

THE RIGHT TO INFORMATION ACT, 2005

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

**MANUAL OF JUDICIAL DEPARTMENT
(PUBLISHED IN TERMS OF SECTIONS 4(1)(b) to (d)
OF R.T.I. ACT, 2005)**

**JUDICIAL DEPARTMENT
HIGH COURT FOR THE STATE OF TELANGANA
:: AT HYDERABAD**

OCTOBER, 2019

HIGH COURT FOR THE STATE OF TELANGANA :: AT HYDERABAD

HIGH COURT

i) **THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:**

The High Court for the State of Telangana is the apex body of the State Judiciary, situated on the banks of river Musi, in Hyderabad, the capital city of the both States of Telangana and Andhra Pradesh.

The High Court building was constructed during the years 1916-1919 by HEH the Nizam the VII of Hyderabad for locating the High Court of Hyderabad. Consequent upon the formation of the State of Andhra Pradesh in the year 1956, the High Court of Hyderabad has been renamed as the High Court of Andhra Pradesh. The High Court of Andhra Pradesh was constituted on 5th of November, 1956. Consequent upon bifurcation of the State of Andhra Pradesh w.e.f. 02.06.2014 into as State of Andhra Pradesh and Telangana, the existing High Court was renamed as High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh. Thereafter, as per the Presidential Order, a separate High Court for the State of Andhra Pradesh at Amaravathi is established and the existing High Court is renamed as High Court for the State of Telangana w.e.f. 01.01.2019.

The High Court for the State of Telangana is headed by the Hon'ble the Chief Justice and the present sanctioned strength of the Hon'ble Judges of the High Court for the State of Telangana is 24 (Twenty four), 18 Permanent Judges and 06 Additional Judges.

The Registry of the High Court for the State of Telangana is headed by the Registrar General, in the cadre of District Judge. Apart from the Registrar General, there are **Eight (8)** other Registrars. Among the **Nine (9)** Registrars, **Seven (7)** Registrars are from the cadre of District and Sessions Judges and **two (2)** Registrars are from the High Court Service.

The Registrar General has the overall control over the Registry of the High Court and the following subjects are under his control.

| Sl. No. | Section | Subject |
|---------|--|---|
| (1) | (2) | (3) |
| 01. | J.Spl. Section | All matters (Service, Financial and any other connected subjects) relating to Honourable Judges of the High Court. |
| 02. | Establishment Sec. | All Service matters of the High Court Officers (Promotions, Leave, Increments etc. including Disciplinary matters) |
| 03. | D-I Section (Budget) | Budget and Financial Management of High Court and Subordinate Courts (Amenities, such as Vehicles, Library, Furniture, Stationary, Computers etc.) |
| 04. | Special Officer's Section | Full Court matters, Rule Committee meetings. All important matters of Special Officer's Section Correspondence with the Supreme Court of India, Union of India, State Government & other High Courts after obtaining necessary orders from the Hon'ble the Chief Justice. Views of the Court on Acts, Bills and Rules. |
| 05. | Telangana State Judicial Academy and State Legal Services Authority | Matters relating to Telangana State Judicial Academy and State Legal Services Authority with High Court. |
| 06. | NALSAR | Matters relating to NALSAR. |
| 07. | Control, Supervision and Disciplinary matters including sanction of leaves, Distribution of work etc. of the Officers and Staff working in the above sections under his control. | |

The other **Eight** Registrars head the following wings:

- 1) Vigilance
- 2) Administration
- 3) Judicial
- 4) Recruitment
- 5) Enquiries
- 6) Information Technology-cum-Central Project Coordinator
- 7) Management
- 8) Protocol

There is **Registrar (Information Technology-cum-Central Project Coordinator)** in the cadre of District & Sessions Judge/Senior Civil Judge who will look after the matters relating to Computerization in High Court as well as Subordinate Courts.

