

DISTRICT AND SESSIONS
COURTS, GURGAON

*(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, Gurgaon.

This organization is sub-ordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh.

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 functioning in it's territorial jurisdiction.

ii) To distribute the various grants amongst it's subordinate authorities received from the Government, time to time.

iii) To deal with the all correspondence relating to Hon'ble High Court and the Department of Law & Justice, Government of Haryana.

iv) To administer justice as per the various legislation/ statutes.

v) To Class-IV Govt. Servants with the help of Advisory Committee.

vii) To promote the officials to the higher responsible post.

viii) To handle the administration in view of the procedural laws, Punjab Civil Services Rules applicable in State of Haryana, the Government Resolutions and the Notifications issued by the High Court.

ix) In exercising the duties of administrative nature, the organization deals with the Transfers of its employees, departmental inquiries of the employees etc.

x) The Head of the Organization-

The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Gurgaon under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.

MANUAL 2

The Powers and Duties of Judicial Officers & Employees

There are following cadres of the Judicial Officer/s :

- i) The District & Sessions Judge
- ii) The Addl. District & Sessions Judge,
- iii) The Additional District & Sessions Judge (Adhoc), Fast Track Courts

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

iv) 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.

v) The Chief Judicial Magistrates :-

To deal with all types of Criminal matters excluding the cases triable by the Court of Session.

vi) The Civil Judges (Junior Division) and Judicial Magistrate First Class.

I) 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)

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.

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/Judicial work.

Reader Grade I, II , III

To perform the work of Bench , Statistics, Correspondence ,Accounts, Establishment in District Court as well as in subordinate Courts

Stenographer Grade I , II, III

To note down evidence in English on Typewriter/ Computer.

To take dictation of the Judges of Appellate Authorities in cases and transcribe the same

To take down evidence in English on Typewriter/ Computer To take dictation in cases of the Judges.

Ahlmads

To have the custody of cases instituted in the respective Court, to look after the maintenance of those cases and to do the work as per procedural laws and the duties assigned by the Head of the Organization and by the Presiding Officer of the Court.

Clerks

To do work of offices 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 Court/s.

Peon

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

Chowkidar

To watch the Court building & premises.

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
6. The Punjab Budget Manual,) State of Haryana.
7. The Punjab Financial Rules,)
8. The Punjab Treasury Rules)
9. High Court Rules & Regulations 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
Of 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/documents that are held by it or documents are **under its control**. Maintained by this maintained

1. The Kaccha Register for Civil & Criminal 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 by the subordinate Courts.
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 Judicial Magistrates.
4. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and its execution are being maintained in Appellate Court/s.
5. The separate 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-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, Gurgaon 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 it organization is concerned is "Nil".

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.

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

Sr. No.	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1	a) Court of District & Sessions Judge and Court of Additional District and Sessions Judges at District Head quarters b) Court of Additional Distt. & Sessions Judge 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
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.),
3	Court of Chief Judicial Magistrate	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the court	Chief Judicial Magistrate
4	Court of Civil Judge 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.	Court of Judge Small Cause	Chief Ministerial Officer of the respective Court	Registrar, Small Cause Court	Judge, Court of Small Cause
6.	Court of Additional Civil Judge (Sr.Divn.), or Court of Senior Most Civil Judge at Sub Division level	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer

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

- The Officers follow 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, Gurgaon, 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.
- 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.
- The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after its 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 tribal under section 409 of I.P.C.
- The cases exclusively tribal by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

GURUGRAM SESSIONS DIVISION

GURUGRAM





Sr. No.	Name	Designation	Date of Posting	Page / Sr.No.	Remarks	
1.	 HR0043	Shri Man Mohan Dhonchak	District & Sessions Judge	3.10.2019	4/17	
2.	 HR0070	Shri Anil Kumar Bishnoi	Addl. District & Sessions Judge	26.4.2017	9/42	
3.	 HR0089	Ms. Alka Malik	Addl. District & Sessions Judge (Special Commercial Court)	2.5.2018	12/60	
4.	 HR0100	Dr. Daya Nand Bhardwaj	Addl. District & Sessions Judge	---	14/70	
5.	 HR0110	Ms. Raj Rani	Addl. District & Sessions Judge, Fast Track Court for trial of rape cases	8.4.2019	16/81	
6.	 HR0144	Shri Aman Deep Dewan	Addl. District & Sessions Judge	7.9.2019	22/112	
7.	 HR0156	Shri Ashwani Kumar Mehta	Addl. District & Sessions Judge	17.12.2018	27/141	
8.	 HR0169	Ms. Bhawna Jain	Addl. District & Sessions Judge	10.4.2019	27/142	

