

DISTRICT AND SESSIONS COURT

AMRITSAR

INFORMATION MANUAL FOR RTI ACT, 2005.
DISTRICT & SESSIONS COURT, AMRITSAR.

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF DISTRICT & SESSIONS JUDGE AND ADDL. DISTRICT & SESSIONS JUDGE, AMRITSAR HEAD-QUARTER				
1	Appellate Authority	Sh Amarinder Singh Grewal, District & Sessions Judge	0183-2225124	djasr-chd@nic.in
2	Public Information Officer	Sh.Sham Sunder, Superintendent Grade-I	0183-2225124 9646766006	--
3	Asstt. Public Information Officer	Sh.Manish Kumar, Chief Ministerial Officer of the Court	9803856058	--

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF CIVIL JUDGE (SR.DIVN.), ADDL.CIVIL JUDGE (SR.DIVN.) AND CIVIL JUDGE				
1	Appellate Authority	Sh.Parinder Singh, Civil Judge (Sr.Divn.)	0183-2566037	cjsd.asr@indianjudiciary.gov.in
2	Public Information Officer	Ms.Ranju Bala, Clerk of Court (COC)	9646050510	--
3	Asstt. Public Information Officer	Sh.Balwinder Singh, Chief Ministerial Officer of the Court	9646303015	--

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF CHIEF JUDICIAL MAGISTRATE, ADDL. CHIEF JUDICIAL MAGISTRATE AND				
1	Appellate Authority	Sh.Amit Malhan, Chief Judicial Magistrate	0183-2225110	cjm.asr@indianjudiciary.gov.in
2	Public Information Officer	Sh.Rajinder Kumar, Chief Ministerial Officer of the Court	9888022352	--
3	Asstt. Public Information Officer	Sh.Ramandeep Singh, Senior Most Ahlmad/Stenographer	9915555678	--

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURT OF JUDGE SMALL CAUSES COURT, AMRITSAR HEAD-QUARTER				
1	Appellate Authority	Ms.Parminder Kaur Bains, Addl.Civil Judge (Sr.Divn.) (JSCC)	0183-2223438	--
2	Public Information Officer	Sh.Jaibir Singh, Registrar, Small Causes Court	0183-2221057	--
3	Asstt. Public Information Officer	Sh.Naveen, Chief Ministerial Officer of the Court	7973841173	--

INFORMATION MANUAL FOR RTI ACT, 2005.
FOR THE COURTS SITUATED AT SUB DIVISION, AJNALA.

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF ADDL.CIVIL JUDGE (SR.DIVN.) AND CIVIL JUDGE (JR.DIVN.), AJNALA SUB DIVISION				
1	Appellate Authority	Ms.Manpreet Kaur, Addl.Civil Judge (Sr.Divn.)	01858-221172	acjdsd.ajnal@indianjudiciary.gov.in
2	Public Information Officer	Sh.Baljit Singh, Chief Ministerial Officer of the Court	9872758098	--
3	Asstt. Public Information Officer	Sh.Kamalpreet Singh, Senior Most Ahlmad/Stenographer	9855002150	--

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF SUB DIVISION JUDICIAL MAGISTRATE AND JUDICIAL MAGISTRATE IST CLASS, AJNALA SUB DIVISION				
1	Appellate Authority	Ms.Manpreet Kaur, Sub Division Judicial Magistrate	01858-221172	acjdsd.ajnal@indianjudiciary.gov.in
2	Public Information Officer	Sh.Baljit Singh, Chief Ministerial Officer of the Court	9872758098	--
3	Asstt. Public Information Officer	Sh.Kamalpreet Singh, Senior Most Ahlmad/Stenographer	9855002150	--

INFORMATION MANUAL FOR RTI ACT, 2005.
FOR THE COURTS SITUATED AT SUB DIVISION, BABA BAKALA SAHIB.

