

OFFICE OF THE DISTRICT JUDGE, KASGANJ

Administrative Order No. 203 Date: 29.09.2025

ORDER

In inclusion of Administrative Order No. 142 dated: 03.07.2025 and in supersession of earlier orders pertaining to the following Committees mentioned in Column No. 2, the Judicial Officers mentioned in Column No. 3 shall be part of various Committees for the purposes mentioned in Column No. 4 for proper functioning and administration in Kasganj Judgeship, Kasganj, with immediate effect:-

1 S.N.	2 Committee	3 Chairman/Members of the Committee	4 Purpose/Duties & Responsibilities	5 Secretary	6 Facilitator
1.	District Sub Committee of S.C.M.S. (In compliance of directions of Hon'ble State Court Management Systems Committee, as communicated vide order/ letter reference No. 11259/SCMSC Secretariat/ Allahabad dated 28.07.2016)	1. District Judge (Chairman) 2. Sri Ratnesh Kumar Srivastava, ADJ-1 (Member) 3. Km. Shikha Pradhan, Nodal Officer (Computer)/ Spl. Judge, POCSO Act, (Member) 4. Sri Dhananjay Kumar Mishra, O/c Nazara/Spl. Judge, SC/ST Act, (Member) 5. System Officer (Since post of Court Manager is lying vacant)	District Sub Committee shall hold periodical meeting at least once in every month and shall ensure compliance of the directions of Hon'ble SCMS Committee.	Smt. Ranjana, System Officer	Senior Asstt., Admin. Office
2.	District Level Action Plan Committee regarding implementation of Action Plans for reduction of pendency of more than five years old cases to zero. (In compliance of directions given in Resolution dated 06.07.2017 by Hon'ble High Court Committee, as communicated vide Letter No. 11242/Admin. F-II Dated: Allahabad: 16.09.2017)	1. District Judge (Chairman) 2. Sri Ratnesh Kumar Srivastava, A.D.J.-1 (Member) 3. Sri Anutosh Kumar Sharma, ADJ 2 (Member) 4. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act (Member) 5. Smt. Anupama Singh, C.J.M. (Member) 6. Sri Piyush Moolchandani, CJ(JD)-1, (Member)	District Level Committee shall hold meeting at least once in every month, preferably in first week. Committee shall go through the court wise statements regarding pendency and disposal of cases earmarked under the Action Plan as directed by the Hon'ble Court and shall give suggestions/directions for improvements so that target may be achieved in time.	Sri Piyush Moolchandani, CJ(JD)-1	Sadar Munsrim
3.	District Case Management Committee (Vide Hon'ble High Court's Letter No. 5394/Admin. G II/Allahabad Dated: 23.04.2024)	1. District & Sessions Judge, Kasganj (Chairperson) 2. Principal Judge, Family Court Kasganj (Member) 3. Sri Ratnesh Kumar Srivastava, ADJ-1, (Member) 4. Sri Vijay Kumar, Secretary, DI,SA, (Addl. Member) 5. Smt. Anupama Singh, CJM (Member)	District Case Management Committee shall hold meeting dedicated to implementing the 'Action Plan for Arrears Reduction in District Judiciary (APAR-DJ)' and submit report in compliance with Hon'ble Court's letter time to time.	Smt. Anupama Singh, CJM (Member)	1. I/c C.A.O. 2. Administrative Clerk/ Statement Clerk
4.	Selecting Authority (The U.P. State District Court Service Rule-2013, Dated July 04, 2013 as defined in Rule 2 Sub rule 6)	1. District Judge, (Chairman) 2. Sri Ratnesh Kumar Srivastava, Senior most ADJ (Member) 3. Sri Khan Zishan Masood, CJ(SD) (Member)	Appointment & Promotion of Employees	Sri Khan Zishan Masood, CJ(SD)	I/c C.A.O
5.	Under Trial Review Committee (Writ petition (C) No. 406/2013 Order dated: 24.04.2015 passed by Hon'ble Supreme Court)	1. District Judge/Chairman DI,SA 2. District Magistrate, 3. Superintendent of Police 4. Secretary, DI SA 5. Superintendent, District Jail	For the purpose of implementation of 436A Cr.PC and other related matters.	Secretary DI,SA	Clerk, DI,SA
6.	District level Security Committee (Vide Hon'ble HC Letter No. 7149/Admin. dt. 14.05.2015 and order 08.05.2015 in PII. 1589/2015, In Re Vs. Jila Adhivakta Sangh and L.No. 1233/Infra. Cell Allahabd dt. 24.08.2016)	1. District Judge, Chairman (Ex. Officio) 2. District Magistrate, Member (Ex. Officio) 3. Superintendent of Police, Member (Ex. Officio)	Approval of maps/plan/ drawing for installation of CCTV cameras and other security equipments and permission to execute the installation of CCTV cameras and other security equipments in the district Court.	CJM	Central Nazir. Note- Senior Assistant of Admin. Office shall be present during the meeting for assistance to the Committee.