9.	 HR0157	Shri Sudhir	Addl. District & Sessions Judge	8.4.2019	28/146	Remained as Addl. Principal Judge, Family Court, Gurugram from 21.11.2017 to 8.4.2019
10.	 HR0184	Shri Vijay James	Addl. District & Sessions Judge	4.10.2018	31/163	
11.	 HR0185	Dr. Yashika	Addl. District & Sessions Judge	29.9.2018	31/164	
12.	 HR0198	Shri Sanjay Kumar Sharma	Addl. District & Sessions Judge	22.12.2018	32/173	
13.	 HR0217	Shri Amit Sahrawat	Addl. District & Sessions Judge	---	36/194	Remained as CJ(SD), Gurugram from 11.04.2019 to ---
14.	 HR0220	Shri Abhishek Phutela.	Addl. District & Sessions Judge	---	36/198	
15.	 HR0283	Shri Anil Kaushik	Civil Judge (Sr.Divn.)-cum-CJM	---	44/70	
16.	 HR0343	Ms. Mansi Dhiman	Addl. Civil Judge (Sr.Divn.)	---	51/129	Remained as CJ(JD) from 12.4.2019 to ---
17.	 HR0359	Ms. Neha Goyal	Civil Judge (Jr.Divn.)	11.4.2019	53/143	
18.	 HR0362	Shri Upendra Singh	Civil Judge (Jr.Divn.)	12.4.2019	53/146	

19.	 HR0364	Ms. Sonia Sheokand	Civil Judge (Jr.Divn.)	24.4.2019	53/148
20.	 HR0369	Ms. Sumitra Kadian	Civil Judge (Jr.Divn.)	11.4.2019	54/153
21.	 HR0372	Ms. Khushboo Goel	Civil Judge (Jr.Divn.)	7.9.2018	54/156
22.	 HR0373	Shri Madhur Bajaj	Civil Judge (Jr.Divn.)	2.5.2018	54/157
23.	 HR0376	Ms. Suyasha Jawa	Civil Judge (Jr.Divn.)	2.5.2018	54/160
24.	 HR0377	Ms. Chavi Goel	Civil Judge (Jr.Divn.)	11.4.2019	55/161
25.	 HR0398	Shri Puneet Limbha	Civil Judge (Jr. Divn.)	12.4.2019	58/191
26.	 HR0406	Shri Nimit Kumar	Civil Judge (Jr.Divn.)	12.4.2019	59/199
27.	 HR0424	Ms. Asmita Deswal	Civil Judge (Jr.Divn.)	16.9.2017	59/203
28.	 HR0436	Ms. Aparna Choudhary	Civil Judge (Jr.Divn.)	2.5.2018	60/213

29.	 HR0437	Shri Vivek Tomar	Civil Judge (Jr.Divn.)	9.5.2017	60/214	
30.	 HR0461	Shri Naveen Kumar-I	Civil Judge (Jr.Divn.)	31.5.2018	63/235	
31.	 HR0463	Ms. Kumari Jyoti	Civil Judge (Jr.Divn.)	2.5.2018	63/237	
32.	 HR0498	Ms. Aakriti Verma	Civil Judge (Jr. Divn.)	7.4.2016	65/256	
33.	 HR0506	Ms. Kopal	Civil Judge (Jr.Divn.)	9.5.2017	66/262	
34.	 HR0509	Ms. Shatakshi	Civil Judge (Jr.Divn.)	7.4.2016	66/264	
35.	 HR0521	Ms. Harjot Kaur	Civil Judge (Jr.Divn.)	20.11.2017	67/274	
36.	 HR0523	Shri Anterpreet Singh	Civil Judge (Jr.Divn.)	2.5.2018	67/276	Remained as CJJ, Pataudi from 20.11.2017 to 2.5.2018
37.	 HR0525	Ms. Sushma-I	Civil Judge (Jr.Divn.)	7.4.2016	68/278	
FAMILY COURT						
38.	 HR0073	Ms. Vani Gopal Sharma	Addl. District & Sessions Judge, Principal District Judge, Family Court, Gurugram	26.4.2017	9/45	

