

# **DISTRICT AND SESSIONS COURTS**

## **PANCHKULA (HARYANA)**

*(Information on 16 Manuals under  
Section 4.1 (b)  
of the Right to Information Act, 2005)*

# **MANUAL 1**

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

### **➤ Particulars**

<b>Name of the Organization:</b>	<i>Office of District and Sessions Judge, Panchkula</i>
<b>Functions of the Organization:</b>	<i>Judicial &amp; Administrative functions.</i>
<b>Duties of the Organization:</b>	<i>i) To exercise the control over the Subordinate Courts functioning in the territorial jurisdiction.</i> <i>ii) To distribute various grants amongst it's subordinate authorities received from the Government from time to time.</i> <i>iii) To deal with the all correspondence relating to Hon'ble High Court and the Department of law &amp; Justice, Government of Haryana.</i> <i>iv) To administer justice as per the various legislation/ statutes.</i> <i>v) To recruit Class-IV Govt. Servants with the help of Advisory Committee.</i> <i>vi) To handle the administration in accordance with the procedural laws, Punjab Civil Services Rules applicable in State of Haryana, the Government Resolutions and the Notifications issued by the High Court.</i> <i>vii) In exercise of his administrative function, the organization deals with Transfers, Departmental proceeding and promotion etc. of the employees.</i> <i>viii) The Head of the Organization- The Principal District &amp; Sessions Judge is the Chairman of District Legal Services Authority, Panchkula under which the Lok-Adalats are held and legal services are provided.</i>

## **MANUAL 2**

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

- i) The District and Sessions Judge,
- ii) The Additional District and Sessions Judges.

*They deal with the Civil and Criminal matters on appellate side, the cases triable exclusively by Sessions Court and also the matter under special act they also act as Motor Accident Claim Tribunal.*

- iv) The Civil Judge (Senior Division) :-

*Deals with the matters of Civil nature having unlimited pecuniary jurisdiction.*

- v) The Chief Judicial Magistrate :-

*Deals with all types of Criminal matters excluding the cases triable by the Court of Session.*

- vi) The Civil Judges (Junior Division)-cum-Judicial Magistrates Ist Class :-

*(1) Deal with the matters of civil nature having jurisdiction upto Rs.10 lac.*

*(2) Deal with the matters of criminal nature excluding those triable by the Court of Sessions and within the exclusive jurisdiction to the Chief Judicial Magistrate.*

**Categories of the Employees of the Organization.**

The various categories of the employees of organization are, as under :-

➤ Regular Employees.

**Class-A : Chief Administrative Officer-cum-Superintendent**

**Class-C : Reader Grade I, II and III,  
Stenographer Grade I, II and III  
Clerks, Ahlmads, Driver, Bailiff**

**Class-D : Process Server/Peon/Mali/Orderly/Daftri/Mali-cum-Chowkidar  
Peon/Waterman/Record-lifter/ Usher/Sweeper/Chowkidar**

➤ Ad-hoc Employees:

*Stenographer Gr.-III - 2*

➤ Contractual Employees:

*Lift Operators - 3  
Sweeper - 1*

## **Duties of Employees**

➤ **Chief Administrative Officer/Superintendent**

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

➤ **Reader Grade I, II, III**

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

➤ **Stenographer Grade I, II, III**

*To note down evidence in English on Typewriter/ Computer.*

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

*To take down evidence in English on Typewriter/ Computer.*

*To take dictation in cases from the Judges.*

➤ **Ahlmads**

*To have the custody of cases pending & instituted in the respective Courts & to look after the maintenance of those cases and; to do the work as per procedural laws and the duties assigned by the Head of organization and by the Presiding Officers of the courts concerned.*

➤ **Clerks**

*To handle various assignments such as Bill Clerk, Library Clerk, Copy Clerk, Copyist etc.*

➤ **Bailiffs/ Process Servers**

*To serve the summonses, notices and to execute warrants issued by the Court(s).*

➤ **Peons**

*To act as Orderlies, to keep the court halls clean, to distribute the dak etc.*

➤ **Chowkidars**

*To watch the Court building and premises.*

➤ **Sweepers**

*To clean the Court premises, lavatories etc.*

## **MANUAL 3**

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

*The procedure as prescribed in Haryana Civil Services Rules – 2016, Punjab and Haryana High Court Rules and Orders as well as the instructions being received from the Hon'ble High Court and Haryana Government are being used for its control or discharging its functions by the employees.*

## **MANUAL 4**

### **The norms set by it for the discharge of its functions:-**

*As per the guidance, written directions & norms set by the Hon'ble High Court of Punjab and Haryana and various resolutions & circulars issued by the Govt. of Haryana.*

## **MANUAL 5**

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

A statement of the categories of:

The following registers/documents that are held by it or documents are maintained by under its control.

