

RTI, Manual

MANUAL OF DISTRICT CHAMOLI UTTARAKHAND UNDER SECTION 4 (1)(b) OF RIGHT TO INFORMATION ACT, 2005 as on 31.08.2019

CHAPTER-I: INTRODUCTION

Background of Information Handbook

This Information Handbook has been prepared in pursuance of Section 4 of the Right to Information Act, 2005 (RTI Act, 2005) to provide information in respect of mission / objectives and functions of the Judgeship Chamoli incorporated under section 25 of the Bengal Agra Avadh & Assam Act is working under the Administrative control of Hon'ble High Court.

Intended Users

This manual is useful for general Public

Contact Person for getting more information

Please contact Shri R. L. Sah, Senior Administrative Officer / Public Information Officer of the judgeship Chamoli for obtaining more information by post, e-mail, website, telephone or fax at the following address and first appeal may be submitted before the 1st appellate Authority i.e. Civil Judge (Junior Division) Karnprayag : -

District & Sessions Court, Chamoli, - Pin No. 246401

(Tel: 01372-252191 & Fax: 01372-252191)

E-Mail: dj-cha-ua@nic.in

Website: <http://districts.ecourts.gov.in/chamoli> and <http://ecourts.gov.in>

Definitions/Abbreviations used

(a) "Public Authority" means Head of the Office in the District Court.

(b) "RTI Act" means Right to Information Act, 2005.

(c) "PIO" means Public Information Officer designated under Section 5 (1) of the RTI Act.

(d) "APIO" means Assistant Public Information Officer designated under section 5 of the RTI Act. Presently no post of Head Copyist created in this judgeship. The work of Head Copyist look after by Sadar Munsirim.

(e) "Appellate Authority" mean the authority to whom an appeal maybe submitted under Section 7 (8) (iii) of the RTI Act. Procedure and fee structure for getting information not available in the handbook. Any person who wishes to seek information under the Right to information Act, 2005 may file an application to the Public Information Officer at head quarter of the District Court Chamoli .A nominal application fees of Rs.10/- in the shape of treasury challan, bank draft, postal order, court fees stamp and in cash per application of Information. If applicant wants to copy of documents a sum of Rs.2.00/- per page will be charged for supply of photocopy of documents under the control of the office of District Court, Chamoli. The cost of information on floppy and CD would be Rs.30/- and Rs.80/- for each respectively. The inspection fee of files/documents would be Rs.25/- each.

MANUAL-I

SECTION 4(1)(b)(i)

The particulars, functions and duties; of District Court Chamoli Uttarakhand

Particulars: District Court Chamoli, Uttarakhand

Functions:

The ***District Courts of Chamoli*** are presided over by a judge. They administer justice in India at a district level. These courts are under administrative and judicial control of the Hon'ble High Court of Uttarakhand at Nainital to which the district concerned belongs.

The highest court in each district is that of the District and Sessions Judge. This is the principal court of civil jurisdiction. This is also a court of Sessions in criminal jurisdiction. Sessions trial cases are tried by the Sessions Court. It has the power to impose any sentence according to the law including capital punishment.

There are many other courts subordinate to the court of District and Sessions Judge. There is a three-tier system of courts. On the civil side, at the lowest level is the court of Civil Judge (Junior Division). On criminal side, the lowest court is that of the Judicial Magistrate 1st class. Civil Judge (Junior Division) decides civil cases of small pecuniary stake. Judicial Magistrates decide criminal cases, which are punishable with imprisonment of up to three years.

The Court of the Chief Judicial Magistrate on the Criminal side. At present the court of Civil Judge (senior division) not sanctioned at district headquarter Gopeshwar. The Chief Judicial Magistrate can try cases which are punishable with imprisonment for a term up to seven years.

Judicial independence of each court is the characteristic feature of the district judiciary. There is a strong bar, which ensures that courts decide cases according to law and without fear or favour.

SECTION 4(1)(b)(ii)

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

Duties: - The officers discharge their duties as per the Officers and staff (Conditions of Service & Conduct) Rules, 1976. SECTION 4(1)(B)(II) The powers and duties of officers and employees of the judgeship Chamoli of Uttarakhand. The District Courts of Chamoli is under of the administrative and judicial control of the High Court having a following powers and duties:-

1-Powers of District Judge.

