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No.DJ-E)B-1(RTI)/242-2010

Office of the District and Sessions Judge, Chamba Division
Chamba.HP.

Dated Chamba, the 1st September, 2014.

OFFICE ORDER

In exercise of the powers conferred under section 4 of the Right to information Act, 2005 (Act No.22 of 2005), the undersigned hereby publishes the following information pertaining to the office of the District and Sessions Judge, Chamba, under the provisions of Sub Section(1)(b) of section 4 of the Right to Information Act, 2005, as on 31.3.2014:-

4(1)(b)(i) Particulars of its organization, functions and duties.

The Court of District and Sessions Judge, Chamba has been established on 1.9.1987 after its bifurcation from the Civil and Sessions Division, Kangra. The strength of Judges in this Division is five.

Sitting of the Court.

Court working hours are from 10.00AM to 4.00P.M.with an interval for lunch from 1.00 PM to 1.30 PM. Second Saturdays are non-working days for the courts.

Office working hours.

Office remain open from 9.45AM to 4.45PM, with half an hour lunch break from 1.00 PM to 1.30 PM. except holidays.

The Civil and Sessions Division is headed by the District and Sessions Judge.

Sanctioned strength of Judicial Officers.

1. (i) District and Sessions Judge.
- (ii) Addl. District and Sessions Judge, Chamba.
- (iii) Civil Judge(Sr.Divn.)-cum-CJM. Chamba.
- (iv) Civil Judge(Jr.Divn.)-cum-JMIC. Chamba.
- (v) Civil Judge(Jr.Divn.)-cum-JMIC. Dalhousie.

Sanctioned strength of staff of the establishment of District and Sessions Judge, Chamba.

1.	Superintendnet Grade-I.	1.
2.	Reader (Supdt. Grade-II)	1.
3.	Personal Assistant.	1.
4.	Sr. Scale Stenographer.	
5.	English Clerk.	1.
6.	Civil Nazir.	1.
7.	Translator.	1.
8.	Record Keeper.	1.
9.	Ahalmads (Civil and Criminal)	2.
10.	Copyists.	2.
11.	Naib Nazir.	1.
12.	Leave Reserve Clerk.	1.
13.	Driver.	1.
14.	Process Servers.	2.
15.	Daftri.	1.
16.	Peons.	2.
17.	Chowkidar.	1.
18.	Orderly.	1.
19.	Gardener.	1.
20.	Safai-Karamchari.	1.

Particulars of Subordinate courts of Civil and Sessions Division, Chamba.

The following three Subordinate courts are in the Civil and Sessions Division, Chamba:-

- (i) Court of Civil Judge(Sr. Divn.)-cum-CJM. Chamba.
- (ii) Court of Civil Judge(Jr. Divn.)-cum-JMIC. Chamba.
- (iii) Court of Civil Judge(Jr. Divn.)-cum-JMIC. Dalhousie.

Following supporting staff for the court of District and Sessions Judge, exists as under:

S. No	Name of post.	Scale of pay.	No. of permanent posts.	No. of Temporary posts.	Total number of posts.
1.	Superintendent Grade-I	15600-39100+5400	1.	-	1.
2.	Reader(Supdt.G-II).	10300-34800+4800	1.	-	1.
3.	Personal Asstt.	10300-34800+4800.	1.	-	1.
4.	English Clerk.	10300-34800+4400	1.	-	1.
5.	Civil Nazir.	10300-34800+4400	1	-	1.
6.	Translator.	10300-34800+4400	1	-	1
7.	Record-Keeper.	10300-34800+4400	3	-	3.
8.	Senior Scale Stenographer.	10300-34800+4400	1	-	1.
9.	Ahalmads(Civil&Criminal).	10300-34800+3200	2.	-	2.
10	Leave Reserve Clerk.	10300-34800+3200	-	1.	1.
11.	Naib Nazir.	10300-34800+3200	1.	-	1.
12.	Copyists.	10300-34800+3200	2.	-	2.
13.	Driver.	5910-20200+2400	1.	-	1.
14.	Process Servers.	4900-10680+1400	2.	-	2.
15.	Daftri.	5910-20200+1900	1.	-	1.
16.	Other Class-IV officials.	4900-10680+1300	6.	-	6.

Functions of the Organisation.

- (i) Judicial and
- (ii) Administrative.

4(1)(b)(ii): The powers and duties of its officers and employees.

Administrative and Executive work has been distributed to the Officers/officials of this office as follows:

(1) Superintendent Grade-I.

As a Court Officer.

To take the cases of Civil nature of the court such as services, written statements, replications, replies and rejoinders etc. upto filing of draft issues level daily.

Other Administrative duties.

- (i) To exercise overall supervision/control on the establishment of Civil and Sessions Division,
- (ii) Preparation of ephemeral rolls and maintaining Annual Confidential Reports of the officials of the Division,
- (iii) To keep in custody the attendance register and append certificate on the same,
- (iv) To get prepared decree sheets/memo. of costs/probates etc,
- (v) to deal with the confidential administrative matters pertaining to the Division,
- (vi) To attest the affidavits of Process Servers furnished by them in connection with the service of Court processes,
- (vii) To attest the copies of documents, judgments etc. pertaining to the decided as well as pending judicial record of this Division except the Court of Civil Judge(Jr. Divn.)-cum-JMIC.Dalhousie(HP),
- (viii) To maintain register of Ephemeral rolls.,
- (ix) To keep vigil that the correspondence is promptly dealt with by the concerned official(s),
- (x) To go through the dak as received by him and to take following steps:
 - a) mark the receipts to the concerned branch,
 - b) submit the important communications for perusal of the higher authorities through concerned branch at dak stage,
 - c) keep a check or note in the diary about important receipts or watching proper and timely disposal,
 - d) to see that all dealing hands and the diarist maintain all required registers and keep the same updated,
 - e) to ensure punctuality in attendance in the office and to advise the staff on matters of conduct and discipline etc.

(2) Reader(Superintendent Grade-II)

1. to record the evidence/orders etc. in civil and criminal matters under the dictation of the Presiding Officer,
2. to make entries of the cases in the peshi register regarding disposal, adjournment and the action taken on the files daily,
3. to deal with all judicial matters assigned by the Presiding Officer in the court,
4. To maintain the fine/ peshi/disposal registers etc. pertaining to his seat and,
5. to receive the fine amount imposed in criminal cases and to remit the same in the treasury forthwith. To prepare and submit the monthly/quarterly statements of fine deposited by accused/convicts to the Hon'ble High Court.

(3) Personal Assistant.

1. to deal with all secret matters assigned by the Presiding Officer and to type the

matter dictated to him and;

2. to attend the judicial work in the court assigned by the Presiding Officer.

4.English Clerk.

1. To deal with the correspondence/files related to the officials of this Division under the supervision of Superintendent Grade-I,
2. To maintain casual leave register and deal with the leave matters of the officials under the supervision of Superintendent Grade-I,
3. To prepare and dispatch monthly quarterly and half yearly statements on various subjects,
4. To deal with the matters of appointments of oath commissioners, petition writers, typists, and to maintain their record/ registers etc. under the supervision of Superintendent Grade-I. To deal with the correspondence on various types of misc. matters,
5. To deal with the process of recruitment/promotion, transfers of the Class-II, III and IV employees of this Division, under the supervision of Supdt. G-I,
6. To prepare the pension cases of the officials due to retire,
7. To maintain the service books/records of the employees.

5.Translator.

1. to translate the English version/statement of accused under section 313 Cr. P.C. into Hindi in Sessions Trial,
2. To maintain and proper up keep of library of District central Headquarters,
3. To prepare and submission of monthly/quarterly statements of Jail inmates,
4. To deal with the matters of judicial buildings/judicial court complexes,
5. To deal with the matters of under trials /convicts lodged in jail,
6. To maintain registers of library, to deal with other correspondence pertaining to his seat. To prepare and submission of jail inspection report to the quarter concerned. To maintain Jail Inspection register also,
7. To look after computers installed in this office and to deal with the correspondence in this respect including maintaining of registers/statements etc.,
8. All above matters under the supervision of Supdt. Grade-I.

6. Record Keeper.

1. to maintain and up keep the decided judicial files pertaining to the Appellate courts,
2. To maintain registers of decided judicial files,
3. To attend requisitions received from the Copying Agency, Courts, Hon'ble High Court and Hon'ble Supreme Court and to deal with the correspondence pertaining to

his seat under the Supervision of Supdt. Grade-I.

7. Civil Nazir.

1. to prepare the Pay/TA/MR etc. bills of the establishment and disburse the payments to the officers/officials.
2. To deal with all the accounts matters pertaining to the establishment.
3. To maintain various types of Registers such as perishable/non-perishable articles, charcoal, furniture, library, equipments, bills, token budget etc.
4. to prepare and submit the budget to the quarter concerned for the establishment.
5. To prepare and send monthly, quarterly, half yearly and yearly statements pertaining to the Nazarat Branch and also to deal with the other correspondence pertaining to his branch.

All above matters under the supervision of Superintendent Grade-I.

8. Senior Scale Stenographer.

1. to type all the matters dictated by the Presiding officer and
2. To attend the court judicial work under the dictation of the Presiding officer.

9. Ahalmads (Civil and Criminal).

1. to maintain and up keep of pending judicial files pertaining to this court and to maintain different types of Registers in this regard,
2. To consign all the decided judicial files to the Record room,
3. To prepare and submit the monthly/quarterly/half yearly statements of the cases regarding institution, disposal and pendency,
4. To deal with other correspondence pertaining to their seats, under the supervision of Supdt. Grade-I.

10. Copyists.

1. to prepare and supply the copies of documents, judgments etc. pertaining to the decided as well as pending judicial files of the courts of this Division except the court of Civil Judge (Jr.Divn.)-cum-JMIC. Dalhousie.,
2. To maintain the Copying Agency register such as CD-2, CD-3, CD-4, , CD-5, CD-7 and CD-10 and to send the monthly/quarterly statements pertaining to their seats,
3. To maintain the photo-stat machines,
4. To deal with the correspondence of their seats under the supervision of Supdt. Grade-I.

11. Naib Nazir.

1. to deal with the matter of civil courts deposit and to maintain various types of

registers in this regard,

2. To maintain stationery register and to deal with the matter of stationery articles etc. for the entire Division,
3. To co-operate and assist the Civil Nazir in all type of accounts matter etc,
4. to control over the Process Servers of this office and to maintain Process Server Agency register including sending monthly, quarterly, quarterly statements thereof to the quarter concerned.

All above matters under the supervision of Supdt. Grade-I.

12. Leave Reserve Clerk.

1. to look after the duties of Clerks who proceed on leave.
2. To assist the English Clerk in dealing with typing work and all correspondence pertaining to the Division.
3. To attend the various type of typing work.

13. Daftri.

1. to attend the diary, despatch work etc. and to maintain diary, despatch and postage stamps registers.
2. to assist the English Clerk in proper safe keeping and stitching of service books/files/registers and library books and binding etc.

14. Driver.

1. to ply the official vehicle as per the directions of the Presiding officer and to maintain the Lok Book daily.

15. Process Servers.

to effect the service of the notices/summons upon the persons concerned issued by the District Court and to maintain Process Servers diary with the report on the processes either executed or un-executed and to get attested the same from the Superintendent Grade-I.

16. Peons.

to attend the calls of the Presiding Officer and the official duties assigned by the PO. to them and also to look after the duties such as dusting of office tables, court room, chamber and other duties assigned by the Class-I, Class-II and Class-III officials in the official capacity.

