

INFORMATION MANUAL FOR RTI ACT, 2005

DISTRICT & SESSIONS COURT, HOSHIARPUR**“PUBLIC INFORMATION OFFICER’S****CONTACT DETAILS”**

S. No	PIO's	Name/Designation	Phone No	Fax No.
DISTRICT & SESSIONS JUDGE, HOSHIARPUR				
1	Appellate Authority	District and Session Judge.	01882-220316	01882-240159
2	Public Information Officer	Sh. Rajiv Dhawan, CAO/Supdt. To District and Session Judge.	01882-220316	01882-240159
CIVIL JUDGE SENIOR DIVISION, HOSHIARPUR				
1	Appellate Authority	Sh. Amrinder Pal Singh, CJSD	01882-220319	
2	Public Information Officer	Sh. Raj Kumar (Deputed), Clerk of Court (COC) of this Court.	01882-220319	
CHIEF JUDICIAL MAGISTRATE, HOSHIARPUR				
1	Appellate Authority	Shri Harsimranjit Singh, CJM	01882-220321	
2	Public Information Officer	Sh. Amrik Singh, Reader/Chief Ministerial officer of this Court.	01882-220321	
SUB-DIVISION, DASUYA				
1	Appellate Authority	Sh. Bagicha Singh, ACJSD	01883-285238	
2	Public Information Officer	Reader	01883-285238	
SUB-DIVISION, MUKERIAN				
1	Appellate Authority	Mrs Suman Agnihotri, ACJSD	01883-245005	
2	Public Information Officer	Sh. Malkiat Singh, Reader	01883-245005	
SUB-DIVISION, GARHSHANKAR				
1	Appellate Authority	Ms. Manni Arora, ACJSD	01884-282174	
2	Public Information Officer	Sh. Rakesh Kumar, Judgment Writer	01884-282174	

MANUAL-01

The Particulars of Organization, Functions and Duties

Particulars

Name of the Office : Office of District & Sessions Judge, Hoshiarpur.

This organization is sub-ordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh.

This Sessions Division consists of three Sub-Divisions/Tehsils namely: - Dasuya, Mukerian and Garhshankar.

Functions of the Organization: The organization has its two main functions.

- Judicial Function and
- Administrative Function.

Duties of the Organization:

- i) To exercise the control over all it's subordinate Courts functioning in it's territorial jurisdiction.
- ii) To distribute the various grants amongst it's subordinate authorities received from the Government, time to time.
- iii) To deal with the all correspondence relates to Hon'ble High Court and the Department of Law & Judiciary, Government of Punjab.
- iv) To administer justice as per the various legislation/ statutes.
- v) Appointing Authority for Class-III and Class-IV Govt. Servants with the help of Advisory Committee.
- vi) To promote the officials to the higher responsible post.
- vii) To handle the administration in view of the procedural laws, Punjab Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court.
- viii) In exercising the duties of administrative nature, the organization deals with the transfers of its employees, departmental inquiries of the employees etc.

ix) The Head of the Organization- The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Hoshiarpur under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.

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The Powers and Duties of Judicial Officers and Employees.

There are following cadres of the Judicial Officer/s:

- i) The District & Sessions Judge
- ii) The Addl. District & Sessions Judge,
- iii) The Additional District & Sessions Judge (Adhoc), Fast Track Courts

The above Judicial Officers/Judges deals with the matters pertaining to the appellate side and cases triable by the sessions only and also the matters under Special Act and Motor Accident Claims Petitions.

- iv) The Civil Judges (Senior Division):-

The above Judicial Officers/Judges deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government are also being heard and decided by these Judicial Officers/Judges.

- v) The Chief Judicial Magistrates:-

To deal with all types of Criminal matters excluding the cases triable by the Court of Session.

- vi) The Civil Judges (Junior Division) and Judicial Magistrate First Class.

i) To deal with the matters of civil nature having jurisdiction up-to Rs. 2 lac whose service is less than three years.

ii) To deal with the matters of criminal nature excluding triable by the Court of Session and also excluding the cases having exclusive jurisdiction to the Chief Judicial Magistrate.

Powers & duties of Employees

The various categories of the employees of organization are as under;

1. Court Manager
2. Chief Administrative Officer/Superintendent.
3. **Class-C:** Reader Grade I, II & III, Executive Assistant, Stenographer Grade I, II & III Graduate Clerks, Ahlmads, Driver, Bailiff
4. **Class-D:** Process-Server, Record Lifter/Usher/Daftri, Peon/Orderly/ Waterman.

Duties of Employees

Court Manager

To facilitate the administrative functions of the Court under the general supervision of the District Judge.

Superintendent/ Chief Administrative Officer

To supervise over the employees of Class-III and Class-IV and to assist the Head of the Organization in Administrative/Judicial work.

Reader Grade I, II, III

To do the work of Bench, Property, Statistics, Correspondence, Accounts, Establishment in District Court as well as in subordinate Courts

Stenographer Grade I, II, III To take down evidence in English on Typewriter/ Computer.

To take dictation in cases of the Judges of Appellate Authorities and transcribe the same To take down evidence in English on Typewriter/ Computer To take dictation in cases of the Judge.

Ahlmads

Have the custody of cases instituted in the respective Court, to look after the maintenance of those cases and to do the work as per procedural laws and the duties assigned by the Head of the Organization and by the Presiding Officer of the Court.

Clerks

To do work of offices of the Presiding Officers on different posts like bill Clerk, Lib. Clerk, Copy Clerk, Copyist etc.

Bailiff/ Process Server

To serve the summonses, notices & to execute warrants issued by the Court/s.

Chowkidar

To watch the Court building & premises.

Sweeper

To clean the Court premises, lavatories etc.

MANUAL – 03

Publication of information regarding items specified in rules 4 (1) b (III) of the Right of Information Act 2005.

The procedure followed in the decision making process, including channels of Supervision and Accountability.

