DISTRICT AND SESSIONS COURT, NASHIK INFORMATION UNDER CLAUSE 4(1)(B) OF RIGHT TO INFORMATION ACT.

(I) THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES.

Particulars :
Name of the Organization :

The Office of the Principal District & Sessions Judge, Nashik

The organization is subordinate institution of the High Court of Judicature at Bombay.

Functions of the Organization :

The organization have it's two main functions.

i) Judicial Function and

ii) Administrative Function.

Duties of the Organization :

i) To exercise the control over all it's subordinate Courts on administration of Justice over it's territorial jurisdiction.

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

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

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

v) To recruit Class III and Class IV Govt. Servants with the help of Recruitment Committee.

vi) To appoint the officials to the higher responsible posts on Promotion.

vii) To manage the administration in view of the procedural laws, Maharashtra Civil Services Rules, Financial Rules, Civil & Criminal Manuals, 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 it's 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, Nashik under which the Lok Adalats, Seminar on various legal subjects are being held under his Supervision. & Also Chairman of Motor Accident Claim Tribunal.

II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES. THERE ARE FOLLOWING CADRES OF THE JUDICIAL OFFICER/S;

i) The District Judges & Additional Sessions Judges.

ii) The Adhoc District Judges & Additional Sessions Judges.

iii) The Extra Joint Adhoc District Judges & Additional Sessions Judges. The above Judicial Officers/Judges deals with the matters pertaining to the appellate side and cases triable by the Sessions and Original side of the matters under Special Act and Motor Accident Claims Petitions.

iii) 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.

iv) The Chief Judicial Magistrates : To deal with all types of Criminal matters excluding the cases triable by the Court of Session.

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

i) To deal with the matters of civil nature having jurisdiction upto Rs. 5 lac.

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.

vi) Juvenile Justice Board is constituted for Nashik Judicial District at Head-Quarter Nashik for trial of cases of the Juvenile conflicting with law offenders u/s. 4 of Juvenile (Care and Protection of Children) Act , 2000 **Smt. A. B. Raut, Joint Civil Judge (J.D.) and J.M.F.C. ,Nashik** is a appointed as Principal Magistrate to preside over the **Bench of Juvenile Justice Board**.

Powers & duties of Employees.
The various categories of the employees of organization are as under;

Senior Court Manager

(Appointed vide Hon'ble High Court Order No.RP 1602/2013 dt. 29/08/2013)

Class-II	:	Registrar Stenographer (Grade - I)
Class-III	:	Stenographer (Grade - II) Stenographer (Grade - III) Clerk-Cum-Stenographer Superintendent Assistant Superintendent Senior Clerk Junior Clerk Head Bailiff / Bailiff / Driver
Class IV	:	Xerox Operator Book Binder Havildar/Naik Peon/Watchman/Waterman Sweeper

Duties of Employees

Senior Court Manager	:	To assist the Principal District Judge in the administrative functioning of the Courts to enhance the efficiency of the Court Management.
Registrar	:	To supervise over the employees of Class III and Class IV and to assist the Head of the Organization in Administrative/ Judicial work.

Stenographer (Grade – I) :	To attend the Head of the Organization. To note down evidence in English on Typewriter. To take dictation in cases of the Judges of Appellate Authorities and transcribe the same.
Stenographer (Grade – II) :	To note down evidence in English on Typewriter. To take dictation in cases of the Judges of the Cadre of Civil Judge Senior Division/C.J.M.
Stenographer (Grade – III) :	To note down evidence in English on Typewriter. To take dictation in cases of the Judges of the Cadre of CJJD & JMFC.
Superintendents	: To supervise the work of the employees/ respective Branch i.e. Judicial Branch, Finance Branch,Inspection Branch.
Asstt. Superintendent	: To do the work of supervision over employees at Taluka Places and they have to deal the matters presented before the Court. & supervise the work of the respective Branch i.e. Establishment Branch, Accounts Branch.
Senior Clerks	: To do the work of Bench ,Property , Statistics, Correspondence , Accounts, Establishment in District Court as well as in subordinate Courts.
Junior Clerks	: To keep the cases in custody and 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.
Head Bailiff	: To supervise the work of Bailiffs and to do the official financial transaction.

