

THE RIGHT TO INFORMATION ACT, 2005

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

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

**JUDICIAL DEPARTMENT
HIGH COURT OF ANDHRA PRADESH**

AUGUST, 2019

HIGH COURT OF ANDHRA PRADESH

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

The erstwhile High Court of Andhra Pradesh came into existence on 1st November 1956 simultaneously with the formation of the State of Andhra Pradesh. The High Court started functioning from the erstwhile Andhra Pradesh State capital city of Hyderabad. However, post bifurcation of erstwhile Andhra Pradesh into Telangana and Andhra Pradesh as per the Andhra Pradesh Reorganisation Act, 2014, the High Court of Judicature at Hyderabad was constituted as a common High Court for the State of Telangana and for the State of Andhra Pradesh and the new High Court for the State of Andhra Pradesh is constituted, with effect from 01.01.2019. Andhra Pradesh High Court is located in Justice City at Nelapadu in Amaravati.

The High Court of Andhra Pradesh is headed by the Hon'ble the Chief Justice and the present sanctioned strength of the Hon'ble Judges of the High Court of Andhra Pradesh is Thirty Seven (37), Twenty Eight (28) Permanent Judges and Nine (09) Additional Judges.

The Registry of the High Court of Andhra Pradesh is headed by the Registrar General, in the cadre of District Judge. Apart from the Registrar General, there are **Eight** other Registrars. Among the **Eight** Registrars, **Six** Registrars are from the cadre of District and Sessions Judges and **two** 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.	Judicial Indexing	Preparation of indexing of the L.R. marked Judgments etc.
03.	Establishment Sec.	All Service matters of the High Court Officers (Promotions, Leave, Increments etc. including Disciplinary matters)
04.	D-I Section (Budget)	Budget and Financial Management of High Court and Subordinate Courts (Amenities, such as Vehicles, Library, Furniture, Stationary, Computers etc.)
05.	Special Officer's Section	Full Court matters, Rule Committee meetings. 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.
06.	State Judicial Academy and Andhra Pradesh State Legal Services Authority	Matters relating to State Judicial Academy and State Legal Services Authority.
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 a **Registrar (Information Technology-cum-Central Project Coordinator)** in the cadre of District & Sessions Judge who will look after the matters relating to Computerization in High Court as well as Subordinate Courts.

Below the Registrars, there are **four (4)** Joint Registrars, two working on Judicial side and two working on Administrative side. Below the cadre of Joint Registrar, there are **Seven (07)** Deputy Registrars in charge of administrative and judicial sections of the High Court. Below the cadre of Deputy Registrar, there are twenty one (21) Assistant Registrars in the High Court who are the controlling officers of the various sections of the High Court. 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 of Andhra Pradesh exercises original, revisional, appellate (both civil and criminal), admiralty and extraordinary jurisdiction over the State of Andhra Pradesh.

On its original side, the High Court entertains suits and petitions under the Admiralty rules, Contempt of Courts Act, Companies Act, 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 of Andhra Pradesh exercises overall supervisory control over the subordinate judiciary in administrative matters.

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

The Hon'ble the Chief Justice is the Disciplinary Authority for the categories of Section Officer and above.

