

MANUAL OF
DISTRICT COURT
RUDRAPRAYAG
UTTARAKHAND
UNDER SECTION
4 (1) (b) OF RIGHT
TO
INFORMATION
ACT, 2005

CHAPTER-I: INTRODUCTION

Background of Information Handbook

This Information Handbook has been prepared in pursuance of Section 4 of the Right to Information Act, 2005 (RTI Act, 2005) to provide information in respect of mission/objectives and functions of the Judgeship Rudraprayag incorporated under section 25 of the Bengal Agra Avadh & Assam Act is working under the Administrative control of Hon'ble High Court.

Intended Users

This manual is useful for general/public

Contact Person for getting more information

Please contact Shri. Narendra Lal Kohli, Senior Administrative Officer /Public Information Officer of the judgeship, Rudraprayag for obtaining more information by post, e-mail, website, telephone or fax at the following address and first appeal may be submitted before the 1st appellate Authority i. e. Civil Judge (Jr. Div.) Rudraprayag :-

District & Sessions Court, Rudraprayag, - Pin No. 246171

(Tel: 01364-233284 & Fax: 01364-233284)

Outlying Civil Court, Ukhimath, District- Rudraprayag

(Tel: 01364-284268 & Fax: 01364-284268)

E-Mail: dj-rud-ua@nic.in

Website: <http://ecourts.gov.in/rudraprayag/>

(New website launched by e-Committee)

Definitions/Abbreviations used

(a) "Public Authority" means Head of the Office in the District Court

(b) "RTI Act" means Right to Information Act, 2005.

(c) "PIO" means Public Information Officer designated under Section 5 (1) of the RTI Act.

(d) "APIO" means Assistant Public Information Officer designated under section 5 (2) of the RTI Act. Presently in this judgeship Shri Surendra Kumar, Head Copyist, attached as Reader in Civil Judge (Jr. Div.) Court at Ukhimath is appointed as APIO.

(e) "Appellate Authority" mean the authority to whom an appeal may be submitted under Section 7 (8) (iii) of the RTI Act. Procedure and fee structure for getting information not available in the handbook. Any person who wishes to seek information under the Right to information Act, 2005 may file an application to the Public Information Officer at the head quarter of the District Court Rudraprayag and APIO in Civil Judge (Jr. Div.) court at Ukhimath, District Rudraprayag. A nominal application fees of ₹10.00/- in the shape of Treasury Challan, bank draft, postal order, court fees stamp and in cash per application of Information. If applicant wants to copy of documents a sum of ₹2.00/- per page will be charged for the supply of photocopy of documents under the control of the office of the District Court, Rudraprayag. The cost of information on floppy and CD would be ₹30.00/- and ₹80.00/- for each respectively. The inspection fee of files/documents would be ₹25.00/- each.

MANUAL-I

SECTION 4 (1) (b) (I)

The particulars, functions and duties; of District Court Rudraprayag Uttarakhand

Particulars: District Court Rudraprayag, Uttarakhand

Functions:

The **District Courts of Rudraprayag** are presided over by a judge. They administer justice in India at a district level. These courts are under administrative and judicial control of the High Court of the State to which the district concerned belongs.

The highest court in each district is that of the District and Sessions Judge. This is the principal court of civil jurisdiction. This is also a court of Sessions with criminal jurisdiction. In Sessions trial cases are tried by the Sessions Court. It has the power to impose any sentence according to the law including capital punishment.

There are many other courts subordinate to the court of District and Sessions Judge. There is a three-tier system of courts. On the civil side, at the lowest level is the court of Civil Judge (Junior Division). On the criminal side, the lower court is that of the Judicial Magistrate 1st class. Civil Judge (Junior Division) decides civil cases of small pecuniary stake. Judicial Magistrates decide criminal cases, which are punishable with imprisonment of up to three years.

In the middle of the hierarchy, there is the Court of Civil Judge (Senior Division) on the civil side and the Court of the Chief Judicial Magistrate on the Criminal side. Civil Judge (senior division) can decide civil cases of any valuation. There are many additional courts of Additional Civil Judge (Senior Division). The Jurisdiction of these additional courts is the same as that of the principal court of Civil Judge (Senior Division). The Chief Judicial Magistrate can try cases, which are

punishable with imprisonment for a term up to seven years. Usually there are many additional courts of Additional Chief Judicial Magistrates. At the top level, there may be one or more courts of additional district and session's judge with the same judicial power as that of the District and Sessions judge.

Judicial independence of each court is the characteristic feature of the district judiciary. In each district, there is a strong bar, which ensures that courts decide cases, according to law and without fear or favor. The greatest problem of district courts is that of huge backlog of cases leading to undue delay in deciding cases.

SECTION 4(1)(b)(ii)

The powers and duties of officers and employees of the District Court,
Rudraprayag, Uttarakhand;

Duties: - The officers discharge their duties as per the Officers and staff (Conditions of Service & Conduct) Rules, 1976. SECTION 4(1) (B) (II). The powers and duties of officers and employees of the judgeship, Rudraprayag (Uttarakhand). The District Courts of Rudraprayag is under of the administrative and judicial control of the High Court having a following powers and duties:-

1- Powers of District Judge.

(A) Judicial

(B) Administrative & Financial Powers

(C) Other powers assigned by the Hon'ble High Court.

(A) Judicial Power

(1) Civil side: - In the district, the District Judge exercises the original power to try cases of Land Acquisition cases, Election Petitions relating to Zila Panchayat & Chhetra Sammittee & Nagar Palika, cases under Guardian & Wards Act, Motor Accident Claim Petitions, Probates cases and Insolvency cases. The district Judge exercise the powers of appellate court and hear the appeals against the judgment & decree passed by the Civil Judge (Sr. Div.), Civil Judge (Jr. Div.) and judgment and order passed by the said judicial officers and prescribe authority and civil revisions against the order passed by the Civil Judge (Sr. Div.) and Civil (Jr. Div.) in the district.

(2) Criminal side: - In this Sessions division the Session Judge try the cases in which punishment is prescribed more than 07-year years, Cases under N.D.P.S. Act, cases under S.C. /S.T Act and appeal against the judgment passed by the Magistrates and revisions against the judgment and order passed by the Magistrate. Sessions judge hears the bail applications of his own court, and the bail rejected by the Magistrate. The Special Power to POSCO cases.

(B) Administrative:

The district Judge has the power to appoint the class III and IV employees, transfer and promotion of the employees. To award the annual remark to the officers and employees working under his kind control. To take departmental and disciplinary action against the employees. To inspect the court & office functioning in the district. He inspects the jail inspection along with D.M. & S.P., of each quarter and to hold the monthly meeting of judicial officers and meeting of monitoring cell.

(B)(i) Financial Powers:

To pass the Pay bills, T. A. Bills, Transfer T. A. Bills of the subordinate officer and official of the District Court under him.

To pass the contingent bills related to office expenditure.

To pass the G. P. F. Bills, Pensions & Gratuity Bills, and Leave Salary Bills

To pass some suitable orders related to any other financial matters.

