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
CITY CIVIL COURT UNIT, HYDERABAD.

JULY – 2025

COURT OF THE CHIEF JUDGE: CITY CIVIL COURT : HYDERABAD

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

The City Civil Courts, Hyderabad has been established and functioning since the 01-04-1958 in City Civil Court Complex at Hyderabad.

The Chief Judge, City Civil Court is the head of Civil Courts consisting of (1) Chief Judge, (12) Additional Chief Judge Courts, (2) Special Court established in the Cadre of District Judge for Trial and Disposal of Commercial Disputes, (5) Family Courts in the Cadre of District Judge, (12) Senior Civil Judge Courts, (15) Junior Civil Judges Courts, (1) Secretary – Cum – Senior Civil Judge, City Civil Court Legal Services Authority, (1) Permanent Lok Adalat under the control of Chairman – Cum – Chief Judge. Further (3) e-Sewa kendras working in this unit, (1) functioning in the Complex of City Civil Court at Hyderabad, (1) functioning in Kalpataru Complex Family Courts, Hyderabad and (1) functioning in the Complex of City Civil Court at Secunderabad.

The Chief Judge, City Civil Court, Hyderabad is head of both Judicial and Administrative side of this unit. In discarging of Administrative functioning the Chief Judge may take the assistance of Administrative Officers, Court Manager, Senior Superintendents, Superintendents, Personal Assistants (Stenographers), Field Assistants, Copyists, Senior Assistants, Junior Assistants, Typists, Examiners, Record Assistants, Drivers, Process Servers and Office Subordinates etc.,

The Senior Civil Judges and Junior Civil Judges are assisted by the Chief Ministerial Officer, Senior Assistants, Stenographer, Junior Assistants, Typists, Field Assistants, Copyists, Examiners, Record Assistants, Drivers, Process Servers, Office Subordinates., etc..., in discharging of Administrative duties of their respective courts.

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The Chief Court is having both original and appellant jurisdiction in civil side and pecuniary original jurisdiction in civil cases more than 50 lakhs. The Chief Judge Court also entertains petitions in Motor Accident Accident Cases, Arbitration Act, Societies Act, Mental Health OP's, Guardian OP's and petitions in respect of other limited Special Acts etc.,

The City Civil Court, Hyderabad is having territorial jurisdiction over (13) mandals i.e., Amberpet, Himayatnagar, Nampally, Asifnagar, Saidabad, Bhadurpura, Bandlaguda, Golconda, Charminar, Ameerpet, Shaikpet, Khairatabad and Musheerabad and City Civil Court, Secunderabad is having territorial jurisdiction over (3) mandals i.e., Mareedpally, Secunderabad and Tirumalagiri.

PERMANENT LOK ADALAT

The Chief Judge, City Civil Court, Hyderabad is the Chairman, of the Permanent Lok Adalat.

The office of the Permanent Lok Adalat for Public Utility Services, Hyderabad is located in the premises of City Civil Court, Hyderabad in the "Nyaya Seva Bhavan" ground floor.

This office is headed by a person, who is or has been a District Judge or Additional District Judge or has held judicial office higher in rank than that of the District Judge, shall be the Chairman of the Permanent Lok Adalat

There will be another panel member will assist the Hon'ble. Chairman in disposal of the pre-litigation matters came up before them for adjudication

Public Utility Service means :

i) Transport service for the carriage of passengers or goods by air, road or water; or i)

ii) Postal, telegraph or telephone service; or

iii) Supply of power, light or water to the public by any establishment; or

iv) System of public conservancy or sanitation; or

v) Service in hospital or dispensary; or

vi) Insurance service.

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The following services are also brought the definition of Public Utility Services.

vii) Banking and other financial institutions (Declared as Public Utility Service vide G.O.Rt. 1839, Law (LA & J Home Courts) Dept., Dt. 12-12-2006,

viii) N.R.E.G. Scheme (Declared as Public Utility Service vide G.O.Rt. No. 293, Law (LA & J Home Courts) Dept., Dt. 03-02-2009,

ix) Education or Educational Institutions (Declared as Public Utility Service vide G.O. Rt. 417, Law (LA & J Home Courts) Dept., Dt. 14-02-2016)

x) Housing and Real Estate Services (Declared as Public Utility Service vide G.O. Rt. No. 417, Law (LA & J Home Courts) Dept., Dt. 14-02-2016)

COMMERCIAL COURTS:

Commercial Courts constituted as per the recommendations of Hon'ble High Court vide Lr. ROC.No.850/SO/2015, the Government of Telangana issued G.O.Ms.No.32, LAW (LA & J Home Courts) Dept., dt. 21-04-2016. The (2) Special Courts in the Cadre of District Judges for Trial and Disposal of Commercial Disputes at Hyderabad are established under this Unit which exclusively deal with Suits, Arbitration OP's, E.Ps which are in Commercial nature involved into it with a value of more than 1 Crore and territorial Jurisdiction over (16) mandals covered under the Hyderabad and Secunderabad.

