

MANUAL
OF
DISTRICT COURT
RUDRAPRAYAG
UTTARAKHAND
UNDER
SECTION 4 (1)(b)
OF
RIGHT TO
INFORMATION
ACT, 2005

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 mission/objectives and functions of the District Court Rudraprayag 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 handbook is useful for All Public and other dependents, or resides in India.

Contact Person for getting more information

Please contact Shri Narendra Lal Kohli, Chief Administrative Officer/Public Information Officer of the District Court Rudraprayag for getting more information by post, e-mail, website, telephone or fax at the following address and first appeal can be submitted before the 1st appellate Authority i. e. Chief Judicial Magistrate, Rudraprayag :-

District & Sessions Court. Rudraprayag, Civil Court complex, Village Umarasaud near Koteshwar Temple Rudraprayag- Pin No. 246171

(Tel: 01364-233284 & Fax: 01364-233284)

E-Mail: dj-rud-ua@nic.in

Web site - www.rudraprayag.dcourts.gov.in

i.e. www.highcourtofuttarakhand.gov.in

Definitions/Abbreviations used

- Court
- (a) "Public Authority" means Head of the Office in the District
 - (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 (2) of the RTI Act.
 - (e) "Appellate Authority" mean the authority to whom an appeal can be submitted under Section 7 (8) (iii) of the RTI Act.
 Procedure and fee structure for getting information laid down in amended rule 6 of Uttarakhand High Court Right to information Rules, 2009.

Any person who wishes to seek information under the Right to information Act, 2005 can file an application to the Public Information Officer/Assistant Public Information Officer of the District Court Rudraprayag. A nominal application fees of Rs.10/- per application will be charged for supply of Information other than the information relating to any documents, Tender Documents/Bids/Quotations/Business other required papers. A sum of Rs.2.00/- per page will be charged for supply of photocopy of documents under the control of the office of District Court, Rudraprayag, and Postage charges for any correspondence would be extra as actual. The cost of information on floppy and CD would be Rs.50/-per floppy/CD through cash, draft or by way of postal order or adhesive court fee stamp.

No fees and charges shall be payable by a person belonging to below poverty line(BPL), provided that such person encloses with the application a certified copy of the below poverty line card or a certificate issued in that behalf by the concerned District Magistrate or the Sub Divisional Officer of the concerned sub division.

Provided that the State Public Information Officer shall not entertain any application for inspection of any judicial record which can be inspected under the provisions of Rules of the Court, 1952 and General Rule (Civil/Criminal), as the case may be.

Information shall be provided in the form of certified copies-

- (1) Information shall be provided in question answer form certified to be true by the State Public Information Officer and documents or records shall be provided in the form of certified copies, certified to be true by the State Public Information Officer as per the request of the applicant.
- (2) State Public Information Officer shall not be liable to provide information, which can be obtained under the provision of Rules of the Court, 1952 in case of High Court and under General Rule(Civil/Criminal) in case of Subordinate Courts. Such information may be obtained by adhering to the

prescribed procedure and payment of fees prescribed in the Rules of the Court, 1952, or General Rules(Civil/Criminal), as the case may be.

MANUAL-I

SECTION 4(1)(b)(i)

The particulars, functions and duties; of District Court Rudraprayag Uttarakhand

Particulars: District Court Rudraprayag, Uttarakhand

Functions:

The **District Courts of Rudraprayag** are presided over by a judge. They administer justice in India at a district level. These courts are under administrative and judicial control of the High Court of the State to which the district concerned belongs.

The highest court in each district is that of the District and 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 and Sessions Judge. There is a three-tier system of courts. On the civil side, at the lowest level is the court of Civil Judge (Junior Division). On criminal side the lowest court is that of the Judicial Magistrate 1st class. Civil Judge (Junior Division) decides civil cases of small pecuniary stake. Judicial Magistrates decide criminal cases, which are punishable with imprisonment of up to three years.

At the middle of the hierarchy, there is the Court of Civil Judge (Senior Division) on the civil side and the Court of the Chief Judicial Magistrate on the Criminal side. Civil Judge (senior division) can decide civil cases of any valuation. There are many additional courts of Additional Civil Judge (senior division). The Jurisdiction of these additional courts is the same as that of the principal court of Civil Judge (Senior Division). The Chief Judicial Magistrate can try cases, which are punishable with imprisonment for a term up to seven years. Usually there are many additional courts of Additional Chief Judicial Magistrates. At the top level, there may be one or more courts of additional district and session's judge with the same judicial power as that of the District and Sessions judge.

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

problem of district courts is that of huge backlog of cases leading to undue delay in deciding cases.

SECTION 4(1)(b)(ii)

The powers and duties of officers and employees of the District Court, Rudraprayag, Uttarakhand;

(PART I, JUDICIAL OFFICER)

Duties: (1) Administrative, (2) Judicial.

Powers and duties of District Judge and other Judicial Officer subordinate to him:

1- District And Sessions Judge-

A. Power related to Criminal Jurisdiction-

- 1- The power conferred to a Sessions Judge by the Cr. P. C to try cases under section 302, 201, 376, 304 B, 395, 307, 304, 396, 397, 399, 402, 366, 409, 417, 466, 477, 477 A, 3/7 Dowry Prohibition Act, N. D. P. S Act, Special Sessions Trial cases and All other Sessions trials.
- 2- To decide the appeal against the judgments in any criminal case delivered by the Magistrate.
- 3- To decide the Criminal Revisions.
- 4- To decide the Misc. Criminal Applications.

- 5- To dispose of the Bail applications which is put up before the Sessions Court.
- 6- To decide all other criminal cases related to Sessions Court.

B. Power related to Civil Jurisdiction-

- 1- To decide the Civil Suits of unlimited Valuation.
- 2- To decide the cases related Motor Vehicle Accident Claim cases Act cases.
- 3- To decide the case under Indian Successions Act cases for the Property of unlimited Valuation.
- 4- To decide the case under Guardian and Wards Act.
- 5- To decide the Civil Appeal.
- 6- To decide the Civil Revision.
- 7- To decide the Misc. Civil Appeals.
- 8- To decide the cases under Entire Hindu Marriage Act.
- 9- All others civil cases.