Below the Registrars, there are **Three (3)** Joint Registrars. Below the cadre of Joint Registrar, there are **Five (5)** Deputy Registrars in charge of administrative and judicial sections of the High Court. **One** Post of Prl. Secretary to the Hon'ble Chief Justice in the cadre of Secretary to Government, Law Department, **One** Post of Prl.Pvt Secretary to the Hon'ble Chief Justice and **One** Post of Pvt. Secretary to the Hon'ble Chief Justice in the cadre of Deputy Registrar. Below the cadre of Deputy Registrar, there are **15** Assistant Registrars and **one** post of Special Officer in the High Court who are the controlling officers of the various sections of the High Court and **One** post of Junior Civil Judge (Presenting Officer, Enquiry Cell). Apart from the above officers, there are Section Officers, Court Officers, Court Masters and Personal Secretaries to the Hon'ble Judges, Deputy Section Officers, Assistant Section Officers, Computer Operators, Overseer, Assistants, Examiners, Typists, Copyists, Record Assistants, Drivers, Attenders and contingent staff.

The High Court for the State of Telangana exercises original, revisional, appellate (both civil and criminal), and extraordinary jurisdiction over the States of Telangana.

On its original side, the High Court entertains suits and petitions under the Succession Act, Contempt of Courts Act, Companies Act, matrimonial laws and election laws.

On its revisional side, the High Court hears revision petitions arising from civil cases under Section 115 CPC and Article 227 of the Constitution of India. On the criminal side, it hears revisions under Section 401 Criminal Procedure Code, 1973.

On the civil appellate side, it hears contempt appeals, original side appeals, first appeals and second appeals arising from the subordinate courts and the writ appeals under Clause 15 of the Letters Patent.

On the criminal appellate side, it hears appeals in all criminal cases decided by the subordinate courts in which the sentence imposed is imprisonment for more than seven years.

Under its extraordinary jurisdiction, the High Court issues prerogative writs in the nature of writ of mandamus, writ of certiorari, writ of prohibition, writ of quo warranto and writ of habeas corpus, exercising jurisdiction under Article 226 of the Constitution of India.

The High Court for the State of Telangana exercises overall supervisory control over the subordinate judiciary in administrative matters.

ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

The Committee of three Hon'ble Judges are the Disciplinary Authority for the categories of Registrars, Principal Secretaries to the Hon'ble Chief Justice and Joint Registrars.

The Registrar General is the Disciplinary Authority for the categories of Deputy Registrars, Assistant Registrars, Section Officers and Court Officers, Account Officer, Personal Secretaries and Court Masters, Special Officer and Presenting Officer.

The Registrar (Administration) is the Disciplinary Authority for the categories of Deputy Section Officer and down below cadres.

The Registrars exercise supervisory power in respect of their wings with the assistance of the Officers under them. The office of the Registrar will work from 10.30 A.M., till 5.00 P.M., but will be kept open for the transaction of business from 10.30 A.M., to 4.00 P.M., on all days except Holidays. The lunch-break for the members of the staff will be between 1.30 P.M., to 2.15 P.M. The administration of the High Court is regulated by the Standing Orders framed in this regard, (made available separately), and the staff of the High Court shall discharge their duties as per the procedure prescribed by the Standing Orders. The duty of the employees is to see that the work of the High Court – both on the judicial and administrative side – is carried on smoothly without causing inconvenience to the courts and the officers.

iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

In all important matters as enumerated in the Standing Orders, the Full Court of the High Court is the decision making body on the administrative side in so far as Subordinate Courts administration is concerned. With regard to High Court Administration is concerned, the Hon'ble the Chief Justice is the administrative head. For this purpose, Hon'ble the Chief Justice is authorized, by the Full Court, to form committees of Hon'ble Judges in respect of particular subjects to take a decision. The Hon'ble the Chief Justice is the Ex-Officio Chairman of all such Committees. Once the Committee of Hon'ble Judges takes a decision, the same will be placed before the Hon'ble the Chief Justice for approval. The decision making process in the High Court involves preparation of the note files by the Assistant/Assistant Section Officer, which will be checked by the Section Officer concerned. Thereafter, the same will be sent to the Assistant Registrar concerned who is the controlling officer and from him the file will be sent to the concerned Registrars, who will place the same before the Hon'ble the Chief Justice/the Committee of Hon'ble Judges for decision.

The channel of supervision in the High Court is from the Registrar to Joint Registrar, Joint Registrar to Deputy Registrar, Deputy Registrar to Assistant Registrar, Assistant Registrar to Section Officer, Section Officer to Deputy Section

Officer and Deputy Section Officer to Assistant Section Officer and Assistant. The individual employees of the High Court are accountable for their duties as enumerated in the Standing Orders of the High Court.

iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

AND

v) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:

For the discharge of its functions both on the judicial and administrative side, the High Court for the State of Telangana is governed by the High Court Manual, the Code of Civil Procedure, 1908, Code of Criminal Procedure, 1973, High Court Service Rules, 2017, Standing Orders, 2004 and the Telangana Civil Services (Classification, Control and Appeal) Rules, etc.

vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

The following categories of documents are held by the High Court.

