



Ecourts Mission Mode Project

DISTRICT COURT JALANDHAR

Official website of District Court

(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, Jalandhar.

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

This Sessions Division consist of two Sub-Divisions/Tehsils namely: - Nakodar and Phillaur.

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

1. Judicial Function and
2. 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, Punjab Civil 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, Jalandhar 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 Officers :

- 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. Class-B: 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.

Duties of Employees

S.No.	Name of post	Duties of employee
1.	Superintendent	<p>1. An application for a copy of any record of the District and Sessions Judges' court shall be received by the Superintendent. (page no.527 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>2. The superintendent shall be the copying supervisor and examiner in the copying agencies of their respective courts. (page no.536 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>3. To receive the memorandum of appeal and note thereon the date of its receipt. (page no.214 Chapter 14-B of Punjab High Court Rules and orders Vol. 1)</p> <p>4. The Superintendent is also authorised as Public Information Officer to deal with the matters under the Right to Information Act, 2005.</p>
2	English Clerk	<p>1. To deal with all the correspondence relating to this office with the Hon'ble High Court and other departments.</p>
3	Addl. English Clerk	<p>1. To deal with the account matter and correspondence thereto.</p> <p>2. To maintain the record permanent/temporary strength of officer and staff courtwise Seniority list of staff.</p>

4	Bill Clerk	<ol style="list-style-type: none"> 1.Preparation of monthly pay bills and arrears of pay. 2.To deal with the T.A.Bills. 3.Calculation of Income Tax to be deducted from the salary of Officers and employees. 4.Preparation of Quarterly and Annual Income Tax statements to be submitted to the Chartered Accountant for TDS return on computer media. 5.Preparation of Pension Cases. 6.Calculation and checking of amounts regarding Leave Encashment, D.C.R.G. Etc. on retirement of each employee of this Sessions Division. 7.Fixation of pay of promotion and after grant of Proficiency Step Up/Assured Career Progression Scheme. 8.Preparation Estimates. Expenditure Quarterly transmission of Annual Budget Preparation of Monthly Statements and different statement for onward to Hon'ble High Court. 9.Preparation of Earned leaves of each employee of thisSessions Division and Casual leaves exceeding four days. 10.Maintenance of Service Officers and official establishments. 11.Continuation of Temporary this Sessions Division.
5	Paid Candidate.	<ol style="list-style-type: none"> 1.To deal with the inquiries/complaints. 2.To deal with the references relating to construction of Judicial Complexes. 3.To receive and process the applications for appointments of Oath Commissioners, SupportingStaff of Subordinate Courts. 4.To maintain casual leave accounts of Judicial Officersand Staff. 5.To maintain ACR's record of all the Class III Employees. 6.To receive the fresh appeals. 7.To deal with the Identity Cards of all the employees. 8.To deal with quarterly statements. 9.To deal with the earned leave of the Judicial Officers. 10.Pending reference with regard to correspondences with Hon'ble

6	L.R. Clerk (Receipt & Despatch Clerk)	High Court and other courts. To receive/ despatch the letters/Orders to the different courts/quarters.
7	G.P. Fund Clerk	1.To maintain G.P.F. A/c of Class III & Class IV employees. 2.To maintain G.I.S. A/c of employees of Appellate Court.
8	Statement Clerk	1.Consolidation of Monthly, Quarterly and half yearly Civil & Criminal Statement of appellate Courts and Lower Courts.
9.	Fine Moharrir	<p>1. Every Fine imposed by Courts exercising Jurisdiction in the District will be entered in the Fine Registers and Each realization will be checked by the Fine Moharrir. (page no.489 Chapter 11 of Punjab High Court Rules and orders Vol. 4)</p> <p>2. Fine Moharrir to see that the register is correctly maintained, that the necessary measures are taken from time to time to realize the fines, and that sums realized are duly disposed of. He should in each case look for his orders to the officer who under these directions, is responsible for the due execution of the sentences of fine. Separate pages of this Register and Separate Serial numbers should be assigned to the court of each Magistrate and each Civil Court in the District and also to the Sessions Court exercising jurisdiction therein. The presiding Officer of each Court will send to the Fine Moharrir a copy of all entries made in his separate register on the day on which they are made. Fines imposed by the Sessions Court will be entered in accordance with the rules hereinafter provided. The register should be inspected and signed by the Chief Judicial Magistrate Once a week. (page no.483 Chapter 11 of Punjab High Court Rules and orders Vol. 4)</p> <p>3. Under Section 421 of the Code of Criminal Procedure, 1973, it is the discretion of the Court passing a sentence of fine to issue a warrant for the levy of the amount by distress and sale of movable property belonging to the offender, although the sentence provides for his imprisonment in default. If the fine is imposed by a Court of Sessions, the judge should, in the absence of any special direction to the contrary in the law under which the fine is imposed, direct the warrant to the chief Judicial Magistrate of the District. If the _____</p>

whole or a portion of the fine has been awarded in compensation or reward, this fact should be communicated, along with the warrant. The Chief Judicial Magistrate to whom the warrant is addressed will, on receipt, cause the particulars to be entered in the proper page of the General Fine Register, and the Fine Moharrir will then be responsible that the proper steps are taken for the realization of the fine. (page no.484 Chapter 11 of Punjab High Court Rules and orders Vol. 4)