Powers of C. J. M., Rudraprayag:

C. J. M. exercises the criminal powers over whole the district. He tries the cases, in which provision of punishment is less than 7 years. The Chief Judicial Magistrate inspect the court and office of other Magistrates, functioning in the district and make monthly inspection of jail/lock up. Hon'ble High Court has been empowered to C. J. M. to try the civil cases as Civil Judge (Sr. Div.). Therefore, he tries the suits and other civil cases of the valuation of ₹100001.00 up to unlimited valuation.

1. All the police challan/reports and private complaints of regular criminal cases shell are filed.
2. Every regular criminal case received either by way of police challani or private complaint or on committal, will be allotted.
3. The case to be serial numbered is allotted as aforesaid will be transferred to the concerned court.
4. Workmen compensation Act cases as commissioner
5. Thana Kotwali, Rudraprayag.

Powers of Civil Judge (Senior Division) Rudraprayag:

The Civil Judge (Sr. Div.), Rudraprayag has the power to try the suits and other civil cases of the valuation of ₹100001.00 up to unlimited valuation. Powers of Civil Judge (Junior Division), Rudraprayag. Civil Judge (Junior Div.), Rudraprayag exercises the civil powers over Rudraprayag circle. He trails the civil suits up to the valuation of ₹100000.00. Civil Judge (Jr. Div.) has been empowered to try the criminal cases as Judicial Magistrate 1st class. At present, he has the powers to hear the criminal cases.

Powers of Civil Judge (Junior Division), Ukhimath. Civil Judge (Junior Div.), Ukhimath exercises the civil powers over Ukhimath Circle. He tries the civil

suits up to the valuation of ₹100000.00, Civil Judge (Jr. Div.) has been empowered to try the criminal cases as Judicial Magistrate 1st class. At present, he has the powers to hear the criminal cases.

Powers of Judicial Magistrate Rudraprayag:

All Jurisdictions in the criminal work deputed by the Chief Judicial Magistrate.

To impose sentence of 3 years in the criminal case with in his jurisdiction.

All other criminal cases under his jurisdiction.

Powers of Civil Judge (Junior Division) Rudraprayag:

To decide the Civil Suits up valuation of ₹10,000.00 to those Judicial Officer whose service became 3 years old.

To decide the Civil Suits of valuation of ₹10,000.00 to ₹25,000.00 to those Judicial Officer whose services become more than 3 years.

To decide the case under Utrakhand Urban Building, Rent Control and Essectment Act.

To decide the Misc. Civil Suits.

To decide the cases related under Succession Act for the property up to valuation of ₹25,000.00.

All other civil cases under his jurisdiction.

Information relating to Jurisdiction of the different Courts in Rudraprayag Judgeship

Sl.No.	Name of Courts	Jurisdiction		Remarks
		Territorial Jurisdiction	Pecuniary Jurisdiction	
1.	District & Sessions Judge. Rudraprayag	District of Rudraprayag	1. All sessions Trials of Sessions Div. Rudraprayag 2. N. D. P. S. cases above 100gm 3. Civil Appeal Up to value of ₹ 5,00,000/- 4. S. C. C. Suits above ₹ 25000/- to ₹ 5,00,000/- 5. Exercise power as President, Motor Accident claim Tribunal, 6. Exercise power as President, and 7. District Consumer form Rudraprayag.	Vide notification no. 2216910/VII-A-N-348-74 dated 27-2-76
2.	Additional District Judge Rudraprayag	District of Rudraprayag	1. All sessions Trials of Sessions Div. Rudraprayag 2. N. D. P. S. cases above 100gm 3. Civil Appeal Up to value of ₹ 5,00,000/- 4. S. C. C. Suits above ₹ 25000/- to ₹ 5,00,000	Vide notification no. 190/nyay anubhag /2001 dated: 01-04-2001
3.	Civil Judge (Sr. Div.) Rudraprayag	District of Rudraprayag	Suit valuation-unlimited S. C. C. Cases- ₹ 5000/- to ₹ 25000/-	Also exercises the power of Prescribed Authority
4.	Chief Judicial Magistrate Rudraprayag	District of Rudraprayag	Throughout District Rudraprayag	-
5.	Civil Judge(Jr. Div.) Rudraprayag	Tehsil- Rudraprayag & Jakholi	Suit valuation up to ₹ 1,00,000/- S. C. C. suit up to ₹ 5000/-	Also exercise the power of judicial Magistrate 1st Class.
6.	Judicial Magistrate Rudraprayag	District of Rudraprayag	As Allotted by C. J. M.	Also exercise the power of judicial Magistrate 1st Class.
7.	Civil Judge(Jr. Div.)/J. M., Ukhimath	Tehsil- Ukhimath	Suit valuation up to ₹ 1,00,000/- S. C. C. suit up to ₹ 5000/-	Also exercise the power of judicial Magistrate 1st Class.

Official Infrastructure of District Court and their duty (District Judge Court, Rudraprayag).

Duties of the officials: - The officials of this judgeship discharged their duties as per rule as provided in General Rules (Civil) and General Rules (Criminal) and Govt. Servant Conduct Rules.

1- District Judge Court

A-Court staff-

1- Sadar Munsarim (Administrative Officer):

Sadar Munsarin, now nomenclature has denoted as Administrative Officer posted in the Vernacular Office of the District Judge. He supervised over the court staff and responsible for the court office, he has to keep track of filling of Suits, Appeals, and other litigations and pendency in the District Court and keep informed, the District Judge. He has to send statement, returned and reports to the Hon'ble High Court as prescribed in the General Rules (Civil & Criminal) as well as send required information to the higher authority as desired time to time.

In absence of the Senior Administrative Officer He will have in-charge of the Senior Administrative Officer and responsible for his all duties mentioned in Para of the Senior Administrative Officer.

2- Chief Reader of the Court of District Judge

Chief Reader is a most important official in the District Court; he has to maintain decorum of the court as-

- I-** Whenever the Court assembles or rises, the Bench Clerk should rise from his seat and bow to the Court. He should ensure that everyone in the Court hall also rises from his seat, when the Judge enters or rises.
- II-** He should maintain the dignity and decorum of the Court. He should not indulge in unnecessary conversation, either with the advocates or with parties. He should not permit them to do things, which are not permitted by rules. His only concern should be the proper conduct of Court work.
- III-** He should always try to maintain a pleasant and congenial atmosphere in the Court. The Court atmosphere and its surroundings should be quiet and peaceful and if there is any disturbance, he should issue necessary instructions for the elimination of such disturbance.

IV- He should see that strangers and outsiders are not allowed to idle away sleep or to do such other acts in the Court, not conducive to the dignity of the Court.

He has to maintain punctuality as-

- i.** The Bench clerk should be very punctual and work according to a regular time schedule. He should be in Court well before the Court timings every day, i.e., at least half hour prior to the commencement of Court work.
- ii.** He should not leave the Court premises before the closing time the Office.
- iii.** He should not leave the Court while the Court is in session, without the permission of the Presiding Officer. Whenever he

goes out of the Court at any time, he should instruct the Court Orderly to keep a watch over the Court.