- a. Pleadings and documents pertaining to cases filed by the parties/advocates.
- b. Vernacular records sent by the subordinate courts.
- c. Judgments rendered by the High Court from the year 1950.
- d. Records of administrative matters.

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:

In the High Court for the State of Telangana, there is no arrangement to solicit the views of the members of the public in relation to the formulation of its policy or implementation thereof.

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 following Committees of Hon'ble Judges have been constituted by the Hon'ble the Chief Justice for the functioning of the High Court and Subordinate Courts.

1. Administrative Committee
2. Vigilance Committee
3. Committee on Deputation of Officers to other Departments & Vice-Versa
4. Finance Committee
5. Committee on High Court & Subordinate Courts Libraries.
6. Committee on Judicial Academy and Training of Judicial Officers, Board of Governors.
7. Committee on Board of Governors of Mediation Centre & Arbitration Centre.
8. Committee on Computerization of the High Court and Subordinate Courts and Steering Committee constituted under E-Courts Project.
9. Committee on Treating letters petitions as P.I.L.
10. Committee on Juvenile Justice.
11. Committee on Purchase Repair and use of Vehicles.
12. Committee on Purchase of Various Articles for The High Court including Stores and Stationary.
13. Committee on High Court Buildings and Residential Accommodation of Hon'ble Judges & Civil Works in the High Court and other Courts premises.
14. Arrears Committee.
15. Rule Committee under Section 123 of C.P.C.
16. Committee for framing of Rules and Guidelines not falling within the jurisdiction of Rules Committee under Section 123 C.P.C.

17. Committee on Infrastructure Development of District Courts.
18. Committee on Board of Trustees to Chief Justice Relief Fund and Sanction of Amounts.
19. Committee on transfers and postings of District Judges.
20. Committee on transfers and postings of Senior Civil Judges.
21. Committee on transfers and postings of Junior Civil Judges.
22. Committee on Establishment of Court.
23. Committee on General Administration of District Courts.
24. Committee on Judicial Employees Disciplinary matters.
25. Committee on Special Judicial Magistrates of Second Class/Special Magistrates and Special Metropolitan magistrates under 14th Finance Commission in the State and Allied matters.
26. Committee on appointment of Junior Civil Judges to the assured career progression (ACP) Scales.
27. Committee on appointment of Junior Civil Judges to the assured career progression (ACP) Scales.
28. Committee on Recruitment to the cadre of District Judges in the State Judicial Service.
29. Committee on Recruitment to the cadre of Junior Civil Judges in the State Judicial Service.
30. Committee on Views of the Courts on Acts, Bills and Rules.
31. Committee on Review of Work of Judicial Officers.
32. Committee on Andhra Pradesh Reorganisation Act, 2014.
33. Committee on State Court Management Systems.
34. Committee on Protocol Committee.
35. Committee on Gender Sensitization and Internal Complaints Committee.
36. Committee of Hon'ble Judges to give suggestions to restructure the judicial Registry in respect of filing of cases, pendency, disposal of cases and storing of pending matters or any other aspects relating to Judicial Registry.
37. Committee for Court Managers.
38. Committee for High Court Museum.

The meetings of the above Committees are not open to public and the Minutes of the Meetings are not accessible to public.

ix) A TELEPHONE DIRECTORY TO THE HIGH COURT:

A Telephone directory of the Hon'ble the Judges, Officers of the High Court and all Section Heads of the High Court is being printed every year and is placed in the website of High Court. <http://hc.ts.nic.in>.

x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

Having regard to the number of employees working in the High Court, it is not practicable to publish the monthly remuneration received by each of its officers and employees. Moreover, the monthly remuneration is likely to change having regard to the grant of increments and variation in the dearness allowance as sanctioned by the Government from time to time. The following table shows the pay scales of the different categories of employees working in the High Court. The pay scales are exclusive of D.A., H.R.A., C.C.A., etc.

