

DISTRICT AND SESSIONS COURT, FATEHABAD

(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,
Fatehabad.

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 Haryana.
- 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.
- vi) To promote the officials to the higher responsible post.
- vii) To handle the administration in view of the procedural laws, Haryana 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 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, Fatehabad 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,.

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.

Presently there is no Civil Judge (Junior Division) posted in this Session Division, however Civil Judge (Junior Division) has the following powers:-

1. To deal with the matters of civil nature having jurisdiction up-to Rs. 2 lac.
2. 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,
Superintendent Grade-II
Stenographer Grade I, II & III
Graduate Clerks, Ahlmads, Clerks
Driver
Bailiff

Class-D : Process Server

1. Peon/ Watchman /Mali/Orderly/Choukidar

Record-lifter/Usher /Daftri

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 assist the Presiding Officer in performing court work as well as in doing correspondence with the office.

Superintendent Grad-II

To supervise the work performed by Judicial, Establishment and Account branches.

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

To serve the warrants issued by Civil Courts.

Process Server

To serve the summonses & notices issued by the Civil & Criminal Courts.

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 Haryana Civil Services Rules.
6. The Haryana Budget Manual,
7. The Haryana Financial Rules,
8. The Haryana Treasury Rules
9. High Court Rules & orders Vol.I, II, III, IV, V & VI
10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Haryana 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 : The following registers/documents that are held by it or are maintained by this Organization under its control.

1. The Peshi 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 Courts.
5. The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Courts.
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, Fatehabad and sub-division Tohana 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.	a) Court of District and Sessions Judge and Courts of Additional District and Sessions Judges at District head quarters. b) Courts of Additional Distt. & Sessions Judge at places where there is no District & Sessions Judge	Chief Ministerial Officer of the Court of District & Sessions Judge Senior Ahlmad/Stenographer	Chief Administrative Officer/Supdt. in the office of District & Sessions Judge Chief Ministerial Officer of the Court of Senior Most Additional District & Sessions Judge	District and Sessions Judge of the respective Sessions Division Senior most Additional District and Sessions Judge
2.	Court of Civil Judge, Senior Division	Chief Ministerial Officer of the Court	Clerk of Court of the office of the Civil Judge (Sr. Divn.)	Civil Judge (Sr. Divn.)
3.	Courts of Chief Judicial Magistrate	Senior Most Ahlmad/Stenographer	Chief Ministerial Officer of the Court	Chief Judicial Magistrate
4.	Courts of Civil Judges 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.	Courts of Additional Civil Judge (Sr. Division) or Court of Sr. Most Civil Judge at Sub Divisional 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, Fatehabad, 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 are filed by concerned Police authority before Illaqa Magistrate for disposal in accordance with the law.
- 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

Directory of Officers

LIST OF THE TELEPHONE NUMBERS OF THE JUDICIAL OFFICERS POSTED IN
THIS SESSIONS DIVISION

Name and Designation	Telephone Office	Telephone Residence
<u>Fatehabad Sessions Division</u>		
STD Code 01667		
E-mail Address: dsjfb@hry.nic.in		
District and Sessions Judge Shri Raj Kumar	231222 231223 FAX	231333
Addl. District & Sessions Judge-I Sh. S.C. Goyal	230626	231132
Additional District & Sessions Judge-II, Sh. A.K.S. Panwar	230544	230455
Civil Judge (Senior Division) Shri Ajay Prasher	231034	226116
Chief Judicial Magistrate Shri Mahender Singh	231175	230116
Additional Civil Judge (Sr. Divn.) Sh. Amit Kumar Sharma	231116	223116
<u>Sub Division Tohana</u>		
STD Code 01692		
Additional Civil Judge (Senior Division) Shri Amrit Singh Chalia	232260	231444
<u>Sub Division Ratia</u>		
STD Code 01697		
Addl. Civil Judge (Senior Division) Shri A.D. Dewan	251800	251400
<u>District Administration of Fatehabad</u>		
STD CODE 01667		
Shri Vijay Dahiya, IAS Deputy Commissioner	230001 230002	230003 230004
Shri J.S. Lamba, IPS Senior Superintendent of Police	230005	230006
Shri J.K. Abhir, HCS	230011	220058

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 (Selection Grade)	: Rs. 57700-1230- 58930-1380-67210-1540-70290
2. Addl.District & Sessions Judge (Entry Level)	: Rs. 51550-1230- 58930-1380-63070
3. Civil Judge (Sr.Divn.)	: Rs.39530-920- 40450-1080-49090-1230-54010
4. Chief Judicial Magistrate	: Rs. 43690-1080-49090-1230-56470
5. Addl.Civil Judge (Sr.Divn.)	: Rs. 39530-920- 40450-1080-49090-1230-54010

Judicial Employees	Revised Scales
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Class A

Chief Administrative Officer-cum- Superintendent : Rs.15600-39100/- + 5400 (Grade Pay)

Class C

Reader Grade I : Rs.9300-34800/- + 4200 (Grade Pay)

Reader Grade II / Supdt. Grade II : Rs.9300-34800/- + 3600 (Grade Pay)

Reader Grade III/ Assistant : Rs.9300-34800/- + 3200 (Grade Pay)

Stenographer Gr.I : Rs.9300-34800/- + 4200 (Grade Pay)

Stenographer Gr.II : Rs.9300-34800/- + 3600 (Grade Pay)

Stenographer Gr.III : Rs.5200-20200/- + 2400 (Grade Pay)

Graduate Clerks : Rs.5200-20200/- + 2400 (Grade Pay)

Clerks : Rs.5200-20200/- + 1900(Grade Pay)

Drivers : Rs.5200-20200/- + 2400(Grade Pay)

Bailiff : Rs.5200-20200/- + 1900 (Grade Pay)

Class D

Process Server : Rs.4440-7440/- + 1650(Grade Pay)
Usher : Rs.4440-7440/- + 1650(Grade Pay)
Daftri : Rs.4440-7440/- + 1650(Grade Pay)
Peon/ Orderly/ Chowkidar/
Waterman/Sweeper : Rs. 4440-7440/- + 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 Hon'ble High Court 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/Identity cards are being issued to the Clerk/s of the Advocate/s in view of the provision made in Chapter-6 Part J of the Hon'ble Punjab and Haryana High Court's Rules and Orders Volume-V.

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 Haryana Civil Services, Haryana Budget Manuals, Haryana Financial Rules, Haryana 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 Fatehabad 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 looked-after by the Public Works Department.