



DISTRICT COURT ADMINISTRATION

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District & Sessions Judge,
Ambala

CONTROL AND SUPERVISION BY DISTRICT AND SESSIONS JUDGE OVER THE WORK AND CONDUCT OF: -

- ❑ THE SUBORDINATE JUDGES
- ❑ STAFF

SERVICE RULES

GOVERNED BY: -

- ❑ Punjab Civil Services Rules as applicable to Haryana.
- ❑ Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997
- ❑ Such rules or instructions as may be issued by the Government of Haryana and the Hon'ble Punjab and Haryana High Court from time to time.

SUPERVISION AND CHECK ON JUDICIAL SIDE

- ❑ Disposal of old cases
- ❑ Check on unnecessary delay in disposal and adjournments
- ❑ Loss of judicial record
- ❑ Proper maintenance of files/registers
- ❑ Equal distribution of cases
- ❑ Consignment of judicial record

SUPERVISION/CHECK ON ADMINISTRATIVE SIDE

Branches assisting the District and Sessions Judge for smooth and effective control of the Sessions Division.

- ❑ Establishment Branch
- ❑ Accounts Branch
- ❑ Judicial Branch/ Suvidha Centre
- ❑ Statistical Branch
- ❑ Copying Agency
- ❑ Record Room
- ❑ Process Serving Agency
- ❑ Security and Maintenance

