

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KULLU, H.P.**

No.D&SJ/KLU/E/RTIA/(237)II/05-  
Dated Kullu, the 5th June, 2013

**“PUBLIC NOTICE”**

In exercise of the 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 the Subordinate Courts functioning in Civil and Sessions Division, Kullu and Lahaul Districts at Kullu, H.P. **as on 31.03.2013**, is hereby published:-

**4(1)(b)(i) The particulars of its organization, functions and duties:-**

**Particulars of District sand Sessions Court, Kullu and Lahaul District at Kullu, H.P. :-**

After separation from the erstwhile composite Civil and Sessions Division, Mandi, Kullu and Lahaul Districts at Mandi, H.P.- 175 001, the separate Civil and Sessions Division, Kullu and Lahaul Districts at Kullu, was formed and the Court of District and Sessions Judge, Kullu and Lahaul Districts at Kullu, was established on **28<sup>th</sup> August, 1997**.

At present **five permanent courts** i.e. District and Sessions Judge, Kullu, Additional District and Sessions Judge, Kullu, Civil Judge(Senior Division)-cum-Chief Judicial Magistrate, Kullu, Civil

Judge(Senior Division)-cum-Chief Judicial Magistrate, Lahaul-Spiti District at Kullu and Civil Judge(Junior Division)-cum-Judicial Magistrate Ist Class, Manali, District Kullu, are functioning in Civil and Sessions Division, Kullu and Lahaul Districts at Kullu, H.P.

Besides aforementioned courts, **one temporary court** of the Special Judicial Magistrate, Kullu, has started functioning w.e.f. 16.01.2013, to deal with the cases under Section 138 of the Negotiable Instruments Act, 1881, under the grants of the 13<sup>th</sup> Finance Commission, for improvement of Justice Delivery System.

**Sitting of the Courts:-**

Court working hours are from **10 AM to 1 PM and 2 PM to 4 PM**. Sundays, second Saturdays, Gazetted holidays, two local holidays and Dussehra holidays are observed as holidays. The sanctioned strength of ministerial establishment/staff, of the Court of District and Sessions Judge, is as under:-

1.	Superintendent Grade-I	1
2.	Superintendent Grade-II(Reader)	1
3.	Personal Assistant	1
4.	Senior Scale Stenographer	1
5.	Senior Assistants	3
6.	Translator	1

7.	Junior Assistants	4
8.	Clerks	4
9.	Driver	1
10.	Daftri	1
11.	Process Server	2
12.	Peons/Orderly	3
13.	Chowkidar	3
14.	Mali	2
15.	Safaikaramchari	2
	<b>Total:-</b>	<b>30</b>

**PARTICULARS OF SUBORDINATE COURTS IN CIVIL AND SESSIONS DIVISION, KULLU & LAHAUL DISTTS. AT KULLU, H.P.:-**

There are following Courts, in addition to the Court of District and Sessions Judge, Kullu and Lahaul Districts at Kullu, H.P. in Civil and Sessions Division, Kullu and Lahaul Distts. at Kullu, H.P.:-

1.	The Additional District and Sessions Judge, Kullu.	1
2.	The Civil Judge(Senior Division)-cum-Chief Judicial Magistrate, Kullu.	1
3.	The Civil Judge(Senior Division)-cum-Chief Judicial Magistrate, Lahaul-Spiti District at Kullu.	1
4.	The Civil Judge(Junior Division)-cum-Judicial Magistrate 1st Class, Manali, District Kullu.	1

5.	The Special Judicial Magistrate, Kullu <i>(Temporary court to deal with the cases under Section 138 of the Negotiable Instruments Act, 1881, under the grants of the 13<sup>th</sup> Finance Commission, for improvement of Justice Delivery System)</i>	1
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The supporting staff of this Civil and Sessions Division is as under:-

Sr. No.	Name of post	Existing Pay Band/ Pay Scale	No. of permanent posts	No. of temporary posts	Total No. of posts
1.	Superintendent Grade-I (Gaz.)	15600-39100 + 5400 (Grade Pay)	1	-	1
2.	Superintendent Gr.-II	10300-34800 + 4800 (Grade Pay)	3	1	4
3.	Personal Assistant	-do-	1	-	1
4.	Readers	10300-34800 + 4400 (Grade Pay)	3	1	4
5.	English Clerk	-do-	1	-	1
6.	Civil Nazir	-do-	3	-	3
7.	Translator	-do-	1	-	1
8.	Record Keeper	-do-	-	4	4
9.	Senior Scale Stenographer	-do-	1	1	2
10.	Junior Scale Stenographer	5910-20200 + 2800 (Grade Pay) initial pay of Rs.11170/-	2	-	2

