

# **DISTRICT AND SESSIONS** **COURTS, GURGAON**

*(Information on 16 Manuals under Section  
4(1) (b) of the Right to Information Act, 2005)*

# MANUAL 1

## The Particulars of its Organization, Functions and Duties Particulars

**Name of the Organization :** Office of District & Sessions Judge, Gurgaon.

This organization is sub-ordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh.

**Functions of the Organization**

**: The organization have it's two main functions.**

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

**Duties of the Organization :**

- i) To exercise the control over all it's subordinate Courts functioning in it's territorial jurisdiction.
- ii) To distribute the various grants amongst it's subordinate authorities received from the Government, time to time.
- iii) To deal with the all correspondence relating to Hon'ble High Court and the Department of Law & Justice, Government of Haryana.
- iv) To administer justice as per the various legislation/ statutes.
- v) To Class-IV Govt. Servants with the help of Advisory Committee.

vii) To promote the officials to the higher responsible post.

viii) To handle the administration in view of the procedural laws, Punjab Civil Services Rules applicable in State of Haryana, the Government Resolutions and the Notifications issued by the High Court.

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

x) The Head of the Organization-

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

# **MANUAL 2**

## **The Powers and Duties of Judicial Officers & Employees**

There are following cadres of the Judicial Officer/s :

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

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

iv) The Civil Judges (Senior Division):-

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

v) The Chief Judicial Magistrates :-

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

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

I) To deal with the matters of civil nature having jurisdiction up-to Rs. 10 lac.\*  
(\* Refer to Hon'ble Punjab and Haryana High Court Notification No. 09 Gaz. II / XXI.C.35 Dated 05/02/2014)

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

## **Powers & duties of Employees**

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

- Class-A :** Chief Administrative Officer /  
Superintendent
- Class-C :** Reader Grade I, II & III,  
Stenographer Grade I, II & III  
Graduate Clerks, Ahlmads, Clerks  
Driver  
Bailiff
- Class-D:** Process Server  
Peon/ Watchman /Mali/Orderly  
Peon/Waterman/Record-lifter/  
Usher/Sweeper/Chowkidar

# Duties of Employees

## Superintendent/ Chief Administrative Officer

To supervise over the employees of Class-III and Class-IV and to assist the Head of the Organization in Administrative/Judicial work.

## **Reader Grade I, II, III**

To perform the work of Bench, Statistics, Correspondence, Accounts, Establishment in District Court as well as in subordinate Courts

## **Stenographer Grade I, II, III**

To note down evidence in English on Typewriter/ Computer.

To take dictation of the Judges of Appellate Authorities in cases and transcribe the same

To take down evidence in English on Typewriter/ Computer To take dictation in cases of the Judges.

## **Ahlmads**

To have the custody of cases instituted in the respective Court, to look after the maintenance of those cases and to do the work as per procedural laws and the duties assigned by the Head of the Organization and by the Presiding Officer of the Court.

## **Clerks**

To do work of offices of the Presiding Officers on different posts like bill Clerk, Lib. Clerk, Copy Clerk, Copyist etc.

## **Bailiff/ Process Server**

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

## **Peon**

To obey the orders of Presiding Officer, to do the work of cleaning of court halls, to distribute the dak etc.

## **Chowkidar**

To watch the Court building & premises.

## **Sweeper**

To clean the Court premises, lavatories etc.

# MANUAL 3

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

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

1. The Civil Manual, 1986.
2. The Criminal Manual, 1980.
3. The Code of Civil Procedure, 1908.
4. The Code of Criminal Procedure, 1973.
5. The Punjab Civil Services Rules.) As applicable in the
6. The Punjab Budget Manual, ) State of Haryana.
7. The Punjab Financial Rules, )
8. The Punjab Treasury Rules )
9. High Court Rules & Regulations Vol.I, II, III, IV,V & VI)
  
10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Haryana and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court, from time to time.

# **MANUAL 4**

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

**The particulars of any arrangement :  
Take exists for consultation with  
Or representation by, the members  
Of the public in relation to the  
Formulation of its policy or  
Implementation thereof**

**The information as relates  
issue/point so far as it is  
concerned as “ NIL”.**



# **MANUAL 5**

## **The Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions**

**A statement of the categories of :** The following registers/documents that are held by it or documents are **under its control.**Maintained by this maintained

1. The Kaccha Register for Civil & Criminal Side
2. The separate registers for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained by the subordinate Courts.
3. The separate registers for the registration of Regular IPC cases, Act Cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained by all the Judicial Magistrates.
4. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and it's execution are being maintained in Appellate Court/s.
5. The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Court/s.
6. The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers are being maintained as per the Civil and Criminal Manual.
7. For the purpose of maintaining Accounts of the organization, the registers. i.e. The Book for Receipts for money paid into Court, Register of deposit receipts-"C" Register, the Register of deposit payment-"D" Register, the Register of attached property produced in Civil Proceedings-"F" Register, the Register of Money received on account of subsistence money of Civil Prisoners-"G" Register, the register of payment on account of

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

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

## **MANUAL 6**

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

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part.

