

INFORMATION MANUAL FOR RTI ACT, 2005
DISTRICT & SESSIONS COURT, PATIALA

PUBLIC INFORMATION OFFICER CONTACT DETAILS

FOR THE COURTS OF DISTRICT & SESSIONS JUDGE AND ADDL. DISTRICT & SESSIONS JUDGES, PATIALA				
Sr No.	Public Information Officer/ Asstt. Public Information Officer	Designation	Phone No. / Fax No.	Email-ID
1.	Appellate Authority	Sh. Sanjiv Berry Ld. District & Sessions Judge, Patiala	0175-2212089 0175-2220520	djpat@chd.nic.in
2.	Public Information Officer	Sh. Sukhjit Singh Dhaliwal Superintendent office of District & Sessions Judge, Patiala		
3.	Asstt. Public Information Officer	Executive Assistant office of District & Sessions Judge, Patiala		
FOR THE COURTS OF CIVIL JUDGE (SD); ADDL. CIVIL JUDGES (SD); CIVIL JUDGES (JD), PATIALA				
1.	Appellate Authority	Sh. Raman Kumar Civil Judge, (Sr. Divn.), Patiala		
2.	Public Information Officer	COC office of Civil Judge (SD), Patiala		
3.	Asstt. Public Information Officer	Senior most Ahlmad/ Stenographer Court of Civil Judge (SD), Patiala		
FOR THE COURTS OF CHIEF JUDICIAL MAGISTRATE; ADDL. CHIEF JUDICIAL MAGISTRATE AND JUDICIAL MAGISTRATES 1ST CLASS, PATIALA				
1.	Appellate Authority	Mrs. Poonam Bansal Chief Judicial Magistrate, Patiala		
2.	Public Information Officer	Reader Court of CJM, Patiala		
3.	Asstt. Public Information Officer	Senior most Ahlmad/ Stenographer Court of CJM, Patiala		
FOR THE COURTS OF ACJ(SD)-CUM-SDJM AND CIVIL JUDGE (JD)-CUM-JMIC, NABHA, SAMANA & RAJPURA				
1.	Appellate Authority	Mrs. Pamelpreet Grewal Kahal, ACJ(SD)-cum-SDJM-Nabha. Mrs. Surabhi Prasher, ACJ(SD)-cum-SDJM-Samana. Mrs. Suman Agnihotri, ACJ(SD)-cum-SDJM-Rajpura.		
2.	Public Information Officer	Reader Court of ACJ(SD)-cum-SDJM, Nabha, Samana and Rajpura.		
3.	Asstt. Public Information Officer	Senior most Ahlmad/Stenographer Court of ACJ(SD)-cum-SDJM, Nabha, Samana and Rajpura		

CONTENTS OF MANUALS:

MANUAL- I

Particulars of Organization

MANUAL-II

The Power and Duties of its Officers and Employees

MANUAL- III

The Procedure Followed In the Decision Making

MANUAL-IV

The Norms Set By It for the Discharge of Its Functions

MANUAL- V

The Rules, Regulations, Instructions, Manual and records, held by it

MANUAL- VI

Statement Of The categories of Documents held by it etc.

MANUAL- VII

The particular of formulation of it policy or implementation

MANUAL- VIII

A Statement of the Boards, Councils, Committees etc.

MANUAL- IX

Directory of Its Officers and Employees

MANUAL- X

Monthly Remuneration Received

MANUAL- XI

The Budget Allocation

MANUAL- XII

The manner of execution of subsidy programs etc.

MANUALXIII

Particulars of concessions, permits or authorizations etc.

MANUAL – XIV

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

MANUAL- XV

The particulars of facilities available to citizen etc.

MANUAL – XVI

The name, designations and other particular of the Appellate authorities etc

MANUAL- XVII

Miscellaneous information

MANUAL- I

The Particulars of Organization, Functions and Duties

Name of the Office: Office of District & Sessions Judge, Patiala. This organization is sub-ordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh. This Sessions Division consists of three Sub-Divisions, namely: - Rajpura, Samana & Nabha.

