

PUBLISHING OF INFORMATION AS PER PROVISION OF CLAUSE (B) OF SUB SECTION (I) OF SECTION 4 OF RIGHT TO INFORMATION ACT, 2005 IN RESPECT OF THE COURT OF DISTRICT AND SESSIONS JUDGE, SHIMLA.

I. THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS & DUTIES.

Particulars of District Court:

The Court of District and Sessions Judge, Shimla has been established on 1st November, 1972. The sanctioned strength of Judge is one.

Sittings of the Court:

Court working hours are from 10:00 AM to 1:00 PM and 2:00 PM to 4:00 PM.

Office of the District and Sessions Judge:

Except holidays the office of the District and Sessions Judge remains open from 9:45 AM To 4:45 PM with half an hour lunch break from 1:00 PM to 1:30 PM.

The office is headed by the District and Sessions Judge. It is divided in the following branches:

1. Judicial Branch
2. Establishment Branch
3. Nazarat Branch
4. Record Room
5. Library
6. Computer Branch
7. Copying Agency

Sanctioned strength of ministerial establishment of the office of District and Sessions Judge, Shimla is as follows:

1. Superintendent, Grade-I	1
2. Superintendent, Grade-II{Reader}	1
3. Personal Assistant	1
4. Senior Assistants	5
5. Senior Scale Stenographer.	1
6. Junior Assistants	4
7. Clerks	3
8. Drivers	2
9. Process Servers	4
10. Daftri	1
11. Orderly	1
12. Peon	2
13. Chowkidars	1
14. Chowkidar-cum- Safai Karamchar	1
15. Safai-Karamchari	1

COURTS IN SHIMLA CIVIL AND SESSIONS DIVISION

There are following Courts/offices in Civil and Sessions Division, Shimla:-

1. District and Sessions Judge,	01
2. District and Sessions Judge{Forest}	01
3. Additional District and Sessions Judge{I}	01
4. Additional District and Sessions Judge{II}	01
5. Additional District and Sessions Judge, CBI Court	01

6.	Civil Judge {Senior Division}-cum-CJM	01
7.	Civil Judges{Senior Division}-cum-ACJMs	04
8.	Civil Judges{Junior Division}-cum-JMICs/JMs	10
9.	Secretary District Legal Services Authority	01
	Total:-	21

The following supporting staff for the aforesaid Courts exist in the entire Civil and Sessions Division, Shimla:-

Sr. No.	Name of Post.	Pay structure	No. of Permanent posts.	No. of temporary posts.	Total No. of posts
1.	Superintendent Gr-I.	15600-39100+₹5400	01	--	01
2.	Superintendent Gr-II	10300-34800+₹4800	12	5	17
3.	Personal Assistant	10300-34800+₹4800	02	--	02
4.	Reader	10300-34800+₹4400	12	6	18
5.	English Clerk	10300-34800+₹4400	01	--	01
6.	Civil Nazir	10300-34800+₹4400	02	--	02
7.	Translator	10300-34800+₹4400	01	--	01
8.	Record Keeper	10300-34800+₹4400	06	--	06
9.	Sr.Scale Stenographer	10300-34800+₹4400	03	02	05
10.	Jr.Scale Stenographer	10300-34800+₹3200 with initial start of ₹13500/- and after two years of regular service 10300-34800 + ₹3600Grade pay	01	-	01
11.	Steno Typist	5910-20200+₹2000 Grade pay with initial start of ₹8240/- and after two years of regular service ₹10300-34800+3200 Grade Pay	09	04	13
12.	Leave Reserve Clerks	5910-20200+₹1900 Grade pay with initial start of ₹7810/- and after two years of regular service ₹10300-34800+3200 Grade Pay	02	-	02
13.	Ahlmads	5910-20200+₹1900 Grade pay with initial start of ₹7810/- and after two years of regular service ₹10300-34800+3200 Grade Pay	30	06	36
14.	Astt. English Clerk	5910-20200+₹1900 Grade pay with initial start of ₹7810/- and after two years of regular service ₹10300-34800+3200 Grade Pay	01	-	01
15.	Copyist	5910-20200+₹1900 Grade pay with initial	14	04	18

