

DISTRICT AND SESSIONS

COURT, FARIDKOT

*(Information on 17 Manuals under Section 4(1) (b) of the
Right to Information Act, 2005)*

[As on 05-08-2020]

MANUAL 1

The Particulars of Organization, Functions and Duties

At Present the Judicial Courts functioning in Faridkot Sessions Division at Faridkot(Head Quarter) and Jaitu (Sub Division) as under :-

Faridkot (Head Quarter):-

1. One District & Sessions Judge,
2. One Addl. District & Sessions Judge , Principal Judge Family Court
3. Two Additional District & Sessions Judge.
4. One Civil Judge Senior Division-cum- Addl. Chief Judicial Magistrate.
5. One Chief Judicial Magistrate -cum- Addl. Civil Judge(Sr. Division)
6. One Civil Judge Sr. Division,-Chief Judicial Magistrate.-Secretary, District Legal Services Authority
7. One Addl. Civil Judge(Sr. Div)-Judicial Magistrate 1st Class
8. Three Civil Judge (Junior Division)-cum- Judicial Magistrate Ist Class
9. One Civil Judge -Judicial Magistrate (Trainee Judicial Officer)

Jaitu (Sub Division):-

1. One Addl. Civil Judge (Sr. Div.)-cum-Sub Divisional Judicial Magistrate,

As regards the Ministerial Staff Chief Administrative Officer –cum-Superintendent , Executive Assistant ,Reader Grade-I, Reader Grade-II, Reader Grade-III, Stenographer Grade-I, Stenographer Grade-II, Stenographer Grade-III, Senior Assistants, Clerks , Bailiffs and Drivers. Class IV employees Daftri, Usher, Record Lifter, Orderly, Peons, Additional Peons, Process Server, Chowkidars etc. are supporting staff of the above said Judicial officers. The original Jurisdiction of the District and Sessions Judge is to try Criminal cases triable by the Sessions Courts. A part from this Hindu Marriage Act cases under section 13 and 13- B, Motor Accident Claim cases, prevention of Corruption cases, Arbitration Act cases, Anticipatory bail application etc. cases are triable by the Ld. District and Sessions Judge , Faridkot. The appellant jurisdiction is all the judgments passed by the Civil judge Senior Division/ Civil Judge Junior Division and Chief Judicial Magistrate and Judicial Magistrate 1st class are heard as a Appellant authority. Revision are also heard by the Learned 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 Learned 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 Learned District and Sessions Judge is also

the appointing authority of the Class III and Class-IV employees. Postings and transfers of class III (ad-hoc) 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 upto 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 Learned 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 made 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 District & Sessions Judge. Apart from this he also holds the District Vigilance committee, overcrowded, study circle, Computer, Litigation, meetings. He is also Chairman of District Legal Services Authority and also call the meetings of Authority. 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 Learned District & Sessions Judge. All the civil Suits which are filed to the court of Civil Judge(Sr. Division), Faridkot are entrusted by the Learned Civil Judge(Sr. Division).

MANUAL 2

The Powers and Duties

Superintendent –cum- Chief Administrative officer, in the office of District & Sessions Judge, And C.O.C.in the office of Civil Judge, Senior Division.	<ol style="list-style-type: none">1. Control over the staff;2. Receptions of complaints/appeals, petitions and to scrutinize the same.3. Issue of certified copies.4. To check the accounts.5. Inspection of Lower courts.6. Office correspondence.7. To maintain attendance register of staff.8. Supervision of Record-room.9. To maintain property returns of officers.10. Convey the Bail orders /other orders passed by the courts to the authorities concerned.11. Payment of compensation in MACT cases.
English Clerk/Additional English Clerk	English Clerk is the incharge of English Office of the Learned District & Sessions Judge. 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, GPF Work, complaints, inquiry matters and other policy matters etc. are dealt by this office
Court Readers.	<ol style="list-style-type: none">1. Preparation of daily cause list.2. Maintenance of Peshi Register.3. Preparation of decree sheets.4. Examination of complaints 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 receipts of fine received10. Maintenance of Library in the Courts of Civil Judges.11. Preparation of History sheets as and when required by the District & Sessions Judge or the Hon'ble High Court.12. Attestation of certified copies.
Ahlmads	<ol style="list-style-type: none">a) To maintain all the relevant registers as required by rules.b) Registration of newly instituted cases and to index the same.c) To issue the processes, summons etc. in the judicial files as ordered by the court.d) 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.e) To make proper entries in the registers regarding result of the cases and to enter Goshwara numbers in the registers.f) To prepare the indexes of the files for consignment and to consign the same in the Record Room well within the prescribed period....

