

INFORMATION MANUAL FOR RTI ACT, 2005

DISTRICT & SESSIONS COURT, S.A.S NAGAR MOHALI

PUBLIC INFORMATION OFFICER CONTACT DETAILS

Sr. No.	PIO's	Name / Designation	Phone / Fax No.
DISTRICT & SESSIONS JUDGE, S.A.S NAGAR MOHALI			
1	Appellate Authority	Ms. Archana Puri, District & Sessions Judge	0172-2219444 0172-2219444(fax)
2	Public Information Officer	Mr..Swaran Singh Sivia, Superintendent / CAO	0172-2219444 0172-2219444(fax)
CIVIL JUDGE SENIOR DIVISION, S.A.S NAGAR MOHALI			
1	Appellate Authority	Mr. Amit Thind, Civil Judge (Senior Division)	0172-2219423
2	Public Information Officer	Clerk of Court (COC)	
CHIEF JUDICIAL MEGISTRATE, S.A.S NAGAR MOHALI			
1	Appellate Authority	Ms. Vipindeep Kaur, Chief Judicial Magistrate	0172-2219463
2	Public Information Officer	Clerk of Court (COC)	

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MANUAL- I

The Particulars of Organization, Functions and Duties

Name of the Office: Office of District & Sessions Judge, S.A.S NAGAR MOHALI. This organization is sub-ordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh. This Sessions Division consists of two Sub-Divisions, namely: - Mohali, Kharar, Kharar and Derabassi.

Functions of the Organization:

The organization has its two main functions:

- ◆ Judicial Function and
- ◆ Administrative Function

Duties of the Organization:

- i) To exercise the control over all its subordinate Courts functioning in its territorial jurisdiction.
- ii) To distribute the various grants amongst its subordinate authorities received from the Government, time to time.
- iii) To deal with the all correspondence relates to Hon'ble High Court and the Department of Law & Judiciary, Government of Punjab.
- iv) To administer justice as per the various legislation/ statutes.
- v) Appointing Authority for Class-III and Class-IV Govt. Servants with the help of Advisory Committee.
- vi) To promote the officials to the higher responsible post.
- vii) To handle the administration in view of the procedural laws, Punjab Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court.
- viii) 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, S.A.S NAGAR MOHALI under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.

MANUAL-II

The Powers and Duties of Judicial Officers and Employees

There are following cadres of the Judicial Officer/ s:

- i) The District & Sessions Judge
- ii) The Addl. District & Sessions Judge,
- iii) The Additional District & Sessions Judge (Adhoc), Fast Track Courts

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.

- iv) 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.

- v) The Chief Judicial Magistrates:-

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

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

i) To deal with the matters of civil nature having jurisdiction up-to Rs. 2 lac whose service is less than three years.

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.

Powers and Duties of Employees

The various categories of the employees of organization as per seniority are as under:

1. Chief Administrative Officer / Superintendent.
2. Class-C: Reader Grade I, II & III, Executive Assistant, Stenographer Grade I, II & III Graduate Clerks, Ahlmads, Driver, Bailiff
3. Class-D: Process-Server, Record Lifter/ Usher/ Daftri, Peon/ Orderly/ Waterman.

Duties of Employees

Superintendent/ Chief Administrative Officer: To supervise overall working of the staff and routine affairs of the English Branch, Bill Branch, Copying, Record etc., & to handle the correspondence of the office of the District & Sessions judge.

Reader Grade I, II, III: To do the work of Bench, Property, Statistics, Correspondence, Accounts, Establishment in District Court as well as in subordinate Courts.

Stenographer Grade I, II, III: To take down evidence in English on Typewriter/ Computer.

To take dictation in cases of the Judges of Appellate Authorities and transcribe the same, To take down evidence in English on Typewriter/ Computer To take dictation in cases of the Judge.

Ahlmads: Have the custody of cases instituted in the respective Court, 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.

Clerks: To do work of offices of the Presiding Officers on different post s like bill Clerk, Lib. Clerk Copy Clerk, Copyist etc.

Bailiff/ Process Server: To serve the summonses, notices & to execute warrants issued by the Court/ s.

Chowkidar: To watch the Court building & premises.

Sweeper: To clean the Court premises, lavatories etc.

MANUAL-III

Publication of Information regarding items specified in Rules 4 (1) b (III) of the Right of Information Act, 2005.

The procedure followed in the decision making process, including channels of Supervision and Accountability.

1. The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.
2. The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.
3. The Principal District & Sessions Judge, S.A.S NAGAR MOHALI, supervise the work of the organization and exercises control over it. Likewise, he distributes the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.
4. The subordinate authorities submits 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.
5. 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.
6. The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/ for disposal according to law, except the cases triable under section 409 of I.P.C.
7. 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.

