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

1. The Particulars of its Organization, Functions and duties

   Unit of Sessions Judge, Hyderabad particulars are placed in

   Website: https://hmsj.dcourts.gov.in/

2. The Powers and duties of its officers and employees

   As per Sec 27 B.N.S.S. and Sec 29 B.N.S.S.

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

   The procedure laid U/Sec. 258 B.N.S.S.

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

   And

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

   For the discharge of its functions both on the judicial and administrative side, the Rules laid in Criminal Rules of Practice, Bharatiya Nagarik Suraksha Sanhita 2023, the Telangana Judicial Ministerial Service Rules, the TelanganaCivil 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 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 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 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:-

https://hmsj.dcourts.gov.in/

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.,

Sl. No.	Civil Judge (Jr.Div.) EntryLevel	CivilJudge (Jr.Div) IStage ACP	Civil Judge (Jr.Div) IIStage ACP/Civil Judge (Sr.Div.) Entry Level	Civil Judge (Sr.Div) I Stage ACP	Civil Judge (Sr.Div) IIStage ACP / District Judges Entry Level	District Judges (Selection Grade)	District Judges (Super Time Scale)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Existing PayScale	27700-44700	33090-45850	39530-54010	43690-56470	51550-63070	57700-70290	70290-76450
Existing EntryPay	27700	33090	39530	43690	51550	57700	70290
Level	**J-1**	**J-2**	**J-3**	**J-4**	**J-5**	**J-6**	**J-7**
Year–1	77840	92960	111000	122700	144840	163030	199100
Year–2	80180	95750	114330	126380	149190	167920	205070
Year–3	82590	98620	117760	130170	153670	172960	211220
Year–4	85070	101580	121290	134080	158280	178150	217560
Year–5	87620	104630	124930	138100	163030	183490	224100
Year–6	90250	107770	128680	142240	167920	188990	
Year–7	92960	111000	132540	146510	172960	194660	
Year–8	95750	114330	136520	150910	178150	200500	
Year–9	98620	117760	140620	155440	183490	206510	
Year–10	101580	121290	144840	160100	188990	212710	
Year–11	104630	124930	149190	164900	194660	219090	

Year–12	107770	128680	153670	169850			
Year–13	111000	132540	158280	174950			
Year–14	114330	136520	163030	180200			
Year–15	117760						
Year–16	121290						
Year–17	124930						
Year–18	128680						
Year–19	132540						
Year–20	136520						

The pay Levels of the Judicial officers will be as under:-

Table-II

Sl.No.	Designation	MinimumandMaximum ofPayMatrix
1	2	4
1	CivilJudge(Jr.Div.)Entry Level	77840-136520
2	CivilJudge(Jr.Div)IStageACP	92960-136520
3	CivilJudge(Jr.Div)IIStageACP/ Civil Judge (Sr.Div.) Entry Level	111000-163030
4	CivilJudge(Sr.Div)IStageACP	122700-180200
5	CivilJudge(Sr.Div)IIStageACP/ District Judge (Entry Level)	144840-194660
6	DistrictJudges(SelectionGrade)	163030-219090
7	DistrictJudges(SuperTime Scale)	199100-224100
8	Chief Administrative Officer	62110-140470
9	Senior Superintendents	43490-118230
10	Superintendents	42300-115270
11	Stenographer Grade - I	43490-118230
12	Stenographer Grade - II	36750-106990

13	Stenographer Grade - III	32810-96890
14	Senior Assistants	32810-96890
15	Junior Assistants	24280-72850
16	Typists	24280-72850
17	Field Assistants	19640-60480
18	Examiners	24280-72850
19	Copyists	24280-72850
20	Drivers	22900-69150
21	Record Assistants	22240-67300
22	Process Server	22900-69150
23	Office Subordinate	19000-58850

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 :-
https://hmsj.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

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 K.Srinivas
Chief Administrative Officer (from 24-12-2025 to till date) Criminal Courts Complex Redhills, Nampally, Hyderabad.

Smt.P.Lavanya,
Chief Ministerial Officer, V Additional Chief Judicial Magistrate, Hyderabad.

Sri.D.Chenappa,
Chief Ministerial Officer, XIII Additional Chief Judicial Magistrate, Hyderabad, Manoranjan Complex.

Sri M.Srinivas,
Chief Ministerial Officer, II Judicial Magistrate of First Class (for Railways), Secunderabad.

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