

**INFORMATION UNDER CLAUSE 4(1)(B) OF RIGHT TO  
INFORMATION ACT.**

- (i) **The Particulars of its organization, functions and duties.**

**Particulars :-**

**Name of the Organization :**

The office of the Principal District & Sessions Judge, Akola.

The organization is sub-ordinate institution of the High Court of Judicature at Bombay.

**Functions of the Organization :**

The organization has it's two main functions.

- i) Judicial Function and
- ii) Administrative Function.

**Duties of the Organization :**

i) To exercise the control over all it's subordinate Courts functioning in it's territorial jurisdiction.

ii) To distribute the various grants amongst it's subordinate authorities received from the Government, time to time.

iii) To deal with all correspondence relating to Hon'ble High Court and the Department of Law & Judiciary, Government of Maharashtra.

iv) To administer justice as per the various legislations/ statutes.

..2..

- v) To recruit Class-III and Class-IV Govt. Servants with the help of Advisory Committee.
- vii) To promote the officials to the higher responsible post.
- viii) To handle the administration in view of the procedural

laws, Maharashtra Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court.

viv) In exercising the duties of administrative nature, the organization deals with the Transfers of its employees, departmental inquiries of the employees etc.

ix) The Head of the Organization- The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Akola under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.

**ii) The powers and duties of its officers and employees.**

There are following cadres of the Judicial Officer/s;

- i) The District Judges & Additional Sessions Judges.
- ii) The Ad-hoc District Judges & Additional Sessions Judges.

The above Judicial Officers/Judges deals with the matters pertaining to the appellate side and cases triable by the Sessions only and also the matters under Special Act and Motor Accident Claims Petitions.

iii) The Civil Judges (Senior Division) :-

The above Judicial Officers/Judges deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government are also being heard and decided by these Judicial Officers/Judges.

iv) The Chief Judicial Magistrates :-

To deal with all types of Criminal matters excluding the cases triable by the Court of Session.

v) The Civil Judges (Junior Division) and  
Judicial Magistrate First Class.

i) To deal with the matters of civil nature having jurisdiction up-to **Rs. 5 lac.**

ii) To deal with the matters of criminal nature excluding triable by the Court of Session and also excluding the cases having exclusive jurisdiction to the Chief Judicial Magistrate.

Juvenile Justice Board is constituted for Akola Judicial District at Head-Quarter Akola for trial of cases of the Juvenile offenders u/s.4 of Juvenile (Care and Protection of Children) Act, 2000. Smt.S.A.Harne, 3<sup>rd</sup> Jt Civil Judge (J.D.) and J.M.F.C., Akola is appointed as a Principal Magistrate to preside over the Bench of Juvenile Justice Board.

**Powers & duties of Employees.**

The various categories of the employees of organization are as under;

**Class-II** : Registrar  
Personal Assistant

**Class-III** : Higher Grade Stenographer  
Lower Grade Stenographer  
Clerk-Cum-Stenographer  
Superintendent  
Assistant Superintendent  
Senior Clerk  
Junior Clerk  
Head Bailiff  
Bailiff  
Driver

**Class-IV** : Xerox Operator  
Book Binder  
Havildar/Naik  
Peon/Watchman/Waterman  
Sweeper

### **Duties of Employees**

- Registrar : To supervise over the employees of Class-III and Class-IV and to assist the Head of the Organization in Administrative/Judicial work.
- P.A. : To attend the Head of the Organization.
- Higher Grade Stenographers : To take down evidence in English on Typewriter. To take dictation in cases of the Judges of Appellate Authorities and transcribe the same.
- Lower Grade Stenographers : To take down evidence in English on Typewriter. To take dictation of in cases of the Judges of the Cadre Civil Judge (Sr.Dn.)/C.J.M. and CJJD & JMFCs
- Superintendents. : To supervise the work of the employees/ respective Branch i.e. Judicial Branch, Finance Branch, Inspection Branch and Admn. Branch.
- Asstt. Supdts. : They have allotted the work of supervision over employees at Taluka Places and they have to deal the matters presented before the Court.

..6..

- Senior Clerks : Have to do the work of Bench ,  
Property , Statistics,  
Correspondence , Accounts,  
Establishment in District Court as  
well as in subordinate Courts.
- Junior Clerks : Have the custody of cases instituted  
in the respective Courts, to look after  
the maintenance of those cases and  
to do the work as per procedural  
laws and the duties assigned by the  
Head of the Organization and by the  
Presiding Officer of the Court.
- Head Bailiffs : To supervise the work of Bailiffs  
and to do the official in cash  
transaction.
- Bailiffs : To serve the summonses, notices &  
to execute warrants issued by the  
Court/s.
- Book binder : To bind the various gazettes, law  
books, registers etc. etc.
- Xerox Operator : Xeroxing of official documents.  
Copies from the records of the Court  
for supplying to the parties.

..7..

Peons : To obey the orders of Presiding Officer, to do the work of cleaning of court halls, to distribute the tapal & dak etc. Watchman to watch the Court building & premises.

