

INFORMATION UNDER CLAUSE 4(1)(B) OF RIGHT TO  
INFORMATION ACT.

**(i) The Particulars of its organization,  
functions and duties.**

**Particulars :-**

**Name of the Organization :**

The Office of the Principal District & Sessions  
Judge, Latur.

The organization is sub-ordinate institution of the  
High Court of Judicathttps://webmail.nic.in/ure at Bombay.

**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 Maharashtra.

iv) To administer justice as per the various  
legislations/ statutes.

v) To recruit Class-III and Class-IV Govt. Servants with the help of Advisory Committee.

vii) to promote the officials to the higher responsible post.

viii) To handle the administration in view of the procedural laws, Maharashtra Civil Services Rules , the Government Resolutions and the Notifications issued by the High Court.

viv) In exercising the duties of administrative nature, the organization deals with the Transfers of it's employees, departmental inquiries of the employees etc.

ix) The Head of the Organization- The Principal District & Sessions Judge is the Chairman of District Legal Services Authority, Latur under which the Lok-Adalats, Seminar on various legal subjects are being held under his Supervision.

**ii) The powers and duties of its officers and employees.**

There are following cadres of the Judicial Officer/s;

- i) The District Judges & Additional Sessions Judges.
- ii) The Adhoc District Judges & Additional Sessions Judges.

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.

iii) 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.

iv) The Chief Judicial Magistrates :-

To deal with all types of Criminal matters excluding the cases triable by the Court of Session.

v) The Civil Judges (Junior Division) and Judicial Magistrate First Class.

i) To deal with the matters of civil nature having jurisdiction up-to **Rs. 5 lacs.**

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.

Juvenile Justice Board is constituted for Latur Judicial District at Head-Quarter Latur for trial of cases of the Juvenile offenders u/s.4 of Juvenile (Care and Protection of Children ) Act , 2000 Smt. S. S. Saste, Jt. Civil Judge (J.D.) and J.M.F.C., Latur is appointed as Principal Magistrate to preside over the Bench of Juvenile Justice Board.

## **Powers & duties of Employees.**

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

- Class-II** : Registrar  
Personal Assistant
- Class-III** : Higher Grade Stenographer  
Lower Grade Stenographer  
Clerk-Cum-Stenographer  
Superintendent  
Assistant Superintendent  
Senior Clerk  
Junior Clerk  
Head Bailiff  
Bailiff  
Driver
- Class-IV** : Xerox Operator  
Book Binder  
Havildar  
Peon/Watchman  
Sweeper

### **Duties of Employees**

- Registrar : To supervise over the employees of Class-III and Class-IV and to assist the Head of the Organization in Administrative / Judicial work.
- P.A. : To attend the Head of the Organization.
- Higher Grade Stenographer : To take down evidence in English on Typewriter.  
To take dictation in cases of the Judges of Appellate

	Authorities and transcribe the same.
Lower Grade Stenographer :	To take down evidence in English on Typewriter. To take dictation in cases of the Judges of the Cadre of Civil Judge (Sr.Dn.)/C.J.M. And CJJD & JMFCs
Superintendents	To supervise the work of the employees/ respective Branch i.e. Judicial Branch, Finance Branch Inspection Branch and Admn. Branch.
Asstt. Supdts.	They have allotted the work of supervision over employees at Taluka Places and they have to deal the matters presented before the Court.
Senior Clerks	Have to do the work of Bench , Property , Statistics, Correspondence , Accounts, Establishment in District Court as well as in subordinate Courts.
Junior Clerks	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.
Head Bailiff	To supervise the work of Bailiffs and to do the official cash transaction & Treasury duties.
Bailiff	To serve the summonses, notices &

to execute warrants issued by the Court/s.

Book binder To bind the various gazettes, law books, registers etc.etc.

Xerox Operator Xeroxing of official documents. Copies from the records of the Court for supplying to the parties.

**Class-IV**

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

Watchman To watch the Court building & premises.

