

**(B)**

DISTRICT & SESSIONS COURT, JALGAON  
**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,  
 Jalgaon.  
 The organization is sub-ordinate institution of the High Court  
 of Judicature 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 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,  
 Maharashtra 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, Jalgaon 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 Ad-hoc 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 lac.
  - (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.
- (vi) The Secretary, District Legal Services Authority, Jalgaon  
To do the work of DLSA, Jalgaon as Secretary, to arrange the Lok-Adalat, workshops, literacy camp etc. To be the in-charge of Alternative Dispute Resolution Center, Jalgaon.

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  
 Havaladar/Naik  
 Peon/Watchman/Waterman  
 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.
- Personal Assistant : To attained the Head of the Organization.
- Higher Grade Stenographer : To take down evidence in English on Computer/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 Computer/Typewriter.  
 To take dictation in cases of the Judges of the Cadre of Civil Judge (Sr.Dn.) /C.J.M. And CJD & JMFCs.
- Superintendents : To supervise the work of the employees/ respective Branch i.e. Judicial Branch, Finance Branch, Inspection Branch and Admn.Branch.
- Assistant Superintendents : 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.

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.
Xerox Operator	: Xeroxing of official documents. Copies from the records of the Court for supplying to the parties.
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 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 follow the procedures laid down in the manuals and directions of the Judicial officers.
- The Principal District & Sessions Judge, Jalgaon 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 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.
- 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. The said Court is being functioning in

the morning from 8.00 to 10.00 a.m. for trial of the such cases namely cases under Motor Vehicle Act.

The **Evening Courts** in this Judicial District are established. They are established as under :

Jalgaon 2 courts. Out of which 1 court is established from 12<sup>th</sup> July 2010 & the second one is from 20<sup>th</sup> August 2010. Chalisgaon 1 court & Bhusawal 1 court from 20<sup>th</sup> August 2010 & Chopda 1 court from June 2012.

The timing of the evening courts is from 06.00 p.m. to 08.00 p.m. The evening courts are allotted the criminal matters tried as summarily & also the petty cases and the cases falling under N.I.Act.

The **Morning Courts** in this Judicial District are established at Jalgaon, Amalner, Pachora, Erandol, Raver, Jamner, Muktainagar, Dharangaon, Bhusawal & Chopda w.e.f.01/12/2010. The morning Court of Jalgaon & Parola was ceased w.e.f.31/12/2011 a.o.h. & 15/05/2012 a.o.h. respectively.

The Judges of the Morning courts have been conferred with all the powers to entertain and try all kinds of cases, suits or the proceedings as may be assigned.

The working time of said courts in the morning everyday shall be from 8.00 am to 10.00 am except on Sundays, 2<sup>nd</sup> & 4<sup>th</sup> Saturdays and holidays.

The Morning courts is housing in the regular court halls of the respective judges.

There is a Gram Nyayalaya established at Bodwad Dist.Jalgaon from 22/01/2012. The said Gram Nyayalaya is presided over by the 2<sup>nd</sup> Jt.Civil Judge J.D. & J.M.F.C., Bhusawal. The Gram Nyayalaya will work on every Wednesday at Bodwad.

- (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 (Jr.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 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 Jalgaon Judicial District are deposited in Judicial Record Room, Jalgaon and preparation of certified copies in disposed of cases are being prepared and delivered by the Assistant Superintendent (Record Room), Jalgaon.

**(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;

	Name of the Judicial Officer	Office Telephone No.
(01)	District & Sessions Court, Jalgaon FAX No.	0257-2214417
(02)	District Legal Services Authority, Jalgaon FAX No.	0257-2221474
(03)	The Principal District & Sessions Judge, Jalgaon	0257-2221273
(04)	The District Judge-1 & A.S.J., Jalgaon.	0257-2236341
(05)	The Registrar, District Court, Jalgaon.	0257-2221273
(06)	The Superintendent (Finance Branch),	0257-2236341
(07)	The Civil Judge Senior Divn., Jalgaon.	0257-2236341
(08)	The Secretary, Dist. Legal Services Authority, Jalgaon	0257-2226955
		0257-2221474

