

THE RIGHT TO INFORMATION ACT, 2005

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

**MANUAL OF JUDICIAL DEPARTMENT
(PUBLISHED IN TERMS OF SECTIONS 4(1)(b) to (d)
OF R.T.I. ACT, 2005)**

**JUDICIAL DEPARTMENT
The District Judiciary, Warangal**

DISTRICT JUDICIARY :: WARANGAL

WARANGAL UNIT

i) THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:

The District Court, Warangal was established in the year 1346 Fasli. The District has 38 number of Courts, i.e., 12 District Courts, 6 Senior Civil Judge Courts and 20 Junior Civil Judge Courts, prior to bifurcation of judicial districts. On the decision of Hon'ble High Court for the State of Telangana to carve out 32 Judicial Districts from the erstwhile 9 Judicial Districts (except Hyderabad) co-terminus with Revenue Districts, the Government of Telangana issued orders of bifurcation and the erstwhile Warangal Unit has been bifurcated into six Judicial districts viz., Warangal, Hanumakonda, Jangaon, Mahabubabad, Mulugu and Jayashankar Bhupalapally and all the newly carved out Judicial districts started functioning w.e.f.02-06-2022 including Warangal Judicial District. The list of courts presently functioning in the Warangal Unit are detailed below:

ii) List of Courts of Warangal Unit with their Nomenclature:

District Judge Courts:

1. Prl. District & Sessions Judge, Warangal
2. I-Addl. District and Sessions Judge, Warangal
3. Spl. Judge for trial of cases under SCs & ST (POA) Act, 1989-cum-II Addl. District & Sessions Judge, Warangal
4. Special Court for SPE & ACB Cases - cum - III Additional District and Sessions Judge, Warangal
5. Fast Track Spl. Court for expeditious disposal of cases of Rape and Protection of Child against Sexual Offences (POCSO) Act, Warangal
6. Co-Operative Tribunal, Warangal

Senior Civil Judge Courts:

1. Senior Civil Judge-cum- Assistant Sessions Judge, Warangal
2. Senior Civil Judge-cum-Secretary, District Legal Services Authority, Warangal
3. Senior Civil Judge-cum- Assistant Sessions Judge, Narsampet

Junior Civil Judge Courts

1. Principal Junior Civil Judge-cum-Judicial Magistrate of First Class, Warangal
2. I Addl. Junior Civil Judge-cum-I Addl. Judicial Magistrate of First Class, Warangal (Juvenile Court)
3. II Addl. Junior Civil Judge-cum-II. Addl. Judicial Magistrate of First Class, Warangal
4. III Addl. Junior Civil Judge-cum-III Addl. Judicial Magistrate of First Class, Warangal
5. Spl. Judicial Magistrate of First Class for Trial of cases under Telangana Prohibition & Excise Act-cum-IV Addl. Junior Civil Judge, Warangal
6. Prl Junior Civil Judge-cum-Judicial Magistrate of First Class, Narsampet
7. Addl Junior Civil Judge-cum-Addl. Judicial Magistrate of First Class, Narsampet

iii) List of Spl. Judicial Magistrates of II Class Courts of Warangal Unit:

1. III Special Judicial Magistrate of Second Class, Warangal
2. Special Judicial Magistrate of Second Class (Excise), Warangal
3. Special Judicial Magistrate of Second Class, Narsampet

iv) Sanctioned Strength of Staff of Warangal Unit :-

Sl.No.	Category of Posts	Total Sanctioned Strength	PAY SCALE as per PRC,2020 Rs.
1	Chief Administrative Officer	3	62110-140470
2	Senior Superintendent	9	43490-118230
3	Superintendent	10	42300-115270
4	Stenographer Grade-I	3	43490-118230
5	Stenographer Grade-II	2	36750-106990
6	Stenographer Grade-III	8	32810-96890
7	Senior Assistants	15	32810-96890
8	Junior Assistants	51	24280-72850
9	Typists	19	24280-72850
10	Field Assistants	11	24280-72850
11	Examiners	6	22900-69150
12	Copyists	7	22900-69150
13	Drivers	2	22900-69150
14	Record assistants	8	22240-67300
15	Process Servers	24	22900-69150
16	Office Subordinate (Attenders)	47	19000-58850
	TOTAL	225	

Note: The ministerial staff members are governed by The Telangana Judicial Ministerial and Subordinate Service Rules, 2018.

FUNCTIONS AND DUTIES:

The District Court is the head of the District Judiciary.

The District Judiciary functions under a three-tier system. Below the District Judge, there are Civil Judges (Senior Division) and Civil Judges (Junior Division) Courts on the civil side and on the criminal side, there are Assistant Sessions Courts and Judicial First Class Magistrate Courts. When the District Court hears criminal matters, it is known as District Sessions Court. Apart from the above, there are Special Courts under the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, ACB Court, Cooperative Tribunal headed by Presiding Officers of the cadre of District Judge.

The Principal District Judge is the head of both judicial and administrative wings of the District judiciary. The administrative side of the District Court is looked after by the Chief Administrative Officer who is assisted by Superintendents, Senior Assistants, Junior Assistants, Typists, Personal Assistants, Field Assistants, Attenders, etc.

The administrative side of the Senior Civil Judge's Court and Junior Civil Judge's Court is looked after by the Chief Ministerial Officers assisted by Senior Assistants, Junior Assistants, Typists, Copyists, etc.