1. The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.
2. The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.
3. The Principal District & Sessions Judge, Hoshiarpur, supervise the work of the organization and exercises control over it. Likewise, he distribute the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.
4. The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.
5. The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after it's registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.
6. The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/s for disposal according to law, except the cases triable under section 409 of I.P.C.
7. The cases exclusively triable by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

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Publication of information regarding items specified in Rules4(1)b(IV) of the Right of Information Act 2005

The Rules Regulation Instructions, manuals and records held by it or under control or used by the employees for discharging functions

Name of Office :- District and Sessions Judge Hoshiarpur

Sr. No.	Name of Branch	Name of the Acts and Manuals Rules, Instructions	Any Other Record/ Documents.
1	English Office/GPF Branch/COC Office/Statement Branch	High Court rules and orders volume 1 to 6 .Punjab Civil services rules,Volume1 part 1,Volume2 &3 Punishment and Appeal Rules. Punjab Financial Rules Volume1 &2 Budget Manual. instructions issued by the Hon'ble Supreme Court of India and Punjab & Haryana High Court, Chandigarh from time to time. Instructions issued by the Government of Punjab from time to time	Office files relating to Different matters which are dealt by the English Office Pay bill files and other account matters files dealt by the English Office
2	Civil Nazir/Nazir Branch	Punjab Financial Rules volume 1 & 2 High Court Rules and Orders Vol.I, II & IV. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Cash Book, Sheriff Account Register, Summons Register and other registers relating to Nazir Branch
3	Copying Agency	Rules and Orders Punjab and Haryana High Court, Vol.IV, Chapter- 17. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time	CD Registers- 1 to 12
4	Record Room	High Court Rules and Order Volume-IV, Chapter-16. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of	CD 8 Register, Document Return Register and other Registers relating to Record Room

		Punjab from time to time	
5	Library	High Court Rules and Orders, Volume IV, Chapter-18. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Library Registers
6	Malkhana Branch	High Court Rules and Orders, Volume-I to VI. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Malkhana Registers

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Publication of information regarding items specified in rules 4(1) b (VI) of the Right of Information Act, 2005

Rules

The below listed rules, regulations, instructions, manuals, records are hold by The organization or are being used for its control or discharging its functions by the employees:-

1. The Civil Manual, 1986.
2. The Criminal Manual, 1980.
3. The Code of Civil Procedure, 1908.
4. The Code of Criminal Procedure, 1973.
5. The Punjab Civil Services Rules.
6. The Punjab Budget Manual,
7. The Punjab Financial Rules,
8. The Punjab Treasury Rules
9. High Court Rules & Regulations Vol.I, II and III
10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Punjab and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court, from time to time.

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Publication of information regarding items specified in rules 4(1) b (VI) of the Right of Information Act, 2005

Statement of the Categories of documents that are hold or under Control

Name of Office: District & Sessions Judge, Hoshiarpur

Sr. No.	Branch	Category of documents
1	Courts	Peshi Register, Fine Register, Bail Register, Library Register, Disposal Register, Stock Register , Sapurdari Register and other registers, Civil Suit Register, HM Act cases Register, Misc. Cases Register, Execution Register, Rent cases Register, Pauper application Register, Guardian and Succession Act Cases in Civil Matters and in criminal matters he maintain the IPC Register, Cr.P.C Cases Register Act cases Register, FIR Register, Cancellation Report Register, Summary Register, Affidavit Attestation Register. File Inspection Register and register regarding Direction Cases, Register regarding delivery of copies of free of costs and Daily Cause List
2	English Office/GPF Branch/ COC Office/Statement Branch.	Diary Register, Despatch Register, Other related registers and files of instructions issued by the Hon'ble Punjab and Haryana High Court, Chandigarh and Government of Punjab from time to time Direction Cases Register, T.A. Bill, Medical bills, pay bills, LTC bills files, budget files, token register, Service Books, files regarding Lok Adalats etc and old Civil and Criminal monthly, quarterly, half yearly and annual statements, GIS matter & complaints
3	CiviL Nazir/Nazir Branch	Cash Book, Bill Register, Refund Vouchers, Cheque Books, Security deposited by the employees, Minor shares in the shape of FDRs, Stationery Register, Stock Register, Contingent register.
4	Copying Agency	CD Registers (Copying Documents) 1 to 12 and other files relating to Copying Agency.
5	Record Room	Judicial Files of decided cases consigned by the different courts from time to time and Record Keeper Registers maintain by him.

6	Library	1. All the law books purchased from time to time. 2. To deal with the matters of Mediation and Conciliation.
7	Malkhana Branch/Fine Moharrir	Case property of decided cases, Re-arrest case files, Criminal Statement Files, Fine Cash Book and other register Regarding Malkhana .

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The particulars of any arrangement that exists. For consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

The names, designations and other particulars of the Public Information Officers are as follows:

<i>Sr. No.</i>	<i>Name of courts</i>	<i>Assistant Public Information officer</i>	<i>Public Information Officer</i>	<i>Appellate Authority</i>
1	Court of the District & Session Judge and Courts of Additional District Sessions Judges at District Headquarter.	Reader attached to this court.	Superintendent, of This office.	The District & Sessions Judge Hoshiarpur.
2	Court of Civil Judge (Senior Division) and all the courts of the civil judge (Jr.Divn.) at Hoshiarpur.	Reader/Chief Ministerial Officer of the Court.	Clerk of Court, Attached to the court of the Civil Judge (S.D.), Hoshiarpur.	The Civil Judge (Sr.Divn.), Hoshiarpur.
3	Court of the Chief Judicial Magistrate, Hoshiarpur.	Reader/Chief Ministerial Officer of the Court.	Chief Ministerial Officer of the Court.	The Chief Judicial Magistrate, Hoshiarpur.
4.	Court of the Additional Civil Judge (Sr.Divn.) and the Court of Civil judge (Jr.Divn.) at Dasuya	Sr. Most Ahlmad/Stenographer, attached to the court of the addl.civil judge (Sr.Divn.),Dasuya	Chief Ministerial Officer of the Senior most Judicial Officer.	The Addl.Civil Judge (Sr.Divn), Dasuya
5	Court of the Additional Civil Judge (Sr.Divn.) and the Court of Civil judge (Jr.Divn.) at Mukerian	Sr. Most Ahlmad/Stenographer, attached to the court of the addl.civil judge (Sr.Divn.),Mukeri	Chief Ministerial Officer of the Senior most Judicial Officer.	The Addl.Civil Judge (Sr.Divn), Mukerian.

		an		
6	Court of the Additional Civil Judge (Sr.Divn.) and the Court of Civil judge (Jr.Divn) at Garhshankar	Sr. Most Ahlmad/Stenographer, attached to the court of the addl.civil judge (Sr.Divn.),Garhshankar	Chief Ministerial Officer of the Senior most Judicial Officer.	The Addl.Civil Judge (Sr.Divn), Garhshankar
7	Legal Aid Authority.	Clerk attached to the office of Additional District Attorney (Legal)	Additional District Attorney (Legal)	.

- Chief Ministerial Officer means the senior most official out of cadre of readers / judgement writers / stenographers as the case may be of the court presided over by the Senior most Judicial Officer at the station having more than one court other than the District Headquarters and the Chief Ministerial Officer of the court where there is only one court at a station.

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A Statement of the Boards, Councils, Committees etc

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 meeting are accessible for Public.

MANUAL – 09**A directory of Officers Posted in Sessions Division Hoshiarpur**
LIST OF JUDICIAL OFFICERS POSTED AT SESSIONS DIVISION.

