

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

CHAPTER-I: INTRODUCTION Background of Information Handbook

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

Intended Users

This manual is useful for general Public

Contact Person for getting more information

Please contact Sri Sohan Lal, Incharge Senior Administrative Officer / Public Information Officer of the judgship Pauri for obtaining more information by post, e-mail, website, telephone or fax at the following address and first appeal may be submitted before the 1st appellate Authority i. e. Civil Judge (JD) Pauri : -

District & Sessions Court, Pauri, - Pin No. 246001

(Tel: 01368-222596 & Fax: 01368-222596 / 222860)

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Definitions/Abbreviations used

- (a) "Public Authority" means Head of the Office in the District Court
- (b) "RTI Act" means Right to Information Act, 2005.
- (c) "PIO" means Public Information Officer designated under Section 5 (1) of the RTI Act.
- (d) "APIO" means Assistant Public Information Officer designated under section 5 (2) of the RTI Act. Presently in this judgship Sri Dalip Rawat, Munsarim, Civil Judge (Jr.Div.) Court Srinagar, Sri Digamber Prasad Nautiyal, Munsarim , Civil Judge (Jr.Div.) Court Kotdwara, Sri Rohit Negi, Munsarim, Civil Judge (Jr.Div.) court Lansdowne, Sri Tara Dutt Masiwal, Munsarim, A.D.J. Court Kotdwara (An outlying court), Sri Omprakash, Civil Judge (Sr.Div.) Kotdwar court are appointed APIO.

(e) “Appellate Authority” mean the authority to whom an appeal maybe submitted under Section 7 (8) (iii) of the RTI Act. Procedure and fee structure for getting information not available in the handbook. Any person who wishes to seek information under the Right to information Act, 2005 may file an application to the Public Information Officer at head quarter of the District Court Pauri and APIO in Civil Judge (Jr.Div.) court Srinagar, Kotdwara and Lansdowne Distt. Pauri Garhwal. A nominal application fees of Rs.10/- in the shape of treasury challan, bank draft, postal order, court fees stamp and in cash per application of Information. If applicant wants to copy of documents a sum of Rs.2.00/- per page will be charged for supply of photocopy of documents under the control of the office of District Court, Pauri. The cost of information on floppy and CD would be Rs.30/- and Rs.80/- for each respectively. The inspection fee of files/documents would be Rs.25/- each.

MANUAL-I

SECTION 4(1)(b)(i)

The particulars, functions and duties; of District Court Pauri Garhwal, Uttarakhand

Particulars: District Court Pauri Garhwal, Uttarakhand

Functions:

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

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

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

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

Civil Judge (Senior Division). The Chief Judicial Magistrate can try cases which are punishable with imprisonment for a term up to seven years. Usually there are many additional courts of Additional Chief Judicial Magistrates. At the top level, there may be one or more courts of additional district and session's judge with the same judicial power as that of the District and Sessions judge.

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

SECTION 4(1)(b)(ii)

The particulars, functions and duties; of District Court Pauri Garhwal, Uttarakhand.

Particulars;- District Court, Pauri Garhwal Uttarakhand

Functions:- Adjudication and administrative work

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

1-Powers of District Judge.

(A) Judicial

(B) Administrative

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

(A) Judicial Power

(1) Civil side – In the district, the District Judge exercises the original power to try cases of Land Acquisition cases, Election Petitions relating to Zila Panchayat & Chhetra Sammittee & Nagarpalika, cases under Guardian & Wards Act, Motor Accident Claim Petitions, Probates cases and Insolvency cases. The district Judge exercises the powers of appellate court and hear the appeals against the judgment &

decree passed by the Civil Judge (Sr.Div.), Civil Judge(Jr.Div.) and judgment and order passed by the said judicial officers and prescribe authority and civil revisions against the order passed by the Civil Judge (Sr.Div.) and Civil (Jr.Div.) in the district.

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

(B) Administrative

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

(B)(i) Financial Powers:

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

To pass the contingent bills related to office expenditure.

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

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

Powers of C.J.M. Pauri Garhwal :

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

Powers of Civil Judge (Senior Division) Pauri:

The Civil Judge (Sr. Div.) . Pauri has got the power to try the suits and other civil cases of the valuation of Rs. 100001.00 up to unlimited valuation. Powers of Civil Judge (Junior Division) Pauri. Civil Judge (Junior Div.),Pauri exercises the civil powers over Pauri circle. He trails the Civil suits up to the valuation of Rs.100000-00. Civil Judge

(Jr.Div.) has been empowered to try the criminal cases as judicial Magistrate Ist class . At present he has the powers to hear the criminal cases.

