

DISTRICT AND SESSIONS COURTS

REWARI

(HARYANA)

(Information on 16 Manuals under

Section 4.1 (b)

of the Right to Information Act, 2005)

MANUAL 1

The Particulars of Organization, Functions and Duties

Particulars

Name of the Organization:	Office of District and Sessions Judge, Rewari. Sub-ordinate institution of the Honøble Punjab and Haryana High Court, Chandigarh.
Functions of the Organization:	Judicial & Administrative functions.
Duties of the Organization:	i) To exercise the control over the Subordinate Courts functioning in the territorial jurisdiction. ii) To distribute various grants amongst it's subordinate authorities received from the Government from time to time. iii) To deal with the all correspondence relating to Hon'ble High Court and the Department of law & Justice, Government of Haryana. iv) To administer justice as per the various legislation/ statutes. v) To recruit Class-IV Govt. Servants with the help of Advisory Committee. vi) To handle the administration in accordance with the procedural laws, Punjab Civil Services Rules applicable in State of Haryana, the Government Resolutions and the Notifications issued by the High Court. vii) In exercise of his administrative function, the organization deals with Transfers, Departmental proceeding and promotion etc. of the employees. viii) The Head of the Organization- The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Rewari under which the Lok-Adalats are held and legal services are provided.

MANUAL 2

The Powers and Duties of Judicial Officers and Employees

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

They deal with the Civil and Criminal matters on appellate side, the cases triable exclusively by Sessions Court and also the matter under special act they also act as Motor Accident Claim Tribunal.

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

Deals with the matters of Civil nature having unlimited pecuniary jurisdiction.

- v) The Chief Judicial Magistrate :-

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

- vi) The Civil Judges (Junior Division)-cum-Judicial Magistrates Ist Class :-

(1) Deal with the matters of civil nature having jurisdiction upto Rs.10 lac.

(2) Deal with the matters of criminal nature excluding those triable by the Court of Sessions and within the exclusive jurisdiction to the Chief Judicial Magistrate.

Categories of the Employees of the Organization.

The various categories of the employees of organization are, as under :-

- Class-A : Chief Administrative Officer-cum-Superintendent
- Class-C : Reader Grade I, II and III,
Stenographer Grade I, II and III
Clerks, Ahlmads, Driver, Bailiff
- Class-D : Process Server/Peon/Mali/Orderly/Daftri/Mali-cum-Chowkidar
Peon/Waterman/Record-lifter/ Usher/Sweeper/Chowkidar

Duties of Employees

Chief Administrative Officer/Superintendent

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

Reader Grade I, II, III

To perform the work of Bench, Statistics, Correspondence, Accounts, Establishment in District Court as well as in Subordinate Courts.

Stenographer Grade I, II, III

To note down evidence in English on Typewriter/ Computer.

To take dictation of the Judges of Appellate Authorities in cases and transcribe the same.

To take down evidence in English on Typewriter/ Computer.

To take dictation in cases from the Judges.

Ahlmads

To have the custody of cases pending & instituted in the respective Courts & to look after the maintenance of those cases and; to do the work as per procedural laws and the duties assigned by the Head of organization and by the Presiding Officers of the courts concerned.

Clerks

To handle various assignments such as Bill Clerk, Library Clerk, Copy Clerk, Copyist etc.

Bailiffs/ Process Servers

To serve the summonses, notices and to execute warrants issued by the Court(s).

Peons

To act as Orderlies, to keep the court halls clean, to distribute the dak etc.

Chowkidars

To watch the Court building and premises.

Sweepers

To clean the Court premises, lavatories etc.

MANUAL 3

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

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

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

MANUAL 4

The norms set by it for the discharge of its functions:-

As per the guidance, written directions & norms set by the Hon'ble High Court of Punjab and Haryana and various resolutions & circulars issued by the Govt. of Haryana.

MANUAL 5

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

A statement of the categories of:

The following registers/documents that are held by it or documents are maintained by under its control.