MANUAL-IV

Publication of Information regarding items specified in Rules 4 (1) b (IV) of the Right of Information Act, 2005.

The Rules Regulation Instructions, manuals and records held by it or under control or used by the employees for discharging functions.

Sr. No.	Name of the Branch	Name of the Acts, Manuals, Rules, & Instructions	Any Other Record/ Documents
1	English Office/ GPF Branch/ COC Office/ Statement Branch	High Court rules and orders volume 1 to 6. Punjab Civil services rules, Volume 1 part 1, Volume 2 & 3 Punishment and Appeal Rules. Punjab Financial Rules Volume 1 & 2 Budget Manual. instructions issued by the Hon'ble Supreme Court of India and Punjab & Haryana High Court, Chandigarh from time to time. Instructions issued by the Government of Punjab from time to time.	Office files relating to Different matters which are dealt by the English Office Paybill files and other account matters files dealt by the English Office.
2	Civil Nazir/ Nazir Branch	Punjab Financial Rules volume 1 & 2 High Court Rules and Orders Vol. I, II & IV. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Cash Book, Sheriff Account Register, Summons Register and other registers relating to Nazir Branch.
3	Copying Agency	Rules and Orders Punjab and Haryana High Court, Vol. IV, Chapter- 17. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	CD Registers- 1 to 12
4	Record Room	High Court Rules and Order Volume-IV, Chapter-16. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	CD 8 Register, Document Return Register and other Registers relating to Record Room.
5	Library	High Court Rules and Orders Volume IV, Chapter-18. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Library Registers
6	Malkhana Branch	High Court Rules and Orders, Volume-I to VI. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Malkhana Registers.

MANUAL-V

Publication of Information regarding items specified in Rules 4 (1) b (V) of the Right of Information Act, 2005.

Rules

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 Punjab Civil Services Rules.
6. The Punjab Budget Manual,
7. The Punjab Financial Rules,
8. The Punjab Treasury Rules
9. High Court Rules & Regulations Vol.I, II and III
10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Punjab and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court, from time to time.

MANUAL-VI

Publication of Information regarding items specified in Rules 4 (1) b (VI) of the Right of Information Act, 2005.

Statement of the Categories of documents that are hold or under Control

Name of Office: District & Sessions Judge, S.A.S
NAGAR MOHALI

Sr. No.	Branch	Category of Documents
1	Courts	Peshi Register, Fine Register, Bail Register, Library Register, Disposal Register, Stock Register , Sapurdari Register and other registers, Civil Suit Register, HM Act cases Register, Misc. Cases Register, Execution Register, Rent cases Register, Pauper application Register, Guardian and Succession Act Cases in Civil Matters and in criminal matters to maintain the IPC Register, Cr.P.C Cases Register Act cases Register, FIR Register, Cancellation Report Register, Summary Register, Affidavit Attestation Register. File Inspection Register and register regarding Direction Cases, Register regarding delivery of copies of free of costs and Daily Cause List.
2	English Office/ GPF Branch/ COC/ Statement Branch	Diary Register, Dispatch Register, Other related registers and files of instructions issued by the Hon'ble Punjab and Haryana High Court, Chandigarh and Government of Punjab from time to time Direction Cases Register, T.A. Bill, Medical bills, pay bills, LTCbills files, budget files, token register, Service Books, files regarding Lok Adalats etc and old Civil and Criminal monthly, quarterly, half yearly and annual statements, GIS matter & complaints.
3	CiviL Nazir/ Nazir Branch	Cash Book, Bill Register, Refund Vouchers, Cheque Books, Security deposited by the employees, Minor shares in the shape of FDRs Stationery Register, Stock Register, Contingent register.
4	Copying Agency	CD Registers (Copying Documents) 1 to 12 and other files relating to Copying Agency.
5	Record Room	Judicial Files of decided cases consigned by the different courts from time to time and Record Keeper Registers maintain by him.
6	Library	1. All the law books purchased from time to time. 2. To deal with the matters of Mediation and Conciliation.
7	Malkhana Branch / Fine Moharrir	Case Property of decided cases, Re-arrest case files, Criminal Statement Files, Fine Cash Book and other register Regarding Malkhana.

MANUAL-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.