(09)	The Chief Judicial Magistrate, Jalgaon.	0257- 2229810
(10)	The 3rd Jt.Civil Judge (J.D.) & JMFC, (I Court) Jalgaon.	0257- 2241847
(11)	The 4th Jt.Civil Judge (J.D.) & JMFC, (II Court) Jalgaon.	0257- 2226399
(12)	The District Judge-1 & A.S.J., Amalner.	02587- 228163
(13)	The Civil Judge Sr.Divn., Amalner	02587- 222610
(14)	The Civil Judge (J.D.) Amalner	02587- 226846
(15)	The Civil Judge (J.D.) & JMFC, Parola	02597- 222736
(16)	The Civil Judge (J.D.) & JMFC, Erandol	02588- 244639
(17)	The Civil Judge (J.D.) & JMFC, Chopda	02586- 220292
(18)	The Civil Judge (J.D.) & JMFC, Bhusawal	02582- 223979
(19)	The Judicial Magistrate (Railways) Bhusawal	02582- 226990
(20)	The Civil Judge (J.D.) & JMFC, Raver	02584- 250439
(21)	The Civil Judge (J.D.) & JMFC, Yawal	02585- 261369
(22)	The Civil Judge (J.D.) & JMFC, Muktainagar	02583- 222546
(23)	The Civil Judge (J.D.) & JMFC, Chalisgaon	02589- 223044
(24)	The Civil Judge (J.D.) & JMFC, Pachora	02596- 244390
(25)	The Civil Judge (J.D.) & JMFC, Jamner	02580- 230080
(26)	The Civil Judge (J.D.) & JMFC, Bhadgaon	02596- 221004
(27)	The Civil Judge (j.D.) & JMFC, Dharangaon	02588- 252550

**(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	(As per Padmanabhan Commission) 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, Jalgaon	(As per 6 <sup>th</sup> Pay Commission) (PB-2) Rs.9300-34800/- Grade Pay Rs.4400/-
(5) Personal Assistant to Principal District & Sessions Judge	(PB-2) Rs.9300-34800/- Grade Pay Rs.4600/-
<b><u>Class-III</u></b>	
(6) Superintendent	(PB-2) Rs.9300-34800/- Grade Pay Rs.4300/-
(7) Assistant Superintendent	(PB-2) Rs.9300-34800/- Grade Pay Rs.4200/-
(8) Stenographer HG	(PB-2) Rs.9300-34800/- Grade Pay Rs.4400/-
(9) Stenographer LG	(PB-2) Rs.9300-34800/- Grade Pay Rs.4300/-
(10) Clerk-cum-Stenographer/ Senior Clerk.	(PB-1) Rs.5200-20200/- Grade Pay Rs.2400/-
(11) Junior Clerk/Driver.	(PB-1) Rs.5200-20200/- Grade Pay Rs.1900/-
(12) Head Bailiff	(PB-1) Rs.5200-20200/- Grade Pay Rs.2000/-
(13) Bailiff	(PB-1) Rs.5200-20200/- Grade Pay Rs.1900/-
<b><u>Class-IV</u></b>	
(14) Book Binder	(PB-1) Rs.5200-20200/- Grade Pay Rs.1800/-
(15) Havaladar/Naik/Xerox Operator	(PB-IS) Rs.4440-7440/- Grade Pay Rs.1600/-
(16) Peon/Watchman/Sweeper	(PB-IS) Rs.4440-7440/- Grade Pay Rs.1300/-

**(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 programs, including the amounts allocated and the details of beneficiaries of such programs.  
The information as relates to this issue/point so far as it organization is concerned is “Nil”.
- (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.  
No such facilities are available to citizens for obtaining information, including the working hours of a library or reading room.
- (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.V.N.Bharambe (from 01/06/2010)            |
| Designation  | : Registrar, District & Sessions Court, Jalgaon. |
| Jurisdiction | : For Jalgaon Judicial District.                 |
| Address      | : District & Sessions Court, Jalgaon.            |
| Phone        | : 0257-2221273.                                  |

Appellate Authority : District Judge-1 and  
 is Additional Sessions Judge, Jalgaon.  
 Jurisdiction : For Jalgaon Judicial District.  
 Address : District & Sessions Court, Jalgaon  
 Phone : 0257-2236341

**(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 "Jalgaon Zilla Nyayalayin Karmachari Sahakari Pat-Sanstha" to meet with the monitory needs of Court employees.

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

There is a Court Canteen. The Jalgaon Zilla Nyayalayin Karmachari (Class-III) Sanghatana, Jalgaon is running Canteen. The canteen is given to the private person on contract of 11 months on rental basis.

NODAL OFFICER :- **Jt.Civil Judge Senior Division,**

**Jalgaon.**