

**DISTRICT AND SESSIONS COURTS,
HOSHAIRPUR**

*(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 Office : Office of District & Sessions Judge, Hoshiarpur.

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

This Sessions Division consists of three Sub-Divisions/Tehsils namely: - Dasuya, Mukerian and Garhshankar.

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, Ludhiana under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.

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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. 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 & duties of Employees

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

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

Duties of Employees

Court Manager

To facilitate the administrative functions of the Court under the general supervision of the District Judge.

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.

Chowkidar

To watch the Court building & premises.

Sweeper

To clean the Court premises, lavatories etc.

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Publication of information regarding items specified in Rules4(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

Name of Office :- District and Sessions Judge Hoshiarpur

Sr. No.	Name of Branch	Name of the Acts and 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,Volume1 part 1,Volume2 &3 Punishment and Appeal Rules. Punjab Financial Rules Volume1 &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 Pay bill 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 and 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 Order 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.	Library Registers

		Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	
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

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Publication of information regarding items specified in Rules 4(1) b (vii) of the Right of Information Act 2005

The particulars of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of policy or implementation there of :-

Name of the Office:- District & Sessions Judge, Hoshairpur

Sr. No. Detail/Type of arrangement made

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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, Hoshiarpur

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 he 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 Office/Statement Branch.	Diary Register, Despatch 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 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 .

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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".

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

<i>Sr. No.</i>	<i>Name of courts</i>	<i>Assistant Public Information officer</i>	<i>Public Information Officer</i>	<i>Appellate Authority</i>
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 Hoshiarpur.
2	Court of Civil Judge (Senior Division) and all the courts of the civil judge (Jr.Divn.) at Hoshiarpur.	Reader attached to the court of the Civil Judge (S.D), Hoshiarpur.	Clerk of Court, Attached to the court of the Civil Judge (S.D.), Hoshiarpur.	The Civil Judge (Sr.Divn.), Hoshiarpur.
3	Court of the Chief Judicial Magistrate, Hoshiarpur.	Reader attached to the Court of the Chief Judicial Magistrate, Hoshairpur	Reader, attached to the court of the Chief Judicial Magistrate , Hoshiarpur.	The Chief Judicial Magistrate, Hoshiarpur.
4	Court of the Additional Civil Judge (Sr.Divn.) and the Court of Civil judge (Jr.Divn) at Dasuya	Reader attached to the Additional Civil Judge (Sr.Divn.) and the Civil judge (Jr. Divn) at ,Dasuya	Sr. Most Ahlmad, attached to the court of the addl.civil judge (Sr.Divn.),Dasuya.	The Addl.Civil Judge (Sr.Divn), Dasuya
5	Court of the Additional Civil Judge (Sr.Divn.) and the Court of Civil judge (Jr.Divn) at Mukerian	Reader attached to the Additional Civil Judge (Sr. Divn.) and the Civil judge (Jr. Divn) at ,Mukerian	Sr. Most Ahlmad, attached to the court of the addl.civil judge (Sr. Divn.),Mukerian.	The Addl.Civil Judge (Sr.Divn), Mukerian.
6	Court of the Additional Civil Judge (Sr.Divn.) and the Court of Civil judge (Jr.Divn) at	Reader attached to the Additional Civil Judge (Sr. Divn.) and the Civil judge (Jr.Divn) at	Sr. Most Ahlmad, attached to the court of the addl.civil judge (Sr. Divn.), Garhshankar.	The Addl.Civil Judge (Sr.Divn), Garhshankar

	Garhshankar	,Garhshankar		
7	Secretary Legal Aid Authority.		.	.

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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, Ludhiana, 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.
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 it's 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/s 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.