Functions of the Organization:

The organization has its two main functions:

- ◆ Judicial Function and
- ◆ Administrative Function

Duties of the Organization:

- i) To exercise the control over all its subordinate Courts functioning in its territorial jurisdiction.
- ii) To distribute the various grants amongst its subordinate authorities received from the Government, time to time.
- iii) To deal with the all correspondence relates to Hon'ble High Court and the Department of Law & Judiciary, Government of Punjab.
- iv) To administer justice as per the various legislation/ statutes.
- v) Appointing Authority for Class-III and Class-IV Govt. Servants with the help of Advisory Committee.
- vi) To promote the officials to the higher responsible post.
- vii) To handle the administration in view of the procedural laws, Punjab Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court.
- viii) In exercising the duties of administrative nature, the organization deals with the transfers of its employees, departmental inquiries of the employees etc.
- ix) The Head of the Organization- The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Patiala under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.

MANUAL-II

The Powers and Duties of Judicial Officers and Employees

There are following cadres of the Judicial Officer/ s:

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

The above Judicial Officers/ Judges deals with the matters pertaining to the appellate side and cases triable by the sessions only and also the matters under Special Act and Motor Accident Claims Petitions.

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

The above Judicial Officers/ Judges deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suits against the Government are also being heard and decided by these Judicial Officers/ Judges.

- v) The Chief Judicial Magistrates:-

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

- vi) The Civil Judges (Junior Division) and Judicial Magistrate First Class.

i) To deal with the matters of civil nature having jurisdiction up-to Rs. 2 lac whose service is less than three years.

ii) To deal with the matters of criminal nature excluding triable by the Court of Session and also excluding the cases having exclusive jurisdiction to the Chief Judicial Magistrate.

Powers and Duties of Employees

The various categories of the employees of organization as per seniority are as under:

1. Chief Administrative Officer / Superintendent.
2. Class-C: Reader Grade I, II & III, Executive Assistant, Stenographer Grade I, II & III Graduate Clerks, Ahlmads, Driver, Bailiff
3. Class-D: Process-Server, Record Lifter/ Usher/ Daftri, Peon/ Orderly/ Waterman.

Duties of Employees

Superintendent/ Chief Administrative Officer: To supervise overall working of the staff and routine affairs of the English Branch, Bill Branch, Copying, Record etc., & to handle the correspondence of the office of the District & Sessions judge.

Reader Grade I, II, III: To do the work of Bench, Property, Statistics, Correspondence, Accounts, Establishment in District Court as well as in subordinate Courts.

Stenographer Grade I, II, III: To take down evidence in English on Typewriter/ Computer. To take dictation in cases of the Judges of Appellate Authorities and transcribe the same, To take down evidence in English on Typewriter/ Computer To take dictation in cases of the Judge.

Ahlmads: Have the custody of cases instituted in the respective Court, 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 the Organization and by the Presiding Officer of the Court.

Clerks: To do work of offices of the Presiding Officers on different post s like bill Clerk, Lib. Clerk Copy Clerk, Copyist etc.

Bailiff/ Process Server: To serve the summonses, notices & to execute warrants issued by the Court/ s.

Chowkidar: To watch the Court building & premises.

Sweeper: To clean the Court premises, lavatories etc.

MANUAL-III

Publication of Information regarding items specified in Rules 4 (1) b (III) of the Right of Information Act, 2005.

The procedure followed in the decision making process, including channels of Supervision and Accountability.

1. The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.
2. The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.
3. The Principal District & Sessions Judge, Patiala, supervise the work of the organization and exercises control over it. Likewise, he distribute the grants received from the Government amongst th subordinate authorities for its appropriate expenditure.
4. The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half- yearly, yearly and whenever called for.
5. 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.

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

7. 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-IV

Publication of Information regarding items specified in Rules 4 (1) b (IV) of the Right of Information Act, 2005.

