

THE RIGHT TO INFORMATION ACT, 2005

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

**MANUAL OF JUDICIAL DEPARTMENT
PRINCIPAL DISTRICT AND SESSIONS COURT, NIZAMABAD**

**(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 1ST DECEMBER, 2023

PRINCIPAL DISTRICT AND SESSIONS COURT :: AT NIZAMABAD.

i) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES:-

The Principal District and Sessions Court, Nizamabad is situated in the headquarters of Nizamabad District and it is established in the year 1951 and started functioning w.e.f. 09-04-1951.

Consequent upon bifurcation of the State of Andhra Pradesh w.e.f. 02.06.2014, Nizamabad District was part of Andhra Pradesh State. After bifurcation of Telangana State Nizamabad district became one of the districts of Telangana State and Kamareddy division is bifurcated from Nizamabad District. The Nizamabad district is divided into 3 revenue divisions of Bodhan, Armoor and Nizamabad. They are sub-divided into 33 mandals and has 530 villages.

As per the G.O.Ms.No.61, Law (L.A., L.A. & J-Home Courts-A2) Department dated 01.06.2022 Establishment of 33 Judicial Districts in the State of Telangana Co-terminus with the Revenue Districts – Defining the nomenclature of all the Courts in 32 newly created Judicial Districts.

As per G.O.Ms.No.40, Law (LA, LA & J-Home, Courts-A2) dated 17.05.2022 – Establishment of District Court at Nizamabad District consequence upon the approval of High Court - Notifying the Local Limits of Jurisdiction under the Telangana Civil Courts Act, 1972 & Code of Criminal Procedure, 1973 and it was published in the Telangana Gazette Part-I Extraordinary No.108 Hyderabad dated 17.05.2022, the revenue divisions of Kamareddy District are bifurcated from Nizamabad District Unit. The Nizamabad District unit is headed by the Principal District and Sessions Judge in the cadre of District Judge. Apart from the Principal District Judge there are (06) other District Judges; (03) Senior Civil Judges; and (09) Junior Civil Judges.

The Principal District and Sessions Judge, Nizamabad has the overall control on Administrative side of the entire Nizamabad District Unit. The Principal District Court has the following section under the control the Principal District Judge, Nizamabad:-

S.No.	Section(s)
01	Nazarath Section
02	Copying Section
03	Accounts Section
04	Building Section
05	Statistical Section (OP CELL)
06	Administration Section (Control of Supervision and Disciplinary matters including sanction of leaves, Distribution of work etc., of the Officers and Staff working in the above section under his control.

Apart from the above Officers, there are Senior Superintendents, Superintendents, Senior Assistants, Junior Assistants, Typists, Copyists, Drivers, Examiners, Process Servers and Office Subordinates and contingent staff.

The Principal District and Sessions Judge, Nizamabad exercises original, appellate (in Civil side), original, revisional and appellate (in Criminal side) entire Jurisdiction over the Nizamabad District unit.

The Principal District and Sessions Judge, Nizamabad exercises overall supervisory control over the Subordinate courts in administrative matters.

It is having staff pattern as under:-

1. District Judge	1 post
2. Chief Administrative officer	1 post
3. Sr. Superintendent	3 posts
4. Superintendents	4 posts
5. Senior Assistant	2 posts
6. Stenographer Grade-I	2 posts
7. Stenographer Grade-III	2 posts
8. Junior Assistants	6 posts
9. Typists	2 posts
10. Field Assistant	1 post
11. Examiners	3 posts
12. Copyist	4 posts
13. Drivers	2 posts
14. Process servers	7 Posts
15. Office Subordinates	13 posts

16. Full time Masalchies	2 post (paid from contingencies)
17. Part time Masalchies	2 Posts (paid from contingencies)
18. Daily wage workers	2 posts (paid from contingencies)
19. Court Manager	1 post
20. System Officer (Contract)	1 post
21. System Assistant (Contract)	1 Post
22. Computer Assistant (Contract)	1 post

