

**DISTRICT AND SESSIONS COURT,  
NASHIK INFORMATION UNDER  
CLAUSE 4(1)(B) OF RIGHT TO  
INFORMATION ACT.**

**(I) THE PARTICULARS OF ITS ORGANIZATION,  
FUNCTIONS AND DUTIES.**

Particulars :

Name of the Organization :

The Office of the Principal District & Sessions Judge, Nashik.

The organization is subordinate institution of the  
High Court of Judicature at Bombay.

Functions of the Organization :

The organization have it's two main functions.

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

**Duties of the Organization :**

- i) To exercise the control over all it's subordinate Courts on administration of Justice over it's territorial jurisdiction.
- ii) To distribute the various grants amongst it's subordinate Courts received from the Government, time to time.
- iii) To deal with all correspondence related to Hon'ble High Court and the Department of Law & Judiciary, Government of Maharashtra.
- iv) To administer justice as per the various legislations/ statutes.
- v) To recruit Class III and Class IV Govt. Servants with the help of Recruitment Committee.
- vi) To appoint the officials to the higher responsible posts on Promotion.

- vii) To manage the administration in view of the procedural laws, Maharashtra Civil Services Rules ,Financial Rules, Civil & Criminal Manuals, the Government Resolutions and the Notifications issued by the High Court.
- viii) In exercising the duties of administrative nature, the organization deals with the transfers of it's employees, departmental inquiries of the employees etc.
- ix) The Head of the Organization The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Nashik under which the Lok Adalats, Seminar on various legal subjects are being held under his Supervision. & Also Chariman of Motor Accident Claim Tribunal.

**II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES. THERE ARE FOLLOWING CADRES OF THE JUDICIAL OFFICER/S;**

- i) The District Judges & Additional Sessions Judges.
- ii) The Adhoc District Judges & Additional Sessions Judges.
- iii) The Extra Joint Adhoc District Judges & Additional Sessions Judges. The above Judicial Officers/Judges deals with the matters pertaining to the appellate side and cases triable by the Sessions and Original side of the matters under Special Act and Motor Accident Claims Petitions.
- iii) The Civil Judges (Senior Division) : The above Judicial Officers/Judges deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government are also being heard and decided by these Judicial Officers/Judges.
- iv) The Chief Judicial Magistrates : To deal with all types of Criminal matters excluding the cases triable by the Court of Session.
- v) The Civil Judges (Junior Division) and Judicial 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 Session and also excluding the cases having exclusive jurisdiction to the Chief Judicial Magistrate.
- vi) Juvenile Justice Board is constituted for Nashik Judicial District at Head-Quarter Nashik for trial of cases of the Juvenile conflicting with law offenders u/s.4 of Juvenile (Care and Protection of Children ) Act , 2000 Smt. Jayshree Punawala, Jt Civil Judge (J.D.) and J.M.F.C.,Nashik is a

appointed as Principal Magistrate to preside over the Bench of Juvenile Justice Board.

Powers & duties of Employees.

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

Senior Court Manager

(Appointed vide Hon'ble High Court Order No.RP 1602/2013 dt.29/08/2013)

Class-II :	Registrar
	Stenographer (Grade - I)
Class-III :	Stenographer (Grade - II)
	Stenographer (Grade - III)
	Clerk-Cum-Stenographer
	Superintendent
	Assistant Superintendent
	Senior Clerk
	Junior Clerk
	Head Bailiff Bailiff Driver
Class IV :	Xerox Operator
	Book Binder
	Havildar/Naik
	Peon/Watchman/Waterman
	Sweeper

### **Duties of Employees**

Senior Court Manager : To assist the Principal District Judge in the administrative functioning of the Courts to enhance the efficiency of the Court Management.

Registrar : To supervise over the employees of ClassIII and ClassIV and to assist the Head of the Organization in Administrative/Judicial work.

Stenographer (Grade - I) : To attend the Head of the Organization.  
To note down evidence in English on Typewriter. To take dictation in cases of the Judges of Appellate Authorities and transcribe the same.

Stenographer (Grade - II) : To note down evidence in English on Typewriter. To take dictation in cases of the Judges of the Cadre of Civil Judge Senior Division/C.J.M.

Stenographer (Grade - III) : To note down evidence in English on Typewriter. To take dictation in cases of the Judges of the Cadre of CJJD & JMFC.

Superintendents : To supervise the work of the employees/ respective Branch i.e. Judicial Branch, Finance Branch, Inspection Branch.

Asstt. Superintendent : To do the work of supervision over employees at Taluka Places and they have to deal the matters presented before the Court. & supervise the work of the respective Branch i.e. Establishment Branch. Accounts Branch.

Senior Clerks : To do the work of Bench ,Property , Statistics, Correspondence , Accounts, Establishment in District Court as well as in subordinate Courts.