The Rules Regulation Instructions, manuals and records held by it or under control or used by the employees for discharging functions.

Sr. No.	Name of the Branch	Name of the Act, Manuals, Rules & Instructions	Any Other Record/ Documents
1	English Office/ GPF Branch/ COC Office/ Statement Branch	High Court rules and orders volume 1 to 6. Punjab Civil services rules, Volume 1 part 1, Volume 2 & 3 Punishment and Appeal Rules. Punjab Financial Rules Volume 1 & 2 Budget Manual. Instructions issued by the Hon'ble Supreme Court of India and Punjab & Haryana High Court, Chandigarh from time to time. Instructions issued by the Government of Punjab from time to time.	Office files relating to Different matters which are dealt by the English Office Paybill files and other account matters files dealt by the English Office.
2.	Civil Nazir/ Nazir Branch	Punjab Financial Rules volume 1 & 2 High Court Rules and Orders Vol. I, II & IV. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time	Cash Book, Sheriff Account Register, Summons Register and other registers relating to Nazir Branch.
3.	Copying Agency	Rules and Orders Punjab & Haryana High Court, Vol.IV, Chapter-17. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	CD Registers- 1 to 12
4.	Record Room	High Court Rules and Orders Volume -IV, Chapter-16. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	CD 8 Register, Document Return Register and other Registers relating to Record room.
5.	Library	High Court Rules and Orders Volume -IV, Chapter-18. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Library Registers
6.	Malkhana Branch	High Court Rules and Orders Volume -I to VI. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Malkhana Registers

MANUAL-V

Publication of Information regarding items specified in Rules 4 (1) b (V) of the Right of Information Act, 2005.

Rules

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

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

MANUAL-VI

Publication of Information regarding items specified in Rules 4 (1) b (VI) of the Right of Information Act, 2005.

Statement of the Categories of documents that are hold or under Control

Name of Office: District & Sessions Judge, Patiala

Sr. No.	Branch	Category of Documents
1.	Courts	Peshi Register, Fine Register, Bail Register, Library Register, Disposal Register, Stock Register, Sapurdari Register and other registers, Civil Suit Register, HM Act cases Register, Misc. Cases Register, Execution Register, Rent cases Register, Pauper application Register, Guardian and Succession Act Cases in Civil Matters and in criminal matters to maintain the IPC Register, Cr.P.C Cases Register Act cases Register, FIR Register, Cancellation Report Register, Summary Register, Affidavit Attestation Register. File Inspection Register and register regarding Direction Cases, Register regarding delivery of copies of free of costs and Daily Cause List.
2.	English office/ GPF Branch/ COC / Statement	Diary Register, Dispatch Register, Other related registers and files of instructions issued by the Hon'ble Punjab and Haryana High Court, Chandigarh and Government of Punjab from time to time Direction Cases

	Branch	Register, T.A. Bill, Medical bills, pay bills, LTC bills files, budget files, token register, Service Books, files regarding Lok Adalats etc and old Civil and Criminal monthly, quarterly, half yearly and annual statements, GIS matter & complaints.
3.	Civil Nazir/ Nazir Branch	Cash Book, Bill Register, Refund Vouchers, Cheque Books, Security deposited by the employees, Minor shares in the shape of FDRs Stationery Register, Stock Register, Contingent register.
4.	Copying Agency	CD Registers (Copying Documents) 1 to 12 and other files relating to Copying Agency.
5.	Record Room	Judicial Files of decided cases consigned by the different courts from time to time and Record Keeper Registers maintain by him.
6.	Library	1. All the law books purchased from time to time. 2. To deal with the matters of Mediation and Conciliation.
7.	Malkhana Branch/ Fine Moharrir	Case Property of decided cases, Re-arrest case files, Criminal Statement Files, Fine Cash Book and other register Regarding Malkhana.

MANUAL-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.

