

MANUAL - 1

Publication of information regarding items specified by Rule 4(II) b (II) of the Right to information Act 2005

Particulars of Organization, Functions and Duties

The Sessions Division Shahed Bhagat Singh Nagar consist of two Sub-Divisions / Tehsils namely:- Nawanshahr and Balachaur. At Present the Judicial Courts functioning in the different Sub-Divisions / Tehsils as:-

SHAHED BHAGAT SINGH NAGAR:-

1. District and Sessions Judge
2. Two Additional District And Sessions Judges
3. Civil Judge Senior Division
4. Chief Judicial Magistrate
5. Additional Civil Judge Senior Division / Judicial Magistrate 1st Class
6. Civil Judge (Jr. Div) - Cum - JMIC
7. Two Civil Judges (Jr. Div) under Training at Judicial Academy

BALACHAUR :-

1. Additional Civil Judge Senior Division/ Sub Divisional
Judicial Magistrate

As regards the Ministerial Staff, Superintendent / Chief Administrative Officer, Executive Assistant, Reader Grade-I, Reader Grade-II, Reader Grade-III Stenographer Grade-I, Stenographer Grade-II, Stenographer Grade-III, Senior Assistants, Clerks, Balliffs and Drivers. Class IV employees Daftri, Usher, Record Lifter, Orderly, Peons, Additional Peons, Process Server etc. are supporting staff of the above said officers

The original Jurisdiction of the District and Sessions Judge is to try Criminal cases triable by the Sessions Courts. A part from this Hindu Marriage Act cases under section 13 and 13-B, Motor Accident Claim Cases, prevention of Corruption cases, Arbitration Act cases, Anticipatory Bail application etc. cases are triable by the LEARNED District and Sessions Judge, Shahed Bhagat Singh Nagar. The appellant jurisdiction is all the judgments passed by the Civil Judge(Senior Division)/Civil Judge (Jr.Div) and Chief Judicial Magistrate civil judge(Jr Div) and Judicial Magistrate 1st Class are heard as a Appellant Authority. Revision are also heard by the District and Sessions Judge. All the Sessions cases and Appeals which are committed/filed to the court of Sessions are entrusted by the learned District and Sessions Judge to the Addl. District & Sessions Judges. Local Commissioners are also appointed by the Ld. District and Sessions Judge. In the Civil and Criminal cases first appeal can be filed within one month and second appeal can be filed within ninety

days and first rent appeal can be made within fourteen days from the date of supply of copy.

The District and Sessions Judge is also the appointing authority of the Class III and Class-IV employees. Postings and transfers of class III and IV employees. To dismiss, terminate and suspend the Class III and IV employees. To impose the penalties as prescribed under rule 12 (2) of Correction Slip No.40 Rules/II/D.4 dated 5.2.1999. To grant the Annual Grade Increments, Proficiency Step Up, and other benefits i.e. TA Bills, Medical Bills, LTC Bills of all the Class III and IV employees and Judicial Officers. To sanction the casual leave upto 4 days to the Judicial Officers and to sanction the casual leave and earned leave, medical leave paternity leave, maternity leave to all the class III and IV employees. The District and Sessions Judge is also drawing and disbursing officer of all the Addl. District & Sessions Judge and Class III and Class IV employees who are working in the Sessions Courts in the district. The inspection of the Judicial Courts is also made by the Learned District and Sessions Judge, annually and quarterly inspection of his own Court. The District and Sessions Judge can also make surprise visit of any Court/Office in the Sessions Division. The monthly Jail inspection is also made by the District and Sessions Judge and he also allows the service of the Judicial Officers to appear in any other Court. He also make the recommendation of the names of the Oath Commissioners quarterly whose applications are received from the advocates to the Hon'ble High Court and also recommends the names of the Advocates for appointment as Court Auctioneer. The monthly meeting of Judicial Officer is also held by him. Apart from this he also holds the District Vigilance committee meetings. He is also Chairman of District Legal Services Authority and also call the meeting. He is also Chairman of District Criminal and Supervisory Committee. The District & Sessions Judge is also the Appellate Authority under the RTI Act. Appeals against the orders of the Public Information Officer of the office of the District & Sessions Judge can be filed before the Ld.District & Sessions Judge Shahed Bhagat Singh Nagar.

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PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULES 4 (1) B (IV) OF THE RIGHT TO INFORMATION ACT, 2005.

