

# **DISTRICT AND SESSIONS COURTS, JHAJJAR**

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

## MANUAL 1

### The Particulars of its Organization, Functions and Duties Particulars

<b>Name of the Organization</b>	Office of District & Sessions Judge, Jhajjar.
<b>Particulars</b>	This organization is sub-ordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh.
<b>Functions of the Organization.</b>	i) Judicial Function and ii) Administrative Function iii) Quasi Judicial function.
<b>Duties of the Organization</b>	i) To exercise over all control on all subordinate courts functioning within territorial jurisdiction of Jhajjar Sessions Division. ii) To distribute the various grants amongst its subordinate authorities received from the Government, of Haryana through Hon'ble High Court from time to time. iii) To deal with all correspondence relating to Hon'ble Apex Court, Hon'ble High Courts and Department of Law & Justice, Government of Haryana. iv) To administer justice as per the various legislation/statutes. v) To appoint Class-IV employees with the help of Advisory Committee with prior permission of Hon'ble High Court. vi) To promote the officials posted in the establishment to the higher post as per rules / instructions. vii) To run the administration in view of the procedural laws, Haryana Civil Services Rules 2016, the Government Resolutions and the Notifications issued by the Hon'ble High Court from time to time. viii) In exercising the duties of administrative nature, the organization deals with the transfers and postings of its employees and departmental inquires etc. ix) The Principal District & Sessions Judge is the Head of the Organization. He is ex- officio Chairman of District Legal Services Authority, Jhajjar, under which the Lok-Adalats and Seminars on various legal subjects are held as per instructions of the Haryana State Legal Services Authority, Panchkula.

## **MANUAL 2**

### **The Powers and Duties of Judicial Officers & Employees**

There are following cadres of the Judicial Officer/s :

The District & Sessions Judge	To deal with the matters on appellate side and such cases which are triable by the Court of Sessions only and also the matters under Special Acts and Motor Accident Claims Petitions.
The Addl. District & Sessions Judges	
The Addl. District & Sessions Judge – District Judge, Family Court	Family matters as defined under Family Court Act.
The Civil Judge (Senior Division).	To 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.
The Chief Judicial Magistrate.	To deal with all types of Criminal matters excluding the cases triable by the Court of Sessions.
The Civil Judges (Junior Division) and Judicial Magistrate First Class.	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).  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 Court of Chief Judicial Magistrate.

## **Powers & duties of Employees**

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

CLASS-A	Chief Administrative Officer/ Superintendent.
CLASS-C	Reader Grade I, II & III, Stenographer Grade I, II & III Graduate Clerks, Ahlmads, Clerks Driver Bailiff
CLASS-D	Process Server/Peon/Watchman/Mali/Orderly/Peon/ Waterman/Record-lifter/Usher/Sweeper/ Chowkidar

### **Duties of Employees**

**Superintendent / Chief Administrative Officer** - To supervise over the employees of Class-III and Class-IV and to assist the Head of the Organization in Administrative/matters.

**Reader Grade I,II,III** - To perform all such work as defined under Hon'ble Punjab & Haryana High Court Rules and orders including work of bench, statistics, Accounts and Correspondence of Superior Courts and Subordinate Courts.

**Stenographer Grade I, II, III** - To take dictation from the Presiding Officers and after transcription, to type the same on Computer. To record/type evidence on computer under the dictation of P.O. in case of Appellate Courts.

**Ahlmads** - To maintain the record and custody of cases instituted in their respective Courts. To issue process as per order of the P.O. after duties assigned by the Head of the Organization and by the Presiding Officer of the Court.