7.	Victim Compensation Scheme Committee (In compliance of U.P.S.I.S.A Letter No. 2862/SL.SA-130/2012 AK/RI. Dated: 03.09.2015 & Order dt. 01.09.2015 passed by Hon'ble High Court Allahabad in Criminal Appeal 1726/2012)	1. District Judge/Chairman D.I.S.A (Chairman) 2. District Magistrate (Member) 3. Superintendent of Police (Member) 4. Chief Medical Officer (Member)	The Committee shall hold meeting as and when would be required regarding compensation to Victim.	Secretary D.I.S.A	Clerk D.I.S.A
8.	Selecting Authority for D.I.S.A and ADR centre Kasganj (According to Uttar Pradesh Legal Service Authority and Committee (Employee) Service rules 2009)	1. District Judge, (Chairman) 2. Sri Ratnesh Kumar Srivastava, A.D.J-1 (Member) 3. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act, (Member) 4. Secretary, D.I.S.A, Kasganj (Member) 5. Sri Khan Zishan Masood, C.J. (S.D) (Member)	Appointment of Contractual Employees	Secretary D.I.S.A, Kasganj	Clerk D.I.S.A
9.	Grievance Redressal Committee (In compliance of Hon'ble Court's Letter No. 7978/2023/Admin. G-I, Dated: 06.06.2023 & Letter No. 12146/Admin. G-I/ Allahabad Dated: 07.09.2024)	1. District Judge, (Chairman) 2. Sri Ratnesh Kumar Srivastava, Senior Most A.D.J (Member) 3. Smt. Anupama Singh, C.J.M (Member) 4. Sri Ashish Kumar, Civil Judge (Sr. Div.)/F.T.C. (Member) 5. Addl. District Magistrate, (Member) 6. DGC (Civil & Criminal) (Member) 7. President, Bar Association (Member)	The Committee shall ensure compliance of the directions passed by the Hon'ble Supreme Court in SLP (C) No. 5440/2020 in M.A. No. 85/9/2020 dated: 20.04.2023 submit report.	C.J.M	I/c C.A.O
10.	Family Court Committee at District level (In compliance of letter no. 11109/ Admin A-3/Allahabad Dated 02.12.2020)	1. Sri Shakeel-Ur Rahman Khan, Principal Judge, Family Court, (Chairman) 2. Sri Dhananjay Kumar Mishra, Spl. Judge, S.C./S.T. Act (Member) 3. Km Shikha Pradhan, Spl. Judge POC SO Act (Member)	To Evaluate the performance of the Counselor /Welfare Expert/Medical Expert & Sensitization of family court matters.		AO
11.	Committee constituted for examination of work performance, typing, dictation etc. of Stenographers working in Kasganj Judgeship	1. Sri Ratnesh Kumar Srivastava, A.D.J-1, (Chairman) 2. Sri Anutosh Kumar Sharma, A.D.J-II, (Member) 3. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act, (Member) 4. Smt. Anupama Singh, C.J.M, (Member) 5. Sri Khan Zishan Masood, C.J(SD) (Member)	The Committee shall examine the work performance, typing, dictation etc. of Stenographers working in Kasganj Judgeship and submit report.	Sri Khan Zishan Masood, C.J(SD)	I/c C.A.O