Sweepers : To clean the the Court premises, lavatories etc.

**iii) The procedure followed in the decision making process including channels of supervision and accountability.**

The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.

The employees working in the various courts and sections follows the procedures laid down in the manuals and directions of the Judicial officers.

The Principal District & Sessions Judge, Akola supervise the work of the organization and exercises control over it. Likewise, he distribute the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.

The subordinate authorities submit various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.

The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after its registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.

The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are being made over to the another Judicial Magistrate/s for disposal according to law, except the cases triable under section 409 of I.P.C.

The cases exclusively triable by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

The Special Judicial Magistrate/s appointed by the Hon'ble High Court for trial of the petty offences and for recording the confession, dying declaration and for holding identification parade. The said Court is being functioning in the morning from 8.00 to 10.00 a.m. for trial of the such cases namely cases under Motor Vehicle Act.



Now, no Special Judicial Magistrate appointed by the Hon'ble High Court and the proposal for appointment of S.J.M. is pending with the Hon'ble High Court.

**iv) The norms set by it for the discharge of its functions.**

The organization discharges its functions in view of the various norms set by the Government and the Hon'ble High Court by various Rules of Maharashtra Civil Services, Maharashtra Budget Manuals, Bombay Financial Rules, Maharashtra Treasury Rules, Manuals, Regulations, and Government Resolutions, Circulars and Notifications.

**v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.**

The below listed rules, regulations, instructions, manuals, records are hold by the organization or are being used for its control or discharging its functions by the employees.

1. The Civil Manual, 1986.
2. The Criminal Manual, 1980.
3. The Code of Civil Procedure, 1908.
4. The Code of Criminal Procedure, 1973.
5. The Maharashtra Civil Services Rules.
6. The Maharashtra Budget Manual,
7. The Bombay Financial Rules,
8. The Maharashtra Treasury Rules
9. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Maharashtra and the Resolutions, Circulars, and Notifications issued by the Hon'ble High Court, from time to time.

**vi) A statement of the categories of documents that are held by it or under its control.**

The following registers/documents are maintained by this Organization;

1. The Kaccha Register for Civil Side
2. The separate registers for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained in the Court/s of Civil Judge (Senior Division) and in the Court/s of Civil Judge (Junior Division).

3. The separate registers for the registration of Regular IPC cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained in the Court of Chief Judicial Magistrate and in the Court/s of Judicial Magistrate First Class.
4. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and its execution are being maintained in Appellate Court/s.
5. The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Court/s.
6. The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers are being maintained as per the Civil and Criminal Manual.
7. For the purpose of maintaining Accounts of the organization, the registers. i.e. The Book for Receipts for money paid into Court, Register of deposit receipts-"C" Register, the Register of deposit payment-"D" Register, the Register of attached property produced in Civil Proceedings-"F" Register, the Register of Money received on account of subsistence money of Civil Prisoners-"G" Register, the register of payment on account of subsistence money-"H" Register, the Cash Book-I, the

Ledger Book-J, the Treasury Pass Book-K, the Treasury Cheque Book-L, the register of applications for refund of lapsed deposit, and other various registers are being maintained as per the Civil and Criminal Manuals.

8. Service Books of Officer/s and employee/s, GPF Account of Class-IV Govt. Servants, Muster Roll of Class-III and IV Govt. Servants, List of disposed-of records deposited in Judicial Record Room. The disposed of records of all the Courts in Akola Judicial District are deposited in Judicial Record Room, Akola and preparation of certified copies in disposed of cases are being prepared and delivered by the Assistant Superintendent (Record Room), Akola.

**vii) 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.**

The information as relates to this issue/point so far as it organization is concerned is “Nil”.

- 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.**

The information as relates to this issue/point so far as it organization is concerned is “Nil”.

- ix) A directory of its officers and employees.**

The following is the directory of the Officers of the Organization;

	<b><u>Name of the Judicial Officer.</u></b>	<b><u>Office Telephone No.</u></b>
1.	The Principal District & Sessions Judge, Akola.	0724-2410753 0724-2410389
2.	The District Judge-1 & A.S.J., Akola.	0724-2410204
3.	The Registrar, District Court, Akola.	0724-2410389
4.	The Superintendent (Finance Branch),	0724-2411784
5.	The Civil Judge (Senior Div.), Akola.	0724-2410553
6.	The Chief Judicial Magistrate, Akola.	0724-2410795
7.	The Secretary, District Legal Services Authority, Akola.	0724-2410145

8.	The Civil Judge (J.D.) & JMFC,Patur.	07254-243440
9.	The Civil Judge (J.D.) & JMFC,Balapur.	07257-232301
10.	The Civil Judge (J.D.) & JMFC,Telhara	07258-231196
11.	The Civil Judge (J.D.) & JMFC,Akot	07258-222221
12.	The District Judge-1 & A.S.J.,Akot.	07258-224518
13.	The Civil Judge (J.D.) & JMFC,Murtizapur.	07256-243037
14.	The Civil Judge (J.D.) & JMFC,Barshitakli	07255-252133

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

The information is as under;

Cadre/Category

Pay Scale/s.

