

DISTRICT AND SESSIONS COURTS

PANCHKULA (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:	<i>Office of District and Sessions Judge, Panchkula</i>
Functions of the Organization:	<i>Judicial & Administrative functions.</i>
Duties of the Organization:	<i>i) To exercise the control over the Subordinate Courts functioning in the territorial jurisdiction.</i> <i>ii) To distribute various grants amongst it's subordinate authorities received from the Government from time to time.</i> <i>iii) To deal with the all correspondence relating to Hon'ble High Court and the Department of law & Justice, Government of Haryana.</i> <i>iv) To administer justice as per the various legislation/ statutes.</i> <i>v) To recruit Class-IV Govt. Servants with the help of Advisory Committee.</i> <i>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.</i> <i>vii) In exercise of his administrative function, the organization deals with Transfers, Departmental proceeding and promotion etc. of the employees.</i> <i>viii) The Head of the Organization- The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Panchkula under which the Lok-Adalats are held and legal services are provided.</i>

MANUAL 2

The Powers and Duties of Judicial Officers and Employees

- i) **The District and Sessions Judge,**
- ii) **The Additional District and Sessions Judges.**

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 :-

➤ Regular Employees.

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**

➤ Ad-hoc Employees:

Stenographer Gr.-III - 2

➤ Contractual Employees:

*Lift Operators - 3
Sweeper - 1*

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 procedure as prescribed in Haryana Civil Services Rules – 2016, Punjab and Haryana High Court Rules and Orders as well as the instructions being received from the Hon'ble High Court and Haryana Government are being used for its control or discharging its functions by the employees.

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 institution 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 it's 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. Service Books of Officer/s and employee/s, GPF Account of Class- III & IV employees.

7. The disposed of records of all the Courts are deposited in Judicial Record Room, Panchkula and preparation of certified copies in disposed of cases are being prepared and delivered by the Copying Agency.

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:

OFFICE OF THE DISTRICT & SESSIONS JUDGE PANCHKULA

RIGHT TO INFORMATION ACT ACT 2005

SR.NO	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1.	a) Court of District & Sessions Judge and Courts of Addl. District & Sessions Judges at District Head quarters.	Chief Ministerial Officer of the court of District & Sessions Judge.	Chief Administrative Officer/Suptd. In the office of District & Sessions Judge.	District & Sessions Judge of the respective Sessions Division.
	b) Court of Additional District & Sessions Judge at place where there is not District & Sessions Judge.	Sr. <u>Ahmad</u> / Stenographer	Chief Administrative Officer of the Senior most Additional District & Sessions Judge.	Senior most Additional District & Sessions Judge.
2.	Court of Civil Judge (Senior Division).	Chief Ministerial Officer of the Court	Clerk of Court of the office of the Civil Judge (Sr. Division)	Civil Judge (Sr. Division).
3.	Court of Chief Judicial Magistrate.	Senior Ministerial Officer of the Court	Chief Ministerial Officer of the Court.	Chief Judicial Magistrate.
4.	Court of Civil Judges situated at place other than the District Head Quarters.	Senior Most <u>Ahmad</u> / Stenographer	Chief Ministerial Officer of the Senior most Judicial Officer.	Senior Most Judicial Officers.
5.	Courts of Additional Civil Judge (Sr. Division) or Court of Sr. Most Civil Judge at Sub Divisional Level).	Senior Most <u>Ahmad</u> / Stenographer	Chief Ministerial Officer of the Senior most of Judicial Officer.	Senior most Judicial Officer.

Superintendent / P.I.O.
Sessions Court, Panchkula

**FEE RS. 10/- ALONGWITH THE APPLICATION AND
EXTRA FEE WILL BE CHARGED ACCORDINGLY TO PAGES / DOCUMENTS.**

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, Panchkula, 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, PANCHKULA.

OFFICE – **0172-565607**

FAX -- **0172-585044**

EMAIL - dsjpkh@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

Judicial Officers		Revised Scales
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

Class A : Rs. 15600-39100/- + 5400 (Grade Pay)

Chief Administrative Officer-cum-Superintendent

Class C : Rs.9300-34800/- + 4200 (Grade Pay)

Reader Grade I

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)

Class D

<u>Process Server</u>	:	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 it's 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 requisite information 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 Panchkula 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.

