INFORMATION MANUAL FOR RTI ACT, 2017

S. No	PIO's	Name/Designation
	DISTRICT & SESSIONS JUDGE,HOSHIARPUR	
1	**Appellate Authority**	Sh. Rajinder Aggarwal, District and Sessions Judge.
2	**Public Information Officer**	Ms. Reena Gupta, CAO/Supdt. To District and Session Judge.
	CIVIL JUDGE SENIOR DIVISION, HOSHIARPUR	
1	**Appellate Authority**	Sh. Suresh Kumar Goyal , CJSD
2	**Public Information Officer**	Sh. Manoj Kumar, Clerk of Court (COC) of the Court.
	CHIEF JUDICIAL MAGISTRATE, HOSHIARPUR	
1	**Appellate Authority**	Sh. Ajay Pal Singh, CJM
2	**Public Information Officer**	Sh. Vikas Dhunna, Reader
	SUB-DIVISION, DASUYA	
1	**Appellate Authority**	Ms. Jaspreet Kaur Simak, ACJSD
2	**Public Information Officer**	Sh. Amandeep Singh Momi, Reader
	SUB-DIVISION, MUKERIAN	
1	**Appellate Authority**	Ms. Ramandeep Neetu, ACJSD
2	**Public Information Officer**	Sh. Atul Dogra, Reader
	SUB-DIVISION,GARHSHANKAR	
1	**Appellate Authority**	Sh. Manu Mittu , ACJSD
2	**Public Information Officer**	Ms. Bimaldeep Kaur, Reader

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MANUAL-01

The Particulars of Organization, Functions and Duties

Particulars

Name of the Office: Office of District & Sessions Judge, Hoshiarpur.

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

This Sessions Division consists of three Sub-Divisions/Tehsils namely: - Dasuya, Mukerian and Garhshankar.

Functions of the Organization:

The organization has its two main functions.

• Judicial Function and • Administrative Function.

Duties of the Organization:

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

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

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

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

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

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

vii) To handle the administration in view of the procedural laws, 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, Hoshiarpur under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.

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MANUAL –02

The Powers and Duties of Judicial Officers and Employees.

There are following cadres of the Judicial Officer/s:

i) The District & Sessions Judge

ii) The Addl. District & Sessions Judge,

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

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

iv) The Civil Judges (Senior Division):-

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

v) The Chief Judicial Magistrates:-

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

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

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

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

Powers & duties of Employees

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

Court Manager

1. Chief Administrative Officer/Superintendent.

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2. **Class-C**: Reader Grade I, II & III, Executive Assistant, Stenographer Grade I, II & III Graduate Clerks, Ahlmads, Driver, Bailiff

3. **Class-D**: Process-Server, Record Lifter/Usher/Daftri, Peon/Orderly/ Waterman.

Duties of Employees

Superintendent/ Chief Administrative Officer

To supervise over the employees of Class-III and Class-IV

To assist the Head of the Organization in Administrative/Judicial work.

Reader Grade I, II, III

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

Stenographer Grade I, II, III

To take down evidence in English on Typewriter/ Computer.

To take dictation in cases of the Judges of Appellate Authorities and transcribe the same

To take down evidence in English on Typewriter/ Computer

To take dictation in cases of the Judge.

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Ahlmads

Have the custody of cases instituted in the respective Court,

To look after the maintenance of those cases

To do the work as per procedural laws and the duties assigned by the Head of the Organization and by the Presiding Officer of the Court.

Clerks

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

Bailiff/ Process Server

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

Chowkidar

To watch the Court building & premises.

Sweeper

To clean the Court premises, lavatories etc.

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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, Hoshiarpur, supervise the work of the organization and exercises control over it. Likewise, he distribute the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.
4. The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.
5. The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after it's registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.
6. The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/s for disposal according to law, except the cases triable under section 409 of I.P.C.
7. The cases exclusively triable by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

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MANUAL – 04

Publication of information regarding items specified in Rules4(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 Hoshiarpur

Sr. No.	Name of Branch	Name of the Acts and Manuals Rules, Instructions	Any Other Record/ Documents.
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 Volume1 &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 Orders 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	Library Registers

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		Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	
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

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MANUAL - 5

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

Rules

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.

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MANUAL - 06

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 hold or under Control

Name of Office: District & Sessions Judge, Hoshiarpur

Sr. 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 .