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 employees of the High Court shall attend the office at 10.15 am on all working days. 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 of Andhra Pradesh is governed by the High Court Manual, Code of Civil Procedure, 1908, Code of Criminal Procedure, 1973, High Court Service Rules, Standing Orders, 2004, the A.P. Judicial Ministerial Service Rules, the A.P. Last Grade Service Rules, the A.P. 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 01.01.2019.
- 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 of Andhra Pradesh, 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: Boards of Governors
7. Committee on Computerization of the High Court and Subordinate Courts and Steering Committee constituted under E-Courts Project
8. Committee on treating letter petitions as P.I.L.
9. Juvenile Justice Committee
10. Committee on purchase and repair of Vehicles
11. Committee on Purchase of various Articles for the High Court including Stores & Stationery.
12. Committee on High Court Buildings and Residential Accommodation of Hon'ble Judges and Civil Works in the High Court and other Courts premises.
13. Arrears Committee (constituted as per the resolution passed in the Chief Justice' Conference held on 3.4.2015)
14. Committee for framing of Rules and Guidelines not falling within the Jurisdiction of Rules Committee U/S 123 of C.P.C.
15. Committee on Infrastructure Development of District Courts
16. Committee on Board of Trustees to Chief Justice Relief Fund and sanction of amounts
17. Committee on General Administration of District Courts
18. Committee on Judicial Employees Disciplinary matters.
19. Committee on Special Judicial Magistrates of Second Class/Special Metropolitan Magistrates of Second Class, Special Magistrates and Special Metropolitan Magistrates under 14th Finance Commission in the State and allied matters
20. Committee on Promotion from the cadre of Senior Civil Judges to the Cadre of District and Sessions Judges
21. Committee on Promotion from the cadre of Junior Civil Judges to the cadre of Senior Civil Judges by promotion
22. Committee on appointment of Senior Civil Judges to the assured career progression (ACP) scales
23. Committee on appointment of Junior Civil Judges to the assured career progression (ACP) scales
24. Committee on Recruitment to the cadre of District Judges in the State Judicial Service
25. Committee on Recruitment to the cadre of Junior Civil Judges in the State Judicial Service
26. Committee on Review of Work of Judicial Officers
27. Committee on State Court Management Systems
28. Protocol Committee
29. Committee on Gender Sensitization and Internal Complaints Committee
30. Committee on Library
31. Rule Committee under Section 123 of C.P.C.

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.

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 Andhra Pradesh

S.No.	Category	Sanctioned strength	Scale of Pay
1.	Registrar General	01	Sl.No. 1 to 7 posts are governed as per First National Judicial Pay Commission.
2.	Registrar (Judicial)	01	
3.	Registrar (Vigilance)	01	
4.	Registrar (Admn.)	01	
5.	Registrar (Recruitment)	01	
6.	Registrar (Information Technology-cum-Central Project Coordinator)	01	
7.	Registrar (Enquiries)	01	
8.	Registrar (Management)	01	87130-110850
9.	Registrar (Protocol)	01	87130-110850
10.	Prl. Secretary to the Hon'ble Chief Justice	01	87130-110850
11.	Joint Registrars	4	73270-108330
12.	Deputy Registrars	7	56870-105810
13.	Principal Private Secretary to the Hon'ble the Chief Justice	01	56870-105810

14.	Private Secretary to the Hon'ble the Chief Justice	01	56870-105810
15.	Assistant Registrars	21	46060-98440
16.	Presenting Officer	01	Governed as per First National Judicial Pay Commission
17.	Section Officers, Court Officers, Scrutiny Officers and Accounts Officer	93	37100-91450
18.	Court Masters/Personal Secretaries to Judges/ P.S.s to Registrars	86	37100-91450
19.	Translators and Deputy Section Officers	28	28940-78910
20.	Overseer	01	26600-77030
21.	Librarian Grade-II (APJA)	1	26600-77030
22.	Assistant Section Officers	59	26600-77030
23.	Computer Operators	11	26600-77030
24.	Assistant Librarian	1	26600-77030
25.	U.D. Steno	2	26600-77030
26.	Stenographer (APJA)	1	16400-49870
27.	Assistants	130	16400-49870
28.	Examiners	40	16400-49870
29.	Telex Operator	1	16440-49870
30.	Telephone Operator	1	16400-49870
31.	Typists	42	16400-49870
32.	Copyists	47	16400-49870
33.	Assistant Overseer	1	16400-49870
34.	Drivers	37	15460 -47330
35.	Book-Keeper (APJA)	1	15460-47330
36.	Lift Operators	5	15030 -46060
37.	Shroff	1	15030 -46060
38.	Book Bearer	2	15030-46060
39.	Binder	1	15030-46060
40.	Record Assistants	49	15030-46060
41.	Roneo Operators	03	15030-46060
42.	Copier Machine Operators	2	15030-46060
43.	Jamedars	1	14600 -44870
44.	Daffedars	1	13390 -41380
45.	Office Subordinates	295	13000 -40270
46.	Watchmen (APJA)	2	13000 -40270
	Total Posts	990	

