

MANUAL
OF
DISTRICT COURT
TEHRI GARHWAL
UTTARAKHAND
UNDER
SECTION 4 (1)(b)
OF
RIGHT TO INFORMATION
ACT, 2005

SECTION 4(1)(b)(i)

The particulars of District Court of Tehri Garhwal Uttarakhand, functions and duties;

Particulars of Organization: District Court of Tehri Garhwal, Uttarakhand consist of following Courts: ---

At Head Quarter New Tehri

1. District and Sessions Court.
2. Additional District and Sessions Court
3. Chief Judicial Magistrate Court.
4. Civil Judge (Sr.Division)
5. Civil Judge (Jr. Division)

Outlying Courts

1. Civil Judge (Jr. Division) Court at Tehsil Narendranagar, Tehri Garhwal.
2. Civil Judge (Jr. Division) Court at Kirtinagar, Tehsil Devprayag, Tehri Garhwal.

Functions: It is a Court under chapter VI of the Constitution of India

Duties: (1) Administrative
(2) Judicial

SECTION 4(1)(b)(ii)

The powers and duties of officers and employees of the District Court of Uttarakhand;

Powers and duties of Judges of the District Court: Administrative and Judicial Work as per provisions of the law, General rules (civil), General rules (criminal) and circular orders of Hon'ble High Court.

Powers & Duties of Staff of the District Court: The officials discharge their duties as per the General rules (civil), General rules (criminal) and circular orders of Hon'ble High Court.

SECTION 4(1)(b)(iii)

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

The cases are decided as per the provisions of Law. The administrative decisions are taken by District Judge as per the General rules (civil), General rules (criminal) and circular orders of Hon'ble High Court and the appropriate service rules.

SECTION 4(1)(b)(IV)

The norms set for the discharge of the functions of the District Court of Uttarakhand;

The General rules (civil), General rules (criminal) and circular orders of Hon'ble High Court, Laws and Judgments / Rulings of Hon'ble High Court and Supreme Court of India.

SECTION 4(1)(b)(v)

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

(1) All the laws are applicable

(2) General rules (civil), General (criminal) and circular orders of Hon'ble high court.

SECTION 4(1)(b)(vi)

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

(1) Administrative Record

(2) Judicial Record

SECTION 4(1)(b)(vii)

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

That is not required as per the provisions of the law.

SECTION 4(1)(b)(viii)

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

1. Administrative decisions are taken by D.J.
2. Meeting of officers held monthly for appreciation of judicial work and administrative work assigned by District Judge.
3. Meeting of monitoring cell held monthly with D.M, S.P. and Officers of prosecution for proper functioning of criminal justice system.

SECTION 4(1)(b)(ix)

A directory of officers and government counsel of the District Court of Tehri Garhwal Uttarakhand.



DISTRICT COURT TEHRI GARHWAL



FAX : (01376) - 232356
E-mail: dj-teh-ua@nic.in
Telephonic Enquiry: 01376-232356

JUDGES DISTRICT COURT OF TEHRI GARHWAL

Name	Office	Residence	Fax	Mobile
Smt. Meena Tewari, District & Sessions Judge, Tehri Garhwal D.J. Residence New Tehri	01376- 232356	01376-232357 01376-234696	01376-232356(0) 01376-232357(R)	9411108006
Shri Gurubaksh Singh, ADJ Tehri Garhwal. A.D.J. Residence New Tehri	01376- 232356	01376-232106	01376-232106(O)	9456597004
Shri Chandramani Rai Chief Judicial Magistrate, Tehri Garhwal	01376- 232356	----	----	9756736606
Smt. Geeta Chauhan, CJSD, Tehri Garhwal New Tehri	01376- 232356	01376-232230	01376-232106(O)	9456596986
Shri Sachin Kumar Pathak, Civil Judge(Jr.Div)/ J.M	01376- 232356	01376-232230	01376-232106(O)	9456597029
Ms Rashmi Goyal, Civil Judge(Jr.Div)/ J.M Narendranagar Pooled House no. 1, Type IV, Narendranagar	01378-227100	01378-227800	01378-227100(0)	7668047141
Shri Kapil Kumar Tyagi, Civil Judge(Jr.Div)/ J.M Kirtinagar	01370-260448	—	01370-260448(0)	9458197822

