

**Information pertaining to the office of Civil Judge Junior Division-cum- Judicial Magistrate 1<sup>st</sup> Class, Arki District Solan. HP.**

1 The particulars of its organization functions and duties particulars of Civil Judge Junior Division-cum- Judicial Magistrate, 1st Class, Arki.

This court has been established in the year 1982 at the Sub Division Head Quarter, Arki.

**Sitting of the Court.**

The Court working hours are from 10-00 AM to 1.30 PM and 2-00PM to 4.00 PM. Except Sundays and other holidays the court remains open from 9.45 am to 4.45pm, with half an hour lunch break from 1.30 pm to 2-00 pm.

4(b)(i) The particulars of its organization, function and duties.

The office is headed by the Superintendent Grade-II. It is divided in the following branches:-

1. Administrative Branch.
2. Peshi Branch.
3. Account Branch/Nazarat.
4. Ahalmad Branch(Civil & Criminal)
5. Copying Branch.
6. Record Room.

Sanctioned strength of ministerial establishment of the Civil Judge-cum- Judicial Magistrate 1<sup>st</sup> Class, Arki is as follows:-

1. Superintendent G.II.	1
2. Reader(peshgar)	1
3. Record Keeper	1
4. Steno typist	1
5. Steno typist-cum- JW	1.
6. Naib Nazir	1
7. Civil Ahalmad	1
8. Criminal Ahalmad.	1.
9. Peon	1
10. Orderly	1
11. Chowkidar	1
Total:	<b>11.</b>

Sanctioned strength of ministerial staff/supporting staff of the office/ Court of Civil Judge Junior Division-cum- Judicial Magistrate 1<sup>st</sup> Class, Arki is as follows:-

Sr. No	Name of Post	Pay Scale	No. of permanent post	No. of Temporary Posts	Total
1	Superintendent G.II	10300-34800-4800	1	--	1
2	Reader	10300-34800-4400	1	--	1
3	Record Keeper	10300-34800-4400	1	--	1
4	Steno Typist	10300-34800-3200	1	--	1
5	Steno typist-cum- JW	5910- 20200 +2000	--	1	1
6.	Naib Nazir	10300-34800 + 3600	1	--	1
7	Civil Ahalmad	5910-20200 +1900	1	--	1

8.	Criminal Ahalmad	10300-34800+ 3600	1	--	1
9	Peon	4900-10680 +1300	--	1	1
10	Orderly	4900-10680 +1650	--	1	1
11	Chowkidar	4900-10680 +1650	1	--	1

**Daily Wages Staff.**

1. Safai Karamchari 1 Rs.200/- per day.

**Function of the Organization.**

1. Judicial.
  2. Administrative.
- 4.1(b)(ii) Powers and duties of the officer and employees.

**Civil Judge Junior Division-cum- Judicial Magistrate 1<sup>st</sup> Class.**

Civil Judge Junior Division -cum- Judicial Magistrate apart from this exercising the powers of Chairman of Sub Divisional Legal Service Committee and provide Legal aid to the needy person to organize camps to create legal awareness and to organize Lok Adalats as per the Schedules of State Legal Service Authority.

Administrative and Executive business/work of the civil Judge Junior Division-cum- Judicial Magistrate 1<sup>st</sup> Class, Arki is distributed amongst the officials as follows:-

**Superintendent G.II.**

Overall supervision of the working of staff to attest the certified copies of judgments/orders and documents under Section 76 of Indian Evidence Act, to make office report in civil Cases, prepare decree sheets maintain casual leave, earned leave, service record of the officials, over all in-charge of record room/ copying agency and to prepare monthly ,quarterly and half yearly statements maintaining library and also looking after the work of legal aid as Secretary and also keeping confidential record.

**Reader:-**

Maintain Peshi Register, preparing cause list maintain fine register, issue receipts ,to deposit fine to return documents and to assist the Presiding Officer.