4. The Fine Moharrir to note down the results reported by the Tehsildar in the General Fine Register. (page no.485 Chapter 11 of Punjab High Court Rules and orders Vol. 4)

5. At the close of each month a statement, for the whole District of all the fines imposed by Courts, which were realized, and credited to Government during the month, should be prepared and submitted to the Accountant General and if no fines were so realized, a certificate that no realizations were effected, should be submitted. The statement for the Sessions Court will be prepared by District Moharrir of fines and signed by the Magistrate of the District. The officer who signs the statement will be responsible for its accuracy. (page no.488 Chapter 11 of Punjab High Court Rules and orders Vol. 4)

6. To facilitate the preparation of these statements and the checking of the items excluded from them a register of fine realizations No.XV will be kept by the District Fine Moharrir for all Courts in the District and for the Sessions Court. The entries in this register should invariably be made at the same time as the corresponding entries are made in the General Register of Fines No.XIV. The register should be totalled at the end of each month and should then be examined and checked by the Officer in charge of fines with reference to the Treasury certificate in regard to credit offines in the Treasury during the month. (page no.488 Chapter 11 of Punjab High Court Rules and orders Vol. 4)

7. It is the duty of the Fine Moharrir, from time to time, to draw the attention of the Magistrate to unrealized fines, in order that fresh processes may issue as assets are indicated. (page no.488 Chapter 11 of Punjab High Court Rules and orders Vol. 4)

10 Clerk of Court

1. Vide Hon'ble High Court letter no.10244 CRL GA dt.24.01.1994 the clerk of court shall certify the translation and type work before forwarding the same to the Hon'ble High Court.

2. Where the Judge had been transferred and the successor had not assumed office therefore, the Clerk of Court could receive the plaint and this is perfectly in order under the provisions of the High Court

Rules and order Volume I, Chapter 1-b, Rule 7 (c). Decision in which it has been held that the plaint received by the Clerk of Court is not properly received, are not relevant (page no.18 Chapter 1, Part B of Punjab High Court Rules and orders Vol. 3)

11 Civil Nazir

1. The Civil Nazir is to be regarded as the ministerial head of the process-serving establishment under the control of the Senior Subordinate Judge (or the Administrative Sub-Judge in districts where an Administrative Sub-Judge has been appointed). His main duty is to maintain the efficiency of the process-serving establishment and for this purpose he will submit reports and make suggestions from time to time to the Senior Sub-Judge or the Administrative Sub-Judge as the case may be. (page no.433 Chapter 6-A of Punjab High Court Rules and orders Vol. 4)

2. The Civil Nazir will be expected to keep up the Civil Deposits and Repayments Accounts and to manage the execution of decree business. It is left to Senior Subordinate Judges to issue detailed instructions as to the duties which are to be performed by the Civil Nazir. The Civil Nazir should devote his time to the distribution of business amongst process-servers, the transmission of processes to agencies located at tehsils for service, the management of the accounts and correspondence regarding the payment of diet money to witnesses, and other similar matters connected with the carrying out of the system of serving processes through agencies located at outlying tehsils. (page no.434 Chapter 6-A of Punjab High Court Rules and orders Vol. 4)

3. Every Civil Nazir shall be provided with a strong box for the custody of all light property such as jewels, bullion, etc., up to the value of one thousand rupees. This strong box may be placed in the outer room of the Treasury, if it is open, as provided in Chapter 3 of the Punjab Financial Rules and if it is closed, the officer-in-charge should arrange for its safe custody in the Civil Nazir's malkhana, subject to the provision of rule 8. The Civil Nazir shall be primarily responsible for the safe custody of the malkhana, the strong box, and the keys thereof subject to the general superintendence of the officer-in-charge. It shall be the duty of the officer-in-charge to see that the aggregate value of property such as jewels, bullion, etc., in custody of the Civil Nazir, does not at any time exceed Rs.1000. (page no.481 Chapter 10-D of Punjab High Court Rules and orders Vol. 4)

4. Columns 1 to 5 of the miscellaneous Register F shall be filed up by the Civil Nazir on receipt of the property. The number given to the deposit in column no. 1 shall be noted by the Nazir on the record of the proceedings ordering the property to be made over to him.

