

**THE RIGHT TO
INFORMATION ACT, 2005**

**OBLIGATIONS OF PUBLIC
AUTHORITIES**

**MANUAL OF JUDICIAL
DEPARTMENT
PRINCIPAL DISTRICT
&
SESSIONS COURT,
KAMAREDDY**

**(PUBLISHED IN TERMS OF
SECTIONS 4(1) (b) of RIGHT
TO INFORMATION ACT, 2005)**

JUDICIAL DEPARTMENT

**UNDER THE CONTROL OF
HIGH COURT FOR THE
STATE OF OF TELANGANA::
AT HYDERABAD**

AS ON 1ST DECEMBER, 2023

PRINCIPAL DISTRICT AND SESSIONS JUDGES COURT AT KAMAREDDY .

i) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES:-

The Principal District and Sessions Court Kamareddy is situated in the headquarter of Kamareddy District and it is established in the year 2022 and started functions w e f. 02.06.2022.

Consequent up bifurcation of the State of Andhra Pradesh w.e.f. 02.06.2014, Nizamabad District was part of Andhra Pradesh State. After bifurcation of Telangana State Nizamabad district became one of the districts of Telangana State and Kamareddy division is bifurcated from Nizamabad District. The Kamareddy district is divided into 2 revenue divisions of Yellareddy, Banswada, and 1 sub-division is Bichukunda. They are sub-divided into 23 mandals and has 526 villages.

As per the G.O.Ms.No.61, Law (L A.. L A. & J-Home Courts-A2) Department dated 01.06.2022 Establishment of 33 Judicial Districts in the State of Telangana Co-terminus with the Revenue Districts – Defining the nomenclature of all the Courts in 32 newly created Judicial Districts.

As per G.O.Ms.No.40, Law(LA.LA & J-Home, Courts-A2) dated 17.05.2022 Establishment of District Court at Kamareddy District consequence up on the approval of High Courts – Notifying the Local Limits of Jurisdiction under the Telangana City Civil Act,1972 & Code of Criminal Procedure & Code of Criminal Procedure, 1973 and it was published in the Telangana Gazette Part-I Extra ordinary No. 108 Hyderabad dated 17.05.2022, the revenue divisions of Kamareddy District are bifurcated from Nizamabad District Unit. The Nizamabad District unit is headed by the Principal District and Sessions Judge in the cadre of District Judge. Apart from the Principal District Judge there are (02) other District Judges and (01) Senior Civil Judges; and (05) Junior Civil Judges.

The Principal District and Sessions Judge, Kamareddy has the overall control on Administrative side of the entire Kamareddy District Unit. The Principal District Court has the following section under the control the Principal District Judge, Kamareddy:-

S.No	Sections(S)
1	Nazarath Section
2	Copying Section
3	Account Section
4	Building Section
5	Statistical Section (OP CELL)
6	Administration Section (Control of Supervision and Disciplinary matters including sanction of leaves. Distribution of work etc, of the Officers and Staff working in the above section under her control.

Apart from the above Officers, there are Senior Superintendents. Superintendents, Senior Assistants, Junior Assistants, Typists, Copyists, Record Assistants, Drivers, Examiners. Process Servers and Office Subordinates and contingent staff.

The Principal District and Sessions Judge, Kamareddy exercises original, appellate (in Civil side), original. revisional and appellate (in Criminal side) entire Jurisdiction over the Kamareddy District Unit.

The Principal District and Sessions Judge, Kamareddy exercises overall Supervisory control over the Subordinate courts in administrative matters.