GOVERNMENT ADVOCATES

Name	Designation	Office	Residence	Mobile No.
Sri Mahaveer Singh Negi Vidhi Vihar, New Tehri	D.G.C. (Criminal)	—	01376-232602	9412312051
Sri Beni Madhav Shah 5A- 53 A Baurari New Tehri	A.D.G.C. (Criminal)	—	—	9412970544
Sri Rajendra Singh Aswal 6/2 Type III, GGIC Campus New Tehri	D.G.C. (Civil)	—	01376-233103	9456555600
Sri Jagatmani Panuli 9B-Baurari New Tehri	A.D.G.C (Civil)	—	—	9412983526
Sri C.P. Chand 26/17 Vidhi Vihar, New Tehri	D.G.C. (Revenue)	—	01376-233192	9412912528
Sri Vinod Negi 5A-Baurari New Tehri	A.D.G.C (Revenue)	—	—	9412026432

PROSECUTION OFFICERS

Name	Designation	Office	Residence	Mobile No.
Shri P.S. Toliya, New Tehri	Prosecution Officer	01376- 232339	—	9458341333
Sri Swarajya Singh panwar, A-35 Model House, New Tehri	Advocate, Penal Lawyer, Criminal	01376- 232339	01376-233751	9412026942
Sri Chandraveer Singh Negi, Negi Bhawan Chamba	Advocate, Penal Lawyer, Criminal	01376- 232339	—	9412027767
Sri Vinay Semwal , A-66, Sector -5A, Baurari, New Tehri	Advocate, Penal Lawyer, Criminal	—	—	9639838807
Sri Vivek Badhani, Basant Vihar, New Tehri	Advocate, Penal Lawyer, Criminal	—	—	8755048180
Sri Arvind Bahuguna, J Block ,New Tehri	Advocate, Penal Lawyer, Criminal	—	—	8979454988
Narendra Nath Pandey, Narendranagar	APO Narendranagar	—	—	07500445512

All Employees of the judgeship have a common office number i.e. 01376-232356

BAR ASSOCIATION

Name	Designation	Office	Residence	Mobile No.
Jagmohan Singh Rangarh	President	—	—	9761373022
Dinesh Miyan	Secretary	—	—	9411186557

SECTION 4(1)(b)(x)

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

Category	Total No. Of Post sanctioned	Total No. of Post filed up	Total No. of vacant Post
Class III	54	16	38
Driver	02	01	01
Class IV	48	32	16

