

# **INFORMATION MANUAL FOR RTI ACT, 2017**

## **DISTRICT & SESSIONS COURT, HOSHIARPUR**

### **“PUBLIC INFORMATION OFFICER’s**

### **CONTACT DETAILS”**

<b>S. No</b>	<b>PIO’s</b>	<b>Name/Designation</b>
<b>DISTRICT &amp; SESSIONS JUDGE, HOSHIARPUR</b>		
1	<b>Appellate Authority</b>	Sh. S.K. Arora, District and Session Judge.
2	<b>Public Information Officer</b>	Sh. Balraj Sethi, CAO/Supdt. To District and Session Judge.
<b>CIVIL JUDGE SENIOR DIVISION, HOSHIARPUR</b>		
1	<b>Appellate Authority</b>	Sh. Harsimranjit Singh, CJSD
2	<b>Public Information Officer</b>	Sh. Atul, Clerk of Court (COC) of the Court.
<b>CHIEF JUDICIAL MAGISTRATE, HOSHIARPUR</b>		
1	<b>Appellate Authority</b>	Sh. Aashish Saldi, CJM
2	<b>Public Information Officer</b>	Sh. Amrik Singh, Reader
<b>SUB-DIVISION, DASUYA</b>		
1	<b>Appellate Authority</b>	Sh. Bagicha Singh, ACJSD
2	<b>Public Information Officer</b>	Sh. Sukhdeep Singh, Assistant Copy Agency and Record Room
<b>SUB-DIVISION, MUKERIAN</b>		
1	<b>Appellate Authority</b>	Sh. Rajwinder Kaur-I, ACJSD
2	<b>Public Information Officer</b>	Sh. Malkiat Singh, Reader
<b>SUB-DIVISION, GARHSHANKAR</b>		
1	<b>Appellate Authority</b>	Sh. Amandeep Kamboj, ACJSD
2	<b>Public Information Officer</b>	Sh. Ashwani Sharma, Reader



# **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.

# **MANUAL -02**

## **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 as per seniority are as under;  
Court Manager

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

## Duties of Employees

### **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.



# **MANUAL – 04**

**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**

<b>Sr. No.</b>	<b>Name of Branch</b>	<b>Name of the Acts and Manuals Rules, Instructions</b>	<b>Any Other Record/ Documents.</b>
<b>1</b>	<b>English Office/GPF Branch/COC Office/Statement Branch</b>	High Court rules and orders volume 1 to 6 .Punjab Civil services rules, Volumel 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
<b>2</b>	<b>Civil Nazir/Nazir Branch</b>	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
<b>3</b>	<b>Copying Agency</b>	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
<b>4</b>	<b>Record Room</b>	High Court Rules and Order	CD 8 Register,

		Volume-IV, Chapter-16. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time	Document Return Register and other Registers relating to Record Room
<b>5</b>	<b>Library</b>	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
<b>6</b>	<b>Malkhana Branch</b>	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

# **MANUAL - 5**

**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.

# **MANUAL - 06**

**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**

<b>Sr. No.</b>	<b>Branch</b>	<b>Category of documents</b>
<b>1</b>	<b>Courts</b>	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
<b>2</b>	<b>English Office/GPF Branch/ COC Office/Statement Branch.</b>	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
<b>3</b>	<b>CiviL Nazir/Nazir Branch</b>	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.
<b>4</b>	<b>Copying Agency</b>	CD Registers (Copying Documents) 1 to 12 and other files relating to Copying Agency.
<b>5</b>	<b>Record Room</b>	Judicial Files of decided cases consigned by the different courts from time to time and Record Keeper Registers maintain by him.
<b>6</b>	<b>Library</b>	1. All the law books purchased from time to time. 2. To deal with the matters of Mediation and Conciliation.
<b>7</b>	<b>Malkhana</b>	Case property of decided cases, Re-arrest case files, Criminal

**Branch/Fine  
Moharrir**

Statement Files, Fine Cash Book and other register Regarding Malkhana .

## **MANUAL -07**

**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	Sr. Most Ahlmad/Stenogra	Chief Ministerial Officer of the Senior most	The Addl.Civil

	Judge (Sr.Divn.) and the Court of Civil judge (Jr.Divn) at Mukerian	pher, attached to the court of the addl.civil judge (Sr.Divn.),Mukerian	Judicial Officer.	Judge (Sr.Divn), Mukerian.
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.

## **MANUAL-08**

### **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.**

<b><u>DISTRICT</u></b>	<b><u>SUB DIVISION</u></b>	<b><u>NAME OF JUDICIAL OFFICER</u></b>	<b><u>Designations</u></b>	
HOSHIARPUR		SH. SUNIL KUMAR ARORA	DISTRICT & SESSION JUDGE	
HOSHIARPUR		MS. PRIYA SOOD	ADDITIONAL DISTRICT & SESSION JUDGE	
HOSHIARPUR		SH. RANJIT KUMAR JAIN	ADDITIONAL DISTRICT & SESSION JUDGE	
HOSHIARPUR		SH. SANDEEP KUMAR SINGLA	ADDITIONAL DISTRICT & SESSION JUDGE	
HOSHIARPUR		SH. RANJAN KUMAR KHULLAR	ADDITIONAL DISTRICT & SESSION JUDGE	
HOSHIARPUR		SH. PARMINDER SINGH RAI	ADDITIONAL DISTRICT & SESSION JUDGE	
HOSHIARPUR		SH. KULDEEP SINGH CHEEMA	ADDITIONAL DISTRICT & SESSION JUDGE	
HOSHIARPUR		SH. HARSIMRANJIT SINGH	CIVIL JUDGE (SR. DIVN.)	
HOSHIARPUR		SH. AASHISH SALDI	CHIEF JUDICIAL MAGISTRATE	