1. The Register for Civil and Criminal Side.
2. The separate registers for the registration of Special Civil Suit, Regular Civil Suit, Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained by the subordinate Courts.
3. The separate registers for the registration of Regular IPC cases, Act Cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained by all the Judicial Magistrates.
4. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and its execution are being maintained in Appellate Court/s.
5. The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Court/s.
6. The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers are being maintained as per the Civil and Criminal Manual.
7. Service Books of Officer/s and employee/s, GPF Account of Class- III & IV employees. The disposed of records of all the Courts are deposited in Judicial Record Room, Rewari and Kosli and preparation of certified copies in disposed of cases

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are being prepared and delivered by the Copying Agencies.

MANUAL 6

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

- 1. Acts and procedures**
- 2. High court rules and regulations**
- 3. Civil service rules**
- 4. Salary and finance**
- 5. Statistical records**
- 6. Case records**
- 7. Staff records**
- 8. Library records**
- 9. Administrative record**
- 10. Computerization record**

MANUAL 7

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

Sr. No.	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1	a) Court of District and Sessions Judge and Court of Additional District and Sessions Judges at District Head Quarters. b) Court of Additional District & Sessions Judge at places where there is no District & Sessions Judge	Chief Ministerial Officer of the Court of District and Sessions Judge. Senior Ahlmad/ Stenographer	Chief Administrative Officer/Superintendent in the office of District and Sessions Judge. Chief Ministerial Officer of the court of Senior Most Additional District & Sessions Judge	District and Sessions Judge of the respective Sessions Division. Senior Most Additional District & Sessions Judge.
2	Court of Civil Judge (Senior Division)	Chief Ministerial Officer of the Court	Clerk of the Court of the office of Civil Judge (Senior Division)	Civil Judge (Senior Division)
3	Court of Chief Judicial Magistrate	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Court	Chief Judicial Magistrate
4	Court of Civil Judge situated at places other than the District headquarters	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer
5	Court of Additional Civil Judge (Senior Division) or Court of Senior Most Civil Judge at Sub Division level	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer

MANUAL 8

The procedure followed in the Decision Making Process

The Officers follow the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court. The employees working in the various courts and sections follow the procedures laid down in the manuals.

The District & Sessions Judge, Rewari, supervises the work of the organization and exercises control over it. Likewise, he distributes the grants received from the Government amongst the subordinate authorities for its appropriate expenditure. The subordinate authorities submit various types of returns and information to the Head of the Organization for onward transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.

The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after its registration, the suits are being allotted amongst the other Civil Judges by rotation, except special jurisdiction.

The Criminal cases are initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration, the cases are made over to another Judicial Magistrate/s for disposal according to law, except the cases tribal under section 409 of I.P.C.

The cases exclusively triable by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

MANUAL 9

CONTACTS OF THE OFFICE OF THE DISTRICT & SESSIONS JUDGE, REWARI

OFFICE 6 01274-224040

FAX -- 01274-224242

EMAIL - dsjrwr@hry.nic.in

MANUAL 10

The monthly remuneration received by : The information is as under :-
Each of its officers and employees
including the system of compensation
as provided in its regulations

<u>Judicial Officers</u>		<u>Revised Scales</u>
1. District and Sessions Judge	:	Rs.57700-1230-58930-1380-67210-1540-70290/-
2. Addl. District and Sessions Judge	:	Rs.51550-1230-58930-1380-63070/-
3. Civil Judge (Sr. Divn.)	:	Rs.43690-1080-49090-1230-56470/-
4. Chief Judicial Magistrate	:	Rs.43690-1080-49090-1230-56470/-
5. Addl. Civil Judge (Sr. Divn.)	:	Rs.39530-920-40450-1080-49090-1230-54010/-
6. Civil Judge (Jr. Divn.)	:	Rs.27700-770-33090- 920-40450-1080-44700/-

Judicial Employees

Revised Scales

Class A

Chief Administrative Officer-cum-Superintendent : Rs. 15600-39100/- + 5400 (Grade Pay)