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

# MANUAL 7

The particulars of any arrangement that exists. For consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

**The names, designations and other particulars of the Public Information Officers are as follows:**

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

# **MANUAL 8**

**A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.**

## **The procedure followed in the Decision Making Process**

- The Officers follow the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.
- The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.
- The Principal District & Sessions Judge, Gurgaon, supervises the work of the organization and exercises control over it. Likewise, he distributes the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.
- The subordinate authorities submit various types of returns and information to the Head of the Organization for onward transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.
- The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after its registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.
- The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/s for disposal according to law, except the cases tribal under section 409 of I.P.C.
- The cases exclusively tribal by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

# MANUAL 9

## A directory of its Officers and employees

LIST OF TELEPHONE NUMBER OF JUDICIAL OFFICERS POSTED IN GURGAON SESSIONS DIVISION  
AS ON 12.03.2014:

Sr. No.	Name of Judicial Officer's (Sh. / Ms.)	Designation
1	HARNAM SINGH THAKUR	DISTRICT & SESSION JUDGE
2	SUDESH KUMAR SHARMA	ADDL. DISTRICT & SESSION JUDGE
3	RAJESH KUMAR MEHTA	ADDL. DISTRICT & SESSION JUDGE
4	RITU Y.K. BEHL	ADDL. DISTRICT & SESSION JUDGE
5	RAJINDER PAL GOYAL	ADDL. DISTRICT & SESSION JUDGE
6	RAJNI YADAV	ADDL. DISTRICT & SESSION JUDGE
7	VIVEK SINGHAL	ADDL. DISTRICT & SESSION JUDGE
8	YASH WINDER PAUL	ADDL. DISTRICT & SESSION JUDGE
9	KUMUD GUGNANI	ADDL. DISTRICT & SESSION JUDGE
10	BALWANT SINGH	ADDL. DISTRICT & SESSION JUDGE
11	GAGANDEEP MITTAL	CHIEF JUDICIAL MAGIST RATE
12	PRASHANT RANA	CIVIL JUDGE (SR. DIVN.)

13	KIRTI JAIN	ADDL. CIVIL JUDGE (SR. DIVN.)
14	ANJLI JAIN	CIVIL JUDGE (JR. DIVN.)
15	KAVITA YADAV	CIVIL JUDGE (JR. DIVN.)
16	ASHOK KUMAR-III	CIVIL JUDGE (JR. DIVN.)
17	DAVENDER	CIVIL JUDGE (JR. DIVN.)
18	MOHINI SINGH	CIVIL JUDGE (JR. DIVN.)
19	RAVISH KAUSHIK	CIVIL JUDGE (JR. DIVN.)
20	RENU SOLKHE	CIVIL JUDGE (JR. DIVN.)
21	MANISH KUMAR	CIVIL JUDGE (JR. DIVN.)
22	NEETIKA BHARDWAJ	CIVIL JUDGE (JR. DIVN.)
23	KAMRAN KHAN	CIVIL JUDGE (JR. DIVN.)
24	PRIYANKA JAIN	CIVIL JUDGE (JR. DIVN.)
25	SEEMA	CIVIL JUDGE (JR. DIVN.)
26	AASHISH ARYA	CIVIL JUDGE (JR. DIVN.)
27	SUKHDEV SINGH	CIVIL JUDGE (JR. DIVN.)
28	JYOTI MEHRA	CIVIL JUDGE (JR. DIVN.)
29	AMANDEEP	CIVIL JUDGE (JR. DIVN.)
30	NISHANT GARG	CIVIL JUDGE (JR. DIVN.)
31	JYOTI GROVER	CIVIL JUDGE (JR. DIVN.)

