DISTRICT AND SESSIONS COURTS, LUDHIANA

(Information on 17 Manuals under Section
4(1) (b) of the Right to Information Act, 2005)

MANUAL 1

The Particulars of Organization, Functions and Duties

Particulars

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

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

This Sessions Division consist of three Sub-Divisions/Tehsils namely: - Khanna,Samrala, Jagraon and Payal.

Functions of the Organization : The organization have it's two main functions.

- Judicial Function and
- Administrative Function.

Duties of the Organization:

i) To exercise the control over all it's subordinate Courts functioning in it's territorial jurisdiction.

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

iii) To deal with the all correspondence relates to Hon'ble High Court and the Department of Law & Judiciary, Government of Punjab.

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

v) Appointing Authority for Class-III and Class-IV Govt. Servants with the help of Advisory Committee.

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

vii) To handle the administration in view of the procedural laws, PunjabCivil Services Rules, the Government Resolutions and the Notifications issued by the High Court.

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

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

MANUAL 2

The Powers and Duties of Judicial Officers

There are following cadres of the Judicial Officer/s :

i) The District & Sessions Judge

ii) The Addl. District & Sessions Judge,

iii) The Additional District & Sessions Judge (Adhoc), Fast Track Courts

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

iv) The Civil Judges (Senior Division) :-

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

v) The Chief Judicial Magistrates :-

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

vi) The Civil Judges (Junior Division) and Judicial Magistrate First Class.

I) To deal with the matters of civil nature having jurisdiction up-to Rs. 2 lac whose service is less than three years.

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

Powers & duties of Employees

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

1. Chief Administrative Officer/Superintendent.
2. Class-C:Reader Grade I, II & III, Executive Assistant, Stenographer Grade I, II & III, Graduate Clerks, Ahlmads, Clerks, Driver, Bailiff
3. Class-D: Process-Server, Record Lifter/Usher/Daftri, Peon/Orderly/ Waterman.

Note: At present post of Court Manager is vacant.

Duties of Employees

Superintendent/ Chief Administrative Officer

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

Reader Grade I, II, III

To do the work of Bench, Property, Statistics, Correspondence, Accounts, Establishment in District Court as well as in subordinate Courts

Stenographer Grade I, II, III

To take down evidence in English on Typewriter/ Computer.

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

Ahlmads

Have the custody of cases instituted in the respective Court, to look after

the maintenance of those cases and to do the work as per procedural laws and the duties assigned by the Head of the Organization and by the Presiding Officer of the Court.

Clerks

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

Bailiff/ Process Server

To serve the summonses, notices & to execute warrants issued by the Court/s.

Peon

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

Chowkidar

To watch the Court building & premises.

Sweeper

To clean the Court premises, lavatories etc.

MANUAL 3

The Rules, Regulations, Instructions, Manuals and Records for Discharging Functions

The below listed rules, regulations, instructions, manuals, records are hold 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 Punjab Civil Services Rules.
6. The Punjab Budget Manual,
7. The Punjab Financial Rules,
8. The Punjab Treasury Rules
9. High Court Rules & Regulations Vol.I, II, III, IV, V & VI
10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Punjab and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court, from time to time.

MANUAL 4

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

The information as relates issue / point so far as it is concerned as " Nil".

MANUAL 5

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

The following are maintained by this Organization;

1. The Kaccha Register for Civil & Criminal Side

2. The separate registers for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained by the subordinate Courts.

3. The separate registers for the registration of Regular IPC cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained by all the Judicial Magistrates.

4. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and it's execution are being maintained in Appellate Court/s.

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.

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 Manual.

7. For the purpose of maintaining Accounts of the organization, the registers. i.e. The Book for Receipts for money paid into Court, Register of deposit receipts-"C" Register, the Register of deposit payment-"D" Register, the Register of attached property produced in Civil Proceedings- "F" Register, the Register of Money received on account of subsistence money of Civil Prisoners-"G" Register, the register of payment on account of subsistence money-"H" register, the Cash Book-I, the Ledger

Book-J, the Treasury Pass Book-K, the Treasury Cheque Book-L, the register of applications for refund of lapsed deposit, and other various registers are being maintained as per the Civil and Criminal Manuals.