POWERS AND DUTIES AND OFFICERS AND EMPLOYEES

NAME OF OFFICE :- DISTRICT AND SESSIONS JUDGE

District & Sessions Judge	The District & Sessions Judge is Head of the Office. He has envisaged powers / duties as District Judge in Civil Matters and as Sessions Judge in Criminal Matters. He can transfer any civil case from any Court to another Court having competent jurisdiction in the District. As Sessions Judge in criminal cases, he can transfer any criminal case (other than 302 IPC in which charge has been framed) from, one Court to another Court having competent jurisdiction in the District, in the interest of administration of justice. He has also power of entrustment of newly instituted cases to the Addl. District & Sessions Judges of this Sessions Division according to their respective competency. He supervises the Judicial work in the District. Monthly meetings of Judicial Officers are convened by the Ld. District and Sessions Judge. On administration side all the class III & IV employees are under his control in the District. He is competent to issue the appointment letters, transfer orders, dismissal orders, termination and suspension orders to the Class-III and IV employees in the District. He is also Drawing and Disbursing Officer. He is Chairman of different Committees such as District Legal Services Committee, District Litigation & Criminal Supervisory Committee. He is member of the House Allotment Committee (Upper and Lower), he makes annual inspection of Judicial Courts in the District and quarterly inspection of his own court.
Additional District & Sessions Judge-I	In the absence of Ld. District and Sessions Judge, first Additional District & Sessions Judge-I look after the urgent work of Judicial side, except entrustment of new cases. The Court of Additional District & Sessions Judge having powers to deal with the cases of NDPS act, Wakf Board cases, cases of prevention of corruption (as Special Judge), SC/ST Act etc. He makes quarterly inspection of his own court. To distribute the Judicial Work, Ld. District & Sessions Judge can allot any judicial work to him in which he is competent to trial the cases. He can sanction upto four days casual leave to the employees working in his Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.

Additional District & Sessions Judge-II	In the absence of Ld. District and Sessions Judge and Addl. District & Sessions Judge-I, Additional District & Sessions Judge-II look after the urgent work of Judicial side, except entrustment of new cases. The Court of Additional District & Sessions Judge having powers to deal with the cases of NDPS Act and other appellant cases and Sessions Cases in which he is competent. He makes quarterly inspection of his own court. Ld. District & Sessions Judge can allot any judicial work to him in which he is competent to trial the cases. He can sanction upto four days casual leave to the employees working in his Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees.
Civil Judge (Senior Division)	He has envisaged powers/duties as Civil Judge (Sr.Division) in Civil Matters and as Addl. Chief Judicial Magistrate in Criminal Matters. All the cases which are instituted to the court of Civil Judge (Sr. Division) are entrusted by the Civil Judge (Sr.Division) to the Civil Judges posted at local head quarter. He is the in-charge of the Lower Court. He is also a drawing and disbursing officer of Lower Court. C.O.C. Office, Nazir Branch, Process Serving Agency, Judicial Record Room are working under his control. He works as Secretary of District Legal Services Authority. He makes quarterly inspection of his own court. He can sanction casual leave upto four days to the employees working in his Court. He has also powers to deal with the cases of Guardian Act allotted by the Ld.District & Sessions Judge, S.B.S.Nagar and can issue notice U/s 36 of Punjab Courts Act to Class-III and Class IV employees.
Chief Judicial Magistrate	He has envisaged powers/duties as Chief Judicial Magistrate in Criminal matters and as Addl. Civil Judge (Sr.Division) in Civil matters. He has the power to allocate the Police Stations of S.B.S.Nagar District to the Judicial Officers posted at S.B.S.Nagar Sessions Division with the consultation of Ld.District & Sessions Judge, S.B.S.Nagar. Judicial Malkhana and Judicial Copying Agency are working under his control. All the fines imposed upon the litigants in Criminal cases by all the Judicial Courts of Lower Courts are collected by the Malkhana Branch under his control. He is Drawing and Disbursing Officer under the Head 08- Criminal Courts Road and Diet Money. He makes quarterly inspection of his own court. He can sanction upto four days casual leave to the employees working in his Court and can issue notice U/S 36 of Punjab Courts Act to Class-III and Class IV employees.
Addl. Civil Judge (Sr.Division)	He has envisaged powers/duties as Addl. Civil Judge (Sr.Division) in Civil matters and Judicial Magistrate Ist Class in criminal cases. He makes quarterly inspection of his own court. He can sanction upto four days casual leave to the employees working in his Court and can issue notice U/S 36 of Punjab Courts Act to Class-III employees
Civil Judge (Jr. Division)	He has envisaged powers/duties as Addl. Civil Judge (Junior Division) in Civil matters and Judicial Magistrate IInd Class in criminal cases. He makes quarterly inspection of his own court. He can exercise jurisdiction in the cases upto the value of Rs 2 lacks