HOSHIARPUR		SH. RAVI GULATI	SECY. DLSA-CUM-CHIEF JUDICIAL MAGISTRATE	
HOSHIARPUR		SH. MANAV	ADDITIONAL CIVIL JUDGE (SR. DIVN.)	
HOSHIARPUR		SH. JAGMILAP SINGH KHUSHDIL	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR		Ms. DAZY BANGARH	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR		Ms. PRABHJOT KAUR	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR		SH. GURSHER SINGH	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR		SH. TANISHTH GOYAL	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR		Ms. SHAVETA THAKUR	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR		Ms. RUBINA JOSAN	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	DASUYA	SH. BAGICHA SINGH	ADDITIONAL CIVIL JUDGE (SR. DIVN.)	
HOSHIARPUR	DASUYA	Ms. ROOPA DHALIWAL	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	DASUYA	Ms. MEHAK SABHARWAL	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	DASUYA	Ms. TUSHAR KAUR THIND	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	DASUYA	Ms. RENU GOYAL	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	MUKERIAN	Ms. RAJWINDER	ADDITIONAL CIVIL	

		KAUR-I	JUDGE (SR. DIVN.)	
HOSHIARPUR	MUKERIAN	SH. JASWINDER PAL	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	GARHSHANKAR	Ms. AMANDEEP KAMBOJ	ADDITIONAL CIVIL JUDGE (SR. DIVN.)	
HOSHIARPUR	GARHSHANKAR	Ms. DAMANDEEP KAMAL HEERA	CIVIL JUDGE (JR. DIVN.)	
HOSHIARPUR	GARHSHANKAR	Ms. HEENA AGGARWAL	CIVIL JUDGE (JR. DIVN.)	

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

<b><u>SESSIONS DIVISION, HOSHIARPUR</u></b>			
<b>Sr. No.</b>	<b>Name of the official</b>	<b>Designation</b>	
1	Sh. Balraj Sethi	Superintendent	
2	Sh. Amardeep Singh Momi	English Clerk	
3	Randhir Singh	Addl.English Clerk	
4	Raman Kumar	Reader Gr.1	
5	Sanjeev Sharma	Library Assistant	
6	Gurpal Kaur	Record Keeper	
7	Ajay Sehgal	Translator (He will work as Civil Nazir in the court of CJ(SD), HSP Working <b>Sh. Naginder Singh, Assistant transferred from Gurdaspur</b>	
8	Anil Kumar Kalia	Executive Assistant	
9	Om Parkash	Stenographer Gr.I	

10	Suresh Sood	Stenographer Gr.II	
11	Pankaj	Criminal Ahlmad	
12	Gurparshad Banga	Civil Ahlmad	
13	Ajay Kumar	Addl. Ahlmad (He will assist the Nazir of this office)	
14	Rohit Sehgal	Nazir	
15	Yogita	Library Clerk	
16	<b>Vacant</b>	<b>GPF Clerk</b> <b>(Palavi, Adhoc basis clerk 8.8.13)</b>	
17	Sonia Sharma	Copyist	
18	<b>Vacant</b>	<b>Copyist</b> <b>(Ms. Poonam, Clerk on adhoc basis)</b>	
19	Ruchi Sehgal	Copyist	
20	Bhagwant Singh	Paid candidate (will assist statement clerk 1.10.2014 and Misc. work 21.5.15)	
21	<b>Vacant</b>	<b>Paid Candidate</b> (Ms. Mandeep Kaur, Clerk On Adhoc Basis deputed to work in the court of Sh. P.S.Rai, ADJ, Hoshiarpur)	
22	Jogeeta Rani	Paid Candidate	
24	Narinder Singh	Paid Candidate	
25	Vinod Kumar	L.R.C. (Bill Clerk)	
26	Raman Kumar	L.R.C.	
27	Raj Kumar	LRC (Working 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	Sheenu Singla	Typist (Receipt & Despatch Clerk)	
30	Ankit Kumar Kashyup	Inspection Clerk (He will work in the Record Room of this office)	
31	Atul Dogra	Copy clerk in this Court	
32	Amandeep Kumar	Copy Clerk (Working in the Judicial Record Room, Garhshankar 17/02/2017)	
33	Vineet Kalia	Copy Clerk	
34	Rupesh Sharma	L.R.Steno-typist (He will work in the court of Sh. N.S.Gill, ADJ, Hoshiarpur)	
35	<b>Vacant</b>	<b>L.R.Steno-typist</b>	
36	<b>Vacant</b>	<b>L.R.Steno-typist</b> <b>Chetna Steno on adhoc basis she will work in the court of Sh. Amar Paul, ADJ, Hoshiarpur</b>	
37	Arjun Singh	Driver	
38	Amit Rana	Daftri	
39	Bihari Lal	Usher	
40	Tilak Bahadur Deuba	Waterman	
41	Ram Tirath	Record Lifter	
42	Gaurav	Chowkidar	
43	Rajesh Kumar	Sweeper	
44	Balwinder Singh	Mali	
45	Sukhwinder Pal Singh	Orderly (He will work in this office)	

46	Malkiat Singh	Peon(DK) (He will work in the court of Sh. Jaswinder Singh, CJ(JD), Mukerian)	
47	Lakhvinder Pal	Peon	
48	Ram Pher	Library Peon	
49	Shiv Kumar	Mali-cum-Chowkidar (Residential Office)	