POSTING CHART OF STAFF SESSIONS DIVISION, PANCHKULA

Sr. No.	Name of the official	Designation
COURT OF DISTRICT & SESSIONS JUDGE, PANCHKULA		
Total Sanctioned Strength = 10, Additional Ahlmad = 1		
1	Sh. Surbir Singh	Reader Gr.-I
2	Ms. Rajni Arora	Executive Assistant
3	Sh. Satish Dhiman	Stenographer Gr-I
4	Ms. Sarla Kumari	Stenographer Gr-II
5	Ms. Punam Kumari	Translator
6	Sh. Vishal Sharma	Ahlmad
7	Ms. Tina Maya	Copy Clerk
8	Sh. Rattna Ram	Usher
9	Sh. Dharam Pal Bhatia	Peon
10	Sh. Sadique Hussain	Peon
Additional deputation/ posting in this office		
11	Ms. Nameeta Sharma	Addl. Ahlmad
*	Sh. Jaiveer Nandal	Stenographer Gr.-II in the Court of CJ(SD), Pkl
*	Sh. Satish Gupta	Reader in the Court of Sh. Rajan Walia ADJ, Pkl
OFFICE OF SUPERINTENDENT OF THE DISTRICT & SESSIONS JUDGE, PANCHKULA		
Total Sanctioned Strength = 30, Examiner = 2, AA = 1		
1	Ms. Pratibha	Superintendent
2	Vacant	English Clerk
3	Sh. Meharban Singh	R.K.
4	Sh. Ashwani Kumar Dogra	S.A.
5	Ms. Anita Mudgil	Lib. Assistant
6	Ms. Sujata Sharma	Accountant
7	Ms. Vandana	Typist
8	Sh. Joginder Singh	Fine Clerk
9	Ms. Parven Kumari	LRC
10	Sh. Jagan Nath	Inspection Clerk
11	Sh. Pardeep Kumar	Copyist
12	Ms. Surbhi	Copyist
13	Ms. Kuljeet Kaur	Copyist
14	Ms. Rati Sharma	DRK
15	Sh. Sandeep Sharma	Clerk, Record Room
16	Sh. Sandeep Rawat	R&D Clerk
17	Ms. Damanjeet Kaur	Lib. Clerk
18	Sh. Naveen Khasa	Nazir
19	Sh. Arvind Kumar Tandon	L.R.S.T.
20	Sh. Yadwinder Singh Mehta	Driver
21	Sh. Manoj Kumar	Record Lifter
22	Sh. Longu Ram	Daftri
23	Sh. Anil Sharma	Office Peon
24	Sh. Monu	Mali-cum-Chowkidar
25	Sh. Sham Lal	Lib. Peon
26	Sh. Jatinder Kumar	Sweeper
27	Sh. Kuldeep	Mali
28	Sh. Rakesh Kumar-II	Chowkidar
29	Sh. Shish Pal	Chowkidar
30	Vacant	Chowkidar
Additional deputation/ posting in this office		
31	Sh. Ashok Saini	Examiner
32	Vacant	Examiner
33	Vacant	Addl. Ahlmad
*	Sh. Rajesh Gupta	Reader Gr.-I in the Court of Sh. Gulab Singh, ADJ-1, Pkl
*	Sh. Naresh Syal	Assistant in Accounts Branch
*	Sh. Pankaj Kumar	Mali in the office of CJ(SD), Pkl
*	Sh. Rakesh Kumar	Peon in the Court of CJ(SD), Pkl
*	Ms. Sonam Sardana	LRS in the Court of CJ(SD), Pkl
*	Ms. Shivani	LRST in the Court of ACJ(SD), Kalka
*	Ms. Pooja Rani	Stenographer Gr-III in the Court of Special Judicial Magistrate- CBI
*	Sh. Krishan Lal	Peon in the Court of Ms. Neerja K Kalson, ADJ
*	Sh. Sohan Lal	Peon in JRR
***	Sh. Anil Kumar Transferred from Yamuna Nagar under Rule 10(2)	Assistant
***	Sh. Ajay Kaushik Transferred from Yamuna Nagar under Rule 10(2)	Assistant
***	Sh. Sandeep Arora Transferred from Gurugram under Rule 10(2)	Peon
***	Ms. Sonu, Transferred from Sonipat under rule 10(2)	Peon
ESTABLISHMENT BRANCH OF THIS OFFICE		
Total Sanctioned Strength = 7		
1	Ms. Anita Kamboj	Superintendent Gr-II
2	Sh. Parvinder Singh	Assistant
3	Sh. Harminder Goel	Assistant
4	Sh. Sajjan Singh	Clerk
5	Sh. Atul Seth	Clerk
6	Sh. Surinder Kumar	Typist
7	Sh. Laxman Singh	Peon
ACCOUNTS BRANCH		
Total Sanctioned Strength = 4		
1	Sh. Manoj Rana	Superintendent Gr-II
2	Ms. Saroj Kumari	Assistant
3	Sh. Naresh Syal	Assistant
4	Ms. Samidha Dogra	Clerk
	Ms. Punita Sahijpal	Clerk in Receipt & Despatch Branch
STATISTICAL BRANCH		
Total Sanctioned Strength = 4		
1	Sh. Ramesh Kumar	Assistant
2	Sh. Arvind Kumar	Clerk
3	Ms. Jyoti Devi	Clerk
4	Sh. Rizul Sharma	Typist
Additional deputation/ posting		