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF ADDL.CIVIL JUDGE (SR.DIVN.) AND CIVIL JUDGE (JR.DIVN.), BABA BAKALA SAHIB SUB DIVISION				
1	Appellate Authority	Sh.Amardeep Singh Bains, Addl.Civil Judge (Sr.Divn.)	01853-245499	acjds.bbakala@india njudiciary.gov.in
2	Public Information Officer	Sh.Pawan Kumar, Chief Ministerial Officer of the Court	8968125662	--
3	Asstt. Public Information Officer	Sh.Love Sharma, Senior Most Ahlmad/Stenographer	9855247083	--

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF SUB DIVISION JUDICIAL MAGISTRATE AND JUDICIAL MAGISTRATE IST CLASS, BABA BAKALA SAHIB SUB DIVISION				
1	Appellate Authority	Sh.Amardeep Singh Bains, Sub Division Judicial Magistrate	01853-245499	acjds.bbakala@india njudiciary.gov.in
2	Public Information Officer	Sh.Pawan Kumar, Chief Ministerial Officer of the Court	8968125662	--
3	Asstt. Public Information Officer	Sh.Love Sharma, Senior Most Ahlmad/Stenographer	9855247083	--

MANUAL-1

The Particulars of Organization, Functions and Duties

Particulars

- Name of the Organization:** Office of District & Sessions Judge, Amritsar.
This organization is sub-ordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh.
- Functions of the Organization:** The organization has its two main functions.
- i) Judicial Function and
 - ii) Administrative Function
- Duties of the Organization:**
- i) To exercise the control over all its subordinate Courts Functioning in its territorial Jurisdiction.
 - ii) To distribute the various grants amongst its 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 to administer justice as per the various legislation/ statutes.
 - iv) To recruit Class-III and Class-IV Govt. Servants with the help of Advisory committee
 - vii) To promote the officials to the higher responsible Post
 - viii) 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.
 - vix) 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, Amritsar under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision

MANUAL 2

The Power 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 Court**
The above Judicial Officers/ Judges deals with the matters pertaining to the appellate side and cases tribal 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 tribal by the Court of Sessions
The Judge Small Cause Court:-
- vi) **The Civil Judges (Junior Division) and Judicial Magistrate First Class.**
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 tribal by the Court of Session and also excluding the cases having exclusive jurisdiction to the Chief Judicial Magistrate.

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

Duties of Employees

Court Manager: To facilitate the administrative functions of the Sessions division under the guidance of the District Judge.

Superintendent/ Chief Administrative Officer: To supervise overall working of the staff and routine affairs of the English Branch, Bill Branch, Copying, Record etc., & to handle the correspondence of the office of the District & Sessions judge.

Reader Grad 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 Judge.

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 Offices of the Presiding Officers on different post s 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.

Chowkidar: To watch the Court building & premises.

Sweeper: To clean the Court premises, lavatories.

MANUAL 3

The Rules, Regulation, Instruction 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 and III
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.

MANUAL4

Publication of information regarding items specified in Rules 4(1) b (IV) of the Right of Information Act 2005

The Rules Regulation Instructions, manuals and records held by it or under control or used by the employees for discharging functions.

Name of Office: -District and Sessions Judge, Amritsar

Sr. No.	Name of the Branch	Name of the Acts, Manuals , Rules and Instruction	Any Other Record or Document
1	English Office/GPF Branch/COC Office/Statement Branch	High Court rules and orders volume 1 to 6 .Punjab Civil services rules,Volume1 part 1,Volume2 &3 Punishment and Appeal Rules. Punjab Financial Rules Volume 1 &2 Budget Manual. instructions issued by the Hon'ble Supreme Court of India and Punjab & Haryana High Court, Chandigarh from time to time. Instructions issued by the Government of Punjab from time to time	Office files relating to Different matters which are dealt by the English Office Pay bill files and other account matters files dealt by the English Office
2	Civil Nazir/Nazir Branch	Punjab Financial Rules volume 1 & 2 High Court Rules and Orders Vol. I, II & IV. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Cash Book, Sheriff Account Register, Summons Register and other registers relating to Nazir Branch
3	Copying Agency	Rules and Order Punjab and Haryana High Court, Vol. IV, Chapter- 17. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time	CD Registers- 1 to 12
4	Record Room	High Court Rules and Order Volume-IV, Chapter-16. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time	CD 8 Register, Document Return Register and other Registers relating to Record Room
5	Library	High Court Rules and Orders, Volume IV, Chapter-18. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Library Registers
6	Malkhana Branch	High Court Rules and Orders, Volume-I to VI. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Malkhana Registers

MANUAL-5

Publication of information regarding items specified in rules 4 (1) b (III) of the Right of Information Act 2005.

