# *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*

## *KARIMNAGAR DISTRICT UNIT :: KARIMNAGAR*

## *JULY, 2025*

## PRINCIPAL DISTRICT AND SESSIONS JUDGE :: KARIMNAGAR

### (i) THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES:

The District Court, Karimnagar was established in the year 1956 and the composite Karimnagar District was bifurcated into (4) new Judicial Districts i.e, Karimnagar, Peddapally, Jagtial and Rajanna Sircilla on June 2, 2022.

The Principal District and Sessions Judge, Karimnagar is the Head of Karimnagar Judicial District consisting of one Principal District and Sessions Court, Five (5) Addl. District and Sessions Courts, two (2) Fast Track Special Courts for Expeditious trial and Disposal of Rape and POCSO Act Cases, three (3) Senior Civil Judge – cum – Assistant Sessions Courts, Nine (9) Junior Civil Judge – cum – Judicial Magistrate of First Class Courts and four (4) Special Judicial Magistrate of Second Class Courts (Morning Courts) functioning. Further, one District Legal Services Authority, , one Permanent Lok Adalath, one Consumer Forum and also Legal Aid Defense Counsel System Services at Karimnagar are functioning in this Unit.

The Principal District and Sessions Judge, Karimnagar is Head of both Judicial and Administrative side of this Unit. In discharging of Administrative and Judicial functioning, the Principal District Judge may take the assistance of Administrative Officer, Senior Superintendents, Superintendents, Stenographers, Senior Assistants, Junior Assistants, Typists, Field Assistants, Copyists, Examiners, Record Assistants, Drivers, Process Servers and Office Subordinates, etc,,.

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

The District Court is having both original and appellate jurisdiction in Criminal and Civil side and pecuniary original jurisdiction in Civil Cases more than 50 lakhs. The

District Court also entertaining petitions in Motor Accident Cases, petition in respect of other limited Special Acts etc..,

Further, the District Court also exercises revisional jurisdiction in Criminal Cases under Section 399 Bharathiya Nagarik Suraksha Sanhitha, 2023.

The Senior Civil Judges-cum-Assistant Sessions Judges while sitting on Criminal Side shall hear all cases as per the first schedule annexed to code of criminal procedure. The Assistant Sessions Judges can impose a sentence of imprisonment upto 7 years and fine, and also deals with SARFAESI Act, 2002 in this Unit. The Prl. Senior Civil Judge, Karimnagar also discharges the duty of Chief Judicial Magistrate.

The Senior Civil Judges on civil side shall exercise only original Jurisdiction and entertains original suits, the value of which falls in between 10 lakhs and 50 lakhs. In addition, all three the Senior Civil Judges of this Unit shall also hear the petitions filed under Hindu Marriage Act, Land Acquisition Act (prior to 2013), Succession Original Petitions, Petitions under Hindu Succession Act.

The Civil Judges' Courts (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 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 OFFICERS AND EMPLOYEES:**

The Principal District and Sessions Judge, Karimnagar 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 Officer, the litigant Public and other stake holders.

The bench work of the Principal District and Sessions Judge and other Judicial Officers will be from **10.30 A.M. to 5.00 P.M.** on all working days excluding Saturdays. The lunch break to the all Judicial Officers and all the Staff Members will be in between **2.00 P.M. to 2.30 P.M.** All the Staff/Employees of District Judiciary are supposed to

report before the presiding officer concerned at 10.00 A.M. 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, Karimnagar is the decision making authority in respect of allotment of Judicial work to the Judicial Officers in this 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, Karimnagar 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, Karimnagar is the sanctioning authority to grant Casual Leaves, Optional Holidays and Permissions of the Senior Civil Judge/ District Legal Services Authority, who are working in this Unit. The I Additional District and Sessions Judge, Karimnagar is the sanctioning authority to grant Casual Leaves, Optional Holidays and Permissions of the Junior Civil Judges, who are working in this Unit.

The individual employees 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 KARIMNAGAR DISTRICT -2025**

| S.No | District Court and Additional Courts | Senior Civil Judges' Courts including DLSA | Junior Civil Judges' Court | POCSO Courts (in the cadre of ADJ) | Total |
|---|---|---|---|---|---|
| 1 | 6 | 3+1=4 | 9 | 2 | 21 |

The details of Presiding Officers working in Karimnagar Unit in above said Courts are as below:

# LIST OF COURTS AND OFFICERS IN KARIMNAGAR UNIT

| Sl. No. | Name of the Court | Name of the Officer |
|---|---|---|
| 1. | Prl. District & Sessions Court, Karimnagar. | Sri S. Shiva Kumar |
| 2. | I Addl. District & Sessions Court, Karimnagar. | Sri D. Venkateseh |
| 3. | The Chairman, LRAT-cum-II Addl. District & Sessions Court, Karimnagar. | Smt. D. Sadhana |
| 4. | The Special Judge for trial of cases filed under SCs/STs (POA) Act, 1989-cum-III Addl. District & Sessions Court, Karimnagar. | Smt. A. Neeraja |
| 5. | The Judge, Family court-cum-IV Addl. District & Sessions Court, Karimnagar. | Smt. J.Kavitha |
| 6. | The Special Judge for trial of Special Police Establishment and Anti Corruption Bureau cases-cum-VI Additional District and Sessions Judge, Karimnagar. | Sri J.Vikram |
| 7. | I Fast Track Court for Expeditious trial & disposal of Rape and POCSO Act Cases, Karimnagar | VACANT<br>FAC: I-ADJ, KNR |
| 8. | II Fast Track Court for Expeditious trial & disposal of Rape and POCSO Act Cases, Karimnagar | VACANT<br>FAC: I-ADJ, KNR |
| 9. | Prl. Senior Civil Judge-cum-Assistant Sessions Judge's Court, Karimnagar. | Smt. R. Sreelekha |
| 10. | Chief Judicial Magistrate, Karimnagar. | |
| 11. | Addl. Senior Civil Judge-cum- Addl. Assistant Sessions Judge's Court, Karimnagar. | Ms. K.Rani |
| 12. | The Senior Civil Judge-cum-Assistant Sessions Judge's Court, Huzurabad. | Sri P.B. Kiran Kumar |
| 13. | Prl. Junior Civil Judge-cum-Judicial Magistrate of First Class, Karimnagar. | Smt. Shereena Mohd. |
| 14. | I Addl. Junior Civil Judge-cum-I Addl. Judicial Magistrate of First Class Court, Karimnagar. | MS. Damerla Preethi<br>Under Training from 30.06.2025 to 30.08.2025 is transferred<br>FAC: II Addl. JCJ, KNR |
| 15. | II Addl. Junior Civil Judge-cum-II Addl. Judicial Magistrate of First Class Court, Karimnagar. | J. Venkata satya<br>Raj Kiran |
| 16. | The Special Judicial Magistrate of First Class (Mobile) For Trial Of Cases Under PCR Act—Cum-III Additional Junior Civil Judge's Court, Karimnagar. | Sri Chirag Mehta |

| | | |
|---|---|---|
| 17. | The Special Judicial Magistrate of First Class for Trial of Cases under Telangana Prohibition and Excise Act-Cum-IV Additional Junior Civil Judge's Court, Karimnagar. | Sri Banothu Rajeshwar<br>Under Training from 30.06.2025 to 30.08.2025 is transferred<br>FAC: III Addl. JCJ(PCR), KNR. |
| 18. | V Addl. Junior Civil Judge-cum-V Addl. Judicial Magistrate of First Class (Juvenile Justice Cases) Court, Karimnagar. | VACANT<br>FAC: I Addl. JCJ, KNR<br>(Present: II Addl. JCJ, KNR) |
| 19. | Prl. Junior Civil Judge-cum-Judicial Magistrate of First Class Court, Huzurabad. | VACANT<br>FAC: I Addl. JCJ, HZB<br>(Present: Prl. JCJ, KNR) |
| 20. | I Addl. Junior Civil Judge-cum-I Addl. Judicial Magistrate of First Class Court, Huzurabad. | Ms. Padma Sai Sree<br>Under Training from 30.06.2025 to 30.08.2025 is transferred<br>FAC: Prl. JCJ, KNR |
| 21. | II Addl. Junior Civil Judge-cum-II Addl. Judicial Magistrate of First Class Court, Huzurabad. | VACANT<br>FAC: I Addl JCJ, HZB<br>(Present: Prl. JCJ, KNR) |

| Sl.No. | Name of the Court | Name of the Officer |
|---|---|---|
| 1. | The Secretary, District Legal Services Authority, Karimnagar. | Sri K. Venkatesh |
| 2. | The Chairperson, Permanent Lok Adalat for Public Utility Services, Karimnagar. | VACANT<br>FAC: PDJ, KNR. |

| Sl.No. | Name of the Court | Name of the Officer |
|---|---|---|
| 1. | Consumers Forum | Smt. K. Swarupa Rani |

| Sl. No. | Name of the Court | Name of the Officer |
|---|---|---|
| 1. | The Special Judicial Magistrate of II Class (Excise), Karimnagar | **VACANT** |
| 2. | The I Special Judicial Magistrate of II Class, Karimnagar | Mrs. Eedula Lakshmi |
| 3. | The II Special Judicial Magistrate of II Class, Karimnagar | Mr. Vookanti Ravinder Reddy |
| 4. | The Special Judicial Magistrate of II Class, Huzurabad | Mr. Thatipalli Eashwaraiah |

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.