Class C

Reader Grade I : Rs.9300-34800/- + 4200 (Grade Pay)
Reader Grade II : Rs.9300-34800/- + 4000 (Grade Pay)
Reader Grade III : Rs.9300-34800/- + 3600 (Grade Pay)
Stenographer Gr.I : Rs.9300-34800/- + 4200 (Grade Pay)
Stenographer Gr.II : Rs.9300-34800/- + 4000 (Grade Pay)
Stenographer Gr.III : Rs.5200-20200/- + 2400 (Grade Pay)
Graduate Clerks : Rs.5200-20200/- + 2400 (Grade Pay)
Clerks : Rs.5200-20200/- + 1900 (Grade Pay)
(Appointed/promoted prior to 17.10.97).
Drivers : Rs.5200-20200/- + 2400 (Grade Pay)
Bailiff : Rs.5200-20200/- + 1900 (Grade Pay)

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Class D

Process Server	:	Rs.4440-7440/- + 1650 (Grade Pay)
Usher	:	Rs.4440-7440/- + 1650 (Grade Pay)
Peon/Orderly/Chowkidar	:	Rs.4440-7440/- + 1300 (Grade Pay)
Waterman/Sweeper	:	Rs.4440-7440/- + 1300 (Grade Pay)

MANUAL 11

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

Initially the Organization receives the grants under various heads from the Government and thereafter it distributes the same amongst its subordinate Courts/ authorities as per their requirements and the remaining funds are for expenditure of pay & allowances, wages, traveling allowances, office expenses, Rent, rate & taxes, publications, grant-in-aid etc.

MANUAL 12

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

The Manner of Execution of
Subsidy Programmers.

:

The information as relates to this issue/point
so far as the organization is concerned is
NIL.

MANUAL 13

Particulars of recipients of concessions, permits or authorizations granted by it;

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

MANUAL 14

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

The organization discharges its functions in view of the various norms set by the Government and the Hon'ble High Court by various Rules of Haryana Civil Services, Haryana Budget Manuals, (Punjab Financial Rules, Punjab Treasury Rules) applicable in Haryana, Manuals, Regulations, and Government Resolutions, Circulars and Notifications.

MANUAL 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;

Presently cause list, duty roster, name and designation of judicial officers, allotted police stations and full information about the jurisdiction of the Judicial Officers posted at Rewari are available on the district judicial website. All the freshly instituted cases are fed into CIS at the “SUVIDHA CENTRE” as well.

MANUAL 16

Such other information as may be prescribed and thereafter update these publication every year:

The work of maintenance of Court Building and Residential Quarters of Judicial Officers and employees is being looked-after by the Public Works Department. Besides the security in the court complex is being looked after by the district police. Recently installed close circuit cameras monitor each and every movement inside the court complex.

