

Office of the District and Sessions Judge, Sirmaur District at  
Nahan, H.P.

No.DSJ/EC/NHN/2017  
Dated Nahan ~~August~~ 2017.

"PUBLIC NOTICE"

In exercise of powers conferred under section 4 of the Right to Information Act, 2005 (Act No. 22 of 2005), the following information pertaining to this Court and other Subordinate Courts functioning in Sirmaur Civil and Sessions Division under the Provision of Sub-Section (1) (b) of Section 4 of the Right to information Act, 2005, is hereby published for the year, 2016-17.

**1. THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES :**

Particulars of District & Sessions Court.

The Court of District and Sessions Judge, was established in the year 1976. At that time Nahan was the headquarter of two Districts i.e. , Solan and Sirmaur and the name of the office/Court used to be District and Sessions Judge, Solan and Sirmaur District at Nahan. Later in the year 1989, the bifurcation of Solan and Sirmaur Civil and Sessions Division came into existence, where-after the Sirmaur District became a separate Civil and Sessions Division with its headquarter at Nahan.

Sitting of the Courts.

The New Judicial Court Complex has been inaugurated by the Hon'ble the Chief Justice, High Court of Himachal Pradesh, Shimla on 2-11-2008 and all the Courts i.e., the Court of District and Sessions Judge, Addl. District and Sessions Judge, Senior Civil Judge -cum-CJM and Civil Judge -cum-JMIC, stationed at Nahan have been shifted to New Judicial Court Complex. The Court working hours are form 10-00 AM to 1-00 P.M. and 1-30 P.M. to 4.00 P.M. Sunday and 2<sup>nd</sup> Saturdays are observed as holiday. The sanctioned strength of ministerial establishment/staff of the Court of District and Sessions Judge is as follows:-

- |                                       |   |
|---------------------------------------|---|
| 1. Chief Adinn. Officer               | 1 |
| 2. Reader Grade-I/Senior Sheristedar. | 1 |

-2-

3. Executive Assistant	1
4. Stenographer Grade-I	1
5. Senior Assistant	4
6. Jr. Assistants	3
7. Clerks	3
8. Driver	1
9. Bailiff	1
10. Process-Server	2
11. Daftri	1
12. Peons	2
13. Orderly	2
14. Chowkidar	1
15. Mali	1
16. Safai Karamchari	1
<b>Total</b>	<b>26</b>

Particulars of Subordinate Courts in Sirmaur Civil & Sessions Division :

There are following Courts in Sirmaur Division including the Court of Additional District and Sessions Judge.

1. Court of Additional District and Sessions Judge.	1
2. Court of Senior Civil Judge -cum-CJM.	1
3. Court of Senior Civil Judge- -cum-ACJM.	1
4. Court of Civil Judge(Jr.Divn)- -cum-JMIC.	3

The following supporting staff for the aforesaid Courts exist in this Division :

-3-

Schedule of the Posts in the Division.

