

DISTRICT COURT ALMORA
(UTTARAKHAND)
RTI MANUAL 2005



MANUAL
OF
DISTRICT JUDICIARY
ALMORA

UNDER

SECTION 4(1) (B)

OF

RIGHT TO INFORMATION

ACT, 2005

SECTION 4 (1) (B) (i)

The particulars of District Judiciary Almora,
Uttarakhand, functions and duties:

PARTICULARS ::

District Judiciary, Almora under administrative and judicial
control of Hon'ble High Court Uttarakhand at Nainital .

FUNCTION ::

Civil & Criminal Court .

DUTIES ::

- (1) Administrative.
- (2) Judicial.

SECTION 4 (1) (B) (ii)

The powers and duties of Officers and Employees of the District Judiciary, Almora.

POWERS & DUTIES ::

The District Courts of Almora are headed by the District Judge, Almora. Each and every court in these courts is presided over by a Judge. These Courts are under administrative and judicial control of the Hon'ble High Court of Uttarakhand.

The Highest Court in District is that of the District & Sessions Judge. This is the principal court of Civil Jurisdiction. This is also a Court of Sessions. Sessions tribal cases are tried by the Sessions Court. It has District Judiciary, in present time consisted of three cadres namely :

1. Higher Judicial Services which includes District and Sessions Judge and the Additional District & Sessions Judges.
2. Civil Judge (Senior Division) cadre which includes Judge Small Causes Court, Civil Judge (S.D.), Addl. Civil Judge (S.D.), Chief Judicial Magistrate and Additional Chief Judicial Magistrate.
3. Civil Judge (Junior Division) cadre which includes Civil Judge (J.D.), Additional Civil Judge (J.D.), Judicial Magistrate Ist Class.

District and Sessions Judge is the Head of the District Judiciary. He is the Senior Officer Of H.J.S. cadre. As per the pendency of the cases in District, Additional District and Sessions Judges are appointed by Hon'ble the High Court of original and appellate jurisdiction. The judicial functioning of District & Sessions Judge and the Additional District & Sessions Judges in the same, but all other officers of each cadre works under the administrative control of District Judge.

Chief Judicial Magistrate is the Head of District Magistracy in Criminal Side. The Chief Judicial Magistrate tries and disposes the Criminal Cases and also allocates the criminal work to other criminal courts as per the arrangement made by him in consultation with District Judge. He can award a sentence up to seven years. He also hears appeals under Nagar Palika Adhiniyam with regard to the Tax Assessment and mutation.

Civil Judge (Senior Division) exercise unlimited pecuniary jurisdiction in Civil Side. Civil Judge (Senior Division), also hears appeals against the orders and judgment passed in Civil cases by Civil Judge (Junior Division), which are transferred by District Judge.

Civil Judge (Junior Division) exercises the Civil Jurisdiction up to the pecuniary valuation of Rs. one lac.

Judicial Magistrate, First Class are appointed by Hon'ble the High Court as per the provision of Cr.P.C. for disposal of Criminal Cases as per the distribution made by the Chief Judicial Magistrate in consultation with the District Judge. He can award a sentence up to three years and can impose fine up to Rs. five thousand.

SECTION 4 (1) (B) (iii)

The procedure followed in the decision making process, including channels of supervision and accountability.

The cases are decided as per Provisions of Law.

Proceeding of Courts and Officers as per provisions of Rules.

(1) General Rules (Civil)

(2) General Rules (Criminal)

SECTION 4 (1) (B) (iv)

The norms set for the discharge of the functions of the District Judiciary, Almora.

The Rules, Regulations, Instructions Manuals and Records, held by it or under its control or used by its Employees for discharging its function.

1. General Rules (Civil) 1957
2. General Rules(Criminal) 1957
3. Circular Letters and General Letters of Hon'ble High Court.

SECTION 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 its functions:

1. All the laws are applicable.
2. Rules of the Court. 1952.

SECTION 4 (1) (B) (vi)

A statement of the categories of documents that are held by it or under its control:

- (1) Judicial Record.
- (2) Administrative Record.

SECTION 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;

That is not required as per the Provisions of Law.

SECTION 4 (1) (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 meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

No Boards, Councils, Committees and other Bodies consist for this purpose .

SECTION 4 (1) (B) (ix)

A Directory of Officers and Employees of the District Judgeship Almora.