<u>DISTRICT</u>	<u>SUB DIVISION</u>	<u>NAME OF JUDICIAL OFFICER</u>	<u>Designations</u>	<u>MOBILE NUMBER</u>
HOSHIARPUR		SH. SUNIL KUMAR ARORA	DISTRICT & SESSION JUDGE	01882-220316
HOSHIARPUR		SH. KULDEEP KUMAR KAREER	ADDITIONAL DISTRICT & SESSION JUDGE	9780008235
HOSHIARPUR		SH NIRBHOW SINGH GILL	ADDITIONAL DISTRICT & SESSION JUDGE	8558800203
HOSHIARPUR		MS POONAM RATTI JOSHI	ADDITIONAL DISTRICT & SESSION JUDGE	9780290904
HOSHIARPUR		SH. LACHHMAN SINGH	ADDITIONAL DISTRICT & SESSION JUDGE	8558807005
HOSHIARPUR		SH. BALWINDER SINGH DEOL	ADDITIONAL DISTRICT & SESSION JUDGE	8558800208
HOSHIARPUR		SH. AMAR PAUL	ADDITIONAL DISTRICT & SESSION JUDGE	9876027007
HOSHIARPUR		MRS. POONAM BANSAL	CIVIL JUDGE (SR. DIVN.)	8558800182
HOSHIARPUR		SH. AMRINDER PAL SINGH	CHIEF JUDICIAL MAGISTRATE	9417250550
HOSHIARPUR		SH. JAGMILAP SINGH KHUSHDIL	CIVIL JUDGE (JR. DIVN.)	9780290919

HOSHIARPUR		SH. MAHESH KUMAR	CIVIL JUDGE (JR. DIVN.)	8558880870
HOSHIARPUR		MS. SUMUKHI	CIVIL JUDGE (JR. DIVN.)	9781218140
HOSHIARPUR		MS. SUMAN AGNIHOTRI	CIVIL JUDGE (JR. DIVN.)	9914563755
HOSHIARPUR		SH. TANISHTH GOYAL	CIVIL JUDGE (JR. DIVN.)	9815288842
HOSHIARPUR		MRS. RASHMI SHARMA	Secretary, District Legal Services Authority	9780290912
HOSHIARPUR	DASUYA	SH. RAMAN SHARMA	ADDITIONAL CIVIL JUDGE (SR. DIVN.),	9814320824
HOSHIARPUR	DASUYA	MRS. ROOPA DHALIWAL	CIVIL JUDGE (JR. DIVN.)	7508184851
HOSHIARPUR	DASUYA	SH. AKBAR KHAN	CIVIL JUDGE (JR. DIVN.)	8558859601
HOSHIARPUR	DASUYA	MS. TUSHAR KAUR THIND	CIVIL JUDGE (JR. DIVN.)	8146004445
HOSHIARPUR	MUKERIAN	SH. SUMIT MAKKAR	ACSD	8558800211
HOSHIARPUR	MUKERIAN	MRS. BALJINDER KAUR	CIVIL JUDGE (JR. DIVN.)	9780290920
HOSHIARPUR	MUKERIAN	SH. JASWINDER PAL	CIVIL JUDGE (JR. DIVN.)	9815952410
HOSHIARPUR	GARHSHANKAR	SH. AJIT PAL SINGH (II)	ADDITIONAL CIVIL JUDGE (SR. DIVN.)	8558873020
HOSHIARPUR	GARHSHANKAR	MRS. JAGMINDER KAUR	CIVIL JUDGE (JR. DIVN.)	8558850039

A directory of EMPLOYEES Posted in Sessions Division Hoshiarpur
LIST OF EMPLOYEES POSTED AT SESSIONS DIVISION

SESSIONS DIVISION, HOSHIARPUR		
S.no	Name of the official	Designation
1	Keshab Chander	Superintendent
2	Vacant	English Clerk Working Sh. Balraj Sethi, Reader Gr.I in the court of ADJ-IIIj
3	Madan Lal	Addl.English Clerk
4	Raman Kumar	Reader
5	Neelam Rani-I	Library Assistant
6	Neelam Rani-II	Record Keeper
7	Vacant	Translator (working Sh. Amarjit Singh, Reader Gr.II to ACJ(SD), Garhshankar
8	Anil Kumar Kalia	Executive Assistant
9	Vacant	Stenographer Gr.I Working Sh. Harmesh Chand, Stenographer Gr.II in the court of Sh. Amar Paul, ADJ, HSP
10	Suresh Sood	Stenographer Gr.II
11	Rajinder Raju	Criminal Ahlmad
12	Vikas Dhunna	Civil Ahlmad
13	Ajay Kumar	Addl. Ahlmad (deputed to work in the court of Sh. Lachhman Singh, ADJ, HSP
14	Abhishek Prashar	Nazir
15	Manjeet Singh Mahal	Library Clerk (deputed to work in the Server Room of Sessions Court complex, Hoshiarpur
16	Vacant	GPF Clerk

17	Manish Kaushal	Copyist
18	Vacant	Copyist (Working Ms. Poonam, Clerk on adhoc basis)
19	Ruchi Sehgal	Copyist
20	Bhagwant Singh	Paid candidate (will assist statement clerk 1.10.2014 and Misc. work 21.5.15)
21	Amit Grover	Paid Candidate (deputed to assist the Supdt.)
22	Vacant	Paid Candidate
23	Vacant	Paid Candidate
24	Narinder Singh	Paid Candidate (Leave account, summons, regarding building construction and misc. work)
25	Randhir Singh	L.R.C. (Bill Clerk)
26	Sanjeev Sharma	L.R.C. and to do work of Statements in this office
27	Raj Kumar	LRC (Deputed to work as statement Clerk in the court of Civil Judge (SD), Hoshiarpur) He will also lookafter the work of COC in addition to his own duties)
28	Sukhdeep Singh	Typist (work relating legal aid, lok adalt, mediation and audit objection)
29	Meenu Bala	Typist (Receipt & Despatch Clerk)
30	Vacant	Inspection Clerk (Mandeep Kaur, Clerk On Adhoc Basis deputed to work in the court of Sh. B.S.Deol, ADJ, Hoshiarpur)
31	Atul Dogra	Copy clerk in this Court
32	Amardeep Momi	Copy Clerk (deputed to work regarding High Court docket etc.)
33	Rajan Gupta	Copy Clerk(deputed to work in the CRA of th e Hon'ble High Court)

