

THE RIGHT TO INFORMATION ACT, 2005

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

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

**JUDICIAL DEPARTMENT
HIGH COURT OF ANDHRA PRADESH**

July, 2024

HIGH COURT OF ANDHRA PRADESH

i) THE PARTICULARS OF THE 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 was constituted, with effect from 01.01.2019. Andhra Pradesh High Court is located in Justice City at Nelapadu in Amaravati, Guntur District.

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 control of said authority.

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 S ervice 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 District Judiciary (Amenities, such as Vehicles, Library, Furniture, Stationary, Computers etc.)
04.	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.
05.	State Judicial Academy and Andhra Pradesh State Legal Services Authority	Matters relating to State Judicial Academy and State Legal Services Authority.
06.	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 District Judiciary.

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 442 of Bharatiya Nagarik Suraksha Sanhita, 2023.

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

On the criminal appellate side, it hears appeals, all criminal cases decided by the District Judiciary in which the sentence imposed is 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 District 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 District Judiciary 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, Bharatiya Nagarik Suraksha Sanhita, 2023, Standing Orders, 2004, A.P. High Court Service Rules, 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. Copies of vernacular records sent by the District Judiciary.
- 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 **District Judiciary.**

1. Administrative Committee –I
2. Administrative Committee – II
3. A.P.Judicial Academy and Training of Judicial Officers.
4. Infrastructure Development and Construction of High Court and Courts in District Judiciary and also Maintenance of Courts in District Judiciary.
5. Recruitment-cum-Examination Committee.
6. