SALUMBER JUDGESHIP

# DISTRICT AND SESSIONS COURTS, SALUMBER

(UNDER SECTION 4(1)(B) OF THE RIGHT TO INFORMATION ACT, 2005)

# SALUMBER JUDGESHIP

## 1. Particulars of the Organization, Functions and Duties.

| Headquarter | Court Functioning | Function & Duties |
|---|---|---|
| **Salumber** | District & Sessions Court, Salumber | 1. Administrative Control to over all judgeship.<br>2. To hear all the sessions cases (excluding NDPS Act), All Civil cases having value more than Rs. 5,00,000/-, Succession Act, Guardian & Wards Act & all Civil Revisions & Appeals arising in Salumber Division (including Rent Cases Appeal), all the cases which specially empowered by C.R.P.C./BNSS and any special law and Hon'ble Rajasthan High Court excluding special jurisdiction.<br>3. RTI Appellate Authority. |
| | A.D.J. Salumber | To hear all the sessions cases, civil cases & all the cases which transferred by DJ Court (including appeals & Revisions), to these courts alongwith special jurisdiction of **N.D.P.S. Act Cases, Family mattters, SC/ST Act Cases, MACT Cases given by Hon'ble High Court.** |
| | SCJ & C.J.M., Salumber<br>SCJ & ACJM, Salumber | To hear all the criminal cases with prison sentence of up to 7 years, civil cases of value from more than 2 Lac to 5 Lac & all the cases which specially empowered by C.R.P.C./BNSS and any special law or Hon'ble Rajasthan High Court excluding (special jurisdiction). |
| | Juveniles Justice Board, Salumber | To hear cases related to Child in conflict with law. |
| | CJ & JM Salumber | To hear all the criminal cases with prison sentence of up to 3 years & impose a fine of up to 10,000 rupees and civil cases with value upto Rs.2 Lac. |
| **Sarada** | CJ & JM Sarada | To hear all the criminal cases with prison sentence of up to 3 years and civil cases with value upto Rs.2 Lac of **Sarada** Area. |

# SALUMBER JUDGESHIP

## 2. The powers and Duties of its officers and employees

| Sr.No. | Officer / Employee | Power and Duties |
|---|---|---|
| 1 | District & Sessions Judge | ▪ Administrative Control over judgeship.<br>▪ Head of Office.<br>▪ Employee appointing/Dismissal/Promoting Authority.<br>▪ Distribute newly instituted cases to ADJs.<br>▪ Transfers/Rationalized civil/criminal cases within district.<br>▪ DDO for Sessions division.<br>▪ Annual/sudden court inspections.<br>▪ Appoints Oath Commissioners & Auctioneers.<br>▪ Chairman of District Legal Service Authority.<br>▪ & all other necessary duties. |
| 2 | Chief Judicial Magistrate | ▪ Distribute work towards employees of respective court.<br>▪ Responsible for own court functioning and any other work charge which assign by District Judge.<br>▪ Inspection of their own court.<br>▪ Public Information officer of Salumber Headquarter.<br>▪ Nodal Officer for Building<br>▪ Authorised the officer for Evidence recording of 164 Cr.P.C. & Remand Duty and general control over judicial officer below the rank of CJM.<br>▪ Maintain Budget of own court. |
| 3 | Other Judicial Officers | ▪ Responsible for own court functioning and any other work charge which assign by District Judge.<br>▪ Distribute work towards employees of respective court.<br>▪ Inspection of their own court.<br>▪ DDO for respective court.<br>▪ 52A NDPS Inquiry, Preparing Inquest Report.<br>▪ Public Information officer of respective Headquarter.<br>▪ Maintain Budget of own court. |
| 4 | Employees | **Protocol Officer :-**<br>• To assist the High Court Judges as guest and related duties.<br>**Senior Munsrim :-**<br>▪ To receive the plaints & application presented by advocates for District & Sessions Courts.<br>▪ To maintain the ACR files of all employees of judgeship and also maintain service book of own court.<br>▪ To assist District & Sessions Judge including general correspondence with lower court<br>**Court Manager :-**<br>• General administration of Court.<br>• Maintenance of Court Building<br>• Assigning proper duties of Home Guards & Civil Defense workers.<br>**System Officer & System Assistant :-**<br>• To maintain the server and website of District Court, Salumber.<br>• To maintain all the task related to CIS Server & online work.<br>• To maintain VWDC<br>**Readers :**<br>▪ To receive the plaints & application presented by advocates or any other to respective court.<br>▪ To maintain judicial files, Service record of employee & see budget.<br>▪ Inspect own court as per direction of concern court judge.<br>**Sale Amin :-**<br>▪ To execute the civil executions of courts.<br>**Head-Copyist :-**<br>▪ To prepare the certified copies of Judicial Proceeding. |

| Sr.No. | Officer / Employee | Power and Duties |
|---|---|---|
| | | **Head Malkhana Employee :-**<br>▪ To maintain malkhana (single/double lock) of courts situated at headquarter.<br>**Head Record Employee :-**<br>▪ To maintain & weed judicial record of courts of this judgeship.<br>**Other Clerk :-**<br>• To maintain relevant section (Criminal/Civil) judicial files.<br>**Process Server**<br>▪ To service of summon of various courts of Salumber including other summon received through proper channel.<br>**Peons**<br>▪ To maintain the courts and look after the daily work. |

