

AUTHORITIES FOR INFORMATION UNDER
RIGHT TO INFORMATION ACT

Court	Assistant Public Information Officer	Public Information Officer	Appellate Authority	E-Mail ID
Court of Distric & Sessions Judge and Courts of Addl. District & Sessions Judge at District Headquarter	Reader to D & SJ Ph. : 01823-266502 Ms. Kamla Devi	Superintendent to D & SJ Ph. : 01823-266510 Sh. Harmesh Chand	Districts & Sessions Judge Ph.: 01823-224300	dsjsbsnagar@aij.gov.in
Court of Civil Judge (Sr. Divn.), Addl. Civil Judge (Sr. Divn.) and Civil Judge (Jr. Divn.) at District Headquarter	Reader to Civil Judge(Sr . Divn.) Ph. : 01823-266520 Sh. Shashi Kapoor	Clerk of Court Ph. : 01823-266544 Sh. Naresh Kumar	Civil Judge(Sr . Divn.) Ph. : 01823-266512 Sh .Yukti Goyal	
Court of Chief Judicial Magistrate at District Headquarter	Senior Most Ahlmad/ Stenographer of the Court Ph. : 01823-266513 Sh. Vikas Sharma	Reader 01823-266514 Sh. Jasminder Singh	Chief Judicial Magistrate Ph.: 01823-266518 Sh. Raman Sharma	
Court of Addl. Civil Judge (Sr. Divn.) at Sub Division, Balachaur	Senior Most Ahlmad/ Stenographer of the Court Ph. : 01885-223480 Sh. Raghubir Singh	Reader Ph. : 01885-223480 Sh . Rajinder Singh	Addl. Civil Judge (Sr. Divn.), Balachaur Ph. : 01885-223480 MS. BALVINDER KAUR DHALIWAL	

Note: Other matters regarding Right to Information act can be seen on the web site ecourts.gov.in/nawanshahr/history

MANUAL - 1

Publication of information regarding items specified by Rule 4(II) b (II) of the Right to information Act 2005

Particulars of Organization, Functions and Duties

The Sessions Division Shahed Bhagat Singh Nagar consist of two Sub-Divisions / Tehsils namely:- Nawanshahr and Balachaur. At Present the Judicial Courts functioning in the different Sub-Divisions / Tehsils as:-

SHAHED BHAGAT SINGH NAGAR:-

1. District and Sessions Judge
2. Two Additional District and Sessions Judges
3. Civil Judge Senior Division
4. Chief Judicial Magistrate
5. Additional Civil Judge Senior Division / Judicial Magistrate 1st Class
6. One Civil Judges (Jr. Div)
7. Two Judicial Officers under training.

BALACHAUR:-

1. Additional Civil Judge Senior Division/ Sub Divisional Judicial Magistrate

As regards the Ministerial Staff, Superintendent / Chief Administrative Officer, Executive Assistant, Reader Grade-I, Reader Grade-II, Reader Grade-III Stenographer Grade-I, Stenographer Grade-II, Stenographer Grade-III, Senior Assistants, Clerks, Ballifs and Drivers. Class IV employees Daftri, Usher, Record Lifter, Orderly, Peons, Additional Peons, Process Server etc. are supporting staff of the above said officers

The original Jurisdiction of the District and Sessions Judge is to try Criminal cases triable by the Sessions Courts. A part from this Hindu Marriage Act cases under section 13 and 13-B, Motor Accident Claim Cases, prevention of Corruption cases, Arbitration Act cases, and Anticipatory Bail application etc. cases are triable by the Learned District and Sessions Judge, Shahed Bhagat Singh Nagar. The appellant jurisdiction is all the judgments passed by the Civil Judge (Senior Division) / Civil Judge (Jr. Div) and Chief Judicial Magistrate civil judge (Jr. Div) and Judicial Magistrate 1st Class are heard as a Appellant Authority. Revision are also heard by the District and Sessions Judge. All the Sessions cases and Appeals which are committed / filed to the court of Sessions are entrusted by the learned District and Sessions Judge to the Addl. District & Sessions Judges. Local Commissioners are also appointed by the Ld. District and Sessions Judge. In the Civil and Criminal cases first appeal can be filed within one month and second appeal can be filed within ninety days and first rent appeal can be made within fourteen days from the date of supply of copy.

The District and Sessions Judge is also the appointing authority of the Class III and Class-IV employees. The District & Sessions Judge is also to make Postings and transfers of class III and IV employees, to dismiss, terminate and suspend the Class III and IV employees, to impose the penalties as prescribed under rule 12 (2) of Correction Slip No.40 Rules/II/D.4 dated 5.2.1999. To grant the Annual Grade Increments, Proficiency Step Up, and other benefits i.e. TA Bills, Medical Bills, LTC Bills of all the Class III and IV employees and Judicial Officers, to

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

sanction the casual leave up to 4 days to the Judicial Officers and to sanction the casual leave and

earned leave, medical leave paternity leave, maternity leave to all the class III and IV employees. The District and Sessions Judge is also drawing and disbursing officer of all the Addl. District & Sessions Judge and Class III and Class IV employees who are working in the Sessions Courts in the district. The inspection of the Judicial Courts is also made by the Learned District and Sessions Judge, annually and quarterly inspection of his own Court. The District and Sessions Judge can also make surprise visit of any Court/ Office in the Sessions Division. The monthly Jail inspection is also makes by the District and Sessions Judge and he also allows the service of the Judicial Officers to appear in any other Court. He also make the recommendation of the names of the Oath Commissioners quarterly whose applications are received from the advocates

to the Hon'ble High Court and also recommends the names of the Advocates for appointment as Court Auctioneer. The monthly meeting of Judicial Officer is also held by him. Apart from this he also holds the District Vigilance committee meetings. He is also Chairman of District Legal Services Authority and also call the meeting. He is also Chairman of District Criminal and Supervisory Committee. The District & Sessions Judge is also the Appellate Authority under the RTI Act. Appeals against the orders of the Public Information Officer of the office of the District & Sessions Judge can be filed before the Ld. District & Sessions Judge Shahed Bhagat Singh Nagar.

MANUAL - 2

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULES 4 (1) B (IV) OF THE RIGHT TO INFORMATION ACT, 2005.

POWERS AND DUTIES AND OFFICERS AND EMPLOYEES

NAME OF OFFICE :- DISTRICT AND SESSIONS JUDGE

District & Sessions Judge	<p>The District & Sessions Judge is Head of the Office. He has envisaged powers / duties as District Judge in Civil Matters and as Sessions Judge in Criminal Matters. He can transfer any civil case from any Court to another Court having competent jurisdiction in the District. As Sessions Judge in criminal cases, he can transfer any criminal case (other than 302 IPC in which charge has been framed) from, one Court to another Court having competent jurisdiction in the District, in the interest of administration of Justice. . He has also power of entrustment of newly instituted cases to the Addl. District & Sessions Judges of this Sessions Division according to their respective competency. He supervises the Judicial work in the District. Monthly meetings of Judicial Officers are convened by the Ld. District and Sessions Judge. On administration side all the class III & IV employees are under his control in the District. He is competent to issue the appointment letters, transfer orders, dismissal orders, termination and suspension orders to the Class-III and IV employees in the District. He is also Drawing and Disbursing Officer. He is Chairman of different Committees such as District Legal Services Committee, District Litigation & Criminal Supervisory Committee. He is member of the House Allotment Committee (Upper and Lower), he makes annual inspection of Judicial Courts in the District and quarterly inspection of his own court.</p>
Additional District and Sessions Judge - I	<p>In the absence of Ld. District and Sessions Judge, first Additional District & Sessions Judge-I look after the urgent work of Judicial side, except entrustment of new cases. The Court of Additional District & Sessions Judge having powers to deal with the cases of NDPS act, Wakf Board cases, cases of prevention of corruption (as Special Judge), SC/ST Act etc. He makes quarterly inspection of his own court. To distribute the Judicial Work, Ld. District & Sessions Judge can allot any judicial work to him in which he is competent to trial the cases. He can sanction up to four days casual leave to the employees working in his Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.</p>
Additional District and Sessions Judge - II	<p>In the absence of Ld. District and Sessions Judge and Addl. District & Sessions Judge-I, Additional District & Sessions Judge-II look after the urgent work of Judicial side, except entrustment of new cases. The Court of Additional District & Sessions Judge having powers to deal with the cases of NDPS Act and other appellant cases and Sessions Cases in which he is competent. He makes quarterly inspection of his own court. Ld. District & Sessions Judge can allot any judicial work to him in which he is competent to trial the cases. He can sanction up to four days casual leave to the employees working in his Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.</p>

