

## **DISTRICT & SESSIONS COURT, PATHANKOT**

### **“PUBLIC INFORMATION OFFICER’S CONTACT DETAILS”**

<b>S. No</b>	<b>Appellate Authority/ PIO/APIO</b>	<b>Name/Designation</b>	<b>Phone No</b>	<b>Fax No.</b>
<b>DISTRICT &amp; SESSIONS JUDGE, PATHANKOT</b>				
1	<b>Appellate Authority</b>	Dr. Tejwinder Singh, District and Sessions Judge.	0186-2346111	0186-2346111
2	<b>Public Information Officer</b>	Chief Administrative Officer/ Superintendent in the office of District & Sessions Judge, Pathankot.	0186-2346111	0186-2346111
3.	<b>Assistant Public Information Officers</b>	Reader in the Court of Dr. Tejwinder Singh, District & Sessions Judge, Pathankot being the Chief Ministerial Officer of the Court of District & Sessions Judge, Pathankot.	–	–
<b>CIVIL JUDGE SENIOR DIVISION, PATHANKOT</b>				
1	<b>Appellate Authority</b>	Sh. Kapil Aggarwal, Civil Judge (Sr. Divn.)	0186-2346114	--
2	<b>Public Information Officer</b>	Clerk of Court of the office of Sh. Kapil Aggarwal, Civil Judge (Sr. Divn.), Pathankot.	0186-2346114	--
3.	<b>Assistant Public Information Officers</b>	Reader in the Court of Sh. Kapil Aggarwal, Civil Judge (Sr. Divn.), Pathankot being the Chief Ministerial Officer of the said Court.	–	--
<b>CHIEF JUDICIAL MAGISTRATE, PATHANKOT</b>				
1	<b>Appellate Authority</b>	Sh. Kapil Aggarwal, Chief Judicial Magistrate.	0186-2346115	--
2	<b>Public Information Officer</b>	Reader in the Court of Sh. Kapil Aggarwal, Chief Judicial Magistrate, Pathankot being the Chief Ministerial Officer of the said Court.	--	–
3.	<b>Assistant Public Information Officers</b>	Judgment Writer being the senior most Stenographer of the Court of Sh. Kapil Aggarwal, Chief Judicial Magistrate, Pathankot.	–	–

# MANUAL-1

## The Particulars of Organization, Functions and Duties

### Particulars

**Name of the Organization:** Office of District & Sessions Judge, Pathankot.

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

**Functions of the Organization** The Organization has two main functions.

I) Judicial Function

II) Administrative Function.

**Duties of the Organization** I) To exercise control over all its sub-ordinate courts functioning in its territorial jurisdiction.

II) To deal with all the correspondence relating to Hon'ble High Court and the department of Law & Judiciary, Government of Punjab.

III) To administer Justice as per the various legislations/ statutes.

IV) To recruit Class-III and Class-iv Government Servants with the help of Advisory Committee.

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

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

VII) In exercising the duties of administrative nature, the organization deals with the transfers of its employees, departmental enquiries of the employees etc.

VIII) The head of the organization- The District & Sessions Judge is also the Chairman of the District Legal Services Authority, Pathankot under which the Lok-Adalats, Seminars on various legal subjects are being held under his supervision.

# MANUAL-2

## The Powers and Duties of Judicial Officers

There are following cadres of the Judicial Officers:

- i) The District & Sessions Judge
- ii) The Additional District & Sessions Judge

The above Judicial Officers/ Judges deal 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.

iii) The Civil Judge (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 Sessions.

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

i) To deal with the matters of civil nature having jurisdiction up-to Rs. 1 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.

## **Powers & Duties of Employees**

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

Group-B :

Chief Administrative Officer/Superintendent

Group-C :

Reader Grade I, II & III,

Stenographer Grade I, II & III

Clerks

Driver

Bailiff

Group-D :

Process Servers

Peons/Watchmen /Mali/Orderly

Waterman/ Record-lifter

# **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 Grades I, II and III**

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

## **Stenographer Grades I , II and III**

To take down evidence in English on Computer.  
To take dictation in cases of the Judges of Appellate Authorities and transcribe the same.

## **Ahlmads**

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 Courts.

### **Peon**

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

### **Chowkidar**

To look after the safety of the Court building & premises.

### **Sweeper**

To clean the Court premises, lavatories etc.

## MANUAL-3

### The Rules, Regulations, Instructions, Manuals and Records for Discharging Functions

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 Code of Civil Procedure, 1908.
2. The Code of Criminal Procedure, 1973.
3. The Punjab Civil Services Rules.
4. The Punjab Financial Rules,
5. The Punjab Treasury Rules
6. High Court Rules & Orders Vol. I, II, III, IV, V & VI
7. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Punjab and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court, from time to time.