34	Vacant	L.R.Steno-typist
35	Vacant	L.R.Steno-typist
36	Vacant	L.R.Steno-typist
37	Arjun Singh	Driver
38	Vacant	Daftri Working Sh. Rajinder Singh, PS
39	Bihari Lal	Usher
40	Tilak Bahadur Deuba	Waterman
41	Ram Tirath	Record Lifter
42	Harmesh Chander	Chowkidar
43	Rajesh Kumar	Sweeper
44	Shiv Balak	Mali
45	Bhuwan Singh	Orderly
46	Shankar Singh	Peon(DK)
47	Vacant	Peon
48	Ram Pher	Library Peon
49	Balwinder Singh	Mali-cum-Chowkidar (Residential Office)
COURT OF SH. KULDEEP KUMAR KAREER, ADDL.DISTT.& SESSIONS JUDGE-I, HOSHIARPUR		
1	VACANT	Reader Gr.I Working Sh. Ashwani Sharma, Reader to Sh. Jagminder Kaur, CJ(JD), Garshankar
2	Varinder Abrol	Stenographer Gr.I
3	Vacant	Stenographer Gr.II (Working Sh. Mukesh Chawla, Stenographer Gr.II to CJ(SD), HSP 15.04.2015)

4	Neelam Kumari	Translator (She will also look after the work of Translator relating to the court of sh. Lachhman Singh, ADJ, HSP)
5	VACANT	Civil Ahlmad Working Sh. Raghav Joshi, Clerk on Adhoc basis 15.4.2015)
6	Amit Virdi	Addl. Ahlmad (Crl.)(Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013
7	Sukhjeet Kaur	Copy Clerk
9	VACANT	Usher
10	Manish Tiwari	Orderly
11	VACANT	Peon
COURT OF SH. NIRBHOW SINGH GILL, ADDL.DISTT.& SESSIONS JUDGE-II, HOSHIARPUR		
1	VACANT	Reader Gr.I Working Sh. Ajay Sharma, Reader to MS. Ekta Uppal, CJ(JD), Hoshiarpur
2	VACANT	Stenographer Gr.I Working Sh. Rupesh Sharma, Stenographer Gr.III to CJM, Hoshiarpur
3	Balbir Singh	Stenographer Gr.II
4	VACANT	Translator (working Ms. Sunita, Translator to Ms. Poonam R.Joshi, ADJ, HSP 21.5.15)
5	Gautam	Civil Ahlmad
6	Sodhi Lal	Addl. Ahlmad (Crl.)(Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013
7	Vacant	Copy Clerk Working Sh. Vijay Kumar, Clerk on Adhoc basis 15.4.2015 He will

		also lookafter the work of Copy clerk of the court of Sh. B.S.Deol, ADJ, HSP 15.4.15)
9	Vacant	Usher
10	Ravi Sher	Orderly
11	Kuldeep Singh	Peon
COURT OF MS POONAM R. JOSHI, ADDL.DISTT.& SESSIONS JUDGE-III, HOSHIARPUR		
1	Mahesh Kumar	Reader
2	Vacant	Stenographer Gr.I (working Sh. Varun Talwar, Stenographer Gr.III in the court of Ms. Baljinder Kaur, CJ(JD), Mukerian)
3	Naveen Aeri	Stenographer Gr.II
4	Sunita	Translator (She will also lookafter the work of Translator relating to the court of Sh.N.S.Gill, ADJ, HSP 21.5.15)
5	Vacant	Civil Ahlmad
6	Balwinder Singh	Addl. Ahlmad
7	Rupinder Singh	Copy Clerk (He also will lookafter the of Copy Clerk of the court of Sh. Lachhman singh, ADJ, HSP 15.4.2015)
8	Nazir Singh	Car Driver
9	Hari Parshad	Usher
10	Saveen Kumar	Orderly
11	VACANT	Peon
COURT OF SHRI LACHHMAN SINGH, ADDL.DISTT. & SESSIONS JUDGE-IV, HOSHIARPUR		
1	Navdeep Kumar	Reader
2	Gautam Manocha	Stenographer Gr.I
3	Baljinder Singh	Stenographer Gr.II

4	Amrik Singh	Translator (deputed to work in the court of CJM, Hoshiarpur 15.4.15) Working Ms. Neelam Kumari, Translator to Sh. K.K.Kareer, ADJ, HSP 21.5.15)
5	Lakhbir Singh	Ahlmad (Criminal Work) Under suspension Working Sh. Yogesh Sharma, transferred
6	Vacant	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013 Working Sh. Ajay Kumar, Addl. Ahlmad in the court of Distt & Sessions Judge, HSP
7	Vacant	Copy Clerk (Working Sh. Rupinder Singh, Copy Clerk to Ms. Poonam R.Joshi, ADJ, HSP 15.4.15)
8	Didar Singh	Usher (deputed in JRR, Dasuya) Working Sh. Naresh Kumar, peon in the court of Sh.R.S.Nagpal, C J(JD), DSA
9	Kashmiri Lal	Peon
10	VACANT	Peon
COURT OF SH. AMAR PAUL ADDL.DISTT. & SESSIONS JUDGE-VI, HOSHIARPUR		
1	Vacant	Reader Gr.I (Working Sh. Suman Kumar, Translator in the same court)
2	Suman Kumar	Translator (deputed to work as Reader in the same court Working Sh. Amarjit Singh, Reader Gr.II)
3	Anil Kumar-II	Stenographer Gr.I
4	Harmesh Chand	Stenographer Gr.II (deputed to work in this court)
5	Lalit Sharma	Ahlmad

6	Bheem Singh	Copy Clerk
7	Vacant	Usher
8	Sufiyanullah Khan	Peon
9	VACANT	Peon
SH. B.S. DEOL, ADDL.DISTT. & SESSIONS JUDGE-V, HOSHIARPUR		
1	Balraj Sethi	Reader (Deputed as English Clerk) Working Sh. Rajesh Kalia, Reader in the court of CJ(SD), Hoshiarpur
2	Om Parkash	Stenographer Gr.I
3	Kulwinder Singh	Stenographer Gr.II
4	Vacant	Translator Working Ms. Sunita, Translator to Ms. Poonam R.Joshi, ADJ, HSP21.5.15
5	Sham Lal	Ahlmad
6	Vacant	Addl. Ahlmad (woking Mandeep Kaur, Clerk On Adhoc Basis Inspection Clerk)6.4.15
7	Vacant	Copy Clerk (Working Sh. Vijay Kumar, (Adhoc) Copy Clerk to Sh. N.S.Gill, ADJ,HSP15.4.15)
8	Balbir Singh Rawat	Usher
9	Ravi Kumar	Orderly
10	VACANT	Peon

COURT OF MRS. POONAM BANSAL, CIVIL JUDGE(SR.DN.),HOSHIARPUR		

1	Vacant	Clerk of Court (Sh. Raj Kumar, St. Clerk will lookafter the work of COC in addition to his own duties)
2	Vacant	Civil Nazir
3	Rajesh Kalia	Reader Gr.II (deputed to work as Reader in the court of Sh.B.S.Deol, ADJ, Hoshiarpur
4	Mukesh Chawla	Stenographer Gr.II (deputed to work in the court of Sh. Kuldeep Kumar Kareer, ADJ, Hoshiarpur
5	Manju Bala	Stenographer Gr.III Deputed to work in the court of Sh.J.S. Khushdil, CJ(JD), Hoshiarpur
6	Dinkar Kumar	Civil Ahlmad
7	Vacant	Crl.Ahlmad
8	Vacant	Guardian Clerk
9	Vacant	Execution Clerk
10	Atul Sharma	Naib Nazir(Bill Clerk) will assist COC in addition to his duty 29/6/13
11	Bharat Bhushan	Naib Nazir (Sheriff Petty)
12	Rajiv Kumar	Naib Nazir(Tameel)
13	Amit Rana	Daftri
14	Vacant	Orderly
15	Anita	Peon
16	Hans Raj-I	Chowkidar

