

Manual No.	Detail of Manual
Manual No.1	The Particulars of its organization, functions and duties
Manual No.2	The Powers & duties of its officers & Employees
Manual No.3	The Procedure followed in the decision making process, including channels of supervision & accountability
Manual No.4	The norms set by it for the discharge of its functions
Manual No.5	The rules, regulations, instructions, manuals & records held by it or under its control or used by it it's employees for discharging its function
Manual No.6	A statement of categories of documents that are held by it or under its control
Manual No.7	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 administration there of.
Manual No.8	The Statement of the boards, councils, committee's and other body's constituting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards councils, committee's and other body's are open to the public or the minutes of such meetings are accessible for public.
Manual No.9	A directory of its officers & employees
Manual No.10	The monthly remuneration received by each of its officers & employees including the system of compensation as provided in its regulation.
Manual No.11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures & reports on disbursements made.
Manual No.12	The manner of execution of subsidy programs, including amounts allocated & details of beneficiaries of such programs
Manual No.13	The particulars of recipients of concessions, permits or authorizations granted by it
Manual No.14	Details in respect of the information available to or held by it, reduced in an electronic form
Manual No.15	The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use.
Manual No.16	The names, designations & other particulars of the public Information Officers.
Manual No.17	Such other information as may be prescribed.

**DISTRICT GOVERNMENT PLEADER AND  
PUBLIC PROSECUTOR, JALGAON**  
INFORMATION UNDER CLAUSE 4 (1) (B) OF RIGHT TO  
INFORMATION ACT.

**(1) The Particulars of its organization, function and duties.**

**Particulars:-**

**Name of the Organization :**

The District Government Pleader and Public Prosecutor,  
Jalgaon.

The organization is sub-ordinate institution of the Law and  
Judicial Department, Mantralaya, Mumbai – 32.

**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 and Judiciary, Govt. of Maharashtra.
- iv) To administer justice as per the various legislations/statutes.
- v) To recruit Class-II 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 views 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.

**(2) 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 Officer/Judges deals with the matters pertaining to the appellate side and case 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. 1 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.

Juvenil Justice Board is constituted for Jalgaon Judicial District at Head-Quarter Jalgaon for trial of cases of the Juvenil offenders u/s.4 of Juvenile (Care and Protection of Children ) Act, 2000 Chief Judicial Magistrate, Jalgaon is a appointed as Principal Magistrate to preside over the Bench of Juvenile Justice Board.

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

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

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

### **Duties of Employees**

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

- Lower Grade Stenographer : To take down evidence in English on Typewriter. To take dictation in cases of the Judges of the Cadre of Civil Judge (Sr.Dn.)/C.J.M. And CJJD & JMFCs.
- Senior Clerk : 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 case 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.

#### **Class-IV**

- Peon : To obey the orders of Presiding Officer, to do the work of cleaning of Court halls, to distribute the tapal and dak etc.

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

The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court

The employees working in the various courts and sections follows the procedures laid down in the manuals and directions of the Judicial Officers.

The Principal District & Sessions Judge, 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 (S.D.) 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.

**(4) The norms set by it for the discharge of its functions.**

The organization discharges its function 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 Notification.

**(5) 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 1986
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.



**(6) 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 register for the registration of Special Civil suit Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained in the Court/s of Civil Judge (S.D.) and in the Court/s Civil Judge (J.D.)
3. The Separate registers for the registration of Regular IPC cases, Sum. IPC cases and Misc. Cri. Cases etc. are being maintained in the Court of CJM and in the Courts of JMFC.
4. Separate registers for the registration of Reg. Civil Appeal and Motor Accident Claims Petitions and its execution are being maintained in Appellate Courts.
5. The Separate registers for the registration of Sessions Trial Cases, Spl. Criminal cases Cri. Revn. and Misc. Applns. filed before Sessions Courts.
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 applns for refund of lapsed deposit, and other various registers are being maintained as per the Civil and Criminal Manual.