**COURT OF Sh. N.S.GILL, ADDL.DISTT.& SESSIONS JUDGE-I, HOSHIARPUR**

1	<b>Vacant</b>	<b>Reader Gr.I</b> Working Sh. Ajay Sharma, Translator of the same court	
2	<b>Vacant</b>	<b>Stenographer Gr.I</b> <b>Working Sh. Rupesh Sharma,</b> <b>Stenographer Gr.III of this office</b>	
3	<b>Vacant</b>	<b>Stenographer Gr.II</b> <b>Sh. Vishal, Steno on adhoc basis 7.4.17</b>	
4	Ajay Sharma	Translator and also lookafter the work of the Reader	
5	Gautam	Civil Ahlmad	
6	<b>Vacant</b>	<b>Addl. Ahlmad (CrI.)</b> ( Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013 <b>Sh. Vijay Kumar Clerk on adhoc basis</b>	
7	Harinder Singh Bhandri	Copy Clerk	
8	Ravinder Singh	Car Driver	
9	<b>Vacant</b>	Usher	

10	Vikram Singh	Orderly	
11	Tilak Raj	Peon	

**COURT OF Ms. PRIYA SOOD, ADDL.DISTT. & SESSIONS JUDGE-II, HOSHIARPUR**

1	Navdeep Kumar	Reader Gr.I	
2	<b>Vacant</b>	Stenographer Gr.I (Ms. Mansi, Stenographer on adhoc basis 7.4.17)	
3	Baljinder Singh	Stenographer Gr.II	
4	Amrik Singh	Translator (deputed to work in the court of Civil Judge(Sr.Divn.), Hoshiarpur	
5	Vinod Kumar-II	Ahlmad	
6	Manjit Singh Mahal	Addl. Ahlmad ( Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013	
7	Inderjit Kaur	Copy Clerk	
8	Bhuwan Singh	Usher (He will work in this court)	
9	Bablu	Peon	
10	Akshay Sangra	Peon	

**Ms. GURMIT KAUR, ADDL.DISTT. & SESSIONS JUDGE-III, HOSHIARPUR**

1	<b>Vacant</b>	<b>Reader Gr.I</b>  Working Sh. Rajesh Kalia, Reader Gr.II to CJ(SD), HSP 7.6.17	
2	<b>Vacant</b>	<b>Stenographer Gr.I</b>  Working Sh. Jaswinder Singh,	

		<b>Stenographer Gr.II in the court of Sh. Amar Paul, ADJ, HSP</b>	
3	<b>Vacant</b>	<b>Stenographer Gr.II</b> <b>Working Sh. Sandeep Kumar,</b> <b>Stenographer Gr.III</b>	
4	<b>Vacant</b>	<b>Translator</b>	
5	Raghav Joshi	Civil Ahlmad	
6	Dhian Chand	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  (He will work as Reader in the court of Ms. Shaveta Thakur, CJ(JD), HSP 7.4.2017)	
7	Gurmit Singh	Copy Clerk (He will also look after the work of Sh. Dhian Chand, Ahlmad 7.4.17)	
8	Thane Giri	Usher	
9	Manish Tiwari	Orderly	
10	Anita	Peon  (Transferred to the Sessions Division, Fatehgarh Sahib Hon'ble order dated 12.08.2016)	

**COURT OF Sh. SANDEEP KUMAR SINGLA, ADDL. DISTRICT & SESSIONS JUDGE IV, HOSHIARPUR**

1	Mahesh Kumar	Reader	
2	Gautam Manocha	Stenographer Gr.I (He will work in the court of CJM, Hoshiarpur  Ms. Rajni Bala-III, Steno on adhoc	

		basis	
3	Naveen Aeri	Stenographer Gr.II	
4	Sunita	Translator	
5	Sham Lal	Civil Ahlmad	
6	Parwinder Singh	Addl. Ahlmad	
7	<b>Vacant</b>	<b>Copy Clerk</b> Mohammad Rafique, Clerk on adhoc basis 07.06.2017	
8	Saveen Kumar	Usher	
9	Udhey Raj	Orderly	
10	Deepak Tiwari	Peon Transferred to the Sessions Division Patiala by the Hon'ble High Court vide letter no.536Spl. E.Ii/VII.B.4(8E) dated 3.9.16	

**COURT OF Sh. RANJAN KUMAR KHULLAR, ADDL.DISTT.& SESSIONS JUDGE V,  
HOSHIARPUR**

1	<b>Vacant</b>	<b>Reader Gr.I</b> (Working Sh. Ashok Kumar, Translator of the same court)	
2	Ashok Kumar	Translator He will work as Reader in the same court	
3	Anil Kumar-II	Stenographer Gr.I	



4	Jaswinder Singh	Stenographer Gr.II (deputed to work in the court of Sh. K.K.Kareer, ADJ, HSP) working Ms. Chetna, Stenographer on adhoc basis of this office	
5	Lalit Sharma	Ahlmad	
6	Bheem Singh	Copy Clerk	
7	Shankar Singh	Usher (He will work in this office)	
8	Sufiyanullah Khan	Peon	
9	Suresh Chander Pandey	Peon	

**COURT OF Sh. PARMINDER SINGH RAI, ADDL. DISTRICT AND SESSIONS JUDGE-VI:  
HOSHIARPUR**

1	<b>Vacant</b>	<b>Reader Gr.I</b> (Working Sh. Nasib Chand, Assistant, JRR, Garhshankar)	
2	<b>Vacant</b>	<b>Stenographer Gr.I</b> Ms. Sapna, Steno on adhoc basis 7.4.17	
3	Kulwinder Singh-I	Stenographer Gr.II	