	start of ₹7810/- and after two years of regular service ₹10300-34800+3200 Grade Pay			
16. Nazir/Naib Nazir	5910-20200+₹1900 Grade pay with initial start of ₹7810/- and after two years of regular service ₹10300-34800+3200 Grade Pay	16	03	19
17. Clerk-cum-Typist	5910-20200+₹1900 Grade pay with initial start of ₹7810/- and after two years of regular service ₹10300-34800+3200 Grade Pay	08	03	11
18. Summary Clerk	5910-20200+₹1900 Grade pay with initial start of ₹7810/- and after two years of regular service ₹10300-34800+3200 Grade Pay	01	--	01
19. Execution Clerk	5910-20200+₹1900 Grade pay with initial start of ₹7810/- and after two years of regular service ₹10300-34800+3200 Grade Pay	01	--	01
20. Steno Typist-cum-Judgment Writer	5910-20200+₹2000 Grade pay and after two years of regular service ₹10300-34800 +3200Grade Pay	--	09	09
21. Bailiff	5910-20200+₹1900 Grade Pay	11	08	19
22. Driver	5910-20200+₹2000 Grade pay with initial start of ₹8240/- after two years of regular service ₹5910-20200 +2400Grade Pay.	03	03	06
23. Daftri	4900-10680+₹1400 Grade Pay and after two years of regular service 4900-10680+1650Grade Pay	01	-	01
24. Process Server	4900-10680+₹1400 Grade Pay and after two years of regular service 4900-10680+1650Grade Pay	43	12	55
25. Orderly/Peon/Chowkidar	4900-10680+₹1300 Grade Pay with initial start of ₹6200/- and after completion of two years of regular service 4900-10680+1650Grade Pay	36	07	43

26.	Peon-cum-Chowkidar	4900-10680+₹1300 Grade Pay with initial start of ₹6200/- and after two years of regular service 4900- 10680+1650Grade Pay	--	01	01
27.	Safai Karamchari	4900-10680+₹1300 Grade Pay with initial start of ₹6200/- and after two years of regular service 4900- 10680+ 1650Grade Pay	05	03	08
28.	Chowkidar-cum-Safai Karamchari	4900-10680+₹1300 Grade Pay with initial start of ₹6200/- and after two years of regular service 4900- 10680+1650Grade Pay	03	-	03
Total			225	76	301

STAFF ON CONTRACT BASIS

S.N	Name of post.	Pay Structure	Total No. of posts
1.	Judgment Writer	10300-34800+₹3800	05
2.	Court Manager	In fixed salary of ₹30000/- per month.	01
3.	Protocol Officer	₹5910-20200+2400 Grade Pay	01
4.	System Officer	In fixed salary of ₹17000/- per month.	01
5.	System Assistant	In fixed salary of ₹11000/- per month.	01
6.	Jr. Office Assistant{IT}	₹5910-20200+1950	01
7.	Nazir	₹5910-20200+1900 Grade Pay	02
8.	Civil Ahlmad	₹5910-20200+1900 Grade Pay	02
9.	Criminal Ahlmad	₹5910-20200+1900 Grade Pay	02
10.	Clerk-cum-Typist	₹5910-20200+1900 Grade Pay	02
11.	Naib Nazir	₹5910-20200+1900 Grade Pay	01
12.	Driver	₹5910-20200+2000 Grade Pay	01

STAFF ON DAILY WAGE BASIS{AT THE RATE FIXED BY THE GOVERNMENT OF HIMACHAL PRADESH FROM TIME TO TIME}

S.N	Name of post.	Total No. of posts
1.	Driver	01
2.	Orderly	03
3.	Peon	02
4.	Peon-cum-Chowkidar	01

