

DISTRICT AND SESSIONS COURTS, JHAJJAR

**(Information on 16 Manuals under Section
4(1) (b) of the Right to information Act, 2005)**

MANUAL 1

The Particulars of its Organization, Functions and Duties Particulars

Name of the Organization	Office of District & Sessions Judge, Jhajjar.
Particulars	This organization is sub-ordinate institution of the Honble Punjab & Haryana High Court, Chandigarh
Functions of the Organization.	i) Judicial Function and ii) Administrative Function iii) Quasi Judicial function.
Duties of the Organization	i) To exercise over all control on all subordinate courts functioning within territorial jurisdiction of Jhajjar Sessions Division. ii) To distribute the various grants amongst its subordinate authorities received from the Government, of Haryana through Hon'ble High Court from time to time. iii) To deal with all correspondence relating to Hon'ble Apex Court, Hon'ble High Courts and Department of Law & Justice, Government of Haryana. iv) To administer justice as per the various legislation / statutes. v) To appoint Class-IV employees with the help of Advisory Committee with prior permission of Hon'ble High Court. vi) To promote the officials posted in the establishment to the higher post as per rules / instructions. vii) To run the administration in view of the procedural laws, Haryana Civil Services Rules 2016, the Government Resolutions and the Notifications issued by the Hon'ble High Court from time to time. viii) In exercising the duties of administrative nature, the organization deals with the transfers and postings of its employees and departmental inquires etc. ix) The Principal District & Sessions Judge is the Head of the Organization. He is ex- officio Chairman of District Legal Services Authority, Jhajjar, under which the Lok-Adalats and Seminars on various legal subjects are held as per instructions of the Haryana State Legal Services Authority, Panchkula.

MANUAL 2

The Powers and Duties of Judicial Officers & Employees

There are following cadres of the Judicial Officer/s :

The District & Sessions Judge The Addl. District & Sessions Judges The Addl. District & Sessions Judge – District Judge, Family Court	To deal with the matters on appellate side and such cases which are triable by the Court of Sessions only and also the matters under Special Acts and Motor Accident Claims Petitions. Family matters as defined under Family Court Act.
The Civil Judge (Senior Division).	To 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.
The Chief Judicial Magistrate.	To deal with all types of Criminal matters excluding the cases triable by the Court of Sessions.
The Civil Judges (Junior Division) and Judicial Magistrate First Class.	To deal with the matters of civil nature having Jurisdiction up-to Rs.10 lac.* (* Refer to Hon'ble Punjab and Haryana High Court Notification No. 09 Gaz. II / XXI.C.35 Dated 05/02/2014). To deal with the matters of criminal nature excluding triable by the Court of Sessions and also excluding the cases having exclusive jurisdiction to the Court of Chief Judicial Magistrate.

Powers & duties of Employees

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

CLASS-A	Chief Administrative Officer/ Superintendent.
CLASS-C	Reader Grade I, II & III, Stenographer Grade I, II & III Graduate Clerks, Ahlmads, Clerks Driver Bailiff
CLASS-D	Process Server/Peon/Watchman/Mali/Orderly/Peon/ Waterman/Record-lifter/Usher/Sweeper/ Chowkidar

Duties of Employees

Superintendent / Chief Administrative Officer - To supervise over the employees of Class-III and Class-IV and to assist the Head of the Organization in Administrative/matters.

Reader Grade I,II,III - To perform all such work as defined under Hon'ble Punjab & Haryana High Court Rules and orders including work of bench, statistics, Accounts and Correspondence of Superior Courts and Subordinate Courts.

Stenographer Grade I, II, III - To take dictation from the Presiding Officers and after transcription, to type the same on Computer. To record/type evidence on computer under the dictation of P.O. in case of Appellate Courts.

Ahlmads - To maintain the record and custody of cases instituted in their respective Courts. To issue process as per order of the P.O. after duties assigned by the Head of the Organization and by the Presiding Officer of the Court.