STAFF

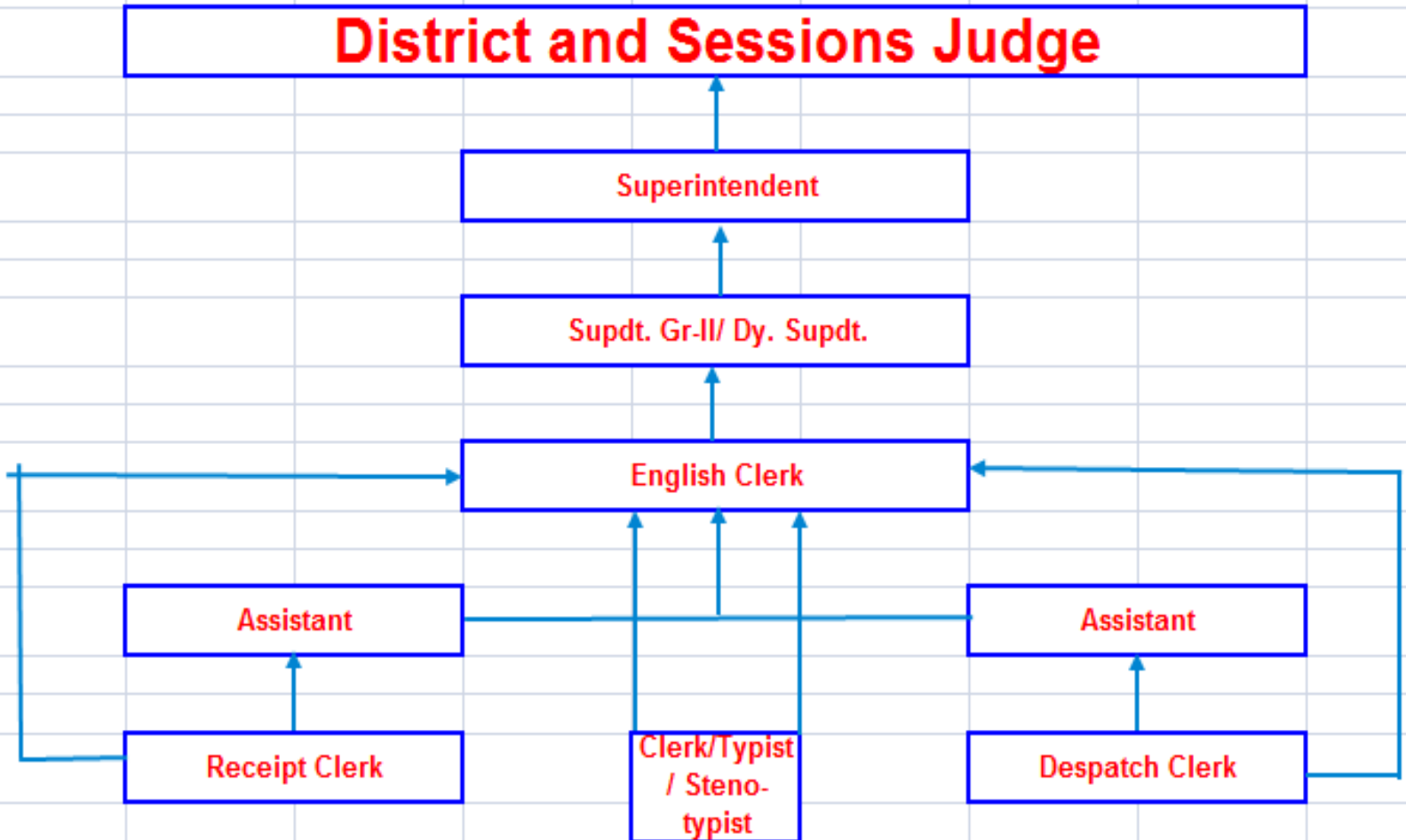
Headed by - Superintendent

Establishment: -

- Superintendent Grade-II/ Dy. Supdt.
- English Clerk
- Assistant
- Clerk
- Steno-typist
- Peon
- Driver

STAFF

Headed by - Superintendent



SUPERVISION/CHECK ON ADMINISTRATIVE SIDE

Superintendent: -

- Supervision over working of all the branches
- Putting up all the references/matters before District & Sessions Judge after checking it thoroughly
- Checking of fine accounts of Courts of Superior Judicial Officers
- Checking of returns of property in respect of Judicial Officers, before forwarding the same to Hon'ble High Court.
- Ensuring compliance of directions of the Hon'ble High Court / District & Sessions Judge
- Looking after the punctuality of entire staff of Sessions Division

Working of Establishment Branch Headed by - Superintendent

Superintendent Grade-II: -

- Supervising the entire work of branch
- Allocating work to subordinates and ensuring necessary compliance within stipulated period
- Checking all the references/matters thoroughly and handing over the same to Superintendent
- Ensuring compliance of directions issued by the Hon'ble High Court/District & Sessions Judge

Working of Establishment Branch Headed by - Superintendent

English Clerk: -

- Dealing with all the correspondence received from the Receipt Clerk
- Making necessary endorsements on the letters
- Handing over the same to Supdt. Gr.II
- Dealing with all other matters of the branch with the help of Assistants

Assistant-I: -

- Dealing with recruitment process, appointments, postings, monthly & quarterly statements, loss of record, disciplinary proceeding, ACRs, Property Statements and other routine matters

Working of Establishment Branch Headed by - Superintendent

Assistant-II: -

- ❑ Dealing with Departmental inquiries, Service Appeals, Writ Petitions
- ❑ On the orders of District & Sessions Judge, acts as Presiding Officers in all the Departmental Inquiries against the officials.
- ❑ Assisting the designated advocates in cases against the Department in the Courts.

Clerk/ Typist: -

- ❑ Drafting of office notes/letters as per rules under the guidance of English Clerk/ Assistants
- ❑ Assisting the English Clerk and Assistants in all typing work

Steno-typist: -

- ❑ Assisting Superintendent/ Supdt. Gr-II/English Clerk and Assistants
- ❑ Taking dictation of office notes/letters

Working of Establishment Branch Headed by - Superintendent

Receipt Clerk: -

- Receiving the correspondence
- Making entry in the Receipt Register
- Appending receipt stamp and assign number
- Handing over the correspondence to English Clerk

Despatch Clerk: -

- Receiving the correspondence signed by D&SJ.
- Making entry in the Despatch Register
- Entering the Despatch number on the letter
- Forwarding the same to the quarter concerned
- Maintaining Local Dak book for distribution of Dak in Court Complex
- Maintaining Out of station Dak book for distribution of Dak outside the Court Complex

ESTABLISHMENT BRANCH

Duties: -

- Sending the received letters to concerned branch/Courts after making necessary endorsement
- Issuance of appointment letters to the candidates recommended by the HHC for the posts of Clerks and Stenos.
- Selection process for the posts of Class IV employees
- Selection process for Class III on ad-hoc basis
- Promotion of the officials

ESTABLISHMENT BRANCH

Duties Contd...