Sr. No.	Name of the Courts	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1	Court of the District & Session Judge and Courts of Additional District Sessions Judges at District Headquarter.	Reader attached to this Court.	Superintendent, of this Office	The District & Sessions Judge, Patiala
2.	Court of Civil Judge (Senior Division) and all the courts of the Civil Judge (Jr. Divn.) at Patiala.	Reader /Chief Ministerial Officer of the Court.	Clerk of Court Attached to the court of the Civil Judge, (Sr. Divn.) Patiala.	The Civil Judge, (Senior Division), Patiala
3.	Court of the Chief Judicial Magistrate,	Reader /Chief Ministerial Officer of the Court.	Chief Ministerial Officer of the Court	The Chief Judicial Magistrate, Patiala
4.	Court of the Additional Civil Judge (Sr. Divn.) and the Court of Civil Judge (Jr. Divn) at Rajpura	Sr. Most Ahlmad/ Stenographer attached to the Court of the Additional Civil (Sr.Divn.), Rajpura.	Chief Ministerial Officer of the Senior Most Judicial Officer	The Additional Civil Judge, (Sr. Divn.) Rajpura
5.	Court of the Additional Civil Judge (Sr.Divn.) and the Court of Civil Judge (Jr. Divn) at Nabha	Sr. Most Ahlmad/ Stenographer attached to the Court of the Additional Civil (Sr.Divn.), Nabha.	Chief Ministerial Officer of the Senior Most Judicial Officer	The Additional Civil Judge, (Sr. Divn.) Nabha.
6.	Court of the Additional Civil Judge (Sr. Divn.) and the Court of Civil Judge (Jr. Divn) at Samana	Sr. Most Ahlmad/ Stenographer attached to the Court of the Additional Civil (Sr.Divn.), Samana.	Chief Ministerial Officer of the Senior Most Judicial Officer	The Additional Civil Judge, (Sr. Divn.) Samana
7.	Legal Aid Authority	Clerk attached to the office of Additional District Attorney (Legal)	Additional District Attorney (Legal)	

Chief Ministerial Officer means the senior most official out of cadre of readers / judgment writers / stenographers as the case may be of the court presided over by the Senior most Judicial Officer at the station having more than one court other than the District Headquarters and the Chief Ministerial Officer of the court where there is only one court at a station.

MANUAL-VIII

A Statements of the Boards, Councils, Committees etc

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 meeting are accessible for public.

MANUAL-IX

List of Judicial Officers posted at Patiala Sessions Division

Sr. No.	Name of the Judicial Officer	Designation	Place of Posting	Date of Joining in this Sessions Division
1	Sh. Sanjiv Berry	District & Sessions Judge	Patiala	24-04-2017
2	Sh. Arun Gupta	Addl. District & Sessions Judge-I-cum-Judge, Designated Court,	Patiala	08-04-2015
3	Sh.Mohammad Gulzar	Addl. District & Sessions Judge-II	Patiala	07-04-2015
4	Sh. Dharminder Paul Singla	Addl. District & Sessions Judge-III	Patiala	26-04-2017
5	Sh. Rajiv Kalra	Addl. District & Sessions Judge-IV	Patiala	26-04-2016
6	Dr. Naval Kumar	Addl. District & Sessions Judge-V	Patiala	04-10-2014
7	Sh. Baljinder Singh-II	Addl. District & Sessions Judge-VI	Patiala	06-04-2015
8	Ms. Saru Mehta Kaushik	Addl. District & Sessions Judge-VII	Patiala	26-04-2017
9	Dr. Rajneesh	Addl. District & Sessions Judge-VIII (Exclusive Court for heinous crime against women)	Patiala	08-04-2015
10	Sh. Devinder Kumar	Addl. District & Sessions Judge-IX	Patiala	24-03-2016
11	Ms. Ravdeep Singh Hundal	Addl. District & Sessions Judge-X	Patiala	26-04-2016
12	Sh. Deepak Kumar Choudhary	Addl. District & Sessions Judge-XI	Patiala	26-04-2016
13	Sh. Raman Kumar	Civil Judge (Senior Division)	Patiala	29-04-2016
14	Mrs. Poonam Bansal	Chief Judicial Magistrate	Patiala	29-04-2016
15	Ms.Manni Arora	Addl. Civil Judge (Senior Division)	Patiala	12-05-2017
16	Sh. Amandeep	Civil Judge (Junior Division)	Patiala	17-04-2015
17	Sh. Inderjeet Singh	Civil Judge (Junior Division)	Patiala	29-04-2016
18	Ms. Nidhi Saini	Civil Judge (Junior Division)	Patiala	12-05-2017