## 3. The procedure followed in the decision making process, including channels of supervision and accountability.

In general, all the administrative decisions are taken by Principle District & Sessions Judge, but in some of the cases and due to bulk assign of work or as per the direction of Hon'ble Supreme Court / Rajasthan High Court, some committees are made for put their opinion on specific point and on the opinion of concern committee, final decision are taken by District & Sessions Judge.

Some of work like Supervision & Maintenance of building construction/repairing work of building, Employee Departmental Promotion/Enquiries, Record disposal, Malkhana disposals, specific committee are made with Judicial officers supervisions and accountability of this kind of work.

General decision making Channel :-

| Branch / Work Type | Initiating Level | Processing Channel | Final Decision Authority & Operational Norms |
|---|---|---|---|
| Court Functions | Clerk | Reader | Presiding Officer / Judicial Officer. Cases called turn-by-turn per Daily Cause List; safe file custody. |
| Administrative Office | Dealing Clerk / Assistant | Sr. Munsarim | District & Sessions Judge / CJ (Sr. Div). Processed as per High Court rules & Rajasthan Govt instructions. |
| Nazir Branch | Civil Nazir / Nazir | Sr. Munsarim | District & Sessions Judge / CJ (Sr. Div). Fines deposited next day; summons routed to Process Servers; witness diet money disbursed. |
| Copying Agency | Copyist | Head Copyist | Sr. CJ & ACJM. Applications entered into CD registers; copies prepared after fee court stamp. |

# SALUMBER JUDGESHIP

| Branch / Work Type | Initiating Level | Processing Channel | Final Decision Authority & Operational Norms |
|---|---|---|---|
| Record Room | Dealing Clerk | Record Keeper | District & Sessions Judge / Sr. CJ & CJM. Consigned files placed in Bastas; destruction per High Court Rules Vol IV Ch 16. |
| Malkhana Branch | Criminal Clerk | Malkhana Clerk | District & Sessions Judge / Sr.CJ &ACJM. Case property preserved; bail orders from High Court processed for release warrants. |

## 4. The norms set by it for the discharge of its functions.

The functions of District Court are discharged in accordance with Rules of the High Court of Judicature for Rajasthan, 1952 and various Other Rules constituted for the purpose.

All functions are discharged under the supervision of Hon'ble The Chief Justice/ Guardian Judge/ Registrar General as per assignment of functions. Issues are dealt with on priority basis and expeditiously.

Norms for standard of work by Subordinate Courts are governed by No. Gen./XV/77/2015/5090 Dated 22.11.2021 and various administrative Standing Orders and Permanent Instructions issued from time to time.

## 5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

- Ministerial Staff (like clerks) & Stenographers are following the rules, regulations, instructions, manuals and records, held by RAJASTHAN DISTRICT COURTS MINISTERIAL ESTABLISHMENT RULES 1986 alongwith Rajasthan Service Rules (R.S.R.) for discharging of their Duties/functions.
- Peons & Drivers of judgeship are following the rules, regulations, instructions, manuals and records, held by RAJASTHAN DISTRICT COURTS (DRIVERS & CLASS-IV) SERVICE RULE, 2017 alongwith Rajasthan Service Rules (R.S.R.) for discharging of their functions.

## 6. A statement of the categories of documents that are held by it or under its control :-

| Sr.No. | Title of Register | Under the Control |
|---|---|---|
| 1. | Courtroom Registers (like cases institution & disposal, absconder, cause list, FIR, record, fine etc. register) | Maintain as per General Rules (Civil & Criminal) 2018 & Rajasthan Service Rule |
| 2. | Administrative Registers (Registers like Casual Leave, LTC/HTC, Inward & Dispatch etc.) | |

| | | |
|---|---|---|
| 3. | Financial & Agency Registers (Registers like Bill preparation, Fine Deposit to Bank, Revenue refund etc.) | Maintain as per General Finance & Account Rules (GF&AR) |