C. Administrative and Financial Power-

1- Administrative Powers-

- a. Entire jurisdiction related to judicial administration in the District.
- b. Distribution of work related to Magistrate Court.
- c. Jurisdiction to transfer the pending cases in Magistrate Court.
- d. Power to appointment, Promotions, suspension and dismissal of the services, to sanction all kind of leave, Fixation of Pay,

Sanctions of G. P. F. of class III & IV and sanction of pension and gratuity of the employee of the District Court.

- e. Power to issue the All Miscellaneous directions related to administration.
- f. Power to pass an order related to Law & Order in the District.
- g. To review of the law and crimes in the district and issues, necessary direction in this regards.
- h. To issue order and directions related to contempt of justice and law.
- i. To give necessary directions to all Judicial Officers subordinate to him and official working under his control on the matter related correspondences with the Hon'ble High Court and Hon'ble Supreme Court.
- j. To take action upon the official notes put up before him by the Chief Administrative Officer or any other Sectional head.

2- Financial Powers-

- a. To pass the Pay bills, T. A. Bills, Transfer T. A. Bills of the subordinate officer and official of the District Court under him.
- b. To pass the contingent bills related to office expenditure.

c. To pass the G. P. F. Bills, Pensions & Gratuity Bills, Leave Salary Bills

d. To pass some suitable orders related to any other financial matters.

2- Civil Judge(Senior Division) Rudraprayag-

- 1- To decide the Civil Suits of the from 3,00,001.00 to unlimited valuation.
- 2- To decide the case under Indian Successions Act cases for the Property of the from 3,00,001.00 to unlimited valuation.
- 3- To decide the Misc. Civil Suits.
- 4- To decide the Civil Suits under Hindu Marriage Act.
- 5- All other civil cases under his jurisdiction.

3- Chief Judicial Magistrate, Rudraprayag-

- 1- To decide all the Criminal case related to crimes under I.P.C. occurred in the district.
- 2- To decide all criminal state cases related to Government Money and Property.
- 3- To decide the criminal cases related to 7/16 Prevention of Food Adulteration Act.
- 4- To decide the criminal cases related to 3/7 Essential Commodity Act.
- 5- To decide the criminal cases related to 3/9 Public Examination Act.
- 6- To decide the criminal cases under the Arms Act.
- 7- To decide the criminal cases under the Excise Act.

- 8- To decide the criminal case under Forest Act.
- 9- To decide the criminal case u/s 138 of Negotiable Instrument Act.
- 10- To decide the criminal case under Motor Vehicle Act and cases related to Labour Law.
- 11- To pass order related to maintain law and order in the district.
- 12- To distribute the criminal work among all criminal court in the district under his jurisdiction.
- 13- To dispose of the Bail and remand Applications.
- 14- To impose sentence according to India Penal Code and other Acts within his jurisdiction.
- 15- All other criminal cases under his jurisdiction.

4- Judicial Magistrate, Rudraprayag-

- 1- All Jurisdictions in the criminal work allotted by the Chief Judicial Magistrate.
- 2- To impose sentence according to India Penal Code and other Acts within his jurisdiction.
- 3- All other criminal cases under his jurisdiction.

5- Civil Judge (JD), Rudraprayag-

- 1- To decide the Civil Suits up to valuation Rs 3,00,000.
- 2- To decide the case under Uttrakhand Urban Building Rent Control and ejection Act.
- 3- To decide the Misc. Civil cases.
- 4- To decide the cases related under Succession Act for the property up to valuation up to Rs 3, 00,000.

- 5- All other civil cases under his jurisdiction.

(PART II, OTHERS)
Official Infrastructure of District Court and their
duty (Old Regime)

1-District Judge Court

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. He supervised over the court staff and responsible for the court office, he has to keep track of filling of Suits, Appeals, and other litigations and pendency in the District Court and keep informed, the District Judge. He has to send statement, returned and reports to the Hon'ble High Court as prescribed in the General Rules (Civil & Criminal) and also send required information to the higher authority as desired time to time.

In absence of the Senior Administrative Officer He will have in-charge of the Senior Administrative Officer and responsible for his all duties mentioned in Para of the Senior Administrative Officer.

2. Chief Reader of the Court of District Judge

Chief Reader is a most important official in the District Court; he has to maintain decorum of the court as-

1. Whenever the Court assembles or rises, the Bench Clerk should rise from his seat and bow to the Court.

He should ensure that every one in the Court hall also rises from his seat, when the Judge enters or rises.

2. 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.
3. 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.
4. He should see that strangers and outsiders are not allowed to idle away sleep or to do such other acts in the Court, not conducive to the dignity of the Court.

He has to maintain punctuality as-

1. The 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.
2. He should not leave the Court premises before the closing time the Office.
3. 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.

4. Before leaving the Court after office hours, he should instruct to the guard to lock the Court hall securely.
5. The Bench Clerk shall be responsible for the cleanliness and tidiness of the premises of the Court hall.
6. The Bench Clerk should check the wall and desk calendars and wall clock timings, etc.
7. It is necessary that the 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.
8. As soon as entering the Court hall, the Bench Clerk should see whether the Judge's dais is properly arranged with necessary stationery, pen stand, desk calendar etc., the book shelves 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.
9. If the Court Orderly does not come to duty before the Court timings, immediately a substitute should be sought from the concerned branch.
10. If the Stenographer/ Judgment Writer are not present in the Court hall 10-15 minutes earlier, the

Bench Clerk should intimate the concerned branch and ensure the availability of a substitute.

11. He should obtain boxes containing records submitted to the Judge's residence the previous day.
12. 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.
13. 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.
14. Stationery and other forms should be kept ready in the Court hall by obtaining the same from the concerned branches.
15. Any notifications issues concerning the Court should be displayed on the notice board of the Court hall.
16. 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,-***

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

2. Stenographer Grade-1

The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to 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 has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions issued by the presiding officer either orally or written to him regarding his duty.

3. Sessions Clerk

Session clerk is deal with file of the Criminal case in the court of Sessions judge. He is posted under the supervision of Sadar Munsarim (Administrative Officer) posted in the vernacular office. His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to 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 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.

4. Suits Clerk

Suits clerk is deal with file of the civil suits in the court of District judge. He is posted under the supervision of Sadar Munsarim (Administrative Officer) posted in the vernacular office. His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to 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, he 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.

