

Information pertaining to the Court/ office of Civil Judge(Sr. Divn.)-cum-ACJM, Nalagarh under the provisions of Sub Section (1) (b) of Section 4 of the Right to Information Act,2005.

1. Particulars of organization, functions and duties.

PARTICULARS OF COURT.

The Court of Civil Judge(Sr. Divn.)-cum-ACJM, Nalagarh has been established in the year 1970 at the Sub Divisional Head Quarter, Nalagarh.

Sitting of the Court.

Court working hours, on every working day, are from 10 A.M to 1.30 P.M and 2 P.M. to 4 P.M.

Office of the Court.

Except holidays the office of Civil Judge(Sr. Divn.)-cum-ACJM, Nalagarh remains open from 9.45 A.M to 4.45 P.M with half an hour lunch break from 1.30 P.M to 2 P.M.

The office is headed by Superintendent Gr.-II. It is divided in the following branches:-

1. Administration Branch.
2. Peshi Branch.
3. Accounts Branch/Nazarat.
4. Ahlmad Branch.
5. Copying Branch.

Sanctioned strength of ministerial establishment of the Civil Judge (Senior Division)-cum-Sub Divisional Judicial Magistrate,Nalagarh is as follows:-

1. Superintendent Grade-II	1
2. Reader	1
3. Record Keeper.	1
4. Steno Typist	1
5. Steno Typist -cum-JW	1
6. Naib Nazir	1
Civil Ahlmad	1
7. Criminal Ahlmad	1
8. Copyist	1
9. Process Server	5
10. Peon	1
11. Orderly	1
12. Chowkidar	1

Sanctioned strength of ministerial staff/Supporting staff of the office/Court of Civil Judge(Sr. Civr.)-cum- ACJM, Nalagarh is as follows:-

Sr. No.	Name of post.	Pay Scale.	No. permanent post.	of No. temporay post.	of Total.
1	Supdt. Gr. -II	10300-34800+4800	1	--	1
2	Reader	10300-34800+4400	1	--	1
3	Record Keeper.	10300-34800+4400	1	--	1
4	Steno Typist.	10300-34800+3200	1	--	1
5	Steno Typist-cum- JW	5900-10800+1900	1	--	1
6	Naib Nazir	10300-34800+3200	1	--	1
7	Civil Ahlmad.	10300-34800+3200	1	--	1
8	Criminal Ahlmad.	10300-34800+3200	1	--	1
9	Cipyist.	10300-34800+3200	1	--	1
10	Process Server.	4900-10680+1400	5	--	5
11	Peon.	4900-10680+1300	1	--	1
12	Orderly.	4900-10680+1300	1	--	1
13	Chowkidar.	4900-10680+1300	1	--	1
	Total:-		17	--	17

Part Time Staff

Safai Karamcharies 1 On part time basis @ 22.50/- hour and four hours per day.

Function of the organization.

1. Judicial.
2. Administrative.

4.1(b)(ii) powers and duties of the officer and employees

Civil Judge(Senior Division)

Civil Judge(Senior Division) apart from this is exercising the power of Chairman of Sub Divisional Taluka committee and

provide Legal aid to the needy persons, to organize camps to create legal awareness and to organize Lok adalats as per the schedules of State Legal Services Authority.

Administrative and Executive business/work of the Civil Judge (Sr. Divn.)-cum-ACJM, Nalagarh is distributed amongst the official as follows:-

Superintendent G-II

Overall supervision of the working of staff, to attest the certified copies of judgments/orders/documents under Section 76 of Indian Evidence Act, to make office report in Civil Causes, prepare decree sheets, maintain casual leave, earned leave, service record of the officials, over all in-charge of record room/ copying agency and to prepare monthly, quarterly, half yearly statements, maintaining library and also looking after the work of legal aid as Secretary and also keeping confidential record.

Reader.

Maintain Peshi Register, preparing Cause List, maintain fine register, issue receipts, to deposit fine, to return documents and to assist the Presiding Officer.

Record Keeper.