	<ul style="list-style-type: none"> g) Proper maintenance of judicial files and the documents produced by the parties in the cases in safe custody. h) Preparation of periodical statements required by the District & Sessions Judge & Hon'ble High Court. i) To get the files inspected under the rules from the parties or their counsels.
Civil Nazir	<ul style="list-style-type: none"> 1. To submit reports relating to the members of the establishment of their duties to the Civil Judge (Sr. Div.). 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 witness and other similar matters and 5. To maintain Civil Code Deposit Register and disbursement record thereof.
Nazir/ Naib Nazir.	<ul style="list-style-type: none"> 1. To have proper control over the process Servers. 2. To entrust the processes to the Process-Servers and to ensure the service o 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 & Sessions Courts to maintain registers and record regarding receipt and disbursement of compensation in MACT and Land Acquisition cases.
Statement Clerk	<ul style="list-style-type: none"> 1. Convey regarding the statements called/desired by Hon'ble High Court to all the Courts 2. Receives Statements from all the courts of Sessions Division. 3. Checks the Statements received from all the courts and put up before the Learned District & Sessions Judge. 4. Consolidate statements received from all courts of Sessions Division, 5. Sends Consolidate/court wise Statements (as desired) to Hon'ble High Court. 6. Maintain Statement registers as prescribed by Hon'ble High Court. 7. All other matters related to statements.
G.P.F. Clerks	<ul style="list-style-type: none"> 1. Maintain G.P.F accounts of the office. 2. Issue G.P.F statements. 3. All other matters related to GPF.
Receipt & Dispatch Clerk	<ul style="list-style-type: none"> 1. Receive DAK from outstations.. 2. Dispatch DAK to outstations 3. Maintain Receipt & Dispatch Registers of Office. 4. All other matters related to Receipt & Dispatch.

Copyist	<ol style="list-style-type: none"> 1. Receives copying applications on prescribed proforma with proper fee. 2. Distribute applications court wise. 3. Receives files from courts and prepare copies as per application applied. 4. Issue prepared copies. 5. Maintained all the prescribed registers. 6. Sends statements related to the copying agencies.
Library Assistant	He is the incharge of Central Library in the District & Sessions Court, and maintains the law books which are lying in the Central Library. He issues and maintain the record of the law books which are required in the functioning of courts as and when demanded by the Judicial Officer.
Translators	He is examiner of the translation work of court of Learned District & Sessions Judge as well as all the Addl. District & Sessions Judges.
Copy Clerk	<ol style="list-style-type: none"> 1. Prepare the copies of cases as translated by the Translator 2. Prepare copies of orders/judgments for the District Attorney.
Fine Moharrir	<ol style="list-style-type: none"> 1. He receives the fine as imposed by the Judicial Magistrates 2. Maintains the Fine Cash Book and other registers 3. Deposit the fine in the Bank.
Record Keeper	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 send the files to the Copy Agency for the preparation of copies. He maintains the CD 8 register and other Register including document return register of decided files.
Malkhana Clerk	<ol style="list-style-type: none"> 1. Maintain Malkhana Registers 2. Keep record of Malkhana Items
Bill Clerk	To prepare all kind of bills, i.e. pay bills, medical bills & budget. He/she deals with all kind of financial matters & statements.
Judgment Writer	To take the dictation from Presiding Officer and type of judgments and to prepare the certified copies of Judgments, if applied for by the parties of the pronouncement of judgments and also to prepare the certified copy of judgment in criminal case if the accused is/are convicted in a warrant case/s.
Stenographers	<ol style="list-style-type: none"> 1. To take the dictation from the presiding officer and to type the same 2. To record the evidence on dictation on Presiding officer 3. All other duties assigned by the presiding officer time to time.
Bailiff/ Process Server	To serve the summonses, notices & to execute warrants issued by the Court/s and all other duties assigned by the presiding officer time to time.
Peon/Addl. Peon	To obey the orders of Presiding Officer, to do the work of cleaning of court halls, to distribute the dak etc. and all other duties assigned by the presiding officer time to time.
Chowkidar	To look after the Court building & premises and all other duties assigned by the presiding officer time to time..
Sweeper	To clean the Court premises, lavatories etc. and all other duties assigned by the presiding officer time to time.

