

DISTRICT & SESSIONS COURT,
JHUNJHUNU
RAJASTHAN

INFORMATION UNDER THE RIGHT TO
INFORMATION ACT, 2005
SECTION 4(1)(b)
PROACTIVE DISCLOSURE

District & Sessions Court, Jhunjhunu

Subject	Proactive disclosure under Section 4(1)(b) of the Right to Information Act, 2005
Jurisdiction	District & Sessions Judgeship, Jhunjhunu, Rajasthan
Administrative Framework	Rajasthan District Court Estt. Rules, 1986 and applicable rules/orders governing the subordinate judiciary
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Prepared for	Official publication / administrative review

District & Sessions Court, Jhunjhunu, Rajasthan

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The following 17 Manuals correspond to the disclosures contemplated under Section 4(1)(b) of the Right to Information Act, 2005.

MANUAL 1

Particulars of Organisation, Functions and Duties — Section 4(1)(b)(i)

Name of Office: District & Sessions Court, Jhunjhunu. The District Judiciary is part of the subordinate judiciary of the State of Rajasthan and functions under the administrative control/superintendence of the Rajasthan High Court, subject to the Constitution, applicable statutes, rules and judicial orders.

The official District Court website identifies the present District & Sessions Judge as Shri Sunil Kumar Pancholi. The website records that the Civil Judge (Senior Division) Court at Jhunjhunu was established in 1951 and the District Court in 1952; before 1976, Sikar was tagged with Jhunjhunu for judicial administration, after which a separate District & Sessions Judge was posted at Sikar.

The official website describes Jhunjhunu district as part of the Shekhawati region. It records a 2011 population of 2,139,658 and an area of 5,926 sq. km. The District Court website is the principal public information interface for court services, notices, cause lists, orders, case-status services and other court information. Judicial units / places reflected in official 2025-2026 district records: Jhunjhunu Headquarters, Khetri, Chirawa, Nawalgarh, Udaipurwati, Pilani, Buhana and Surajgarh. Official district records also reflect Family Court, POC SO/Special Courts, SC/ST Special Court, Juvenile Justice Board, Special Judicial Magistrate (N.I. Act) Court and Gram Nyayalaya, Nawalgarh, in addition to the regular civil/criminal courts. Court creation/reorganisation is subject to notifications of the competent authority. Location / unit Judicial establishments / functions reflected in official records Jhunjhunu HQ District & Sessions Judge; Additional District & Sessions Courts; Family Court; POC SO/Special Courts; SC/ST Special Court; CJM/ACJM and Civil Judge/JM courts; Special JM (N.I. Act); Juvenile Justice Board and other notified forums. Khetri Additional District & Sessions Courts; Senior Civil Judge/ACJM; Civil Judge/JM courts and other notified courts. Chirawa Additional District & Sessions Judge; Senior Civil Judge/ACJM; Civil Judge/JM courts. Nawalgarh Senior Civil Judge/ACJM; Civil Judge/JM court; Gram Nyayalaya. Udaipurwati Senior Civil Judge/ACJM; Civil Judge/JM court. Pilani Senior Civil Judge/ACJM; Civil Judge/JM court. Buhana Civil Judge/JM court. Surajgarh Civil Judge/JM court.

Principal functions: adjudication of civil and criminal matters within jurisdiction; exercise of appellate/revisional and other statutory jurisdiction; trial of Sessions cases by competent courts; disposal of civil suits, criminal cases, executions, appeals and miscellaneous matters; judicial supervision and administration of subordinate courts; maintenance and preservation of judicial records; certified-copy and record-room services; execution of administrative, financial and establishment functions entrusted by the Rajasthan High Court and applicable rules; implementation of e-Courts and citizen-facing digital services; and provision of information under the RTI Act subject to the Act and Rajasthan RTI Rules.

Administrative head: District & Sessions Judge, Jhunjhunu. Current incumbent shown on the official District Court website: Shri Sunil Kumar Pancholi. His posting as District & Sessions Judge, Jhunjhunu was made by Rajasthan High Court Order No. Estt.(RJS)/32/2026 dated 13.03.2026.