Safe and systematic keeping of judicial record consigned to record room. Sending of files requisitioned by the appellate courts and copying agency and destruction of B-part as per the rules.

Steno Typist.

Obtain dictation type orders/judgments etc.

Judgement Writer.

Type judgments and other work assigned to him.

Naib Nazir.

Maintain General Cash Book, Sheriff Petty Account, maintain road and diet money, maintain acquittance roll register, maintain G.I.S. Register, advance register, T.A. Medical, stock register, prepare salary bills, tour diary despatch work, G.P.F. Pass books and to do all works pertaining to accounts which is assigned to him from time to time.

Criminal Ahlmad.

The Criminal Ahlmad prepared judicial record in case files as per the directions of Hon'ble High Court, maintain register No.1 for entering all the cases, Register No.2 for IPC cases, Register No.3 for Acts, Register No. 4 for Criminal Misc. Application, Register No. 17 for M.V. Act, Register No. 20 for transfer of Criminal Cases, Register No. 21 for M.V. Act, Register No. 22 for Bail application, Register N.23 for FIRs, Register No. 30 copying agency register, Register No. 34 Panchayat Appeals, Register No. B for return of file to record room, fine inspection register and also make compliance of Court Orders and to consignment of decided cases pertaining to his seat.

Civil Ahlmad.

The Civil Ahlmad prepare judicial record in case files as per the directions of the Hon'ble High Court, maintain Register No. 1 for Civil Cases, Register No. 2 for Rent Petitions, Register No.2 for Arbitration Act, Register No. 3 for H.M.Acts, Register No. 5 for Guardian and Wards Act & Succession Petition, register No.6 for Civil Misc. application , register No. 7 for Pauper Application, register No.10 for execution petition, register No.11 for objections, register No. 25 for deposits and refund of commission of

proceedings in execution, register No. 12 review application, register No. 33 for decree, register No. 34 for Panchayat appeals, Register No. 36 for J.Ds imprisonment in execution, register No. 37 persons punished for contempt of Court, Caveat Register, register of proceedings received from other Distt. Courts, register of applications for transfer of panchayat cases, register of small cause court cases, file inspection register also make compliance of Court orders and make consignment of decided cases.

Copyist.

Copyist prepare the copies of judgments/orders, statements in photostat machine, working as copying agent and receive applications for copies.

Bailiff.

Bailiff execute warrants in cases assigned to him.

Process Server.

Effect the service of summons/ notices issued to the parties and witnesses etc.

Peon.

The Peon neats and cleans the tables and Chairs in the office and do Dak work etc.

Orderly.

Orderly calls the cases and do other work assigned by the Presiding Officer.

Chowkidar.

Chowkidar's duties starts from 4.45 P.M. To 9.45 A.M and during this period he used to watch the Court building complex.

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

As enumerated in response to Section 4(b) (ii) above.

(iii) The norms set by it for the discharge of its functions.

This office follows the directions of Hon'ble High Court contained in circular and directions issued from time to time by the Hon'ble High Court, Volume-I of Circular order of the Hon'ble High Court of H.P came to be complied in September, 1991 w.e.f., 1972 and mid July, 1991 Volume-II of such Circular orders of the High Court of Himachal Pradesh came to be complied in April, 2002 w.e.f. Mid July, 1991 to March, 2002.

(v) The rules, regulations, instruction manuals and records, held by it or under its control or used by its employees for discharging its functions:-

So far as the rules, regulations, instruction manuals are concerned this office follows the instructions of Hon'ble High Court issued vide Circulars from time to time. The record of rules, regulations and instruction are kept/maintained by the Superintendent G-II.

(vi) Statement of the categories of documents that are held by it or under its control.

As enumerated in response to Section 4(b)(ii) above.

As the officials are maintaining their statements regarding their duties/seats as per the instructions of Hon'ble High Court from time to time.

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

Not applicable.

1. 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 bodies, are open to the public or the minutes of such meetings are accessible for public.

Not applicable.