Court Manager	1. Case Flow Management 2. Human Resource Management 3. Budget Management 4. e-management 5. Stock management 6. Data management 7. infrastructure management 8. Security management 9. Record maintenance 10. Looking after copy agency
Superintendent/ Chief Administrative Officer	1. Control over the staff. 2. Receptions of plaints/appeals, petitions and to scrutinize the same. 3. Issue of certified copies. 4. To check the accounts. 5. Inspection of Lower Courts. 6. Office correspondence. 7. To maintain attendance register of staff. 8. Supervision of Record Room. 9. To maintain ACRs property returns of officers.
English Clerk	English Clerk is the incharge of English Office of the Ld.District & Sessions Judge, S.B.S.Nagar. All the matters relating to establishment i.e. Receipt, despatch, pay bills, medical bills, T.A. Bills, LTC bills, Annual Grade increment, Proficiency Step UP, Oath Commissioner, Notary Public, Audit matters, Construction matters, GIS work, complaints, enquiry matters and other policy matters are dealt by this office.
Clerk of Court	Clerk of Court is working under the control of Civil Judge (Sr.Division), S.B.S.Nagar. He receives the Civil Suits presented by the Advocates and put up the same before the Civil Judge (Sr.Division), S.B.S.Nagar, for entrustment. He also prepare the Pay Bills, TA bills, Medical Bills, LTC bills of the establishment under the control of Civil Judge (Sr.Division) and also deals the correspondence which is made by the High Authorities and with other courts. He also attest the affidavits made by the Process Servers on the summons. He maintain the service book of all Class-III and IV employees under the control of Civil Judge (Sr.Division), S.B.S.Nagar. He also consolidate the Civil statements received from the different courts and also Annual Statements and quarterly statement. He is also Public Information Officer under the Right of Information Act.

Reader	1. Preparation of daily cause list. 2. Maintenance of Peshi Register. 3. Preparation of decree sheets. 4. Examination of plaints and petitions etc. and to check that the proper court fee has been affixed and to cancel the court fee stamps. 5. Recording of evidence on dictation of the Presiding Officer. 6. To maintain attendance register of the staff and their casual leave record. 7. To prepare the periodical statements. 8. To maintain disposal of cases register. 9. To maintain fine registers, to receive & deposit the fine amount, issuance of receipt of fine received and to get the deposit of fine verified from the Treasury every month regularly. 10. Maintenance of Library in the courts of Civil Judges. 11. Preparation of history sheets as and when required by the District & Sessions Judge or Hon'ble High Court. 12. Attestation of certified copies
Ahlmads	1. To maintain all the relevant registers properly as required by rules. 2. Registration of newly instituted cases and to index the same. 3. To issue the processes in the judicial files as ordered by the court. 4. To attach the summons in the judicial files and to make reports on the order sheets of the concerned files regarding service of the processes. 5. To make proper entries in the registers regarding result of the cases and to enter goshwara numbers in the registers. 6. To prepare the indexes of the files for consignment and to consign the same in the Record Room well within the prescribed period. 7. Proper maintenance of judicial files and the documents produced by the parties in the cases in safe custody. 8. Preparation of periodical statements required by the District & Sessions Judge & Hon'ble High Court. 9. To get the files inspected under the rules from the parties or their counsels.
Civil Nazir	1. To submit reports relating to the members of the establishment of their duties to the Civil Judge (Sr.Division). 2. To arrange for the distribution of processes amongst the process servers and Bailiffs and the transmission to the agencies located at Tehsil Headquarters and ensure their timely distribution and execution/service of processes. 3. To see that the prescribed accounts are properly maintained by the staff working under his immediate control; 4. To prepare correspondence regarding the payment of diet money of witnesses and other similar matters and 5. To maintain Civil Code Deposit Register and disbursement record thereof.