Powers of Civil Judge (Junior Division) Srinagar. Civil Judge (Junior Div.), Srinagar exercises the civil powers over Srinagar Circle . He try the Civil suits up to the valuation of Rs. 100000-00. Civil Judge (Jr.Div.) has been empowered to try the criminal cases as judicial Magistrate Ist class . At present he has the powers to hear the criminal cases.

Powers of Civil Judge (Junior Division) Kotdwara:

Civil Judge (Junior Div.),Kotdwara exercises the civil powers over Kotdwara circle. He try the Civil suits up to the valuation of Rs. 100000-00. Civil Judge (Jr.Div.) has been empowered to try the criminal cases as judicial Magistrate Ist class . At present he has the powers to hear the criminal cases.

Powers of Civil Judge (Junior Division) Lansdowne.

Civil Judge (Junior Div.),Lansdowne exercises the civil powers over Lansddowne circle . He try the Civil suits up to the valuation of Rs. 100000-00. Civil Judge (Jr.Div.) has been empowered to try the criminal cases as judicial Magistrate Ist class . At present he has the powers to hear the criminal cases.

Powers of Civil Judge (Junior Division) Dhumakot.

Civil Judge (Junior Div.), Dhumakot exercises the civil powers over Dhumakot circle. He try the Civil suits up to the valuation of Rs.100000-00. Civil Judge (Jr.Div.) has been empowered to try the criminal cases as judicial Magistrate Ist class . At present he has the powers to hear the criminal cases.

Information relating to Jurisdiction of the different Courts in Pauri Judgeship

Sl.No.	Name of Courts	Jurisdiction		Remarks
		Territorial Jurisdiction	Pecuniary Jurisdiction	
1.	District & Sessions Judge. Pauri Garhwal	District of Pauri Garhwal	1. All sessions Trials of Sessions Div. Pauri Garhwal 2. N.D.P.S. cases above 100gm 3. Civil Appeal Up to value of Rs. 5,00,000/- 4. S.C.C. Suits above 25000/- to 5,00,000/- 5. Exercise power as President , Motor Accident claim Tribunal . 6. Exercise power as President, Distt. Consumer form Pauri.	Vide notification no. 2216910/VII-A-N-348-74 dated 27-2-76
2.	Addl. District & Sessions Judge, Kotdwar	District of Pauri Garhwal.	- do-	Notification No.1-VII/XXX VI (2)/2009-10-1(2)/05dt.13-1-09
3.	Civil Judge (Sr.Div.) Pauri	Tehsil –Pauri Thailisain, and Srinagar	Suit valuation-unlimited S.C.C. Cases- 5000/- to 25000/-	Also exercises the power of Prescribed Authority
4.	Civil Judge(Sr.Div.)/ A.C.J.M. Kotdwar	Tehasil-Kotdwar, Lansdowne , Satpuli and Yamkeshwar,	-do-	Also exercises the power of Prescribed Authority and as A.C.J.M.power of Magistrate Ist Class.
5.	Chief Judicial Magistrate Pauri (Garhwal)	District of Pauri Garhwal	All Criminal Cases treble by Magistrate and also power to distribute the work among Judicial Magistrate of the district.	
6	Civil Judge(Jr.Div) Pauri	Tehsil-Pauri & Thailisain	Suit valuation up to 1,00000/- S.C.C. suit up to 5000/-	Also exercise the power of judicial Magistrate Ist Class.

7.	CivilJudge(Jr.Div) Kotdwar	Tehsil- Kotdwar & Yamkeshwar	Suit valuation up to 1,00000/- S.C.C. suit up to 5000/-	Also exercise the power of judicial Magistrate Ist Class
8.	CivilJudge(Jr.Div) Lansdowne	Tehsil-Lansdowne	Suit valuation up to 1,00000/- S.C.C. suit up to 5000/-	Also exercises the power of Prescribed Authority and Power of Judicial Magistrate Ist Class
9.	CivilJudge(Jr.Div) Dhumakot	Tehsil-Dhumakot	Suit valuation up to 1,00000/- S.C.C. suit up to 5000/-	Also exercises the power of Judicial Magistrate Ist Class
10.	CivilJudge(Jr.Div) Satpuli	Tehsil- Satpuli & Chaubtakhal	Suit valuation up to 1,00000/- S.C.C. suit up to 5000	Court has been sanctioned but Officer not appointed. The work of this circle is look after by Civil Judge (Jr.Div.) Lansdowne.
11	CivilJudge(Jr.Div) Srinagar	Tehsil- Srinagar	Suit valuation up to 1,00000/- S.C.C. suit up to 5000/-	Also exercises the power of Prescribed Authority and Power of Judicial Magistrate Ist Class

Official Infrastructure of District Court and their duty (District Judge Court Pauri Garhwal).