FAMILY COURTS:

There are (5) Family Courts in cadre of District Judge are functioning in this Unit out of (5) courts, (3) Courts headed by Judge, Principal Family Court, I Additional Family Court, II Additional Family Court functioning in Kalpataru Complex, Hyderabad and (2) Family Courts i.e., Judge, Principal Family Court and I Additional Family Court, are functioning in the Complex of City Civil Court, Secunderabad. The Family Court's at Hyderabad are having territorial jurisdiction over (13) mandals i.e., Amberpet, Himayatnagar, Nampally, Asifnagar, Saidabad,

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Bhadurpura, Bandlaguda, Golconda, Charminar, Ameerpet, Shaikpet, Khairatabad and Musheerabad and Family Court's at Secunderabad are having territorial jurisdiction over (3) mandals i.e., Mareedpally, Secunderabad and Tirumalagiri.

The Family Courts deals with following cases :

Suits or proceedings between the parties to a marriage for decree of Nullity of marriage or restitution of conjugal rights or for judicial separation or for dissolution of their marriage pertaining to all the Matrimonial Acts. Suit or Proceedings for declaration as to validity of the marriage or as to the matrimonial status of any person. A suit of proceedings between the parties to a marriage with respect to the property of the parties or either of them.

A suit of proceedings for an order or injunction in the circumstances arising out of a marital relations. A suit of proceedings for a declaration as to the legitimacy of any person. A suit of proceedings for maintenance. A suit of proceedings in relation to the guardianship of person or the custody of access to any minor.

Petitions under section 125 Cr.P.C. for maintenance.

To Try Hindu marriage Act 1955,

Indian Divorce Act 1869, Special Marriage Act 1954,

Foreign Marriage Act 1969,

Muslim Womens Dissolutions of Marriage Act 1939,

Parsies Marriage Act.

Maintenance Suits Under Section 18 and 20 of Hindu Adoptions and Maintenance Act.

Maintenance cases under Section. 125 Cr.P.C (through the proceedings of Hon'ble High Court of A.P in ROC.No.1091/E1 2000 dated 23.10.2000 all the maintenance cases including execution matters have been transferred to jubilee hills Bomb Blast court-cum-Addl. Family Court: Hyderabad, Nampally) in the month of December 2000 as such no case is pending of such nature.

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Guardianship Petitions U/s 7 and 10 of Guardian and Wards for appointment of Guardians for a person and U/s 12 and 25 of Guardians and Wards Act for Custody of minors.

Suits filed for the purpose of injunction declaration and recover;y of articles by all community people.

SENIOR CIVIL JUDGE :

The Senior Civil Judge shall exercise original jurisdiction and entertains original suits, the value of which falls in between 10 lakhs and 50 lakhs.

The First Senior Civil Judge, City Civil Court, Hyderabad is the filing court for Hyderabad District and the III Senior Civil Judge, City Civil Court, Secunderabad is the filing Court for the area covered under Secunderabad.

The I Senior Civil Judge Court of Hyderabad and III Senior Civil Judge of Secunderabad shall Exercise the petitions filed under Indian Succession Act.

CITY CIVIL COURT LEGAL SERVICES AUTHORITY :

The Secretary, City Civil Court Legal Services Authority, Hyderabad deals with settlement of the following cases before the Lok Adalat :

1. MVOP Cases
2. All Civil Suits
3. Guardian OP's and Maintenance Cases of Family Courts (Except Divorce)
4. Pre Litigation Cases (Matrimonial, Money, Land and All Civil Nature)
5. Commercial Pre Institution Mediation.

JUNIOR CIVIL JUDGE:

The Civil Judge's Court (Junior Division) shall exercise only original jurisdiction. It shall hear all original suits of the value below 10,00,000/-.