		<u>After 2 years of regular service:-</u> 10300-34800 + 3600 (Grade Pay)			
11.	Steno-Typist	5910-20200 + 2000 (Grade Pay) initial pay of Rs.8240/-  <u>After 2 years of regular service:-</u> 10300-34800 + 3200 (Grade Pay)	1	-	1
12.	Clerks	5910-20200 + 1900 (Grade Pay) initial pay of Rs.7810/-  <u>After 2 years of regular service:-</u> 10300-34800 + 3200 (Grade Pay)	3	-	3
13.	Ahlmads	-do-	7	1	8
14.	Copyists	-do-	3	1	4
15.	Naib Nazirs	-do-	3	-	3
16.	Clerk-cum-Typists	-do-	1	1	2
17.	Summary Clerk	-do-	1	-	1
18.	Drivers	5910-20200 + 2000 (Grade Pay) initial pay of Rs.8240/- <u>After 2 years of regular service:-</u> 5910-20200 + 2400 (Grade Pay)	1	2	3
19.	Bailiffs	5910-20200 + 1900 (Grade Pay) initial pay of Rs.7810/-	4	-	4

20.	Daftri	4900-10680 + 1400 (Grade Pay) initial pay of Rs.6700/-	1	-	1
21.	Process Servers	-do-	24	1	25
22.	Orderly	4900-10680 + 1300 (Grade Pay) initial pay of Rs.6200/-  <u>After 2 years of regular service:-</u> 4900-10680 + 1650 (Grade Pay)	4	-	4
23.	Peon	-do-	4	1	5
24.	Mali	-do-	2	-	2
25.	Cook-cum- Attendant	-do-	-	1	1
26.	Chowkidar	-do-	6	-	6
27.	Safaikaramchari	-do-	4	-	4
	<b>Total:-</b>	-	<b>85</b>	<b>15</b>	<b>100</b>
<b><u>Staff on contractual basis</u></b>					
1.	Judgment Writer	On fixed salary of Rs.14100/-, in the initial of pay scale of Rs.10300-34800 + 3800 (Grade Pay)			3
2.	Driver	On fixed salary of Rs.7910/-, in the initial of pay scale of Rs.5910-20200 + 2000 (Grade Pay)			1
3.	Peon	On fixed salary of Rs.6200/-, in the initial of pay scale of Rs.4900-10680 + 1300 (Grade Pay)			1
	<b>Total:-</b>	-			<b>5</b>

<b><u>Staff on temporary basis in the court of the Special Judicial Magistrate, Kullu, H.P.</u></b>			
1.	Junior Scale Stenographer	Fixed monthly honorarium i.e. last pay drawn minus pension, inclusive of commuted value of pension, if any, in case of retired official or an amount equal to the gross salary of the post at the stage of initial appointment, in case of fresh appointment from open market, as the case may be.	1
2.	Clerk-cum-Typist	-do-	1
3.	Clerk-cum-Ahlmad	-do-	1
4.	Peon	-do-	1
	<b>Total:-</b>	-	<b>4</b>
<b><u>Managerial and Technical Staff deployed on temporary basis, in this Division, by the Hon'ble High Court of Himachal Pradesh, Shimla.</u></b>			
1.	Court Manager	Fixed monthly salary of Rs.45,000/-	1
2.	System Officer	Fixed monthly salary of Rs.11,100/-	1
3.	System Assistants	Fixed monthly salary of Rs.6,800/-	2
	<b>Total:-</b>	-	<b>4</b>
	<b>Grant Total:-</b>	-	<b>113</b>

**Chart showing total strength of Judicial Officer + Superintendent Grade-I (Gaz.) + Staff on regular basis + Staff on contract basis + Staff on temporary basis + Managerial & Technical Staff**

1.	Judicial Officers=	6
2.	Superintendent Grade-I(Gaz.)	1
3.	Staff on regular basis=	99
4.	Staff on contract basis=	5
5.	Staff on temporary basis=	4
6.	Managerial & Technical Staff	4
	<b>Grand Total=</b>	<b>119</b>

**FUNCTIONS OF THE ORGANISATION:-**

- i) Judicial and
- ii) Administrative

**4.1(b)(ii):- The powers and duties of its Officers and employees:-**

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

**I. District and Sessions Judge:-**

1. To perform duties in the Court as District Judge, Motor Accident Claims Tribunal, Appellate Authority, Special Judge and Sessions Judge.



