

DISTRICT COURT
ALMORA
(UTTARAKHAND)
RTI MANUAL 2005



MANUAL
OF
DISTRICT JUDICIARY
ALMORA
UNDER
SECTION 4(1)
(B)
OF
RIGHT TO INFORMATION
ACT, 2005

SECTION 4 (1) (B) (i)

The particulars of District Judiciary Almora,
Uttarakhand, functions and duties:

PARTICULARS ::

District Judiciary, Almora under administrative and judicial
control of Hon'ble High Court Uttarakhand at Nainital .

FUNCTION ::

Civil & Criminal Court .

DUTIES ::

- (1) Administrative.
- (2) Judicial.

SECTION 4 (1) (B) (ii)

The powers and duties of Officers and Employees of the District Judiciary, Almora.

POWERS & DUTIES ::

The District Courts of Almora are headed by the District Judge, Almora. Each and every court in these courts is presided over by a Judge. These Courts are under administrative and judicial control of the Hon'ble High Court of Uttarakhand.

The Highest Court in District is that of the District & Sessions Judge. This is the principal court of Civil Jurisdiction. This is also a Court of Sessions. Sessions tribal cases are tried by the Sessions Court. It has District Judiciary, in present time consisted of three cadres namely :

1. Higher Judicial Services which includes District and Sessions Judge and the Additional District & Sessions Judges.
2. Civil Judge (Senior Division) cadre which includes Judge Small Causes Court, Civil Judge (S.D.), Addl. Civil Judge (S.D.), Chief Judicial Magistrate and Additional Chief Judicial Magistrate.
3. Civil Judge (Junior Division) cadre which includes Civil Judge (J.D.), Additional Civil Judge (J.D.), Judicial Magistrate Ist Class.

District and Sessions Judge is the Head of the District Judiciary. He is

the Senior Officer Of H.J.S. cadre. As per the pendency of the cases in District, Additional District and Sessions Judges are appointed by Hon'ble the High Court of original and appellate jurisdiction. The judicial functioning of District & Sessions Judge and the Additional District & Sessions Judges in the same, but all other officers of each cadre works under the administrative control of District Judge.

Chief Judicial Magistrate is the Head of District Magistracy in Criminal Side. The Chief Judicial Magistrate tries and disposes the Criminal Cases and also allocates the criminal work to other criminal courts as per the arrangement made by him in consultation with District Judge. He can award a sentence up to seven years. He also hears appeals under Nagar Palika Adhiniyam with regard to the Tax Assessment and mutation.

Civil Judge (Senior Division) exercise unlimited pecuniary jurisdiction in Civil Side. Civil Judge (Senior Division), also hears appeals against the orders and judgment passed in Civil cases by Civil Judge (Junior Division), which are transferred by District Judge.

Civil Judge (Junior Division) exercises the Civil Jurisdiction up to the pecuniary valuation of Rs. one lac.

Judicial Magistrate, First Class are appointed by Hon'ble the High Court as per the provision of Cr.P.C. for disposal of Criminal Cases as per the distribution made by the Chief Judicial Magistrate in consultation with the District Judge. He can award a sentence up to three years and can impose fine up to Rs. five thousand.

SECTION 4 (1) (B) (iii)

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

The cases are decided as per Provisions of Law.

Proceeding of Courts and Officers as per provisions of Rules.

(1) General Rules (Civil)

(2) General Rules (Criminal)

SECTION 4 (1) (B) (iv)

The norms set for the discharge of the functions of the District Judiciary, Almora.

The Rules, Regulations, Instructions Manuals and Records, held by it or under its control or used by its Employees for discharging its function.

1. General Rules (Civil) 1957
2. General Rules(Criminal) 1957
3. Circular Letters and General Letters of Hon'ble High Court.

SECTION 4 (1) (B) (v)

The Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions:

1. All the laws are applicable.
2. Rules of the Court. 1952.

SECTION 4 (1) (B) (vi)

A statement of the categories of documents that are held by it or under its control:

- (1) Judicial Record.
- (2) Administrative Record.

SECTION 4 (1) (B) (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;

That is not required as per the Provisions of Law.

SECTION 4 (1) (B) (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.

No Boards, Councils, Committees and other Bodies consist for this purpose .

SECTION 4 (1) (B) (ix)

A Directory of Officers and Employees of the District Judgeship Almora.