19.	Ms.Harpreet Kaur Nafra	Civil Judge (Junior Division)	Patiala	29-04-2016
20.	Ms. Kamal Varinder	Civil Judge (Junior Division)	Patiala	17-04-2015
21.	Ms. Shagun	Civil Judge (Junior Division)	Patiala	29-04-2016
22.	Ms. Ramandeep Neetu	Civil Judge (Junior Division)	Patiala	19-05-2014
23.	Ms. Ankita Gupta	Civil Judge (Junior Division)	Patiala	07-04-2016
24.	Sh. Prateek Gupta	Civil Judge (Junior Division)	Patiala	07-04-2016
25.	Ms. Sudipa Kaur	Civil Judge (Junior Division)	Patiala	07-04-2016
26.	Ms. Navneet Kaur	Civil Judge (Junior Division)	Patiala	07-04-2016

DISTRICT LEGAL SERVICE AUTHORITY, PATIALA

27.	Sh. Ashish Kumar Bansal	Secretary, District Legal Services Authority-cum-Nodal Officer, Mediation & Conciliation Centre,	Patiala	17-04-2015 & 29-04-2016
-----	-------------------------	--	---------	-------------------------

PRESIDING OFFICER, LABOUR COURT, PATIALA

28.	Mrs. Jatinder Kaur	Presiding Officer, Industrial Tribunal,	Patiala	06-04-2015
-----	--------------------	---	---------	------------

AT SUB DIVISION NABHA

29.	Ms. Pamelpreet Grewal	Additional Civil Judge (Senior Division)	Nabha	29-04-2016
30.	Sh. Harmanjit Singh Deol	Civil Judge (Junior Division)	Nabha	12-05-2017
31.	Sh. Ram Pal	Civil Judge (Junior Division)	Nabha	30-05-2014

AT SUB DIVISION SAMANA

32.	Mrs. Surabhi Prashar	Additional Civil Judge (Senior Division)	Samana	17-04-2015 & 29-04-2016
33.	Ms. Manpreet Kaur	Civil Judge (Junior Division)	Samana	12-05-2017
34.	Sh. Jasbeer Singh	Civil Judge (Junior Division)	Samana	19-05-2014

AT SUB DIVISION RAJPURA

35.	Ms. Suman Agnihotri	Additional Civil Judge (Senior Division)	Rajpura	12-05-2017
36.	Ms. Karandeep Kaur	Civil Judge (Junior Division)	Rajpura	29-04-2016
37.	Ms. Pratima Mahajan	Civil Judge (Junior Division)	Rajpura	29-04-2016
38.	Sh. Amit Bakshi	Civil Judge (Junior Division)	Rajpura	19-05-2014
39.	Sh. Rajiv Kumar	Civil Judge (Junior Division)	Rajpura	19-05-2014

MANUAL-X

Remuneration/ Salary Scale of Various Officers/Officials

Judicial Officers:

Sr. No.	Designation	Salary Scale (in Rs.)
1	District & Sessions Judge	57700-1230-58930-1380-67210-1540-70290
2	Addl. District & Sessions Judge	51550-1230-58930-1380-63070
3	Civil Judge (Sr. Div.)	39530-920-40450-1080-49090-1230-54010
4	Chief Judicial Magistrate	39530-920-40450-1080-49090-1230-54010
5	Addl. Civil Judge (Sr. Div.)	39530-920-40450-1080-49090-1230-54010
6	Civil Judge (Jr. Div.)	27700-770-33090-920-40450-1080-44770