Bailiff	: To serve the summonses, notices & to execute warrants issued by the Court/s.
Book Binder	: To do the work of binding of various gazettes, law books, registers etc.
Xerox Operator	: To do the work of Xerox of official documents. Copies from the records of the Court for supplying to the parties.

Class IV

Peon	: To obey the orders of Presiding Officer, to do the work of cleaning of court halls, to distribute the tapal & dak etc. Watchman : To watch the Court building & premises.
Sweeper	: To clean the Court premises, lavatories etc.

III) The procedure followed in the decision making process including channels of supervision and accountability.

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, Nashik controls 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.

The subordinate authorities submit 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 it's 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.

IV) The norms set by it for the discharge of its functions.

The organization discharges its functions in view of the various norms set by the Government and the Hon'ble High Court by various Rules of Maharashtra Civil Services, Maharashtra Budget Manuals, Bombay Financial- 6 - Rules, Maharashtra Treasury Rules, Manuals , Regulations, and Government Resolutions, Circulars and Notifications.

V) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its 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 Bhartiya Nagarik Surakshya Sanhita, 2023
5) The Bhartiya Sakhsya Adhiniyam, 2023
6) The Bombay Court Fees Act 1959
7) The Bombay Stamp Act, 1959
8) The Limitation Act.
9) The Bombay Public Trusts Act,1959
10) The Negotiable Instruments Act, 1881
11) The Information Technology Act, 2000

12) The Bombay Tenancy and Agricultural Lands Act, 1998

13) Essential Commodities Act, 1955

14) The Maharashtra Rent Control Act,1999

15) Law of Arbitration and Conciliation.

16) Specific Relief Act 1965

17) Intellectual Property Law in India.

18) Law of Electricity in India.

19) The Registration Act.

20) Probation of offenders Act, 1958

21) The Maharashtra Civil Services Rules.

22) The Maharashtra Budget Manual,

23) The Bombay Financial Rules 1959- 7 -

24) The Maharashtra Treasury Rules1968

25) The various Government Resolutions, Circulars

Gazettes etc. issued by the Government of Maharashtra and the Resolutions, Circulars, and Notifications issued by the Hon'ble High Court, from
time to time.

**VI) A statement of the categories of documents that are held by it or under
its control.**

The following registers/documents are maintained by this Organization;

1) The Kaccha Register for Civil Side

2) The separate registers for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained in the Court/s of Civil Judge (Senior Division) and in the Court/s of Civil Judge (Junior Division).

3) The separate registers for the registration of Regular IPC cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained in the Court of Chief Judicial Magistrate and in the Court/s of Judicial Magistrate First Class.

4) The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions, Land Reference, Sessions Cases, Special Cases and it's execution are being maintained in Appellate Court/s.

5) The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Court/s.

6) The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers are being maintained as per the Civil and Criminal Manual.

7) For the purpose of maintaining Accounts of the organization, the registers. i.e. The Book for Receipts for money paid into Court, Register of deposit receipts"C" Register, the Register of deposit payment"D" Register, the Register of attached property produced in Civil Proceedings"F" Register, the Register of Money received on account of subsistence money of Civil Prisoners"G" Register, the register of payment on account of subsistence money"H" register, the Cash BookI, the Ledger BookJ, the Treasury Pass- 8 - Book-L, the Treasury Cheque BookL, the register of applications for refund of lapsed deposit, and other various registers are being maintained as per the Civil and Criminal Manuals.

8) Service Books of Officer/s and employee/s, GPF Account of ClassIV Govt. Servants, Muster Roll of Class III and IV Govt. Servants, List of disposed of records deposited in Judicial Record Room. The disposed of records of all the Courts in Nashik Judicial District are deposited in Judicial Record Room, Nashik and preparation of certified copies in disposed of cases are being prepared and delivered by the Assistant Superintendent (Record Room), Nashik.

VII) 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 information as relates to this issue/point so far as it organization is concerned is "Nil".

VIII) 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 meetings are accessible for public.

The information as relates to this issue/point so far as it organization is concerned is "Nil".

IX) A directory of its officers and employees.