**Class-I**

1. The Principal District & Sessions Judge/ District Judges & A.S.J./ Adhoc Additional District Judges & ASJ.	Rs. 51550-1230-58930-1380-63070/-
2. The Civil Judge (Senior Division)/ The Chief Judicial Magistrates.	Rs. 39530-920-40450-1080-49090-1230-54010/-
3. The Civil Judge (Junior Division) and Judicial Magistrates First Class.	Rs. 27700-770-33090-920-40450-1080-44770/-

**Class-II**

- |   |                                      |
|---|--------------------------------------|
| 4. The Registrar, District & Sessions Court.                  | PB-2 Rs.9300-34800/- + G.P.Rs.5400/- |
| 5. Personal Assistant to Principal District & Sessions Judge. | PB-2 Rs.9300-34800/- + G.P.Rs.4800/- |

**Class-III**

- |   |                                      |
|---|--------------------------------------|
| 5. Superintendent                       | PB-2 Rs.9300-34800/- + G.P.Rs.4300/- |
| 6. Assistant Superintendent             | PB-2 Rs.9300-34800/- + G.P.Rs.4200/- |
| 7. Stenographer HG                      | PB-2 Rs.9300-34800/- + G.P.Rs.4400/- |
| 8. Stenographer LG                      | PB-2 Rs.9300-34800/- + G.P.Rs.4300/- |
| 9. Clerk-Stenographer/<br>Senior Clerk. | PB-1 Rs.5200-20200/- + G.P.Rs.2400/- |
| 10. Junior Clerk/Driver.                | PB-1 Rs.5200-20200/- + G.P.Rs.1900/- |
| 11. Head Bailiff                        | PB-1 Rs.5200-20200/- + G.P.Rs.2000/- |
| 12. Bailiff                             | PB-1 Rs.5200-20200/- + G.P.Rs.1900/- |

**Class-IV**

- |                           |  |
|---------------------------|--|
| 13. Book Binder           | PB-1 Rs.5200-20200/- + G.P.Rs.1800/-                         |
| 14. Havildar              | PB-1S Rs.4440-7440/- + G.P.Rs.1700/-                         |
| 15. Xerox Operator        | PB-1S Rs.4440-7440/- + G.P.Rs.1600/-                         |
| 16. Naik                  | PB-1S Rs.4440-7440/- + G.P.Rs.1600/-                         |
| 17. Peon/Watchman/Sweeper | PB-1S Rs.4440-7440/- + G.P.Rs.1300/-<br>+ Washing allowance. |

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

Initially the Organization receives the grants under various heads from the Government and thereafter it distributes the same amongst it's subordinate Courts/ authorities as per their requirements

and the remaining funds are used to keep for the expenditure of the organization for expenditure of pay & allowances, over-time allowance, wages, traveling allowances, office expenses, Rent,rate & taxes, publications, grant-in-aid etc.

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

The information as relates to this issue/point so far as it organization is concerned is “Nil”.

**xiii) Particulars of recipients of concessions, permits or authorizations granted by it.**

Licenses/permits are being issued to the Clerk/s of the Advocate/s. License to the persons who work as Typist in the Bar Room with the consultation of the Judge & the Bar Association. Licenses are also being given to the persons who work as Petition Writer in Civil Court with the consultation of the Judge and they are authorize to receive the charges for reduce in writing the description of the documents and for typing charges as per norms prescribed in Civil and Criminal Manual.



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

The details of all the pending and decided cases of Civil and Criminal nature and other category is available/reduced in an electronic form by feeding it in Computer and up-datation is being done regularly and said information is also available on the Web-side viz. <http://court.mah.nic.in/courtweb>

**xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, it maintained for public use.**

As per the Maharashtra District Court's Right to Information Revised Rules, 2009 framed by the Hon'ble High Court, Bombay vide Notification facilities are available to citizens;

**xvi) The names, designations and other particulars of the Public Information Officers.**

Only one Public Information Officer has been appointed for the Organization by the Principal District & Sessions Judge in view of the directions of the Hon'ble High Court whose particulars are as follows;

Name : Shri A.S.Lawhale  
Designation : Registrar, District Court,  
Akola.  
Jurisdiction : For Akola Judicial District.  
Address. : District & Sessions Court,  
Akola.  
Phone No. : 0724-2410389.

**Appellate Authority is**

: District Judge-1 and  
Additional Sessions Judge,  
Akola.  
Jurisdiction : For Akola Judicial District.

**xvii) Such other information as may  
be prescribed:**

The work of maintenance of Court Building and Residential Quarters of Judicial Officers and employees is being looked after by the Public Works Department.

There is an establishment of “Akola Zilla Nyayalayin Karmchari Sahakari Pat Sanstha” to meet with the mointory needs of Court employees.

There is also an Association of Akola Zilla Nyayalayin Karmachari (Class-III) Sanghatana, Akola recognized by the Government of Maharashtra.

\*\*\*\*\*