**Record Keeper:-**

To keep safe and systematic judicial record consigned to record room. Sending the files requisitioned by the appellate Courts and apart from his own duty the Record Keeper is also looking the work of copying agency, as there is no post of Copying in this office and references have been made to the higher authorities to create the post of Copying at Arki so many times.'

**Steno typist.**

Obtain dictation, type orders/judgments etc.

**Judgment writer:**

Obtain dictation, type orders/judgments etc.

**Naib Nazir:-.**

Maintain General Cashbook , sheriff Petty account, maintain road and diet money , maintain acquittance roll register, maintain GIS Register, advance register, T.A Medical

Registers stock register, prepare salary bills, tour diaries, do the diary and dispatch work and do all the work pertaining to the seat of Naib Nazir/ accounts assigned to him from time to time.

#### **Civil Ahalmad.**

The Civil Ahalmad prepare judicial record in case files as per the directions of the Hon'ble High Court, maintain register No.1 for Civil Suits, Register No.2 for Rent Petitions, Register No.2 for Arbitration Act, Register No.3 for H.M. Acts, Register No.5 for Guardian and Wards Act and Succession Petition., register No. 6 for Civil Miscellaneous applications , register No.7 for Pauper application, Register No.10 for execution petitions, register No.11 for objections, register No.25 for deposits and refund of commission proceeding in execution petition, register No.12 review application register No.33 for decree register No.34 for Panchyat appeals Register No.36 for Jds imprisonment in execution register No.37 persons punished for contempt of Court. Caveat Register register of proceedings received from other District Courts register of application for transfer of panchyat cases, register of small cause court cases, file inspection register also make compliance of Court orders and make consignment of decided cases.

#### **Criminal Ahalmad**

The Criminal Ahalmad prepared judicial record in case files as per the directions of Hon'ble High Court maintain register No.1 for entering all the criminal cases. Register No.2 for I.P.C. Cases. Register No.3 for Acts, Register No.4 for Criminal Misc. Application. Register No.17 for M.V. Act. Register No.20 for transfer of criminal cases. Register No.21 for M.V. Act Register No.22 for Bail applications, Register No.23 for FIRs , Register No.30 copying agency register No.34 Panchyat appeals, register No. B for return of file to record room .file inspection register and also make compliance of the Court orders and to consignment of decided cases pertaining to his seat.

#### **Peon**

The peon neats and cleans the tables and Chairs in the office and do Dak work etc.

#### **Orderly:**

Orderly calls the cases fixed in the Courts and do other work assigned by the Presiding Officer to him.

#### **Chowkidar:**

The duty of Chowkidar starts from 4.45 PM to 9.45 A.M and during this period he used to watch the Court building and court complex.

**4(b)(iii):** The procedure followed in the decision making process including channels of Supervision and accountability.

As enumerated in response to Section 4(b) (ii) above:

**4(b) (iv):** The norms set by it for the discharge of its functions. This office follows the direction of Hon'ble High Court contained in circular and directions issued from time to time by the Hon'ble High Court of H.P. Came to be complied in September, 1991 w.e.f. 1972 and mid July, 1991 Volume-II of such Circular order of the High Court of Himachal Pradesh came to be complied in April, 2002 w.e.f. Mid July, 1991 to March, 2002.

**4(e)(v):**The rules, regulation instruction manuals and records held by it or under its control or used by its employees for discharging its functions:-

So far as the rules, regulations instruction manuals are concerned this office follows the instruction of Hon'ble High Court issued vide circulars from time to time. The record of rules regulations and instruction are kept/ maintained by the Superintendent G.II.

**4(b) (vi):**Statement of the categories of documents that are held by it or under its control. As enumerated in response to Section 4(b) (ii) above.

As the officials are maintaining their statements regarding their duties/seats as per the instruction of Hon'ble High Court from time to time.

**4(b)(vii)**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.

Not applicable.