Supporting establishment: judicial officers and ministerial/support staff such as administrative officers/supervisory staff, readers, ahlmads, stenographers, clerks, record-room staff, copying-agency staff, nazirs, process-serving staff, drivers, Class-IV/support staff and technical/e-Courts personnel, as sanctioned/posted from time to time.

MANUAL 2

Powers and Duties of Officers and Employees — Section 4(1)(b)(ii)

Post / function Principal powers and duties District & Sessions Judge Head of the Judgeship. Exercises judicial powers assigned by law as District Judge/Sessions Judge; distributes and entrusts judicial work according to jurisdiction; supervises the functioning of subordinate courts; exercises administrative and establishment powers vested by the Rajasthan High Court; conducts/causes inspections and meetings; oversees record, finance, infrastructure and court administration; acts as Appellate Authority for RTI matters of the district judiciary as prescribed by Rajasthan RTI framework.

Additional District & Sessions Judge Exercises judicial jurisdiction assigned by statute/notification and work entrusted by the District & Sessions Judge; hears Sessions/civil appellate/revisonal/miscellaneous matters within competence; performs administrative duties when specifically assigned. Special Judge / designated court Exercises special jurisdiction under the statute/notification creating the court, e.g. POCSO, SC/ST (Prevention of Atrocities), N.I. Act or other special enactments, as applicable. Senior Civil Judge / ACJM / CJM Exercises civil and criminal jurisdiction assigned by law/notification; CJM exercises criminal administrative jurisdiction and statutory powers; Senior Civil Judge/ACJM handles matters assigned by the District & Sessions Judge and High Court.

Civil Judge & Judicial Magistrate Tries civil and criminal matters within the jurisdiction and pecuniary/territorial/statutory competence of the court; passes orders and performs other statutory judicial duties. Reader / Ahlmad / Senior Munsarim and ministerial court staff Assist the Presiding Officer; maintain court files/registers; prepare cause-list related material; process orders, summons, warrants, bail and other directions; preserve judicial files and perform duties assigned under applicable rules. Record Keeper / Record Room staff Receive decided records, make prescribed entries, arrange and preserve records, issue records when requisitioned by competent authority, and undertake record-related work according to retention/destruction rules.

Copying Agency staff Receive certified-copy applications, process them according to applicable copying rules, prepare/issue certified copies and maintain copying registers. Nazir / Treasury & establishment staff Handle salaries, bills, cash, court deposits, stationery, payments and other financial/administrative work as prescribed; maintain registers and submit accounts to competent authorities. Process Serving Agency / Process Server Receive processes for service, effect service in accordance with law/rules, return reports and maintain relevant process records. System Officer / e-Courts technical staff Support CIS/e-Courts applications, digitisation, scanning, e-filing, e-TrueCopy, video-conferencing, network/server and other authorised ICT activities; perform technical duties under directions of the competent judicial/administrative authority.

DLSA Secretary Performs functions assigned under the Legal Services Authorities Act and Rajasthan State Legal Services Authority framework, including legal-aid services, Lok Adalats, legal awareness and related programmes. The precise delegation of financial, establishment, inspection, leave, disciplinary and other administrative powers is governed by the Rajasthan High Court's orders/rules and applicable service/financial rules as amended from time to time. No post in this manual is intended to confer a power beyond the law, notification or delegation applicable on the date of action.

MANUAL 3

Procedure followed in the Decision-Making Process, including channels of supervision and accountability — Section 4(1)(b)(iii)

Area of work Initiation / processing Decision / supervision Judicial cases Case is instituted/registered through the prescribed filing/CIS process; pleadings, evidence, applications and records are placed before the competent Presiding Officer. Decision is judicially taken by the competent court in accordance with law. Administrative supervision is through the District & Sessions Judge and the Rajasthan High Court. Civil / criminal appeals and revisions Filed/registered in accordance with the relevant statute/rules; office scrutiny and registration precede judicial listing. Competent appellate/revisional court decides according to jurisdiction.