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

1- District Judge Court

A-Court staff-

1. Sadar Munsrim :- Sadar Munsarin, now nomenclature has denoted as Administrative Officer posted in the Vernacular Office of the District Judge. He receives the plaint, memorandum of appeal, cross objection or any other paper filed by the parties. After noting his report, he put up these papers before the District Judge for orders. He supervised over the court staff and responsible for the court office, he has to keep track of filling of Suits, Appeals, and other litigations and pendency in the District Court and keep informed, the District Judge. To inspect the office in every six month and to maintain an attendance register of the official. He has to send statement, returned and reports to the Hon'ble High Court as prescribed in the General Rules (Civil & Criminal) and also send required information to the higher authority as desired time to time.

In absence of the Senior Administrative Officer, he has the charge of the Senior Administrative Officer and responsible for his all duties mentioned in Para of the Senior Administrative Officer.

2. Chief Reader :- The chief reader put up the files before the Presiding Office, which are fixed for hearing on the date fixed. He writes the statement of witnesses and order sheet of the cases fixed for hearing in the court. He maintain a diary in which cases are fixed for hearing on each day and a copy of this diary he affixes on the notice board on each Saturday for general information of the litigants.

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

- I-** Whenever the Court assembles or rises, the Bench Clerk should rise from his seat and bow to the Court. He should ensure that every one in the Court hall also rises from his seat, when the Judge enters or rises.
- II-** He should maintain the dignity and decorum of the Court. He should not indulge in unnecessary conversation, either with the advocates or with parties. He should

not permit them to do things, which are not permitted by Rules. His only concern should be the proper conduct of Court work.

III- He should always try to maintain a pleasant and congenial atmosphere in the Court. The Court atmosphere and its surroundings should be quiet and peaceful and if there is any disturbance, he should issue necessary instructions for the elimination of such disturbance.

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

He has to maintain punctuality as-

I- The Bench clerk should be very punctual and work according to a regular time schedule. He should be in Court well before the Court timings every day, i.e., at least half hour prior to the commencement of Court work.

II- He should not leave the Court premises before the closing time the Office.

III- He should not leave the Court while the Court is in session, without the permission of the Presiding Officer. Whenever he goes out of the Court at any time, he should instruct the Court Orderly to keep a watch over the Court.

IV- Before leaving the Court after office hours, he should instruct to the guard to lock the Court hall securely.

V- The Bench Clerk shall be responsible for the cleanliness and tidiness of the premises of the Court hall.

VI- The Bench Clerk should check the wall and desk calendars and wall clock timings, etc.

VII- It is necessary that the Bench Clerk should glance through the admission and hearing cases, preferably a day earlier and not down the Acts Rules that are required therein and secure them from Library if the same are not available in Court Hall.

VIII- As soon as entering the Court hall, the Bench Clerk should see whether the Judge's dais is properly arranged with necessary stationery, pen stand, desk calendar etc., the book shelves should be kept with Acts and commentaries in common, and current use. Books required for day-to-day reference, depending upon the requirements of the Court from time to time, should be of easy and quick availability.

IX- If the Court Orderly does not come to duty before the Court timings, immediately a substitute should be sought from the concerned branch.

- X-** If the Stenographer/ Judgment Writer are not present in the Court hall 10-15 minutes earlier, the Bench Clerk should intimate the concerned branch and ensure the availability of a substitute.
- XI-** He should obtain boxes containing records submitted to the Judge's residence the previous day.
- XII-** If there is any sudden change of work, due to cancellation or change of Judge Sittings, immediate steps should be taken to adjust the work of the Court as per the modified notification.
- XIII-** After checking the cause lists to find out any possible mistakes, the same should be kept ready on the dais and in the same way another set should be kept ready for his use. The records of orders, admission, preliminary hearing, and hearing cases should be arranged serially according to the cause list. If any records are not traced, immediate efforts should be made to get them. If advocates desire to have a look at the records, time permitting, the same may be spared for reference in the Court hall only. The records should never be allowed to be taken outside the Court hall by the advocates or parties.
- XIV-** Stationery and other forms should be kept ready in the Court hall by obtaining the same from the concerned branches.
- XV-** Any notifications issues concerning the Court should be displayed on the notice board of the Court hall.
- XVI-** The Calendar issued by the High Court should be kept near the dais for ready reference.
- It is also the duty of the Chef Reader besides to Above all,-*
- XVII-** He should enter the results of the cases called out in 'A' diary (Court Diary) for information of Advocates and litigant public.
- XVIII-** He should assist the Presiding Officer in marking of documents exhibited in civil cases and material objects produced in Criminal/ Sessions Cases.
- XIX-** He should maintain 'Further Diary' for convenience of Presiding Officer to give adjournment dates.
- XX-** He should arrange the records be posted for Judgment or Order and to send the same to the Home Officers of the Presiding Officer.
- XXI-** He should write the proceeding in the order sheets of cases.
- XXII-** He should prepare statements regarding disposal of cases, number of witnesses examined etc.

