

Information pertaining to the establishment of Civil Judge (Junior Division)-cum-Judicial Magistrate Ist Class, Kandaghat, District Solan, H.P. under the provision of Section 4(1)(b) of the Right to Information Act, 2005.

4(1)(b)(i)

The particulars of its organization, functions and duties.

Particulars of Court of Civil Judge (Junior Division)-cum-Judicial Magistrate Ist Class, Kandaghat. This court is situated at the Sub-Divisional Head Quarter, Kandaghat in the third floor of the 'Mini Secretariat Building'.

Sittings of the Court:

The court working hours are from 10:00 AM to 1:30 PM and 2:00 PM to 4:00 PM. Second Saturday of every month is a working day for the purpose of holding National Lok Adalat. Except holidays Court of Civil Judge (Junior Division)-cum- Judicial Magistrate Ist Class, Kandaghat remains open from 9:45 AM to 4:45 PM with a lunch break for half an hour from 1:30 PM to 2:00 PM.

The office is headed by the Superintendent Grade-II. It is divided into the following branches:-

1. Administration Branch
2. Accounts branch/Nazarat
3. Peshi Branch
4. Ahlmad Branch (Civil and Criminal)
5. Copying branch

Sanctioned strength of ministerial establishment of the Court of Civil Judge (Junior Division)-cum-Judicial Magistrate Ist Class, Kandaghat is as follows:-

1. Superintendent Grade-II	1
2. Reader (Sr. Asstt.)	1
3. Record Keeper (Sr. Asstt.)	1
4. Steno-Typist	1
5. Naib Nazir	2
6. Civil Ahlmad	1
7. Criminal Ahlmad	1
8. Copyist	1
9. Process Server	4
10. Peon	1
11. Orderly	1
12. Chowkidar	1
13. Safai Karamchari	1
14. Judgment Writer(on contract basis)	1

Following supporting staff of this Court is as under: -

Sr. No.	Name of Post	Scale	No of Permanent Post	No of Temporary Post	Total No. of Posts
1.	Supdt. Gd-II	10300-34800 GP 4800	1	-	1
2.	Reader	10300-34800 GP 4400	1	-	1
3.	Record Keeper	10300-34800 GP 4400	1	-	1
4.	Naib Nazir-I	10300-34800 GP 3600	1	-	1
5.	Naib Nazir-II	5910-20200 GP 1900	1	-	1

6.	Steno-Typist	10300-34800 GP 3200	1	-	1
7.	Civil Ahlmad	10300-34800 GP 3200	1	-	1
8.	Criminal Ahlmad	10300-34800 GP 3600	1	-	1
9.	Copyist	10300-34800 GP 3600	1	-	1
10.	Process Servers	4900-10680 GP 1400	4	-	4
11.	Peon	4900-10680 GP 1650	1	-	1
12.	Orderly	4900-10980 GP 1300	1	-	1
13.	Chowkidar	4900-10680 GP 1300	1	-	1
14.	Safai Karamchari	4900-10680 GP 1950	1	-	1
		Total:-	17	-	17
Contractual Staff					
1.	Judgment Writer	10300-34800 GP 3800	1	-	1

1. Judicial

2. Administrative

4(1)(b)(ii) powers and duties of the officer and employees Civil Judge (Junior Division)-cum-JMIC

Civil Judge (Junior Division)-cum-JMIC apart from this exercising the power of Chairman of the Sub-Divisional Legal Services Committee and provide Legal aid to the poor people. Holds Lok Adalats and organize Legal Literacy and awareness camps to create awareness and sensitize general public about their rights, duties and various schemes launched by the government for their benefit and development.

Administrative and Executive business/work of the Civil Judge (Jr. Divn)-cum- JMIC, Kandaghat is distributed amongst the officials as follows:

Superintendent G-II

Overall supervision of the working of staff, to attest the certified copies of judgments/orders/documents under Section 76 of Indian Evidence Act, to make the office report in Civil Causes, Prepare Decree Sheets, exercise powers of Court Office by taking up the cases fixed for service/reply etc., maintain casual leave, earned leave, service record of the officials and to prepare monthly, quarterly, half yearly statements, maintaining library and also keeping confidential record. Besides above, Superintendent G-II makes arrangement of meetings of legal Aid Committee, Gender Sensitization Committee and also makes arrangement related to the protocol like booking of rooms, deputing officials for the protocol duty etc.