17. Orderly.

to attend the Presiding Judge in the office as well as at the residence and to look after the duties assigned by the Class-I Officer to him in the office as well as Class-II and Class-III officials in the official capacity.

18.Gardener.

to maintain and up keep of flowers in the garden at the Sessions House as well as in the office and grow various types of flowers etc. in the pots.

19.Chowkidar.

to keep proper watch of the office after 4.45 PM to 9.45 AM daily and to attend official work assigned to him after office hours in official capacity.

20.Safai-Karamchari.

to ensure the cleanliness of the floors/judicial complex daily.

4(1)(b)(iii):**The procedure followed in the decision making process, including channels of supervision and accountability.**

As enumerated in response to Section 4(b) (ii) above. However, instructions regarding maintenance of administrative files and the manner of dealing with Administrative matters are being followed as per prevalent Rules and Service manual.

4(1)(b)(iv) :**The norms set by it for the discharge of its functions.**

Norms set for the discharge of its functions are in the form of various Rules, Orders and instructions and for a smooth and orderly functioning of the Justice delivery system and for easy accessibility of the various circulars and orders issued by the Hon'ble High Court from time to time.

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.**

Rules, regulations and instructions issued from time to time by the Hon'ble High Court are applicable and implemented by the employees of this Division for discharging the functions. The High Court Rules and Orders Vol I to Vol. IV are also applicable to this Division.

The various Acts, Rules, Regulations, Instructions followed are as under:

1. F.R.& S.R.
2. Leave Rules.
3. T.A.Rules.
4. Conduct Rules.
5. L.T.C.Rules.
6. CCS(CCA) Rules.
7. Medical Attendance Rules.
8. H.P. Financial Rules.
9. H.P. Budget Manual.
10. Office manual.

11. High Court Rules and orders.

4(1)(b)(vi) :

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

The documents relating to financial transactions are held by the Accounts branch and are kept in the form of registers, cash books, Ledgers books, files, bills, vouchers etc. which are subject to audit.

Service books:

Service books are held and kept in the form of documents by English Clerk branch of this office which are also subject to verification by the Audit department.

4(b)(vii) :

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

Not applicable to the Civil and Sessions Division.

4(1)(b)(viii) :

A statement of 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 these Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

Under the Rules, no person shall entitle any person to inspect (i) the Judges notes and minutes (ii) Correspondence not strictly judicial and (iii) confidential correspondence. Therefore, it is apparent that these items can not be made accessible to the public.

4(1)(b)(ix): A directory of its Officers and employees.

The following officers have been provided telephones in their offices as well as residences.

S.No	Name of office.	Office.(Chamba/ Dalhousie STD.Code:01899)	Residence
1.	District and Sessions Judge, Chamba.HP.	222728. 222729(fax)	222727.
2.	Addl.Distt. And Sessions Judge,Chamba. HP.	224835.	224338.
3.	Civil Judge(Sr.Divn.)-cum-CJM. Chamba.HP.	222259.	222438.
4.	Civil Judge(Jr.Divn.)-cum-JM.Chamba.HP.	222468.	222526.
5.	Civil Judge(Jr.Divn.)-cum-JMIC.Dalhousie. HP.	240649.	240800.

No separate telephones have been provided to the employees in the office or

residence.

4(1)(b)(x):

Monthly remuneration received by each of its Officers and employees including the system of compensation as provided in its regulations.

The following monthly remunerations/pay are being received by each of the officers and employees of the establishment of District and Sessions Judge, as on 31.3.2014:-

Name and designation.	Pay scale.	Basic pay.	Total.
One post of District and Sessions Judge, in the pay scale of Rs.51550-63070/-			
Shri T.S. Kaisth, District & Sessions Judge, Chamba.	51550-63070	63070	125281
One post of Superintendent Grade-I in the pay scale of Rs.15600-39100+5400/-.			
Sh.Naveen Kumar Guleria, Supdt. Grade-I.	15600-39100+5400	26780	51082
One post of Superintendent Grade-II in the pay scale of Rs.10300-34800+4800/-			
Shri Bhagat Singh, Reader, (Supdt.Grade-II)	10300-34800+4800	25110	48909
One post of Personal Asstt.in the pay scale of Rs.10300-34800+4200			
Shri Mohinder Singh, Personal Asstt.	10300-34800+4800	28020	54138
One post of Sr.Scale Stenographer in the pay scale of Rs.10300-34800+4400			
Shri Naresh Kumar,Sr. Scale Stenographer.	10300-34800+4400	21900	42810
4 posts of Sr. Asstts in the pay scale of Rs.10300-34800+4400/-			
Shri Rajender Singh, English Clerk.	10300-34800+4400	22870	43653
Shri Chaman Lal,Civil Nazir.	10300-34800+4400	20620	40278
Sh. Punjab Singh,Record Keeper.	10300-34800+4400	17310	33789
Shri Azad Hussain, Translator.	10300-34800+4400	24530	45354
Two posts of Jr. Assistants in the pay scale of Rs.10300-34800+3600			
Shri Hem Raj, Naib Nazir.	10300-34800+3600	15970	30643
Smt.Pawna Devi,Civil Ahalmad.	10300-34800+3600	14740	28206

4 posts of Clerks in the pay scale of Rs.10300-34800+3200 & 5910-20200+1900

Miss Sarita Sharma, Criminal Ahalmad.	10300-34800+3200	14330	28027
Shri Bipan Kumar, L.R.C.	10300-34800+3200	14330	28027
Shri Bihari Lal, Copyist-I	5910-20200+1950	15580	29802
Copyist(1) vacant.	5910-20200+1900	-	-

One post of Driver in the pay scale of Rs.5910-20200+2400

Shri Surinder Singh, Driver.	5910-20200+2400	16120	31858
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One post of Daftri in the pay scale of Rs.5910-20200+1900

Daftri(Vacant)	5910-20200+1900	-	-
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Two posts of Process Servers in the pay scale of Rs.4900-10680+1650 & 4900-10680+1400

Shri Kishan Chand, PS.	4900-10680+1400	10190	20141
Shri Amit Kumar, PS.	4900-10680+1400	6910	13709

4 posts of Class-IV in the pay scale of Rs.4900-10680+1650

Shri Kamal Kumar, Safai-Karamchari.	4900-10680+1900	14180	27822
Shri Rattan Chand, Mali.	4900-10680+1900	12230	23517
Shri Nek Singh, Chowkidar.	4900-10680+1650	10110	19889

Three posts of Class-IV in the pay scale of Rs.4900-10680+1300

Shri Swami Raj, Orderly.	4900-10680+1900	9180	18122
Shri Megh Singh, Peon.	4900-10680+1300	6590	13101
Shri Hani Kumar, peon.	4900-10680+1300	6200	12330

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.

The detail of budget allocated/sanctioned and balance as on 31.3.2013 in respect of establishment of District and Sessions Judge, is as under:

Major Head : 2014-Administration of Justice, 105-Civil and Sessions Courts, 01-Civil and Sessions Courts Establishment(Voted) Non-Plan-SOON.

Sub head.	Budget sanctioned for 2013-14.	Budget allocated for 2013-14.	Total funds expenditure upto 31.3.2014.	Budget/funds balance in hand on 31.3.2014 i.e surrendered.
Salaries.	99,29,914	99,29,914	99,29,914	-
M.R.	1, 21,000	1,21,000	1,20,910	90
Travel Expenses.	53,000	53,000	42,604	10396
Livery.	20,000	20,000	11,006	8994
Office expenses.	4,25,729	4,25,729	4,14,515	11,214
P.P.& S.S.	-	-	-	-
Motor Vehicle.	50,000	50,000	49,972	28
Transfer expenses.	3000	3000	3,000	-
Road and Diet Money.	3,70,000	3,70,000	3,70,000	-
Rent, Rate and taxes.	6562	6562	6,212	350
Domestic help(other charges)	1,98,000	1,98,000	1,81,000	17,000
Other charges Court Manager Pay	5,55,000	5,55,000	5,55,000	-
2235-Social Security & Welfare 200-Other Charges II-reimbursement of Medical Expenses to Pensioners.	2,10,000	2,10,000	1,62,939	47061

4(1)(b) (xii) :

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

Not applicable.

4(1)(b)(xiii):**Particulars of recipients of concessions, permits or authorizations granted by it.**

Not applicable.

4(1)(b)(xiv):**Detail in respect of the information available to or held by it, reduced in an electronic form.**

No information is held. The daily cause list of this court and the profile of Judges of this Division have been displayed on the Internet and one can visit to have the information in this respect on the following site.

Daily cause list: www.lobis.nic.in

Profile of judges: www.hphighcourt.nic.in

Detail of pendency of Civil and Criminal cases pertaining to the Courts of District and Sessions Judge, Chamba as on 31.3.2012 is as under:

S.No.	Name of Court.	Civil cases.	CrI. cases.	Total.
1.	District and Sessions Judge, Chamba.	211	85	296

The following administrative matters are being dealt with by the District and Sessions Judge, Chamba.

1. Making appointments, transfers and postings in respect of Class-II, III and IV officials of this Division and confirmation.
2. Conducting quarterly Jail Inspection and submission thereof to the Hon'ble High Court.
3. Controlling Officer in respect of the Judicial Officers and Class-I, II, III and IV officials of this Division.
4. DDO, in respect of the establishment of District and Sessions Judge, Chamba.
5. Making appointments of Petition Writers, Private typists in the Division and granting licences and renewal thereof.
6. Surprise Inspection/Annual Inspection of the Subordinate Court in this Division.
7. Quarterly inspection of this office/court.
8. To deal with the matter of appointment of Oath Commissioner in this Division.
9. Making appointment of Legal Aid Counsel, from panel, to needy accused person(s) facing trial in the Division on state expenses .
10. Sanction of G.P.F. withdrawals of the establishment of Civil and Sessions Division Chamba and to deal with and grant advance to the Judicial Officers and employees.
11. To act as Disciplinary Authority in respect of Class-I, II, III and IV employees of

this Division.

12. To act as Appellate Authority under RTI. Act, 2005.

Detail of different type of cases lie to the following courts in this Division:

District and Sessions Judge, Chamba/ Addl. Distt. & Sessions Judge, Chamba.

1. Civil Suits exceeding value of Rs.20,00,000 and upto Rs.30,00,000/-
2. Motor Accidents Claims.
3. Arbitration cases.
4. Civil Appeals.
5. Hindu Marriage Act cases under section 13, 24 and 27.
6. Pauper applications.
7. Succession Act cases.
8. Land Acquisition Act cases.
9. Civil Misc. Appeals/Rent Appeals.
10. Transfer Applications.
11. Insolvency cases.
12. Executions.
13. Sessions Trials.
14. Corruption cases.
15. Criminal Appeals.
16. Criminal Revisions.
17. Bail matters under section 437, 438 and 439 Cr. P.C.
18. Jail Appeals.
19. Civil Criminal Misc. applications.

Court of Civil Judge (Sr. Divn.)-cum-CJM. Chamba.

1. Civil Suits value upto 20,00,000
2. Guardian and Wards Act.
3. Civil Misc. applications.
4. Hindu Marriage Act cases under sections 9 and 27.
5. Arbitration cases.
6. Rent cases.
7. Succession Act cases.
8. Executions.
9. Pauper applications.
10. Police Challans (IPC cases)
11. Complaint cases.
12. Excise cases.
13. Food cases.
14. Miscellaneous Act cases.
15. Forest Cases.
16. Criminal transfer applications.