The procedure followed in the decision making process, including channels of Supervision and Accountability

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, Amritsar, 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 its 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.

MANUAL- 6

Publication of information regarding items specified in rules 4(1) b (VI) of the Right of Information Act, 2005.

Statement of the Categories of documents that are held or under Control Name of Office:

S. No.	Branch	Category of Documents
1	Courts	Peshi Register, Fine Register, Bail Register, Library Register, Disposal Register, Stock Register, Sapurdari Register and other registers, Civil Suit Register, HM Act cases Register, Misc. Cases Register, Execution Register, Rent cases Register, Pauper application Register, Guardian and Succession Act Cases in Civil Matters and in criminal matters he maintain the IPC Register, Cr.P.C Cases Register Act cases Register, FIR Register, Cancellation Report Register, Summary Register, Affidavit Attestation Register, File Inspection Register and register regarding Direction Cases, Register regarding delivery of copies of free of costs and Daily Cause List
2	English Office/ GPF Branch /COC Office/ Statement Branch	Diary Register, Despatch Register, Other related registers and files of instructions issued by the Hon'ble Punjab and Haryana High Court, Chandigarh and Government of Punjab from time to time Direction Cases Register, T.A. Bill, Medical bills, pay bills, LTC bills files, budget files, token register, Service Books, files regarding Lok Adalats etc and old Civil and Criminal monthly, quarterly, half yearly and annual statements, GIS matter & complaints
3	Civil Nazir/Nazir Branch	Cash Book, Bill Register, Refund Vouchers, Cheque Books, Security deposited by the employees, Minor shares in the shape of FDRs, Stationery Register, Stock Register, Contingent register.
4	Copying Agency	CD Registers (Copying Documents) 1 to 12 and other files relating to Copying Agency.
5	Record Room	Judicial Files of decided cases consigned by the different courts from time to time and Record Keeper Registers maintain by him.
6	Library	1. All the law books purchased from time to time. 2. To deal with the matters of Mediation and Conciliation.
7	Malkhana Branch/Fine Moharrir	Case property of decided cases, Re-arrest case files, Criminal Statement Files, Fine Cash Book and other register Regarding Malkhana .

District & Sessions Judge, Amritsar

Manual-7

A Statement of the Boards, Councils, Committee etc

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for Public.

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INFORMATION MANUAL FOR RTI ACT, 2005.
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2	Public Information Officer	Sh.Pawan Kumar, Chief Ministerial Officer of the Court	8968125662	--
3	Asstt. Public Information Officer	Sh.Love Sharma, Senior Most Ahlmad/Stenographer	9855247083	--

MANUAL-9

The Procedure followed in the decision making Process

- The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.
- The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.
- The Principal District & Sessions Judge, Amritsar, 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.
- 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.
- The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after its registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.
- 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.
- 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.

List of Judicial Officer Posted at Amritsar Sessions Division.