XXIII- He has to maintain Statistics Register regarding the disposal, pending for judgment etc.

4. Stenographer Grade-1:- The Court Stenographer should have a command of English and Court language (Hindi). He must be familiar with the substantive and procedural laws. He has to adjust to the speed and accent of the Judges who are on rotation. He has to take down the dictation continuously without interrupting the Judge. If he interrupts the Judge by seeking clarification, he would be disturbing the Judge's thought and impeding his speed. He needs a speed of 120 words per minute to take down the dictation without omission and errors. He has to be familiar with the citations and the passages, if any, to be extracted there from. It is the duty of the steno, to follow all the instructions either issued by the presiding officer orally or written to him regarding his duty.

5- Sessions Clerk:-

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

6-Suits Clerk

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

the Presiding Officer/ Senior Administrative Officer/ Sadar Munsarim/ regarding his duty.

8-Execution Clerk

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

9-Appeal Clerk

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

10:-Orderly

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

11:-Office peon

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

12-Daftari

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

B- Administrative Office

1. Senior Administrative Officer

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

- I-** To supervise the work of the Superintendents and the Accountant.
- II-** To deal with and scrutinize the work of administration, general, accounts, cash and fine branches.
- III-** To assist in preparing replies and collecting data for the various queries received from the High Court, Supreme Court, State Governments, and other Agencies.
- IV-** To keep a check on attendance and functioning of various departments and branches and to maintain the discipline.
- V-** To provide necessary information and other details about day to day working of the subordinate Courts required by the District and Sessions Judge. Also to assist him in all matters.
- VI-** To participate in discussions about the policy matters and provide suggestions and views to higher authority for approval.
- VII-** To take the orders of District and Sessions Judge and other officers on important and very complicated matters.
- VIII-** Be responsible to take initiative action on important cases.

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

- I-** Knowledge of judicial systems in India.

- II- Knowledge of the functioning of various non-judicial cadres of the subordinate Courts.
- III- Knowledge of accounts and administration.
- IV- Knowledge of various fines imposed and realized by the Courts.
- V- Knowledge of day-to-day working of the subordinate Courts.
- VI- Knowledge of various polices and matters related to non-judicial systems of the subordinate Courts.
- VII- Knowledge of basic computer packages.
- VIII- Skill in maintaining discipline in attendance and smooth functioning of the non-judicial staff.
- IX- Skill in rectifying the various problems of all the non-judicial staff.
- X- Skill in collecting the fines imposed and realized by the Courts.
- XI- Skill in exercising control for speedy disposal of work and to maintain the decorum in the office.
- XII- Skill in developing policies and matters for the welfare of the staff.
- XIII- Ability to lead all the non-judicial staff.
- XIV- Ability to provide required information in time to the higher authority.
- XV- Ability to conduct meetings and discussion and also to guide the same.
- XVI- Ability to give opinions, suggestions, and views on various important issues pertaining to people.
- XVII- To carry out the administrative work relating to judicial district as per the direction of District Judge.
- XVIII- Supervision of the work turned out by the staff of District Court. The Administrative Clerk have to follow the directions given by the District Judge and other Judicial Officers of the District Court orally or in writing under the General Rules (Civil & Criminal), High Court Circular order, High Court Notifications, G. O's and other Rules & Regulations issued by the Higher authority.

2. Second Clerk

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

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

3. Typist

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

4. Misc. Clerk

The post of Miscellaneous Clerk posted in the Administrative office of the District Judge is the II assistant of the Senior Administrative Officer. He has to assist the Senior Administrative Officer and Administrative Clerk in the matters of all administrative correspondences in the Courts of the District Judge. He have to maintain all official records of the Administrative office regarding leave, transfers, postings, promotions, departmental enquiries, and other service conditions of employees of all the Courts are according to General Rules (Civil) and other relative Circulars and G. O's of the Government in the assistance of the Administrative Clerk. Besides it, the Miscellaneous Clerk has to follow the directions given by the District Judge and other Judicial Officers of the District Court orally or in writing under the General Rules (Civil & Criminal).

5. Daftari

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

6. Office Peon

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

C- Record Room

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

1. Record Keeper (Civil)

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

1. Record Keeper (Criminal)

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

1. Assistant Record Keeper (Civil)

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

2. Assistant Record Keeper (Criminal)

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

3. Bundle lifter (Two Post)

All work assigned by the Record Keeper (Civil) regarding to record room (To arrange the Bastas, Ticket punching rtc) as provided in the General Rule (Civil). To

comply the order by the District Judge or other Judicial Officer of the Judgeship or Senior Administrative Officer or other senior official of the Judgeship.