(ix) A directory of its officers and employees :-

1. Civil Judge(Senior Division).
 2. Superintendent G-II
 3. Reader(Senior Assistant)
 4. Record Keeper(Sr. Assistant.)
 5. Steno-typist.
 6. Steno Typist-cum- Judgment writer.
 7. Criminal Ahlmad.
 8. Civil Ahlmad (Junior Assistant)
 9. Naib Nazir.
 10. Copyist.
 11. Process Server (5)
 12. Peon
 13. Orderly
 14. Chowkidar.
 15. Safai Karamchhari(part time basis for four hours daily).
1. The monthly remuneration received by each of its Officers and employees including the system of compensation as provided in its regulations:-

Post of Civil Judge(Senior Division)-cum-ACJM, Nalagarh
in the pay scale of Rs. 39530-920-40450-1080-49090-1230-5-4010.

Name & desig.	Basic Pay	Total Salary.
Sh.Hoshiar Singh Verma.	42610/-	101267/-

Post of Superintendent G-II in the Pay Scale of 10300-34800-
4800GP.

Name & Desg.	Basic Pay	Total Salary.
Manohar Lal Sharma. Supdt. Gr.-II.	19480+4800	55287/-

Post of Reader in the Pay Scale of 10300-34800 + 4400GP

Name & Desig.	Basic Pay	Total Salary.
Sh. Ramesh Chand.	14850+4400	43921/-

Post of Record keeper in the Pay Scale of 10300-34800 + 4400GP

Name & Desig.	Basic Pay	Total Salary.
Smt. Anita Sharma.	16260+4400	47288/-

Post of Steno Typist.in the Pay Scale of 10300-34800 + 3200GP

Name & Desig.	Basic Pay	Total Salary.
Sh. Inder Dutt.	12010+3200	34371/-

Post of Steno Typist-cum-JW the Pay Scale of 5910+20800GP

Name & Desig.	Basic Pay	Total Salary.
Sh. Rajesh Sharma.	6400+2000	19266/-34371/-

Post of Cr. Ahlmad in the Pay Scale of 10300-34800 + 3200GP

Name & Desig.	Basic Pay	Total Salary.
Sh. Suresh Chand.	10300+3200	30790 -

Post of Civil Ahlmadin the Pay Scale of 10300-34800 + 3200GP

Name & Desig.	Basic Pay	Total Salary.
Sh. Ramesh Kumar.	13300+3600	38506/-

Post of Naib Nazir Typist.in the Pay Scale of 10300-34800 + 3200GP

Name & Desig.	Basic Pay	Total Salary.
Sh. Bhavesh Chander.	12010+3200	34371/-

Post of Copyist in the Pay Scale of 10300-34800 + 3200GP

Name & Desig.	Basic Pay	Total Salary.
Sh. Bhagat Ram.	12580+3600	36443/-

5 Posts of Process Servers in the Pay Scale of 4900+10680-1400GP

Name & Desig.	Basic Pay	Total Salary.
Sh. Bhoop Chand	10660+ 1950GP	29427/-
Sh. Dharam Pal	13110+1650GP	33542/-
Sh. Roshan lal	11540+ 1650GP	30426/-
Sh. Mohal Singh	5940+ 1650GP	17732/-
Sh. Pawan Kumar	5300 +1400GP.	15458/-

3 Posts of Other Class IV (Peon , Orderly Chowkidar) in the pay scale of 4910680+ GP 1300/-

Sh. Madan Gopal	10260+ 1900GP	27868.-
Sh. Bagga Ram	10260+ 1900GP	27868 -
Sh. Govind Singh	6640+1650 GP	18850/-

(xi) The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made.

Not applicable . As budget allocated by the Hon'ble High Court of H.P.

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-

Not applicable

(xiii) Particulars of receipts of concessions , permits or authorization granted by it :-

Not applicable.

(xiv) Detail report of the information available to or held by it, reduced in an electronic form:-

No computerization so far done, hence, no such information is available.

(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.

There is a library which is only meant for court use.