**4(b)(viii)**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 meeting of those bodies, are open to the public or the minutes of such meetings are accessible for public.

Not applicable.

**4(b)(ix)**A directory of its officers and employees:-

1. Civil Judge Junior Division-cum- Judicial Magistrate 1<sup>st</sup> Class.
2. Superintendent G.II.
3. Reader (Senior Assistant).
4. Record Keeper (Sr. Assistant).
5. Steno typist
6. Steno -cum- JW..
7. Civil Ahalmad.
8. Criminal Ahalmad.
9. Naib Nazir.
10. Peon
11. Orderly.
12. Chowkidar..
13. Safai- Karamchari on daily wages.

**4(b)(x)**The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation;

Post of Civil Judge Junior Division-cum- JMJC, Arki. In the pay scale of Rs. 27700-44770

Name and Designation	Basic Pay	Total Salary
Sh. Vishal Kaundal	32320/-	76997/-
Post of Superintendent G.II. In the Pay scale of 10300-34800+ 4800		
Sh. Roshan Lal Supdt.G.II	25680/-	69075/-

Post of Reader in the pay scale of 10300-34800+4400

Name and Designation.	Basic Pay	Total Salary.
Sh.,Mehar Chand Reader:	16190/-	46872/-

Post of Reader in the pay scale of 10300-34800+4400

Name and Designation.	Basic Pay	Total Salary.
Sh.Hari Krishan R.K.	16190/-	47092/-

Post of Steno typist in the pay scale of 10300-34800 + 3200 G.Pay.

Name and Designation.	Basic Pay	Total Salary.
Smt. Champa Steno typist	12010/-	34771/-

Post of Steno-cum- J.W. In the pay scale of 5910-20200.+ 2000 GP

Name and Designation.	Basic Pay	Total Salary.
Mrs. Manju Sharma. JW	6150/-	18807/-

Post of Criminal Ahalmad in the pay scale of 10300-34800.+3600GP

Name and Designation.	Basic Pay	Total Salary.
Sh.,HarishKumarCr.A	12050/-	35657/-

Post of Civil Ahalmad in the pay scale of 5910-20200 +1900

Name and Designation.	Basic Pay	Total Salary
Sh. Mukesh Kumar C.A.	9030/-	25034/-

Post of Naib Nazir in the pay scale of 10300-34800.+3600.

Name and Designation.	Basic Pay	Total Salary.
Sh. Ashwani Kumar NN	12050/-	35777/-

Post of Peon in the pay scale of 4900-10680 +1300

Name and Designation.	Basic Pay	Total Salary.
Sh. Kishan Chand Peon	4900/-	14418/-

Post of Orderly in the pay scale of 4900-10680 +1650

Name and Designation.	Basic Pay	Total Salary.
Sh.Naresh Kumar	7080/-	20136/-

Post of Chowkidar in the pay scale of 4900-10680 +1650

Name and Designation.	Basic Pay	Total Salary.
Sh. Balak Ram Chowkidar	7340/-	20718/-

(xi)The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made:

Not applicable. As budget allocated by the Hon'ble High Court of H.P.

(xii)The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:

Not applicable.

(viii)Particulars of receipts of concessions. Permits or authorization granted by it:--

Not applicable.

(xiv)Detail report of the information available to or held by a reduced in an electronic form:-

No computerization so far done, hence no such information is available.

(xv)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.

There is a library which is meant for only court use.

(xvi)The names, designations and other particulars of the Public information officer.:-

The Hon'ble High Court vide Notification No. HHC/Estt.7(35)/2005-dated 12-7-2006 please to designate the Civil Judge(Senior Division ) as Assistant Public Information Officer.

(xvii)Such other information as may be prescribed:-

Nil.

22.06.16

(Visual Kaundal)  
Civil Judge (Jr.Div) -cum- JMIC,  
Arki, District Solan. HP.