

**AUTHORITIES FOR INFORMATION UNDER  
RIGHT TO INFORMATION ACT**

<b>Court</b>	<b>Assistant Public Information Officer</b>	<b>Public Information Officer</b>	<b>Appellate Authority</b>	<b>E-Mail ID</b>
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. Vijay Kumar	Districts & Sessions Judge Ph: 01823-224300	dsjsbsnagar@aj.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 .Raman Sharma	
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. Jagbir Singh Mehndiratta	
Court of Addl. Civil Judge (Sr. Divn.) at Sub Division, Balachaur	Senior Most Ahlmad/ Stenographer of the Court Ph. : 01885-223480 Sh. Rajesh Kumar	Reader Ph. : 01885-223480 Sh . Hardeep Singh Cheema	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](http://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, Shaheed Bhagat Singh Nagar consists of Tehsil Nawashahr and Sub-Division Balachaur. At Present the Judicial Courts functioning in the Sessions Division are as under :-

**Shaheed Bhagat Singh Nagar**

- 1 District and Sessions Judge - 1
- 2 Principal Judge (Family Court) - 1
- 3 Additional District and Sessions Judge - 2
- 4 Civil Judge (Senior Division) - 1
- 5 Chief Judicial Magistrate - 1
- 6 Additional Civil Judge (Senior Division) 1
- 7 Civil Judges (Jr. Div) - 3
- 8 Secretary, DLSA, SBS Nagar - 1

**Balachaur**

- 1 Additional Civil Judge (Sr. Divn.)-cum-SDJM - 1
- 2 Civil Judge (Jr. Divn.) - 1

As regards the Ministerial Staff, Superintendent/Chief Administrative Officer, Executive Assistant, Reader Grade-I, Reader Grade-II, Reader Grade-III Stenographer Grade-I, II & III, Senior Assistants, Clerks, Balliffs 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. Apart 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, Shaheed 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 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 Shaheed 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

<p><b>District &amp; Sessions Judge</b></p>	<p>The District &amp; 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 &amp; 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 &amp; 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 &amp; 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>
<p><b>Additional District and Sessions Judge - I</b></p>	<p>In the absence of Ld. District and Sessions Judge, first Additional District &amp; Sessions Judge-I look after the urgent work of Judicial side, except entrustment of new cases. The Court of Additional District &amp; 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 &amp; 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><b>Additional District and Sessions Judge - II</b></p>	<p>In the absence of Ld. District and Sessions Judge and Addl. District &amp; Sessions Judge-I, Additional District &amp; Sessions Judge-II look after the urgent work of Judicial side, except entrustment of new cases. The Court of Additional District &amp; 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 &amp; 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><b>Civil Judge (Sr. Division)</b></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 &amp; 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><b>Chief Judicial Magistrate</b></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 &amp; 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><b>Addl. Civil Judge (Sr. Division )</b></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><b>Civil Judge (Jr. Division)</b></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><b>Secretary, District Legal Services Authority</b></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><b>Superintendent/ Chief Administrative Officer</b></p>	<ol style="list-style-type: none"> <li>1. Control over the Staff</li> <li>2. Receptions of plaints/appeals, petitions and to scrutinize the same</li> <li>3. Attesting certified copies.</li> <li>4. To check the accounts.</li> <li>5. To check the lower court staff and sessions court staff.</li> <li>6. Office correspondence</li> <li>7. To maintain attendance register of staff.</li> <li>8. Supervision of Record Room.</li> <li>9. To maintain ACRs property returns of officers</li> </ol>
<p><b>English Clerk</b></p>	<p>English Clerk is the incharge of English Office of the Ld. District &amp; 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</p>

	& Sessions Judge for approval.
<b>Clerk of Court</b>	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. Divison), S.B.S. Nagar, for entrustment. He also prepares 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 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.
<b>Reader</b>	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
	12. Attestation of certified copies
<b>Ahlmads</b>	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 Councils.
<b>Civil Nazir</b>	1. To submit reports relating to the members of the establishment of their Duties of the Civil Judge (Sr. Division).

	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.
<b>Nazir/ Naib Nazir</b>	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
<b>G.I.S. and G.P.F Clerks</b>	To maintain G.I.S. & G.P.F. Accounts of the Staff properly and to send them the statements every year regularly.
<b>Copyist</b>	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
<b>Judgment Writer</b>	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.
<b>Stenographers</b>	To take the dictation from the Presiding Officer and to type the same and to record the evidence on dictation of Presiding Officer.
<b>Library Assistant</b>	He is the incharge of Central Library in the District & Sessions Court, Shaheed Bhagat Singh 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, Shaheed Bhagat Singh Nagar.
<b>Malkhana Moharrir</b>	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. At present there is no Malkhana in SBS Nagar Sessions Division.
<b>Fine Moharrir</b>	He receives the fine as imposed by the Judicial Magistrates at Headquarter and also maintains the Fine Cash Book. He also deposits the same in the Bank on the very next day.
<b>Record Keeper</b>	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 Registers 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**

<b>Sr. No</b>	<b>Name of Branch</b>	<b>Name of the Acts and Manuals Rules,Instructions</b>	<b>Any Other Record/ Documents.</b>
1.	English Office/ GPF Branch/ COC Office/ Statements Branch	High Court rules and orders volume 1 to 6, Punjab Civil services rules, Volume1 part 1, Volume 2 & 3 Punishment and Appeal Rules. 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 the Government 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 and Government of Punjab from time to time	CD 8 Register, Document Return Register and other Registers relating to Record Room
5	Library	High Court Rules and Orders, Volume IV, Chapter-18. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Library Registers
6	Malkhana Branch	High Court Rules and Orders, Volume-I to VI. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Malkhana Registers



MANUAL - 4

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

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

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, SHAHEED BHAGAT SINGH NAGAR

INDEX OF RECORD

ENGLISH OFFICE

Various types of Letter Correspondence on various subjects carried out from time to time.