**Monthly remuneration received by, Judge Officers and Officials of District
Court Establishment as on 31.01.2016**

SN	Name of Emp./Officer	Remarks	Payscale	Basic Pay	Grade Pay	Total Emoluments
1.	Smt. Meena Tiwari	District & Sessions Judge	57700-70290	70290	0	166592
2.	Shri Gurubaksh Singh	Addl. District Judge	51550-63070	57700	0	145899
3.	Shri Chandramani Rai	CJM	39530-54010	44770	0	113901
4.	Smt. Geeta Chauhan	CJSD	39530-54010	43690	0	111299
5.	Shri Sachin Kumar Pathak	CJJD New Tehri	27700-44770	29240	0	75690
6.	Miss Rashmi Goyal	CJJD Narendranagar	27700-44770	29240	0	77190
7.	Shri Kapil Kumar Tyagi	CJJD Kirtinagar	27700-44770	28470	0	69099
8.	Shri Vikram Singh Rawat	SAO	15600-39100	18460	5400	53293
9.	Shri Sunder Singh	SM	9300-34800	17710	4600	49419
10.	Shri Madan Mohan Petwal	Reader	9300-34800	17710	4600	49419
11.	Shri Jagdish Prasad Petwal	PA	9300-34800	23070	4600	61257
12.	Shri Girish Chandra Bijalwan	Reader	9300-34800	15710	4600	45239
13.	Shri Pratap Singh	PA	9300-34800	18840	4600	51994
14.	Shri Ramesh Kumar	Central Nazir	9300-34800	15710	4600	47439
15.	Shri Laxman Singh Sajwan	Record Keeper	9300-34800	13040	4200	38376
16.	Shri Baishak singh bagiyal	Reader	9300-34800	12710	4200	37593
17.	Smt. Reeta Sajwan	Reader	9300-34800	12160	4200	36348
18.	Shri Ratan Mani	Cashier	5200-20200	10020	2800	31764
19.	Shri Pankaj Kumar Shukla	Appeal Clerk	5200-20200	10020	2800	31264
20.	Shri Jayendra Singh	Reader CJJD New Tehri	5200-20200	10020	2800	31544
21.	Shri Karan Singh Panwar	Copiest CJM Court	5200-20200	9400	2400	26128
22.	Shri Jyoti Prasad	Copiest CJSD Court	5200-20200	11170	2800	30974
23.	Shri Pankaj Panwar	Copiest/Reader	5200-20200	7830	2000	23981
24.	Km Saraswati	Jr. Assistant Clerk	5200-20200 (13 days pay)	2709	839	7954
25.	Smt. Harshi Dhyani	Jr. Assistant Clerk	5200-20200	6460	2000	18827
26.	Km. Renu Bangwal	Jr. Assistant Clerk	5200-20200	6460	2000	18827
27.	Km. Rajani Pundir	Stenographer	5200-20200	8560	2800	26658
28.	Smt. Reshma	Stenographer	5200-20200	8560	2800	26658
29.	Shri Pranav Rana	Jr. Assistant Clerk	5200-20200	6460	2000	18827
30.	Shri Anil	Jr. Assistant Clerk	5200-20200	6460	2000	18827
31.	Shri Amar Singh	Jr. Assistant Clerk	5200-20200	6460	2000	18827
32.	Shri Sanjyog Singh	Jr. Assistant Clerk	5200-20200	6460	2000	18827
33.	Shri Amit Kumar Kashyap	Jr. Assistant Clerk	5200-20200	6460	2000	18827
34.	Shri Madan Mohan Raturi	Process Server	5200-20200	9740	2800	29033
35.	Shri Poolam Singh	Driver	9300-34800	12000	4600	36904
36.	Smt Bhagwati Devi	Paniwala	5200-20200	9890	2400	27245
37.	Shri Bhagat Ram Semwal	Orderly	5200-20200	10180	2800	28796
38.	Shri Rakesh Kumar	Process Server	5200-20200	11200	2800	32232
39.	Shri Madan Singh Rawat	Daftari	5200-20200	11020	2800	30636
40.	Shri Diwan Singh	Process Server	5200-20200	9730	2400	28097
41.	Shri Lakhi Singh Negi	Process Server	5200-20200	10230	2800	30108
42.	Shri Vishalman Bijalwan	Chowkidar	5200-20200	11200	2800	31032
43.	Shri Kamal Singh	Process Server	5200-20200	10330	2800	30325
44.	Shri Budhi singh lingwal	Chowkidar	5200-20200	11200	2800	31032
45.	Shri Bhagat Singh Panwar	Process Server	5200-20200	11200	2800	32512
46.	Shri Vijay Kumar	Sweeper cum Mali	5200-20200	8970	1800	23856
47.	Shri Bhagwan Singh Rana	Process Server	5200-20200	9490	2800	28485
48.	Shri Tota Ram Bhatt	Process Server	5200-20200	10330	2800	30437
49.	Shri Rajeev Kumar	Sweeper	5200-20200	8970	1800	23856
50.	Shri Kaur Singh	Chaprasi	5200-20200	9770	2400	26982
51.	Shri Manvendra Singh	Process Server	5200-20200	11200	2800	32232

