

THE RIGHT TO INFORMATION ACT, 2005

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

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

JUDICIAL DEPARTMENT

NIRMAL UNIT

July, 2025

PRINCIPAL DISTRICT AND SESSIONS JUDGE: AT NIRMAL

4 (1) (b) (i) THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:

The Principal District and Sessions Court, Nirmal, was a newly established one and has been started functioning with effect from 02.06.2022.

The Principal District and Sessions Judge, Nirmal, is the Head of the Nirmal Judicial District, consisting of one (1) Principal District and Sessions Court, one (1) Fast Track Special Court for Expeditious trial and Disposal of Rape and POCSO Act Cases, one (1) Senior Civil Judge – Cum Assistant Sessions Court, (1) one District Legal Services Authority, five (5) Junior Civil Judge Cum – Judicial Magistrate of First Class Courts and one (1) Special Judicial Magistrate of Second Class Court (Morning Court). Further two e-Sewa Kendras, viz., @ one at Nirmal Headquarters and another one at Bhainsa and that Legal Aid Defense Counsel System Services at Nirmal, are functioning in this Unit.

The principal District and Sessions Judge, Nirmal, is Head of both Judicial and Administrative sides of the Unit. In discharging the Administrative functioning, the Principal District Judge, may take the assistance of the Chief Administrative Officer, Senior/Superintendents, Personal Assistants (Stenographers), Senior Assistants, Junior Assistants, Typists, Field Assistants, Copyists, Examiners, Record Assistants, Drivers, Process Servers, Office Subordinates., etcetera.

The Senior Civil Judge and Junior Civil Judges are assisted by the Senior/Superintendents/Chief Ministerial Officers, Senior Assistants, Junior Assistants, Typists, Field Assistants, Copyists, Examiners, Record Assistants, Drivers, Process Servers, Office Subordinates., etc, in discharging the Administrative duties of their respective Courts.

The District Court is having both original and appellant jurisdiction in criminal and civil sides and pecuniary original jurisdiction in civil cases is more than 50 Lakh. The District Court also entertaining the petitions in Motor Accident Cases, petitions in respect of other limited Special Acts etc.

Further, the District Court also Exercising the re-visional jurisdiction in criminal cases under Section 399 Bharathiya Nagarik Suraksha Sanhita, 2023.

The Senior Civil Judge shall exercise original jurisdiction and entertains original suits, the value of which falls in between 10-50 Lakh. While sitting on criminal side, the Assistant Sessions Court shall hear all the cases as per the first schedule annexed to the Code of Criminal Procedure. The Assistant Sessions Judge can impose a sentence of imprisonment up to 10 years and fine.

Senior Civil Judge, Nirmal, also discharges the duty of Chief Judicial Magistrate and can impose a sentence of imprisonment up to 7 years and fine on criminal side, and also deals with SARFAESI Act, 2002 in the Unit.

The Senior Civil Judge, Nirmal, shall exercise only original jurisdiction. In addition to that, the Senior Civil Judge of this Unit shall also hear the petitions filed under Hindu Marriage Act, Land Acquisition Act (prior to 2013) and SOPS under Hindu Succession Act.

The Civil Judge's Court (Junior Division) shall exercise only original jurisdiction. It shall hear all the petitions and original suits of the value below Rs.10,00,000/-. A Judicial Magistrate of First Class can impose a sentence of imprisonment for a term not exceeding 3 years or fine, not exceeding fifty thousand rupees or of both or of community service.

(ii). THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

The Principal District and Sessions Judge, Nirmal, exercises supervisory powers and also the Disciplinary Authority for the Ministerial Staff and the Judicial Officers working in the District Judiciary of this Unit.

The duty of the employees of this Unit is to see that the work of the Courts both on the judicial and administrative sides, is carried out smoothly without causing inconvenience to the Presiding Officers, the litigant public and other stakeholders.

The bench work of the Principal District and Sessions Judge and other Judicial Officers will be from 10.30 AM to 5.00 PM on all working days excluding Saturdays. The lunch break to the Judicial Officers and all the Staff Members will be in between 2.00 PM and 2.30 PM. All the Staff/Employees of the District Judiciary are supposed to report before the Presiding Officers concerned at 10.00 AM. On working Saturdays, the Judicial Officers will generally take up administrative and other pending works pertaining to their respective Courts.

The administration of the District Judiciary is regulated by the Circular instructions issued from time to time, by the Hon'ble High Court.

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

The Principal District and Sessions Judge, Nirmal, is the decision-making Authority in respect of allotment of Judicial work to the Judicial Officers in the Unit, as and when required and also on the guidance of Hon'ble High Court. So far as administrative decision-making is concerned, on some occasions, the Principal District and Sessions Judge, Nirmal, may seek instructions of the Hon'ble Administrative Judge of the District and Hon'ble High Court to implement the same.

The Principal District and Sessions Judge, Nirmal, is the Sanctioning Authority, for grant of Casual Leaves, Optional Holidays and permissions, to the Judicial Officers, who are working in the District Judiciary of this Unit.

The individual employees of this Unit are accountable for their duties as assigned by the Principal District Judge or by the Judicial Officers presiding their respective Courts.