OFFICIALS APPOINTED BY STATE LEGAL SERVICES AUTHORITY, SHIMLA AND AT PRESENT POSTED/ATTACHED IN THE OFFICE OF SECRETARY, DISTRICT LEGAL SERVICES AUTHORITY, SHIMLA AND KINNAUR

S.N	Name of post.	Pay Structure	Total No. of posts
1.	Senior Assistant	10300-34800+₹4400	01
2.	Steno Typist {on contract basis}	₹5910-20200+2000 Grade pay with initial start pay of Rs.8240/-	01
3.	Clerk{on contract basis}	On the salary of minimum Pay band ₹5910+1900=7810/- per month	01

Functions of the Organization:-

1. Judicial; and
 2. Administrative
- (b) (ii) Powers and duties of its Officers and employees.

The Officer{District and Sessions Judge} performs Judicial work in different capacities such as District Judge, Sessions Judge, Special Judge, Motor Accident Claims Tribunal, Appellate Authority and Tribunal HP Wakf Board{For Shimla, Solan, Kinnaur, Sirmour, Bilaspur and Mandi}.

Besides Judicial work, the District and Sessions Judge is having overall supervision and control of the Administrative Work of the Civil and Sessions Division. The District and Sessions Judge is the Appointing Authority of Class IV officials serving in the Division and is competent to accord sanction for the withdrawal of their General Provident Fund. The District and Sessions Judge is the Disciplinary Authority of Class II to IV officials serving in the Civil and Sessions Division. The District and Sessions Judge is also competent to sanctioned casual leave and station leave of the Subordinate Judges working in the Civil and Sessions Division and also recommend the earned/medical leave applications to the Hon'ble High Court of Himachal Pradesh for favour of sanction after making proper arrangement.

Administrative and Judicial work of this Court is distributed amongst the staff members as follows:

Superintendent Grade-I in District Court Supervise all the Administrative work of the Civil and Sessions Division and is the intermediately channel between the Sections and Authority Competent to take final decision on the important matters. The Superintendent Grade-I has to perform multifarious duties and functions and the main role of the Superintendent Grade-I is as under:

- (a) To assist the authority in decision making and formulation of plans and programs;
- (b) To present all cases, matters to the higher authority in a precise manner with all possible solutions and suggestions;
- (c) To Take effective steps for building up and maintaining all essential records;
- (d) To effectively supervise the work and conduct of all functionaries under him and be a source of guidance to lower functionaries in all official matter;
- (e) To issue orders in accordance with the decisions of the competent authority and under proper authentication.

{i} JUDICIAL BRANCH:-**READER:**

- (a) To maintain Peshi register.
- (b) To maintain Fine register and receipt books.
- (c) To maintain Disposal register.
- (d) To maintain affidavit register.
- (e) To maintain document register.
- (f) To maintain plaint return register.
- (g) To maintain deficient Court Fees register.
- (h) To maintain commission register.
- (i) To maintain appeal register.
- (j) To maintain assignment register.

{ii} CRIMINAL AHLMAD:

- (a) To deal with criminal files.
- (b) To maintain all kinds of registers pertaining to criminal matters.
- (c) To consign the decided files to record room.
- (d) To send record as and when required by the Appellate Authority.
- (e) To maintain relevant registers pertaining to the above matters.
- (f) To prepare the statements pertaining to the above subjects.

{iii} CIVIL AHLMAD

- (a) To deal with civil files.
- (b) To maintain all kinds of registers pertaining to civil matters.
- (c) To consign the decided files to record room.
- (d) To send record as and when required by the Appellate Authority.
- (e) To maintain relevant registers pertaining to the above matters.
- (f) To prepare the statements pertaining to the above subjects.