39.	 HR0191	Ms. Suruchi Atreja Singh	Addl. District & Sessions Judge	4.10.2019	30/162	Remained as CJ(SD)/CJM, Secretary, DLSA, Gurugram from 8.5.2017 to 27.10.2017 & as ADJ, Gurugram from 27.10.2017 to 4.10.2019
INDUSTRIAL TRIBUNAL-CUM-LABOUR COURT						
40.	 HR0031	Shri Ved Pal Gupta	Addl. District & Sessions Judge, Presiding Officer Industrial Tribunal-cum-Labour Court-I, Gurugram	25.7.2018	2/2	
41.	 HR0168	Shri Amrit Singh	Addl. District & Sessions Judge, Presiding Officer Industrial Tribunal-cum-Labour Court-II, Gurugram	31.5.2019	26/137	
SECRETARY, DISTRICT LEGAL SERVICES AUTHORITY CIVIL JUDGE (SENIOR DIVISION)/CJM						
42.	 HR0268	Shri Pardeep Choudhry	Secretary, District Legal Services Authority, Gurugram	3.10.2019	42/56	Remained as ACJ(SD), Gurugram from 2.5.2018 to 5.11.2018 & as CJM from 5.11.2018 to 2.1.2019 & as CJ(SD)-cum-CJM from 2.1.2019 to 11.4.2019 & as CJM, Gurugram from 11.4.2019 to 3.10.2019
PATAUDI						
43.	 HR0321	Shri Sudhir Kumar	Addl. Civil Judge (Sr.Divn.)	2.5.2018	48/108	
44.	 HR0413	Ms. Garima Yadav	Civil Judge (Jr.Divn.)	12.4.2019	57/180	

45.	 HR0435	Shri Prateet Singh Dhonchak	Civil Judge (Jr.Divn.)	3.5.2018	60/212
SOHNA					
46.	 HR0290	Ms. Shailza Gupta	Addl. Civil Judge (Sr.Divn.)	12.4.2019	45/77
47.	 HR0394	Ms. Archana	Civil Judge (Jr.Divn.)	11.4.2019	57/187
48.	 HR0396	Shri Alok Anand	Civil Judge (Jr.Divn.)	11.4.2019	58/189

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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/-

Judicial Employees**Revised Scales****Class A**

Chief Administrative Officer-
-cum- Superintendent. : Rs.15600-39100/- +
5400 (Grade Pay)

Class C

Reader Grade I : Rs.9300-34800/- +
4200 (Grade Pay)

Reader Grade II : Rs.9300-34800/- +
3600 (Grade Pay)

Reader Grade III : Rs.9300-34800/- +
3200 (Grade Pay)

Stenographer Gr.I : Rs.9300-34800/- +
4200 (Grade Pay)

Stenographer Gr.II : Rs.9300-34800/- +
3600 (Grade Pay)

Stenographer Gr.III : Rs.5200-20200/- +
2400 (Grade Pay)

Graduate Clerks : Rs.5200-20200/- +
2400 (Grade Pay)

Clerks : Rs.5200-20200/- +
1900 (Grade Pay)

Drivers : Rs.5200-20200/- +
2400 (Grade Pay)

Bailiff : Rs.5200-20200/- +
1900 (Grade Pay)

Class D

Process Server	: Rs.4440-7440/-/- + 1650 (Grade Pay)
Usher	: Rs.4440-7440/- + 1650 (Grade Pay)
Peon/ Orderly/ Chowkidar/	: Rs.4440-7440/- + 1300 (Grade Pay)
Waterman/ Sweeper	: Rs.4440-7440/- + 1300 (Grade Pay)

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

The Manner of Execution of : The information as relates

Subsidy Programmers.

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 & the 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, Haryana Budget Manuals, (Punjab Financial Rules, Punjab Treasury Rules) applicable in Haryana, Manuals, Regulations, 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. www.haryanajudiciary.gov.in
2. <http://www.ecourts.gov.in/>

However, Suvidha Centres have also been established at Gurgaon Headquarter for the public for enquiry about their cases.

MANUAL 16

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

Services such as case status, case filing etc. are now available on Suvidha Centre/Judicial Service Centre.

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