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A directory of Officers Posted in Sessions Division Hoshiarpur LIST OF JUDICIAL OFFICERS POSTED AT DISTRICT HEADQUARTER

Sr. No.	Sarv/Shri	Designation	Office No.	Residence No.
1	Sh. G. K. Dhir	District & Sessions Judge	01882-220316	01882-240159
2	Sh. J. S. Binder	Addl.District & Sessions Judge,Hsp	01882-246057	01882-251443
3	Sh. Manjinder Singh	Addl.District & Sessions Judge,Hsp	01882-246056	01882-254511
4	Sh. G. S.Dhillon	Addl.District & Sessions Judge, Hsp	01882-244896	01882-250480
5	Sh. Lachhman singh	Addl.District & Sessions Judge(A), FTC, Hsp	01882-246247	-
6	Sh. Pushvider Singh	Addl.District & Sessions Judge(A) FTC, Hsp	01882-240482	01882-250711
7	Mrs. Lukhwinder Kaur	Civil Judge Senior Division, Hsp	01882-220319	01882-255219
8	Tarn Taran Singh Bindra	Chief Judicial Magistrate, Hsp	01882-220321	01882-252335
9	Sh. Aashish Abrol	Addl. Civil Judge Senior Division,Hsp	01882-247245	-
10	Sh. Jaswinder Singh	Civil Judge Junior Division, Hsp	01882-245247	01882-256948
11	Ms. Ekta Uppal	Civil Judge Junior Division, Hsp	01882-340346	01882-250055
12	Sh. Mahesh Kumar	Civil Judge Junior Division, Hsp	01882-240341	01882-256618
13	Sh. Ram Kumar	Secretary, District Legal Service Authority, Hoshiarpur	-	-
14	Sumukhi	Civil Judge (Jr. Dn.), Hoshiarpur.(under training)	9781218140	Under Trg.
15	Nidhi Saini	Civil Judge (Jr. Dn.), Hoshiarpur.(under training)	9914563755	Under Trg.
16	Manu Mittu	Civil Judge (Jr. Dn.), Hoshiarpur. (under training)	9814035544 8054147002	Under Trg.
17	Jagminder Kaur	Civil Judge(Jr. Dn.), Garhshankar.(under training)	9888152959 8558850039	Under Trg.

**LIST OF JUDICIAL OFFICERS POSTED IN SUB-DIVISION, DASUYA DISTRICT
HOSHIARPUR**

13	Mrs. Archana Kamboj	Addl. Civil Judge Senior Division, Dasuya	01883-285238	01883-287004
14	Sh Rajinder Singh Nagpal	Civil Judge Junior Division, Dasuya	01883-285538	-

**LIST OF JUDICIAL OFFICERS POSTED IN SUB-DIVISION, MUKERIAN DISTRICT
HOSHIARPUR**

15	Sh. Vishesh	Addl. Civil Judge Senior Division, Mukerian	01883-245005	01883-287004
16	Sh. Raj Pal	Civil Judge Junior Division, Dasuya	01883-244364	01883-244305

**LIST OF JUDICIAL OFFICERS POSTED IN SUB-DIVISION, MUKERIAN DISTRICT
HOSHIARPUR**

17	Mrs. Ravi Inder kaur	Addl. Civil Judge Senior Division, Dasuya	01884-282174	01884-282074
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The Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations 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. 39530-920-40450-1080- 9090 -1230-54010
4. Chief Judicial Magistrate : Rs.39530-920-40450-1080-49090- 1230-54010
5. Addl.Civil Judge (Sr.Divn.) : Rs.39530-54010
6. Civil Judge (Jr.Divn.) : Rs.27700-44700-770-33090-920- 40450-1080-44700

Employees Revised Scales

Court Manager: 15600-39100 +Grade Pay 6600/

Chief Administrative Officer-cum- Superintendent

5400 (Grade Pay)

Class C

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

: Rs.10300-34800/-+

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

+ 3800 (GradePay) 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/Record Lifter/Daftri : Rs.4900-10680/- + 1400(Grade Pay)

Peon/Orderly/Chowkidar/Waterman/:Rs.4900-10680/- Sweeper+1300(Grade Pay)

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Publication of Information regarding Items Specified in Rule4(I) b(xI) of the right of Information Act 2005

Initially the Organization receives the grants under various heads from the Government and thereafter it distributes the same amongst it's 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, travelling allowances, office expenses, Rent, rate & taxes, publications, Electricity, Telephone, grant-in-aid etc.

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Publication of information regarding items specified in Rule 4 (i) 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, Hoshiarpur

Subsidy Allotted to beneficiaries – Nil.

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Publication of information regarding items specified in Rule 4 (i) b (xiii) of the right of information Act. 2005.

Particulars of recipients of concessions, Permits or authorizations granted

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

Sr. No.	Concessions/permits	Name of the recipient	Address of the recipient	Authorization grant

Not Applicable.