**7. 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 :-**

For above mentioned purpose and to obtain report on various topics, some committees are made as below :-

| Sr.No. | Name of Committee | Chairman |
|---|---|---|
| 1. | District Court Management System Committee | District & Sessions Judge |
| 2. | Monitoring Committee for Rajasthan High Court Standard Operating Procedure for Implementation of the Solid Waste Management Rules, 2026 | District & Sessions Judge |
| 3. | District Case Management Committee | District & Sessions Judge |
| 4. | District Level Computer Committee: | Add. District & Sessions Judge, Salumber |
| 5. | DPC Committee | Add. District & Sessions Judge, Salumber |
| 6. | New Item Purchase Committee | Add. District & Sessions Judge, Salumber |
| 7. | Land Allotment Committee | Add. District & Sessions Judge, Salumber |
| 8. | Internal Complaints Committee (GSICC) | Sr. CJ & ACJM Salumber |

**8. 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. –**

Attached.

**9. A directory of its officers and employees.**

Attached.

# SALUMBER JUDGESHIP

**10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

**A) Judicial Officer Pay Scales**

- District Judge (Super Time Scale / Pay Level J-7): ₹1,99,100 – ₹2,24,100
- District Judge (Entry Level / Pay Level J-5): ₹1,44,840 – ₹1,94,660
- Senior Civil Judge (Entry Level): ₹1,11,000 – ₹1,63,030
- Civil Judge (Junior Division) / Entry Level: ₹77,840 – ₹1,36,520

**B) Employee Pay Scales**

| S.No. | Name of Post | Grade Pay & Pay Level |
|---|---|---|
| 1. | Protocol cum Administrative Officer | 6600, L-16 |
| 2. | P.A. cum Executive Assistant | 6000, L-15 |
| 3. | Senior Munsarim | 5400, L-13 |
| 4. | Court Manager | 5400, L-14 |
| 5. | Office Assistant | 3600, L-10 |
| 6. | Stenographer Grade - I | 4800, L-12 |
| 7. | Stenographer Grade - II | 4200, L-11 |
| 8. | Stenographer Grade - III (Hindi/English) | 3600, L-10 |
| 9. | Sheristedar/Reader Grade - I | 4200, L-11 |
| 10. | Sheristedar/Reader Grade – II | 3600, L-10 |
| 11. | Sheristedar/Reader Grade-III/Clerk Grade - I | 2800, L-8 |
| 12. | Clerk Grade - II | 2400, L-5 |
| 13. | Class – IV / Jamadar | 1700, L-1 |
| 14. | Process Server | 2000, L-4 |
| 15. | Driver | 2400, L-5 |
| 16. | A.A.O. - II | 4200, L-11 |
| 17. | Junior Accountant | 3600, L-10 |
| 18. | Information Assistant | 2800, L-8 |
| 19. | System Assistant | 2800, L-8 |

**11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

Attached.

**12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

Not Applicable

**13. Particulars of recipients of concessions, permits or authorizations granted by it.**

Not Applicable

# SALUMBER JUDGESHIP

14. **Details in respect of the information, available to or held by it, reduced in an electronic form.**

    List of Judges, Holiday List, Police Station wise courts jurisdiction, Remand Duty order, Cause List, Case Status, Ongoing recruitment notification are available on district court website: https://salumber.dcourts.gov.in/

15. **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.**

    Essentials information about court timing, sudden holidays declaration, judges on leave, remand duty information are available to citizen on District Court website: https://salumber.dcourts.gov.in/ which are timely updated by system officers.

16. **The names, designations and other particulars of the Public Information Officers.**

    **Attached.**

    Application & Fee Rules

    - Application for seeking any information from courts under Right to Information **is govern by Rules & regulation of Rajasthan Right to Information (High court & Subordinate courts) rules, 2006.**
    - How to Apply: The eRTI Portal is available at : *https://hcraj.nic.in/erti/*.
    - Web Portal can be used only by Indian citizens to file RTI Application and First RTI Appeal. Any supporting document/annexure can be attached as PDF document in "Supporting Document" option with the specified file size.
    - Electronic Submissions: Requisite fee must be deposited within 7 days of electronic request, failing which application is dismissed.
    - The applicant is advised to wait for 24-48 working hours as application will be registered only after reconciliation of payment. In case of any query, kindly contact the concerned SPIO/SAPIO through e-mail provided in the acknowledgement receipt.
    - Applicant is advised to check the portal on regular basis for any information regarding application/appeal status, additional fee, copying charges, inspection charges and/or any other charges / information, and act accordingly.
    - Application Fee or any other Charges once paid through Portal shall not be refunded.
    - Fee for applying RTI application: A non-refundable fee of ₹50/- per application is required. The applicant can pay the prescribed fee through the following modes: Internet Banking, Credit/Debit Card and UPI.

17. **Such other information as may be prescribed.** xxx