{iv} ESTABLISHMENT BRANCH/ENGLISH BRANCH:

- (a) The English Branch has been assigned the duties to maintain the service books of the officials of the District and Sessions Judge, Shimla, personal files of all the Presiding Officers as well as of the officials of Civil and Sessions Division.
- (b) To deal the matter with regard to casual/station, medical and earned leave of the judicial officers as well as of the staff members of the office.
- (c) To deal the matter with regard to appointment of Oath Commissioners of the Sessions division and to deal various types of monthly, quarterly, half yearly. and yearly returns.
- (d) To deal with the matter with regard to transfer, appointment and positing of the staff of the Division.
- (e) To deal with the matter with regard to official and residential accommodation of the Judicial Officers as well as of the ministerial staff of the Division;
- (f) To deal with the matter with regard to grant of benefit under the Assured Career Progression Scheme of all the staff members of the Division on receipt of reference from the Subordinate Courts;
- (g) To deal with the matter regarding seniority and confirmation of the staff of Civil and Sessions Division.
- (h) To deal with the matter with regard to complaints received in the office as well as from the Hon'ble High Court.

- (i) To deal the matter with regard to , quarterly inspection notes of this office as well as of the Subordinate Courts.
- (j) To deal the matter of transfer of cases, spot inspection, preparation of penal of lawyer in Criminal cases, applications of under trials, telephone matters, tour programmes received from the Hon'ble High Court of Himachal Pradesh.
- (k) Many other such types of information.

{v} **NAZARAT BRANCH**

- (a) To prepare the pay bill of the Presiding Officers as well as of the staff of the establishment of the Court and to maintain Cash Book, thereto.
- (b) Prepare all kinds of bills, present bills to treasury and receive cash from Bank.
- (c) To maintain registers pertaining to cash matters.
- (d) To prepare annual budget.
- (e) To make payment to the witnesses appeared in civil cases in the Court(s) of District Judge, Shimla, District Judge{Forest}, Shimla, Additional District and Sessions Judge, Shimla and Fast Track Court, Shimla and in criminal cases pending in the Court of Sessions Judge, Shimla..
- (f) To prepare medical, T.A, Contingency, Road and Diet Money {Criminal} bills of the establishment and the matter regarding medical and T..A of the Judicial Officers of the Division for countersignature.
- (g) To maintain the record pertaining to the official vehicle i.e. bills, sanctions repairs etc
- (h) To maintain stock register of articles.
- (i) To prepare all kinds of statements pertaining to cash matters.
- (j) To maintain registers pertaining to Stock, Livery, Charcoal, Judicial forms, Judicial file covers, registers, sheriff Petty Account, summons register, work done statement of Process Server, matters regarding statement of Legal Aid Board.
- (k) To deal the matters with regard to sanction/permission for the purchase of articles in respect of this office as well as of the Subordinate Courts.

{vi} **RECORD ROOM:**

- (a) To prepare monthly, quarterly and half yearly statements of institution, disposal and pendency of cases of this Court as well as to consolidate the above statements of the subordinate Courts.
- (b) To enter the consigned decided files in the register of Record Room and to send the records as and when requisitioned by the Hon'ble High Court as well as by other Courts and the files requisitioned from the Copying Agencies.
- (c) To deal the matters pertaining to issuance of license to the petition writers and to maintain the record regarding return of documents of the decided files.

{vii} **TRANSLATOR:**

- (a) Translation work as and when required.
- (b) To maintain the law books of District and Sessions Judge.
- (c) To deal with stationary work in respect of the Division.
- (d) To keep and maintain the records of FDRs in Land Reference Cases/Motor Accident Claims cases pertaining to this Court and correspondence with regard to installation and maintenance of the Computers installed in the District Court stationed at Shimla.

{viii} COPYING BRANCH:

- (a) To prepare the copies of records in pending as well as in decided cases of the Courts of District and Sessions Judge, Shimla, Additional District and Sessions Judge{I} and {II}, Shimla, Additional District and Sessions Judge, CBI Court, Shimla as well as in decided and pending files of all the Subordinate Courts stationed at Shimla. To maintain all the relevant registers and statements pertaining to the Copying Agency.
- (b) The procedure followed in the decision making process ,including channels of supervision and accountability.