4	<b>Vacant</b>	<b>Translator</b>	
5	Arshdeep Singh	1. Ahlmad <b>2. Also woking Mandeep Kaur, Clerk On Adhoc Basis PC of this office)16.12.16</b>	
6	Akanksha	Copy Clerk	
7	Balbir Singh Rawat	Usher	
8	<b>Vacant</b>	<b>Orderly</b>	
9	Sandeep Kumar	Peon	

**COURT OF Sh. KULDIP SINGH CHEEMA, ADDL.DISTT. & SESSIONS JUDGE-VII, HOSHIARPUR**

1	<b>Vacant</b>	<b>Reader Gr.I</b> Working Sh. Amardeep Singh Momi, Clerk, JRR, HSP,07.06.2017	
2	<b>Vacant</b>	Stenographer Gr.I	
3	<b>Vacant</b>	Stenographer Gr.II Working Sh. Rashpal singh, Stenographer Gr.III to Sh. Jaswinder Pal, CJ(JD), MKN 07.06.17	
4	<b>Vacant</b>	<b>Translator</b>	
5	Rupinder Singh	Ahlmad	
6	Aditya Thakur	Copy Clerk	
7	<b>Vacant</b>	<b>Usher</b>	
8	Dharam Pal	Orderly (Transferred to the Sessions Division, Fatehgarh Sahib vide Hon'ble order	

		dated 12.08.2016) Working Sh. Gaurav Moudgil, Peon to Ms. Roopa Dhaliwal, CJ(JD), Dsa 7.6.17	
9	Jaswant Singh	Peon (He will work in Record Room of this office03.05.2016)	

**COURT OF SH. HARSIMRANJIT SINGH, CIVIL JUDGE (SR.DN.), HOSHIARPUR**

1	<b>Vacant</b>	<b>Clerk of Court</b> (Sh. Raj Kumar, St. Clerk will look after the work of COC in addition to his own duties)	
2	Dharam Pal	Civil Nazir (He will work as Reader in the same court) Working Sh. Ajay Sehgal, Translator in this court	
3	Rajesh Kalia	Reader Gr.II (He will work in the court of Ms. Gurmeet Kaur, ADJ, HSP 7.6.17) Working Sh. Dharam Pal, Civil Nazir 16.5.17	
4	Preeti Dogra	Stenographer Gr.II (She will work in the court of Sh. Tanishth Goyal, CJ(JD), HSP Working Sh. Gautam Manocha, Stenographer Gr.I to Ms. Poonam R. Joshi, ADJ, HSP	
5	<b>Vacant</b>	<b>Stenographer Gr.III</b>	

		Ms. Deepika, Steno on adhoc basis	
6	Dinkar Kumar	Civil Ahlmad (also lookafter the work of Guardian Clerk and Execution Clerk 31.5.16)	
7	Varinder Kumar	CrI.Ahlmad	
8	Amritpal Singh Bhinder	Guardian Clerk	
9	<b>Vacant</b>	<b>Execution Clerk</b>	
10	Atul Sharma	Naib Nazir(Bill Clerk) will assist COC in addition to his duty 29/6/13	
11	Amit Viridi	Naib Nazir (Sheriff Petty)	
12	Rajiv Kumar	Naib Nazir(Tameel)	
13	Naresh Kumar	Daftri	
14	Ravi Kumar	Orderly	
15	Palwinder Kumar	Peon	
16	Avtar Singh	Chowkidar	
17	Vacant	Chowkidar	
18	Ajay Kumar	Waterman	
19	Shakti	Mali	
20	Vikram	Mali	
21	Kamlesh Rani	Sweeperess	

**COURT OF SH. AASHISH SALDI CHIEF JUDICIAL MAGISTRATE HOSHIARPUR**

1	Vacant	Reader Gr.II Working Sh. Amrik Singh, Translator to Ms. Priya Sood, ADJ, Hoshiarpur 16.5.17
2	Avtar Singh	Stenographer Gr.II
3	Vacant	Stenographer Gr.III Sh. Arun KUMar, Steno on Ahoc basis
4	Manoj Kumar	Civil Ahlmad
5	Vacant	CrI.Ahlmad (Working Sh. Inderpal Singh Saggi, Adhoc basis Clerk 15.4.2015)
6	Amit Kumar-II	Summary Clerk
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
9	Lalita Joshi	LRC
10	Prince Sharma	Malkhana Clerk
11	Jagtar Singh	Orderly
12	Surinder Singh	Malkhana Peon
13	Vacant	Car Driver
14	Karan Singh	Addl. Peon

**COURT OF SH MANAV, ADDL. CIVIL JUDGE (SR.DIVN.), HOSHIARPUR**

1	Vacant	Reader Gr.II Working Sh. Rajinder Singh, Assitt. JRR.HSP	
2	Mukesh Chawla	Stenographer Gr.II	
3	Vacant	Stenographer Gr.III Sh. Deepak Kumar, Steno on adhoc basis 28.4.2016	
4	Sukhjit Kaur	Ahlmad	
5	Bhupinder Singh	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	
6	Puran Chand	Orderly	
7	Gursewak Singh	Peon	

**COURT OF MS DAZY BANGARH, CIVIL JUDGE (JR.DN.),HOSHIARPUR**

1	Ashwani Guleria	Reader Gr.III
2	Arun Kumar	Ahlmad
3	Jatinder 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
4	Rajbir Singh	Stenographer Gr.II
5	Reena Kumari	Stenographer Gr.III
6	Vikram Singh	Orderly
7	Shubham Singh	Addl. Peon

