

DISTRICT AND SESSIONS COURTS,

AMRITSAR

*(Information on 17 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 : Office of District & Sessions Judge, Amritsar.

This organization is sub-ordinate institution of the Hon'ble Punjab & Haryana High Court, Chandigarh.

Functions of the Organization : The organization have it's two main functions.

- i) Judicial Function and
- ii) Administrative Function.

Duties of the Organization :

- i) To exercise the control over all it's subordinate Courts functioning in it's territorial jurisdiction.
- ii) To distribute the various grants amongst it's 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) To recruit Class-III and Class-IV Govt. Servants with the help of Advisory Committee.
- vii) To promote the officials to the higher responsible post.
- viii) 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.
- viv) In exercising the duties of administrative nature, the organization deals with the Transfers of it's 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, Amritsar under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.

MANUAL 2

The Powers and Duties of Judicial Officers

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. 1 lac.

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 & duties of Employees

The various categories of the employees of organization are as under;

Class-A : Chief Administrative Officer/Superintendent

Class-C : Reader Grade I, II & III,
Stenographer Grade I, II & III
Graduate Clerks, Ahlmads, Clerks
Driver
Bailiff

Class-D : Process Server
Peon/ Watchman /Mali/Orderly
Peon/ Waterman/ Record-lifter/Usher

Duties of Employees

Superintendent/ Chief Administrative Officer

To supervise over the employees of Class-III and Class-IV and to assist the Head of the Organization in Administrative/Judicial work.

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 Judges.

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 posts 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.

Peon

To obey the orders of Presiding Officer, to do the work of cleaning of court halls, to distribute the dak etc.

Chowkidar

To watch the Court building & premises.

Sweeper

To clean the Court premises, lavatories etc.

MANUAL 3

The Rules, Regulations, Instructions, Manuals and Records for Discharging Functions

- 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 4

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 : The information as relates to this issue / point so far as it organization is concerned as " Nil".

MANUAL 5

A statement of the categories of documents that are held by it or under its control. : The following registers/documents are maintained by this Organization;

1. The Kaccha Register for Civil & Criminal Side
2. The separate 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, 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. The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers are being maintained as per the Civil and Criminal Manual.
7. For the purpose of maintaining Accounts of the organization, the registers. i.e. The Book for Receipts for money paid into Court, Register of

deposit receipts-"C" Register, the Register of deposit payment-"D" Register, the Register of attached property produced in Civil Proceedings-"F" Register, the Register of Money received on account of subsistence money of Civil Prisoners-"G" Register, the register of payment on account of subsistence money-"H" register, the Cash Book-I, the Ledger Book-J, the Treasury Pass Book-K, the Treasury Cheque Book-L, the register of applications for refund of lapsed deposit, and other various registers are being maintained as per the Civil and Criminal Manuals.

8. Service Books of Officer/s and employee/s, GPF Account of Class-IV Govt. Servants, Muster Roll of Class-III and IV Govt.Servants, List of disposed-of records deposited in Judicial Record Room. The disposed of records of all the Courts are deposited in Judicial Record Room, Faridkot and preparation of certified copies in disposed of cases are being prepared and delivered by the Record Keeper(Record Room).

MANUAL 6

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part.

The information as relates to this issue/point so far as it organization is concerned is "Nil".

MANUAL 7

The names, designations and other particulars of the Public Information Officers are as follows:

Sr. No.	Name of the Court	Assistant Public Information Officers	Public Information Officers	Appellate Authority
1	<p>a) Court of District & Sessions Judge and Courts of Additional District and Sessions Judges at District Head quarters</p> <p>b) Court of Additional Distt. & Sessions Judge at places where there is no District & Sessions Judge</p>	<p>Chief Ministerial Officer of the Court of District & Sessions Judge,</p> <p>Sr.Ahlmad/ Stenographer</p>	<p>Chief Administrative Officer/ Supdt. In the office of District & Sessions Judge</p> <p>Chief Ministerial Officer of the Court of Senior Most Additional District & Sessions Judge,</p>	<p>District and Sessions Judge of the respective Sessions Division.</p> <p>Senior Most Additional District & Sessions Judge</p>
2	Court of Civil Judge (Senior Division)	Chief Ministerial Officer of the Court	Clerk of Court of the office of Civil Judge (Senior Division)	Civil Judge (Sr.Divn.),
3	Court of Chief Judicial Magistrate	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Court	Chief Judicial Magistrate
4	Court of Civil Judge situated at places other than the District Head Quarters	Senior Most Ahlmad / Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer

5	Court of Judge Small Cause	Chief Ministerial Officer of the respective Court	Registrar, Small Cause Court	Judge, Court of Small Cause.
6	Court of Additional Civil Judge (Sr.Divn.) or Court of Senior Most Civil Judge at Sub Division level	Senior Most Ahlmad/ Stenographer	Chief Ministerial Officer of the Senior Most Judicial Officer	Senior Most Judicial Officer

MANUAL 8

The procedure followed in the Decision Making Process

- The Officers follows 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 and directions of the Judicial officers.
- The Principal District & Sessions Judge, Amritsar, supervise the work of the organization and exercises control over it. Likewise, he distribute the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.
- 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.
- The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after it's registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.
- 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/s for disposal according to law, except the cases triable 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