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, Ludhiana 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 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 it organization is concerned is "Nil".

MANUAL 7

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

Sr. No.	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1	a) Court of District & Sessions Judge and Courts of Additional District and Sessions Judges at District Head Quarters b) Court of Additional Distt. & Sessions Judge at places where there is no District & Sessions Judge	Chief Ministerial Officer of the Court of District & Sessions Judge, Sr.Ahlmad/ Stenographer	Chief Administrative Officer/ Supdt. In the office of District & Sessions Judge Chief Ministerial Officer of the Court of Senior Most	District and Sessions Judge of the respective Sessions Division. Senior Most Additional District & Sessions Judge

			Additional District & Sessions	
2	Court of Civil Judge(Senior Division)	Chief Ministerial Officer of the Court	Judge, Clerk of Court of the office of Civil Judge	Civil Judge (Sr.Divn.),
3	Court of Chief Judicial Magistrate	Senior Most Ahlmad/	(Senior Division) Chief Ministerial	Chief Judicial
4	Court of Civil Judge situated at places other than the District Head Quarters	Stenographer Senior Most Ahlmad / Stenographer	Officer of the Court Chief Ministerial Officer of the Senior Most	Magistrate Senior Most Judicial Officer
			Judicial Officer	
5	Court of Judge Small	Chief Ministerial	Registrar,	Judge, Court

	Cause	Officer of the respective Court	Small Cause Court	of Small Cause.
6	Court of Additional Civil Judge (Sr.Divn.) or Court of Senior Most Civil Judge at Sub Division level	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer

Manual 8

The procedure followed in the Decision Making Process

1. The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.
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, Ludhiana, supervise the work of the organization and exercises control over it. Likewise, he distribute the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.
4. The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards 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 it's registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.
6. The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/s for disposal according to law, except the cases triable under section 409 of I.P.C.
7. The cases exclusively triable by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

Information Chart: Ludhiana Sessions Division (Floor Wise)	
Court No	**Ground Floor**
1	Ms.Harpreet Kaur Randhawa, District &Sessions Judge
2	Ms.Saru Mehta Kaushik, Addl. District & Sessions Judge
3	Ms.Pavleen Singh, Chief Judicial Magistrate **(LONG LEAVE)**
4	Ms.Jyoti Kumari, Civil Judge Jr. Div-cum-JMIC
	Office of the Superintendent-cum-Chief Administrative Office
	English Office
	Suvidha Centre
	Nazir office
Court No	**First Floor**
5	Sh.Ranjeev Kumar Vishishst, Addl. District & Sessions Judge
6	Sh.Jagdeep Sood, Addl.District & Sessions Judge,
6-A	**Vacant**
7	Ms.Preeti Sukhija, Addl. District & Sessions Judge
7-A	Ms.Chandan, Civil Judge (Jr. Divn.)
8	Ms.Armaan Sandhu, Civil Judge Jr. Divn-cum-JMIC
8-A	Ms.Shivpreet, Civil Judge Jr. Div.-cum-JMIC
9	Ms.Dazy Bangarh, Civil Judge Sr. Division
	COC Office
	Civil Nazir office
Court No	**Second Floor**
10	Ms. Manila Chugh, Addl. District & Sessions Judge
11	Sh. Sumit Bhalla, Addl. District & Sessions Judge
12	Sh. Barinder Singh Ramana, Addl. District & Sessions Judge
12-A	Dr.Dasvinder Singh, Civil Judge Jr. Divn-cum-JMIC
14-A	Dr.Gurpreet Kaur, Addl. District & Sessions Judge
12-B	Ms.Roop Chaudhary, Civil Judge (Jr. Divn.), Ludhiana
14	Ms. Ekta Sedha Civil Judge Jr. Div.-cum-JMIC)
	Copying Agency, Lower Courts
Court No.	**Third Floor**
15	Sh.Manav, Addl. District & Sessions Judge
16	Ms.Isha Goyal, Civil Judge Jr. Divn.-cum-JMIC)
17	Sh.Amit Bakshi, Civil Judge Jr. Div.-cum-JMIC)
17-A	Sh.Gurdev Singh, Civil Judge Jr. Divn-JMIC
18	Ms.Ritika Gupta, Civil Judge Jr. Div.-cum-JMIC
18-A	Ms.Icy Jaswal, Civil Judge (Jr. Divn.) Ludhiana
19	Sh. Simardeep Singh Sohi, Civil Judge Jr. Div.-cum-JMIC