Statement showing the Sanctioned Strength & Pay Scales of Officers and staff of High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh

| Name of the post and category belongs | Sanctioned Strength | Pay Scales 2015 | Remarks |
|---|---------------------|------------------------------|--|
| <u>DIVISION –I</u> | | | |
| <u>Category 1</u> | | | |
| Registrar General | 1 | 96110-120930 87130-110850 | In the event of filling up of these posts by transfer of members from the category of Judicial officers, their pay will be fixed as per National Judicial Pay Commission Scales. |
| Registrars | 8 | | |
| <u>Category 1(a)</u> | | | |
| (b)Prl. Secretary to the Hon'ble CJ | 1 | 87130-110850 | |
| <u>Category 2</u> | | | |
| Joint Registrars | 3 | 73270-108330 | |
| <u>Category 3</u> | | | |
| (a) Deputy Registrars | 5 | 56870-105810 | |
| (b)Prl.Pvt. Secretary to the Hon'ble CJ | 1 | 56870-105810 | |
| (c)Pvt.Secretary to the Hon'ble CJ | 1 | 56870-105810 | |

| | | | |
|---|--------------|---|---|
| Category 4 (a) Assistant Registrars (b) Special Officer (c) Junior Civil Judge (Presenting Officer, Enquiry Cell) | 15 1 1 | 46060-98440 46060-98440 27700-44770 | As per National Judicial Pay Commission |
| Category 5 Section Officers, Court Officers, Scrutiny Officers and Accounts Officer | 67 | 37100-91450 | |
| Category 6 Court Masters, Personal Secretaries to Hon'ble Judges, Personal Secretaries to Registrars | 63 | 37100-91450 | |

| | | | |
|---|------------------------------------|---|--|
| <u>DIVISION – II</u> | | | |
| Category -1: Translators and Deputy Section Officers | 20 | 28940-78910 28940-78910 | |
| Category 2: Overseer | 1 | 26600-77030 | |
| Category 3: (a) Assistant Section Officers (b) Computer Operators (c) Assistant Librarian (d) U.D. Steno | 43 08 01 02 | 26600-77030 26600-77030 26600-77030 22460-66330 | |
| Librarian (Grade-II) Stenographer | 01 01 | | |
| Category 4: (a) Assistants (b) Readers and Examiners (c) Telex Operator (d) Telephone Operator | 94 29 01 01 | 16400-49870 16400-49870 16400-49870 16400-49870 | |
| Category 5: (a) Typists (b) Copyists | 31 34 | 16400-49870 16400-49870 | |
| <u>DIVISION – III</u> | | | |
| Category 1 Assistant Overseer | 01 | 16400-49870 | |
| Category 2 (a) Copier Machine Operators (b) i. Senior Drivers ii. Drivers (c) Lift Operators (d) Shroff | 02 05 22 05 01 | 15030-46060 17890-53950 15460-47330 15030-46060 15460-47330 | |
| Category 3 (a) Book Bearer (b) Binder (c) Record Assistants (d) Roneo Operators (e) Book Keeper | 02 01 36 03 01 | 15030-46060 15030-46060 15030-46060 15030-46060 15460-47330 | |

| | | | |
|----------------------------------|-----|-------------|--|
| Category 4 | | | |
| Jamedars | 02 | 14600-44870 | |
| Category 5 | | | |
| Daffedars | 02 | 13390-41380 | |
| Office Subordinates | 213 | 13000-40270 | |
| Watchmen | 02 | 13000-40270 | |
| Total Sanctioned Strength | 732 | | |

- xi) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:**

STATEMENT SHOWING THE FUNDS PROVIDED BY GOVERNMENT FOR THE YEAR 2019-2020 TOWARDS SALARIES, OTHER CONTINGENCIES IN RESPECT OF HIGH COURT

UNDER MH 2014 – ADMINISTRATION OF JUSTICE

| HEAD | | Rupees |
|-------------|-------------------------------|----------------|
| 102 (04) | High Court (Charged Non-plan) | 95,51,76,000/- |

- (xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:**

No subsidy programmes are being executed by the High Court.

- (xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:**

Not applicable.

- (xiv) DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:**

The following information has been reduced to electronic form:

- Standing Orders of the High Court.
- The Telangana High Court Service Rules.