Name of Officers/ Employee	Office/Residence	Fax No.
Dr. Gyanender Kumar Sharma District & Session Judge , Almora	O- 230190 O- 233337 R- 232866	05962-230190
Shri Rahul Garg, Addl. District & Session Judge, Almora	05962-230190	05962-230190
Shri Amit Kumar Sirohi Addl. District & Session Judge, Ranikhet	05966-220613	05966-220613
Shri Man Mohan Singh , Chief Judicial Magistrate, Almora/ Addl. Charge Civil Judge (S.D.) Almora	05962-230190	05962-230190
Smt. Seash Chandra Secretary, District Legal Service Authority , Almora	05962-231105	05962-230190
Shri Sanjeev Kumar Civil Judge (J.D.), Almora	05962-230190	05962-230190
Shri Dharmendra Shah Civil Judge (J.D.), Ranikhet	05966-220613	05966-220613
Smt. Mridual Pawar P.A. to District Judge, Almora	9456164790	-
Shri Sher Singh Bisht	9411706521	-
Shri Rajendra Singh Taragi	9410502525	
Kamal Kishor Kandpal	9639476012	
Shri Vidya Ratan	9410988375	-
Shri Deewan Singh Bora	9411759073	-
Shri Dheeraj Tewari	9456371519	-
Shri Minhaz Khan	9412977941	-
Shri Daya Prasad	9456574107	-
Shri Rajendra Pal	9410133008	-
Shri Jeewan Singh Bora	9411105101	-
Shri Niranjana Lal	9627951375	-

Shri Shiv Singh Mehra	9412094832	-
Smt. Arti Arya	9456764876	-
Shri Triveni Pant	9411116505	-
Shri Harsh Pandey	9719033335	-
Sri Rajesh Kumar	9456163288	-
Sri Om Prakash	9456746946	-
Sri Subhash Singh	8979369240	-
Smt. Sarita Pant	9458924970	-
Smt. Rekha Mehta.	9412908265	-
Shri Ravindra Kumar	9536576714	-
Shri Paras Tulera	9917506212	-
Shri Chander Shakar Tiwari	9837841001	-
Shri Vinod Bisht	9012586857	-
Shri Digar Singh Kalakoti	7351769331	-
Smt. Deepika Gahtodi	9411520093	-
Smt. Yogita Shekhar Tiwari	7417694576	-
Shri Sanjeev Kumar	9917421890	-
Shri Ashok Lohani	9536115540	-

SECTION 4 (1) (B) (x)

The monthly remuneration received by each of the Officers and Employees of the District Judiciary, Almora, including the system of compensation as provided in its regulations.

Pay As on the For the year 2018-19

Dr. Gyanender Kumar Sharma District & Session Judge , Almora	70290-76450	74910/-
Shri Rahul Garg, Addl. District & Session Judge, Almora	51550-63070	58930/-
Shri Amit Kumar Sirohi Addl. District & Session Judge, Ranikhet	51550-63070	60310/-
Shri Man Mohan Singh , Chief Judicial Magistrate, Almora/ Addl. Charge Civil Judge (S.D.) Almora	39530-54010	43690/-
Shri Seash Chandra Secretary, District Legal Service Authority , Almora	39530-54010	44770/-
Shri Sanjeev Kumar Civil Judge (J.D.), Almora	27700-44770	31550/-
Shri Dharmendra Shah Civil Judge (J.D.), Ranikhet	27700-44770	30010/-
Smt. Mridula Pawar P.A. to District Judge, Almora	47600-151100	72100/-
Shri Sher Singh Bisht Chief Administrative Officer District Judge's Almora	56100-177500	57800/-
Shri Rajendra Singh Taragi Chief Administrative Officer District Judge's Almora	56100-177500	57800/-

Shri Vidya Ratan Chief Administrative Officer District Judge's Almora	56100-177500	57800/-
Shri Dheeraj Tewari Administrative Officer District Judge's Almora	44900-142400	46200/-
Shri Minhaz Khan Administrative Officer District Judge's Almora	44900-142400	44900/-
Shri Deewan Singh Bora Senior Administrative Officer District Judge's Almora	47600-151100	49000/-
Shri Daya Prasad Administrative Officer District Judge's Almora	44900-142400	44900/-
Shri Shiv Singh Mehara Senior Administrative Officer District Judge's Almora	47600-151100	49000/-
Shri Rajendra Pal Senior Administrative Officer District Judge's Almora	47600-151100	47600/-
Shri Jeewan Singh Bora Stenographer, A.D.J.	47600-151100	62200/-
Shri Niranjana Lal Administrative Officer District Judge's Almora	44900-142400	46200/-
Smt. Arti Arya Head Assistant.	35400-112400	37600/-
Shri Kamal Kishor Kandpal Senior Assistant	29200-92300	31000/-
Shri Triveni Pant Senior Administrative Officer District Judge's Almora	47600-151100	47600/-
Shri Harsh Pandey	5200-20200	8960/-
Shri Ravindra Kumar Senior Assistant	29200-92300	31000/-
Smt. Sarita Pant Senior Assistant	29200-92300	31000/-
Smt. Rekha Mehta Senior Assistant	29200-92300	31000/-