- iv. Before leaving the Court after office hours, he should instruct to the guard to lock the Court hall securely.
- v. The Bench Clerk shall be responsible for the cleanliness and tidiness of the premises of the Court hall.
- vi. The Bench Clerk should check the wall and desk calendars and wall clock timings, etc.
- vii. It is necessary that the Bench Clerk should glance through the admission and hearing cases, preferably a day earlier and not down the Acts Rules that are required therein and secure them from Library if the same are not available in Court Hall.
- viii. As soon as entering the Court hall, the Bench Clerk should see whether the Judge's dais are properly arranged with necessary stationery, pen stand, desk calendar etc., the book shelves should be kept with Acts and commentaries in common, and current use. Books required for day-to-day reference, depending upon the requirements of the Court from time to time, should be of easy and quick availability.
- ix. If the Court Orderly does not come to duty before the Court timings, immediately a substitute should be sought from the concerned branch.
- x. If the Stenographer/ Judgment Writer are not present in the Court hall 10-15 minutes earlier, the Bench Clerk should intimate the concerned branch and ensure the availability of a substitute.
- xi. He should obtain boxes containing records submitted to the Judge's residence the previous day.

- xii.** If there is any sudden change of work, due to cancellation or change of Judge Sittings, immediate steps should be taken to adjust the work of the Court as per the modified notification.
- xiii.** After checking the cause lists to find out any possible mistakes, the same should be kept ready on the dais and in the same way another set should be kept ready for his use. The records of orders, admission, preliminary hearing, and hearing cases should be arranged serially according to the cause list. If any records are not traced, immediate efforts should be made to get them. If advocates desire to have a look at the records, time permitting, the same may be spared for reference in the Court hall only. The records should never be allowed to be taken outside the Court hall by the advocates or parties.
- xiv.** Stationery and other forms should be kept ready in the Court hall by obtaining the same from the concerned branches.
- xv.** Any notifications issues concerning the Court should be displayed on the notice board of the Court hall.

The Calendar issued by the High Court should be kept near the dais for ready reference.

It is also the duty of the Chef Reader besides to Above all,-

- i.** He should enter the results of the cases called out in 'A' diary (Court Diary) for information of Advocates and litigant public.
- ii.** He should assist the Presiding Officer in marking of documents exhibited in civil cases and material objects produced in Criminal/ Sessions Cases.
- iii.** He should maintain 'Further Diary' for convenience of Presiding Officer to give adjournment dates.

- iv. He should arrange the records be posted for Judgment or Order and to send the same to the Home Officers of the Presiding Officer.
- v. He should write the proceeding in the order sheets of cases.
- vi. He should prepare statements regarding disposal of cases, number of witnesses examined etc.
- vii. He has to maintain Statistics Register regarding the disposal, pending for judgment etc.

3- Stenographer Grade-1

The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to take down the dictation continuously without interrupting the Judge. If he interrupts the Judge by seeking clarification, he would be disturbing the Judge's thought and impeding his speed. He needs a speed of 120 words per minute to take down the dictation without omission and errors. He has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions either issued by the presiding officer orally or written to him regarding his duty.

4- Sessions Clerk

Session clerk is deal with file of the Criminal case in the court of Sessions judge. He is posted under the supervision of Sadar Munsarim (Administrative Officer) posted in the vernacular office. His duty is to comply the order of the court regarding to prepare summon, warrant etc. in the file and sent it for service upon the concerning. He have to put the files

on the date fixed by the Court and made the compliance of the order of the court after receiving back the files from the court and other compliance according to General Rules (Criminal). Any other necessary instructions will be followed by the Sessions Clerk issued orally or written by the Presiding Officer/Senior Administrative Officer/Sadar Munsarim, regarding his duty.

5- Suits Clerk

Suits clerk is deal with file of the civil suits in the court of District judge. He is posted under the supervision of Sadar Munsarim (Administrative Officer) posted in the vernacular office. His duty is to comply the order of the court regarding to prepare summon, warrant etc. in the file and sent it for service upon the concerning. He have to put the files on the date fixed by the Court and made the compliance of the order of the court after receiving back the files from the court. Besides it, he has to make decree, formal orders, and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Sessions Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty.

6- Execution Clerk

Execution clerk is deal with file of the Execution cases in the decided suits in the court of District judge. He is posted under the supervision of Sadar Munsarim (Administrative Officer) posted in the vernacular office. His duty is to comply the order of the court regarding to prepare summon, warrant etc. in the file and sent it for service upon the concerning. He have to put the files on the date fixed by the Court and made the compliance of the order of the court after receiving back the files from the court. Besides it, he has to make compliance as per General Rules (Civil).

Any other necessary instructions will be followed by the Sessions Clerk issued orally or written by the Presiding Officer/Senior Administrative Officer/Sadar Munsarim, regarding his duty

7- Appeal Clerk

Appeal clerk is deal with file of the civil appeals case in the court of District judge. He is posted under the supervision of Sadar Munsarim (Administrative Officer) posted in the vernacular office. Appeal clerk is deal with file of the civil appeals case in the court of District judge. His duty is to comply the order of the court regarding to prepare summon, warrant etc. in the file and sent it for service upon the concerning. He have to put the files on the date fixed by the Court and made the compliance of the order of the court after receiving back the files from the court. Besides it, he has to make decree formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Sessions Clerk issued orally or written by the Presiding Officer/Senior Administrative Officer/Sadar Munsarim, regarding his duty.

8- Orderly

Detained to carry order of his Presiding Officer and to obey the order issued orally or written by the Presiding Officer/Senior Administrative Officer/ Sadar Munsarim, regarding his duty in court.

9- Office peon

Detained to carry order of his Presiding Officer and to obey the order issued orally or written by the Presiding Officer/Senior Administrative Officer/Sadar Munsarim, regarding his duty in the office of the court.

10- Daftari

Detained to carry order of his Presiding Officer and to obey the order issued orally or written by the Presiding Officer/Senior Administrative Officer/Sadar Munsarim, regarding his duty (Binding, filing, file stitching) in the office of the court.

B- Administrative Office

1. Senior Administrative Officer

The post of Senior Administrative officer is the highest ministerial post in the District Judiciary. He has to assist to the District Judge in the administrative matters regarding to all the Courts in the District. Matters like leave, transfers, postings, promotions, departmental enquirers, and other service conditions of employees of all the Courts are required to be supervised by him. Besides, He is indeed the source for securing Acts, Rules, Notifications, Government orders, and High Court Circulars, required by the Courts in judicial and administrative matters. According to the Hon'ble High Court of Uttarakhand, "The post of Senior Administrative Officer is of much responsibility. He is the highest Officer of the Civil Court Staff with heavy duties. He must be efficient and able officer." The Principal Duties and Responsibilities as:-

- I-* To supervise the work of the Superintendents and the Accountant.
- II-* To deal with and scrutinize the work of administration, general, accounts, cash and fine branches.
- III-* To assist in preparing replies and collecting data for the various queries received from the High Court, Supreme Court, State Governments, and other Agencies.