2. The District and Sessions Judge exercises the following Judicial and Administrative business/work:-

**1. Judicial Work:-**

1. To exercise the powers as District Judge in Civil matters and also the first Appellate Authority in Rent Control cases.
2. To exercise the powers of Motor Accident Claims Tribunal(I) in claim cases under the MV Act.
3. To hear and decide all the Civil matters having pecuniary jurisdiction between 10 to 15 lacs.
4. To exercise the powers of Appellate Authority in Civil Misc. Appeals (under Rent Control cases) which are arisen from the order(s) of Rent Controller(s) functioning in Kullu Division.
5. To hear and decide the cases under the Hindu Marriage Act, Succession Act, Guardian and Wards Act, Insolvency Act cases etc.
6. 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 applications under section 439 Cr. P.C.
7. To try sessions cases.
8. To try the cases under the Narcotics Drugs and Psychotropic Substances Act, Prevention of Corruption Act and the cases under the Prevention of Terrorists Act as Special Judge.
9. To try the cases under the Scheduled Caste and Scheduled Tribes (Prevention of Atrocities Act) exercising the powers of Special Judge.
10. To hear the criminal appeals filed against the acquittal by the State and also against the convictions of the Magisterial Courts functioning in this Civil and Division.
11. To exercise the powers under section 153 of the Electricity Act, 2003, for the purpose of providing speedy disposal of the offences referred to in the section 135 to 139 as Single Judge of the Special Court.
12. Besides, the District and Sessions Judge having the Administrative/Judicial business powers, also assign the cases to the Court of Fast Track Court, Kullu, for disposal in accordance with law.

**2. Administrative business:-**

1. Overall supervision on the working of the Subordinate Courts functioning in this Civil and Sessions Division.
2. Controlling Officer in respect of the all the Courts Subordinate in this Civil and Sessions Division.

3. Appointing Authority in respect of the Class-II, III and IV officials/employees of this Civil and Sessions Division.
4. Disciplinary Authority in respect of all Class-II, III and IV officials/employees working in this Civil and Sessions Division.
5. To dispose of representations of all the ministerial staff as well as Class-IV staff of this Civil and Sessions Division.
6. Preparation of petitions, applications, plaints, written statements, replies etc. in all matters in which District and Sessions Judge is a party.
7. Recording of A.C.Rs. of the Civil Judges(Sr./Jr. Divisions), posted in this Civil and Sessions Division and the supporting staff of the office of District and Sessions Judge or attached thereto.
8. Accepting Authority in respect of the ACRs recorded by the concerned Judicial Officers in respect of their supporting staff.
9. All the administrative matters to be taken up with the Hon'ble High Court in respect of this Civil and Sessions Division.
10. Preparation of panel of lawyers for providing free legal aid to the accused/litigants and all such functions/duties that may be assigned by the Hon'ble High Court/HP State Legal Services Authority, Shimla.
11. Submission of applications alongwith recommendations to the Hon'ble High Court for appointment of Oath Commissioners in this Civil and Sessions Division.
12. Grant of casual/earned leave to the staff members of the establishment of this Division.
13. Drawing and Disbursing Officer in respect of the establishment of District and Sessions Judge.
14. Sanctioning Authority in respect of certain Accounts/Administrative matters as per the provisions made in the H.P.F.R.
15. Overall control upon the Judicial Officers and staff working in this Division.
16. To deal with the complaints against the Judicial officers, Officials and staff of this Division.
17. Processing of requests for advance/withdrawal from G.P.F. received from the Judicial Officers and staff of this Division.
18. Submission of applications for the grant of eared leave application of Judicial Officers of this Division to the Hon'ble High Court after making recommendations and proposing leave arrangement.
19. To exercise powers/discharge functions as per various provisions of Legal Services Act, 1987.
20. Countersigning the T.A. Bills/Medical Reimbursement Bills of Judicial Officers of this Division.
21. Pay fixation and grant of benefit under Assured Career Progression Scheme to the Class-II, III and IV officials of this Division.
22. Conducting periodical Jail Inspection, quarterly inspection of own court, annual inspection of the Subordinate Courts of this Division besides