Name of Officers/ Employee	Office/Residence	Fax No.
Sri Pradeep Pant District & Session Judge , Almora	O- 230190 O- 233337 R- 232866	05962-230190
Shri Rajoo Kumar Srivastava, Addl. District & Session Judge, Almora	05962-230190	05962-230190
Addl. District & Session Judge, Ranikhet (VACANT)	05966-220613	05966-220613
Shri Man Mohan Singh , Chief Judicial Magistrate, Almora	05962-230190	05962-230190
Shri Abhishek Kumar Srivastava, Civil Judge (Sr. Div), Almora	05962-230190	05962-230190
Sri Yogendra Kumar Sagar Secretary, District Legal Service Authority , Almora	05962-231105	05962-230190
Miss Karishma Dangwal Civil Judge (J.D.), Almora	05962-230190	05962-230190
Shri Dharmendra Shah Civil Judge (J.D.), Ranikhet	05966-220613	05966-220613
Smt. Mridual Pawar P.A. to District Judge, Almora	9456164790	-
Shri Sher Singh Bisht	9411706521	-
Shri Rajendra Singh Taragi	9410502525	
Kamal Kishor Kandpal	9639476012	

Shri Vidya Ratan	9410988375	-
Shri Dheeraj Tewari	9456371519	-
Shri Minhaz Khan	9412977941	-
Shri Rajendra Pal	9410133008	-
Shri Jeewan Singh Bora	9411105101	-
Shri Niranjan Lal	9627951375	-
Shri Shiv Singh Mehra	9412094832	-
Smt. Arti Arya	9456764876	-
Shri Triveni Pant	9411116505	-
Shri Harsh Pandey	9719033335	-
Sri Rajesh Kumar	9456163288	-
Sri Om Prakash	9456746946	-
Sri Subhash Singh	8979369240	-
Smt. Sarita Pant	9458924970	-
Smt. Rekha Mehta.	9412908265	-
Shri Ravindra Kumar	9536576714	-
Shri Paras Tulera	9917506212	-
Shri Chander Shakar Tiwari	9837841001	-
Shri Vinod Bisht	9012586857	-
Shri Digar Singh Kalakoti	7351769331	-
Smt. Deepika Gahtodi	9411520093	-
Smt. Yogita Shekhar Tiwari	7417694576	-
Shri Sanjeev Kumar	9917421890	-
Shri Ashok Lohani	9536115540	-
Shri Rajendra Singh Bisht	9536950570	-
Shri Bishan Ram	9761049759	-
Shri Jagdish Bhatt	9410740701	-
Sri Uma Arya	9456545525	-

SECTION 4 (1) (B) (x)

The monthly remuneration received by each of the Officers and Employees of the District Judiciary, Almora, including the system of compensation as provided in its regulations.

Pay As on the For the year 2019-2020

Shri Pradeep Pant District & Session Judge , Almora	57700-70290	70290/-
Shri Rajoo Kumar Srivastava, Addl. District & Session Judge, Almora	51550-63070	52780/-
Shri Man Mohan Singh , Chief Judicial Magistrate, Almora	39530-54010	44770/-
Shri Abhishek Kumar Srivastava, Civil Judge (Sr. Div), Almora	-	40450/-
Shri Yogendra Kumar Sagar Secretary, District Legal Service Authority , Almora	-	-
Miss Karishma Dangwal Civil Judge (J.D.), Almora	27700-44770	28470/-
Shri Dharmendra Shah Civil Judge (J.D.), Ranikhet	27700-44770	30780/-
Smt. Mridula Pawar P.A. to District Judge, Almora	47600-151100	76500/-
Shri Sher Singh Bisht Chief Administrative Officer District Judge's Almora	56100-177500	59500/-

Shri Rajendra Singh Taragi Chief Administrative Officer District Judge's Almora	56100-177500	59500/-
Shri Vidya Ratan Chief Administrative Officer District Judge's Almora	56100-177500	59500/-
Shri Dheeraj Tewari Administrative Officer District Judge's Almora	44900-142400	47600/-
Shri Minhaz Khan Administrative Officer District Judge's Almora	44900-142400	46200/-
Shri Shiv Singh Mehara Senior Administrative Officer District Judge's Almora	47600-151100	50500/-
Shri Rajendra Pal Senior Administrative Officer District Judge's Almora	47600-151100	49000/-
Shri Jeewan Singh Bora Stenographer, A.D.J.	47600-151100	66000/-
Shri Niranjana Lal Senior Administrative Officer District Judge's Almora	47600-151100	49000/-
Smt. Arti Arya Administrative Officer District Judge's Almora	44900-142400	46200/-
Shri Kamal Kishor Kandpal Head Assistant	35400-112400	36500/-
Shri Triveni Pant Senior Administrative Officer District Judge's Almora	47600-151100	49000/-
Shri Harsh Pandey Copier	21700-69100	21700/-
Shri Ravindra Kumar Head Assistant	35400-112400	35400/-
Smt. Sarita Pant Head Assistant	35400-112400	35400/-
Smt. Rekha Mehta Head Assistant	35400-112400	35400/-
Shri Subhash Singh	35400-112400	38700/-

