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	District & Sessions Judge.	0183-2225124	djasr-chd@nic.in
2	Public Information Officer	Sh Nardeep Singh Thakur, Superintendent Grade - I	0183-2225124	--
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	Ms. Parminder Kaur Bains, Civil judge (Sr. Divn.)	0183-2566037	cjsd.asr@indianjudiciary.gov.in
2	Public Information Officer	Sh. Rajan Kakkar, Clerk of Court (COC)	9888692309	--
3	Asstt. Public Information Officer	Sh. Rakesh Kumar, Chief Ministerial Officer of the Court	9914583180	--

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF CHIEF JUDICIAL MAGISTRATE, ADDL. CHIEF JUDICIAL MAGISTRATE.				
1	Appellate Authority	Ms. Supreet Kaur, Chief Judicial Magistrate.	0183-2225110	cjm.asr@indianjudiciary.gov.in
2	Public Information Officer	Sh. Kuljit Singh, Chief Ministerial Officer of the Court	8872733291	--
3	Asstt. Public Information Officer	Sh. Pardeep Singh, Senior Most Alhmad/Stenographer	9780077123	--

FOR THE COURT OF JUDGE SMALL CAUSES COURT, AMRITSAR HEAD-QUARTER				
1	Appellate Authority	Sh Gaurav Kumar Sharma Addl.Civil Judge (Sr. Divn.) (JSCC)	0183-2223438	--
2	Public Information Officer	Sh. Parveen Singh, Registrar, Small Causes Court	0183-2221057	--
3	Asstt. Public Information Officer	Sh. Rahul Sharma, Chief Ministerial Officer of the Court	9780992889	--

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	Sh. Palwinder Singh, Addl.Civil Judge (Sr.Divn.)	0183-221172	acjsd.ajnala@indianjudiciary.gov.in
2	Public Information Officer	Sh. Des Raj, Chief Ministerial Officer of the Court	9417953195	--
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	Sh. Palwinder Singh, Sub Division Judicial Magistrate	0183-221172	acjsd.ajnala@indianjudiciary.gov.in
2	Public Information Officer	Sh. Des Raj, Chief Ministerial Officer of the Court	9417953195	--
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.Jaspreet Singh, Addl.Civil Judge (Sr.Divn.)	0183-245499	acjsd.bbakala@indianjudiciary.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.Jaspreet Singh, Sub Division Judicial Magistrate	0183-245499	acjsd.bbakala@indianjudiciary.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 it 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 **<u>Power and Duties of Employees</u>**

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 forDischarging 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.

MANUAL 4

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

The Rule s Regulation Instructions, manuals and re cords held by it or under control or use d by the e 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.

StatementoftheCategoriesofdocumentsthatareholdorunderControl NameofOffice:

S. No.	Branch	Category of Documents
1	Courts	Peshi Register, Fine Register, Bail Register, Library Registe Disposal Register, Stock Register , Sapurdari Register ar other registers, Civil Suit Register, HM Act cases Registe Misc. Cases Register, Execution Register, Rent case Register, Pauper application Register, Guardian ar Succession Act Cases in Civil Matters and in crimina matters he maintain the IPC Register, Cr.P.C Cases Registe Act cases Register, FIR Register, Cancellation Repo Register, Summary Register, Affidavit Attestation Registe File Inspection Register and register regarding Directic Cases, Register regarding delivery of copies of free of cos and Daily Cause List
2	English Office/ GPF Branch /COC Office/ Statement Branch	Diary Register, Despatch Register, Other related registe and files of instructions issued by the Hon'ble Punja and Haryana High Court, Chandigarh and Government c Punjab from time to time Direction Cases Register, T.A Bill Medical bills, pay bills, LTC bills files, budge files token register, Service Books, files regarding Lo 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&SessionsJudge,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.

INFORMATION MANUAL FOR RTI ACT, 2005.