NAME AND DESIGNATION OF THE OFFICIALS POSTED IN REWARI SESSIONS DIVISION		
Sr. No.	Designation	Name of the Official
OFFICE		
1	SUPERINTENDENT	HARVINDER KAUR
2	ENGLISH CLERK	SURENDER PAL SINGH
3	RECORD KEEPER	SAJJAN KUMAR
4	STATISTICAL ASSISTANT	VINOD KUMAR
5	LIBRARY ASSISTANT	BIJENDER KUMAR
6	ACCOUNTANT	SANJAY SHARMA
7	FINE CLERK	VIKAS
8	LEAVE RESERVE CLERK	SHAILENDRA NARESH SRIVASTVA
9	INSPECTION CLERK	ATUL MADAN
10	COPYIST	NAVEEN KUMAR
11	DEPUTY RECORD KEEPER	SUDHIR KUMAR SINGH
12	CLERK RECORD ROOM	KIRORIMAL
13	RECEIPT & DESPATCH CLERK	PAWAN GOYAL
14	LIBRARY CLERK	RAJNESH KUMAR
15	RECORD LIFTER	KRISHAN KUMAR
16	DAFTRI	AMIT VASHISTH
17	DRIVER	PARMOD DOGRA
18	OFFICE PEON	HANUMAN PRASHAD
19	MALI-CUM-CHOWKIDAR	VISHAL
20	LIBRARY PEON	KAMAL PREET KAUR
21	SWEEPER	JAI MANGAL
22	MALI	HAWA SINGH
23	CHOWKIDAR	HARISH JOSHI
24	LRST-1	ANNU
25	LRST-2	SUMIT
26	EXECUTIVE ASSISTANT	RAVINDER KUMAR
COURT		
1	STENOGRAPHER GR-I	JITENDER KUMAR
2	STENOGRAPHER GR-II	NIDHI (Adhoc)
3	TRANSLATOR	SATISH KUMAR
4	AHLMAD	SUNIL KUMAR
5	ADDITIONAL AHLMAD	RAJ KUMAR
6	COPY CLERK	RAM AVTAR SAINI
7	USHER	DEVENDER KUMAR
8	PEON-1	RAM CHANDER JOSHI
9	PEON-2	PREM PRASHAD
ESTABLISHMENT BRANCH		
1	SUPERINTENDENT GRADE-II	PAWAN KUMAR
2	ASSISTANT-1	HEMANT KUMAR
3	ASSISTANT-2	SATISH KUMAR
4	CLERK-3	DINESH KUMAR
5	TYPIST	MANISH KUMAR
6	PEON	KHIMA NAND
ACCOUNTS BRANCH		
1	ASSISTANT-1	ASLAM SHER
2	ASSISITANT-2	MAHENDER SINGH
3	CLERK	SANDEEP KR. VERMA
STATISTICAL BRANCH		
1	ASSISTANT	SARITA RANI
2	CLERK-2	DEVENDER KR.
3	TYPIST	SUDARSHAN
JUDICIAL BRANCH		
1	SUPERINTENDENT GRADE-II	DHARAMBIR SINGH
2	ASSISTANT	SUNITA BHUMLA
3	TYPIST	MANOJ KUMAR
RECEIPT & DESPATCH BRANCH		
1	CLERK-1	JAYA KAMAL
2	CLERK-2	DEEPAK RAWAT
3	CLERK-3	DEEPAK YADAV
4	CLERK-4	ADITYA KUMAR SINGH

