

Office of Civil Judge (Sr. Division)- cum- Additional Chief Judicial Magistrate, Kasauli, District Solan, H.P.

No. Civil Judge (Sr. Divn.)/ACJM/KSL/NN/2016

Dated:- Kasauli, the 29th July, 2016.

NOTIFICATION.

Under the provision of Sub-Section (1) (b) of Section 4 of the Right to Information Act,2005, the following information pertaining to this court of Civil Judge (Sr. Division)- cum- Additional Chief Judicial Magistrate, Kasauli, District Solan, H.P is updated.

1. **The Particulars of this Court function and duties.**

This court at Civil Judge (Sr. Division)- cum- Additional Chief Judicial Magistrate, Kasauli, District Solan, H.P was established in the year 2004. The head quarter are at Solan. The sanctioned strength of Civil Judge (Sr. Division)- cum- Additional Chief Judicial Magistrate, Kasauli, District Solan, H.P is one Court working hour from 9:45 A.M. to 4:45 P.M. with half an hour lunch break from 1:30 P.M to 2:00 P.M. This office is headed by the Civil Judge (Sr. Division). At present sanctioned strength of the ministerial staff is as follows:-

1. Superintendent grade II	1
2. Senior Assistant Reader/Record Keeper	2
3. Steno- typist	1
4. Clerks	3
5. Junior Assistant	2
6. J.W.	1
7. Bailiff	2
8. Process Server	3
9. Chowkidar	1
10. Cook-Cum-Attendant	1
11. Safai Karamchari	1
12. Out source Person High court guest House	1

The supporting staff of this court exist in the following manners:-

Name of the post	Pay Scale	No. of Permanent	No. of temporary	Total No. of posts.
1. SupttG-II	10300-34800-4800	1	-	1
2. Senior Assistant	10300-34800-4800	2	-	2
3. Civil Criminal,CCT	10300-34800-3200	3	-	3
4. Naib Nazir ,copyist	10300-34800-3600	2	-	2
5. Steno and J.W	10300-34800-3200	2	-	2
6. Bailiff	5910-20200-1950	1	-	2
7. Process Server	4910-10680-1900	1	-	1
8. Process Server	4910-10680-1650	1	-	1
9. Process Server	4910-10680-1400	1	-	1
10. Peon/Orderly	4910-106801900	4	-	4
11. Chowkidar/S.Karamchari				
12. Out source S.Karamchari 8550		1	-	1

FUNCTION OF THE ORGANIZATION.

1. Judicial and Civil
2. Administrative Pertaining to this court.

Point No. 2 Powers and duties of the officer and employees.

1. **PRESIDING OFFICER.**

1. (i) Judicial and Administration work of the Court and over all supervision and control of the working staff. Judicial work as per powers delegated under the rules and orders of the High courts. Beside this he is also the chairman of the sub divisional legal service committee Solan.
- (ii) Grant of annual increment earned leave and salaries.

2. SUPERINTENDENT GRADE- II.

- (i) To exercise the supervision and control over the official working in the office.
- (ii) To handle the files of correspondence preparation of decree sheets etc. proper maintenance of upkeep of service record and personal files.
- iii) Functions as Court Reader in the absence of Reader and when required by the P.O. Attestation of affidavit of process Servers, maintains telephone register both of official and residence.
- iv) Deals with the leave matter, maintenance of register of inspection notes register of inquiries, register of ministerial officials, complaint and liberty register and register of ephemeral rolls.

3. Reader/ Record Keeper/ Sr. Assistant.

The Reader submits the files of Peshi before the presiding officer, every application or a new presentation is made and put before the Presiding Officer through the Reader. He maintains the peshi register, fine registers, prepared the monthly statements of fine. He is also maintaining all those register as per the instruction of the Hon'ble High Court.

4. Record Keeper.

Record Keeper looks after the record of the Court/Office enters the decided files in the relevant register.

5. Steno-Typist and Judgment- Writer.

The Steno-Typist and Judgment- Writer do the work of typing the order sheets/ charge framed against the accused, statements of accused under Section 313 Cr.P.C.

6. Ahlmads (Civil and Criminal).

One Ahlmad dealing with the Civil files and the order dealing with the Criminal files. They prepare monthly statements and monthly goshwaras. All the judicial files remains in the position and custody of the ahlmad responsibility. They are preparing and maintaining all the civil and criminal register of their concern as per the direction of Hon'ble High Court rule and order. At present Civil & Criminal Ahlmads are dealing with the 1312 files.