	Sh. Nar Hari Vishnu	Reader in the Court of ACJ(SD), Kalka
JUDICIAL BRANCH		
Total Sanctioned Strength = 3		
1	Sh. Ashwinder Singh	Superintendent Gr-II
2	Sh. Surender Verma	Assistant
3	Ms. Manmeet Kaur	Typist
Additional deputation/ posting in Judicial Branch/ Suvidha Centre		
	Sh. Neeraj Singh	Copy Clerk in the Court of Special Judge CBI
	Ms. Preeti Mala	Copy Clerk in the Court of Special Judge CBI
	Ms. Jyoti Devi	Clerk (Statistical Branch)
	Sh. Rizul Sharma	Typist (Statistical Branch)
RECEIPT AND DESPATCH BRANCH		
Total Sanctioned Strength = 4		
1	Ms. Reena Maherwal	Clerk
2	Ms. Punita Sahijpal	Clerk
3	Ms. Savita Answal	Clerk
4	Sh. Inderjeet Singh	Clerk
COURT OF SH. GULAB SINGH, ADJ-I, PANCHKULA		
Total Sanctioned Strength = 10, Additional Ahlmad = 2		
1	Sh. Rajesh Gupta	Reader Gr-I
2	Ms. Bhupinder Kaur	Stenographer Gr-I
3	Vacant	Stenographer Gr-II
4	Sh. Isham Singh	Translator
5	Sh. Rajat	Ahlmad
6	Sh. Sanjay Raya	Copy Clerk
7	Sh. Hakam Singh	Driver
8	Sh. Nand Ram Thapa	Usher
9	Sh. Pawan Kumar Thapa	Peon
10	Sh. Balinder Singh	Peon
Additional deputation		
11	Ms. Jyoti Chawla	Addl. Ahlmad
12	Ms. Raj Bala	Addl. Ahlmad
*	Sh. Rajesh Kashyap	Examiner in the Court of CJ (SD), PkI
*	Ms. Meenu	LR Stenographer Gr-III in the Court of CJM
***	Ms. Vinita Dhall	Clerk
COURT OF SH. RAJAN WALIA, ADJ-II, PkI		
Total Sanctioned Strength = 9, Additional Ahlmad = 2		
1	Sh. Satish Gupta	Reader-1
2	Sh. Rajesh Dhingra	Stenographer-I
3	Ms. Poonam Sharma	Stenographer Gr-II
4	Ms. Mandeep Kaur	Translator
5	Ms. Chhaya Goel	Ahlmad
6	Sh. Bhoop Singh	Copy Clerk
7	Sh. Tara Dutt	Usher
8	Sh. Om Dutt	Peon
9	Sh. Gulshan	Peon
Additional deputation		
10	Sh. Aneet Mahajan	Addl. Ahlmad
11	Ms. Bindu Rani	Addl. Ahlmad
*	Sh. Harminder Kumar Goel	Reader (Assistant in the Establishment of this Office)
COURT OF NEERJA KULWANT KALSON, ADJ-III, PANCHKULA		
Total Sanctioned Strength = 9, Additional Ahlmad = 2		
1	Ms. Anina	Reader Gr-I
2	Sh. Balbir Chand Sharma	Stenographer Gr-I
3	Ms. Priya Kukreja	Stenographer Gr-II
4	Ms. Kiran Bala Garg	Translator
5	Sh. Vishal Kumar Sharma	Ahlmad
6	Ms. Veena Rani	Copy Clerk
7	Sh. Churamani	Usher
8	Sh. Bijay Mal	Peon
9	Sh. Krishan Lal	Peon
Additional deputation		
10	Ms. Anita Arora	Addl. Ahlmad
11	Sh. Bhagwan Dass	Addl. Ahlmad
***	Sh. Ajay Kumar Transferred from Rewari under Rule 10(2)	Peon
COURT OF SH. JAGDEEP SINGH, SPECIAL JUDGE (CBI) HARYANA, PANCHKULA		
Total Sanctioned Strength = 13		
1	Ms. Archana Arora	Reader Gr-I
2	Sh. Rajesh Chawla	Stenographer Gr-I
3	Ms. Kusum Rani	Stenographer Gr-II
4	Sh. Davinder Singh	Translator
5	Sh. Vipam Kumar	Ahlmad
6	Sh. Ajay Batra	Ahlmad
7	Sh. Puneet Sawer	Nazir
8	Sh. Munish Kumar	Driver
9	Sh. Neeraj Singh	Copy Clerk
10	Ms. Preeti Mala	Copy Clerk
11	Sh. Krishan Kumar	Usher
12	Ms. Sukhvir kaur	Peon
13	Sh. Amar Singh	Peon
COURT OF MS. HARLEEN A. SHARMA, CJ (SD), PANCHKULA		
Total Sanctioned Strength = 32, Additional Ahlmad = 1, Examiner = 3		
1	Sh. Pankaj Sharma	Reader Gr-II
2	Sh. Jaiveer Nandal	Stenographer Gr-II
3	Sh. Surender Sangwan	Civil Nazir
4	Ms. Monika	Clerk of Court
5	Ms. Aruna Gupta	Record Keeper
6	Vacant	Stenographer Gr-III
7	Ms. Sonam Sardana	LRS
8	Sh. Naresh Kumar	Ahlmad
9	Ms. Shalini	Guardian Clerk
10	Sh. Mehandi Hasan	Asstt. Ahlmad
11	Ms. Seema Jain	Execution Clerk
12	Ms. Deepshikha	Summary Clerk
13	Ms. Kanta Devi	Bill Clerk
14	Sh. Rajinder Sharma	Typist
15	Sh. Anil Hooda	Clerk
16	Ms. Poonam	Copyist
17	Ms. Paramvir	DRK
18	Vacant	Copyist, JRR

