

***DISTRICT AND SESSIONS  
COURTS, KAITHAL***

*(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, Kaithal.
	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 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-III and 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, Haryana Civil Services Rules, 2016 Government Resolutions and Notifications issued by the High Court.

viii) In exercising the duties of administrative nature, the organization deals with the transfers of its 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, Kaithal, 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 Additional 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.

- 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 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;

- Class-A : Chief Administrative Officer/Superintendent
- Class-C : Reader Grade 1, II and III, Stenographer Grade I, II and III Graduate Clerks, Ahlmads, Clerks Driver Bailiff
- Class-D : Process Server/Peon/ Watchman /Mali/Orderly Peon/ Waterman/ Record-lifter/Usher

## 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 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 Computer.

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

To take down evidence in English on 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 and 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 Haryana Civil Services Rules, 2016.
6. The Punjab Budget Manual.
7. The Punjab Financial Rules.
8. The Punjab Treasury Rules.
9. High Court Rules and Regulations Vol.I, II, III, IV, V and VI
10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Haryana and 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 :                                        The following registers /  
of documents that are held by it documents are maintained by or under its control.  
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, Register of deposit payment-"D" Register, Register of attached property produced in Civil proceedings-"F" Register, Register of Money received on account of subsistence money of Civil Prisoners-"G" Register, register of payment on account of subsistence money-"H" register, Cash Book-1, Ledger Book-J, Treasury Pass Book-K, Treasury Cheque Book-L, register of applications for refund of lapsed deposit, and other various registers are being maintained as per 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. Disposed of records of all the Courts are deposited in Judicial Record Room, Kaithal and preparation of certified copies in disposed of cases are being prepared and delivered by 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:

sr. No.	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1 a)	Court of District & Sessions Judge and Courts of Additional District Officer /Sessions Judges at District quarters	Chief Ministerial Officer of the Court of District & Sessions Judge. In the office of Head Supdt.	Chief Administrative Officer of District & Sessions Judge	District and Sessions Judge of the respective Sessions Division.
b)	Court of Additional Dist. & Sessions Judge at places where there is no District & Sessions Judge	Sr. Ahmad / Stenographer	Chief Ministerial Officer of the Court of Senior Most Judge Additional District & Sessions Judge.	Senior Most Additional District & Sessions Judge
2	Court of Civil Judge (Senior Division) the	Chief Ministerial Officer of the Court	Clerk of Court of the (Sr. Division) office of Civil Judge (Senior Division)	Civil Judge (Sr. Division)
3	Court of Chief Judicial Magistrate	Senior Most Ahmad / 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 Ahmad / 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 Ahmad / 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, Kaithal, supervise the work of 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 Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.
- > Civil Suits initially/firstly presented before Civil Judge (Senior Division) and after it's registration suits are being allotted amongst other Civil Judges by rotation except special jurisdiction.
- > Criminal cases initially filed by the concerned Police Authorities before Court of Chief Judicial Magistrate and after its registration the cases are made over to another Judicial Magistrate/s for disposal according to law. >

Cases exclusively triable by the Court of Session are being committed to Court of Sessions by concerned Judicial Magistrate for being tried according to law.

# MANUAL 10

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
2. Addl. District & Sessions Judge
3. Civil Judge (Sr. Divn.)
4. Chief Judicial Magistrate
5. Addl. Civil Judge (Sr. Divn.)
6. Civil Judge (Jr. Divn.)

## Revised Scales

Rs. 70290-1540-76450  
Rs. 51550-1230-58930-1380-63070  
Rs. 43690-1080-49090-1230-56470 Rs. 39530-920-40450-1080-49090-54010 Rs. 39530-920-40450-1080-49090-54010 Rs. 27700-770-33090-920-40450-1080-44770

## Judicial Employees

Class A  
Superintendent

Rs. 15600-39100 + Grade Pay 5400/-

Class C

Reader Grade I  
Reader Grade II  
Reader Grade III  
Stenographer Gr. I  
Stenographer Gr. II  
Stenographer  
Gr. III Graduate  
Clerks Clerks  
Drivers Bailiff

Rs. 9300 - 34800 + Grade Pay 4200/-  
Rs. 9300 - 34800 + Grade Pay 3600/-  
Rs. 9300 - 34800 + Grade Pay 3200/-  
Rs. 9300 - 34800 + Grade Pay 4200/-  
Rs. 9300 - 34800 + Grade Pay 3600/-  
Rs. 5200 - 20200 + Grade Pay 2400/-  
Rs. 5200 - 20200 + Grade Pay 2400/-  
Rs. 5200 - 20200 + Grade Pay 1900/-  
Rs. 5200 - 20200 + Grade Pay 2400/-  
Rs. 5200 - 20200 + Grade Pay 1900/-

Class D  
Process Server Usher  
Peon/ Orderly/  
Chowkidar /Waterman  
/Sweeper

Rs. 4440 - 7440 + Grade Pay 1650/-  
Rs. 4440 - 7440 + Grade Pay 1650/-  
Rs. 4440 - 7440 + Grade Pay 1300/-

# MANUAL 11

The budget allocated to each Agency;

Initially the Organization receives grants under various heads from the Government and thereafter distributes the same amongst its subordinate Courts/ authorities as per their requirements and remaining funds are used to keep for expenditure of organization for expenditure of pay and allowances, wages, traveling allowances, office expenses, Rent, rate and taxes, publications, grant-in-aid etc.

# MANUAL 12

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 and 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 various norms set by the Government and Hon'ble High Court by various Rules of Haryana 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 Kaithal is in progress and the information will be available soon in an electronic 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.

## Details of Public Information Officer

<b>O/o District and Sessions Judge, Kaithal</b>	
Name	Shri Jashmer Singh
Designation	Superintendent
Contact No	98177-09002 (M) 01746-235749 (O)
Email-Id	<a href="mailto:dsjktl@hry.nic.in">dsjktl@hry.nic.in</a>
<b>O/o Civil Judge (Senior Division), Kaithal</b>	
Name	Ram Saran Kaushik
Designation	Clerk of Court, Civil Judge (Senior Division), Kaithal
Contact No.	89503-11438
Email-Id	<a href="mailto:cjsd.kaithal@ajj.gov.in">cjsd.kaithal@ajj.gov.in</a>
<b>O/o Chief Judicial Magistrate, Kaithal</b>	
Name	Inder Singh
Designation	Clerk of Court, Chief Judicial Magistrate, Kaithal
Contact No.	9416139899
Email -Id	<a href="mailto:cjm.kaithal@hry.nic.in">cjm.kaithal@hry.nic.in</a>
<b>O/o Sub-Divisional Judicial Magistrate, Guhla</b>	
Name	Ajay
Designation	Reader
Contact	9729224893
Email -Id	<a href="mailto:acjsd.guhla@ajj.gov.in">acjsd.guhla@ajj.gov.in</a>