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

**Bailiff / Process Server** - To serve the summonses, notices & to execute warrants issued by the Courts.

**Peon** - All manual work as assigned from time to time.

**Chowkidar** - To watch the Court building & premises and safeguard of articles available in the complex.

**Sweeper** - To clean the Court premises, lavatories etc.

### **MANUAL 3**

#### **The Procedure followed in the decision making process, including channels of supervision and accountability**

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

1. The Civil Manual, 1986.
2. The Criminal Manual, 1980.
3. The Code of Civil Procedure, 1908.
4. The Code of Criminal Procedure, 1973.
5. The Haryana Civil Services Rules, 2016.
6. The Punjab Budget Manual applicable to State of Haryana.
7. The Punjab Financial Rules applicable to State of Haryana.
8. The Punjab Treasury Rules applicable to State of Haryana.
9. The High Court Rules & Orders (Vol.-I, II, III, IV, V & VI).
10. The Right to Information Act, 2005.
11. The Right to Information Rules, 2012.
12. The Haryana Subordinate Courts (Right to Information) Rules, 2007.
13. 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 4**

### **The norms set by it for the discharge of its functions**

The organization discharges its functions in view of the various norms set by the Hon'ble Punjab and Haryana High Court, Chandigarh and Government of Haryana Manuals, Regulations, Resolutions, Circulars and Notifications.

## **MANUAL 5**

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

**A statement of the categories of :** The following registers categories of /documents that are held by it or its control or used by its employees for discharging its functions.

1. The Register for Civil & Criminal Side.
2. The separate registers for the registration of Special Civil Suits, Regular Civil Suits, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained by the Subordinate Courts.

As per instruction of the Hon'ble High Court issued vide letter No. 211/Spl/C.B.6 dated 30.01.2017. Institution and Disposal and Peshi Registers are being generated through CIS 2.0 for testing purpose.

3. 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 courts of Judicial Magistrates. As per instructions of the Hon'ble High Court issued vide letter No. 211/Spl/C.B.6 dated 30.01.2017, Institution and Disposal and Peshi Registers are being generated through CIS 2.0 for testing purpose.
4. The separate registers for the registration of Regular Civil Appeals, Miscellaneous Civil Appeals and Motor Accident Claims Petitions and its execution are being maintained in Appellate Court/s. As per instruction of the Hon'ble High Court issued vide letter No. 211/Spl/C.B.6 dated 30.01.2017, Institution and Disposal and Peshi Registers are being Generated through CIS 2.0 for testing purpose.
5. 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. As per instruction of the Hon'ble High Court issued vide letter No. 211/Spl/C.B.6 dated 30.01.2017, Institution and Disposal and Peshi Registers are being generated through CIS 2.0 for testing purpose.
6. The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers are being maintained as per the Civil and Criminal Manuals.
7. For the purpose of maintaining accounts of the organizations, 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.

8. 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, Jhajjar and preparation of certified copies in disposed of cases are being prepared and delivered by the Record Keeper (Record Room).



## **MANUAL 6**

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

A statement of the Boards, Councils, Committees, and other Bodies consisting of two or more persons constituted as its part.	The information as relates to this issue/point, so far as its organization is concerned is "NIL"
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## MANUAL 7

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

There is no arrangement for consultation with the members of the Public in relation to the formulation of its policy or implementation thereof.

## **MANUAL 8**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public. The procedure followed in the Decision Making Process**

1. The Officers follow the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court from time to time.
2. The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.
3. The Principal District & Sessions Judge, Jhajjar, supervises 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.
4. 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.
5. The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after its registration the suits are being allotted interested amongst the other Civil Judges by rotation or as per pendency except special jurisdiction.
6. The Criminal cases initially filed by the concerned Police Authorities before the Court of Illaqua Magistrate or Court of Chief Judicial Magistrate and after its registration, the cases are made over to the another Judicial Magistrate/s for disposal in accordance in law, except the cases tribal under section 409 of I.P.C.
7. The cases exclusively tribal by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate Illaqua Magistrate for being tried according to law. Purchase committee headed by Addl. District & Sessions Judge-I, Consisting Civil Judge (Sr. Division) Jhajjar and the CJM as members for the purchase of furniture and other articles as per norms/instructions.