Manual – 8

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	District & Sessions Judge.	0183-2225124	djasr-chd@nic.in
2	Public Information Officer	Sh Nardeep Singh Thakur, Superintendent Grade - I	0183-2225124	--
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	Ms. Parminder Kaur Bains, Civil judge (Sr. Divn.)	0183-2566037	cjsd.asr@indianjudiciary.gov.in
2	Public Information Officer	Sh. Rajan Kakkar, Clerk of Court (COC)	9888692309	--
3	Asstt. Public Information Officer	Sh. Rakesh Kumar, Chief Ministerial Officer of the Court	9914583180	--

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
FOR THE COURTS OF CHIEF JUDICIAL MAGISTRATE, ADDL. CHIEF JUDICIAL MAGISTRATE.				
1	Appellate Authority	Ms. Supreet Kaur, Chief Judicial Magistrate.	0183-2225110	cjm.asr@indianjudiciary.gov.in
2	Public Information Officer	Sh. Kuljit Singh, Chief Ministerial Officer of the Court	8872733291	--
3	Asstt. Public Information Officer	Sh. Pardeep Singh, Senior Most Alhmad/Stenographer	9780077123	--

FOR THE COURT OF JUDGE SMALL CAUSES COURT, AMRITSAR HEAD-QUARTER				
1	Appellate Authority	Sh Gaurav Kumar Sharma Addl.Civil Judge (Sr. Divn.) (JSCC)	0183-2223438	--
2	Public Information Officer	Sh. Parveen Singh, Registrar, Small Causes Court	0183-2221057	--
3	Asstt. Public Information Officer	Sh. Rahul Sharma, Chief Ministerial Officer of the Court	9780992889	--

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

Sr. No.	Authority	Name & Designation	Phone Number	E-Mail ID
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1	Appellate Authority	Sh. Palwinder Singh, Addl.Civil Judge (Sr.Divn.)	0183-221172	acjsd.ajnala@indianjudiciary.gov.in
2	Public Information Officer	Sh. Des Raj, Chief Ministerial Officer of the Court	9417953195	--
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	Sh. Palwinder Singh, Sub Division Judicial Magistrate	0183-221172	acjsd.ajnala@indianjudiciary.gov.in
2	Public Information Officer	Sh. Des Raj, Chief Ministerial Officer of the Court	9417953195	--
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.Jaspreet Singh, Addl.Civil Judge (Sr.Divn.)	0183-245499	acjsd.bbakala@indianjudiciary.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.Jaspreet Singh, Sub Division Judicial Magistrate	0183-245499	acjsd.bbakala@indianjudiciary.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-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.

AMRITSAR SESSIONS DIVISION
AMRITSAR

Sr. No.		Name	Designation	Date of Posting	Page/ Sr. No	Remarks
		Vacant	**District & Sessions Judge**			
1.	 PB0107	**Sh. Baljinder Singh-II**	Addl. District & Sessions Judge	26-4-2024	9/44	
2.	 PB0157	**Sh. Shatin Goyal**	Addl. District & Sessions Judge	24-4-2024	16/82	
3.	 PB0184	**Sh. Rajvinder Singh**	Addl. District & Sessions Judge, Fast Track Court to exclusively deal with rape cases	25-4-2025	21/114	
4.	 PB0212	**Ms. Tripat Jot Kaur**	Addl. District & Sessions Judge, Fast Track Special Court to primarily try offences of rape alongwith the offences under the POCSO	24-4-2024	24/135	
5.	 PB0239	**Ms. Monica Sharma**	Addl. District & Sessions Judge	2-5-2023	28/159	
6.	 PB0245	**Ms. Sushma Devi**	Addl. District & Sessions Judge	2-5-2023	29/164	
7.	 PB0246	**Sh. Sanjeev Kundi**	Addl. District & Sessions Judge	25-4-2025	29/165	

