

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
SURYAPET DISTRICT UNIT
::SURYAPET**

AS ON SEPTEMBER, 2026

PRINCIPAL DISTRICT AND SESSIONS JUDGE: AT SURYAPET

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

The Principal District and Sessions Court, Suryapet has been newly established and functioning since 02.06.2022 in Courts building at Suryapet. The following Courts are functioning in this Unit.

Sl.No.	Name of the Court	Place
01	Principal District and Sessions Court	Suryapet
02	I Additional District and Sessions Court,	Suryapet
03	II Additional District and Sessions Court	Huzurnagar
04	Fast Track Social Court for Expeditious trial and Disposal of Rape and POCSO Act cases	Suryapet
05	Senior Civil Judge-cum-Assistant Sessions Court	Suryapet
06	District Legal Services Authority	Suryapet
07	Senior Civil Judge-cum-Assistant Sessions Court	Kodad
08	Senior Civil Judge-cum-Assistant Sessions Court	Huzurnagar
09	Principal Junior Civil Judge's Court	Suryapet
10	I Additional Junior Civil Judge's Court	Suryapet
11	II Additional Junior Civil Judge's Court	Suryapet
12	Principal Junior Civil Judge's Court	Kodad
13	I Additional Junior Civil Judge's Court	Kodad
14	II Additional Junior Civil Judge's Court	Kodad

15	Principal Junior Civil Judge's Court	Huzurnagar
16	I Additional Junior Civil Judge's Court	Huzurnagar
17	Junior Civil Judge's Court	Thungaturthy

Further, three e-Sewa kendras one each at Suryapet, Kodad and Huzurnagar and also Legal Aid Defense counsel System Services at Suryapet are functioning in this Unit.

The Principal District and Sessions Judge, Suryapet 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, Suryapet 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, Suryapet, Kodad and Huzurnagar having original jurisdiction pertaining to it's territorial division. In addition the Senior Civil Judges 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, Suryapet 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, Suryapet 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 Principal District and Sessions Judge, Suryapet 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, Suryapet is the sanctioning authority to grant casual leaves, Optional Holidays and permissions of the Senior Civil Judge, who are working in this unit and

the I Additional District and Sessions Judge is the sanctioning authority to grant casual leaves, optional holidays and permissions of the Junior Civil Judges.

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

iv) **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTONS :**
AND

v) **RULES, REGULATIONS, INSTRUCHONS, MANUALS AND RECORDS THAT SHALL BE FOLLOWED BY DISTRICT JUDICIARY AND ITS EMPLOYEES IN DISCHARGNG ITS FUNC'IONS 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, 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, Suryapet 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 SURYAPET DISTRICT JUDICIARY AS ON SEPTEMBER, 2026 CATEGORY WISE AS FOLLOWS:

SL.NO.	CADRE	SANCTIONED STRENGTH	TOTAL NUMBER OF WORKING OFFICERS	TOTAL NUMBER OF VACANCIES
1	District Judges	3	2	1
2	Fast Track Special Court	1	--	1

3	Senior Civil Judge's Courts	3	3	--
4	Secretary, District Legal Service Authority	1	--	1
5	Junior Civil Judge's Courts	9	9	-
		17	14	3

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	02	02	62110-140470
2.	Superintendent (Cat-II)	08	08	43490 -118230
3.	Superintendent (Cat-III)	13	12	42300-115270
4.	Stenographer Grade - I	03	02	43490_118230
5.	Stenographer Grade - II	03	03	36750-106990
6.	Stenographer Grade - III	09	08	32810-96890
7.	Senior Assistant	19	17	32810-96890
8.	Junior Assistant	64	44	24280-72850
9.	Typist	20	15	24280-72850
10.	Field Assistant	24	14	24280-72850
11.	Examiner	15	04	22900-69150
12.	Copyist	15	03	22900-69150
13.	Driver	02	01	22900-69150
14.	Record Assistant	11	07	22240-67300

15.	Reneo Operators / Lift Operators			22240-67300
16.	Process Server	45	12	22900-69150
	Office Subordinate	60	29	19000-58850
TOTAL		313	181	

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, 2026-2027

HEAD	Budget Estimates 2026-2027 (Rupees in Lakhs)
105(04) CIVIL & SESSIONS COURTS Salaries Contingencies	21,91,28,339 - 00
108(05) OTHER COURTS Salaries Contingencies	16,00,000 - 00
020-Wages	
021-Daily wage employee	8,00,000 - 00
022-Full time Contigent Employees	14,50,000 - 00
023-Part time Contigent Employees	NIL
Total-020	22,50,000 - 00

Budget estimates for the year 2026-27 pertaining to the Fast Track Special Court for Expeditious trial and Disposal of Rape and POCSO Act cases, Nagarkurnool

Salaries including Operational Costs	40,40,600 - 00
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(xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING AMOUNT ALLOCATED AND 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 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 working in the Principal District and Sessions Court, Suryapet will be the Assistant Public Information Officer, for the all courts situated in headquarters. The Chief Administrative Officer of II Addl. District and Sessions Court will be the Assistant Public Information Officer for the Courts situated in Huzurnagar and the Chief Ministerial Officer of Senior Civil Judge's Court will be the Assistant Public Information Officer for the Courts at Kodad and the Chief Ministerial Officer of Junior Civil Judge's Court, Thungaturthy will be the Assistant Public Information Officer of Thungaturthy.

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

Name	::	M.KRANTHI KUMAR
Designation	::	Chief Administrative Officer, Principal District and Sessions Court, Suryapet District PIN CODE :: 508 213 EMAIL: sry.pdj-ts@indiancourts.nic.in

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

Name	::	P.SATYAVATHI
Designation	::	Chief Administrative Officer, II Addl. District and Sessions Court, Huzurnagar, Suryapet District. PIN CODE :: 508 204 EMAIL: 2adjhxr@gmail.com

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

Name :: Md.SOHAIL

**Designation :: Chief Ministerial Officer,
Senior Civil Judge's Court, Kodad**

PIN CODE :: 508 206

EMAIL: scj1kdd@gmail.com

The Name, Designation and the particulars of the State Assistant Public Information Officer of the Court situated at Thungaturthy is as follows:

Name :: E.SRINIVAS

**Designation :: Chief Ministerial Officer,
Junior Civil Judge's Court,
Thungaturthy**

PIN CODE :: 508 280

EMAIL: jcjcourtatty@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,
Suryapet.**