17. Summary cases/trials.
18. Panchayat appeals.
19. Petitions under section 125 Cr.P.C.
20. Bail applications.
21. Negotiable Instrument Act(sec.138) cases.
22. Petitions under section 127 and 128 Cr.P.C.

Courts of Civil Judge(Jr.Divn.)-cum-JMIC.

1. Civil suits upto the value of Rs.10,00,000/-
Other cases same as shown above in the court of Civil Judge(Sr. Divn.)- cum-CJM.

Lok Adalats are also being organized at District Headquarter by each courts headed by District and Sessions Judge, Additional District and Sessions Judge, Civil Judge(Sr. Divn.)-cum-CJM. Chamba, Civil Judge(Jr. Divn.)-cum-JMIC. Chamba and at Sub Divisional headquarter by Civil Judge(Jr. Divn.)-cum-JMIC. Dalhousie associated by two/three members. The Lok Adalats are being organized on quarterly basis as per the directions of the Hon'ble High Court of HP. as well as the H.P. State Legal Services Authority.

At the District headquarter level, District Legal Services Authority under the Chairmanship of the District and Sessions Judge, consisting of other members such as Superintendent of Police, District Magistrate, Chamba, Civil Judge(Sr. Divn.)-cum-CJM. Chamba, District Attorney and the President, Bar Association, Chamba, has been constituted. Free legal aids are being provided to those persons who are entitled under the Legal Services Authorities Act 1987 and Regulations made under this Act, on their filing applications before the said Authority. To aware the General public regarding free legal aid which is being provided by the Govt., the Legal Literacy camps are being organized

by the Authority under the instructions of Himachal Pradesh State Legal Services Authority, Shimla, in every remote areas of the District

In camps, the participants are being paid sumptuary allowance, bus fare for both sides. The refreshment upto Rs.100/- are also being served to them in accordance with Rules and directions in this regard.

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.

The working hours of the District Central Headquarters are 9.45AM to 4.45PM. It is Hon'ble Judges library and it is not maintained for public use.

4(1)(b)(xvi) The names, designation and other particulars of the Public Informtion Officers.

- | | |
|--|--|
| 1. State Public Information Officer at District level. | <u>As on 31.03.2014.</u>
Mrs. Aparna Sharma,
Civil Judge(Divn.)-cum-CJM.Chamba
District headquarters,Chamba. |
| 2.State Assistant Public Information Officer, | <u>As on 31.3.2014.</u>
Shri Hakikat Dhanda, Civil
Judge(Jr.Divn.)-cum-JMIC
Dalhousie, Distirct Chamba.HP. |

It is further notified that for the purpose of filing appeal against the State Public Information Officer/State Assistant Public Information Officer, as provided under section 19(1) of the Right to Information Act, 2005 it would lie before the District and Sessions Judge, Chamba, being Appellant Authority, for the purpose.

4(1)(b)(xvii) Such other information as may be prescribed.

District and Sessions Judge,
Chamba Divn. Chamba.HP.

Endst.No. DJ-E(B-11)242/2010-

Dated:- 1-09-2014.

Copy to:

1. The State Chief Information Commissioner, Shimla-HP.
2. The State Public Information Officer at District level(Civil Judge (Sr. Divn.)-cum-CJM. Chamba.HP.
3. The System Officer, of this office for uploading it on the District Court website of Chamba, District.

District and Sessions Judge,
Chamba Divn. Chamba.HP.

No.ADJ/CBA/RTI information Court/office/2014/-
**OFFICE OF THE ADDITIONAL. DISTRICT AND SESSIONS JUDGE, CHAMBA
DISTRICT CHAMBA -(HP)..**

Dated Chamba, the September, 2014.

OFFICE ORDER

In exercise of the powers conferred under section 4 of the Right to Information Act, 2005 (Act No.22 of 2005) the undersigned hereby publishes the following information pertaining to the Addl. District and Sessions Judge Chamba under the provisions of Sub section (i) (b) of section 4 of the Right to information Act,2005:-

- i) Particulars of its organisation, functions and duties.

The Court of Addl. District and Sessions Judge, (FTC), Chamba was established on 31.12.2003. However, this Court has been regularised as Court of Addl. District and Sessions Judge, Chamba on 1.4.2013. The sanctioned strength of Judge is one.

Sitting of the Court.

Court working hours are from 10.00 AM. to 4.00 PM. with an interval for lunch from 1.00 PM. to 1.30 PM. Second Saturdays are non working days for the Courts.

Office working hours.

Office remains open from 9.45 AM. with half an hour lunch break from 1.00 PM. to 1.30 PM. except gazetted holidays.

This Office is headed by one Additional District and Sessions Judge, Chamba (HP).

Sanctioned strength of Judicial Officer and Staff as on 1.4.2013.

1. Addl. District & Sessions Judge, Chamba 1.

**Sanctioned strength of ministerial staff of the
establishment of Addl. Distt. & Sessions Judge, Chamba.**

i)	Reader (Sr. Assistant)	1.
ii)	Stenographer (Sr. Scale)	1.
iii)	Judgment Writer(on contract basis)	1.
iv)	Civil Ahlmad(on contract basis)	1.
v)	Criminal Ahlmad(On Contract basis)	1.
vi)	Nazir(on contract basis)	1.
vii)	Clerk-cum Typist (on contract basis)	1.
viii)	Driver (On Contract basis)	1.
ix)	Peon (On Constract basis)	1.
x)	Orderly (Daily Wages)	1.
xi)	Safai Karamchari (Part time)	1.

The following supporting staff for the Court of Additional District and Sessions Judge, Chamba, HP. exists as under:-

Sr. No.	Name of Post	Pay Scale	No. of permanent post	No. of Temporary posts	Total No. of posts
1	Reader (Sr. Asstt.)	10300-34800	-	1	1
2	Stenographer (Sr. Scale)	10300-34800	-	1	1
3	Driver (on contract basis)	BP+GP 5910+2000 PM	-	1	1
4	Peon (on contract basis)	BP+GP 4900+1300	-	1	1
5	Orderly(Daily wages)	Rs.150/- per day.	-	1	1
6	Safai Karamchari (Part Time)	Rs.19/- per hour for 4 hours per day.	-	1	1

Functions of the Organisation.

- i) Judicial and
- ii) Administrative.

4(1)(b)(ii) The Powers and duties of its officers and employees :-

Administrative and executive work has been distributed to the Officers/Officials of this office as under:-

Administrative work has been distributed to the Officers/Officials of this office as follows:-

I) Reader (Senior Assistant):-

As Court Officer:

- 1.To take the cases of civil nature of the court such as Office report, service, , written statement, replies and replication/rejoinder etc..
- 2.To exercise over all supervision/control on establishment of this Court.
- 3.To keep in custody the attendance Register and check the register regularly
- 4.To prepare decree sheets/memo. of costs/Probate etc
- 5.To deal with confidential Administrative matters pertaining to this Court.
- 6.To scrutinize and report in civil cases presented before the court.
- 7.To maintain the telephone register of the office and residence of the Presiding Officer.
- 8.To deal with casual leave of class-III and IV Officials of this office/Court.
- 9..To maintain service Books/ Records and personal files of the officials of the establishment of this Office/Court.
- 10.The keep the vigil that the correspondence is promptly dealt with by the concerned officials of this Court.

11. To go through the dak as received by him and take following steps:-

- a) To mark the receipt to the concerned branch.
- b) To submit the important communications for perusal of the Higher authorities through concerned branch at dak stage.
- c) To keep a check or note in the diary about important receipts or watching properly and timely disposal.
- d) To see that all dealing hands and the diarist maintain all required registers and keep the same up dated.
- e) To ensure punctuality in attendance in the office and to advise the staff on matter of conduct and discipline.

II) Reader(Sr.Assistant) is also required to do the following:

1. To record the evidence/orders etc. in civil and criminal matters on the dictation of Presiding Officer and to translate the English version of the witnesses to Hindi in Sessions Trials.
2. To make entries of the cases in the Peshi Register regarding disposal, adjournment, to update the peshi in the computer daily and action taken on the file daily.
3. To deal with all the Judicial matters assigned by the Presiding officer in the Court.
4. To maintain the fine register, Peshi register and disposal register pertaining to his seat and
5. To receive the fine amount imposed in Criminal cases and to remit the same in the Treasury forthwith.

III) Sr. Scale Stenographer.

- i) To type all the matters dictated by the Presiding Officer.
- ii) To attend the Court judicial work under the dictation of Presiding Officer.

IV) Ahlmad (Copyist attached from the Court of Ld. Civil Judge Sr. Divn. Chamba with the Order of Ld. District Judge,Chamba. HP.)

(To look-after work of Civil and Criminal Ahlmad of this Court)

- i) To maintain and upkeep of pending Judicial files pertaining to this court and to maintain the different types of Registers in this regard.
- ii) To consign all the decided files (judicial) to the Record Room.
- iii) To prepare and submit monthly/quarterly/half yearly statements of the cases regarding institution, disposal and pendency and
- iv) To deal with the other correspondence pertaining to his seat under the supervision of the Reader (Sr. Asstt.)
- v) To deal with the matter of Civil Court deposit and to maintain various type of registers in this regard under the supervision of Reader.
- v) **Nazir/Reader.**
 - i) To maintain stationery register and to deal with the matter of stationery articles etc. for the Office of Addl. Distt. & sessions Judge , Chamba, HP.
 - ii) To prepare the pay bills of the establishment and disburse the payments to the Officer/Officials.
 - iii) To deal with all the accounts matter pertaining to the establishment.
 - iv) To maintain various type of Registers such as perishable non perishable articles, Charcoal, furniture, bills, token, budget etc.
 - v) To prepare and submit the budget to the quarter concerned for the establishment.

- vi) To prepare and submit the monthly, quarterly and half yearly statements pertaining to Nazarat Branch and also deal with the other correspondence pertaining to his Branch.

VI) Driver.

- i) To ply the official vehicle as per the directions of the Presiding Officer and to maintain the Log Book daily.

VII) Peon.

- i) To attend the Calls of Presiding Officer and the officials duties assigned to him and also to look-after the official such as dusting of office tables, Court Room, Chamber and other duties assigned by the Class-I Officer as well as Class-III officials in official capacity.

4.(1)(b)(iii) The procedure followed in the decision making process including channels of supervision and accountability.

As enumerated in response to section 4(b)(ii) above. However, instructions regarding maintenance of administrative files and matter of dealing with Administrative matters, are being followed as per prevalent Rules and the service manual.

4(1)(b)(iv) The norms set by it for the discharge of its functions.

Norms set for the discharge of its functions are in the form of various Rules, orders and instructions regarding maintenance of administrative files and manner of dealing with administrative matters, are being followed as per prevalent Rules and the service Manual.

4(1)(b)(v) The Rules, regulations, manuals and records held by it or under its control or used by its employees for discharging the functions.

Rules and regulations instruction issued from time to time by the Hon'ble High Court are applicable and implemented by the officials/Officers of this office for discharging the functions. The High Court Rules and orders Vol-I to

VI are also applicable to this office /Court.

The various Acts, Rules, Regulations and instructions followed by this office are as under:-

1. FR&SR
2. Leave Rules.
3. TA Rules.
4. Conduct Rules.
5. LTC Rules.
6. CCS (CCA) Rules.
7. Medical Attendance Rules.
8. H.P. Financial powers.
9. H.P. Budget Manual.
10. Office Manual.