32	AMIT NAIN	CIVIL JUDGE (JR. DIVN.)
<b>PATAUDI SUBDIVISION</b>		
33	VARSHA JAIN	ADDL. CIVIL JUDGE (SR. DIVN.)
34	AMIT SIHAG	CIVIL JUDGE (JR. DIVN.)
35	NEELAM KUMARI	CIVIL JUDGE (JR. DIVN.)
<b>SOHNA SUBDIVISION</b>		
36	LALITA PATWARDHAN	ADDL. CIVIL JUDGE (SR. DIVN.)
37	Md. ZAKARIA KHAN	CIVIL JUDGE (JR. DIVN.)
38	VANDANA DHILLON	CIVIL JUDGE (JR. DIVN.)
<b>DISTRICT LEGAL SERVICE AUTHORITY</b>		
39	ABHISHEK PHUTELA	CHIEF JUDICIAL MAGIST RATE
<b>LABOUR COURT GURGAON</b>		
40	A.K. JAIN	DISTRICT & SESSION JUDGE
41	SEEMA SINGHAL	ADDL. DISTRICT & SESSION JUDGE
42	R.S. BEHMANI CONSUMER COURT	P.O Gurgaon
43	C.B JAGLIAN	PLA (PUS) Gurgaon

# **MANUAL 10**

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

The information is as  
Under:-

## **Judicial Officers**

## **Revised Scales**

1. District & Sessions Judge	: Rs. 57700-1230-58930-1380-67210-1540-70290/-
2 Addl.District & Sessions Judge	: Rs.51550-1230-58930-1380-63070/-
3. Civil Judge (Sr.Divn.)	: Rs.43690-1080-49090-1230-56470/-
4 Chief Judicial Magistrate	: Rs.43690-1080-49090-1230-56470/-
5. Addl.Civil Judge (Sr.Divn.)	: Rs.39530-54010/-
6. Civil Judge (Jr.Divn.)	: Rs.27700-44700-770-33090-920- 40450-1080-44700/-



**Judicial Employees****Revised Scales****Class A**

Chief Administrative Officer-  
-cum- Superintendent. : Rs.15600-39100/- +  
5400 (Grade Pay)

**Class C**

Reader Grade I : Rs.9300-34800/- +  
4200 (Grade Pay)

Reader Grade II : Rs.9300-34800/- +  
3600 (Grade Pay)

Reader Grade III : Rs.9300-34800/- +  
3200 (Grade Pay)

Stenographer Gr.I : Rs.9300-34800/- +  
4200 (Grade Pay)

Stenographer Gr.II : Rs.9300-34800/- +  
3600 (Grade Pay)

Stenographer Gr.III : Rs.5200-20200/- +  
2400 (Grade Pay)

Graduate Clerks : Rs.5200-20200/- +  
2400 (Grade Pay)

Clerks : Rs.5200-20200/- +  
1900 (Grade Pay)

Drivers : Rs.5200-20200/- +  
2400 (Grade Pay)

Bailiff : Rs.5200-20200/- +  
1900 (Grade Pay)

**Class D**

Process Server	: Rs.4440-7440/-/- + 1650 (Grade Pay)
Usher	: Rs.4440-7440/- + 1650 (Grade Pay)
Peon/ Orderly/ Chowkidar/	: Rs.4440-7440/- + 1300 (Grade Pay)
Waterman/ Sweeper	: Rs.4440-7440/- + 1300 (Grade Pay)

# **MANUAL 11**

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

Initially the Organization receives the grants under various heads from the Government and thereafter it distributes the same amongst its subordinate Courts/ authorities as per their requirements and the remaining funds are used to keep for the expenditure of the organization for expenditure of pay & allowances, over-time allowance, wages, traveling allowances, office expenses, Rent, rate & taxes, publications, grant-in-aid etc.

# **MANUAL 12**

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

**The Manner of Execution of** : The information as relates

**Subsidy Programmers.**

to this issue/point so far as it organization is concerned is "Nil".

# **MANUAL 13**

## **Particulars of recipients of concessions, permits or authorizations granted by it:**

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

# **MANUAL 14**

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

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

# **MANUAL 15**

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

Information i.e. Police station list, Judicial Officers list, forms etc. is available on website i.e

1. [www.haryanajudiciary.gov.in](http://www.haryanajudiciary.gov.in)
2. <http://www.ecourts.gov.in/>

However, Suvidha Centres have also been established at Gurgaon Headquarter for the public for enquiry about their cases.

# **MANUAL 16**

**Such other information as may be prescribed and thereafter update these publication every year:**

Services such as case status, case filing etc. are now available on Suvidha Centre/Judicial Service Centre.

# **MANUAL 17**

**Such other information as may be prescribed and thereafter update these publication every year:**

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