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

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

Sr. No.	***Name of courts***	***Assistant Public Information officer***	***Public Information Officer***	***Appellate Authority***
1	Court of the District & Session Judge and Courts of Additional District Sessions Judges at District Headquarter.	Reader attached to this court.	Superintendent, of This office.	The District & Sessions Judge Hoshiarpur.
2	Court of Civil Judge (Senior Division) and all the courts of the civil judge (Jr.Dinv.) at Hoshiarpur.	Reader/Chief Ministerial Officer of the Court.	Clerk of Court, Attached to the court of the Civil Judge (S.D.), Hoshiarpur.	The Civil Judge (Sr.Divn.), Hoshiarpur.
3	Court of the Chief Judicial Magistrate, Hoshiarpur.	Reader/Chief Ministerial Officer of the Court.	Chief Ministerial Officer of the Court.	The Chief Judicial Magistrate, Hoshiarpur.
4.	Court of the Additional Civil Judge (Sr.Divn.) and the Court of Civil judge (Jr.Divn) at Dasuya	Sr. Most Ahlmad/Stenographer, attached to the court of the addl.civil judge (Sr.Divn.),Dasuya	Chief Ministerial Officer of the Senior most Judicial Officer.	The Addl.Civil Judge (Sr.Divn), Dasuya
5	Court of the Additional Civil Judge (Sr.Divn.) and the Court of Civil judge (Jr.Divn) at Mukerian	Sr. Most Ahlmad/Stenographer, attached to the court of the addl.civil judge (Sr.Divn.),Mukerian	Chief Ministerial Officer of the Senior most Judicial Officer.	The Addl.Civil Judge (Sr.Divn), Mukerian.
6	Court of the	Sr. Most	Chief Ministerial Officer	The

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	Additional Civil Judge (Sr.Divn.) and the Court of Civil judge (Jr.Divn) at Garhshankar	Ahlmad/Stenographer, attached to the court of the addl.civil judge (Sr.Divn.),Garhshankar	of the Senior most Judicial Officer.	Addl.Civil Judge (Sr.Divn), Garhshankar
7	Legal Aid Authority.	Clerk attached to the office of Additional District Attorney (Legal)	Additional District Attorney (Legal)	.

- Chief Ministerial Officer means the senior most official out of cadre of readers / judgement writers / stenographers as the case may be of the court presided over by the Senior most Judicial Officer at the station having more than one court other than the District Headquarters and the Chief Ministerial Officer of the court where there is only one court at a station.

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MANUAL-08

A Statement of the Boards, Councils, Committees 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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MANUAL – 09

A directory of Officers Posted in Sessions Division Hoshiarpur
LIST OF JUDICIAL OFFICERS POSTED AT SESSIONS DIVISION.

DISTRICT	SUB DIVISION	NAME OF JUDICIAL OFFICER	Designations	
HOSHIARPUR		MS. AMARJOT BHATTI	DISTRICT & SESSIONS JUDGE	
HOSHIARPUR		SH. JATINDER PAL SINGH KHURMI	ADDITIONAL DISTRICT & SESSIONS JUDGE	
HOSHIARPUR		SH. DILBAG SINGH JOHAL	ADDITIONAL DISTRICT & SESSIONS JUDGE	
HOSHIARPUR		MS.ANJANA	ADDITIONAL DISTRICT & SESSIONS JUDGE	
HOSHIARPUR		SH. SANDEEP SINGH JOSSAN	ADDITIONAL DISTRICT & SESSIONS JUDGE	
HOSHIARPUR		SH. PUNEET MOHAN SHARMA	ADDITIONAL DISTRICT & SESSION JUDGE	
HOSHIARPUR		DR. GOPAL ARORA	PRINCIPAL JUDGE, FAMILY COURT.	
HOSHIARPUR		MS. KIRAN BALA	ADDL. PRINCIPAL JUDGE, FAMILY COURT	
HOSHIARPUR		SH. RUPINDER SINGH	CIVIL JUDGE (SR. DIVN.)	
HOSHIARPUR		MS. PUSHPA RANI	CHIEF JUDICIAL MAGISTRATE	
HOSHIARPUR		MS. APRAJITA JOSHI	SECY. DLSA-CUM-CHIEF JUDICIAL MAGISTRATE	

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HOSHIARPUR		MS. PRABHJOT KAUR	ADDITIONAL CIVIL JUDGE (SR. DIVN.)	
HOSHIARPUR		MS. MINAKSHI MAHAJAN	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR		SH. GURSHER SINGH	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR		MS. RINKY AGNIHOTRI	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR		SH. SIMRANDEEP SINGH SOHI	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR		MS. GURPREET KAUR-III	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR		SH. KESHAV AGNIHOTRI	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	DASUYA	MS. PARMINDER KAUR BAINS	ADDITIONAL CIVIL JUDGE (SR. DIVN.)	
HOSHIARPUR	DASUYA	SH.MANMOHAN BHATTI	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	DASUYA	MS. PRIYANKA SHARMA	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	DASUYA	MS. NEELAM	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	DASUYA	MS. BALJINDER KAUR-I	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	MUKERIAN	SH. AMARDEEP SINGH BAINS	ADDITIONAL CIVIL JUDGE (SR. DIVN.)	
HOSHIARPUR	MUKERIAN	SH. RAJINDER SINGH TEJI	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	MUKERIAN	SH. MANIK KAURA	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	GARHSHANKAR	SH. LAVDEEP	ADDITIONAL CIVIL	

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		HUNDAL	JUDGE (SR. DIVN.)	
HOSHIARPUR	GARHSHANKAR	SH. JAGMEET SINGH	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	GARHSHANKAR	SH. MANDEEP SINGH KAINTH	CIVIL JUDGE (JR. DIVN.)	