- ❑ Outsourcing the work of sweeping
- ❑ Maintaining personal files of all the Judicial Officers and officials.
- ❑ Annual Confidential reports of the officers and officials
- ❑ Property statements of the officers and officials
- ❑ Posting and transfers of the officials
- ❑ Maintaining posting chart

ESTABLISHMENT BRANCH

Duties Contd...

- ❑ Explanations of the Officials
- ❑ Complaints against Officers/Officials
- ❑ Disciplinary matters: -
 - ✓ Show Cause Notice
 - ✓ Action under Punjab Courts Act
 - ✓ Charge Sheet under rule 7 and 8
 - ✓ Suspension
- ❑ Departmental Inquiries against the Officials
- ❑ Service Appeals filed by the Officials
- ❑ Writ petitions filed of the Officials

ESTABLISHMENT BRANCH

Duties Contd...

- ❑ Maintaining record regarding loss of record and its reconstruction
- ❑ Dealing with applications regarding transfer of property, permission and purchase etc.
- ❑ Building matters
- ❑ Tour programmes
- ❑ Applications of the Advocates regarding Oath Commissioner, Empanelled advocates (for recording evidence) , Court Auctioneer and Notary etc.

ESTABLISHMENT BRANCH

Duties Contd...

- ❑ Information under Right to Information Act
- ❑ Casual leave record of the Officers/Officials
- ❑ Maintaining seniority list of the Officials
- ❑ Correspondence with :
 - ✓ Hon'ble Supreme Court of India
 - ✓ Hon'ble High Court
 - ✓ District Courts
 - ✓ Other Sessions Division
 - ✓ Administration and Other quarters

ESTABLISHMENT BRANCH

Duties Contd...

- Record regarding training of Judicial Officers
- Other monthly and quarterly statements e.g. Casual Leave, Quarterly Appraisal Reports/ Vacancy Position, loss of record, suspension of officials, inquiries regarding loss of record, inquiries other than loss of record etc.
- Other administrative matters

Maintaining of Correspondence

- ❑ Index
- ❑ Head
- ❑ Sub-head
- ❑ File



Index of files maintained in Establishment Branch

STAFF

Headed by - Superintendent

Accounts Branch

- Superintendent
Grade-II/ Dy. Supdt.
- Assistant
- Clerk

Judicial Branch/ Suvidha Centre

- Superintendent
Grade-II/ Dy. Supdt.
- Assistant
- Clerk

Statistical Branch

- Assistant
- Clerk

Copying Agency

- Examiner
- Copyist

STAFF

Headed by - Superintendent

Process Serving Agency

- Civil Nazir
- Naib Nazir
- Bailiffs
- Process Server

Record Room

- Record Keeper
- Typist/ Clerk
- Record Lifter

Security/ Maintenance

- Watchman
- Mali
- Sweepers

ACCOUNTS BRANCH DUTIES

- ❑ Preparation of Annual Budget
- ❑ Preparation of excess and surrender at the end of financial year.
- ❑ Preparation of annual salary statements of the Officers/Officials.
- ❑ Preparation of Form No.16 of the Officers and the Officials.
- ❑ Making salary bills/education allowance bills/L.T.C bills etc. of the Officers/Officials through E-salary system.

ACCOUNTS BRANCH

Duties Contd...

- ❑ Annual increments of the Officials.
- ❑ Preparation of statements regarding expenditure and pending audit paras on monthly basis.
- ❑ Travelling allowance bills
- ❑ Medical bills
- ❑ Matter regarding fixation of salary.
- ❑ Assured Career Progression (ACP) to the Officials.
- ❑ House rent allowance
- ❑ Maintenance of service books of the Officers/Officials.

ACCOUNTS BRANCH

Duties Contd...