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Publication of information regarding items specified in Rules 4(i) b (viii) of the Right of Information Act, 2005

To norms set for discharge of the functions

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

However, in order to stream line the office work and expedition disposal of cases/complaints etc. received following norms are fixed

Sr. No.	Name Of The Branch	Norms set by the Department.
1	Functioning of Courts	The cases mentioned in the Daily Cause List are called turn by turn. The litigants appears along with their Advocates or by himself and Judicial Officer deal with the Judicial File/Case according to rules and pass the necessary orders and return the files to the Ahlmad to keep the same in safe custody. Reader assists the Presiding Officer in functioning of the Court and Judgment Writer/Stenographer take necessary dictation as dictated by the Presiding Officer.
2	English / COC Branch	After the receipt of Letters/Papers/Complaints from different ends and the same is mark to the Clerk/Assistant concerned and he deals with the relevant rules and instructions of the Hon'ble High Court as well as of the Government of Punjab. Every paper cross the channel from dealing clerk, Assistant, Superintendent and then put up before the Ld. District & Sessions Judge, Shaheed Bhagat SIngh Nagar. The Ld. District & Sessions Judge takes the final decision.
3	Civil Nazir / Nazir Branch	When Pay bills and other bills delivered to Nazir he sends the same to the Treasury Office and obtains the cheques and then deposit the same in the concerned account of the Officers/Employees. Fine imposed by the different Judicial Courts are deposited with the Nazir and he deposit the same in the bank very next day after making necessary entries in the cash book. He obtains the stationery and registers from the Stationery Department and make necessary entries in his stock register and deliver the same to the employees after obtaining the necessary requisition. Nazir of Lower Court Branch also receives the summons from different Courts and mark the same to the Process Servers for Service and Process Server after getting service affected returns the same to the Nazir and Nazir returns the same to

		the Court concerned. The payment of witness is also made by the Nazir after obtaining the order / certificate from the court concerned.
4	Copying Agency	After receiving the application in the Copying Agency, Head Copyist makes necessary entries in the register and then send to the Judicial Courts as well as Record Room/Judicial Record Room. After receiving the record he prepares the copies and delivers the same to the concerned after affixing the necessary court fee.
5	General Provident Fund Branch	After receiving the schedules from the Sessions Court as well as Lower Court, GPF Clerk makes entries in the account numbers of the official concerned in the Ledger and prepares the annual GPF statements in the end of financial year after calculating the interest. He issue the GPF statement to the employees upto 30th of June. Advances taken by the employees as per Chapter-13 of the C.S.R. Vol. II. Every advance is entered in the GPF Ledger and Utilization Certificate obtained is after completion of one month.
6	Statement Branch	All the statements i.e. Monthly, Quarterly, Half yearly and annual are prepared after obtaining the same from the Judicial Courts.
7	Malkhana Branch	The case property of decided cases is received by the Malkhana Moharrir from the different Judicial Courts. Bail orders passed by the Hon'ble High Court are received by the Malkhana Moharrir and he put up before the Chief Judicial Magistrate and send the release warrants to the different Jails after obtaining the orders of Chief Judicial Magistrate.
8	Record Keeper	Any case decided by the court, the record keeper after obtaining the Judicial file enters in the register and put it into the relevant basta and send the same if required by the Appellant Authority or Copying Agency. Destruction of record is made by the Record Keeper as per instructions contained in High Court Rules and Orders Vol. IV Chapter- 16.

E-Courts Project Team: Technical Manpower

Sr. No.	Name	Designation	Contact No.
1	Susheel Kumar	System Officer	9023942484 8558872408
2	Manjit Kaur	System Assistant	9780070384
3	Gagandeep Singh	System Assistant	9988174452

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Publication of information regarding items specified in Rule 4 (i) b (xiv) of the right of information Act. 2005.

Details in respect of the information available reduced in an electronic form

Name of the Office : District & Sessions Judge, Hoshiarpur

Sr. No.	Type Of Information

-- NIL --

MANUAL - 16

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

Particulars of facilities available to citizens for obtaining information

Name of the Office : District & Sessions Judge, Hoshairpur

Presently, no such facility is available in this office or in the offices under this Court

MANUAL - 17

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

Other useful information

Name of the Office : District & Sessions Judge, Hoshiarpur

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