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

MANUAL - 6

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

MANUAL 7

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.

<b>S. No</b>	<b>Name of the Court</b>	<b>Assistant Public Information Officers</b>	<b>Public Information Officer</b>	<b>Appellate Authority</b>
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 Addl 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 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 Magistrate
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

MANUAL 8

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	Superintendent	Ld. District and Sessions Judge, SBS Nagar/ Civil Judge (Sr Divn), SBS Nagar
3	Civil Nazir / Nazir Branch	Civil Nazir / Nazir	COC	Ld. District and Sessions Judge, SBS Nagar/ Civil Judge (Sr Divn), SBS Nagar
4	Copying Agency	Copyist	Copying Agent	Superintendent in the District and Sessions Court, SBS Nagar and COC in the Judicial Copying Agency to attest the copies/Chief Judicial Magistrate
5.	Record Room	Record Clerk	Record Keeper	Officer-In-Charge, Sessions Record Room, SBS Nagar/ Civil Judge (Sr. Divn.),OIC, Judicial Record Room, SBS Nagar
6	Library	Library Clerk	Librarian	Ld. District and Sessions Judge, SBS Nagar
7	Malkhana Branch/ Fine Mohirrer	Dealing Clerk	Malkhana Mohirrer	Chief Judicial Magistrate, SBS Nagar

**MANUAL 9**

**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 NAGAR**

**Office of Sh. Kanwaljit Singh Bajwa, Ld. Distt. & Sessions Judge, SBS Nagar**

<b>Sr. No.</b>	<b>Name of Officials</b>	<b>Designation</b>	<b>Mobile No.</b>
1	Sh. Vijay Kumar	Superintendent/ C.A.O.	9417198884
2	Vacant	Court Manager	-
3	Yashwinder Gandhi	E.A.	9872350540
4	Sh. Pawan Kumar	E.C.	9463060445
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	Vacant	Library Clerk	
9	Sh. Dharuv Kumar	GIS Clerk	
10	Vacant	GPF Clerk.	
11	Ms. Rupinder Kaur	R & D Clerk	7347222101
12	Sh. Lovdeep Gautam (Deputed to work in Sessions Record Room)	Inspection Clerk	1823-266541
13	Sh. Ranjit Singh	System Assistant	01823-266503
14	Ms. Anjali	Statement Clerk.	
15	Sh. Dharuv Kumar	Library Clerk/GIS Clerk	01823-266511
16	Vacant	Bill Clerk	
17	Vacant	L.R. Clerk	01823-266511
18	Vacant	Nazir	
19	VACANT	L.R. Stenographer Gd. III.	
20	VACANT	L.R. Stenographer Gd. III	01823-266511
21	Sh. Gurmukh Singh	Driver, Attached to the Court of Ld. D&SJ	01823-266511
22	Sh. Parmod Kumar	Driver. Attached to the Court of CJM.	01823-266511
23	Sh. Ranjit Singh	Driver. Attached to the Court of ADJ-I.	01823-266511
24	Sh. Didar Singh	Driver. Attached to Principal Judge, Family Court.	01823-266511
<b>Class IV Officials</b>			
25	Sh. Bharat Singh	Daftri	01823-266511
26	Sh. Ranjit Singh	Office Peon	01823-266511
27	Sh. Kuldeep Singh	Chowkidar	01823-266511
28	Sh. Santokh Singh	Mali	01823-266511
29	Vacant	Mali-cum-Chowkidar	01823-266511
30	Vacant	Library Peon	01823-266511
31	Vacant	Mali	
32	Ms. Seema Devi	Peon. Attached to the Court of ADJ-I.	01823-266511
33	Sh. Jasvir Singh	Chowkidar.	01823-266511
34	Sh. Surinder Pal	Sweeper	01823-266511
35	Sh. Harmesh Lal	Sweeper on Contract Basis at DC Rates.	9915295978
36	Sh. Rakesh Kumar	Sweeper on Contract Basis at DC Rates.	9646608709
37	Sh. Surinder Pal on regular basis is posted and Sh. Amrit Kumar, Sweeper on Contract at	Sweeper on Contract Basis at DC Rates.	

	DC rates is posted in the court of ACJ(SD), Balachaur		
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**Sessions Record Room**

38	Sh. Kulwinder Kumar	Record Keeper.	9463476455
39	Sh. Pardeep Kumar (Adhoc)	Record Clerk.	9465402466
40	Sh. Sandeep Singh {Deputed to work in as Ahlmad in the Court of CJ (JD), Balachaur}	Record Clerk	
41	Ms. Amandeep Kaur (deputed to work as Sweeper)	Record Lifter	
42	Sh. Dilpreet Singh, Peon	Peon, Sessions Record Room.	
43	Sh. Gaurav	Chowkidar.	9914826648

**Sessions Copying Agency**

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

**Court Staff**

49	Ms. Kamla Devi Rana	Reader Grade I	941715S2700
50	Sh. Vikas Kumar (deputed to work in the Court of CJ (SD))	Stenographer Gd. I	9915037315
51	Sh. Jatinder Singh	Stenographer Gd. II	
52	Sh. Sarvesh Sharma	Translator	01823-266509
53	Sh. Jatin Kumar	Ahlmad	
54	Ms. Avneet Kaur Saini	Addl. Ahlmad	
55	Vacant	Copy Clerk	
56	Sh. Pardeep Kumar	Usher	
57	Sh. Jasvir Sallan	Peon	9872791398
58	Sh. Hardeep Singh	Peon.	8437109291

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

59	Sh. Jagrup Singh (Deputed)	Reader Gd. I	
60	Ms. Vinay Nagpal	Stenographer Gd. I	
61	Ms. Anuradha (In own pay scale)	Stenographer Grade-II	
62	Sh. Harkrishan Singh	Translator	
63	Sh. Sunil Kumar	Ahlmad	
64	Sh. Gurpreet Singh	Addl. Ahlmad	
65	Sh. Asif Khan	Copy Clerk	
66	Sh. Chand Ram (deputed to work as Mali)	Usher	
67	Sh. Sarabjit Singh	Orderly	
68	Sh. Rajinder Kumar	Peon	