(xvi) The names, designations and other particulars of the Public Information Officers :-

The Hon'ble High Court vide Notification No. IIIIC/Estt. 7(35)/2005- dated 12.07.2006 pleased to designate the Civil Judge(Senior Division) as Assistant Public Information Officer.

(xvii) Such other information as may be prescribed:-

Canteen Facilities :

Canteen facility is available for advocates, litigants public and staff of Civil Judge(Senior Division) at Sub Division Head Quarter,Nalagarh.


(Hoshier Singh Verma)

Civil Judge(Sr.Divn.)-cum-AC, [M].
Nalagarh, Distt.Solan, H.P.

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Information pertaining to Civil Judge(Junior Division)-cum-Sub Divisional Judicial Magistrate, Nalagarh under the provision of Sub Section (1) (b) of Section 4 of the Right to Information Act,2005.

1. The particulars of its organization, functions and duties.
Particulars of Civil Judge (Junior Division)-cum- Judicial Magistrate,Nalagarh.

This court has been established in the year 2007 . The Sanctioned strength of Presiding Officer is one.

Sittings of the court.

The court working hours are from 10.00a.m. To 1.30p.m. and 2.00PM to 4.00 PM. IInd Saturday of every month is non working day for the court. Except holidays the Court of Civil Judge (Senior Division-cum-Sub Divisional Judicial Magistrate remains open from 9.45 a.m. To 4.45pm. With half an hour lunch break from 1.30 pm. To 2.00.p.m.

The office is headed by the Superintendent Grade-II. It is divided in the following branches:-

1. Administration branch
2. Peshi Branch.
3. Accounts branch/Nazarat
4. Ahlmad branch,Civil and Criminal.
5. Copying branch.

Sanctioned strength of ministerial establishment of the Civil Judge (Junior Division)-cum- Judicial Magistrate, Court No.II,Nalagarh is as under:-

<i>Sr No.</i>	<i>Name of the post</i>	<i>Pay Scale</i>	<i>Number of post</i>
1.	Superintendent G-II	PB10300-34800 + 4800 G.P.	1
2.	Reader	PB10300-34800 + 4400 G.P.	1
3.	Steno Typist	PB5910-20200 + 2000 G.P.	1
4.	Civil Ahlmad	PB5910-20200+1900 G.P.	1
5.	Criminal Ahlmad	PB5910-20200+1900 G.P.	1
6.	Copyist	PB5910-20200+1900 G.P.	1
7.	Clerk-cum-Typist	PB5910-20200+1900 G.P.	1
8.	Naib Nazir	PB5910-20200+1900 G.P.	1
9..	Bailiff	PB5910-20200+1900 G.P.	1
10.	Process Server	PB4900-10680+1400 G.P.	4
11	Orderly	PB4900-10680+1300 G.P.	1

<i>Sr No.</i>	<i>Name of the post</i>	<i>Pay Scale</i>	<i>Number of post</i>
12.	Office Peon	PB4900-10680+1300 G.P.	1
13.	Chowkidar	PB4900-10680+1300 G.P.	1
14	Safai Karamchhari	PB4900-10680+1300 G.P.	1

Function of the organization.

1. Judicial.
2. Administrative.

4.1(b)(ii) powers and duties of the officer and employees

Civil Judge(Junior Division)

Civil Judge(Junior Division) apart from this is exercising the power to provide Legal aid to the poor people to create awareness and to organise Lok adalat in each month.

Administrative and Executive business/work of the Civil Judge(Junior Division)-cum-Sub Divisional Judicial Magistrate, Nalagarh is distributed amongst the official as follows:-

Superintendent G-II

Overall supervision of the working of staff, to make office report in Civil Causes, prepare decree sheets, maintain casual leave, earned leave, service record of the officials, and to prepare monthly, quarterly, half yearly statements, maintaining library and also looking after the work of legal aid and also keeping confidential record.

Reader.

Maintain Peshi Register, preparing Cause List, maintain fine register, issue receipts, to deposit fine, to return documents and to assist the Presiding Officer.

