

## **INFORMATION UNDER CLAUSE 4(1)(B) OF RIGHT TO INFORMATION ACT**

**Newly Created Gondia Judicial District with effect from 27 Feb.  
2011**

**as per Govt. Resolution No. CRC1570/1254(176)/DXII,  
Law & Judiciary Dept.  
Mantralaya Mumbai Dt. 23 Feb. 2012.**

- 1) **The Particulars of its organization, function and duties.  
Particulars :**

**Name of the Organization :**

The Office of the Principal District & Sessions Judge, Gondia. The Organization is subordinate institution of the High Court of Judicature at Bombay.

Function of Organization have its two main function :

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

**Duties of the Organization :**

- i) To exercise the control over all it's subordinate Court functioning in it's territorial jurisdiction.
- ii) To distribute the various grants amongst it's subordinate authorities received from the Government, time to time.
- iii) To deal with the all correspondence relates to Hon'ble High Court and the Department of Law & Judiciary, Government of Maharashtra.
- iv) To administer justice as per the various legislation's / statues.
- v) To recruit Class III and Class IV Govt. Servants with the help of Advisory Committee.
- vi) To promote the officials to the higher responsible post.
- vii) To handle the administration in view of the procedural laws, Maharashtra Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court.
- viii) In exercising the duties of administrative nature, the organization deals with the Transfer of it's employees, departmental inquiries of the employees etc.

Gondia Home/R.T.I. Information/RTI Information

- ix) The Head of the organization The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Gondia under which LokAdalats, Seminar on various legal subjectes are being held under his Supervision.

**2) The powers and duties of officers and employees :**

There are following cadres of the Judaical Officer/s :

- i) The District Judge 1 & Additional Sessions Judge, Gondia
- ii) The District Judge 2 & Additional Sessions Judge, Gondia
- iii) The District Judge 3 & Additional Sessions Judge, Gondia

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

**iii) The Civil Judge (Senior Division)**

The above Judicial Officer / Judge deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government & Land Acquisition cases are also being heard and decided by these Judicial Officer / Judge.

**iv) The Chief Judaical Magistrate :**

To deal with all type of Criminal matters, excluding the cases trialed by the Court of Sessions.

**v) The Civil Judges (Junior Division) and Judaical Magistrate First Class :**

- i) To deal with the matters of Civil nature having jurisdiction upto Rs.5 lac.
- ii) To deal with the matters of Criminal nature excluding triable by the Court of Sessions and also excluding the cases having exclusive jurisdiction of the Chief Judicial Magistrate.

Juvenile Justice Board is not constituted for Gondia Judicial District.

## **Powers & Duties of Employees :**

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

Class II	:	Registrar
Class III	:	Higher Grade Stenographer Lower Grade Stenographer Superintendent Assistant Superintendent Senior Clerk Junior Clerk Head Bailiff Bailiff Driver
ClassIV	:	BookBinder Naik Peon / Watchman / Waterman Sweeper

### **Duties of Employees**

<b>Registrar</b>	:	To supervise over the employees of ClassIII and ClassIV and to assist the Head of the Organization in Administrative / Judicial Work.
<b>Higher Grade</b>	:	To take down evidence in Stenographer English on Typewriter / Computer. To take dictation in cases of the Judges of Appellate Authorities and transcribe the same.
<b>Lower Grade</b>	:	To take down evidence in Stenographer English on Typewriter / Computer. To take dictation in cases of the Judges of Cadre of Civil Judge (Sr.Dn.) / CJM and CJJD only.
<b>Superintendent</b>	:	To supervise the work of the employees / respective Branch i.e. Judicial Branch, Finance Branch, Inspection Branch and Admn.

- Branch.**
- Asstt. Supdt. :** They have allotted the work of Supervision over employees at taluka places and they have to deal the matters presented before the Court.
- Senior Clerk :** Have to do the work of Bench, Property, Statistics, Correspondence, Account, Establishment in District as well as in subordinate Courts.
- Junior Clerk :** Have the custody of cases instituted in the respective court, to look after the maintenance of those cases and to do the work as per procedural laws and the duties assigned by the Head of the Organization and by the Presiding Officer of the Court.
- Head Bailiff :** To Supervise the work of Bailiffs and to do the official cash transaction.
- Bailiff :** To serve the summonses, notices and to execute warrants issued by the Court/s, Treasury work and Tapal works.
- Book Binder :** To Bind the various gazettes, law books, registers etc. and & Driver Xeroxing of official documents. Copies from the records of the Court for supplying to the parties.