- (A) Judicial
- (B) Administrative & Financial Powers
- (C) Other powers assigned by the Hon'ble High Court.

(A) Judicial Power

(1) Civil side: – In the district, the District Judge exercises the original power to try cases of Land Acquisition cases, Election Petitions relating to Zila Panchayat & Chhetra Sammittee & Nagarpalika, cases under Guardian & Wards Act, Motor Accident Claim Petitions, Probates cases and Insolvency cases. The district Judge exercises the powers of appellate court and hear the appeals against the judgment & decree passed by the Civil Judge (Sr.Div.), Civil Judge(Jr.Div.) and judgment and order passed by the said judicial officers and prescribe authority and civil revisions against the order passed by the Civil Judge (Sr.Div.) and Civil (Jr.Div.) in the district.

(2) Criminal side: - In this Sessions division the Session Judge try the cases in which punishment is prescribed more than 07 year years, Cases under N.D.P.S. Act , POCSO Act,2012 and cases under S.C. & S.T Act. In appellate jurisdiction appeal against judgment passed by the Magistrates and revisions against the orders passed by the Magistrates in district.

(B) Administrative & Financial Powers

The district Judge has the power to appoint the class III and IV employees, transfer and promotion of the employees. To award the annual remark to the officers and employees working under his administrative control. To take departmental and disciplinary action against the

employees. To inspect the court & offices functioning in the district. He inspects the jail inspection along with District Magistrate & Superintendent of police in each quarter and to hold the monthly meeting of judicial officers and meeting of monitoring cell in each month.

The District Judge has the power to pass the Pay bills, T. A. Bills, Transfer T. A. Bills of the officers and officials of the judgship. To pass the contingent bills related to office expenditure. To pass the G. P. F. Bills, Pensions & Gratuity Bills, Leave Salary Bills and others dues.

Powers of Chief Judicial Magistrate

C.J.M. exercises the criminal powers over whole the district. He tries the cases, in which provision of punishment is less than 7 years. The Chief Judicial Magistrate inspect the court and office of other Magistrates, functioning in the district and make monthly inspection of jail/lock up . The Chief Judicial Magistrate also Incharge of Record Room, Process Server, Library and Copying Department. Hon'ble High Court had empowered to C.J.M. to try the civil cases whose valuation above Rs.1,00,000.00 as Civil Judge (Sr. Div.). At present the power of tried to Civil Cases is not received by Hon'ble High Court of Uttarakhand, Nainital to C.J.M.Chamoli.

Powers of Civil Judge (Junior Division)

To decide the Civil Suits and cases under Indian Succession Act up to valuation of Rs.1,00,000/- and S.C.C.Suits valuation up to ` 5,000/- in his jurisdiction. All Jurisdictions in the criminal work deputed by the Chief Judicial Magistrate. They tried all Criminal Cases in which sentence up to 3 years in their jurisdiction.

***Official Infrastructure of District Court and their duty
(District Judge Court Chamoli)***

Duties of the officials: - The officials of this judgship discharged their duties as per rule as provided in General Rules (Civil) and General Rules (Criminal) and Govt. Servant Conduct Rules.

District Judge Court

A-Court staff-

1- *Sadar Munsarim(Administrative Officer):*

Sadar Munsarin, now nomenclature has denoted as Administrative Officer posted in the Vernacular Office of the District Judge. He supervised over the court staff and responsible for the court office, he has to keep track of filling of Suits, Appeals, and other litigations and pendency in the District Court and keep informed, the District Judge. He has to send statement, returned and reports to the Hon'ble High Court as prescribed in the General Rules (Civil & Criminal) and also send required information to the higher authority as desired time to time.

In absence of the Senior Administrative Officer He will have in-charge of the Senior Administrative Officer and responsible for his all duties mentioned in Para of the Senior Administrative Officer.

2- *Chief Reader of the Court of District Judge*

Chief Reader is a most important official in the District Court; he has to maintain decorum of the court as-

I- Whenever the Court assembles or rises, the Bench Clerk should rise from his seat and bow to the Court. He should ensure that every one in the Court hall also rises from his seat, when the Judge enters or rises.

