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

VIKARABAD DISTRICT UNIT ::VIKARABAD::

July, 2025

PRINCIPAL DISTRICT AND SESSIONS JUDGE: AT NARAYANPET

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

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

The Principal District and Sessions Judge, Vikarabad is the head of Vikarabad Judicial District consisting of :

1) Principal District and Sessions Court, Vikarabad.
2) I Addl. District and Sessions Judge cum The Special Sessions Judge, Fast Track Special Court for Expeditious trial and Disposal of Rape and POCSO Act cases at Vikarabad.
3) Senior Civil Judge – Cum- Assistant Sessions Court, at Vikarabad.
4) Prl.Junior Civil Judge-cum-Judicial Magistrate of First Class Court, Vikarabad.
5) Addl. Junior Civil Judge-cum-Judicial Magistrate of First Class Court, Vikarabad.
6) Junior Civil Judge-cum-Judicial Magistrate of First Class Court, Parigi, Vikarabad District.
7) Junior Civil Judge-cum-Judicial Magistrate of First Class Court, Kodangal, Vikarabad District.
8) Prl. Junior Civil Judge-cum-Judicial Magistrate of First Class Court, Tandur, Vikarabad District.
9) Addl. Junior Civil Judge-cum-Judicial Magistrate of First Class Court, Tandur, Vikarabad District.
10) District Legal Services Authority, Vikarabad.
11) Legal Aid Defense counsel System Services at Vikarabad
12) Eseva Kendras at Vikarabad is functioning in this unit.
13) Special Judicial Magistrate of Second Class Court, Vikarabad.

The principal District and Sessions Judge, Vikarabad 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 Officer, Superintendents, Personal Assistant (Stenographer), Senior Assistants, Junior Assistants, Typists, Field Assistants, Copyists, Examiners, Record Assistants, Drivers, Process Servers, Office Subordinates., etc...,

The 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., et., 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 than 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 Nagarik Suraksha Sanhitha, 2023.

The Senior Civil Judge shall exercise original jurisdiction and entertains original suits, the value of 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 up to 10 years and fine.

Senior Civil Judge, Vikarabad also discharges the duty of Chief Judicial Magistrate and can impose a sentence of imprisonment upto 7 years and fine on criminal side, and also deals with SARFAESI Act, 2002 in this unit.

The Senior Civil Judge, Vikarabad shall Exercise only original jurisdiction. In addition both the Senior Civil Judge 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 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, Vikarabad 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 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 to 2.30 PM.** All the staff/employees of District Judiciary are supposed to report before the presiding officer 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, Vikarabad 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, Vikarabad may seek instructions of the Hon'ble Administrative Judge of this District and Hon'ble High Court to implement the same.

The Principal District and Sessions Judge, Vikarabad is the sanctioning authority to grant casual leaves, Optional Holidays and permissions of the Senior Civil Judge, who is working in this unit and the I Addl. District and Sessions Judge, Vikarabad is the sanctioning authority to grant casual leaves, optional holidays and permissions of all the Junior Civil Judges in the unit of Vikarabad.

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 VIKARABAD DISTRICT -2025

S.No.	District Court	Senior Civil Judge's Courts/including DLSA	Junior Civil Judge's Courts	POCSO Courts (in the cadre of ADJ)	Special Judicial Magistrate of Second Class	Total
1	2	1+1=2	6	I Addl. District and Sessions Judge is dealing with the POCSO Act cases.	1	11

Therefore, Vikarabad District is functioning with 11 number of courts as follows.