Court administration Correspondence/requests are received in the concerned branch and marked to the dealing official/section. Processed through supervisory officers and placed before the competent administrative/judicial authority for orders. Establishment / service matters Initiated by the concerned branch/employee/office; service records and relevant rules are checked. Competent authority decides under Rajasthan High Court orders/service rules. Accounts / bills Bill prepared and checked by dealing staff and supervisory/establishment/accounts officials. Sanction/payment by the competent authority/treasury/DDO under applicable financial rules. Certified copies Application received by Copying Agency; record requisitioned where necessary; copy prepared and checked. Issued under applicable copying rules by authorised staff.

Judicial records Decided files are checked, entered and consigned to Record Room; requisitions are processed through prescribed registers. Record custody/supply is controlled by the competent record authority under applicable rules. RTI applications Application is received by the designated SPIO/SAPIO; jurisdiction and exemptions are examined under the Act and Rajasthan RTI Rules. Information supplied or refused by the authorised officer as prescribed; first appeal lies to the District & Sessions Judge for district judiciary matters. Accountability operates through judicial remedies, administrative supervision by the District & Sessions Judge, inspections/monitoring by competent authorities, audit/financial controls, record and register systems, the Rajasthan High Court's administrative directions, statutory appellate/revisional mechanisms and the RTI appeal framework.

MANUAL 4

Norms set for discharge of functions — Section 4(1)(b)(iv)

Function Norm / standard followed Judicial work Cases are dealt with on the dates fixed and in accordance with procedural law, court rules, High Court directions and case-management instructions. Orders/judgments are passed by the competent judicial officer. Cause lists Daily cause lists are prepared and published/communicated through the prescribed court system and website. Certified copies Applications are registered and processed under the Rajasthan High Court/General Rules and applicable copying provisions; fees and priority are governed by prescribed rules. Record management Judicial records are maintained, indexed, consigned, requisitioned and preserved/destroyed according to applicable retention and record-management rules.

Office correspondence Receipts are diarised/marked to the concerned branch, processed by the dealing official and placed before the competent supervisory/administrative authority where orders are required. RTI applications Handled according to the RTI Act, Rajasthan RTI (High Court & Subordinate Courts) Rules, 2006 as amended, and applicable High Court directions. Statutory timelines are observed. Digital services CIS/e-Courts, e-Filing, e-TrueCopy, online case-status, orders and cause-list services are maintained and used according to authorised procedures. Citizen services Information and services are provided through court counters/offices, website, e-Courts services and other authorised channels subject to legal restrictions and record-access rules. The Jhunjhunu model lists branch-wise operational norms.

For Jhunjhunu, the same disclosure principle is retained, but the norms above are expressed in terms of Rajasthan's applicable rules and the digital services actually identified on the Jhunjhunu District Court website.

MANUAL 5

Rules, Regulations, Instructions, Manuals and Records used for discharging functions — Section 4(1)(b)(v)

Category Principal sources / instruments Constitutional / statutory Rajasthan District Court Estt. Rules, 1986; Right to Information Act, 2005; Bharatiya Nyaya Sanhita, 2023; Bharatiya Nagarik Suraksha Sanhita, 2023; Bharatiya Sakshya Adhiniyam, 2023; Code of Civil Procedure and other applicable central/state enactments, as amended. High Court rules Rajasthan High Court Rules and Orders; General Rules (Civil), 1986; General Rules (Criminal), 1980 and subsequent amendments/instructions; rules governing copying, record room, establishment and court administration. RTI Rajasthan Right to Information (High Court & Subordinate Courts) Rules, 2006, as amended; RTI Act, 2005; directions and notifications issued by the Rajasthan High Court. Service / establishment Rajasthan High Court subordinate judiciary service/establishment rules, orders and circulars; applicable Rajasthan service rules to the extent adopted/applicable; recruitment, leave, conduct, discipline and pension rules as in force. Financial Rajasthan Financial Rules and treasury/accounting instructions applicable to subordinate courts; budget and expenditure instructions issued by competent authorities. E-Courts / ICT e-Courts Mission Mode Project directions, CIS/e-Courts manuals, e-Filing/e-TrueCopy procedures, VC/Webex instructions and authorised technical SOPs. Special laws POCSO Act, SC/ST (Prevention of Atrocities) Act, N.I. Act, Family Courts Act, Legal Services Authorities Act, Juvenile Justice Act and other special statutes, where applicable. Administrative directions Orders, circulars, standing instructions and notifications issued from time to time by the Rajasthan High Court, Government of Rajasthan and competent judicial/administrative authorities. The current RTI Rules specifically state that the Rajasthan Right to Information (High Court & Subordinate Courts) Rules, 2006 govern RTI applications in the High Court and subordinate courts.

