THE RIGHT TO INFORMATION ACT, 2005.

OBLIGATIONS OF
PUBLIC AUTHORITIES.

MANUAL OF JUDICIAL DEPARTMENT
(PUBLISHED IN INTERMS OF SECTIONS 4(1)(b) to (d)
of R.T.I. Act, 2005)

JUDICIAL DEPARTMENT

JAGTIAL DISTRICT UNIT.

JAGTIAL.

JULY, 2025.

PRINCIPAL DISTRICT AND SESSIONS JUDGE :: AT :: JAGTIAL

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

The Principal District and Sessions Court, Jagtial has been newly established and functioning since 02.06.2022 in District Court Complex, at Jagtial.

The Principal District and Sessions Judge, Jagtial is the head of Jagtial Judicial District consisting of one Principal District and Sessions Court, I Additional District and Sessions Court, and one Fast Track Special Court for Expeditious trial and Disposal of Rape and POCSO Act, cases, two (02) Senior Civil Judge – Cum- Assistant Sessions Court, one District Legal Services Authority, Six (6) Junior Civil Judge-cum-Judicial Magistrate of I Class, Jagtial. Further three e-Seva Kendras, are located at Jagtial, Metpalli and Dharmapuri and also Legal Aid Defense Counsel System Services at Jagtial are functioning in this unit.

The Principal District and Sessions Court, Jagtial is head of both Judicial and administrative side of this unit. In discharging of Administrative functioning the Principal District Judge, may take the assistance of Administrative Officers, Superintendents, Personal Assistants, Copyists, Examiners, Records Assistants, Drivers, Process Serves, Office Subordinates., etc….,

The Senior Civil Judges and Junior Civil Judges are assisted by the Chief Ministerial Officers, Senior Assistants, Junior Assistants, Typists, Fields Assistants, Copyists, Examiners, Record Assistants, Drivers, Process Services, Officer subordinates., etc…, in discharging of Administrative duties of their respective courts.

The District court is having both original and appellant jurisdiction in criminal and civil side and pecuniary original jurisdiction in civil cases more then 50 Lakhs. The District Court also entertaining petitions in Motor Accident cases, petitions in respect of other limited special Acts etc…,

Further, the District Court also Exercises revisional jurisdiction in criminal cases under section 399 Bharathiya Nagarith Suraksha Sanhitha, 2023.

The Senior Civil Judge exercise original jurisdiction and entertains original suits, the value to which falls in between 10 lakhs and 50 lakhs. While sitting on criminal side, the Assistant Sessions court shall hear all cases as per the first schedule annexed to code of criminal procedure. The Assistant Sessions Judge can impose a sentence of imprisonment upto 10 years and fine.

The Senior Civil Judge, Jagtial also discharges the duty of Chief Judicial Magistrate and can impose and sentence of imprisonment upto 7 years and fine on criminal side, and also deals with SARFAESI Act, 2002 in this unit. Whereas Senior Civil Judge, Metpally has original and appellate jurisdiction pertaining to it’s territorial division.

The Senior Civil Judge, Jagtial shall exercise only original jurisdiction. In addition both the Senior Civil Judges of this unit shall also hear the petitions filed under Hindu Marriage Act, Land Acquisition Act (prior to 2013), 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 10,00,000/-. A Judicial Magistrate of first class can impose a sentence of 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, Jagtial exercises supervisory powers and also the Disciplinary Authority for the ministerial staff and Officers working in 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 are carried out smoothly without causing inconvenience to the Presiding Officers, the litigant public and other stake holders.

The bench work of this Principal District and Sessions Judge and other Judicial Officers will be from 10:30AM 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 2:00PM to 2:30 PM. All the staff/employees of District Judiciary are supposed to report before the presiding officer concerned at 10:00AM. On working Saturday, the Judicial Officers will generally take up administrative and other pending works pertaining to their respective court.

The administration of the District Judiciary is regulated by the Circular instructions issued from 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, Jagtial is the decision-making authority in respect of allotment of Judicial work to the Judicial Officers in this Unit, as the when required and also on the guidance of Hon'ble High Court. So far as administrative decision-making is concerned, on some occasion, the Principal District and Sessions Judge, Jagtial may seek instruction of the Hon'ble Administrative Judge of the District and Hon'ble High Court to implement the same.

The principal District and Sessions Judge, Jagtial is the Sanctioning authority to grant casual leaves, optional Holidays and permissions of the Judicial Officers, who are working in this unit.

The individual employee of this unit are accountable for their duties as assigned by the Principal District Judge or the Judicial Officers presiding their respective courts.

LIST OF COURTS IN THE JAGTIAL DISTRICT

SI.No.	District Courts	Senior Civil Judge's Courts/including DLSA	Junior Civil Judge's Courts	POCSO Courts (in the cadre of ADJ)	Total
1	2	2+1=3	6	1	12

Therefore, Jagtial District is functioning with 12 number of courts i.e., (1) District, (1) I Addl. District and Sessions Court, (1) Fast Track Court (POCSO Court), (2) Senior Civil Judge Court (including DLSA), (6) Junior Civil Judges Courts i.e.,

Sl.No.	Name of the Court	Place
1	Principal District and Sessions Judge's Court	Jagtial
2	I Addl. District and Sessions Judge's Court	Jagtial
3	Fast Track Court for Expeditious trial and Disposal of Rape and POCSO Act cases	Jagtial
4	Senior Civil Judge-cum-Assistant Sessions Court	Jagtial
5	District Legal Services Authority	Jagtial
6	Principal Junior Civil Judge-cum-Judicial Magistrate of First Class, Court	Jagtial
7	I-Additional Junior Civil Judge-cum-I-Additional Judicial Magistrate of First Class (Mobile Court)	Jagtial
8	II-Additional Junior Civil Judge-cum-II-Additional Judicial Magistrate of First Class, Court	Jagtial
9	Senior Civil Judge-cum-Assistant Sessions Court	Metpally
10	Junior Civil Judge's Court	Metpally
11	Junior Civil Judge-cum-Judicial Magistrate of First Class	Korutla
12	Junior Civil Judge-cum-Judicial Magistrate of First Class	Dharmapuri

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 upto 31.03.2025 vide G.O. Rt. No.146, Law (LA, LA & J Home Courts A2) Department, Dt: 14.03.2024.