19-A	**Vacant**

Court No	Fourth Floor
20	Ms. Rajandeep Kaur Billing, Civil Judge Jr. Div.-cum-JMIC
21	Ms.Shilpa Singh, Civil Judge Jr. Divn-JMIC, Ludhiana
22	Ms.Upasna Goyal, Civil Judge Jr. Div.-cum-JMIC)
22-A	Ms.Rinky Agnihotri, Civil Judge Jr. Div.-cum-JMIC
23	Sh.Manav Garg, Civil Judge Jr. Div.-cum-JMIC
23-A	Ms.Navneet Kaur-I, Civil Judge Jr. Div.-cum-JMIC)
24	Ms.Amandish Kaur, Civil Judge Jr. Div.-cum-JMIC
24-B	**Vacant**
24-A	**Vacant**
	Record Room of Sessions Court
	Record Room of Lower Court
Court No	**Fifth Floor**
25	Sh.Gurinder Singh, Civil Judge Jr. Div.-cum-JMIC
26	Sh.Gaurav Gupta, Civil Judge Jr. Div.-cum-JMIC
27	Sh. Supinder Singh, Civil Judge Jr. Div.-cum-JMIC
27-A	Ms.Prabhjot Kaur Sandhu, Civil Judge Jr. Div.-cum-JMIC
28	Sh. Rajan Aneja, Civil Judge (Jr. Divn.)
28-A	Ms.Garima Bhargav, Civil Judge Jr. Div.-cum-JMIC
29	Sh.Lakhbir Singh, Civil Judge Jr. Div.-cum-JMIC
29-B	Ms.Shanu Goyal, Civil Judge Jr. Div.-cum-JMIC
29-A	Dr.Jublee, PMJJB
Court No	**Sixth Floor**
59	**Vacant**
30-A	**Vacant**
73	**Vacant**
30	Sh.Ashutosh, Civil Judge Jr. Divn-cum-JMIC
31	Sh. Manu Singla, Civil Judge Jr. Div.-cum-JMIC)
32	Ms.Aradhika, Civil Judge Jr. Divn-cum-JMIC
32-A	Ms.Arshpreet Kaur Thind, Civil Judge Jr. Divn-cum-JMIC
33	Ms.Kavita Garg, Civil Judge Jr. Divn-cum-JMIC
33-A	Sh.Vishi Chawla,Civil Judge (Jr. Divn.)

34	Ms. Dilshad Kaur, Civil Judge Jr. Div.-cum-JMIC
34-A	**Vacant**
34-B	Sh.Manjinder Singh, Civil Judge Jr. Div.-cum-JMIC)
34-C	**Vacant**
34-D	**Vacant**

Court No	OLD WING (Ground Floor)
1	Sh. Harsimranjit Singh, ADJ, P.O Labour Court
3	Ms.Amandeep Kaur-III, Civil Judge Jr. Div.-cum-JMIC)
5	Sh.Keshav Agnihotri, Civil Judge Jr. Div.-cum-JMIC
7	Sh Sanjeev Batra, President District Consumer Court
9	Sh. Karanbir Singh Batra, Civil Judge Jr. Div.-cum-JMIC
Court No	**OLD WING (First Floor)**
2	Ms.Parminder Kaur-I, Civil Judge Jr. Div.-cum-JMIC
4	Ms. Satvir Kaur, Civil Judge Jr. Div.-cum-JMIC
6	Ms.Muskaan, Civil Judge Jr. Divn-cum-JMIC
8	Dr.Jasveer Singh, Civil Judge Jr. Div.-cum-JMIC
10	Sh.Yadwinder Singh, Civil Judge (Jr. Divn.), Ludhiana
	Additional Block
Court No.	**Ground Floor**
B1	Sh. Sandeep Singh Bajwa, Addl. District & Sessions Judge,
	Ms.Preeti Sahni, Chairman, Permanent Lok Adalat
	Sh.Himanshu Arora, CJM-cum-Secretary, DLSA
	First Floor
B2	Sh. Jaspinder Singh, Addl. District and Sessions Judge, Ludhiana
B3	Sh. Raman Kumar, Addl. District & Sessions Judge, Ludhiana
B4	Sh. Amit Thind, Addl. District & Sessions Judge, Ludhiana
Court No.	**Second Floor**
B5	Dr. Rajneesh, Addl. District & Sessions Judge, Ludhiana
B6	Sh. Ashish Abrol, Addl. District & Sessions Judge, Ludhiana
B7	Sh. Yukti Goyal, Addl. Principal Judge, Family Court, Ludhiana
Court No.	**Third Floor**
B8	Sh. Amrinder Singh Shergill, Addl. District & Sessions Judge
B9	Ms. Parminder Kaur, Addl. Principal Judge,Family Court Ludhiana
B10	Sh. Barjinder Pal Singh, Addl. District & Sessions Judge, Ludhiana
Court No.	**Sixth Floor**
B11	Sh. Harvinder Singh, Addl. District & Sessions Judge
B12	Ms. Harpreet Kaur, Addl. District & Sessions Judge