4(1)(b)(vi) A statement of categories of documents that are held by it of under its control.

The documents relating to financial transactions are held by accounts branch and are kept in form of registers, Cash books, ledger books, files, bills, vouchers etc. which are subject to audit.

Service books held and kept in the form of documents by the Reader (Sr. Asstt.) of this office, which are also subject to verification by the audit department.

4(1)(b)(vii) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

Not applicable, to this office.

4(1)(b)(viii) A statement of 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, the public, or minutes of such meetings are accessible for public.

In this regard, it is already submitted above that under Rule 14 of the inspection of Records nothing in these rules shall entitle any person to inspect (i) the judges notices and minutes (ii) correspondence not strictly judicial and (iii) confidential correspondence. Therefore, it is apparent that these items can not be made accessible to the public.

4(1)(b)(ix) A directory of officer.

Addl. Distt. & Sessions Judge District Chamba-H.P.	Chamba,	Office	Residence
		01899-224835	01899-224338

4(1)(b)(x) Monthly remuneration received by each of its Officers and employees including the system of compensation as provided in its regulations.

The following monthly pay/remunerations are being received by each of the officer and employees of the establishment of Addl.District & Sessions Judge,Chamba :-

Name	Designation	Pay Scale	Basic Pay	Total pay
Sh.Mukesh Bansal.	Addl. Distt & Sessions Judge Chamba	51550-63070	51,550/-	104545/-

One post of Reader (Sr. Asstt.) in the pay scale of Rs. 10300-34800/-

Shri Suman Kumar	Reader (Sr. Asstt.)	10300-34800 +4400(G.P.)	18140/-	35366/-
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One post of Sr. Scale Stenographer in the pay scale of Rs. 10300-34800/-

Sh. Ashok Kumar	Sr. Scale Stenographer	10300-34800 +4400(G.P.)	17990/-	35181/-
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One post of Driver on contractual basis on fixed salary of (BP+GP)

Sh. Ghinder Singh	Driver	5910-20200+ 2000(GP)	8240/-	14837/-
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Three posts of Class-IV(1 Peon, 1 Orderly, and 1 Safai Karamchari) as follows:-

Sh. Vijay Singh-(I)	Peon (On contract basis)	4900+ 1300(GP)	4900/-(BP)	6386/-
Sh. Vijay Singh -(II)	Orderly(Daily wages)	Rs.150/- Per day	Rs.150/- Per day	4650/-
Sh. Pawan Kumar	Safai- Karamchar (Part-Time)	Rs.19/- per hour for 4 hours per day.	Rs.19/- per hour for 4 hours per day.	2356/-

Major Head 2014 –Administration of Justice.
105 – Civil and Sessions Court.
01 - Civil and Sessions Courts establishment (voted) Non-Plan soon.

SOE	Budget allocated for 2013-14	Total funds expenditure upto 31.3.2014	Budget/funds balance in hand on 31.3.2014 i.e. surrendered.
Salaries	2087553	2087553	--
Wages	182005	182005	--
Travel expenses	49000	45679	3321
Office expenses	53000	52973	27
Medical reimbursement	30000	28898	1102
Rent Rate & Taxes	11674	11674	--
Motor Vehicle	157683	153038	4645

Transfer Expenses		–	–	--
Road & Diet Money		30000	30000	--

4(1)(b)(xii) The manner of execution of subsidy programme including the amounts allocated and the details of beneficiaries of such programmes.

Not applicable to this office.

4(1)(b)(xiii) Particulars of recipients of concessions permits of authorization granted by it.

Not applicable to this office.

4(1)(b)(xiv) Details in respect of information available to or held by it, reduced in an electronic form.

This Court was created on 30.12.2003 as Fast Track Court and regularized as Court of Addl. District and Sessions Judge, Chamba on 1-4-2013..

Details of pendency of Civil and Criminal cases pertaining to this Court as on 31.3.2014 is an under :

Civil – 218 Criminal - 77 Total – 295

The following administrative matters are being dealt with by the Addl. District & Sessions Judge, Chamba, H.P.

1. Controlling Officer in respect of the Class-III and IV of this Office.
2. DDO in respect of establishment of this office.
3. Quarterly inspection of the establishment of this office.

Details of different type of cases lie to this Court.

1. Civil Suits exceeding value of Rs. 20,00,000/- up to 30,00,000/-.
2. Motor Accident Claims cases.
3. Arbitration cases.

4. Civil Appeals.
5. Hindu Marriage Act cases under section 13, 14, 24 and 27.
6. Pauper applications.
7. Succession Act cases.
8. N.D.P.S. Act cases.
9. Civil Miscellaneous Appeals/Rent Appeals.
10. Transfer applications.
11. Insolvency cases.
12. Executions.
13. Sessions Trials.
14. Criminal Revisions.
15. Criminal Appeals.
16. Bail matters under Section 437, 438 and 439 Cr.P.C.
17. Jail Appeals.
18. Civil and Criminal Misc. applications.

Lok Adalats are also being organised by this Court by associating one other member. The Legal Literacy Camps and Lok Adalats are being organised by this Court as per approved schedules thereof in accordance with directions of the Hon'ble High Court of H.P. as well as the H.P. State Legal Services Authority.

4(1)(b)(xv) The particulars of the facilities available to citizens for obtaining information including the working hours of a Library or reading Room, if maintained for public use.

The Central Library under the control of Id. District and Sessions Judge is established. It is Hon'ble Judges Library and it is not maintained for public use.

4(1)(b)(xvi) The name, designation and other particulars of the public information officer.

1. State Public Information Officer at District level(Id. Civil Judge(Sr. Divin._cum-C.J.M.,Chamba)

It is further notified that for the purpose of filling appeal against the State Public Information Officer/State Assistant Public Information Officer, as provided under Section 19(1) of the Right to Information Act, 2005, it would be the Id. District and Sessions Judge, Chamba .

4(1)(b)(xvii) Such other information as may be prescribed.

Nil

**Addl. District & Sessions Judge
Chamba, District Chamba-H.P.**

ndst. No. ADJ/RTI/CBA/2014- Dated:- /9/2014.

Copy forwarded to:-

1. The Hon'ble District and Sessions Judge, Chamba Division Chamba w.r.t. No.DJ-E-(B-II)RTI.242/2012-9680, dated 1.9.2014.
2. The Chief Information Commissioner, H.P. Shimla 3.
3. The State Public Information Officer at District level (Civil Judge, Sr. Divn.)-cum-Chief Judicial Magistrate, Chamba, H.P.
4. The System Officer with direction to upload the aforesaid information on the website of District Courts Chamba.

**Addl. District & Sessions Judge
Chamba, District Chamba- H.P.**

No. CJM/CBA/S(B-9) 105A/2013-
**OFFICE OF THE CIVIL JUDGE SENIOR DIVISION-CUM- CHIEF JUDICIAL
 MAGISTRATE, CHAMBA.H.P**

Dated Chamba ,the 5 th day of May, 2014.

OFFICE ORDER

In exercise of powers conferred under section 4 of the Right to Information Act,2005 (Act No.22 of 2005) the undersigned hereby publishes the following information pertaining to the office of the Civil Judge (Sr. Div.) -cum- Chief Judicial Magistrate, Chamba (HP) under the provisions of Sub Section (1)(b) of section 4 of the Right to information Act,2005, as on 31.3.2014:

4(1)(b)(i) Particulars of the organisation
function and duties.

The court of Senior Sub Judge -cum- Chief Judicial Magistrate (now the court of Civil Judge (Sr. Div.) -cum-Chief Judicial Magistrate, Chamba) has been established on 26.9.1969 The sanctioned strength of the Judge is one.

Sitting of the Court:

Court working hours are from 10 .00 AM to 4.00 PM with an interval for lunch from 1.00 PM to 1.30 PM . Second Saturdays are non working days for the Court.

Office working hours

Office remains open from 9.45 AM to 4.45 PM with half an hour lunch break from 1.00 PM to 1.30 PM except gazetted holidays.

This office is headed by Civil Judge (Sr. Div.) -cum- Chief Judicial Magistrate, Chamba (HP).

Sanctioned strength of Judicial Officer.

1. Civil Judge (Sr. Div.) -cum- Chief Judicial Magistrate.

**Sanctioned strength of ministerial staff of the
establishment of Civil Judge (Sr. Div.) -cum-
Chief Judicial Magistrate, Chamba.**

i)Superintendent Gr-II	1.
ii)Reader	1
iii)Civil Nazir	1.
iv)Record Keeper.	1.
v)Naib Nazir	1.
vi)Junior Scale Steno Grapher	1.
vii)Ahalmads	2.
viii)Copyist	1
ix)Summary Clerk	1
x)Clerk-cum-typist	1.
xi)Bailiffs	4.
xii)Process servers	18
xiii)Driver	1
xiv)Other Class IV (Peon,Chowkidar,Orderly)	3

Staff on Contractual basis

i)Judgement Writer	1.
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Part time staff.

i)Safai Karamchari	1.
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The following supporting staff for the Court of Civil Judge (Sr. Div.) -cum- Chief Judicial Magistrate, Chamba exists as under :-

<u>Sr. No.</u>	<u>Name of Post</u>	<u>Pay band and Grade pay of the post.</u>	<u>No. of Permanent Posts.</u>	<u>No. of Temporary Posts.</u>	<u>Total No. of Posts.</u>
1	Superintendent Grade-II	10300-34800+4800	1	--	1.
2	Reader	10300-34800+4400	1	--	1
3.	Civil Nazir	-do-	1	--	1
4.	Record Keeper.	-do-	1	--	1.
5..	Jr. Scale Steno.	5910-20200+3200	1	--	1
6	Driver	5910-20200+2000	1	--	1.
7.	Copyist	5910-20200+1900	1	--	1
8	Naib Nazir	-do-	1.	-	1

9	Ahlmads	-do-	2	-	2
10.	Clerk-cum-Typist	-do-	1.	-	1
12.	Summary Clerk	-do-	1	-	1
13.	Bailiffs	-do-	4	-	4
14.	Process server	4910-10680+1400	18	-	18
15	Class-IV(Peon Chokidar etc.)	4900-10680+1300	3	-	3
16	Judgement Writer (On contract)	10380+ 3800	0	-	1
17	Safai Karamchari	on fixed salary of Rs. 19/- per hour for four hours daily.			

Functions of the organisation

- i) Judicial and
- ii) Administrative.

4(1)(b)(ii)

The powers and duties of its officers and employees:-

Administrative and executive work has been distributed to the officers/officials of this office as under :-

I.) **Superintendent Gr.II**

1. As Court officer:

To take the cases of civil nature of the court such as service, written statements, replication, replies and rejoinder etc. upto filing of draft issues level daily.