Sr.No.	Name of Post	Pay Scale.	No. of Permanent Posts.	No. of Temporary Posts.	Total No. of Posts.
1.	2.	3.	4.	5.	6.
	1.Chief Admn. Officer	10300-34800+Rs. 5400	01	-	01
	2.Executive Assistant	10300-34800+Rs.4800	01	-	01
	3.Superintendent Gd-II	10300-34800+Rs. 4800	01	-	01
	4.Reader Grade-I	10300-34800+Rs. 4800	02	-	02
	5.Sr. Sheristedars	10300-34800+Rs. 4800	02	-	02
	6.Sheristedar	10300-34800+Rs. 4800	03	-	03
	7.Reader Grade-II	10300-34800+Rs. 4400	02	-	02
	8.Reader Grade-III	10300-34800+Rs. 4400	03	-	03
	9.Stenographer Grd-I	10300-34800+Rs.4400	02	-	02
	10.English Clerk	10300-34800+Rs. 4400	01	-	01
	11.Translator	10300-34800+Rs. 4400	01	-	01
	12.Civil Nazir	10300-34800+Rs. 4400	02	-	02
	13. Record Keeper	10300-34800+Rs. 4400	01	03	04
	14. Stenographer Gr-II.	10300-34800+Rs. 3600	02	-	02
	15. Stenographer Gr-III	10300-34800+Rs. 3200	03	-	03
	16.Judgment Writer-cum- Steno Typist	10300-34800+Rs.3200	05	-	05
	17.Criminal Ahlmad	5910-20200 + Rs.1900	07	-	07
	18.Civil Ahlmad	5910-20200 + Rs.1900	07	-	07
	19.Summary Clerk	5910-20200 + Rs.1900	01	-	01
	20.Court Nazir	5910-20200 + Rs.1900	01	-	01
	21.Naib Nazir	5910-20200 + Rs.1900	07	-	07
	22.Leave Reserve Clerk	5910-20200 + Rs.1900	01	-	01
	23.Clerk-cum-Typist	5910-20200 + Rs.1900	03	-	03
	24.Copyists	5910-20200 + Rs.1900	08	-	08
	25.Bailiffs	5910-20200 + Rs.1900	06	-	06
	26.Drivers	5910- 20200+ Rs. 2000	02	01	03
	27.Daftri	4900-10680+ Rs.1400	01	-	01
	28.Process Servers	4900-10680+ Rs.1400	24	-	24
	29.Peon	4900-10680+ Rs.1300	08	-	08
	30.Orderly	4900-10680+ Rs.1300	06	01	07
	31.Chowkidar	4900-10680+ Rs.1300	04	-	04
	32.Mali	4900-10680+ Rs.1300	01	-	01
	33.Chowkidar-cum- Safai Karamchari	4900-10680+ Rs.1300	01	-	01
	34.Safai Karamchari	4900-10680+ Rs.1300	02	-	02
	35.Safai Karamchari on daily wages as		-	01	01
Total:			122	06	128

**Part Time Staff.**

Safai-Karamcharis 04

**On Contract Basis.**

Court Manager 01

Assistant Programmer 01

System Assistants 02

**Functions and duties of the Organization.**

1. Judicial and
2. Administrative.

**III. POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES :-**

The performance of Judicial and Administrative work of Sirmaur Civil and Sessions Division is as under :-

**District and Sessions Judge.**

To perform duties in the Court as District Judge, Motor Accident Claims Tribunal-I(in MAC Petitions), Appellate Authority (in Rent Control Cases), Special Judge (in Corruption cases, in cases under ND & PS Act, SC & ST Act(Prevention of Atrocities Act ) and POCSO Act) and as a Sessions Judge in other criminal cases.. He is also the Chairman of the District Legal Services Authority, Sirmaur District at Nahan.

The District and Sessions Judge exercises the undermentioned Judicial and Administrative business/work:-

**Judicial Powers.**

1. To exercise Judicial functions as District Judge in Civil matters and also as the first Appellate Authority in Rent Cases.
2. To hear and decide all the Civil matters having pecuniary jurisdiction beyond 20 lacs to 30 lacs.
3. To exercise the powers of Motor Accident claims Tribunal-I in Claim Cases under Motor Vehicle Act.
4. To assign the cases to Additional District and Sessions Judge in rotation for disposal in accordance with law.
5. To exercise the powers of Appellate Authority in Civil Misc. Appeal (under Rent Control Act Cases) which arise from the orders of Rent Controllers in Sirmaur Division.

6. To hear and dispose of the cases under Hindu Marriage Act, Succession Act, Guardian and Ward Act. Insolvency Act Cases.
7. To exercise the powers of Sessions Judge in the disposal of applications for pre-arrest bail under section 438 Cr.P.C. and regular bail application under Section 439 Cr.P.C.
8. To try sessions cases and POCSO Act cases.
9. To try the cases under ND&PS Act and the cases under Corruption Act (P.C.Act)
10. To try cases under SC and ST (Prevention of Atrocities Act ) exercising the powers of Judge, Special Court.
11. To hear the Criminal appeals filed against the acquittal by the State and also against the convictions by Magisterial Courts functioning in Sirmaur Sessions Division.
12. To hear criminal revision against the orders of Judicial as well as Executive Magistrates including District Magistrate under Section 397 Cr.P.C.
13. To exercise the power under Section 153 of the Electricity Act, 2003.

