

The District and Sessions Court, Parbhani.

Information under Section 4 [1] [b] of
the Right to Information Act, 2005.

- [i]** The particulars of its organization,
functions and duties.

Particulars : Name of the organization :

The office of the District and Sessions Court, Parbhani.
The organization is sub-ordinate institution of the
High Court of Judicature at Bombay.

Functions of the organization :

The organization has its two functions.

- [i] Judicial function and
- [ii] Administrative function.

Duties of the organization :

- [i] To exercise the control over all its subordinate Courts functioning in its territorial jurisdiction i.e. Parbhani Judicial District including Hingoli Revenue District.
- [ii] To distribute the various grants amongst its subordinate authorities received from the Government from time to time.
- [iii] To deal with all correspondence relating to the Supreme Court of India, the High Court of Bombay. Department of Law and Judiciary and Government of Maharashtra.
- [iv] To administer justice as per the various laws.
- [v] To recruit of Categories - B, C and D Government employees with the help of Advisory Committee.
- [vi] To promote the officials to the higher responsible posts after due tests.
- [vii] To handle the administration in view of the procedural laws, the Maharashtra Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court from time to time.
- [viii] In exercise the duties of administrative nature, the organization deals with the duties of its employees transfer of its employees, holding departmental examination, and departmental enquiries of the employees etc.
- [ix] The Head of the organization :
The Principal District and Sessions Judge is the Chairman of the District legal Services Authority, Parbhani under which the Lok-Adalats, Seminars on various legal subjects are being held under his supervisions. In order to improve the work of the Judicial Officers and employees, the workshops are being held, under the directions of the Hon'ble High Court.

[ii] The power and duties of its officers and employees.

There are following Cadres of the Judicial Officers :

- [i] District Judges and Additional Sessions Judges
- [ii] Ad-hoc District Judges and Additional Sessions Judges.

The above Judicial Officers deal with hold Civil and Criminal the matters pertaining to the original side and appellate side and cases triable by the Court of sessions only and also the matter under Special Acts and Motor Accident Claim Petitions.

[iii] The Civil Judges Senior Division :

The above Judicial officers deal with the matters of Civil nature having unlimited pecuniary jurisdiction. The suit against or by the Government, Marriage Petitions, Land Acquisition Cases, Cases under Workman Compensation Act and also heard and decided by these Judicial Officers.

[iv] The Chief Judicial Magistrate :

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

[v] The Civil Judges (Junior Division) and Judicial Magistrate, First Class :

- [i] To deal with the matters of Civil nature having pecuniary jurisdiction up to Rs. Five lac.
- [ii] To deal with the matters of criminal nature excluding cases triable by the Court of Sessions and the cases having exclusive jurisdiction by the Chief Judicial Magistrate and the Special Courts.
- [iii] Juvenile Justice Board is constituted for Parbhani Judicial district at Parbhani Head Quarter and at Hingoli for the trial of cases of the Juvenile in conflict with law under Sec. 4 of the Juvenile Justice (care and Protection of Children) Act 2000. The 2nd Jt. C.J.J.D. and J.M.F.C. Parbhani presides over the Juvenile Justice Board at Parbhani and the Jt. C.J.J.D. and J.M.F.C. Hingoli presides over the Juvenile Justice Board at Hingoli on working Saturday.

Powers and duties of employee.

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

Category B :

Registrar
Personal Assistant to the Principal District Judge
Stenographer [Higher Grade]
Stenographer [Lower Grade]
Superintendents

Category C :

Assistant Superintendent.
Senior Clerks
Junior Clerks
Junior Clerk with shorthand allowance.
Steno-typist.
Head-bailiffs.
Bailiffs.
Driver.