17	Vacant	Chowkidar
18	Thane Giri	Waterman (deputed to work in the court of Sh. Kuldeep Kumar Kareer, ADJ, HSP6.4.15)
19	Kamlesh Rani	Sweeperess
COURT OF SH.AMRINDER PAL SINGH, CHIEF JUDICIAL MAGISTRATE HSP		
1	Malkiat Singh	Reader Gr.II (Deputed to work in the court of Addl. Civil Judge (SD), Mukerian 20.9.13 Working Sh. Amrik Singh, Translator to Sh. Lachhman Singh, ADJ, Hoshiarpur 15.4.15
2	Avtar Singh	Stenographer Gr.II
3	Rupesh Sharma	Stenographer Gr.III (deputed to work in the court of Sh. N.S.Gill, ADJ, Hoshiarpur (working Ms. Preeti Dogra, Stenographer Gr.II to Ms. Jagminder Kaur, CJ(JD), GSR.
4	Manoj Kumar	Civil Ahlmad
5	Vacant	Crl.Ahlmad (Working Sh. Inderpal Singh Saggu, Adhoc basis Clerk 15.4.2015)
6	Pankaj	Summary Clerk (deputed to as Reader in the court of Sh. Tanishth Goyal, CJ(JD), HSP
7	Gurpal Kaur	Fine Moharrir and to lookafter all kinds of statements will also lookafter to the work of re-arrest cases.29/6/13
8	Ramandeep Singh	Malkhana Moharrir (he will also assist Ms. Gurpal Kaur, FM who will provide training for statement matters and re-arrest cases, in addition to his own duties)
9	Vacant	LRC
10	Vacant	Malkhana Clerk (Working Sh. Gagan Singh Thakur, Adhoc basis Clerk 15.4.2015)

11	Surinder Kumar	Orderly
12	Sukhwinder Singh	Malkhana Peon (Deputed to work in this office)
13	Harish Chander	Car Driver (deputed to work in Reocrd Room of this office)
14	Karan Singh	Addl. Peon

COURT OF SH.MAHESH KUMAR, CIVIL JUDGE (JR.DN.), HOSHIARPUR

1	Dharam Pal	Reader
2	Vacant	Ahlmad (Working Amarpal Singh, On Adhoc basis Clerk) 21.11.2014 (criminal Mattar)
3	Rajinder Kumari	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013)
4	Kuldeep Kumar	Addl. Ahlmad (Civil Matter) (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013)
5	Rajbir Singh	Stenographer Gr.II
6	Upendra Singh	Stenographer Gr.III (deputed in the court of Sh. R.S.Nagpal, Civil Judge (Jr.Dn.), Dasuya) Working Sh. Reena Kumari, Stenogarpther Gr.III in the Court of Ms. Suman Agnihotri, CJ(JD), HSP
7	Vikram Singh	Orderly
8	Vacant	Addl. Peon (working Sh. Gagan Sharma, Record Lifter, JRR, Hoshiarpur)

COURT OF MS.SUMUKHI, CIVIL JUDGE(JR.DN.),HOSHIARPUR

1	Paramjit Raju	Reader Gr.III
2	Rajni	Stenographer Gr.II
3	Vacant	Stenographer Gr.III

4	Vinod Kumar-I	Ahlmad
5	Vacant	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013 (Renu Kashyap, Adhoc basis Clerk 20.9.13)
6	Lovekesh Nahar	Orderly
7	Vacant	Addl.Peon
COURT OF MS. SUMAN AGNIHOTRI, CIVIL JUDGE (JR.DN.), HOSHIARPUR		
1	Vacant	Reader Gr.III Working Sh. Ashwani Guleria, Addl. Ahlmad of this court 15.4.2015
2	Anil Kumar-III	Stenographer Gr.II
3	Reena Kumari	Stenographer Gr.III (deputed to work in the court of Sh. Mahesh Kumar, CJ(JD), HSP Working Ms. Deepika, Steno on Ahoc basis in the court of ACJ(SD), GSR
4	Varinder Kumar	Ahlmad
5	Meena Rani	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013.
6	Ashwani Guleria	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013 (deputed to work as Reader in the same court 15.4.2015)
7	Udhey Raj	Orderly
8	Vakil Singh	Addl. Peon
COURT OF SH JAGMILAP SINGH KHUSHDIL, CIVIL JUDGE (JR.DN.), HOSHIARPUR		
1	Ashok Sharma	Reader Gr.III
2	Supreet Kumar	Ahlmad

3	Sunita Rani-II	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013
4	Arshdeep Singh	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013
5	Dinesh Singh Rathore	Stenographer Gr. II (deputed to work in the court of Ms. Jagminder Kaur, CJ(JD), GSR Working Smt. Manju Bala, LR. Steno typist of this office
6	Saurabh Srivastava	Stenographer Gr.III (deputed to work in the court of ACJ(SD), Mukerian (Working Sh. Vikas Sharma, Stenographer Gr.II to ACJ(SD), Mukerian
7	Reeta Kumari	Orderly
8	Vacant	Addl. Peon

COURT OF SH. TANISHTH GOYAL, CIVIL JUDGE (JR.DN.), HOSHIARPUR

1	Vacant	Reader Gr.III (working Sh. Pankaj, Summary Clerk to CJM, HSP
2	Vacant	Stenographer Gr.II
3	Shelly Kumari	Stenographer Gr.III
4	Sandeep Kumar	Ahlmad (Criminal)
5	Jatinder Singh	Addl. Ahlmad (Civil) (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013
6	Abdul Mazeed	Orderly
7	Vacant	Peon