8.	 PB0247	**Sh. Parinder Singh**	Addl. District & Sessions Judge	13-8-2024	29/167	Remained as CJ(SD), Amritsar from 21.11.2023 to 12.8.2024
9.	 PB0275	**Sh. Gurbir Singh**	Addl. District & Sessions Judge	24-4-2025	33/193	Remained as CJ(SD), Amritsar from 20.8.2024 to 24.4.2025
10.	 PB0289	**Sh. Mahesh Kumar Sharma**	Addl. District & Sessions Judge	24-4-2025	34/200	
11.	 PB0307	**Ms. Amandeep Kaur-I**	Addl. District & Sessions Judge	25-4-2025	36/214	
12.	 PB0346	**Ms. Parminder Kaur Bains**	Civil Judge (Sr.Divn.)	29-4-2025	41/37	Remained as ACJ(SD), Judge Small Cause Court, Amritsar from 26.4.2024 to 16.8.2024 and as CJM, Amritsar from 16.8.2024 to 29.4.2025
13.	 PB0370	**Ms. Supreet Kaur**	Chief Judicial Magistrate	29-4-2025	45/74	Remained as ACJ(SD), Amritsar from 26.4.2024 to 28.4.2025
14.	 PB0406	**Sh. Gurpreet Singh**	Addl. Civil Judge (Sr.Divn.)	30-4-2025	51/117	
15.	 PB0454	**Sh. Gaurav Kumar Sharma**	Addl. Civil Judge (Sr. Divn.) **(Judge, Small Cause Court)**	30-4-2025	54/141	
16.	 PB0462	**Dr. Arun Shori**	Civil Judge (Jr. Divn.)	26-4-2024	55/148	
17.	 PB0480	**Sh. Amarjeet Singh**	Civil Judge (Jr. Divn.)	2-5-2023	57/166	

18.	 PB0499	**Sh. Amandeep Singh Ghuman**	Civil Judge (Jr.Divn.)	26-4-2024	59/184
19.	 PB0504	**Dr. Gurdarshan Singh**	Civil Judge (Jr. Divn.)	2-5-2023	59/189
20.	 PB0533	**Ms. Tarjani**	Civil Judge (Jr.Divn.)	26-4-2024	62/211
21.	 PB0535	**Ms. Garima Gupta**	Civil Judge (Jr. Divn.)	26-4-2024	62/213
22.	 PB0544	**Ms. Priyanka Sharma**	Civil Judge (Jr.Divn.)	26-4-2024	63/222
23.	 PB0558	**Ms. Heena Aggarwal**	Civil Judge (Jr.Divn.)	26-4-2024	64/234
24.	 PB0598	**Ms. Jasmine**	Civil Judge (Jr.Divn.)	30-4-2025	68/268
25.	 PB0601	**Ms. Kamaldeep Kaur**	Civil Judge (Jr.Divn.)	2-5-2023	68/271
26.	 PB0604	**Dr. Prabhjot Kaur-I**	Civil Judge (Jr.Divn.)	2-5-2023	69/274
27.	 PB0647	**Ms. Vaishnavi Sikka**	Civil Judge (Jr.Divn.)	26-4-2024	74/315

28.	 PB0651	**Ms. Neelam**	Civil Judge (Jr.Divn.)	26-4-2024	75/325
29.	 PB0655	**Ms. Avneet Kaur**	Civil Judge (Jr.Divn.)	26-4-2024	76/333
30.	 PB0658	**Sh. Gagandeep Singh Kainth**	Civil Judge (Jr. Divn.)	26-4-2024	76/336
31.	 PB0659	**Ms. Mandeep Kaur-I**	Civil Judge (Jr.Divn.)	26-4-2024	76/337
32.	 PB0686	**Sh. Parveen Singh**	Civil Judge (Jr.Divn.) **(Registrar, Small Cause Court)**	30-4-2025	78/354
33.	 PB0837	**Ms. Chahat**	Civil Judge (Jr.Divn.)	26-4-2024	82/389
34.	 PB0809	**Sh. Sparsh Puri**	Civil Judge (Jr.Divn.)	10-4-2024	86/422
35.	 PB0838	**Ms. Ankita Gupta-I**	Civil Judge (Jr.Divn.)	10-5-2024	87/429
36.	 PB0760	**Ms. Simran-I**	Civil Judge (Jr.Divn.)	27-3-2024	90/454