- IV- To keep a check on attendance and functioning of various departments and branches and to maintain the discipline.
- V- To provide necessary information and other details about day to day working of the subordinate Courts required by the District and Sessions Judge. Also to assist him in all matters.
- VI- To participate in discussions about the policy matters and provide suggestions and views to higher authority for approval.
- VII- To take the orders of District and Sessions Judge and other officers on important and very complicated matters.
- VIII- Be responsible to take initiative action on important cases.

The Job Requirements for the Senior Administrative Officer regarding requirement knowledge, Skills and Abilities as under-

Knowledge of judicial systems in India.

Knowledge of the functioning of various non-judicial cadres of the subordinate Courts.

Knowledge of accounts and administration.

Knowledge of various fines imposed and realized by the Courts.

Knowledge of day-to-day working of the subordinate Courts.

Knowledge of various polices and matters related to non-judicial systems of the subordinate Courts.

Knowledge of basic computer packages.

Skill in maintaining discipline in attendance and smooth functioning of the non-judicial staff.

Skill in rectifying the various problems of all the non-judicial staff.

Skill in collecting the fines imposed and realized by the Courts.

Skill in exercising control for speedy disposal of work and to maintain the decorum in the office.

Skill in developing policies and matters for the welfare of the staff.

Ability to lead all the non-judicial staff.

Ability to provide required information in time to the higher authority.

Ability to conduct meetings and discussion and also to guide the same.

Ability to give opinions, suggestions, and views on various important issues pertaining to people.

To carry out the administrative work relating to judicial district as per the direction of District Judge.

Supervision of the work turned out by the staff of District Court.

The Administrative Clerk have to follow the directions given by the District Judge and other Judicial Officers of the District Court orally or in writing under the General Rules (Civil & Criminal), High Court Circular order, High Court Notifications, G. O's and other Rules & Regulations issued by the Higher authority.

2. Second Clerk

The post of Administrative clerk posted in the Administrative office of the District Judge is the key post. He has to assist the Senior Administrative Officer in the matters of all administrative correspondences in the Courts of the District Judge. To maintain all official records of the

Administrative office regarding leave, transfers, postings, promotions, departmental inquiries, and other service conditions of employees of all the Courts are according to General Rules (Civil) and other relative Circulars and G. O's of the Government. Besides, He is indeed the source for securing Acts, Rules, Notifications, Government orders, and High Court Circulars, required by the Courts in judicial and administrative matters as per Rule of law.

3. Typist

The post of Typist clerk posted in the Administrative office of the District Judge is meant for the typing work. He has to assist the Senior Administrative Officer as well as Administrative clerk in Administrative office in the matters of all administrative correspondences in the Courts of the District Judge. He does the typing work on the directions of the Senior Administrative Officer. The Administrative Clerk have to follow the directions given by the District Judge and other Judicial Officers of the District Court orally or in writing under the General Rules (Civil & Criminal), High Court Circular order, High Court Notifications, G. O's and other Rules & Regulations issued by the Higher authority.

4. Misc. Clerk

The post of Miscellaneous Clerk posted in the Administrative office of the District Judge is the II assistant of the Senior Administrative Officer. He has to assist the Senior Administrative Officer and Administrative Clerk in the matters of all administrative correspondences in the Courts of the District Judge. He have to maintain all official records of the Administrative office regarding leave, transfers, postings, promotions, departmental inquiries, and other service conditions of employees of all the Courts are

according to General Rules (Civil) and other relative Circulars and G. O's of the Government in the assistance of the Administrative Clerk. Besides it, the Miscellaneous Clerk has to follow the directions given by the District Judge and other Judicial Officers of the District Court orally or in writing under the General Rules (Civil & Criminal).

5. Daftari

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty (Binding, filing, file stitching) in the Administrative office.

6. Office Peon

Detained to carry order of his Presiding Officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty in the Administrative office of the court.

C- Record Room

Record keeper is the master of the Record Room. There are two type of record in the court, one court record and other is administrative record. The decided case file of the court of Rudraprayag Judgeship and close administrative files are kept in the record room. Both Civil & Criminal files are being arrange separately in the record room civil & record room criminal.

1. Record Keeper (Civil)

1. To Consigned, file related to civil case of District Judge Court.
2. To Consigned file related to civil case of court of Civil Judge (S D)
3. To Consigned, file related to civil case of court Civil Judge (Jr. Div.).
4. Submission of the requested file required by the Hon'ble High Court or Hon'ble Supreme Court.

1. Record Keeper (Criminal)

1. Consigned file related to Criminal case of Court of Sessions.
2. Consigned file Chief Judicial Magistrate Court.
3. Consigned file Judicial Magistrate Court.
4. To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

1. Assistant Record Keeper (Civil)

All work assigned by the Record Keeper (Civil) regarding to record room as provided in the General Rule (Civil). To comply the order by the District Judge or others Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

2. Assistant Record Keeper (Criminal)

All work assigned by the Record Keeper (Civil) regarding to record room as provided in the General Rule (Civil). To comply the order by the District Judge or others Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

3. Bundle lifter (Two Post)

All work assigned by the Record Keeper (Civil) regarding to record room (To arrange the Bags (Bastas), Ticket punching etc.) as provided in the General Rule (Civil). To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or others senior official of the Judgeship.

D- Nazarat

1. Central Nazir

Central Nazir is the Custodian of the State Property in the District Court. He has to follow the Rule 343 to 364, Rule 405 and 410 of the General Rule (Civil). In regards financial matters, he also responsible to his duty according to the Financial Hand Book Vol. II, Part 2 to 4, Vol. III, (T. A. Rules), Vol. V, Part 1, and other Rules related to the Financial matter circulated time to time by the Hon'ble High Court or the Government. To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

2. Assistant Nazir (Two Post)

Assistant Nazir is the assistant of Central Nazir. He is also the Assistant Custodian of the State Property in the District Court. He has to follow the Rule 343 to 364, Rule 405 and 410 of the General Rule (Civil). In regards financial matters, he also responsible to his duty according to the Financial Hand Book Vol. II, Part 2 to 4, Vol. III, (T. A. Rules), Vol. V, Part 1, and other Rules related to the Financial matter circulated time to time by the

Hon'ble High Court or the Government. To comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or others senior official of the Judgeship.

3. **Amin Grade-II**

4. **Amin Grade-II**

5. **Bill Clerk**

6. **Cashier**

7. **Junior Account Clerk**

E- Process Serving staff

1. **Process Server (6 post)**

2. **Notice Server (2 post)**

F- Copying

1. **Head Copyist (Civil)**

2. **Head Copyist (Criminal)**

3. **Copyist Civil (5 Post)**

4. **Copyist Case Dairy (4 post)**

G- Library

1. **Library Clerk**

2. **Stationary Clerk**

2- Chief Judicial Magistrate Court staff

A-Court-

1- Stenographer

The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to take down the dictation continuously without interrupting the Judge. If he interrupts the Judge by seeking clarification, he would be disturbing the Judge's thought and impeding his speed. He needs a speed of 120 words per minute to take down the dictation without omission and errors. He has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions issued by the presiding officer, either orally or written to him regarding his duty.

2- Reader

Reader is a most important official in the Court of the Chief Judicial Magistrate. The duties of the Reader of this court are the same as that of the Chief Reader of District & Sessions Court.