Stenographer		
Shri Lalit Mohan, Stenographer	29200-92300	37000/-
Shri Om Prakash Stenographer	29200-92300	37000/-
Shri Rajesh Kumar Head Assistant	35400-112400	49000/-
Shri Paras Tulera, Senior Assistant	29200-92300	30100/-
Shri Chander Shakar Tiwari Stenographer	29200-92300	33900/-
Shri Vinod Bist Senior Assistant	29200-92300	30100/-
Shri Digar Singh Kalakoti Senior Assistant	29200-92300	30100/-
Smt. Deepika Gahtodi Senior Assistant	29200-92300	30100/-
Smt. Yogita Shekhar Tiwari Stenographer	29200-92300	31900/-
Shri Sanjeev Kumar Stenographer	29200-92300	31900/-
Shri Ashok Lohani Stenographer	29200-92300	31900/-
Shri Rajendra Singh Bisht Junior Assistant	29200-92300	38100/-
Shri Bishan Ram Junior Assistant	29200-92300	37000/-
Shri Jagdish Bhatt Junior Assistant	21700-69100	31100/-
Sri Uma Arya Junior Assistant	25500-81100	34300/-

Pay As on the Year 2019-2020

Sri Pan singh Driver	44900-142400	55200/-
Sri Kishan Singh Bisht Water Man	18000-56900	22800/-
Sri Mahesh Chandra Joshi Process Server	29200-92300	39200/-
Sri Manohar Lal Sah Process Server	29200-92300	38100/-
Sri Laxman Singh Bora Process Server	29200-92300	37000/-

Smt. Geeta Pandey, Peon	29200-92300	38100/-
Sri Rajendra Ram Process Server	29200-92300	38100/-
Sri Madan Singh Mehra Process Server	29200-92300	38100/-
Sri Dhan Singh Kunjwal Process Server	29200-92300	37000/-
Sri Umrao Singh Process Server	29200-92300	35900/-
Sri Jiwan Chandra Upadhyay Orderly	25500-81100	34300/-
Smt. Jayanti Devi Farrash	25500-81100	35300/-
Sri Harish Singh Mer Process Server	25500-81100	33300/-
Sri Anand Singh Mer Process Server	25500-81100	34300/-
Sri Naveen Chandra Process Server	19900-63200	30200/-
Sri Bhupal Singh Peon	19900-63200	30200/-
Km. Janki Bhatt Process Server	19900-63200	30200/-
Sri Sanjay Kumar Singh Farrash	19900-63200	30200/-
Sri Kedar Singh, Peon	19900-63200	30200/-
Sri Amar Singh Chaukidar	19900-63200	30200/-
Sri Bharat Singh Rawat Process Server	19900-63200	30200/-
Sri Chandra Shekhar Joshi Process Server	19900-63200	30200/-
Sri Ganesh Singh Taragi Chaukidar	19900-63200	30200/-
Sri Mohan Chandra Process Server	5200-20200	8400/-
Sri Lalit Singh Bisht Process Server	19900-63200	26800/-
Smt. Shobha Bisht Peon	19900-63200	26800/-

Sri Narayan Chandra Process Server	19900-63200	26000/-
Smt. Pushpa Kalakoti Process Server	19900-63200	26800/-
Sri Nandan Singh Bisht Peon	18000-56900	23500/-
Sri Manoj Ram, Peon	18000-56900	23500/-
Sri Jeewan Chandra Kandpal Peon	18000-56900	23500/-
Sri Jagdish Nath Goswami Orderly Peon	18000-56900	23500/-
Sri Kheem Singh Driver	21700-69100	32000/-
Sri Lalit Nath Goswami Peon	18000-56900	24900/-
Sri Deepak Chandra Orderly	18000-56900	21500/-
Sri Balam Singh Bangari Watch Man	18000-56900	21500/-
Sri Birendra Singh Watch Man	18000-56900	24900/-
Sri Pradeep Singh Nagarkoti Orderly	18000-56900	24900/-
Sri Vinod Kumar Mehra	18000-56900	24900/-