## MANUAL-4

**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 that relates to this issue/point so far as this organization is concerned is 'Nil'.

## MANUAL -5

<b>A statement of the categories of documents that are held by it or under its control.</b>	The following registers/documents are maintained by this Organization;
	1. The separate registers for the registration of Civil Suits, executions etc. are being maintained by the subordinate Courts.
	2. The separate registers for the registration of Regular IPC cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained in all the courts.
	3. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal, Motor Accident Claims Petitions and executions are being maintained in Appellate Courts.
	4. The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Criminal Miscellaneous Applications filed before the Sessions Courts.
	5. 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"

	<p>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 rules and orders of the Hon'ble High Court.</p>
	<p>6. Service Books of Officers and employees, GPF Accounts, 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, and preparation of certified copies in disposed of cases are being prepared and delivered by the Record Keeper(Record Room).</p>

## MANUAL-6

**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 this organization is concerned is "Nil".

# MANUAL-7

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

<b>Sr. No.</b>	<b>Name of the Court</b>	<b>Assistant Public Information Officers</b>	<b>Public Information Officers</b>	<b>Appellate Authority</b>
1.	a) Court of District & Sessions Judge and Courts of Additional District and Sessions Judges at District Head quarters	Chief Ministerial Officer of the Court of District & Sessions Judge,	Chief Administrative Officer/ Supdt. In the office of District & Sessions Judge	District and Sessions Judge of the respective Sessions Division.
	b) Court of Additional District & Sessions Judge	Sr. Ahlmad/ Stenographer	Chief Ministerial Officer of the Court of Senior Most Additional District & Sessions Judge,	Senior Most Additional District & Sessions Judge
2.	Court of Civil Judge (Senior Division)	Chief Ministerial Officer of the Court	Clerk of court of the office of civil Judge (Senior Division)	Civil Judge (Senior Division)
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 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

### 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 District & Sessions Judge, Pathankot, supervise the work of the organization and exercises control over it.
- ◆ 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 entrusted to the other Civil Judges by rotation except for those cases which are related to 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.

# MANUAL-9

## A directory of Officers

### List of telephone number of Judicial Officers posted at Pathankot Sessions Division as on 09.05.2016

<b>Sr. No.</b>	<b>Name of the Judicial Officer</b>	<b>Designation of the Judicial Officer</b>	<b>Office Landline No. (STD Code- 0186)</b>
1.	Dr. Tejwinder Singh	District & Sessions Judge	2346111
2.	Sh. Rakesh Kumar Sharma	Additional District & Sessions Judge-I	2346113
3.	Sh. Kapil Aggarwal	Chief Judicial Magistrate-cum-Addl. Civil Judge(Sr. Divn.).	2346115
4.	Ms. Gurjit Kaur Dhillon	Addl. Civil Judge (Sr. Divn.)- cum- Judicial Magistrate Ist Class	2346118
5.	Sh. Rajinder Pal Singh Gill	Civil Judge (Jr. Divn.)-cum-Judicial Magistrate Ist Class	2346117
6.	Sh. Sahil Singla	Civil Judge (Jr. Divn.)-cum-Judicial Magistrate Ist Class	—
7.	Sh. Karan Aggarwal	Civil Judge (Jr. Divn.)-cum-Judicial Magistrate Ist Class	—
8.	Ms. Radhika Likhi	Civil Judge (Jr. Divn.)-cum-Judicial Magistrate Ist Class, (Trainee Officer)	

### Other Courts

<b>Sr. No.</b>	<b>Name of the Judicial Officer</b>	<b>Designation of the Judicial Officer</b>	<b>Office Landline No. STD Code- 0186)</b>
1.	Sh. Baljinder Singh	Additional District & Sessions Judge as District Judge (Family Court).	2346116
2.	Ms. Amandeep Kaur Chahal	Secretary, District Legal Services Authority.	2345370



## 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:-

<b>Judicial Officers</b>	<b>Revised Scales</b>
1. District & Sessions Judge	Rs. 57700-1230-58930-1380-67210-1540-70290
2. Additional District & Sessions Judge	Rs. 51550-1230-58930-1380-63070
3. Civil Judge (Senior Division)	Rs. 39530-920-40450-1080-49090-1230-54010
4. Chief Judicial Magistrate	Rs. 39530-920-40450-1080-49090-1230-54010
5. Civil Judge (Junior Division)	Rs.27700-44700-770-33090-920-40450-1080-44700