<p>Civil Judge (Senior Division)</p>	<p>He has envisaged powers/duties as Civil Judge (Sr. Division) in Civil Matters and as Addl. Chief Judicial Magistrate in Criminal Matters. All the cases which are instituted to the court of Civil Judge (Sr.Division) are entrusted by the Civil Judge (Sr. Division) to the Civil Judges posted at local head quarter. He is the in-charge of the Lower Court. He is also a drawing and disbursing officer of Lower Court. C.O.C. Office, Nazir Branch, He is incharge of Judicial copy agency, Process Serving Agency, Judicial Record Room are working under his control He makes quarterly inspection of his own court. He can sanction casual leave upto four days to the employees working in his Court. He has also powers to deal with the cases of Guardian Act allotted by the Ld. District & Sessions Judge, S.B.S. Nagar and can issue notice U/s 36 of Punjab Courts Act to Class-III and Class IV employees.</p>
<p>Chief Judicial Magistrate</p>	<p>He has envisaged powers/duties as Chief Judicial Magistrate in Criminal matters and as Addl. Civil Judge (Sr. Division) in Civil matters. He has the power to allocate the Police Stations of S.B.S. Nagar District to the Judicial Officers posted at S.B.S. Nagar Sessions Division with the consultation of Ld. District & Sessions Judge, S.B.S. Nagar. Judicial Malkhana is working under his control. All the fines imposed upon the litigants in Criminal cases by all the Judicial Courts of Lower Courts are collected by the Malkhana Branch under his control. He is Drawing and Disbursing Officer under the Head 08- Criminal Courts Road and Diet Money. He makes quarterly inspection of his own court. He can sanction upto four days casual leave to the employees working in his Court and can issue notice U/S 36 of Punjab Courts Act to Class-III and Class IV employees.</p>
<p>Addl. Civil Judge (Sr. Division)</p>	<p>He has envisaged powers/duties as Addl. Civil Judge (Sr. Division) in Civil matters and Judicial Magistrate Ist Class in criminal cases. He makes quarterly inspection of his own court. He can sanction up to four days casual leave to the employees working in his Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees</p>
<p>Civil Judge (Jr. Division)</p>	<p>He has envisaged powers/duties as Civil Judge (Junior Division) in Civil matters and Judicial Magistrate Ist Class in criminal cases. He makes quarterly inspection of his own court. He can exercise jurisdiction in the cases up to the value of Rs 2 lacks</p>
<p>Secretary, District Legal Services Authority, SBS Nagar</p>	<p>Secretary, District Legal Services Authority looks after the matters related to Legal Services which includes Legal awareness amongst Public / Educational Institutes / Villages by conducting Seminars, Lectures and distributing the printed martial on the subject. Provides Free Legal Aid to deserving Litigants. The Legal Awareness and schemes available under the legal services is brought to the notice of every citizen.</p>
<p>Superintendent/ Chief Administrative Officer</p>	<p>1. Control over the staff</p>
	<p>2. Receptions of plaints/appeals, petitions and to scrutinize the same</p>
	<p>3. Attesting certified copies.</p>
	<p>4. To check the accounts.</p>
	<p>5. To check the lower court staff and sessions court staff.</p>
	<p>6. Office correspondence</p>
	<p>7. To maintain attendance register of staff.</p>
	<p>8. Supervision of Record Room.</p>
	<p>9. To maintain ACRs property returns of officers</p>
<p>English Clerk</p>	<p>English Clerk is the incharge of English Office of the Ld. District & Sessions Judge, S.B.S. Nagar. All the matters relating to establishment i.e. Receipt, dispatch, pay bills, medical bills, T.A. Bills, LTC bills, Annual Grade increment, Proficiency Step UP, Oath Commissioner, Notary Public, Audit matters, Construction matters, GIS work, complaints, enquiry matters and other policy matters are dealt by this office him to be put up before the District & Sessions Judge for approval.</p>
	<p>Clerk of Court is working under the control of Civil Judge (Sr. Division), S.B.S. Nagar. He receives the Civil Suits presented by the Advocates and put up the same before the Civil Judge (Sr. Davison), S.B.S. Nagar, for entrustment. He also prepare</p>

Clerk of Court	the Pay Bills, TA bills, Medical Bills, LTC bills of the establishment under the control of Civil Judge (Sr. Division) and also deals the correspondence which is made by the High Authorities and with other courts. He also attests the affidavits made by the Process Servers on the summons. He maintains the service book of all Class-III and IV employees under the control of Civil Judge (Sr. Division), S.B.S. Nagar He also consolidate the Civil statements received from the different courts and also Annual Statements and quarterly statement. He is also Public Information Officer under the Right of Information Act.
Reader	1. Preparation of daily cause list.
	2 Maintenance of Peshi Register.
	3. Preparation of decree sheets.
	4. Examination of plaints and petitions etc. and to check that the
	proper court fee has been affixed and to cancel the court fee
	stamps.
	5. Recording of evidence on dictation of the Presiding Officer.
	6. To maintain attendance register of the staff and their casual leave
	record.
	7. To prepare the periodical statements.
	8 To maintain disposal of cases register.
	9. To maintain fine registers, to receive & deposit the fine amount, issuance of receipt of fine received and to get the deposit of fine verified from the Treasury every month regularly.
	10. Maintenance of Library in the courts of Civil Judges
	11. Preparation of history sheets as and when required by the District
	&Sessions Judge or Hon'ble High Court.
	12. Attestation of certified copies
Ahlmads	1. To maintain all the relevant registers properly as required by rules.
	2. Registration of newly instituted cases and to index the same.
	3. To issue the processes in the judicial files as ordered by the court.
	4. To attach the summons in the judicial files and to make reports on the order sheets of the concerned files regarding service of the processes.
	5. To make proper entries in the registers regarding result of the cases
	and to enter goshwara numbers in the registers.
	6. To prepare the indexes of the files for consignment and to consign
	the same in the Record Room well within the prescribed period.
	7. Proper maintenance of judicial files and the documents produced by
	the parties in the cases in safe custody.
	8. Preparation of periodical statements required by the District & Sessions Judge & Hon'ble High Court.
	9. To get the files inspected under the rules from the parties or their
	counsels.
Civil Nazir	1. To submit reports relating to the members of the establishment of their
	Duties of the Civil Judge (Sr. Division).

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

	2. To arrange for the distribution of processes amongst the process servers and Bailiffs and the transmission to the agencies located at Tehsil Headquarters and ensure their timely distribution and Execution / service of processes.
	3. To see that the prescribed accounts are properly maintained by the staff working under his immediate control;
	4. To prepare correspondence regarding the payment of diet money of witnesses and other similar matters and
	5. To maintain Civil Code Deposit Register and disbursement record thereof.
Nazir/Naib Nazir	1. To have proper control over the process servers.
	2. To entrust the processes to the Process-Servers and to ensure the service of processes and their return well within time.
	3. To ensure that the processes received from Hon'ble High Court and Supreme court are served positively and returned well within time on priority basis.
	4. Maintenance of proper accounts in the courts under the rules.
	5. Proper maintenance of the stores of the courts.
	6. To maintain registers regarding deposits and disbursement of diet money of witnesses in civil and criminal complaint cases.
	7. Nazir District and Sessions Courts to maintain registers and record regarding receipt and disbursement of compensation in MACT and Land Acquisition cases. Maintains cash book, contingent registers and stores
G.I.S. and G.P.F Clerks	To maintain G.I.S. & G.P.F. accounts of the staff properly and to send them the statements every year regularly.
Copyist	To maintain the required registers regularly and properly and to prepare and deliver the certified copies in accordance with the relevant rules and procedures prescribed under High Court Rules and Orders Volume 4
Judgment Writer	To take the dictation from Presiding Officer and type the judgments and to prepare the certified copies of Judgments, if applied for by the parties in anticipation of the pronouncement of Judgments and also to prepare the certified copy of judgment in criminal case if the accused is/are convicted any criminal case.
Stenographers	To take the dictation from the Presiding Officer and to type the same and to record the evidence on dictation of Presiding Officer.
Library Assistant	He is the incharge of Central Library in the District & Sessions Court, S.B.S. Nagar and maintains the law books which are lying in the Central Library. He issues the law books which are required in the functioning of courts as and when demanded by the Judicial Officer. He is also examiner of the translation work of all the courts of District & Sessions Judge as well as Addl. District & Sessions Judges, S.B.S. Nagar.
Malkhana Moharrir	The main duty and function of the Malkhana Moharrir is to receive the case property of decided cases and maintain the same in the Malkhana
Fine Moharrir	He receives the fine as imposed by the Judicial Magistrates at Headquarter and also maintains the Fine Cash Book. He also deposit the same in the Bank on the very next day.
Record Keeper	Record Keeper is the incharge of Record Room. He receives the files which are decided by the court concerned and put it into the relevant Basta after making necessary entries. He sends the files to the Higher Courts/Other Courts in which record is requisitioned. He also sends the files to the Copying Agency for the preparation of copies. He maintains the CD 8 register and other Register including document return register of decided files.

MANUAL - 3

Publication of information regarding items specified in Rules4 (1)b(IV) of the Right of Information Act 2005

The Rules Regulation Instructions, manuals and records held by it or undercontrol or used by the employees for discharging functions Name

of office: - District and Sessions Judge Shaheed Bhagat Singh Nagar

Sr. No.	Name of Branch	Name of the Acts and Manuals Rules,Instructions	Any Other Record/ Documents.
1.	English Office/GPF Branch/ COC Office/Stat ement Branch	High Court rules and orders volume 1 to 6 .Punjab Civil services rules,Volume1 part 1,Volume2 &3 Punishment and AppealRules. Punjab Financial Rules Volume1 &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 theGovernment of Punjab from time to time.	
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 andGovernment 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 - 4

Publication of information regarding items specified in Rules 4(1) b (vii) of the Rightof Information Act 2005

The particulars of any arrangement that exists for consultation with or representation by
themember of the public in relation to the formulation of policy or implementation there of :-

Name of the Office: - District & Sessions Judge, Shaheed Bhagat Singh Nagar

Sr. No. Detail/Type of arrangement made

Not applicable

Index of Record as required under Section 4(A) of RTI Act 2005

OFFICE OF SH. , Ld. DISTRICT & SESSIONS JUDGE SHAHEEDBHAGAT SINGH NAGAR

INDEX OF RECORD

ENGLISH OFFICE

File No. Description/Title

DSJ-1 Personal file-Sh.A.S. Grewal, Ld. Distt & SessionsJudge.

DSJ-1A Personal file-Sh. Ashook Kapoor, DJ Family Court.

DSJ-1B Personal file-Sh. Randhir Verma, AD & SJ

DSJ-1C Personal file - Sh. Puneet Mohan Sharma, AD & SJ.

DSJ-1D Personal file-Sh. Raman Sharma, CJM.

DSJ-1E Personal file-

DSJ-1F Personal file- Ms. Balvinder Kaur Dhaliwal,ACJ(SD),BLC.

DSJ-1G Personal file-Ms. Harpreet Kaur Nafra, CJ(JD).

DSJ-1H Personal file-Ms. Lavleen Sandhu, CJ(JD).

DSJ-1J Personal file- Sh. Yukti Goyal, CJ(SD).

DSJ-1K Personal file- Ms. Navdeep Kaur Gill, CJ(JD).

DSJ-1L Personal file- Ms. Harpreet Kaur, Secy, DLSA.

DSJ-1M Personal file- CJ(JD).

DSJ-1S Superintendent.

DSJ-2 Officers-General.

DSJ-2A Pay & Allowances Policy.

DSJ-2B Pay & Allowances Correspondence-Officials DSJ-3 Judicial Court Complex.

DSJ-4 Notification - Policy Matters.

DSJ-4A Office Orders - transfer of Court cases. DSJ-5 Office Orders

DSJ-5A Office Orders - Policy matters DSJ-6 Appointment Policy

DSJ 6/1 Application-officials/Dependents for Class III/IV Posts.

DSJ 6/2

DSJ 6/3 Central Recruitment Agency - Hon'ble High Court.

DSJ-6A Recruitment of Staff on Adhoc Basis - CLERKS.