**(iv) THE NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

**AND**

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

In discharge of its function 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 Bharathiya Nagarik Suraksha Sanhita(BNSS), Bharathiya Sakshya Adhiniyam (BSA) and other civil and criminal laws. On the Administrative side, the District Judiciary is governed by the Telangana Judicial Ministerial Subordinate Service Rules, 2018, 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:**

**The following categories of documents and case papers shall be under 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 ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF 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 Internal 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 meetings will be held by Principal District and Sessions Judge, Karimnagar with all the Departments including Revenue, Police, R&B, District Welfare Officers, Public Prosecutors, Additional Public Prosecutors, Government Pleader and Assistant Government Pleader etc…,

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

**(ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:**

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

**STATMENT SHOWING THE TOTAL NUMBER OF JUDICIAL OFFICERS WORKING AND VACANCIES IN THE KARIMNAGAR DISTRICT JUDICIARY AS ON 01.07.2025 CATEGORY WISE AS FOLLOWS:**

| S.No | CADRE | SANCTIONED STRENGTH | TOTAL NUMBER OF WORKING OFFICERS | TOTAL NUMBER OF VACANCIES |
|---|---|---|---|---|
| 1 | District Judges | 1 | 1 | - |
| 2 | Additional District & Sessions Courts | 5 | 5 | - |
| 3 | POCSO Court | 2 | - | 2 |
| 4 | Senior Civil Judges' Courts | 3 | 3 | - |
| 5 | Secretary, District Legal Services Authority | 1 | 1 | - |
| 6 | Junior Civil Judge's Court | 9 | 7 | 2 |
| | Total | 21 | 17 | 4 |

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

| S.No | 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**

| S.No | Category of Post | Number of Posts (Sanctioned) | Number of Posts (Working) | Pay Scales as per PRC 2020 Rs. |
|---|---|---|---|---|
| 1 | Chief Administrative Officer | 03 | 03 | 62110 -140470 |
| 2 | Senior Superintendent | 15 | 15 | 43490-118230 |
| 3 | Superintendent | 17 | 17 | 42300-115270 |
| 4 | Stenographer Grade – I | 07 | 07 | 43490-118230 |
| 5 | Stenographer Grade – II | 03 | 03 | 36750-106990 |
| 6 | Stenographer Grade -III | 13 | 11 | 32810-96890 |
| 7 | Senior Assistant | 24 | 19 | 32810-96890 |
| 8 | Junior Assistant | 65 | 55 | 24280-72850 |
| 9 | Typist | 27 | 24 | 24280-72850 |
| 10 | Field Assistant | 12 | 11 | 24280-72850 |
| 11 | Examiner | 08 | 08 | 22900-69150 |
| 12 | Copyist | 15 | 12 | 22900-69150 |
| 13 | Driver | 04 | 04 | 22900-69150 |
| 14 | Record Assistant | 10 | 09 | 22240-67300 |
| 15 | Reneo Operators/Lift Operators | 0 | 0 | 22240-67300 |
| 16 | Process Server | 35 | 28 | 22900-69150 |
| 17 | Office Subordinate | 73 | 61 | 19000-58850 |
| | Total | **331** | **287** | |

**(xi) 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 GOVERNMENT FOR THE FINANCIAL YEAR, 2025-2026.**

| HEAD | Budget Estimates 2025-2026 (Rupees in Lakhs) |
|---|---|
| 103 (05) Special Courts Contingencies | Rs.4,63,000/- |
| 105(04) CIVIL & SESSIONS COURTS<br>Salaries<br>Contingencies | <br>Rs.21,80,14,502/-<br>Rs.39,30,5000/- |
| 108(05) OTHER COURTS<br>Salaries<br>Contingencies | <br>-Nil-<br>Rs.12,000/- |
| 117 (05) Family Courts Contingencies | Rs.36,10,000/- |
| **020-Wages** | |
| 021-Daily wage employee | -Nil- |
| 022-Full time Contingent Employees | Rs.11,00,000/- |
| 023-Part time Contingent Employees | -Nil- |
| 301-Contract Appointments | Rs.15,50,000/- |
| **Total-020** | |
| Budget estimates for the year 2025-26 pertaining to two Fast Track Special Courts for Expeditious trial and Disposal of Rape and POCSO Act cases, Karimnagar (I & II) | |
| **Salaries** | Rs.75,09,600/- |
| 302-Outsourcing Engagement and E-sewa kendra | |
| **Salaries** | Rs.1,60,00,000/- |
| 306-Professional Engaged for specific activities pertaining to the II class Magistrate and Staff. | |
| **Salaries** | Rs.25,00,000/- |

**(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 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 citizen 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, Karimnagar will be the State Assistant Public Information Officer, for the all Courts situated in headquarters. The Chief Ministerial Officers of Senior Most Judicial Officer of Huzurabad will be the Assistant Public Information Officer of their territorial Division.

**The name, designation and the particulars of the State Assistant Public Information Officer – cum – Chief Administrative Officer are as follows:**

Smt.T.Madhavi,
Chief Administrative Officer-cum-
State Assistant Public Information Officer,
Principal District and Sessions Court, Karimnagar,
Karimnagar District,
Pin Code: 505001.
Telephone: 0878 2243190.
Email: krm.pdj-ts@indiancourts.nic.in

**(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 Nos.(Off): 040-2344 6166 and e-mail: reg.gen-tshc@aij.gov.in

**Sd/-**
**Chief Administrative Officer-cum-**
**State Assistant Public Information Officer,**
**Principal District and Sessions Court,**
**Karimnagar.**