- Grant of leave of different kinds - Earned leave, commuted leave, extra ordinary leave, maternity leave, Medical leave, Child Care Leave etc.
- Grant of loans and advances of different kinds to the officials – Vehicle, Wheat, Marriage, House Building, Computer, Personal etc.
- Fixation of Salary/DA etc.
- Arrear bills
- GPF Advance

ACCOUNTS BRANCH

Duties Contd...

- ❑ Bills of transfer TA/ Disturbance Allowance to officers.
- ❑ Pension cases / New Pension Scheme.
- ❑ Payment of Gratuity, Commutation, Leave encashment, Group Insurance Scheme (GIS) to the retirees.
- ❑ Payment of Ex-gratia grant.
- ❑ Cases regarding voluntary retirement.
- ❑ All correspondence regarding Accounts Branch.

JUDICIAL BRANCH/SUVIDHA CENTRE DUTIES

- ❑ Centralized filing and checking of Civil and Criminal cases (both Sessions and Lower Courts), bail applications etc.
- ❑ Receipt of all Motor vehicle challans.
- ❑ Entering of cases in CIS system (Case information system) after its checking/ stamping.
- ❑ Assignment of cases of Sessions Court by District and Sessions Judge.
- ❑ Assignment of cases of Lower Court by the Civil Judge (Senior Division).
- ❑ After assignment of case files, allocation in the CIS system and distribution to the concerned Courts.

JUDICIAL BRANCH/SUVIDHA CENTRE DUTIES Contd...

- ❑ Providing of Information to the Advocates/litigants.
- ❑ Correspondence of Central Jail, Observation Home/ Special Home.
- ❑ Dealing with orders/correspondence of Judicial matters with Hon'ble Supreme Court, Hon'ble High Court, other Sessions Divisions etc. and endorsement to concerned Courts.
- ❑ Transfer cases of under trial prisoners, juveniles
- ❑ Judicial appraisal of convicts and complaints
- ❑ Manual checking and registration of Accident Information Report (AIR) and Bail Applications

STATISTICAL BRANCH

Duties

- Preparation of monthly/ quarterly/ half yearly/ annual- Civil and criminal statements and ensuring its correctness and timely submission.
- Statement of different kinds e.g.
 - ✓ Action plan
 - ✓ Senior citizen cases
 - ✓ PC & PNDT act
 - ✓ 15 years old stayed cases
 - ✓ Cases regarding crime against children
 - ✓ 5,10,15,20 years old cases
 - ✓ Other prioritized category

STATISTICAL BRANCH

Duties Contd...

- ❑ Statement of summons not returned.
- ❑ Quarterly appraisal statement.
- ❑ Quarterly statement of under trial civilized.
- ❑ Quarterly statement of Local Commissioners.
- ❑ Consolidated statement of Sessions/Lower Courts.
- ❑ Statement of Family Court cases.
- ❑ Statement of Acid attack cases.
- ❑ Miscellaneous statements as asked by Hon'ble High Court from time to time

COPYING AGENCY Duties

- Receipt of application
 - ✓ Entry in CD-II register
 - ✓ Tickets entered in CD-III register
- Distribution of applications to Copyist for its preparation
- Receipt of files from the concerned Ahlmad against signatures.
- Preparation of Copy.

COPYING AGENCY

Duties Contd...

- Examination of the copy by Examiner to ensure that Court Fee Stamps affixed are punched, cancelled and initialed and entry is then made in CD-V register.
- Attestation of the copy after ensuring the same to be correct in all respects
- CD-II register is signed by the Examiner.
- Entry of delivered applications in CD-III register for balance tickets.
- Corresponding entry of balance ticket in CD-II register along with date of delivery – register then signed by the Examiner.

COPYING AGENCY

Duties Contd...

- Keeping prepared copies meant for delivery in a folder.
- Punching of the delivered applications and keeping them in separate folder
- Application for supply of **uncertified copies** are also received and are entered in register meant for the purpose.
- Preparing the list of undelivered copies and giving information/ notice to the concerned to collect the same

RECORD ROOM

Duties

- Consignment of decided files: -
 - ✓ Submission of list of cases disposed off during the month by Reader.
 - ✓ Ensuring timely consignment by Record Keeper.
- Mauza wise and Police Station wise consignment in Judicial Record Room of Lower Court.
- Checking of files as per index by the Record Keeper.
- Entering in register and giving G.D. (Goshwara Diwani)/ G.F.(Goshwara Fauzdari) number to each file.
- Providing G.D. numbers to concerned Readers.