5. Execution Clerk

Execution clerk is deal with file of the Execution cases in the decided suits in the court of District judge. He is posted under the supervision of Sadar Munsarim (Administrative Officer) posted in the vernacular office. His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to 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, he has to make compliance as per 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. Appeal Clerk

Appeal clerk is deal with file of the civil appeals case in the court of District judge. He is posted under the supervision of Sadar Munsarim (Administrative Officer) posted in the vernacular office. Appeal clerk is deal with file of the civil appeals case in the court of District judge. His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to 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, he

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/ regarding his duty in court.

8. 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/ regarding his duty in the office of the court.

9. 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.

B- Administrative Office

1. Senior Administrative Officer

The post of Senior Administrative officer is the highest ministerial post in the District Judiciary. He has to assist to the District Judge in the administrative matters regarding to 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 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-

- 1- To supervise the work of the Superintendents and the Accountant.
- 2- To deal with and scrutinize the work of administration, general, accounts, cash and fine branches.
- 3- To assist in preparing replies and collecting data for the various queries received from the High Court, Supreme Court, State Governments, and other Agencies.
- 4- To keep a check on attendance and functioning of various departments and branches and to maintain the discipline.
- 5- 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.
- 6- To participate in discussions about the policy matters and provide suggestions and views to higher authority for approval.
- 7- To take the orders of District and Sessions Judge and other officers on important and very complicated matters.
- 8- 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-

1. Knowledge of judicial systems in India.
2. Knowledge of the functioning of various non-judicial cadres of the subordinate Courts.
3. Knowledge of accounts and administration.
4. Knowledge of various fines imposed and realized by the Courts.
5. Knowledge of day-to-day working of the subordinate Courts.
6. Knowledge of various polices and matters related to non-judicial systems of the subordinate Courts.
7. Knowledge of basic computer packages.
8. Skill in maintaining discipline in attendance and smooth functioning of the non-judicial staff.
9. Skill in rectifying the various problems of all the non-judicial staff.
10. Skill in collecting the fines imposed and realized by the Courts.
11. Skill in exercising control for speedy disposal of work and to maintain the decorum in the office.
12. Skill in developing policies and matters for the welfare of the staff.
13. Ability to lead all the non-judicial staff.
14. Ability to provide required information in time to the higher authority.
15. Ability to conduct meetings and discussion and also to guide the same.

16. Ability to give opinions, suggestions and views on various important issues pertaining to people.
17. To carry out the administrative work relating to judicial district as per the direction of District Judge.
18. Supervision of the work turned out by the staff of District Court.
19. The Administrative Clerk have to 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 has to assist the Senior Administrative Officer in the matters of all administrative correspondences 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.

3. Typist

The post of Typist clerk posted in the Administrative office of the District Judge is meant for the typing work. He has to assist the Senior Administrative Officer as well as Administrative clerk in Administrative office in the matters of all administrative correspondences in the Courts of the District Judge. He does the typing work on the directions of the Senior Administrative Officer. The Administrative Clerk have to 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.

4. Misc. Clerk

The post of Miscellaneous Clerk posted in the Administrative office of the District Judge is the II assistant of the Senior Administrative Officer. He has to assist the Senior Administrative Officer and Administrative Clerk in the matters of all administrative correspondences in the Courts of the District Judge. He have 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 in the assistance of the Administrative Clerk. Besides it, the Miscellaneous Clerk has to 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).

5. 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 stiching) in the Administrative office.

6. 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/ regarding his duty in the Administrative office of the court.

C- Record Room

Record keeper is the master of the Record Room. There are two type of record in the court, one court record and other is administrative record. The decided case file of the court of Rudraprayag Judgeship and close administrative files are kept in the record room. Both Civil & Criminal files are being arrange separately in the record room civil & record room criminal.

1. Record Keeper (Civil)

1. To Consigned file related to civil case of District Judge Court.
2. To Consigned file related to civil case of court of Civil Judge (S D).
3. To Consigned file related to civil case of court Civil Judge (Jr. Div.).
4. Submission of the requested file required by the Hon'ble High Court or Hon'ble Supreme Court.

2. Record Keeper (Criminal)

1. Consigned file related to Criminal case of Court of Sessions.
2. Consigned file Chief Judicial Magistrate Court.
3. Consigned file Judicial Magistrate Court.
4. To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

1. Assistant Record Keeper (Civil)

All work assigned by the Record Keeper (Civil) regarding to record room as provided in the General Rule (Civil). To comply 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. Assistant Record Keeper (Criminal)

All work assigned by the Record Keeper (Civil) regarding to record room as provided in the General Rule (Civil). To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

3. Bundle lifter (Two Post)

All work assigned by the Record Keeper (Civil) regarding to record room (To arrange the Bastas, Ticket punching rtc) as provided in the General Rule (Civil). To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

D- Nazarat

1- Central Nazir

Central Nazir is the Custodian of the State Property in the District Court. He has to follow the 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 Hand Book 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 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- Assistant Nazir (Two Post)

Assistant Nazir is the assistant of Central Nazir. He is also the Assistant Custodian of the State Property in the District Court. He has to follow the 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 Hand Book 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 the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

3- Amin Grade-II (Two Post)

Amin Grade is the assistant of Amin Grade-I. In this Judgeship the post of Amin Grade-I is not sanctioned and the duty of Amin Grade-I performed by the Amin Grade-II. The Amin's work is mainly survey work in the civil cases. He has also do the work of

commissioner appointed by the Court. To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

4- Bill Clerk

Bill Clerk is the assistant of Central Nazir. Bill clerk is assigned with all work related to all type of bills and to keep all the record related to bills. He has to follow the 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 Hand Book 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 the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

5- Cashier

Cashier is posted in the cash department of the Judgeship. Cashier is assigned with all work related to cash all type of bills from treasury and to keep all the record related to cash and disbursement. He has to follow the 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 Hand Book 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 the order by the

District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

6- Junior Account Clerk

Junior Accounts clerk is posted in the Accounts department of the Judgeship. Junior Accounts clerk is assigned with all work related to all type of Accounts, Budgetary allotment from Hon'ble High Court and feed the buget in the treasury. To submit the statements related to budget and expenditure to the Hon'ble High Court. To keep all the record related to Budget and Accounts. He has to follow the 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 Hand Book 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 the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

E- Process Server

1. Process Server (6 post)

To ensured the service of the process issued by the Hon'ble Supreme Court, Hon'ble High Courts, District Court and other Civil Court of the Judgeship and any other Court. Also 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 in the Administrative office of the court.