Clerks - To do work of offices establishment of the Presiding Officers on different posts like Bill Clerk, Lib. Clerk, Copy Clerk, Copyist etc.

Bailiff / Process Server - To serve the summonses, notices & to execute warrants issued by the Courts.

Peon - All manual work as assigned from time to time.

Chowkidar - To watch the Court building & premises and safeguard of articles available in the complex.

Sweeper - To clean the Court premises, lavatories etc.

MANUAL 3

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

The below listed rules, regulations, instructions, manuals, records are held 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 Punjab Civil Services Rules. As applicable in the State.
6. The Punjab Budget Manual, State of Haryana.
7. The Punjab Financial Rules,
8. The Punjab Treasury Rules.
9. High Court Rules & Orders (Vol.-I, II, III, IV, V & VI).
10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Haryana and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court, from time to time.

MANUAL 4

The norms set by it for the discharge of its functions

The particulars of any arrangement: Take exists for consultation with Or representation by, the members Or the public in relation to the Formulation of its policy or Implementation thereof.

The information as relates Issue/point so far as it is concerned as "NIL".

MANUAL 5

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

A statement of the categories of : The following registers categories of /documents that are held by it or its control or used by its employees for discharging its functions.

1. The Register for Civil & Criminal Side.
2. The separate registers for the registration of Special Civil Suits, Regular Civil Suits, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained by the Subordinate Courts.

As per instruction of the Hon'ble High Court issued vide letter No. 211/Spl/C.B.6 dated 30.01.2017. Institution and Disposal and Peshi Registers are being generated through CIS 2.0 for testing purpose.

3. The separate registers for the registration of Regular IPC cases, Act Cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained by all the courts of Judicial Magistrates. As per instructions of the Hon'ble High Court issued vide letter No. 211/Spl/C.B.6 dated 30.01.2017, Institution and Disposal and Peshi Registers are being generated through CIS 2.0 for testing purpose.
4. The separate registers for the registration of Regular Civil Appeals, Miscellaneous Civil Appeals and Motor Accident Claims Petitions and its execution are being maintained in Appellate Court/s. As per instruction of the Hon'ble High Court issued vide letter No. 211/Spl/C.B.6 dated 30.01.2017, Institution and Disposal and Peshi Registers are being Generated through CIS 2.0 for testing purpose.
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. As per instruction of the Hon'ble High Court issued vide letter No. 211/Spl/C.B.6 dated 30.01.2017, Institution and Disposal and Peshi Registers are being generated through CIS 2.0 for testing purpose.
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 Manuals.
7. For the purpose of maintaining accounts of the organizations, 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-K, the Treasury Cheque Book-L, 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 Class-IV 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 are deposited in Judicial Record Room, Jhajjar and preparation of certified copies in disposed of cases are being prepared and delivered by the Record Keeper (Record Room).

MANUAL 6

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

A statement of the Boards, Councils, Committees, and other Bodies consisting of two or more persons constituted as its part.	The information as relates to this issue/point, so far as its organization is concerned is "NIL"
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MANUAL 7

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.

Sr. No.	Name of the Court	Assistant Public Information Officer	Public Information Officer	Appellate Authority	IInd Appellate Authority.
1	(a) Court of District and Sessions Judge and Court of Additional District & Sessions Judges at District Head quarters. (b) Court of Additional District & Sessions Judges at places where there is no District & Sessions Judge.	Chief Ministerial Officer of the Court of District & Sessions Judge Sr. Ahlmad/ Stenographer	Chief Administrative Officer/Supdt. In the office of District & Sessions Judge. Chief Ministerial Officer of the Court of Senior Most Additional District & Sessions Judge,	District and Sessions Judge of the respective Sessions Division Senior Most Additional District & Sessions Judge.	Chief Information Commissioner, Haryana. Chief Information Commissioner, Haryana.
2.	Court of Civil Judge (Senior Division).	Chief Ministerial Officer of the Court	Clerk of Court of the Office of Civil Judge (Senior Division)	Civil Judge (Sr.Divn.),	Chief Information Commissioner
3.	Court of Chief Judicial Magistrate.	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Court	Chief Judicial Magistrate	Chief Information Commissioner
4.	Court of Civil Judge situated at places other than the District Headquarters.	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer	Chief Information Commissioner
5.	Court of Small Judge Cause.	Chief Ministerial Officer of the respective Court	Registrar, Small Cause Court	Judge, Court of Small Cause	Chief Information Commissioner
6.	Court of Additional Civil Judge (Senior Division) or Court of Senior Most Civil Judge at Sub Division	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer	Chief Information Commissioner