(page no.481 Chapter 10- D of Punjab High Court Rules and orders Vol. 4)

5.All civil forms will be stocked by the Civil Nazir whose duty it will be to supply them to Subordinate Judges and Extra Assistant Commissioners when required. (page no.619 Chapter 25-of Punjab High Court Rules and orders

6.The Civil Nazir will conduct all sales ordered by the courts located at district headquarters and for all other sales in which the value of the property to be sold is estimated to exceed Rs.5000/-. (page no.199 Chapter 12, Part L of Punjab High Court Rules and orders Vol. 1)

Nazir 1. Check the registers of receipt and repayments of deposits, and note whether there are any deposits of long standing date. (page no.392 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)

2.Examine Register No.XXIII (Processes served by each Peon), and note whether the distribution of work is fair. Are any of the process-servers employed on other than their legitimate duties? (page no.392 Chapter 2-B of Punjab High Court Rules and orders Vol.4)

3.The District Nazir shall be responsible under the officer in charge for the disposal of such property and he will prepare the monthly statement of sale proceeds of unclaimed and escheated property credited into the Treasury for submission to the Accountant General. (page no.474 Chapter 10-A of Punjab High Court Rules and orders Vol. 4)

4.Subject to the control of the Nazarat Officer, the District Nazir,

and not any of his assistants, shall be held personally responsible for the proper receipt, safe custody and disposal of all arms, ammunition and military stores. (page no.477 Chapter 10-C of Punjab High Court Rules and orders Vol. 4)

5.Are there any complaints against any of the establishment on account of inefficiency due to age or any other cause? (page no.392 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)

6.Does the staff appear sufficient, or in excess of requirements? (page no.392 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)

7.Examine Miscellaneous Register C (Miscellaneous proceedings received from other districts and courts), and ascertain from the entries in columns 3,6,8 and 9 whether unnecessary delay occurs in the disposal of references. (page no.392 Chapter 2-B of Punjab High

Court Rules and orders Vol. 4)

8. Examine Miscellaneous Register F (Property received into the Nazir's store room) carefully, and check the correctness of the entries in column 4 by an examination of at least twelve bundles taken at random. Are the arrangements of the malkhana satisfactory as regards the preservation of the property stored therein? What officer of headquarters staff is in charge of the malkhana (Rule 4, Chapter 10-A of Punjab High Court Rules and orders Vol. 4) and are the requirements of that and the other rules herein contained carefully carried out? (page no. 392 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)

13 Record Keeper

1. On receipt of the case in the Record room, the Record-Keeper will examine the index and check the entries in columns 1, 2 and 6 with the papers and stamps in the record. He will then, if the record is complete, sign the certificate to that effect at the foot of the index, and enter the case in its appropriate register; if any papers or court fee stamps are missing he will at once bring the deficiency notice. (page no. 507 Chapter 16-A of Punjab High Court Rules and orders Vol. 4)

2. Record-keepers should be instructed not to receive into their record room any record in which property appears to have been made over to the Civil Nazir, unless the acknowledgment of the Civil Nazir, the number given to the deposit in its register have been duly entered on the record. (page no. 481 Chapter 10-D of Punjab High Court Rules and orders Vol. 4)

3. Are the records properly kept and promptly furnished as required for purposes of inspection? (page no. 393 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)

4. Are the Record-keeper's Registers No. XV- Civil (General Register of suits and appeals disposed of), No. XVI- Criminal (General Register of decided cases) and Miscellaneous Register B (of files taken from the record-room for reference) properly kept? (page no. 393 Chapter 2-B of Punjab High Court Rules and orders Vol. 4) stamps in the record properly according to the orders in (page no. 393 Chapter 2-B of High Court Rules and orders

6. Are the instructions contained in Chapter 16 of this volume, for the preparation of an index of papers in Judicial Proceedings, observed? (page no. 393 Chapter 2-B of Punjab High Court Rules and orders Vol. 4)

7. The destruction of records and registers shall be carried out under the supervision of the Record Keeper and shall be effected by

tearing, care being taken that all court-fee stamps have been duly cancelled. The paper shall then be sent to the nearest paper-making jail after ascertaining from the jail concerned whether it does require the waste paper. The paper should be sold in the open market if the reply of the jail is in the negative, the sale proceedings being credited to the head "XXI-Administration of Justice – Miscellaneous Fees and fines–Judicial Record Room Receipts." (page no.514 Chapter 16-E of Punjab High Court Rules and orders Vol.4)