Category D : Book-binder
Xerox-operator
Havildar
Naik
Peon/Watchman
Scavenger/Sweeper

Duties of employees

- Registrar : To supervise over the employee of category B, C and D and to assist the Head of organization in Administrative work.
- Personal Assistant : To attend the Head of organization.
- Stenographer (Higher Grade) : To take down evidence in English on Typewriter/computer. To take dictation in cases given by the Judges of Appellate authorities and transcribe the same.
- Stenographer (Lower Grade) : To take down evidence in English on Typewriter/computer. To take dictation in the cases given by the Judges of Civil Judge Senior Division, Chief Judicial Magistrate and Civil Judge Junior Division and Judicial Magistrate First class and transcribe the same.
- Superintendent : To supervise the work of the employee of their respective branch i.e. Judicial Branch, Cash and Finance Branch. Inspection Branch and Administration and Establishment Branch, and Assistant Superintendent. Any other work which is assigned by the Presiding Officer of the Court.
- Assistant Superintendent : They are allotted the work of supervision over employees at Taluka places and they have to deal the matters presented before the Court. They have to assist the Principal Judicial Officer at the place in Administrative work. To deal with the matters of cash transaction, copying etc. where the post of Superintendent is not in existence. Any other work which is assigned by the Presiding Officer of the Court.
- Senior Clerk : They do the work of Bench, of Property, Statistics, Correspondence, Accounts, Establishment in District Court as well as in subordinate Courts. Any other work which is assigned by the Presiding Officer of the Court.
- Junior Clerk : Have the custody of cases instituted in the respective Courts, 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. Any other work which is assigned by the Presiding Officer of the Courts.
- Head Bailiff : To supervise the work of Bailiffs and to do the official cash transaction. Any other work which is assigned by the Presiding Officer of the Court.
- Bailiffs : To serve the summonses, notices and to execute warrants issued by the Court/s. Any other work which is assigned by the Presiding Officer of the Court.
- Book- Binder : To bind the various gazettes, law books registers etc. Any other work which is assigned by the Presiding Officer of the Court.

Category – D :

- Xerox Operator : Xeroxing of official documents, the records of the Court for supplying to the parties. Any other work which is assigned by the Presiding Officer of the Court.
- Watchmen : To watch the Court building and premises. Any other work which is assigned by the Presiding Officer of the Court.
- Sweeper / Scavenger : To clean the Court premises, lavatories etc. Any other work which is assigned by the Presiding Officer of the Court.

[iii] The procedure followed in the decision making process including channel of supervision and accountability.

The Officers follow the procedure as laid down in the laws, Manual and directions received from the Hon'ble High Court, law and Judiciary Department of Government.

The employees working in the various Courts and sections follow the procedures laid down in the prescribed Manuals and under the directions of Head of organization and the Presiding Officer.

The Principal District and Sessions Judge, Parbhani supervises the work of the organization and exercises control over it. Likewise, he distributes the grants received from the Government amongst the subordinate authorities for its appropriate expenditure.

The subordinate authorities submit various types of returns and information to the Head of Organization for onward transmission to the Hon'ble High Court periodically and whenever called for by the superior authorities.

The Civil Suits are initially presented in the Court of the Civil Judge Senior Division at Parbhani, Hingoli, Basmath and Gangakhed and at other stations in the Court of Civil Judge (Junior Division) and after its registration the same is being assigned amongst the other Civil Judges by rotation except in case of special jurisdiction.

The criminal cases are initially presented by the concerned Police Authorities and the private parties in the Court of Chief Judicial Magistrate, at Parbhani and at other stations in the Court of Judicial Magistrate, First Class and after its registration the same are made over to the other Judicial Magistrate/s in accordance with the jurisdiction allotted to them, for disposal according to law, except the cases triable under section 409 of the Indian Penal Code, which are heard and decided by the Court of Chief Judicial Magistrate in case of involvement of Government money, exceeding Rs.2000.

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.

[iv] The norms set by its for 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 in respect of Maharashtra Civil Services, Maharashtra Budget Manual, Bombay Financial Rules Maharashtra Treasury Rules, Manuals, Regulations, Maharashtra Contingent Expenditure Rules, 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 held by the organization and are 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 Maharashtra contingent Expenditure Rules.
10. General Provident fund Rules.
11. Stationary and Printing Manual.
12. The Bombay Court fees Act, 1959.
13. The Bombay Stamp Act, 1958.
14. The Limitation Act, 1963.
15. Manual of Departmental Enquiries.
16. The various Government Resolutions, Circulars, Gazettes etc. issued by the Government of Maharashtra and 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 being maintained by the organization.