D- Nazarat

1. Central Nazir

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

2. Assistant Nazir (Two Post)

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

3. Amin Grade-II

4. Amin Grade-II

5. Bill Clerk

6. Cashier

7. Junior Account Clerk

E- Process Serving staff

1. Process Server (6 post)

2. Notice Server (2 post)

F- Copying

1. Head Copyist (Civil)

2. Head Copyist (Criminal)

3. Copyist Civil (5 Post)

4. Copyist Case Dairy (4 post)

G- Library

1. Library Clerk

2. Stationary Clerk

2- Chief Judicial Magistrate Court staff

A-Court-

1- Stenographer

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

2- Reader

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

3- Orderly

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

B- Court Office-

1- Ahalmad

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

2- Office Peon

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

3- Civil Judge (Sr.Div.)

A- Court-

1- Stenographer

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

2- Reader

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

3- Orderly

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

B- Office-

1- Munsarim

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

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

2- Suit Clerk

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

3- Execution Clerk

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

4- Appeal clerk

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

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

5- Daftri

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

6- Office Peon

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

4- Civil Judge (Jr.Div.)

A-Court-

1- Stenographer

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

2- Reader

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

3- Orderly

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

B- Office-

1- Munsarim

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

2- Suits Clerk

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

3- Execution Clerk

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

make compliance according to General Rules (Civil). Any other necessary instructions will be followed by the Suits Clerk issued orally or written by the Presiding Officer/ Senior Administrative Officer or Munsarim/Reader of the court regarding his duty.

4- Daftri

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

5- Office Peon.

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

5- Judicial Magistrate

A- Court-

1- Stenographer

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

2- Reader

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

3- Orderly

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

B- Office-

1- Ahalmad

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

2- Office Peon

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

Section 4(1)(b)(iii)

The procedure followed in the decision making process, including channels of supervision and accountability. The cases are decided as per the provisions of Law. The administrative decisions are taken by the District Judge, on the report of other judicial officers or Sectional Head of the District Court as per provision of General Rules (Civil) or General Rules (Criminal), High Court Circular order, High Court Notification and General Letters issued by the Hon'ble High Court and other related G. O's and Notification issued by the Government.

SECTION 4(1)(b)(iv)

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

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

Hon'ble High Court and other related G. O's, Rules and Notification issued by the Government.

SECTION 4(1)(b)(v)

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

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

SECTION 4(1)(b)(vi)

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

- (1) Judicial Record.

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

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

- (2) Administrative Record.

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

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

SECTION 4(1)(b)(vii)

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

Not required as per the provisions of the law.

SECTION 4(1)(b)(viii)

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

The decisions are taken by the District Judge Pauri Uttarakhand.

SECTION 4(1)(b)(ix)

A directory of officers and employees of the High Court of Uttarakhand
(At Nainital);

HIGH COURT OF UTTARAKHAND

NAINITAL-263002

TELEPHONE DIRECTORY 2016

EPBAX : (05942) - 235388

FAX : (05942) – 237721, 231692

E-mail: highcourt-ua@nic.in

hprotocol-ua@nic.in

Website: highcourtofuttarakhand.gov.in

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

Ext: 222

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

1 Shri Kawer Sain,

District & Sessions Judge Pauri.

Office -Telephone No. 01368-222596 , Fax No. 01368-222860

Residence -01368-222594.

2 Shri Dhananjay Chaturvedi

Addl. District & Sessions Judge Kotdwar.

3. Sri Dharmendra Singh Adhikari

Chief Judicial Magistrate, Pauri.

Office –Telephone No 01368-223049.

4 Smt. Gunjan Singh

Civil Judge (Sr.Div.) Pauri

5. Sri Jayendra Singh

Secretary, DLSA Pauri

6 Sri Bhavdeep Ravtey

Civil Judge (Sr.Div.)/A.C.J.M. Kotdwar

7 Sri Sachin Kumar

Civil Judge (Jr.Div.)/J.M.-Ist Pauri

8 Sri Mithilesh Pandey

Judicial Magistrate Pauri

9 Sri Imran Mohd. Khan

Civil Judge (Jr.Div.) /J.M. Lansdowne

10 Sri Sayed Gufran

Civil Judge (Jr.Div.) /J.M. Srinagar

11. Sri Imran Mohd. Khan

Office Incharge Civil Judge (Jr.Div.) /J.M. Dhumakot

12 Sri Abhay Singh

Judicial Magistrate, Kotdwar

OFFICIALS OF THE DISTRICT COURT

DISTRICT GOVERNMENT COUNSEL

PROSECUTING OFFICER/ASST. PROSECUTING OFFICER

1. **Shri Awnish Negi, D.G.C. (Criminal)**
2. **Shri Dinesh Singh Rawat, D.G.C. (Civil)**
3. **Shri Prem Ballabh Pant, A.D.G.C. (Criminal)**
4. **Smt Shraddha Rawat, A.P.O.**

DISTRICT COURT BAR ASSOCIATION, Pauri.