*1. The Register for Civil and Criminal Side.*

*2. The separate institution registers for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained by the subordinate Courts.*

*3. The separate registers for the registration of Regular IPC cases, Act Cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained by all the Judicial Magistrates.*

*4. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and it's execution are being maintained in Appellate Court/s.*

*5. The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Court/s.*

*6. Service Books of Officer/s and employee/s, GPF Account of Class- III & IV employees.*

*7. The disposed of records of all the Courts are deposited in Judicial Record Room, Panchkula and preparation of certified copies in disposed of cases are being prepared and delivered by the Copying Agency.*



## **MANUAL 6**

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

- 1. Acts and procedures.*
- 2. High court rules and regulations.*
- 3. Civil service rules.*
- 4. Salary and finance.*
- 5. Statistical records.*
- 6. Case records.*
- 7. Staff records.*
- 8. Library records.*
- 9. Administrative record.*
- 10. Computerization record.*

## **MANUAL 7**

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

### **OFFICE OF THE DISTRICT & SESSIONS JUDGE PANCHKULA**

#### **RIGHT TO INFORMATION ACT ACT 2005**

SR.NO	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1.	a) Court of District & Sessions Judge and Courts of Addl. District & Sessions Judges at District Head quarters.	Chief Ministerial Officer of the court of District & Sessions Judge.	Chief Administrative Officer/Suptd. In the office of District & Sessions Judge.	District & Sessions Judge of the respective Sessions Division.
	b) Court of Additional District & Sessions Judge at place where there is not District & Sessions Judge.	Sr. <u>Ahmad</u> / Stenographer	Chief Administrative Officer of the Senior most Additional District & Sessions Judge.	Senior most Additional District & Sessions Judge.
2.	Court of Civil Judge (Senior Division).	Chief Ministerial Officer of the Court	Clerk of Court of the office of the Civil Judge (Sr. Division)	Civil Judge (Sr. Division).
3.	Court of Chief Judicial Magistrate.	Senior Ministerial Officer of the Court	Chief Ministerial Officer of the Court.	Chief Judicial Magistrate.
4.	Court of Civil Judges situated at place other than the District Head Quarters.	Senior Most <u>Ahmad</u> / Stenographer	Chief Ministerial Officer of the Senior most Judicial Officer.	Senior Most Judicial Officers.
5.	Courts of Additional Civil Judge (Sr. Division) or Court of Sr. Most Civil Judge at Sub Divisional Level).	Senior Most <u>Ahmad</u> / Stenographer	Chief Ministerial Officer of the Senior most of Judicial Officer.	Senior most Judicial Officer.

Superintendent / P.I.O.  
Sessions Court, Panchkula

**FEE RS. 10/- ALONGWITH THE APPLICATION AND  
EXTRA FEE WILL BE CHARGED ACCORDINGLY TO PAGES / DOCUMENTS.**

## **MANUAL 8**

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

The Officers follow the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court. The employees working in the various courts and sections follow the procedures laid down in the manuals.

The District & Sessions Judge, Panchkula, supervises the work of the organization and exercises control over it. Likewise, he distributes the grants received from the Government amongst the subordinate authorities for its appropriate expenditure. The subordinate authorities submit various types of returns and information to the Head of the Organization for onward transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.

The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after its registration, the suits are being allotted amongst the other Civil Judges by rotation, except special jurisdiction.

The Criminal cases are initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration, the cases are made over to another Judicial Magistrate/s for disposal according to law, except the cases tribal under section 409 of I.P.C.

The cases exclusively triable by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

## **MANUAL 9**

### **CONTACTS OF THE OFFICE OF THE DISTRICT & SESSIONS JUDGE, PANCHKULA.**

**OFFICE** – **0172-565607**

**FAX** -- **0172-585044**

**EMAIL** - **[dsjpkh@hry.nic.in](mailto:dsjpkh@hry.nic.in)**

## **MANUAL 10**

The monthly remuneration received by : The information is as under :-

Each of its officers and employees including the system of compensation as provided in its regulations

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

### **Judicial Employees**

**Class A** : Rs. 15600-39100/- + 5400 (Grade Pay)

**Chief Administrative Officer-cum-Superintendent**

**Class C** : Rs.9300-34800/- + 4200 (Grade Pay)

**Reader Grade I**

**Reader Grade II** : Rs.9300-34800/- + 4000 (Grade Pay)

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

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

**Stenographer Gr.II** : Rs.9300-34800/- + 4000 (Grade Pay)

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

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

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

(Appointed/promoted prior to 17.10.97).

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

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

## **Class D**

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

## **MANUAL 11**

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

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

## **MANUAL 12**

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

*The requisite information so far as the organization is concerned is NIL.*



## **MANUAL 13**

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

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

## **MANUAL 14**

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

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

## **MANUAL 15**

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

Presently cause list, duty roster, name and designation of judicial officers, allotted police stations and full information about the jurisdiction of the Judicial Officers posted at Panchkula are available on the district judicial website. All the freshly instituted cases are fed into CIS at the “SUVIDHA CENTRE” as well.

## **MANUAL 16**

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

*The work of maintenance of Court Building and Residential Quarters of Judicial Officers and employees is being looked-after by the Public Works Department. Besides the security in the court complex is being looked after by the district police. Recently installed close circuit cameras monitor each and every movement inside the court complex.*