(ii) **Administrative Business.**

1. Overall supervision on the working of the Subordinate Courts functioning in Sirmaur Division.
2. Controlling Officer in respect of all the Courts Subordinate to it in Sirmaur Division.
3. Appointing Authority in respect of Class II,III and IV official/employees in Sirmaur Division.
4. Disciplinary Authority in respect of Class II, III, and IV officials/employees in Sirmaur Division
5. To dispose of representations of all the ministerial and Class-IV staff pertaining to service matters.
6. Preparation of petitions/applications, complaints, written statement and replies etc. in all the matters in which District and Sessions Judge, is a party qua the Writ Petitions/Service matters preferred by the officials in Sirmaur Division and also qua the recording of ACRs of the Judicial Officers except the Additional District and Sessions Judge, posted in Sirmaur Division.
7. Accepting authority in respect of ACRs recorded by the concerned Judicial Officers in respect of their supporting staff.
8. All the administrative matters to be taken up with the Hon'ble High Court of H.P., in respect of Sirmaur Division.

9. Preparation of panel of lawyers for providing free legal aid to the un-represented accused/litigants. All such functions/duties that may be assigned by the Hon'ble High Court.
10. Grant of Casual leave/earned leave to the staff members of his establishment.
11. Forwarding of applications alongwith recommendations to the Hon'ble High Court for appointment of Oath Commissioners in Sirmaur Division.
12. Drawing and Disbursing Officer in respect of the establishment of the District and Sessions Judge.
13. Sanctioning Authority in respect of certain accounts/administrative matters as per the provisions made in the H.P.F.R.
14. Control over all the judicial officers and staff working in Sirmaur Division.
15. To deal with the complaints against the Judicial Officers, officials and staff of the Division.
16. Submission of applications and other requests for grant of earned leave/GPF applications etc., to the Hon'ble High Court in respect of Judicial Officers after making recommendations and proposing leave arrangements.
17. Holding of Legal Literacy camps and implementation of various schemes of National Legal Services Authority, New Delhi and HP State Legal Services Authority, being the Chairman of the District Legal Services Authority and monthly meeting of the bench and Bar,DLSA meeting for providing free legal aid to the litigants in accordance with rules whenever such applications are received.
18. Countersigning of the T.A/Medical R. bills of the members of H.P. Judicial Service posted in Sirmaur Division.
19. Pay fixation of Class-II,III and IV establishment and grant of benefit under the Assured Career Progression to the employees.
20. Conducting the periodical Jail inspection, quarterly inspection of own court, annual inspection of the subordinate Courts besides paying surprise visit at least twice in a calender year of the subordinate Courts and recording inspection notes thereof.
21. Monitoring of all on-going construction works in respect of the court complex/additional accommodations and additional residential houses for the Judicial Officers in Sirmaur Division.
22. Correspondence with the Hon'ble High Court and other officers for sending information of formal nature.

23. Supply of stationery articles to the subordinate courts and processing of various resolutions received from the Bar Association at District/Sub-Divisional level.
24. Grant of license to the Petition Writers and private typists in accordance with rules framed by the Hon'ble High Court, and allotment of Chambers to the lawyers as per the rules.
25. Permission for spot inspection in Judicial matters to the judicial Officers in Sirmaur Division.
26. Submission of inter-district transfer cases of the employees.
27. Declaration of local holidays for the subordinate courts stationed at District and Sub-Divisional headquarters in the Division.
28. Furnishing of information as sought by the Hon'ble High Court pertaining to Lok Sabha, Rajya Sabha and Assembly questions.
29. Submission of monthly, quarterly, half yearly returns/statements regarding disposal of cases. Pension cases and other matters qua the Judicial as well as administrative business in Sirmaur Division.
30. Grant of administrative approval and expenditure sanction for the purchase of law books and binding of library books/journals, reports etc., to the tune of upto 5 thousand p.a. in respect of his own court and the subordinate courts in Sirmaur Division.
31. Allocation of funds under Sub-Head Road and Diet Money to the subordinate Courts in Sirmaur Division.
32. Holding of monthly Lok Adalats, Quarterly Lok Adalats and National Lok Adalat as per direction of Higher Authorities.
33. Holding of monthly meeting with Para Legal Volunteers, Monthly meeting of Motor Accidents Claims Cases and Monthly meeting regarding disposal of Stale cases.
34. To visit Aastha Special School, Nahan, once in a month.
35. To visit Model Central Jail Nahan bimonthly.