12.	Hon'ble Supreme Court's Judgment Translation Committee (In compliance of the Hon'ble High Court's Letter No. 11138/SUVAS Cell/Allahabad dated: 22.08.2023)	1. Sri Ratnesh Kumar Srivastava, A.D.J-1, (Chairman) 2. Sri Anutosh Kumar Sharma, A.D.J-II, (Member) 3. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act, (Member)	The Committee shall translate Hon'ble Supreme Court's Judgments in local language as per direction of Hon'ble High Court and send the same to the Hon'ble Court.	Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act, (Member)	System Officer & L.M.P.
13.	House Allotment Committee	1. Sri Ratnesh Kumar Srivastava, A.D.J-1, (Chairman) 2. Sri Anutosh Kumar Sharma (A.D.J-2) (Member) 3. Sri Dhananjay Kr. Mishra, Spl. Judge, SC/ST Act, (Member) 4. Sri Avinash Kumar Mishra, A.C.J.M (Member) 5. Sri Girendra Singh, A.C.J(SD) (Member)	The Committee shall submit report with regard to allotment of Residences for Judicial Officers.	Sri Girendra Singh, A.C.J(SD)	Central Nazir
14.	Grievance and Redressal Committee for class III and IV employees	1. Sri Ratnesh Kumar Srivastava, A.D.J-1, (Chairman) 2. Sri Anutosh Kumar Sharma (A.D.J-2), (Member) 3. Smt. Anupama Singh, C.J.M, (Member) 4. Sri Girendra Singh, A.C.J(SD) (Member)	The Committee shall look after the grievances of the employees in accordance with rules and laws and shall submit recommendations/reports to the undersigned so that proper redressal can be done.	Sri Girendra Singh, A.C.J(SD)	Asst. Nazir Note: Bill Clerk shall be present during the meeting for assistance to the Committee
15.	ACP Screening Committee (Hon'ble High Court C.L. No. 49/V-60/Admin. 'D' dated: 21.09.1985 and G.O. No. Vetan Ayog-772/10-62(M)/ 2008 Dated: 05.11.2014)	1. Sri Ratnesh Kumar Srivastava, A.D.J-1 (Chairman) 2. Sri Anutosh Kumar Sharma (A.D.J-2) (Member) 3. Sri Dhananjay Kr. Mishra, Spl. Judge, SC/ST Act (Member) 4. Sri Khan Zishan Masood, C.J(SD), (Member)	The Committee shall hold meetings for grant of A.C.P. of employees of Kasganj Judgeship.	Sri Khan Zishan Masood, C.J(SD), (Member)	I/c C.A.O Note: Bill Clerk and Asst. Nazir shall be present during the meeting for assistance to the Committee