Reader

Maintain Peshi Register, Preparing Cause List, maintain fine register, issue receipts, to deposit fine, to return documents and to assist the Presiding Officer. Enters daily proceedings in CIS.

Steno-Typist

Obtain dictation in orders/judgments etc. Uploads orders/judgments on NJDG.

Judgment Writer

Type judgments and other work assigned to him/her.

Naib Nazir-I

Maintains General Cash Book, maintain road and diet money, maintain acquaintance roll/GIS/TA/Medical/Stock/Civil Court Deposit register, prepare all kinds of bills/refund vouchers and all the work pertaining to accounts which is assigned to him from time to time. Besides above, Naib Nazir-I also maintains cash book and accounts pertaining to Sub-Divisional Legal Services Committee, Kandaghat, maintains the record of PLVs/Retainer Lawyers, makes all kinds of correspondences belonging to legal aid activities, goes in the villages in connection with legal literacy and awareness camps etc. and prepares different statements pertaining to SDLSC, Kandaghat. Apart from this, Naib Nazir-I also performs Protocol Duty and attends Judicial Dignitaries who visits within the jurisdiction of the Court.

Naib Nazir-II:

Maintains Sheriff's Petty Account, looks after the diary/dispatch work and controls the Process Serving Agency by registering the summons received in the Nazarat Agency and assigning tours to the Process Servers/Bailiff for getting the service of summons/warrants etc. effected. Naib Nazir-II assists Naib Nazir-I in the work pertaining to Sub-Divisional Legal Services Committee in the work pertaining to Sub-Divisional Legal Services Committee and in Protocol Duty also.

Criminal Ahlmad:

The Criminal Ahlmad is the custodian of all the files of Criminal nature i.e. Police Challans, N.I.Act cases, Domestic Violence cases, Excise Act Cases and cases U/s 125, 127 & 128 Cr.P.C. etc. Criminal Ahlmad maintains Register No. 1 for entering all the cases, Register No.2 for IPC cases, Register No. 3 for Acts, Register No.4 for Criminal Misc. Application, Register No. 17 for M.V. Act, Register No. 22 for Bail application, Register No. 21 for FIRs etc. and he also makes compliance of the Court Orders and consigns decided cases pertaining to his seat to the Record Room.

E-filing of the Criminal cases in CIS is also done by Criminal Ahlmad.

Civil Ahlmad

Civil Ahlmad is the custodian of all the files of Civil nature i.e. Civil Suits, Rent Cases etc. He maintains register No. 1 for Civil Suits, Register No. 2 for Rent Petitions, Register No. 2 for Arbitration Act, Register No. 3 for H.M. Act etc. and he makes compliance of Court orders and consigns decided cases pertaining to his seat to the Record Room. E-filing of the Criminal cases in CIS is also done by Civil Ahlmad.

Copyist

Copyist prepares the copies of judgment/orders, statements in Photostat machine, working as copying agent and receive applications for copies.

Process Server

Process Server effects the service of summons/notices issued to the parties and witnesses.

Peon

Peon neats and cleans the tables and chairs in the office and do distributes the office Dak.

Orderly

Orderly calls the cases and do other work assigned to him by the Presiding Officer.

Chowkidar

Chowkidar's duty starts from 4:45 PM to 9:45 AM and during this period he used to watch the Court building/complex.

(iii) The procedure followed in the decision making process including channels of supervision and accountability:-

As enumerated in response to Section 4(1)(1)(b)(ii) above.

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

This office follows the directions of Hon'ble High Court contained in circular and directions issued from time to time by the Ld. District & Sessions Judge, Solan and Hon'ble High Court, Volume-I of Circular order of the Hon'ble High Court of H.P. came to be complied in September, 1991 w.e.f. 1972 and mid July, 1991 Volume-II of such Circular orders of the High Court of Himachal Pradesh came to be complied in April, 2002 w.e.f. Mid July, 1991 to March, 2002.

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

So far as the rules, regulations, instruction manuals are concerned this office follows the instructions of Hon'ble High Court of H.P. issued vide Circulars from time to time and instructions issued by the Ld. District & Sessions Court, Solan from time to time. The record of rules, regulations and instruction are kept/maintained by the Superintendent G-II.