#### **Class IV**

- Peon :** To obey the order of Presiding Officer from the work of cleaning of court halls, to distribute the tapal and dak.
- Watchman :** To watch the court Building and Premises.
- Waterman :** To supply the drinking water to all Divisions & Offices.
- Sweeper :** To clean the Court Premises, Lavatories etc.

### **3) The procedure followed in the decision making process including channels of supervision and accountability.**

The Officers follows 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 follows the procedures laid down in the manuals and direction of the Judicial Officers.

The Principal District & Sessions Judge, Gondia supervise the work of organization and exercises control over it. Likewise he distribute the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.

The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half years, yearly and whenever called for.

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

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

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

**4) The norms set by it for the discharge of its functions :**

The organization discharges its function in view of the various norms set by the Government and the Hon'ble High Court by various Rate of Maharashtra Civil Service, Maharashtra Budget Manual, Bombay Financial Rules, Maharashtra Treasury Rules, Manuals, Regulations, and Government Resolutions, Circulars and Notifications.

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

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

1. The Civil Manual 1986.

2. The Criminal Manual 1980.
  3. The Code of Civil Procedure, 1908.
  4. The Code of Criminal Procedure 1973.
  5. The Maharashtra Civil Services Rules.
  6. The Maharashtra Budget Manual.
  7. The Bombay Financial Rules.
  8. The Maharashtra Treasury Rules.
  9. The Various Government Resolutions, Circulars Gazettes etc. issued by the Government of Maharashtra and the Resolutions, Circulars, and Notifications issued by the Hon'ble High Court, from time to time.
- 6) A Statement of the categories of documents that are held by it or under its control :**

The following register / documents are maintained by this Organization;

1. The kaccha Register for Civil Side.
2. The separate register for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Suits, Regular Darkhast, Precepts, etc are being maintained in the Court/s of Civil Judge (Junior Division).
3. The separate registers for the registration of Regular IPC cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained in the Court of Chief Judicial Magistrate and in the Court/s of Judicial Magistrate First Class.
4. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and its execution are being maintained in Appellate Court/s.
5. The Separate register for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Courts.
6. The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers are being maintained as per the Civil and Criminal Manual.
7. For the purpose of maintaining Accounts of the organization, the registers. i.e. The Book for Receipts for money paid into Court, Register of deposit receipts" C" Register, the Register of deposit payment " D" Register, the Register of attachment property produced in Civil Proceeding " F" Register, the Register of Money received on account of subsistence money of Civil Prisoners " G" Register, the register of payment on account of subsistence money "H", the Cash Book I, the Ledger Book J, the Treasury Pass Book K, the Treasury Cheque Book L, the Register of application for refund of lapsed deposit, and other various registers are being maintained as per the Civil and Criminal Manuals.

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

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

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

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

The information as relates to this issue / point so far as it organization is concerned is "Nil" 9) A Directory of its officers and employees :

The following is the directory of the Officers of the Organization :

Sr. No.	Name of Judicial Officer	Designation	Telephone No.	
			Office	Residence
1	Shri Kamlakar A. Kothekar	Principal District & Sessions Judge, Gondia.	07182-230192	07182-230183
2	Shri S.R. Trivedi	District Judge-1 & Add.Sessions Judge, Gondia.	07182-230301	07182-233411
3	Smt. M. A. Anand	District Judge-2 & Add.Sessions Judge, Gondia.		9545129927
4	Smt. I. A. Sheikh/ Nazir	Civil Judge (Sr.Dn.), Gondia.	07182-237049	07182-230855 9325359227

5	Shri P. H. Kharwade	Chief Judicial Magistrate, Gondia.	07182-230181	
6	Shri P. B. Bhosale	Jt. Civil Judge, Jr. Dn. Gondia and Chairmen Juvenile Justice Board Gondia.	07182-230107	07182-235691 7385349660
7	Shri A.B. Tahasildar	2 <sup>nd</sup> Jt. CJJD, Gondia.		9766937265
8	Smt. A.S. Jarude	3 <sup>rd</sup> Jt. CJJD, Gondia and Judge Gram Nayalaya Goregaon		9623055420
9	Smt. Vasanti Malode	4 <sup>th</sup> Joint CJJD, Gondia		9604331388
10	Shri N. R. Dhoke	5 <sup>th</sup> Joint CJJD, Gondia		9604792389
11	Shri V. K. Puri	Extra Joint CJJD, Gondia	-	-
12	Shri A. S. Deshmukh	Civil Judge, Jr. Dn., Amgaon	07189-226725	226410 9860484043
13	Shri Sajiduzzaman Shahid	Jt. Civil Judge, Jr. Dn., Amgaon and Judge Gram Nayalaya Salekasa	07189-226725	9372005112
14	Shri L. V. Shrikhande	2 <sup>nd</sup> Joint CJJD, Amgaon	226725	9096051968
15	Shri V. A. Sathe	Civil Judge, Jr. Dn., Sadak/Arjuni	07199-233048	233020 9422490086
16	Shri S. L. Ramteke	Civil Judge, Jr. Dn., Arjuni Morgaon.	07196-220407	220868 9421989259
17	Shri V. P. Khandare	CJJD, Tirora	07198-254224	9970599027
18	Shri R.D. Bhuyarkar	Joint CJJD, Tirora.	07198-254224	9975020631
19	Smt. Dulari K Sahu	2 <sup>nd</sup> Joint CJJD, Gondia	07198-254224	8956991767