- surprise visits at least twice in a calendar year of the Subordinate Courts and recording Inspection Notes thereof.
23. Monitoring of all ongoing construction works in respect of the Court complexes/additional accommodation and residential houses for the Judicial Officers in this Division.
  24. Correspondence with the Hon'ble High Court and other offices for sending information of formal nature.
  25. Processing of various resolutions received from the Bar Associations of the Distt. Level and Sub Divisional level in this Division.
  26. To conduct monthly meeting of "Distt. Level Monitoring Committee" being its Chairperson, to resolve/discuss the problems of the Advocates/litigants.
  27. Supply of stationary articles to the Subordinate Courts in this Division.
  28. Grant of licence to the Petition Writers and private Typists in accordance with rules framed by the Hon'ble High Court of H.P; Shimla.
  29. Allotment of chambers to the lawyers as per rules.
  30. Permission for spot inspection in judicial matters to the Judicial Officers of this Division.
  31. Submission of Inter-District Transfer cases of the employees of this Division to the Hon'ble High Court of H.P; Shimla.
  32. Declaration of local holidays for the Judicial Courts of this Division.
  33. Furnishing of informations as sought by the Questions of the Lok Sabha, Rajya Sabha and State Legislative Assembly.
  34. Submission of monthly, quarterly, half yearly and yearly returns of pension cases to the Hon'ble High Court.
  35. Grant of Administrative Approval and Expenditure Sanction for the purchase of law books/reports/journals and binding charges etc. within the prescribed limits in respect of own court and Subordinate Courts.
  36. Grant of Administrative Approval and Expenditure Sanction for the expenditure on repair/service/replacement of parts, tyres & tubes of the official vehicles of this Division, as per prescribed limits.
  37. Allocation of funds under Sub-head "Road and Diet Money" to the Subordinate Courts.
  - 38. To perform the duties as Chairman of the District Legal Services Authority, Kullu and Lahaul Districts at Kullu and implement the schemes under the National Legal Services Authority's Act, 1987 as well as National Plan of Actions as formulated from time to time by the National Legal Services Authority, New Delhi.**

#### **Superintendent Grade-I:-**

1. To supervise the work of all sections of this office/ Division. He is normally the In-charge of office/ Division on Administrative/Financial side.

2. To assist the Distt. & Sessions Judge in a decision making and formulation of plans and programmes with regard to administration.
3. To present all cases, matters before the Distt. & Sessions Judge in a precise manner with possible solutions and suggestions to take effective steps for building-up and maintaining all essential records.
4. To effectively supervise the work and conduct of all lower functionaries.
5. To issue orders in accordance with the decisions taken by the Distt. & Sessions Judge and under proper authentication.
6. To go through and initial with date the dak received by him and mark the papers to concerned dealing hand(s) and also go give directions for its disposal whenever 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 perusal and directions in case, the same has not been seen by the officer.
8. To advise from time to time measures necessary for expeditious disposal of business/work in the office.
9. To keep a vigil/watch over timely submission/receipt of returns/statements and to send the same to the quarters concerned duly checked and scrutinized.
10. To see that all the dealing hands and diaryist maintain all required registers and keep the same up-dated.
11. To prepare papers and compile date for meeting and to ensure timely submissions thereof.
12. To ensure punctuality in attendance in the office and to advise the staff in the matters of conduct, discipline.
13. To ensure that the dealing hands maintain their Assistant's diaries regularly and note the particulars of initials submissions of cases and also record final disposal of receipts at appropriate stage on final disposal of the cases.
14. To maintain the record of ACRs in respect of all the employees working in this Division.
15. To maintain registers of Security Deposits, Ephemeral Rolls, Telephone Register, register of ministerial staff, Jail inspection register, register of submission of quarterly inspection note(s), attendance register etc.
16. To maintain registers of complaints against or inquiries into the conduct of the Govt. servants.
17. To maintain the register of surprise checking of Subordinate Courts.
18. To maintain the register of confidential receipt/dispatch.
19. To act as Court Officer under the High Court of Himachal Pradesh Case Flow Management (Subordinate Court), Rules, 2005.
20. To act as Examiner for the purpose of attestation of certified copies to be supplied by the Copying Agency at Kullu.
21. To perform the duties as In-Charge of Central Library.

39. To perform the duties as Superintendent of the District Legal Services Authority, Kullu and Lahaul Districts at Kullu and to render all kinds of assistance to its Chairman to implement the schemes under the National Legal Services Authority's Act, 1987 as well as National Plan of Actions as formulated from time to time by the National Legal Services Authority, New Delhi.
40. To supervise and control overall Protocol work/ arrangements within the Division and to act as liaison officer in this regard.

**Superintendent Grade-II(Reader):-**

1. To act as Reader in the Court of Distt. & Sessions Judge, Kullu.
2. To maintain registers of Civil and Criminal cases regularly.
3. To maintain fine register and receipt books.
4. To maintain guard file of treasury challans regarding deposits of fine amount.
5. To maintain the register of document return, register of plaint(s)/appeal(s) return.
6. To act as Court Officer in the absence of Superintendent Grade-I under the High Court of Himachal Pradesh Case Flow Management (Subordinate Courts), Rules, 2005.
7. To discharge the duties of Superintendent Grade-I, of this office, in absence of Superintendent Grade-I.
8. To act as Examiner in the absence of Superintendent Grade-I for the purpose of attestation of copies to be supplied by the Copying Agency.