The official High Court RTI portal states that district-headquarter courts have the Chief Judicial Magistrate / Chief Metropolitan Magistrate as State Public Information Officer and the District & Sessions Judge as Appellate Authority.

MANUAL 6

Categories of documents held by or under the control of the office — Section 4(1)(b)(vi)

Branch / area Categories of documents / records Courts Judicial files; civil/criminal registers; filing and institution records; order sheets; judgments; bail/application registers; execution records; cause lists; inspection registers; statistical returns and other prescribed registers. District Judge / Administration Administrative files; correspondence; High Court communications; establishment files; inspection reports; committee records; notifications/orders; complaints and enquiry records, subject to confidentiality restrictions. Establishment / English Branch Service books; personal/service records; leave and attendance records; pay and allowance records; medical/LTC/TA records; recruitment and appointment records; disciplinary/administrative files; correspondence.

Accounts / Nazir Cash books; bill registers; vouchers; treasury documents; cheque/deposit records; security/FDR records; stationery and stock registers; budget/expenditure files. Copying Agency Copy applications; copying registers; fee records; certified-copy records and related files. Record Room Consigned judicial files; record-room registers; requisition/return records; destruction/retention records; document-return records. Malkhana / case property Case property records and registers, where maintained under the competent criminal court arrangements. Library Law books, journals, catalogues and library registers. e-Courts / ICT CIS/e-Courts data and system records, digitised documents, e-filing/e-TrueCopy transaction records, authorised backups/logs and technical documentation, subject to access controls.

RTI RTI applications, replies, transfer/rejection orders, first-appeal records and related registers/files, subject to retention rules. Access to judicial records is not unrestricted merely because a record exists. The Rajasthan RTI Rules contain specific restrictions, including documents/records produced in judicial proceedings, privacy-related information, information covered by applicable court-copying/inspection rules and other protected categories.

MANUAL 7

Arrangements for consultation with or representation by members of the public — Section 4(1)(b)(vii)

The District & Sessions Court is a judicial institution and does not ordinarily formulate public policy through a public-consultation process comparable to an executive department. Judicial decisions are made by competent courts in accordance with law. Administrative arrangements may nevertheless provide channels for citizen/advocate interaction, grievances, legal-services activities and feedback. Arrangement Nature District Legal Services Authority / Lok Adalat Public-facing legal-aid, legal-awareness and dispute-resolution programmes are conducted under the Legal Services Authorities framework.

Bar / advocate interaction Administrative notices, meetings and communications with Bar Associations may be undertaken on court functioning, facilities, e-filing, cause lists, VC and other operational matters. Public grievance / feedback The District Court website provides feedback/contact interfaces and publishes notices and services. Citizen access to information RTI applications and appeals provide a statutory mechanism for access to information subject to the Act and Rajasthan RTI Rules. Where a particular committee or administrative process is legally required to invite public consultation, the relevant notification/terms of reference will govern the consultation. No general public consultation arrangement is asserted where official material does not establish one.