LIST OF COURTS IN THE NIRMAL DISTRICT - 2025

Serial Number	District Courts	Senior Civil Judge Courts (including DLSA)	Junior Civil Judge Courts	POCSO Courts (in the cadre of ADJ)	Total
1	1	1+1=2	5	1	9

Therefore, Nirmal District is functioning with (9) number of Courts, viz., one District Court, one Fast Track Court (POCSO Court), (2) Senior Civil Judge Court (including DLSA) and (5) Junior Civil Judge Courts (as detailed infra) -

Serial Number	Name of the Court	Place of Functioning
1	Principal District Judge Court	Nirmal Headquarters
2	Fast Track Special Court for expeditious trial and disposal of Rape and POCSO Act Cases	
3	Senior Civil Judge Court-cum-Assistant Sessions Judge Court	
4	District Legal Services Authority	
5	Principal Junior Civil Judge Court-cum- Judicial Magistrate of First Class Court	
6	I Additional Junior Civil Judge Court-cum-Judicial Magistrate of First Class Court	
7	II Additional Junior Civil Judge Court-cum-Judicial Magistrate of First Class Court	Khanapur
8	Junior Civil Judge Court-Judicial Magistrate of First Class Court	
9	Junior Civil Judge Court-Judicial Magistrate of First Class Court	Bhainsa

The Fast Track Special Court for expeditious trial and disposal of Rape and POCSO Act cases in the cadre of Additional District and Sessions Judge, is functioning on year to year basis and the last continuance Order issued by the Government of Telangana is up to 31-3-2025, vide G.O. Rt. No. 146, Law (LA, LA & J Home Courts A2) Department, dated 14-03-2024, communicated by Hon'ble High Court vide ROC.No.496/E1/2019, dated 2-4-2024.

(iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS: &

(v) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS THAT SHALL BE FOLLOWED BY DISTRICT JUDICIARY AND ITS EMPLOYEES IN DISCHARGING ITS FUNCTIONS ARE AS FOLLOWS:-

In 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 Bharatiya Nyaya Sanhita (BNS), the Bharatiya Nagarik Suraksha Sanhita (BNSS), Bharatiya Sakshya Adhiniyam (BSA) and other Civil and Criminal Laws. On the administrative side, the District Judiciary is governed by the Telangana Judicial Ministerial Service Rules, 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 Hon'ble High Court.

(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

The following categories of documents and case papers shall be under in the safe custody of the District Judiciary:

a. Pleadings, documents and miscellaneous papers pertaining to the cases filed by the parties/advocates/other stakeholders.

b. Vernacular records filed by the parties/ other stakeholders and marked as exhibits in the cases.

c. Judgments rendered by the Judicial Officers.

d. Records of administrative matters, etc.

(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:

In the District Judiciary, there is no arrangement to solicit the views of the members of the public in relation to the formulation of its policy or implementation thereof. The policy guidelines will be framed by the Hon'ble High Court.

(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:

This Unit receives guidance from the Hon'ble High Court on all important matters. However, the Unit Head constituted a Recruitment Committee, Internal Constitutional Complaints Committee relating to Gender Sensitization and Sexual Harassment of Women at Workplace, Purchase Committee, District Level Committee relating to Case Management etc.

In addition to the above, periodical Co-ordination Meetings will be held by the Principal District and Sessions Judge, Nirmal, with all the Heads of Departments including Revenue, Police, R&B, District Welfare Officers, Public Prosecutors, Additional Public Prosecutors, Government Pleaders and Assistant Government Pleaders etc.

The meetings of the above Committees are not open to public and the minutes of the meetings are also not accessible to public.

(ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

(x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

STATEMENT SHOWING THE TOTAL NUMBER OF JUDICIAL OFFICERS WORKING AND VACANCIES IN THE NIRMAL DISTRICT JUDICIARY AS ON 01.07.2025 (CATEGORY WISE) AS FOLLOWS:

Serial Number	Cadre	Sanctioned Strength	Total Number of Working Officers	Total Number of Vacancies
1	District Judge Courts	1	1	--
2	FTSC Courts	1	--	1
3	Senior Civil Judge Courts	1	1	--
4	Secretary, District Legal Services Authority	1	1	--
5	Junior Civil Judge Courts	5	3	2
	Total	9	6	3

The pay scales (excluding D. A., H. R. A. and C. C. A.) of the Judicial Officers manning the Subordinate Judiciary and the Ministerial Staff, is as under.