**Personal Assistant:-**

1. To take dictations of the Presiding Officer and type the judgments/orders etc.
2. Any other work as may be assigned by the Presiding Officer.

**Senior Scale Stenographer:-**

1. To take dictations of the Presiding Officer and type the judgments/orders etc.
2. Any other work as may be assigned by the Presiding Officer.

### **English Clerk:-**

1. To maintain Service Books of the establishment of the office of District and Sessions Judge, Kullu.
2. To deal with all correspondence relating to establishment branch.
3. To prepare monthly, quarterly, half yearly and yearly statements/returns concerned with the establishment branch.
4. To maintain all the correspondence files and records on administrative side.
5. To maintain personal files of all the Judicial Officers employees of this Division.
6. To maintain all the registers concerning the English/Establishment Branch, as required.
7. To deal with the cases of GPF withdrawal of the employees of this Division.
8. To deal with the matters qua appointment of Oath Commissioners/Petition Writers/private Typists/Clerks of legal practitioners etc.
- 9. To deal with protocol matters.**
10. To deal with matters qua training to Judicial Officers/staff of this Division.
11. To assist the Superintendent Grade-I in maintaining the Central Library.

### **Civil Nazir(Accounts):-**

1. To maintain General Cash Book.
2. To maintain Diet Money register/Cash Book.
3. To maintain Pay register/token register.
4. To maintain Bill register.
5. To maintain office expenses register.
6. To maintain register of allocation of budget and other registers as required.
7. To deal with the medial reimbursement claims of Judicial Officers of this Division for countersignature.
8. To deal with the claims of medical reimbursement of staff of this office.
9. To deal with FTA/TA bills in respect of the Judicial Officers of this Division, for countersignature/staff of this office.
10. To process GPF advance cases in respect of employees of this office.
11. To deal with the matters relating to accounts.
12. To maintain registers of fixed deposits in court cases.

**Translator:-**

1. To do translation work.
2. To prepare statements (monthly, quarterly, half yearly) of disposal/institution/pendency of civil and criminal cases, cases in which senior citizens are parties etc.
3. To perform duties as Reader/Record Keeper/English Clerk in their absence.
4. To perform any work as assigned by the Presiding Officer.
5. In-charge of Computer section.
6. **To discharge the duties as Clerk of the District Legal Services Authority, Kullu and Lahaul Districts at Kullu and to render all kinds of secretarial assistance to its Chairman to implement the schemes under the National Legal Services Authority's Act, 1987 as well as National Plan of Actions as formulated from time to time by the National Legal Services Authority, New Delhi.**

**Record Keeper:-**

1. To deal with the decided files which are consigned to the Record Room by the District and Sessions Court, Kullu and Fast Track Court, Kullu.
2. To maintain civil and criminal cases register which consigned to the Record Room.
3. To attend the requisitions received from the Hon'ble High Court for submission of record.
4. To maintain movement register regarding submission of record/files to the Copying Agency.
5. To perform duties as Translator/English Clerk/Civil Nazir(Accounts) in their absence.

**Naib Nazir:-**

1. To assist the Civil Nazir(Accounts) in discharge of his duties.
2. To work as Civil Nazir(Accounts) in his absence.
3. To maintain register of stationary articles and to work as in-charge of stationary.
4. To assist the Superintendent Grade-I and English Clerk in maintaining the Central Library.

**Copyist/Copying Agent:-**

1. To perform duties as Copying Agent.
2. Maintain various registers relating to Copying Agency at Kullu.
3. To discharge duties as in-charge of Copying Agency, Kullu.
4. To work as Record Keeper of this office in his absence.
5. To maintain record of consumption of papers of Photostat, to get proper maintenance of Photo Machines.
6. To prepare/supply certified copies of Judicial Records to the parties.
7. To assist the Copyists in discharge of their duties.

**Civil Ahlmad:-**

1. To maintain civil cases registers as per rules.
2. To work as custodian of civil cases files.
3. To deal with the correspondence relating to civil cases.

**Criminal Ahlmad:-**

1. To maintain criminal cases registers as per rules.
2. To work as custodian of criminal cases records.
3. To deal with the correspondence relating to criminal cases.

**Process Servers:-**

1. To effect service of summons/notices.
2. To discharge duties in place of Peons during their leave.
3. To perform protocol or other duties as assigned by the office.