2. Notice Server (2 post)

To ensured the service of the process issued by the Hon'ble Supreme Court, Hon'ble High Courts, District Court and other Civil Court of the Judgeship and any other Court. Also 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 in the Administrative office of the court.

F- Copying

1. Head Copyist (Civil)

Head Copyist (Civil) is deputed to look after the work of copyist (civil) in the copying department and distribute the copying work among the copyist (Civil). He is responsible for copying work in civil cases in perception to rules 245 to 270 of General Rule (Civil) and various circular order related to copies and copying department. To comply 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. Head Copyist (Criminal)

Head Copyist (Criminal) is deputed to look after the work of copyist (Criminal) in the copying department and distribute the copying work among the copyist (Criminal). He is responsible for copying work in civil cases in perception to rules 142 to 156 of General Rule (Criminal) and various circular order related to copies and copying department. To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

3. Copyist Civil (5 Post)

To perform the copying (Civil) work under the supervision of Head Copyist (Civil) who is deputed to look after the work of copyist (civil) in the copying department. He is responsible to comply the order of Head Copyist (Civil) related to copying work in civil cases in perception to rules 245 to 270 of General Rule (Civil) and various circular order related to copies and copying department. To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

4. Copyist Case Dairy (4 post)

To perform the copying (Criminal) work under the supervision of Head Copyist (Criminal) who is deputed to look after the work of

copyist (criminal) in the copying department. He is responsible to comply the order of Head Copyist (Criminal) related to copying work in criminal cases case dairy in perception to rules 142 to 156 of General Rule (Criminal) and various circular order related to copies and copying department. To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

G- Library

1- Library Clerk

To maintained the Library in the Judgeship along with the catalogue of the books and journals etc. in perception to rules 450 to 465 of General Rules (Civil). To comply 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- Stationary Clerk

To maintained the Form Room in the Judgeship. To make an arrangement of stationery and Forms according to rules prescribed, Mentioned in General Rules (Civil). To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

1- Chief Judicial Magistrate Court staff

A-Court-

1- Stenographer

The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to 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 has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions issued by the presiding officer either orally or written to him regarding his duty.

2- Reader

Reader is a most important official in the Court of the Chief Judicial Magistrate. The duties of the Reader of this court are the same as that of the Chief Reader of District & Sessions Court.

2- 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/ regarding his duty in court.

B- Court Office-

1- Ahalmad

Ahelmed of the Court is deal with file of the criminal case pending in the court of Chief Judicial Magistrate. He is posted under the supervision of Reader posted in the court. His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to 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, he 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

2- 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/ regarding his duty in the office of the court.

2- Civil Judge (Sr.Div.)

A- Court-

1- Stenographer

The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to 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 has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions issued by the presiding officer either orally or written to him regarding his duty.

2- Reader

Reader is a most important official in the Court of the Civil Judge (SD). The duties of the Reader of this court are the same as that of the Chief Reader of District & Sessions Court.

3- 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/ regarding his duty in court.

B- Office-

1- Munsarim

Munsarin, now nomenclature has denoted as Administrative Officer posted in the Office of the Civil Judge (SD). He supervised over the court staff and responsible for the court office, he has to keep track of filling of Suits, Appeals and other litigations and pendency in the court of Civil Judge (SD) and keep informed to the Civil Judge (SD). He has to prepared and submitted the statement, returned and reports to office of the District & Sessions Judge Court as prescribed in the General Rules (Civil & Criminal) and also send required information to the higher authority as desired time to time. It is the duty of the Munsarim, to follow all the

instructions issued by the presiding officer either orally or written to him regarding his duty and make necessary compliance of the circular letter & general letter issued by the Hon'ble High Court or Hon'ble Supreme Court and District Judge also.

2- Suit Clerk

Suits clerk is deal with file of the civil suits in the court of Civil Judge (SD). He is posted under the supervision of Munsarim (Administrative Officer) posted in the court of Civil Judge (SD). His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to 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, he has to make decree, formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Suits Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer or Munsarim/Reader of the court regarding his duty.

3- Execution Clerk

Execution clerk is deal with file of the civil execution in the court of Civil Judge (SD). He is posted under the supervision of Munsarim (Administrative Officer) posted in the court of Civil Judge (SD). His duty is to comply the order of the court regarding to

prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to 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, he has to make compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Suits Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer or Munsarim/Reader of the court regarding his duty.

4- Appeal clerk

Appeal clerk is deal with file of the civil appeals case in the court of Civil Judge (SD). He is posted under the supervision of Munsarim (Administrative Officer) posted in the court of Civil Judge (SD). His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to 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, he has to make decree formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Appeal Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ or Munsarim/ Reader of his court regarding his duty

5- Daftri

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 Administrative office.

6- 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/ regarding his duty in the office of the court.

3- Civil Judge (Jr.Div.)

A-Court-

1- Stenographer

The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to 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 has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions issued by the presiding officer either orally or written to him regarding his duty.

2- Reader

Reader is a most important official in the Court of the Civil Judge (JD). The duties of the Reader of this court are the same as that of the Chief Reader of District & Sessions Court.

3- 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/ regarding his duty in court.

B- Office-

1- Munsarim

Munsarin, now nomenclature has denoted as Administrative Officer posted in the Office of the Civil Judge (JD). He supervised over the court staff and responsible for the court office, he has to

keep track of filling of Suits, Appeals and other litigations and pendency in the court of Civil Judge (JD) and keep informed to the Civil Judge (JD). He has to prepare and submitted the statement, returned and reports to office of the District & Sessions Judge Court as prescribed in the General Rules (Civil & Criminal) and also send required information to the higher authority as desired time to time. It is the duty of the Munsarim, to follow all the instructions issued by the presiding officer either orally or written to him regarding his duty and make necessary compliance of the circular letter & general letter issued by the Hon'ble High Court or Hon'ble Supreme Court and District Judge also.