MANUAL 8

Boards, Councils, Committees and other bodies constituted as part of the office — Section 4(1)(b)(viii)

Body / committee Role / public accessibility District Legal Services Authority, Jhunjhunu Legal services, legal awareness, Lok Adalats and related statutory functions. Meetings/records are governed by the Legal Services Authorities framework. District Monitoring / supervisory committees Committees are constituted from time to time for court administration, monitoring, infrastructure, case management, e-Courts and other identified subjects under High Court/district orders. e-Courts / technical committees Nodal officers and committees may be designated for ICT, digitisation, VC, e-Filing, e-TrueCopy and related projects.

Accessibility Committee The district judiciary maintains accessibility-related arrangements/coordination; official website publishes accessibility-related contact/committee information. Solid Waste / premises Monitoring Committee (2026 SOP) An official September 2026 order constituted a Jhunjhunu judgeship monitoring committee and nominated nodal officers for court premises/residential colonies at Jhunjhunu, Khetri, Chirawa, Nawalgarh, Udaipurwati, Pilani, Buhana and Surajgarh. Other committees Committees constituted by order of the District & Sessions Judge or Rajasthan High Court for specified purposes. Their composition, meetings and records are governed by the constituting order.

For the September 2026 premises-monitoring arrangement, the official district order names the District & Sessions Judge, Jhunjhunu as Chairman, the Senior Civil Judge & CJM, Jhunjhunu as Member Secretary, and identifies nodal officers for the eight court locations. The exact committee membership may change by subsequent order.

MANUAL 9

Directory of Officers and Employees — Section 4(1)(b)(ix)

The official District Court website maintains a 'List of Judges' section and the Rajasthan High Court maintains an e-Directory of Judicial Officers. Because judicial postings and additional charges change frequently, this manual records the current organisational directory at the level reliably verified from official sources and directs users to the live directory for the complete incumbent-wise list. Designation / unit Current / recent verified particulars District & Sessions Judge, Jhunjhunu Shri Sunil Kumar Pancholi - transferred from District & Sessions Judge, Dungarpur to District & Sessions Judge, Jhunjhunu by Rajasthan High Court Order dated 13.03.2026. Family Court, Jhunjhunu Court exists; incumbent should be taken from the live List of Judges because postings are dynamic. ADJ No. 1, Jhunjhunu Smt. Seema Dhaka was reflected in official 2025 district records; verify current incumbent before publication. Special POCSO Court, Jhunjhunu Sh. Esrar Khokhar was reflected in official 2025 district records; verify current incumbent before publication. Special Judge, SC/ST Court, Jhunjhunu Sh. Ashish Kumar Kumawat was reflected in official 2025 district records; verify current incumbent/charge before publication. ADJ No. 1 & 2, Khetri Sh. Prem Singh Dhanwal and Smt. Sarita Choudhary were reflected in official 2025 district records; verify current incumbency. ADJ, Chirawa Sh. Narendra Singh was reflected in official 2025 district records; verify current incumbency. CJM / ACJM / SCJ / CJ&JM; courts Official 2025-2026 district records identify multiple incumbents including Sh. Kaluram, Smt. Ranjana, Smt. Seema Kumari, Sh. Dinesh Kumar Sharma, Sh. Vijay Kochar, Smt. Babita Saini, Sh. Mohan Lal and others; live district list should be treated as controlling. Ministerial / support staff Complete employee directory should be maintained by the establishment/administrative branch and published/updated as permitted by service/privacy rules. Official contact information publicly reproduced in an independent directory updated 4 September 2026 lists District Court, Jhunjhunu at District Court Campus, Jhunjhunu - 333001; general contact support 01592-232751 and 01592-294040; and a CJM contact number 01592-232762.

For an official publication, the numbers should be cross-checked against the District Court's live Contact Us page before issue.

MANUAL 10

Monthly remuneration received by officers and employees, including system of compensation — Section 4(1)(b)(x)

The District & Sessions Court follows the pay scales/pay matrix and allowances applicable to the Rajasthan subordinate judiciary and court establishment as notified by the competent authority. Actual monthly remuneration differs by officer/employee according to basic pay, level, increments, allowances, deductions and applicable orders. Therefore, a single figure cannot responsibly be stated for every incumbent without the current payroll records.