Shri Subhash Singh Stenographer, C.J. (J.D.) Almora.	29200-92300	34900/-
Shri Lalit Mohan Stenographer, Civil Judge (Jr. Div) Dwarahat	29200-92300	35900/-
Shri Om Prakash Stenographer, Chief Judicial Magistrate Almora.	29200-92300	35900/-
Shri Rajesh Kumar Senior Assistant	35400-112400	46200/-
Shri Paras Tuleria Junior Assistant	21700-69100	24500/-
Shri Chander Shakar Tiwari Steno, A.D.J. Ranikhet	29200-92300	31900/-
Shri Vinod Bist Junior Assistant	21700-69100	24500/-
Shri Digar Singh Kalakoti Junior Assistant	21700-69100	24500/-
Smt. Deepika Gahtodi Junior Assistant	21700-69100	24500/-
Smt. Yogita Shekhar Tiwari Steno, Civil Judge (Jr.Div) Ranikhet	29200-92300	31000/-
Shri Sanjeev Kumar Steno, Civil Judge (Jr.Div) Bhikiyasain	29200-92300	31000/-
Shri Ashok Lohani Steno, Civil Judge (Sr.Div) Almora	29200-92300	31000/-

Pay As on the Year 2018-19

Sri Pan singh Driver	44900-142400	52000/-
Sri Navin Chandra Kandpal Orderly Peon	29200-92300	37000/-
Sri Kishan Singh Bisht Water Man	18000-56900	21500/-
Sri Mahesh Chandra Joshi Process Server	29200-92300	37000/-
Sri Jiwan Singh Sanga	29200-92300	37000/-

Process Server		
Sri Manohar Lal Sah Process Server	29200-92300	35900/-
Sri Laxman Singh Bora Process Server	29200-92300	34900/-
Smt. Geeta Pandey Peon	29200-92300	35900/-
Sri Rajendra Ram Process Server	29200-92300	35900/-
Sri Rajendra Singh Bisht Process Server	29200-92300	35900/-
Sri Madan Singh Mehra Process Server	29200-92300	35900/-
Sri Dhan Singh Kunjwal Process Server	29200-92300	34900/-
Sri Bishan Ram Peon	29200-92300	35900/-
Sri Umrao Singh Peon	29200-92300	33900/-
Sri Jiwan Chandra Upadhyay Orderly Peon	25500-81100	33300/-
Smt. Jayanti Devi Peon	25500-81100	33300/-
Smt. Uma Arya Process Server	25500-81100	33300/-
Sri Harish Singh Mer Process Server	25500-81100	32300/-
Sri Anand Singh Mer Process Server	25500-81100	32300/-
Sri Naveen Chandra Process Server	19900-63200	29300/-
Sri Bhupal Singh Peon	19900-63200	29300/-
Sri Jagdish Chandra Bhatt Peon	19900-63200	29300/-
Km. Janki Bhatt Process Server	19900-63200	29300/-
Sri Sanjay Kumar Singh Farrash	19900-63200	29300/-
Sri Kedar Singh, Peon	19900-63200	29300/-

Sri Amar Singh Chaukidar	19900-63200	29300/-
Sri Bharat Singh Rawat Process Server	19900-63200	29300/-
Sri Chandra Shekhar Joshi Process Server	19900-63200	29300/-
Sri Ganesh Singh Taragi Chaukidar	19900-63200	28400/-
Sri Mohan Chandra Process Server	5200-20200	8400/-
Sri Lalit Singh Bisht Process Server	18000-56900	25600/-
Smt. Shobha Bisht Peon	18000-56900	25600/-
Sri Narayan Chandra Process Server	19900-63200	25200/-
Smt. Pushpa Kalakoti Process Server	18000-56900	24900/-
Sri Nandan Singh Bisht Peon	18000-56900	22800/-
Sri Manoj Ram Peon	18000-56900	22800/-
Sri Jiwan Chandra Kandpal Peon	18000-56900	22800/-
Sri Jagdish Nath Goswami Orderly Peon	18000-56900	22800/-
Sri Kheem Singh Driver	21700-69100	30200/-
Sri Lalit Nath Goswami Peon	18000-56900	22800/-
Sri Deepak Chandra Orderly	18000-56900	20300/-
Sri Balam Singh Bangari Watch Man	18000-56900	20900/-
Sri Birendra Singh Watch Man	18000-56900	23500/-
Sri Pradeep Singh Nagarkoti Orderly	18000-56900	23500/-
Sri Vinod Kumar Mehra	18000-56900	23500/-