1. Sri. A.P.Uniyal, President Bar
2. Sri. Subash Chandra Raturi, Secretary Bar

SECTION 4(1)(b)(x)

The monthly remuneration received by each of the officers and employees of the District Court, Pauri Uttarakhand);

Monthly remuneration received by the District Judge, other Judicial Officers, official and class IV employees posted in this judgeship on 31.05. 2014.

S.No.	Name	Designation	G.Pay Pay Scale	Gross Pay
1 . 1	Shri Kawer Sain	District Judge	70290-76450	1,74,326
2 .	Shri Dhananjay Chaturvedi	Adl.Dist.Judge Kotdwar	51550-63070	1,34,763
3 . 3	Sri Dharmendra Singh Adhikari	Chief Judicial Magistrate, Pauri	39530-54010	1,19,841
4 . 4	Smt Gunjan Singh	Civil Judge (S.D.) Pauri	27700-44770	1,16,843
5 . 5	Sri Jayendra Singh	Secretary, DLSA	27700-44770	1,16,843
6 . 6	Sri Bhavdeep Ravtey	Civil Judge (S.D.) Kotdwara	27700-44770	1,04,995
7 . 7	Sri Sachin Kumar	Civil Judge (J.D.) Pauri	27700-44770	82,624
8 . 8	Sri Sayed Gufran	Civil Judge (J.D.) Srinagar	27700-44770	87,450
9 . 9	Sri Imran Mohd. Khan	Civil Judge (J.D.) Lansdowne	27700-44770	79,500
1 0 . 1	Vacant	Civil Judge (J.D.) Kotdwara	27700-44770	-
1 . 1	Sri Imran Mohd. Khan	Civil Judge (J.D.) Dhumakot	27700-44770	79,500
1 2 . 1	Sri Mithilesh Pandey	Judicial Magistrate, Pauri	27700-44770	77644
1 3 . 1	Sri Abhay Singh	Judicial Magistrate, Kotdwar	27700-44770	77644
1	-	Senior Administrative Officer	9300-34800	-

1			00/-	
1 5 . 1	Sri Tara Dutt Masiwal	Reader, ADJ Kotdwar	9300-34800 4800/-	58,120
1 6 . 1	Sri Birbal Singh	IInd Clerk	9300-34800 4600/-	55,322
1 7 . 1	Sri Shiv Singh Negi	Suit Clerk, C.J.(S.D.) Kotdwar	9300-34800 4600/-	47,317
1 8 . 1	Sri Sohan Lal	Sadar Munsarin / Reader DJ Court Pauri	5200-20200-4600/-	54,008
1 9 . 1	Sri Dalip Singh Rawat	Reader, CJ (JD) Srinagar	5200-20200-4200/-	42,646
2 0 . 2	Sri Lalit Bijlwan	Session Clerk	5200-20200-2800/-	29,268
2 1 . 2	Sri D.P. Nautiyal	Reader, CJ(JD) kotdwar	9300-34800 4600/-	47,473
2 2 . 2	Sri Manoj Kotiyal	Account Clerk	5200-20200-4200/-	42,332
2 3 . 2	Sri Omprakash Singh	Reader CJ(SD) Kotdwar	5200-20200-4200/-	43,832
2 4 . 2	Smt.Anita Nainwal	Suits clerk CJ(JD) Kotdwar	5200-20200 2800/-	24,593
2	Sri Gamma Lal	Reader, CJM Pauri	-do-	31,675

2				
2 6 . 2	Sri Matwar Singh	Ahalmad, CJM Pauri	5200-20200 2800/-	27,952
2 7 . 3	Sri Sunil Kumar Sundriyal	Suit Clerk CJ(JD) Pauri	-do-	30,052
2 8 . 3	Sri Deep Chandra Masiwal	Ahalmad, ACJM kotdwar	-do-	27,328
2 9 . 3	Sri Jagmohan Singh	Central Nazir	-do-	29,428
3 0 . 3	Sri Rohit Negi	Reader, CJ(JD) Lansdowne	5200-20200 2000/-	24781
3 1 . 3	Sri Shanta Kumar Dobriyal	Police copyist	-do-	24,981
3 2 . 3	Ms.Shikha Bisht	Copyist	-do-	25,481
3 3 . 3	Sri Birendra Singh	Copyist	-do-	25,481
3 4 . .	Sri Sudhanshu Bhatt	Reader, CJSJ Pauri	-do-	23,048
3 5 . .	Sri Shankar Singh	Copyist	-do-	22,180
3 6 . .	Sri Harendra Singh	Copyist	-do-	21,680