2- Suits Clerk

Suits clerk is deal with file of the civil suits in the court of Civil Judge (JD). He is posted under the supervision of Munsarim (Administrative Officer) posted in the court of Civil Judge (SD). His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to 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, he has to make decree, formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Suits Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer or Munsarim/Reader of his court regarding his duty.

3- Execution Clerk

Execution clerk is deal with file of the civil execution in the court of Civil Judge (JD). He is posted under the supervision of Munsarim (Administrative Officer) posted in the court of Civil Judge (JD). His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to 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, he has to make compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Suits Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer or Munsarim/Reader of the court regarding his duty.

4- Daftri

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 stiching) in the Administrative office.

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/ regarding his duty (Binding, filing, file stitching) in the Administrative office.

4- Judicial Magistrate

A- Court-

1- Stenographer

The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to 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 has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions issued by the presiding officer either orally or written to him regarding his duty.

2- Reader

Reader is a most important official in the Court of the Judicial Magistrate. The duties of the Reader of this court are the same as that of the Chief Reader of District & Sessions Court.

3- 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/ regarding his duty (Binding, filing, file stitching) in the Administrative office.

B- Office-

1- Ahalmad

Ahelmed of the Court is deal with file of the criminal case pending in the court of Chief Judicial Magistrate. He is posted under the supervision of Reader posted in the court. His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to 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, he 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

2- 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/ regarding his duty (Binding, filing, file stitching) in the Administrative office.

5- Civil Judge (Jr.Div.) Ukhimath

A-Court-

4- Stenographer

The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to 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 has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions issued by the presiding officer either orally or written to him regarding his duty.

5- Reader

Reader is a most important official in the Court of the Civil Judge (JD). The duties of the Reader of this court are the same as that of the Chief Reader of District & Sessions Court.

6- 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/ regarding his duty in court.

B- Office-

6- Munsarim

Munsarin, now nomenclature has denoted as Administrative Officer posted in the Office of the Civil Judge (JD). He supervised over the court staff and responsible for the court office, he has to keep track of filling of Suits, Appeals and other litigations and pendency in the court of Civil Judge (JD) and keep informed to the Civil Judge (JD). He has to prepare and submitted the statement, returned and reports to office of the District & Sessions Judge Court as prescribed in the General Rules (Civil & Criminal) and also send required information to the higher authority as desired

time to time. It is the duty of the Munsarim, to follow all the instructions issued by the presiding officer either orally or written to him regarding his duty and make necessary compliance of the circular letter & general letter issued by the Hon'ble High Court or Hon'ble Supreme Court and District Judge also.

7- Suits Clerk

Suits clerk is deal with file of the civil suits in the court of Civil Judge (JD). He is posted under the supervision of Munsarim (Administrative Officer) posted in the court of Civil Judge (SD). His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to 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, he has to make decree, formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Suits Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer or Munsarim/Reader of his court regarding his duty.

8- Execution Clerk

Execution clerk is deal with file of the civil execution in the court of Civil Judge (JD). He is posted under the supervision of Munsarim (Administrative Officer) posted in the court of Civil Judge

(JD). His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to 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, he has to make compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Suits Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer or Munsarim/Reader of the court regarding his duty.

9- Office Peon.(two)

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 stiching) in the Administrative office.

(PART II, OTHERS)

Official Infrastructure of District Court and their duty (New Regime)

A-Ministerial Cadre

In compliance of Hon'ble High Court letter No. 2703/UHC/Admin.B/XVII-55/2010 dated 12 June 2016 and Office Memorandum No. 90/XXX(2)/2016-30(51)15 dated 26 July 2016, Staffing pattern has been implemented in Ministerial Cadre and consequently following post immerged.

Sr. No.	Nomenclature of the Post	Sanctioned Strength	Working	Vacant
1	Chief Administrative Officer	03	03	0
2	Senior Administrative Officer	05	05	0
3	Administrative Officer	05	04	1
4	Head Assistant	11	11	0
5	Senior Assistant	16	08	08
6	Junior Assistant	19	13	06

Similarly, Staffing Pattern has also been implemented in Stenographer Cadre. In accordance to G.O. No.204/XXVII(7)35(3)/2013 dated 28 October 2016 consequently the following post immerged in the Stenographer Cadre.

Stenographer Cadre

Sr. No.	Nomenclature of the Post	Sanctioned Strength	Working	Vacant
1	Personal Officer	01	01	0
2	Senior Personal Assistant	03	00	03
3	Personal Assistant	04	03	01

There is no Staffing Pattern for Group –D cadre, hence , the post in Group-D cadre are as similar as created vide original G.O. No. 3662/VII-Nyay-2-98-3G/98 dated 1st September 1998.

As no amendment in respect of Staffing Pattern has been made in “The Uttarakhand Subordinate Civil Courts

Ministerial Establishment Rules 2007” , hence, the duties of Official in Ministerial Cadre and as well as Stenographer Cadre are same as narrated in old regime.

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 in the Judicial side by the concerning Presiding Officer. The administrative decisions are taken by the District Judge, on the report of committee constituted in the district Court or on report of the judicial officers or Senior Administrative Officer and other Sectional Head of the District Court as per provision of General Rules (Civil) or General Rules (Criminal), High Court Circular order, High Court Notification and General Letters issued by the Hon'ble High Court and other related G. O's and Notification issued by the Government.

SECTION 4(1)(b)(iv)

The norms set for the discharge of the functions of the District Court, Rudraprayag of Utrakhand;

The cases are decided as per the provisions of Law in the Judicial side by the concerning Presiding Officer. The

administrative decisions are taken by the District Judge, on the report of committee constituted in the district Court or on report of the judicial officers or Senior Administrative Officer and other Sectional Head of the District Court as per provision of General Rules (Civil) or General Rules (Criminal), High Court Circular order, High Court Notification and General Letters issued by the Hon'ble High Court and other related G. O's and Notification issued by the Government.

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 and Acts are applicable.
- (2) General Rules (Civil).
- (3) General Rules (Criminal).
- (4) High Court Circular Letter
- (5) High Court Notifications.
- (6) G. O's of Government related to the Judiciary.

SECTION 4(1)(b)(vi)

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

(1) Judicial Record.