II- He should maintain the dignity and decorum of the Court. He should not indulge in unnecessary conversation, either with the advocates or with parties. He should not permit them to do things, which are not permitted by Rules. His only concern should be the proper conduct of Court work.

III- He should always try to maintain a pleasant and congenial atmosphere in the Court. The Court atmosphere and its surroundings should be quiet and peaceful and if there is any disturbance, he should issue necessary instructions for the elimination of such disturbance.

He has to maintain punctuality as-

I- The Bench clerk should be very punctual and work according to a regular time schedule. He should be in Court well before the Court timings every day, i.e., at least half hour prior to the commencement of Court work.

II- He should not leave the Court premises before the closing time the Office.

III- He should not leave the Court while the Court is in session, without the permission of the Presiding Officer. Whenever he goes out of the Court at any time, he should instruct the Court Orderly to keep a watch over the Court.

IV- Before leaving the Court after office hours, he should instruct to the guard to lock the Court hall securely.

V- The Bench Clerk shall be responsible for the cleanliness and tidiness of the premises of the Court hall.

VI- The Bench Clerk should check the wall and desk calendars and wall clock timings, etc.

VII- It is necessary that the Bench Clerk should glance through the admission and hearing cases, preferably a day earlier and not down the Acts Rules that are required therein and secure them from Library if the same are not available in Court Hall.

VIII-As soon as entering the Court hall, the Bench Clerk should see whether the Judge's dais is properly arranged with necessary stationery, pen stand, desk calendar etc., the book shelves should be kept with Acts and commentaries in common, and current use. Books required for day-to-day reference, depending upon the requirements of the Court from time to time, should be of easy and quick availability.

IX- If the Court Orderly does not come to duty before the Court timings, immediately a substitute should be sought from the concerned branch.

X- If the Stenographer/ Judgment Writer are not present in the Court hall 10-15 minutes earlier, the Bench Clerk should intimate the concerned branch and ensure the availability of a substitute.

XI- He should obtain boxes containing records submitted to the Judge's residence the previous day.

XII- If there is any sudden change of work, due to cancellation or change of Judge Sittings, immediate steps should be taken to adjust the work of the Court as per the modified notification.

XIII-After checking the cause lists to find out any possible mistakes, the same should be kept ready on the dais and in the same way another set should be kept ready for his use. The records of orders, admission, preliminary hearing, and hearing cases should be arranged serially according to the cause list. If any records are not traced, immediate efforts should be made to get them. If advocates desire to have a look at the records, time

permitting, the same may be spared for reference in the Court hall only. The records should never be allowed to be taken outside the Court hall by the advocates or parties.

XIV- Stationery and other forms should be kept ready in the Court hall by obtaining the same from the concerned branches.

XV- Any notifications issues concerning the Court should be displayed on the notice board of the Court hall.

XVI- The Calendar issued by the High Court should be kept near the dais for ready reference.

It is also the duty of the Chef Reader besides to Above all,-

XVII- He should enter the results of the cases called out in 'A' diary (Court Diary) for information of Advocates and litigant public.

XVIII- He should assist the Presiding Officer in marking of documents exhibited in civil cases and material objects produced in Criminal/ Sessions Cases.

XIX- He should maintain 'Further Diary' for convenience of Presiding Officer to give adjournment dates.

XX- He should arrange the records be posted for Judgment or Order and to send the same to the Home Officers of the Presiding Officer.

XXI- He should write the proceeding in the order sheets of cases.

XXII- He should prepare statements regarding disposal of cases, number of witnesses examined etc.

He has to maintain Statistics Register regarding the disposal, pending for judgment etc.

3- ***Personal Officer***

The Court Stenographer/Personal Officer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to take down the dictation continuously without interrupting the Judge. If he interrupts the Judge by seeking clarification, he would be disturbing the Judge's thought and impeding his speed. He needs a speed of 120 words per minute to take down the dictation without omission and errors. He has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions either issued by the presiding officer orally or written to him regarding his duty.