The II Junior Civil Judge, City Civil Court, Hyderabad is the filing court for Hyderabad Junior Civil Judge Division and the I Junior Civil Judge, City Civil Court, Secunderabad is the filing Court for Secunderabad Junior Civil Judge Division.

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

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The Chief Judge, City Civil Court, Hyderabad 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 Chief 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 Chief Judge, City Civil Court, Hyderabad 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 Chief Judge, City Civil Court, may seek instructions of the Hon'ble Administrative Judge of the District and Hon'ble High Court to implement the same.

The Chief Judge, City Civil Court is the sanctioning authority to grant casual leaves, Optional Holidays and permissions of the Senior and Junior Civil Judges, who are working in this unit.

The individual employees of this unit are accountable for their duties as assigned by the Chief Judge or the Judicial Officers presiding their respective courts

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LIST OF COURTS IN THE UNIT OF CHIEF JUDGE, CITY CIVIL COURTS, HYDERABAD / SECUNDERABAD

Sl.No.	Chief Judge Court	Additional Chief Judge Courts	Spl.Courts in the Cadre of District Judge for Trial and Disposal of Commercial Disputes	Family Courts	Senior Civil Judge Courts	Junior Civil Judge Courts	Total
1	1	12	2	5	12 + 1	15	48

Therefore, Chief Judge Courts are functioning with 48 number of courts i.e., (1) Chief Judge, (12) Additional Chief Judge Courts, (2) Special Courts in the Cadre of District Judge for Trial and Disposal of Commercial Disputes, (5) District Judge Courts to deal with Family Disputes, (12) Senior Civil Judge Courts, (1) Secretary, CCCLSA, (15) Junior Civil Judge Courts.

Sl.No.	Name of the Court	Place
1	Chief Judge	Hyderabad
2	I Additional Chief Judge	Secunderabad
3	II Additional Chief Judge	Hyderabad
4	III Additional Chief Judge	Hyderabad
5	IX Additional Chief Judge	Hyderabad
6	X Additional Chief Judge	Hyderabad
7	XI Additional Chief Judge	Hyderabad
8	XII Additional Chief Judge	Secunderabad
9	XIV Additional Chief Judge	Hyderabad
10	XXIV Additional Chief Judge	Hyderabad
11	XXV Additional Chief Judge	Hyderabad
12	XXVI Additional Chief Judge	Hyderabad
13	XXVII Additional Chief Judge	Secunderabad
14	Judge, Prl.Spl.Court in the Cadre of District Judge for Trial and Disposal of Commercial Disputes at Hyderabad.	Hyderabad

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15	Judge, Addl. Spl.Court in the Cadre of District Judge for Trial and Disposal of Commercial Disputes at Hyderabad.	Hyderabad
16	Judge, Principal Family Court	Hyderabad
17	Judge, I Addl. Family Court	Hyderabad
18	Judge, II Addl. Principal Family Court	Hyderabad
19	Judge, Principal Family Court	Secunderabad
20	Judge, I Addl. Family Court	Secunderabad
21	I Senior Civil Judge	Hyderabad
22	Secretary, CCCLSA	Hyderabad
23	II Senior Civil Judge	Hyderabad
24	III Senior Civil Judge	Secunderabad
25	IV Senior Civil Judge	Hyderabad
26	V Senior Civil Judge	Hyderabad
27	VII Senior Civil Judge	Hyderabad
28	XIV Addl. Judge-Cum-XVIII ACMM.	Secunderabad
29	XV Addl. Judge-Cum-XIX ACMM.	Secunderabad
30	XVI Addl. Judge-Cum-XX ACMM.	Secunderabad
31	XVII Addl. Senior Civil Judge	Hyderabad
32	XVIII Addl. Senior Civil Judge	Hyderabad
33	XIX Addl. Senior Civil Judge	Secunderabad
34	I Junior Civil Judge	Secunderabad
35	II Junior Civil Judge	Hyderabad
36	III Junior Civil Judge	Secunderabad
37	IV Junior Civil Judge	Hyderabad
38	V Junior Civil Judge	Hyderabad
39	VI Junior Civil Judge	Hyderabad
40	VII Junior Civil Judge	Hyderabad
41	VIII Junior Civil Judge	Hyderabad
42	IX Junior Civil Judge	Hyderabad
43	X Junior Civil Judge	Hyderabad
44	XI Junior Civil Judge	Secunderabad

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45	XIX Junior Civil Judge	Hyderabad
46	XX Junior Civil Judge	Hyderabad
47	XXI Junior Civil Judge	Hyderabad
48	XXII Junior Civil Judge	Hyderabad

The Courts at Sl.No.28 to 30 are functioning at Secunderabad under the Control of Chief Judge, City Civil Court, Hyderabad, but the said courts dealt with cases under N.I.Act pertaining to Metropolitan Sessions Judge Courts.

