

**DISTRICT AND SESSIONS
COURTS, LUDHIANA**

*(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, Ludhiana.

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

This Sessions Division consist of three Sub-Divisions/Tehsils namely: - Khana, Samrala and Jagraon

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

- Judicial Function and
- 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) 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.

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. 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, Clerks, 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.

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, III, IV, V & VI
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 to this that exists for consultation with, organization or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

The information as relates issue / point so far as it is concerned as “ Nil”.

MANUAL 5

A statement of the categories of registers/documents documents that are held by it or under its control.

The following 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 its 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, Ludhiana 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</p> <p style="text-align: center;">of Senior Most</p>	<p>District and Sessions Judge of the respective Sessions Division.</p> <p>Senior Most Additional District & Sessions Judge</p>

			Additional District & Sessions Judge,	
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	Chief Ministerial	Registrar,	Judge, Court

	Cause	Officer of the respective Court	Small Cause 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

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.

MANUAL 9

A directory of Officers

Sr. No.	Sarvshri	Designation	Office	Mobile No.	Mobile No.	House	Floor	Crt
1	Sh.Gobinder Singh	D&SJ, Ldh.	0161-2411444		81466-08099	Sessions House	G.F.	1
2	Sh.Virender Kumar	Labour Court	0161-2770133	94659-00013	94659-00013	15-A	-	-
3	Sh. Sunil Kumar Arora	AD&SJ, Ldh.	0161-2401411	9.46E+09	75081-84803	12-A	1 st	2
4	Sh. Paramjit Singh	AD&SJ, Ldh.	0161-2775507	98145-41200	75081-84804	10-A	1 st .	5
5	Sh. Sukhdev Singh	AD&SJ, Ldh.	0161-2775505	98783-51006	85588-07003		2 nd	12
7	Sh.Kamaljit Lamba	AD&SJ, Ldh.	0161-2775514		94657-77131	S-4	1 st	7
8	Ms.Priya Sood	AD&SJ, Ldh.	0161-2400265	94653-58643	96462-93003	6-A	2nd	11
10	Sh.Sarabjit Pal Singh Panesar	AD&SJ, Ldh.	0161-2400266		85588-55266	9-A	1st.	6
11	Sh.Vinod Kumar Goyal	AD&SJ, Ldh.	0161-2775515	98151-74201	75081-84810	1-A	3rd	16
12	Sh.Ranjit Kumar Jain	AD&SJ, Ldh.	0161-2400263	94659-00099	88720-10009	14-A	3rd	15
13	Sh. Amarjit Singh Virk	AD&SJ, Ldh.	0161-2770723	96462-61006	75081-84812	45-D,BRS Nagar	3rd	17
14	Sh.Hari Singh Grewal	AD&SJ, Ldh.	0161-2770726	97802-10893	85588-55064	71-B	5 th	29
6	Sh. Karunesh Kumar	AD&SJ, Ldh.	0161-2775512	98159-43113	75081-84813	52-A	1 st	8
9	Sh. Darbari Lal	AD&SJ, Ldh.	0161-2427037	98153-38655	75081-84809	S-2	3rd	19
15	Ms. Surinder Pal Kaur	AD&SJ, Ldh.	0161-2427036	99158-95111	98559-60160	4-A	2nd	14-A
16	Sh.Sant Parkash Sood	AD&SJ, Ldh.	0161-2775509		98150-00765	5-A	4th	21
17	Sh.Sanjiv Joshi	AD&SJ, Ldh.	0161-2427038	99157-91717	96462-93309	39-A	5 th	25

18	Sh.Shivinder Singh Mann	AD&SJ, Ldh.	0161-2427040	98723-12181	94173-29477	PVT. ACC OM.	5 th	27
19	Sh. Harjeet Singh	CJ(SD), Ldh.	0161-2413477	78377-89200	85588-07008		1 st	9
20	Sh. Muneesh Arora	CJM, Ldh.	0161-2413677	95920-00333	85588-55031	271-B, BRS NGR	G.F.	3
21	Sh.K.K.Singla	CJM-Cum-Sec. Legal Service A.	0161-		85588-07009	358, HIRA SING HRD	5 O . W .	G.F.
22	Sh.Amrinder Pal Singh	ACJ(SD), Ldh..	0161-2775508		94172-50550	58-A	G.F.	4
23	Ms. Pushpa Rani	CJJD, Ldh.	0161-2401950	99150-01641	75081-84824	1-A (office r colony)	G.F.	9 O . W .
24	Ms. Monica Chohan	CJJD, Ldh.	0161-2427039	98725-02221	75081-84826	40-A	5 th	26
25	Sh. Atul Kamboj	CJJD, Ldh.	0161-2427041	98888-07608	75081-84828	29-A	5 th	28
26	Ms. Harpreet Kaur	CJJD, Ldh.	0161-2775510	98551-02050	95016-68815	45-A	3 rd	18
27	Sh. Gurbir Singh	CJJD, Ldh.	0161-2775513		96462-93048	43-A	2 nd	14
28	Ms. Preeti Sukhija	CJJD, Ldh.	0161-2400264	95929-90220	75081-84830	16-A	2 nd	10
29	Sh. Jasvir Singh	CJJD, Ldh.	0161-2427043	98152-94867	75081-84832	35-A	6 th	32
30	Ms.Pratima Arora	CJJD, Ldh.			85588-00185	37-A	1 st .	4 O . W
31	Ms.Navdeep Gill	CJJD, Ldh.			75081-84841	PVT. ACC OM.	1 st .	8 O . W
32	Ms. Shilpa	CJJD, Ldh.	0161-2775516	94631-53200	95929-02429	32-A	4 th	24
33	Sh.Lavdeep Hundal	CJJD, Ldh.			75081-84842	60-A	6 th	30
34	Ms.Himanshi Galhotra	CJJD, Ldh.			75081-84856	45-A	6 th	31
35	Sh.Pankaj Verma	CJJD, Ldh.			85588-55309		6 th	33