7. Naib- Nazir.

There is Sub-Nazarat agency here. Naib-Nazir lookafter of the work Nazarat agency. Four Bailiffs and five process- servers are entrusted the work of the processes received from the court as well as from outside courts. Naib-Nazir also prepared the pay bill of the establishment. He remains the general cashbook, sheriff petty cash book concerned, legal aid. He prepare the monthly expenditure statement and maintaining all those registers as prescribed in the Hon'ble High court rule and order. Naib- Nazir lookafter the High Court guest house and maintain the High Court stock register and room facility and attend the guests.

8. Copyist.

Copying agency has been established in the Court. Copying work is being done by the copyist. Application in the decided cases are presented before the copyist who is also designated as copying agent photocopies is available in the Court. He maintain all the registers as per the instruction of the Hon'ble High court.

9. One post of peon, one post of orderly and one post of Safai karamchari and one post of Chowkidar is on regular basis. They all perform their duties as assigned to them.

Point No.3.

The procedure followed in the making progress including Channels of Supervision and Accountability. As per response given in point No.2 and following the instruction of the Hon'ble High Court.

Point No.4.

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

Norms set for the discharge of its functions are in the form of various rules, orders and instructions and Circulars and orders issued by the Hon'ble High court from time to time volume 1 of Circulars orders of the H.P. Court Supl. 1993 and Volume-II, April, 2002.

Point No.5.

RULES, REGULATIONS, INSTRUCTIONS, ANNUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

All the Rules and regulations are made by the Hon'ble High court District and Sessions Judge,

Chamba. The Various Act and Rules, regulations, instruction followed are as under:-

1. F.R and S.R.
2. Leave Rules.
3. T.A Rules.
4. L.T. C. Rules.
5. Pension Rules.
6. C.C.S. Rules.
7. Conduct Rules.
8. G.P.F. Rules.
9. Medical Attendance Rules.
10. Delegation of Financial Powers Rules.
11. H.P. Financial Rules.
12. H.P. Budget Annual.
13. Office Annual.

Point No.6.

A statement of the categories of documents that are held by it or under its control. The documents relating to financial transaction are held by account branch Naib- Nazir and the kept in the form of registers cash book, ledger books files, bills, vouchers etc which are subject to Audit. Service books in the form documents are held and kept in the establishment branch Superintendent G-II which are also subject to verification of the audit.

Point No.7.

Point No.8.

A Directory of its officer and employees.

	Office	Residence	Mobile Number
1. Shri Yajuvinder Singh, Presiding Officer	273200	272200	
2. Shri Amar Singh Mahilla, Superintendent			94184-52719
3. Shri Anil Sharma, Reader			
4. Miss Anuradha, R.R.			94181-75217
5. Shri Gian Sharma, N.N			94592-55949
6. Shri Yogesh Sharma, Steno- typist			94188-00456
7. Smt. Sapna Thakur, Steno-cum-Judgment Writer			
8. Sh Mukesh gupta CCT.			9418631227
9. Sh Ramesh Verma copyist			9418668366
10. Sh Naresh Kumar			9459028523
11. Mrs Yashoda nagi			9418169475
12. Sh Nagin chand Bailiff			
13. Sh Roshan Bailiff			9816643460
14. ShJagdish Process Server			9857680082
15. Sh Ravinder Kumar process Server			9805945640
16. Sh Om parkesh Peon			9805951595
17. Sh Amer Dass Peon			
18 Sh Ravi Kumar S.karamchari			8988228027
19 Sh GrishKumar Cook			9805663343
20 Sh Sanjeev Kumar Chowkidar			9816452760
21 Sh Munish Kumar Process Server			9459483593
22 Sh Shyam S.Karamchari			9418436298

Point No. 10.

The monthly remuneration record by each of the officers and employees including the system of compensation as provided in its regulation.