**COURT OF SH GURSHER SINGH, CIVIL JUDGE(JR.DN.),HOSHIARPUR**

1	Sodhi Lal	Reader Gr.III	
2	Rajni	Stenographer Gr.II	
3	<b>Vacant</b>	<b>Stenographer Gr.III</b>	
4	Narinder Singh-III	Ahlmad (criminal matters)	
5	Amandeep 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	Satnam Singh	Orderly	
7	Sukhvir Singh	Addl.Peon	

**COURT OF MS PRABHJOT KAUR, CIVIL JUDGE (JR.DN.),HOSHIARPUR**

1	<b>Vacant</b>	<b>Reader Gr.III</b> Working Sh. Sandeep Kumar, Ahlmad
2	Anil Kumar-III	Stenographer Gr.II
3	<b>Vacant</b>	<b>Stenographer Gr.III</b>
4	Vipan Kumar	Ahlmad
5	Sandeep 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. (He will work as Reader in the same court)
6	<b>Vacant</b>	<b>Addl. Ahlmad</b> ( Created by the Hon'ble High Court vide endst. No. 105 Spl E.II/ VII.A.23(Pb.), dated 29.04.2013 Sh. Shubham Dadhwal, Clerk on adhoc basis 21.4.2017
7	Gurbachan Singh	Orderly
8	Karan	Addl. Peon (He will work in this office) Working Ms. Harjeet, Peon to Sh. Jaswinder Pal, CJ(JD), Mukerian 31.3.17

**COURT OF SH JAGMILAP SINGH KHUSHDIL, CIVIL JUDGE (JR.DN.), HOSHIARPUR**

1	Paramjit Raju	Reader Gr.III
2	<b>Vacant</b>	<b>Ahlmad</b> <b>Sh. Chander Shekhar, Clerk on adhoc basis 21.4.2017</b>
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	Vikas Sharma	Stenographer Gr. II
5	<b>Vacant</b>	<b>Stenographer Gr.III</b>



		Sudesh Rani, Steno on adhoc basis
6	Reeta Kumari	Orderly
7	Umesh	Addl. Peon

**Court of Sh. Tansihth Goyal, Civil Judge (Jr.Divn.), Hoshiarpur**

1	Vinod Kumar	Reader Gr.III
2.	<b>Vacant</b>	<b>Stenographer Gr.II</b>
3.	Sandeep Kumar	Stenographer Gr.III (He will work in the court of Ms. Gurmeet Kaur, ADJ, HSP)9.5.17  (Working Ms. Preeti Dogra, Stenographer Gr.II to CJM, HSP 31.05.2016
4.	<b>Vacant</b>	<b>Ahlmad (Criminal)</b>  <b>Sh. Gagan Thakur, Clerk on adhoc basis</b>
5.	Lokesh Mehta	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.	Abdul Mazeed	Orderly
7.	<b>Vacant</b>	<b>Peon</b>

**COURT OF Ms.SHAVETA THAKUR, CIVIL JUDGE (JR.DN.),HOSHIARPUR**

1	<b>Vacant</b>	<b>Reader Gr.III</b>  <b>Working Sh. Dhian Chand, Addl. Ahlmad to Sh. K.K.Kareer, ADJ, HSP 07.04.2017</b>
2	<b>Vacant</b>	<b>Stenographer Gr.II</b>
3	Rajni Bala	Stenographer Gr.III
4	<b>Vacant</b>	<b>Ahlmad</b>  <b>(Renu Kashyap, Adhoc basis Clerk</b>

		<b>07.04.2017</b>	
5	Balbir Singh	Peon	
6	<b>Vacant</b>	<b>Peon</b>	

**COURT OF Ms. Rubina Joshan, Civil Judge (Jr.Divn.), Hoshiarpur**

1	<b>Vacant</b>	<b>Reader Gr.III</b> Working Ms. Pooja Gupta, Clerk, JCA HSP 7.6.17
2	<b>Vacant</b>	<b>Stenographer Gr.II</b>
3	<b>Vacant</b>	<b>Stenographer Gr.III</b> Sh. Harmesh Kumar Gill, Stenographer on adhoc basis 07.04.2017
4	<b>Vacant</b>	<b>Ahlmad</b> <b>(Sh.Amarpal Singh, On Adhoc basis Clerk) 07.04.2017</b>
5	Lovekesh Nahar	Peon
6	<b>Vacant</b>	<b>Peon</b>

**COURT OF SH. BAGICHA SINGH, ADDL.CIVIL JUDGE (SD), DASUYA**

1.	<b>Vacant</b>	<b>Reader Gr.II</b> working Sh. Harpreet Singh-I Clerk on Adhoc basis Ahlmdad in the same court 21.4.2017
2.	Kulwinder Singh-II	Stenographer Gr.II
3.	Vacant	<b>Stenographer Gr.III</b> <b>Ms. Rajji, Steno on adhoc basis</b>

4.	Tejinder Singh	Civil Ahlmad
5.	<b>Vacant</b>	<b>Crl.Ahlmad</b> Sh. Harpreet Singh-I Clerk on Adhoc basis He will work as Reader in the same court 21.4.2017
6.	Satish 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 (He will work as Reader in the court of Ms. Renu, CJ(JD), Dasuya
7.	Balwinder 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
8.	Sukhdeep Kumar	Clerk, JCA
9.	<b>Vacant</b>	<b>Clerk, JCA</b>
10.	Amit Goyal	Naib Nazir
11.	Rohit Kumar	Orderly
12.	Paramjit Kaur	Addl.Peon
13.	Balwinder Singh	Chowkidar
14.	Shiv Balak	Mali
15.	<b>Vacant</b>	<b>Mali</b>
16.	Rajinder Nahar	Sweeper