8.2-A,-Documents of a secret or confidential nature should not be sold but destroyed by being burnt under proper supervision. (page no.514 Chapter 16-E of Punjab High Court Rules and orders Vol.4)

9. When under the above rules the whole of the papers of part A of the record are destroyed, a note to the effect shall be made at the time of destruction, against the entry of the case in the Goshwara. In the case of the record offices of District and Sessions Courts where no Goshwaras are kept, the note shall be made against the entry of the case in the General Register. (page no.521 Chapter 16-E of Punjab High Court Rules and orders Vol. 4)

10. When some only of the papers of part A of the record are destroyed and some are retained, a note of the papers destroyed shall be made, at the time of destruction, on the fly index of the case. (page no.521 Chapter 16-E of Punjab High Court Rules and orders Vol. 4)

11. All notes made under the above instructions (i) and (ii) shall be attested by the Record-Keeper. (page no.522 Chapter 16-E of Punjab High Court Rules and orders Vol. 4) The Record-keeper will maintain a running list prepared from the above form of all cases in which copies of judgments have been sent out. When the copies of judgments are returned to him by the original courts, he will add them to the records, fill in the date of receipt and strike those cases off his running list. (page no.222 Chapter 14 of Punjab High Court Rules and orders Vol. 1)

12. The rules for the cancellation of court-fee stamps by the Record keeper are contained in a resolution of the Central Government in the Financial Department, No.1763, dated 24th July, 1873, in which it is ordered that the Record Keeper of every court shall, when a case is decided and the record consigned to his custody, punch a second hole, or, in the case of stamps falling under clause (c), rule 1 a third hole, in each label, distinct from the first and note the date of doing so at the same time. Special attention is requested to the words in italics, as the directions therein contained in always not complied with. The Record Keeper's punching should not

remove so much of the label as to render it impossible or difficult to ascertain its value or nature. From the resolution of the Central Government, No. 3047, dated 5th September, 1883, it will be seen that these directions apply only to adhesive label used under the Act, and not to impressed stamps which need not be punched a second time. (page no. 414 Chapter 4 of Punjab High Court Rules and orders Vol. 4).

13. Record Keepers will be held personally responsible that the stamp appertaining to the record under their charge are complete and they have been duly cancelled in accordance with these instructions. Should a record be sent into the record room in which the stamps are incomplete or not duly cancelled, the Record Keeper shall report the circumstances at once to the Head of the Office and shall defer entering the case in its appropriate register until orders have been passed in the matter. (page no. 414 Chapter 4 of Punjab High Court Rules and orders Vol. 4).

14. It is the duty of the Record Keeper to see that the records are made over to the Senior copyist on the day he receives the application or in the morning of the next working day at the latest. (page no. 530 Chapter 17 of Punjab High Court Rules and orders vol. 4)

15. The Record Keeper shall recommend on the application itself that a search fee of fifty paise should be imposed in every case in which an unreasonable amount of trouble has been caused in finding the original record by the failure of the applicant to give correct particulars and this fee shall be recovered as part of the copying fee in court fee stamps and affixed to the application concerned. (page no. 534 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

- 14 Record Clerk/Staff Room 1. In the case of courts at District head quarters of Districts, a challan in duplicate in form given hereinafter, along with the court registers, duly completed, will accompany the records. The court registers will be immediately returned after being signed by the Record Room Clerk receiving the records. One copy of the challan will be returned later, after entry of Goshwara number with date against each record and signature in full of the Record Room Clerk. The other copy of the challan will be retained by Record Room Staff. (page no. 506 Chapter 16-A of Punjab High Court Rules and orders Vol. 4)
2. In the case of outlying courts, the challan will be prepared in triplicate and sent to the District Record room along with the

records sought to be consigned. The record Room clerk will acknowledge receipt of the records by signing and immediately returning one copy of the challan without waiting to enter the Goshwara number and date of the court concerned. The second copy will be returned later after entry of the Goshwara number with date against each record and signature in full of the Record room Clerk. The third copy will be retained by the Record Room Staff. (page no.506 Chapter 16-A of Punjab High Court Rules and orders Vol. 4)

3. Copies of the challans retained by the Record Room Staff will be kept for three years and destroyed later on. (page no.507 Chapter 16-A of Punjab High Court Rules and orders Vol. 4)

15 Copying agent

1.The senior copyist in each agency shall be the copying agent and

file fetcher and shall be subject to the control of the copying supervisor. (page no.536 Chapter 17 of Punjab High Court Rules and orders Vol.4)

2.Copying agent shall be responsible that no file is taken out of the copying room by any one. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

3.Copying agent shall be responsible that all files are locked up in an almirah with the key in his possession before leaving office. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4).

4.Copying agent shall be responsible for the proper and equal distribution of work among the copyists. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4).