**Court of Sh. Kuldip Singh Cheema, Addl. Distt. & Sessions Judge, SBS Nagar**

69	Sh. Rakesh Kumar	Reader Gd. III	
70	Sh. Mahesh Bhandari	Stenographer Gd. I	9465551359
71	Ms. Shweta Puri (In own pay scale)	Stenographer Gr. II	
72	Vacant	Translator	
73	Sh. Simarpreet Singh	Ahlmad	9815491534
74	Sh. Anuj Bansal,	Copy Clerk	
75	Sh. Lakhvinder Singh	Usher	9878049656
76	Sh. Anil Kumar	Peon	
77	Sh. Kanwar Singh	Peon.	8054048400

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

78	Vacant (Ms. Shilpe Bansal, Translator deputed to work)	Reader	
79	Sh. Kuldeep Rai Joshi	Stenographer Gd. I	9417790516
80	Ms. Shilpe Bansal	Translator	
81	Sh. Chand Singh (Adhoc) in own pay scale	Stenographer Gr. II	9888726533
82	Sh. Amandeep Sood	Ahlmad	9464633064
83	Vacant. {Sh. Rajeev Kumar (Adhoc) in own pay scale working }	Copy Clerk.	9501371944
84	Sh. Sham Lal	Usher	
85	Sh. Budhi Ram	Orderly	

**Court of Sh. Raman Sharma, Civil Judge (Sr. Div.), SBS Nagar**

86	Sh. Shashi Kapoor	Reader Gd. II.	
87	Sh. Satish Kumar	Stenographer Gd. II.	
88	Sh. Sahil Mahajan	Stenographer Gd. III	
89	Ms. Wazir Kaur	Addl. Ahlmad	
90	Vacant. Ms. Kanwaljit Kaur (Adhoc)	Ahlmad	
91	Sh. Gurjeet Singh	2nd Addl. Ahlmad	
92	Vacant	Execution Clerk	
93	Ms. Manbinder Kaur (Posted in SAS Nagar U/R 10 (2).	Summary Clerk	
94	Ms. Bhupinder Kaur (posted in Sessions Dvision Mohali) Sh. Shakti Singh Sessions Division Rupnagar posted	Addl. Peon	
95	Sh. Davinder Singh Bhatia	Peon	



<b><u>C.O.C. Office</u></b>			
96	Sh. Naresh Kumar	C.O.C.	
97	Sh. Vivek	Bill Clerk	
98	Sh. Anuj Bansal (deputed to work in the court of Sh. PM Sharma, ADJ)	Clerk	
99	Vacant. (Sh. Vivek, BC to look after the work)	R & D Clerk	
100	Ms. Sandeep Kumari	Statistical Clerk	
101	Vacant	L.R. Stenographer Grade-III	
102	Sh. Ramji Yadav (deputed to work as Mali in this office)	Daftri	
103	Sh. Lal Bahadur Yadav	Mali	
104	Sh. Satvir Singh (Posted in Sessions Div. Bathinda 10(2))	Mali	
105	Vacant	Peon	
106	Sh. Balbir Singh	Chowkidar	
107	Sh. Deepak Chopra	Waterman	
108	Vacant	Sweeper	
109	Ms. Suman	Sweeper	

**Judicial Record Room**

110	Avtar Chand	Record Keeper	
111	Vacant	Clerk	
112	Vacant. {Ms. Mamta Rani (Adhoc) in own pay scale}	Clerk	
113	Vacant	Clerk	
114	Sh. Davinder Singh	Record Lifter	
115	Vacant	Record Lifter	
116	Vacant	Peon	

117	Sh. Manpeet	Chowkidar	
<b>Judicial Copying Agency</b>			
118	Sh. Jagrup Singh	Copying Agent.	
119	Ms. Harjeet Kaur	Copyist	
120	Vacant	Copyist	
121	Vacant	Clerk (Window Clerk).	
122	Sh. Rachit Malhotra	Peon	

**Process Serving Agency**

123	Sh. Amrit Lal Bagla	Civil Nazir	
124	Vacant (Sh. Paramjit Singh, to look after the work)	Nazir (Accounts)	
125	Vacant	Naib Nazir	
126	Vacant	Bailiff	
127	Sh. Ashok Kumar	Bailiff	
128	Sh. Rakesh Kumar	Bailiff	
129	Sh. Subhash Chand	Bailiff.	
130	Sh. Sukhjit Pal Singh	Process Server	
131	Sh. Ranjit Kumar	Process Server	
132	Sh. Ashok Kumar	Process Server	
133	Sh. Dharampreet Singh	Process Server	
134	Ms. Harneet Kaur	Process Server	
135	Ms. Meena Kumari (Deputed in court of ACJ(SD), Balachaur.	Process Server	
136	Sh. Naresh Kumar	Process Server	
137	Sh. Surjit Ram	Process Server	
138	Sh. Jujhar Singh	Process Server	
139	Sh. Suba Singh	Process Server	
140	Sh. Khushi Ram	Process Server	
141	Sh. Mandeep Singh	Process Server	
142	Sh. Kuldeep Singh	Process Server	

143	Sh. Pritpal Singh	Process Server	
144	Sh. Ujagar Singh	Process Server	
145	VACANT	Process Server	

**Court of Sh. Jagbir Singh Mehndiratta, Chief Judicial Magistrate, SBS Nagar**

146	Sh. Raghbir Singh	Reader Gd. II.	
147	Vacant (Sh. Vikash Kumar, Steno Gd-II deputed)	Stenographer Gd. II.	
148	Vacant. {Ms. Anu Nanda (Adhoc) in own pay scale }	Stenographer Gd. III.	
149	Sh. Parminder Kumar	Addl. Ahlmad	
150	Vacant	Ahlmad	
151	Ms. Himani Sharma	Fine Clerk	
152	Vacant	Summary Clerk	
153	Sh. Mani Ram	Addl. Peon	
154	Sh. Davinder Kumar	Peon	