- 1- Regular Files: are in the possession of the dealing assistant.
- 2- Decided Files: are consigned to record room in the possession of the Recod Keeper (Civil) or (Criminal) as case may be.

(2) Administrative Record.

- 1- Regular Files: are in the possession of the dealing assistant.
- 2- Decided Files: are consigned to record room in the possession of the Recode Keeper administrative.

SECTION 4(1)(b)(vii)

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

That is 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 District Judge Rudraprayag Uttarakhand takes the decisions.

.....

.....

SECTION 4(1)(b)(ix)

A directory of officers and employees of the High Court of Uttarakhand (At Nainital);

**HIGH COURT OF UTTARAKHAND
NAINITAL-263002
TELEPHONE DIRECTORY
2023
EPBAX : (05942) - 235388**

FAX : (05942) - 231692, 237721
 E-mail: highcourt-ua@nic.in
hcprotocol-ua@nic.in
 Website: www.highcourtofuttarakhand.gov.in
 Telephonic Enquiry 05942, 235388

SECTION 4(1)(b)(ix)

JUDGES & OTHER SUBORDINATE JUDICIAL OFFICERS OF THE DISTRICT COURT RUDRAPRAYAG.

A directory of officers and employees of the Judgeship
 Rudraprayag

Name	Office	Residence/ M. No.	fax
------	--------	----------------------	-----

Sri Shrikant Pandey, District Judge	01364-233284	01364-233304, 9456597002	233284
Additional District Judge		--	
Sri. Rajesh Kumar, C.J.M.		8477038181	
Civil Judge(S..D.)		--	
Smt. Praul Thapliyal, JM.Rudraprayag		9811847461	
Sri. Jatin Mittal, CJ(J.D.)		8059647330	
Sri. Rohit Kumar Pandey, Judge (JD),Ukhimath at Rpg		8126573529	
Narendra Lal Kohli, C.A.O.		9456391137	
Roshan Lal, Sadar Munsrim		9412949050	
Parmendra singh Aswal, Reader Grade- 1		9412954871	
Sunil Nautiyal, R.K.Civil		9412950714	
Kalmendra Rawat, Munsrim A.D.J.		9410537871	
Sandeep Uniyal, Central Nazir		9412117101	
Chandra Prakash Negi, Reader C.J.M.		9917578893	
Surendra Kumar,Reader, Munsrim Civil Judge (S.D.)		9997323614	
Dinesh Lal, R.K.Criminal		9410139917	
Kalawati Negi, Head copyist		9411533542	
Uma , Reader J.M.		9410745596	
Prakash Chandra Singh Rana ,Munsrim		7579114091	
Mr. Bhoumik Adhikari, Appeal clerk		9412961019	
Mr. Manoj Sharma, Session Clerk		9411745855	
Smt. Poonam Dharwan, Reader C.J. (S.D.)		9410911816	
Mr. Bhagat Singh, Ahlmad		01364211242 945631597	
Mr. Naveen Payal, Reader C.J. (J.D.) Ukhimath		9412961019	
Mr. Kuldeep Singh Fonia, Suit. Clerk		9410315721	
Mr. Pramod Singh Chauhan, Cashier		9410300040	
Smt. Mamta Ramola, Misc Clerk		9412983922	
Mr. Jay Prakash, Asst. R.K. Civil		9411738973	
Mr. Lalit Mohan Rawat, Misc. Clerk		9627402757	
Mr. Ummed Singh Rawat, Bill Clerk		9012061600	
Mr. Dinesh Singh Kaprawan, Suit Clerk		9456531526	
Mr. Kapil Dav Joshi, Misc. Clerk		9510163783	
Mr. Bhupender Singh, Reader C.J.(J.D.)		9410123903	
Mr. Hamant Singh, Misc. Clerk		9456304589	
Mr. Devi Prasad, Library Clerk		9410582236	
Mr. Bhagwan Singh Rana, Asst. R.K. Crl.		9411745872	

Mr. Ayodhaya Prasad, Asst. Nazir		9411180669	
Mr. Narendra Adhikari, Ahlmad		9412983812	
Mr. Rajkumar Silori, Copyist A.D.J.		7895183718	
Mr. Parveen, Copyiest C.J.(J.D.) Ukhimath		9068176934	
Mr. Naveen Singh,Asst. Account Clerk		8979654024	
Mr. Mukesh Singh, Copyist		9719172937	
Mr. Ashish Mohan Singh, Asst. Nazir		7895720396	
Mr. Rahul Singh, Protocol Clerk		7895225702	
Mr. Heera Singh Chauhan, Copyist		8192960971	
Km. Shivani Nautiyal, Typist		8937895539	
Km. Suman Silori, Copyist		8755018825	
Mr. Ghanendra, Copyist		7500546115	
Km. Rakhi Rani, Copyist		7417271441	
Mr. Manoj Semwal, Personal Officer		7351276086	
Mr. Bhashkar Joshi, Stenographer		9997489019	
Mr. Ashish Kumar, , Stenographer		6397331618	
Km. Garima Shahi, , Stenographer		9897859092	
Mr. Sudama Lal, Driver		7500729340	
Mr. Bajram, Daftari		9837730006	
Mr. Dwarika Prasad Bhatt,Daftri		9758440117	
Smt. Rajni, Daftri		8394938795	
Smt. Anju Devi, Daftri		8755221161	
Km. Divya Goel, Notice Server		7417761510	
Km. Kavita, , Notice Server		9756790938	
Km. Priyanka, Amin Peon		9917350503	
Km. Pooja Sajwan, Office Peon		7037405067	
Mr. Munna Singh, Orderly		8650585643	
Mr. Kuldeep Singh, Orderly		9837013054	
Mr. Ankur, Process Server		9837013054	
Mr. Atul Salar, Process Server		9634735592	
Mr. Shushil Purohit, Bandal Lifter		8533998967	
Mr. Sandeep Kumar, Bandal Lifter		9917691813	
Mr. Rajat, Office Peon		7464834542	
Km. Pooja Manola, Office Peon		7960680910	
Km. Mohini, Orderly		7251804115	
Mr. Anand Singh, Chaukidar		9761361412	
Mr. Jaydeep Singh, Process Server		7895336006	
Mr. Kailash Singh, Office Peon		8126428535	
Mr. Purna Nand, Orderly		9027033782	
Mr. Ravindra Singh, Office Peon		8126233735	
Mr. Praveen Singh Negi, Orderly		9412957200	
Mr. Pankaj Singh Negi, Process Server		9456579491	
Mr. Rajesh Kumar, Chaukidar		9557952029	

SECTION 4(1)(b)(x)

The monthly remuneration received by each of the officers and employees of the District Court, Rudraprayag Uttarakhand);

Monthly remuneration received by the District Judge, other Judicial Officer of the District Court, other officer and official of the district court Establishment as on September 30, 2023.