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16.	Administrative Committee	1. Sri Ramesh Kumar Srivastava, ADJ-1 (Chairman) 2. Sri Anutosh Kumar Sharma, ADJ-II, 3. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act (Member) 4. Smt. Anupama Singh, CJM (Member) 5. Sri Grendra Singh, ACJ(SD) (Member)	All the Administrative matters assigned to the Committee.	Sri Grendra Singh, ACJ(SD)	I/c C.A.O. Note- Bill Clerk and Asst. Nazir shall be present during the meeting for assistance to the Committee.
17.	Purchase Committee	1. Sri Ratnesh Kumar Srivastava, ADJ-1 (Chairman) 2. Sri Dhananjay Kumar Mishra, DDO/Spl. Judge, SC/ST Act (Member) 3. Sri Khan Zishan Masood, CJ (SD) (Member) 4. Sri Piyush Moolchandani, CJ(JD)-1 (Member)	The Committee shall be responsible for making recommendations for purchase of goods for District Court, Kasganj accordingly to relevant rule and law etc.	Sri Piyush Moolchandani, CJ(JD)-1	Central Nazir
18.	Purchase Committee (for DI.SA)	1. Sri Ratnesh Kumar Srivastava, ADJ-1 (Chairman) 2. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act (Member) 3. Secretary, DI.SA (Member)	The Committee shall be responsible for making recommendations for purchase of goods for DI.SA, Kasganj accordingly to relevant rule and law etc.	Secretary, DI.SA	Clerk DI.SA
19.	Advisory Committee	1. Sri Ratnesh Kumar Srivastava, ADJ-1 (Chairman) 2. Sri Anutosh Kumar Sharma, ADJ-2 (Member) 3. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act (Member)	The Committee shall look into the matter referred by the undersigned & recommend accordingly.	-	I/c C.A.O. Note- Central Nazir shall present during the meeting for assistance to the Committee.
20.	Auction Committee	1. Sri Ratnesh Kumar Srivastava, ADJ-1 (Chairman) 2. Sri Anutosh Kumar Sharma, ADJ-2 (Member) 3. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act (Member) 4. Smt. Anupama Singh CJM (Member) 5. Sri Khan Zishan Masood CJ(SD), (Member)	The Committee shall look into the matter relating to auction in District Court Kasganj.	-	Central Nazir
21.	Redressal Committee to monitor frequent strikes and boycotts of Subordinate Court by Lawyers (General L.No. B/Admin. G dt. 18.02.2011 & C.L. No. 37/IIIb-36/Admin. G-1 dt. 08.11.2011)	1. Sri Ratnesh Kumar Srivastava, ADJ-1, (Chairman) 2. Sri Anutosh Kumar Sharma (ADJ-2), (Member) 3. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act (Member) 4. Smt. Anupama Singh, CJM (Member) 5. Sri Khan Zishan Masood, CJ(SD), (Member) 6. President, Bar Association 7. Secretary, Bar Association	The Chairman will call such meetings of the committee which are required to ensure to solve the problems effectively and to create an environment of work in the Judgeship and ensure cordial relations between Bar and Bench and submit report	Sri Khan Zishan Masood, CJ(SD)	I/c C.A.O.
22.	Bonus Committee	1. Sri Ratnesh Kumar Srivastava, ADJ-1 (Chairman) 2. Sri Dhananjay Kumar Mishra, DDO/ Spl. Judge, SC/ST Act (Member) 3. Sri Khan Zishan Masood CJ(SD), (Member)	The Committee shall hold meeting to look into bonus matter and recommend/report accordingly.	Sri Khan Zishan Masood CJ(SD)	Bill Clerk
23.	Vulnerable Witness Deposition Centre Scheme Committee (Hon'ble H.C. Letter No. 4064/Admin. 'G-II' Dated: Allahabad 04.04.2022 and 7938/Admin. 'G-II' Dated: Allahabad 02.07.2022)	1. Sri Ratnesh Kumar Srivastava, ADJ-1 (Chairman) 2. Smt. Anupama Singh, CJM, (Member) 3. Sri Piyush Moolchandani, CJ(JD)-1, (Member)	The Committee shall hold meeting as and when would be required. The Committee shall be responsible for ensuring compliance of the directions of Hon'ble Court.	Sri Piyush Moolchandani, CJ(JD)-1	1. I/c C.A.O. 2. Central Nazir
24.	Committee for selection of Manpower through outsourcing for cleaning and maintenance of Public Toilets in District Court Kasganj	1. Sri Ratnesh Kumar Srivastava, ADJ-1 (Chairman) 2. Sri Anutosh Kumar Sharma, ADJ-2, (Member) 3. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act (Member) 4. Sri Khan Zishan Masood CJ(SD) (Member) 5. Sri Piyush Moolchandani, CJ(JD)-1, (Member)	The Committee shall submit report/ suggestion in light of the directions of Hon'ble Court's Letter No. 1190/Infra. Cell, Dt. 19.08.2023 and G.O. No. 31/2020/273/18-2-2020 97 Sukshm, Laghu & Madhyam Udyam Anubhag Dt.	-	1. I/c C.A.O. 2. Central Nazir