Category System of compensation Judicial officers Pay matrix / pay scales and allowances prescribed for Rajasthan Judicial Service / District Judiciary, as applicable, including admissible allowances and deductions. Ministerial staff Pay matrix/levels applicable to the sanctioned post under Rajasthan High Court subordinate court establishment rules and orders, with admissible allowances. Class-IV / support staff Pay matrix/level and allowances applicable to the sanctioned post under prevailing rules/orders. Contractual / project personnel Where engaged under an authorised project, remuneration is governed by the relevant project sanction/order/contract. Disclosure of actual remuneration Individual payroll/service information is maintained in establishment/pay records and is subject to applicable RTI, privacy and service-record restrictions.

For an official Section 4(1)(b)(x) disclosure, the office may append the latest sanctioned pay levels and/or a post-wise remuneration schedule from the Establishment/Accounts Branch rather than inserting guessed incumbent-wise salaries.

MANUAL 11

Budget allocated to each agency, indicating plans, proposed expenditure and reports on disbursements — Section 4(1)(b)(xi)

District & Sessions Court, Jhunjhunu receives and expends public funds under the budgetary grants and heads applicable to the Rajasthan Judiciary. Expenditure includes, as sanctioned, pay and allowances, office expenses, electricity, water, telephone/communication, travel, maintenance, equipment, books/publications, court infrastructure, ICT/e-Courts requirements and other authorised expenditure. The precise current-year allocation, revised estimate, expenditure-to-date and disbursement figures are maintained in the office accounts/DDO records and should be inserted from the latest sanctioned budget and expenditure statements at the time of publication. No unverified monetary figure is inserted in this draft.

Illustrative expenditure group Records / disclosure source Pay & allowances Salary/pay bills, establishment records, sanctioned budget. Office & operational expenses Contingent bills, stock/procurement records, budget registers. Electricity / water / communication Utility bills and expenditure registers. Travel / TA TA bills and sanctioned expenditure. Books / publications / stationery Procurement, stock and bill records. ICT / e-Courts / equipment Sanctions, procurement records, asset registers and project instructions. Infrastructure / maintenance Administrative sanctions, works/procurement files and expenditure statements.

MANUAL 12

Manner of execution of subsidy programmes, amounts allocated and beneficiaries — Section 4(1)(b)(xii)

The District & Sessions Court, Jhunjhunu is a judicial institution and does not ordinarily operate subsidy programmes of the kind contemplated by Section 4(1)(b)(xii). Accordingly, no regular subsidy programme administered by the District & Sessions Court itself is identified for this disclosure. This does not affect statutory legal-aid schemes administered through the District Legal Services Authority or welfare programmes administered by other departments. Such schemes are governed by their respective statutes, authorities and budgets and should not be represented as a subsidy programme of the District & Sessions Court.

MANUAL 13

Particulars of recipients of concessions, permits or authorisations granted by the office — Section 4(1)(b)(xiii)

The District & Sessions Court does not function as a general licensing, concession or permit-granting department. Judicial permissions/orders may be passed in individual cases under law, but such judicial orders are governed by the relevant case record, procedural law, copying/inspection rules and confidentiality restrictions. Status for general administrative disclosure: Not applicable / Nil as a general programme of concessions, permits or authorisations administered by the District & Sessions Court. Where a specific statutory register is maintained, its disclosure is subject to the governing statute, court rules and RTI exemptions.

MANUAL 14

Details of information available in electronic form — Section 4(1)(b)(xiv)

Electronic service / information Availability District Court website Official notices, court information, history/about information, list of judges, holiday list, documents, rules, notifications, statistical reports, forms, contact information and other publications. Case Status Search by case number, case type, FIR number, party name, advocate name, act and related e-Courts parameters. Court Orders Orders can be searched by case number, order date, court number and party name through the website/e-Courts interface. Cause Lists Daily cause-list service available through the District Court website/e-Courts. e-Filing Online filing facility linked from the official District Court website. e-True Copy Online/electronic certified-copy facility is advertised on the official District Court website.

