

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE DAMOH (M.P.)
MISCELLANEOUS ORDER

No. ²⁵...../I-11-1/1985

Damoh, Date 08/04/24

In the interest of District Judicial Administration & in supersession of earlier Office orders/Misc. office orders, following various committee are being constituted/modified w.e.f. for day to day administration of District Court Establishment Damoh, as under :-

S.No.	Name of the Committee/Scope	Constitution	Secretary
1	<u>Grievances Redressal Committee.</u> District Level Committee for Redressal of Grievances of Litigants and Members of Bar Association, as per scheme notified vide High Court Order No. A/3278/II-15-24/77 (Part II) dated 12.09.2014	1.Principal District and Session's Judge, Damoh Chairman 2. Nominated Member of State Bar Council. Member 3. President, District Bar association, Damoh Member 4. Secretary District bar association, Damoh Member	Shusri Sunita Rawat, II AJ to I Civil Judge Senior Division Damoh
2	<u>Promotion Committee.</u> Committee to deal with the Promotion pertaining to Class III & IV employees of District Establishment - (i) District Court Establishment and (ii) Establishment of Principal Judge, Family Court, including consideration of representation and all other incidental matters of thereto.	1. Principal District and Session's Judge, Damoh Chairman 2. Shri Sharat Chandra Saxena Speacial Judge, SC/ST Act, Damoh Member 3- Shri Ram Manohar Dangi, Vth District & Additional Session Judge, Damoh Member 4.Shri Ram Singh Baghel Cjm Damoh Member	(i) Administrative Officer District Court, Damoh (ii) Accountant, District Court, Damoh

3	<p><u>Service Matter Committee.</u> Committee to deal with the service matters pertaining to Class III & IV employees of District Establishment - (i) District Court Establishment and (ii) Establishment of Principal Judge, Family Court, Service Matters includes filling up of vacancies, appointment, compassionate appointment, screening, confirmation, inter-SE seniority.</p>	<p>1. Shri Sharat Chandra Saxena Speacial Judge, SC/ST Act, Damoh Chairman 2- Shri Santosh Kumar Gupta 1st District & Additional Session Judge, Damoh Member 3. Shri Ram Manohar Dangi, Vth District & Additional Session Judge, Damoh Member 4. Sushri Priya Rathi I CJ Junior Division, Damoh Member</p>	<p>(i) Dy. Administrative Officers District Court Damoh (ii) Accountant District Court, Damoh</p>
4	<p><u>Committee of Appointment & Transfer.</u> Committee to deal with the transfer matters under Annual Transfer Chain as per Transfer Policy/Unified Guidelines-2015. The committee will also oversee matters of posting of Newly appointed employees.</p>	<p>1. Shri Sharat Chandra Saxena Speacial Judge, SC/ST Act, Damoh Chairman 2- Sushri Mahima Kachhawaha, 3rd District & Additional Session Judge, Damoh Member 3. Shri Amar Goel VII ASJ Damoh Member 4- Shri Ram Manohar Dangi, Vth District & Additional Session Judge, Damoh Member</p>	<p>Administrative Officer District Court, Damoh</p>
5	<p><u>Budgetary & Purchase Committee</u> Committee for preparation of budget for District Court, for monitoring the implementation of Schemes and utilization of Grants under, the 14th FC, for approval for purchase of Furniture, Articles, Stationary etc. The committee will also oversee matters of finalizing and approving purchase of DLSA of</p>	<p>1- Shri Sharat Chandra Saxena Speacial Judge, SC/ST Act, Damoh Chairman 2- Shri Santosh Kumar Gupta 1st District & Additional Session Judge, Damoh</p>	<p>Dy. Administrative Officer, Damoh Accountant (Family Court)</p>

	amount exceeding Rs. 2,000/- (two thousand only)	<p>3- Shri Ram Manohar Dangi, Vth District & Additional Session Judge, Damoh Member</p> <p>4- Sushri Divya Ramteke, IVth Civil Judge, Junior Division, Damoh Member</p>	
6	District Level E-Court and Computer Committee for general management of Information and Communication Technology (ICT), for implementation of E-Court scheme under Registrar IT MPHC Memo No. 3436 dated 30-07-2015, for over all working (including training of the personnel) of filing center and process room.	<p>1- Shri Ram Manohar Dangi, Vth District & Additional Session Judge, Damoh Chairman</p> <p>2- Sushri Divya Ramteke, IVth Civil Judge, Junior Division, Damoh Member</p> <p>3- Shri Gopal Krishna Sahu, Junuor System Anylist, Damoh Member/Secretary</p>	Shri Nilesh Patel AG-3, Computer Section, District Court Damoh
7	Staff welfare committee for recommending welfare schemes/measures to Class III & Class IV Staff and all other matter relating there etc.	<p>1- Shri Santosh Kumar Gupta 1st District & Additional Session Judge, Damoh Chairman</p> <p>2- Shri Ram Singh Baghel Cjm Damoh Member</p> <p>3- Shusri Sunita Rawat, II AJ to I Civil Judge Senior Division Damoh Member</p>	Administrative Officer, Damoh
8	Committee for Development of Physical Infrastructure and maintenance of Courts and residences of Judicial Officers, for residential quarters of Staff	<p>1- Shri Sharat Chandra Saxena Speacial Judge, SC/ST Act, Damoh Chairman</p> <p>2- Shri Ram Manohar Dangi, Vth District & Additional Session</p>	Dy. Administrative Officer, Damoh Accountant, District