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 2018-2019 TOWARDS SALARIES, OTHER CONTINGENCIES IN RESPECT OF HIGH COURT

UNDER MH 2014 – ADMINISTRATION OF JUSTICE

(Rupees in thousands)

HEAD	Provided by the Government in Budget Estimates 2018-19
102 (04) High Court (Charged -Revenue)	
Salaries	26,61,73
Contingencies	6,24,27

(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:

- a. Standing Orders of the High Court.
- b. The A.P. 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.

(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 was issued in the erstwhile High Court 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:

Sri T. VENUGOPAL RAO,
State Public Information Officer-cum-Registrar (Judicial),
High Court of Andhra Pradesh.
Nelapadu, Amaravati.
(Off): 0863 2372615, (Fax):0863 2372633

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

The designation and the particulars of the Appellate Authority-under Right to Information Act, 2005.

B. RAJASEKHAR,
The Appellate Authority-cum-FAC Registrar General,
High Court of Andhra Pradesh
NELAPADU, AMARAVATI
(Off): 0863 2372613, (Fax):0863 2372631

The High Court of Andhra Pradesh 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.ap.nic.in/Hcdbs/search.do
High Court Judgments Website Address	:	http://judis.nic.in
High Court Case Status Information Website	:	http://hc.ap.nic.in

INFORMATION PERTAINING TO THE DISTRICT JUDICIARY IN THE STATE OF ANDHRA PRADESH

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

The District Court is the head of the District Judiciary. There are 13 Districts in the State of Andhra Pradesh, each district having one Principal District Court and Additional District Courts. In Krishna and Visakhapatnam Districts, there are Metropolitan Sessions Courts headed by Metropolitan Sessions 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 Superintendent 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.50,00,000/- 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 above Rs.20,00,000/- and upto Rs.50,00,000/- 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 10,000/-.

(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 Andhra Pradesh 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 EACH DISTRICT IN THE STATE OF ANDHRA PRADESH								
IN ALL THE THREE CADRES AS ON 17.5.2019								
SL. NO.	NAME OF THE DISTRICT	DISTRICT COURTS		SCJ COURTS		JCJ COURTS		TOTAL
		PERM.	TEMP.	PERM.	TEMP.	PERM.	TEMP.	
1.	Anantapur	5	3	4	3	13	8	36
2.	Chittoor	11	1	6	5	26	6	55
3.	Cuddapah	5	3	4	1	17	5	35
4.	East Godavari	7	5	9	3	23	11	58
5.	Guntur	8	3	7	5	30	5	58
6.	Krishna	14	5	10	9	18	15	71
7.	Kurnool	7	2	6	2	15	5	37
8.	Nellore	7	2	5	1	14	8	37
9.	Prakasam	4	2	6	2	17	3	34
10.	Srikakulam	4	3	4	1	12	5	29
11.	Visakhapatnam	10	10	9	8	13	14	64
12.	Vizianagaram	4	2	3	0	10	4	23
13.	West Godavari	5	5	6	1	18	9	44
	Grand total:	91	46	79	41	226	98	581

1. Special Judicial Magistrate of Second Class (Morning Courts): 150
2. Special Magistrate Courts : 34

**NUMBER OF FAST TRACK COURTS IN THE STATE OF ANDHRA PRADESH
(DISTRICT-WISE)**

AS ON 17-05-2019

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.	Anantapur	1	0
2.	Chittoor	0	0
3.	Cuddapah	0	1
4.	East Godavari	1	1
5.	Guntur	1	2
6.	Krishna	1	3
7.	Kurnool	0	1
8.	Nellore	0	1
9.	Prakasam	1	0
10.	Srikakulam	0	0
11.	Visakhapatnam	2	4
12.	Vizianagaram	0	0
13.	West Godavari	0	1
	Grand total:	7	14

Under the 13th Finance Commission Grants, 27 posts of Court Managers were sanctioned in the erstwhile common High Court one each to the 25 District Courts and two posts to the High Court of Judicature at Hyderabad, as per G.O.Ms.No.61, Law (LA & Home Courts.D1) Department, dt.07.6.2011 and as per resolution of the Administrative Committee passed on 27.09.2016 their services were discontinued from the year 2016.