3- Orderly

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/Senior Administrative Officer/Sadar Munsarim, regarding his duty in court.

B- Court Office-

1- Ahalmad

Ahalmad of the Court is deal with file of the criminal case pending in the court of Chief Judicial Magistrate. He is posted under the supervision of Reader posted in the court. His duty is to comply the order of the court regarding to prepare summon, warrant etc. in the file and sent it for service upon the concerning. He have to put the files on the date fixed by the Court and made the compliance of the order of the court after receiving back the files from the court. Besides it, he has to make decree formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Sessions Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim. regarding his duty.

2- Office Peon

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty in the office of the court.

3- Civil Judge (Sr. Div.)

A- Court-

1- Stenographer

The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and

procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to take down the dictation continuously without interrupting the Judge. If he interrupts the Judge by seeking clarification, he would be disturbing the Judge's thought and impeding his speed. He needs a speed of 120 words per minute to take down the dictation without omission and errors. He has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions issued by the presiding officer, either orally or written, to him regarding his duty.

2- Reader

Reader is a most important official in the Court of the Civil Judge (SD). The duties of the Reader of this court are the same as that of the Chief Reader of District & Sessions Court.

3- Orderly

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/Senior Administrative Officer/ Sadar Munsarim/ regarding his duty in court.

B- Office-

1- Munsarim

Munsarim, now nomenclature has denoted as Administrative Officer posted in the Office of the Civil Judge (SD). He supervised over the court staff and responsible for the court office, he has to keep track of filling of Suits, Appeals and other litigation's and pendency in the court of Civil Judge (SD) and keep informed to the Civil Judge (SD). He has to prepare

and submitted the statement, returned and reports to office of the District & Sessions Judge Court as prescribed in the General Rules (Civil & Criminal) and also send required information to the higher authority as desired time to time. It is the duty of the Munsarim, to follow all the instructions issued by the presiding officer, either orally or written, to him regarding his duty and make necessary compliance of the circular letter & general letter issued by the Hon'ble High Court or Hon'ble Supreme Court and District Judge also.

2- Suit Clerk

Suits clerk is deal with file of the civil suits in the court of Civil Judge (SD). He is posted under the supervision of Munsarim (Administrative Officer) posted in the court of Civil Judge (SD). His duty is to comply the order of the court regarding to prepare summon, warrant etc. in the file and sent it for service upon the concerning. He have to put the files on the date fixed by the Court and made the compliance of the order of the court after receiving back the files from the court. Besides it, he has to make decree, formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Suits Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer or Munsarim/Reader of the court regarding his duty.

3- Execution Clerk

Execution clerk is deal with file of the civil execution in the court of Civil Judge (SD). He is posted under the supervision of Munsarim (Administrative Officer) posted in the court of Civil Judge (SD). His duty is to comply the order of the court regarding to prepare summon, warrant etc., in the file and sent it for service upon the concerning. He have to put the

files on the date fixed by the Court, and made the compliance of the order of the court after receiving back the files from the court. Besides it, he has to make compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Suits Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer or Munsarim/Reader of the court regarding his duty.

4- Appeal clerk

Appeal clerk is deal with file of the civil appeals case in the court of Civil Judge (SD). He is posted under the supervision of Munsarim (Administrative Officer) posted in the court of Civil Judge (SD). His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to put the files on the date fixed by the Court and made the compliance of the order of the court after receiving back the files from the court. Besides it, he has to make decree formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Appeal Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer/Sadar Munsarim or Munsarim/ Reader of his court regarding his duty

5- Daftri

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/Senior Administrative Officer/Sadar Munsarim/ regarding his duty (Binding, filing, file stitching) in the Administrative office.

6- Office Peon

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/Senior Administrative Officer/Sadar Munsarim, regarding his duty in the office of the court.

4- Civil Judge (Jr. Div.)

A-Court-

1- Stenographer

The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to take down the dictation continuously without interrupting the Judge. If he interrupts the Judge by seeking clarification, he would be disturbing the Judge's thought and impeding his speed. He needs a speed of 120 words per minute to take down the dictation without omission and errors. He has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions issued by the presiding officer, either orally or written, to him regarding his duty.

2- Reader

Reader is a most important official in the Court of the Civil Judge (JD). The duties of the Reader of this court are the same as that of the Chief Reader of District & Sessions Court.

3- Orderly

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/Senior Administrative Officer/Sadar Munsarim, regarding his duty in court.

B- Office-

1- Munsarim

Munsarin, now nomenclature has denoted as Administrative Officer posted in the Office of the Civil Judge (JD). He supervised over the court staff and responsible for the court office, he has to keep track of filling of Suits, Appeals and other litigation's and pendency in the court of Civil Judge (JD) and keep informed to the Civil Judge (JD). He has to prepare and submitted the statement, returned and reports to office of the District & Sessions Judge Court as prescribed in the General Rules (Civil & Criminal) and also send required information to the higher authority as desired time to time. It is the duty of the Munsarim, to follow all the instructions issued by the presiding officer either orally or written to him regarding his duty and make necessary compliance of the circular letter & general letter issued by the Hon'ble High Court or Hon'ble Supreme Court and District Judge also.

2- Suits Clerk

Suits clerk is deal with file of the civil suits in the court of Civil Judge (JD). He is posted under the supervision of Munsarim (Administrative Officer) posted in the court of Civil Judge (SD). His duty is to comply the order of the court regarding to prepare summon, warrant etc., in the file and sent it for service upon the concerning. He have to put the files on the date fixed by the Court and made the compliance of the order of the court after

receiving back the files from the court. Besides it, he has to make decree, formal orders and other compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Suits Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer or Munsarim/Reader of his court regarding his duty.

3- Execution Clerk

Execution clerk is deal with file of the civil execution in the court of Civil Judge (JD). He is posted under the supervision of Munsarim (Administrative Officer) posted in the court of Civil Judge (JD). His duty is to comply the order of the court regarding to prepare summon, warrant etc., in the file and sent it for service upon the concerning. He have to put the files on the date fixed by the Court, and made the compliance of the order of the court after receiving back the files from the court. Besides it, he has to make compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Suits Clerk issued orally or written by the Presiding Officer/Senior Administrative Officer or Munsarim/Reader of the court regarding his duty.

4- Daftri

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/Sadar Munsarim/ regarding his duty (Binding, filing, file stitching) in the Administrative office.

5- Office Peon.

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/Senior Administrative

Officer/Sadar Munsarim/ regarding his duty (Binding, filing, file stitching) in the Administrative office.

5- Judicial Magistrate

A- Court-

1- Stenographer

The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to take down the dictation continuously without interrupting the Judge. If he interrupts the Judge by seeking clarification, he would be disturbing the Judge's thought and impeding his speed. He needs a speed of 120 words per minute to take down the dictation without omission and errors. He has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions issued by the presiding officer, either orally or written, to him regarding his duty.

2- Reader

Reader is a most important official in the Court of the Judicial Magistrate. The duties of the Reader of this court are the same as that of the Chief Reader of District & Sessions Court.

3- Orderly

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/Senior Administrative

Officer/Sadar Munsarim, regarding his duty (Binding, filing, file stitching) in the Administrative office.