			25.08.2020		
25.	Committee for selection of the vacant post of Class IV employees through outsourcing in District Court Kasganj	1. Sri Ratnesh Kumar Srivastava, ADJ-1 (Chairman) 2. Sri Anutosh Kumar Sharma, ADJ-2, (Member) 3. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act (Member) 4. Sri Khan Zishan Masood, CJ(SD) (Member) 5. Sri Piyush Moolchandani, CJ(JD)-1, (Member)	The Committee shall submit report/ suggestion in light of the directions of Hon'ble Court's Letter No. 1190/Infra Cell, Dt. 19.08.2023 and G.O. No. 31/2020/27.1/18-2-2020 97 Sukshn, Laghu & Madhyam Udyam Anuhbhag Dt. 25.08.2020		1. I/c C.A.O. 2. Central Nazir
26.	Monitoring Committee in accordance with Para 10 (3) of NALSA (Free & capable Legal Services (In compliance of Letter No. 315/SI.SA-49/2010 Dated: 04.02.2019 of UPSI.SA)	1. Sri Ratnesh Kumar Srivastava, ADJ-1 (Chairman) 2. Sri Vijay Kumar-III, ADJ/Secretary, DI.SA (Member) 3. Sri Ashok Babu Agrawal, Advocate (Member)	Committee shall hold meeting for disposal of applications under NALSA (free & capable legal Services) Rule 2010.	Sri Vijay Kumar-III	Clerk, DI.SA
27.	Sub- Committee (Infrastructure) (In compliance of Hon'ble High Court's Letter No. 336/ Infrastructure Cell dated 02.07.2011 and Letter No. 1292/ Infra. Cell dt. 20.03.2021)	1. Sri Ratnesh Kumar Srivastava, ADJ-1, (Chairman) 2. Sri Dhananjay Kumar Mishra, O/c Nazarat/Spl. Judge, SC/ST Act (Member) 3. Sri Khan Zishan Masood, C.J. (S.D.) (Member) 4. Sri Ashish Kumar, Civil Judge (SD)/FIC (Member) 5. Sri Piyush Moolchandani, CJ(JD)-1, (Member) (As post of Court Manager is vacant)	Committee to look after all ongoing construction and maintenance works of residential and non residential premises of Judgeship and other matters related to Infrastructure of District Court Kasganj. The Committee shall hold meetings with PM/Authorised persons of working agencies and Engineer of PWD nominated for, at least once in a month and shall submit report to the undersigned, accordingly. The committee shall also be responsible for submitting reports/informations to Hon'ble court and Government as would be required.	Sri Piyush Moolchandani, CJ(JD)-1	Central Nazir Note: Senior Assistant of admin. Office shall be present during meeting for assistance to the Committee)
28.	District Court Computer Committee (Vide letter dated 27.04.2015 of Chairperson of Hon'ble Steering Committee (e-Court Project) & Hon'ble HC Letter No. 1294/XIII-CPC/eCourts dt. 21.07.2020)	1. Sri Ratnesh Kumar Srivastava, ADJ-1, (Chairman) 2. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act, (Member) 3. Smt. Anupama Singh, CJM (Member) 4. Sri Girendra Singh, ACJ(SD) (Member) 5. Sri Piyush Moolchandani, CJ(JD)-1, (Member)	Digitalization of Court & Monitoring of all Computurization work of District Court and it's proper working including feeding & forwarding of cases and Court Orders on CIS and NJDG.	Sri Piyush Moolchandani, CJ(JD)-1	1. Sri Veerpal Singh, DSA, 2. Sri Pramod Kumar Verma, SA Note: System Officer & I.M.P shall present during the meeting for assistance to the Committee.
29.	Determination of place, construction of Bar Building and allotment of advocate chambers in District Court Kasganj (In light of Hon'ble High Court's Letter No. 1678/Infra. Cell. Dt. 04.12.2023)	1. Sri Ratnesh Kumar Srivastava, ADJ-1, (Chairman) 2. Sri Anutosh Kumar Sharma, ADJ-2, (Member) 3. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act, (Member) 4. Smt. Anupama Singh, CJM (Member) 5. Sri Girendra Singh, ACJ(SD) (Member) 6. Smt Vertika Shailat, CJ(JD)-2 (Member)	The Committee shall hold meeting with regard to the matters determination of place, construction of Bar Building and allotment of advocate chambers in Kasganj Judgeship and submit report/suggestion.	Smt Vertika Shailat, CJ(JD)-2	1. I/c C.A.O. 2. Central Nazir
30.	Pay Fixation Committee	1. Sri Anutosh Kumar Sharma, ADJ-2 (Chairman) 2. Sri Dhananjay Kumar Mishra, DDO/Special Judge, SC/ST Act (Member) 3. Sri Khan Zishan Masood, CJ(SD) (Member)	The Committee shall look into the matter of pay fixation of the employees of Kasganj Judgeship	Sri Khan Zishan Masood, CJ(SD)	Bill Clerk Note: Asstt. Nazir shall present during the meeting for assistance to the Committee.
31.	Screening Committee	1. Sri Anutosh Kumar Sharma, ADJ-1 (Chairman) 2. Km. Shikha Pradhan, Spl. Judge, POCSO Act, (Member)	The Committee shall hold meetings to review the work of employees of District	Sri Piyush Moolchandani, CJ(JD)-1, (Member)	I/c C.A.O.