36	Neeraj Kumar Singla	CJJD,Ldh	Under Training		85588-30051	36-A	5th	29-A
37	Sh.Ashish Thathai	CJJD, Ldh.			75081-84852		O.W.	10
38	Ms.Kiran Jyoti	CJJD, Ldh.			75081-84845	57-A	6th	34
39	Ms. Sukhbir Kaur	CJJD, Ldh.	0161-2775506	94172-50550	75081-84855	44-A	4th	22
40	Sh.Rahul Kumar	CJJD, Ldh.	0161-2402922		94171-07033		G.F.	3 O . W .
41	Ms. Amandeep Kaur	CJJD, Ldh.	0161-2277503		75081-84857		4th	23
42	Ms.Roopaa Dhaliwal	CJJD, Ldh.			75081-84851	32-A	3rd	19-A
43	Ms.Ekta Sahota	CJJD, Ldh.	0161-2775511		75081-84849		1st	2 o . w
44	Sh.Jagmilap Singh Khusdil	CJJD, Ldh.	0161-2441006		97802-90919		1st	6 o . w .
45	Ms. Palwinderjeet Kaur	ACJ(SD), Jagraon	01624-223274	98785-73999	97802-90906	No.2 Jagraon		
46	Sh.Amandeep	CJJD, Jagraon			75081-84846			
47	Ms.Manila Chugh	ACJ(SD), Samrala.	01628-262363	98882-97000	85588-30032	Officer Resi.		
48	Sh.Raman Sharma	CJJD, Samrala	01628-261060	98143-20824	98143-20824	Officer		
49	Ms.Amandeep Kaur	ACJ(SD), Khanna	01628-227030	94656-90909	98762-96966	Officer Resi.		
50	Ms.Manni Arora	CJJD, Khanna	01628-224501		75081-84854			
51	Sh. Mahesh Kumar	CJJD, Khanna	01628-227031	81460-12000	85588-06072			
52	Ms.Supreet Kaur,	CJJD, Ldh.			98781-56565		6th	34-A
53	Ms.Mehak Sabharwal	CJJD, Ldh.			96462-63642		6th	34-B
54	Ms.Harpreet Kaur Nafra	CJJD, Ldh.			95016-68815		6th	30-A
55	Ms.Karandeep Kaur	CJJD, Ldh.			99884-4933		6th	30-B

					1			
56	Sh.Sachal Babbar	CJJD, Ldh.			99158-70943		2nd	12-B
57	Sh.Bikramdeep Singh	CJJD, Ldh.			98159-02646		5th	29-A
58	Parul	CJJD, Ldh.	Under Training		89686-88377			
59	Ms.Tejjinder Preet Kaur	CJJD, Ldh.			98154-90909		4th	24-A
60	Mandeep Singh	CJJD, Ldh.			98156-40184		1st	8-A
61	Ms.Nirmala Devi	CJJD, Ldh.			84278-62955		4th	24-B
62	Ms.Shagun	CJJD, Ldh.			94656-65482		6th	30-C
63	Sh.Harjinder Singh	CJJD, Ldh.			75089-16916			
64	Ms.Jublee	CJJD, Ldh.			98143-06084		2nd	12-A
65	Ms.Geeta Rani	CJJD, Khanna			99153-39044			
66	Ms.Supreet Kaur	CJJD,Jagraon			78377-73900			
67	Sh.B.D.Rishi	Superintendent			97800-23810			

Manual 10

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/-

Class B

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

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

Peon/Orderly/Chowkidar/Waterman/:Rs.4900-10680/- Sweeper+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, travelling allowances, office expenses, Rent, rate & taxes, publications, Electricity, Telephone, 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 Ludhiana is in progress and the information will be available soon in an electrical 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 are being look-after by the Deputy Commissioner through the Public Works Department.