4- ***Sessions Clerk***

Session clerk is deal with file of the Criminal case in the court of Sessions judge. He is also look after the work of Motor Accident Claim Petitions. He is posted under the supervision of Sadar Munsarim (Administrative Officer) posted in the vernacular office. His duty is to comply the order of the court regarding to prepare the summon, warrant etc in the file and sent it for service upon the concerning. He have to put the files on the date fixed by the Court and made the compliance of the order of the court after receiving back the files from the court and other compliance according to General Rules (Criminal). Any other necessary instructions will be followed by the Sessions Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty. By the Sessions Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty.

5- ***Appeal Clerk***

Appeal clerk is deal with file of the civil appeals case in the court of District judge. He is posted under the supervision of Sadar Munsarim (Administrative Officer) posted in the vernacular office. Appeal clerk is deal with file of the civil appeals case in the court of District judge. His duty is to comply the order of the court regarding to prepare the summon, warrant etc in the file and sent it for service upon the concerning. He have to put the files on the date fixed by the Court and made the compliance of the order of the court after receiving back the files from the court. Besides it, he has to make decree formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Sessions Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty.

6- ***Orderly***

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding officer /SeniorAdministrative Officer / Sadar Munsarim/ regarding his duty in court.

7- ***Office peon***

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty in the office of the court.

8- ***Daftari***

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty (Binding, filing, file stiching) in the office of the court.

B- Administrative Office

1. ***Senior Administrative Officer***

The post of Senior Administrative officer is the highest ministerial post in the District Judiciary. He has to assist to the District Judge in the administrative matters regarding to all the Courts in the District. Matters like leave, transfers, postings, promotions, departmental enquiries, and other service conditions of employees of all the Courts are required to be supervised by him. Besides, He is indeed the source for securing Acts, Rules, Notifications, Government orders, and High Court Circulars, required by the Courts in judicial and administrative matters. According to the Hon'ble High Court of Uttaranchal, "The post of Senior Administrative Officer is of much responsibility. He is the highest Officer of the Civil Court Staff with heavy duties. He must be efficient and able officer." The Principal Duties and Responsibilities: As-

I- To supervise the work of the Superintendents and the Accountant.

II- To deal with and scrutinize the work of administration, general, accounts, cash and fine branches.

III- To assist in preparing replies and collecting data for the various queries received from the High Court, Supreme Court, State Governments, and other Agencies.

IV- To keep a check on attendance and functioning of various departments and branches and to maintain the discipline.

V- To provide necessary information and other details about day to day working of the subordinate Courts required by the District and Sessions Judge. Also to assist him in all matters.

VI- To participate in discussions about the policy matters and provide suggestions and views to higher authority for approval.

VII- To take the orders of District and Sessions Judge and other officers on important and very complicated matters.

VIII- Be responsible to take initiative action on important cases.

The Job Requirements for the Senior Administrative Officer regarding requirement knowledge, Skills and Abilities as under-

- I- Knowledge of judicial systems in India.
- II- Knowledge of the functioning of various non-judicial cadres of the subordinate Courts.
- III- Knowledge of accounts and administration.
- IV- Knowledge of various fines imposed and realized by the Courts.
- V- Knowledge of day-to-day working of the subordinate Courts.
- VI- Knowledge of various polices and matters related to non-judicial systems of the subordinate Courts.
- VII- Knowledge of basic computer packages.
- VIII- Skill in maintaining discipline in attendance and smooth functioning of the non-judicial staff.
- IX- Skill in rectifying the various problems of all the non-judicial staff.
- X- Skill in collecting the fines imposed and realized by the Courts.
- XI- Skill in exercising control for speedy disposal of work and to maintain the decorum in the office.
- XII- Skill in developing policies and matters for the welfare of the staff.
- XIII- Ability to lead all the non-judicial staff.
- XIV- Ability to provide required information in time to the higher authority.
- XV- Ability to conduct meetings and discussion and also to guide the same.
- XVI- Ability to give opinions, suggestions, and views on various important issues pertaining to people.
- XVII- To carry out the administrative work relating to judicial district as per the direction of District Judge.
- XVIII- Supervision of the work turned out by the staff of District Court.