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		3. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act. (Member) 4. Sri Khan Zishan Masood, CJ(SD) (Member) 5. Sri Piyush Moolchandani, CJ(JD)-1, (Member)	Court under F.R. 56 of Vol. II (Part 2 to 4) and other relevant G.O.s, rules, regulations etc. and shall submit report/recommendations accordingly.		
32.	Accessibility Committee (In Compliance of Hon'ble High Court's letter no. 3551/V CPC/eCourts/Allahabad Dated: 05.01.2024)	1. Sri Anutosh Kumar Sharma, ADJ-II, (Chairman) 2. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act, (Member) 3. Sri Girendra Singh, Additional Civil Judge(S.D.) (Member) 4. Sri Rahat Hussain, Advocate (Member) 5. Sri Mahesh Kr. Pippal, I/c CAO (Member) 6. Sri Veerpal Singh, District System Administrator (Member)	Compliance of the Hon'ble Court's directions as per the Standard Operating Procedure(SOP) for Preparing Accessible Court documents and submit reports.	I/c CAO	Sri Veerpal Singh (DSA)
33.	Health & Sanitization Committee (Vide Hon'ble Court's Letter No. 699/Infra. Cell Allahabad Dated: 09.05.2025)	1. Sri Anutosh Kumar Sharma ADJ-II, (Chairman) 2. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act (Member) 3. Smt. Anupama Singh, CJM (Member) 4. Sri Khan Zishan Masood, CJ(SD) (Member) 5. Sri Ashish Kumar, CJ(SD)/I-FC (Member) 6. Sri Piyush Moolchandani, CJ(JD)-1, (Member) 07. Executive Engineer, PWD, Kasganj (Member) 08. Executive Officer, Nagar Palika Parishad Kasganj (Member)	The Committee will conduct survey of toilet facilities available within Court Premises and assess the existing toilet infrastructure as per instructions enumerated in the draft plan and ensure compliance of the Hon'ble Supreme Court's directions passed in WP (Civil) 538/2023 (Rajeeb Kalita Vs Union of India & Ors).	Sri Piyush Moolchandani, CJ(JD)-1	Central Nazir
34	Security Committee (In compliance of the order dt. 02.01.2020 in PII. 2436/2019, In Re Suo Moto Relating to Security and Protection in all Court Campuses in the State of UP Vs. State of UP vide letter No. 534/Admin. G I dt. 09.01.2020)	1- Sri Anutosh Kumar Sharma, ADJ-II (Chairman) 2- Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act (Member) 3- Smt. Anupama Singh, C.J.M. (Member) 4- Sri Avinash Kumar Mishra, ACJM (Member) 5- Sri Ashish Kumar, Civil Judge (SD)/I-FC, (Member)	The Committee shall be responsible for time to time monitoring of security measures in Court campus as well as residential campus including monitoring of CCTV Cameras after their installation and also ensure compliance of Administrative Order No. 18 dt. 14.01.2020.	-	Central Nazir
35	Sub- Committee (Promotion)	1- Sri Anutosh Kumar Sharma, ADJ-II (Chairman) 2. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act (Member) 3. Sri Girendra Singh, ACJ(SD) (Member)	The committee shall hold meeting time to time to look into the matters of Promotion, Probation and Confirmation of Class III and Class IV employees and shall submit report to Selecting Authority.	Sri Girendra Singh, ACJ(SD)	I/c C.A.O. Note- Bill Clerk shall be present during the meeting for assistance to Committee.
36	COVID safety Committee	1. Sri Anutosh Kumar Sharma, ADJ-2 (Chairman) 2. Smt. Anupama Singh, CJM (Member) 3. Sri Piyush Moolchandani, CJ(JD)-1, (Member)	The Committee shall take measures to prevent the spread of COVID-19.	Sri Piyush Moolchandani, CJ(JD)-1	Any Official of the Court of Chairman. Central Nazir shall be present with relevant documents.
37.	Grievance & Redressal Committee (for matters different from Class III & IV employees)	1. Sri Anutosh Kumar Sharma, ADJ-2, (Chairman) 2. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act, (Member) 3. Sri Khan Zishan Masood, CJ(SD) (Member)	The Committee shall hold meeting time to time to look into the matters and submit report/suggestion.	Sri Khan Zishan Masood, CJ(SD)	I/c C.A.O.
38	H.R.A. & House Rent Reimbursement Committee	1. Sri Dhananjay Kumar Mishra, Spl. Judge SC/ST Act, (Chairman) 2. Sri Avinash Kumar Mishra, ACJM, (Member) 3. Smt. Shalini Singh-II, J.M. (Member)	The Committee shall hold meetings for submitting report on the applications of Judicial Officers regarding H.R.A. and House Rent	Smt. Shalini Singh II, J.M.	Bill Clerk