The Hon'ble High Court vide correction Slip No. CS No. 175 Rules/II.D4 Dated 31.03.2014 had been pleased to make amendment in Rules 3, 4, 6, 7, 8, Form 'B' and Form 'F' of Haryana Subordinate Courts (Right to Information) Rules, 2007 and substitute Form 'C' of the ibid rules, as under:-

RULE 3. APPLICATION SEEKING INFORMATION:

Any person seeking information under the Act, shall make an application in Form 'A' or on a plain paper or through electronic medium in English or Hindi or Punjabi, during office hours on any working day and shall deposit application fee as per Rule 7 by paying fee in cash or by adhesive court fee, or in any other form so determined by the Competent Authority from time to time.

No application shall be rejected on the ground that the same has not been made in form 'A'.

Provided that a person, who makes a request through electronic form, shall ensure that the requisite fee is deposited with the authorized person, in the manner mentioned above, within seven days of sending the request by him through electronic form, failing which, the application shall be treated as dismissed.

Provided further that the date of application in such case shall be deemed to be the date of deposit of the entire fee or the balance fee or deficit amount of the fee to the authorized person.

RULE4. EXEMPTION FROM DISCLOSURE OF INFORMATION:

The information specified under Section 8 of the Act shall not be disclosed and made available and in particular the following information shall not be disclosed:

The information which relates to judicial functions and duties of the Court and matters incidental and ancillary thereto and of confidential nature shall not be disclosed in terms of Section 8 (1) (b) of the Act.

RULE 6. DISPOSAL OF APPLICATION BY AUTHORIZED PERSON:

- (i) Where the requested information does not fall within the jurisdiction of the authorized person and (a) which is held by another public authority; or (b) the subject matter of which is more closely connected with the functions of another public authority, the authorized person, to whom such application is made, shall transfer the application along with fee or such part of it as may be appropriate to that other public authority in Form 'C' as soon as practicable, but, in no case, not later than five days from the date of receipt of the application.
- (ii) If the requested information falls within the authorized person's jurisdiction and also in one or more of the categories of restrictions listed in Sections 8 and 9 of the Act and exemptions detailed in Rule 4 *ibid*, the authorized person, on being satisfied, will issue the rejection order in Form 'D' as soon as practicable, normally within fifteen days, and in any case not later than thirty days from the date of receipt of application.
- (iii) If the requested information falls within the authorized person's jurisdiction, but not in one or more of the categories listed in Sections 8 and 9 of the Act and Rule 4 *ibid*, the authorized person, on being so satisfied, shall supply the information to the applicant in Form 'E', falling within its jurisdiction. In case the information sought is partly outside the jurisdiction of the authorized person or partly falls in the categories listed in Sections 8 and 9 of the Act, the authorized person shall supply only such information as is permissible under the Act and is within his own jurisdiction and shall transfer such part of the application as may be appropriate to that other public authority as soon as practicable, but, in no case, not later than five days from the date of receipt of the application.