**Court of Ms. Radhika Puri , Addl. Civil Judge (Jr. Div.), SBS Nagar.**

155	Sh. Bind Kumar (Posted in SD Jal. U/R 10(2), Sh. Hardeep Singh deputed to work as Reader	Reader Gd. II	
156	Ms. Shevani (in own pay scale)	Stenographer Gd. II.	
157	Ms. Rajani	Stenographer Gd-III	
158	Sh. Ashwani Kumar (Adhoc)	Ahlmad	
159	VACANT	Execution Clerk	
160	Sh. Bipan Kumar	Execution Clerk.	
161	Sh. Jagbir Singh	Orderly	
162	Sh. Chaman Lal	Addl. Peon	

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

163	Sh. Ravinder Singh	Reader Gr. III.	
164	Sh. Dev Raj	Stenographer Gr. II	
165	Vacant	Stenographer Gr. III	
166	Ms. Harjeet Kaur	Ahlmad	
167	Sh. Manjatinder Singh	Addl. Ahlmad	
168	Sh. Harjot Singh	Orderly	
169	Sh. Sanjiv Kumar	Addl. Peon	

**Court of Ms. Kavita, Civil Judge (Jr. Div.), SBS Nagar**

170	Sh. Rahul Sharma	Reader Gr. III.	
171	Vacant	Stenographer Gr. II	
172	Ms. Meenakshi Banga	Stenographer Gr. III	
173	Sh. Sham Sunder	Ahlmad	
174	Sh. Sandeep Kumar	Addl. Ahlmad	
175	Vacant	Orderly	

176	Sh. Baljeet Singh	Peon	
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**Court of Sh. Servesh Singh, Civil Judge (Jr. Div.), SBS Nagar**

177	Sh. Rakesh Kumar (Sh. Vijay Kumar, Reader Gd-I deputed)	Reader	
178	Vacant	Steno Gd-II	
179	Ms. Rajni Rawat	Steno Gd-III	
180	Sh. Gurdarshan Singh	Ahlmad	
181	Vacant	Orderly	
182	Sh. Sudesh Kumar	Peon	

**SUB DIVISION - BALACHAUR**

**Court of Ms. Balvinder Kaur Dhaliwal, Addl. Civil Judge (Sr. Div.), Balachaur.**

183	Sh. Inderjit Singh (Sh. Hardeep Singh Cheema, Reader Gd-I deputed to work as Reader)	Reader Gd. II.	
184	Sh. Rajesh Kumar	Stenographer Gd. II.	
185	Sh. Sahil Kamboj (posted in S.A.S. Nagar U/R 10(2))	Stenographer Gd. III	
186	Ms. Sandeep Kaur	Ahlmad	
187	Ms. Maninder Kaur	Addl. Ahlmad	
188	Vacant (Ms. Sandeep Kaur, Ahlmad to lookafter the work)	Execution Clerk	
189	Vacant	Summary Clerk	
190	Sh. Kapil	Orderly	
191	Vacant	Mali.	
192	Sh. Sudarshan Singh	Peon	
193	Vacant	Addl. Peon	
194	Vacant . (Sh. Amrit Kumar on Contract basis at DC rates)	Sweeper	
195	Sh. Rohit	Chowkidar	

**Court of Ms. Seema Agnihotri, CJ (JD), Balachaur**

196	Sh. Hardip Singh (Sh. Rajinder Kumar, Librarian, deputed to work as Reader)	Reader	
197	Sh. Sanjeev Kumar	Steno Gd-II	
198	Vacant	Steno Gd-III	
199	Sh. Navneet Sharma	Ahlmad	
200	Sh. Sandeep Singh, Record Clerk SRR, deputed to work as Addl. Ahlmad	Addl. Ahlmad	
201	Sh. Jaswinder Kumar	Orderly	
202	Vacant	Peon	

**Judicial Copying Agency, Balachaur**

203	Vacant	Examiner.	
204	Ms. Nisha Jakhar	Copyist	
205	Ms. Jasbir Kaur (deputed to work in Family Court also.)	Peon.	

**Process Serving Agency, Balachaur**

206	Vacant	Nazir Accounts	
207	Sh. Pardeep Singh	Naib Nazir	
208	Sh. Surjit Singh	Bailiff	
209	Sh. Paramjit Singh	Bailiff	
210	Sh. Rajpal Singh	Process Server	
211	Sh. Narinder Kumar	Process Server	
212	Sh. Narinder Kumar	Process Server	
213	Ms. Renu Bala	Process Server	
214	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. Kanwaljit Singh Bajwa, Ld. Distt. & Sessions Judge, SBS Nagar**

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

**Office Staff**

Sr. No.	Name of Officials	Designation	Scale of Pay+ Grade Pay	Pmt.	Temp.
1	Sh. Vijay Kumar	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		1
2	VACANT	Court Manager gr. II, Govt. of Pb. Letter No. 1/43/2010-2 Judl(1)/1578532/1 dated 19.9.2019 received vide HC letter No. 1048 SPL/EII/VII.B.3(3-E) dated 24.10.19.	10300-34800+4800		1
3	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+4800		1
4	Sh. Pawan Kumar	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		1
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		1
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		1
7	Sh. Deepak Kumar (Deputed to work as Bill Clerk)	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		1
8	VACANT	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		1
9	VACANT	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		1
10	Ms. Rupinder Kaur	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		1
11	Sh. Lovdeep Gautam (Deputed to work in Judicial Record Room)	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		1