RTI Online RTI application and first-appeal portal of Rajasthan High Court & District Judiciary; fee/payment and status facilities are provided online. e-Courts SMS / App Case-status information through e-Courts services; the District Court website displays the SMS facility using CNR number. Digitised / technical records Authorised CIS/e-Courts, scanning/digitisation and ICT records are maintained under applicable access controls. The District Court website states that it is owned by District & Sessions Court, Jhunjhunu and developed/hosted by NIC/MeitY. The site was last updated 23 September 2026 when checked for this document.

MANUAL 15

Particulars of facilities available to citizens for obtaining information — Section 4(1)(b)(xv)

Facility Particulars Official website jhunjhunu.dcourts.gov.in - public information, notices, judges, services, documents, case-status/order/cause-list links and other court information. District Court office / counters Citizens may approach the concerned court office/branch during working hours for services available under applicable rules. RTI application Application may be made under the Rajasthan RTI (High Court & Subordinate Courts) Rules, 2006, as amended, through the prescribed channel/online portal. Online RTI Portal The Rajasthan High Court online RTI portal permits RTI applications and first appeals; the portal currently states a 150 application fee and no fee for first appeal. e-Courts services Case status, orders, cause lists and related services are available electronically.

e-Filing / e-True Copy Electronic filing and certified-copy facilities are linked on the official District Court website. Telephone / contact Contact details are published through the District Court's Contact Us page and related official/public directories; verify the latest number before publication. Legal services DLSA, legal-aid and Lok Adalat facilities are available under the Legal Services Authorities framework. For inspection of records or access to a specific judicial document, the applicant must follow the applicable Rajasthan High Court Rules, General Rules and copying/inspection procedure. RTI is not a substitute for a statutory court-copy or judicial-record procedure where the Rules specifically govern access.

MANUAL 16

Names, designations and other particulars of Public Information Officers — Section 4(1)(b)(xvi)

Jurisdiction / court Assistant / State Assistant PIO State Public Information Officer First Appellate Authority Courts at District Headquarter, Jhunjhunu As designated under the Rajasthan RTI framework / district office arrangement Chief Judicial Magistrate, Jhunjhunu District & Sessions Judge, Jhunjhunu Outlying courts / court complexes Senior-most Additional Chief Judicial Magistrate at the Headquarter; where there is no such court, Civil Judge-cum-Judicial Magistrate at the Headquarter, as per the High Court's RTI portal guidance Designated State PIO under the applicable arrangement District & Sessions Judge, Jhunjhunu The official Rajasthan High Court Online RTI Portal, checked currently, states: (1) for courts located at District Headquarters, the State Public Information Officer is the Chief Judicial Magistrate / Chief Metropolitan Magistrate of the concerned judgeship; (2) for outlying courts, the State Assistant Public Information Officer is the senior-most Additional Chief Judicial Magistrate at the Headquarter, or, where none exists, the Civil Judge-cum-Judicial Magistrate at the Headquarter; and (3) for all courts of the District Judiciary, the Appellate Authority is the District & Sessions Judge of the concerned judgeship. Current office-holder names and direct contact details: The designation-based disclosure above is the safer statutory disclosure because judicial postings change frequently.

The official district website's live List of Judges/Contact Us pages should be used to populate the incumbent's name, telephone and e-mail immediately before publication. An independent directory updated 4 September 2026 lists a CJM contact number 01592-232762 and e-mail cjm-jhu-rj@hcraj.nic.in; these details should be cross-checked against the official page before final issue.