Sr. No.	Name of the Courts	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1	Court of the District & Session Judge and Courts of Additional District Sessions Judges at District Headquarter.	Reader attached to this Court.	Superintendent, of this Office.	The District & Session Judge, S.A.S NAGAR MOHALI.
2	Court of Civil Judge (Senior Division) and all the courts of the Civil judge (Jr. Div.) at S.A.S NAGAR MOHALI.	Reader / Chief Ministerial Officer of the Court.	Clerk of Court Attached to the court of the Civil Judge (Sr. Div.), S.A.S NAGAR MOHALI.	The Civil Judge (Senior Division), S.A.S NAGAR MOHALI.
3	Court of the Chief Judicial Magistrate,	Reader/ Chief Ministerial Officer of the Court.	Chief Ministerial Officer of the Court.	The Chief Judicial Magistrate, S.A.S NAGAR MOHALI.
4	Court of the Additional Civil Judge (Sr. Divn.) and the Court of Civil judge (Jr. Divn) at Kharar.	Sr. Most Ahlmad / Stenographer attached to the Court of the Additional Civil Judge (Sr.Divn.), Kharar.	Chief Ministerial Officer of the Senior Most Judicial Officer.	The Additional Civil Judge (Sr.Divn.), Kharar.
5	Court of the Additional Civil Judge (Sr. Divn.) and the Court of Civil judge (Jr. Divn) at Derabassi.	Sr. Most Ahlmad / Stenographer attached to the Court of the Additional Civil Judge (Sr.Divn.), Derabassi.	Chief Ministerial Officer of the Senior Most Judicial Officer.	The Additional Civil Judge (Sr.Divn.), Derabassi.
6	Legal Aid Authority	Clerk attached to the office of Additional District Attorney (Legal)	Additional District Attorney (Legal)	

Chief Ministerial Officer means the senior most official out of cadre of readers / judgment writers / stenographers as the case may be of the court presided over by the Senior most Judicial Officer at the station having more than one court other than the District Headquarters and the Chief Ministerial Officer

of the court where there is only one court at a station.

MANUAL-VIII

A Statements of the Boards, Councils, Committees etc

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.

MANUAL-IX

List of Judicial Officers posted at S.A.S NAGAR MOHALI Sessions Division

Sr. No.	Name of the Judicial Officer	Designation	Place of Posting	Date of Joining
1	Ms. Archana Puri	District & Sessions Judge	S.A.S NAGAR MOHALI	26-04-2016
2	Ms. Anshul Berry	Addl. District & Sessions Judge	S.A.S NAGAR MOHALI	26-04-2016
3	Sh. Sanjay Agnihotri	Addl. District & Sessions Judge	S.A.S NAGAR MOHALI	26-04-2017
4	Ms. Monika Goyal	Addl. District & Sessions Judge	S.A.S NAGAR MOHALI	04-08-2017
5	Sh. Jaswinder Singh	Addl. District & Sessions Judge	S.A.S NAGAR MOHALI	01-07-2016
6	Sh. Puneet Mohan Sharma	Addl. District & Sessions Judge	S.A.S NAGAR MOHALI	26-04-2016
7	Ms. Girish	Addl. District & Sessions Judge	S.A.S NAGAR MOHALI	12-05-2017
8	Sh. Amit Thind	Civil Judge(Senior Division)	S.A.S NAGAR MOHALI	29-04-2016
9	Ms. Vipindeep Kaur	Chief Judicial Magistrate	S.A.S NAGAR MOHALI	29-04-2016
10	Sh. Harpreet Singh	Addl. Civil Judge(Senior Division)	S.A.S NAGAR MOHALI	29-04-2016
11	Ms. Parul	Civil Judge(Junior Division)	S.A.S NAGAR MOHALI	17-04-2015
12	Ms. Ramandeep Kaur	Civil Judge(Junior Division)	S.A.S NAGAR MOHALI	10-04-2017
13	Ms. Rajwinder Kaur	Civil Judge(Junior Division)	S.A.S NAGAR MOHALI	10-04-2017

DISTRICT LEGAL SERVICE AUTHORITY, S.A.S NAGAR MOHALI

1.	Ms. Monika Lamba	Secretary District Legal Service Authority Mohali	S.A.S NAGAR MOHALI	29-04-2016
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C.B.I Courts, Mohali, Punjab

1.	Sh.Shivinder Singh Mann	Additional District and Sessions Judge cum Special Judge, CBI, Mohali, Punjab	SAS NAGAR MOHALI	01.07.2017
2.	Sh.Harjeet Singh	Additional District and Sessions Judge cum Special Judge, CBI, Mohali, Punjab	SAS NAGAR MOHALI	01.07.2017
3.	Sh.Jatinder Pal Singh-I	Additional Civil Judge (Sr. Div) cum Special Judicial Magistrate, CBI, Mohali, Punjab	SAS NAGAR MOHALI	01.07.2017

AT SUB DIVISION KHARAR

1	Ms. Ekta Uppal	Additional Civil Judge (Senior Division)	Kharar	28-04-2016
2	Ms. Daljit Kaur	Civil Judge (Junior Division)	Kharar	29-04-2016
3	Ms. Jublee	Civil Judge (Junior Division)	Kharar	29-04-2016
4.	Ms. Ambika Sharma	Civil Judge (Junior Division)	Kharar	19-05-2014
5.	Ms. Ashima Sharma	Civil Judge (Junior Division)	Kharar	10-04-2017