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 31/5/2021

12	VACANT	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
13	Ms. Anjali	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
14	Sh. Dharuv Kumar also deputed as GPF/Library 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
15	VACANT (Sh. Deepak Kumar, SA, to look after work)	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
16	VACANT	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
17	VACANT (Sh. Inderjit Singh, Reader gr. II deputed)	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
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.	10300-34800+3600		1
19	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.	10300-34800+3600		1
20	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+2400		1
21	Sh. Parmod Kumar	Driver. Attached to the court of CJM. D&SJ, Jalandhar letter No. 1480A/A5 dt. 9.2.10.	5910-20200+2400		1
22	Sh. Gurmukh 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+2400		1
23	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+2400		1

**Class IV Officials**

24	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+1800		1
25	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+1650		1
26	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+1650		1
27	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+1650		1
28	VACANT	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+1650		1

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 31/5/2021

29	VACANT	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+1650		1
30	Ms. Seema Devi (Deputed to work in the court of Sh. Randhir Verma, AD&SJ, SBS Nagar)	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+1650		1
31	VACANT	Mali. Created by Hon'ble High Court vide Office Order No. 17008 E.II/VII.A.23(Pb) dated 6.6.2016.	4900-10680+1650		1
32	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+1650		1
33	Sh. Surinder Pal	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+1650		1
34	Sh. Harmesh Lal	Sweeper. on Contract Basis at DC Rates.	DC Rates		
35	Sh. Rakesh Kumar	Sweeper. on Contract Basis at DC Rates.	DC Rates		
36	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.	DC Rates		

**Sessions Record Room**

37	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 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+4400		1
38	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
39	Sh. Sandeep Singh (Deputed to work as Addl. Ahlmad in the court of Ms.Seema Agnihotri, CJ(JD), Balachaur)	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 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3200		1
40	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 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	4900-10680+1800		1
41	Sh. Dilpreet Singh will also look after the work of Peon in Sessions Copying Agency in addition to his own duties.	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+1650		1
42	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+1650		1

**Sessions Copying Agency**

43	Ms. Poonam	Copying Agent. Created by Hon'ble High Court vide Officer Order dated 12.4.2016.	10300-34800+4400		1
44	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
45	VACANT	Copyist. Created by H.C. Vide letter No. 21899 E II/ VII.A. 23 (Pb) dt. 5.8.2016.	10300-34800+3200		1



Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 31/5/2021

46	VACANT	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
47	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+1650		1

**Court Staff**

48	Ms. Kamla Devi 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.	15600-39100+5400		1
49	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+4800		1
50	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+4400		1
51	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 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+4400		1
52	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 conveyed vide H.C. Letter No. 39544 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3200		1
53	Ms. Avneet Kaur Saini	<b>Addl. Ahlmad. D &amp; SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010.</b>	10300-34800+3200		1
54	VACANT (Sh. Sarvesh Sharma, Translator to look after the work)	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 Gaz. II/XXI.A.5 dt. 15.12.09.	10300-34800+3200		1
55	Sh. Pardeep Kumar (Deputed to work as Sweeper)	Usher. 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+1800		1
56	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 Gaz. II/XXI.A.5 dt. 15.12.09.	4900-10680+1650		1
57	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+1650		1

**Court of Sh. Ashok Kapoor, Principal Judge Family Court, Shaheed Bhagat Singh Nagar**

58	VACANT (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	15600-39100+5400		1
59	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+4800		1
60	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+4400		1

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 31/5/2021

61	VACANT (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+4400		1
62	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
63	VACANT (Sh. Rajeew Kumar (Adhoc) in own pay scale)	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
64	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+1800		1
65	Sh. Budhi Ram	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+1650		1

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

66	Sh. Hardeep Singh Cheema (Sh. Jagrup Singh, Copying Agent, Judicial Copying Agency, SBS Nagar deputed)	Reader Gd. I. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	15600-39100+5400		1
67	Ms. Vinay Nagpal	Stenographer Gd. I. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+4800		1
68	Ms. Anuradha (in own pay scale)	Stenographer Grade-II. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+4400		1
69	Sh. Harkrishan Singh	Translator. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010.	10300-34800+4400		1
70	Sh. Sunil Kumar	Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
71	Sh. Gurpreet Singh	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
72	Sh. Asif Khan (Deputed as Addl. Ahlmad in the court of Ms. Lavleen Sandhu, CJ(JD))	Copy Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
73	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+1800		1
74	Sh. Sarabjit Singh	Orderly. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
75	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+1650		1

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

76	Sh Vijay Sharma (Deputed to work as Reader in the court of Ms. Lavleen Sandhu, CJ(JD) (Sh. Rakesh Kumar Deputed to work as Reader in this court)	Reader Gd. I. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	15600-39100+5400		1
77	Sh. Mahesh Bhandari	Stenographer Gd. I. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+4800		1
78	Ms. Shewata Puri (in own pay scale)	Stenographer Grade-II. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+4400		1
79	VACANT	Translator. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010.	10300-34800+4400		1
80	Sh. Simarpreet Singh	Ahlmad. 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 31/5/2021

81	<b>VACANT (Anuj Bansal, Clerk COC office deputed)</b>	Copy Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
82	<b>Sh. Lakhvinder Singh</b>	Usher. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800		1
83	<b>Sh. Anil Kumar</b>	Orderly. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
84	<b>Sh. Kanwar Singh</b>	Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1

**Court of Sh. Raman Sharma, Civil Judge (Sr. Div.), Shaheed Bhagat Singh Nagar**

85	<b>Sh. Shashi Kapoor</b>	Reader Gr. II. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010.	10300-34800+4800	1	
86	<b>Sh. Satish Kumar</b>	<b>Stenographer Gd. II. D &amp; SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010</b>	10300-34800+4400		1
87	<b>Sh. Sahil Mahajan</b>	Stenographer Grade-III. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3600		1
88	<b>VACANT (Ms. Kanwaljit Kaur (Adhoc) in own pay scale)</b>	Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
89	<b>Sh. Gurjeet Singh</b>	2nd Addl. Ahlmad. Created vide H.C. Endst. No. 37698 E.II/VII.A.23 (Pb) dt. 18.10.12.	10300-34800+3200		1
90	<b>VACANT</b>	Addl. Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
91	<b>VACANT</b>	Execution Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
92	Ms. Manbinder Kaur (posted in Sessions Division, Mohali Rule 10(2))	Summary Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
93	<b>Ms. Bhupinder Kaur (posted in Sessions Division, Mohali U/R 10(2) and Sh. Shakti Singh, from Sessions Division Rupnagar posted</b>	Orderly. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
94	<b>Sh. Davinder Singh Bhatia</b>	Addl. Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1