It is having staff pattern as under-

S.No	Name of the Post	Post Details
1	District Judge	1
2	Chief Administrative Officer	1
3	Sr.Superintendent	2
4	Superintendent	1
5	Senior Assistant	1
6	Stenographer Grade-I	1
7	Junior Assistants	5
8	Typists	2

9	Field Assistants	3
10	Examiners	1
11	Copyists	1
12	Drivers	1
13	Record Assistants	1
14	Process Server	5
15	Office Subordinates	5
16	System Officer (Contract)	1 (Vacant)
17	Full time Masalchies	1(Paidfrom Contingence)

The following Courts are functioning in the Kamareddy District Unit:-

1. Prl. District & Sessions Court, Kamareddy.
2. I Addl.District & Sessions Court, Kamareddy.
3. Fast Track Special Court for expeditious disposal of cases of rape and protection of child against sexual offences (POCSO) Act, Kamareddy.
4. Senior Civil Judge Court, Kamareddy.
5. Prl,Junior Civil judge – cum- Judicial Magistrate of First Class Court, Kamareddy
6. Addl.Judicial Magistrate of First Class –cum- Judicial Magistrate (Spl Mobile) Judges Court, Kamareddy.
7. Junior Civil judge – cum- Judicial Magistrate of First Class Court, Yellareddy.
8. Junior Civil judge – cum- Judicial Magistrate of First Class Court, Banswada.
9. Junior Civil judge – cum- Judicial Magistrate of First Class Court, Bichukunda.

SL.No	NAME OF THE STATION	DISTRICT COURTS	SCJ COURTS	JCJ COURTS	TOTAL
1	KAMAREDDY	3	1	2	6
2	YELLAREDDY	-	-	1	1
3	BANSWADA	-	-	1	1
4	BICHUKUNDA	-	-	1	1
GRAND TOTAL		3	1	5	9

NUMBER OF FAST TRACK COURTS IN THE KAMAREDDY DISTRICT

SL.No.	NAME OF THE PLACE	Fast Track Courts in the cadre of Additional District & Sessions Judge	Fast Track Courts in the cadre of Senior Civil Judge
1	Kamareddy	1	-
2	Yellareddy	-	-
3	Banswada	-	-
4	Bichukunda	-	-

THE FOLLOWING SPECIAL JUDICIAL MAGISTRATE OF SECOND CLASS (MORNING COURTS) ARE FUNCTIONING IN THE KAMAREDDY DISTRICT UNIT:-

- 1. Special Judicial Magistrate of Second Class, Kamareddy.**
- 2. Special Judicial Magistrate of Second Class, Yellareddy.**
- 3. Special Judicial Magistrate of Second Class, Banswada.**
- 4. Special Judicial Magistrate of Second Class, Bichukunda.**

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

The Prl.District & Sessions Judge is the Disciplinary Authority for all employees working in the District Court and as well as the subordinate courts under his control.

The Principal District Judge exercises supervisory power in respect of all the Judicial Officers and all the ministerial staff working in his unit.

The office of the Prl. District and Sessions Judge and all Courts will stork from 10,30 A.M. till 5.00 PM.on all days except Holidays. The lunch-break for the judicial officers and members of the staff will be between 2.00 P M. to 2.30 P M. The duty ofthe employees is to see that the work of the District Court- both on the Judicial and Administrative side - is carried on smoothly without causing inconvenient to the courts and the officer.

The office is the Prl. District and Sessions Judge is having powers to adjudicate the civil, criminal cases. MVOPs, and Appeals. The Officer is the unit head of the Kamareddy District having Administrative control over all the courts in Kamareddy District and staff.

The Employee of this court is attending the various sections as under:-

1. **CHIEF ADMINISTRATIVE OFFICER:-** She has the duty of checking the matters and placing them before the Judge, and also having supervision of all staff members. She is also attending all the correspondence of the Court with the Prl. District Court, Kamareddy and Honourable High Court, Hyderabad.
2. **SENIOR SUPERINTENDENTS:-** One Senior superintendent is incharge of Central Nazareth and Building Section. One Senior Superintendent is incharge of Account Section.
3. **SUPERINTENDENTS** - One Superintendent is incharge of Copying Section and Administration Section and One Superintendent is incharge of Civil Section on Deputation Grounds.
4. **PERSONAL ASSISTANTS.-** He takes the dictation of Judgments and orders etc from the Judge and types the matters and place them before the Judge. As per the orders of Hon'ble High Court another personal assistant is deputed to work in Prl. District and Sessions Court. Kamareddy.
5. **SENIOR ASSISTANTS-** One Senior Assistant is incharge of OP Cell (Statistical Section) on Deputation Grounds.
6. **JUNIOR ASSISTANTS** – One Junior Assistants is assisting the Civil Section and One Junior Assistant is working in the Criminal Section and One Junior Assistant is working in Administration, Library Section and also attending CFR section and Two Junior Assistants working in the Deputation in the court of I Addl.District & Sessions Judges Court and Senior Civil Judges Court
7. **TYPISTS** One Typist is attending typing work and another Typist is also attending feeding of Civil & Criminal proceedings in eCourts daily and incharge of Computer Server Room.

