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

NAGARKURNOOL DISTRICT UNIT
:: NAGARKURNOOL

July, 2025

PRINCIPAL DISTRICT AND SESSIONS JUDGE: AT NAGARKURNOOL

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

The Principal District and Sessions Court, Nagarkurnool has been newly established and functioning since 02.06.2022 in two courts building at Nagarkurnool.

The Principal District and Sessions Judge, Nagarkurnool is the head of of Nagarkurnool JUdicial District consisting of one Principal District and Sessions Court, 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, eight (08) Junior Civil Judge Cum – Judicial Magistrate of First Class Court and four (04) Special Judicial Magistrate of Second Class Courts (Morning Courts). Further four e-Sewa kendras, at Nagarkurnool, Kalwakurthy, Kollapur and Achampet and also Legal Aid Defense counsel System Services at Nagarkurnool are functioning in this unit.

The principal District and Sessions Judge, Nagarkurnool 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 Assistants (Stenographers), 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 Officer, 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 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 upto 10 years and fine.

Senior Civil Judge, Nagarkurnool 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. Whereas Senior Civil Judge, Kalwakurthy has original and appellate jurisdiction pertaining to it's territorial division.

The Senior Civil Judge, Nagarkurnool 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, Nagarkurnool 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, Nagarkurnool 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 occassions, the Principal District and Sessions Judge, Nagarkurnool 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, Nagarkurnool is the sanctioning authority to grant casual leaves, Optional Holidays and permissions of the Judicial Officers, 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 NAGARKURNOOL DISTRICT -2025

Sl.no.	District Courts	Senior Civil Judge's Courts/including DLSA	Junior Civil Judge's Courts	POCSO Courts (in the cadre of ADJ)	Total
1	1	2+1=3	8	1	13

Therefore, Nagarkurnool District is functioning with 13 number of courts i.e., (1) District Court, (1) Fast Track Court (POCSO Court), (3) Senior Civil Judge Court (including DLSA), (8) Junior Civil Judges Courts i.e.,

Sl.No.	Name of the Court	Place
01	Principal District and Sessions Judge's Court	Nagarkurnool.
02	Fast Track Special Court for Expeditious trial and Disposal of Rape and POCSO Act cases,	
03	Senior Civil Judge – cum – Assistant Sessions Court	
04	District Legal Services Authority	
05	Principal Junior Civil Judge – cum – Judicial Magistrate of First Class, Court	
06	I-Additional Junior Civil Judge -cum- I-Additional Judicial Magistrate of First Class (Mobile Court),	

07	II-Additional Junior Civil Judge -cum- II-Additional Judicial Magistrate of First Class, Court	
08	Senior Civil Judge – cum – Assistant Sessions Court	Kalwakurthy.
09	Junior Civil Judge's Court	
10	Junior Civil Judge's Court	Achampet.
11	Principal Junior Civil Judge – cum – Judicial Magistrate of First Class, Court	Kollapur
12	I-Additional Junior Civil Judge -cum- I-Additional Judicial Magistrate of First Class, Court.	
13	II-Additional Junior Civil Judge -cum- II-Additional Judicial Magistrate of First Class, Court	

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 31-3-2025 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:

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, purchasaing 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, Nagarkurnool 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 committtees 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 NAGARKURNOOL DISTRICT JUDICIARY AS ON 01.07.2025CATEGORY WISE AS FOLLOWS:

Sl. no.	CADRE	SANCTIONED STRENTH	TOTAL NUMBER OF WORKING OFFICERS	TOTAL NUMBER OF VACANCIES
1	District Judges	1	1	--
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	8	5	3
	Total	**13**	**9**	**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:

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	01	01	62110-140470
2.	Senior Superintendent	02	01	43490-118230
3.	Superintendent	10	09	42300-115270
4.	Stenographer Grade - I	01	01	43490-118230
5.	Stenographer Grade - II	02	02	36750-106990
6.	Stenographer Grade - III	07	04	32810-96890
7.	Senior Assistant	15	14	32810-96890
8.	Junior Assistant	45	24	24280-72850
9.	Typist	16	09	24280-72850
10.	Field Assistant	15	08	24280-72850
11.	Examiner	06	02	22900-69150
12.	Copyist	10	04	22900-69150
13.	Driver	02	--	22900-69150
14.	Record Assistant	07	04	22240-67300
15.	Reneo Operators / Lift Operators	--	--	22240-67300
16.	Process Server	29	09	22900-69150
17.	Office Subordinate	46	40	19000-58850
TOTAL		**214**	**132**	

(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	11,77,26,074
108(05) OTHER COURTS Salaries Contingencies	95,59,540
020-Wages	
021-Daily wage employee	7,21,000
022-Full time Contigent Employees	10,00,000
023-Part time Contigent Employees	1,50,000
Total-020	**18,71,000**
Budget esimates for the year 2025-26 pertaining to the Fast Track Special Court for Expeditious trial and Disposal of Rape and POCSO Act cases, Nagarkurnool	
Salaries	**38,90,100**
302-Outsourcing Engagement (E-sewa kendra)	
Salaries	**15,94,800**
306-Professional Engaged for specific activities pertaining to the II class Magistrate and Staff.	
Salaries	**27,84,000**

(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 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, Nagarkurnool will be the State Assistant Public Information Officer, for the all courts situated in headquarters. The Chief Ministerial Officers of Senior Most Judicial Offices of Kalwakurthy, Kollapur and Achampet 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 S.Sreedevi,
Chief Administrative Officer,
Principal District and Sessions Court, Nagarkurnool,
Nagarkurnool District.
Pin code: 509209.

(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.

Sd/-

Chief Administrative Officer,
Principal District and Sessions Court,
Nagarkurnool.