COPYING AGENCY		
1	EXAMINER	SUJITA DEVI
ADDITIONAL POSTS		
1	SWEEPER	NARESH KUMAR
2	GARDENER	RATTAN SINGH
3	CHOWKIDAR	PAWAN KUMAR
SHRI DEEPAK AGGARWAL, ADDL. DISTRICT AND SESSIONS JUDGE, REWARI		
1	READER GRADE-I	SUNEEL KUMAR
2	STENOGRAPHER GR-I	RAVI KUMAR
3	STENOGRAPHER GR-II	SANTOSH KUMARI
4	TRANSLATOR	HITESH BAJAJ
5	AHLMAD	HIMMAT SINGH
6	COPY CLERK	VINOD LAMBA
7	USHER	RANDHIR SINGH
8	ORDERLY	SOM DUTT
9	PEON	SANDEEP
10	DRIVER	RAN SINGH
SHRI JASBIR SINGH KUNDU, ADDL. DISTRICT AND SESSIONS JUDGE, REWARI.		
1	READER GRADE-I	KAMAL KISHORE JOSHI
2	STENOGRAPHER GR-I	SIRI BHAGWAN
3	STENOGRAPHER GR-II	PRAVEEN KUMAR
4	TRANSLATOR	KRISHAN KUMAR
5	AHLMAD	SANDEEP
6	COPY CLERK	KARAN SINGH
7	ADDITIONAL AHLMAD	PAWAN KUMAR SOLANKI
8	USHER	SANJEEV KUMAR
9	ORDERLY	ARVENDRA SINGH
10	PEON	SANJEEV KUMAR
SH. SANJAY KUMAR KHANUJA, ADDL. DISTRICT AND SESSIONS JUDGE, REWARI		
1	READER GRADE-I	DESH RAJ
2	STENOGRAPHER GR-I	REENA
3	STENOGRAPHER GR-II	SAPNA
4	TRANSLATOR	SUNIL KUMAR
5	AHLMAD	BIJENDER
6	COPY CLERK	VIKRAM SINGH
7	USHER	RAKESH KUMAR
8	PEON-1	HEMANT
9	PEON-2	KHEM CHAND
SHRI PARVEEN GUPTA, ADDL. DISTRICT AND SESSIONS JUDGE, REWARI		
1	READER GRADE-I	BRAHAM PARKASH
2	STENOGRAPHER GR-I	NEERU BALA
3	STENOGRAPHER GR-II	ASHA
4	TRANSLATOR	ASHOK KUMAR
5	AHLMAD	PARMENDER SINGH
6	COPY CLERK	SUMIT
7	USHER	OM PARKASH
8	ORDERLY	HIM LAL
9	PEON	AJAY KUMAR
SH. PHALIT SHARMA, ADDITIONAL DISTRICT AND SESSIONS JUDGE, REWARI		
1	READER GRADE-I	SARJEET SINGH
2	STENOGRAPHER GR-I	SUNITA RANI
3	STENOGRAPHER GR-II	NEETU BALA
4	TRANSLATOR	VIKRAM SINGH
5	AHLMAD	NIRAJ KUMAR
6	COPY CLERK	ANUJ
7	USHER	MUKESH KUMAR
8	PEON-1	CHHOTOO RAM
9	PEON-2	PREM NATH
SHRI YOGESH CHOUDHARY, CIVIL JUDGE (SENIOR DIVISION), REWARI.		
OFFICE		
1	CLERK OF COURT	SHIV SHANKAR
2	EXAMINER	MONIKA RANI
3	EXAMINER	MORDHAWAJ
4	RECEIPT & DESPATCH CLERK	NAVEEN KUMAR
5	BILL CLERK	RAHUL KUMAR
6	DAFTRI	PREM DEVI
7	WATER MAN	KRISHAN CHAND
8	CHOWKIDAR	VIKKY YADAV