2. To exercise over all supervision/control on establishment of this Court.

3. Preparation of Ephemeral Rolls of the officials of this Court.

4. To keep in custody the attendance register and check the register regularly.

5. To prepare decree sheets/memo of costs/ succession certificates etc.
 6. To deal with confidential administrative matters pertaining to this Court.
 7. To scrutinize and report in civil cases presented before the Court.
 8. To maintain the telephone register of the office and residence of the presiding officer.
 9. To deal with casual leave of class II, III and IV officials of this Court.
 10. To maintain service records and personal files of the officials of the establishment of this Court.
 11. To keep the vigil that the correspondence is promptly dealt with by the concerned officials of this Court.
 12. To deal with the correspondence etc pertaining to the Sub Divisional Legal service Committee, Chamba and also to deal Lok Adalat matters pertaining to this Court/office
 13. To attest the affidavits of bailiffs and process servers furnished by them in connection with service court warrants/processes
 14. To go through the Dak as received by him and take following steps:-
 - a) Mark the receipt to the concerned branch.
 - b) Submit the important communications for perusal of the higher authorities through concerned branch at Dak Stage.
 - c) Keep a check or note in the diary about important receipts or watching proper and timely disposal.
 - d) To see that all dealing hands and the diarist maintain all required registers and keep the same updated.
 - e) To ensure punctuality in attendance in the office and to advise the staff on matter of conduct and discipline.
- II) **Reader.**
- i) To record the evidence/orders etc. in civil and criminal matters under the dictation of the presiding officer.

- ii) To make entries of the cases in the Peshi Register regarding disposal, adjournment and action taken on the files daily.
- iii) To deal with all judicial matters assigned by the presiding officer in the Court.
- iv) To maintain the fine register, Peshi register, and disposal register etc. pertaining to his seat and
- v) To receive the fine amount imposed in criminal cases and to remit the same in the treasury forthwith.

III) **Civil Nazir**

- i) To prepare the pay bills of the establishment and to remit the payment thereof in their bank accounts.
- ii) To deal with all the account matters pertaining to the establishment.
- iii) To maintain various types of registers such as perishable/non perishable articles, charcoal register, furniture, livery equipment, bills register, token register and budget register etc.
- iv) To prepare and submit budget of the establishment to the quarter concerned .
- v) To prepare the pension cases of the officials due to retire and
- vi) To prepare and send monthly quarterly and half yearly statements pertaining to the Nazarat branch and also to deal with the other correspondence pertaining to the branch.

IV). **Record Keeper.**

- I) To maintain and upkeep the decided Judicial files pertaining to this Court as well as the court of Civil Judge(Jr.Divn.)-cum-JMIC.Chamba.
- II) To maintain registers of decided judicial files.
- III) To attend requisitions received from the Hon'ble Supreme Court, Hon'ble High Court and other Courts and to deal with the correspondence pertaining to his seat under the supervision of Supdt.Grade-II.
- iv) To attend and deal with the requisitions received from the Copying Agency for supply of copies of record in decided judicial files.etc.

V) **Naib Nazir.**

- i) To deal with the matters of civil courts deposit Sheriff Petty accounts

and to maintain various types of registers in this regard.

- ii) To maintain stationary register and to deal with the matters of stationary articles etc. for the entire office.
- iii) To co-operate and assist the civil Nazir in all types of court/office matters etc.
- iv) To control over the bailiffs/process servers of this office and maintain process server agency register and send monthly and quarterly statements thereof to the quarter concerned.

VI) Junior scale Stenographer

- i) To type all the matters dictated by the presiding officer.
- ii) To attend the court judicial work under the dictation of the presiding officer daily and
- iii) To assist the Sub Divisional Legal Services committee meetings and Lok Adalat.

VII) Ahlmads (Civil and Criminal)

- i) To maintain and upkeep of pending judicial files pertaining to the court and to maintain the different type of registers in this regard.
- ii) To consign all the decided judicial files to the record room.
- iii) To prepare and submit monthly/ quarterly/ half yearly statements of the cases regarding institution, disposal and pendency &
- iv) To deal with other correspondence pertaining to their seats under the supervision of the superintendent Grade-II.

VIII) Judgment Writer

- i) To type all the matters dictated by the presiding officer and
- ii) To attend the court judicial work under the dictation of the presiding officer daily.

IX) **COPYIST**

There exists one post of copyist in this office and the official has been attached with the copying agency under the control of learned District and Sessions Judge as per instructions in this regard.

IX) **SUMMARY CLERK**

- i) To deal with summary cases pertaining to this court and maintain register thereof.
- ii) To assist the reader in attending the court work daily and to look after the duties of class III officials of this office proceeding on leave.

X) **Clerk-cum-typist**

- i) To assist the superintendent Grade-II in dealing with typing work and all correspondence pertaining to this office.
- ii) To attend the various type of typing work.
- iii) To attend dairy dispatch work etc. and service and postage stamp register,.
- iv) To assist the superintendent grade-II in proper safekeeping and stitching the service books/files/registers and library books and binding etc.

XI) **DRIVER**

- i) To ply the official vehicle as per the directions of presiding officer and ;
- ii) to maintain the log book daily under the supervision of Supdt. Grade-II.

XII) **BAILIFFS**

To effect service of warrants/notices/summons upon the person(s) concerned within Chamba district issued by the Hon'ble Supreme Court of India, Hon'ble High Courts of various states and courts of District and Sessions judges/ subordinate courts in Himachal Pradesh and the Judicial courts functioning in Chamba District and to maintain bailiff's dairy with the report on warrants/summons /notices either executed or unexecuted and got attested the same from the Superintendent Gr-II

XIII) **PROCESS SERVERS.**

To effect service of the notices/summons upon the persons concerned issued by the Hon'ble Supreme Court of India, Hon'ble High Courts of various states and courts of District and Sessions judges/ subordinate courts in Himachal Pradesh and the Judicial courts functioning in Chamba District and to maintain Process servers dairy with the report on summons /notices either served or unserved and got attested the same from the Superintendent Gr-II

XIV) **PEON**

To attend the calls of the presiding officer and the officials duties assigned to him and also to look after the official duties such as dusting of office tables, court room, chamber and other duties assigned by the class I officer as well as class II and Class III officials in official capacity.

XV) **Orderly**

To attend the presiding officer in the office as well as at the residence and to look after the duties assigned to him in the office by class-I officer as well as Class II and class III officials in official capacity.

XVI) **CHOKIDAR**

To keep proper watch of the office after 4.45 PM to 9.45 AM and to attend official work assigned to him after court hours in official capacity.

XVII) **Safai Karamchari**

To ensure the cleanliness of the floors/judicial complex.

4(1)(b)(iii) The procedure followed in the decision making process including channels of supervision and accountability.

.....

As enumerated in response to section 4(b)(ii) above. However, instructions regarding maintenance of administrative files and manner of dealing with administrative matters, are being followed as per prevalent Rules and the service manual.

4(1)(b)(iv) The norms set by it for the discharge of its functions.

.....

Norms set for the discharge of its functions are in the form of various rules, orders and instructions and for a smooth and orderly functioning of the justice delivery system and for easy accessibility of the various circulars and orders issued by the Hon'ble High Court from time to time.

4(1)(b)(v) The rules, regulations, manuals and records held by it or under its control or used by its employees for discharging the functions.

.....

Rules and regulations instructions issued from time to time by the Hon'ble High Court are applicable and implemented by the officials/officers of this office for discharging the functions. The High Court Rules and orders Vol-I to VI are also applicable to this office/court.

The various Acts, Rules, Regulations and instructions followed are as under :-

- 1.F.R & S.R
- 2.Leave Rules
- 3.T.A Rules
- 4.Conduct Rules
- 5.LTC Rules
- 6.CCS (CCA) Rules
- 7.Medical attendance rules
- 8.Delegation of financial powers
- 9.H.P Financial Rules
- 10.H.P Budget Manual
- 11.Office Manual

4(1)(b)(vi) A Statement of categories of documents that are held by it or under its control.

The documents relating to financial transactions are held by the accounts branch and are kept in the form of registers, cash books, ledger books, files, bills, vouchers etc. which are subject to audit.

SERVICE BOOKS: Service books are held and kept in the form of documents by superintendent Gr-II of this office which are also subject to verification by the audit department.

4(1)(b)(vii) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formation of its policy or implementation thereof.

Not applicable to this office.

4(1)(b)(viii) A statement of 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 minutes of such meetings are accessible for public.

In this regard it is already submitted above that under Rule 14 of the inspection of Records nothing in these rules shall entitle any person to inspect (i) the Judges notes and minutes (ii) correspondence not strictly judicial and (iii) confidential correspondence. Therefore, it is apparent that these items can not be made accessible to the public.

4(1)(b) (ix) A Directory of Officer.

	<u>Office</u>	<u>Residence</u>
Civil Judge (Sr. Divn.)- cum CJM, Chamba.	01899- 222259	01899-222438

4(1)(b)(x) Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

The following monthly remunerations/pay are being received by each of the officer and employees of the establishment of Civil Judge (Sr. Div.) -cum- CJM, Chamba :-

Name	Designation	Basic Pay	Total Pay.

One post of Civil Judge (Sr. Divn.) -cum- CJM, Chamba in the pay scale of Rs.39530-49090/-

Smt.Aparna Sharma. Civil Judge (Sr. Divn.)-cum- CJM	48010	96819
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One post of Superintendent G-II in the pay band of Rs. 10300-34800+4800 GP

Sh. Kartar Singh.	Suptd. G-II	22980	44762
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Three posts of Senior Assistants in the pay band of Rs. 10300-34800+4400 GP

1.Smt.Anita.	Civil Nazir.	21800	42520
2.Sh.Mohan Dutt.	Reader.	18970	37393
3.Smt.Narmdeshwari.	Record Keeper.	20300	39670

One post of Junior Scale Stenographer in the pay band of Rs.10300-34800+3600

Sh. Radha Raman	Junior Scale Stenographer	16810	32839
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One post of driver in the pay scale of Rs.5910-20200+2000 GP

ShriParkash Chand.	Driver.	8240	16426
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One post of Junior Assistant in the pay band of Rs. 10300-34800+3600 GP

1..Shri Anil Kumar,	Clerk-cum-typist.	14750	28225
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Two posts of Clerks in the pay band of Rs.10300-34800+3200

1.Sh. Dev Raj.	Cr.Ahalmad.	14330	28027
2.Shri Kuldeep Singh.	Civil Ahalmad.	13910	27129

Three posts of Clerk in the pay band of Rs5910-20200+1900

1.Shri Pawan Kumar.	Summery Clerk.	10880	20672
2.Vacant.	Naib Nazir.	--	--
3. Vacant.	Copyist.	--	--

Fours posts of bailiffs in the pay band of Rs. 5910-20200+1900

1.Sh. Bhagwan Singh	Bailiff	14600	28620
3.Sh. Prithi Singh	Bailiff	15100	29070
3.Shri Puran Chand.	Bailiff.	14740	28286
4. Shri Dogra Ram	Bailiff.	14700	28210

Eighteen posts of Process servers in the pay scale of Rs. 4910-10680+1400 GP

1.Sh. Duni Chand	Process Server.	14320	28088
2.Sh. Nand Lal	-do-	14320	28088
3.Sh. Varinder Kumar	-do-	12940	25366
4.Sh. Pawan Kumar Ist	-do-	12530	24687
5.Sh. Puran Chand -II	-do-	12470	24473
6.Sh. Chet Ram	-do-	14230	28017
7.Sh. Shiv Nath	-do-	11820	23238
8.Sh. Agya Ram	-do-	11870	23333
9.Sh. Dev Raj	-do-	14520	28468
10.Sh. Bhinder Singh	-do-	8760	17324
11.Sh. Narinder Kumar	-do	10120	19908

12.Sh. Desh Raj	-do-	14290	28131
13.Sh. Vijay Kumar	-do-	7800	15400
14.Sh. Kishan Chand	-do-	10190	20141
15.Sh.Devi Lal.	-do-	12600	24920
16..Shri Harish Kumar.	-do-	9440	18616
17.Shri Pawan Kumar.2 nd .	-do-		
18.Vacant.	-do-	--	--

Three posts of peon and orderly in the pay scale of Rs.4900-10680+1300 GP

1.Sh. Rasik Joshi	Peon	7560	14944
2.Sh. Tilak Raj	Peon	13760	27024
3.Sh. Narotam Ram	Chowkidar	10190	20066

One post of Judgment Writer on contractual basis on fixed salary of Rs.14,590/- per month

Shri Anil Kumar, Judgment Writer(on contract basis)

One post of Safai Karamchari on fixed salary of Rs. 19/- Per hour for four hours daily

1. Smt.Shalini, Safai-Karamchari,on part-time basis. 2356/-

4(1)(b)(xi) Budget allocated to each of of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The detail of budget allocated, sanctioned and balance as on 31.03.2013 in respect of this Court is as under :-

MAJOR HEAD "2014" Administrative of Justice 105-Civil and Sessions Courts Establishment (voted) Non-Plan-Soon.