19	Sh. Rajesh Jaswal	Naib Nazir (SP)
20	Sh. Pankaj Kaushal	Naib Nazir (T)
21	Sh. Harvinder Gupta	Bailiff
22	Sh. Ashwani Walia	Bailiff
23	Ms. Manisha	Daftri
24	Sh. A. Sadayamuttu Swami	Record Lifter, JRR
25	Sh. Sohan Lal	Addl. Peon, JRR
26	Sh. Harvinder Singh	Orderly
27	Sh. Sher Chand Garg	Chowkidar
28	Sh. Lalit Kumar	Waterman
29	Sh. Chandel Singh	Peon
30		
31	Sh. Pankaj Kumar	Mali
32	Sh. Ravinder Kumar	Sweeper
Additional deputation/ posting		
33	Sh. Dev Raj	Examiner
34	Sh. Rajiv Goel	Examiner
35	Sh. Rajesh Kumar Kashyap	Examiner
36	Ms. Afsana	Addl. Ahlmad
*	Sh. Satish Dhiman	Stenographer Gr.-I in this Court
*	Ms. Sarla Kumari	Stenographer Gr-II in this Court
*	Ms. Nisha Sharma	Process Server
***	Sh. Mohit	Clerk
PROCESS SERVING AGENCY, PANCHKULA		
Total Sanctioned Strength = 32		
1	Sh. Sanjay Kumar	Process Server
2	Sh. Harshdeep	Process Server
3	Sh. Mahavir Gupta	Process Server
4	Sh. Dharambir	Process Server
5	Sh. Pawan Kumar	Process Server
6	Sh. Rajesh Kumar	Process Server
7	Sh. Ravinder Kumar	Process Server
8	Sh. Darwan Singh	Process Server
9	Sh. K. Sudershan ,Reddy	Process Server
10	Sh. Narinder Singh	Process Server
11	Ms. Nisha Sharma	Process Server
12	Sh. Rakesh Kumar	Process Server
13	Sh. Kapil Dev	Process Server
14	Sh. Gaurav Kumar	Process Server
15	Sh. Anil Kumar	Process Server
16	Sh. Amarpreet Singh	Process Server
17	Sh. Jagmohan Singh	Process Server
18	Sh. Sudhir Kumar	Process Server
19	Sh. Shiv Dutt Bhatt	Process Server
20	Sh. Ravi Kumar	Process Server
21	Sh. Vijay Parjapati	Process Server
22	Sh. Mandeep Singh S/o Sh. Surjit Singh	Process Server
23	Sh. Jaspal Singh	Process Server
24	Sh. Romesh Singh	Process Server
25	Sh. Gurmeet Singh	Process Server
26	Sh. Shailender Kumar Notiyal	Process Server
27	Sh. Ranjit Singh	Process Server
28	Sh. Mandeep Singh S/o Sh. Jagjit Singh	Process Server
Additional deputation/ posting		
***	Sh. Rajat Sharma	Process Server
PROCESS SERVING AGENCY, RAIPUR RANI		
Total Sanctioned Strength = 3		
1	Sh. Naresh Singhania	Naib Nazir
2	Sh. Dharm Chand	Process Server
3	Sh. Harinder Singh	Process Server
COURT OF SH. ROHIT WATTS, CJM, PANCHKULA		
Total Sanctioned Strength = 14, Additional Ahlmad = 1		
1	Sh. Sanjay Gautam	Reader Gr.-II
2	Sh. Surender Kumar	Stenographer Gr-II
3	Sh. Anil Suri	Clerk of Court
4	Ms. Ravneet Kaur	Stenographer Gr-III
5	Sh. Subhash Chand	Ahlmad
6	Sh. Vikas Chandel	Asstt. Ahlmad
7	Ms. Nandini Taneja	Copyist
8	Sh. Chander Kant	Summary Clerk
9	Sh. Rajinder Kumar	Fine Clerk