39	Internal Complaints Committee (In compliance of Chapter-II, Rule 4 of Sexual of Harassment of Women at work place (Prevention, Prohibition & Redressal) Act 2013)	1. Km. Shikha Pradhan, Spl. Judge, POC SO Act, (Chairman) 2. Smt. Anupama Singh, C.J.M. (Member) 3. Smt. Shalini Singh, J.M. (Member) 4. Sushni Diksha Bhardwaj, Advocate (Member) 5. Smt. Ranjana, System Officer (Member) 6. Smt. Kumkum Sharma, Head Clerk (Member)	Reimbursement. The Committee shall submit report with regard to complaints received under Sexual of Harassment of Women at work place (Prevention, Prohibition & Redressal) Act 2013		
40	Grievance Redressal Committee for Prevention of Sexual Harassment of Women at work place. (In compliance of the guidelines lay down by the Apex Court in case of Vishakha & Ors. State of Rajasthan & Ors. sent vide Hon'ble IIC. C.L. No. 29/ 2009 Admin.G-II dt. 30.05.2009)	1. Km. Shikha Pradhan, Spl. Judge, POC SO Act, (Chairman) 2. Smt. Anupama Singh C.J.M. (Member) 3. Smt. Shalini Singh, J.M. (Member) 4. Smt. Vertika Shailat, C.J(JD)-2 (Member)	All the matters relating to Sexual Harassment of women at work place.		Reader of Chairman of Committee
41	District Court Monitoring Committee for Inter Operable Criminal Justice System (ICJS) and Land Record Integration with Civil Court records (Vide Hon'ble IIC Letter No. 1733/I.XXIV-CPC/ eCourts dt. 24.02.2021 and Letter No. 2174/I.XXI-CPC/ e-Courts dt. 09.09.2021)	1. Km Shikha Pradhan, Spl. Judge POC SO Act (Chairman) 2. Smt. Anupama Singh, C.JM (Member) 3. Sri Avinash Kumar Mishra, ACJM (Member)	The Committee shall monitor the use Inter-operable Criminal Justice System (ICJS) and Land Record Integration with Civil Court records and the difficulties appearing therein the Committee shall also submit monthly report by the 1st week of each month.	Sri Avinash Kumar Mishra, ACJM	System Officer, I/c C.A.O. shall also be present.
42	GPF Advance (Finance) Committee for Class III & Class IV employees	1- Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act (Chairman) 2. Sri Avinash Kumar Mishra, ACJM (Member) 3- Sri Piyush Moolchandani, C.J(JD)-I, (Member)	The Committee shall hold meetings time to time and submit report on GPF Advance/ withdrawl applications	Sri Piyush Moolchandani, C.J(JD)-I	Bill clerk
43	Satender Kumar Antil Vs CBI Direction's Compliance Committee (In compliance of Hon'ble High Court's letter no. 3395/Admin G-II Dated 15.03.2025 Committee to compliance order of Hon'ble Supreme court in SLP(Crl.) No. 5191/2021 titled Satender Kumar Antil Vs CBI)	1. Km Shikha Pradhan, Spl. Judge, POC SO Act (Chairman) 2. Sri Vijay Kumar III, Secretary DI.SA (Member) 3. Smt. Anupama Singh, C.JM (Member)	Committee to prepare Monthly report & ensure compliance of order of Hon'ble Supreme court in SLP(Crl.) No. 5191/2021 titled Satender Kumar Antil Vs CBI. (Committee has been tasked with submitting a monthly report on why the judicial officers in Kasganj are unable to adhere to the Hon'ble Court's' directions. The Committee has also been instructed to identify any erring Officer.)	CJM	I/c CAO
44	Monitoring Committee (Shelter Home) (order dt. 05.09.2018 passed by Hon'ble IIC in PIL No. 4112/2018, IIC letter no. 13438/Admin. G-II Dt. 12.09.2018)	1. Sri Dhananjay Kumar Mishra, Spl. Judge, SC/ST Act (Chairman) 2. Secretary DI.SA (Member) 3. Sri Piyush Moolchandani, C.J(JD)-I, (Member)	The Monitoring Committee shall make inspection of shelter homes and shall submit report in compliance of the directions mentioned in the Hon'ble Court's letter dt. 12.09.2018 on montly basis.	Secretary DI.SA	Clerk DI.SA
45	District level Monitoring Committee for Hit & Run Accidental Claim. (In Compliance of letter no. CAMP-01/SI.SA-Misc./2024 (Haider) Dated: 20.04.2024 & In compliance of Hon'ble Supreme Court's direction in Petition(C) no. 295/2012 S. RajaSikaran Vs Union of India and Anr. in I.A. no. 71387/2023)	1. Sri Vijay Kumar III, Secretary DI.SA (Chairman) 2. Sub-Divisional Magistrate (Concerned Tehsil) (Member) 3. Circle Officer, (Police) (Concerned Circle) (Member)	To provide Compensation amount in Hit & Run matters. (Committee to ensure minimum 1 meeting in every two months)	Secretary, DI.SA	Sri Veerpal Singh
46	Malkhana Monitoring Sub-Committee	1. Smt. Anupama Singh, C.JM (Chairman) 2. Sri Avinash Kumar Mishra, ACJM, (Member)	For monitoring of status of Malkhana in district Kasganj and submit the report in	Smt. Shalini Singh II, J.M.	CJM Clerk

