

**MANUAL OF JUDICIAL DEPARTMENT (PUBLISHED IN TERMS OF SEC 4(1)(B) OF RTI ACT, 2005 OF THE UNIT OF METROPOLITAN SESSIONS JUDGE, HYDERABAD**

1. The Particulars of its Organization, Functions and duties

Unit of Metropolitan Sessions Judge, Hyderabad particulars are placed in Website: <http://districts.ecourts.gov.in/hmsj>

2. The Powers and duties of its officers and employees

As per Sec 33 Cr.P.C and Sec 35 Cr.P.C

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

The procedure laid U/Sec. 235 Cr.P.C

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

The norms as laid in the Criminal Rules of Practice

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

The rules laid in Criminal rules of Practice, the Telangana Judicial Ministerial Service Rules, the A.P Civil Services (Classification, Control and Appeals)Rule etc

6. A Statement of the Categories of documents that are held by its or under its control

The following documents are held by the Metropolitan Sessions Judge court

- a) Pleadings and documents pertaining to cases filed by the parties/Advocates.
- b) Vernacular records sent by the Subordinate courts
- c) Records of administrative side.

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

In the Unit of Metropolitan Sessions Judge, Hyderabad 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.

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 meeting are accessible for public. The following committees of Hon'ble Judges have been constituted by the Metropolitan Sessions Judge, Hyderabad for the functioning of Subordinate courts.

1. Vigilance Cell
2. Coordination Committee
3. Ecourts project monitoring Committee
4. Purchase Committee
5. Women redressal Committee
6. Internal Committee

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

9. A directory of its officers and employees

Placed in Official website <http://districts.ecourts.gov.in/hmsj>

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

The pay scales of the Judicial Officers manning the Subordinate judiciary and the ministerial staff is as under. The pay scales are exculsive of D.A., H.R.A, C.C.A etc.,

S.No	Designation	Revised Scale of Pay
1.	District Judge(Entry Level)	51550-1230-58930-1380-63070
2.	District Judge(Selection Grade)	57700-1230-58930-1380-67210-1540-70290
3.	District Judge(Super Time Scale)	70290-1540-76450
4.	Civil Judge(Senior Division)(Entry Level)	39530-920-40450-1080-49090-1230-54010
5.	Civil Judge(Senior Division) I Stage A.C.P.Scale	43690-1080-49090-1230-56470
6.	Civil Judge(Senior Division) II Stage A.C.P.Scale	51550-1230-58930-1380-63070
7.	Civil Judge(Junior Division)(Entry Level)	27700-770-33090-920-40450-1080-44770
8.	Civil Judge(Junior Division) I Stage A.C.P.Scale	33090-920-40450-1080-45850
9.	Civil Judge(Junior Division) II Stage A.C.P.Scale	39530-920-40450-1080-49090-1230-54010
10	Chief Administrative Officer	42490 - 96110
11	Senior Superintendents	29760- 80930
12	Superintendents	28940-78910
13	Stenographer Grade-I	29760-80930
14	Stenographer Grade-II	25140-73720
15	Stenographer Grade-III	22460-66330
16	Senior Assistants	2460-66330
17	Junior Assistants	16400- 49870
18	Typists	16400- 49870
19	Field Assistants	16400- 49870
20	Examiners	15460-47330
21	Copyists	15460-47330
22	Drivers	15460-47330
23	Record Assistants	15030-46060
24	Process Server	15460-47330
25	Office subordinates	13000-40270

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

Budget allocated by the Hon'ble High Court.

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

The District Judiciary does not execute any subsidy programmes

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

Not applicable to District Judiciary

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

Unit is having Official website <http://districts.ecourts.gov.in/hmsj>

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

Case status information can be checked at Judicial Service Center, Nampally court, Hyderabad . No library room is available for public use.

16. The names, designation and other particulars of the public information officers

Sri S . Allauddin

Chief Administrative Officer(from 09-03-2018 to 30-07-2021)

Sri R. Ramu

Chief Administrative Officer(from 30-07-2021 to 05-06-2023)

Smt P. Jayasri, Senior Superintendent incharge to the post of Chief Administrative Officer(from 05-06-2023 to 13-07-2023)

Sri M. Suryanarayana

Chief Administrative Officer from (13-07-2023 to till date)

17. Such other information as may be prescribed and thereafter update these publications every year.