- c. The High Court Manual (containing the Appellate side Rules, the Original Side Rules, Writ Proceeding Rules and Rules governing the cases under Article 227 of the Constitution of India, etc.,)
- d. Civil Rules of Practice and Circular Orders, 1980.
- e. Criminal Rules of Practice and Circular Orders, 1990.
- f. Right to Information Act, Rules 2005
- g. Judicial Ministerial Service Rules
- h. State Judicial Service Rules, 2007

(xv) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

The High Court has framed the Rules under Section 28 of the Right to Information Act, 2005, and a separate notification has been issued nominating the Registrar (Judicial) of the High Court as the State Public Information Officer for the High Court. The Registrar General is the Appellate Authority. The Rules also provide as to the manner in which the information can be obtained by the citizens. The State Public Information Officer is looking after the requests made by citizens for obtaining the information. As of date, there is no library or reading room maintained by the High Court for public use.

(xvi) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER:

The name, designation and the particulars of the Public Information Officer are as follows:

State Public Information Officer-cum-Registrar (Judicial),
High Court for the State of Telangana.

Sri R.Thirupathi,
Registrar (Judicial),
High Court for the State of Telangana.
Telephone No: 040-23446162 (O), 040-23446148 (R)

(xvii) THE NAME, DESIGNATION AND OTHER PARTICULARS OF THE APPELLATE AUTHORITY:

The name, designation and the particulars of the Appellate Authority- under Right to Information Act, 2005-cum-Registrar General, High Court for the State of Telangana.

Sri A.Venkateswara Reddy,
Registrar General,
High Court for the State of Telangana.

Telephone Nos. (Off):040-2344 6166 and (Fax):2344 6155, 23442454(R)

(xviii) The High Court for the State of Telangana hosts three web sites. High Court's cause list, High Court's judgments and Case Status Information can be accessed in the said web sites. They are:

| | |
|--|---|
| High Court cause list Website Address | : http://hc.ts.nic.in/Hcdbs/search.do |
| High Court Judgments Website Address | : http://tap.nic.in/judgment_ts/ |
| High Court Case Status Information Website | : http://hc.tap.nic.in/csis_ts |

**INFORMATION PERTAINING TO THE DISTRICT JUDICIARY
IN THE STATE OF TELANGANA**

(i) THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:

The District Court is the head of the District Judiciary. There are 10 Judicial Districts in the State of Telangana, each district having one Principal District Court and Additional District Courts. In Hyderabad City, besides the City Civil Court headed by Chief Judge, there is Metropolitan Sessions Court headed by Metropolitan Sessions Judge and City Small Causes Court headed by Chief Judge.

The District Judiciary functions under a three-tier system. Below the District Judge, there are Civil Judges (Senior Division) and Civil Judges (Junior Division) Courts on the civil side and on the criminal side, there are Assistant Sessions Courts and Judicial First Class Magistrate Courts. When the District Court hears criminal matters, it is known as District Sessions Court. Apart from the above, there are Family Courts, Special Courts under the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, CBI Courts, ACB Courts, Land Reforms Appellate Tribunals, Industrial Tribunals headed by Presiding Officers of the cadre of District Judge.

The Principal District Judge is the head of both judicial and administrative wings of the District judiciary. The administrative side of the District Court is looked after by the Administrative Officer who is assisted by Superintendents, Senior Assistants, Junior Assistants, Typists, Personal Assistants, Field Assistants, Attenders, etc.

The administrative side of the Senior Civil Judge's Court is looked after by the Chief Ministerial Officer assisted by Senior Assistants, Junior Assistants, Typists, Copyists, etc.

The administrative side of the Junior Civil Judge's Court is looked after by the Chief Ministerial Officer assisted by Senior Assistants, Junior Assistants, Typists, Copyists, etc.

The District Court exercises both original and appellate jurisdiction. The original jurisdiction includes the entertainment of original suits where the value of the suit is more than **Rs.50,00,000/-** petitions in motor accidents cases, petitions in respect of Special Acts etc. The appellate jurisdiction includes the hearing of appeals both on the civil side and criminal side. The District Judge hears appeals in all civil matters where the subject matter of the appeal is less than Rs.20,00,000/- and in criminal cases where the punishment imposed is less than seven years. The District Court also exercises revisional jurisdiction in criminal cases under Section 399 Cr.P.C.

The Civil Judge's Court (Senior Division) exercises original jurisdiction. As per the Civil Courts Act, on its original side, the Civil Judge (Senior Division) hears all original suits the value of which is less than **Rs.50,00,000/-** and while sitting on the criminal side, the Assistant Sessions Court hears all cases as per the schedule to the Code of Criminal Procedure. An Assistant Sessions Judge can impose a sentence of imprisonment upto 10 years and fine.