<b>Judicial Employees</b>	<b>Revised Pay Scales</b>
<b><u>Group B</u></b>	
Chief Administrative Officer-cum-Superintendent	10300-34800 + 5400 (Grade Pay)
<b><u>Group C</u></b>	
Reader Grade-I	10300-34800/- + 5000 (Grade Pay)
Reader Grade-II	Rs.10300-34800/- + 4200 (Grade Pay)
Reader Grade- III	Rs.10300-34800/- + 3800 (Grade Pay)
Stenographer Grade-I	Rs.10300-34800/- + 4200 (Grade Pay)
Stenographer Grade-II	Rs.10300-34800/- + 3800 (Grade Pay)
Stenographer Grade-III	Rs.5910-20200/- + 2800 (Grade Pay)
Clerks	Rs.10300-34800/- + 3200 (Grade Pay)
Drivers	Rs.5910-20200/- + 2000(Grade Pay)
Bailiff	Rs.5910-20200/- + 1900(Grade Pay)

**Group D**

Process Servers	Rs.4900-10680/- + 1650(Grade Pay)
Ushers	Rs.4900-10680/- + 1400(Grade Pay)
Peon/ Orderly/ Chowkidars/ Waterman/ Sweepers	Rs.4900-10680/- + 1300(Grade Pay)

# MANUAL-11

## The budget allocation to each Agency

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 kept for the expenditure of the organization for expenditure of pay & allowances, over-time allowance, wages, traveling allowances, office expenses, Rent, rate & taxes, publications etc.

## MANUAL-12

### **The Manner of Execution of Subsidy Programmes.**

The information as relates to this issue/point so far as this 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 Clerks of the Advocates as also the Licenses to the persons who work as Typists in the Bar Room with the consultation of the Bar Association. Licenses are also being given to the persons who work as Petition Writers in the Civil Courts and they are authorized to receive the charges for writing the description of the documents and for typing charges as per norms prescribed.

# **MANUAL-14**

## **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 as also by various Rules of Punjab Civil Services, Punjab Budget Manual, Punjab Financial Rules, Punjab Treasury Rules, Manuals, Regulations, and Government Resolutions, Circulars and Notifications.

# MANUAL-15

## Information available in an electronic form

The information related to the court cases i.e. Case Status, Court Orders/ Judgments, Cause List etc. is available in the electronic form. Following website links are given below to obtain such information.

<b>Case Related Information</b>		
Sr.No.	Type of Information	Website Address
1.	Case Status	<a href="http://districts.ecourts.gov.in/services/">http://districts.ecourts.gov.in/services/</a>
2.	Court Orders	<a href="http://districts.ecourts.gov.in/services/">http://districts.ecourts.gov.in/services/</a>
3.	Cause List	<a href="http://districts.ecourts.gov.in/services/">http://districts.ecourts.gov.in/services/</a>
<b>District Wise Information</b>		
1.	List of Former Officer's	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
2.	Judicial officer's	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
3.	Officers on Leave	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
4.	Duty Roster	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
5.	Police Station's	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
6.	District Profile	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
7.	Free Legal Aid	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
8.	RTI Disclosure	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>



# MANUAL-16

## **The particulars of facilities available to citizens for obtaining the information:**

**Name of the Office : District & Sessions Judge, Pathankot**

<b>Case Related Information</b>		
Sr.No.	Type of Information	Website Address
1.	Case Status	<a href="http://districts.ecourts.gov.in/services/">http://districts.ecourts.gov.in/services/</a>
2.	Court Orders	<a href="http://districts.ecourts.gov.in/services/">http://districts.ecourts.gov.in/services/</a>
3.	Cause List	<a href="http://districts.ecourts.gov.in/services/">http://districts.ecourts.gov.in/services/</a>
<b>District Wise Information</b>		
1.	List of Former Officer's	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
2.	Judicial officer's	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
3.	Officers on Leave	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
4.	Duty Roster	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
5.	Police Station's	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
6.	District Profile	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
7.	Free Legal Aid	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>
8.	RTI Disclosure	<a href="http://districts.ecourts.gov.in/pathankot/history">http://districts.ecourts.gov.in/pathankot/history</a>

## **MANUAL-17**

### **OTHER USEFUL INFORMATION :**

The detail of E-court project Team (Technical Manpower), which look for the availability of information i.e. website detail, court cases record in electronic form is as below:-

<b>E-Courts Project Team: Technical Manpower</b>			
<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1.	Sh. Amit Thakur	System Officer	8146241507
2.	Sh. Paramjeet Singh	System Assistant	9530594048
3.	Sh. Neeraj Sharma	System Assistant	9876919711

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