**CHIEF ADMINISTRATIVE OFFICER**

1. To Supervise the work of all the sections of this office. He is normally the In-charge of the office.
2. To assist the District and Sessions Judge, in decision making and formulation of plans and programmes.
3. To present all cases, matters before the District and Sessions Judge in a precise manner with possible solutions and suggestions and to take effective steps for building up and maintaining all essential record.
4. To effectively supervise the work and conduct of lower staff.
5. To issue orders in accordance with the decisions taken by the District and Sessions Judge, under proper authentication.
6. To go through and initial with date the dak received by him and mark the papers to the

the concerned dealing hand and also to give directions for their disposal wherever possible at the dak stage to enable speedy disposal.

7. To submit important communications to the District and Sessions Judge at the dak stage for the perusal and directions in case the same has not been seen by the officer.
8. To Keep a vigil/watch over timely submissions/receipts of returns/statements and to send the same to the quarter concerned duly checked and scrutinize and to advise from time to time measures necessary for expeditious disposal of business/work in the office.
9. To ensure the maintenance of all the registers pertaining to all the seats to be kept update in the office.
10. To prepare papers and to compile dates for meetings and to ensure timely submission.
11. To ensure punctuality in attendance in the office and to advise the staff in the matters of conduct and discipline.
12. To maintain the record of ACRs in respect of all the employees working in Sirmaur Division and to maintain a register of complaints against or inquiries into conduct of Govt. Servants.
13. To maintain library registers, surprise inspection of subordinate Courts and confidential dispatch register.
14. To act as Court Officer under the High Court of Himachal Pradesh case Flow Management (Subordinate Courts) Rule, 2005.
15. To act as Examiner for the purpose of attestation the copies in respect of the Courts of the District and Additional District Sessions Judges under Section 76 of the Indian Evidence Act.

#### **READER GRADE-I/SENIOR SHERISTEDAR**

The Duties of superintendent Grade-II in the Court of the District and Sessions Judge, are as under:-

1. To act as Reader in the Court and to maintain register of Civil and Criminal Cases, fine register and receipt books, besides a guard file of Treasury Challans qua the deposit of the fine amount.
2. To maintain the register of documents returned and register of plaints/appeals etc. returned .



3. To act as Senior Officer in the absence of Superintendent Grade-I under the High Court of H.P., case flow Management (Subordinate Courts) Rules, 2005.
4. To act as Examiner in the absence of Superintendent Grade-I if authorized by the District and Sessions Judge, for the purpose of attestation of the certified copies.

**EXECUTIVE ASSISTANT**

1. He takes the dictation of the Presiding Officer and types the Judgments.
2. Any other work as may be assigned by the District and Sessions Judge/Presiding Officer of the Court.

**ENGLISH CLERK**

1. To maintain Service Books of the establishment of District and Sessions Judge.
2. To deal with all the correspondence in respect of the office of the District and Sessions Judge and the subordinate Courts.
3. To process monthly, quarterly, half year statements/returns on administrative side required to be submitted to the Hon'ble High Court.
4. To maintain personal files of all the employees and the Judicial Officers posted in Sirmaur Division.
5. To maintain all the correspondence files and record on administrative side, besides all the registers concerning the English Branch as required.

**CIVIL NAZIR**

The Civil Nazir deals with the Accounts matters and maintain the following registers:-

1. General cash Book.
2. Road and Diet Money Cash book.
3. Pay Register/token register.
4. Bill Register.
5. Office Expenses Register.
6. Register of allocation of budget and other register as required under the Circular Orders of Hon'ble High Court of H.P.

7. Deals with the Medical Reimbursement Bills of the Judicial Officers of the Division for counter-signatures by the District and Sessions Judge and also deals with the Medical Reimbursement bills of the staff of the Court of District and Sessions Judge, besides T.A. Bills/ claims.
8. To process the GPF withdrawal cases and other matters pertaining to accounts in the office besides the FDRs in MAC and LAC cases.

**TRANSLATOR**

1. To make translation of the statements of the witnesses and accused in the Sessions Trials.
2. To maintain Court library and its registers under the supervision of Superintendent Grade-I.
3. To prepare statements of the cases disposed of and to prepare consolidated statement with regard to the disposal of Civil and Criminal matters besides the Institution and pendency of Civil and Criminal cases.
4. To prepare statement of the cases pertaining to Senior Citizens, old cases, half yearly statements of civil and criminal cases besides miscellaneous work/informations assigned to her from time to time.
5. To perform duties of Reader and Record Keeper, English Clerk in absence of the latter in addition to her own duties.
6. Performs the work as may be assigned by the Superintendent Grade-I.