**C.O.C. Office**

95	<b>Sh. Naresh Kumar</b>	C.O.C. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+4400		1
96	<b>Sh. Vivek.</b>	Bill Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
97	<b>Sh. Anuj Bansal (deputed to work in the court of Sh. PM Sharma, ADJ)</b>	Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		
98	<b>VACANT (Sh. Vivek, BC to look after the work)</b>	R & D Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
99	<b>Ms. Sandeep Kumari</b>	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
100	<b>VACANT</b>	L.R. Stenographer Grade-III. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3600		1
101	<b>Sh. Ramji Yadav (deputed to work as Mali in this office)</b>	Daftri. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800		1
102	<b>Sh. Lal Bahadur Yadav</b>	Mali. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
103	<b>Sh. Satvir Singh (Posted in Sessions Div. Bathinda 10(2))</b>	Mali. Created by Hon'ble High Court vide endst. No. 11683 E.II/VII.A.23(Pb.) dated 30.04.2016	4900-10680+1650		
104	<b>VACANT</b>	Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
105	<b>Sh. Balbir Singh</b>	Chowkidar. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650	1	
106	<b>Sh. Deepak Chopra</b>	Waterman. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 31/5/2021

107	VACANT	Sweeper. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
108	Ms. Suman	Sweeper. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1

**Judicial Record Room**

109	Sh. Raghbir Singh	Record Keeper. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+4400		1
110	VACANT	Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
111	VACANT (Ms. Mamta Rani (Adhoc) in own pay scale)	Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200	1	
112	VACANT	Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
113	Sh. Davinder Singh	Record Lifter. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800		1
114	VACANT	Record Lifter. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800		1
115	VACANT	Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
116	Sh. Manpreet	Chowkidar. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1

**Judicial Copying Agency**

117	Sh. Jagrup Singh (deputed as Reader in the court of Sh. Randhir Verma, AD&SJ, SBS Nagar) & Sh. Rakesh Verma, Kapurthala Division deputed	Copying Agent. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+4400		1
118	Ms. Harjeet Kaur	Copyist. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200	1	
119	VACANT	Copyist. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200	1	
120	VACANT	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
121	Sh. Rachit Malhotra	Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1

**Process Serving Agency**

122	Sh. Avtar Chand deputed to work as Window Clerk in office of Ld.D&SJ, SBS Nagar (Sh.Amrit Lal Bagla, Naib Nazir deputed to work)	Civil Nazir. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+4400		1
123	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
124	Sh. Amrit Lal Bagla (deputed to work as Civil Nazir)	Naib Nazir. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200	1	
125	VACANT	Bailiff. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200	1	
126	Sh. Ashok Kumar-I	Bailiff. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200	1	
127	Sh. Rakesh Kumar	Bailiff. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200	1	
128	Sh. Subhash Chand	Bailiff. Created vide Hon'ble High Court Office Order dated 30.10.2014 bearing Endst. No 32632 E.I/VII.A.23(Pb) dated 3.11.2014.	10300-34800+3200	1	
129	Sh. Sukhjot Pal Singh	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800	1	
130	Sh. Ranjit Kumar	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800	1	
131	Sh. Ashok Kumar	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800	1	
132	Sh. Dharampreet Singh	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800	1	
133	Ms. Harneet Kaur	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800	1	

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 31/5/2021

134	<b>Ms. Meena Kumari (deputed in court of ACJ(SD), BLC.</b>	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800	1	
135	<b>Sh. Naresh Kumar</b>	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800	1	
136	<b>Sh. Surjit Ram</b>	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800	1	
137	<b>Sh. Jujhar Singh</b>	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+1800	1	
138	<b>Sh. Suba Singh</b>	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+1800	1	
139	<b>Sh. Khushi Ram</b>	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800	1	
140	<b>Sh. Mandeep Singh</b>	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800	1	
141	<b>Sh. Kuldeep Singh</b>	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1800	1	
142	<b>Sh. Pritpal Singh</b>	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+1800	1	
143	<b>Sh. Ujagar Singh</b>	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+1800		1
144	<b>VACANT (Sh. Paramjit Singh, PS ex-Sessions Div. Ferozepur)</b>	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+1800		1

**Court of Sh. Jagbir Singh Mehndiratta, Chief Judicial Magistrate, Shaheed Bhagat Singh Nagar**

145	<b>Sh. Jasminder Singh</b>	<b>Reader Gd. II. Created by D&amp;SJ, SBS Nagar vide Endst. No. 1728-31/DSJ 5 dt. 8.4.2011</b>	10300-34800+4800		1
146	<b>VACANT</b>	<b>Stenographer Gd. II. D &amp; SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010</b>	10300-34800+4400		1
147	<b>VACANT</b>	<b>Stenographer Gd. III. Created by D&amp;SJ, SBS Nagar vide Endst. No. 1728-31/DSJ 5 dt. 8.4.2011</b>	10300-34800+3600		1
148	<b>Sh. Parminder Kumar</b>	<b>Addl. Ahlmad. Created by D&amp;SJ, SBS Nagar vide Endst. No. 1728-31/DSJ 5 dt. 8.4.2011</b>	10300-34800+3200		1
149	<b>VACANT</b>	Ahlmad. Created Vide H.C. Letter No. 26427 E II/VII.A.23(Pb) DT. 27.7.11	10300-34800+3200		1
150	<b>Ms. Himani Sharma</b>	Fine Clerk. Created Vide H.C. Letter No. 26427 E II/VII.A.23(Pb) DT. 27.7.11. Recruited on Adhoc basis vide H.C. Letter No. 50/Spl.E.II.VII.B.4(Pb) dt. 30.3.12	10300-34800+3200		1
151	<b>VACANT</b>	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
152	<b>Sh. Mani Ram</b>	<b>Addl. Peon. Created Vide H.C. Letter No. 26427 E II/VII.A.23(Pb) DT. 27.7.11</b>	4900-10680+1650		1
153	<b>Sh. Davinder Kumar</b>	Peon. Created by D&SJ, SBS Nagar vide Endst. No. 1728-31/DSJ 5 dt. 8.4.2011	4900-10680+1650		1