5.Copying agent shall be responsible for the proper maintenance of accounts, and preparation of returns. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

6.Copying agent shall be responsible for the regular and proper delivery of copies. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4).

7.Copies when prepared shall be delivered or despatched by the Copying Agent. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol.4).

8. Copying agency, before delivering a copy shall make sure that all fees chargeable according to the Schedule annexed to these rules have been duly recovered. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

	<p>9. Copying agent before any copy is delivered, shall endorse thereon the date of delivery and verify the cancellation of the Court Fee Stamps. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4). The copying agent shall maintain a separate register in form C.D.11 in which he shall enter the balance of fees recoverable in each case and refused VPPs and from which he shall prepare the statement required by rule 53(2). (page no.535 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>10. On receipt of an application the copying agent shall scrutinize whether the copy applied for can be supplied under rules ; the application has been duly stamped with forty paise court fee stamp and give the correct particulars for tracing the record; the fee if pre- id has been correctly assessed in accordance with the scale laid down in Schedule A. (page no.529 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p>
<p>16 Copyists</p>	<p>1. Preparation of the copies of the records as per the instructions laid down in Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>2. The senior copyist shall maintain a register in Form C.D.7. (page no.530 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>3. A register of daily work done by copyists shall be maintained by each copyist in Form C.D.5. (page no.537 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>4. A separate income account shall be kept by the copying agent in Register C.D.3 in which each day's income shall be recorded by the Copying Agent and totalled monthly. After the close of each month the copying agent shall prepare a statement showing the case in which the fee or any portion thereof remains to be realised. The statement shall be checked by the copying supervisor and submitted to the collector through the District and Sessions Judge. (page no.538 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p> <p>5. Copyists shall in no circumstances be allowed access to the record room and the records shall be made over to the copying agent by the Ahlmad or Record Keeper according as the case is pending or a decided one, the receipts take in the Register maintained in form C.D.8. (page no.534 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p>
	<p>Examiner 1. To personally compare such copy with the original record from which it has been made, with the help of the copyist who prepared it, who shall read out the original. (page no.532 Chapter 17 of Punjab High Court Rules and orders Vol. 4)</p>

2.To attest every alteration made in such copy by initialing the same;(page no.532 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

3.Examine and initial the endorsement made upon the copy in accordance with these rules ; (page no.532 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

4.Examine the headings and form of the copy, and see that they are in accordance with the law, rules and directions applicable to such copy. (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

5.To see that the provisions of rule 18 have been fully complied with (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

6.To see that the court fee stamps affixed to copies are punched, cancelled and initialled; (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

7.To make an entry in register C.D.5 as to the out turn of the copyist as required by rule 48.(page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

8.When the examiner is satisfied that the copy is correct in all respects and ready for delivery to the applicant, he shall make endorsement "certified to be a true copy" and shall sign and date the endorsement, and also subscribe his official designation below which he shall make the further endorsement ' Authorised by Section 76 of Indian Evidence Act, 1872'. (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

9.If the copy is more than one sheet of paper, the examiner shall endorse the word Attested on every such sheet and shall enter his initials and the date thereunder. He shall at the same time cancel the court fee stamps, if not already done, representing the costs of the copy. (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

10.In the event of any copy being found to be unfit for issue by reason, that it has not been legibly and neatly written; is not in the prescribed form or on paper of the prescribed quality; is so incorrect that revision has rendered it unfit for issue; does not conform to these rules; or is defective or otherwise open to objection, the examiner shall write the word 'cancelled' across the copy, and a fresh copy shall be made without further charge. At the same time he shall submit a separate report against the copyist for his carelessness (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

11.The signature of examiner to a copy is a certificate that the official has personally satisfied himself of its accuracy, and that the copy has been personally compared by him, and is suitable for delivery. (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

12.The copying supervisor shall maintain a register in form D.D.6 for payment received by money order or through VPP.He shall convert all such payments into court fee stamps. Affix them to the application, and then cancel them by punching out the figure-head so as to leave the amount designated on the stamp un-touched. The part removed by punching shall be burnt or otherwise destroyed. As an additional precaution the cancelling officer shall affix his signature and the date across each label, at the time of cancellation, in durable ink. Thereafter copying supervisor shall hand over the application to the copying agent by obtaining his receipt in the register C.D.6. The money order and VPP coupons shall be pasted in a separate guard file and numbered serially. (page no.533 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

13.The permanent advance register C.D.4 shall be kept and maintained personally by the Copying Supervisor. (page no.538 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

18 Process-server 1.The process-servers shall be employed mainly in the work of serving and executing processes, but they may be required to perform any other public duties that may be assigned to them. (page no.437 Chapter 6, Part C of Punjab High Court Rules and orders Vol. 4)

19 Reader 1.It will be the duty of the Reader of each Court to see that all fines imposed by the Judge or Magistrate are entered the same day in the fine register. The register should be inspected and signed, in the case of Sessions Courts, by the Judge once a month, and in other Courts, by the Presiding Officer once a week. (page no.483 Chapter 11 of Punjab High Court Rules and orders Vol. 4)
2.To prepare the daily cause list and to prepare the monthly statements.