9	SWEEPER	ISHWARI PARSHAD
10	MALI	KARAMVIR
COURT		
1	READER GRADE-II	SUBHASH CHAND
2	STENOGRAPHER GR-II	SUNIL
3	STENOGRAPHER GR-III	Raj Kumar
4	AHLMAD	NARENDER KUMAR
5	ASSISTANT AHLMAD	AJIT SINGH
6	ADDITIONAL AHLMAD-3	MANDEEP YADAV
7	SUMMARY CLERK	SUNIL KUMAR MEHRA
8	EXECUTION CLERK	RAVINDER KUMAR
9	FINE CLERK	SURAJ BHAN
10	COPYIST	MANOJ KUMAR
11	ORDERLY	AMAN
12	PEON	PARMOD
PROCESS SERVING ESTABLISHMENT		
1	CIVIL NAZIR	DEEPAK YADAV
2	NAIB NAZIR (TAMIL)	SATISH CHAUHAN
3	NAIB NAZIR (ASSISTANT)	BIR BHAN
4	BAILIFF-1	KAILASH CHAND
5	BAILIFF-2	VED PAL
6	BAILIFF-3	SUNIL KUMAR
7	PROCESS SERVER-1	SURESH KUMAR
8	PROCESS SERVER-2	KEDAR PURI
9	PROCESS SERVER-3	MADHWA NAND
10	PROCESS SERVER-4	HANSA DUTT
11	PROCESS SERVER-5	MUNSHI RAM
12	PROCESS SERVER-6	RAM BABU
13	PROCESS SERVER-7	PUSHKAR DUTT
14	PROCESS SERVER-8	NARENDER KUMAR
15	PROCESS SERVER-9	MOHIT YADAV
16	PROCESS SERVER-10	NARESH KUMAR
17	PROCESS SERVER-11	DINESH KUMAR-II
18	PROCESS SERVER-12	ANIL KUMAR
19	PROCESS SERVER-13	AJIT SINGH
20	PROCESS SERVER-14	DHIRENDER SINGH
21	PROCESS SERVER-15	UDAI SINGH
22	PROCESS SERVER-16	SUBHASH CHAND
23	PROCESS SERVER-17	RAKESH KUMAR
24	PROCESS SERVER-18	BHAIRAV NATH
25	PROCESS SERVER-19	DHARAMBIR SINGH-1
26	PROCESS SERVER-20	SOM DUTT
27	PROCESS SERVER-21	MAHESH YADAV
28	PROCESS SERVER-22	RAVINDER KUMAR
29	PROCESS SERVER-23	DHARAMBIR-II
30	PROCESS SERVER-24	VIPUL
31	PROCESS SERVER-25	DINESH KUMAR-I
32	PROCESS SERVER-26	INDERJEET
33	PROCESS SERVER-27	LALIT ARYA
34	PROCESS-SERVER-28	NARENDER KUMAR
SHRI MAN PAL RAMAWAT, CHIEF JUDICIAL MAGISTRATE, REWARI		
1	READER GRADE-II	KAILASH CHAND
2	CLERK OF COURT	SATY PAL SINGH
3	STENOGRAPHER GR-II	PANKAJ KUMAR
4	STENOGRAPHER GR-III	DEEPAK KUMAR
5	AHLMAD	DEEPAK ANAND
6	ADDITIONAL AHLMAD	CHANDERJEET
7	COPYIST	RAM SARAN YADAV
8	SUMMARY CLERK	SANDEEP
9	DRIVER	PARVEEN JANGHU
10	OFFICE PEON	NARENDER KUMAR
11	ORDERLY	MAHESH KUMAR
SHRI SAURABH KUMAR, ADDL. CIVIL JUDGE (SENIOR DIVISION), REWARI		
1	READER GR.II	ATTAR SINGH
2	AHLMAD	SATYA NARAIN
3	ADDITIONAL AHLMAD	LOKESH KUMAR
4	ADDITIONAL AHLMAD	MANISH SHARMA
5	STENOGRAPHER GR.II	SAURABH GAUTAM