The Administrative Clerk have to follow the directions given by the District Judge and other Judicial Officers of the District Court orally or in writing under the General Rules (Civil & Criminal), High Court Circular order, High Court Notifications, G. O's and other Rules & Regulations issued by the Higher authority.

2. *Second Clerk*

The post of Administrative clerk posted in the Administrative office of the District Judge is the key post. He has to assist the Senior Administrative Officer in the matters of all administrative correspondences in the Courts of the District Judge. To maintain all official records of the Administrative office regarding leave, transfers, postings, promotions, departmental enquiries, and other service conditions of employees of all the Courts are according to General Rules (Civil) and other relative Circulars and G. O's of the Government. Besides, He is indeed the source for securing Acts, Rules, Notifications, Government orders, and High Court Circulars, required by the Courts in judicial and administrative matters as per Rule of law.

Officers of the District Court orally or in writing under the General Rules (Civil & Criminal).

3. *Office Peon*

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty in the Administrative office of the court.

C- Record Room

Record keeper is the master of the Record Room. There are two type of record in the court, one court record and other is administrative record. The decided case file of the court of Chamoli Judgeship. Both Civil & Criminal files are being arrange separately in two rooms.

Record Keeper

- 1 Check and keep consigned, files related to Civil & Criminal case of District Judge Court & all subordinate Civil & Criminal Courts of Judgeship.
- 2 Submission of the requested file required by the Hon'ble High Court or Hon'ble Supreme Court.
- 3 To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

The post of Assistant Record Keeper/ Record Keeper (Civil)/Record Keeper (Criminal) and Bundle & Lifter are not sanctioned in this Judgeship.

D- Nazarat

1. *Central Nazir*

Central Nazir is the Custodian of the State Property in the District Court. He has to follow the Rule 343 to 364, Rule 405 and 410 of the General Rule (Civil). In regards financial matters, he also responsible to his duty according to the Financial Hand Book Vol. II, Part 2 to 4, Vol. III, (T. A. Rules), Vol. V, Part 1, and other Rules related to the Financial matter circulated time to time by the Hon'ble High Court or the Government. To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

2. *Deputy Nazir*

The post of Assistant Nazir/Cashier and Bill Clark are not sanctioned in this Judgeship. The Post of Deputy Nazir is sanctioned to the outlying court Civil Judge (J.D) ,Karnprayag and he is attached with Central Nazarat. He has to follow the Rule 343 to 364, Rule 405 and 410 of the General Rule (Civil). In regards financial matters, he also responsible to his duty according to the Financial Hand Book Vol. II, Part 2 to 4, Vol. III, (T. A. Rules), Vol. V, Part 1, and other Rules related to the Financial matter circulated time to time by the Hon'ble High Court or the Government. To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

E- Process Serving staff: 10 posts

1- *Chief Judicial Magistrate Court staff*

A-Court-

1- *Personal Assistant*

The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to take down the dictation continuously without

interrupting the Judge. If he interrupts the Judge by seeking clarification, he would be disturbing the Judge's thought and impeding his speed. He needs a speed of 120 words per minute to take down the dictation without omission and errors. He has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions issued by the presiding officer, either orally or written to him regarding his duty.

2- Reader

Reader is a most important official in the Court of the Chief Judicial Magistrate. The duties of the Reader of this court are the same as that of the Chief Reader of District & Sessions Court.

3- Orderly

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty in court.

B- Court Office

1- Ahalmad

Ahelmed of the Court is deal with file of the criminal case pending in the court of Chief Judicial Magistrate. He is posted under the supervision of Reader posted in the court. His duty is to comply the order of the court regarding to prepare the summon, warrant etc in the file and sent it for service upon the concerning. He have to put the files on the date fixed by the Court and made the compliance of the order of the court after receiving back the files from the court. Besides it, he has to make decree formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Sessions Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty.

2- Office Peon

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty in the office of the court.

2- Civil Judge (Jr.Div.)/ Judicial Magistrate

A-Court

1- Stenographer

The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to take down the dictation continuously without interrupting the Judge. If he interrupts the Judge by seeking clarification, he would be disturbing the Judge's thought and impeding his speed. He needs a speed of 120 words per minute to take down the dictation without omission and errors. He has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions issued by the presiding officer, either orally or written, to him regarding his duty.