20 Judgment Writers/ 1.The Judgment Writers, Stenographers or Steno Typists as the case
Stenographers/ steno- may be, shall prepare as many extra carbon copy of appealable
typists interim order/ judgments as are applied for by the parties or their
pleader within the prescribed time limit at the time of
transcription of interim order/ judgment pronounced by the court.
(page no.169 Chapter 11, Part a of Punjab High Court Rules and
orders Vol. 1)

2. The Judgment Writer, Stenographer or the Steno-typist as the

case may be, who prepared the copy, shall make thereon the endorsement 'certified to be a true copy' and shall sign and date the endorsement and also subscribe his official designation below which he shall make the endorsement 'Authorised by Section 76 of Indian Evidence Act, 1872' (page no.550 Chapter 17-A of Punjab High Court Rules and orders Vol. 4)

3.If the copy is on more than one sheet of paper, he shall endorse the word 'attested' on each such sheet and shall enter his initials and the date thereunder. He shall at the same time cancel the court fee stamps on the application, if not already done and also those representing the cost of the copy. (page no.550 Chapter 17-A of Punjab High Court Rules and orders Vol. 4)

4.Before delivering copy to the applicant be ensured that the prescribed copying fee charges have been duly recovered in the form of court fee stamps. (page no.550 Chapter 17-A of Punjab High Court Rules and orders Vol. 4)

5.Shall maintain a register showing there in each day's income from the supply of copies and other particulars in the form; serial no.,; date of application; date of pronouncement of judgment; number and title of the case; name of the applicant; number of pages of the judgment; amount recovered as copying charges; date of delivery of copy; and remarks by the presiding officer of the court. (page no.550 Chapter 17-A of Punjab High Court Rules and orders Vol. 4)

6.After the close of each month, he shall total the income and prepare a statement of monthly income which shall be sent by him after being countersigned by the Presiding Officer of the court by the 15th of succeeding month to the Officer incharge of the copying agency which is required to supply copies of the records of that court. (page no.550 Chapter 17-A of Punjab High Court Rules and orders Vol. 4)

7.40% of the income derived from the supply of copies prepared by a judgment writer, stenographer or stenotypist, as the case may be , shall be paid to him by the Officer- in- harge of the Copying Agency within a period of 15 days from the receipt of statement under the rule 10 of the Imprest of the Copying Supervisor of that agency. (page no.551 Chapter 17- A of Punjab High Court Rules and orders Vol. 4)

21 Ahlmad

1.No process shall be prepared or issued until the proper fee for the service thereof has been paid, but as soon as the process fee(talbana) is paid by a litigant, his agent, or his pleader, a receipt is to be granted by Ahlmad and thereafter the court fee label

denoting the fee shall be affixed to the diary of process fees and immediately punched. (page no.430 Chapter 5, Part A of Punjab High Court Rules and orders Vol. 4)

2. With the record of each civil case and of each criminal case in which process fees are levied, should be kept a separate sheet of paper to be termed the 'Diary of Process Fee' which should be devoted to the sole purpose of maintaining a record of process fees. This diary should be in the prescribed form. (page no.430 Chapter 5, Part A of Punjab High Court Rules and orders Vol. 4)

3. The Goshwara numbers given by the Record Officer in the challan will be entered in the court registers by the Ahlmad. Presiding officer of court should on the first working day in the months of February, May, August and November check the Goshwara numbers given in the court registers by Ahlmads with those entered in the challan in order to see that entries are correctly made in the court registers and sign the court registers in token of their check. (page no.507 Chapter 16-A of Punjab High Court Rules and orders Vol. 4)

4. The file of every decided case should be consigned to the record room within a period of 15 days from the date of the final orders passed therein and that in case of default, explanation for the delay, duly signed by the Presiding Officer, should accompany the record. (page no.507 Chapter 16-A of Punjab High Court Rules and orders Vol. 4)

5. It is the duty of the Ahlmad to see that the records are made over to the Senior copyist on the day he receives the application or in the morning of the next working day at the latest. (page no.530 Chapter 17 of Punjab High Court Rules and orders Vol. 4)