B13	Ms. Shikha Goel, Addl. District & Sessions Judge, Ludhiana

Manual 10

Publication of information regarding items specified in Rule4(i) b(XI) of the right of information Act.2005.

The Monthly Remuneration received by each Officers and Employees. Including the system of compensation as provided in Regulations.

Judicial Officers		Revised Scales
1. District & Sessions Judge	:	J6/Rs.163030-219090 (Selection Grade) J7/Rs.199100-224100 (Super Time Scale)
2. Civil Judge (Sr. Divn.) II Stage ACP/District Judges Entry Level	:	J5/Rs.144840-194660
3. Civil Judge (Sr. Divn.) 1 Stage ACP	:	J4/Rs.122700-180200
4. Civil Judge (Jr. Divn.) II Stage ACP/Civil Judge (Sr. Divn.) Entry Level	:	J3/Rs.111000-163030
5. Civil Judge (Jr. Divn.) 1 Stage ACP:		J2/Rs.92960-136520
6. Civil Judge (Jr. Divn.) Entry Level:		J1/Rs.77840-136520

Judicial Employees		Revised Scales
<u>Class A</u>		
Chief Administrative Officer -cum-Superintendent	:	Level 17- As per 6th Pay Commission
<u>Class C</u>		
Reader Grade-I	:	Level 16- As per 6th Pay Commission
Reader Grade-II	:	Level 12- As per 6th Pay Commission
Reader Grade-III	:	Level 11- As per 6th Pay Commission

Stenographer Grade-I	:Level 12- As per 6th Pay Commission
Stenographer Grade-II	:Level 11- As per 6th Pay Commission
Stenographer Grade-III	:Level 7- As per 6th Pay Commission
Graduate Clerks	:Level 9- As per 6th Pay Commission
Clerks	:Level 3- As per 6th Pay Commission
Drivers	:Level 4- As per 6th Pay Commission
Bailiff	:Level 3- As per 6th Pay Commission

Class D

Process Server	:Level 1- As per 6th Pay Commission
Usher	:Level 1- As per 6th Pay Commission
Peon/ Orderly/ Chowkidar/ Waterman/ Sweeper	: Level 1- As per 6th Pay Commission

MANUAL 11

The budget allocated to each Agency:

Initially the Organization receives the grants under various heads from the Government 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, over-time allowance, wages, travelling allowances, office expenses, Rent, rate & taxes, publications, Electricity, Telephone, grant-in-aid etc.

MANUAL 12

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

MANUAL 13

Particulars of Recipients of Concessions, Permits or Authorizations granted by it

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

MANUAL 14

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 Government and the Hon'ble High Court by various Rules of Punjab Civil Services, Punjab Budget Manuals, Punjab Financial Rules, Punjab Treasury Rules, Manuals, Regulations, and Government Resolutions, Circulars and Notifications.

MANUAL 15

Information available in an electronic form

Information is not available in any electronic form. Computerization in Ludhiana is in progress and the information will be available soon in an electrical form.

MANUAL 16

The particulars of facilities available to citizens for obtaining information :

No such facilities are available to citizens for obtaining information.

MANUAL 17

OTHER USEFUL INFORMATION :

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