	3. Smt Shalini Singh II, JM (Member)	the light of questionnaire to the Registrar (J) (Inspection), Hon'ble High Court, Allahabad on monthly basis through District Judge.		
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Responsibilities of Secretary:-

01- Secretary will note topics of discussion, points made, and agreement/disagreement on points made in reasonable detail so that upon review, committee members could easily understand what was discussed at a meeting. Secretary shall be responsible for preparation of draft minutes/reports of the meeting within reasonable time.

Responsibilities of Facilitator:-

01- Facilitators will prepare and distribute the agenda. The facilitator shall be responsible for presenting all relevant G.Os, Circulars, Rules and other required documents before the committee, which are necessary for the meeting. The facilitator/Official mentioned in the Column No. 6 shall be responsible for maintaining all relevant documents and records.

02. The members of the Committees shall ensure to attend the meetings on the date and time fixed by the Chairman. If there is any difficulty to attend the meeting in time, a prior information shall be given to the Chairman of the Committee.

03. While holding the meetings the Committee shall go through all relevant materials, regulations, G.Os., rules and laws related with subject matters.

04. The Chairman of the Committee other than undersigned, shall depute one of the Official of his Court for maintaining record of proceedings of the Committee and send the name of the deputed official to Administrative Office.

Inform all concerned.

सत्य प्रतिलिपि

प्रशासनिक लिपि
जनपद न्यायालय, कासगंज

(Rameshwar)
District Judge,
Kasganj.
29.09.2025

recd.
31/09/25
Anshu