		Judge, Damoh Member 3- Sushri Divya Ramteke IV CJ Junior Division Member	Court, Damoh
9	For overseeing implementation of "Swachh Nayayalaya - Action Plan 2014" under Registry DO No. 1193 dated 13-10-2014	1- Shri Anurag singh Kushwah Vith District & Additional Session Judge, Damoh Chairman 2- Shri Ram Singh Baghel Cjm Damoh Member 3- Shusri Sunita Rawat, II AJ to I Civil Judge Senior Division Damoh Member	Distt. Nazir, District Court, Damoh
10	Committee on old pendency. District level committee for action plan and reducing the pendency cases old 5 year or more, cases of UTP's and other priority cases (including cases referred in registry memo no. E/3358/III-I-5/57 Jabalpur, dated 01-05-2017)	1. Principal District and Session's Judge, Damoh Chairman 2- Shri Sharat Chandra Saxena Speacial Judge, SC/ST Act, Damoh Member 3- Sushri Mahima Kachhawaha , 3 rd District & Additional Session Judge, Damoh Member secretary 4- Shusri Sunita Rawat, II AJ to I Civil Judge Senior Division Damoh Member	S.W., District Court, Damoh
11	Committee for Supervision and review of Missing cases.	1- Shri Anurag Singh Kushwah Vith District & Additional Session Judge, Damoh Chairman 2- Shusri Sunita Rawat, II AJ to I Civil	1- Record Keeper, Record Room, Damoh 2-Record Keeper, Record Room, Hatta

		Judge Senior Division Damoh Member 3- Shri Devendra Atulkar, Civil Judge Senior Division, Hatta	
12	Misc. Purposes Committee. Committee for Miscellaneous Work(s) and Purpose(s).	1- Sushri Mahima Kachhawaha 3 nd District & Additional Session Judge, Damoh Chairman 2- Shusri Sunita Rawat, II AJ to I Civil Judge Senior Division Damoh Member 3- Sushri Divya Ramteke, IVth Civil Judge, Junior Division, Damoh Member	Administrative Officer, Damoh
13	Committee for Construction Inspection in Civil Court Damoh	1. Shri Sharat Chandra Saxena Special Judge, SC/ST Act, Damoh Chairman 2. Shri Amar Goel VII th District & Additional Session Judge, Damoh Member 3. Shusri Sunita Rawat, II AJ to I Civil Judge Senior Division Damoh Member	(i) Distt. Nazir, District Court, Damoh (ii) Accountant, District Court Damoh
14	Auction Committee	1. Shri Santosh Kumar Gupta 1 st District & Additional Session Judge, Damoh Chairman 2. Sushri Mahima Kachhawaha 3 nd District & Additional Session Judge, Damoh Member	(i) Distt. Nazir, District Court, Damoh (ii) Malkhana Nazir, District Court Damoh

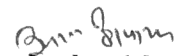
		<p>3. Shusri Sunita Rawat, II AJ to I Civil Judge Senior Division Damoh Member</p> <p>4. Sub Divisional Officer of Revenue, Department, Damoh Member</p> <p>5. Executive Engineer of PWD, Damoh Member</p>	
15	<p><u>Strategy for Grant of Bail</u> <u>Committee</u> Compliance of the directions of Hon'ble The Supreme Court (Off. Memo No. 2667/1-15-1/17 Dmo Dt. 27.09.2022)</p>	<p>1- Shri Jitendra Narayan Singh, IV District & Additional Session Judge, Damoh Nodal Officer</p> <p>2- Shri Anurag Singh Kushwah Vith District & Additional Session Judge, Damoh Damoh Member</p> <p>3. Shri Ram Singh Baghel CJM Damoh Member</p>	

16- As per Registry Orders, meetings of the Committee No. **1 and 14** be convened on Second Saturday of every month, Committee No. **9** every week and Committee No. **10 & 13** on fourth Saturday Every Month basis, respectively. Meetings of other Committees will be convened, as per requirement. Minutes of the meeting be submitted for perusal and approval of the Principal District Judge, by the secretary of the committee concerned through DR, Damoh at the earliest.

17- The Secretary may request the Chairman/senior member of the committee to assign a date and fix time, (except court hours) for convening a meeting of the concerned committee, at DHQ, Damoh/Through V.C.

18- In compliance of Registry Memo No. B/636, dt. 12.02.2015, No. C/1392, dt. 18.04.2016 and No. A/530/II-15-14/15 dt. 23-03-2017, & Memo no. D/3240 Jabalpur dt-02.08.2023 Monthly meeting with District Judiciary by the Principal District & Sessions Judge, it is expected that all Judicial Officers and Senior Most Members of the concerned committee, will ensure that relevant data/information, is submitted, at least 2 days before of the scheduled meetings, to the Statistical Writer, who in turn place the same to the Principal District Judge, well before the Scheduled Monthly meeting.

19- Files of urgent nature can be place before P.D.J., A.O., & Dy. A.O. through D.R. Civil Court, Damoh.


(Ajay Prakash Mishr)
Principal District Judge,
Damoh (M.P.)

Endt. No. ~~105~~/I-11-1/1985

Damoh, dt. 8/4/24...

Copy to-

- 1- Chairman, Secretary and Members of the Committees.
- 2- Steno to Principal District Judge, Damoh.

A Singh
8-4-24
Administrative Officer
District Court, Damoh