Junior Clerks : To keep the cases in custody and to look after the maintenance of those cases and to do the work as per procedurallaws 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 financial transaction.

Bailiff : To serve the summonses, notices & to execute warrants issued by the Court/s.

Book Binder : To do the work of binding of various gazettes, law books, registers etc.

Xerox Operator : To do the work of Xerox of official documents. Copies from the records of the Court for supplying to the parties.

Class IV

Peon : To obey the orders of Presiding Officer, to do the work of cleaning of court halls, to distribute the tapal & dak etc.

Watchman : To watch the Court building & premises.

Sweeper : To clean the Court premises, lavatories etc.

**iii) 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 follow the procedures laid down in the manuals and directions of the Judicial officers.

The Principal District & Sessions Judge, Nashik controls the work of the 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 submit various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, halfyearly, yearly and whenever called for.

The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after it's registration the suits 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/s for disposal according to law, except the cases triable 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.

**iv) The norms set by it for the discharge of its functions.**

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 Maharashtra Civil Services, Maharashtra Budget Manuals, Bombay Financial

Rules, Maharashtra Treasury Rules, Manuals , Regulations, and Government Resolutions, Circulars and Notifications.

**v) 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 functions 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 Indian Evidence Act, 1872
- 6) The Bombay Court Fees Act 1959
- 7) The Bombay Stamp Act, 1959
- 8) The Limitation Act.
- 9) The Bombay Public Trusts Act,1959
- 10) The Negotiable Instruments Act, 1881
- 11) The Information Technology Act, 2000
- 12) The Bombay Tenancy and Agricultural Lands Act, 1998
- 13) Essential Commodities Act, 1955
- 14) The Maharashtra Rent Control Act,1999
- 15) Law of Arbitration and Conciliation.
- 16) Specific Relief Act 1965
- 17) Intellectual Property Law in India.
- 18) Law of Electricity in India.
- 19) The Registration Act.
- 20) Probation of offenders Act, 1958
- 21) The Maharashtra Civil Services Rules.
- 22) The Maharashtra Budget Manual,
- 23) The Bombay Financial Rules 1959

- 24) The Maharashtra Treasury Rules 1968
- 25) 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.

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

The following registers/documents are maintained by this Organization;

- 1) The Kaccha Register for Civil Side
- 2) The separate registers for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained in the Court/s of Civil Judge (Senior Division) and 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, Land Reference, Sessions Cases, Special Cases and its 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) 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 attached property produced in Civil Proceedings "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" register, the Cash Book I, the Ledger Book J, the Treasury Pass

Book-L, the Treasury Cheque BookL, the register of applications 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 ClassIII and IV Govt. Servants, List of disposed of records deposited in Judicial

Record Room. The disposed of records of all the Courts in Nashik Judicial District are deposited in Judicial Record Room, Nashik and preparation of certified copies in disposed of cases are being prepared and delivered by the Assistant Superintendent (Record Room), Nashik.

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

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

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

- ix) A directory of its officers and employees.**

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

<b>Name of the Judicial Officer.</b>	<b>Office Telephone No.</b>
1) The Principal District & Sessions Judge, Nashik.	02532578695
2) The District Judge1 & A.S.J.,Nashik.	02532318554
3) The District Judge2 & A.S.J.Nashik.	02532312077
4) The Registrar, District Court, Nashik.	02532578695
5) The Civil Judge Senior Division. Nashik.	02532570097
6) The Chief Judicial Magistrate, Nashik.	02532575214



7)	The District Judge1 & A.S.J.Malegaon.	02554255774
8)	The Civil Judge, Senior Division,Malegaon	02554255782
9)	The District Judge1 & A.S.J.Niphad.	02550240156
10)	The Civil Judge Sr. Division, Niphad	02550240266
11)	The Joint Civil Judge (J.D.) & JMFC, Niphad	02550241151
12)	The Civil Judge (J.D.) & JMFC, NashikRoad.	02532465517
13)	The Civil Judge (J.D.) & JMFC, Pimpalgaon(B)	02550252001
14)	The Civil Judge (J.D.) & JMFC, Chandwad.	02556252167
15)	The Civil Judge (J.D.) & JMFC, Nandgaon.	02552242332
16)	The Civil Judge (J.D.) & JMFC, Kalwan.	02592221146
17)	The Civil Judge (J.D.) & JMFC, Yeola.	02559265248
18)	The Civil Judge (J.D.) & JMFC, Satana.	02555223349
19)	The Civil Judge (J.D.) & JMFC, Dindori.	02557221183
20)	The Civil Judge (J.D.) & JMFC, Sinnar.	02551220424
21)	The Civil Judge (J.D.) & JMFC, Igatpuri.	02553244214
22)	The Civil Judge (J.D.) & JMFC, Manmad(City)	02591222155
23)	The Judicial Magistrate F.C.(Railway), Manmad.	02591223667
24)	The Judicial Magistrate F.C.(Motor Vehicle), Nashik Road	02532450068