A directory of Officers

LIST OF TELEPHONE NUMBER OF JUDICIAL OFFICERS POSTED IN AMRITSAR SESSIONS DIVISION

<u>AMRITSAR (S.T.D. Code-0183)</u>	OFFICE	RESIDENCE
Shri H.S.Madaan, District & Sessions Judge.	2225124 2401822 (Fax)	2225122
Sh.G.S.Bakshi, Addl. Distt. & Sess. Judge	2229559	-
Sh.P.P.Singh, Addl. Distt. & Sess. Judge	2229559	2564692
Sh.A.P.Batra, Addl. Distt. & Sess. Judge	2223362	2212023
Sh.J.S.Kang, Addl. Distt. & Sess. Judge	2564662	2221830
Mrs.Neelam Arora, Addl. Distt. & Sess. Judge (Ad.) Fast Track Court	2566949	2560999
Sh.Rakesh Kumar, Addl. Distt. & Sess. Judge (Ad.) Fast Track Court	2565410	2222165
Sh.S.S.Mann, Civil Judge (Sr. Divn.)	2566037	2221739
Sh.Kuldip Singh, CJM	2225110	2210428
Sh.Ranjeet Kaur, JSCCt.	2222439	2221739
Sh.Jagdeep Sood, ACJ(SD)	2223438	2221863
Sh.Kulbhushan Kumar, CJJD	2225095	2210399
Sh.Varun Nagpal, CJJD	2225097	2221898

Ms.Manila Chugh, CJJD	2225093	2229445
	OFFICE	RESIDENCE
Ms.Pooja Andotra, CJJD	2225096	2223495
Sh.Rajesh Bhagat, CJJD	2563003	2222155
Sh.Sanjeev Kundi, CJJD	2225091	2226020
Smt.Amita Singh , CJJD	2221052	2221799
Sh.Rajesh Ahluwalia, CJJD	2221057	-
<u>AJNALA (S.T.D. Code-01858)</u>		
Smt.Jatinder Walia, ACJ(SD)	221172	221148
Sh.H.S.Sindhia, CJJD	222055	222206
<u>BABA BAKALA (S.T.D. Code-01853)</u>		
Sh.Hira Singh, ACJ(SD)	245499	245599
<u>PATTI (S.T.D. Code-01851)</u>		
Sh.S.S.Jossan, ACJ(SD)	244574	245797
Sh.Mandeep Mittal, CJJD	242277	244941
<u>TARN TARAN (S.T.D. Code-01852)</u>		
Sh.G.C.Garg, Addl. Distt. & Sess. Judge	225640	222205
Sh.Nirmal Singh , Addl. Distt. & Sess. Judge	-	223307
Smt.Asha Condal, Addl. Distt. & Sess. Judge	223639	223651
Sh.Ravinder Singh, CJ(SD)	222823	222422
Sh.R.K.Condal, CJM	222938	229550
Sh.Ajay Mittal, CJJD	-	-

OTHER COURTS AT AMRITSAR

MANUAL 10

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

The information is as under;

Judicial Officers

Revised Scales

1.	District & Sessions Judge	:	Rs. 57700-1230-58930-1380-67210-1540-70290
2.	Addl.District & 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.39530-54010
6.	Civil Judge (Jr.Divn.)	:	Rs.27700-44700-770-33090-920-40450-1080-44700

Judicial Employees

Revised Scales

Class A

Chief Administrative Officer-cum-Superintendent	:	Rs.10300-34800/- + 5400 (Grade Pay)
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Class C

Reader Grade I	:	Rs.10300-34800/- + 5000 (Grade Pay)
Reader Grade II	:	Rs.10300-34800/- + 4200 (Grade Pay)

Reader Grade III	:	Rs.10300-34800/- + 3800 (Grade Pay)
Stenographer Gr.I	:	Rs.10300-34800/- + 4200 (Grade Pay)
Stenographer Gr.II	:	Rs.10300-34800/- + 3800 (Grade Pay)
Stenographer Gr.III	:	Rs.5910-20200/- + 2800 (Grade Pay)
Graduate Clerks	:	Rs.10300-34800/- + 3200 (Grade Pay)
Clerks	:	Rs.5910-20200/- + 1900(Grade Pay)
Drivers	:	Rs.5910-20200/- + 2000(Grade Pay)
Bailiff	:	Rs.5910-20200/- + 1900(Grade Pay)

Class D

Process Server	:	Rs.4900-10680/- + 1650(Grade Pay)
Usher	:	Rs.4900-10680/- + 1400(Grade Pay)
Peon/ Orderly/ Chowkidar/ Waterman/ Sweeper	:	Rs.4900-10680/- + 1300(Grade Pay)

MANUAL 11

The budget allocated to each Agency;

Initially the Organization receives the grants under various heads from the Government and thereafter it distributes the same amongst its subordinate Courts/ authorities as per their requirements and the remaining funds are used to keep for the expenditure of the organization for expenditure of pay & allowances, over-time allowance, wages, traveling allowances, office expenses, Rent, rate & taxes, publications, grant-in-aid etc.

MANUAL 12

**The Manner of Execution of
Subsidy Programmes.**

The information as relates to this issue/point so far as it 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 being given to the persons who work as Petition Writer in Civil Court with the consultation of the Judge 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.

MANUAL 14

The Norms set by it for the discharge of its functions

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 Punjab Civil Services, Punjab Budget Manuals, Punjab Financial Rules, Punjab Treasury Rules, Manuals, Regulations, and Government Resolutions, Circulars and Notifications.

MANUAL 15

Information available in an electronic form

Information is not available in any electronic form. Computerization in Amritsar is in progress and the information will be available soon in an electronic form.

MANUAL 16

**The particulars of facilities available to citizens for
obtaining information :**

No such facilities are available to citizens for obtaining
information.

MANUAL 17

OTHER USEFUL INFORMATION :

The work of maintenance of Court Building and Residential Quarters of Judicial Officers and employees is being look-after by the Public Works Department.