



District Judiciary, Pithoragarh, Uttarakhand

RIGHT TO INFORMATION (RTI) MANUAL (as on 01.06.2026)

*Published in compliance with Section 4(1)(b) of the
Right to Information Act, 2005*

Manual 1:

Particulars of Organization, Functions, and Duties

- **Establishment:** The District Judiciary Pithoragarh functions under the administrative and supervisory control of the Hon'ble High Court of Uttarakhand, Nainital.
- **Objective:** To dispense Civil and Criminal justice, and manage judicial/administrative functions within the territorial jurisdiction of District Pithoragarh.
- **Functions:** Conducting judicial trials/proceedings in accordance with law, maintaining case records, and managing statutory Legal Aid Services via the District Legal Services Authority (DLSA), Pithoragarh.

Manual 2:

Powers and Duties of Officers and Employees

- **District & Sessions Judge:** Serves as the highest judicial authority of the district, on the administrative side conducting the role of Head of Office, Drawing and disbursing Officer (DDO), appointing and general personnel deployments authority.
- **Judicial Officers:** Exercise Civil and Criminal judicial powers as assigned under the law.
- **Administrative Staff:** Chief Administrative Officers, Senior Administrative Officers, Administrative Officers, Head Assistants, Senior Assistants and Junior Assistants, Personal Officer, Senior Personal Assistants and Personal Assistants execute routine ministerial, record-keeping, and accountancy tasks under official supervisory delegations.

Manual 3:

Procedure Followed in Decision-Making Process

- **Judicial :** Strictly governed by statutory procedures in accordance with law.
- **Administrative :** Processed via a formal system of files initiated by the respective ministerial branches, forwarded by the Officer in-Charge or the Chief Administrative Officer, and submitted for final orders to the District Judge in accordance with the rules and regulation framed for the administrative functions of office.

Manual 4:

Norms Set for the Discharge of Functions

- Judicial functions are discharged within statutory procedures prescribed in accordance with law.

Manual 5:

Rules, Regulations, Instructions, Manuals, and Records Held

- General Rules (Civil), 1957
- General Rules (Criminal), 1977
- Notifications, Practice Directions, and Circulars issued by the Hon'ble High Court of Uttarakhand, Nainital from time to time.
- Financial Handbooks, Fundamental Rules, and all other applicable Administrative and Financial Rules and orders.

Manual 6:

Categories of Documents Held under Control

- **Judicial Records:** Pending and disposed of Civil and Criminal case files, registers etc.
- **Administrative/Nazarat/Accounts Records:** ACRs and Service Books of Officers and Employees, Records of infrastructural developments, and procurement files. Budget Allocation Records, Cash Book, Day-Book, Bill Vouchers, and audit statements.

Manual 7:

Consultation/Representation by the Public

- As an independent public authority managing judicial functions, there is no structural framework for direct public participation or representation in the core formulation of judicial policies or administrative rules.

Manual 8:

Boards, Councils, Committees, and Other Bodies

- Key committees include the Internal Complaints Committee (Prevention of Sexual Harassment at Workplace), and other administrative committees.

Manual 9:

Directory of Officers and Employees

District Judiciary, Pithoragarh, Uttarakhand

Sl. No.	Name	Designation	Contact No.	e-mail ID
01	Shri Dhananjay Chatruvedi	District & Sessions Judge, Pithoragarh	+915964225286 (Office) +915964224894 (Chamber) +915964297104 (Residential Office)	dj-pit-ua@nic.in
02	--Vacant-- (Link officer – Chief Judicial Magistrate, Pithoragarh)	Additional District & Sessions Judge, Pithoragarh	--	dj-pit-ua@nic.in
03	Ms. Suman	Chief Judicial Magistrate, Pithoragarh	+915964299822 (Residence)	dj-pit-ua@nic.in
04	Shri Ramesh Chandra	Civil Judge (Sr. Div.), Pithoragarh	+915964223263 (Residence)	dj-pit-ua@nic.in
06	Ms. Kalpana	Judicial Magistrate, First Class, Pithoragarh	+915964223263 (Residence)	dj-pit-ua@nic.in
07	Shri Rajnish Mohan	Civil Judge (Jr. Div.), Gangolihat, District Pithoragarh	+915964299269 (Office) +915964297478 (Residence)	ukdc.gangolihat@uk.gov.in
08	Shri Shiv Singh	Civil Judge (Jr. Div.), Pithoragarh	+915964227030 (Residence)	dj-pit-ua@nic.in
09	Ms. Gulistan Anjum	Civil Judge (Jr. Div.), Didihat, District Pithoragarh	+915964299275 (Office) +915964232137 (Residence)	ukdc.didihat@uk.gov.in
10	--Vacant-- (Link officer – Civil Judge (Jr. Div.), Didihat)	Civil Judge (Jr. Div.), Dharchula, District Pithoragarh	+915964299001 (Office)	ukdc.dharchula@uk.gov.in

11	Shri Jagmohan Joshi	Chief Administrative Officer	+915964225286 (Office) +919412927136 (Mobile)	dj-pit-ua@nic.in
12	Shri Kailash Chandra Upreti	Administrative Officer, Nazarat/Protocol Officer	+915964225286 (Office) +919927933933 (Mobile)	dj-pit-ua@nic.in
13	Shri Vivek Bhandari	Assistant Programmer/System Officer	+915964225286 (Office) +918979377309 (Mobile)	dj-pit-ua@nic.in

Family Court, Pithoragarh, Uttarakhand

Sl. No.	Name	Designation	Contact No.	e-mail ID
01	Shri Dhananjay Chatruvedi	Judge, Family Court, Pithoragarh as additional charge	+915964225286 (Office) +915964224894 (Chamber) +915964297104 (Residential Office)	dj-pit-ua@nic.in
02	Shri Gautam Chand	Counsellor	+917814513130 (Mobile)	dj-pit-ua@nic.in

Juvenile Justice Board, Pithoragarh, Uttarakhand

Sl. No.	Name	Designation	Contact No.	e-mail ID
01	Shri Shiv Singh	Principal Magistrate	+915964227030 (Residence)	jjbpithoragarh@gmail.com
02	Ms. Laxmi Bhatt	Member	--	jjbpithoragarh@gmail.com
03	Ms. Geeta Chuphal	Member	--	jjbpithoragarh@gmail.com

District Legal Services Authority, Pithoragarh, Uttarakhand

Sl. No.	Name	Designation	Contact No.	e-mail ID
01	Ms. Manju Devi	Secretary, District Legal Services Authority, Pithoragarh (Civil Judge (Sr. Div.) Cadre)	+915964228322 (Office) +919411330501 (Official mobile number of DLSA)	chairmandlsap@gmail.com

Manual 10:

Monthly Remuneration Received by Officers and Employees

- Judicial Officers receive remuneration and allowances structured under the statutory recommendations of the National Judicial Pay Commission as implemented by the State.
- Administrative and ministerial staff receives monthly compensation systems according to the pay matrices and rules of the Government of Uttarakhand.

As on 01.06.2026

Sl. No.	Name & designation	Level & Pay Scale/Matrix	Basic Pay (₹)	Total Emoluments (₹)
Civil & Sessions Court				
01	Shri Dhananjay Chaturvedi, District & Sessions Judge, Pithoragarh	Level - J-7 199100-224100	224100	401144
02	Shri Ramesh Chandra, Civil Judge (Sr. Div.), Pithoragarh	Level - J-3 111000-163030	111000	220100
03	Ms. Kalpana, Judicial Magistrate, First Class, Pithoragarh	Level - J-2 92960-136520	107770	212932
04	Shri Rajnish Mohan, Civil Judge (Jr. Div.), Gangolihat, Pithoragarh	Level - J-1 77840-136520	107770	228224