**x) 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;

<b>Cadre/Category</b>	<b>Pay Scale/s.</b>
<b>Class-I</b>	
1) The Principal District & Sessions Judge/ District Judges & A.S.J./ Adhoc Additional District Judges & ASJ. Extra Adhoc Additional District Judges	Rs. 51,550 – 63,070/-
2) The Civil Judge (Senior Division)/ The Chief Judicial Magistrates.	Rs.39,530 - 54,010/-

3) The Civil Judge (Junior Division)  
and Judicial Magistrates First Class. Rs. 27,700 - 44,770/-

Central Assistant II –  
Senior court Manager Fix Pay Rs.64,200/-

**Class-II**

1) The Registrar, District & Sessions Court. Rs. 56,100 – 1,77,500/-

2) Stenographer (Grade - I) Rs. 47,600 – 1,51,100/-

**Class-III**

1) Superintendent Rs.44,900 – 1,42,400/-

2) Assistant Superintendent Rs.41,800 – 1,32,300/-

3) Stenographer (Grade - II) Rs.41,300 – 1,32,300/-

4) Stenographer (Grade - III) Rs.38,600 – 1,22,800/-

5) Clerk Stenographer/Senior Clerk. Rs.25,500 – 81,100/-

6) Junior Clerk/Driver. Rs.19,900 – 63,200/-

7) Head Bailiff Rs.25,500 – 81,100/-

8) Bailiff Rs.19,000 – 63,200/-

**Class-IV**

1) Book Binder Rs.18,000 – 56,900/-

2) Havildar Rs.19,900 – 63,200/-

3) Xerox Operator Rs.17,100 – 54,000/-

4) Naik Rs.16,600 – 52,400/-

5) Peon/Watchman Rs.16,000 – 52,400/-

6) Sweeper Rs.15,300 – 48,700/-

**xi) 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 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, overtime allowance, wages, traveling allowances, office expenses, Rent, rate & taxes, publications, grant in aid etc.

xii) The 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".

xiii) 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 being given to the persons who work as Petition 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.

xiv) 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 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 Web-side viz. <http://court.mah.nic.in/> & <http://ecourts.gov.in>

xv) 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.

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

Only one Public Information Officer has 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;

Name : Shri. M.D. Mandale  
Designation : Registrar, District Court, Nashik.  
Jurisdiction : For Nashik Judicial District.  
Address. : District & Sessions Court, Nashik.  
Phone No. : 0253-2578695.

**Appellate Authority is District Judge<sup>1</sup> and Additional Sessions Judge, Nashik**

Jurisdiction : For Nashik Judicial District.  
Address. : District & Sessions Court, Nashik.  
Phone No. : 02532312077

xvii) Such other information as may be prescribed:

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

There is an establishment of "Nashik Zilla Nyayalayin Karmachari Sahakari PatSanstha" to meet with the monitory needs of Court employees.

There is also an Association of Nashik Zilla Nyayalayin Karmachari (Class-III) Sanghatana, Nashik & Nashik Zilla Nyayalayin Karmachari (ClassIV) recognized by the Government of Maharashtra.

**INFORMATION IN RESPECT OF DESIGNATION WISE JUDICIAL OFFICERS WORKING AT NASHIK DISTRICT AS ON 2019.**

<b>NASHIK HEADQUARTER</b>		
<b>Sr. No.</b>	<b>DESIGNATION OF JUDGES</b>	<b>No of Judicial Officers Working</b>
1	Principal District Judge	1
2	District Judge & Addl. Sessions Judge	7
3	District Judge & Assistant Sessions Judge	2
4	Adhoc District Judge & Assistant Sessions Judge	3
5	Civil Judge, Senior Division	16
6	Chief judicial Magistrate	1
7	Civil Judge Junior Division	7
8	Civil Judge Junior Division (NashikRoad)	3
9	Judicial Magistrate F.C. (M.V.) NashikRoad	1
	<b>Malegaon Head Quarter</b>	
1	District Judge & Addl. Sessions Judge	3
2	Adhoc District Judge & Asst. Sessions Judge	1
3	Civil Judge, Senior Division	6
4	Civil Judge Junior Division	2
	<b>Niphad Head Quarter</b>	
1	District Judge & Addl. Sessions Judge	2
2	Ext. Jt. Adhoc District Judge & Addl. Sess. Judge	1
3	Civil Judge, Senior Division	4
4	Civil Judge Junior Division	1
	<b>Other Talukas</b>	
1	Civil Judge Junior Division	18
2	Judicial Magistrate First Class (Railways)	1
	<b>Total Judicial Officers</b>	
1	Nashik Head Quarter	37
2	Nashik Road	4
3	Taluka Places	39
	<b>Total</b>	<b>80</b>