37	Sri Javed	Copyist	-do-	21,680
38	Ms. Alka	Copyist	-do-	21,680
39	Sri Rakesh Singh Rawat	Copyist	-do-	21,480
40	Sri Ravindra Singh	Copyist	-do-	21,680

Stenographers of District Judgeship Pauri

S.No.	Name	Designation	G.Pay	Gross Pay
1	Sri P.S.Negi	P.A. District Judge	15600-39100 5400/-	70,064
2	Sri Sanjay Maithani	Steno, Civil Judge (Sr.Div) Kotdwar	15600-39100 5400/-	64,672
3	Sri J.C.Kabdwal	Steno, Civil Judge (Jr.Div) Pauri	15600-39100 5400/-	63,263
4	Sri G.C.Dimri	Steno, C.J.M. Pauri	9300-34800-4600/-	54,074
5	Sri Himmat Singh Tadiyal	Steno, A.D.J. Kotdwar	9300-34800-4600/-	54,819
6	Sri Manvendra Patwal	Steno, CJ(JD) Pauri	5200-20200 2800/-	29846

IV Class Employees

S.No.	Name	Designation	G.Pay/Pay Scale	Gross Pay
1	Rajender Singh	Driver	5200-20200-4600	39,857
2	Jaypal Singh	Driver	5200-20200-1900	24,151
3	Sri Soban Singh	Peon	5200-20200-2400	31,644
4	Sri Harish chandra Juyal	Peon	5200-20200-2400	31,764
5	Sri Harak Singh	Peon	5200-20200-2800	33,046
8	Sri Bharat Singh	Peon	5200-20200-2800	17,836
9	Sri Raghubir Singh	Peon	----do----	33,744
10	Sri Arjun Singh	Peon	----do----	31,231
11	Sri Prakash Chandra	Peon	----do----	33,744
12	Sri Kripal Datt	Peon	5200-20200-2800	32,036
13	Sri Anand Mani	Peon	----do----	
14	Sri Vinod Singh	Peon	----do----	32,759
15	Sri Prem Lal	Peon	----do----	32,059
16	Sri Dinesh Chandra Juyal	Peon	----do----	31,689
17	Sri Rajendra Singh	Peon	----do----	31,905
18	Smt. Ganga Devi	Peon	5200-20200-2400	28,153
19	Sri Indra Kumar	Peon	----do----	28,775
20	Sri Sahadev Singh	Peon	----do----	28,057
21	Sri Satish Chandra	Peon	----do----	29,005
22	Sri Lov Singh	Peon	----do----	27,925
23	Sri Akesh Kumar	Peon	----do----	27,636
24	Sri Sunil Kumar	Peon	----do----	27,254
25	Sri Kailash Singh	Peon	----do----	27,124
26	Sri Brij Mohan	Peon	----do----	27,244

27	Sri Harish Chandra	Peon	----do----	25,823
28	Sri Dharam Singh	Peon	----do----	26,474
29	Sri Raj Bhushan	Peon	----do----	
30	Sri Rajendra Prasad	Peon	----do----	26,524
31	Sri Sher Singh	Peon	----do----	25,886
32	Sri Ram Chandra	Peon	----do----	25,696
33	Smt.Poonam Bisht	Peon	----do----	27,412
34	Sri Pradip Singh Bisht	Peon	----do----	25,937
35	Sri Pramod Kumar	Peon	5200-20200-1900	24,121
36	Sri Deepak Kumar	Peon	5200-20200-1900	23,830
37	Sri Jyotish Chandra	Peon	5200-20200-1800	24,326
38	Sri Sohan Singh	Peon	----do----	23,876
39	Sri Yudhubir Singh	Peon	----do----	23,000
40	Sri Nirmal Singh	Peon	5200-20200-1800	23,000
41	Sri Munish Kumar	Peon	5200-20200-1800	-
42	Sri Jitendra Singh	Peon	5200-20200-1800	23,000
43	Smt.Anjula Devi	Peon	5200-20200-1800	20,696
44	Smt. Shakuntala Devi	Sweeper	5200-20200-2400	25,937
45	Sri Sohan Lal Sweeper	Sweeper	----do----	24,995
46	Sri Virandra Kumar	Sweeper	----do----	26,524

SECTION 4(1)(b)(xi)

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

Statement showing total budget received in this judgship, allocated by the Hon'ble High Court during the Financial year 2015-2016 under the head of 2014-Administration of Justice-105-Civil & Session Court-03-District Judge