B- Office-

1- Ahalmad

Ahalmad of the Court is deal with file of the criminal case pending in the court of Judicial Magistrate. He is posted under the supervision of Reader posted in the court. His duty is to comply the order of the court regarding to prepare summon, warrant etc in the file and sent it for service upon the concerning. He have to put the files on the date fixed by the Court and made the compliance of the order of the court after receiving back the files from the court. Besides it, he has to compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Ahalmad issued orally or written by the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim, regarding his duty

2- Office Peon

Detained to carry order of his presiding officer and to obey the order issued orally or written by the Presiding Officer/ Senior Administrative Officer/Sadar Munsarim, regarding his duty (Binding, filing, file stitching) in the Administrative office.

Section 4(1)(b)(iii)

The procedure followed in the decision-making process, including channels of supervision and accountability. The cases are decided as per the

provisions of Law. The administrative decisions are taken by the District Judge, on the report of other judicial officers or Sectional Head of the District Court as per provision of General Rules (Civil) or General Rules (Criminal), High Court Circular order, High Court Notification and General Letters issued by the Hon'ble High Court and other related G. O's and Notification issued by the Government.

SECTION 4(1)(b)(iv)

The norms set for the discharge of the functions of the District Court,
Rudraprayag of Uttarakhand;

The cases are decided as per the provisions of Law in the Judicial side by the concerning Presiding Officer. The administrative decisions are taken by the District Judge, on the report of the judicial officers, Senior Administrative Officer, Sadar Munsrim or other Sectional Head of the District Court as per provision of General Rules (Civil) or General Rules (Criminal), High Court Circular order, High Court Notification and General Letters issued by the Hon'ble High Court and other related G. O's, Rules and Notification issued by the Government.

SECTION 4(1)(b)(v)

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

- (1) All the laws and Acts are applicable.
 - (2) General Rules (Civil)
 - (3) General Rules (Criminal)
 - (4) High Court Circular Letter.
 - (5) High Court Notifications.
 - (6) Government Rule and Regulations.
 - (7) G. O's of Government related to the Judiciary.
-

SECTION 4(1)(b)(vi)

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

(1) Judicial Record.

1- Regular Judicial Pending Files remained in the possession of the dealing Assistant.

2- Decided Judicial Files consigned to record room in the possession of the Record Keeper (Civil) or (Criminal) as case may be. The Record Keeper weed out the files after completing their retention period under rules of G.R. (Civil) & G.R. (Criminal)

(2) Administrative Record.

1- Regular Pending Files remained in the possession of the dealing Assistant.

2- Closed Files remained in the possession of Second Clerk in administrative office of the judgeship. The Second Clerk weed out the closed files under rule of G. R. (Civil) & G. R. (Criminal) and some most confidential documents are kept in the possession of Sadar Munsrim/Munsarim/Reader of the court concerned in their safe custody

SECTION 4(1)(b)(vii)

The particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Not required as per the provisions of the law.

SECTION 4(1)(b)(viii)

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

The decisions are taken by the District Judge Rudraprayag Uttarakhand.

SECTION 4(1)(b)(ix)

A directory of officers and employees of the High Court of Uttarakhand

(At Nainital);

HIGH COURT OF UTTARAKHAND

NAINITAL-263002

TELEPHONE DIRECTORY 2016-17

EPBAX: (05942) - 235388

FAX: (05942) - 231692, 237721

E-mail: highcourt-ua@nic.in

hcprotocol-ua@nic.in

Website: highcourtofuttarakhand.gov.in

Telephonic Enquiry (I.V.R.S.): 05942-233501, 235388,

Ext: 222

**JUDGES, OTHER SUBORDINATE JUDICIAL OFFICERS, OFFICIALS
AND RELATED PERSONS RELATING TO THE DISTRICT COURT**

RUDRAPRAYAG AS ON 31.03.2017

Sr. No	Name of the Judicial Officer	Mobile Number	Office Phone/Fax Number	Residence Number
1	Shri. Ashish Naithani District Judge	9412083003	01364-233284	01364-233733
2	Vacant Addl. District Judge	--	--	--
3	Shri. Mukesh Chandra Arya Chief Judicial Magistrate	9456592159	--	01364-233680
4	Smt. Sangeeta Arya Civil Judge (Sr. Div.)	9456592160	--	01364-233116
5	Daya Ram Civil Judge (Jr. Div.)	9412079310	--	01364-233006
6	Vacant Judicial Magistrate	-	-	--
7	Vacant Civil Judge (Jr. Div.)/J.M	--	01364-284268	--

**OFFICIALS OF THE DISTRICT COURT
DISTRICT GOVERNMENT COUNSEL**

Sr. No	Name of the Govt. Counsel	Designation	Contact Number
1	Sri. Kalika Prasad Khana	D.G.C. Criminal	9412029485
2	Sri. Gajpal Singh Rawat	D.G.C. Civil	9927853631, 9412029486
3	Sri. Arjun Singh Negi	D.G.C. Revenue	9690067473

PROSECUTING OFFICER/ASST. PROSECUTING OFFICER

Sr. No	Name of the Prosecuting Officers	Designation	Contact Number
1	Sri. Sadavirksh	Senior Prosecuting Officer	7536035951
2	Sri. S. S. Chaudhari	Assistant Prosecuting Officer	9410537879
3	Sri. Surendra Singh Negi	Assistant Prosecuting Officer	9412029891
4	Sri. Vipul Kumar Pandey	Assistant Prosecuting Officer	9450582856

DISTRICT COURT BAR ASSOCIATION, RUDRAPRAYAG (as on 14.01.2016)

Sr. No	Name of Bar Members	Designation	Contact Number
1	Sri. Karan Pal Singh Rauthan	President Bar	9412934331, 7351776811
2	Sri. Pradeep Jagwan	Vice President	--
3	Sri. Harish Kimothi	Treasurer	--
4	Sri. Mahabir Singh Butola	Secretary	8006581972
5	Sri. Pyar Singh Negi	Joint Secretary	9917886799

DISTRICT RUDRAPRAYAG NOTARIES

Sr. No	Name of advocates	Designation	Name of Place	Contact Number
1	Sri. Deen Mani Gairola	Central Notary	Govt. of India	--
2	Sri. Ram Kishan Nautiyal	Notary	Rudraprayag	--
3	Sri. Digvijay Singh Birthwal	Notary	Rudraprayag	--
4	Sri. Surat Singh Bisht	Notary	Rudraprayag	9412441656 9639632054
5	Sri. Vinod Kumar Khanduri	Notary	Rudraprayag	8755362719
6	Sri. Birendra Singh Rawat	Notary	Tehsil- Jakholi	
7	Sri. Jagat Ram Semwal	Notary	Tehsil-Ukhimath	9411180363