Nazir/Naib Nazir	1. To have proper control over the process servers. 2. To entrust the processes to the Process-Servers and to ensure the service of processes and their return well within time. 3. To ensure that the processes received from Hon'ble High Court and Supreme court are served positively and returned well within time on priority basis. 4. Maintenance of proper accounts in the courts under the rules. 5. Proper maintenance of the stores of the courts. 6. To maintain registers regarding deposits and disbursement of diet money of witnesses in civil and criminal complaint cases. 7. Nazir District and Sessions Courts to maintain registers and record regarding receipt and disbursement of compensation in MACT and Land Acquisition cases. Maintains cash book, contingent registers and stores
G.I.S. and G.P.F Clerks	To maintain G.I.S. & G.P.F. accounts of the staff properly and to send them the statements every year regularly.
Copyist	To maintain the required registers regularly and properly and to prepare and deliver the certified copies in accordance with the relevant rules and procedures prescribed under High Court Rules and Orders Volume 4.
Judgment Writer	To take the dictation from Presiding Officer and type the judgments and to prepare the certified copies of Judgments, if applied for by the parties in anticipation of the pronouncement of Judgments and also to prepare the certified copy of judgment in criminal case if the accused is/are convicted in a warrant cases.
Stenographers	To take the dictation from the Presiding Officer and to type the same and to record the evidence on dictation of Presiding Officer.
Library Assistant	He is the incharge of Central Library in the District & Sessions Court, S.B.S.Nagar and maintains the law books which are lying in the Central Library. He issues the law books which are required in the functioning of courts as and when demanded by the Judicial Officer. He is also examiner of the translation work of all the courts of District & Sessions Judge as well as Addl. District & Sessions Judges, S.B.S.Nagar. He also attends the Mediation and Conciliation Centre on every Saturday.
Malkhana Moharrir	The main duty and function of the Malkhana Moharrir is to receive the case property of decided cases and maintain the same in the Malkhana
Fine Moharrir	He receives the fine as imposed by the Judicial Magistrates at Headquarter and also maintains the Fine Cash Book. He also deposit the same in the Bank very next day.

Record Keeper	Record Keeper is the incharge of Record Room. He receives the files which are decided by the court concerned and put it into the relevant Basta after making necessary entries. He sends the files to the Higher Courts/Other Courts in which record is requisitioned. He also send the files to the Copy Agency for the preparation of copies. He maintains the CD 8 register and other Register including document return register of decided files.
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MANUAL - 3

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 Shaheed Bhagat Singh
Nagar**

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. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Library Registers
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 thereof :-

Name of the Office :- District & Sessions Judge, Shaheed Bhagat Singh Nagar

Sr. No. Detail/Type of arrangement made

Not applicable

MANUAL 5

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, Shaheed Bhagat
Singh Nagar**

S.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 Register s (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 Centre and notification of the Government of Punjab after 2000

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

Statement of the Boards, Monthly Vigilance Committee Meeting with Advocates, Councils and others bodies

Name of the office of District & Sessions Judge, SBS Nagar

Name of the Boards	Name of Council	Name of Committee	Name of other Bodies constituted by the Deptt	Whether meeting of these bodies are open to public Yes/No	Whether The minutes Of such meeting are Accessible for public Yes/No
-	-	Chairman District Vigilance Committee, SBS Nagar	-	NO	YES
-	-	Chairman District Criminal Litigation Supervisory Committee, Shaheed Bhagat Singh Nagar	-	NO	YES
-	-	Chairman, District Legal Services Authority, Shaheed Bhagat Singh Nagar	-	NO	YES
-	-	Chairman, District Level Monitoring Committee, Shaheed Bhagat Singh Nagar	-	NO	YES
-	-	Member, House Allotment Committee (Upper and Lower)	-	NO	YES

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

Names, designation and other particulars of Public Information Officers.

S.No	Name of the Court	Assistant Public Information Officers	Public Information Officer	Appellate Authority
1	a).Court of the District and Sessions Judge and Courts of Additional District and Sessions Judges at District HeadQuarters. b). Court of the District and Sessions Judge where there is no District and Sessions Judge.	a).Chief Ministerial Officer of the court of District and Sessions Judge. b).Sr. Ahlmad / Stenographer	a).Chief Administrative officer/ Supdt. In the office of District and Sessions Judge. b).Chief Ministerial Officer of the Court of the Senior most Add District and Sessions Judge.	a).District and Sessions Judge of the Respective Division. b).Senior Most Additional and District Sessions Judge
2	Court of Civil Judge, Senior Division	Chief Ministerial Officer of the court.	Clerk of the Court of the Office of the Civil Judge (Senior Division.)	Civil Judge (Senior Division)
3	Court of the Chief Judicial Magistrate	Senior Most Ahlmad / Stenographer	Chief Ministerial Officer of the Court	Chief Judicial officer
4	Courts of the Civil Judges situated at places other than District Headquarters.	Senior Most Ahlmad / Stenographer	Chief Ministerial Officer of the senior most Judicial Officer.	Senior Most Judicial Officer
5	Court of the Judge, Small Cause	Chief Ministerial Officer of the respective Court	Registrar, Small Cause Court	Judge, Court of the Small Cause