COURT OF SH. RAMAN SHARMA, ADDL.CIVIL JUDGE (SD), DASUYA

1	Rajesh Kumar	Reader Gr.II deputed to work as Civil Nazir in the court of CJ(SD),
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		Hoshiarpur Working Sh. Talwinder Singh, Reader in the court of Ms. Baljinder Kaur CJ(JD), Mukerian
2	Jaswinder Singh	Stenographer Gr.II
3	Rajni Bala	Stenographer Gr.III
4	Vijay Pankaj	Civil Ahlmad
5	Gurpreet Singh	CrI.Ahlmad
6	Balkar Singh	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013 (deputed to work as Reader in the court of Sh. Jaswinder Pal, CJ(JD), Mukerian)
7	Amit Goyal	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013 Deputed to work as Reader in the court of Ms. Tushar Kaur, CJ(JD), Dasuya
8	Sukhdeep Kumar	Clerk, JCA
9	Surat Singh	Clerk, JCA, Dasuya (deputed as Reader to Sh. R.S. Nagpal, CJJD Dasuya)
10	Sahib Singh	Naib Nazir
11	Rohit Kumar	Orderly
12	Paramjit Kaur	Addl.Peon
13	Prem Singh Rawat	Chowkidar (deputed to work in the Record Room of this office)
14	Rajinder Nahar	Sweeper
COURT OF MS ROOPA DHALIWAL, CIVIL JUDGE (JR.DN.), DASUYA		
1	Ajay Sharma	Reader Gr.III(Deputed in the court of Sh. N.S.Gill, ADJ, HSP) Working Sh. Surat Singh, Clerk, JCA, Dasuya

2	Vacant	Stenographer Gr.II Working Sh. Upendra Singh, Stenographer Gr.III to Sh. Mahesh Kumar, CJ(JD), HSp
3	Vacant	Stenographer Gr.III
4	Gurdeep Singh	Civil Ahlmad
5	Ravneet Singh	Addl. Ahlmad
6	Ashwani Kumar	Orderly
7	Naresh Kumar	Addl.Peon(Deputed in the court of Sh. Lachhman Singh, ADJ-II, HSP
COURT OF SH AKBAR KHAN, CIVIL JUDGE (JR.DN.), DASUYA		
1	Sohanjit Singh	Reader Gr.III
2.	Ravi Parkash	Stenographer Gr.II (deputed to work in this office)
3.	Sandeep Kumar	Stenographer Gr.III
4.	Vacant	Ahlmad (deputed as Addl. Ahlmad in the court of Addl. Civil Judge (Sr.Divn.), Dasuya Working Sh. Tejinder Singh, Copy Clerk transferred from Amritsar Sessions Division
5.	Tejinder Singh	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013
6.	Dalbir Singh	Peon
7.	Vacant	Peon
COURT OF MS TUSHAR KAUR THIND, CIVIL JUDGE (JR.DN.), DASUYA		
1	Vacant	Reader Gr.III (working Sh. Amit Goyal, Addl. Ahlmad to ACJ(SD), Dasuya

2	Vacant	Stenographer Gr.II
3	Vacant	Stenographer Gr.III Working Sh. Naresh Kumar, Stenotypist On Adhoc Basis
4	Rohit	Ahlmad (Criminal)
5	Vacant	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013 Working Sh. Harpreet Singh-II Clerk on Adhoc Basis
6	Sukhdeep Kumar	Orderly
7	Vacant	Peon
COURT OF SH.SUMIT MAKKAR, ADDL.CIVIL JUDGE (SR.DN.),MUKERIAN		
1	Inder Dutt	Reader Gr.II (Deputed to work as Reader in the court of Ms. Jagminder Kaur, CJ(JD), GSR Working Sh. Malkiat Singh, Reade Gr.II to CJM, Hoshiarpur 20.9.2013
2	Vikas Sharma	Stenographer Gr.II (deputed to work in the court of Ms. Ekta Uppal, CJ(JD), HSP. Working Sh. Surabh Srivastava, Stenographer Gr.III in the court of Ms. Ekta Uppal, CJ(JD), HSP He will also work from Thursday to Saturday in the court of Ms. Baljinder Kaur, CJ(JD), Mukerian
3	Sohan Singh	Stenographer Gr.III
4	Davinder Singh	Ahlmad
5	Gulzar Singh	Addl. Ahlmad (Crl.work)
6	Avtar Krishan	Naib Nazir
7	Harvinder Pal	Copyist (Clerk JCA)
8	Vacant	Orderly
9	Vikas Kaushal	Addl. Peon
10	Mintoo	Chowkidar

COURT OF MS BALJINDER KAUR, CIVIL JUDGE (JR.DN.), MUKERIAN		
1	Talwinder Singh	Reader Gr.III (deputed to work in the court of ACJ(SD), Mukerian)
2	Vacant	Stenographer Gr.II
3	Varun Talwar	Stenographer Gr.III (deputed to work in the court of Ms. Poonam R.Joshi, ADJ-I, Hoshiarpur)
4	Vacant	Civil Ahlmad
5	Vacant	Addl. Ahlmad
6	Amit Kumar	Orderly
7	Jaswant Singh	1.Addl.Peon (Deputed to work in JRR, Hsp)
COURT OF SH JASWINDER PAL, CIVIL JUDGE (JR.DN.), MUKERIAN		
1	Vacant	Reader Gr.III (working Sh. Balkar Singh, Addl. Ahlmad to ACJ(SD), Dasuya)
2	Kulwinder Singh-II	Stenographer Gr.II
3	Vacant	Stenographer Gr.III
4	Satish Kumar	Ahlmad (Criminal)
5	Gaurav Kumar	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013)
6	Vacant	Orderly
7	Vacant	Peon Working Sh. Banwari Lal, R.L. JRR, Dasuya
COURT OF SH. AJIT PAL SINGH, SDJM, GARHSHANKAR		
1	Amarjit Singh	Reader Gr.II (Deputed as Translator to DJ)

		Working Sh. Sat Pal, Record Keeper, JRR, GSR
3	Rakesh Kumar	Stenographer Gr.II
4	Vacant	Stenographer Gr.III (Deepika, Stenographer on Adhoc basis deputed to work in the court of Ms. Suman Agnihotri, CJ(JD), Hoshiarpur15.4.2015)
5	Vikas Kumar	Civil Ahlmad
6	Vacant	Criminal Ahlmad (Working Sh. Bhagwan Dass, Clerk on adhoc basis)
7	Bimaldeep Kaur	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013
8	Shiv Kumar	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013 Deputed to work in the Judicial Record Room, Garhshankar
9	Surinder Pal	Naib Nazir
10	Rajesh Chodha	Clerk, JCA
11	Dharam Pal	Orderly
12	Dhal Bahadur Thapa	Addl.Peon (deputed to work in this office)
13	Tilak Raj	Chowkidar
14	Asha Rani	Sweeperess
COURT MS. JAGMINDER KAUR, CIVIL JUDGE (JR.DN.),GARHSHANKAR		
1	Ashwani Kumar Sharma	Reader Gr.III (deputed to work as Reader in the court of Sh. Kuldeep Kumar Kareer, ADJ, Hoshiarpur. Working Sh. Inder Dutt, Reader Gr.II in the court of ACJ(SD), Mukerian
2	Preeti Dogra	Stenographer Gr.II (deputed to work in the court of CJM, Hoshiarpur 15.4.15 Working Sh. Dinesh Singh Rathore, Stenographer Gr.II to Ms. Ekta Uppal, CJ(JD), Hoshiarpur