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 Courts.
5. The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Courts.
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, Jalandhar 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 Courts	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1	District & Sessions Judge and Courts of Additional District and Sessions Judges at District Headquarter	Translator attached to the Court of Ld. District and Sessions Judge, Jalandhar	Chief Administrative Officer-cum-Superintendent in the office of District & Sessions Judge, Jalandhar	The District & Sessions Judge Jalandhar
2	Court of Civil Judge (Sr. Division) Jalandhar and all the Civil Judge (Jr. Division) at Jalandhar Headquarter	Reader attached to the Court of Civil Judge (Sr. Division.), Jalandhar	Clerk Of Court attached to the Court of Civil Judge (Sr. Division.)	The Civil Judge (Sr. Division), Jalandhar
3	Court of Chief Judicial Magistrate, Jalandhar	Sr. Most Ahlmad attached to the Court of Chief Judicial Magistrate, Jalandhar	Reader attached to the court of Chief Judicial Magistrate, Jalandhar	The Chief Judicial Magistrate, Jalandhar
4	Court of Additional Civil Judge (Sr. Division), Nakodar	Sr. Most Ahlmad attached to the Court of Additional Civil Judge (Sr. Division), Nakodar	Reader attached to the Court of Additional Civil Judge (Sr. Division), Nakodar	The Additional Civil Judge (Sr. Division), Nakodar
5	Court of Additional Civil Judge (Sr. Division), Phillaur	Sr. Most Ahlmad attached to the Court of Additional Civil Judge (Sr. Division), Phillaur	Reader attached to the Court of Additional Civil Judge (Sr. Division), Phillaur	The Additional Civil Judge (Sr. Division), Phillaur

Contact Nos. Of the Public Information Officer

S.No.	Name of the Officer	Designation	Contact No.
1	Sh. Harmesh Chand	Chief Administrative Officer-cum- Public Information Officer c/o District and Sessions Judge Jalandhar	0181-2458384 FAX 0181-2225367 Mobile: 9463907278
2	Ms. Sunita Syal Banger	Clerk of Court-cum-Public Information Officer (Civil) o/o Civil Judge (Senior Division), Jalandhar	Mobile: 9888511871
3	Sh. Sunil Kumar	Reader-cum-Public Information Officer (Criminal), attached to the Court of Chief Judicial Magistrate Jalandhar	Mobile: 7837178278
4.	Sh. Tarun Chopra	Reader-cum-Public Information Officer, attached to the Court of Addl. Civil Judge Senior Divivision, Nakodar	Mobile: 9855597030
5	Sh. Raj Singh	Reader-cum-Public Information Officer, attached to the Court of Addl. Civil Judge Senior Divivision, Phillaur	Mobile: 9646816565

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, Jalandhar, supervise the work of the organization and exercises control over it. Likewise, he distributes the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.
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.
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.

MANUAL 9

Directory Of Officers

Sr. No.	Name of Judicial Officer	Designation
1	Sh. Nirbhow Singh Gill	District & Sessions Judge
2	Sh. Sarabjit Singh Dhaliwal	Addl. District & Sessions Judge
3	Sh. Dharminder Paul Singla	Addl. District & Sessions Judge
4	Sh. Rajnish Garg	Addl. District & Sessions Judge
5	Sh. Jaswinder Singh	Addl. District & Sessions Judge
6	Sh. Tarntaran Singh Bindra	Addl. District & Sessions Judge
7	Sh. Krishan Kant Jain	Addl. District & Sessions Judge
8	Sh. Charanjeet Arora	Addl. District & Sessions Judge
9	Sh. Yukti Goyal	Addl. District & Sessions Judge
10	Ms. Rana Kanwardeep Kaur Chahal	Addl. District & Sessions Judge
11	Ms. Rashmi Sharma	Principal Judge, Family Court
12	Ms. Tripat Jot Kaur	Addl. Principal Judge, Family Court
13	Sh. Vineet Kumar Narang	Addl. Principal Judge, Family Court
14	Sh. Amit Kumar Garg	Civil Judge (SD)-cum-ACJM
15	Dr. Gagandeep Kaur	Addl. Civil Judge (SD)-cum-CJM
16	Sh. Gagandeep Singh Garg	Chief Judicial Magistrate NRI Court