S.O.E.	Total budget allocated. For 2013-14.	Total funds/budget expended from 1.4.2013 to 31.3.2014.	Surrendered.	Saving.
Salary.	12277580	12277575	05	--
Travel Exp./FTA.	149000	148946	54	--
Office Expenses.	226870	170654	56216	--
Livery.	35000	34970	30	--
Medical re-imburement/ FMA.	132000	124449	7551	--
Wages.	28456	28228	228	--
Motor Vehicle.	87784	82747	5037	--

Transfer expenses.	47763	47763	--	--
Road and Diet Money.	75000	75000	--	--

4(1)(b)(xii) Manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme.

Not applicable to this office.

4(1)(b)(xiii) Particulars of recipients of concessions permits or or authorizations granted by it.

Not applicable to this office.

4(1)(b)(xiv) Details in respect of information available to or held by it, reduced in an electronic form.

No information is held. The daily cause list of this court has been displayed on the internet and one can visit to have the information in this respect on the following site:

Daily cause list. : www.lobis.nic.in

Detail of pendency of civil and criminal cases pertaining to this Court as on 31.03.2013 is as under :-

.....
 Civil Criminal Total

The following administrative matters are being dealt with by the Civil Judge (Sr. Div.) -cum- Chief Judicial Magistrate, Chamba.H.P.

1 Controlling officer in respect of the class II, III and IV of this office.

2 D.D.O in respect of establishment of this office as well as the establishment of the other courts when the presiding officers of such other courts are on earned leave.

3 Quarterly inspection of the establishment of this office.

4. Conducting quarterly inspection of the establishment of this Office

5. Conducting quarterly oath commissioners inspection and submission report thereof to the learned District & Sessions Judge, Chamba.
6. Sanction of GPF advance of the establishment of this office.
7. State Public Information Officer at District level, under RTI.Act.2005.
8. Chairman, Sub Divisional Legal Services Committee, Chamba.

Detail of different type of cases that lie to this court.

1. Civil suits upto the value of Rs. 10 Lacs.
2. Civil Misc. applications.
3. Guardian and wards Act cases.
4. Applications under section 9 and 27 of Hindu Marriage Act,1955.
5. Arbitration cases.
6. Rent Cases
7. Succession Act cases.
8. Executions.
9. Pauper applications.
10. Workmen Compensation cases.
11. Police challans (IPC cases).
12. Complaint cases.
13. Excise Act cases.
14. Food Act cases.
15. Miscellaneous Act Cases.
16. Forest Act cases.
17. Criminal Transfer Applications.
18. Summary trials.
19. Panchayat appeals.
20. Petition under section 125 Cr.P.C.
21. Bail applications.
22. Complaints u/s 138 of Negotiable Inst. Act.
23. Applications u/s 127 Cr.P.C and 128 Cr.P.C.
24. Complaint under the Domestic Violence Act.

Lok Adalat are also being organised by this court by associating two other members. The National, Mega, Special and Permanent lok Adalats are being organised as per directions of the Hon'ble High Court of H.P as well as the H.P State legal service authority.

As the Sub Divisional Headquarter, Sub Division Legal Service Committee, for the sub Divisions Tissa, Bharmour, Chamba and Pangri under the chairmanship of the Civil Judge (Senior Division)-cum-Chief judicial Magistrate, Chamba consisting of other members such as Sub Divisional Magistrate (Civil), Sub Divisional Police officer, the President Bar Association and the District Attorney have been constituted.

4(1)(b)(xv)

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

The Central Library under the control of Ld. District and Sessions Judge is established. It is Ld. Judges library and it is not maintained for public use.

4(1)(b)(xvi)

The name, designation and other particulars of the public information officers.

1 State Public information officer at District level. As on 31.3.2014.

Smt..Aparna Sharma,
Civil Judge(Sr.Divn.)-cum-
CJM.Chamba, at Distt.headquarter
Chamba.HP.

It is, further notified that for the purpose of filing appeal against the state Public information officer/ State Assistant Public Information officer, as provided section 19(1) of the Right to Information Act,2005, it would be District and Sessions Judge, Chamba.

4(1)(b)(xvii)

Such other information as may be prescribed. : --

Civil Judge(Sr. Divn.) -cum-
Chief Judicial Magistrate,
Chamba District at Chamba.HP.

Endst. No. CJM/CBA/S(B-9)105A/2013-

Dated: _5th __May,2014.

Copy forwarded to:-

1. The Ld. District and Sessions Judge, Chamba Division at Chamba.H.P.,with the request that a copy of the same, attached, may kindly be sent to the Computer section for uploading it on Chamba Judicial Website.
2. The State Chief Information Commissioner, H.P. Shimla.

Civil Judge(Sr. Divn.) -cum-
Chief Judicial Magistrate,
Chamba District at Chamba.HP.

No. Civil Judge (Jr. Divn.)/JMIC/CBA/2014-
**Office of the Civil Judge(Junior Division)-cum-Judicial Magistrate Ist Class,
Chamba, District Chamba H.P.**

Dated Chamba ,the 24th day of September, 2014.

OFFICE ORDER

In exercise of powers conferred under section 4 of the Right to Information Act, 2005 (Act No.22 of 2005) the undersigned hereby publishes the following information pertaining to the Civil Judge (Jr. Divn.)-cum-Judicial Magistrate Ist Class, Chamba (HP) under the provisions of Sub Section (1)(b) of section 4 of the Right to information Act,2005:

i) **Particulars of the organisation
function and duties.**

The court of Sub Judge-cum-Judicial Magistrate Ist Class, Chamba has been established on 27.07.1976. The sanctioned strength of the Judge is one.

Sitting of the Court:

Court working hours are from 10.00 AM to 4.00 PM with an interval for lunch from 1.00 PM to 1.30 PM second Saturdays are non working days for the Court.

Office working hours

Office remains open from 9.45 AM to 4.45 PM with half an hour lunch break from 1.00 PM to 1.30 PM except gazetted holidays.

This office is headed by Civil Judge (Jr. Divn.)-cum- Judicial Magistrate Ist Class, Chamba (HP).

Sanctioned strength of Judicial Officer.

1.Civil Judge (Jr. Divn.)-cum- Judicial Magistrate Ist Class.

Sanctioned strength of ministerial staff of the establishment of
Civil Judge (Jr. Divn.)-cum-Judicial Magistrate Ist Class,
Chamba HP.

i) Superintendent Gr-II	1.
ii) Reader	1.
iii) Naib Nazir	1.
iv) Steno Typist	1.
v) Ahlmads	2.
vi) Copyist	vacant
vii) Class IV	2.

Staff on Contractual basis

i) Judgement Writer	1.
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Part time staff.

i) Safai Karamchari	1.
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The following supporting staff for the Court of Civil Judge (Jr. Divn.)-cum-Judicial Magistrate Ist Class, Chamba exists as under :-

<u>Sr. No.</u>	<u>Name of Post</u>	<u>Pay Scale</u>	<u>No. of Permanent Posts.</u>	<u>No. of Temporary Posts.</u>	<u>Total No. of Posts.</u>
1	Superintendent Grade-II	10300-34800	01	--	01
2	Reader	-do-	--	01	01
3	Naib Nazir	-do-	01	--	01
4	Steno Typist	-do-	01	--	01
5	Ahlmads	-do-	--	02	02
6	Copyist	5910-20200	--	--	--
7	Class-IV	4900-10680	02	--	02
8	Judgement Writer	On fixed salary of Rs 15480/-			
9	Safai Karamchari	Part-time			

Functions of the organisation

- i) Judicial and
- ii) Administrative.

4(1)(b)(ii)

The powers and duties of its officers and employees:-

Administrative and executive work has been distributed to the officers/officials of this office as under :-

Administrative and executive work has been distributed to the officers/officials of this office as follows:-

I.) Superintendent Gr.II

As Court officer:

1. To take the cases of civil nature of the court such as service, written statements, replication, replies and rejoinder etc. upto filing of draft issues level daily.
2. To exercise over all supervision/control on establishment of this court.
3. Preparation of Emphemeral Rolls of the officials of this Court.
4. To keep in custody the attendance register and check the register regularly.
5. To prepare decree sheets/memo of costs/ succession certificates etc.
6. To deal with confidential administrative matters pertaining to this Court.
7. To scrutinise and report in civil cases presented before the Court.
8. To maintain the telephone register of the office and residence of the presiding officer.
9. To deal with casual leave of class II, III and IV officials of this Court.
10. To maintain service records and personal files of the officials of the establishment of this Court.
11. To keep the vigil that the correspondence is promptly dealt with by the concerned official of this Court.
12. To deal with the correspondence etc. and other matters related to Lok Adalat pertaining to this Court.
13. To go through the Dak as received by him and take following steps:-
 - a)Mark the receipt to the concerned branch.
 - b)Submit the important communications for perusal of the higher authorities through concerned branch at Dak Stage.
 - C)Keep a check or note in the diary about important receipts or watching proper and timely disposal.
 - d)To see that all dealing hands and the diarist maintain all required registers and keep the same updated.

e)To ensure punctuality in attendance in the office and to advise the staff on matter of conduct and discipline.

II) Reader.

- i)To record the evidence/orders etc. in civil and criminal matters under the dictation of the presiding officer.
- ii)To make entries of the cases in the Peshi Register regarding disposal, adjournment and action taken on the files daily.
- iii)To deal with all judicial matters assigned by the presiding officer in the Court.
- iv)To maintain the fine register, Peshi register, and disposal register etc. pertaining to his seat and
- v)To receive the fine amount imposed in criminal cases and to remit the same in the treasury forthwith.

III) Naib Nazir.

- i)To prepare the pay bills of the establishment & disburse the payments to officers/officials.
- ii)To deal with all account matter pertaining to the establishment.
- iii) To maintain various types of register such as perishable/non perishable articles, charcoal, furniture, livery equipment, bill register, token register, budget register etc.
- iv)To prepare and submit the budget to the quarter concerned for the establishment.
- v)To prepare the pension cases of the officials due to retire and
- vi)To prepare and send the monthly, quarterly and half yearly statements pertaining to the Nazarat branch and also to deal with the other correspondence pertaining to his branch.

IV) Steno Typist.

- i) To type all the matters dictated by the presiding officer.
- ii)To attend the court judicial work under the dictation of the presiding officer daily and
- iii)To assist the Sub Divisional Legal Services committee meetings and Lok Adalat.

V) Ahlmads (Civil and Criminal)

- i) To maintain and upkeep of pending judicial files pertaining to the court and to maintain the different type of registers in this regard.
- ii)To consign all the decided judicial files to the record room.

iii)To prepare and submit monthly/ quarterly/ half yearly statements of the cases regarding institution, disposal and pendency.

iv)To deal with other correspondence pertaining to their seats under the supervision of the superintendent Grade-II.