A Chief Judicial Magistrate can impose a sentence of imprisonment upto seven years.

The Civil Judge's Court (Junior Division) exercises only original jurisdiction. It hears all petitions and original suits of the value below **Rs.20,00,000/-**. A Judicial Magistrate of First Class can impose a sentence of imprisonment upto three years and fine upto Rs.5,000/-.

(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

The Principal District Judge of the District concerned is the Disciplinary Authority for the employees working in the District Court as well as the subordinate courts under his control.

The District Judge exercises supervisory power in respect of the Judicial Officers and all the ministerial staff working in his unit. The duty of the employees of the District Judiciary is to see that the work of the Courts both on the judicial and administrative sides is carried on smoothly without causing inconvenience to the Courts, the officers and the litigant public.

The administration of the subordinate judiciary is regulated by the Circular instructions issued from time to time by the High Court and also the Rules made and instructions issued by the Government of Telangana from time to time.

(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

The Principal District Judge is the decision-making authority in respect of allotment of judicial work to the Judicial Officers in his Unit. So far as administrative decision-making is concerned, on all-important matters, the Principal District Judge seeks the instructions of the High Court and implements the decisions of the High Court.

The individual employees of the subordinate judiciary are accountable for their duties as assigned to them by the Principal District Judge or the concerned Judicial Officers presiding over the Court.

| STATEMENT SHOWING THE NUMBER OF PERMANENT AND TEMPORARY COURTS FUNCTIONING IN THE EACH DISTRICT IN THE STATE OF TELANGANA | | | | | | | | |
|--|----------------------------|--------------------|-----------|------------|-----------|------------|------------|------------|
| IN ALL THE THREE CADRES AS ON 31.7.2019 | | | | | | | | |
| SL. NO. | NAME OF THE DISTRICT | DISTRICT COURTS | | SCJ COURTS | | JCJ COURTS | | TOTAL |
| | | PERM. | TEMP. | PERM. | TEMP. | PERM. | TEMP. | Courts |
| 1. | Adilabad | 3 | 3 | 2 | 2 | 8 | 9 | 27 |
| 2 | Hyderabad | | | | | | | |
| 2 (A) | City Civil Court | 15 | 3 | 4 | 8 | 9 | 6 | 45 |
| 2 (B) | City Small Causes Court | 2 | 0 | 1 | 0 | 5 | 2 | 10 |
| 2 (C) | City Criminal Court | 7 | 6 | 15 | 5 | 2 | 3 | 38 |
| 2(D) | Tribunals | 6 | 12 | 0 | 0 | 0 | 0 | 18 |
| 3. | Karimnagar | 4 | 5 | 3 | 4 | 8 | 17 | 41 |
| 4. | Khammam | 3 | 3 | 3 | 1 | 8 | 10 | 28 |
| 5. | Mahabubnagar | 3 | 4 | 4 | 2 | 12 | 7 | 32 |
| 6. | Medak | 3 | 4 | 3 | 1 | 9 | 6 | 26 |
| 7. | Nalgonda | 3 | 5 | 4 | 1 | 10 | 11 | 34 |
| 8. | Nizamabad | 3 | 4 | 2 | 1 | 7 | 7 | 24 |
| 9. | Rangareddy | 10 | 7 | 3 | 5 | 10 | 23 | 58 |
| 10. | Warangal | 4 | 5 | 3 | 2 | 10 | 11 | 35 |
| | Grand total | 66 | 61 | 47 | 32 | 98 | 112 | 416 |

1. Special Judicial Magistrate of II Class (Morning Courts) : **84**
2. Special Magistrate Courts sanctioned
Under 13th Finance Commission : **53**
3. Special Judicial Magistrate of II Class
(13th Finance Commission) : **20**