AT SUB DIVISION DERABASSI

1	Ms. Balwinder Kaur Dhaliwal	Additional Civil Judge (Senior Division)	Derabassi	29-04-2016
2	Ms. Sonali Singh	Civil Judge (Junior Division)	Derabassi	29-04-2016
3	Sh. Raj Karan	Civil Judge (Junior Division)	Derabassi	29-04-2016

MANUAL-X

Remuneration/ Salary Scale of Various Officers/Officials

Judicial Officers:

Sr. No.	Designation	Salary Scale (In Rs.)
1	District & Sessions Judge	57700-1230-58930-1380-67210-1540-70290
2	Addl. District & Sessions Judge	51550-1230-58930-1380-63070
3	Civil Judge (Sr. Div.)	39530-920-40450-1080-49090-1230-54010
4	Chief Judicial Magistrate	39530-920-40450-1080-49090-1230-54010
5	Addl. Civil Judge (Sr. Div.)	39530-920-40450-1080-49090-1230-54010
6	Civil Judge (Jr. Div.)	27700-770-33090-920-40450-1080-44770

Staff:

Sr. No.	Designation	Salary Scale (in Rs.)
1	Superintendent	10300-34800,GP5400
2	Stenographer Gr. I	10300-34800,GP4200
3	Stenographer Gr. II	10300-34800,GP3800
4	Reader Gr. I	10300-34800,GP5000
5	Reader Gr. II	10300-34800,GP4200
6	Reader attached to DJ/ADJ, English Clerk, COC, Translator, Record Keeper.	10300-34800,GP3800
7	Reader attached to CJ (SD), CJM, Civil Judge (Jr. Div.), Ahlmads, Copist, Nazir.	10300-34800,GP3200
8	Stenographer Gr. III	5910-20200, GP 2800
9	Driver	5910-20200, GP 2000
10	Bailiff	5910-20200, GP 1900
11	Process Servers	4900-10680, GP 1650
12	Ushers, Record Lifters	4900-10680, GP 1400
13	Peon, Mali, Sweepers, Chowkidar	4900-10680, GP 1300

MANUAL-XI

Publication of Information regarding items specified in Rules 4 (1) b (XII) of the Right of Information Act, 2005.

The manner of Execution of Subsidy Programs, including the amounts allocated and details of Beneficiaries of such program.

Name of the office: - District & Sessions Judge, S.A.S NAGAR MOHALI.

Subsidy Allotted to beneficiaries – Nil.

MANUAL-XII

Publication of Information regarding items specified in Rules 4 (1) b (XIII) of the Right of Information Act, 2005.

Particulars of recipient s of concessions, Permit s or authorizations granted

Name of the office:- District & Sessions Judge, S.A.S NAGAR MOHALI

Licenses/ permits are being issued to the Clerk/ s of the Advocate/ s. License to the person who work as Typist in the Bar Room are issued with the consultation of the District & Sessions 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 District Magistrate 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.

Not Applicable.

MANUAL-XIII

Publication of Information regarding items specified in Rules 4 (1) b (VIII) of the Right of Information Act, 2005.

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

Case Related Information		
Sr. No.	Type of Information	Website Address
1	Case Status	http://ecourts.gov.in.services/
2	Court Orders	http://ecourts.gov.in.services/
3	Cause List	http://ecourts.gov.in.services/
District Wise Information		
1	List of Former Officer's	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
2	Judicial Officer's	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
3	Officers on Leave	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
4	Duty Roster	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
5	Police Station's	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
6	District Profile	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
7	Free Legal Aid	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
8	RTI Disclosure	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/

MANUAL-XIV

Publication of Information regarding items specified in Rules 4 (1) b (III) of the Right of Information Act, 2005.

Details of facilities available to citizens

The following facilities are available to citizens:

- ◆ Filing of cases
- ◆ Copies of case related documents Judgments, orders through coping agency.
- ◆ Drinking water
- ◆ Public washrooms
- ◆ Litigant sheds with proper sitting arrangement
- ◆ Parking of vehicles
- ◆ Front Office for Free legal aid and advice
- ◆ ADR Centre
- ◆ Case related information etc.

MANUAL-XV

Publication of Information regarding items specified in Rules 4 (1) b (III) of the Right of Information Act, 2005.

The name, designations and other particular of the Appellate authorities etc

Sr. No.	Appellate Authority Name	Designation	Phone No.	Fax No.
1	Ms. Archana Puri	District & Sessions Judge, S.A.S NAGAR MOHALI	0172-2219444	0172-2219444