20	Shri P. C. Bachhale	3 <sup>rd</sup> Joint CJJD, Tirora	07198-254224	9405419259
21	Shri S. A. Ingley	Civil Judge, Jr. Dn., Deori.	07199-225901	7709501559

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

The information is as under.

Sr. No.	Cadre / Category	Pay Scale/s
<b>Judicial Officers</b>		
1	The Principal District & Sessions Judge	Rs. 51550-1230-58930-1380-63070
2	District Judge-1 & A.S.J.	Rs. 51550-1230-58930-1380-63070
3	The Civil Judge (Senior Division) / The Chief Judicial Magistrate	Rs. 39530-920-40450-1080-49090-1230-54010
4	The Civil Judge (Junior Division) & J.M.F.C.	Rs. 27700-770-33090-920-40450-1080-44770
<b>Class II</b>		
5	The Registrar, District & Sessions Court	Rs. 9300-34800 + G.P. 5400
<b>Class III</b>		
6	Superintendent	Rs. 9300-34800 + G.P. 4600
7	Assistant Superintendent	Rs. 9300-34800 + G.P. 4400
8	Stenographer HG	Rs. 9300-34800 + G.P. 4600
9	Stenographer LG	Rs. 9300-34800 + G.P. 4300
10	Senior Clerk	Rs. 5200-20200 + G.P. 2400
11	Junior Clerk	Rs. 5200-20200 + G.P. 1900
12	Head Bailiff	Rs. 5200-20200 + G.P. 2400
13	Bailiff / Car Driver	Rs. 5200-20200 + G.P. 1900
14	Book-Binder	Rs. 5200-20200 + G.P. 1800

Class - IV		
15	Naik	Rs. 4440-7440 + G.P. 1600
16	Peon/Watchman/Waterman/Sweeper	Rs. 4440-7440 + G.P. 1300 and allowances as per rules.

- 11) **The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.**

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

- 12) **The manner of execution of subsidy programmers, including the amounts allocated and the detail of beneficiaries of such programmers.**

- 13) Particulars of receipts of concessions, permits or authorizations granted by it.

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

- 14) **Details in respect of the information, available to or held by it, reduced in an electronic form.**

The details of all the pending and decided cases of Civil and Criminal nature and the other category is available / reduced in an electronic form by feeding it in.

Computer and updation is being done regularly and said information is also available on the Webside viz <http://court.mah.nic.in/ecourts.gov.in>

- 15) **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, it maintained**

**for public use.**

No such facilities are available to citizens for obtaining information, including the working hours of a library or reading room.

**16) The names, designations and other particulars of the Public Information Officers.**

One Public Information Officer & One Assistant Public Information Officer have been appointed for the Organization by the Principal District & Sessions Judge in view of the directions of the Hon'ble High Court whose particulars are as follows :

Public information Officers :-

Name : Nalini Bhardwaj  
Designation : Public Information Officer & Registrar  
Jurisdiction : For Gondia Judicial District  
Address : District & Sessions Court, Gondia.  
Phone No. : 07182233410

**Appellate Authority is :**

C) Name : S. R. Trivedi,  
Designation : District Judge-1, Gondia  
Jurisdiction : For Gondia Judicial District  
Address : District & Sessions Court, Gondia.  
Phone No. : 07182230301

**17) Such other information as may be prescribed :**

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

There is an establishment of "Gondia Zilla Nyayalay in Karmachary Sahakhari Pat Sanstha" to meet with the monitory needs of court employees.

Your's Faithfully,  
Sd/  
(Kamlakar A. Kotheekar)  
Principal Distirct & Sessions Judge,  
Gondia.