**NUMBER OF FAST TRACK COURTS IN THE STATE OF TELANGANA (DISTRICT-WISE)
AS ON 31-07-2019**

| SL. NO. | NAME OF THE DISTRICT | Fast Track Courts in the cadre of Additional District & Sessions Judge | Fast track Courts in the cadre of Senior Civil Judge |
|---------|-------------------------|--|--|
| 1. | Adilabad | 0 | 1 |
| 2 | Hyderabad | | |
| (A) | City Civil Court | 2 | 6 |
| (B) | City Small Causes Court | 0 | 0 |
| (C) | City Criminal Court | 0 | 0 |
| (D) | Tribunals & Spl. Courts | 0 | 0 |
| 3. | Karimnagar | 1 | 0 |
| 4. | Khammam | 3 | 1 |
| 5. | Mahabubnagar | 2 | 2 |
| 6. | Medak | 2 | 0 |
| 7. | Nalgonda | 2 | 0 |
| 8. | Nizamabad | 3 | 1 |
| 9. | Rangareddy | 4 | 4 |
| 10. | Warangal | 3 | 1 |
| | Grand total | 22 | 16 |

Under the 13th Finance Commission Grants 140 Special Magistrates Courts and 113 Special Judicial Magistrates of Second Class/Special Metropolitan Magistrates Courts were sanctioned by the erstwhile Government of Andhra Pradesh. At present, 53 Special Magistrate Courts and 20 Courts of Special Judicial Magistrates of Second Class/Special Metropolitan Magistrates in the State of Telangana are functioning.

(iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

AND

(v) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:

For the discharge of its functions on the judicial side, the District Judiciary is governed by the Civil Rules of Practice, the Criminal Rules of Practice, the Circular instructions issued from time to time by the High Court, the Civil Procedure Code,

the Criminal Procedure Code and other civil and criminal laws. On the administrative side, the District Judiciary is governed by the Telangana Judicial Ministerial Service Rules, the Telangana Last Grade Service Rules, Telangana State and Subordinate Service Rules, Telangana Civil Services (Classification, Control and Appeal) Rules and all the Government orders issued by the State Government from time to time and the circular instructions issued by the High Court.

(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

The following categories of documents are held by the District Judiciary:

- a. Pleadings and documents pertaining to the cases filed by the parties/advocates.
- b. Vernacular records filed by the parties and marked as exhibits in the cases.
- c. Judgments rendered by the Judicial Officers.
- d. Records of administrative matters, etc.

(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:

In the District Judiciary, there is no arrangement to solicit the views of the members of the public in relation to the formulation of its policy or implementation thereof. The policy guidelines will be framed by the High Court.

(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:

There are no committees constituted for the purpose of advising the District Judiciary. The District Judiciary receives guidance from the High Court on all important matters.

(ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

Half Yearly list of the Hon'ble Judges of High Court and District Judges in the State is published by the State Government every half year i.e., on 1st January and 1st July.

(x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

The pay scales of the Judicial Officers manning the subordinate judiciary and the ministerial staff is as under. The pay scales are exclusive of D.A., H.R.A., C.C.A., etc.

| S.No. (I) | Designation (II) | Revised Scale of Pay (IV) |
|----------------------|---|---|
| 1. | Civil Judge (Junior Division) (Entry Level) | Rs.27700-770-33090- 920-40450-1080-44770 |
| 2. | Civil Judge (Junior Division) I Stage A.C.P. Scale | Rs.33090-920-40450- 1080-45850 |
| 3. | Civil Judge (Junior Division) II Stage A.C.P. Scale | Rs.39530-920-40450-1080-49090- 1230-54010 |
| 4. | Civil Judge (Senior Division) (Entry Level) | Rs.39530-920-40450-1080-49090- 1230-54010 |
| 5. | Civil Judge (Senior Division) I Stage A.C.P. Scale | Rs.43690-1080- 49090-1230-56470 |
| 6. | Civil Judge (Senior Division) II Stage A.C.P. Scale | Rs.51550-1230- 58930-1380-63070 |
| 7. | District Judge (Entry Level) | Rs.51550-1230- 58930-1380-63070 |
| 8. | District Judge (Selection Grade) | Rs.57700-1230-58930-1380-67210- 1540-70290 |
| 9. | District Judge (Super Time Scale) | Rs.70290-1540-76450 |