DSJ-6A/1 Recruitment of Staff on Adhoc Basis - STENOGRAPHERS. DSJ-6B Recruitment-Clerks

DSJ-6C Recruitment -Steno grapher Gd. III

DSJ-6D Recruitment -Process Server,

DSJ-6E Recruitment -Class IV/Sweepers

DSJ-6F

DSJ-6G Promotion - Clerks and Asst.

DSJ-6H Promotion - Stenographers

DSJ-6J Promotion - Bailiffs & Process Servers

DSJ-6K Promotion - Class IV employees

DSJ-6L Promotion from Class IV to Clerks

DSJ-6M

DSJ-6N Recruitment - Drivers.

DSJ-6P Recruitment - Home Peons

DSJ-6Q Recruitment on Contract basis

DSJ-6R Recruitment - Mediation and Conciliation Centre. DSJ-7 Joining Reports/handing/Taking over- Officials DSJ-7A Transfer/Deputation-Policy

DSJ-8 Posts - Temporary & Permanent - Officials DSJ-8A Seniority List.

DSJ-9 Budget File.

DSJ-10 Oath Commissioner/Notary/Court Auctioneer etc. DSJ-11 Bar Association - Correspondance.

DSJ-12 Lok Adalat/DLSA/PLSA.

DSJ-12/1 Legal Aid - Statements/Returns etc.

DSJ-12A Residential Accomodation- Officers.

DSJ-12B Training/Courses at Chd. Judicial Academy. DSJ-12C Permanent Lok Adalat & Consumer Forum. DSJ-13 Right to Information Act - correspondence. DSJ-14 Misc. Correspondence.

DSJ-15 Correspondence relating to court cases.

DSJ-15A Re-construction of Lost case files/record. DSJ-15B Fast Track Court

DSJ-15C Consignment Record - Kept in small Almirah. DSJ-16 Statements Correspondence.

DSJ-17 Registers/Stationery etc.

DSJ-18 Hon'ble High Court Judgments.

DSJ-18A Hon'ble High Court - Policy Matters correspondence

DSJ-19 Hon'ble high Court Orders/Requisiton etc.-with R&D Clerk.

DSJ-19A Reports/Compliance Reports/ Record Requisition-R&D Clk. DSJ-20 Computer Correspondence.

DSJ-20A

DSJ-20B A.M.C. Computers.

DSJ 20C System Officer/System Assistants/Data Entry.

DSJ-21 Photostat Machine/Fax Machine.

DSJ-22 Telephone/Electricity.

DSJ 22A Vodafone - Judicial Officers - Correspondence.

DSJ 22B Electricity Generator.

DSJ-23 Passport & related correspondence.

DSJ-24 Earned Leave - Officials.

DSJ-24A Vacation/Holidays/Compensatory leave etc.

DSJ-25 VIP Visit.

DSJ-26 House Rent/Accommodation- Officials.

DSJ-27 Inspection file.

DSJ 27A Inspection - Police Malkhana.

DSJ 27B Inspection - Quarterly Inspection Notes.

DSJ 27C Inspection by Ld. District & Sessions Judge.

DSJ 27D Inspection by Hon'ble Administrative Judge.

DSJ-28 Lapse Statement/Fine Statement etc.

DSJ-29 Meeting File.

DSJ-29A Meeting - DLSA.

DSJ-29B Meeting - Security .

DSJ-29C Meeting - Vigilance.

DSJ-29D Meeting - District Litigation & Supervising Commitee.

DSJ-30 Transfer to other Sessions Divison.

DSJ-31 Staff Car/Govt. Vehicles.

DSJ-32 Pension/Retirement/Resignation etc.

DSJ 32A Pension Correspondence.

DSJ-33 Verification of Documents.

DSJ-34 Enquiry Reports/Complaints/Appeals etc.

DSJ-35 Annual Confidential Reports.

DSJ-36 Property Statement Officers/Govt. Emp. Conduct & Rules

DSJ-36A Purchase of Vehicle/Plot/Property etc. by Officials.

DSJ-36B Property Statements - Officials.

DSJ-37 Notice/Absent Report/Charge Sheet/Punishment Orders.

DSJ 37A Suspension - Dismissal from Service - correspondence.

DSJ-38 Library books/Publication etc.

DSJ-38A Furniture.

DSJ-39 Security/Safety /Fire Fighting/Gunmen/Arms etc.

DSJ-40 Training.

DSJ-41 Successor Courts - Record.

DSJ-42 Sanction Orders Bills/ Purchases.

**DSJ-43 Process Progress Reports etc./Lapse statement
DSJ-43A Video Conferencing**

DSJ 43B Summons

DSJ 43C VC Operator Sh. Munish Dalia & Sh. Major Pal.

DSJ-44 Bill Clerk-Correspondence.

DSJ-44A L.T.C.

DSJ-45 CONFIDENTIAL Correspondence (Supd.)

DSJ-46 Courier/Postage Stamps etc.

DSJ-47 G.P.F/C.P.F. /G.I.S. etc.

DSJ-48 Casual leave Officials.

DSJ-49 Identity Cards (with Librarian).

DSJ-50 Evening Court.

DSJ-50A Family Court.

DSJ 50B Mediation and Conciliation Centre.

DSJ-50C A.D.R. (Alternate Dispute Resolution) Centre.

DSJ 50D Juvenile Justice Board.

DSJ 50E Fast Track Court.

DSJ 50F Heinous Crime against Women - correspondance.

DSJ-51 Judicial Malkhana.

DSJ-52 Condemnation Board.

DSJ-53 Duty Rosters .

DSJ-54 Education/Exams.

DSJ-55 Audit Correspondence (with Librarian).

DSJ-56 Destruction of Judicial Record.

BILL CLERK

DSJ-44/1A Pay Bills

DSJ-44/Exp-4 Expenditure Statement

DSJ-44/CPF-5 CPF Statement

DSJ-44/TA/Med-6 T.A. Bills

DSJ-44/7 Income Tax Returns & Form No 16

4

DSJ-44/8 Quarterly Statements

DSJ-44/G1 Policy Matters Regarding Pay & Allowances

DSJ-44/JL Leave Records & Joining Reports

DSJ-44/LPC-1 Last Pay Certificate

DSJ-44/PAN/Ac-1 PAN Card/Account Numbers

DSJ-44/Audit-1 Audit File

GPF CLERK

DSJ-47/1 GPF Documents of the Officials

DSJ-47/2 GPF Annual Statements

DSJ-47/3 GPF Schedules of Judicial Officers

DSJ-47/4 GPF Schedules of Officials

DSJ-47/5 GPF Advances

DSJ-47/6 GPF Payment Rules

DSJ-47/7 GPF Final Payments

DSJ-47/8 CPF (PRAN) Allotment

GIS CLERK

DSJ-47/9 GIS (Officers) Documents

DSJ-47/10 GIS (Officials - Class-III & IV) Documents

DSJ-47/11 GIS Schedules

DSJ-47/12 GIS Quarterly Statements

DSJ-47/13 GIS Final Payments

MANUAL 5

**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, Shaheed Bhagat Singh Nagar

Sr. No.	Branch	Category of Document
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 he 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 Office/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, LTC bills 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 Register s (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 Centre and notification of the Government of Punjab after 2000
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

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**Publication of information regarding items specified in Rules 4(i) b
(viii) of the Right of Information Act, 2005.**

**Statement of the Boards, Monthly Vigilance Committee Meeting with
Advocates, Councils and others bodies**

Name of the office of District & Sessions Judge, SBS Nagar

Name of the Boards	Name of Council	Name of Committee	Name of other Bodies constituted by the Depts.	Whether meeting of these bodies are open to public Yes/No	Whether The minutes Of such meeting are Accessible for public Yes/No
-	-	Chairman District Vigilance Committee, SBS Nagar	-	NO	YES
-	-	Meeting of Judicial Officer	-	NO	YES
-	-	Committee of District Legal Services Authority	-	NO	YES
-	-	Internal Complaints Committee for the Sexual Harassment of Women at Workplace (Prevention, prohibition and Redressal) Act 2013	-	NO	YES
-	-	Committee purchase of the Library book	-	NO	YES

		District Coumpters Committee for Fenral Matters Regarding e-Courts Project		NO	NO
		Committee of Process-engineering and Change Management		NO	NO
		Committee for appointment of Court Auctioneer		NO	NO
		A Committee of Scrutiny and Evaluation of Legal Aid Application for Legal Services		NO	NO
		Security Committee for Sessions Division regarding Genl./Security		NO	NO

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

		Committee For Computerization of Judicial Courts		NO	NO
		District Committee on infrastructure in Subordinate Judiciary		NO	NO

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**Publication of information regarding items specified in Rule 4(i) b
(xvi) of the right of information Act. 2005**

Names, designation and other particulars of Public Information Officers.

S.No	Name of the Court	Assistant Public Information Officers	Public Information Officer	Appellate Authority
1	a).Court of the District and Sessions Judge and Courts of Additional District and Sessions Judges at District Head Quarters. b). Court of the District and Sessions Judge where there is no District and Sessions Judge.	a).Chief Ministerial Officer of the court of District and Sessions Judge. b).Sr. Ahlmad / Stenographer	a).Chief Administrative officer/ Supdt. In the office of District and Sessions Judge. b).Chief Ministerial Officer of the Court of the Senior most Add District and Sessions Judge.	a).District and Sessions Judge of the Respective Division. b).Senior Most Additional and District Sessions Judge
2	Court of Civil Judge, Senior Division	Chief Ministerial Officer of the court.	Clerk of the Court of the Office of the Civil Judge (Senior Division.)	Civil Judge (Senior Division)
3	Court of the Chief Judicial Magistrate	Senior Most Ahlmad / Stenographer	Chief Ministerial Officer of the Court	Chief Judicial officer
4	Courts of the Civil Judges situated at places other than District Headquarters	Senior Most Ahlmad / Stenographer	Chief Ministerial Officer of the senior most Judicial Officer	Senior Most Judicial Officer
5	Court of the Judge, Small Cause	Chief Ministerial Officer of the respective Court	Registrar, Small Cause Court	Judge, Court of the Small Cause
6	Courts of Additional Civil Judge (Sr. Division) or Court of Sr. Most Civil Judge at Sub Division Level.	Senior Most Ahlmad / Stenographer	Chief Ministerial Officer of the senior most Judicial Officer.	Senior Most Judicial Officer

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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.

Name of Office: District & Sessions Judge, Shaheed Bhagat Singh Nagar.