**COURT OF MS ROOPA DHALIWAL, CIVIL JUDGE (JR.DN.), DASUYA**

1	Surat Singh	Reader Gr.III
2	<b>Vacant</b>	<b>Stenographer Gr.II</b> Sh. Navdeep Singh, Adhoc basis Steno 9.5.17
3	<b>Vacant</b>	<b>Stenographer Gr.III</b>

		Ms. Anu Priya, Adhoc basis steno 9.5.17
4	Davinder Singh	Civil Ahlmad
5	Gaurav Singh Rawat	Addl. Ahlmad
6	Gaurav Moudgil	Orderly (He will work in the court of Sh. K.S.Cheema, ADJ, HSP 7.6.17)
7	Amandeep	Addl.Peon

**COURT OF Ms. MEHAK SABHARWAL, CIVIL JUDGE (Jr.DIVN.) DASUYA**

1	Ashwani Sharma	Reader Gr.III ( He will work in the court of Ms. Manni Arora, ACJ(SD), Garhsanakar24.8.16 <b>Working Sh. Yogesh Sharma, Clerk transferred from Jalandhar Sessions Division</b>
2	<b>Vacant</b>	<b>Stenographer Gr.II</b> Ms. Nikita Aery, Steno on adhoc basis
3	Sandeep Kumar	Stenographer Gr.III
4	Vijay Pankaj	Ahlmad
5	Deepak 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	Balwant Singh	Peon
7	Prem Singh Rawat	Peon

**COURT OF Ms. TUSHAR KAUR, CIVIL JUDGE (Jr.Divn.), DASUYA**

1	<b>Vacant</b>	<b>Reader Gr.III</b> Working Sh. Ravneet Singh, Ahl of the same court 7.6.17
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2	<b>Vacant</b>	<b>Stenographer Gr.II</b>
3	Varun Talwar	Stenographer Gr.III
4	Ramandeep	Ahlmad (Criminal)
5	Ravneet 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  He will work as Reader in the same court 7.6.17
6	Sukhdeep Kumar	Orderly
7	Dinesh Kumar	Peon

**COURT OF Ms. RENU GOYAL, CIVIL JUDGE (Jr. Divn.), DASUYA**

1	<b>Vacant</b>	<b>Reader Gr.III</b>  Working Sh. Satish Kumar, Addl. Ahlmad to ACJ(SD), Dasuya 7.4.2017
2	<b>Vacant</b>	<b>Stenographer Gr.II</b>
3	Upendra Singh	Stenographer Gr.III
4	Raj Kumar-II	Ahlmad
5	Sarabjit Singh	Peon
6	<b>Vacant</b>	<b>Peon</b>

**COURT OF Ms. RAJWINDER KAUR-I, ADDL.CIVIL JUDGE (SR,DN.), MUKERIAN**

1	Malkiat Singh	Reader Gr.II
2	<b>Vacant</b>	<b>Stenographer Gr.II</b> <b>Ms. Priya Monga, Steno on adhoc basis</b>
3	Saurabh Srivasatava	Stenographer Gr.III
4	Harjot Kamal	Ahlmad
5	Satbirt Singh	Addl. Ahlmad (Crl.work)
6	Manpreet 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
7	Balkar Singh	Naib Nazir
8	<b>Vacant</b>	<b>Copyist (Clerk JCA)</b> Working Sh. Tejinder Singh, Copy Clerk transferred from Amritsar Sessions Division
9	Vikas Kumar	Orderly
10	Vikas Kaushal	Addl. Peon
11	Dhal Bahadur Thapa	Chowkidar
12	Deepak Kumar	Mali

**COURT OF Sh. JASWINDER PAL, CIVIL JUDGE (JR.Dn.), MUKERIAN**

1	Gulzar Singh	Reader Gr.III
2	Vacant	Stenographer Gr.II Ms. Simpy Rani, Steno on adhoc basis

3	Rashpal Singh	Stenographer Gr.III He will work in the court of Sh. K.S.Cheema, ADJ, Hoshiarpur 7.6.17
4	Harvinder Pal	Ahlmad (Criminal)
5	Prince	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	Vinod Kumar	Orderly
7	Harjeet	Peon (She will work in this office)

**COURT OF MS. AMANDEEP KAMBOJ, SDJM, GARHSHANKAR**

1	<b>Vacant</b>	<b>Reader Gr.II</b> <b>Working Sh. Ashwani Sharma, Reader to Ms. Mehak</b> <b>Sabharwal, CJ(JD), Dasuya</b>
2	Rakesh Kumar	Stenographer Gr.II
3	<b>Vacant</b>	<b>Stenographer Gr.III</b> <b>Sh. Vijay Kumar, Steno on adhoc basis</b>
4	Vikas Kumar	Civil Ahlmad (He will work as Reader in the court of Ms. Heena Aggarwal, CJ(JD), GSR 7.4.17
5	Inderjit Singh	Criminal Ahlmad
6	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
7	Gunesh Jain	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	Surinder Pal	Naib Nazir