**Peons/Orderly:-**

1. To perform duties in the Court/office as per rules.
2. To call upon the cases and also attend the Presiding Officer while in Chamber.

**Safaikaramcharies:-**

1. To do the sweeping/cleaning work.

**Chowkidar:-**



1. To keep proper vigil of the Judicial Court Complex and records/furnitures/other property before and after office hours.

**Mali:-**

1. To maintain properly flowers beds of the Court Compound/Sessions House.

**Other Managerial/ Technical Staff:-**

**Court Manager:-**

To provide managerial assistance/ discharge duties as assigned by the Judicial Officers and Superintendent Grade-I (Gaz.), of the Division as well as by the Hon'ble High Court of Himachal Pradesh, Shimla, from time to time.

**Technical Manpower**

**(i.e. one System Officer and two System Assistants):-**

To take necessary steps/ provide necessary technical assistance/ technical or IT training to the officers and officials of the Division, in connection with effective, efficient and timely implementation of the ambitious e-Courts Project in this Division as well as to keep in liaison with the Hon'ble High Court of Himachal Pradesh, Technical Department of the Government of Himachal Pradesh, District Informatics Office (NIC), Kullu and BSNL authorities, Kullu, in technical matters.

**4(1)(b)(iii) The procedure followed in the decision making process including channels of supervision and accountability:-**

As per instructions issued by the Hon'ble High Court of H.P; Shimla, from time to time.

**4(1)(b)(iv) The norms set by it for the discharge of its functions:-**

Norms set up for the discharge of its functions are in the form of various Rules, Orders and Instructions etc. 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 of H.P; Shimla, issued from time to time came to be complied in Sept; 1991, w.e.f. March, 1972 to mid July, 1991 and volume-II of such circular came to be complied in April, 2002, w.e.f. mid July, 1991 to March, 2002.

**4(1)(b)(v) The Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging the functions:-**

1. "The Himachal Pradesh State Legal Services Authority(Regulation), 1996".
2. "The Special Marriage and Divorce (Himachal Pradesh) Rules, 1982".

**PART-B:-**

**Rules concerning the Subordinate Courts:-**

**1. Administrative Business:-**

1. "The Himachal Pradesh Subordinate Courts 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".

**2. Appointment:-**

1. "The Appointment and Control Rules of Superintendents to the District and Sessions Judge in Himachal Pradesh, Rules, 1995".
2. "The Himachal Pradesh Subordinate Courts Staff (Recruitment, Promotion and Conditions of Service) Rules, 1997".
3. "The Himachal Pradesh Subordinate Courts Typists (Grant of Licence, Registration and Control) Rules, 2001".

### **3. 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 the Subordinate Courts by the Presiding Officers of Court) Rules, 1998".
4. "The High Court of Himachal Pradesh Case Flow Management (Subordinate Courts) Rules, 2005"

### **Part-C: Rules concerning Hon'ble High Court as well as Subordinate Courts:-**

#### **1. 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. "The maintenance of Shorthand Note Books Rules, 1989".

#### **2. Appointment:-**

1. "The Himachal Pradesh Subordinate Courts' Staff (Recruitment, Promotion and conditions of Services) Rules, 2012".
2. "The High Court of Himachal Pradesh Clerks of Legal Practitioners (Registration and Control) Rules, 1984.
3. "The Himachal Pradesh Oath Commissioner (Appointment and Control) Rules, 1996".
4. "The High Court of Himachal Pradesh Petitioner Writers (Grant of Licence and Conduct) Rules, 1989".

5. "The High Court of Himachal Pradesh Petty Offences (Trials by Special Judicial Magistrates) Rules, 1998".
6. "The High Court of Himachal Pradesh (Special Judicial Magistrate Qualifications) Rules, 1981".

### **3. 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 Act, Rules, Regulations, Instructions followed are as under:-**

1. F.R. & S.R.
2. CCS(Leave Rules), 1972.
3. T.A. Rules.
4. L.T.C. Rules.
5. Pension Rules.
6. C.C.S.(C.C.A.) Rules, 1965
7. C.C.S.(Conduct) Rules, 1964
8. G.P.F. Rules
9. Medical Attendance Rules
10. H.P. Financial Rules
11. Printing and Stationary Manual
12. H.P. Budget Manual
13. Office Manual
14. Punjab High Court Rules and Orders as applicable to the State of H.P.

### **4(1)(b)(vi) A statement of the categories of documents that are held by it or under its control:-**

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.

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.

**4(1)(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(1)(b)(viii) A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advice, and as to whether meeting 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 connection it is already mentioned 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.