Sweeper To clean the the Court premises, lavatories etc.

**iii) The procedure followed in the decision making process including channels of supervision and accountability.**

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 follows the procedures laid down in the manuals and directions of the Judicial officers.

The Principal District & Sessions Judge, Latur supervise the work of the organization and exercises control

over it.

The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.

The Civil Suits initially/firstly presented before the Civil Judge (Senior Division) and after it's registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.

The Criminal cases initially filed by the concerned Police Authorities and parties before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/s for disposal according to law, except the cases triable under section 409 of I.P.C.

The cases exclusively triable by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for being tried according to law.

The Special Judicial Magistrate/s appointed by the Hon'ble High Court for trial of the petty offences and for recording the confession, dying declaration and for holding identification parade.

**iv) 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 Maharashtra Civil Services, Maharashtra Budget Manuals, Bombay Financial Rules, Maharashtra Treasury Rules, Manuals , Regulations, and Government Resolutions, Circulars and Notifications.

**v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its 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 Maharashtra Civil Services Rules.
6. The Maharashtra Budget Manual,
7. The Bombay Financial Rules,
8. The Maharashtra Treasury Rules
9. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Maharashtra and the Resolutions, Circulars, and Notifications issued by the Hon'ble High



Court, from time to time.

**vi) A statement of the categories of documents that are held by it or under its control.**

The following registers/documents are maintained by this Organization;

1. The Kaccha Register for Civil 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 in the Court/s of Civil Judge (Senior Division) and in the Court/s of Civil Judge (Junior Division).
3. The separate registers for the registration of Regular IPC cases, Summary IPC cases and Miscellaneous Criminal Cases etc. are being maintained in the Court of Chief Judicial Magistrate and in the Court/s of Judicial Magistrate First Class.
4. The separate registers for the registration of Regular Civil Appeal, Miscellaneous Civil Appeal and Motor Accident Claims Petitions and it's execution are being maintained in Appellate Court/s.
5. The separate registers for the registration of Sessions Trial Cases, Special Criminal Cases, Criminal Revisions and Miscellaneous Criminal Applications filed before the Sessions Court/s.

6. The Daily Boards, Memorandum Books, Daily Court Fee Registers, Writ Registers and various other Registers, Process Fees 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 in Latur Judicial District are deposited in Judicial Record Room, Latur and preparation of certified copies in disposed of cases are being prepared and delivered by the Assistant Superintendent (Record Room), Latur.
- vii) 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 is “Nil”.

**viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.**

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

**ix) A directory of its officers and employees.**

The following is the directory of the Officers of the Organization;

	<b><u>Name of the Judicial Officer.</u></b>	<b><u>Office Telephone No.</u></b>
1.	The Principal District & Sessions Judge, Latur.	02382-256796
2.	The District Judge-1 & A.S.J., Latur.	02382-240065
3.	The Registrar, District Court, Latur.	02382-243544
4.	The Superintendent (Finance Branch),	02382-240066
5.	The Civil Judge (Senior Div.), Latur.	02382-251660
6.	The Chief Judicial Magistrate, Latur.	02382-251618
7.	The District Judge-1 & A.S.J., Nilanga.	02384-242989
8.	The Civil Judge (Senior Division), Nilanga.	02384-242990
9.	The Civil Judge (J.D.) & JMFC, Nilanga.	02384-242379
10.	The District Judge-1 & A.S.J., Udgir.	02385-255850
11.	The Civil Judge (Senior Division), Udgir.	02385-256999

12.	The Civil Judge (J.D.) & JMFC, Udgir.	02385-257189
13.	The Civil Judge (Senior Division), Ahmedpur.	02381-263158
14.	The Civil Judge (J.D.) & JMFC, Ahmedpur.	02381-262085
15.	The Civil Judge (J.D.) & JMFC, AUSA.	02383-222337
16.	The Civil Judge (J.D.) & JMFC, Chakur.	02381-251090
17.	The Civil Judge (J.D.) & JMFC, Renapur	02382-233770
18.	The Civil Judge (J.D.) & JMFC, Deoni.	02385-269666