Steno.

Obtain dictation in orders/judgments etc.

Naib Nazir.

Maintain General Cash Book, Sheriff Petty Account, maintain road and diet money, maintain acquittance roll register, maintain G.I.S. Register, advance register, T.A. Medical, stock register, prepare salary bills, tour diary despatch work, G.P.F. Pass books and to do all works pertaining to accounts which is assigned to him from time to time.

Criminal Ahlmad.

The Criminal Ahlmad prepared judicial record in case files as per the directions of Hon'ble High Court, maintain register No.1 for entering all the cases, Register No.2 for IPC cases, Register No.3 for Acts, Register No. 4 for Criminal Misc. Application, Register No. 17 for M.V. Act, Register No. 20 for transfer of Criminal Cases, Register No. 21 for M.V. Act, Register No. 22 for Bail application, Register N.23 for FIRs, Register No. 30 copying agency register, Register No. 34 Panchayat Appeals, Register No. B for return of file to record room, fine inspection register and also make compliance of Court Orders and to consignment of decided cases pertaining to his seat.

Civil Ahlmad.

The Civil Ahlmad prepare judicial record in case files as per the directions of the Hon'ble High Court, maintain Register No. 1 for Civil Cases, Register No. 2 for Rent Petitions, Register No.2 for Arbitration Act, Register No. 3 for H.M.Acts, Register No. 5 for Guardian and Wards Act & Succession Petition, register No.6 for Civil Misc. application , register No. 7 for Pauper Application, register No.10 for execution petition, register No.11 for objections, register No. 25 for deposits and refund of commission of proceedings in execution, register No. 12 review application, register No. 33 for decree, register No. 34 for Panchayat appeals, Register No. 36 for J.Ds imprisonment in execution, register No. 37 persons punished for contempt of Court, Caveat Register, register of proceedings received from other Distt. Courts, register of applications for transfer of panchayat cases, register of small cause court cases, file inspection register also make compliance of Court orders and make consignment of decided cases.

Copyist.

Copyist prepare the copies of judgments/orders, statements in photostat machine, working as copying agent and receive applications for copies.

Bailiff.

Bailiff execute warrants in cases assigned to him. However, both Bailiffs are attached in Process Serving Agency in the Court of Ld. Civil Judge(Sr.Div),Nalagarh.

Process Server.

Effect the service of summons/ notices issued to the parties and witnesses etc.However, both Bailiffs are attached in Process Serving Agency in the Court of Ld. Civil Judge(Sr.Div),Nalagarh.

Peon.

The Peon neats and cleans the tables and Chairs in the office and do Dak work etc.

Orderly.

Orderly calls the cases and do other work assigned by the Presiding Officer.

Chowkidar.

Chowkidar's duties starts from 4.45 P.M. To 9.45 A.M and during this period he used to watch the Court building complex.

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

As enumerated in response to Section 4(b) (ii) above.

(iii) The norms set by it for the discharge of its functions.

This office follows the directions of Hon'ble High Court contained in circular and directions issued from time to time by the Hon'ble High Court, Volume-I of Circular order of the Hon'ble High Court of H.P came to be complied in September, 1991 w.e.f., 1972 and mid July, 1991 Volume-II of such Circular orders of the High Court of Himachal Pradesh came to be complied in April, 2002 w.e.f. Mid July, 1991 to March, 2002.

(v) The rules, regulations, instruction manuals and records, held by it or under its control or used by its employees for discharging its functions:-

So far as the rules, regulations, instruction manuals are concerned this office follows the instructions of Hon'ble High Court issued vide Circulars from time to time. The record of rules, regulations and instruction are kept/maintained by the Superintendent G-II.

(vi) Statement of the categories of documents that are held by it or under its control.

As enumerated in response to Section 4(b)(ii) above.

As the officials are maintaining their statements regarding their duties/seats as per the instructions of Hon'ble High Court from time to time.

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

Not applicable.

(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 bodies, are open to the public or the minutes of such meetings are accessible for public.

