK AGGARWAL	DISTRICT & SESSION JUDGE
2	SH. AMIT GARG	ADDL. DISTRICT & SESSION JUDGE
3	SH. HEMANT YADAV	ADDL. DISTRICT & SESSION JUDGE
4	MS. SHIKHA	PRINCIPAL JUDGE FAMILY COURT
5	SH. NAVENDU JAIN	ADDL. DISTRICT & SESSION JUDGE
6	MS. GAYATRI	CIVIL JUDGE (SR. DIVISION)
7	SH. MADHUR BAJAJ	CHIEF JUDICIAL MAGISTRATE
8	MS. VINTI	ADDL. CIVIL JUDGE (SR. DIVISION)
9	SH JOGINDER JANGRA	CIVIL JUDGE (JR. DIVISION)
10	MS JASMEEN BAWA	CIVIL JUDGE (JR. DIVISION)
AT SUB-DIVISION RATIA		
1	MS. SALONI GUPTA	ADDL. CIVIL JUDGE (SR. DIVN.)
2	MS KUMARI JYOTI	
AT SUB-DIVISION TOHANA		
1	SH. HARSH KUMAR SINGH	ADDL. CIVIL JUDGE (SR. DIVN.)
2	SH. MUKESH KUMAR	CIVIL JUDGE (JR. DIVISION)
3	MS. TANVI GARG	CIVIL JUDGE (JR. DIVISION)

MANUAL 10

OTHER COURT FATEHABAD		
1	MS. SUYASHA JAWA	CJM-CUM SEC.DLSA,FATEHABAD

MANUAL 11

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

The information is as Under:-

Sr. No.	Name of Judicial Officer's	Revised Scales
1	District & Sessions Judge	Rs. 199100-224100/-
2	Addl. District & Sessions Judge	Rs. 144840-194660/-
3	Civil Judge (Sr. Divn.)	Rs.39530-920-40450-1080-49090-1230-54010/+0 GP
4	Chief Judicial Magistrate	Rs.39530-920-40450-1080-49090-1230-54010/+0 GP
5	Addl. Civil Judge (Sr. Divn.)	Rs.39530-920-40450-1080-49090-1230-54010/+0 GP
6	Civil Judge (Jr. Divn.)	Rs.27700-770--33090-920- 40450-1080-44700/-+ 0 GP

Class	Name of Judicial Employees	Revised Scales
Class A	Chief Administrative Officer-cum-Superintendent	FPL 10
Class C	Reader Grade I	FPL 7
	Reader Grade II	FPL 6
	Reader Grade III	FPL 6
	Stenographer Gr.I	FPL 7
	Stenographer Gr.II	FPL 6
	Stenographer Gr.III	FPL 4

	Graduate Clerks	FPL 4
	Clerks	FPL 2
	Drivers	FPL 4
	Bailiff	FPL 2
Class D	Process Server	FPL DL
	Usher	FPL DL
	Peon/ Orderly/ Chowkidar/ Sweeper	FPL DL

MANUAL 11

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

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

MANUAL 12

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

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

MANUAL 13

Particulars of recipients of Concessions, Permits or Authorizations granted by it:

Licenses/Identity cards are being issued to the Clerk/s of the Advocate/s in view of the provision made in Chapter-6 Part J of the Hon'ble Punjab and Haryana High Court's Rules and Orders Volume-V.

MANUAL 14

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

Case Related Information		
Sr. No.	**Type of Information**	**Website Address**
1	Case Status	https://districts.ecourts.gov.in/fatehabad/history
2	Court Orders	https://districts.ecourts.gov.in/fatehabad/history
3	Cause List	https://districts.ecourts.gov.in/fatehabad/history
District Wise Information		
1	List of Former Officer's	https://districts.ecourts.gov.in/fatehabad/history
2	Judicial Officer's	https://districts.ecourts.gov.in/fatehabad/history
3	Officers on Leave	https://districts.ecourts.gov.in/fatehabad/history
4	Duty Roster	https://districts.ecourts.gov.in/fatehabad/history
5	Police Station's	https://districts.ecourts.gov.in/fatehabad/history
6	District Profile	https://districts.ecourts.gov.in/fatehabad/history
7	Free Legal Aid	https://districts.ecourts.gov.in/fatehabad/history
8	RTI Disclosure	https://districts.ecourts.gov.in/fatehabad/history

MANUAL 15

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

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

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

However, Suvidha Centres have also been established at Fatehabad Headquarter as well as Sub-Divisions at Ratia and Tohana for the query of the public about their cases.

MANUAL 16

The names, designations and other particulars of the Public Information Officers are as follows:

Sr. No.	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1	Court of District & Sessions Judge and Court of Additional District and Sessions Judges at District Head quarters Court of Additional Distt. & Sessions Judge at places where there is no District & Sessions Judge	Chief Ministerial Officer of the Court of District & Sessions Judge, Sr. Ahlmad/ Stenographer	Chief Administrative Officer/Supdt. In the office of District & Sessions Judge Chief Ministerial Officer of the Court of Senior Most Additional District & Sessions Judge,	District and Sessions judge of the respective Sessions Division. Senior Most Additional District & Sessions judge
2.	Court of Civil Judge (Senior Division)	Chief Ministerial Officer of the Court	Clerk of Court of the Office of Civil Judge (Senior Division)	Civil Judge (Sr.Divn.)
3	Court of Chief Judicial Magistrate	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the court	Chief Judicial Magistrate
4	Court of Civil Judge situated at places other than the District head Quarters	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer
5.	Court of Additional Civil Judge (Sr.Divn.), or Court of Senior Most Civil Judge at Sub Division level	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer

MANUAL 17

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

The work of maintenance of Court Building and Residential Quarters of Judicial Officers and employees is being looked-after by the Public Works Department. Besides the security in the court complex is being looked after by the district police. Recently installed close circuit cameras monitor each and every movement inside the court complex.