8. **FIELD ASSISTANTS** : He/She is attached to the Nazareth Section to attend the field work for execution of warrants, injunctions etc.
9. **EXAMINERS**: One Examiner is working in Copying Section under the control of Copying Establishment.
10. **COPYISTS**: Post is Vacant at Present.
11. **DRIVERS**: Driver working under the control of Officer/District Judge and driving the official vehicle.
12. **PROCESS SERVERS**: Five Process Servers are working under the control of Nazareth Section for service of summons, notices etc., and one post is kept vacant.
13. **OFFICE SUBORDINATE**: Two office subordinates working on Bench. Two Office Subordinates Working on Guard Duty. One office subordinate is assisting in Section Work.
14. **SYSTEM OFFICER**: This post is vacant since 6 months.

iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

The Prl. District and Sessions Judge, Kamareddy is the decision maker in consultation with the Honourable High Court at Hyderabad, on administrative side. The decision making process in the District Court involves preparation of the note files by the Administrative Section, which will be checked by the Chief Administrative Officer concerned. Thereafter, the same will be placed before the Prl. District and Sessions judge for decision.

iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION.

AND

v) THE RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

This court is under the control of Hon'ble High Court at Hyderabad, on administrative side. This court discharges its function on judicial and administrative side governed by Civil Procedure code, Criminal procedure Code, Telangana State Judicial Ministerial service Rules, Telangana State Last Grade Services Rules, Telangana State Civil Services(Classification Control and Appeal) Rules etc., and all Government orders issued by the State Government from time to time and the circular instructions issued from time to time by the High Court.

vi) A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER IT'S CONTROL.

The following categories of documents are held by the District Judiciary:-

- a) Pleading and documents pertaining to cases filed by parties/Advocates.**
- b) Vernacular Records sent by Subordinate Courts.**
- c) Judgments rendered by the District judge, Kamareddy.**
- d) Records of Administrative matters.**

vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FORCONSULTAION WITH OR REPRESENTBYTHEMEMBERS OF THE PUBLIC INRELATION TO THE FORMATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

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

- 1. Coordination Committee.**
- 2. Purchasing Committee.**
- 3. Committee on Gender sensitization and internal complaints committee.**

The meetings of the above committee are not open to public and the minutes of the meetings are not accessible to public.

ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

A Telephone directory of the officers is being printed by the Honourable High Court every year, and it is placed in website of High Court

[https://tshc.gov.in/getTempOfficerMasters.](https://tshc.gov.in/getTempOfficerMasters)

x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

The officer and employees are receiving salaries in respect of their categories as fixed by the state Government from time to time. Moreover, the monthly remuneration is likely to change having regard to the grant of increments and variation in the dearness allowance as sanctioned by the Government from time to time. The following table shows the pay scales of the different categories of employees working in the District Court. The pay scales are exclusive of D.A., H.R.A., C.C.A.,etc.

S No.	Designation	Revised Scale of Pay
1	Civil Judge (Junior Division)(Entry Level)	Rs.77840-136520
2	Civil Judge (Junior Division) I Stage ACP Scale	Rs.92960-136520
3	Civil Judge (Junior Division)II Stage ACP Scale	Rs.111000-163030
4	Civil Judge (Senior Division)(Entry Level)	Rs.111000-163030
5	Civil Judge (Senior Division) I Stage ACP Scale	Rs.122700-180200
6	Civil Judge (Senior Division)II Stage ACP Scale	Rs.144840-194660
7	District Judge (Entry Level)	Rs.144840-194660
8	District Judge (Selection Grade)	Rs.163030-219090
9	District Jude (Super Time Scale)	Rs.199100-224100