Sr. No.	Nature / Type of Work	level at which task is initiated	Name of the Post which Deals with cases before the decision making authority	Level at which decision is made.
1	Courts	Ahlmad	Reader	Presiding Officer / Judicial Officer
2	English Office, GPF Branch, COC Branch, Statement Branch	English Clerk Dealing Clerk/ GPF Clerk / COC / Add English Clerk.	Superintendent	Ld. District and Sessions Judge, S.B.S Nagar / Civil Judge (Senior Division), S.B.S Nagar
3	Civil Nazar / Nazar Branch	Civil Nazar / Nazar	COC	LLd. District and Sessions Judge, S.B.S Nagar / Civil Judge (Senior Division), S.B.S Nagar
4	Copying Agency	Copyist	Head Copyist	Superintendent in the District and Sessions Court, S.B.S Nagar and COC in the Judicial Copying Agency to attest the copies / Chief Judicial Magistrate
5.	Record Room	Dealing Clerk	Record Keeper	Ld. District And Sessions Judge, S.B.S Nagar / Civil Judge (Senior Division), S.B.S Nagar
6	Library	Library Clerk	Librarian	Ld. District and Sessions Judge, S.B.S Nagar.
7	Malkhana Branch/ Fine Mohirr	Dealing Clerk	Malkhana Mohirr	Chief Judicial Magistrate, SBS Nagar

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Publication of information regarding items specified in Rule4 (i) b(XI) of the right of information Act.2005

**The Directory of each Officers and Employees as provided in Regulations
OFFICE / COURT OF DISTRICT & SESSIONS JUDGE, SHAHEED
BHAGAT SINGH NAGARA**

Office of Sh. Amrinder Singh Grewal, Ld. Distt. & Sessions Judge, SBS Nagar

Sr. No.	Name of Officials	Designation	Mobile No.
1	Sh. Harmesh Chand	Supdt./ C.A.O.	9463907278
2	Vacant	Court Manager	
3	Yashwinder Gandhi	E.A.	9872350540
4	Sh. Hardip Singh (deputed to work as Reader in the court of Ms. Navdeep Gill, ACJ(SD) (Sh. Shiv Kumar, Reader Grade II deputed w.e.f 19.05.17)	E.C.	01823-266511
5	Sh. Jagdish Singh	A.E.C.	
6	Sh. Rajinder Kumar (deputed to work as Reader in the court of ACJ(SD), Balachaur	Librarian.	01823-266511
7	Sh. Deepak Kumar	Statistical Assistant.	01823-266511
8	Sh. Navdeep Singh	Library Clerk	01823-266511
9	Vacant	GPF Clerk.	
10	Sh. Navneet Sharma	R & D Clerk.	8427047766
11	Sh. Lovdeep Gautam (Deputed to work in Sessions Record Room)	Inspection Clerk.	01823-266541
12	Sh. Pankaj Siwach (to work as System Clerk an also Window Clerk in the court of ACJ(SD), BLC	L.R. Clerk.	01823-266503
13	Sh. Jagbir Singh	Statement Clerk.	9888869962
14	Sh. Dharuv Kumar (also GPF Clerk)	GIS Clerk.	01823-266511
15	Ms. Sukhwinderjeet Kaur	Bill Clerk.	
16	Vacant	L.R. Clerk	01823-266511
17	Sh. Parminder Singh	Nazir	
18	VACANT	L.R. Stenographer Gd. III.	
19	VACANT	L.R. Stenographer Gd. III	01823-266511
20	Sh. Ranjit Singh	Driver, Attached to the court of Ld. D&SJ	01823-266511
21	Sh. Parmod Kumar	Driver . Attached to the court of CJM.	01823-266511
22	Sh. Amandeep Singh	Driver. Attached to the court of ADJ-I.	01823-266511
23	Sh. Didar Singh	Driver. Attached to District Judge, Family	01823-266511

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

		Court.	
Class IV Officials			
24	Sh. Bharat Singh	Daftri	01823-266511
25	Sh. Ranjit Singh	Office Peon	01823-266511
26	Sh. Kuldeep Singh	Chowkidar	01823-266511
27	Sh. Santokh Singh	Mali	01823-266511
28	Sh. Sudarshan	Mali-cum-Chowkidar	01823-266511
29	Vacant	Library Peon	01823-266511
30	VACANT	Peon	01823-266511
31	VACANT	Mali.	01823-266511
32	Sh. Jasvir Singh	Chowkidar.	01823-266511
33	Sh. Surinder pal	Sweeper	01823-266511
34	Sh. Harmesh Lal	Sweeper on Contract Basis at DC Rates.	9915295978
35	Sh. Rakesh Kumar	Sweeper on Contract Basis at DC Rates.	9646608709
36	Sh. Surinder Pal on regular basis is posted and Sh. Amrit Kumar, Sweeper on Contract at DC rates is posted in the court of ACJ(SD), Balachaur	Sweeper on Contract Basis at DC Rates.	

Sessions Record Room

37	Sh. Kulwinder Kumar	Record Keeper.	9463476455
38	Ms. Wazir Kaur	Record Clerk.	9465402466
39	Sh. Sandeep Singh	Record Clerk	
40	Ms. Amandeep Kaur (deputed to work as Sweeper)	Record Lifter	
41	VACANT (Sh. Narinder Kumar, Peon Sessions Copying agency deputed 1st half)	Peon, Sessions Record Room.	8437502363
42	Sh. Gaurav	Chowkidar.	9914826648

Sessions Copying Agency

43	Ms. Poonam	Copying Agent.	
44	Ms. Tanu Negi	Copyist	
45	Ms. Lavleen Kaur	Copyist	
46	Ms. Kulbir Kaur	Copyist as Window Clerk	01823-266539
47	Sh. Narinder Kumar	Peon, Sessions Copying Agency.	01823-266539

Court Staff

48	Ms. K D Rana	Reader Grade I	94171552700
49	Sh. Vikas Kumar (deputed to work in the Court of CJ (SD))	Stenographer Gd. I	9915037315
50	Sh. Jatinder Singh	Stenographer Gd. II.	
51	Sh. Sarvesh Sharma	Translator.	01823-266509
52	Sh. Jatin Kumar	Ahlmad	

53	Ms. Avneet Kaur Saini	Addl. Ahlmad	
54	Sh. Vipin Rana	Copy Clerk	9988859310
55	Sh. Pardeep Kumar	Usher	
56	Sh. Jasvir Sallan (Orderly)	Peon	9872791398
57	Sh. Hardeep Singh	Peon.	8437109291

Court of Sh Randhir Verma, Addl. Distt. & Sessions Judge, SBS Nagar

58	Sh. Hardeep Singh Cheema	Reader Gd. I	
59	Ms. Vinay Nagpal	Stenographer Gd. I	
60	Ms. Anuradha	Stenographer Grade-II.	
61	Sh. Harkrishan Singh	Translator.	
62	Sh. Sunil Kumar	Ahlmad	7508579355
63	Sh. Randhir Singh	Addl. Ahlmad.	
64	Sh. Asif Khan	Copy Clerk	9878654384
65	Sh. Chand Ram (deputed to work as Mali)	Usher	
66	Sh. Sarabjit Singh	Orderly	
67	Sh. Rajinder Kumar	Peon.	

Court of Sh. Puneet Mohan Sharma, Addl. Distt. & Sessions Judge, SBS Nagar

68	Sh Vijay Kumar Sharma	Reader Gd. I.	
69	Sh. Mahesh Bhandari	Stenographer Gd. I	9465551359
70	Ms. Lakshmi	Stenographer Gr. II	
71	Sh. Rakesh Kumar	Translator.	
72	Sh. Simarpreet Singh	Ahlmad	9815491534
73	VACANT (Anuj Bansal, Clerk COC office deputed)	Copy Clerk	
74	Sh. Lakhvinder Singh	Usher	9878049656
75	Sh. Anil Kumar		
76	Sh. Kanwar Singh	Peon.	8054048400

Court of Sh. Ashook Kapoor, Distt. Judge Family Court, SBS Nagar

77	Sh. Shiv Kumar, (Ms. Shilpe Translator deputed to work as Reader)	Reader Gd. I.	
78	Sh. Kuldeep Rai Joshi	Stenographer Gd. I	9417790516
79	Ms. Shilpe Bansal	Translator	

80	Sh. Chand Singh (Adhoc) in own pay scale	Stenographer Gr. II	9888726533
81	Sh. Amandeep Sood	Ahlmad	9464633064
82	Sh. Rajeev (Adhoc)	Copy Clerk.	9501371944
83	Sh. Sham Lal	Usher	
84	Sh. Manpreet	Orderly	8567012431

Court of Sh. Yukti Goyal, Civil Judge (Sr. Div.), SBS Nagar

85	Sh. Shashi Kapoor	Reader Gd. II.	
86	Sh. Satish Kumar	Stenographer Gd. II.	
87	Sh. Sahil Mahajan	Stenographer Gd. III	
88	Sh. Gurdarshan Singh	Addl. Ahlmad	
89	Ms. Kanwaljit Kaur (Adhoc)	Ahlmad	
90	Sh. Gurjeet Singh	Fine Clerk	
91	Sh. Pradeep Singh	Execution Clerk	
92	Ms. Manbinder Kaur	Summary Clerk	
93	Ms. Bhupinder Kaur (posted in Sessions Division Mohali) Sh. Shakti Singh Sessions Division Rupnagar posted	Addl. Peon	
94	Sh. Davinder Singh Bhatia	Peon	
C.O.C. Office			
95	Sh. Naresh Kumar	C.O.C.	
96	Sh. Vivek	Bill Clerk	
97	Sh. Anuj Bansal (deputed to work in the court of Sh. PM Sharma, ADJ)	Clerk	
98	Sh. Naveen	Receipt & Despatch Clerk	
99	Ms. Sandeep Kumari	Statistical Clerk.	
100	Sh. Rahul Verma	L.R. Stenographer Grade-III	
101	Sh. Ramji Yadav (deputed to work as Mali in this office)	Daftri	
102	Sh. Lal Bahadur Yadav	Mali	
103	Sh. Satvir Singh (Posted in Sessions Div. Bathinda 10(2))	Mali	
104	Sh. Sudesh Kumar	Peon	
105	Sh. Balbir Singh	Chowkidar	
106	Sh. Deepak Chopra	Waterman	
107	VACANT	Sweeper	
108	Ms. Suman	Sweeper.	