**4(1)(b)(viii)A directory of its officers and employees:-**

As already stated under para-4 above.

**4(1)(b)(ix)The monthly remuneration received by each of its officers and employees (as on**

**31.03.2012)including the system of compensation as provided in its regulation:-**

**(In respect of Officers and staff office of the District and Sessions Judge, Kullu, H.P.)**

Sr. No.	Name of the officer/official	Designation	Pay Scale + Grade Pay (In Rs.)	Basic Pay[including GP] (In Rs.)	Total salary (In Rs.)
1.	Shri Baldev Singh	Distt. and Sessions Judge	51550-63070	55,240	1,01,863/-
2.	Shri Suresh Thakur	Superintendent Grade-I (Gaz.)	15600-39100 +5400	23,150 +5400 =28,550	49,506/-
3.	Shri Chaman Lal	Personal Assistant	10300-34800 +4800	24,490 +4800 =29,290	52,129/-
4.	Shri Ramesh Kumar	Superintendent Gr.-II(Reader)	10300-34800 +4800	20,760 +4800 =25,560	45,213/-
5.	Shri Jeet Singh	Sr. Sc. Steno.	10300-34800 +4400	15,350 +4400 =21,040	37,689/-
6.	Shri Dharmender Singh	Civil Nazir(Accounts)	10300-34800 +4400	15,350 +4400 =19,750	35,020/-
7.	Shri Lal Chand	English Clerk	10300-34800 +4400	17,760 +4400 =22,160	39,465/-
8.	Shri Bhagat Ram	Translator	10300-34800 +4400	14,070 +4400 =18,470	32,818/-
9.	Smt. Neeta Kashyap	Record Keeper	10300-34800 +4400	14,070 +4400 =18,430	32,850/-
10.	Smt. Navneeta Sharma	Copyist/ Copying Agent	10300-34800 +3600	10,720 +3600 =14,320	25,480/-
11.	Smt. Vijay Lakshmi	Naib Nazir	10300-34800	10,710 +3600	25,463/-

			+3600	=14,310	
12.	Smt. Rita Bhardwaj	Civil Ahlmad	10300- 34800 +3600	10,720 +3600 =14,320	24,880/-
13.	Shri Pradeep Kumar	Criminal Ahlmad	10300- 34800 +3600	10,720 +3600= 14,320	24,880/-
14.	Miss Manju Kumari	Clerk-cum- Typist	10300- 34800 +3200	10,710 +3200 =13,910	24,775/-
15.	Shri Hem Raj Thakur	Clerk	10300- 34800 +3200	10,300 +3200 =13,500	24,352/-
16.	Miss Divya Mahesh	Clerk	5910- 20200 +1900	6400 +1900 =8300	14,826/-
17.	<i>Post lying vacant</i>	Clerk	5910- 20200 +1900	-	-
18.	Shri Jagdish Kumar	Driver	5910- 20200 +3000	12,230 +3000 =15,230	26,776/-
19.	Shri Tikam Ram	Daftri	5910- 20200 +1650	14,270 +2,000 =16,270	28,493/-
20.	Shri Gopal Dass	Process Server	4900- 10680 +1650	9400 +1650 =11,050	20,036/-
21.	Shri Amar Kosh	-do-	4900- 10680 +1650	7240 +1400 =8,640	15,791/-
22.	Smt. Balak Dassi	Peon	4900- 10680 +1650	9,930 +1900 =11,830	21,178/-
23.	Shri Harish Kumar	Orderly	4900- 10680 +1650	6,810 +1650 =8,460	15,381/-
24.	Shri Inder Singh	Peon	5910- 20200 +1900	9,150 +1900 =11,050	19,936/-

25.	Shri Tek Singh	Chowkidar	4900- 10680 +1650	10,940 +1900 =12,840	23,015/-
26.	Shri Joginder Singh	Mali	4900- 10680 +1650	6,120 +1650 =7,770	13,994/-
27.	Shri Shiv Ram	Mali	4900- 10680 +1650	9,430 +1900 =11,330	20,318/-
28.	Shri Sanjay Kumar	Chowkidar, Sessions House, Kullu	4900- 10680 +1650	6,820 +1650 =8,470	15,398/-
29.	Smt. Urmila	Safaikaramchari	4900- 10680 +1650	9,430 +1900 =11,330	20,318/-
30.	Smt. Salochna Devi	Safaikaramchari, Sessions House, Kullu	5910- 20200 +1650	12,200 +1900 =14,100	25,182/-
31.	Shri Bhagi Rath	Chowkidar, Sessions House, Keylong	4900- 10680 +1650	6,570 +1650 =8,220	15,138/-