As mentioned in response to Section 4 (b) (ii) above

The procedure which is being followed in the day to day working of the Courts in relation to the disposal of cases is in accordance with the procedure laid down in the High Court Rules and Orders and other relevant Law and Rules.

- (iv) The norms set by it for the discharge of its functions

The organization has no norms of its own, Judicial functions are performed as per procedure prescribed by law, further supplemented by instructions issued by the Hon'ble High Court and for following the norms, the instructions for the compliance of the same are issued from time to time by this office to the Judicial Officers of the Division as well as to the staff. The instructions and circulars are in two volumes already issued by the Hon'ble High Court of Himachal Pradesh.

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

RULES CONCERNING THE SUBODINATES COURTS(PART-I)**I ADMINISTRATIVE BUSINESS:**

1. "The Himachal Pradesh Subordinate Courts Lawyers Chambers {Allotment and Licence} Rules, 1989"
2. The Himachal Pradesh Civil and Criminal Courts{Preparation and Supply of Copies of Records} Rules, 2000"
3. The Himachal Pradesh Subordinate Courts{Use Maintenance and Control of Staff Cars} Rules, 1995"

II APPOINTMENT:

1. "The Appointment and Control Rule of Superintendents to the District and Sessions Judge, Himachal Pradesh, Rules, 1995"
2. The Himachal Pradesh Subordinate Courts Staff{Recruitment, Promotion and Condition of Service} Rules, 2012"
3. The Himachal Pradesh Subordinate Courts Typists{Grant of License, Registration and Control} Rules, 2001"

III INSPECTION:

1. "The Himachal Pradesh{Inspection of Subordinate Courts by the Administrative Judge} Rules, 2001"
2. The Himachal Pradesh{Inspection of Subordinate Courts by the District and Sessions Judge} Rules, 1998"
3. The Himachal Pradesh{Inspection of Subordinate Courts by the Presiding Officers of the Court} Rules, 1998"

RULES CONCERNING THE SUBODINATES COURTS{PART-II}

I ADMINISTRATIVE BUSINESS:

1. "The High Court of Himachal Pradesh{Recognition and Registration of Association} Rules, 1989"
2. The High Court of Himachal Pradesh{Supply of Liveries to Court Servants}) Rules, 1983"
3. "The Maintenance of Short Hand Note Books Rules, 1989"

II APPOINTMENT:

1. "The High Court of Himachal Pradesh Clerks of Legal Practitioners{Registration and Control} Rules,1984
2. The Himachal Pradesh Oath Commissioners{Appointment and Control} Rules, 1996"
3. The High Court of Himachal Pradesh Petition Writers{Grant of Licence and Conduct} Rules, 1989

III JUDICIAL BUSINESS:

1. "The High Court of Himachal Pradesh{Arbitration and Conciliation} Rules, 2002"
2. The Hindu Marriage and Divorce{Himachal Pradesh} Rules, 1982"
3. The High Court of Himachal Pradesh{Legal Aid to Accused} Rules, 1981"
4. The Himachal Pradesh State Legal Services Authority Rules, 1995

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

- (i) F.R.& S.R.
- {ii} Leave Rules.
- (iii) T.A. Rules.
- (iv) L.T.C. Rules.
- (v) Pension Rules.
- (vi) C.C.S.(C.C.A.) Rules.
- (vii) Conduct Rules.
- (viii) G.P.F. Rules.
- (ix) Medical Attendance Rules.
- (x) H.P. Financial Rules.
- (xi) H.P. Budget Manual.
- (xii) Office Manual.
- (xiii) Statement of the categories of documents that are held by it or under its control.

The documents relating to financial transactions are dealt by the Nazart Branch and are kept in the form of Registers, Cash Books, files, bills, vouchers etc. All correspondence dealt by different branches are duly verified by Superintendent Grade-I before signing by the Presiding Officer. Financial matters are subject to audit.

Service books are kept and dealt by English Branch which are also subject to verification by Audit department.

Fine register and receipt books are dealt by the Reader of the Court, which are also subject to audit.