**RECORD KEEPER**

1. To deal with the files of decided cases which are consigned to the Record Room in respect of the Courts of District and Sessions Judge and Addl. District and Sessions Judge, Sirmaur District at Nahan, H.P.
2. To keep a vigil over the working of the Judicial Record Room which has been separated from the Executive.
3. To maintain Civil and Criminal registers of the case files consigned to the Record Room and attend the requisitions received from the Hon'ble High Court and other Courts for submission of record.

4. To maintain movement register for submission of record/files to the Copying Agency.
5. Maintains the registers and record of the Oath Commissioners in Sirmaur Division.
6. Destruction of record after weeding in accordance with the Rules or any other work as may be assigned to him by the District and Sessions Judge in the event of absence of Senior Assistants in the Office.

**NAIB NAZIR**

1. Maintains Sheriffs Petty Accounts Register and record and assists the Civil Nazir in addition to the discharge of his own duties.
2. Maintains Register-D for processes.
3. Maintains Diary and Despatch registers and stationery articles in the office and distributes the same amongst the other Courts of the Division as well as to the staff of this office. He is assisted by the Daftri of this office in performance of accurate receipt and despatch of the letters.

**LEAVE RESERVE CLERK.**

1. Deals the applications of casual/compensatory leave of the officials and to perform the typing/computer work in the English Branch.
2. Whenever a Clerk of this office goes on leave, he performs the duties pertaining to the seat of the said Clerk, in his absence.
3. Does all the typing work as assigned by the Chief Administrative Officer.

**COPYING AGENCY**

**COPYIST-I.**

1. Copyist-I/Copying Agent performs the duties of Copying Agency and maintains CD-2 register. He also maintains the record of consumption of papers of Photostat machine, Daily out turn register, movement register of the files and applications for supply of copies.

**COPYIST-II**

1. Performs the Photostat work for preparation of certified copies, besides assisting the Copyist-I in the matter of supply of certified copies.
2. Maintains the work-done register of day-to-day disposal.

As per norms the Copyists are to sit and work at one place at the District Headquarters.

**CIVIL AHLMAD AND CRIMINAL AHLMAD**

1. Both the officials deal with Civil registers and Criminal registers and maintain records strictly in consonance with the Rules and procedure and deal with the correspondence relating to Civil and Criminal cases as per the directions of the Court.
2. They keep and maintain the civil and Criminal case files and issue the processes as ordered by the Court. They are the custodians of all Civil and Criminal files and registers which they are required to maintain in accordance with the High Court Rules and Orders and per instructions received from time to time from the Hon'ble High Court of H.P.

**BAILIFFS AND PROSESS SERVERS**

1. The Bailiff performs the duties to serve the notices, warrants issued by the Court. Likewise the Process Server perform the duties of service of summons/notices in accordance with the Rules.
2. They perform other work in the office as assigned to them by the Presiding Officer.

**DRIVER**

The driver performs the duty of plying the official vehicle of the District and Sessions Judge and maintains the vehicle in order. He informs the Civil Nazir regarding the journeys performed.

**PEONS/ORDERLIES**

The Peons and orderlies are meant to perform duties of Class-IV in the office, in the Court Room and residential office-cum-library.

-13-

**SAFAI KARAMCHARI**

The Safai Karamchari performs the duties of sweeping in the office building, the Court Complex and toilets besides sweeping work in the office at residence-of the District and Sessions Judge.

**CHOWKIDAR**

Chowkidar in real sense is the watchman to guard the Court building and premises during his duties hours and keeps a strict vigil on the Court complex and the records and furnitures etc. in the office/Court during his duty hours i.e. before and after the office hours.

**MALI**

Performs the duty required to be done by a Mali.

**III. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

As per the Instructions issued by the Hon'ble High Court Himachal Pradesh Shimla from time to time.

**IV. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.**

Norms set for the discharge of its functions are in the form of various Rules, Orders and instructions and for a smooth and orderly functioning of the Justice delivery system and for easy accessibility of the various circulars and orders issued by the Hon'ble High Court from time to time, volume-I of circular orders the Hon'ble High Court of Himachal Pradesh came to be compiled in the year 1991 with effect from March, 1972 and mid July, 1991 and Volume-II of such circular orders of the High Court of H.P., came to be compiled in April, 2002, w.e.f. Mid July 1991 to March, 2002.