Staff:

Sr. No.	Designation	Salary Scale (in Rs.)
1	Superintendent	10300-34800,GP5400
2	Stenographer Gr. I	10300-34800,GP4200
3	Stenographer Gr. II	10300-34800,GP3800
4	Reader Gr. I	10300-34800,GP5000
5	Reader Gr. II	10300-34800,GP4200
6	Reader attached to DJ/ADJ, English Clerk, COC, Translator, Record Keeper	10300-34800,GP3800
7	Reader attached to CJ(SD), CJM, Civil Judge-I(Jr. Divn.), Ahlmads, Copist, Nazir	10300-34800,GP3200
8	Stenographer Gr. III	5910-20200, GP 2800
9	Driver	5910-20200, GP 2000
10	Bailiff	5910-20200, GP 1900
11	Process Servers	4900-10680, GP 1650
12	Ushers, Record Lifters	4900-10680, GP 1400
13	Peon, Mali, Sweepers, Chowkidar	4900-10680, GP 1300

MANUAL-XI
Publication of Information regarding items specified in Rules 4 (1) b (XI) of
the Right of Information Act, 2005.

BUDGET ALLOCATION

Name of the Office: DISTRICT & SESSIONS COURT, PATIALA

Sr. No.	Head "2014-ADMIN. OF JUSTICE FOR THE YEAR 2013-14"	Budget/Funds Received	Budget/Funds Utilized
1	Salaries and C.A.-105(01)	39500000	39083514
2	Salaries -105(03)	300000	295558
3	Salaries -105(02)		
4	Salaries and C.A.-105(04)		
5	Wages-105(01)		
6	Wages-105(02)		
7	T.A.-105(01)		196346
8	T.A.-105(03)		
9	T.A.-105(02)		
10	T.A.-105(04)		
11	O.E.,P.OL. Liveries & Law Books-	4782344	3665834
12	O.E.,P.OL. Liveries & Law Books-		
13	Electricity-105(01)	2700000	2591386
14	Electricity- 105(02)		
15	Telephone-105(01)	200000	158246
16	Telephone-105(02)		
17	Water Charges-105(01)		
18	Water Charges-105(02)		
19	Adv. Publication-105(01)		
20	P.P.S.-105(01)		
21	P.P.S.-105(02)		
22	Rent R & Taxes-105(01)		
23	Rent R & Taxes-105(02)		
24	Medical Reimbursement-105(01)	593648	593648
25	Medical Reimbursement-105(03)		
26	Medical Reimbursement-105(02)		
27	2235-Social Security and Welfare- (Legal Aid Poor) and (Legal Aid to L.P.)	1450000	

BUDGET ALLOCATION

Name of the Office: Civil Judge Senior Division, PATIALA

Sr. No.	Head "2014-ADMIN. OF JUSTICE FOR THE YEAR 2013-14	Budget/Funds Received	Budget/Funds Utilized
1	Salaries and C.A.-105(01)		
2	Salaries -105(03)		
3	Salaries -105(02)	6100000	58583340
4	Salaries and C.A.-105(04)	13246000	11989098
5	Wages-105(01)		
6	Wages-105(02)		
7	T.A.-105(01)		
8	T.A.-105(03)		
9	T.A.-105(02)	410000	369142
10	T.A.-105(04)	20000	16900
11	O.E.,P.OL. Liveries & Law Books-		
12	O.E.,P.OL. Liveries & Law Books-	500000	366997
13	Electricity-105(01)		
14	Electricity- 105(02)	1700000	1525159
15	Telephone-105(01)		
16	Telephone-105(02)	209000	193974
17	Water Charges-105(01)		
18	Water Charges-105(02)	1000	761
19	Adv. Publication-105(01)		
20	P.P.S.-105(01)		
21	P.P.S-105(02)		
22	Rent R & Taxes-105(01)		
23	Rent R & Taxes-105(02)	409000	352766
24	Medical Reimbursement-105(01)		
25	Medical Reimbursement-105(03)		
26	Medical Reimbursement-105(02)	1353021	1353021
27	2235-Social Security and Welfare- (Legal Aid Poor) and (Legal Aid to L.P.)		