- [1] Kachcha Register for institution (Civil Side)
- [2] Separate Registers for the registration of Special Civil Suits, Regular Civil Suits, Small cause suits, Regular darkhasts, Special Darkhasts, Court fees Register, Stamp Duty Penalty Register, Refund of Court Fees Register, Writ register A B C and D registers showing the category/variety of the matters instituted and category of its disposal ect. are maintained in the Court of Civil Judge Senior Division and the Courts of Civil Judge Junior Division.
- [3] Separate Registers for registration of Regular IPC cases, Regular other cases, Summary I.P.C. cases and other summary cases and Miscellaneous Criminal cases etc. are maintained in the Court of Chief Judicial Magistrate at district Head Quarters and in the Court/s of Judicial Magistrate First Class, at Taluka places.
- [4] The separate registers for the registration of Regular Civil Appeal Miscellaneous Civil Appeal and Motor Accident Claim Petitions, and its execution are being maintained in the Appellate Court/s.
- [5] Separate registers for the registration of Sessions Trial Cases, Special Cases, Criminal Appeals, Criminal Revisions and Miscellaneous Criminal applications filed before the court of Sessions.
- [6] Daily boards, Memorandum Books, Daily Court Fees Registers, Writ Registers and various other Registers are maintained as per the procedure laid down under Civil and Criminal Manuals.

- [7] For the purpose of maintaining Accounts of the organization, the registers i.e. The Book for Receipt for money paid into Court.
- C - Register of deposit Receipts.
 - D- Register of deposit payment.
 - F- Register of attached property produced in Civil Proceedings.
 - G- Register, register of money received on account of Subsistent money of Civil Prisoners.
 - H- Register, the register of payment on account of subsistence money.
 - I- Cash Book.
 - J- Ledger Books.
 - K- Treasury pass book.
 - L- Treasury Cheque book.

Register of applications for refund of lapsed deposit and other various registers are maintained as per the provisions laid down under the Civil and Criminal Manuals.

- [8] In the copying Section the register of copying application separately for Civil and Criminal Side & MACP matters. Daily Fee Book and Daily Fee account registers are maintained.
- [9] Service Books of officer/s and employee/s, G.P.F. accounts of Category B, C and D Government Servants, list of disposed of records is deposited in central Record Room, Parbhani. The disposed of records of all the Courts in Parbhani Judicial district are also deposited in Central Record Room, Parbhani. The copies of them are prepared and delivered by the Assistant Superintendent (Record Room), with the help of staff working under him.

[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 relating to this point/issue so far as this organization is concerned is " Nil "

[viii] Committees and other bodies are open to the public or statement of the boards, councils, committees and other bodies consisting of two or more person constituted as its part or for the purpose of its advice and as to whether meeting of those boards, councils the minutes of each meeting are accessible for public.

The information relating to this issue/point so far as this organization is concerned is " Nil "

[ix] A directory of its officers and employees.

Following is the directory of the officers of organization.

Sr. No.	Name of Offices	Office telephone no.
01	The Principal District & Sessions Judge, Parbhani.	<u>02452-223360</u> 02452-222858
02	The District Judge- 1 & Addl. Sessions Judge, Parbhani.	02452-222294
03	The Civil Judge Senior Division, cum The Secretary, District Legal Services Authority , Parbhani.	02452-229740

Sr. No.	Name of Offices	Office telephone no.
04	The Chief Judicial Magistrate, Parbhani.	02452-220489
05	The District Government Pleader, Parbhani.	02452-221274
06	The District Judge- 1 & Addl. Sessions Judge, Hingoli.	02456-220860
07	The Civil Judge Senior Division, Hingoli	02456-220443
08	The Civil Judge Junior Division, Hingoli	02456-224221
09	The Civil Judge Junior Division, Kalamnuri.	02455-230076
10	The District Judge- 1 & Addl. Sessions Judge, Basmath.	02454-222425
11	The Civil Judge Senior Division, Basmath.	02454-222326
12	The Civil Judge Junior Division, Basmath	02454-220264
13	The Civil Judge Junior Division, Purna.	02452-255616
14	The District Judge- 1 & Addl. Sessions Judge, Gangakhed.	02453-221596
15	The Civil Judge Senior Division, Gangakhed.	02453-221695
16	The Civil Judge Junior Division, Gangakhed	02453-222126
17	The Civil Judge Junior Division, Pathri.	02451-255309
18	The Civil Judge Junior Division, Sailu	02451-222346
19	The Civil Judge Junior Division, Jintur.	02457-237042
20	The Civil Judge Junior Division, Sengaon.	02456-250622
21	The Civil Judge Junior Division, Aundha Nagnath.	02456-260458
22	The Civil Judge Junior Division, Palam.	02453-270165
23	The Civil Judge Junior Division, Sonpeth.	02453-240165
24	The Civil Judge Junior Division, Manwath.	02451-240180