05	Shri Shiv Singh, Civil Judge (Jr. Div.), Pithoragarh	Level – J-1 77840-136520	92960	208588
06	Ms. Gulistan Anjum, Civil Judge (Jr. Div.), Didihat, Pithoragarh	Level – J-1 77840-136520	87620	188710
07	Shri Sanjay Kumar, Chief Administrative Officer	Level-10 56100-177500	69000	116870
08	Shri Ganesh Ram, Chief Administrative Officer	Level-10 56100-177500	67000	113390
09	Shri Jagmohan Joshi, Chief Administrative Officer	Level-10 56100-177500	59500	101390
10	Shri Manoj Pant, Senior Administrative Officer	Level-8 47600-151100	58600	94620
11	Ms. Indra Tolia, Senior Administrative Officer	Level-8 47600-151100	56900	96420
12	Shri Jagdish Prasad, Senior Administrative Officer	Level-8 47600-151100	56900	92040
13	Shri Manoj Kumar Pathak, Administrative Officer	Level-7 44900-142400	53600	90820
14	Shri Devendra Singh, Administrative Officer	Level-7 44900-142400	52000	84040
15	Shri Kailash Chandra, Administrative Officer	Level-7 44900-142400	46200	79080
16	Shri Sanjay Kumar Pathak, Administrative Officer	Level-7 44900-142400	46200	78080
17	Shri Krishna Kumar Uniyal, Head Assistant	Level-6 35400-112400	43600	73830
18	Shri Naveen Singh, Head Assistant	Level-6 35400-112400	38700	65990
19	Ms. Kavita Joshi, Head Assistant	Level-6 35400-112400	38700	65990
20	Shri Pushkar Singh, Head Assistant	Level-6 35400-112400	37600	64230
21	Shri Prakash Singh Bora, Senior Assistant	Level-5 29200-92300	37000	62530
22	Shri Jagdish Prasad, Senior Assistant	Level-5 29200-92300	31000	52930

23	Ms. Richa Rawal, Senior Assistant	Level-6 35400-112400	43600	73730
24	Shri Deepak Mehra, Senior Assistant	Level-5 29200-92300	35900	60810
25	Shri Rajendra Singh Air, Senior Assistant	Level-5 29200-92300	30100	50890
26	Shri Dan Singh, Senior Assistant	Level-5 29200-92300	30100	51610
27	Shri Pankaj Joshi, Senior Assistant	Level-5 29200-92300	30100	50890
28	Shri Koras Tamta, Senior Assistant	Level-5 29200-92300	30100	50890
29	Shri Nitin Rawat, Senior Assistant	Level-5 29200-92300	30100	51490
30	Ms. Tanuja Mehta, Senior Assistant	Level-5 29200-92300	30100	51490
31	Shri Charu Chandra Pant, Senior Assistant	Level-5 29200-92300	29200	50050
32	Ms. Kalpana Pant, Senior Assistant	Level-5 29200-92300	29200	50050
33	Shri Hem Punetha, Junior Assistant	Level-5 29200-92300	35900	60770
34	Shri Naveen Ram, Junior Assistant	Level-3 21700-69100	25200	42420
35	Shri Ganesh Lal, Personal Officer	Level-7 44900-142400	70000	118060
36	Ms. Reena Verma, Senior Personal Assistant	Level-6 35400-112400	58600	98100
37	Ms. Saroj Arya, Farrash	Level-5 29200-92300	42800	71900
38	Ms. Geeta Bhatt, Peon	Level-5 29200-92300	42800	71900
39	Shri Ganesh Datt Sharma, Orderly	Level-5 29200-92300	42800	68950
40	Shri Jeewan Singh Manral, Orderly	Level-5 29200-92300	42800	71900
41	Shri Pradhuman Singh Tolia, Process Server	Level-4 25500-81100	37500	62480
42	Shri Lok Bahadur Pal, Process Server	Level-3 21700-69100	36100	61330
43	Shri Mahendra Ram, Process Server	Level-4 25500-81100	38600	63570