8. Service books of Officer/s and employees, 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 Suiptd.(Record Room), Jalgaon.

**(7) 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.

**(8) 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.

**(9) A directory of its officers and employees.**

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

<b>Name of the Law Officer</b>	<b>Office Telephone No.</b>
The District Government Pleader & Public Prosecutor, Jalgaon.	0257-2229860
The Additional Govt. Prosecutor, Jalgaon.	0257-2224583

**(10) 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>
1. The District Government Pleader & Public Prosecutor, Jalgaon.	As per Govt. Reso. Of Law & Judiciary Deptt. Mantralaya, Mumbai.
2. The Addl. Govt. Prosecutor, Jalgaon.	-do-
3. Class III and IV	It is maintained in the District and Sessions Judge, Jalgaon.

**(11) 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 its 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 and allowances, over-time allowance, wages, traveling allowances, office expenses, Rent, rate and taxes, publications, grant-in-aid etc.

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

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

- (13) Particulars of recipients of concessions, permits or authorization granted by it.**

License/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 and 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 charge for reduce in writing the description of the documents and for typing charges as per norms prescribed in Civil and Criminal Manual.

- (14) 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 byfeeding 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>

- (15) 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.

- (16) 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 directions of the Hon'ble High Court whose particulars are as follows;

Name : Shri Sambhaji R. Jadhav,  
 Designation : Additional Govt. Prosecutor, Jalgaon  
 Jurisdiction : for Jalgaon Judicial District.  
 Address : District Government Pleader and Public  
 Prosecutor, District & Sessions Court,  
 Jalgaon.  
 Phone No. : 0257-2224583

**Appellate Authority is**

Designation : District Government Pleader and  
 Public Prosecutor, Jalgaon.  
 Jurisdiction : For Jalgaon Judicial District.  
 Address : District Government Pleader and Public  
 Prosecutor, District & Sessions Court,  
 Jalgaon.

**(17) 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 alsos an Association of Jalgaon Zilla Nyayalayin Krmachari (Class-III) Sanghatna, Jalgaon recognized by the Government of Maharashtra.

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PUBLIC PROSECUTOR, JALGAON**  
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**Particulars:-**

**Name of the Organization :**

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Jalgaon.

The organization is sub-ordinate institution of the Law and  
Judicial Department, Mantralaya, Mumbai – 32.

**Functions of the Organization :**

The organization have it's two main functions.

- iii) Judicial Function and
- iv) Administrative Function

**Duties of the Organization :**

- x) To exercise the control over all it's subordinate Courts  
functioning in it's territorial jurisdiction.
- xi) To maintain the grants received from the Government,  
time to time.



- xii) To deal with the all correspondence relates to Hon'ble High Court and the Department of Law and Judiciary, Govt. of Maharashtra.
- xiii) To administer justice as per the various legislations/statutes.
- xiv) To handle the administration in views of the procedural laws, Maharashtra Civil Services Rules, the Government Resolutions and the Notifications issued by the High Court.

**(2) The powers and duties of its officers and employees.**

There are following cadres of the Judicial Officer/s;

- iv) The District Judges & Additional Sessions Judges.
- v) The Ad hoc District Judges & Additional Sessions Judges.

The above Judicial Officer/Judges deals with the matters pertaining to the appellate side and case triable by the sessions only and also the matters under Special Act and Motor Accident Claims Petitions.

- vi) 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.
- iii) To deal with the matters of Civil nature having jurisdiction up-to **Rs. 1 lac.**
- iv) 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.

Juvenil Justice Board is constituted for Jalgaon Judicial District at Head-Quarter Jalgaon for trial of cases of the Juvenil offenders u/s.4 of Juvenile (Care and Protection of Children ) Act, 2000 Chief Judicial Magistrate, Jalgaon is a appointed as Principal Magistrate to preside over the Bench of Juvenile Justice Board.