The following is the directory of the Officers of the Organization;

Sr. No	Name of the Judicial Officer	Office Telephone No.
1)	The Principal District & Sessions Judge, Nashik	0253-2578695
2)	The Civil Judge Senior Division. Nashik	0253-2570097
3)	The Chief Judicial Magistrate, Nashik	0253-2575214
4)	The Secretary, District Legal Services Authority, Nashik	0253-2314306
5)	The Registrar, District Court, Nashik	0253-2578695
6)	The Dist. Judge - 1 & Addl. Sessions Judge, Nashik Road	
7)	The Civil Judge, Senior Division, Nashik Road	
8)	The Joint Civil Judge (J.D.) & JMFC, Nashik Road	0253-2942303
9)	The Judicial Magistrate F.C.(Motor Vehicle), Nashik Road	0253-2940330
10)	The District Judge-1 & A.S.J.Malegaon	02554-295202
11)	The Civil Judge, Senior Division,Malegaon	02554-295203
12)	The Joint Civil Judge (J.D.) & JMFC, Malegaon	02554-295201
13)	The District Judge-1 & A.S.J.Niphad	02550-295460
14)	The Civil Judge Sr. Division, Niphad	02550-295490
15)	The District Judge-1 & A.S.J. Yeola.	---
16)	The District Judge-1 & A.S.J. Nashik Road	---
17)	The Civil Judge Senior Division Sinnar	---
18)	The Civil Judge (J.D.) & JMFC, Yeola	02559-295880
19)	The Joint Civil Judge (J.D.) & JMFC, Niphad	02550-295470
20)	The Civil Judge (J.D.) & JMFC, Pimpalgaon(B)	02550-295491
21)	The Civil Judge (J.D.) & JMFC, Chandwad	02556-295300
22)	The Civil Judge (J.D.) & JMFC, Nandgaon	02552-294011
23)	The Civil Judge (J.D.) & JMFC, Kalwan	02592-295146
24)	The Civil Judge (J.D.) & JMFC, Satana	02555-295477
25)	The Civil Judge (J.D.) & JMFC, Dindori	02557-295080
26)	The Civil Judge Senior Division Sinnar	---
27)	The Civil Judge (J.D.) & JMFC, Sinnar	02551-295045
28)	The Civil Judge Senior Division,Igatpuri	---
29)	The Civil Judge (J.D.) & JMFC, Igatpuri	02553-244214
30)	The Civil Judge (J.D.) & JMFC, Manmad(City)	02591-295156
31)	The Judicial Magistrate F.C.(Railway), Manmad	02591-295667

X) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

The information is as under;

Cadre/Category		Pay Scale/s.
Class-I		
1) The Principal District & Sessions Judge/ District Judges & A.S.J./ Adhoc Additional District Judges & ASJ. Extra Adhoc Additional District Judges		Rs. 51,550 – 63,070
2) The Civil Judge (Senior Division)/ The Chief Judicial Magistrates.		Rs. 39,530 - 54,010
3) The Civil Judge (Junior Division) and Judicial Magistrates First Class.		Rs. 27,700 - 44,770/-
Central Assistant II – Senior court Manager	Fix Pay	Rs. 64,200/-
Class-II		
1) The Registrar, District & Sessions Court.		Rs. 56,100 – 1,77,500
2) Stenographer (Grade - I)		Rs. 47,600 – 1,51,100
Class-III		
1) Superintendent		Rs. 44,900 – 1,42,400
2) Assistant Superintendent		Rs. 41,800 – 1,32,300
3) Stenographer (Grade - II)		Rs. 41,300 – 1,32,300
4) Stenographer (Grade - III)		Rs. 38,600 – 1,22,800
5) Clerk Stenographer/Senior Clerk.		Rs. 25,500 – 81,100
6) Junior Clerk/Driver.		Rs. 19,900 – 63,200
7) Head Bailiff		Rs. 25,500 – 81,100
8) Bailiff		Rs. 19,000 – 63,200
Class-IV		
1) Book Binder		Rs. 18,000 – 56,900
2) Havildar		Rs. 19,900 – 63,200
3) Xerox Operator		Rs. 17,100 – 54,000
4) Naik		Rs. 16,600 – 52,400
5) Peon/Watchman		Rs. 16,000 – 52,400
6) Sweeper		Rs. 15,300 – 48,700

XI) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

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

XII) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. The information as relates to this issue/point so far as it organization
is concerned is "Nil".