6	STENOGRAPHER GR.III	ANITA
7	PEON	DHARMENDER
8	ADDITIONAL PEON	SANDEEP KUMAR
SHRI PAWAN KUMAR, CIVIL JUDGE (JUNIOR DIVISION), REWARI		
1	READER GRADE-III	MOHINDER PAL SINGH
2	AHLMAD	VED PARKASH
3	ADDITIONAL AHLMAD	UMESH KUMAR
4	ADDITIONAL AHLMAD	TARUN GOYAL
5	STENOGRAPHER GR.II	ARTI
6	STENOGRAPHER GR.III	SUMAN RANI
7	PEON	SUBE SINGH
8	ADDITIONAL PEON	DINESH KUMAR SHARMA
MS. MEETA KOHLI, CIVIL JUDGE (JUNIOR DIVISION), REWARI		
1	READER GRADE-III	SUNDER PAL
2	AHLMAD	AVINASH KUMAR CHAUBEY
3	ADDITIONAL AHLMAD	NAVEEN
4	ADDITIONAL AHLMAD	PANKAJ KUMAR
5	STENOGRAPHER GR.II	SANDEEP KUMAR
6	STENOGRAPHER GR.III	PRINCI
7	PEON	KULDEEP
8	ADDITIONAL PEON	BITTU
MS. MEENAKSHI YADAV, CIVIL JUDGE (JUNIOR DIVISION), REWARI		
1	READER GR-III	NARENDER SINGH
2	AHLMAD	GAURAV ROHILLA
3	ADDITIONAL AHLMAD	SWATANTAR
4	STENOGRAPHER GR.II	KULDEEP SINGH PARIHAR
5	STENOGRAPHER GR.III	WAZIR SINGH
6	PEON	HEMA DEVI
7	ADDITIONAL PEON	HARISH CHANDER
MS. IRAM HASAN, CIVIL JUDGE (JUNIOR DIVISION), REWARI		
1	READER GRADE-III	MANOJ KUMAR
2	AHLMAD	SATBIR SINGH
3	ADDITIONAL AHLMAD	VINOD KUMAR
4	ADDITIONAL AHLMAD	NAVEEN KUMAR
5	STENOGRAPHER GR.II	SANGEETA (ADHOC)
6	STENOGRAPHER GR.III	BABITA RANI
7	PEON	PAVAN
8	ADDITIONAL PEON	NITESH KUMAR
WITHDRAWN COURT OF SH. HARISH SABBARWAL, CIVIL JUDGE (JUNIOR DIVISION), REWARI		
1	READER GRADE-III	SATPAL
2	ADDITIONAL PEON	NAVEEN KUMAR
WITHDRAWN COURT OF MS. SUSHMA, CIVIL JUDGE (JUNIOR DIVISION), REWARI		
1	READER GRADE-III	KRISHAN KUMAR
2	PEON	RAKESH KUMAR
3	ADDITIONAL PEON	KISHORI LAL
DEFUNCT COURT OF MS. PRAGATI, CIVIL JUDGE (JUNIOR DIVISION), REWARI		
1	READER GRADE-III	SUDHIR CHAUHAN
2	PEON	BIJENDER
3	ADDITIONAL PEON	SURESH KUMAR
SHRI VIVEK KUMAR, CIVIL JUDGE (JUNIOR DIVISION), REWARI		
1	READER GRADE-III	RAM AVTAR
2	AHLMAD	DILBAG SINGH
3	PEON	SANDEEP KUMAR
4	ADDITIONAL PEON	SATPAL
SHRI SANDEEP CHAUHAN, ADDITIONAL CIVIL JUDGE (SD), KOSLI		
1	READER GRADE-II	SANJAY KUMAR
2	STENOGRAPHER GR-II	RAVINDER KUMAR
3	STENOGRAPHER GR-III	PRIYA
4	AHLMAD	RAJ PAL
5	ASSISTANT AHLMAD	ASHOK KUMAR
6	EXECUTION CLERK	ASHWANI KR.
7	SUMMARY CLERK	KULDEEP SINGH
8	COPYIST	AJIT DAGAR
9	NAZIR	DRON DEO
10	BAILIFF	BAL RAJ
11	ORDERLY	CHARAN SINGH
12	PEON	DINESH LAL
13	CHOWKIDAR	RAJ KUMAR
14	SWEEPER	KRISHNA

15	PROCESS SERVER-1	JAI BHAGWAN
16	PROCESS SERVER-2	BHUWAN CHANDER
17	PROCESS SERVER-3	RANBIR SINGH
JUDICIAL RECORD ROOM, KOSLI		
1	RECORD KEEPER	TIKA RAM
2	DEPUTY RECORD KEEPER	VIJAI KUMAR
3	RECORD LIFTER	SURENDER KUMAR
WITHDRAWN COURT OF SHRI SUMIT KALON, CIVIL JUDGE (JUNIOR DIVISION), KOSLI		
1	READER GRADE-III	KRISHAN KUMAR VERMA
2	PEON	JITENDER KUMAR
3	ADDITIONAL PEON	BIJENDER
POST NEWLY CREATED		
1	EXAMINER CIVIL JUDGE, REWARI	RAMJAS
2	EXAMINER CIVIL JUDGE KOSLI	MAHESH KUMAR
3	COPYIST DJ/ADJs-01	ARADHANA
4	COPYIST CIVIL JUDGES RWR -01	BHUPENDER KUMAR
5	COPYIST CIVIL JUDGES RWR -01	BHAJAN LAL
OFFICIALS OF OTHER SESSIONS DIVISION POSTED UNDER RULE 10(2)		
1	MAHESH INDER PAL	AMBALA
2	BASANT	FARIDABAD
3	SUMIT MOHAN	JHAJJAR
4	SATBIR SINGH	PALWAL