6	Courts of Additional Civil Judge (Sr. Division) or Court of Sr. Most Civil Judge at Sub Division Level.	Senior Most Ahlmad / Stenographer	Chief Ministerial Officer of the senior most Judicial Officer.	Senior Most Judicial Officer
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MANUAL 8

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.

Name of Office : District & Sessions Judge, Shaheed Bhagat Singh Nagar.

Sr.No	Nature / Type of Work	level at which task is initiated	Name of the Post which Deals with cases before the decision making authority	Level at which decision is made.
1	Courts	Alhmad	Reader	Persiding Officer / Judicial Officer
2	English Office, GPF Branch, COC Branch, Statement Branch	English Clerk Dealing Clerk/ GPF Clerk / COC / Add English Clerk.	Superintendent	Ld. District and Sessions Judge, S.B.S Nagar / Civil Judge (Senior Division), S.B.S Nagar
3	Civil Nazar / Nazar Branch	Civil Nazar / Nazar	COC	Ld. District and Sessions Judge, S.B.S Nagar / Civil Judge (Senior Division), S.B.S Nagar
4	Copying Agency	Copyist	Head Copyist	Supertendent in the District and Sessions Court, S.B.S Nagar and COC in the Judicial Copying Agency to attest the copies / Chief Judicial Magistrate

5	Record Room	Dealing Clerk	Record Keeper	Ld. District and Sessions Judge, S.B.S Nagar / Civil Judge (Senior Division), S.B.S Nagar
6	Library	Library Clerk	Librarian	Ld. District and Sessions Judge, S.B.S Nagar.
7	Malkhana Branch/ Fine Mohirr	Dealing Clerk	Malkhana Mohirr	Chief Judicial Magistrate, SBS Nagar

MANUAL 9

Publication of information regarding items specified in Rule4(i) b(XI) of the right of information Act.2005

The Monthly Remuneration recieved by each Officers and Employees. Including the system of compensation as provided in Regulations

**OFFICE/COURT OF DISTRICT & SESSIONS JUDGE, SHAHEED
BHAGAT SINGH NAGAR**

Sr. No.	Name of Officials	Designation	Phone No.
1	Sh. G.S Saran	Distt. & Session Judge	01823-224300
2	Sh. Brijindra Singh	Court Manager	8968409399
3	Sh. Satish Kumar Sharma	C.A.O./Supdt.	9463760749
4	Sh. Shiv Kumar	E.C.	9463272099
5	Vacant	A.E.C	
6	Sh. Jasminder Singh	Librarian deputed to work as Reader in the Court of Ms. Amandeep Kamboj, CJ(JD). Parveen Verma deputed as Librarian.	9465886562
7	Vacant	Library Clerk	
8	Sh. Sandeep Singh	GPF Clerk	9888999275
9	Sh. Manoj Kumar	R & D Clerk	9888682583
10	Sh. Jagdish Singh	Inspection Clerk deputed to work as Statement Clerk	9888002443
11	Sh. Robin Chowdhary	L.R. Clerk deputed to work as Bill Clerk.	9417244655
12	Vacant	L.R. Clerk	
13	Vijay Kumar	Nazir	9779716164
14	Sh. Manbinder Singh	L.R. Stenographer Gd. III deputed to work in the court of ACJ(SD),BLC.	9780513591
15	Vacant	L.R. Stenographer Gd. III	
16	Sh. Didar Singh	Driver (on Medical Leave)	9463045660
17	Sh. Ranjit Singh	Driver	9417305023
18	Sh. Parmodh Kumar	Driver (Post provided for the court of CJM, SBS Nagar vide Hon'ble High Court letter No. 35145 E.II/VII.B.4 (Pb) dated 3.10.2011	8559027817
Class IV Officials			
19	Sh. Sham Sunder	Daftiri	9814758847
20	Sh. Vijay Kumar Sharma	Peon	9463480434
21	Rohit II	Chowkidar	9646828245
22	Sh. Ramji Yadav	Mali	9878872213
23	Sh. Chand Ram	Mali-cum-Chowkidar	9872986738
24	Sh. Mandeep Singh	Sweeper	9779714104
25	Sh. Ashok Kumar	Library Peon	8054039002
Sessions Record Room			
26	Sh. Bind Kumar	Record Keeper	9855331133
27	Sh. Jagdish Luthra	Record Clerk (Joined ex-ASR on 5.9.11)	987863304
28	Sh. Sham Lal	Record Lifter	9878049656
29	Sh. Sarwan Kumar	Peon	9914766124
The Court of G.S.Saran, Distt & Sessions Judge, SBS Nagar			
30	Sh. Lachhman Dass	Reader Grade I	9872797661
31	Sh. Yashwinder Gandhi	Stenographer Gd. I	9872350540
		E.A. Deputed to work in the court	