9	Rajesh Chodha	Clerk, JCA (Absent from duty) Working Sh. Dilbag Singh, Clerk JRR, GSR)
10	Munendra Singh	Orderly
11	Shurvire Singh	Addl. Peon
12	Gulbarg Raj	Chowkidar
13	Gurvinder Singh	Mali
14	Asha Rani	Sweeperess

**COURT MS. DAMANDEEP KAMAL HEERA, CIVIL JUDGE (JR.DN.),GARHSHANKAR**

1	Sat Pal	Reader Gr.III
2	Dinesh Singh Rathore	Stenographer Gr.II
3	<b>Vacant</b>	Stenographer Gr.III Ms. Amandeep Kaur, Steno on adhoc basis
4	Vikas Dhunna	Ahlmad
5	Mandeep 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	Vishal Gulati	Orderly
7	<b>Vacant</b>	Addl. Peon

**COURT OF Ms. HEENA AGGARWAL, CIVIL JUDGE (Jr.Divn.), GARHSHANKAR**

1	<b>Vacant</b>	<b>Reader Gr.III</b> Working Sh. Vikas Kumar, Ahlmad to ACJ(SD), Garhshankar 7.4.17
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2	Balbir Singh	Stenographer Gr.II
3	<b>Vacant</b>	<b>Stenographer Gr.III</b>
4	Charanjit Kaur	Ahlmad
5	Harwinder Singh	Peon
6	<b>Vacant</b>	<b>Peon</b>

**JUDICIAL RECORD ROOM, HOSHIARPUR**

1	Rajinder Singh	Assistant (deputed to work in the court of Sh. Manav, ACJ(SD), Hoshiarpur
2	Mukesh	Clerk
3	Pankaj Taneja	Clerk
4	Amardeep Singh Momi	Clerk (Working as Reader in the court of Sh. K.S.Cheema. ADJ, Hoshiarpur) 7.6.17
5	Rajinder Kumari	Clerk
6	Gagan Sharma	Record Lifter
7	Sarwan Singh	Record Lifter
8	Umed Singh Rawat	Chowkidar

**JUDICIAL RECORD ROOM, DASUYA**

1	Chetan Agnihotri	Record Keeper (Transferred to Sangrur Sessions division vide Hon'ble High 's order)
2	<b>Vacant</b>	<b>Clerk</b> <b>Sh. Harpreet Kaur Clerk on Adhoc basis</b> <b>21.4.2017</b>

3	Ashwani Kumar	Record Lifter	
4	Rishab	Chowkidar	

**JUDICIAL RECORD ROOM, GARHSHANKAR**

1	Nasib Chand	Assistant, (Working as Reader in the court of Sh. P.S.Rai, AD&SJ, Hoshiarpur)	
2	Dilbag Singh	Clerk (deputed to work in the JCA Garhshankar) Working Sh. Amandeep Kumar, CC to this court 17/02.2017)	
3	Hans Raj-I	Record Lifter	
4	Harjeet Singh	Chowkidar, JRR, Garhshankar	

**JUDICIAL COPYING AGENCY, HOSHIARPUR**

1	<b>Vacant</b>	<b>Assistant</b>	
2	Taranjot Kaur Bajwa	Clerk	
3	Harsimrat Kaur	Clerk	
4	Pooja Gupta	Clerk ( working as Reader in the court of Ms. Rubina Joshan, CJ(JD), HSP 7.6.17)	
5	Narinder Singh-II	Clerk (deputed to work in Server Room, Lower court complex, Hoshiarpur)	
6	Sheenu Singla	Clerk	
7	Manjit Kaur	Clerk	
8	Meena Rani	Clerk	
9	<b>Vacant</b>	<b>Peon</b>	

**BAILIFF AND PROCESS SERVERS, HOSHIARPUR**

1	<b>Bailiffs</b>	Manohar Lal
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2	-do-	Sukhvir Singh
3	-do-	Dev Raj.
4	-do-	Pawan Kumar-II
5	<b>Process Servers</b>	Sunny Behl
6		Paramjit-II
7		Hans Raj-II(working in Judicial Copying Agency, HSP)
8		Hardeep Singh-II
9		Rajinder Singh -II
10		Madan singh
11		Mukesh Kumar
12		<b>Vacant</b>
13		Paramjit –I
14		Gurjit Kumar
15		Rajinder Singh-I
16		Manoj Kumar
17		Prem Chand
18		Satnam Singh
19		Paramjit_III
20		Vinod Kumar-II
21		Neelam Singh
22		<b>Vacant</b>

23		Rajiv Kumar
24		Pavinder Kumar
25		Satish Gill
26		Ram Tirath Singh
27		Sukhdev Lal
28		Babu Ram
29		Rakesh Kumar
30		Devinder Kumar
31		Bharat Bhushan
32		Ashwani Kumar
33		Shiv Kumari
34		Vinod Kumar-III
35	<b>As Addl. P.S. transferred from the Sessions Division Gurdaspur</b>	<b>Sukhdev Singh</b>

**BAILIFF AND PROCESS SERVERS, GARHSHANKAR**

1	<b>Bailiff</b>	Jasbir Singh
2	<b>Process Servers</b>	Amarjit Singh
3		Hargurbax Singh
4		Narinder Pal
5		Sukhwinder Singh
6		Sandeep Singh Gusain

7		Harish Chander
8		Pardeep
9		Urmila Devi

**BAILIFF AND PROCESS SERVERS, DASUYA**

1	Bailiff	Manjit Kaur
2	Bailiff	Roshan Lal
3	Process Server	13
4		Mann Singh
5		Kulwant Rai
6		Navneet Raju
7		Raj Kumar Dadwal
8		Bikram Singh-II
9		Hari Parshad
10		Suneel Raju
11		Angrej Lal
12		Gurmeet Kaur
13		Didar Singh
14		Sunil Kumar
15		Banwari Lal
16		Hardeep Singh-I