**V. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

A list of rules is as under:-

1. "The Himachal Pradesh State Legal Services Authority, Regulations, 1998."
2. "The Special Marriage and Divorce (Himachal Pradesh) Rules, 1982."
3. "The High Court of Himachal Pradesh Case Flow Management (Subordinate Courts), Rules, 2005."

PART-B RULES CONCERNING THE SUBORDINATE COURTS

**(I) ADMINISTRATIVE BUSINESS**

1. "The Himachal Pradesh Subordinate Court Lawyers Chambers (Allotment and Licence Rules, 1989".
2. "The Himachal Pradesh Civil and Criminal Courts (Preparation and supply of copies of Records) Rules, 2000."
3. "The Himachal Pradesh Subordinate Courts (use maintenance and control of staff cars) Rules, 1995."

**(II) APPOINTMENT**

1. "The appointment and control Rules of Superintendents to the District and Sessions Judge, Himachal Pradesh, Rules 1995."
2. "The Himachal Pradesh Subordinate Courts staff (Recruitment, Promotion and Conditions of Service) Rules, 2012."
3. "The Himachal Pradesh Subordinate Courts Typists (Grant of License, Registration and control), Rules, 2001."
4. "The Himachal Pradesh Subordinate Courts Employees (Pay, Allowances and Other Conditions of Service) Act, 2015.

**(III) INSPECTION**

1. "The Himachal Pradesh (Inspection of Subordinate Courts by the Administrative Judge), Rules, 2001."
2. "The Himachal Pradesh (Inspection of Subordinate Courts by the District and Sessions Judge) Rules, 1998."
3. "The Himachal Pradesh (Inspection of Subordinate Courts by the Presiding Officers of Courts), Rules, 1998."

**PART-C: RULES CONCERNING HON'BLE HIGH COURT AS WELL AS SUBORDINATE COURTS.**

**(I). ADMINISTRATIVE BUSINESS**

1. "The High Court of Himachal Pradesh (Recognition and Registration of Association) Rules, 1989."
2. "The High Court of Himachal Pradesh (Supply of Liveries to Court Servants) Rules, 1983."

3. "The High Court of Himachal Pradesh (Use and occupation of Sessions House) Rules, 2004."
4. "Maintenance of Shorthand Note Books, Rules, 1989."

(II). **APPOINTMENT**

1. "The High Court of Himachal Pradesh Clerks of Legal Practitioners (Registration and control), Rules, 1984."
2. "The Himachal Pradesh Oath Commissioner (Appointment and control), Rules, 1986."
3. "The High Court of Himachal Pradesh Petition Writers (Grant of Licence and conduct) Rules, 1989."
4. "The High Court of Himachal Pradesh Petty Offences (Trial by Special Judicial Magistrates) Rules, 1998."
5. "The High Court of Himachal Pradesh (Special Judicial Magistrate Qualifications) Rules, 1981."

(III). **JUDICIAL BUSINESS**

1. "The High Court of Himachal Pradesh (Arbitration and conciliation), Rules, 2002."
2. "Hindu Marriage and Divorce (Himachal Pradesh), Rules, 1982."
3. "The High Court of Himachal Pradesh (Legal Aid to Accused) ,Rules, 1981."
4. "The Himachal Pradesh State Legal Services Authority, Rules, 1995."

The various Acts, Rules, Regulations, Instructions followed as under:-

1. F.R. and S.R
2. Leave Rules.
3. T.A. Rules.
4. L.T.C. Rules.
5. Pension Rules.
6. C.C.S. (C.C.A) Rules, 1985.
7. C.C.S. (Conduct) Rules, 1984.
8. G.P.F. Rules.
9. Medical Attendance Rules.
10. H.P. Financial Rules.
11. H.P. Budget Manual.
12. Office Manual. Punjab High Court Rules and Orders as applicable to the State of H.P.

**VI. STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.**

(I) The documents relating to financial transactions are held by the Accounts Branch and are kept in the form of Registers Cash Books, Ledger Books, Files, Bills, Vouchers etc. which are subject to audit.

(ii) SERVICE BOOKS:

Service Books in the form of documents are held and kept in the English Branch which are also subject to verification by the Audit Department.

**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.

**VIII. A STATEMENT OF 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 MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

In this regard it is already submitted above that under Rule 14 of the Inspection of Records, nothing in these rules shall entitle any person to inspect : (i) Correspondence not strictly Judicial; and (ii) Confidential correspondence are not made accessible to the public.