SN	Name of Emp./Officer	Remarks	Payscale	Basic Pay	Grade Pay	Total Emoluments
52.	Shri Kirti Ram Thapliyal	Orderly	5200-20200	10580	2800	29672
53.	Shri Ashok Kumar	Orderly	5200-20200	7100	1800	21710
54.	Shri Kundan Singh Aswal	Chapراسى	5200-20200	6840	1800	21084
55.	Shri Yogamber Singh	Chapراسى	5200-20200	6580	1800	20457
56.	Shri Lekhraj Singh	Chapراسى	5200-20200	6580	1800	20457
57.	Shri Digamber Singh	Chapراسى	5200-20200	6580	1800	20457
58.	Shri Suraj Singh	Chowkidar	5200-20200	6580	1800	20457
59.	Shri Ram Lal Gairola	Chapراسى	5200-20200	6580	1800	20457
60.	Shri Prem Singh	Process Server	5200-20200	6580	1800	20457
61.	Shri Rajesh Chauhan	Orderly	5200-20200	6580	1800	20457
62.	Shri Matbar Singh	Chapراسى	5200-20200	6580	1800	19904
63.	Shri Sunil Prasad	Faras	5200-20200	9020	1900	24195
64.	Shri Ganesh Prasad	Chapراسى	5200-20200	6580	1800	20457
65.	Shri Vipul Uniyal	Chapراسى	5200-20200	6580	1800	20457

SECTION 4(1)(b)(xi)

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

Statement showing total amount of Budget grant allotted, expenditure incurred and remaining balance for the period 1.4.2015 to 31.08.2015 (Financial Year 2015-2016) under head 2014-Administration of justice- 105-Civil & Sessions court-03 District Judge, Tehri Garhwal)

SN	Head	Total Grant Received	Total expenditure till 01.02.2016	Balance as on 01.02.2016
1.	01- Pay	13500000	11143824	2356176
2.	02- Wages	111000	79753	31247
3.	03- Dearness Allowance	15420000	8885503	6534497
4.	04- Travel Expenses	60000	23914	36086
5.	05- Tranfer Travelling Alio	175500	137479	38021
6.	06- Other Allowances	1630000	691731	938269
7.	08- Office Expences	300000	247501	52499
8.	09- Electricity Dues	300000	154841	145159
9.	10- Water Charges/Wate	40000	26826	13174
10.	11- Stationary and Printin	150000	84288	65712
11.	12- Office Furniture and E	10000	8200	1800
12.	13- Expenditure on Telep	150000	83002	66998
13.	15- Maintenance of vehic	350000	169385	180615
14.	16- Payment for consulta	100000	96953	3047
15.	22- Guest Expences	14000	7591	6409
16.		5941000	0	5941000
17.	27- Medical Reiumburse	500000	329328	170672
18.	29- Maintenance	308000	308000	0
19.	42- Other expenditure	13000	7150	5850
20.	46- Computer Hardware	100000	2362	97638
21.	47- Computer Stationary	50000	47465	2535
	Total	39222500	22535096	16687404

108- Criminal Courts

SN	Head	Total Grant Received	Total expenditure till 01.02.2016	Balance as on 01.02.2016
1.	01- Pay	1700000	1081320	618680
2.	03- Dearness Allowance	1870000	1101023	768977
3.	04- Travel Expenses	5000	0	5000
4.	06- Other Allowances	180000	179221	779
5.	08- Office Expenses	35000	69	34931
6.	09- Electricity Dues	10000	3327	6673
7.	10- Water Charges/Water	5000	0	5000
8.	11- Stationary and Printing	15000	13382	1618
9.	13- Expenditure on Telephone	25000	8250	16750
10.	15- Maintenance of vehicle	50000	41287	8713
11.	27- Medical Reimbursement	10000	0	10000
12.	42- Other expenditure	10000	8206	1794
13.	46- Computer Hardware	20000	0	20000
14.	47- Computer Stationary	3000	0	3000
	Total	3938000	2436085	1501915

