THE RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

MANUAL OF JUDICIAL DEPARTMENT

PRINCIPAL DISTRICT & SESSIONS COURT, MANCHERIAL

(PUBLISHED IN TERMS OF SECTIONS 4(1) (b)of RIGHT TO INFORMATION ACT, 2005)

JUDICIAL DEPARTMENT UNDER THE CONTROL OF HIGH COURT FOR THE STATE OF TELANGANA AT HYDERABAD

AS ON 31ST DECEMBER, 2024

OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS COURT AT MANCHERIAL

i) THE PARTICULAS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

The particulars of unit of Prl. District and Sessions Court, Mancherial are placed in official website:

https://mancherial.dcourts.gov.in/

ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The Prl. District & Sessions Judge is the Disciplinary Authority for all employees working in the District Court and as well as the subordinate courts under his control.

The Principal District Judge exercises supervisory power in respect of all the Judicial Officers and all the ministerial staff working in his unit. The office of the Prl. District and Sessions Judge and all Courts will start from 10.30 A.M. till 5.00 P.M. on all days except Holidays. The lunch-break for the judicial officers and staff will be between 2.00 P.M. to 2.30 P.M. The duty of the employees is to see that the work of the District Court- both on the Judicial and Administrative side - is carried on smoothly without causing inconvenient to the courts and the officer.

The office of the Prl. District and Sessions Judge is having powers to adjudicate the civil, criminal cases. MVOPs, and Appeals. The Officer is the unit head of the Mancherial District having administrative control over all the courts in Mancherial District and staff.

The Employees of this court is attending the various sections as under

1. CHIEF ADMINISTRATIVE OFFICER (CAO) -The CAO has the duty of checking the matters and placing them before the Judge, and also having supervision of all staff members. He is also attending all the correspondence of the Court with the Prl. District Court, Mancherial and Honourable High Court for the State of Telangana at Hyderabad.

2. SENIOR SUPERINTENDENTS - One Senior Superintendent is incharge of Account Section. One Senior superintendent is working on deputation and he is incharge of Central Nazarath and Building Section.

3. JUNIOR SUPERINTENDENTS – On deputation in the court of Prl. Senior Civil Judge, Mancherial.

4. PERSONAL ASSISTANT - He takes the dictation of Judgments and orders etc from the Judge and types the matters and place them before the Judge.

5. SENIOR ASSISTANTS- One Senior Assistant is incharge of Civil Section and One senior Assistant is working on deputation and is assisting in Accounts Section.

6. JUNIOR ASSISTANTS - One Junior Assistants is assisting the Civil Section and One Junior Assistant is working in the Criminal Section and Two Junior Assistants are working in OP Cell, One Junior Assistant is working in copying section.

7. TYPISTS - One Typist is attending typing work and is also attending feeding of Civil & Criminal proceedings in e-Courts daily and incharge of Computer Server Room. One typist post kept vacant.

8. FIELD ASSISTATS – Two field assistants are attached to the Nazarath Section to attend the field work for execution of warrants, injunctions etc., and one post kept vacant.

9. EXAMINERS - Post kept vacant.

10. COPYISTS – One copyist is working in copying section.

11. DRIVERS - Post kept vacant.

12. PROCESS SERVERS -Four Process Servers are working under the control of Nazarath Section for service of summons, notices etc., and one post kept vacant.

13. RECORD ASSISTANT – One record assistant is working and is attached to dispatch section.

13. OFFICE SUBORDINATE -Two office subordinates working on Bench. One office subordinate is assisting in Section Work. And two posts kept vacant.

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

The Prl. District and Sessions Judge, Mancherial is the decision maker in consultation with the Honourable High Court at Hyderabad, on administrative side. The decision making process in the District Court involves preparation of the note files by the Administrative Section, which

will be checked by the Chief Administrative Officer concerned. Thereafter, the same will be placed before the Prl. District and Sessions judge for decision.

iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITSFUNCTION.

AND

v) THE RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

This court is under the control of Hon'ble High Court for the State of Telangana at Hyderabad, on administrative side. This court discharges its function on judicial and administrative side governed by Civil Procedure code, Criminal procedure Code, Telangana State Judicial Ministerial service Rules, Telangana State Last Grade Services Rules, Telangana State Civil Services (Classification Control and Appeal) Rules etc., and all Government orders issued by the State Government from time to time and the circular instructions issued from time to time by the High Court.

vi) A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER IT'S CONTROL.

The following categories of documents are held by the District Judiciary:

a)Pleading and documents pertaining to cases filed by parties/Advocates.

b) Vernacular Records sent by Subordinate Courts.

c) Judgments rendered by the District Judge, Mancherial.

d) Records of Administrative matters.

vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTED BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

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 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 MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

1.Coordination Committee.
2.Purchasing Committee.
3.Committee on Gender sensitization and internal complaints committee.