[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 :

Sr. No.	Cadre/Category	Pay Scale/s
Category - A		
01	The Principal District & Sessions Judge/District Judge & A.S.J., Ad-hoc District Judges and A.S.J.	Rs. 51550-63070
02	The Civil Judge Senior Division/ Chief Judicial Magistrate	Rs. 39530-54010
03	The Civil Judge Junior Division and Judicial Magistrate First Class	Rs. 27700-44770
Category - B		
01	The Registrar	S-20 - 65100-177500
02	Personal Assistant to Principal District and Sessions Judge	S-17 - 47600-151100
03	Stenographer [Grade-I]	S-17 - 47600-151100
04	Stenographer [Grade-II]	S-15 - 41800-132300
05	Stenographer [Grade-III]	S-14 - 38600-122800

Sr. No.	Cadre/Category	Pay Scale/s
05	Superintendent	S-16 - 44900-142400
Category - C		
01	Assistant Superintendent	S-14 - 38600-122800
02	Senior Clerk	S-08 - 25500-81100
03	Junior Clerk	S-06 - 19900-63200
04	Head Bailiff	S-08 - 25500-81100
05	Bailiff	S-06 - 19900-63200
06	Driver	S-06 - 19900-63200
Category - D		
01	Book Binder	S-05 - 18000-56900
02	Havildar	S-04 - 17100-54000
03	Naik	S-03 - 16600-52400
04	Xerox operator	S-03 - 16600-52400
05	Peon/Watchman	S-01 - 15000-47600
06	Scavenger/Sweeper	S-01 - 15000-47600

[xi] The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement 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 expenditure of the organization for pay and allowances, over-time allowance, wages, traveling allowances, office expenses, Rent, Rate and 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 relating to this point/issue so far as this organization is concerned is " Nil "

[xiii] Particulars of recipients of concessions, permits or authorizations granted by it.

Licenses/permits are issued to the Clerk/s of the Advocate/s. License to the persons who work as Typist in the Bar Room in consultation with the Presiding Officer of the Court and Bar Association Licenses are also issued to the persons who work as Petition Writers in Civil Court in consultation with the Presiding Officer of the Court and they are authorized to receive the charges to reduce into writing the description of the documents and for typing charges, as per norms prescribed in Civil and Criminal Manuals.

[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 categories are available/reduced in an electronic form by feeding in computer and updation is done regularly and the said information is also available on the web-site viz. <http://court.mah.nic.in/courtweb>.

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

During office hours on every working day, but no facility of library or reading room is available for public use.

[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 and Sessions Judge in view of the direction of the Hon'ble High Court whose particulars are as follows.

Name : Sunil Manikrao Mudgalkar
Designation : Registrar, District and Sessions Court, Parbhani.
Jurisdiction : Parbhani Judicial District.
Address : District and Sessions Court, Parbhani.
Phone No : 02452-223360.

Appellate Authority

The District Judge-1, Parbhani.

Jurisdiction : Parbhani Judicial District.
Address : District and Sessions Court, Parbhani.
Phone No. : 02452-222294.

[xvi] Such other information as may be prescribed.

The work of construction and maintenance of Court Buildings and Residential Quarters of Judicial Officers and Employees is looked after by the Public Works Department.

There is an establishment of " **Parbhani Judicial Department Employees co-operative Society** " to meet the needs of Court employees.

[V. V. Bambarde]
Principal District and Sessions Judge,
Parbhani.