(vi) Statement of the categories of documents that are held by it or under its control:-

As enumerated in response to Section 4(1)(b)(ii) above. As the officials are maintaining statements regarding their duties/seats as per the instructions of Hon'ble High Court from time to time.

(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) 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 bodies, are open to the public or the minutes of such meetings are accessible for public:-

Not applicable.

(ix) A directory of its officers and employees:-

1. Civil Judge(Junior Division)
2. Superintendent G-II
3. Reader (Senior Assistant)
4. Record Keeper (Senior Assistant)
5. Steno-Typist
6. Naib Nazir-I (Junior Assistant)
7. Criminal Ahlmad (Junior Assistant)
8. Copyist (Junior Assistant)
9. Civil Ahlmad
10. Naib Nazir-II
11. Process Servers(4)
12. Peon
13. Orderly
14. Chowkidar
15. Safai Karamchari
16. Judgment Writer (on contract basis)

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

Post of Civil Judge (Junior Division), Kandaghat			
Name & Designation	Pay Scale	Basic Salary	Total
Smt. Geetika Kapila, Civil Judge (Jr. Division)- cum- JMIC	27700 – 44770	30780	73547
One Post of Superintendent GII			
Smt. Pawan Puri, Superintendent G-II	10300-34800 GP 4800	26670	60541
Two Posts of Senior Assistants			
Smt. Neelam Sharma, Reader	10300-34800 GP 4400	20270	39213
Smt. Sham Kala, Record Keeper	10300-34800 GP 4400	18340	41832
Three Posts of Junior Assistants			
Smt. Rama Thakur, Copyist	10300-34800 GP 3600	15660	35678
Sh. Umesh Verma, Naib Nazir-I	10300-34800 GP 3600	15660	35657
Sh. Suman Singh,	10300-34800	15650	35657

Criminal Ahlmad	GP 3600		
One Post of Steno Typist			
Smt. Veena Devi, Steno-Typist	10300-34800 GP 3200	14760	33762
Two Posts of Clerks			
Smt. Tarunum Choudhry, Civil Ahlmad	10300-34800 GP 3200	13500	30790
Sh. Dev Raj, Naib Nazir-II	5910-20200 GP 1900	7810	17945
Four Posts of Process Servers (Class-IV)			
Sh. Chuni Lal, Process Server	5910-20200 GP 1950	13390	30674
Sh. Ramesh Kumar, Process Server	5910-20200 GP 1950	14560	33294
Sh. Rohit Rolta, Process Server	4900-10680 GP 1650	9290	21390
Sh. Dharminder Thakur, Process Server	4900-10680 GP 1400	7120	16479
Three Posts of Class-IV			
Sh. Lalit Kumar, Peon	4900-10680 GP 1650	6940	16076
Sh. Dalip Kumar, Chowkidar	4900-10680 GP 1300	6390	14844
Sh. Tilak Raj, Orderly	4900-10680 GP 1300	6200	14418
One Post of Safai Karamchari			
Sh. Rajinder Kumar, Safai Karamchari	4900-10680 GP 1650	11580	22532
One post of Judgment Writer (on contract basis)			
Vacant Post	10300-34800 GP 3800	0	0

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

Not applicable, as budget allocated by the Hon'ble High Court of H.P.

(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 receipts of concessions, permits or authorization granted by it:-

Not applicable.

(xiv) Detail report of the information available to or held by it, reduced in an electronic form:-

All the information with regard to the Cases of the Court is uploaded on NJDG and as such, same can be viewed from anywhere.

(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:-

There is a library, which is only meant for Court use.

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

The Hon'ble High Court vide Notification No. HHC/Estt.7(35)/2005- dated 12.07.2006 pleased to designate the Civil Judge (Junior Division) as Assistant Public Information.

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

Court has been computerized for the purpose of all the Judicial Work and every information with regard to the cases is made available on the web site of National Judicial Data Grid (NJDG), as the day-to-day judicial work is uploaded on the NJDG.

(Geetika Kapila)
Civil Judge (Jr. Divn.)-cum-JMIC,
Kandaghat, District Solan, H.P.