Section 4 (1)(b)(xi)

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

Statement showing total sanctioned budget by the Honrable High Court Utrakhand under head 2014-Administration of Justice-105-Civil & Session Court-03-District Judge in the Financial Year 2019-20

Sl. No	Name of the Head	Total budget sanctioned by the High Court
1	01-Pay	35200000
2	02-Mazdoori	10000
3	03-D.A	6400000
4	04-T.A	50000
5	05-T.T.A	-
6	06-O.A	3520000
7	07-Honorarium	-
8	08-Office Expenses	200000
9	09-Electric Charges	350000
10	10-Water Taxes	100000
11	11-Stationary & Printing	100000
12	12- Office Furniture	-
13	13-Telephone Charges	370000

14	14-Purchase of Staff Car	-
15	15-Maintenance of Staff Car & Purchase of Fuel	590000
16	16-Payment of Commercial Service	320000
17	17-Rent & Taxes	210000
18	22-Sumptuary Allowances	15000
19	25-Petty Works	-
20	27-Medical Reimbursement	250000
21	29-Maintenance	-
22	42- Other Expenses	46000
23	44- Training	-
24	45-L.T.C.	-
25	46- Purchase of Computer Hardware/Software	25000
26	47- Purchase of Stationary/ Maintenances	50000
27	48- D.P.	-
28	4059- Public Work	-

108- Criminal Court
03- Regular Establishment

1	01-Pay	3600000
2	02-Mazdoori	-
3	03-D.A	700000
4	04-T.A	10000
5	05-T.T.A	-
6	06-O.A	360000
7	07-Honorarium	-
8	08-Office Expenses	50000
9	09-Electric Charges	8000
10	10-Water Taxes	5000
11	11-Stationary & Printing	15000
12	12- Office Furniture	-
13	13-Telephone Charges	25000
14	14-Purchase of Staff Car	-
15	15-Maintenance of Staff Car & Purchase of Fuel	100000
16	16-Payment of Commercial Service	-
17	17-Rent & Taxes	-
-	22-Sumptuary Allowances	-

19	25-Petty Works	-
20	27-Medical Reimbursement	40000
21	29-Maintenance	-
22	42- Other Expences	2000
23	44- Training	-
24	45-L.T.C.	-
25	46- Purchase of Computer Hardware/Software	-
26	47- Purchase of Stationary/ Maintenances	10000
27	48- D.P.	-
28	4059- Public Work	-

Section 4(1)(b)(xii)

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs, there are no subsidy programs in the District Court, Almora

Section 4(1)(b)(xiii)

Particular of recipients of concessions, permits or authorizations granted by it;

Not applicable in the District Court, Almora.

Section 4(1)(b)(xiv)

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

Judgments, Cause lists and information of Judges and Court accessible worldwide for litigant public

website: <https://districts.ecourts.gov.in/almora>

Section 4(1)(b)(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

1-The litigant public can visit the website of the District Court

Almora <https://districts.ecourts.gov.in/almora>

2-The litigant public can see the Cause list on the Notice Board.

3-The litigant public may enquire the status of their cases by moving applications in the Court.

SECTION 4 (1) (B) (xvi)

The Names, designations and Other

Public Information Officers:

- 1-Sri Vidhya Ratan.
Chief Administrative Officer.
Phone & Fax- 05962-230190

- 2- Sri Triveni Pant
Munsarim/ Reader,
Civil Judge (J.D.), Ranikhet
Phone & Fax - 05966-220613

- 3- Sri Ravindra Kumar
Munsarim/ Reader, Civil Judge,
(J.D.) Bhikiyasain.
Ph. 05966-242131

- 4- Sri Paras Tulera
Munsarim/ Reader, Civil Judge,
(J.D.) Dwarahat.
Ph. 05966-244659

Particulars of the Appellate Authority under
Section 19(1) of the Right to Information Act.

Civil Judge (J.D.), Almora
Ph No. Office- 05962-
230190,
Fax No. 05962-
230190

SECTION 4 (1) (B) (xvii)

Such other Information as may be prescribed; and thereafter undate these publications every year:

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