Statement showing the total budget received expenditure and remaining surrendered budget in the Judgship Pauri Garhwal for the financial year 2015-2016.			
2014- Administration of Justice			
00- Non Plan			
105- Civil & Session Court			
03- District & Session Court			
Head of Expenditure	Total Sanctioned Budget	Surrender Amount/ Balance Amount	Expenditure
01-Pay	20000000	-3169835	16830165
02- Wages	85000	-9200	75800
03- D.A	22800000	-4271549	18528451
04-T.A	200000	-31128	168872
05- T.T.A	150000	-28871	121129
06- O.A	3040000	-8976	3031024
07- Honorarium	0	0	0
08-Office Expenses	500000	-67916	432084
09-Electric Charges	300000	-107742	192258
10- Water Tax	35000	-6425	28575
11- Purchase of Stationery & Printing of Forms	80000	-5431	74569
12-Office Furniture	313000	-875	312125
13- Telephone Charges	150000	-17571	132429
15- Maintains of Staff Car & Purchase of fuel	650000	-1082	648918
16- Payment of Consultation	100000	-9168	90832
17- Rent & Taxes	188700	0	188700
22- Guest Allowance	0	0	0
25- Petty Works	0	0	0
27- Medical Reimbursement	200000	-31696	168304
29- Maintenance	2135000	0	2135000
42- Other Expenses	35000	-2692	32308
45- L.T.C	51000	-346	50654
46- Purchase of Computer Hardware & Software	100000	-3023	96977
47- Computer Maintains/Purchase of its Stationery	50000	0	50000
48-Dearness Pay	0	0	0
Total	51162700	-7773526	43389174

Statement showing total budget received in this judgship, allocated by the Hon'ble High Court during the Financial year 2015-2016 under the head of 2014-Administration of Justice-105-Civil & Session Court-03-District Judge

Statement showing the total budget received expenditure and remaining surrendered budget in the Judgship Pauri Garhwal for the financial year 2015-2016.			
2014- Administration of Justice	00- Non Plan		
105- Civil & Session Court	03- District & Session Court		
Head of Expenditure	Total Sanctioned Budget	Surrender Amount/ Balance Amount	Expenditure
16- Payment of Consultation	400000	-41429	358571

**Statement showing the total budget received & expenditure and remaining surrendered budget in the Judgeship Pauri Garhwal for the financial year 2015-2016- Administration of Justice, 00- Non Plan, 108- Criminal Court
03- Regular Establishment**

Statement showing the total budget received & expenditure and remaining surrendered budget in the Judgeship Pauri Garhwal for the financial year 2015-2016			
2014- Administration of Justice			
00- Non Plan			
108- Criminal Court			
03- Niyamit Adhasthan			
Head of Expenditure	Total Sanctioned Budget	Surrender Amount/ Balance Amount	Expenditure
01-Pay	2000000	-252801	1747199
02- Wages	0	0	0
03- D.A	2360000	-478522	1881478
04-T.A	15000	-13795	1205
05- T.T.A	46600	-78	46522
06- O.A	327000	-1705	325295
07- Honorarium	0	0	0
08-Office Expenses	15000	-3500	11500
09-Electric Charges	5000	-3501	1499
10- Water Tax	0	0	0
11- Purchase of Stationery & Printing of Forms	5000	-2081	2919
12-Office Furniture	0	0	0
13- Telephone Charges	20000	-9342	10658
15- Maintenance of Staff Car & Purchase of fuel	140000	-1008	138992
17- Rent & Taxes	0	0	0
22- Guest Allowance	0	0	0
25- Petty Works	0	0	0
27- Medical Reimbursement	10000	-1662	8338
29- Maintenance	0	0	0
42- Other Expenses	5000	-40	4960
45- L.T.C	0	0	0
46- Purchase of Computer Hardware & Software	0	0	0
47- Computer Maintenance Purchase of its Stationery	3000	-3000	0
48-Dearness Pay	0	0	0
Total	4951600	-771035	4180565

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

There are no subsidy programmes in the District Court, Pauri (Uttarakhand).

SECTION 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations

Granted by it;

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

SECTION 4(1)(b)(xiv)

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

Reduced in electronic form;

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

website :

SECTION 4(1)(b)(xv)

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

- (1) The litigant public may visit the website of the District Court Pauri .
- (2) An enquiry Counter has been set up at the District Court by whom the litigants/ public may obtain the information status of their cases.
- (3) Apart from it, the litigant or public may also enquire status of their cases by moving application at the District Court, Pauri on each working day.

SECTION 4(1)(b)(xvi)

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

Sri Sachin Kumar ,

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

Civil Judge (Jr.Div.), Pauri.

Tel. No.:01368-222596

Sri Sohan Lal

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

Tel. No.: 01368-222596.

SECTION 4(1)(b)(xvii)

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

NIL.