DISTRICT RUDRAPRAYAG AMICUS-CURIE**(Amicus-Curie up to 28.02.2017)**

Sr. No	Name of advocates	Designation	Name of Place	Contact Number
1	Sri. Kunwar Singh Rawat	Amicus-curie	Rudraprayag	9412324707 7500954968
2	Sri. Karan Pal Singh Rauthan	Amicus-curie	Rudraprayag	7351776811 9412934331
3	Sri. Sushil Chnadra Bhatt	Amicus-curie	Rudraprayag	9412116861 8979746445
4	Sri. Arun Prakash Bajpayee	Amicus-curie	Rudraprayag	9412934330 7895111220
5	Sri. Uma Kant Vashisth	Amicus-curie	Rudraprayag	--

DISTRICT RUDRAPRAYAG OATH COMMISSINORS**(Oath Commissioners up to 31.12.2016)**

Sr. No	Name of advocates	Designation	Name of Place	Contact Number
District Headquarter Rudraprayag				
1	Sri. Gambhir Rai Singh Rawat	Oath Commissioners	Rudraprayag	9756017058
2	Sri. Ashish Negi	Oath Commissioners	Rudraprayag	9759091365 9568614321
3	Sri. Vinod Kumar Tripathi	Oath Commissioners	Rudraprayag	8979340374
4	Sri. Pyar Singh Negi	Oath Commissioners	Rudraprayag	9917886799
5	Sri. Kanta Prasad Dhaundiyal	Oath Commissioners	Rudraprayag	9412007710
6	Sri. Yuvraj Joshi	Oath Commissioners	Rudraprayag	9411314825
7	Sri. Rajeev Bhandari	Oath Commissioners	Rudraprayag	9997164601
8	Sri. Mnoj Kaparwan	Oath Commissioners	Rudraprayag	9758502500
Tehsil Ukhimath				
Sr. No	Name of advocates	Designation	Name of Place	Contact Number
1	Sri. Birendra Dutt	Oath Commissioners	Ukhimath	9760726794
2	Sri. Nagendra Singh Rana	Oath Commissioners	Ukhimath	9720151270
Tehsil Jakholi				
Sr. No	Name of advocates	Designation	Name of Place	Contact Number
1	Sri. Uday Singh Jagwan	Oath Commissioners	Jakholi	9411532690
DISTRICT RUDRAPRAYAG SURVEY COMMISSIONERS				
(Survey Commissioners up to 31.12.2016)				
Sr. No	Name of advocates	Designation	Name of Place	Contact Number
District Headquarter Rudraprayag				
1	Sri. Mahabir Singh Butola	Survey	Rudraprayag	8006581972

		Commissioners		8979800801
Tehsil Ukhimath				
1	Sri. Rajendra Dev Bhatt	Survey Commissioners	Ukhimath	9412356259

SECTION 4(1)(b)(x)**The monthly remuneration received by each of the officers and employees of
the District Court Complex, Rudraprayag (Uttarakhand);**

*Monthly remuneration received by the District Judge, other Judicial Officers,
office staff and class IV employees posted in this judgeship on 31.03.2017.*

S.No	Name	Designation	Basic Pay	Grade Pay	Gross Pay
1	Shri. Ashish Naithani	District & Sessions Judge	65830	--	155018
2	Shri. Mukesh Chandra Arya	Chief Judicial Magistrate	42780	--	111931
3	Smt. Sangeeta Arya	Civil Judge (Sr. Div.)	42780	--	111931
4	Shri. Dayaram	Civil Judge (Jr. Div.)	30120	--	82567
5	Vacant	Judicial Magistrate	--	--	--
6	Shri. Narendra Lal Kohli	Senior Administrative Officer	56100	5400	60762
7	Shri. Rohsan Lal Banshlwan	Sadar Munsrim	49000	4600	53040
8	Shri. Pramendra Singh Aswal	Reader DJ	46200	4600	50184
9	Shri. Sunil Noutiyal	Reader CJM	43600	4200	47292
10	Shri. Kamendra Singh Rawat	Second Clerk	43600	4200	47292
11	Shri. Sandeep Uniyal	Central Nazir	43600	4200	47392
12	Shri. Chandra Prakash Singh	Record Keeper Civil	43100	4200	47582
13	Shri. Surendra Kumar	Head Copyist Criminal	43100	4200	46872
14	Shri. Dinesh Lal	Record Keeper Criminal	43100	4200	46872
15	Smt. Kalawati Negi	Head Copyist Civil	42300	4200	45966
16	Smt. Nisha Rawat	Reader CJSD	43600	4200	47292
17	Km. Uma	Ahilmad CJM	43600	4200	47292
18	Shri. P.C.S. Rana	Appeal Clerk	43600	4200	47292
19	Shri. Bhumik Adhikari	Session Clerk	33900	2800	36558
20	Shri. Jai Prakesh	Suit Clerk Ukhimath	33900	2800	36558
21	Shri. Manoj Sharma	Bill Clerk	33900	2800	36838
22	Poonam Dharwan	Suit Clerk	30100	2800	35452
23	Shri. Bhagat Singh	Misc. Clerk	30200	2800	35752
24	Shri. Naveen Payal	Reader CJJD	30200	2800	35752
25	Shri. Kuldeep Singh	Appeal Clerk	30200	2800	35752

26	Shri. Pramod Singh Chauhan	Misc. Clerk	30200	2800	35752
27	Smt. Mamta Ramola	Ahalmad JM	30200	2800	35752
28	Shri. Suresh Pal	Cashier	30200	2800	35752
29	Shri. Lalit Mohan Singh Rawat	Asst. Account Clerk	31100	2000	33222
30	Shri. Umed Singh	Asst. Nazir	31100	2000	33122
31	Shri. Dinesh Kaprawan	Suit Clerk CJD	30200	2000	32304
32	Shri. Kapil Joshi	Typist Clerk	27600	2000	32467
33	Shri. Bhupendra Singh	Misc. Clerk	24500	2000	28589
34	Shri. Hemant Singh	Copyist	24500	2000	28589
35	Shri. Devi Prasad	Copyist	32300	2400	34486
36	Shri. Bhagwan Singh Rana	Copyist	30200	2000	32204
37	Shri. Ayodhya Prasad	Copyist	30200	2000	32024
38	Shri. Narendra Singh	Copyist	30200	2000	32204
39	Shri. Kuldeep Singh	Copyist	30120	2000	28567
40	Smt. Suman Yadav	Copyist/Asst. Library Clerk	22400	2000	26433

Stenographers of Judgeship Rudraprayag.

S.No	Name	Designation	Basic Pay	Grade Pay	Gross Pay
1	Shri. Manoj Prasad	Personal Officer	36500	4200	43873

IV Class Employees Judgeship Rudraprayag.