Judicial Record Room

109	Avtar Chand	Record Keeper.	
110	Sh. Rahul Bleem	Clerk	
111	Ms. Mamta Rani (Adhoc)	Clerk	
112	Sh. Rahul Tomar	Clerk	

113	Sh. Davinder Singh	Record Lifter	
114	Vacant	Record Lifter	
115	VACANT	Peon	
116	Sh. Budhi Ram	Chowkidar	
Judicial Copying Agency			
117	Sh. Jagrup Singh	Copying Agent.	
118	Ms. Harjeet Kaur	Copyist	
119	Ms. Nisha Jakhar	Copyist	
120	Sh. Gurpreet Singh	Clerk (Window Clerk).	
121	Sh. Rachit Malhotra	Peon	

Process Serving Agency

122	Sh. Pawan Kumar	Civil Nazir	
123	Sh. Ajay Kumar	Nazir (Accounts)	
124	Sh. Amrit Lal Bagla (deputed to work as In-Charge System)	Naib Nazir	
125	Sh. Harbinder Singh	Bailiff	
126	Sh. Ashok Kumar	Bailiff	
127	Sh. Rakesh Kumar	Bailiff	
128	Sh. Subhash Chand	Bailiff.	
129	Sh. Sukhjot Pal Singh	Process Server	
130	Sh. Ranjit Kumar	Process Server	
131	Sh. Ashok Kumar	Process Server	
132	Sh. Dharampreet Singh	Process Server	
133	Ms. Harneet Kaur	Process Server	
134	Ms. Meena Kumari (Under Suspension, deputed in court of ACJ(SD), BLC.	Process Server	
135	Sh. Naresh Kumar	Process Server	
136	Sh. Surjit Ram	Process Server	
137	Sh. Jujhar Singh	Process Server	
138	Sh. Suba Singh	Process Server	
139	Sh. Khushi Ram	Process Server	
140	Sh. Mandeep Singh	Process Server	
141	Sh. Kuldeep Singh	Process Server	
142	Sh. Pritpal Singh	Process Server	
143	Sh. Ujagar Singh	Process Server	
144	VACANT	Process Server	

Court of Sh. Raman Sharma, Chief Judicial Magistrate, SBS Nagar.

145	Sh. Jasvinder Singh	Reader Gd. II.	
146	Ms. Rajni thakur (in own pay scale)	Stenographer Gd. II.	
147	Sh. Bhupinder Singh. Posted in Mohali U/R 10(2).	Stenographer Gd. III.	

148	Sh. Parminder Kumar	Addl. Ahlmad.	
149	Sh. Jaspal Singh	Ahlmad.	
150	Ms. Himani Sharma	Fine Clerk.	
151	Ms. Anjali	Summary Clerk.	
152	Sh. Mani Ram	Addl. Peon.	
153	Sh. Davinder Kumar	Peon.	

Court of Ms. Navdeep Kaur Gill , Addl. Civil Judge (Jr. Div.), SBS Nagar.

154	Sh. Bind Kumar (deputed to work as EC) Sh. Hardeep Singh deputed to work as Reader	Reader Gd. II .	
155	Ms. Shevani (in own pay scale)	Stenographer Gd. II.	
156	Ms. Rajani	Stenographer Grade-III	
157	Sh. Ashwani Kumar (Adhoc)	Ahlmad	
158	VACANT (Sh. Navdeep Singh, Library Clerk deputed)	Execution Clerk	
159	Sh. Bipan Kumar	Execution Clerk.	
160	Sh. Jagbir Singh	Orderly	
161	Sh. Chaman Lal	Addl. Peon	

Court of Ms.Harpreet Kaur Nafra, Civil Judge (Jr. Div.), SBS Nagar.

162	Sh. Ravinder Singh	Reader Gr. III.	
163	Sh. Dev Raj	Stenographer Gr. II	
164	Ms. Rajni Rawat	Stenographer Gr. III	
165	Sh. Ravinder Singh	Ahlmad	
166	Sh. Manjatinder Singh	Addl. Ahlmad	
167	Sh. Harjot Singh	Orderly	
168	Sh. Sanjiv Kumar	Addl. Peon	

Court of Sh. Lavleen Sandhu, Civil Judge (Jr. Div.), SBS Nagar.

169	Sh. Rahul Sharma	Reader Gr. III.	
170	Sh. Rajesh Kumar	Stenographer Gr. II	
171	Ms. Meenakshi Banga	Stenographer Gr. III	
172	Vacant	Ahlmad	
173	VACANT (Sh. Sandeep Kumar, Nazir Accounts, BLC deputed)	Addl. Ahlmad	
174	Sh. Makhan Singh	Orderly	
175	Sh. Baljeet Singh	Peon	

SUB DIVISION - BALACHAUR Court of Ms. Balvinder Kaur Dhaliwal, Addl. Civil Judge (Sr. Div.), Balachaur.

176	Sh. Inderjit Singh (Deputed as Naib Nazir in this office) Sh. Rajinder Kumar, AEC deputed to work as Reader	Reader Gd. II.	
177	Sh. Sanjeev Kumar	Stenographer Gd. II.	
178	Sh. Sahil Kamboj posted in S.A.S. Nagar U/R 10(2)	Stenographer Gd. III	
179	Ms. Sandeep Kaur	Ahlmad	
180	Ms. Rupinder Kaur	Addl. Ahlmad	
181	Ms. Maninder Kaur	Execution Clerk	
182	Ms. Aastha Kaushal	Summary Clerk	
183	Sh. Kapil	Orderly	
184	Sh. Parmodh Kumar (deputed to work in the office of CJ(SD))	Mali.	
185	Sh. Jaswinder Kumar	Peon	
186	Vacant	Addl. Peon	
187	Sh. Amrit Kumar on Contract basis at DC rates	Sweeper	
188	Sh. Rohit	Chowkidar	
Judicial Copying Agency, Balachaur			
189	Sh. Raghbir Singh	Examiner.	
190	VACANT (Sh. Pankaj Siwach, LR Clerk deputed till return from leave)	Copyist	
191	Ms. Jasbir Kaur (deputed to work in Family Court)	Peon.	

Process Serving Agency, Balachaur

192	Sh. Sandeep Kumar	Nazir Accounts	
193	Sh. Sham Sunder	Naib Nazir	
194	Sh. Surjit Singh	Bailiff	
195	Sh. Paramjit Singh	Bailiff	
196	Sh. Ram Lal	Process Server	
197	Sh. Narinder Kumar	Process Server	
198	Ms. Renu Bala	Process Server	
199	Sh. Yuvninder Singh	Process Server	

MANUAL 10

Publication of information regarding items specified in Rule4(i) b(XI) of the right of information Act.2005

The Monthly Remuneration received by each Officers and Employees.

Including the system of compensation as provided in Regulations

**OFFICE/COURT OF DISTRICT & SESSIONS JUDGE,
SHAHEED BHAGAT SINGH NAGAR**

Office of Sh. Amrinder Singh Grewal, Ld. Distt. & Sessions Judge, SBS Nagar

Court of Ld. Distt. & Sessions Judge, SBS Nagar

STAFF LIST (Updated upto 24,1,2020)

Sr. No.	Name of Officials	Designation	Scale of Pay+ Pmt. Temp.
1	Sh. Harmesh Chand	Superintendent Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+5400
2	Sh. Yashwinder Gandhi	E.A. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+200
1	Sh. Harmesh Chand	Superintendent Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+5400
3	Sh. Hardip Singh (deputed to work as Reader in the court of Ms. Navdeep Gill, ACJ(SD) (Sh. Shiv Kumar, Reader Grade II deputed w.e.f 10.05.17)	E.C. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3800
2	Sh. Shiv Kumar, Reader Grade II deputed w.e.f 10.05.17	Court Manager gr. II, Govt. of Pb. Letter No. 1/43/2010-2	10300-34800+4800
4	Sh. Jagdish Singh	A.E.C. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3800
3	Sh. Rajinder Kumar (deputed to work as Reader in the court of ACJ(SD), Balachaur	E.A. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+4800
6	Sh. Deepak Kumar	Statistical Assistant Created by Hon'ble High Court Office Order endst. No. 24223. E.II/VII.A.23 (Pb) dated 1.9.2018.	
4	Sh. Hardip Singh	E.C. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3200
7	Sh. Navdeep Singh (deputed to work as Reader in the court of Ms. Navdeep Gill, ACJ(SD) (Sh. Shiv Kumar, Reader Grade II deputed w.e.f 10.05.17)	Library Clerk. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+4400
8	Sh. Deepak Kumar	GPF Clerk Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3200
5	Sh. Jagdish Singh	A.E.C. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+4400
9	Sh. Navneet Sharma	R & D Clerk. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3200
6	Sh. Rajinder Kumar (deputed to work as Reader in the court of ACJ(SD), Balachaur	Librarian. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+4400
10	Sh. Navdeep Singh (deputed to work as Reader in the court of ACJ(SD), Balachaur	Inspection Clerk. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3200
7	Sh. Deepak Kumar	Statistical Assistant. Created by Hon'ble High Court Office Order endst. No. 24223. E.II/VII.A.23 (Pb) dated 1.9.2018.	10300-34800+4400
8	Sh. Navdeep Singh (deputed to work as Reader in the court of ACJ(SD), Balachaur	Library Clerk. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3200

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

11	Sh. Pankaj Siwach (to work as System Clerk and also Window Clerk, Balachaur	L.R. Clerk. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3200		1
12	Sh. Jagbir Singh	Statement Clerk. Created by Hon'ble High Court vide Office Order No. 17008 E.II/VII.A.23(Pb) dated 6.6.2016.	10300-34800+3200		1
13	Sh. Dharuv Kumar (also GPF Clerk)	GIS Clerk. Created by Hon'ble High Court vide Office Order No. 17008 E.II/VII.A.23(Pb) dated 6.6.2016.	10300-34800+3200		1
14	Ms. Sukhwinderjeet Kaur	Bill Clerk. Created by Hon'ble High Court vide Office Order No. 17008 E.II/VII.A.23(Pb) dated 6.6.2016.	10300-34800+3200		1
15	Sh. Deepak (Adhoc)	L.R. Clerk. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3200		1
16	Sh. Parminder Singh	Nazir. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3200		1
17	VACANT	L.R. Stenographer Gd. III. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	5910-20200+2800		1
18	VACANT	L.R. Stenographer Gd. III. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	5910-20200+2800		1
19	Sh. Ranjit Singh	Driver, Attached to the court of Ld. D&SJ Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	5910-20200+2000		1
20	Sh. Parmod Kumar	Driver. Attached to the court of CJM. D&SJ, Jalandhar letter No. 1480A/A5 dt. 9.2.10.	5910-20200+2000		1
21	Sh. Amandeep Singh	Driver. Attached to the court of ADJ-I. Created vide H.C. Letter No. 35145 E.II/VII.B.4 (Pb) dt. 3.10.11	5910-20200+2000		1
22	Sh. Didar Singh	Driver. Attached to District Judge, Family Court. Created by Govt. of Punjab vide letter No. 1/13/85-2 Adalati-1/3678 dated 18.11.2010.	5910-20200+2000		1