1 Judicial Officer	Designation	PAY Scale	Basic pay	total
Sh Yajuvender	ACJM Kasauli	27700-44770	42610/-	98916/-

2. Ministerial staff.

One post of Superintendent. G.II in the pay scale of Rupees 10300-34800/

1.Sh Amer Singh Mahilla Suptt.	10300-34800	19500	54117/-
Two Posts of Reader /record Keeper	10300-34800	16830	47344/-
Five posts of Clerk/ Jr. Assistant	10300-34800		

1.Shri Mukesh Gupta	12850	36626/-
2.Shri Gian Sharma	12050	34874/-
3.Shri Naresh Kumar	10300	30115/-
4.Smt. Yahoda	11130	31983/-
5.Shri Ramesh Verma	10300	30115/-
One post of Steno-typist and Judgment- writer	10300-34800	
1.Shri Yogesh Sharma	11560	33024/-
2.Smt. Sapna	10300	30215/-
Two post of bailiffs	2910-20200	
1.Shri Nagin Chand	11780	30749/-
2.Shri Roshan Lal	14130	35995/-
Three posts of Process- servers.	4910-10680	
1.Shri Ravinder Kumar	11590	30223/-
2.Shri Jagdish	10330	26916/-
3.Shri Manish		
Five posts of (Class-IV) Peon, Orderly, Chowkidar, Cook, Safai Karamchari	4910-10680	
1.Shri Om Parkash	11410	29829/-
2.Shri Amar Dass	11410	29829/-
3.Girish	5500	16189/-
4.Sanjeev	5290	15729/-
5.Ravi	7090	19961/-

Point No.11.

The Budget allocated to each of its agency, indicating the particulars of plans, expenditure and reports on disbursements made.

Demand No. 11

2014- Administration of Justice
105-civil and Session Court
01 civil and Sessions Court
Establishments(voted) Non plan- soon

S.O.E	Sanctioned Budget.	Expenditure surrendered 2014-2015	to HHC	Balance in hand as on
31.3.15				
Salary.	8059720	8059720	--	Nil
T.A./FTA	90414	90414	--	Nil
Livery	17036	17036	--	Nil
Office expenses	301083	300764	319	--
Medicial R.	120058	120058	--	Nil
Moter Vehicle	40700	40700	--	Nil
Total	8629011	8628692	319	--
Road and diet Money.	118000	118000	--	Nil

Point .No. 12.

The number of execution of subsidy programmers including the amount allocated and the detail of beneficiaries of such programmers.

Point No.13.

Not applicable.

Particular of recipient of concession permit or authorization granted by it.

Point No.14.

Detail in respect of the information available to held by it reduced in an Electronic Form.

Not applicable.

Point No.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.

Court library is instituted for the Court/ Presiding Officer and it is not maintained for public use.

Point No.16.

The name, designation and other particular of Public Information Officer. Shri Yajuvender Singh, Civil Judge (Sr. Division)-cum- Addl. C.J.M., Kasauli.

Point No.17.

Such other information as may prescribed.

Not applicable.

Endst. No. Civil Judge/ Sr. Divn./ACJM/KSL/Supdt. _____ dated.

1. The Id. District & Sessions Judge (Appellate Authority), Solan, District Solan, H.P.
2. The Id. State Public Information Officer (Civil Judge, Sr. Division-cum- C.J.M., Solan for information please.
3. The State Chief Public Information Commissioner, Shimla, H.P.

(Yajuvender Singh)
Civil Judge(Sr. Division)-cum- Addl.
Chief Judicial Magistrate, Kasauli,
District, Solan, H.P.

Office of Civil Judge (Jr. Division)- cum- Judicial Magistrate Ist Class, Kasauli, District Solan, H.P.

No. Civil Judge (Jr. Divn.)/JMIC/KSL/Supdt/2016

Dated:- Kasauli, the , 2016.

NOTIFICATION.

Under the provision of Sub-Section (1) (b) of Section 4 of the Right to Information Act,2005, the following information pertaining to this court of Civil Judge (Jr. Division)- cum- Judicial Magistrate Ist Class, Kasauli, District Solan, H.P is updated.

4. The Particulars of this Court function and duties.

This court at Civil Judge (Jr. Division)- cum- Judicial Magistrate Ist Class, Kasauli, District Solan, H.P was established in the year 2006. The head quarter was at Solan. The sanctioned strength of Civil Judge (Jr. Division)- cum-Judicial Magistrate Ist Class, Kasauli, District Solan, H.P is one Court which was working from 9:45 A.M. to 4:45 P.M. with half an hour lunch break from 1:30 P.M to 2:00 P.M. This office is headed by the Civil Judge (Jr. Division). At present sanctioned strength of the ministerial staff is as follows:-

Sr. No.	Post	Number	Remarks
1	Superintendent grade II	1	-
2	Steno- typist	1	-
3	Clerks	5	2 Posts were lying vacant
4	J.W.	1	Vacant
5	Bailiff	2	-
6	Process Server	2	-
7	Peon	2	-

The supporting staff of this court exist in the following manners:-

	Name of the post	Pay Scale
1.	SupttG-II	10300-34800-4800
2.	Senior Assistant	10300-34800-4400
3.	Civil Ahlmad, Criminal Ahlmad, CCT, Naib Nazir, Copyist	10300-34800-3200
4	Steno and J.W	10300-34800-3200
5	Bailiff	5910-20200-1950
6	Process Server	4910-10680-1900
7	Peon/Orderly	4910-10680-1650

FUNCTION OF THE ORGANIZATION.