**BAILIFF AND PROCESS SERVERS, MUKERIAN**

1	Bailiff	Pawan Kumar
2	Bailiff	Sukhdev Singh
3	Process Server	Nine
4		Baljit Singh
5		Inderjit Kaur
6		Naresh Kumar
7		Harpinder Singh
8		Lakhwinder Singh
9		Sarv Udhey Singh
10		Jasvir Singh-II
11		Ranjit Singh
12		Rajinder Kumar

**Manual - 10**

**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 :-**

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**

<b>Sr . N o</b>	<b>Head "2014- ADMIN. OF JUSTICE FOR THE YEAR 2017-18</b>	<b>Budget/Funds received</b>	<b>Budget/Funds Utilized</b>
1	Salaries and C.A.-105(01)	47101000	
2	Salaries -105(03)	282200	
3	Salaries -105(02)	50320000	50316672
4	Salaries and C.A.-105(04)	21000000	20680661
5	Wages-105(01)	98000	
6	Wages-105(02)		
7	T.A.-105(01)	Nil	Nil
8	T.A.-105(03)	Nil	
9	T.A.-105(02)	3,70,000	1,29,255
10	T.A.-105(04)		
11	O.E.,P.OL. Liveries & Law Books-105(01)	1220755	
12	O.E.,P.OL. Liveries & Law Books-105()(02)	12,81,200	12,08,418
13	Electricity-105(01)	420000	
14	Electricity-105(02)	18,00,000	17,99,825
15	Telephone-105(01)	50000	
16	Telephone-105(02)	3,50,000	2,99,371



17	Water Charges-105(01)	Nil	
18	Water Charges-105(02)		
19	Adv. Publication-105(01)	Nil	
20	P.P.S.-105(01)	Nil	
21	P.P.S.-105(02)	Nil	
22	Rent Rate & Taxes-105(01)	160000	
23	Rent Rate & Taxes-105(02)	150000	
24	Medical Reimbursement-105(01)	165000	
25	Medical Reimbursement-105(03)	Nil	
26	Medical Reimbursement-105(02)	70,000	48,993
27	Medical Reimbursement-105(04)	2,33,830	2,31,728
27	Salaries Evening Court/ Court Manager-105(01)(31)		
28	2235-Social Security and Welfare- (Legal Aid Poor) and (Legal Aid to L.P.)	Nil	

## **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:- Civil Judge (Sr Division), HOSHIARPUR**

Sr . N o	Head “2014- ADMIN. OF JUSTICE FOR THE YEAR 2017-18	Budget/Funds received	Budget/Funds Utilized
1	Salaries and C.A.-105(01)		

2	Salaries -105(03)		
3	Salaries -105(02)	5,19,50,000	2,26,11,298
4	Salaries and C.A.-105(04)	2,40,00,000	9961918
5	Wages-105(01)		
6	Wages-105(02)	343000	229427
7	T.A.-105(01)		
8	T.A.-105(03)		
9	T.A.-105(02)	Nil	Nil
10	T.A.-105(04)	Nil	Nil
11	O.E.,P.OL. Liveries & Law Books-105(01)		
12	O.E.,P.OL. Liveries & Law Books-105(02)	390000	149565
13	Electricity-105(01)		
14	Electricity-105(02)	10,00,000	612713
15	Telephone-105(01)		
16	Telephone-105(02)	Nil	Nil
17	Water Charges-105(01)		
18	Water Charges-105(02)	0	0
19	Adv. Publication-105(01)		
20	P.P.S.-105(01)		
21	P.P.S.-105(02)	0	0
22	Rent Rate & Taxes-105(01)		
23	Rent Rate & Taxes-105(02)	Nil	Nil
24	Medical Reimbursement-105(01)		
25	Medical Reimbursement-105(03)		
26	Medical Reimbursement-105(02)	Nil	Nil

27	Medical Reimbursement-105(04)	Nil	Nil
28	2235-Social Security and Welfare- (Legal Aid Poor) and (Legal Aid to L.P.)		

## **MANUAL - 12**

**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.

## **MANUAL - 13**

**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.**

# **MANUAL - 14**

**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**

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

# **MANUAL - 15**

**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**

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

# **MANUAL - 16**

**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**

<b><u>Sr. No.</u></b>	<b><u>Appellate Authority</u></b>	<b><u>Name/Designation</u></b>	<b><u>Phone No</u></b>	<b><u>Fax No.</u></b>
<b><u>DISTRICT &amp; SESSIONS JUDGE, HOSHIARPUR</u></b>				
1.	Appellate Authority	Sh. S.K. ARORA	01882-220316	01882-240159
2.	Appellate Authority	Add. District & Sessions Judge and Add. District & Sessions Judges		

# **MANUAL - 17**

**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**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
1.	Sh. Jarnail Singh (Hoshiarpur)	System Officer	8968635650
2.	Sh. Aman Chambial (Hoshiarpur)	System Assistant	9023860341
3.	Sh. Gurnam Singh (Hoshiarpur)	System Assistant	9872197964
4	Sh. Yashpal (Hoshiarpur)	System Assistant	8146581109
5	Sh. Satbir Singh (Mukerian)	System Assistant	9803379633
6	Sh.Sandeep Thakur (Dasuya)	System Assistant	9814263342
7	Sh. Barun Thakur (Garhshankar)	System Assistant	7018073413