S.No.	Name of the court	Place
1	Principal District and Sessions Judge's Court	Vikarabad
2	I Addl. District and Sessions Juge cum Special Court for Expeditious trial and Disposal of Rape and POCSO Act cases,	
3	Senior Civil Judge – cum – Assistant Sessions Court, Narayanpet	
4	District Legal Services Authority, Vikarabad	
5	Principal Junior Civil Judge – cum – Judicial Magistrate of First Class Court, Vikarabad	
6	Additional Junior Civil Judge -cum- Additional Judicial Magistrate of First Class Court,Vikarabad.	
7	Principal Junior Civil Judge – cum – Judicial Magistrate of First Class Court, Tandur	Tandur
8	Additional Junior Civil Judge -cum- Additional Judicial Magistrate of First Class Court, Tandur	
9	Junior Civil Judge cum Judl. Magistrate of First Class, Parigi	Parigi
10	Junior Civil Judge cum Judl. Magistrate of First Class, Kodangal	Kodangal

The I Addl. District and Sessions Judge, Vikarabad is also functioning as the Fast Track Special Court for expeditious trial and disposal of Rape and POCSO Act cases.

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

AND

(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 Sakshya 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. 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 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 the Principal District and Sessions Judge, Vikarabad 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 unit head is also conducting judicial officers conference at the end of every quarterly period to streamline and for giving instructions for speed disposal of cases.

The meetings 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 NARAYANPET DISTRICT JUDICIARY AS ON 30.06.2025 CATEGORY WISE AS FOLLOWS:

Sl.no.	CADRE	SANCTIONED STRENTH	TOTAL No. OF WORKING OFFICERS	TOTAL NUMBER OF VACANCIES
1	District Judge	2	2	--
2	Senior Civil Judge's Court	1	--	-
3	Secretary, District Legal Service Authority	1	-	1
4	Junior Civil Judge's Courts	6	4	2
5	Special Judicial Magistrate of Second Class	1	-	1
	Total	**11**	**6**	**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 as follows.

Sl.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

Sl. No	Category of post	Number of posts (Sanctioned)	Number of Posts (Working)	Pay Scales as per PRC 2020 Rs.
1.	Chief Administrative Officer	02	02	62110-140470
2.	Senior Superintendent	05	03	43490-118230
3.	Superintendent	09	05	42300-115270
4.	Stenographer Grade - I	02	01	43490-118230
5.	Stenographer Grade - II	01	-	36750-106990
6.	Stenographer Grade - III	06	05	32810-96890
7.	Senior Assistant	13	12	32810-96890
8.	Junior Assistant	38	24	24280-72850
9.	Typist	13	06	24280-72850
10.	Field Assistant	13	08	24280-72850
11.	Examiner	06	04	22900-69150
12.	Copyist	09	02	22900-69150
13.	Driver	02	01	22900-69150
14.	Record Assistant	05	04	22240-67300
15.	Reneo Operators / Lift Operators	--	--	22240-67300
16.	Process Server	30	15	22900-69150
17.	Office Subordinate	39	27	19000-58850
TOTAL		**193**	**119**	

(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 GOVERNMENT FOR THE FINANCIAL YEAR 2025-2026

HEAD	Budget Estimates 2025-2026 (Rupees in Lakhs)
105(04) CIVIL & SESSIONS COURTS Salaries Contingencies	Rs.20,68,35,419/-
108(05) OTHER COURTS Salaries Contingencies	
020-Wages	
021-Daily wage employee	Rs.5,13,810/-
022-Full time Contingent Employees	Rs.4,00,800/-
023-Part time Contingent Employees	Rs.3,68,360/-
Total-020	
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, Vikarabad	
Salaries	-

(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 INFORAMTION, 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 Administrative Officer of the Principal District and Sessions Court, Vikarabad will be the State Assistant Public Information Officer, for the all courts situated in headquarters. The Senior Superintendent of the Senior Civil Judge Court, Vikarabad and Superintendents of the respective Junior Civil Judges Courts will be the Assistant Public Information Officer of their respective Court on territorial jurisdiction.

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

Sri C.Rajagopalaiah
Chief Administrative Officer,
Principal District and Sessions Court, Vikarabad
Vikarabad District.
Pin code: 501101
Email: vkr.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 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, dt.12.1.2012, the Registry has issued circular dated 18.2.2012 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.

C.Rajagopalaiah
Chief Administrative Officer,
Principal District and Sessions Court,
Vikarabad.

Chief Administrative Officer
Pri. District & Sessions Judge Court
Vikarabad, Vikarabad District.