It is respectfully submitted that pursuant to the order dated 08.11.2018 in W.P. No.41256 of 2016 and batch, the erstwhile common High Court re-admitted the Court Managers in the original places on contract basis.

(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 A.P. Judicial Ministerial Service Rules, the A.P. Last Grade Service Rules, A.P. State and Subordinate Service Rules, A.P. 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) HALF YEARLY LIST OF HON'BLE JUDGES AND DISTRICT JUDGES:

Half yearly list of the Hon'ble Judges and District Judges in the State Government will be prepared by the High Court for 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 (III)
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) AND PAY
SCALES OF THE EMPLOYEES AS PER PRC-2015.**

AS ON 01.04.2019

ANDHRA PRADESH

S.NO	CATEGORY OF EMPLOYEES	Sanctioned cadre strength	pay scales as per PRC, 2015 Rs.
1	Chief Administrative Officers	71	42490-96110
2	Senior Superintendents	186	29760-80930
3	Superintendents	380	28940-78910
4	Stenographers Grade – I	101	29760-80930
5	Stenographers Grade – II	113	25140-73270
6	Stenographers Grade – III	336	22460-66330
7	Senior Assistants	355	22460-66330
8	Junior Assistants	2500	16400-49870
9	Typists	743	16400-49870
10	Field Assistants	844	16400-49870
11	Examiners	318	15460-47330
12	Copyists	450	15460-47330
13	Drivers	93	15460-47330
14	Record Assistants	422	15030-46060
15	Roneo Operators/Lift Operators	03	15030-46060
16	Process Servers	2011	15460-47330
17	Attenders	1638	13000-40270
Total		10564	

(xi) THE BUDGET ALLOCATED 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 2018-19 is as under:

**STATEMENT SHOWING THE FUNDS PROVIDED BY GOVERNMENT FOR
THE YEAR 2018-2019 TOWARDS SALARIES AND OTHER CONTINGENCIES
IN RESPECT OF SUBORDINATE COURTS**

UNDER MH 2014 – ADMINISTRATION OF JUSTICE:

**STATEMENT SHOWING THE DETAILS OF BUDGET PROVIDED BY THE
GOVERNMENT FOR 2018-19**

(Rupees in Thousands)

DETAILED SUB HEAD		RS.
103 (05)	Excise Courts	
	Salaries	18,59,81
	Contingencies	48,94
105 (04)	Civil & Sessions Courts	
	Salaries	550,07,30
	Contingencies	32,42,11
105 (05)	Fast Track Courts	
	Salaries	8,04,01,
	Contingencies	3,48,18
105 (06)	Mahila Courts	
	Salaries	4,26,73
	Contingencies	5,96
108(04)	Railway Courts	
	Salaries	1,92,96
	Contingencies	26,68
108 (05)	Other Courts	
	Salaries	1,66,14
	Contingencies	6,24,46
108 (11)	CBI Courts	
	Salaries	5,59,47
	Contingencies	23,72
112 (04)	Official Receivers	
	Salaries	1,39,41
	Contingencies	16
117 (05)	Family Courts	
	Salaries	16,24,46
	Contingencies	2,54,96
Total of Subordinate Courts		
	Salaries	607,80,29
	Contingencies	45,75,17

2059- PUBLIC WORKS	
Maintenance and repairs of Buildings	7,65,00
4059 – CAPITAL OUTLAY ON PUBLIC WORKS	
For construction of buildings	95,00,00

(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 OR 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 are as follows:

The Administrative Officers of the Principal District & Sessions Court/Metropolitan Sessions Judge court, the Chief Ministerial Officer of the Courts presided over by the seniormost 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 are designated as State Assistant Public Information Officers.