Class IV Officials

23	Sh. Bharat Singh	Daftri. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	4900-10680+1400		1
24	Sh. Ranjit Singh	Office Peon. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	4900-10680+1300		1
25	Sh. Kuldeep Singh	Chowkidar. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	4900-10680+1300		1
26	Sh. Santokh Singh	Mali. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	4900-10680+1300		1
27	Sh. Sudarshan	Mali-cum-Chowkidar. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	4900-10680+1300		1
28	Sh. Davinder Singh Bhatia (deputed to work in Family Court)	Library Peon. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	4900-10680+1300		1
29	VACANT	Peon. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	4900-10680+1300		1

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

30	VACANT0	Mali. Created by Hon'ble High Court vide Office Order No. 17008 E.II/VII.A.23(Pb) dated 6.6.2016.	4900-10680+1300		1
31	Sh. Jasvir Singh	Chowkidar. Created by Hon'ble High Court vide Office Order No. 17008 E.II/VII.A.23(Pb) dated 6.6.2016.	4900-10680+1300		1
32	Sh. Pardeep Kumar	Sweeper. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	4900-10680+1300		1
33	Sh. Harmesh Lal	Sweeper. on Contract Basis at DC Rates.			
34	Sh. Amrit Kumar	Sweeper. on Contract Basis at DC Rates.			
35	Sh. Rakesh Kumar	Sweeper. on Contract Basis at DC Rates.			

Sessions Record Room

36	Sh. Kulwinder Kumar	Record Keeper. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09	10300-34800+3800		1
37	Ms. Wazir Kaur	Record Clerk. Created by Hon'ble High Court vide Office Order bearing Endst. No 32632 E.I/VII.A.23 (Pb) dated 3.11.2014.	10300-34800+3200		1
38	Sh. Sandeep Singh	Record Clerk. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09	10300-34800+3200		1
39	Ms. Amandeep Kaur (deputed to work as Sweeper)	Record Lifter. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09	4900-10680+1400		1
40	VACANT (Sh. Narinder Kumar, Peon Sessions Copying agency deputed 1st half)	Peon, Sessions Record Room. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	4900-10680+1300		1
41	Sh. Gaurav	Chowkidar Created by Hon'ble High Court vide Office Order No. 17008 E.II/VII.A.23 (Pb) dated 6.6.2016.	4900-10680+1300		1

Sessions Copying Agency

42	Ms. Poonam	Copying Agent. Created by Hon'ble High Court vide Officer Order dated 12.4.2016.	10300-34800+3800		1
43	Ms. Tanu Negi	Copyist. Created by H.C. Vide letter No. 26427 E II/ VII.A. 23 (Pb) dt. 27.7.11	10300-34800+3200		1
44	Ms. Lavleen Kaur	Copyist. Created by H.C. Vide letter No. 21899 E II/ VII.A. 23 (Pb) dt. 5.8.2016.	10300-34800+3200		1
45	Ms. Kulbir Kaur	Copyist as Window Clerk. Created by H.C. Vide letter No. 21899 E II/ VII.A. 23 (Pb) dt. 5.8.2016.	10300-34800+3200		1
46	Sh. Narinder Kumar	Peon, Sessions Copying Agency. Created by Hon'ble High Court vide endst. No. 10791 E.II/VII.A.23(Pb.) dated 23.04.2016	4900-10680+1300		1

Court Staff

47	Ms. K D Rana	Reader Grade I. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+5000		1
48	Sh. Vikas Kumar (deputed to work in the Court of CJM)	Stenographer Gd. I. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+4200		1

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

49	Sh. Jatinder Singh	Stenographer Gd. II. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3800		1
50	Sh. Sarvesh Sharma	Translator. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544	10300-34800+3800		1
51	Sh. Jatin Kumar	Ahlmad. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09	10300-34800+3200		1
52	Ms. Avneet Kaur Saini	Addl. Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010.	10300-34800+3200		1
53	Sh. Vipin Rana	Copy Clerk. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544	10300-34800+3200		1
54	Sh. Raj Pal Singh	Usher. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09	4900-10680+1400		1
55	Sh. Jasvir Sallan	Peon. Created by Pb. Govt., Dept of Home Affairs & Justice vide letter No. 1/52/2009-5 Judl.(1) 4365 dt. 10.12.09 conveyed vide H.C. Letter No. 39544	4900-10680+1300		1
56	Sh. Hardeep Singh	Peon. Created vide District & Sessions Judge, SBS Nagar Office Order Endst. No. 7216-20/DSJ 5 dated 10.10.2013	4900-10680+1300		1

Court of Sh. Ashook Kapoor, District & Sessions Judge as Distt. Judge, Family Court, Shaheed Bhagat Singh Nagar

57	Sh. Shiv Kumar (Ms. Shilpe Translator deputed to work as Reader)	Reader Gd. I. Hon'ble High Court letter No. 11773 E.II/VII.B4(Pb) dt. 28.4.15 & Govt.of Punjab letter No. 1/13/85-2 Courts-1/3678 dated 8.11.2010	10300-34800+5000		1
58	Sh. Kuldeep Rai Joshi	Stenographer Gd. I. Hon'ble High Court letter No. 11773 E.II/VII.B4(Pb) dt. 28.4.15 & Govt.of Punjab letter No. 1/13/85-2 Courts-1/3678 dated 8.11.2010.	10300-34800+4200		1
59	Ms. Shilpe Bansal	Translator. Hon'ble High Court letter No. 11773 E.II/VII.B4(Pb) dt. 28.4.15 & Govt. of Punjab letter No. 1/13/85-2 Courts-1/3678 dated 8.11.2010.	10300-34800+3800		1
60	Sh. Chand Singh (Adhoc) in own pay scale	Stenographer Gr. II. Hon'ble High Court letter No. 11773 E.II/VII.B4(Pb) dt. 28.4.15 & Govt.of Punjab letter No. 1/13/85-2 Courts-1/3678 dated 8.11.2010.	10300-34800+3800		1
61	Sh. Amandeep Sood	Ahlmad. Hon'ble High Court letter No. 11773 E.II/VII.B4(Pb) dt. 28.4.15 & Govt.of Punjab letter No. 1/13/85-2 Courts-1/3678 dated 8.11.2010.	10300-34800+3200		1
62	Sh. Rajeev (Adhoc)	Copy Clerk. Hon'ble High Court letter No. 11773 E.II/VII.B4(Pb) dt. 28.4.15 & Govt.of Punjab letter No. 1/13/85-2 Courts-1/3678 dated 8.11.2010.	10300-34800+3200		1
63	Sh. Sham Lal	Usher. Hon'ble High Court letter No. 11773 E.II/VII.B4(Pb) dt. 28.4.15 & Govt.of Punjab letter No. 1/13/85-2 Courts-1/3678 dated 8.11.2010	4900-10680+1400		1
64	Sh. Manpreet	Orderly. Hon'ble High Court letter No. 11773 E.II/VII.B4(Pb) dt. 28.4.15 & Govt.of Punjab letter No. 1/13/85-2 Courts-1/3678 dated 8.11.2010.	4900-10680+1300		1

Court of Sh. Randhir Verma, Addl. Distt. & Sessions Judge, Shaheed Bhagat Singh Nagar

65	Sh. Hardeep Singh Cheema	Reader Gd. I. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+5000		1
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Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

66	Ms. Vinay Nagpal	Stenographer Gd. I. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+4200		1
67	Ms. Anuradha (in own pay scale)	Stenographer Grade-II. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3800		1
68	Sh. Harikrishan Singh	Translator. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010.	10300-34800+3800		1
69	Sh. Sunil Kumar	Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
70	Ms. Sandeep Kumari	Addl. Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010. Post shifted vide this office Order no. 96-100/DSJ5/5A/8 dt.2.2.2018.	10300-34800+3200		1
71	Sh. Asif Khan	Copy Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
72	Sh. Chand Ram (deputed to work as Mali in this office)	Usher. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1400		1
73	Sh. Sarabjit Singh	Orderly. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1
74	Sh. Rajinder Kumar	Peon. Created vide District & Sessions Judge, SBS Nagar Office Order Endst. No. 7216-20/DSJ 5 dated 10.10.2013	4900-10680+1300		1

Court of Sh. Puneet Mohan Sharma, Addl. District & Sessions Judge, Shaheed Bhagat Singh Nagar

75	Sh Vijay Kumar Sharma	Reader Gd. I. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+5000		1
76	Sh. Mahesh Bhandari	Stenographer Gd. I. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+4200		1
77	Ms. Lakshmi (in own pay scale)	Stenographer Grade-II. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3800		1
78	Sh. Rakesh Kumar	Translator. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010.	10300-34800+3800		1
79	Sh. Simarpreet Singh	Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
80	Sh. Maninder Singh	Copy Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
81	Sh. Lakhvinder Singh	Usher. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1400		1
82	Sh. Anil Kumar	Orderly. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1
83	Sh. Kanwar Singh	Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1

Court of Sh. Yukti Goyal, Civil Judge (Sr. Div.), Shaheed Bhagat Singh Nagar

84	Sh. Shashi Kapoor	Reader Gr. II. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010.	10300-34800+4200	1	
85	Sh. Satish Kumar	Stenographer Gd. II. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3800		1
86	Sh. Sahil Mahajan	Stenographer Grade-III. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	5910-20200+2800		1
87	Ms. Kanwaljit Kaur (Adhoc)	Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
88	Sh. Gurjeet Singh	2nd Addl. Ahlmad. Created vide H.C. Endst. No. 37698 E.II/VII.A.23 (Pb) dt. 18.10.12.	10300-34800+3200		1
89	Sh. Gurdarshan Singh	Addl. Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
90	Sh. Pardeep Singh	Execution Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

91	Ms. Manbinder Kaur (posted in Sessions Division, Mohali Rule	Summary Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
92	Ms. Bhupinder Kaur (posted in Sessions Division, Mohali U/R 12(2) and Sh. Shakti Singh, from Sessions Division	Orderly. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1
93	VACANT	Addl. Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1