**Court of Ms. Radhikar Puri, Addl. Civil Judge (Jr. Div.), Shaheed Bhagat Singh Nagar**

154	<b>Sh. Bind Kumar (posted in Sessions Div. Jalandhar U/R 10(2) Sh. Hardeep Singh, Reader Gr.III deputed to work as Reader</b>	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+4800		1
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Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 31/5/2021

155	<b>Ms. Shevani (in own pay scale)</b>	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+4400		1
156	<b>Ms. Rajani</b>	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.	10300-34800+3600		1
157	<b>VACANT (Sh. Ashwani Kumar (Adhoc) in own pay scale)</b>	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	<b>Sh. Rahul Bleem</b>	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
159	<b>VACANT</b>	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
160	<b>Sh. Jagvir Singh</b>	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+1650		1
161	<b>Sh. Chaman Lal</b>	Addl. 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+1650		1

**Court of Ms. Harpreet Kaur Nafra, Civil Judge (Jr. Div.), Shaheed Bhagat Singh Nagar**

162	<b>Sh. Ravinder Singh</b>	<b>Reader Gr. III. Shifted vide this office Order bearing Endst. No. 3233-37/DSJ 1N dated 19.5.2014</b>	10300-34800+4400		1
163	<b>Sh. Dev Raj</b>	Stenographer Gr. II. Shifted vide this office Order bearing Endst. No. 3233-37/DSJ 1N dated 19.5.2014	10300-34800+4400		1
164	<b>VACANT</b>	Stenographer Gr. III. Shifted vide this office Order bearing Endst. No. 3233-37/DSJ 1N dated 19.5.2014	10300-34800+3600		1
165	<b>Sh. Vipran Rana</b>	Ahlmad. Shifted vide this office Order bearing Endst. No. 3233-37/DSJ 1N dated 19.5.2014	10300-34800+3200		1
166	<b>Sh. Manjatinder Singh</b>	Addl. Ahlmad (Post of 2nd Addl. Ahlmad shifted from the court of SDJM, Balachaur, vide office order No. 24-34/DSJ 5 dated 2.1.16)	10300-34800+3200		1
167	<b>Sh. Harjot Singh</b>	Orderly. Shifted vide this office Order bearing Endst. No. 3233-37/DSJ 1N dated 19.5.2014	4900-10680+1650		1
168	<b>Sh. Sanjiv Kumar</b>	Peon Created vide H.C. Endst. No. 37698 E.II/VILA.23 (Pb) dt. 18.10.12.	4900-10680+1650		1

**Court of Ms. Kavita, Civil Judge (Jr. Div.), Shaheed Bhagat Singh Nagar**

169	<b>Sh. Rahul Sharma</b>	Reader Gr. III. Shifted vide this office Order bearing Endst. No. 1091-1096/DSJ5A dated 12.2.2020	10300-34800+4400		1
170	<b>VACANT</b>	Stenographer Gr. II. . Shifted vide this office Order bearing Endst. No. 1091-1096/DSJ5A dated 12.2.2020	10300-34800+4400		1
171	<b>Ms. Minakshi Banga</b>	Stenographer Gr. III. . Shifted vide this office Order bearing Endst. No. 1091-1096/DSJ5A dated 12.2.2020	10300-34800+3600		1
172	<b>Sh. Pardeep Singh</b>	Ahlmad. . Shifted vide this office Order bearing Endst. No. 1091-1096/DSJ5A dated 12.2.2020	10300-34800+3200		1
173	<b>Sh. Sandeep Kumar</b>	<b>Addl. Ahlmad. (Post of 2nd Addl. Ahlmad shifted from the court of CJM, vide office order No. 24-34/DSJ 5 dated 2.1.16)). Shifted vide this office Order bearing Endst. No. 1091-1096/DSJ5A dated 12.2.2020</b>	10300-34800+3200		1
174	<b>VACANT</b>	Orderly. . Shifted vide this office Order bearing Endst. No. 1091-1096/DSJ5A dated 12.2.2020	4900-10680+1650		1

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 31/5/2021

175	<b>Sh. Baljeet Singh</b>	Peon. . Shifted vide this office Order bearing Endst. No. 1091-1096/DSJ5A dated 12.2.2020	4900-10680+1650		1
<b>Court of Ms. Lavleen Sandhu, Civil Judge (Jr. Div.), Shaheed Bhagat Singh Nagar</b>					
176	<b>Sh. Rakesh Kumar (Sh. Vijay Sharma, Reader Gr.-I deputed)</b>	Reader Gr. III. Created vide this office Endst.No.9226-31/DSJ-5A dated 18.11.2020	10300-34800+4400		
177	<b>VACANT</b>	Stenographer Gr. II. . Created vide this office Endst.No.9226-31/DSJ-5A dated 18.11.2020	10300-34800+4400		
178	<b>Ms. Rajni Rawat</b>	Stenographer Gr. III. Created vide this office Endst.No.9226-31/DSJ-5A dated 18.11.2020	10300-34800+3600		
179	<b>Sh. Gurdarshan Singh</b>	Ahlmad. Created vide this office Endst.No.9226-31/DSJ-5A dated 18.11.2020	10300-34800+3200		
180	<b>VACANT</b>	Orderly. Created vide this office Endst.No.9226-31/DSJ-5A dated 18.11.2020	4900-10680+1650		
181	<b>Sh. Sudesh Kumar</b>	Peon. Created vide this office Endst.No.9226-31/DSJ-5A dated 18.11.2020	4900-10680+1650		