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**Publication of information regarding items specified in Rule4(i) b(XI) of
the right of information Act.2005**

**The Monthly Remuneration recieved by each Officers and Employees.
Including the system of compensation as provided in Regulations**

**OFFICE/COURT OF DISTRICT & SESSIONS JUDGE, SHAHEED
BHAGAT SINGH NAGAR**

Sr. No.	Name of Officials	Designation	Scale of Pay + Grade Pay
1	Sh. G.S. Saran	Distt. & Session Judge	70290-76450
2	Sh. Brijendra Singh	Court Manager	15600-39100+6600.
3	Sh. Satish Kumar Sharma	C.A.O./Supdt.	10300-34800+5400
4	Sh. Shiv Kumar	E.C.	10300-34800+4400
5	Vacant	A.E.C	10300-34800+4400
6	Sh. Jasminder Singh	Librarian deputed to work as Reader in the Court of Ms. Amandeep Kamboj, CJ(JD). Parveen Verma deputed as Librarian.	10300-34800+4400
7	Vacant	Library Clerk	10300-34800+3200
8	Sh. Sandeep Singh	GPF Clerk	10300-34800+3200
9	Sh. Manoj Kumar	R & D Clerk	10300-34800+3200
10	Sh. Jagdish Singh	Inspection Clerk deputed to work as Statement Clerk	10300-34800+3200
11	Sh. Robin Chowdhary	L.R. Clerk deputed to work as Bill Clerk.	10300-34800+3200
12	Vacant	L.R. Clerk	10300-34800+3200
13	Vijay Kumar	Nazir	10300-34800+3200
14	Sh. Manbinder Singh	L.R. Stenographer Gd. III deputed to work in the court of ACJ(SD),BLC.	10300-34800+3200
15	Vacant	L.R. Stenographer Gd. III	10300-34800+3200
16	Sh. Didar Singh	Driver (on Medical Leave)	5910-20200+2800
17	Sh. Ranjit Singh	Driver	5910-20200+3000
18	Sh. Parmodh Kumar	Driver (Post provided for the court of CJM, SBS Nagar vide Hon'ble High Court letter No. 35145 E.II/VII.B.4 (Pb) dated 3.10.2011	5910-20200+2800
Class IV Officials			
19	Sh. Sham Sunder	Daftri	4900-10680+1800
20	Sh. Vijay Kumar Sharma	Peon	4900-10680+1650
21	Rohit II	Chowkidar	4900-10680+1650
22	Sh. Ramji Yadav	Mali	4900-10680+1650
23	Sh. Chand Ram	Mali-cum-Chowkidar	4900-10680+1650
24	Sh. Mandeep Singh	Sweeper	4900-10680+1650
25	Sh. Ashok Kumar	Library Peon	4900-10680+1650
Sessions Record Room			
26	Sh. Bind Kumar	Record Keeper	10300-34800+4400
27	Sh. Jagdish Luthra	Record Clerk (Joined ex-ASR on 5.9.11)	10300-34800+3200
28	Sh. Sham Lal	Record Lifter	4900-10680+1800
29	Sh. Sarwan Kumar	Peon	4900-10680+1650
The Court of G.S. Saran, Distt. & Sessions Judge, SBS Nagar			
30	Sh. Lachhman Dass	Reader Grade I	10300-34800+5000
31	Sh. Yashwinder Gandhi	Stenographer Gd. I	10300-34800+4400
		E.A. Deputed to work in the court of Civil Judge (Sr Div) SBS	