17	Sh. Inderjeet Singh	Addl. Civil Judge (SD) -cum Railway Magistrate
18	Ms. Shagun	Civil Judge (JD)/JMIC
19	Sh. Karanvir Singh Maju	Civil Judge (JD)/JMIC
20	Ms. Shilpa Singh	Civil Judge (JD)/JMIC
21	Sh. Jaginder Singh	Civil Judge (JD)/JMIC
22	Sh. Amandeep Singh Ghuman	Civil Judge (JD)/JMIC
23	Sh. Ravinder Singh Rana	Civil Judge (JD)/JMIC
24	Sh. Ravtresh Inderjit Singh	Civil Judge (JD)/JMIC
25	Ms. Joshica Sood	Civil Judge (JD)/JMIC
26	Ms. Ramandeep Kaur	Civil Judge (JD)/JMIC
27	Ms. Heena Aggarwal	Civil Judge (JD)/JMIC
28	Sh. Akashdeep Singh Malwai	Civil Judge (JD)/JMIC
29	Sh. Manik Kaura	Civil Judge (JD)/JMIC
30	Sh. Reetbrinder Singh Dhaliwal	Civil Judge (JD)/JMIC
31	Ms. Srijan Shukla	Civil Judge (JD)/JMIC
32	Ms. Arpna	Civil Judge (JD)/JMIC
33	Ms. Babaljit Kaur	Civil Judge (JD)/JMIC
34	Ms. Rasveen Kaur	Civil Judge (JD)/JMIC

35	Ms. Renuka Kalra	Civil Judge (JD)/JMIC
36	Ms. Mandeep Kaur	Civil Judge (JD)/JMIC
37	Sh.Mohinder Partap Singh Libra	Civil Judge (JD)/JMIC

Sub Divison Nakodar

Sr. No.	Name of Judicial Officer	Designation
1	Ms. Ekta Sahota	Addl.Civil Judge (SD)/SDJM
2	Ms. Rajbinder Kaur	Civil Judge(JD)/JMIC
3	Dr. Jublee	Civil Judge (JD)/JMIC
4	Ms. Khushdeep Kaur	Civil Judge (JD)/JMIC

Sub Divison Phillaur

Sr. No.	Name of Judicial Officer	Designation
1	Ms. Meenakshi Gupta	Addl.Civil Judge (SD)/SDJM
2	Sh.Gurmehtab Singh	Civil Judge (JD)/JMIC
3	Sh. Jasbeer Singh	Civil Judge (JD)/JMIC
4	Sh. Sukhmandeep Singh	Civil Judge (JD)/JMIC

Manual 10

The Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations Judicial Officers Revised Scales

1. **District & Sessions Judge** : (Selection Grade) J6 (Rs.163030 – Rs.219090)
(Super Time Scale) J7
(Rs.199100-Rs.224100)
2. **Addl.District & Sessions Judge** : Entry Level J5 (Rs.144840-Rs.194660)
3. **Civil Judge (Sr.Divn.) / Chief Judicial Magistrate / Addl.Civil Judge (Sr.Divn.)** :
(Entry Level) J3 (Rs.111000 – Rs.163030)
(Ist Stage ACP) J4 (Rs.122700 – Rs.180200)
(IInd Stage ACP) J5 (Rs.144840-Rs.194660)
4. **Civil Judge (Jr.Divn.)** : (Entry Level) J1 (Rs.77840 – Rs.136520)
(Ist Stage ACP) J2 (Rs.92960 – Rs.136520)
(IInd Stage ACP) J3 (Rs.111000 – Rs.163030)

Employees Revised Scales

Class B

Chief Administrative Officer-cum- Superintendent: Pay Matrix level-17 (53600-170100)

Class C

Reader Grade I : Pay Matrix Level-16 (48700-154300)

Reader Grade II : Pay Matrix Level 12 (43000-136000)

Reader Grade III : Pay Matrix Level 11 (38500-122700)

Stenographer Gr.I : Pay Matrix Level 12 (43000-136000)

Stenographer Gr.II : Pay Matrix Level 11 (38500-122700)

Stenographer Gr.III : Pay Matrix Level 7 (28900-91600)

Graduate Clerks: Pay Matrix Level 9 (35600-112800)

Under Graduate Clerks: Pay Matrix Level 9 (35600-112800)

Clerks : Pay Matrix Level 3 (20200-64000)

Drivers : Pay Matrix Level 5 (21300-67800)

Bailiff : Pay Matrix Level 3 (20200-64000)

Class D

Process Server : Pay Matrix Level 1 (18000-56900)

Usher/Record Lifter/Daftri : Pay Matrix Level 1 (18000-56900)

Peon/Orderly/Chowkidar/Waterman/Sweeper: Pay Matrix Level 1 (18000-56900)

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 its subordinate Courts/ authorities as per their requirements and the remaining funds are used to keep for the expenditure of the organization for expenditure of pay & allowances, over-time allowance, wages, 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 Clerks of the Advocates. 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 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

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 Jalandhar is in progress and the information will be available soon in an electronic form.

MANUAL 16

The particulars of facilities available to citizens for obtaining information

There is facility to trace the cases on the website www.services.ecourts.gov.in. To view the cause lists (cases fixed for next day) on www.jalandhar.dcourts.gov.in

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.