Sr.No	Name	Disgnation	Basic Pay	G.Pay	Gross Pay
01	Mr. Narendra Lal Kohli	C.A.O.	69,000	5400	1,04,170
02	Mr. Roshan Lal	C.A.O.	67,000	5400	1,01,330
03	Mr. Pramendra Aswal	C.A.O.	67,000	5400	1,01,330
04	Mr. Sunil Nautiyal	S.A.O.	56,900	4800	86,178
05	Mr. Kalmendra Singh Rawat	S.A.O.	56,900	4800	86,178
06	Mr. Sandeep Uniyal	S.A.O.	56,900	4800	86,178
07	Mr. Chandra Prakash Negi	S.A.O.	56,900	4800	86,178
08	Mr. Surendra Kumar	S.A.O.	55,200	4800	83,764
09	Mr. Dinesh Lal	A.O.	53600	4600	81172
10	Smt. Kalawati Negi	A.O.	53600	4600	81172
11	Km. Uma	A.O.	53600	4600	81172
12	Mr. Prakash Chandra Rana	A.O.	53600	4600	81172
13	Mr. Manoj Semwal	S. P. O.	53600	4600	81172
14	Mr. Bhoumik Adhikari	Head Assistant	43600	4200	65882
15	Mr. Manoj Sharma	Head Assistant	43600	4200	65882
16	Smt. Poonam Dharwan	Head Assistant	42300	4200	64136
17	Mr. Bhagat Singh	Head Assistant	42300	4200	64136
18	Mr. Naveen Payal	Head Assistant	42300	4200	63436
19	Mr. Kuldeep Singh Fonia	Head Assistant	42300	4200	64136
20	Mr. Pramod Singh	Head Assistant	42300	4200	64136
21	Smt. Mamta Ramola	Head Assistant	42300	4200	64136
22	Mr. Jay Prakash	Head Assistant	41100	4200	62432
23	Mr. Lalit Mohan Rawat	Head Assistant	41100	4200	62432
24	Mr. Ummed Singh Rawat	Head Assistant	41100	4200	62432
25	Mr. Bhashkar Joshi	Steno	35900	2800	54408
26	Mr. Ashish Kumar	Steno	35900	2800	53808
27	Km. Garima Shahi Rawat	Steno	35900	2800	54408
28	Mr. Dinesh Singh Kaprawan	Senior Assistant	38100	2800	56832
29	Mr. Kapil Dev Joshi	Senior Assistant	34900	2800	52888
30	Mr. Bhupender Singh	Senior Assistant	33900	2800	51468
31	Mr. Hemant Singh	Senior Assistant	33900	2800	51468
32	Mr. Devi Prasad	Senior Assistant	39200	2800	58994
33	Mr. Bhagwan Singh Rana	Senior Assistant	37000	2800	55870
34	Mr. Ayodhya Prasad	Senior Assistant	37000	2800	55870
35	Mr. Narendra Adhikari	Senior Assistant	37000	2800	55870
36	Mr. Rajkumar Silori	Junior Assistant	23800	2000	36296
37	Mr. Parveen	Junior Assistant	23800	2000	35896
38	Mr. Naveen Singh	Junior Assistant	23800	2000	36296

39	Mr. Mukesh Singh	Junior Assistant	23800	2000	36296
40	Mr. Ashish Mohan Singh	Junior Assistant	23800	2000	36296
41	Mr. Rahul Singh	Junior Assistant	23800	2000	36296
42	Mr. Heera Singh Chauhan	Junior Assistant	23800	2000	36296
43	Km. Shivani Nautiyal	Junior Assistant	23800	2000	36296
44	Km. Suman Silori	Junior Assistant	23800	2000	36296
45	Mr. Ghanendra	Junior Assistant	23800	2000	36296
46	Km. Rakhi Rani	Junior Assistant	23800	2000	36296
47	Mr. Shyam Bihari	Junior Assistant	23100	2000	36296
48	Mr. Ganesh Arya	Junior Assistant	23100	2000	36296
Driver					
49	Mr. Sudama Lal	Staff Car Driver	44900	4600	68808
Group D					
50	Mr. Bhajram	Office Peon	34000	1900	50660
51	Mr. Dwarika Prasad Bhatt	Process Server	34000	1900	50660
52	Smt. Rajni	Office Peon	34000	1900	50660
53	Smt. Anju Devi	Office Peon	20900	1800	32048
54	Km. Divya Goel	Office Peon	19700	1800	30344
55	Km. Kavita	Office Peon	19700	1800	30344
56	Km. Priyanka	Office Peon	19700	1800	30344
57	Km. Pooja Sajwan	Office Peon	19700	1800	30344
58	Mr. Munna Singh	Office Peon	19700	1800	30344
59	Mr. Kuldeep	Office Peon	19700	1800	30044
60	Mr. Ankur	Office Peon	19700	1800	30344
61	Mr. Atul Salar	Office Peon	19700	1800	30344
62	Mr. Shusil Purohit	Office Peon	19700	1800	30344
63	Mr. Sandeep Kumar	Office Peon	19700	1800	30044
64	Mr. Rajat Kumar	Office Peon	19700	1800	30344
65	Km. Pooja Manola	Anusewak	19700	1800	30344
66	Km. Mohini	Office Peon	19700	1800	30344
67	Mr. Anand Singh	Office Peon	19700	1800	30344
68	Mr. Jaydeep Singh	Office Peon	19700	1800	30344
69	Mr. Kailash Singh	Office Peon	19700	1800	30344
70	Mr. Purna Nand	Office Peon	19700	1800	30344
71	Mr. Ravindra Singh	Office Peon	19700	1800	30044
72	Mr. Praveen Singh Negi	Office Peon	19700	1800	30344
73	Mr. Pankaj Singh Negi	Office Peon	19700	1800	30344
74	Mr. Rajesh Kumar	Office Peon	19700	1800	30344