XIII) Particulars of recipients of concessions, permits or authorizations granted by it.

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 with the consultation of the Judge & the Bar Association. Licenses are also being given to the persons who work as Petition Writer in Civil Court with the consultation of the Judge and they are authorize to receive the charges for reduce in writing the description of the documents and for typing charges as per norms prescribed in Civil and Criminal Manual.

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

The details of all the pending and decided cases of Civil and Criminal nature and other category is available/reduced in an electronic form by feeding it in Computer and updation is being done regularly and said information is also available on the Web-side viz. http://court.mah.nic.in/ & http://ecourts.gov.in

XV) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, it maintained for public use.

No such facilities are available to citizens for obtaining information, including the working hours of a library or reading room.

XVI) The names, designations and other particulars of the Public Information Officers.

Only one Public Information Officer has been appointed for the Organization by the Principal District & Sessions Judge in view of the directions of the Hon'ble High Court whose particulars are as follows;

Public Information Officer

Name : **Shri D. H. Nikam**
Designation : Registrar, District Court, Nashik
Jurisdiction : For Nashik Judicial District
Address. : District & Sessions Court, Nashik
Phone No. : 0253-2578695

First Appellate Authority

Shri. B. V. Wagh,
District Judge - 1 and Additional Sessions Judge,
Address. : District & Sessions Court, Nashik
Phone No. : 0253-2578695

Jurisdiction : For Nashik Judicial District.
Address. : District & Sessions Court, Nashik.
Phone No. : 0253-2578695

XVII) Such other information as may be prescribed:

The work of maintenance of Court Building and Residential Quarters of Judicial Officers and employees is being look after by the Public Works Department.

There is an establishment of "Nashik Zilla Nyayalayin Karmachari Sahakari Pat Sanstha" to meet with the monitory needs of Court employees.

There is also an Association of Nashik Zilla Nyayalayin Karmachari (Class-III) Sanghatana, Nashik & Nashik Zilla Nyayalayin Karmachari (ClassIV)
recognized by the Government of Maharashtra.

INFORMATION IN RESPECT OF DESIGNATION WISE JUDICIAL OFFICERS WORKING AT NASHIK DISTRICT AS ON 28.04.2025.

Sr. No.	DESIGNATION OF JUDGES	No of Judicial Officers Working
	NASHIK HEADQUARTER	
1	Principal District and Sessions Judge, Nashik	1
2	District Judges & Additional Sessions Judges, Nashik	8
3	Adhoc District Judge – 1, Nashik	1
4	Civil Judges, Senior Division, Nashik	17
5	Chief Judicial Magistrate	1
6	Secretary, District Legal Services Authority, Nashik	1
7	Jt. Civil Judges Junior Division, Nashik	1
	Nashik Road Head Quarter	
8	District Judge - 1 & Additional Sessions Judge, Nashik Road	1
9	Civil Judges, Senior Division, Nashik Road	1
10	The Joint Civil Judges Junior Division (Nashik Road)	4
11	Judicial Magistrate F.C. (M.V.) Nashik Road	1
	Malegaon Head Quarter	
12	District Judge & Addl. Sessions Judge	4
13	Civil Judges, Senior Division	9
14	Jt Civil Judges, Junior Division	3
	Niphad Head Quarter	
15	District Judge & Addl. Sessions Judge, Niphad	2
16	Adhoc District Judge – 1, Niphad	1
17	Extra Jt. Dist. Judge & Addl. Sessions Judge, Niphad	1
18	Civil Judges, Senior Division, Niphad	4
19	Civil Judges Junior Division, Niphad	2
	Yeola Head Quarter	
21	District Judge & Addl. Sessions Judge, Yeola	1
22	Civil Judges, Junior Division, Yeola	3
	Igatpuri Head Quarter	
23	Civil Judge, Senior Division, Igatpuri	1
24	Joint Civil Judge Junior Division, Igatpuri	2
	Sinnar Head Quarter	
25	Civil Judge, Senior Division	1
26	Joint Civil Judge Junior Division	2
	Other Talukas	
27	Civil Judge Junior Division	15
28	Judicial Magistrate First Class (Railways)	1
	Total Judicial Officers	
1	Nashik Head Quarter	30
2	Nashik Road	7
3	Taluka Places	52
	Total	**89**