MANUAL 17

Other useful information — Section 4(1)(b)(xvii)

1. RTI application: A person seeking information should use the prescribed RTI application procedure under the Rajasthan Right to Information (High Court & Subordinate Courts) Rules, 2006, as amended. The current online portal permits Indian citizens to file RTI applications and first appeals electronically. The portal presently states an application fee of ₹50 and no fee for a first appeal.
2. Statutory time limits: Applications are dealt with within the time limits prescribed by the RTI Act and the applicable Rajasthan Rules. Where an application belongs to another public authority, transfer is governed by the Act/Rules. Applicants should retain the application/acknowledgement number for further correspondence and appeal.
3. Restrictions / exemptions: Information may be withheld where an exemption under Section 8 or 9 of the RTI Act applies or where the Rajasthan RTI Rules prescribe restrictions. The Rajasthan Rules specifically identify, among other matters, documents/records produced in judicial proceedings, information likely to affect security/public order, information having no relationship with public activity, information causing unwarranted invasion of privacy, policy matters under consideration, and information for which copies are available under the High Court Rules/General Rules.
4. Judicial records: Requests for copies/inspection of judicial records should ordinarily be made through the procedure prescribed by the Rajasthan High Court Rules and General Rules where that procedure applies. RTI does not automatically override restrictions applicable to judicial records.
5. Electronic access: The District Court website provides links to case status, orders, cause lists, e-filing, e-TrueCopy, forms, notices, notifications, statistical reports, judge lists and other services.
6. Official address: District Court Complex, District Court Campus, Jhunjhunu, Rajasthan - 333001. Contact details should be taken from the latest official Contact Us page at the time of publication.
7. District Court website: jhunjhunu.dcourts.gov.in. The site identifies the content as owned by District & Sessions Court, Jhunjhunu and states that it is developed and hosted by NIC/Ministry of Electronics & Information Technology.
8. Updating mechanism: The Section 4(1)(b) disclosure should be reviewed whenever there is a material change in court structure, jurisdiction, officer designation, RTI officer, contact details, court creation/abolition, rules, electronic services or budgetary information.

Dynamic particulars should be updated from the latest competent orders.

9.

Source basis of this document: (a) the 17-manual Jhunjhunu RTI disclosure supplied for structural reference; (b) official District & Sessions Court, Jhunjhunu website; (c) official Rajasthan High Court e-Directory; (d) Rajasthan Right to Information (High Court & Subordinate Courts) Rules, 2006 as amended up to 02.06.2023; (e) Rajasthan High Court Online RTI Portal; and (f) recent official Jhunjhunu judgeship orders/notifications available on the district website and Rajasthan High Court website. Page 20 SOURCE & VERIFICATION REGISTER The following sources were used to make this Jhunjhunu-specific draft. Official sources should be treated as controlling if a later order or webpage update changes any detail. Source Use in this document District & Sessions Court,

Jhunjhunu — official website Court profile/history, present District & Sessions Judge, services, notifications, e-Courts links and public information. Rajasthan High Court — Online RTI Portal Current PIO/APIO/Appellate Authority structure, online application/appeal process and fee guidance. Rajasthan High Court — Rajasthan RTI Rules 2006, amended RTI application, fee, restrictions, inspection and procedural framework for High Court and subordinate courts. Rajasthan High Court — e-Directory of Judicial Officers Judicial officer identity/posting information; used cautiously because directory is batchwise and postings change. Rajasthan High Court Order No. Estt.(RJS)/32/2026 dated 13.03.2026 Verified posting of Shri Sunil Kumar Pancholi as District & Sessions Judge, Jhunjhunu. Jhunjhunu District Court

SOURCE & VERIFICATION REGISTER

Continuation

official 2025-2026 orders / reports Verified court units, selected incumbents and eight-location monitoring arrangement. Jhunjhunu RTI disclosure supplied by requester Structural model: 17 manuals, index, branch-wise tables and level of detail; Rajasthan-specific content was not transplanted. Publication check before issue: insert/verify the latest incumbent-wise directory, sanctioned employee strength, current remuneration/pay levels, current-year budget and expenditure, exact RTI officer names/contact details, and any new/abolished courts or committees. This is essential because these particulars can change after transfer/posting/administrative orders. PUBLICATION NOTE This document is the revised Jhunjhunu-specific compilation for proactive disclosure under Section 4(1)(b).