3	Vacant	Stenographer Gr.III
4	Gurprashad Banga	Ahlmad
5	Akashdeep	Addl. Ahlmad (Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013
6	Gurvinder Singh	Orderly
7	Deepak Tiwari	Addl. Peon
JUDICIAL RECORD ROOM, HOSHIARPUR		
1	Ajay Sehgal	Assistant (deputed to work with Nazir of this office 6.4.15)
2	Nasib Chand	Clerk (transferred to Sessions Division, Jalandhar)
3	Rohit Sehgal	Clerk (deputed to work as Civil Nazir to CJ(SD), HSP)
4	Vacant	Clerk (Palavi, Adhoc basis clerk)
5	Narinder Singh-III	Clerk
6	Gagan Sharma	Record Lifter (deputed to work in the court of Sh. Mahesh Kumar, CJ(JD), Hoshiarpur
7	Sarwan Singh	Record Lifter
8	Umed Singh Rawat	Chowkidar (also will lookafter the work of the post of Chowkidar in the court of CJ(SD), HSP 6.4.15
JUDICIAL RECORD ROOM, DASUYA		
1	Chetan Agnihotri	Record Keeper (Transferred to Sangrur Sessions division vide Hon'ble High 's order) Working Ms. Indu Bala, Assistant, JCA, HSP
2	Vacant	Clerk

		working Sh. Harpreet Singh-I Clerk on Adhoc basis
3	Banwari Lal	Record Lifter (deputed to work as Peon in the court of Sh. Jaswinder Pal, CJ(JD), Mukerian 21.5.15 Working Sh. Didar Singh, Usher in the court of Sh. Lachhman Singh, ADJ, Hoshiarpur
4	Balwinder Singh	Chowkidar(will look after the work of Chowkidar of court complex, Dasuya In addition to his own duties (order dated 08.05.2013)
JUDICIAL RECORD ROOM, GARHSHANKAR		
1	Sat Pal	Assistant, JRR, Deputed to work as Reader in the court of ACJ(SD), Garhshankar 27.08.2014 Working Sh. Shiv Kumar, Addl. Ahlmad to ACJ(SD), Garhshankar 27/8/14
2	Dilbag Singh	Clerk
3	Babu Ram	Record Lifter
4	Shurvir Singh	Chowkidar, JRR
JUDICIAL COPYING AGENCY, HOSHIARPUR		
1	Indu Bala	Assistant (also look after the work of Assistant JRR, Hoshiarpur in addition to her own work)
2	Sonia Sharma	Clerk (deputed to assist the Bill Clerk to CJ(SD), Hoshiarpur)
3	Gurmit Singh	Clerk
4	Pooja Gupta	Clerk
5	Narinder Singh-II	Clerk (deputed to work in Server Room, Lower court complex, Hoshiarpur)
6	Pankaj Taneja	Clerk (deputed to work in Judicial Record Room, Hoshiarpur)
7	Manjit Kaur	Clerk
8	Vinod Kumar-II	Clerk
9	Vacant	Peon

BAILIFFS AND PROCESS SERVERS

Bailiffs	Vacant
-do-	Sukhvir Singh
-do-	Dev Raj.
-do-	Vacant
Process Servers	Sunny Behl
	Paramjit-II
	Hans Raj-II(deputed to work in Judicial Copying Agency, HSP)
	Kulwant Rai
	Rajinder Singh -II (deputed to work as Daftri in this office)
	Madan singh
	Mukesh Kumar
	Machhlu Ram
	Paramjit -I
	Vacant
	Rajinder Singh-I
	Manoj Kumar
	Prem Chand
	Urmila Devi

	Paramjit_III
	Hardeep Singh-I
	Neelam Singh
	Bikram Singh-I
	Rajiv Kumar
	Pavinder Kumar
	Satish Gill
	Ram Tirath Singh (under suspension)
	Harish Chander
	Vacant
	Narinder Pal
	Devinder Kumar
	Bharat Bhushan
	Ashwani Kumar
	Rohit Kumar
	Manohar Lal
Bailiff	Jasbir Singh
Process Servers	Vinod Kumar-II
	Hargurbax Singh
	Rakesh Kumar

	Sukhwinder Singh
	Sukhdev Lal
	Hardeep Singh-II
	Chander Bhatia (Suspended)
	Satnam Singh
Bailiff	Joginder Singh
	Roshan Lal
Process Server	
	Mann Singh
	Vacant
	Manjit Kaur
	Rajinder Kumar (deputed to work at Mukerian)
	Bikram Singh-II
	Pawan Kumar
	Suneel Raju
	Angrej Lal
	Gurmeet Kaur
	Shiv Kumari (deputed to Garhshankar)
	Sunil Kumar
	Gurjit Kumar)

	Amarjit Singh deputed to work in the JRR, Dasuya
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Bailiff	Pawan Kumar
	Vacant
Process Server	Nine
	Sukhdev Singh
	Inderjit Kaur
	Naresh Kumar
	Harpinder Singh
	Raj Kumar Dadwal
	Sarv Udhey Singh
	Jasvir Singh-II
	Ranjit Singh
	Vinod Kumar-I

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**The Monthly remuneration received by each of its officers and employees,
including the system of compensation as provided in its regulations Judicial
Officers Scales**

1. District & Sessions Judge : Rs.77290-76450
2. Addl. District & Sessions Judge : Rs. 51550-1230-58930-1380-63070
3. Civil Judge (Sr. Divn.) : Rs. 39530-920-40450-1080-
49090 -1230-54010
4. Chief Judicial Magistrate : Rs.39530-920-40450-1080-
49090- 1230-54010
5. Addl.Civil Judge (Sr.Divn.) : Rs. 39530-920-40450-1080-
49090- 1230-54010
6. Civil Judge (Jr.Divn.) : Rs.27700-770-33090-920- 40450-
1080-44770

Employees Revised Scales :-

Court Manager: 15600-39100 +Grade Pay 6600/-

Chief Administrative Officer-cum- Superintendent:

Rs. 15600-39100 +Grade Pay 5400/-

Reader Grade I : Rs.10300-34800/-+ 5000 (Grade Pay)

Reader Grade II : Rs.10300-34800/- + 4200 (Grade Pay)

Reader Grade III : Rs.10300-34800/- + 3800 (GradePay)

Stenographer Gr.I : Rs.10300-34800/- + 4200 (Grade Pay)

Stenographer Gr.II : Rs.10300-34800/- + 3800 (Grade Pay)

Stenographer Gr.III : Rs.5910-20200/- + 2800 (Grade Pay)

Graduate Clerks : Rs.10300-34800/- + 3200 (Grade Pay)

Clerks : Rs.5910-20200/- + 1900(Grade Pay)