The following Courts are functioning in the Nizamabad District Unit :-

1. Prl. District and Sessions Court, Nizamabad.
2. I Addl. District and Sessions court, Nizamabad.
3. Special court for trial of cases under SC.& STs (POA) Act-cum-II Addl. District and Sessions Court, Nizamabad.
4. Family Court-cum-III Addl. District and Sessions Court, Nizamabad.
5. Special Sessions Court for fast tracking the cases relating to Atrocities against women-cum-IV Addl. District and Sessions Court.
6. V Additional District and Sessions court, Bodhan.
7. Fast track Special Court for expeditious disposal of cases of rape and protection of child against sexual offences (POCSO) Act, Nizamabad.
8. Senior civil Judge-cum-Asst. Sessions Court, Nizamabad.
9. Senior Civil Judge court-cum-Asst. Sessions Court, Bodhan
10. Addl. Senior Civil Judge-cum-Addl. Asst. Sessions Court, Armoor,
11. Principal Junior Civil Judge-cum-Judicial Magistrate of First Class Court, Nizamabad,
12. I Additional Junior Civil Judge-cum-I Additional Judicial Magistrate of First Class (Juvenile Court), Nizamabad,
13. II Additional Junior Civil Judge-cum-II Additional Judicial Magistrate of First Class Court, Nizamabad,
14. Special Judicial Magistrate of First Class (Mobile) under PCR Act-cum-III Additional Junior Civil Judge Court, Nizamabad,
15. Special Judicial Magistrate of First Class for trial of cases under Telangana Prohibition and Excise Act-cum-IV Additional Junior Civil Judge Court, Nizamabad,
16. Prl. Junior Civil Judge-cum-Judicial Magistrate of First Class Court, Armoor,
17. I Additional Judicial Magistrate of First Class-cum-I Additional Judicial Magistrate of First Class Court, Armoor,
18. Prl. Junior Civil Judge-cum-Judicial Magistrate of First Class Court, Bodhan,
19. I Additional Junior Civil Judge-cum-I Additional Judicial Magistrate of First Class Court, Bodhan.

SL.No.	NAME OF THE STATION	DISTRICT COURTS	SCJ COURTS	JCJ COURTS	TOTAL
1.	NIZAMABAD	5	1	5	11
2.	BODHAN	1	1	2	4
3.	ARMOOR	0	1	2	3
	GRAND TOTAL	6	3	9	18

NUMBER OF FAST TRACK COURTS IN THE NIZAMABAD DISTRICT

SL. No.	NAME OF THE PLACE	Fast Track Courts in the cadre of Additional District & Sessions Judge	Fast Track Courts in the cadre of Senior Civil Judge
1.	NIZAMABAD	1	0
2.	BODHAN	0	0
3.	ARMOOR	0	0
	GRAND TOTAL	1	0

THE FOLLOWING SPECIAL JUDICIAL MAGISTRATE OF SECOND CLASS (MORNING COURTS) ARE FUNCTIONING IN THE NIZAMABAD DISTRICT UNIT:-

1. Special Judicial Magistrate of Second Class, Nizamabad.
2. Special Judicial Magistrate of Second Class for Railways, Nizamabad.
3. Special Judicial Magistrate of Second Class for Excise, Nizamabad.
4. Special Judicial Magistrate of Second Class, Armoor.
5. Special Judicial Magistrate of Second Class, Bodhan.

ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:-

The Prl. District and 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 work from 10.30 A.M. till 5.00 P.M., on all days except Holidays. The lunch-break for the judicial officers and members of the 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 inconvenience to the courts and the officer.

The office is 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 Nizamabad District having Administrative control over all the courts in Nizamabad District and staff.

The employees of this court are attending the various sections as under:-

1. **CHIEF ADMINISTRATIVE OFFICER** – He 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, Nizamabad and Honourable High Court, Hyderabad. He is also the Drawing and Disbursing Officer of the District Court on delegation of powers given by Prl. District Judge.
2. **SENIOR SUPERINTENDENTS** – One Senior superintendent is incharge of Central Nazareth and Building Section. One Senior Superintendent is incharge of Accounts section. Another Senior Superintendent deputed to work in Prl. Junior Civil Judge's Court, Nizamabad.
3. **SUPERINTENDENTS**:- One Superintendent is incharge of Civil Section, one Superintendent is incharge of Criminal Section, one Superintendent is incharge of Copying Establishment and one Superintendent is working in Administration Section and assists the Chief Administrative Officer.
4. **PERSONAL ASSISTANTS** - He takes the dictation of Judgments and orders etc from the Judge, and types the matters and place them before the Judge. As per the orders of Hon'ble High Court another personal assistant is deputed to work in Prl. District and Sessions Court, Kamareddy.
5. **SENIOR ASSISTANTS**- One Senior Assistant is incharge of OP Cell (Statistical Section) and another Senior Assistant assists the Senior Superintendent in Accounts section.
6. **JUNIOR ASSISTANTS** - Two Junior Assistants are assisting the Superintendent Civil Section; one Junior Assistant is working in Library Section and also attending CFR section; two Junior Assistants are assisting in Record Section and another Junior Assistant is assisting the Senior Superintendent in Accounts Section.
7. **TYPISTS** - One Typist is attending typing work on Bench and also assisting the Accounts Senior Superintendent, another Typist is also attending typing work on Bench and attending statements work and cheque petitions and also attending correspondence work in Civil and Criminal Section. They are also attending feeding of proceedings in eCourts daily.