**Statement showing the Sanctioned Strength & Pay Scales of staff of
Principal Distirct Court**

Name of the post	Sanctioned Strength	Pay Scales (As per PRC 2020)
District Judge	01	199100-224100
Chief Administrative Officer	01	62110-140470
Senior Superintendent	02	43490-118230
Superintendent	01	42300-115270
Stenographer Grade-I	01	43490-118230
Senior Assistant	01	32810-96890
Junior Assistant	05	24280-72850

Typist	02	24280-72850
Field Assistants	03	24280-72850
Examiners	01	22900-69150
Copyist	01	22900-69150
Drivers	01	22900-69150
Record Assistants	01	22240-67300
Process Servers	05	22900-69150
Office subordinates	05	19000-58850

**LIST OF TOTAL SANCTIONED STRENGTH , WORKING STRENGTH AND
VACANCIES CATEGORY WISE IN THE UNIT OF KAMAREDDY DISTRICT AS
ON 01.12.2023**

P R O F O R M A

S No	Category of Posts	Total Sanctioned Strength (as on 01.11.2023)	Total Working Strength (as on 01.11.2023)	Vacancies (as on 01.11.2023)
1	Chief Administrative Officer	02	02	0
2	Senior Superintendent	04	04	0
3	Superintendent	07	05	02
4	Stenographer Grade-I	02	-	02
5	Stenographer Grade-II	01	01	0

6	Stenographer Grade-III	04	01	03
7	Senior Assistant	14	12	02
8	Junior Assistant	37	22	15
9	Typist	10	04	06
10	Field Assistants	14	14	0
11	Examiners	05	02	03
12	Copyist	07	-	07
13	Drivers	03	02	01
14	Record Assistants	05	02	03
15	Process Servers	28	11	17
16	Office subordinates	36	20	16
	Total	179	102	77

xi) THE BUDGET ALLOTTED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE.

The Hon'ble High Court for the State of Telangana, Hyderabad allots budget every year to the District and Sessions court and it's subordinate courts under various heads for it's functioning and expenditure.

xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

No subsidy programmes are being executed by the District Court, Kamareddy.

xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMIT OR AUTHORISATIONS GRANTED BY IT:

Not applicable

xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN ANY ELECTRONIC FORM.

NIL

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.

As per the rules supplement to Part-II extraordinary of the Andhra Pradesh Gazette No.50 Hyderabad dated 09.11.2005, in exercise of the powers conferred under section 28(1) of the Right to Information Act, 2005, and all enabling provisions in that behalf, the Chief Justice of Andhra Pradesh High Court makes the following rules for carrying out the provisions of the Right to Information Act, 2005.

The state Assistant Public Information Officer means the Administrative Officer/ Chief Ministerial Officer as the case may be as designated by the High Court under Section 5(2) of the Act.

The Chief Administrative Officer of Prl. District & Sessions Court, Kamareddy is the State Assistant Public Information Officer.

xvi) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

The name, designation and the particulars of the Public Information Officer are as follows:-

The State Assistant Public Information officer – cum-Chief Administrative officer, Prl. District & Sessions Court Kamareddy.

Smt. G. Sridevi

**Chief Administrative Officer,
Prl.District & Sessions Court,
Kamareddy.**

Telephone no. 08468-221205

xvii) THE NAME, DESIGNATION AND OTHER PARTICULARS OF THE APPELLATE AUTHORITY.

The Name, Designation and the particulars of the Appellant authority under Right to Information Act, 2005-cum-Registrar General, High Court for the State of Telangana.

Registrar General,

High Court for the State of Telangana.

**Telephone No. Off. 040-23446166 and Fax: 23446155,
23442454(Res)**

xviii) THE DISTRICT COURT HOSTS WEBSITE AND CASE STATUS INFORMATION CAN BE ACCESSED IN THE SAID WEBSITE.

Kamareddy District Court Website Address:-
districts.ecourts.gov.in/Kamareddy.