- (vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

Not applicable

- (viii) 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 as accessible for public.

Not applicable

- (ix) Directory of its officers and employees.

S.N	Name of the officers/officials	Designation
1.	Sh. Virender Singh	District and Sessions Judge, Shimla
2.	Smt. Sunita Bhardwaj	Superintendent Grade-I
3.	Sh. Purshotam Lal	Personal Assistant
4.	Sh. Tilak Raj	Reader{Superintendent Grade II}
5.	Sh. Harinder Verma	Senior Scale Stenographer
6.	Sh. Parkash Chand	Record Keeper
7.	Smt. Sarla Thakur	Civil Nazir
8.	Smt. Krishna Devi	Record Keeper
9.	Smt. Sangita Rathour	Translator
10.	Sh. Yash Pal	English Clerk
11.	Sh. Sunil Chauhan	Assistant English Clerk
12.	Sh. Naveen Rohal	Leave Reserve Clerk
13.	Sh. Dharmender Singh	Naib Nazir
14.	Sh. Satish Kumar	Civil Ahlmad
15.	Sh. Yog Raj	Criminal Ahlmad
16.	Sh. Rakesh Kumar	Copyist
17.	Sh. Sushil Kumar	Copyist
18.	Sh. Hans Raj	Driver
19.	Sh. Sushil Sharma	Daftri
20.	Sh. Ghanshyam	Process Server
21.	Sh. Yogesh Chandel	Process Server
22.	Sh. Kuldeep Singh	Process Server
23.	Sh. Tek Chand	Process Server
24.	Sh. Manohar Lal	Orderly
25.	Sh. Harish Kumar	Peon
26.	Sh. Gopal	Peon
27.	Sh. Gopal Singh	Chowkidar
28.	Sh. Lekh Raj	Safai Karamchari
29.	Sh. Surender Kumar	Chowkidar-cum-Safai Karamchari

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

POST OF DISTRICT AND SESSIONS JUDGE, SHIMLA

Name	Designation	Pay Scale Super Time Scale	Basic Pay	Total Salary
Sh. Virender Singh	District Sessions Judge, Shimla	& ₹70290-1540-76450	₹71830	₹164683