RECORD ROOM

Duties Contd...

- ❑ Keeping the files in relevant Basta.
- ❑ Sending photocopy of requisitioned record to HHC or other quarters.
- ❑ Sending original files to Courts on receipt of dockets.
- ❑ Providing files to Copyist of Record Room for preparing certified copy and ensuring return of files complete in all respect after preparation.
- ❑ Appearing in Courts alongwith Judicial files on receipt of dockets.
- ❑ Reporting by the Record Keeper on applications filed for return of documents of decided cases

RECORD ROOM

Duties Contd...

- ❑ Returning of document on receipt of order from the concerned Court after verifying the antecedents duly verified by the Advocates and keeping a photocopy of that document on the file.
- ❑ Inspection of file is allowed only with the permission of the concerned authorities in the presence of one official.
- ❑ Keeping the files in relevant basta after receiving back
- ❑ Dealing with correspondence regarding judicial files.

PROCESS SERVING AGENCY

- Summons are received by the Naib Nazir from:
 - ✓ Hon'ble Supreme Court
 - ✓ Hon'ble High Court
 - ✓ Other Sessions Divisions
 - ✓ Sessions Courts
 - ✓ Lower Courts

- After making entry of summon, the same are assigned to Process Servers deputed in the area.

- The summons are returned by the Process Server before the date fixed either served or unserved, with report as per rules

PROCESS SERVING AGENCY

Contd...

- Entry of summons in the relevant register and sending to the concerned Court or Sessions Division or Hon'ble High Court
 - Out-station summons are sent either through Fax or speed post.
 - Handing over summons of District Courts to concerned Ahlmads.
 - Maintaining Sheriff Petty registers for making entry regarding payment to witnesses.
 - ✓ Register A – Expenses of witnesses are deposited
 - ✓ Register B – Payment made to witness as per voucher is entered
 - ✓ Register C – Balance worked out from A & B is entered
 - ✓ (* if daily amount exceeds Rs. 20,000/-, to be deposited in Treasury
- * Total amount to be deposited in Treasury at end of the month)

PROCESS SERVING AGENCY Contd...

Civil Nazir deals with: -

- ❑ Warrant of attachment
- ❑ Warrant of sales
- ❑ Warrant of possession
- ❑ Recovery warrant
- ❑ Conditional warrant of arrest
- ❑ Bailable warrant of civil cases
- ❑ Notice of execution cases.

PROCESS SERVING AGENCY

Contd...

- All the warrants are entered in warrant register and executed through Bailiffs within the District.
- After return of warrant, the same are entered in register and sent to concerned Courts.
- Civil Nazir also deal with **Contingency Bills** like telephone, electricity, reimbursement, local purchase, getting the bills passed through the Treasury and depositing the same in bank, preparation of **Cash Book** and maintaining **Stock Register**.

SECURITY OF THE COURT COMPLEX

- ❑ CCTVs installed in the Judicial Complex
- ❑ Frisking of Litigants through security
- ❑ Rotation of Class –IV for duty of Chowkidar
- ❑ Floor-wise duty
- ❑ Duty in two shifts
- ❑ Specific instruction to Chowkidars for keeping vigil
- ❑ Monitoring of performance of duty by Chowkidar through CCTVs.

STEPS TAKEN TO STREAMLINE THE WORK OF ADMINISTRATION

- The work of Copying Agency of Sessions Court, Lower Court and Sub Divisional Courts has been centralized.
- All the Copyist sit in one room, headed by the Examiner who perform the duty of Head Copyist.
- Head Copyist issue receipt in Form C.D.10 thereof immediately on receipt of application, mentioning therein expected date of delivery.

STEPS TAKEN Contd...

All the Class-III and Class-IV officials have been directed to strictly follow the instructions regarding uniform and wearing identity card.