44	Shri Manoj Kumar Negi, Process Server	Level-2 19900-63200	31100	53440
45	Shri Naveen Chandra, Process Server	Level-2 19900-63200	31100	53950
46	Shri Kailash Giri, Chaukidar	Level-2 19900-63200	31100	50140
47	Shri Hari Singh, Process Server	Level-2 19900-63200	31100	53620
48	Shri Bhim Singh Bonal, Process Server	Level-2 19900-63200	31100	53440
49	Shri Paras Tiwari, Process Server	Level-2 19900-63200	27600	47840
50	Shri Devkinandan, Peon	Level-1 18000-56900	21500	36870
51	Shri Deepak Singh Khainal, Process Server	Level-1 18000-56900	21500	36870
52	Shri Heera Singh Mehta, Chaukidar	Level-1 18000-56900	21500	36870
53	Shri Kedar Singh, Process Server	Level-3 21700-69100	38300	65250
54	Ms. Radha Devi, Peon	Level-1 18000-56900	20900	35910
55	Shri Gaurav Kumar, Process Server	Level-1 18000-56900	19100	33030
Criminal Court				
01	Ms. Suman, Chief Judicial Magistrate, Pithoragarh	Level - J-3 111000-163030	121290	224064
02	Shri Girija Shankar Singh, Senior Administrative Officer	Level-8 47600-151100	58600	99380
03	Ms. Deepika, Head Assistant	Level-6 35400-112400	38700	65957
04	Shri Satyendra Dhanger, Senior Personal Assistant	Level-6 35400-112400	39900	68180
05	Shri Devendra Prasad,	Level-4 25500-81100	36400	61460
06	Shri Ramesh Nath, Orderly	Level-2 19900-63200	31100	52440

Manual 11:

Budget Allocation - Financial Year 2026-27

As on 01.06.2026

(i). Grant 004, under the head 2014-Administration of Justice-00-105-Civil & Sessions Court-03-District & Sessions Judge-00

Sl. No.	Object Code	Budget allocated by the Hon'ble High Court of Uttarakhand, Nainital (₹)
01	02 – Wages	1,00,000/-
02	04 - T.A.	8,60,000/-
03	10 - Training Expenses	30,000/-
04	11 – Entitlement Expenses	3,50,000/-
05	20 – Purchase of Stationery and Printing of Forms	2,00,000/-
06	21 – Office Furniture and Equipments	3,00,000/-
07	22 – Office Expenses	3,50,000/-
08	27 – Payment For Professional and Special Services	20,000/-
09	29 – Operation of Vehicles, Maintenance and Purchase of Fuel	1,00,000/-
10	42 – Other Departmental Expenses	10,000/-
11	51 – Maintenance	15,17,000/-

(ii). Grant 004, under the head 2014-Administration of Justice-00-108-Criminal Court-03-Regular Establishment-00

Sl. No.	Object Code	Budget allocated by the Hon'ble High Court of Uttarakhand, Nainital (₹)
01	04 - T.A.	50,000/-
02	10 - Training Expenses	8,000/-
03	11 - Entitlement Expenses	30,000/-
04	20 - Purchase of Stationery and Printing of Forms	50,000/-
05	22 - Office Expenses	50,000/-
06	29 - Operation of Vehicles, Maintenance and Purchase of Fuel	1,00,000/-
07	42 - Other Departmental Expenses	5,000/-

(iii). Grant 004, under the head 4059-Capital Outlay on Public Works-60-Other Building-051-Construction-05-Development of Infrastructure Facilities For Judicial Works-53-Major Construction

Sl. No.	Object Code	Budget allocated by the Hon'ble High Court of Uttarakhand, Nainital (₹)
01	53 - Major Construction	37,05,000/-

(iv). Grant 004, under the head 2014-Administration of Justice-00-117-Family Court-04-Family Court Establishment-00