Sr. No.	Name of the Officer	Designation	Date of Joining
1	Sh.Amarinder Singh Grewal	D&SJ	23.4.2024
2	Sh.Baljinder Singh-II	AD&SJ	26.4.2024
3	Ms.Mandeep Kaur	AD&SJ, PJFC	30.4.2022
4	Sh.Shatin Goyal	AD&SJ	24.4.2024
5	Sh.Gurmohan Singh	AD&SJ	30.4.2022
6	Sh.Sumit Ghai	AD&SJ	29.4.2022
7	Sh.Randhir Verma	AD&SJ, FTC	29.4.2022
8	Ms.Sanjeeta	AD&SJ, APJFC	28.4.2022
9	Ms.Paramjit Kaur	AD&SJ, APJFC	29.7.2021
10	Ms.Tripat Jot Kaur	AD&SJ	24.4.2024
11	Sh.Ravinderjit Singh Bajwa	AD&SJ	02.5.2023
12	Ms.Monica Sharma	AD&SJ	02.5.2023
13	Ms.Sushma Devi	AD&SJ	02.5.2023
14	Sh.Parinder Singh	CJSD	21.11.2023
15	Sh.Amit Malhan	CJM	02.5.2023
16	Ms.Parminder Kaur Bains	JSCCt	26.4.2024
17	Ms.Supreet Kaur	ACJSD	26.4.2024
18	Sh.Varinder Kumar	CJJD	30.4.2022
19	Sh.Gagandeep Singh	CJJD	30.4.2022
20	Sh.Arun Shori	CJJD	26.4.2024
21	Sh. Amarjeet Singh	CJJD	02.5.2023
22	Sh.Amandeep Singh Ghuman	CJJD (138)	26.4.2024
23	Dr. Gurdarshan Singh	CJJD	02.5.2023
24	Sh.Jaibir Singh	CJJD (Reg)	30.4.2022
25	Ms.Tarjani	CJJD (138)	26.4.2024
26	Ms.Garima Gupta	CJJD	26.4.2024
27	Ms.Priyanka Sharma	CJJD	26.4.2024
28	Ms.Heena Aggarwal	CJJD	26.4.2024
29	Ms.Kamaldeep Kaur	CJJD (138)	02.5.2023
30	Dr.Prabhjot Kaur	CJJD	02.5.2023
31	Ms.Vaishnavi Sikka	CJJD	26.4.2024
32	Ms.Neelam	CJJD (138)	26.4.2024
33	Ms.Avneet Kaur	CJJD	26.4.2024
34	Sh.Gagandeep Singh Kainth	CJJD	26.4.2024
35	Ms.Mandeep Kaur-I	CJJD	26.4.2024
	<u>AJNALA</u>		
46	Ms.Manpreet Kaur	ACJSD	30.4.2022
47	Ms.Satwinderjit Kaur	CJJD	26.4.2024
48	Ms.Chandna Bhatti	CJJD	26.4.2024
49	Ms.Pallavi Rana	CJJD	26.4.2024

	<u>BABABAKALA</u>		
51	Sh.Amardeep Singh Bains	ACJSD	26.4.2024
52	Sh.Bikramdeep Singh	CJJD	30.4.2022
	OTHER COURTS/OFFICE AT	ITSAR	
55	Sh.Rachhpal Singh	Secretary, DLSA	02.5.2023
56	Sh.Lalit Kumar Singla	ADJ-C-P.Officer	--

Manual 11

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

PAY SCALES

1. District & Sessions Judge	70290-76450
2. Additional District & Session Judges	51550-63070
3. Civil Judge Senior Division	39530-54010
4. Chief Judicial Magistrate	39530-54010
5. Additional Civil Judge Senior Division	39530-54010
6. Civil Judge Junior Division	27700-44770

JUDICIAL EMPLOYEES

PAY SCALES

CLASS- A

Chief Administrative Officer-cum-Superintendent PB. 6th Pay Commission Level 17

CLASS C

Reader Grade I	PB. 6th Pay Commission Level 16
Reader Grade II	PB. 6th Pay Commission Level 12
Reader Grade III/Senior Assistant	PB. 6th Pay Commission Level 11
Stenographer Gr.I/Executive Assistant	PB. 6th Pay Commission Level 12
Stenographer Gr.II	PB. 6th Pay Commission Level 11
Stenographer Gr.III	PB. 6th Pay Commission Level 07
Clerks	PB. 6th Pay Commission Level 09
Drivers	PB. 6th Pay Commission Level 05
Bailiff	PB. 6th Pay Commission Level 03

CLASS D

Process Server	PB. 6th Pay Commission Level 01
Usher	PB. 6th Pay Commission Level 01
Peon/ Orderly/ Chowkidar/ Waterman/Sweeper	PB. 6th Pay Commission Level 01

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, traveling allowances, office expenses, Rent, rate & taxes, publications, grant-in-aid etc.

Publication of information regarding items specified in Rule 4 (i) b (xiii) of the right of information Act. 2005.

Particulars of recipients of concessions, Permits or authorizations granted

Name of the office: - District & Sessions Judge, Amritsar

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

Not Applicable.

Publication of Information regarding items specified in Rules 4(i) b (viii) of the Right to Information Act, 2005

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

Website Information for searching Case Status

Sr. No.	Type of Information	District Court Amritsar Website
1	Website	https://amritsar.dcourts.gov.in/