8. **FIELD ASSISTANT:** He is attached to the Nazarath Section to attend the field work for execution of warrants, injunctions etc.,
9. **EXAMINERS:** Three Examiners are working in Copying Section under the control of Copying Superintendent.
10. **COPYISTS:** Two Copyists are working in Copying section under the control of Copying Superintendent and two posts of Copyists are vacant.
11. **DRIVERS:** One driver working under the control of Officer/District Judge and driving the official vehicle. Another driver post is vacant.
12. **PROCESS SERVERS:** Six Process Servers are working under the control of Nazarath section for service of summons, notices etc., and one post is kept vacant.
13. **OFFICE SUBORDINATES:** Two office subordinates working On Bench. Two office subordinates working on Guard duty. Four office subordinates working in all sections. Two office subordinates are assisting in Record section and one office subordinate is working in Inward and Outward section and (02) posts are vacant.
14. **COURT MANAGER:** This post is vacant since 2019.
15. **SYSTEM OFFICER:** This post is vacant.
16. **SYSTEM ASSISTANT:** One System Assistant is deputed from Senior Civil Judge Court, Bodhan who is looking eCourts work.
17. **COMPUTER ASSISTANT:** He is attending computer software and hardware works.

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

The Prl. District and Sessions Judge, Nizamabad 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 Administration 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 ITS FUNCTION.

AND

v) THE RULES, REGULATIONS, INSTRUCTIONS, 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 at Hyderabad, on administrative side. This court discharges its functions on judicial and administrative sides governed by Civil Procedure code, Criminal procedure Code, Telangana State Judicial Ministerial services 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) Pleadings and documents pertaining to cases filed by parties/Advocates.
- b) Vernacular Records sent by Subordinate courts.
- c) Judgments rendered by the District Judge, Nizamabad.
- d) Records of Administrative matters.

vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENT 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 ADVISE, 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.

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/getTempOfficerMasters>.

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.,

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

**Statement showing the Sanctioned Strength & Pay Scales of staff of
Principal District Court**

Name of the post	Sanctioned Strength	Pay Scales (As per PRC 2020)
District Judge	01	199100-224100
Chief Administrative Officer	01	62110-140470
Senior Superintendent	03	43490-118230
Superintendent	04	42300-115270
Stenographer Grade-I	02	43490-118230
Stenographer Grade-III	02	32810-96890
Senior Assistant	02	32810-96890
Junior Assistant	06	24280-72850
Typists	02	24280-72850
Field Assistant	01	24280-72850
Examiner	03	22900-69150
Copyist	04	22900-69150
Drivers	02	22900-69150
Process Servers	07	22900-69150
Office Subordinates	13	19000-58850

**LIST OF TOTAL SANCTIONED STRENGTH, WORKING STRENGTH AND
VACANCIES CATEGORY WISE IN THE UNIT OF NIZAMABAD DISTRICT
AS ON 01.12.2023**

PROFORMA

Sl. No.	Category of Posts	Total sanctioned Strength (as on 01.11.2023)	Total Working Strength (as on 01.11.2023)	Vacancies (as on 01.11.2023)
1	Chief Administration Officers	05	05	0
2	Senior Superintendents	14	14	0
3	Superintendents	19	18	01
4	Stenographers Grade – I	06	05	01
5	Stenographers Grade – II	03	03	0
6	Stenographers Grade – III	11	06	05
7	Senior Assistants	26	25	01
8	Junior Assistants	68	68	0
9	Typists	26	17	09
10	Field Assistants	17	16	01
11	Examiners	11	11	0
12	Copyists	15	06	09
13	Drivers	06	01	05
14	Record Assistants	09	05	04
15	Roneo Operators/ Lift Operators	0	0	0
16	Process Servers	44	35	09
17	Office Subordinate (Attenders)	77	57	20
	Total	357	292	65

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 AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

No subsidy programmes are being executed by the District court, Nizamabad.

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

Not applicable

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

NIL

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.

As per the rules supplement to Part-II extraordinary of the Andhra Pradesh Gazette No.50 Hyderabad dated 09.11.2005, in exercise of the powers conferred under Section 28(1) of the Right to Information Act, 2005, and all enabling provisions in that behalf, the Chief Justice of Andhra Pradesh High Court makes the following rules for carrying out the provisions of the Right to Information Act, 2005.

The state Assistant Public Information Officer means the Administrative Officer / Chief Ministerial Officer as the case may be as designated by the High Court under Section 5(2) of the Act.

The Chief Administrative Officer of Prl. District and Sessions Court, Nizamabad is the State Assistant Public Information Officer.

The Chief Administrative Officer of V Additional District and Sessions Court, Bodhan is the State Assistant Public Information Officer.

The Superintendent of Additional Senior Civil Judge-cum-Additional Assistant Sessions Judge, Armour is the State Assistant Public Information Officer.

There is Library Room or Reading Room meant for Judicial officers and Advocates and not for litigant 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 and Sessions court, Nizamabad.

Sri J. Guru Prakash,
Chief Administrative officer,
Prl. District and Sessions court,
Nizamabad.
Telephone no. 08462-223102

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 nos. Off. 040-23446166 and (fax) 23446155, 23442454 (R)

xviii) THE District Court hosts website and case status information can be accessed in the said website.

Nizamabad District Court website Address:- districts.ecourts.gov.in/Nizamabad.