DISTRICT AND SESSIONS COURT HOSHIARPUR

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 Scales

1. District & Sessions Judge : Rs.77290-76450
2. Addl. District & Sessions Judge : Rs. 51550-1230-58930-1380-63070
3. Civil Judge (Sr. Divn.) : Rs. 39530-920-40450-1080- 49090 -1230-54010
4. Chief Judicial Magistrate : Rs.39530-920-40450-1080-49090- 1230-54010
5. Addl.Civil Judge (Sr.Divn.) : Rs. 39530-920-40450-1080-49090- 1230-54010
6. Civil Judge (Jr.Divn.) : Rs.27700-770-33090-920- 40450-1080-44770

Employees Revised Scales (as per sixth pay commission):-

Chief Administrative Officer-cum- Superintendent: Level 17

Reader Grade I : Level 16

Reader Grade II : Level 12

Reader Grade III : Level 11

Stenographer Gr.I : Level 12

Stenographer Gr.II : Level 11

Stenographer Gr.III : Level 7

Graduate Clerks : Level 9

Clerks : Level 3

Drivers : Level 5

Bailiff : Level 3

Process Server : Level 1

Usher/Record Lifter/Daftri : Level 1

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Peon/Orderly/Chowkidar/Waterman/Sweeper : Level 1

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MANUAL - II

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, Hoshiarpur

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.

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MANUAL - 12

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

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

Case Related Information		
Sr.No.	Type of Information	Website Address
1.	Case Status	https://districts.ecourts.gov.in/hoshiarpur
2.	Court Orders	https://districts.ecourts.gov.in/hoshiarpur
3.	Cause List	https://districts.ecourts.gov.in/hoshiarpur
District Wise Information		
1.	List of Former Officer's	https://districts.ecourts.gov.in/hoshiarpur/former-judicial-officers
2.	Judicial officers	https://districts.ecourts.gov.in/sites/default/files/updated%20List%20of%20JOs%2015-04-2021.pdf
3.	Officers on Leave	https://districts.ecourts.gov.in/india/punjab/hoshiarpur/judge-leave
4.	Duty Roster	https://districts.ecourts.gov.in/india/punjab/hoshiarpur/duty-magistrate
5.	Police Station's	https://districts.ecourts.gov.in/india/punjab/hoshiarpur/policestationwise
6.	District Profile	https://districts.ecourts.gov.in/history-24
7.	Free Legal Aid	https://districts.ecourts.gov.in/sites/default/files/FREE%20LEGAL%20AID%2015-04-2021_0.pdf

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

The particulars of facilities available to citizen

Name of the Office: District & Sessions Judge, Hoshiarpur

Case Related Information		
Sr.No.	Type of Information	Website Address
1.	Case Status	https://districts.ecourts.gov.in/hoshiarpur
2.	Court Orders	https://districts.ecourts.gov.in/hoshiarpur
3.	Cause List	https://districts.ecourts.gov.in/hoshiarpur
District Wise Information		
1.	List of Former Officer's	https://districts.ecourts.gov.in/hoshiarpur/former-judicial-officers
2.	Judicial officer's	https://districts.ecourts.gov.in/sites/default/files/updated%20List%20of%20JOs%2015-04-2021.pdf
3.	Officers on Leave	https://districts.ecourts.gov.in/india/punjab/hoshiarpur/judge-leave
4.	Duty Roster	https://districts.ecourts.gov.in/india/punjab/hoshiarpur/duty-magistrate
5.	Police Station's	https://districts.ecourts.gov.in/india/punjab/hoshiarpur/policestationwise
6.	District Profile	https://districts.ecourts.gov.in/history-24
7.	Free Legal Aid	https://districts.ecourts.gov.in/sites/default/files/FREE%20LEGAL%20AID%2015-04-2021_0.pdf

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MANUAL - 14

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

The name, designations and other particular of the Appellate authorities etc

Sr. No.	Appellate Authority	Name/Designation	Phone No	Fax No.
DISTRICT & SESSIONS JUDGE,HOSHIARPUR				
1.	Appellate Authority	District & Sessions Judge	01882-220316	01882-240159
2.	Appellate Authority	Add. District & Sessions Judge and Add. District & Sessions Judges		

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

Other useful information

E-Courts Project Team: Technical Manpower			
Sr. No.	**Name**	**Designation**	**Contact No.**
1.	Sh. Jarnail Singh (Hoshiarpur)	System Officer	8968635650
2.	Sh. Gurnam Singh (Hoshiarpur)	System Assistant	9872197964
3.	Sh. Jagdamba Kumar (Hoshiarpur)	System Assistant	7696325706
4.	Sh. Yashpal Thakur (Hoshiarpur)	System Assistant	8146581109
5.	Sh. Satbir Singh (Mukerian)	System Assistant	9803379633
6.	Sh. Kamal Kishore (Dasuya)	System Assistant	7888502897
7.	Sh. Sandeep Thakur (Garhshankar)	System Assistant	9814263342

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