## **MANUAL 9**

### **Directory**

<b>Sr. No.</b>	<b>Name of Judicial Officer</b>	<b>Designation</b>
<b>Ground Floor</b>		
1.	Sh. Ajay Tewatia	D&SJ
2.	Sh. Hem Raj	AD&SJ
<b>1<sup>st</sup> Floor</b>		
3.	Sh. Sudhir Jiwan	AD&SJ
4.	Ms. Bhawna Jain	AD&SJ-cum-Principal Judge, Family Court
5.	Sh. Ashish Kumar Sharma	CJ(SD)/ACJM
6.	Sh. Vinay Sharma	ACJ(SD)/CJM
7.	Ms. Indu Bala	ACJ(SD)/PMJJB
8.	Sh. Mohammad Zakaria Khan	CJ(JD)/JMIC
<b>2<sup>nd</sup> Floor</b>		
9.	Sh. Fakhruddin	AD&SJ
<b>District Legal Services Authority, Jhajjar.</b>		
10	Sh. Arvind Kumar Bansal	CJM-cum-Secretary, DLSA
<b>Courts at Bahadurgarh Ground floor</b>		
1.	Ms. Varsha Sharma	ACJ(SD)/SDJM
2.	Sh. Dharampal	CJ(JD)/JMIC
<b>1<sup>st</sup> Floor</b>		
3.	Sh. Intiyaj Khan	CJ(JD)/JMIC
4.	Ms. Garima Yadav	CJ(JD)/JMIC
<b>2<sup>nd</sup> Floor</b>		
5.	Ms. Bhawna Jain	AD&SJ-cum-Principal Judge, Family Court ( <b>Camp Court works only on working Thursday and Friday every week</b> )
<b>Superintendent Office at Jhajjar Ground Floor</b>		
	Sh. Jashmer Singh	Superintendent

**Contact Details of Officials for Video Conferencing at Sessions Court, Jhajjar**

**Address for VC Judicial Court Complex Jhajjar**

<b>Name of the contact person</b>	<b>Designation</b>	<b>Email id</b>	<b>Mobile No</b>
Sh. Gaurav Malhotra	System Officer	<a href="mailto:sojlr@aij.gov.in">sojlr@aij.gov.in</a>	903456798 2
Sh. Ashish Dhar	System Assistant		980514314 2
Sh. Radhe Shyam	System Assistant		893080300 0

**Sub Division  
Bahadurgarh**

<b>Name of the contact person</b>	<b>Designation</b>	<b>Email id</b>	<b>Mobile No</b>
Sh. Pardeep Singh,	System Assistant	<a href="mailto:acjrd.bahadurgarh@aij.gov.in">acjrd.bahadurgarh@aij.gov.in</a>	701836266 1

## **MANUAL 10**

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

The information is as Under:-

### **Judicial Officers**

### **Revised Scales**

- |                                   |   |
|-----------------------------------|---|
| 1. District & Sessions Judge      | : Rs. 57700-1230-58930-1380-<br>67210-1540-70290/- + 0 GP |
| 2 Addl. District & Sessions Judge | : Rs.51550-1230-58930-1380-<br>63070/- + 0 GP             |
| 3. Civil Judge (Sr.Divn.)         | : Rs.43690-1080-49090-1230-<br>56470/-                    |
| 4 Chief Judicial Magistrate       | : Rs.43690-1080-49090-1230-<br>56470/-                    |
| 5. Addl. Civil Judge (Sr.Divn.)   | : Rs.39530-54010/-  |
| 6. Civil Judge (Jr.Divn.)         | : Rs.27700-44700-770-33090-<br>920- 40450-1080-44700/-    |

<b>Nomenclature</b>	<b>Revised Pay Band as per 7<sup>th</sup> Pay Commission (in rupees).</b>
Chief Administrative Officer-cum-Superintendent	56100-177500/-
Superintendent Gr.II	35400-112400/-
Executive Assistant	44900-142400 + 200 SA
Reader Gr.I	44900-142400/-
Reader Gr.II	35400-112400/-
Reader Gr.III	35400-112400/-
Stenographer Gr.I	44900-142400/-
Stenographer Gr.II	35400-112400/-
Stenographer Gr.III	25500-81100/-
Assistants (English Clerk, Assistant, Examiner, Translator, Library Assistant, Civil Nazir, Record Keeper, Accountant, Statistical Assistants, COC).	35400-112400/-
Clerks (Ahlmad, Additional Ahlmad, Assistant Ahlmad, Inspection Clerk, Copyist, Copy Clerk, LRC, Typist, Receipt and Despatch Clerk, Execution Clerk, Summary Clerk, Fine Clerk, Deputy Record Keeper, Clerk Record Room, Library Clerk, Nazir, Naib Nazir (Sheriff petty), Naib Nazir (Madid), Naib Nazir)	25500-81100/-
Bailiff	19900-63200/-
Driver	25500-81100 + 150 SA
Daftri, Usher, Record Lifter, Process Server	16900-53500/-
Peon, Additional Peon, Office Peon, Waterman, Orderly, Library Peon, Mali-cum-Chowkidar, Mali, Chowkidar	16900-53500/-
Sweeper	16900-53500 + 625 SA