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

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

**Class-III** : Lower Grade Stenographer  
Clerk-cum-Stenographer  
Senior Clerk  
Junior Clerk

**Class-IV** : Naik  
Peon

### **Duties of Employees**

Stenographer	Typewriter. To take dictation of DGP and APP and transcribe the same.
Senior Clerk	: To maintain Grant register and to write Account Cash book, to watch over staff, Correspondence, Accounts, To prepare bills of DGP and APP.
Junior Clerks	: To Distribute the cases of Sessions Triable in AGP in the respective Court, to maintain inward and outward register, to maintain Civil, Criminal and Darkhast Court, to look after the maintenance of those case 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.

#### **Class-IV**

Peon	: To obey the orders of Presiding Officer, to do the work of cleaning of Court halls, to distribute the tapal and dak etc.
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### **3) The procedure followed in the decision making process including channels of supervision and accountability.**

The Officers follows the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court

The employees working in the various courts and sections follows the procedures laid down in the manuals and directions of the Judicial Officers.

The Principal District & Sessions Judge, 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 (S.D.) 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.

**(4) The norms set by it for the discharge of its functions.**

The organization discharges its function 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 Notification.

**(5) 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 1986
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,
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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.

**(6) 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 seprate register for the registration of Special Civil suit Small Cause Civil Suits, Regular Darkhast, Precepts, etc. are being maintained in the Court/s of Civil Judge (S.D.) and in the Court/s Civil Judge (J.D.)
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4. Separate registers for the registration of Reg. Civil Appeal and Motor Accident Claims Petitions and it's execution are being maintained in Appellate Courts.
5. The Separate registers for the registration of Sessions Trial Cases, Spl. Criminal cases Cri. Revn. and Misc. Applns. filed before Sessions Courts.
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 applns for refund of lapsed deposit, and other various registers are being maintained as per the Civil and Criminal Manual.

8. Service books of Officer/s and employees, 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 Suiptd.(Record Room), Jalgaon.

**(7) 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.

**(8) 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.

**(9) A directory of its officers and employees.**

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

<b>Name of the Law Officer</b>	<b>Office Telephone No.</b>
The District Government Pleader & Public Prosecutor, Jalgaon.	0257-2229860
The Additional Govt. Prosecutor, Jalgaon.	0257-2224583

**(10) 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>
1. The District Government Pleader & Public Prosecutor, Jalgaon.	As per Govt. Reso. Of Law & Judiciary Deptt. Mantralaya, Mumbai.
2. The Addl. Govt. Prosecutor, Jalgaon.	-do-
3. Class III and IV	It is maintained in the District and Sessions Judge, Jalgaon.

**(11) 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 its 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 and allowances, over-time allowance, wages, traveling allowances, office expenses, Rent, rate and taxes, publications, grant-in-aid etc.

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

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

- (13) Particulars of recipients of concessions, permits or authorization granted by it.**

License/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 and 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 charge for reduce in writing the description of the documents and for typing charges as per norms prescribed in Civil and Criminal Manual.

- (14) 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 byfeeding 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>

- (15) 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.

- (16) 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 directions of the Hon'ble High Court whose particulars are as follows;

Name : Shri Sambhaji R. Jadhav,  
 Designation : Additional Govt. Prosecutor, Jalgaon  
 Jurisdiction : for Jalgaon Judicial District.  
 Address : District Government Pleader and Public  
 Prosecutor, District & Sessions Court,  
 Jalgaon.

Phone No. : 0257-2224583

**Appellate Authority is**

Designation : District Government Pleader and  
 Public Prosecutor, Jalgaon.  
 Jurisdiction : For Jalgaon Judicial District.  
 Address : District Government Pleader and Public  
 Prosecutor, District & Sessions Court,  
 Jalgaon.

**(17) 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 alsos an Association of Jalgaon Zilla Nyayalayin Krmachari (Class-III) Sanghatna, Jalgaon recognized by the Government of Maharashtra.

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