

# **DISTRICT & SESSIONS COURTS, NARNAUL**

*[ Information on 17 Manuals under Section  
4(1) (b) of the Right to Information Act, 2005 ]*

# MANUAL 1

## The Particulars of Organization, Functions and Duties

### Particulars

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

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 relates to Hon'ble

High Court and the Department of Law & Judiciary, Government of Haryana.

- iv) To administer justice as per the various legislation/ statutes.
- v) To recruit Class-IV Govt. Servants with the help of Advisory Committee.
- vi) To promote the officials to the higher responsible post.
- vii) 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.
- 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, Narnaul, 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

There are following cadres of the Judicial Officer/s :

- i) The District & Sessions Judge,
- ii) The Addl. District & Sessions Judges,

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.
- 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** : Court manager  
Chief Administrative Officer/Superintendent
- Class-C** : Reader Grade I, II & III / Superintendent Gr. II  
Stenographer Grade I, II & III  
Graduate Clerks, Ahlmads, Clerks  
Driver  
Bailiff
- Class-D** : Process Server  
Peon/ Watchman /Mali/Orderly  
Peon/ Waterman/ Record-lifter/Usher

# Duties of Employees

## **Court Manager**

To assist the Principle District Judge in their Administrative work.

## **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 / Superintendent Gr. II**

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

## **Stenographer Grade I , II, III**

To take down evidence in English on Typewriter / Computer.

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

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

## **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 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 Rules, Regulations, Instructions, Manuals and Records for Discharging 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 Punjab Civil Services Rules.
  6. The Punjab Budget Manual,
  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 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 as "Nil".

# MANUAL 5

**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 & 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, 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 it's 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, Narnaul 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 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 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 Distt. & Sessions Judge at places where there is no 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 (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

## The procedure followed in the Decision Making Process

- 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, Narnaul, supervise 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 submits various types of returns and information to the Head of the Organization for onwards 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 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.

# Manual 9

## A directory of Officers

### LIST OF TELEPHONE NUMBER OF JUDICIAL OFFICERS POSTED IN NARNAUL SESSIONS DIVISION AS ON

#### NARNAUL SESSIONS DIVISION, (STD code-01282)

E-mail Address : dsjnrl@hry.nic.in

Fax No. 253202

S. No.	Name & Designation	Telephone Office	Telephone Residence
1	Shri Ravi Kumar Sondhi, D & SJ	251222	251555
2	Shri Sudhir Jiwan, ADJ	250933	251232
3	Dr. Abdul Majid, ADJ	252114	254206
4	Ms. Mona Singh, ADJ	254743	254744
5	Dr. Ashok Kumar, ADJ	-----	-----
6	Sh. Virender Malik, ADJ, Principal Judge, Family Court	250844	254456
7	Ms. Arya Sharma, CJ(SD)	256155	255171
8	Ms. Kirti Jain, CJM	252132	250868
9	Ms. Neha Goyal, ACJSD	254423	254422
10	Sh. Amandeep, CJ(JD)	254488	250052
11	Sh. Abhishek Verma, CJ(JD) Trainee Officer	-----	-----

#### DISTRICT LEGAL SERVICES AUTHORITY, NARNAUL (STD code-01282)

12	Ms. Anjali Jain	256322	
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#### Mohindergarh Sub Division, (STD code-01285)

13	Shri Muneesh Nagar, ACJ(SD)	220541	221363
14	Sh. Sohan Lal Malik, CJ(JD)	221362	221028
15	Sh. Mohd. Imtiyaz Khan, CJ(JD)	222615	-----

#### Kanina Sub Division, (STD code-01285)

Addl. Civil Judge (Sr. Division), Kanina			
16	Ms. Mainka Singh, ACJ(SD)	236541	236542
17	Shri Viren Kadyan, CJ(JD)	236541	-----

# 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

1. District & Sessions Judge	:	Rs. 70290-1540-76450 + 0GP
2. Addl.District & Sessions Judge	:	Rs. 51550-1230-58930-1380-63070 + 0GP
3. Civil Judge (Sr.Divn.)	:	Rs. 43690-1080-49090-1230-56470
4. Chief Judicial Magistrate	:	Rs. 39530-920-40450-1080-49090-54010
5. Addl.Civil Judge (Sr.Divn.)	:	Rs. 39530-920-40450-1080-49090-54010
6. Civil Judge (Jr.Divn.)	:	Rs. 27700-770-33090-920-40450-1080-44770

## Revised Scales

## Judicial Employees

## Revised Scales

### **Class A**

Court Manager	:	Rs. 15600-39100 + Grade Pay 6600/-
Superintendent	:	Rs. 15600-39100 + Grade Pay 5400/-

### **Class C**

Reader Grade I	:	Rs. 9300 – 34800 + Grade Pay 4200/-
Reader Grade II	:	Rs. 9300 – 34800 + Grade Pay 3600/-
Reader Grade III	:	Rs. 9300 – 34800 + Grade Pay 3200/-
Stenographer Gr.I	:	Rs. 9300 – 34800 + Grade Pay 4200/-
Stenographer Gr.II	:	Rs. 9300 – 34800 + Grade Pay 3600/-
Stenographer Gr.III	:	Rs. 5200 – 20200 + Grade Pay 2400/-
Graduate Clerks	:	Rs. 5200 – 20200 + Grade Pay 2400/-
Clerks (Non Graduate)	:	Rs. 5200 – 20200 + Grade Pay 1900/-
Drivers	:	Rs. 5200 – 20200 + Grade Pay 2400/-
Bailiff	:	Rs. 5200 – 20200 + Grade Pay 1900/-

### **Class D**

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



# MANUAL 11

## **The budget allocated to each Agency;**

Initially the Organization receives the grants under various heads from the Government 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, 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**

: 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 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.

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

# MANUAL 15

## Information available in an electronic form

Information is not available in any electronic form. Computerization in Narnaul, Pataudi and Sohna are in progress and the information will be available soon in an electrical form.

# MANUAL 16

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

No such facilities are available to citizens for obtaining information.

# MANUAL 17

## OTHER USEFUL INFORMATION :

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