(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 Circular instructions issued from time to time by the Hon'ble High Court, the Civil Procedure Code and other civil 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.

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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 AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE ADVICE, COUNCILS, PUBLIC, OR 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...,

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:

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STATEMENT SHOWING THE TOTAL NUMBER OF JUDICIAL OFFICERS WORKING AND VACANCIES IN THE UNIT OF CHIEF JUDGE, CITY CIVIL COURT AS ON 31.12.2024 CATEGORY WISE AS FOLLOWS:

Sl.No.	CADER	SANCTIONED STRENGTH	TOTAL NUMBER OF WORKING OFFICERS	TOTAL NUMBER OF VACANCIES
1	Chief Judge	1	1	-
2	Addl. Chief Judges	19	16	3
3	Senior Civil Judges	12	10	2
4	Secretary, CCCLSA	1	-	1
5	Junior Civil Judges	15	9	6
	TOTAL	**48**	**36**	**12**

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	Minumum and Maximum of Pay Matrix
	CIVIL JUDGES (JUNIOR DIVISION)	
1	Junior Civil Judge (Entry Level)	**77,840 – 1,36,520**
2	Junior Civil Judge (ACP Scale -I)	**92,960 – 1,36,520**
3	Junior Civil Judge (ACP Scale - II)	**1,11,000 – 1,63,030**
	CIVIL JUDGES (SENIOR DIVISION)	
1	Senior Civil Judge (Entry Level)	**1,11,000 – 1,63,030**
2	Senior Civil Judge (ACP Scale -I)	**1,22,700 – 1,80,200**
3	Senior Civil Judge (ACP Scale - II)	**1,44,840 – 1,94,660**
	CHIEF JUDGES (District Judges)	
1	District Judge (Entry Level)	**1,44,840 – 1,94,660**
2	District Judge (ACP Scale -I)	**1,63,030 – 2,19,090**
3	District Judge (ACP Scale - II)	**1,99,100 – 2,24,100**

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STATEMENT SHOWING THE TOTAL NUMBER OF EMPLOYEES OF DISTRICT JUDICIARY (SUBORDINATE 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	17	15	62,110 – 1,40,470
2	Court Manager	1	1	54,220 – 1,33,630
3	Sr. Superintendent	38	36	43,470 – 1,18,230
4	Superintendent	39	34	42,300 – 1,15,270
5	Stenographer G-I	23	18	43,490 – 1,18,230
6	Stenographer G-II	12	11	36,750 – 1,06,990
7	Stenographer G-III	19	13	32810 – 96,890
8	Senior Asst.,	61	55	32,810 – 96,890
9	Junior Asst.,	190	150	24,280 – 72,850
10	Typist	70	55	24,280 – 72,850
11	Field Asst.,	67	51	24,280 – 72,850
12	Examiner	35	14	22,900 – 69,150
13	Copyist	41	8	22,900 – 69,150
14	Driver	9	4	22,900 – 69,150
15	Record Assistant	27	18	22,240 – 67,300
16	Lift Operators	01	-	22,240 – 67,300
17	Process server	133	76	22,900 – 69,150
18	Office Subordinate	172	144	19,000 – 58,850
	TOTAL	954	702	

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

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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	**64,83,16,960.00**
108(05) OTHER COURTS Salaries Contingencies	-
020-Wages	
021-Daily wage employee	**4,68,000.00**
022-Full time Contigent Employees	**2,49,600.00**
023-Part time Contigent Employees	**19,34,400.00**
Total-020	**48,98,400.00**

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 INFORMATION, 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.

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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 (Judicial) of the Chief Judge Court, City Civil Court, Hyderabad will be the Assistant Public Information Officer, for the all courts situated in this Unit.

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 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 all their respective District Courts as per Model of the Court. Gauhati High.*

Sd/-

Chief Administrative Officer
Court of the Chief Judge,
City Civil Court, Hyderabad.