**IX. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES :**

**As already stated above.**

**X. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS :**

*Information withheld in compliance of letter No.NICHP/GR1/Projects-122/82 dated 25-4-2017 received from Ministry of Electronics and Information Technology, National Informatics Centre, H.P. circulated by the Hon'ble High Court of H.P. vide Registry letter No.HHC.1(5-Computer/Misc.)/2017-10365 dated 8/9-5-2017.*



**XI. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORT DISBURSEMENT MADE.**

Regarding Point No.2.

Major Head : "2014-Administration of Justice"  
105 – Civil and Sessions Court,  
01 – Civil and Sessions Court Establishment.  
Non-Plan-SOON.

S.O.E.	Allotment of budget, 2016-17	Total Expenditure during the year,2016-17.
1. Salary	Rs. 1,36,40,321-00	Rs. 1,36,40,321-00
2. Wages/Travelling Exp.	Rs. 1,12,696-00	Rs. 1,12,696-00
3. Livery	Rs.44,469-00	Rs. 44,469-00
4. Office Expenses	Rs. 9,38,264-00	Rs. 9,38,264-00
5. Medical Reimbursement	Rs. 13,60,657-00	Rs. 13,60,657-00
6. Rent Rate & Taxes	-- --	--
7. PP & SS	Rs. 9,500-00	Rs.9500-00
8. Motor Vehicle	Rs. 20,461-00	Rs.20,461-00
9. Transfer Exp.	Rs. 1,36,596-00	Rs.1,36,596-00
Total :--	Rs.1,62,63,064-00	Rs.1,62,63,064-00
10. Domestic Help other charges	.NIL	NIL

"2014- Administration of Justice"108 – Criminal Courts,  
01 – Road and Diet Money to witnesses (voted)Non-Plan-SOON.

Road and Diet Money Rs.1,19,000-00- Rs.1,19,000-00

"2235 – Social Security and Welfare,  
200-Other Charges, II-Reimbursement of Medical Expenses to Pensioners and Other charges-Non-Plan"

Medical Reimbursement to Pensioners Rs.2,54,037-00 Rs. 2,54,037-00

XII. THE MANNER OF EXECUTION OF SUBSIDY ;PROGRAMME INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

Not applicable to this Court/Office.

XIII. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT.

Not applicable to this Court/Office.

XIV. DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM :

Details in respect of Information regarding Administrative set-up, cases, cause-list, status of applications for supply of copies etc. is available on the website of this office.

XV. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OF READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Central Library for Judges at the District and Sub Divisional Headquarters is maintained.

XVI. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

1. The State Public Information Officer at District Level is the Civil Judge(Sr.Divn)-cum- CJM, Sirmaur District at Nahan.
2. State Assistant Public Information Officer at Sub-Divisional level in respect of Subordinate Courts are the Senior Civil Judge -cum-ACJM, Court No.1, Paonta Sahib and Civil Judge -cum-JMIC, Rajgarh at Sub-Divisional headquarters i.e. at Paonta Sahib and at Rajgarh respectively. However, for the purpose of filing of Appeals against the decision of the State Public Information officer as provided under section 19(1) of the Right Information Act, District and Sessions Judge is the Appellate Authority.

XVII. FACILITY AVAILABLE IN THE PREMISES OF JUDICIAL COMPLEX, NAHAN.

There is parking and canteen facility in the Judicial Courts Complex, Nahan.

*sd*  
District and Sessions Judge,  
Sirmaur District at Nahan, HP

Endst.No.DSJ/EC/NHN/RIA/2017- 4059  
Copy forwarded to :-

Dated: 19-8-2017

1. The Registrar General, High Court of Himachal Pradesh, Shimla, for information, with reference to Registry letter No. HHC/Estt.7(35)/2005-7301, dated 30-3-2009, for kind information.
2. The State Chief Information Commissioner, Himachal Pradesh, Shimla-171002, for kind information.
3. The State Public Information Officer at District Level(Senior Civil Judge Sr.Divn-cum-CJM, Sirmaur District at Nahan,H.P.
4. The Assistant Programmer of this office for publishing it on the Court website of this Division..
5. Guard file.

*Deceeser*  
District and Sessions Judge,  
Sirmaur District at Nahan,HP

*HP*