(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 Bharathiya Nyaya Sannihitha(BNS), the Bharatiya Nagarik Suraksha Sanhita (BNSS), Bharathiya Sakhya Adhiniya (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. Judgment 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 work place, purchasing committee, District level committee relating to Case Management etc…,

In addition to the above periodical Co-ordination Meeting will be held by the Principal District and Sessions Judge, Jagtial with all the Prosecutors, Additional Public Prosecutors, Government pleader and Assistant Government pleader etc…,

The meeting of the above committees are not open to public and the minutes of the meetings are 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 JAGTIAL DISTRICT JUDICIARY AS ON 31.12.2024 CATEGORY WISE AS FOLLOWS:

Sl.No.	CADRE	SANCTIONED STRENGTH	TOTAL NUMBER OF WORKING OFFICERS	TOTAL NUMBER OF VACANCIES
1	District Judges	2	2	--
2	FTSC Courts	1	--	1
3	Senior Civil Judge's Courts	2	2	--
4	Secretary District Legal Service Authority	1	--	1
5	Junior Civil Judge's Courts	6	4	2
	Total	12	8	4

The pay scales of the Judicial Officers manning the subordinates judiciary and the ministerial staff is as under. The pay scales are excluding the D.A. and H.R.A. and C.C.A., etc. Are else follows:-

Sl.No.	Designation	Minimum and Maximum of Pay Matrix
1	**CIVIL JUDGE (JUNIOR DIVISION)** Junior Civil Judge (Entry Level) Junior Civil Judge (ACP Scale-I) Junior Civil Judge (ACP Scale-II)	 77840-136520 92960-136520 111000-163030
2	**CIVIL JUDGE (SENIOR DIVISION)** Senior Civil Judge (Entry Level) Senior Civil Judge (ACP Scale-I) Senior Civil Judge (ACP Scale-II)	 111000-163030 122700-180200 144840-194660
3	**DISTRICT JUDGES** District Judge (Entry Level) District Judge (ACP Scale-I) District Judge (ACP Scale-II)	 144840-194660 163030-219090 199100-224100

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.

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

HEAD	Budget Estimates 2025-2026 (Rupees in Lakhs)
105(04) CIVIL & SESSIONS COURTS Salaries Contingencies	 2,50,55000-00 10,02,60,390-00 **12,53,15,390-00**
108(05) OTHER COURTS Salaries Contingencies	 12,28,000-00
020-Wages	
022- Full time Contingent Employees.	11,50,000-00
Total-020	**11,50,000-00**
Budget estimates for the year, 2025-206 pertaining to the Fast Track Special Court for Expeditious trial and Disposal of Rape and POCSO Act, cases, Jagtial.	
Salaries.	**37,54,800-00**

STATEMENT SHOWING THE TOTAL OF EMPLOYEES OF DISTRICT JUDICIARY (SUBORDINATE COURTS) AND PAY SCALES.

Sl.No.	Category of post	Number of Posts (Sanctioned)	Number of Posts (Working)	Pay Scales as per PRC 2020 Rs.
1	Chief Administrative Officer	01	01	62110-140470
2	Senior Superintendent	05	05	43490-118230
3	Superintendent	08	08	42300-115370
4	Stenographer Grade-I	02	02	43490-118230
5	Stenographer Grade-II	02	0	36750-106990
6	Stenographer Grade-.III	06	04	32810-96890
7	Senior Assistant	14	14	32810-96890
8	Junior Assistant	46	15	24280-72850
9	Typist	18	09	24280-72850
10	Field Assistant	17	08	24280-72850
11	Examiner	06	05	22900-69150
12	Copyist.	09	04	22900-69150
13	Driver	01	01	22900-69150
14	Record Assistant	08	04	22240-67300
15	Reneo Operators/Lift Operators	0	0	--
16	Process Server	25	08	22900-69150
17	Office Subordinate	46	43	19000-58850
	TOTAL	**214**	131	

xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

The District Judiciary does not execute any subsidy programmes:

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

Not applicable to District Judiciary:

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

The statistical date of the case 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 CITIZEN FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.**

The Hon'ble High Court has designated State Assistant Public Information Officer for each subordinate courts/group of courts and citizens can obtain the information by making a request tot he 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 designations of the State Assistant Public Information Officers so far as the District Judiciary concerned is as follows:-

The Administrative officer of the Principal District and Sessions Court, Jagtial will be the Assistant Public Information Officer, for the all Courts situated in headquarters. The Chief Ministerial Officers of Senior Most Judicial Officers of Metpally, Korutla and Dharmapuri will be the Assistant Public Information Officer of their territorial Division.

NOTE:- *As per the Orders of the Central Information Commission in Case No.CIC/SM/C/2011/900894, dt. 12.2.2012 the Registry has issued circular dated 18.02.2012 to all Registrars of this 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 Gauhati High Court.*

Sd/-
Senior Superintendent
Prl. District and Sessions Court,
Jagtial.