10	Sh. Vijay Kumar Grewal	Execution Clerk
11	Ms. Meenu	L.R.S.
12	Sh. Ravinder Kumar	Driver
13	Sh. Shiv Kumar	Orderly
14	Sh. Khem Singh	Addl. Peon
Additional deputation		
15	Ms. Ritu Dalal	Addl. Ahlmad
COURT OF SH. KAPIL RATHI, SPECIAL JUDICIAL MAGISTRATE, CBI HR AT PKL		
Total Sanctioned Strength = 6, Additional Ahlmad = 1		
1	Ms. Asha	Reader Gr.II
2	Ms. Sonia Sharma	Stenographer Gr-II
3	Ms. Pooja Rani	Stenographer Gr-III
4	Sh. Anil Kumar	Ahlmad
5	Sh. Roshan Lal	Peon
6	Sh. Bhaskar Rawat	Peon
Additional posting/deputation		
7	Ms. Sapna Gupta	Addl. Ahlmad
COURT OF DR. SAVITA KUMARI, ACJ(SD), PANCHKULA		
Total Sanctioned Strength = 8, Additional Ahlmad = 2		
1	Sh. Sanjeev Khurana	Reader Gr-II
2	Sh. Harish Kumar	Stenographer Gr-II
3	Sh. Heera Thakur	Stenographer Gr-III
4	Sh. Dilbagh Singh	Ahmad
5	Ms. Neelam Devi	Asstt.Ahlmad
6	Ms. Anu Chauhan	Copyist
7	Ms. Chinta Kumari	Peon
8	Sh. Nasir Ahmad	Peon
Additional posting/deputation		
9	Ms. Babita	Addl. Ahlmad
10	Sh. Nitin Malik	Addl. Ahlmad
*	Ms. Paramjit Kaur	Stenographer Gr.-II
COURT OF MS. ASMITA DESWAL, CJ (JD), PANCHKULA		
Total Sanctioned Strength = 7, Additional Ahlmad = 2		
1	Sh. Ajmer Singh	Reader Gr-III
2	Ms. Neetu Sharma	Stenographer Gr-II
3	Vacant	Stenographer Gr-III
4	Sh. Vijender Singh Nain	Ahmad
5	Ms. Seema Rani	Assistant Ahlmad
6	Sh. Kailash	Peon
7	Sh. Gobind Singh	Orderly
Additional posting/deputation		
8	Sh. Ashish Dhiman	Addl. Ahlmad
9	Ms. Arti Shrivastav	Addl. Ahlmad
*	Ms. Manju	Stenographer Gr-III (Adhoc)
COURT OF SH. PARTEET SINGH DHONCHAK, CJ (JD) PANCHKULA		
Total Sanctioned Strength = 7, Additional Ahlmad = 2		
1	Sh. Harish Kumar Singla	Reader Gr-III
2	Ms. Paramjit Kaur	Stenographer Gr-II
3	Vacant	Stenographer Gr-III
4	Sh. Sube Singh	Ahmad
5	Ms. Tina Khanna	Copyist
6	Sh, Rajbir	Peon
7	Sh. Pawan Kumar	Peon
Additional posting/deputation		
8	Ms. Manjinder Kaur	Addl. Ahlmad
9	Sh. Harish Purohit	Addl. Ahlmad
*	Ms. Sonia	Stenographer Gr-III (Adhoc)
*	Sh. Heera Thakur	Stenographer Gr-III
SH. TARUN KUMAR VERMA, CJ (JD), PKL		
Total Sanctioned Strength = 6		
1	Ms. Suman Lata	Reader Gr-III
2	Sh. Jaswinder Kumar	Stenographer Gr-II
3	Ms. Manjeet Kaur	Stenographer Gr-III
4	Sh. Balwinder Singh	Ahmad
5	Sh. Dharma Nand	Peon
6	Sh. Govind Ram	Addl. Peon
Additional posting/deputation		
*	Ms. Poonam	Copyist in the Court of CJ(SD), Pkl
*	Ms. Shalini	Guardian Clerk in the Court of CJ(SD), Pkl