VI) There exists one post of the copyist in this office and the same is lying vacant.

VII) **Judgement Writer**

- i) To type all the matters dictated by the presiding officer and
- ii) To attend the court judicial work under the dictation of the presiding officer daily.

VIII) **Peon**

To attend the calls of the presiding officer and official duties assigned to him and also to look after the official duties such as dusting of office, tables, court room, chamber and other duties assigned by the class-I officer as well as class III and class II officials in official capacity.

IX) **Orderly**

To attend the presiding officer in the office as well as at the residence and to look after the duties assigned to him in the office by class-I officer as well as Class II and class III officials in official capacity.

X) **Safai Karamchari**

To ensure the cleanliness of the floors/judicial complex.

4(1)(b)(iii) The procedure followed in the decision making process including channels of supervision and accountability.

.....

As enumerated in response to section 4(b)(ii) above. However, instructions regarding maintenance of administrative files and manner of dealing with administrative matters, are being followed as per prevalent Rules and the service manual.

4(1)(b)(iv) The norms set by it for the discharge of its functions.

.....

Norms set for the discharge of its functions are in the form of various rules, orders and instructions and for a smooth and orderly functioning of the justice delivery system and for easy accessibility

of the various circulars and orders issued by the High Court from time to time.

4(1)(b)(v) The rules, regulations, manuals and records held by it or under its control or used by its employees for discharging the functions.

 Rules and regulations instructions issued from time to time by the Hon'ble High Court are applicable and implemented by the officials/officers of this office for discharging the functions. The High Court Rules and orders Vol-I to VI are also applicable to this office/court.

The various Acts, Rules, Regulations and instructions followed are as under :-

1. F.R & S.R
2. Leave Rules
3. T.A Rules
4. Conduct Rules
5. LTC Rules
6. CCS (CCA) Rules
7. Medical attendance rules
8. Delegation of financial powers
9. H.P Financial Rules
10. H.P Budget Manual
11. Office Manual

4(1)(b)(vi) A Statement of categories of documents that are held by its or under its control.

The documents relating to financial transactions are held by the accounts branch and are kept in the form of registers, cash books, ledger books, files, bills, vouchers etc. which are subject to audit.

SERVICE BOOKS: Service books are held and kept in the form of documents by superintendent Gr-II of this office which are also subject to verification by the audit department.

4(1)(b)(vii) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formation of its policy or implementation thereof.

Not applicable to this office.

4(1)(b)(viii) A statement of 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 minutes of such meetings are accessible for public.

In this regard it is already submitted above that under Rule 14 of the inspection of Records nothing in these rules shall entitle any person to inspect (i) the Judges notices and minutes (ii) correspondence not strictly judicial and (iii) confidential correspondence. Therefore, it is apparent that these items can not be made accessible to the public.

4(1)(b) (ix) A Directory of Officer.

	<u>Office</u>	<u>Residence</u>
Civil Judge (Sr. Divn.)- cum ACJM, Chamba.	222468	222526

4(1)(b)(x) Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

The following monthly remunerations\pay are being received by each of the officer and employees of the establishment of Civil Judge (Jr. Div.) -cum- Judicial Magistrate Ist Class, Chamba :-

Name	Designation	Pay Scale	Basic Pay	Total Pay.

<u>One post of Civil Judge (Jr. Divn.) -cum-JMIC, Chamba in the pay scale of Rs. 27700-44770</u>				
Sh. Amardeep Singh	Civil Judge (Jr. Divn.) - cum-JMIC	27700-44770	33090/-	67471/-
<u>One post of Superintendent G-II in the pay scale of Rs.</u>				
Sh. Gian Chand	Suptd. G-II	10300-34800	20470/-	48213/-
<u>One post of Senior Assistant in the pay scale of Rs.</u>				
Sh. Babu Ram	Reader	10300-34800	19170/-	46083/-

One post of Steno Typist in the pay scale of Rs.

Sh. Ravi Chand	Steno Typist	10300- 34800	11130/-	28027/-
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Four posts of clerks in the pay scale of Rs.

Sh. Manoj Sharma	Naib Nazir	10300- 34800	11140/-	28806/-
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Sh. Praveen Kumar	CrI Ahlmad	5910- 20200	6150/-	15795/-
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Smt. Sapna Kumari	Civil Ahlmad	-do-	6400/-	16270/-
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Two posts of peon and orderly in the pay scale of Rs.

Sh. Sher Singh	Orderly	4900- 10680	11660/-	26044/-
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Smt. Shanti Devi	Peon	-do-	5910/-	14944/-
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One post of Judgment Writer on contractual basis on fixed salary of Rs.15,480/- per month plus Rs.3800/- G.P (Total Rs.15,480/-).One post of Safai Karamchari salary of Rs. 21 per hours for four hours daily.

4(1)(b)(xi) Budget allocation as each of its agency indicating the amounts allocated and the details of beneficiaries of such programme.

The detail of budget allocated, sanctioned and balance as on 31.03.2014 in respect of this Court is as under :-

MAJOR HEAD "2014" Administrative of Justice 105-Civil and Sessions Courts Establishment (voted) Non-Plan-Soon.

S.O.E	Budget sanctioned for 2013-14	Budget allocated for 2013-14	Total funds upto 31.03.2014 expenditure	Budget / Funds balance in hand on 31.03.2014 i.e. surrendered.

Salaries	3829218/-	3829218/-	3824824/-	4394/-
T.A	45428/-	45428/-	45214/-	214/-

M.R.	82000/-	82000/-	81743/-	257/-
Livery	23000/-	23000/-	6513/-	16487/-
Office Ex.	137000/-	137000/-	122130/-	14870/-
Wages	45080/-	45080/-	28228/-	16852/-
R & D.M	100000/-	100000/-	100000/-	---
Transfer Expenditure	—	—	—	--

.....
4(1)(b)(xii)

Manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme.

Not applicable to this office.

4(1)(b)(xiii)

Particulars of recipients of concessions permits or or authorizations granted by it.

Not applicable to this office.

4(1)(b)(xiv)

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

This Court was created on 27.07.1976

Detail of pendency of civil and criminal cases pertaining to this Court as on 31.03.2014 is as under :-

Civil	Criminal	Total
1166	1516	2682

.....
The following administrative matters are being dealt with by the Civil Judge (Jr. Div.) -cum- Judicial Magistrate Ist Class, Chamba. H.P.

1 Controlling officer in respect of the class II, III and IV of this office
2 D.D.O in respect of establishment of this office as well as the establishment of the other courts when the presiding officers of such other courts are on earned leave.

3 Quarterly inspection of the establishment of this office.
4 Sanction of GPF advance of the establishment of this office.

Detail of different type of cases that lie to this court.

1 Civil suits upto the value of Rs. 10 Lacs.
2 Civil Misc. applications.
3 Guardian and wards Act cases.
4 Applications under section 9 and 27 of Hindu Marriage Act,1955.
5 Arbitration cases.
6 Rent Cases
7 Succession Act cases.
8 Executions.
9 Pauper applications.
10 Police challans (IPC cases).
11 Complaint cases.
12 Excise Act cases.
13 Food Act cases.
14 Miscellaneous Act Cases.
15 Forest Act cases.
16 Criminal Transfer Applications.
17 Summary trials.
18 Panchayat appeals.
19 Petition under section 125 Cr.P.C.
20 Bail applications.
21 Complaints u/s 138 of Negotiable Inst. Act.
22 Applications u/s 127 Cr.P.C and 128 Cr.P.C.
23 Complaint under the Domestic Violence Act.

Lok Adalat are also being organised by this court by associating two other members. The lok Adalats are being organised on Monthly and Quarterly basis as per directions of the Hon'ble High Court of H.P as well as the H.P State legal service authority.

4(1)(b)(xv)

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

The Central Library under the control of Hon'ble District and Sessions Judge is established. It is Hon'ble Judges library and it is not maintained for public use.

4(1)(b)(xvi)

The name, designation and other particulars of the public information officers.

- | | | |
|---|---|---|
| 1 | State Public information officer at District level. | Mrs. Aparna Sharma
Civil Judge(Sr. Divn.)-cum-
CJM, Chamba at Distric
head quarter Chamba. |
|---|---|---|

It is, further notified that for the purpose of filing appeal against the state Public information officer/ State Assistant Public Information officer, as provided section 19(1) of the Right to Information Act,2005, it would be District and Sessions Judge, Chamba.

4(1)(b)(xvii)

Such other information as may be prescribed.

Civil Judge(Jr. Divn.)-cum-
Judicial Magistrate Ist Class,
Chamba, District Chamba.HP.

Endst. No. Civil Judge (Jr. Divn)/ JMIC/CBA/Suptt/14-
Copy forwarded to:-

- 1 The Hon'ble District and Sessions Judge, Chamba Division at Chamba.H.P.
- 2 The State Public Information Officer at District level (Civil Judge Sr. Divn. -cum- CJM, Chamba.
- 3 The Chief Information Commissioner, H.P. Shimla.

Civil Judge(Jr. Divn.)-cum-
Judicial Magistrate Ist Class,
Chamba, District Chamba.HP.

No. Civil Judge(Jr.Div.)/JMIC/DAL/2014_
**Office of the Civil Judge(Jr.Div.)-Cum-JMIC, Dalhousie District
 Chamba H.P.**

Dated Dalhousie the 10th day of September, 2014.

NOTIFICATION.

Under the provision of Sub section (1)(b) of section 4 of the Right to Information Act 2005, the following information pertaining to this Court of Civil Judge(Jr.Div.,)-Cum JMIC, Dalhousie District Chamba is up-dated,

1. The Particulars of this Court, functions and duties.

This Court at Dalhousie, was established in the year 1974(16-8-1974).The head quarters are at Chamba.The sanction strength of Civil Judge (Jr.Div.,)-Cum-JMIC, Dalhousie is one. Court working hours are from 10.00 AM to 4.45 PM with half an hour Lunch break from 1 PM to 1.30 PM. The Office is headed by the Civil Judge (Jr. Divn). at present sanctioned strength of the ministerial staff is as follows.

1.	Superintendent Grade-II	1.
2	Senior Assistants(Reader/ Record Keeper)	2.
3.	Steno Typist.	1.
4.	Clerks.	4.
5.	J.W	1
6.	Bailiff	1.
7.	Peon/Orderly	2.
8.	Process Servers	3.
9.	Chowkidar	1.
10.	Safai Karamchari	1.
11	Cook-Cum-Attendant	1.

The supporting Staff of this Court exist in the following manner:-

Name of Post	Pay Scale	No. of permanent	No. of Temporary posts	Total No. of
1. Superintendent G-II	10300-34800+4800	1	-	1.
2. Senior Assistants	10300-34800+4400	2	-	2
3. Criminal Ahmad	5910-20200+1900	1	-	1.
4. Civil Ahlmad	10300-34800+3600	1	-	1
5. Naib Nazir.	10300-34800+3600	1	-	1.

6. Copyist.	10300-34800+3200	-	1.	1.
7. Steno Typist.	10300-34800+3200	1	-	1.
8. Bailiff.	5910-20200+1950	1	-	1.
9. Process Servers	4910-10680+1400	3	-	3.
10. Peon/Chowkidar, Cook, Orderly/S.Karamchari	4910-10680+1300	5	-	5

Part Time Staff

Judgment Writer (on Contract Basis).	10300/- 34800/- GP Rs.3800/-	-	1.	1.
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Functions of the Organization

1. Judicial ,and
2. Administrative Pertaining to this Court.

Point No.2

Powers and duties of its Officers and employees.