**STATEMENT SHOWING THE SANCTIONED CADRE STRENGTH OF THE
STAFF OF SUBORDINATE JUDICIARY (CATEGORY-WISE)**

AS ON 01.07.2019

TELANGANA

| S.NO | CATEGORY OF EMPLOYEES | Sanctioned cadre strength | PAY SCALE as per PRC, 2015 Rs. |
|--------------|---------------------------------|----------------------------------|---|
| 1 | Chief Administrative Officers | 72 | 42490-96110 |
| 2 | Senior Superintendents | 141 | 29760-80930 |
| 3 | Superintendents | 277 | 28940-78910 |
| 4 | Stenographers Grade – I | 88 | 29760-80930 |
| 5 | Stenographers Grade – II | 78 | 25140-73270 |
| 6 | Stenographers Grade – III | 210 | 22460-66330 |
| 7 | Senior Assistants | 328 | 22460-66330 |
| 8 | Junior Assistants | 1543 | 16400-49870 |
| 9 | Typists | 576 | 16400-49870 |
| 10 | Field Assistants | 425 | 16400-49870 |
| 11 | Examiners | 219 | 15460-47330 |
| 12 | Copyists | 328 | 15460-47330 |
| 13 | Drivers | 79 | 15460-47330 |
| 14 | Record Assistants | 238 | 15030-46060 |
| 15 | Roneo Operators/Lift Operators | 01 | 15030-46060 |
| 16 | Process Servers | 899 | 15460-47330 |
| 17 | Office Subordinates (Attenders) | 1541 | 13000-40270 |
| Total | | 7048 | |

(xi) **TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:**

The budget allocated to the Unit Heads of various Districts under various Plans for the year 2019-20 is as under:

**STATEMENT SHOWING THE FUNDS PROVIDED BY GOVERNMENT FOR THE YEAR
2019-2020 TOWARDS SALARIES AND OTHER CONTINGENCIES IN RESPECT OF
SUBORDINATE COURTS IN THE STATE OF TELANGANA**

UNDER MH 2014 – ADMINISTRATION OF JUSTICE:

SUBORDINATE COURTS (NON-PLAN)

| DETAILED SUB HEAD | | RS. |
|--------------------------|-------------------------|----------------------|
| 103 (04) | Economic Offences Court | 1,85,27,000 |
| 103 (05) | Excise Courts | 7,00,04,000 |
| 105 (04) | Civil & Sessions Courts | 249,40,36,000 |
| 105 (05) | Fast Track Courts | 8,60,60,000 |
| 106 (04) | Small Causes Courts | 2,93,61,000 |
| 108(04) | Railway Courts | 1,18,23,000 |
| 108 (05) | Other Courts | 14,96,07,000 |
| 108 (11) | CBI Courts | 2,52,59,000 |
| 112 (04) | Official Receivers | 49,84,000 |
| 117 (05) | Family Courts | 6,76,95,000 |
| Total | | 295,73,56,000 |

| | | |
|---|--------------------------------------|---------------------|
| <u>Maintenance of Buildings</u> | | |
| 2059- Public Works (Non-Plan) | Maintenance and repairs of buildings | 10,25,00,000 |
| 4059 – Capital Outlay on Public Works (Plan) | For construction of buildings | 18,98,06,000 |

(xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

The District Judiciary does not execute any subsidy programmes.

(xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT:

Not applicable to District Judiciary.

(xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM.

As of today, the work relating to holding the statistical data of the cases instituted, pending and disposed of in electronic form in the District Judiciary is under process.

(xv) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

The High Court has designated Assistant State Public Information Officer for each subordinate court/group of courts and citizens can obtain the information by making a request to the said Assistant State Public Information Officers. As of now, no library room is maintained in the subordinate courts for public use.

(xvi) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER:

The designations of the Assistant State Public Information Officers so far as the District Judiciary is concerned is as follows:

The Administrative Officers of the Principal District & Sessions Court/Metropolitan Sessions Judge/City Civil Court/City Small Causes Court, the Chief Ministerial Officer of the Courts presided over by the senior most Judicial Officer at the stations having more than one Court other than the District Head Quarter and the Chief Ministerial Officers of the Courts where there is only one Court at a station.

NOTE: *As per the Orders of the Central Information Commission in Case No.CIC/SM/C/2011/900894, dt.12.1.2012, the Registry has issued circular dated 18.2.2012 to all Registrars of this High Court and all the Unit Heads in the State to update the information under Section 4 (1) (b) of the Right to Information Act, 2005 with latest addition and alteration from time to time in the website of their respective District Courts as per Model of the Gauhati High Court.*

4(1)(c): The judicial decisions are already in the public domain.

4(1)(d): The affected persons are communicated the administrative and quasi judicial decisions.

SD/-
REGISTRAR GENERAL