**x) 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;

<u>Cadre/Category</u>	<u>Pay Scale/s.</u>
<b><u>Class-I</u></b>	
1. The Principal District & Sessions Judge/ District Judges & A.S.J./ Adhoc Additional District Judges & ASJ.	Rs. 51550-1230-58930-1380-63070
2. The Civil Judge (Senior Division)/ The Chief Judicial Magistrates.	Rs. 39530-920-40450-1080-49090-1230-54010.
3. The Civil Judge (Junior Division) and Judicial Magistrates First Class.	Rs. 27700-770-33090-920-40450-1080-44770.
<b><u>Class-II</u></b>	
4. The Registrar, District & Sessions Court.	Rs. 9300 – 34800/- GP - 4400
5. Personal Assistant to Principal District & Sessions Judge.	Rs. 9300 – 34800/- GP - 4600
<b><u>Class-III</u></b>	
5. Superintendent	Rs. 9300 – 34800/- GP - 4300
6. Assistant Superintendent	Rs. 9300 – 34800/- GP - 4200
7. Stenographer HG	Rs. 9300 – 34800/- GP - 4400
8. Stenographer LG	Rs. 9300 – 34800/- GP - 4300
9. Clerk-Stenographer/ Senior Clerk.	Rs. 5200 – 20200/- GP - 2400

10. Junior Clerk/Driver.	Rs. 5200 – 20200/- GP - 1900
11. Head Bailiff	Rs. 5200 – 20200/- GP - 2400
12. Bailiff	Rs. 5200 – 20200/- GP - 2000
13. Driver	Rs. 5200 – 20200/- GP - 2400

**Class-IV**

13. Book Binder	Rs. 5200 – 20200/- GP - 1800
14. Havildar	Rs. 5200 – 20200/- GP - 1600
15. Naik/Xerox Operator	Rs. 5200 – 20200/- GP - 1800
16. Peon/Watchman/Sweeper	Rs. 44400 – 7440/- GP - 1300

+ Special Pay i.e. Washing allowance of Rs.30/-.

**xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

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, traveling allowances, office expenses, Rent,rate & taxes, publications, grant-in-aid etc.

**xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

The information as relates to this issue/point is that Govt. has granted some amount out of fine amounts for

distribution to Grant-in-Aid to local bodies of Latur District.

An amount of Rs. 5,000/- is granted to President, District Bar Library & Taluka Bar Library for purchasing Law Books.

**xiii) 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.

**xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.**

The details of all the pending and decided cases of Civil and Criminal nature and other category is available/reduced in an electronic form by feeding it in Computer and up-datation is being done regularly and said information is also available on the Web-side viz. <http://court.mah.nic.in/courtweb>

**xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, it maintained for public use.**

The facility of 'Suvidha Kendara' is available in District Head-quarter to citizens for obtaining information.

**Xvi) The names, designations and other particulars of the Public Information Officers.**

Only one Public Information Officer has been appointed for the Organization by the Principal District & Sessions Judge in view of the directions of the Hon'ble High Court whose particulars are as follows;

Name : Shri H. L. Kamble,  
Designation : Registrar, District Court,  
Latur.  
Jurisdiction : For Latur Judicial District.  
Address. : District & Sessions Court,  
Latur.  
Phone No. : 02382-243544.

**Appellate Authority is**

: "District Judge-1 and  
Additional Sessions Judge,  
Latur.  
Jurisdiction : For Latur Judicial District.  
Address. : District & Sessions Court,  
Latur.  
Phone No. : 02382-240065

**xvii) Such other information as may be prescribed:**

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

There is an establishment of “Latur Zilla Nyayalayin Karmachari Sahakari Pat-Sanstha” to meet with the monitory needs of Court employees.

There is also an Association of Latur Zilla Nyayalayin Karmachari (Class-III) Sanghatana, Latur recognized by the Government of Maharashtra.

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