**STATEMENT SHOWING TOTAL AMOUNT OF BUDGET
SANCTIONED FOR THE FINANCIAL YEAR 2013-2014 UNDER HEAD**

2014 | Administration of Justice
 00 | Non Plan
 105 | Civil & Sessions Court
 03 | District & Sessions Judge
 29 | Anurakhsan

Sl. No.	Name of Head	Total amount of Budget allotted for 2015-16	Total Amount expended from 01.04.2015 to 31.08.2015	Total amount remains balance
1	2	3	4	5
1	29- Anurakhsan	308000	0	308000

SECTION 4(1)(b)(xii)

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

There are no subsidy programmes in the District Court of Tehri Garhwal at New Tehri.

SECTION 4(1)(b)(xiii)

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

Not applicable in the District Court of Tehri Garhwal.

SECTION 4(1)(b)(xiv)

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

Judgments, Cause lists of the court of District Judge and cause lists of the other courts are available on www.lobis.nic.in and information of Judges, cause list and Judgments of District Judge, are available at District Court website at <http://dcteh.uk.gov.in>.

SECTION 4(1)(b)(xv)

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

- (1) Judgments, cause lists of District court are accessible worldwide for litigant public at District court website.
- (2) Apart from it, the litigant public may also enquire status of their cases by moving application at the District Court, Tehri Garhwal .
- (3) An enquiry Counter is going to set up in near future at the District Court by whom the litigants/ public may obtain the information regarding status of their cases.

SECTION 4(1)(b)(xvi)

The names, designations and other particulars of the Public Information Officers;

(1) Smt. Meena Tiwari

Public Authority

District Judge, Tehri Garhwal

Tel. No. 01376-232356(Office)

(1) Shri Sachin Kumar Pathak

Appellate Authority under Section 19(1) of the Right to Information Act, 2005

Civil Judge Jr. Div.

Tel. No. **01376-232356**

(2) Shri Vikram Singh Rawat

Public Information Officer under Section 5(1) of the Right to Information Act, 2005 Senior Administrative Officer District Judge Court, New Tehri Tel.No. 01376-232356(Office)

(3) Shri Baisakh Singh Bagiyal

Assist. Public Information Officer under Section 5(2) of the Right to Information Act, 2005

Reader/ Munsarim

Civil Judge Junior Div Court, Narendranagar

Tel. No. 01378-227100 (Office)

SECTION 4(1)(b)(xvii)

Such other information as may be prescribed; and thereafter update these publications every year;
Every Information which changes is updating each year.

**TOTAL NUMBER OF CRIMINAL AND CIVIL CASES PENDING ON
31.12.2015 IN THE JUDGESHIP OF TEHRI GARHWAL**

Sl. No.	NAME OF COURT	NUMBER OF CASES		TOTAL
		CIVIL	CRIMINAL	
1.	District Judge Tehri Garhwal	43	81	124
2.	Addl.District & Session Judge, Tehri Garhwal	35	30	65
3.	Chief Judicial Magistrate, Tehri Garhwal	0	532	532
4.	Civil Judge Senior Division/ J.M. , Tehri Garhwal	184	33	217
5.	Civil Judge Junior Division/ J.M., New Tehri, Tehri Garhwal	69	325	394
6.	Civil Judge Junior Division/ J.M., Kirtinagar, Tehri Garhwal	20	163	183
7.	Civil Judge Junior Division/ J.M., Narendranagar, Tehri Garhwal	31	229	260
	Total Pendeny	382	1393	1775