Manual 3

The procedure followed in the Decision Making Process

Sr. No	Nature/ Type of Work	Level at which the case is initiated	Name of the post which deals with cases before the decision making authority	Level at which Decision are Made
1	Courts	Ahlmad/Addl. Ahlmad	Reader	Presiding Officer/Judicial Officer
2	English Office/GPF Branch/ Statement Branch/Nazir Branch	English Clerk/ Dealing Clerk/ GPF Clerk/ Addl. English Clerk/ Statement Clerk/ Nazir	Superintendent-cum-Chief Administrative Officer	Ld. District & Sessions Judge,
4	Copying Agency	Copyist	Head Copyist	Superintendent-cum-Chief Administrative Officer in the District & Sessions Court, and COC in the Judicial Copying Agency to attest the copies/ Chief Judicial Magistrate.
5	Record Room	Dealing Clerk	Record Keeper	Ld. District & Sessions Judge, / Ld. Civil Judge (Sr. Division),
6	Library	Library Assistant	Superintendent-cum-Chief Administrative Officer	Ld. District & Sessions Judge,
2	COC Office/ Statement Branch.	COC/ Statement Clerk /Bill Clerk	COC	Ld. Civil Judge (Sr. Division),
3	Civil Nazir Branch	Civil Nazir/ Naib Nazir	Civil Nazir/COC	Ld. Civil Judge (Sr. Division),
7	Malkhana Branch /Fine Moharrir.	Dealing Clerk.	Malkhana Moharrir/ Fine Moharrir	Ld. Chief Judicial Magistrate,

Manual 4

The Norms set by it for the discharge of its functions

Sr. No.	Name of 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 the 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, . The Ld. District & Sessions Judge takes the final decision. All the statements i.e. Monthly, Quarterly, Half yearly and annual are prepared after obtaining the same from the Judicial Courts.
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 make 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 mark 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 Naib Nazir after obtaining the order/certificate from the court concerned.
4	Copying Agency	After receiving the application in the Copying Agency, Head Copiest 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	Malkhana Branch	The case property 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.
7	Record Room	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.
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Manual 5

The Rules Regulation Instructions, manuals and records held by it or under control or used by the employees for discharging functions)

Sr. No.	Name of Branch	Name of the Acts and Manuals Rules, Instructions	Any other Record/ Documents
1	English Office/GPF Branch/ COC Office/Statement Branch.	High Court rules and orders volume 1 to 6 . Punjab Civil services Rules Volume 1 part 1, Volume 2 & 3. Punishment and Appeal Rules . Punjab Financial Rules Volume 1 & 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.	Office files relating to different matters which are dealt by the English Office .Pay bill files and other account matters files dealt by the English Office.
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	<p>High Court Rules and Order Volume-IV, Chapter-16.</p> <p>Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.</p>	<p>CD 8 Register, Document Return Register and other registers relating to Record Room</p>
5	Library	<p>High Court Rules and Orders, Volume-IV, Chapter-18.</p> <p>Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.</p>	<p>Library Registers.</p>
6	Malkhana Branch	<p>High Court Rules and Orders, Volume-I to VI.</p> <p>Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.</p>	

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Statement of the Categories of documents that are hold or under control

Sr	Branch	Documents
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, Despatch 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, tationery Register, Stock Register, Contingent register.
4	Copying Agency	CD Registers (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.