SECTION 4(1)(b)(xi)

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

Statement showing total budget received in this judgeship, allocated

by the Hon'ble High Court during the Financial year 2022-2023

2014-Administration of Justice-105-Civil & Session Court-03-District Judge in the
Statement showing the total budget received , expenditure and remaining surrendered budget in the
Judgeship Rudraparyag for the financial year 2022-2023

2014- Administration of Justice

00- Non Plan

105- Civil & Session Court

03- District & Session Court

Head of Expenditure

	Total Sanctioned Budget	Expenditure	Surrender Amount/ Balance Amount
01-Pay	3,37,23,671.00	3,37,23,671.00	0.00
02- Wages	4,60,000.00	3,36,643.00	1,23,357.00
03- D.A	17,699,298.00	17,699,298.00	0.00
04-T.A/T.T.A.	3,50,000.00	28,837.00	19,361.00
05- Subsidiary grant	0.00	0.00	0.00
06- O.A	34,42,383.00	34,42,383.00	0.00
08-Remuneratiy	8,40,000.00	6,86,231.00	1,53,769.00
10- Training expenditure	1,45,000.00	8,9,468.00	55,532.00
11- Admissibility expenditure	3,85,000.00	1,86,000.00	1,99,000.00
13- Encashment of earn leave	0.00	0.00	0.00
20- Stationery and printing forms	1,50,000.00	1,49,965.00	35.00
21- Officer furniture and equipment	2,60,000.00	2,53,009.00	6,991.00
22-Office expenditure	4,00,000.00	3,98,006.00	1994.00
23- Rent rate	14,10,000.00	10,99,277.00	3,10,723.00
25-Elecetricity/Water/Telephone expdtr.	21,36,178.00	21,36,178.00	0.00
26-Maintentance of computer hardware & Software	3,75,000.00	3,74,500.00	500.00
27- Professional expenditure	20,000.00	19,740.00	260.00
29- Maintenance of Govt. Vehicle Purchase of fuel	7,90,000.00	2,68,765.00	5,21,235.00
30- Sumfutary expenditure	10,000.00	9,748.00	252.00
42- Other expenditure	5,000.00	2,610.00	2,390.00
68- insurance expenditure	10,000.00	8,693.00	1307.00

Statement showing the total budget received & expenditure and remaining surrendered budget in the Judgeship Rudrpariyag for the financial year 2022-2023

2014- Administration of Justice

00- Non Plan

108- Criminal Court

03- Niyamit Adhistan

Head of Expenditure

	Total Sanctioned Budget	Expenditure	Surrender Amount/ Balance Amount
01-Pay	45,62,742.00	45,62,742.00	0.00
02- Wages	0.00	0.00	0.00
03- D.A	30,18,874.00	30,18,874.00	0.00
04-T.A/T.T.A.	2,60,000.00	2,55,899.00	4,101.00
05- Subsidiary grant	0.00	0.00	0.00
06- O.A	4,58,330.00	4,58,330.00	42.00
08-Remuneratiy	0.00	0.00	0.00
10- Training expenditure	0.00	0.00	0.00
11- Admissibility expenditure	30,000.00	24,000.00	6,000.00
13- Encashment of earn leave	0.00	0.00	0.00
20- Stationery and printing forms	20,000.00	19,800.00	200.00
21- Officer furniture and equipment	0.00	0.00	0.00
22-Office expenditure	10,000.00	8,090.00	1910.00
23- Rent rate	0.00	0.00	0.00
25-Elecetricity/Water/Telephone expdtr.	23,282.00	23,282.00	0.00
26-Maintentance of computer hardware & Software	0.00	0.00	0.00
27- Professional expenditure	0.00	0.00	0.00
29- Maintenance of Govt. Vehicle			
Purchase of fuel	92,000.00	90,119.00	1,881.00
30- Sumfutary expenditure	2,000.00	1780.00	220.00
42- Other expenditure	0.00	0.00	0.00
68- insurance expenditure	12,000.00	9,7310.00	2,269.00

SECTION 4(1)(b)(xii)

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

There are no subsidy programmes in the District Court, Rudraprayag (Uttarakhand).

SECTION 4(1)(b)(xiii)

Particulars of recipients of concessions, permits, or authorizations
Granted by it;

Not applicable in the District Court, Rudraprayag (Uttarakhand).

SECTION 4(1)(b)(xiv)

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

Judgments, Cause lists and information of District Court and other subordinate court accessible worldwide for litigant public at website :

www.rudraprayag.dcourts.gov.in

Copy of any order passed by District Court can be obtained through the following link. Such copy of order may be submitted before any Court as True Copy.

<https://etruecopy.uk.gov.in>

SECTION 4(1)(b)(xv)

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

(1) The litigant public can visit the website of the District Court at www.rudraprayag.dcourts.gov.in

(2) An e-Sewa Kendra is functional in Court building. Through this e-Sewa Kendra, the litigant/public may know the status of their cases.

Apart from this, a Help Desk is also purposed to be functional in Court building. Through this Help Desk the litigants/Public may take help to inquire about the Courts he desired to approach.

SECTION 4(1)(b)(xvi)

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

1. Appellate Authority under Section 19(1) of the Right to Information Act, 2005
Sri Rajesh Kumar,
Chief Judicial Magistrate,
2. Sri Narendra Lal Kohli ,
State Public Information Officer under Section 5(1) of the Right to Information Act, 2005
Chief Administrative Officer,
Judgeship Rudraprayag, Uttarakhand
Tel. No.: 01364-233284
Cell No.: 9456391137.

SECTION 4(1)(b)(xvii)

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

**Each Court wise Pendency of Cases of the Judgeship
Rudraprayag as on 30 September, 2023**

S. No.	Criminal Cases			Civil Cases			Grand Total
	Sessions Court	Magisterial Courts	Total	D.J. & A.D.J Court	Civil Judge (Sr.Div.) & Civil Judge (Jr.Div.)	Total	
1.	10	473	483	18	92	110	593