Drivers : Rs.5910-20200/- + 2000(Grade Pay)

Bailiff : Rs.5910-20200/- + 1900(Grade Pay)

Process Server : Rs.4900-10680/- + 1650(Grade Pay)

Usher/Record Lifter/Daftri : Rs.4900-10680/- + 1400(Grade Pay)

Peon/Orderly/Chowkidar/Waterman/:Rs.4900-10680/- Sweeper+1300(Grade Pay)

Manual 11

**Publication of Information regarding Items Specified in Rule4(I) b(xI) of the
right of Information Act 2005**

BUDGET ALLOCATION

Name of the Office:- DISTRICT & SEESIONS COURT, HOSHIARPUR

Sr. No	Head "2014- ADMIN. OF JUSTICE FOR THE YEAR 2013-14	Budget/Funds received	Budget/Funds Utilized
1	Salaries and C.A.-105(01)	4,62,00,000	4,49,54,346
2	Salaries -105(03)	4,80,000	4,62,574
3	Salaries -105(02)		
4	Salaries and C.A.-105(04)		
5	Wages-105(01)		
6	Wages-105(02)		
7	T.A.-105(01)	2,37,000	1,98,845
8	T.A.-105(03)		
9	T.A.-105(02)		
10	T.A.-105(04)		
11	O.E.,P.OL. Liveries & Law Books-105(01)		
12	O.E.,P.OL. Liveries & Law Books-105()(02)		
13	Electricity-105(01)		
14	Electricity-105(02)		
15	Telephone-105(01)		
16	Telephone-105(02)		
17	Water Charges-105(01)		
18	Water Charges-105(02)		
19	Adv. Publication-105(01)		
20	P.P.S.-105(01)		

21	P.P.S.-105(02)		
22	Rent Rate & Taxes-105(01)		
23	Rent Rate & Taxes-105(02)		
24	Medical Reimbursement-105(01)	1,57,417	83083
25	Medical Reimbursement-105(03)		
26	Medical Reimbursement-105(02)		
27	Salaries Evening Court/ Court Manager-105(01)(31)	11,00,000	4,27,522
28	2235-Social Security and Welfare- (Legal Aid Poor) and (Legal Aid to L.P.)		

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Publication of information regarding items specified in Rule 4 (i) b (xii) of the right of information Act. 2005.

The manner of Execution of Subsidy Programs, including the amounts allocated and details of Beneficiaries of such program.

Name of the office: - District & Sessions Judge, Hoshiarpur

Subsidy Allotted to beneficiaries – Nil.

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Publication of information regarding items specified in Rule 4 (i) b (xiii) of the right of information Act. 2005.

Particulars of recipients of concessions, Permits or authorizations granted

Name of the office:- District & Sessions Judge, Hoshiarpur

Licenses/permits are being issued to the Clerk/s of the Advocate/s. License to the persons who work as Typist in the Bar Room are issued with the consultation of the District & Sessions Judge & the Bar Association. Licenses are also being given to the persons who work as Petition Writer in Civil Court with the consultation of the District Magistrate and they are authorize to receive the charges for reduce in writing the description of the documents and for typing charges as per norms prescribed in Civil and Criminal Manual.

Not Applicable.

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Publication of information regarding items specified in Rules 4(i) b (viii) of the Right of Information Act, 2005

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

Case Related Information		
Sr.No.	Type of Information	Website Address
1.	Case Status	http://ecourts.gov.in/services/
2.	Court Orders	http://ecourts.gov.in/services/
3.	Cause List	http://ecourts.gov.in/services/ OR http://punjabjudiciary.gov.in/
District Wise Information		
1.	List of Former Officer's	http://ecourts.gov.in OR http://punjabjudiciary.gov.in/
2.	Judicial officer's	http://ecourts.gov.in OR http://punjabjudiciary.gov.in/
3.	Officers on Leave	http://ecourts.gov.in OR http://punjabjudiciary.gov.in/
4.	Duty Roster	http://ecourts.gov.in OR http://punjabjudiciary.gov.in/
5.	Police Station's	http://ecourts.gov.in OR http://punjabjudiciary.gov.in/
6.	District Profile	http://ecourts.gov.in OR http://punjabjudiciary.gov.in/
7.	Free Legal Aid	http://punjabjudiciary.gov.in/
8.	RTI Disclosure	http://punjabjudiciary.gov.in/

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Publication of information regarding items specified in Rule 4 (i) b (xiv) of the right of information Act. 2005.

The particulars of facilities available to citizen

Name of the Office : District & Sessions Judge, Hoshiarpur

Case Related Information		
Sr.No.	Type of Information	Website Address
1.	Case Status	http://ecourts.gov.in/services/
2.	Court Orders	http://ecourts.gov.in/services/
3.	Cause List	http://ecourts.gov.in/services/ OR http://punjabjudiciary.gov.in/
District Wise Information		
1.	List of Former Officer's	http://ecourts.gov.in OR http://punjabjudiciary.gov.in/
2.	Judicial officer's	http://ecourts.gov.in OR http://punjabjudiciary.gov.in/
3.	Officers on Leave	http://ecourts.gov.in OR http://punjabjudiciary.gov.in/
4.	Duty Roster	http://ecourts.gov.in OR http://punjabjudiciary.gov.in/
5.	Police Station's	http://ecourts.gov.in OR http://punjabjudiciary.gov.in/
6.	District Profile	http://ecourts.gov.in OR http://punjabjudiciary.gov.in/
7.	Free Legal Aid	http://punjabjudiciary.gov.in/
8.	RTI Disclosure	http://punjabjudiciary.gov.in/

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Publication of information regarding items specified in rules 4(1) b (III) of the Right of Information Act 2005.

The name, designations and other particular of the Appellate authorities etc

<u>Sr. No.</u>	<u>Appellate Authority</u>	<u>Name/Designation</u>	<u>Phone No</u>	<u>Fax No.</u>
<u>DISTRICT & SESSIONS JUDGE, HOSHIARPUR</u>				
1.	Appellate Authority	Sh. Sunil Kumar Arora, District and Session Judge.	01882-220316	01882-240159

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Publication of information regarding items specified in rules 4(1) b (VIII) of the Right of Information Act 2005.

Other useful information

E-Courts Project Team: Technical Manpower			
Sr. No.	Name	Designation	Contact No.
Hoshiarpur			
1.	Susheel Kumar	System Officer	8558890551
2.	Aman Chambial	System Assistant	9023860341
3.	Gurnam Singh	System Assistant	9872197964
4.	Yashpal	Syatem Assistant	9418209852
Sub Division Dasuya			
5.	Sandeep Thakur	System Assistant	9814265342
Sub Division Garhshankar			
6	Barun Thakur	System Assistant	9815403204
Sub Division Mukerian			
7	Satvir Singh	System Assistant	9803379633