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.*

**REGISTRAR (IT-cum-CPC)
FAC REGISTRAR GENERAL**

HIGH COURT OF ANDHRA PRADESH**ROC No. 201/SO/2019(852/SO/2005)****Dt. .05.2019**

To
The Section Officer,
Establishment Section,
High Court of Andhra Pradesh.

Sir,

Sub: Right to Information Act, 2005 – Publication of particulars as required under Section 4 of the Act – Certain information called for – Reg.

Ref: Government Circular U.O.Note No.38321/RTIA/GPM & AR/08-1, General Administration (GPM & AR) Department, dated 30.10.2008.

* * *

With reference to the Government Circular cited (copy enclosed), I am to request you to furnish the following information to be published under Section 4 of the Right to Information Act, 2005.

The total number of employees in the High Court of Andhra Pradesh category wise and pay structure of each category.

Please furnish the information in both hard and soft copies immediately to the Special Officer's Section.

Section Officer
Special Officer's Section.

HIGH COURT OF ANDHRA PRADESH**ROC No.201/SO/2019(852/SO/2005)****Dt. .05.2019**

To
The Section Officer,
Budget Section,
High Court of Andhra Pradesh.

Sir,

Sub: Right to Information Act, 2005 – Publication of particulars as required under Section 4 of the Act – Certain information called for – Reg.

Ref: Government Circular U.O.Note No.38321/RTIA/GPM & AR/08-1, General Administration (GPM & AR) Department, dated 30.10.2008.

* * *

With reference to the Government Circular cited (copy enclosed), I am to request you to furnish the following information to be published under Section 4 of the Right to Information Act, 2005.

The total number of budget to the High Court and Subordinate Courts (Court wise) for the year 2018-2019 in the State of Andhra Pradesh.

Please furnish the information in both hard and soft copies immediately to the Special Officer's Section.

Section Officer
Special Officer's Section.

HIGH COURT OF ANDHRA PRADESH

ROC No. 201/SO/2019 (852/SO/2005)

Dt. .05.2019

To
The Section Officer,

B.Special Section,
High Court of Andhra Pradesh.

Sir,

Sub: Right to Information Act, 2005 – Publication of particulars as required under Section 4 of the Act – Certain information called for – Reg.

Ref: Government Circular U.O.Note No.38321/RTIA/GPM & AR/08-1, General Administration (GPM & AR) Department, dated 30.10.2008.

* * *

With reference to the Government Circular cited (copy enclosed), I am to request you to furnish the following information to be published under Section 4 of the Right to Information Act, 2005.

The total number of Judicial Officers working and vacancies in the State of Andhra Pradesh, category wise.

Please furnish the information in both hard and soft copies immediately to the Special Officer's Section.

Section Officer
Special Officer's Section.

CH. MANAVENDRANATH ROY
REGISTRAR General
ROC No.201/SO/2019 (852/SO/2005)

Date: .05.2019

To
The Registrar (Administration)
High Court of Andhra Pradesh.

Sir,

Sub: Right to Information Act, 2005 – Publication of particulars as required under Section 4 of the Act – Certain information called for – Reg.

Ref: Government Circular U.O.Note No.38321/RTIA/GPM & AR/08-1, General Administration (GPM & AR) Department, dated 30.10.2008.

* * *

With reference to the Government Circular cited (copy enclosed), I am to request you to furnish the following information in both hard and soft copies, to be published under Section 4 of the Right to Information Act, 2005.

1. The pay structure of the Judicial Officers of Andhra Pradesh, category wise (**B-II Section**).
2. Total number of Subordinate Courts (permanent and temporary) functioning as on date, district wise (**E-Section**).
3. Total number of employees category wise and pay scales of the employees of the Subordinate Courts in the State of Andhra Pradesh (**C-Section**).

Please furnish the information in both hard and soft copies immediately to the Special Officer's Section.