37.	 PB0772	**Sh. Harjinder Singh-I**	Civil Judge (Jr.Divn.)	27-3-2024	92/467
38.	 PB0773	**Ms. Kirandeep Kaur**	Civil Judge (Jr.Divn.)	27-3-2024	92/468
39.	 PB0776	**Ms. Simranjit Kaur**	Civil Judge (Jr.Divn.)	27-3-2024	92/472
40.	 PB0779	**Sh. Arun Thapa**	Civil Judge (Jr.Divn.)	27-3-2024	93/475
41.	 PB0781	**Ms. Palika**	Civil Judge (Jr.Divn.)	27-3-2024	93/477
42.	 PB0783	**Ms. Shivani-I**	Civil Judge (Jr.Divn.)	27-3-2024	94/482
43.	 PB0835	**Ms. Ravinder Rai**	Civil Judge (Jr.Divn.)	22-4-2024	94/484
44.	 PB0791	**Sh. Gurkirat Singh**	Civil Judge (Jr.Divn.)	27-3-2024	95/494

		INDUSTRIAL TRIBUNAL				
45.	 PB0121	**Ms. Rajwinder Kaur**	Addl. District & Sessions Judge, Presiding Officer, Industrial Tribunal, Amritsar	25-4-2025	10/47	
		FAMILY COURT				
46.	 PB0250	**Sh. Amit Malhan**	Addl. District & Sessions Judge, Principal Judge, Family Court, Amritsar	24-4-2025	30/170	Remained as CJ(SD), Amritsar from 2.5.2023 to 20.11.2023 and as CJM, Amritsar from 21.11.2023 to 16.8.2024 and as Addl. Principal Judge, Family Court from 16.8.2024 to 24.4.2025
47.	 PB0265	**Sh. Ajit Pal Singh-II**	Addl. District & Sessions Judge , Additional Principal Judge, Family Court, Amritsar	25-4-2025	32/183	Remained as POIT, Amritsar from 1.10.2024 to 24.4.2025
48.	 PB0292	**Ms. Aman Sharma**	Addl. District & Sessions Judge , Additional Principal Judge, Family Court, Amritsar	25-4-2025	34/201	
		SECRETARY, DISTRICT LEGAL SERVICES AUTHORITY CIVIL JUDGE (SENIOR DIVISION)/CJM				
49.	 PB0335	**Sh. Amardeep Singh Bains**	Secretary, District Legal Services Authority, Amritsar	17-8-2024	42/43	Remained as ACJ(SD), Baba Bakala from 26.4.2024 to 16.8.2024
		AJNALA				
50.	 PB0413	**Sh. Palwinder Singh**	Addl. Civil Judge (Sr. Divn.)	30-4-2025	53/132	
51.	 PB0510	**Ms. Satwinderjit Kaur**	Civil Judge (Jr.Divn.)	26-4-2024	60/195	

52.	 PB0511	**Ms. Chandna Bhatti**	Civil Judge (Jr.Divn.)	26-4-2024	60/196
53.	 PB0648	**Ms. Pallvi Rana**	Civil Judge (Jr.Divn.)	26-4-2024	74/316
54.	 PB0794	**Sh. Anurag Arora**	Civil Judge (Jr.Divn.)	27-3-2024	36/499
		BABA BAKALA			
55.	 PB0418	**Sh. Jaspreet Singh**	Addl. Civil Judge (Sr. Divn.)	17-8-2024	49/106
56.	 PB0543	**Ms. Ramandeep Kaur**	Civil Judge (Jr. Divn.)	30-4-2025	63/221
57.	 PB0815	**Ms. Mehakpreet Kaur**	Civil Judge (Jr.Divn.)	10-4-2024	87/431
58.	 PB0775	**Sh. Pawanpreet Singh**	Civil Judge (Jr.Divn.)	27-3-2024	92/471

Manual11

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.

JUDICIALOFFICERS	PAYSCALES
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

JUDICIALEMPLOYEES	PAYSCALES
CLASS-A	
Chief Administrative Officer-cum-Superintendent	PB. 6th Pay Commission Level 17
CLASSC	
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
CLASSD	
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 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, 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 cons ultation 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/