RULE 7. CHARGING OF FEE:

The authorized person shall charge the fee for supply of information at the following rates:

Sr. No	Description of information	Price/fees in rupees
	Where the information is available in form of a priced publication.	On printed price

	For other than priced publication.	(a) Rupees ten an application fee (b) Rupees two per page (c) Actual charge or cost price of a copy in larger size paper; (d) Actual cost or price for samples or models.
	Where information is available in electronic form and is to be supplied in electronics from e. g. Floppy, CD etc.	Rupees twenty five per CD.
	Information relating to tenders documents/bids/quotation/Busin ess contract.	Rupees one hundred per application

- (iv) For inspection of documents or records, no fee for the first hour; and a fee of Rupees five for each subsequent hour (or fraction thereof).
(v) OMITTED

RULE 8. APPEAL:

(i) Any person

(a) Who fails to get a response from the authorized person within thirty days of submission of an application as per Rule 3; or

(b) is aggrieved by the response received within the prescribed period; he may prefer an appeal in Form 'F' or on an a plain paper to the appellate Authority.

POINT 3 OF FORM 'B' OF THE *IBID* RULES IS AMENDED AS UNDER:

Form „C“ of the *IBID* rules is substituted as under: From C

Transfer of application outside the Jurisdiction of the authorized person

[rule 6 (i)]

ID No.
(For Official use)
Dated:

Ref. No.

Sub: Request for information (under RTI Act, 2005) from
Mr./Ms. _____ Received in this office on _____

Sir/Madam,

1. I am forwarding herewith an application/request for information (under RTI Act, 2005) received from Mr./Ms. _____ Son/Daughter/Wife of _____ resident of _____
2. The subject matter of the information requested by the above applicant is related to your Department/Office/ Organization/ Institution _____ which pertains to or partly pertains to _____.
3. The applicant is advised to contact the undersigned _____ on any working day during office hours.
4. The required information and/or an appropriate reply may be supplied to the applicant, under intimation to the undersigned.

Encls: As above

Yours faithfully

Authorized Person
E-mail address
Website
Telephone No.

Copy to : The Applicant

Yours faithfully
Authorized Person
E-mail address
Website
Telephone No.

POINT 9 OF FORM 'F' OF THE IBID RULES IS OMITTED:

FORM F

Appeal under Section 19 of the Right of Information Act, 2005

[rule 8(i)]

9. OMITTED

MANUAL 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 meeting are accessible for public. The procedure followed in the Decision Making Process

1. The Officers follow the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court from time to time.
2. The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.
3. The Principal District & Sessions Judge, Jhajjar, supervises the work of the organization and exercises control over it. Likewise, he distributes the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.
4. The subordinate authorities submit various types of returns and information to the Head of the Organization for onward transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.
5. The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after its registration the suits are being allotted interested amongst the other Civil Judges by rotation or as per pendency except special jurisdiction.
6. The Criminal cases initially filed by the concerned Police Authorities before the Court of Illaqua Magistrate or Court of Chief Judicial Magistrate and after its registration, the cases are made over to the another Judicial Magistrate/s for disposal in accordance in law, except the cases tribal under section 409 of I.P.C.
7. The cases exclusively tribal by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate Illaqua Magistrate for being tried according to law. Purchase committee headed by Addl. District & Sessions Judge-I, Consisting Civil Judge (Sr. Division) Jhajjar and the CJM as members for the purchase of furniture and other articles as per norms/instructions.

MANUAL 9

8. COURT OF DISTRICT & SESSIONS JUDGE AND ADDITIONAL DISTRICT & SESSIONS JUDGE

Public Information Officer	Superintendent O/o District & Sessions Judge, Jhajjar
First Appellate Authority	District & Sessions Judge, Jhajjar Office – 01251-254402 Email – dsjjjr@hry.nic.in

COURT OF CIVIL JUDGES

Public Information Officer	Clerk of Court O/o Civil Judge (Senior Division), Jhajjar
First Appellate Authority	Civil Judge (Senior Division), Jhajjar Office – 01251-254402 Email – dsjjjr@hry.nic.in

COURT OF JUDICIAL MAGISTRATES

Public Information Officer	Clerk of Court O/o Chief Judicial Magistrate, Jhajjar
First Appellate Authority	Chief Judicial Magistrate, Jhajjar Office – 01251-254402 Email – dsjjjr@hry.nic.in