Yours sincerely,

REGISTRAR GENERAL

Copy to
The Section Officers,
B-II Section, E-Section, and C-Section.

ROC.No.201/SO/2019

Special Officer's Section

THE HON'BLE THE ACTING CHIEF JUSTICE

Sub: High Court of Andhra Pradesh – Right to Information Act- the particulars of the High Court of Andhra Pradesh, functions and duties of the department, powers and duties of the officers and employees; Rules, regulations etc. – To publish and maintain in an electronic format for easy access to general public, as per Section 4(1)(b) of the RTI Act 2005 – Solicit directions –Reg.

MAY IT PLEASE YOUR LORDSHIP,

It is respectfully submitted that Section 4 (1)(b) of the Right to Information Act, 2005, mandates that particulars of the organization, functions and duties of the department, powers and duties of the officers and employees, Rules, regulations etc., have to be published and maintained in an electronic format for easy access to general public.

In this regard, it is respectfully submitted that as per the Orders of the Central Information Commission in Case No.CIC/SM/C/2011/900894, dt.12.1.2012, the erstwhile common High Court has issued circular dated 18.2.2012 to all Registrars of the 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. Accordingly every year the erstwhile common High Court has been updating the Information with regard to functions and duties of the department and other particulars of the High Court, in the Official website.

:: 2 ::

Now, the Registry of the Court has prepared a manual containing the particulars with regard to functions and duties of the department, and other particulars of the High court of Andhra Pradesh. The same is put up herewith for your Lordship's Kind perusal.

In view of the above, subject to Your Lordship's directions, the Registry be permitted to place the manual containing the particulars with regard to the functions and duties of the department, and other particulars of the High Court of Andhra Pradesh in the Official Website of the High Court of Andhra Pradesh.

D.S.O.

RESPECTFULLY SUBMITTED FOR ORDERS:

S.O

Special Officer

A) If approved, subject to Your Lordship's directions, the Registry be permitted to place the manual containing particulars with regard to the functions and duties of the department, and other particulars of the High Court of Andhra Pradesh as required under Section 4(1)(b) of the Right to Information Act 2005 in the Official Website of the High Court of Andhra Pradesh.

I/CRegistrar
General

OR

B) Any other directions, as Your Lordship pleases to pass.

ACTING CHIEF JUSTICE

B. RAJASEKHAR
REGISTRAR (IT-cum-CPC)
I/C REGISTRAR GENERAL

NELAPADU
AMARAVATI
(Off): 0863 2372613
(Fax):0863 2372631

ROC.NO.201/SO/2019

To

The Principal Secretary to Government,
General Administration (AR &T) Department,
Government of Telangana,
Telangana Secretariat,
Hyderabad.

Sir,

Sub: High Court of Judicature at Hyderabad – Right to Information Act, 2005 – Publication and updation of Information under Section 4 (1) (b) of Right to Information Act, 2005 – Reg.

Ref: Govt. Circular Memo No.3031/AR & T/2015, General Administration (AR & T) Department, dt.02.03.2015.

Adverting to the above subject and reference cited, I am to state that the High Court has updated the information relating to the High Court in official Website of the High Court, under Section 4 (1) (b) of the Right to Information Act, 2005.

The information is available on Internet and can be accessed at the address: <http://hc.tap.nic.in>.

Yours faithfully,

REGISTRAR GENERAL

Copy to:
The Secretary,
A.P. Information Commission,
Near M.J.Market,

The Section Officer,
High Court of Andhra Pradesh.

Sir,

Sub: Right to Information Act, 2005 – Publication of particulars as required under Section 4 of the Act – Certain information called for – Reg.

Ref: Government Circular U.O.Note No.38321/RTIA/GPM & AR/08-1, General Administration (GPM & AR) Department, dated 30.10.2008.

* * *

With reference to the Government Circular cited (copy enclosed), I am to request you to furnish the following information to be published under Section 4 of the Right to Information Act, 2005.

The total number of Judicial Officers working and vacancies in the State of Andhra Pradesh, category wise.