SUB DIVISION KALKA		
COURT OF SH. DANISH GUPTA, ACJ(SD)/SDJM, KALKA		
Total Sanctioned Strength = 14, Examiner = 1		
1	Sh. Nar Hari Vishnu	Reader Gr.-II
2	Sh. Rajiv Bhatia	Stenographer Gr-II
3	Ms. Shivani	LR St. Gr-III
4	Sh. Rajesh Kumar	Stenographer Gr-III
5	Sh. Sulinder Kumar	Ahlmad
6	Sh. Vinod	Summary Clerk
7	Sh. Arun Kumar	Execution Clerk
8	Ms. Sulakshna	Copyist
9	Sh. Jagpal Chand	Receipt & Dispatch Clerk
10	Sh. Pawan Kumar	Typist
11	Sh. Jasbir Singh	Peon
12	Sh. Kamal Kumar	Addl. Peon
13	Sh. Pankaj Kanwar	Chowkidar
14	Vacant	Mali
Additional posting/ deputation		
15	Ms. Meetu Sharma	Examiner
*	Sh. Ramesh Kumar	Assistant in SA Branch of this Office
PROCESS SERVING AGENCY: KALKA		
Total Sanctioned Strength = 7, Extra Process Server = 4		
1	Sh. Jagtar Singh	Naib Nazir
2	Sh. Deep Chand	Bailiff
3	Sh. Ashok Kumar S/o Sh. Khazanchi Lal	Process Server
4	Sh. Virender Kumar	Process Server
5	Sh. Mukesh Kumar	Process Server
6	Sh. Rajinder Singh	Process Server
7	Sh. Ajay Kumar	Process Server
8	Sh. Parveen Kumar	Process Server
9	Sh. Mohinder Singh	Process Server
10	Sh. Bishnu Hari	Process Server
11	Sh. Ashok Kumar S/o Sh. Hem Raj	Process Server
COURT OF MS. KIRTI VASHISTA, CJ(JD), KALKA		
Total Sanctioned Strength = 6, Additional Ahlmad = 2		
1	Sh. Gaurav Walia	Reader Gr-III
2	Sh. Mohinder Kumar	Stenographer Gr-II
3	Sh. Manoj Saini	Stenographer Gr-III
4	Sh. Parvesh Kumar Sachdeva	Ahmad
5	Sh. Madan Lal	Peon
6	Sh. Sanjeev Kumar	Peon
Additional posting/ deputation		
7	Sh. Sushil Kumar	Addl. Ahlmad
8	Sh. Satyawan	Addl. Ahlmad
*	Sh. Pawan Kumar	Typist in the Court of ACJ(SD), Kalka