COURT OF CIVIL JUDGES/JUDICIAL MAGISTRATES AT SUB DIVISION BAHADURGARH

Public Information Officer	Reader of the Court of Additional Civil Judge (Senior Division), Bahadurgarh
First Appellate Authority	Additional Civil Judge (Senior Division), Bahadurgarh Office – 01276-297678 Email- acjsd.bahadurgarh@aj.gov.in

MANUAL 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:-

Judicial Officers

Revised Scales

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

Nomenclature	Revised Pay Band as per 7th Pay Commission (in rupees).
Chief Administrative Officer-cum-Superintendent	56100-177500/-
Superintendent Gr.II	35400-112400/-
Executive Assistant	44900-142400 + 200 SA
Reader Gr.I	44900-142400/-
Reader Gr.II	35400-112400/-
Reader Gr.III	35400-112400/-
Stenographer Gr.I	44900-142400/-
Stenographer Gr.II	35400-112400/-
Stenographer Gr.III	25500-81000/-
Assistants (English Clerk, Assistant, Examiner, Translator, Library Assistant, Civil Nazir, Record Keeper, Accountant, Statistical Assistants, COC).	35400-112400/-
Clerks (Ahlmad, Additional Ahlmad, Assistant Ahlmad, Inspection Clerk, Copyist, Copy Clerk, LRC, Typist, Receipt and Despatch Clerk, Execution Clerk, Summary Clerk, Fine Clerk, Deputy Record Keeper, Clerk Record Room, Library Clerk, Nazir, Naib Nazir (Sheriff petty), Naib Nazir (Madid), Naib Nazir)	25500-81000/-
Bailiff	19900-63200/-
Driver	25500-81100 + 150 SA
Daftri, Usher, Record Lifter, Process Server	16900-53500/-
Peon, Additional Peon, Office Peon, Waterman, Orderly, Library Peon, Mali-cum-Chowkidar, Mali, Chowkidar	16900-53500/-
Sweeper	16900-53500 + 525 SA

MANUAL-11

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

Initially the Organization receives the grants under various heads from the Government through Hon'ble High Court and thereafter it distributes the same amongst it's 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, wages, travelling allowances, office expenses, Rent, rate & taxes, publications, grant-in-aid etc.

MANUAL 12

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

The manner of Execution of Subsidy Programme.

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:

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 are issued with the consultation of the District & Sessions Judge & President Bar Association. Licenses are also being given to the persons who work as Petition Writer in Civil Court with the consultation of the District Magistrate 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

MANUAL 14

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

The organization discharges its functions in view of the various norms set by the Government and the Hon'ble High Court by various Rules of Haryana Civil Services, The details are as under:-

1	Haryana Civil Services (Pay) Rules,2016
2	Haryana Civil Services (Travelling Allowance) Rules,2016
3	Haryana Civil Services (Allowance of Govt. Employee) Rules,2016
4	Haryana Civil Services (Leave) Rules,2016
5	Haryana Civil Services (Punishment & Appeal) Rules,2016
6	Haryana Civil Services (Govt. employee conduct) Rules,2016
7	Haryana Civil Services (General Provident Fund) Rules,2016
8	Haryana Civil Services (Pension) Rules,2016
9	Haryana Civil Services (General) Rules,2016

Regulation and Government Resolutions, Circulars and Notifications.

MANUAL-15

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

Information i.e. Police station list, Judicial Officers list, forms etc. Is available on website i.e.

1. <https://districts.ecourts.gov.in/jhajjar/history>

2. http://www.ecourts.gov.in/ecourts_home/

However, Suvidha Centre has also been established at District Headquarter Jhajjar for the public for enquiry about their cases.

MANUAL 16

Such other information as may be prescribed and there after update these publication every year: -

Services such as case status, case filing etc. are now available on Suvidha Centre/Judicial Service Centre and also on District Courts, Jhajjar. Website i.e. **<https://districts.ecourts.gov.in/jhajjar/history>**.

MANUAL 17

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

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