Please furnish the information in both hard and soft copies immediately to the Special Officer's Section.

Section Officer
Special Officer's Section.

**K.SIVA PRASAD
REGISTRAR GENERAL**

**HYDERABAD
DT. .05.2015**

(Off): 2344 6166
(Fax):2344 6155

ROC.NO.852/SO/2005

To

The Principal Secretary to Government,
General Administration (AR &T) Department,
Government of Telangana,
Telangana Secretariat,
Hyderabad.

Sir,

Sub: High Court of Judicature at Hyderabad – Right to Information Act, 2005 – Publication and updation of Information under Section 4 (1) (b) of Right to Information Act, 2005 – Reg.

Ref: Govt. Circular Memo No.3031/AR & T/2015, General Administration (AR & T) Department, dt.02.03.2015.

Adverting to the above subject and reference cited, I am to state that the High Court has updated the information relating to the High Court in official Website of the High Court, under Section 4 (1) (b) of the Right to Information Act, 2005.

The information is available on Internet and can be accessed at the address: <http://hc.tap.nic.in>.

Yours faithfully,

REGISTRAR GENERAL

Copy to:
The Secretary,
A.P. Information Commission,
Near M.J. Market,
Hyderabad.

**K.SIVA PRASAD
REGISTRAR GENERAL**

**HYDERABAD
DT. .05.2015**

(Off): 2344 6166
(Fax):2344 6155

ROC.NO.852/SO/2005

To

The Deputy Secretary to Government,
& Public Information Officer,
Home (RTI) Department,
Government of Andhra Pradesh,
A.P.Secretariat,
Hyderabad.

Sir,

Sub: High Court of Judicature at Hyderabad – Right to Information Act, 2005 – Publication and updation of Information under Section 4 (1) (b) of Right to Information Act, 2005 – Reg.

Ref: Govt. Circular Memo No.38351/RTIA/GPM&AR/06-1,
DT.30.10.2008.

Adverting to the above subject and reference cited, I am to state that the High Court has updated the information relating to the High Court in official Website of the High Court, under Section 4 (1) (b) of the Right to Information Act, 2005.

The information is available on Internet and can be accessed at the address: <http://hc.tap.nic.in>.

Yours faithfully,

REGISTRAR GENERAL

Copy to:
The Secretary,
A.P. Information Commission,

Near M.J.Market,
Hyderabad.
K.SIVA PRASAD
REGISTRAR GENERAL

HYDERABAD
DT. .05.2015

(Off): 2344 6166
(Fax):2344 6155

ROC.NO.852/SO/2005

To

The Deputy Secretary to Government,
& Public Information Officer,
Home (RTI) Department,
Government of Andhra Pradesh,
A.P.Secretariat,
Hyderabad.

Sir,

Sub: High Court of Judicature at Hyderabad – Right to Information Act, 2005 – Publication and updation of Information under Section 4 (1) (b) of Right to Information Act, 2005 – Reg.

Ref: Govt. Circular Memo No.38351/RTIA/GPM&AR/06-1,
DT.30.10.2008.

Adverting to the above subject and reference cited, I am to state that the High Court has updated the information relating to the High Court in official Website of the High Court, under Section 4 (1) (b) of the Right to Information Act, 2005.

The information is available on Internet and can be accessed at the address: <http://hc.tap.nic.in>.

Yours faithfully,

REGISTRAR GENERAL

Copy to:

The Secretary,
A.P. Information Commission,
Near M.J.Market,
Hyderabad.

STATEMENT WITH REGARD TO THE TOTAL NUMBER OF JUDICIAL OFFICERS WORKING AND VACANCIES IN THE STATE OF ANDHRA PRADESH (CATEGORY WISE) AS ON 01.05.2019

Sl.No.	Category	Sanctioned Strength	Working Strength	Vacancies
1.	District and Sessions Judges	121	121	0
2.	Senior Civil Judges	130	124	6
3.	Junior Civil Judges	323	299	24
Total		574	544	30

Copier Machine Operators	2	15030 -46060
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