Manual 11

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

Name of the Office:- District and Session Judge, S.B.S Nagar

Sr. No	Head “2014- ADMIN. OF JUSTICE FOR THE YEAR 2012-13	Budget/Funds received	Budget/Funds Utilized
1	Salaries and C.A.-105(01)	1660000	8378198
2	Salaries -105(03)	325000	158954
3	Salaries -105(02)		
4	Salaries and C.A.-105(04)		
5	Wages-105(01)	Nil	
6	Wages-105(02)		
7	T.A.-105(01)	5000	
8	T.A.-105(03)	Nil	
9	T.A.-105(02)		
10	T.A.-105(04)		
11	O.E.,P.OL. Liveries & Law Books-105(01)	448050	81144
12	O.E.,P.OL. Liveries & Law Books-105(02)		
13	Electricity-105(01)	60000	17600
14	Electricity-105(02)		
15	Telephone-105(01)	5000	8334
16	Telephone-105(02)		
17	Water Charges-105(01)	Nil	
18	Water Charges-105(02)		
19	Adv. Publication-105(01)	Nil	
20	P.P.S.-105(01)		
21	P.P.S.-105(02)		
22	Rent Rate & Taxes-105(01)	Nil	
23	Rent Rate & Taxes-105(02)		
24	Medical Reimbursement-105(01)	50000	28106
25	Medical Reimbursement-105(03)		
26	Medical Reimbursement-105(02)		
27	Medical Reimbursement-105(04)		
28	Salaries Evening Court / Court Manager-105(01)(31)	6,18,000	284889

Information Under R.T.I Act 2005, as on August 7, 2012

29	2235-Social Security and Welfare- (Legal Aid Poor) and (Legal Aid to L.P.)	Nil	
30	108-Criminal Courts	Nil	

Manual 11

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

Name of the Office:- Civil Judge (Sr Division), S.B.S Nagar

Sr. No	Head "2014- ADMIN. OF JUSTICE FOR THE YEAR 2012-13	Budget/Funds received	Budget/Funds Utilized
1	Salaries and C.A.-105(01)		
2	Salaries -105(03)		
3	Salaries -105(02)	20000000	9420342
4	Salaries and C.A.-105(04)	5167000	3313072
5	Wages-105(01)		
6	Wages-105(02)		
7	T.A.-105(01)		
8	T.A.-105(03)		
9	T.A.-105(02)	90000	75614
10	T.A.-105(04)	0	0
11	O.E.,P.OL. Liveries & Law Books-105(01)		
12	O.E.,P.OL. Liveries & Law Books-105(02)	250000	47468
13	Electricity-105(01)		
14	Electricity-105(02)	400000	91045
15	Telephone-105(01)		
16	Telephone-105(02)	50000	13488
17	Water Charges-105(01)		
18	Water Charges-105(02)	1000	0
19	Adv. Publication-105(01)		
20	P.P.S.-105(01)		
21	P.P.S.-105(02)		
22	Rent Rate & Taxes-105(01)		
23	Rent Rate & Taxes-105(02)	100000	99068
24	Medical Reimbursement-105(01)		
25	Medical Reimbursement-105(03)		
26	Medical Reimbursement-105(02)	50000	13992
27	Medical Reimbursement-105(04)	50000	43769
28	2235-Social Security and Welfare- (Legal Aid Poor) and (Legal Aid to L.P.)		
29	108-Criminal Courts		

MANUAL 12

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, Shaheed Bhagat Singh Nagar

Subsidy Allotted to beneficiaries – Nil

MANUAL 13

**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, Shaheed Bhagat Singh
Nagar**

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

Not Applicable.

Manual 14

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 office : District & Sessions Judge, S.B.S Nagar

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

S.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 are 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.
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E-Courts Project Team: Technical Manpower			
S.no	Designation	Name	Contact Number
1	System Officer	Mr Amit Thakur	01823-220287
2	System Assistant	Mr Mohnish Mittal	01823-220287
3	System Assistant	Ms Sunny Sudhera	01823-220287

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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, Shaheed Bhagat Singh Nagar

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

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, Shaheed Bhagat Singh
Nagar**

MEDIATION AND CONCILIATION CENTRE

The Mediation and Conciliation Centre has not yet been established in Shaheed Bhagat Singh Nagar Sessions Division since the suitable space for the same is not available.