2- Reader/Munsarim

Reader/Munsarim is a most important official in the Court of the Civil Judge (JD). The duties of the Reader of this court are the same as that of the Chief Reader of District & Sessions Court.

Reader/Munsarim, now nomenclature has denoted as Administrative Officer posted in the Office of the Civil Judge (JD). He supervised over the court staff and responsible for the court office, he has to keep track of filling of Suits, Appeals and other litigations and pendency in the court of Civil Judge (JD) and keep informed to the Civil Judge (JD). He has to prepare and submitted the statement, returned and reports to office of the District & Sessions Judge Court as prescribed in

the General Rules (Civil & Criminal) and also send required information to the higher authority as desired time to time. It is the duty of the Reader/Munsarim, to follow all the instructions issued by the presiding officer either orally or written to him regarding his duty and make necessary compliance of the circular letter & general letter issued by the Hon'ble High Court or Hon'ble Supreme Court and District Judge also.

3- ***Orderly***

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty in court.

B- Office

1- ***Suits Clerk***

Suits clerk is deal with file of the civil suits in the court of Civil Judge (JD). He is posted under the supervision of Reader/Munsarim posted in the court of Civil Judge (JD). His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to put the files on the date fixed by the Court and made the compliance of the order of the court after receiving back the files from the court. Besides it, he has to make decree, formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Suits Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer or Munsarim/Reader of his court regarding his duty.

2- ***Office Peon***

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty (Binding, filing, file stiching) in the Administrative office.

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 the District Judge, on the report of other judicial officers or Sectional Head of the District Court as per provision of General Rules (Civil) or General Rules (Criminal), High Court Circular order, High Court Notification and General Letters issued by the Hon'ble High Court and other related G. O's and Notification issued by the Government.

SECTION 4(1)(b)(iv)

The norms set for the discharge of the functions of the District Court, Chamoli of Uttarakhand; The cases are decided as per the provisions of Law in the Judicial side by the concerning Presiding Officer. The administrative decisions are taken by the District Judge, on the report of the judicial officers, Senior Administrative Officer, Sadar Munsrim or other Sectional Head of the District Court as per provision of General Rules (Civil) or General Rules (Criminal), High Court Circular order, High Court Notification and General Letters issued by the Hon'ble High Court of Uttarakhand, Nainital and other related G. O's, Rules and Notification issued by the Government.

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 and Acts are applicable.

(2) General Rules (Civil)

- (3) General Rules (Criminal)
- (4) High Court Circular Letter.
- (5) High Court Notifications.
- (6) Government Rule and Regulations.
- (7) G. O's of Government related to the Judiciary.

SECTION 4(1)(b)(vi)

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

(1) Judicial Record.

1- Regular Judicial Pending Files remained in the possession of the dealing Assistant.

2- Decided Judicial Files consigned to record room in the possession of the Record Keeper (Civil) or (Criminal) as case may be. The Record Keeper weed out the files after completing their retention period under rules of G.R. (Civil) & G.R. (Criminal)

(2) Administrative Record.

1- Regular Pending Files remained in the possession of the dealing Assistant.

2- Closed Files remained in the possession of Second Clerk in administrative office of the judgship. The Second Clerk weed out the closed files under rule of G.R. (Civil) & G.R. (Criminal) and some most confidential documents are kept in the possession of Sadar Muntrim/Munsarim / Reader of the court concerned in their safe custody

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;

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;

The decisions are taken by the District Judge Chamoli Uttarakhand.

SECTION 4(1)(b)(ix)

A directory of officers and employees of the High Court of Uttarakhand

(At Nainital);

HIGH COURT OF UTTARAKHAND

NAINITAL-263002

TELEPHONE DIRECTORY 2017-18

EPBAX : (05942) - 235388

FAX : (05942) - 231692, 237721
E-mail: highcourt-ua@nic.in
hprotocol-ua@nic.in
Website: highcourtofuttarakhand.gov.in
Telephonic Enquiry (I.V.R.S.): 05942-233501, 235388,
Ext: 222

JUDGES, OTHER SUBORDINATE JUDICIAL OFFICERS, OFFICIALS AND RELATED PERSONS RELATING TO THE DISTRICT COURT CHAMOLI.

