

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
MAHABUBABAD DISTRICT UNIT
:: MAHABUBABAD**

AS ON 1st JULY, 2025

PRINCIPAL DISTRICT AND SESSIONS JUDGE: AT MAHABUBABAD

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

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

The Principal District and Sessions Judge, Mahabubabad is the head of Mahabubabad 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, one Senior Civil Judge — Cum Assistant Sessions Court, one District Legal Services Authority and three (03) Junior Civil Judge Cum — Judicial Magistrate of First Class Court. Further, two e-Sewa kendras, at Mahabubabad and Thorrur and also Legal Aid Defense counsel System Services at Mahabubabad are functioning in this Unit.

The Principal District and Sessions Judge, Mahabubabad 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 Chief Administrative Officer, Superintendents, Stenographers, Senior Assistants, Junior Assistants, Typists, Field Assistants, Copyists, Examiners, Record Assistants, Drivers, Process Servers and 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 appellate jurisdiction in Criminal and Civil side and Pecunairy original jurisdiction in civil cases more than 50 lakhs. The District Court also entertaing 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 Nagarith 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.

Senior Civil Judge, Mahabubabad 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, Mahabubabad has original jurisdiction pertaining to it's territorial division. In addition 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 10,000/-. 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, Mahabubabad 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 DECISION MAKING PROCESS,
CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

The Principal District and Sessions Judge, Mahabubabad is the decisionmaking 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, Mahabubabad 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, Mahabubabad 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 over their respective courts

LIST OF COURTS IN THE MAHABUBABAD DISTRICT -2025

Sl.No.	District Courts	Senior Civil Judge's Court/including DISA	Junior Civil Judge's Courts	POCSO Courts (in the cadre of ADJ)	Total
1	1	1+1 = 2	3	1	7

Therefore, Mahabubabad District is functioning with 7 number of courts i.e., (1) District Court, (1) Fast Track Court (POCSO Court), (1) Senior Civil Judge Court (including DLSA), (3) Junior Civil Judges Courts i.e.,

Sl.No.	Name of the Court	Place
01	Principal District and Sessions Judge's Court	Mahabubabad.
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	Additional Junior Civil Judge-cum- Judicial Magistrate of First Class Court,	
07	Junior Civil Judge — cum — Judicial Magistrate of First Class Court	Thorrur

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) **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) PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC 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 Internal Complaints Committee relating to Gender Sensitization and Sexual Harassment of women at work place, Purchase 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, Mahabubabad with all the Departments including Revenue, Police, R&B, District Welfare Officers, Public Prosecutors, Additional Public Prosecutors, Drug Inspector, Government Pleader and Assistant Government Pleader etc. . . ,

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 ITS REGULATIONS:**

STATEMENT SHOWNG TOTAL NUMBER OF JUDICIAL OFFICERS WORKING AND VACANCIES IN THE NAGARKURNOOL DISTRICT JUDICIARY AS ON 01.07.2025 CATEGORY WISE AS FOLLOWS:

SL.NO.	CADRE	SANCTIONE D STRENGTH	TOTAL NUMBER OF WORKING OFFICERS	TOTAL NUMBER OF VACANCIES
1	District Judges	1	1	--
2	Fast Track Special Court	1	--	1
3	Senior Civil Judge's Courts	1	1	--
4	Secretary, District Legal Service Authority	1	--	1
5	Junior Civil Judge's Courts	3	3	-
		7	5	2

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 (SUBORDNATE COURTS) AND PAY SCALES**

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.	Superintendent (Cat-II)	03	02	43490 -118230
3.	Superintendent (Cat-III)	05	05	42300-115270
4.	Stenographer Grade - I	01	01	43490_118230
5.	Stenographer Grade - II	01	0	36750-106990
6.	Stenographer Grade - III	03	03	32810-96890
7.	Senior Assistant	08	07	32810-96890
8.	Junior Assistant	20	12	24280-72850
9.	Typist	07	02	24280-72850
10.	Field Assistant	08	06	24280-72850
11.	Examiner	03	02	22900-69150
12.	Copyist	04	01	22900-69150
13.	Driver	01	00	22900-69150
14.	Record Assistant	03	02	22240-67300
15.	Reneo Operators / Lift Operators	00	00	22240-67300
16.	Process Server	12	03	22900-69150
	Office Subordinate	16	09	19000-58850
	TOTAL	96	56	

- xi) TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENS MADE:**

The Budget allocated by the Hon'ble High Court for the State of Telangana, Hyderabad under various heads:

**STATENENT SHOWING THE DETAILS OF BUDGET ESTIMATES
PROVIDED BY GOVERNMENT FOR THE FNANCIAL YEAR, 2025-2026**

HEAD	Budget Estimates 2025-2026 (Rupees in Lakhs)
105(04) CIVIL & SESSIONS COURTS Salaries Contingencies	6,49,16,126 - 00
108(05) OTHER COURTS Salaries Contingencies	7,92,000 - 00
020-Wages	
021-Daily wage employee	--
022-Full time Contigent Employees	4,00,000 - 00
023-Part time Contigent Employees	63,000 - 00
Total-020	4,63,000 - 00
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, Nagarkurnool	
Salaries including Operational Costs	37,54,800 - 00

(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 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 designations of the State Assistant Public Information Officers so far as the District Judiciary concerned is as follows:

The Chief Administrative Officer of the Principal District and Sessions Court, Mahabubabad will be the Assistant Public Information Officer, for the all courts situated in headquarters. The Chief Ministerial Officer of Junior Civil Judge's Court, Thorrur will be the Assistant Public Information Officer of Thorrur.

The Name, Designation and the particulars of the State Assistant Public Information Officer of the Courts situated at Mahabubabad are as follows:

Name :: M.KRANTHI KUMAR

Designation :: Chief Administrative Officer,
Principal District and Sessions Court,
Mahabubabad District
PIN CODE :: 506 102
EMAIL: mhd.pdj-ts@indiancourts.nic.in

The Name, Designation and the particulars of the State Assistant Public Information Officer of the Junior Civil Judge-cum-Judicial Magistrate of First Class Court at Thorrur are as follows:

Name :: B.ANITHA

Designation :: Superintendent (Category-III),
Junior Civil Judge's Court,
Thorrur, Mahabubabad District.
PIN CODE :: 506 163
EMAIL: jcjthorrur123@gmail.com

(xvii) THE NAMES, DESIGNATIONS 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.

Name :: SRI S.GOVERDHAN REDDY

Designation :: Registrar General,
High Court for the State of Telangana

Telephone Nos. 040-2344 6166
EMAIL: reg.gen-tshs@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.



**Chief Administrative Officer,
Principal District and Sessions Court,
Mahabubabad.**