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.
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MANNUAL 7

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 there of :-

Sr. No. Detail/Type of arrangement made

Not applicable

MANNUAL 8

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

Sr. Name

1. District Legal Services Authority, Faridkot

MANNUAL 9

Directory of the officers

Sr.	Name and Designation of the Judicial Officer
1.	Shri Sumeet Malhotra, District & Sessions Judge, Faridkot
2.	Shri Hemant Gopal Addl. District & Sessions Judge, Faridkot (Under Suspension)
3.	Shri Harbans Singh Lekhi, Addl. District & Sessions Judge, Faridkot
4.	Shri Rajesh Kumar, Addl. District & Sessions Judge , Principal Judge Family Court, Faridkot
5.	Shri Sanjeev Kundi, Civil Judge(Sr. Div.)- Addl. Chief Judicial Magistrate, Faridkot
6.	Shri Harvinder Singh Sindhia Chief Judicial Magistrate-Addl. Civil Judge Sr. Div. , Faridkot
7.	Ms. Rajwant Kaur Civil Judge (Sr. Div.)-Chief Judicial Magistrate- Secretary DLSA, Faridkot
8.	Ms. Ekta Uppal, Addl. Civil Judge Sr. Div.-Judicial Magistrate 1 st Class, Faridkot
9.	Shri Suresh Kumar, Civil Judge Jr. Div.-Judicial Magistrate 1 st Class, Faridkot
10.	Shri Chetan Sharma, Civil Judge Jr. Div.-Judicial Magistrate 1 st Class, Faridkot
11.	Ms. Amandeep Kaur Civil Judge Jr. Div.-Judicial Magistrate 1 st Class, Faridkot
12.	Ms. Lovepreet Kaur Civil Judge Jr. Div.-Judicial Magistrate, Faridkot (Trainee Judicial Officer)
13.	Shri Gagandeep Singh Garg, Addl. Civil Judge Sr. Div.-Sub Divisional Judicial Magistrate, Jaitu

MANUAL 10

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

Judicial Officers Revised Scales

1	District & Sessions Judge	:	Rs. 51500-1230-58930-1380-63070
2	Addl. District & Sessions Judge	:	Rs. 51550-1230-58930-1380-63070
3	Civil Judge (Sr. Divn.)	:	Rs.39530-920-40450-1080-49090-1230-54010
4	Chief Judicial Magistrate	:	Rs.39530-920-40450-1080-49090-1230-54010
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 Revised Scales

1.	Chief Administrative Officer - cum- Superintendent	:	Rs.10300-34800/-+ 5400 (Grade Pay)
2.	Reader Grade I	:	Rs.10300-34800/-+ 5000 (Grade Pay)
3.	Reader Grade II	:	Rs.10300-34800/-+ 4200 (Grade Pay)
4.	Reader Grade III	:	Rs.10300-34800/-+ 3800 (Grade Pay)
5.	Stenographer Gr. I	:	Rs.10300-34800/-+ 4200 (Grade Pay)
6.	Stenographer Gr. II	:	Rs.10300-34800/-+ 3800 (Grade Pay)
7.	Stenographer Gr.III	:	Rs.5910-20200/-+ 2800 (Grade Pay)
8.	Graduate Clerks	:	Rs.10300-34800/-+ 3200 (Grade Pay)

9. Drivers	:	Rs.5910-20200/-+ 2000 (Grade Pay)
10. Bailiff	:	Rs.5910-20200/-+ 1900 (Grade Pay)
11. Process Server	:	Rs.4900-10680/-+ 1650 (Grade Pay)
12. Usher/Record Lifter/Daftri	:	Rs.4900-10680/-+ 1400 (Grade Pay)
13. Peon/ Orderly/ Chowkidar/ Waterman /Sweeper	:	Rs.4900-10680/-+ 1300 (Grade Pay)

MANUAL 11

The budget allocated to each Agency;

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

MANUAL 12

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

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

MANUAL 13

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

Sr. No.	Concessions/permits	Name of the recipient	Address of the recipient Authorization grant
Not Applicable			

MANUAL 14

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

Sr. No.	Type of Information
Nil	

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;

To view the cause lists, case status, daily orders, duty roaster, Judges on leave etc. information is available on Official Website of this Sessions Division i.e.

<https://districts.ecourts.gov.in/faridkot>

MANUAL 16

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

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH
NOTIFICATION
No. 326 Rules/II.D.4, Dated 16-8-2007

In exercise of the powers conferred under Section 5(1) and (2) of the Right to Information Act, 2005, Hon'ble the Chief Justice and Judges of Punjab and Haryana High Court have been pleased to designate the following officers as the Assistant Public Information Officers, Public Information Officers and the First Appellate Authorities for the Subordinate Courts of Punjab, as required under Section 19 of the Right to Information Act, 2005

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

BY ORDER OF HON'BLE THE CHIEF JUSTICE AND JUDGES