1. Shri. Rajendra Singh,
District & Sessions Judge, Chamoli.
Office -Telephone No. 01372-252191, Fax No. 01372-252191
Residence -01372-252192.
2. Vacant,
Chief Judicial Magistrate, Chamoli
Residence -01372-252193.
3. Shri. Rajeev Dhawan,
Civil Judge (Sr. Div.), Karanprayag
Residence – 01363-244333
3. Vacant,
Civil Judge (Jr. Div.), Karnprayag.
Office -01363-244252.
4. Ms. Manju Devi,
Civil Judge (Jr.Div.) Gopeshwar.
Contact No.- +91-9412079247
5. Vacant
Judicial Magistrate Chamoli
6. Ms. Sahista Bano,
Civil Judge (Jr.Div.) Tharali.
Contact No.- +91-9412079250

7. Shri. Rohit Joshi,
Civil Judge (Jr.Div.) Joshimath.
8. Shri. Amit Bhatt,
Civil Judge (Jr.Div.) Gairsain.
Residence

**OFFICIALS OF THE DISTRICT COURT
DISTRICT GOVERNMENT COUNSEL
PROSECUTING OFFICER/ASST. PROSECUTING OFFICER**

1. Sri. Heera Singh Chilkotiya, Senior Prosecuting Officer
2. Vacant, Assistant Prosecuting Officer
3. Sri. Prakash Singh Bhandari, D.G.C. (Criminal)
4. Shri Kuldeep Singh Barthwal, A.D.G.C. (Criminal)
5. Sri. Raghuvir Singh Bisht, D.G.C. (Civil)
6. Vacant, A. D.G.C. (Civil)
7. Shri Raghuvir Singh Bisht, D.G.C. (Revenue)
8. Shri. Mohan Pant, Special Public Prosecutor (POCSO)

DISTRICT COURT BAR ASSOCIATION, CHAMOLI

1. Sri. Nandan Singh Bisht, President Bar
2. Sri. Raija Chaudhary, Vice President
3. Sri. Kuldeep Singh Negi, Secretary
4. Smt. Geeta Bisht, Joint Secretary
5. Sri. Raghunath Singh Bisht, Cashier

SECTION 4(1)(b)(x)

The monthly remuneration received by each of the officers and employees of the District Court, Chamoli Uttarakhand)

Monthly remuneration received by the District Judge, other Judicial Officers, official and class IV employees posted in this judgeship on 31.08.2019.

S.No.	Name	Designation	Basic Pay	Gross Pay
1	Shri. Rajendra Singh	District & Sessions Judge	71830	206587
2	Shri. Akhilesh Kumar Pandey	Chief Judicial Magistrate	41530	123003
3	Shri. Rajeev Dhawan	Civil Judge (Sr. Div.)	41530	123003
4	Ms. Manju Devi	Civil Judge(J.D.)/JM	30010	88678
5	Shri Ashok Kumar	Civil Judge(J.D.)/JM	32320	98910
6	Ms. Sahista Bano	Civil Judge(J.D.)/JM	30010	88678
7	Shri. Amit Bhatt	Civil Judge(J.D.)/JM	29240	90347
8	Shri. Rohit Joshi	Civil Judge(J.D.)/JM	28470	85397