C.O.C. Office

94	Sh. Naresh Kumar	C.O.C. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3800		1
95	Sh. Vivek.	Bill Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
96	Sh. Anuj Bansal (deputed to work in the court of Sh. PM	Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		
97	Sh. Naveen	R & D Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
98	Ms. Sonia Sharma	Statistical Clerk. Created by Hon'ble High Court Office Order endst. No. 27011 E.II/VII.A.23 (Pb) dated 27.9.2016.	10300-34800+3200		1
99	Sh. Rahul Verma (posted in Sessions Division, Mohali Rule 10(2)	L.R. Stenographer Grade-III. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	5910-20200+2800		1
100	Sh. Ramji Yadav (deputed to work as Mali in this office)	Daftri. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1400		1
101	Sh. Lal Bahadur Yadav	Mali. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1
102	Sh. Satvir Singh (Posted in Sessions Div. Bathinda 10(2)	Mali. Created by Hon'ble High Court vide endst. No. 11683 E.II/VII.A.23(Pb.) dated 30.04.2016	4900-10680+1300		
103	Sh. Sudesh Kumar	Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1
104	Sh. Balbir Singh	Chowkidar. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300	1	
105	Sh. Deepak Chopra	Waterman. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1
106	VACANT	Sweeper. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1
107	Ms. Suman	Sweeper. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1

Judicial Record Room

108	Sh. Avtar Chand	Record Keeper. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3800		1
109	Sh. Rahul Bleem	Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
110	Ms. Mamta Rani (Adhoc)	Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200	1	
111	Sh. Rahul Tomar	Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
112	Sh. Davinder Singh	Record Lifter. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1400		1
113	Sh. Varinder Kumar Pal	Record Lifter. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1400		1
114	VACANT	Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1
115	Sh. Budhi Ram	Chowkidar. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1

Judicial Copying Agency

116	Sh. Jagrup Singh	Copying Agent. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3800		1
117	Ms. Harjeet Kaur	Copyist. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200	1	

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

118	Ms. Nisha Jakhar	Copyist. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200	1	
119	Sh. Randhir Singh	Clerk (Window Clerk). Created by Hon'ble High Court Office Order endst. No. 27011 E.II/VII.A.23 (Pb) dated 27.9.2016.	10300-34800+3200		1
120	Sh. Rachit Malhotra	Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1

Process Serving Agency

121	Sh. Pawan Kumar	Civil Nazir. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3800		1
122	Sh. Ajay Kumar	Nazir (Accounts). Created by Hon'ble High Court vide endst. No. 11683 E.II/VII.A.23(Pb.) dated 30.04.2016	10300-34800+3200		1
123	Sh. Amrit Lal Bagla (deputed to work In-Charge, System Naib Nazir to look after work	Naib Nazir. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200	1	
124	Sh. Harbinder Kumar	Bailiff. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	5910-20200+1900	1	
125	Sh. Ram Pal	Bailiff. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	5910-20200+1900	1	
126	Sh. Rakesh Kumar	Bailiff. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	5910-20200+1900	1	
127	Sh. Subhash Chand	Bailiff. Created vide Hon'ble High Court Office Order dated 30.10.2014	5910-20200+1900	1	
128	Sh. Sukhjot Pal Singh	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650	1	
129	Sh. Ranjit Kumar	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650	1	
130	Sh. Ashok Kumar	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650	1	
131	Sh. Dharampreet Singh	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650	1	
132	Ms. Harneet Kaur	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650	1	
133	Ms. Meena Kumari (deputed to work in office of CJ(SD))	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650	1	
134	Sh. Naresh Kumar	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650	1	
135	Sh. Surjit Ram	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650	1	
136	Sh. Jujhar Singh	Process Server. Created by Hon'ble High Court Office Order endst. No. 28961 E.II/VII.A.23 (Pb) dated 22.10.2016.	4900-10680+1650	1	
137	Sh. Suba Singh	Process Server. Created by Hon'ble High Court Office Order endst. No. 28961 E.II/VII.A.23 (Pb) dated 22.10.2016.	4900-10680+1650	1	
138	Sh. Khushi Ram	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650	1	
139	Sh. Mandeep Singh	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650	1	
140	Sh. Kuldeep Singh	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650	1	
141	Sh. Pritpal Singh	Process Server. Created by Hon'ble High Court Office Order endst. No. 28961 E.II/VII.A.23 (Pb) dated 22.10.2016.	4900-10680+1650	1	
142	Sh. Ujagar Singh	Process Server. Created by Hon'ble High Court Office Order endst. No. 28961 E.II/VII.A.23 (Pb) dated 22.10.2016.	4900-10680+1650		1

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

143	VACANT (Sh. Paramjit Singh, PS ex-Sessions Div. Ferezepur)	Process Server. Created by Hon'ble High Court Office Order endst. No. 28961 E.II/VII.A.23 (Pb) dated 22.10.2016.	4900-10680+1650		1
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Court of Sh. Raman Sharma, Chief Judicial Magistrate, Shaheed Bhagat Singh Nagar

144	Sh. Jasinder Singh	Reader Gd. II. Created by D&SJ, SBS Nagar vide Endst. No. 1728-31/DSJ 5 dt. 8.4.2011	10300-34800+4200		1
145	Ms. Rajni thakur (in own pay scale)	Stenographer Gd. II. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3800		1
146	Sh. Bhupinder Singh. Posted in Mohali U/R 10(2).	Stenographer Gd. III. Created by D&SJ, SBS Nagar vide Endst. No. 1728-31/DSJ 5 dt. 8.4.2011	5910-20200+2800		1
147	Sh. Parminder Kumar	Addl. Ahlmad. Created by D&SJ, SBS Nagar vide Endst. No. 1728-31/DSJ 5 dt. 8.4.2011	10300-34800+3200		1
148	Sh. Jaspal Singh	Ahlmad. Created Vide H.C. Letter No. 26427 E II/VII.A.23(Pb) DT. 27.7.11	10300-34800+3200		1
149	Ms. Himani Sharma	Fine Clerk. Created Vide H.C. Letter No. 26427 E II/VII.A.23(Pb) DT. 27.7.11.	10300-34800+3200		1
150	Ms. Anjali	Summary Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010. Shifted vide this office order 1996-2007/DSJ 5A dated 24.4.2015.	10300-34800+3200		1
151	Sh. Mani Ram	Addl. Peon. Created Vide H.C. Letter No. 26427 E II/VII.A.23(Pb) DT. 27.7.11	4900-10680+1300		1
152	Sh. Davinder Kumar	Peon. Created by D&SJ, SBS Nagar vide Endst. No. 1728-31/DSJ 5 dt. 8.4.2011	4900-10680+1300		1

Court of Ms. Navdeep Gill, Addl. Civil Judge (Jr. Div.), Shaheed Bhagat Singh Nagar

153	Sh. Bind Kumar (deputed to work as EC) Sh. Hardeep Singh deputed to work as Reader	Reader Gd. II . Created vide D&SJ, SBS Nagar Office Order No. Shifted vide this office order 1996-2007/DSJ 5A dated 24.4.2015.	10300-34800+4200		1
154	Ms. Shevani (in own pay scale)	Stenographer Gd. II. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010. Shifted vide this office order 1996-2007/DSJ 5A dated 24.4.2015.	10300-34800+3800		1
155	Ms. Rajani	Stenographer Grade-III. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010. Shifted vide this office order 1996-2007/DSJ 5A dated 24.4.2015.	5910-20200+2800		1
156	Sh. Ashwani Kumar (Adhoc)	Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010. Shifted vide this office order 1996-2007/DSJ 5A dated 24.4.2015.	10300-34800+3200		1
157	Sh. Ravi Kumar	Addl. Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010 Shifted vide this office order 1996-2007/DSJ 5A dated 24.4.2015.	10300-34800+3200		1
158	Ms. Neha Latawa	Execution Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010. Shifted vide this office order 1996-2007/DSJ 5A dated 24.4.2015.	10300-34800+3200		1
159	Sh. Jagvir Singh	Orderly. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010. Shifted vide this office order 1996-2007/DSJ 5A dated 24.4.2015.	4900-10680+1300		1

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

160	Sh. Chaman Lal	Adl. Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010. Shifted vide this office order 1996-2007/DSJ 5A dated 24.4.2015.	4900-10680+1300		1
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Court of Ms. Harpreet Kaur Nafra, Civil Judge (Jr. Div.), Shaheed Bhagat Singh Nagar

161	Sh. Ravinder Singh	Reader Gr. III. Shifted vide this office Order bearing Endst. No. 3233-37/DSJ 1N dated 19.5.2014	10300-34800+3800		1
162	Sh. Dev Raj (in own pay scale)	Stenographer Gr. II. Shifted vide this office Order bearing Endst. No. 3233-37/DSJ 1N dated 19.5.2014	10300-34800+3800		1
163	Ms. Rajni Rawat	Stenographer Gr. III. Shifted vide this office Order bearing Endst. No. 3233-37/DSJ 1N dated 19.5.2014	5910-20200+2800		1
164	Sh. Ravinder Singh	Ahlmad. Shifted vide this office Order bearing Endst. No. 3233-37/DSJ 1N dated 19.5.2014	10300-34800+3200		1
165	Sh. Manjatinder Singh	Adl. Ahlmad (Post of 2nd Adl. Ahlmad shifted from the court of SDJM, Balachaur, vide office order No. 24-34/DSJ 5 dated 2.1.16)	10300-34800+3200		
166	Sh. Harjot Singh	Orderly. Shifted vide this office Order bearing Endst. No. 3233-37/DSJ 1N dated 19.5.2014	4900-10680+1300		1
167	Sh. Sanjiv Kumar	Adl. Peon. Shifted vide this office Order bearing Endst. No. 3233-37/DSJ 1N dated 19.5.2014	4900-10680+1300		1

Court of Ms. Lavleen Sandhu, Civil Judge (Jr. Div.), Shaheed Bhagat Singh Nagar

168	Sh. Rahul Sharma	Reader Gr. III. Created vide this office Order bearing Endst. No. 3228-32/DSJ 1P dated 19.5.2014.	10300-34800+3800		1
169	Sh. Rajesh Kumar Steno Gr. III deputed to work as Steno Gr. II in own pay scale	Stenographer Gr. II. Shifted vide this office Order bearing Endst. No. 3256-60/DSJ 8 dated 19.5.2014.	10300-34800+3800		1
170	Ms. Minakshi Banga	Stenographer Gr. III. Created vide this office Order bearing Endst. No. 3228-32/DSJ 1P dated 19.5.2014.	5910-20200+2800		1
171	Sh. Bipan Kumar	Ahlmad. Created vide this office Order bearing Endst. No. 3228-32/DSJ 1P dated 19.5.2014.	10300-34800+3200		1
172	Sh. Hardeep Singh	Adl. Ahlmad. (Post of 2nd Adl. Ahlmad shifted from the court of CJM, vide office order No. 24-34/DSJ 5 dated 2.1.16))	10300-34800+3200		1
173	Sh. Makhan Singh	Orderly. Created vide this office Order bearing Endst. No. 3228-32/DSJ 1P dated 19.5.2014.	4900-10680+1300		1
174	Sh. Baljeet Singh	Peon. Created vide this office Order bearing Endst. No. 3228-32/DSJ 1P dated 19.5.2014.	4900-10680+1300		1