**SUB DIVISION BALACHAUR**

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

182	<b>Sh. Inderjit Singh (Deputed to work as District Nazir in this office) Sh. Hardeep Singh Cheema, Reader gr. I deputed)</b>	Reader Gd. II. D&SJ Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+4800		1
183	<b>Sh. Rajesh Kumar</b>	<b>Stenographer Gd. II. D &amp; SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010</b>	10300-34800+4400		1
184	<b>Sh. Sahil Kamboj posted in S.A.S. Nagar U/R 10(2)</b>	Stenographer Gd. III. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3600		1
185	<b>Ms. Sandeep Kaur</b>	Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
186	<b>Ms. Maninder Kaur</b>	Addl. Ahlmad. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
187	<b>VACANT (Ms. Sandeep Kaur, Ahlmad to look after the work)</b>	Execution Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
188	<b>VACANT</b>	Summary Clerk. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
189	<b>Sh. Kapil</b>	Orderly. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
190	<b>VACANT</b>	Mali. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
191	<b>Sh. Sudarshan Singh</b>	Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
192	<b>VACANT</b>	Addl. Peon. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
193	<b>VACANT (Sh. Amrit Kumar on Contract basis at DC rates)</b>	Sweeper. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
194	<b>Sh. Rohit</b>	Chowkidar. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1

**Judicial Copying Agency, Balachaur**

195	<b>VACANT</b>	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		
196	<b>Ms. Nisha Jakhar (also deputed to look after the work of Family Court at Balachaur).</b>	Copyist. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
197	<b>Ms. Jasbir Kaur (deputed to work in Family Court)</b>	Peon. Created by Hon'ble High Court vide Offic endst. No. 10791 E.II/VII.A.23(Pb.) dated 23.4.2016.	4900-10680+1650		1

**Process Serving Agency, Balachaur**

Information of S.B.S Nagar District Courts, Punjab, Under R.T.I Act 2005, as on 31/5/2021

198	VACANT	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
199	Sh. Sham Sunder	Naib Nazir. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	10300-34800+3200		1
200	Sh. Surjit Singh	Bailiff. D&SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	5910-20200+3200		1
201	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+3200		1
202	Sh. Rajpal Singh	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
203	Sh. Narinder Kumar	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
204	Ms. Renu Bala	Process Server. D & SJ, Jalandhar letter No. 1480G/A5 dated 9.2.2010	4900-10680+1650		1
205	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

**Court of Ms. Seema Agnihotri, Civil Judge (Jr. Div.), Balachaur.**

206	Sh. Hardip Singh but deputed to work as Reader in the court of Ms. Radhika Puri, ACJ(SD), SBS Nagar (Sh. Rajinder Kumar, Librarian deputed to work)	Reader Gr. III. Created vide this office Order bearing endst. no. 1085-1090/DSJ 5A dated 12.2.2020	10300-34800+4400		1
207	Sh. Sanjeev Kumar	Stenographer Gr. II. Created vide this office Order bearing endst. no. 1085-1090/DSJ 5A dated 12.2.2020	10300-34800+4400		1
208	VACANT	Stenographer Gr. III Created vide this office Order bearing endst. no. 1085-1090/DSJ 5A dated 12.2.2020	10300-34800+3600		1
209	Sh. Navneet Sharma (Sh. Sandeep Singh, Clerk, Sessions Record Room deputed to work as Addl. Ahlmad)	Ahlmad Created vide this office Order bearing endst. no. 1085-1090/DSJ 5A dated 12.2.2020	10300-34800+3200		1
210	Sh. Jaswinder Kumar	Orderly. Created vide this office Order bearing endst. no. 1085-1090/DSJ 5A dated 12.2.2020	4900-10680+1650		1
211	VACANT	Peon Created vide this office Order bearing endst. no. 1085-1090/DSJ 5A dated 12.2.2020	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

<b>Sr. No</b>	<b>Head "2014- ADMIN. OF JUSTICE FOR THE YEAR 2020-21"</b>	<b>Budget/Funds received</b>	<b>Budget/Funds Utilized</b>
1	Salaries and C.A.-105(01)	44229987	44164146
2	Salaries -105(03)	38000	NIL
3	Salaries -105(02)	45638082	45568961
4	Salaries and C.A.-105(04)	15250000	14655855
5	Wages-105(01)	330000	323532
6	Wages-105(02)	NIL	NIL
7	T.A.-105(01)	1400	1240
8	T.A.-105(03)	NIL	NIL
9	T.A.-105(02)	NIL	NIL
10	T.A.-105(04)	NIL	NIL
11	O.E.,P.OL. Liveries & Law Books-105(01)	400000	395270
12	O.E.,P.OL. Liveries & Law Books-105()(02)	NIL	NIL
13	Electricity-105(01)	390000	298615
14	Electricity-105(02)	900000	778420
15	Telephone-105(01)	195000	184705
16	Telephone-105(02)	2000	NIL
17	Water Charges-105(01)	21000	1240
18	Water Charges-105(02)	1210	1210
19	Adv. Publication-105(01)	NIL	NIL
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)	1990390	1990389
24	Medical Reimbursement-105(01)	89010	89010
25	Medical Reimbursement-105(03)	NIL	NIL
26	Medical Reimbursement-105(02)	216224	216174
27	Medical Reimbursement-105(04)	56338	56338
28	2235-Social Security and Welfare- (Legal Aid Poor) and (Legal Aid to L.P.)	97433	97433
29	108-Criminal Courts	NIL	NIL
30	Funds for Consumable Items	231000	122186
31	Funds for Car	102560	35429
32	Funds for computer stationary	564000	143980
33	Funds For Petrol	40000	23815
34	Office Expenses 105(02)	300000	283567
35	AMC Photostate Machine	93114	93114

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.
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