The District Court exercises both original and appellate jurisdiction. The original jurisdiction includes the entertainment of original suits where the value of the suit is more than **Rs.50,00,000/-**, petitions in motor accidents cases, petitions in respect of Special Acts etc. The appellate jurisdiction includes the hearing of appeals both on the civil side and criminal side. The District Judge hears appeals in all civil matters where the subject matter of the appeal is less than Rs.35,00,000/- and in criminal cases where the punishment imposed is less than seven years. The District Court also exercises revisional jurisdiction in criminal cases under Section 399 Cr.P.C. (u/S.440 of Bharatiya Nagarik Suraksha Sanhita, 2023)

The Civil Judge's Court (Senior Division) exercises original jurisdiction. As per the Civil Courts Act, on its original side, the Civil Judge (Senior Division) hears all original suits the value of which is more than Rs.10,00,000/- and less than Rs.50,00,000/- and while sitting on the criminal side, the Assistant Sessions Court hears all cases as per the schedule to the Code of Criminal Procedure (now BNSS). An Assistant Sessions Judge can impose a sentence of imprisonment upto 10 years and fine.

A Chief Judicial Magistrate can impose a sentence of imprisonment upto seven years.

The Civil Judge's Court (Junior Division) exercises only original jurisdiction. It hears all petitions and original suits of the value equal to or below **Rs.10,00,000/-**. A Judicial Magistrate of First Class can impose a sentence of imprisonment upto three years and fine upto Rs.5,000/-.

v) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

The Principal District Judge of the District concerned is the Disciplinary Authority for the employees working in the District Court as well as the subordinate courts under his/her control.

The Principal District Judge exercises supervisory power in respect of the Judicial Officers and all the ministerial staff working in his unit. The duty of the employees of the District Judiciary is to see that the work of the Courts both on the judicial and administrative sides is carried on smoothly without causing inconvenience to the Courts, the officers and the litigant public.

The administration of the subordinate judiciary is regulated by the Circular instructions issued from time to time by the Hon'ble High Court and also the Rules made and instructions issued by the Government of Telangana from time to time.

vi) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

The Principal District Judge is the decision-making authority in respect of allotment of judicial work to the Judicial Officers in his Unit. So far as administrative decision-making is concerned, on all-important matters, the Principal District Judge seeks the instructions of the High Court and implements the decisions of the High Court.

The individual employees of the subordinate judiciary are accountable for their duties as assigned to them by the Principal District Judge or the concerned Judicial Officers presiding over the Court.

The office of the District Judiciary will work from 10.30 A.M., till 5.00 P.M., but will be kept open for the transaction of business from 10.30 A.M., to 5.00 P.M., on all days except Holidays. The lunch-break for the members of the staff will be between 2.00 P.M., to 2.30 P.M. The administration of the District Judiciary is regulated by the Hon'ble High Court for the State of Telangana, Hyderabad and shall discharge their duties as per the procedure prescribed by the Hon'ble High Court/Government of Telangana. The duty of the employees is to see that the work of the District Judiciary both on the judicial and administrative side is carried on smoothly without causing inconvenience to the courts and the officers.

vii) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

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viii) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:

For the discharge of its functions on the judicial side, the District Judiciary is governed by the Civil Rules of Practice, the Criminal Rules of Practice, the Circular instructions issued from time to time by the Hon'ble High Court, the Civil Procedure Code, the Criminal Procedure Code and other civil and criminal laws. On the administrative side, the District Judiciary is governed by the Telangana Judicial Ministerial and Subordinate Service Rules, 2018, the Telangana Last Grade Service Rules, Telangana State and Subordinate Service Rules, Telangana Civil Services (Classification, Control and Appeal) Rules and all the Government orders issued by the State Government from time to time and the circular instructions issued by the High Court.

ix) A STATEMENT OF THE COMMITTEES CONSTITUTED BY THE HONOURABLE DISTRICT JUDGE FROM TIME TO TIME.

The following Committees have been constituted by the District Judge abiding the directions of the Hon'ble High Court for the State of Telangana, Hyderabad for the smooth functioning of the District Judiciary.

- 1) WOMEN GRIEVIEANCE CELL
- 2) PURCHASE COMMITTEE
- 3) DISTRICT e-COURTS PROJECT MONITORING COMMITTEE
- 4) ARREARS COMMITTEE
- 5) CO-ORDINATION COMMITTEE
- 6) RECRUITMENT COMMITTEE

x) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE ASSISTANT PUBLIC INFORMATION OFFICER:

The name, designation and the particulars of the Assistant Public Information Officer are as follows:

I/c Assistant Public Information Officer-cum- Senior Superintendent, Principal District Court, Warangal.

Sri M. Ravikanth,
Senior Superintendent,
Principal District Court, Warangal.
Mobile No: 9963309003
Email: war.pdj-ts@indiancourts.nic.in

I/c Assistant Public Information Officer-cum-Chief Ministerial Officer, Senior Civil Judge's Court, Narsampet

Sri D. Srinivas,
Superintendent,
Senior Civil Judge's Court, Narsampet.
Mobile No: 8523824545
Email: scjnarsampet@gmail.com

**xi) THE NAME, DESIGNATION AND OTHER PARTICULARS OF
THE APPELLATE AUTHORITY:**

The name, designation and the particulars of the Appellate Authority- under Right to Information Act, 2005-cum-Registrar General, High Court for the State of Telangana.

S. Goverdhan Reddy
Registrar General,
High Court for the State of Telangana.

Telephone Nos. (Off):040-2344 6166 and (Fax):2344 6155

xii) The District Court for the Warangal Judiciary hosts the following web-site. Different Court's cause list, judgments and Case Status Information can be accessed in the said web site.

District Court Website Address: <https://warangal.dcourts.gov.in/>

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Prl. District Judge,
Warangal.