Section 4 (1)(b)(xi)

The budget allocated to each of its agency, indicating the particulars of all plans, Proposed expenditures and reports on disbursements made;

Statement showing total sanctioned budget by the Honorable High Court Utrakhand under head 2014-Administration of Justice-105-Civil & Session Court-03-District Judge in the Financial Year 2018-19

Sl. No	Name of the Head	Total budget sanctioned by the High Court
1	01-Pay	40000000
2	02-Mazdoori	20000
3	03-D.A	4800000
4	04-T.A	50000
5	05-T.T.A	-
6	06-O.A	2800000
7	07-Honorarium	-
8	08-Office Expenses	300000
9	09-Electric Charges	375000
10	10-Water Taxes	105000
11	11-Stationary & Printing	120000
12	12- Office Furniture	-
13	13-Telephone Charges	180000
14	14-Purchase of Staff Car	-
15	15-Maintenance of Staff Car & Purchase of Fuel	600000
16	16-Payment of Commercial Service	275000
17	17-Rent & Taxes	230000
18	22-Sumptuary Allowances	20000
19	25-Petty Works	-
20	27-Medical Reimbursement	300000
21	29-Maintenance	-
22	42- Other Expenses	12000
23	44- Training	-

24	45-L.T.C.	-
25	46- Purchase of Computer Hardware/Software	30000
26	47- Purchase of Stationary/ Maintenances	50000
27	48- D.P.	-
28	4059- Public Work	-

**108- Criminal Court
03- Regular Establishment**

1	01-Pay	4200000
2	02-Mazdoori	-
3	03-D.A	500000
4	04-T.A	15000
5	05-T.T.A	-
6	06-O.A	300000
7	07-Honorarium	-
8	08-Office Expenses	15000
9	09-Electric Charges	7000
10	10-Water Taxes	-
11	11-Stationary & Printing	15000
12	12- Office Furniture	-
13	13-Telephone Charges	20000
14	14-Purchase of Staff Car	-
15	15-Maintenance of Staff Car & Purchase of Fuel	80000
16	16-Payment of Commercial Service	-
17	17-Rent & Taxes	-
-	22-Sumptuary Allowances	-
19	25-Petty Works	-
20	27-Medical Reimbursement	20000
21	29-Maintenance	-
22	42- Other Expences	3000
23	44- Training	-
24	45-L.T.C.	-
25	46- Purchase of Computer Hardware/Software	-
26	47- Purchase of Stationary/ Maintenances	5000

27	48- D.P.	-
28	4059- Public Work	-

Section 4(1)(b)(xii)

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs, there are no subsidy programs in the District Court, Almora

Section 4(1)(b)(xiii)

Particular of recipients of concessions, permits or authorizations granted by it;

Not applicable in the District Court, Almora.

Section 4(1)(b)(xiv)

Details in respect of the information, available to or held by it, reduced in electronic form;

Judgments, Cause lists and information of Judges and Court accessible worldwide for litigant public

website: <http://ecourts.gov.in/almora>

Section 4(1)(b)(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

1-The litigant public can visit the website of the District Court

Almora <http://ecourts.gov.in/almora>

2-The litigant public can see the Cause list on the Notice Board.

3-The litigant public may enquire the status of their cases by moving applications in the Court.

SECTION 4 (1) (B) (xvi)

The Names, designations and Other

Public Information Officers:

- 1-Sri Vidhya Ratan.
Chief Administrative Officer.
Phone & Fax- 05962-230190**

- 2- Sri Triveni Pant
Munsarim/ Reader,
Civil Judge (J.D.), Ranikhet
Phone & Fax - 05966-220613**

- 3- Sri Ravindra Kumar
Munsarim/ Reader, Civil Judge,
(J.D.) Bhikiyasain.
Ph. 05966-242131**

- 4- Sri Paras Tulera
Munsarim/ Reader, Civil Judge,
(J.D.) Dwarahat.
Ph. 05966-244659**

**Particulars of the Appellate Authority under
Section 19(1) of the Right to Information Act.**

- 1- Sri Sanjeev Kumar.
Civil Judge (J.D.), Almora
Ph No. Office- 05962- 230190,
Fax No. 05962- 230190**

SECTION 4 (1) (B) (xvii)

**Such other Information as may be prescribed; and
thereafter undate these publications every year:**

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