S.No	Name	Designation	Basic Pay	Grade Pay	Gross Pay
1	Shri. Sridhar Singh Rauthan	Process Server	37000	2800	39440
2	Shri. Sujeet Lal	Chaprasi	12968	1900	14033
3	Shri. Bhaj Ram	Chaprasi	28400	1900	30308
4	Shri. Dwarika Bhatt	Chaprasi	28400	1900	30328
5	Smt. Rajni Devi	Chaprasi	28400	1900	30128
6	Shri. Suadam Lal	Driver	32300	2400	34486

SECTION 4(1)(b)(xi)

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

Statement showing total budget received in this judgeship, allocated by the Hon'ble High Court during the Financial year 2016-2017 under the head of 2014-Administration of Justice-105-Civil & Session Court-03-District Judge on 31.03.2017

Statement showing the total budget received expenditure and remaining surrendered budget in the Judgeship Rudraprayag for the financial year 2016-17.			
2014- Administration of Justice			
00- Non Plan			
105- Civil & Session Court			
03- District & Session Court			
Head of Expenditure	Total Sanctioned Budget	Expenditure	Surrender Amount/ Balance Amount
01-Pay	10200000.00	69865.00	0.00
02- Wages	25000.00	3655.00	0.00
03- D.A	14000000.00	5461277.00	0.00
04-T.A	130000.00	77589.00	0.00
05- T.T.A	0.00	0.00	0.00
06- O.A	1450000.00	309400.00	0.00
07- Honorarium	0.00	0.00	0.00
08-Office Expenses	325000.00	101170.00	0.00
09-Electric Charges	180000.00	3651.00	0.00
10- Water Tax	13000.00	3133.00	0.00
11- Purchase of Stationery & Printing of Forms	80000.00	9270.00	0.00
12-Office Furniture	50000.00	50000.00	0.00
13- Telephone Charges	105000.00	1352900	0.00
15- Maintains of Staff Car & Purchase of fuel	350000.00	12867300	0.00
16- Payment of Consultation	1750000.00	7213.00	0.00
17- Rent & Taxes	690000.00	135971.00	0.00
22- Guest Allowance	12000.00	5217.00	0.00
25- Petty Works	0.00	0.00	0.00
27- Medical Reimbursement	200000.00	22151.00	0.00
29- Maintenance	0.00	0.00	0.00
42- Other Expenses	8000.00	3878.00	0.00
45- L.T.C	27000.00	2678.00	0.00
46- Purchase of Computer Hardware & Software	80000.00	73900.00	0.00
47- Computer Maintains/Purchase of its Stationery	100000.00	27000.00	0.00
48-Dearness Pay	0.00	0.00	0.00
Total	29775000.00	6509220.00	0.00

Statement showing the total budget received & expenditure and remaining surrendered budget in the Judgeship Rudraprayag for the financial year 2016-2017
Administration of Justice, 00- Non Plan, 108- Criminal Court
03- Regular Establishment 31.03.2017

Statement showing the total budget received & expenditure and remaining surrendered budget in the Judgeship Rudraprayag for the financial year 2016-17			
2014- Administration of Justice			
00- Non Plan			
108- Criminal Court			
03- Niyamit Adhistan			
Head of Expenditure	Total Sanctioned Budget	Expenditure	Surrender Amount/ Balance Amount
01-Pay	2600000.00	678267.00	0.00
02- Wages	0.00	0.00	0.00
03- D.A	3350000.00	1599013.00	0.00
04-T.A	27000.00	5040.00	0.00
05- T.T.A	0.00	0.00	0.00
06- O.A	405000.00	89170.00	0.00
07- Honorarium	0.00	0.00	0.00
08-Office Expenses	15000.00	11589.00	0.00
09-Electric Charges	12000.00	12000.00	0.00
10- Water Tax	3000.00	3000.00	0.00
11- Purchase of Stationery & Printing of Forms	8000.00	200.00	0.00
12-Office Furniture	0.00	0.00	0.00
13- Telephone Charges	40000.00	15281.00	0.00
15- Maintenance of Staff Car & Purchase of fuel	120000.00	10392.00	0.00
17- Rent & Taxes	0.00	0.00	0.00
22- Guest Allowance	0.00	0.00	0.00
25- Petty Works	0.00	0.00	0.00
27- Medical Reimbursement	21000.00	21000.00	0.00
29- Maintenance	0.00	0.00	0.00
42- Other Expenses	6000.00	1780.00	0.00
45- L.T.C	0.00	0.00	0.00
46- Purchase of Computer Hardware & Software	0.00	0.00	0.00
47- Computer Maintenance Purchase of its Stationery	2000.00	2000.00	0.00
48-Dearness Pay	0.00		0.00
Total	6609000.00	2448732.00	0.00

Statement showing the total budget received expenditure and remaining surrendered budget in the Judgeship Rudraprayag for the financial year 2016-17 as on 31.03.2017
राज्य आकस्मिकता निधि

2014- Administration of Justice

00- Non Plan

105- Civil & Session Court

00- District & Session Court

Head of Expenditure	Total Sanctioned Budget	Expenditure	Surrender Amount/ Balance Amount
16-Payment for professional & special services	0.00	0.00	0.00
Total	0.00	0.00	0.00

SECTION 4(1)(b)(xii)

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

There are no subsidy programme in the District Court, Rudraprayag (Uttarakhand).

SECTION 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations

Granted by it;

Not applicable in the District Court, Rudraprayag (Uttarakhand).

SECTION 4(1)(b)(xiv)

Details in respect of the information, available to or held by it,

Reduced in electronic form;

Judgments, Cause lists and other information of District Court and other subordinate court accessible worldwide for litigant public at District Court

Website:

SECTION 4(1)(b)(xv)

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

(1) The litigant public may visit the website of the District Court Complex, Rudraprayag.

(2) An inquiry Counter has been set up at the District Court Complex by whom the litigants/ public may obtain the information status of their cases.

(3) Apart from it, the litigant or public may also inquiry status of their cases by moving application at the District Court Complex, Rudraprayag on each working day.

SECTION 4(1)(b)(xvi)

The names, designations and other particulars of the Public Information
Officers;

Shri. Dayaram,

Appellate Authority under Section 19(1) of the Right to Information Act, 2005

Civil Judge (Jr. Div.), Rudraprayag.

Tel. No/Fax.: 01364-233284

Shri. Narendra Lal Kohli,

State Public Information Officer under Section 5(1) of the Right to
Information Act, 2005 Senior Administrative Officer, Judgeship,

Rudraprayag.

Tel. No/Fax.: 01364-233284.

SECTION 4(1)(b)(xvii)

Such other information as may be prescribed; and thereafter update these
publications every year;

NIL

CIVIL AND CRIMINAL CASE PENDING IN THE JUDGESHIP RUDRAPRAYAG AS ON 31.03.2017

Sr. No	Name of the court complex	Civil side cases				Criminal side cases			
		OB	Ins	Disp	End of Current month Pendency	OB	Ins	Disp	End of Current month Pendency
District Court Complex, Rudraprayag									
1	District & Sessions Court	37	04	03	38	30	10	10	30
2	Adtl. District & Sessions Court	Court Vacant				Court Vacant			
3	C.J.M Court	--				59	49	57	51
4	Civil Judge (Sr. Div.)/J.M. Court	60	16	08	68	00	00	00	00
5	Civil Judge (Jr. Div.)/J.M. Court	14	02	00	16	130	31	14	147
6	Judicial Magistrate Court	--				Court Vacant			
Total		111	22	12	122	219	90	81	228
Outlying Court Complex, Ukhimath									
5	Civil Judge (Jr. Div.)/J.M Court	27	00	01	26	1339	24	19	1344
G. Total		138	22	12	148	1558	114	100	1572

OB- Opening Balance

Ins- Institution

Disp- Disposal