**4(1)(b)(xi) The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports disbursements made:-**

S.O.E.	Proposed Expenditure/ Budget Estimate for the financial year 2013-2014	Total expenditure during the financial year 2012-13	Remarks, if any
Major Head:- "2014-Administration of Justice" 105-Civil and Sessions Courts, 01-Civil and Sessions Courts Establishments(V) Non-Plan-Soon.			
<b>Salary</b>	1,10,54,223/-	1,12,58,869/-	-
<b>Wages</b>	-	-	-



<b>TA/FTA</b>	1,00,000/-	42,384/-	-
<b>Livery</b>	35,000/-	22,630/-	-
<b>O.E.</b>	9,00,000/-	7,66,668/-	-
<b>MR/FMA</b>	1,40,000/-	1,11,496/-	-
<b>Rent, Rate &amp; Taxes</b>	2,000/-	14,912/-	-
<b>P.P. &amp; S.S.</b>	2,000/-	-	-
<b>Motor Vehicle</b>	1,00,000/-	56,359/-	-
<b>Transfer TA Expenses</b>	1,00,000/-	8,701/-	-
Major Head:- "2014-Administration of Justice" 108-Criminal Courts, 01-Road and Diet Money to witnesses(V) Non-Plan-Soon.			
<b>R&amp;DM</b>	4,00,000/-	2,95,000/-	-
"2235-Social Security & Welfare" 200-Other charges, II, Reimbursement of Medical Expenses to Pensioners, other Charges-Non-Plan."			
<b>Medical Expenses to pensioners, other charges</b>	40,000/-	14,090/-	-

**4(1)(b)(xii) The manner of execution of subsidiary programmes including the amounts allocated and the details of beneficiaries as such programmes:-**

Not applicable.

**4(1)(b)(xiii) Particulars of recipient of concessions, permits or authorization granted by it:-**

Not applicable.

**4(1)(b)(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:-**

No information is so far reduced in an electronic form.

**4(1)(b)(xv) The particulars of facilities available to citizens for obtaining information, including the work hours of a library or reading room, if maintained for public use:-**

Not applicable.

**4(1)(b)(xvi)The names, designation and other particulars of the Public Information Officers:-**

1.	The State Public Information Officer At District Level For Kullu District	<b>Shri Rajeev Bali,</b> The Civil Judge(Sr. Divn.)-cum- Chief Judicial Magistrate, Kullu, District Kullu, H.P.
2.	The State Public Information Officer At District Level For Lahaul District	<b>Shri Jia Lal Azad,</b> The Civil Judge(Sr. Divn.)-cum-Chief Judicial Magistrate, Lahaul District at Kullu, H.P.
3.	The Assistant State Public Information Officer, at Sub Divisional Level For Manali, Sub Division of District Kullu.	<b>Shri Gaurav Sharma,</b> The Civil Judge(Jr. Divn.)-cum-JMIC, Manali, Distt. Kullu, H.P.
4.	Appellate Authority for Kullu and Lahaul Division at Kullu, H.P.	<b>Shri Purender Vaidya,</b> The District and Sessions Judge, Kullu and Lahaul Distts. at Kullu, H.P.

**4(1)(b)(xvi)Such other information as may be prescribed, and thereafter update these publications every year:-**

-NIL-

District and Sessions Judge  
Civil and Sessions Division  
Kullu, H.P.

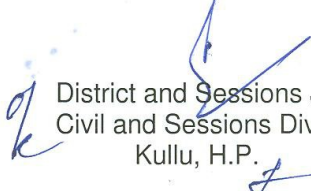
3969 to 3974

Endst. No.D&SJ/KLU/E/RTIA/(237)II/05-

Dated:- 05.06.2013

Copy forwarded for information to:-

1. The Registrar General, High Court of H.P. Shimla – 171 001.
2. The OSD-cum-CPC & Computer Cell, Hon'ble High Court of Himachal Pradesh, Shimla-1, with request to kindly get this information uploaded on the website of District Court, Kullu, for wide publicity and information of all concerned. Also requested that the similar information pertaining to the last year may kindly be removed from the website.
3. The State Chief Information Commissioner, H.P. Shimla- 171 002.
4. The State Public Information Officer (CJMs) at Distt. Level, Kullu/L&S at Kullu.
5. The Assistant State Public Information Officer at Sub Divisional Level, Civil Judge(Jr. Divn.)-cum-JMIC, Manali, Distt. Kullu.

  
District and Sessions Judge  
Civil and Sessions Division  
Kullu, H.P.