Serial Number	Designation	Minimum and Maximum of pay Matrix
CIVIL JUDGES (JUNIOR DIVISION)		
1	Junior Civil Judge (Entry Level)	77840-136520
2	Junior Civil Judge(ACP Scale -I)	92960-136520
3	Junior Civil Judge(ACP Scale -II)	111000-163030
CIVIL JUDGES (SENIOR DIVISION)		
4	Senior Civil Judge (Entry Level)	111000-163030
5	Senior Civil Judge (ACP Scale-I)	122700-180200
6	Senior Civil Judge (ACP Scale-II)	144840-194660

DISTRICT JUDGES		
7	District Judge (Entry Level)	144840-194660
8	District Judge (ACP Scale-I)	163030-219090
9	District Judge (ACP Scale-II)	199100-224100

STATEMENT SHOWING THE TOTAL NUMBER OF EMPLOYEES OF DISTRICT JUDICIARY (SUBORDINATE COURTS) AND PAY SCALES AS ON 01.07.2025

Serial Number	Category of post	Number of Posts (Sanctioned)	Number of Posts (Working)	Pay Scales as per PRC 2020 Rs.
1.	Chief Administrative Officer	1	1	62110-140470
2.	Senior Superintendent	2	2	43490-118230
3.	Superintendent	7	5	42300-115270
4.	Stenographer G-I.	1	1	43490-118230
5.	Stenographer G-II.	1	-	36750-106990
6.	Stenographer G-III.	5	4	32810-96890
7.	Senior Assistant	9	7	32810-96890
8.	Junior Assistant	32	27	24280-72850
9.	Typist	11	7	24280-72850
10.	Field Assistant	11	9	24280-72850
11.	Examiner	5	4	22900-69150
12.	Copyist	7	4	22900-69150
13.	Driver	1	1	22900-69150
14.	Record Assistant	5	4	22240-67300
15.	Roneo Operators	-	-	22240-67300
16.	Process Server	21	17	22900-69150
17.	Office Subordinate	31	24	19000-58850
TOTAL		150	117	

- (xi) TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:

The budget allocated by the Hon'ble High Court for the State of Telangana, Hyderabad, under various heads, from time to time.

STATEMENT SHOWING THE DETAILS OF BUDGET ESTIMATES PROVIDED BY GOVERNMENT FOR THE FINANCIAL YEAR, 2025-2026

HEAD	Budget Estimates 2025-2026 (Rupees in Lakhs)
<u>105(04) CIVIL & SESSIONS COURTS</u>	
Salaries	16,42,53,677
Contingencies	1,49,65,000
<u>108(05) OTHER COURTS</u>	
(Salaries + Contingencies)	1,13,000
<u>020-Wages</u>	
021-Daily wage employee	7,50,000
022-Full time Contingent Employees	3,75,000
023-Part time Contingent Employees	-
Total-020	11,25,000
Budget estimates for the year 2025-26 pertaining to the Fast Track Special Court for Expeditious trial and Disposal of Rape and POCSO Act cases, Nirmal	
Salaries	38,76,480
302-Outsourcing Engagement (e-Sewa Kendras)	
Salaries	32,61,000
306-Professional Engaged for specific activities pertaining to the Court of Special Judicial Magistrate of Second Class and Staff.	
Salaries	6,00,000

- (xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMS INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMS:

The District Judiciary does not execute any subsidy programs.

- (xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT:

Not applicable to the District Judiciary.

- (xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM:

The statistical data of the cases instituted, pending and disposed of in electronic form in the District Judiciary is available in the respective Court's websites.

- (xv) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:

The Hon'ble High Court has designated State Assistant Public Information Officer for each Subordinate Court/group of Courts and citizens can obtain the information by making a request to the said State Assistant Public Information Officers. As of now, no Library Room is maintained in the District Courts for public use.

- (xvi) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER:

The Chief Administrative Officer of the Principal District and Sessions Court, Nirmal, will be the State Assistant Public Information Officer, for the all Courts situated in the Headquarters. The Superintendents of Khanapur and Bhainsa, will be the Assistant Public Information Officers of their respective taluqs.

The name, designation and the particulars of the State Assistant Public Information Officer, of the Courts, situated at the Headquarters of Nirmal, are as infra -

**Sri S. S. P. SRINIVAS,
CHIEF ADMINISTRATIVE OFFICER,
PRINCIPAL DISTRICT COURT,
NIRMAL,
NIRMAL DISTRICT,
PIN CODE – 504 106.**

The name, designation and the particulars of the State Assistant Public Information Officers, of the Junior Civil Courts, situated at Khanapur and Bhainsa, Nirmal District, are as follows -

KHANAPUR	SMT. N. ANITHA, SUPERINTENDENT, JUNIOR CIVIL COURT, KHANAPUR, NIRMAL DISTRICT PIN - 504 203
BHAINSA	SRI A. SRINIVAS, SUPERINTENDENT, JUNIOR CIVIL COURT, BHAINSA, NIRMAL DISTRICT PIN – 504 103

(xvii) 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.

**Sri S. Govardhan Reddy,
Registrar General,
High Court for the State of Telangana,
Telephone No. (Off):040-2344 6166 and
email - reg.gen-tshc@aij.gov.in**

NOTE: As per the Orders of the Central Information Commission in Case No. CIC/SM/C/2011/900894, dated 12.1.2012, the Registry has issued a Circular on 18.2.2012, to all Registrars of Hon'ble High Court and all the Unit Heads in the State to update the information under Section 4(1)(b) of the Right to Information Act, 2005, with latest addition and alteration from time to time in the website of their respective District Courts as per Model of the Hon'ble Gauhati High Court.



Chief Administrative Officer,
Principal District and Sessions Court,
NIRMAI.