List of Class IIIrd Employees

S.No.	Name	Designation	Basic Pay	Gross Pay
1	Shri Rajendra Lal Shah	Chief Administrative Officer	63100	67145
2	Shri Varun Singh Rawat	Chief Administrative Officer	61300	67705
3	Shri Pramod Kumar Raturi	Chief Administrative Officer	56100	64230
4	Shri Pancham Singh Rawat	Senior Administrative Officer	50500	56005
5	Shri Virendra Singh Aswal	Senior Administrative Officer	50500	53705
6	Shri Gopal Singh Panwar	Senior Administrative Officer	47600	53000
7	Shri Kundan Singh Rana	Senior Assistant	37600	41680
8	Shri Bachan Singh	Senior Administrative Officer	47600	53060
9	Shri Pradeep Kumar Dimri	Junior Assistant	24500	27025
10	Shri Pawan Prasad	Junior Assistant	24500	26825
11	Shri Bharat Singh Chauhan	Junior Assistant	24500	27025
12	Shri Tejpal Singh	Senior Assistant	30100	33525
13	Shri Ashutosh Chauhan	Senior Assistant	30100	33385
14	Shri Chandra Shekar Arya	Senior Assistant	30100	33385
15	Shri Chandra Shekhar Kandpal	Chief Assistant	35400	39370
16	Shri Dinesh Singh	Senior Assistant	30100	33495
17	Shri Arjun Singh	Junior Assistant	23800	26190
18	Shri Vikas Shah	Junior Assistant	23800	26090
19	Shri Sahendra Kumar	Junior Assistant	23800	26290
20	Shri Kailash Chandra Juyal	Senior Assistant	30100	33105
21	Shri Gaurav Bisht	Junior Assistant	25200	27773

List of SPO/SPA/PA's

S.No.	Name	Designation	Basic Pay	Gross Pay
1	Shri Ganesh Chandra Tiwari	Senior Personal Officer	72100	78885
2	Shri Pratap Singh Negi	Senior Personal Assistant	46200	49130
3	Shri Siraj Akhtar	Personal Assistant	31000	34430

4	Shri Tushar Kumar	Personal Assistant	31000	34430
5	Shri Ankit Kumar	Personal Assistant	31000	34430
6	Km. Pooja Rani	Personal Assistant	31000	34150
7	Km. Sunita Rani	Personal Assistant	31000	34430

List of Class IVth Employees

S.No.	Name	Designation	Basic Pay	Gross Pay
1	Shri Surendra Singh Bisht	Process Server	26000	27580
2	Shri Naveen Singh Rana	Driver	28400	30110
3	Shri Anand Kumar	Sweeper	27600	30210
4	Shri Pitambar Joshi	Peon	22800	24210
5	Shri Jagdish Ram	Process Server	28400	31050
6	Shri Sandeep Lohani	Peon	23500	25865
7	Shri Satish Kumar	Peon	23500	25665
8	Smt. Sunita Devi	Peon	23500	24945
9	Shri Bahadur Singh Mehta	Process Server	38100	40575
10	Shri Ballabh Prasad Maikhuri	Process Server	35900	39385
11	Shri Surendra Singh Majila	Process Server	38100	42255
12	Shri Govind Ram	Process Server	35900	39385
13	Shri Durga Singh	Process Server	35900	38065
14	Shri Kushal Singh Panwar	Process Server	38100	40375
15	Smt. Babli Devi	Peon	20300	22395
16	Shri Yogendra Singh Rana	Process Server	20300	22595
17	Shri Magendra Kumar	Peon	20300	22215
18	Shri Harish Chandra	Peon	23500	25845
19	Shri Amit Singh Negi	Peon	23500	24945

SECTION 4(1)(b)(xiv)

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

Judgments, Cause lists and other information of District Court and other subordinate court accessible worldwide for litigant public at District Court

Website: <http://districts.ecourts.gov.in/chamoli>

Case Information System NC 2.0 installed in District Court Chamoli and SMS facility to Advocate initiated.

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) The litigant public may visit the website of the District Court Chamoli.

(2) An enquiry Counter has been set up at the District Court by whom the litigants public may obtain the information status of their cases.

(3) Apart from it, the litigant or public may also enquire status of their cases by moving application at the District Court, Chamoli on each working day.

SECTION 4(1)(b)(xvi)

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

Vacant,

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

Civil Judge (Jr. Div.), Karnprayag.

Tel. No/Fax.: 01363-244252.

Shri. Rajendra Lal Sah,

State Public Information Officer under Section 5(1) of the Right to Information Act, 2005
Senior Administrative Officer, Judgeship, Chamoli.

Tel. No/Fax.: 01372-252191.

SECTION 4(1)(b)(xvii)

Such other information as may be prescribed; and thereafter update these publications every year;

NIL