Dress code for Bench Clerks Readers and Stenographers	White shirt and Maroon tie for male staff and white shirt alongwith maroon duppatta for female staff
Male staff	White shirt and formal trousers alongwith maroon tie.
Female staff	White shirt with any colour of bottom and duppatta
Class IV employees	Khakhi

STEPS TAKEN Contd...

- Directions issued to Stenographers to make proper use of papers for typing zimni orders and avoid wastage of papers by using one side used papers for rough printouts of the judgments etc.
- Directions issued to all the Judicial Officers/officials to comply with the instructions of the HHC and submit their leave applications well in advance.
- Directions issued to the Incharge, Copying to prepare a list of all such applications which have not been claimed till one week and submit the same to the office for taking further action.

STEPS TAKEN Contd...

- In order to streamline the work of consignment of decided files, all the officials directed to consign the same well in time and the Record Keeper and Deputy Record Keeper directed to ensure the timely consignment of decided files and in case of non consignment within time to submit report to this office.
- In order to maintain cleanliness in the Judicial complex, all the officials have been directed to ensure proper cleanliness in their respective rooms and in case of non compliance of these directions senior most official of the respective room shall be answerable.

STEPS TAKEN Contd...

- Floor-wise duty of Process Servers to keep cleanliness in rooms.
- In order to avoid any untoward incident, all the officials have been directed to switch off all electrical lights/equipments before leaving their respective Court/office after Court/office hours.
- Earlier as and when any Judicial Officer proceeded on leave, the Stenographer attached with that Court also used to proceed on leave on that day. Due to shortage of stenographers and in order to meet the requirements of other judicial officers, all the Judicial officers have been requested to not to sanction leave to Stenographers on that day and to allow leave only in case of emergency.

STEPS TAKEN Contd...

In order to keep the judicial record safe, all the officials have been directed :-

- To ensure that bolts/locks of doors and almirahs are in working order.
- To keep their record/files in the almirah in safe custody under lock and key & not to leave the keys in the drawers of the tables and keep the same under their safe custody.
- Not to allow any unauthorized person to enter the Ahlmad Room/Record Room without obtaining prior permission from the concerned court.
- To ensure that before leaving the Court after court hours no document or judicial file has been left outside the almirah.

PROBLEM BEING FACED WHILE DEALING WITH ADMINISTRATIVE MATTERS

- ❑ Shortage of staff
- ❑ Delay in recruitment of staff by the HHC
- ❑ Process regarding recruitment of ad-hoc employees
- ❑ No responsibility of ad-hoc employee can be fixed
- ❑ Incapable officials on promotional seats
- ❑ No training is provided to the officials on their promotion
- ❑ No job specifications in the rules

PROBLEM BEING FACED WHILE DEALING WITH ADMINISTRATIVE MATTERS

Contd...

- ❑ Shortcomings in CIS system/ non providing of software in Record Room, Copying agency, Process Serving Agency
- ❑ Insufficient space for keeping the record in the Record Room.
- ❑ Difficulty is faced to trace out the file when Mauza, Police Station and correct particulars are not mentioned in the application.
- ❑ Difficulty is faced to retrieve the file of short dated dockets.

PROBLEM BEING FACED WHILE DEALING WITH ADMINISTRATIVE MATTERS

Contd...

- ❑ Statistical statements demanded by the HHC on short intimation.
- ❑ Delay in receipt of budget/insufficient budget.
- ❑ Financial powers of District and Sessions Judge and Civil Judge (Senior Division) for meeting recurring and non-recurring expenditure should be enhanced being Drawing and Disbursing Officers..
- ❑ Keeping in view the prevailing market value of the articles, ceiling regarding purchase of articles without obtaining quotations should be increased from Rs.500/- upto the extent of Rs. 5,000/-.

A wooden gavel with a fluted head and a dark handle is positioned on the right side of the frame. In the center, a large, semi-transparent copyright symbol (©) is overlaid. The background features several red books with gold spine markings, slightly out of focus. The overall lighting is warm and golden, creating a professional and legal atmosphere.

THANK YOU