POST OF SUPERINTENDENT GRADE -I

Smt. Sunita Supdt. Grade I ₹15600-39100+5400 ₹29950 ₹68116
Bhardwaj

POST OF PERSONAL ASSISTANT

Sh. Purshotam Lal Personal Assistant ₹10300-34800+4800 ₹28620 ₹65703

POST OF SUPERINTENDENT GRADE-II

Sh. Tilak Raj Reader {Supdt. G. II} ₹10300-34800+4800 ₹25770 ₹57281

POST OF SENIOR STENOGRAPHER

Sh. Harinder Verma Sr. Scale Stenographer ₹10300-34800+4400 ₹18320 ₹42536

POST OF SENIOR ASSISTANT

Sh. Parkash Chand Record Keeper ₹10300-34800+4400 ₹22950 ₹53046

Smt. Sarla Thakur Civil Nazir ₹10300-34800+4400 ₹22950 ₹52786

Smt. Krishna Devi Record Keeper ₹10300-34800+4400 ₹21060 ₹46746

Smt. Sangita Rathour Translator ₹10300-34800+4400 ₹21150 ₹46844

Sh. Yash Pal English Clerk ₹10300-34800+4400 ₹19100 ₹43954

POST OF JUNIOR ASSISTANTS

Sh. Rakesh Kumar Copyist ₹10300-34800+3600 ₹16880 ₹37492

Sh. Satish Kumar Civil Ahlmad ₹10300-34800+3600 ₹15540 ₹35758

Sh. Yog Raj Criminal Ahlmad ₹10300-34800+3600 ₹15540 ₹35758

Sh. Sunil Chauhan Asstt. English Clerk ₹10300-34800+3600 ₹17170 ₹39527

POST OF CLERKS

Sh. Naveen Rohal Leave Reserve Clerk ₹10300-34800+3200 ₹15100 ₹34904

Sh. Dharmender Singh Naib Nazir ₹10300-34800+3200 ₹15100 ₹34794

Sh. Sushil Kumar Copyist ₹10300-34800+3200 ₹15100 ₹34794

POST OF DRIVERS

Sh. Hans Raj Driver ₹5920-20200+3000 ₹20230 ₹47079

Sh. Hari Singh Driver ₹5910-20200+2000 ₹6240 ₹19471

POST OF DAFTRI

Sh. Sushil Sharma Daftri ₹4900-10680+1950 ₹13690 ₹31986

POST OF PROCESS SERVER

Sh. Ghanshyam Process Server ₹4900-10680+1900 ₹13200 ₹30813

Sh. Kuldeep Singh Process Server ₹4900-10680+1650 ₹12010 ₹28107

Sh. Tek Chand Process Server ₹4900-10680+1650 ₹12870 ₹29990

Sh. Yogesh Chandel Process Server ₹4900-10680+1650 ₹9790 ₹22845

POST OF PEONS

Sh. Harish Kumar Peon ₹4900-10680+1650 ₹8730 ₹20524

Sh. Gopal Peon ₹4900-10680+1300 ₹6200 ₹14753

POST OF ORDELY

Sh. Manohar Lal Orderly ₹4900-10680+1650 ₹9420 ₹22035

POST OF CHOWKIDAR

Sh. Gopal Singh Chowkidar ₹4900-10680+1650 ₹8680 ₹14753

POST OF SAFAIKARAMCHARIES

Sh. Lekh Raj	Safai Karamchari	₹4900-10680+1650	₹8270	₹19416
Sh. Surender Kumar	Chowkidar- cum-Safai KaramChari	₹4900-10680+1300	₹6200	₹14753

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

Regarding Point No. 2

Demand No. 3

Major Head: 2014-Administration of Justice

105-Civil and Sessions Courts

01-Civil and Sessions Courts Establishment{Voted}Non-Plan-
Soon

SOE	Proposed Budget 2017-18 (in ₹)	Sanctioned Budget 2016-17 (in ₹)	Expenditure 2016-17(in ₹) {upto31.05.16}	Balance(in ₹)
Salaries	17020000	7200000	2498957	4701043
TA/FTA	150000	28000	7897	20103
Office Exp.	5500000	940923	732683	208240
Medical Remb.	220000	51086	50548	538
Rent, Rate & Tax	800000	651696	651696	--
Motor Vehicle	170000	39000	20600	18400
TTA	100000	--	--	--
Livery	45000	--	--	--
PP&SS	30000	--	--	--
Total	24035000	8910705	3962381	4948324
Road &Diet Money	185000	40000	20000	20000
'2235-Social Security & Welfare	1200000	342031	342026	05

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

Not applicable.

- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it:

Not applicable.

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

The web-site of the District Court, Shimla has been created.

- (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:

Information can be obtained by various modes.

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

Sh. Ranjeet Singh, Civil Judge{Senior Division}-cum-Chief Judicial Magistrate, Shimla.

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

The office of Secretary, Legal Services Authority is also functioning and all legal service facilities and other various guidelines on the line of NALSA Scheme has also been made available to facilitate the general public and resolve the matters of litigation on NALSA Scheme.

Front office, filing counter have been set up in Judicial Courts Complex, Chakkar, Shimla and one official has been deputed to guide the litigant public qua listing of their cases in courts housed in Judicial Courts Complex, Chakkar, Shimla and one Para Legal Volunteer is also available at the front counter to provide free legal services and guide public litigant under this scheme.

Police Officials{Security Guards} have also been deputed for security purpose in New Judicial Court Complex during day and night time.

The New Judicial Court Complex has been outsourced w.e.f. 15th July, 2016 to 31st March, 2017, for cleanliness work on the terms and conditions required under the rules.

District and Sessions Judge,
Shimla, HP