Sl. No.	Object Code	Budget allocated by the Hon'ble High Court of Uttarakhand, Nainital (₹)
01	07 - Honorarium	1,80,000/-
02	20 - Purchase of Stationery and Printing of Forms	20,000/-

Manual 12 & 13:

Subsidy Programmes and Concessions

- **Not Applicable:** The District Judiciary does not handle or grant commercial subsidies, industrial concessions, permits, or trade authorizations.
- Free legal aid counseling, legal literacy programs, and pro-bono defense representation provided to marginalized/economically weaker sections and other eligible persons under the Legal Services Authorities Act, 1987 as the primary welfare measures.

Manual 14:

Information Held in Electronic Form

- Administrative Orders passed by the District Judge, Pithoragarh are uploaded and made accessible to the general public digitally on the official website of District Court, Pithoragarh.
- Case information including daily cause lists, case statuses, daily orders, and final judgments are systematically updated and made accessible to the general public digitally on the Case Information System (CIS)/official e-Courts Services portal/e-true copy module/NJDG Portal/Official Website of District Court, Pithoragarh.

Manual 15:

Facilities Available to Citizens for Obtaining Information

- **Copying Department (Judicial):** For securing certified copies of judicial orders, judgments, and other judicial records under the provisions of General Rules (Civil), 1957 and General Rules (Criminal), 1977.
- **e-Sewa Kendra / Helpdesk:** Established within the court premises for immediate query redressal, digital status updates, and procedural assistance during court operational hours.
- **Physical Notice Boards:** Established prominently outside individual courtrooms for daily cause lists and other relevant information.
- **Official Website:** <https://pithoragarh.dcourts.gov.in>

Manual 16:

First Appellate Authority (FAA)/ Public Information Officers (PIOs)

Details

Authority	Designation / Address	Contact / Electronic Mail
First Appellate Authority (FAA), District Court, Pithoragarh, Uttarakhand	Ms. Suman, Chief Judicial Magistrate, Pithoragarh, Uttarakhand. PIN 262501	Telephone No. +915964225286 e-mail : dj-pit-ua@nic.in
Public Information Officer (PIO), District Court, Pithoragarh, Uttarakhand	Shri Jagmohan Joshi, Chief Administrative Officer, District Court, Pithoragarh, Uttarakhand. PIN 262501	Telephone No. +915964225286 e-mail : dj-pit-ua@nic.in
Assistant Public Information Officer (APIO), Outlying Court, Civil Judge (Jr. Div., Didihat, District Pithoragarh, Uttarakhand	Shri Koras Tamta, Senior Assistant, Office of the Civil Judge (Jr. Div.), Didihat, District Pithoragarh, Uttarakhand. PIN 252551	Telephone No. +915964299275 e-mail : ukdc.didihat@uk.gov.in
Assistant Public Information Officer (APIO), Outlying Court, Civil Judge (Jr. Div., Gangolihat, District Pithoragarh, Uttarakhand	Shri Sanjay Kumar Pathak, Administrative Officer, Office of the Civil Judge (Jr. Div.), Gangolihat, District Pithoragarh, Uttarakhand. PIN 262522	Telephone No. +915964299269 e-mail : ukdc.gangolihat@uk.gov.in
Assistant Public Information Officer (APIO), Outlying Court, Civil Judge (Jr. Div., Dharchula, District Pithoragarh, Uttarakhand	Shri Dan Singh, Senior Assistant, Office of the Civil Judge (Jr. Div.), Dharchula, District Pithoragarh, Uttarakhand. PIN 262545	Telephone No. +915964299001 e-mail : ukdc.dharchula@uk.gov.in

Manual 17:

Other Prescribed Information

- Please refer 'THE UTTARAKHAND HIGH COURT RIGHT TO INFORMATION RULES, 2009' notified vide Notification No. 157/UHC/Admin.B, dated 27.08.2009 (updated by amendment dated 29th March 2010) available on the official website. [\(Click here to view Notification\)](#)