1. **Presiding Officer.**

1. i) Judicial and Administration work of the Court and over all supervision and control of the working staff. Judicial work as per powers delegated under the rules and orders of the High Court. Besides this, he is also the Chairman of the Sub Divisional Legal; services committee Dalhousie.

ii) Grant of annual increments, earned leave and Salaries.

2. **Superintendent Grade-II**

- I) To exercise the supervision and control over the Officials working in the Office.
- II). To handle the files of correspondence,preparation of decree sheets etc. proper maintenance of upkeep of service record and personal files of the ministerial staff, to deal with the confidential matters if assigned to him.
- III). Functions as Court Reader in the absence of Reader as and when required by the P.O. Attestation of affidavit of process Servers maintains telephone register both of official and residence.
- IV). Deals with the leave matters,maintenance of register of inspection notes register of inquiries, register of ministerial Officials,complaint and library register and register of ephemeral rolls.
- (V) Certification of the copies. He is also functioning as Secretary to the Sub Divisional Legal Services committee Dalhousie. Superintendent has also been designated as Court Officer and

functioning as Court Officer and dealing with the Judicial files up to the stage of Service and replies as per the directions of the Honorable High Court in Civil matters.

3. **Reader/ Record Keeper Sr. Assistant.**

The Reader submits the files of Peshi before the presiding officer, every application or a new presentation is made and put before the Presiding Officer through the Reader. He maintains, the peshi register, fine registers prepare the monthly statements of fine. He is also maintaining all those registers as per the instruction of the Hon'ble High Court.

4. **Record Keeper**

Record keeper looks after the record of the Court/ Office enters the decided files in the relevant register.

5. **Steno Typist and Judgment writer**

The Steno Typist and Judgment writer do their work of typing the order sheets, Charges framed against the accused, Statements of accused under section 313 Cr.P.C.

6. **Ahlmads (Civil and Criminal)**

One Ahlmad dealing with the Civil files and the other dealing with the Criminal files. They prepare monthly statements and monthly goshwaras. All the Judicial files remains in the possession and custody of the ahlmads responsibility. They are preparing and maintaining all the Civil and Criminals registers of their concern as per the directions of the Hon'ble High Court Rules and orders at present Civil Ahlmad is dealing with the 446 files and Criminal Ahlmad is dealing with the 717 files.

7 **Naib Nazir.**

There is Sub Nazarat Agency here. Naib Nazir looks after the work of the Nazarat Agency. One Bailiff and three process Servers are entrusted the work of the processes received from this Court as well as from out- side Courts. Naib Nazir also prepares the Pay bills of the establishments. He maintain the General cash book Sheriff Petty cash book and cash book concerning Legal aid. He prepare the monthly expenditure Statement and maintaining all those registers as prescribed in the Hon'ble High Court Rules and orders.

8. **Copyist,**

Copying agency has been established in the Court. Copying work is being done by the copyist. Application in the decided cases are presented before the copyist who is also designated as copying agent photocopier is available in the Court. He maintain all the registers as per the instruction of the Hon'ble High Court.

9. One post of peon, One post of Orderly and one post of Safai Karamchari and one post of Chowkidar is on regular basis. They all perform their duties as assigned to them.

Point No.3

The procedure followed in the decision making progress including Channels of Supervisions and Accountability. As per response given in point No.2 and following the instruction of the Hon'ble High Court.

Point No.4.

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Norms set for the discharge of its functions are in the form of various. Rules, orders and instructions and Circulars and orders issued by the Hon'ble High Court from time to time volume I of Circulars orders of the H.P. Court Sept. 1991 and Volume-II April, 2002.

Point No.5

RULES, REGULATIONS, INSTRUCTIONS, ANNUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

All the Rules and regulations are made by the Hon'ble High Court District and Sessions Judge Chamba. The various Act and Rules., regulations, instruction, followed are as under:-

1. F.R. And S.R.
2. Leave Rules.
3. T.A Rules.
4. L.T.C. Rules,
5. Pension Rules,
6. C.C. S Rules.
7. Conduct Rules.
8. G.P.F. Rules.
9. Medical Attendance Rules.
10. Delegation of Financial Powers Rules.
11. H.P. Financial rules.
12. H.P. Budget Annual
13. Office Annual .

Point No.6

A Statement of the categories of documents that are held by it or under its control .The documents relating to financial transaction are held by account branch Naib Nazir and the kept in the form of registers cash book, ledger books files bills, vouchers etc. which are subject to Audit. Service books in the form documents are held and kept in the establishment branch Superintendent G-II which are also subject to verification the audit.

Point No.7.

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 on thereof.

Not applicable.

Point No.8**A Directory of its Officer and employees.**

1.	Shri Hakikat Dhanda Presiding Officer	Office-240649	Resi-240800.
2.	Smt. Anita Kumari Superintendent G-II		94180-39552.
3.	Sh. Ravinder Singh Reader.		94181- 84738
4.	Sh. Yoginder Pal Civil Ahlmad.		9418606116.
5.	Sh. Mukh Ram Record Keeper.		94180-64252.
6.	Sh.Het Ram Criminal Ahlmad.		94184-84252
7.	Sh.Ashok Kumar Copyist.		94183-32430.
8.	Sh. Yash Pal Bailiff.		94180-44484.
9.	Sh. Kishori Lal PS		94184-74161.
10.	Sh. Surender Kumar P.S.		94184-31537.
11.	Sh. Rajinder Kumar Chowkidar		94184-84023.
12.	Smt. Dhani Devi Safai Karamchari		98058-93560
13.	Shri Papinder Kumar Peon		94186-31544.
14.	Smt. Anju Kumari Judgment writer		9459826226.
15.	Ms. Rajani Bala Steno Typist		9625015090
16.	Sh. Ashok Kumar P.S		98169-17452
17.	Sh. Narinder Kumar Cook		9805821362

Point No.10

The monthly remuneration records by each of its officers and employees including the system of compensation as provided in its regulations.

1. Judicial Officer	Designation	Pay scale	Basic Pay	Total Salary
Shri Hakikat Dhanda	Civil Judge(Jr.Div.) Cum-JMIC,Dalhousie.	27700-44770/-	30780/-	63132/-

2. Ministerial Staff

One post of Superintendent G-II in the Pay Scale of Rs.10300-34800/-

Name	Basic Pay	Total Salary
Smt. Anita Kumari	22860/-	44284/-

3. Two Posts of Reader/ Recordkeeper in the Pay Scale of Rs. 10300-34800/-

Name	Basic Pay	Total Salary.
Sh, Ravinder Singh	20070/-	38883/-
Sh. Mukh Ram	17290/-	33701/-

4. Four Post of Clerks in the Pay Scale of Rs. 5910-20200/

Name	Basic Pay	Total Salary
1. Shri Yoginder Pal C/Ahl	14750/-	28675/-
2. Shri Het Ram Naib Nazir.	14740/-	
3. Shri Sangat Ram Crl.Alhmad	7810/-	15339/-
4. Shri Ashok Kumar Copyist.	15310/-	29839/-

5. One Post of Steno Typist in the Pay Scale of Rs. 10300-34800/-

Name	Basic Pay	Total Salary
Ms. Rajani	13500/-	26480

6. One Post of Judgment Writer in the Pay Scale of Rs. 10300-34800/-

Name	Basic Pay	Total Salary
Smt. Anju Kumari (J.W.)	15813/-	15813/-

One Post of Bailiff in the Pay Scale of Rs. 5910-20200/-

Name	Basic Pay	Total Salary
Sh. Yash Pal Bailiff.	16360/-	31864/-

7. Three Post of Process Servers in the Pay Scale of Rs. 4910-10680/-

Name	Basic Pay	Total Salary
1. Shri Kishori Lal P.S.	13700/-	26860/-
2. Shri Ashok Kumar P.S.	12510/-	24449/-
3. Shri Surinder Singh P.S.	7960/-	15324/-

8. Five Post of Class-IV in the Pay Scale of Rs.4910-10680/-

Name	Basic Pay	Total Salary.
1. Shri Rajinder Kumar Chowkidar	10020/-	19668/-

2. Shri Papinder Kumar Peon.	10020/-	19668/
3. Smt. Dhani Devi Safai Karamchari	11910/-	23309/-
4. Sh.Narinder Kumar Cook	6390/-	12471/-
5. One post of Orderly is vacant w.e.f. 11.08.2014		

Point N0.11.

The Budget allocated to each of its agency, indicating the particulars of plans, expenditures and reports on disbursements made.

Demand No.3**2014-Administration of Justice**

105- Civil and Sessions Courts.

01- Civil and Sessions Court

Establishments(voted) non- Plan-Soon

S.O.E	Sanctioned Budget.	Expenditures 2013-2014	Surrendered to HHC	Balance in hand as on 31-3-2014.
Salaries.	5862718/-	5862718/-	Nil	Nil.
Wages.	27740/-	27740/-	Nil-	Nil.
Travel Exp/ Fixed T.A	52890/-	52890/-	Nil-	Nil.
Livery.	7896/-	7896/-	Nil-	Nil.
Office Exp.	275800/-	275800/-	Nil-	Nil.
Medical Reimbur- sement.	33415/-	33415/-	Nil-.	NIL.
Rent Rate and Taxed.	-	-	-	-
Professional and special services.	-	-	-	-
Motor Vehicle	48654/-	48654/-	Nil-	Nil.
Transfer exp.	35483	35483/-	Nil-	Nil.
Total:-	6348596/-	6348596/-	Nil.	Nil

2014-Administration of Justice
108- Criminal Courts.
01-Road and Diet Money to Witnesses(Voted).

Road and Diet Money	120000/-	120000/-	Nil	113/-
Total;	120000/-	12000/-	NIL	113 /-

Point No.12

The manner of execution of subsidy programmers including the amounts allocated and the detail of beneficiaries of such programmers.

Not applicable.

Point No.13

Particulars of recipients of concession,permits or authorizations granted by it.

Not applicable

Point No.14.

Details in respect of the information,available to or held by it reduced in an Electronic Form.

Not applicable.

Point No.15.

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.
Court Library is maintained for the Court/Presiding Officer and its is not maintained for public use.

Point No.16

The name designations and other particulars of the public information officer.

Shri Hakikat Dhanda
Civil Judge(Jr.Div.)
Cum-JMIC, Dalhousie
Distt.Chamba H.P.

State Assistant
Public Information
Officer.

Point No.17.Such other information as may be prescribed.

i).	Dispensary.	No.
ii).	Canteen.	No.
III).	Post Office.	No.
IV).	Bank.	No.

(Hakikat Dhanda)
Civil judge Cum-JMIC,
Dalhousie District Chamba

Endst, No. Civil Judge(Jr.Div.)/JMIC/DAL/ _____ dated _____
Copy to:-

1. The Hon'ble District & Sessions Judge(Appellate Authority) Chamba District Chamba H.P. For information please.
2. The Ld. State Public Information Officer(Civil Judge(Sr.Div.)-Cum-CJM Chamba District Chamba for information please.
3. The State Chief Public Information Commissioner Shimla H.P.

(Hakikat Dhanda)
Civil Judge(Jr.Div.)
Cum-JMIC, Dalhousie
District Chamba H.P.