1. Judicial and Civil
2. Administrative Pertaining to this court.

Point No. 2 :- Powers and duties of the officer and employees.

2. PRESIDING OFFICER.

1. (i) Judicial and Administration work of the Court, over all supervision was under the control of Presiding Officer. Judicial work was done as per powers delegated under the rules and orders of the High courts.

(ii) Grant of annual increment, earned leave and salaries.

3. SUPERINTENDENT GRADE- II.

- (i) To exercise the supervision and control over the official working in the office.
- (ii) To handle the files of correspondence preparation of decree sheets etc. proper maintenance of upkeep of service record and personal files.
- iii) Functions as Court Reader in the absence of Reader and when required by the P.O. Attestation of affidavit of process Servers, maintains telephone register both of official and residence.
- iv) Deals with the leave matter, maintenance of register of inspection notes register of inquiries, register of ministerial officials, complaint and liberty register and register of ephemeral rolls.

4. Reader

The Reader submits the files of Peshi before the presiding officer, every application or a new presentation is made and put before the Presiding Officer through the Reader. He/she maintains the peshi register, fine registers, prepared the monthly statements of fine. He/she is also maintaining all those register as per the instruction of the Hon'ble High Court.

4. Steno-Typist and Judgment- Writer.

The Steno-Typist and Judgment- Writer do the work of typing the order sheets/ charge framed against the accused, statements of accused under Section 313 Cr.P.C.

6. Ahlmads (Civil and Criminal).

One Ahlmad dealing with the Civil files and the order dealing with the Criminal files. They prepare monthly statements and monthly goshwaras. All the judicial files remains in the position and custody of the Ahlmad responsibility. They are preparing and maintaining all the civil and criminal register of their concern as per the direction of Hon'ble High Court rule and order. At present Civil & Criminal Ahlmads are dealing with the 1106 files.

7. Naib- Nazir.

Naib-Nazir of Jr. Division will prepare the pay bill of the establishment. He maintains the general cashbook, sheriff petty cash book concerned, attend Legal Literacy camp with Judicial Officer and also lookafter the civil court deposits. He/she prepare monthly expenditure statement and maintaining all those registers as prescribed in the Hon'ble High court rule and order.

8. Copyist.

Copying work is being done by the copyist. Application in the decided cases are presented before the copyist who is also designated as copying agent photocopies is available in the Court. He maintain all the registers as per the instruction of the Hon'ble High court. Presently the copyist of the Jr. Court was attached to Senior Court.

9. Bailiffs and Process servers:-

Bailiffs and process servers make the services of summons & Bws/NBWs. Bailiffs & Process servers were attached to the Process serving Agency which was under the control of Senior Division.

9. Peon

One post of peon, one post of orderly and one post of Safai karamchari and one post of Chowkidar is on regular basis. They all perform their duties as assigned to them.

Point No.3.

The procedure followed in the making progress including Channels of Supervision and Accountability. As per response given in point No.2 and following the instruction of the Hon'ble High Court.

Point No.4.

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

Norms set for the discharge of its functions are in the form of various rules, orders and instructions and Circulars and orders issued by the Hon'ble High court from time to time volume 1 of Circulars orders of the H.P. Court Supl. 1993 and Volume-II, April, 2002.

Point No.5.

RULES, REGULATIONS, INSTRUCTIONS, ANNUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

All the Rules and regulations are made by the Hon'ble High court and District and Sessions Judge, Solan. The Various Act and Rules, regulations, instruction followed are as under:-

13. F.R and S.R.
14. Leave Rules.
15. T.A Rules.
16. L.T. C. Rules.
17. Pension Rules.
18. C.C.S. Rules.
19. Conduct Rules.
20. G.P.F. Rules.
21. Medical Attendance Rules.

Point No.6.