MANUAL-XII

Publication of Information regarding items specified in Rules 4 (1) b (XII) of the Right of Information Act, 2005.

The manner of Execution of Subsidy Programs, including the amounts allocated and details of Beneficiaries of such program.

Name of the office: - District & Sessions Judge, Patiala

Subsidy Allotted to beneficiaries – Nil.

MANUAL-XIII

Publication of Information regarding items specified in Rules 4 (1) b (XIII) of the Right of Information Act, 2005.

Particulars of recipient s of concessions, Permits or authorizations granted

Name of the office:- District & Sessions Judge, Patiala

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

Not Applicable.

MANUAL-XIV

Publication of Information regarding items specified in Rules 4 (1) b (VIII) of the Right of Information Act, 2005.

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

Sr. No.	Type of Information	Website Address
1	Case Status	http://ecourts.gov.in.services/
2	Court Orders	http://ecourts.gov.in.services/
3	Cause List	http://ecourts.gov.in.services/

District Wise Information

Sr. No.	Type of Information	Website Address
1	List of Former Officer's	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
2	Judicial Officer's	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
3	Officers on Leave	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
4	Duty Roster	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
5	Police Station's	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
6	District Profile	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
7	Free Legal Aid	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/
8	RTI Disclosure	http://ecourts.gov.in.services/ OR http://punjabjudiciary.gov.in/

MANUAL-XV

Publication of Information regarding items specified in Rules 4 (1) b (III) of the Right of Information Act, 2005.

Details of facilities available to citizens

The following facilities are available to citizens:

- ◆ Filing of cases
- ◆ Copies of case related documents Judgments, orders through coping agency.
- ◆ Drinking water
- ◆ Public washrooms
- ◆ Litigant sheds with proper sitting arrangement
- ◆ Parking of vehicles
- ◆ Front Office for Free legal aid and advice
- ◆ ADR Centre
- ◆ Case related information etc.

MANUAL-XVI

**Publication of Information regarding items specified in Rules 4 (1) b (III) of the
Right of Information Act, 2005.**

The name, designations and other particular of the Appellate authorities etc

Sr. No.	Appellate Authority Name	Designation	Phone No.	Fax No.
1.	Appellate Authority	Sh. Sanjiv Berry Ld. District & Sessions Judge, Patiala	0175-2212089	0175-2220520

MANUAL-XVII

**Publication of Information regarding items specified in Rules 4 (1) b
(III) of the Right of Information Act, 2005.**

Other Miscellaneous Information

E-courts Technical Manpower at Patiala

Sr. No.	Name	Designation
1	Sh. Rohit Garg	System Officer-cum- Nodal Officer of Video Conferencing System
2	Sh. Inderjeet Singh	System Assistant
3	Sh. Ashwani Bansal	System Assistant
4	Sh. Ranjit Singh	System Assistant

E-courts Technical Manpower at Sub Division Rajpura

Sr. No.	Name	Designation
1	Sh. Varinder Pal Singh	System Assistant-cum- Nodal Officer of Video Conferencing System
2	Sh. Mohnish Mittal	System Assistant

E-courts Technical Manpower at Sub Division Samana

Sr. No.	Name	Designation
1	Ms. Neha Chhabra	System Assistant-cum- Nodal Officer of Video Conferencing System

E-courts Technical Manpower at Sub Division Nabha

Sr. No.	Name	Designation
1	Sh. Rohit Katoch	System Assistant-cum- Nodal Officer of Video Conferencing System