## **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 through Hon'ble High Court and thereafter it distributes the same amongst it's 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, wages, travelling 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 Programme.

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

## **MANUAL 14**

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

The organization discharges its functions in view of the various norms set by the Government and the Hon'ble High Court by various Rules of Haryana Civil Services, The details are as under:-

1	Haryana Civil Services (Pay) Rules, 2016
2	Haryana Civil Services (Travelling Allowance) Rules, 2016
3	Haryana Civil Services (Allowance of Govt. Employee) Rules, 2016
4	Haryana Civil Services (Leave) Rules, 2016
5	Haryana Civil Services (Punishment & Appeal) Rules, 2016
6	Haryana Civil Services (Govt. employee conduct) Rules, 2016
7	Haryana Civil Services (General Provident Fund) Rules, 2016
8	Haryana Civil Services (Pension) Rules, 2016
9	Haryana Civil Services (General) Rules, 2016

Regulation and Government Resolutions, Circulars and Notifications.

## **MANUAL-15**

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

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

1. <https://districts.ecourts.gov.in/jhajjar>

2. [http://www.ecourts.gov.in/ecourts\\_home/](http://www.ecourts.gov.in/ecourts_home/)

However, Suvidha Centre have also been established at District Headquarter Jhajjar and Sub Division at Bahadurgarh for the public for enquiry about their cases. The Advocates and litigants also use KIOSK machines to know the status of their cases available in Suvidha Center at Jhajjar and Bahadurgarh.

## **MANUAL 16**

### **DETAILS OF SPIO'S AND FAA IN SESSIONS DIVISION, JHAJJAR. COURT OF DISTRICT & SESSIONS JUDGE, JHAJJAR.**

State Public Information Officer	Superintendent O/o District & Sessions Judge, Jhajjar Office – 01251-254402 Email – <a href="mailto:dsjjjr@hry.nic.in">dsjjjr@hry.nic.in</a>
First Appellate Authority	District & Sessions Judge, Jhajjar Office – 01251-254402 Email – <a href="mailto:dsjjjr@hry.nic.in">dsjjjr@hry.nic.in</a>

### **COURT OF CIVIL JUDGES**

State Public Information Officer	Clerk of Court O/o Civil Judge (Senior Division), Jhajjar
First Appellate Authority	Civil Judge (Senior Division), Jhajjar Office – 01251-254402 Email – <a href="mailto:dsjjjr@hry.nic.in">dsjjjr@hry.nic.in</a>

### **COURT OF JUDICIAL MAGISTRATES**

State Public Information Officer	Reader of Court O/o Chief Judicial Magistrate, Jhajjar
First Appellate Authority	Chief Judicial Magistrate, Jhajjar Office – 01251-254402 Email – <a href="mailto:dsjjjr@hry.nic.in">dsjjjr@hry.nic.in</a>

### **COURT OF CIVIL JUDGES/JUDICIAL MAGISTRATES AT SUB DIVISION BAHADURGARH**

State Public Information Officer	Reader of the Court of Additional Civil Judge (Senior Division), Bahadurgarh
First Appellate Authority	Additional Civil Judge (Senior Division), Bahadurgarh Office – 01276-297678 Email- <a href="mailto:acjsd.bahadurgarh@ajj.gov.in">acjsd.bahadurgarh@ajj.gov.in</a>

## MANUAL 17

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

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

**Note:** This is the draft version for information purpose only subject to amendment from time to time.