A statement of the categories of documents that are held by it or under its control. The documents relating to financial transaction are held by account branch Naib- Nazir and was kept in the form of registers cash book, ledger books files, bills, vouchers etc which are subject to Audit. Service books in the form documents are held and kept in the establishment branch Superintendent G-II which are also subject to verification of the audit.

Point No.7.

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.

Point No.8.

A Directory of its officer and employees.

	Office	Residence	Mobile Number
14. Shri Hakikat Dhanda, Presiding Officer	273660	_____	_____
15. Smt. Kiran Jain, Superintendent			94183-19629
16. Smt. Usha Sharma, Reader			94188-27381
17. Sh. Vinod Verma, Steno-typist			94595-38248
18. Smt. Seema, N.N			9418156327
19. Sh. Subhash Negi, Criminal Ahlmad			89880-78115
20. Sh. Navjot Parkash, civil Ahlmad			80912-00050
21. Sh. Chunni Lal, Bailiff			98824-59107
22. Sh. Payara Lal, Bailiff			98053-42799
23. Sh. Som Nath, Process Server			-
24. Sh. Mohinder, Process server			98824-17483
25. Sh. Inder Singh, Peon			94595-58704
26. Smt. Har Devi, Peon			94184-98989

Point No. 10.

The monthly remuneration record by each of the officers and employees including the system of compensation as provided in its regulation.

Sr. No.	Name & Designation	Pay Scale	Basic Pay	Gross Salary
1	Sh. Hakikat Dhanda, Presiding Officer	27700-447700	44813	87056/-
2	Smt. Kiran Jain, Supdt. G-II	10300-34800 + GP 4800	23330	54460
3	Smt. Usha Sharma, Reader	10300-34800 + GP 4400	18770	43372
4	Sh. Vinod Verma, Steno	10300-34800 + GP3200	14330	33660
5	Smt. Seema, Naib Nazir		14330	33560
6	Sh Navjot Parkash, Civil Ahlmad	10300-34800 +GP 3200	13500	31600
7	Sh. Subhash Negi, Criminal Ahlmad	10300-34800 +GP 3200	13500	31250
8	Sh. Payara Lal, Bailiff	5910-20200 + GP 1900	14200	33540
9	Sh. chunni Lal, Bailiff	5910-20200 + GP 1900	13800	32620
10	Sh. Mohinder, Process Server	4910-10680 + GP 1650	12600	29860
11	Sh. Som Nath, Process server	4910-10680 + GP 1650	13490	31908
12	Sh. Inder Singh Peon	4910-10680 + GP 1650	13710	32214
13	Smt. Har Devi, Peon	4910-10680 + GP 1650	10440	24872

Point No.11.

The Budget allocated to each of its agency, indicating the particulars of plans, expenditure and reports on disbursements made.

Demand No. 11

2014- Administration of Justice
105-civil and Session Court
01 civil and Sessions Court
Establishments(voted) Non plan- soon

S.O.E	Sanctioned Budget.	Expenditure 2014-2015	surrendered to HHC	Balance in hand as on 31.3.15
Salary.	8059720	8059720	--	Nil
T.A./FTA	90414	90414	--	Nil
Livery	17036	17036	--	Nil
Office expenses	301083	300764	319	--
Medicial R.	120058	120058	--	Nil
Moter Vehicle	40700	40700	--	Nil

Total	8629011	8628692	319	--
Road and diet Money.	118000	118000	--	Nil

Point .No. 12.

The number of execution of subsidy programmers including the amount allocated and the detail of beneficiaries of such programmers.

Point No.13.

Not applicable.

Particular of recipient of concession permit or authorization granted by it.

Point No.14.

Detail in respect of the information available to held by it reduced in an Electronic Form.

Not applicable.

Point No.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.

Court library is instituted for the Court/ Presiding Officer and it is not maintained for public use.

Point No.16.

The name, designation and other particular of Public Information Officer.

Shri Sachin Raghu, Civil Judge (Jr. Division)-cum- C.J.M., Solan.

Point No.17.

Such other information as may prescribed.

Not applicable.

Endst. No. Civil Judge/ Jr. Divn./JMIC/KSL/Supdt. _____ dated.

18. The Id. District & Sessions Judge (Appellate Authority), Solan, District Solan, H.P.

19. The Id. State Public Information Officer (Civil Judge, Sr. Division-cum- C.J.M., Solan for information please.

20. The State Chief Public Information Commissioner, Shimla, H.P.

Sd/-

(Hakikat Dhanda)

Civil Judge(Jr. Division)-cum- JMIC
Kasauli, District, Solan, H.P.