Not applicable.

(ix) A directory of its officers and employees :-

1. Civil Judge(Junior Division).
2. Superintendent G-II
3. Reader(Senior Assistant)
4. Steno-typist.
5. Criminal Ahlmad (Junior Assistant)
6. Civil Ahlmad (Junior Assistant)
7. Naib Nazir.
8. Copyist.
9. Clerk -cum Typist
10. Process Server (4)
11. Peon
12. Orderly
13. Chowkidar.
14. Bailiffs (2)
15. Safai Karamchari

(x) The monthly remuneration received by each of its Officers and employees including the system of compensation as provided in its regulations:-

<i>Name</i>	<i>Designation</i>	<i>Pay Band + GradePay</i>	<i>Basic Pay</i>	<i>Total</i>
Smt Divya Jyoti Patial	Civil Judge (Jr.Div)_cum-JMIC,Nalagarh	33090-45850	34010	80783
Smt.NutanKaushal	Supdt-G-II	10300-34800+4800	28740	64728
Smt Ram Rachna	Reader	B10300-34800 + 4800 G.P.	20290	46150
Temporary attached	Steno Typist	PB5910-20200 + 2000 G.P.	-	-
Sh. Kamal Nain	Civil Ahlmad	PB5910-20200+1900 G.P.	13990	31938
Sh. Parmod Kumar	Criminal Ahlmad	PB5910-20200+1900 G.P.	14760	33662
Smt Reena Ranae	Copyist	PB5910-20200+1900 G.P.	16430	37404
Post vacant	Clerk-cum-Typist	PB5910-20200+1900 G.P.	-	-

<i>Name</i>	<i>Designation</i>	<i>Pay Band + GradePay</i>	<i>Basic Pay</i>	<i>Total</i>
Sh.Ashwani Kumar	Naib Nazir	PB5910-20200+1900 G.P.	15660	35678
Sh. Bharam Dass	Bailiff	PB5910-20200+1900 G.P.	15550	35863
Sh. Lekh Ram	Bailiff	PB5910-20200+1900 G.P.	15110	34327
Sh.Pardeep Kumar	Process Server	PB4900-10680+1400 G.P.	12780	29507
Sh. Hemant Kumar	Process Server	PB4900-10680+1400 G.P.	9280	21567
Sh. Bhag Singh	Process Server	PB4900-10680+1400 G.P.	8260	19232
Post vacant	Process Server	PB4900-10680+1400 G.P.	-	-
Sh. Rajinder Singh	Peon	PB4900-10680+1400 G.P.1300	13310	30495
Sh. Anil Kumar	Orderly	PB4900-10680+1400 G.P.1300	6590	15042
Smt Rani	Safai Karamchari	PB4900-10680+1300 G.P.	10880	24951
Sh.Ashwani Kumar	Chowkidar	PB4900-10680+1300 G.P.	6200	14418

(xi) The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made.

Not applicable . As budget allocated by the Hon'ble High Court of H.P.

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:-

Not applicable

(xiii) Particulars of receipts of concessions , permits or authorization granted by it :-

Not applicable.

(xiv) Detail report of the information available to or held by it, reduced in an electronic form:-

No computerization so far done, hence, no such information is available.

(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.

There is a library which is only meant for court use.

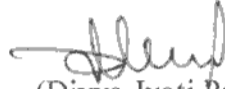
- (xvi) The names, designations and other particulars of the Public Information Officers :-

The Hon'ble High Court vide Notification No. HHC/Estt. 7(35)/2005- dated 12.07.2006 pleased to designate the Civil Judge(Senior Division) as Assistant Public Information Officer.

- (xvii) Such other information as may be prescribed:-

Canteen Facilities :

Canteen for advocates, litigants public and staff of Civil Judge(Senior Division) and Staff of Civil Judge(Jr.Div)at Sub Division Head Quarter,Nalagarh.



(Divya Jyoti Patial)
Civil Judge(Jr.Div)-cum-JMIC,
Nalagarh District Solan H.P.