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

ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

A Telephone directory of the officers is being printed by the Honourable High Court every year, and it is placed in website of High Court

https://tshc.gov.in/flipbook_2025/mobile/index.html

x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF IT'S OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

The officer and employees are receiving salaries in respect of their categories as fixed by the state Government from time to time. Moreover, the monthly remuneration is likely to change having regard to the grant of increments and variation in the dearness allowance as sanctioned by the Government from time to time. The following table shows the pay scales of the different categories of employees working in the District Court. The pay scales are exclusive of D.A., H.R.A., C.C.A.,etc.

SI.No	Designation	Revised Scale of Pay
1	Civil Judge (Junior Division)(Entry Level)	Rs.77840-136520
2	Civil Judge (Junior Division) I Stage ACP Scale	Rs.92960-136520
3	Civil Judge (Junior Division)II Stage ACP Scale	Rs.111000-163030
4	Civil Judge (Senior Division)(Entry Level)	Rs.111000-163030
5	Civil Judge (Senior Division) I Stage ACP Scale	Rs.122700-180200
6	Civil Judge (Senior Division)II Stage ACP	Rs.144840-194660

	Scale	
7	District Judge (Entry Level)	Rs.144840-194660
8	District Judge (Selection Grade)	Rs.163030-219090
9	District Jude (Super Time Scale)	Rs.199100-224100

Statement showing the Sanctioned Strength & Pay Scales of staff of Principal District and Sessions Court, Mancherial.

Name of the post	Sanctioned Strength	Pay Scales (As per PRC 2020)
District Judge	1	199100-224100
Chief Administrative Officer	1	62110-140470
Senior Superintendent	1	43490-118230
Superintendent	1	42300-115270
Stenographer Grade-I	1	43490-118230
Senior Assistant	1	32810-96890
Junior Assistant	5	24280-72850
Typist	2	24280-72850
Field Assistants	3	24280-72850
Examiners	1	22900-69150
Copyist	1	22900-69150
Drivers	1	22900-69150
Record Assistants	1	22240-67300
Process Servers	5	22900-69150
Office subordinates	5	19000-58850

List of total sanctioned strength, working strength and vacancies category wise in the unit of Mancherial district as on 31.12.2024

SI. No.	Category of Posts	Total Sanctioned Strength (as on 31.12.2024)	Total Working Strength (as on 31.12.2024)	Vacancies (as on 31.12.2024)
1	Chief Administrative Officer	2	2	0
2	Senior Superintendent	5	4	1

3	Superintendent	11	10	1
4	Stenographer Grade-I	2	2	0
5	Stenographer Grade-II	2	2	0
6	Stenographer Grade-III	8	4	4
7	Senior Assistant	21	18	3
8	Junior Assistant	57	39	18
9	Typist	19	12	7
10	Field Assistants	24	16	8
11	Examiners	10	10	0
12	Copyist	13	4	9
13	Drivers	3	2	1
14	Record Assistants	10	9	1
15	Process Servers	38	20	18
16	Office subordinates	55	30	25
17	Total	280	184	96

xi) THE BUDGET ALLOTTED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE.

The Hon'ble High Court for the State of Telangana, Hyderabad allots budget every year to the District and Sessions court and it's subordinate courts under various heads for it's functioning and expenditure.

xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED, THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

No subsidy programmes are being executed by the District Court, Mancherial.

xiii) PARTICULARS OF RECIPIENTS OF CONDESSIONS, PERMIT OR AUTHORISATIONS GRANTED BY IT:

Not applicable

xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN ANY ELECTRONIC FORM.

NIL

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

Case status information can be checked through e-courts mobile application. No library room is available for public use.

xvi) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

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

The State Assistant Public Information officer–cum-Chief Administrative officer, Prl. District & Sessions Court,Mancherial.

Sri K.Rama Brahma Chary
Chief Administrative Officer
Prl. District & Sessions Court
Mancherial.
Telephone no. 08736-258181

xvii) THE NAME, DESIGNATION AND OTHER PARTICULARS OF THE APPELLATE AUTHORITY.

The Name, Designation and the particulars of the Appellant authority under Right to Information Act, 2005-cum-Registrar General, High Court for the State of Telangana.

Registrar General,
High Court for the State of Telangana.
Telephone No. Off. 040-23446166 and Fax: 040-23446155

xviii) THE DISTRICT COURT HOSTS WEBSITE AND CASE STATUS INFORMATION CAN BE ACCESSED IN THE SAID WEBSITE.

Mancherial District Court Website Address:

https://mancherial.dcourts.gov.in/

4/6/25

Prl. District and Sessions Judge
Mancherial