SUB DIVISION BALACHAUR

COURT OF Ms. BALVINDER KAUR DHALIWAL, ACJ (SD)-CUM-SDJM, BALACHAUR

175	Sh. Inderjit Singh (Deputed to work with District Nazir in this office) Sh. Rajinder Kumar Librarian deputed to	Reader Gd. II. D&SJ Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+4200		1
176	Sh. Sanjeev Kumar	Stenographer Gd. II. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3800		1
177	Sh. Sahil Kamboj	Stenographer Gd. III. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	5910-20200+2800		1

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

178	Ms. Sandeep Kaur	Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
179	Ms. Rupinder Kaur	Addl. Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
180	Ms. Maninder Kaur (also to work as Summary Clerk)	Execution Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
181	Ms. Aastha Kaushal deputed to work as System Clerk and Window Clerk of Subordinate	Summary Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
182	Sh. Kapil	Orderly. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1
183	Sh. Parmod Kumar (deputed to work in the court of Sh. Randhir Verma, ADJ, SBS)	Mali. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1
184	Sh. Jaswinder Kumar	Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1
185	VACANT	Addl. Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1
186	Sh. Surinder Pal	Sweeper. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1
187	Sh. Rohit	Chowkidar. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1300		1

Judicial Copying Agency, Balachaur

188	Sh. Raghbir Singh	Examiner. Created by Hon'ble High Court vide Offic endst. No. 10791 E.II/VII.A.23(Pb.) dated 23.4.2016.	10300-34800+3200		
189	Ms. Sukhman Kaur	Copyist. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
190	Ms. Jasbir Kaur (deputed to work in Family Court)	Peon. Created by Hon'ble High Court vide Offic endst. No. 10791 E.II/VII.A.23(Pb.) dated 23.4.2016.	4900-10680+1300		1

Process Serving Agency, Balachaur

191	Sh. Sandeep Kumar	Nazir Accounts. Created by Hon'ble High Court vide endst. No. 11683 E.II/VII.A.23(Pb.) dated 23.04.2016.	10300-34800+3200		1
192	Sh. Sham Sunder	Naib Nazir. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
193	Sh. Surjit Singh	Bailiff. D&SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	5910-20200+1900		1
194	Sh. Paramjit Singh	Bailiff. Created by Hon'ble High Court Office Order endst. No. 27015 E.II/VII.A.23 (Pb) dated 27.9.2016.	5910-20200+1900		1
195	Sh. Ashok Kumar I	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
196	Sh. Narinder Kumar	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
197	Ms. Renu Bala	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
198	Sh. Yuvninder Singh	Process Server Created by Hon'ble High Court Office Order endst. No. 28961 E.II/VII.A.23 (Pb) dated 22.10.2016.	4900-10680+1650		1

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Manual 11

**Publication of Information regarding Items Specified in Rule4(I) b(xI) of the
right of Information Act 2005**

Name of the Office: - District and Session Judge, S.B.S Nagar

Sr. No	Head "2014- ADMIN. OF JUSTICE FOR THE YEAR 2019-20"	Budget/Funds received	Budget/Funds Utilized
1	Salaries and C.A.-105(01)	4,08,21,000	3,99,56,686
2	Salaries -105(03)	3,29,500	3,27,654
3	Salaries -105(02)	3,23,00,000	2,90,43,616
4	Salaries and C.A.-105(04)	1,12,50,000	1,01,21,582
5	Wages-105(01)	4,44,000	2,16,466
6	Wages-105(02)	NIL	NIL
7	T.A.-105(01)	1,37,000	1,36,183
8	T.A.-105(03)	NIL	NIL
9	T.A.-105(02)	1,43,652	1,28,508
10	T.A.-105(04)	NIL	NIL
11	O.E.,P.OL. Liveries & Law Books-105(01)	7,00,000	4,84,981
12	O.E.,P.OL. Liveries & Law Books-105(02)	NIL	NIL
13	Electricity-105(01)	4,20,000	3,31,670
14	Electricity-105(02)	12,00,000	11,18,549
15	Telephone-105(01)	1,60,000	1,51,813
16	Telephone-105(02)	2,000	NIL
17	Water Charges-105(01)	7,000	520
18	Water Charges-105(02)	NIL	NIL
19	Adv. Publication-105(01)	5,584	5,584
20	P.P.S.-105(01)	Nil	Nil
21	P.P.S.-105(02)	Nil	Nil
22	Rent Rate & Taxes-105(01)	Nil	Nil
23	Rent Rate & Taxes-105(02)	14,10,000	14,08,249
24	Medical Reimbursement-105(01)	2,25,077	2,09,043
25	Medical Reimbursement-105(03)	Nil	Nil
26	Medical Reimbursement-105(02)	46,419	46,419
27	Medical Reimbursement-105(04)	NIL	Nil
28	2235-Social Security and Welfare-(Legal Aid Poor) and (Legal Aid to L.P.)	1,30,000	21,642
29	108-Criminal Courts	Nil	Nil
30	Funds for Consumable Items	2,31,000	1,47,146
31	Funds for Car	NIL	NIL
32	Funds for computer stationary	3,60,000	2,73,190
33	Funds For Petrol	55,000	54,781
34	Office Expenses 105(02)	7,00,000	4,56,182
35	AMC Photostate Machine	93,114	93,114

MANUAL 12

Publication of information regarding items specified in Rule 4 (i) 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, Shaheed Bhagat Singh Nagar

Subsidy Allotted to beneficiaries - Nil

MANUAL 13

Publication of information regarding items specified in Rule 4 (i) b (xiii) of the right of information Act. 2005.

Particulars of recipients of concessions, Permits or authorizations granted

Name of the office; - District & Sessions Judge, Shaheed Bhagat Singh Nagar

Sr. No Concessions/permits Name of the recipient Address of the recipient

Authorization grant

Not Applicable.

Manual 14

**Publication of information regarding items specified in Rules 4(i) b (viii) of the
Right of Information Act, 2005
To norms set for discharge of the functions**

Name of office: District & Sessions Judge, S.B.S Nagar

**However, in order to stream line the office work and expedition disposal
of cases/complaints etc. received following norms are fixed**

Sr. No.	Name Of the Branch	Norms set by the Department.
1	Functioning of Courts	The cases mentioned in the Daily Cause List are called turn by turn. The litigants appears along with their Advocates or by himself and Judicial Officer deal with the Judicial File/Case according to rules and pass the necessary orders and return the files to the Ahlmad to keep the same in safe custody. Reader assists the Presiding Officer in functioning of the Court and Judgment Writer/Stenographer take necessary dictation as dictated by the Presiding Officer
2	English / COC Branch	After the receipt of Letters/Papers/Complaints from different ends and the same is mark to the Clerk/Assistant concerned and he deals with the relevant rules and instructions of the Hon'ble High Court as well as of the Government of Punjab. Every paper cross the channel from dealing clerk, Assistant, Superintendent and then put up before the Ld. District & Sessions Judge, Shaheed Bhagat Singh Nagar. The Ld. District & Sessions Judge takes the final decision.
3	Civil Nazir / Nazir Branch	When Pay bills and other bills delivered to Nazir he sends the same to the Treasury Office and obtains the cheques and then deposit the same in the concerned account of the Officers/Employees. Fine imposed by the different Judicial Courts are deposited with the Nazir and he deposit the same in the bank very next day after making necessary entries in the cash book. He obtains the stationery and registers from the Stationery Department and makes necessary entries in his stock register and deliver the same to the employees after obtaining the necessary requisition. Nazir of Lower Court Branch also receives the summons from different Courts and marks the same to the Process Servers for Service and Process Server after getting service affected returns the same to the Nazir and Nazir returns the same to the Court concerned. The payment of witness is also made by the Nazir after obtaining the order /certificate from the court concerned.
4	Copying Agency	After receiving the application in the Copying Agency, Head Copyist makes necessary entries in the register and then send to the Judicial Courts as well as Record Room/Judicial Record Room. After receiving the record he prepares the copies and delivers the same to the concerned after affixing the necessary court fee.
5	General Provident Fund Branch	After receiving the schedules from the Sessions Court as well as Lower Court, GPF Clerk makes entries in the account numbers of the official concerned in the Ledger and prepares the annual GPF statements in the end of financial year after calculating the interest. He issue the GPF statement to the employees upto 30th of June. Advances taken by the employees as per Chapter-13 of the C.S.R. Vol. II. Every advance is entered in the GPF Ledger and Utilization Certificate obtained is after completion of one month
6	Statement Branch	All the statements i.e. Monthly, Quarterly, Half yearly and annual are prepared after obtaining the same from the Judicial Courts.

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 01/1/2020

7	Malkhana Branch	The case properties of decided cases are received by the Malkhana Moharrir from the different Judicial Courts. Bail orders passed by the Hon'ble High Court are received by the Malkhana Moharrir and he put up before the Chief Judicial Magistrate and send the release warrants to the different Jails after obtaining the orders of Chief Judicial Magistrate.
8	Record Keeper	Any case decided by the court, the record keeper after obtaining the Judicial file enters in the register and put it into the relevant basta and send the same if required by the Appellant Authority or Copying Agency. Destruction of record is made by the Record Keeper as per instructions contained in High Court Rules and Orders Vol. IV Chapter- 16.

MANUAL 15

Publication of information regarding items specified in Rule 4 (i) b (xiv) of the right of information Act. 2005.

Details in respect of the information available reduced in an electronic form

Name of the Office: District & Sessions Judge, Shaheed Bhagat Singh Nagar Sr.

No Type of Information

· NIL -

MANUAL -16

**Publication of information regarding items specified in rules 4(1) b (III) of the
Right of Information Act 2005.**

Particulars of facilities available to citizens for obtaining information

Presently, no such facility is available in this office or in the offices under this Court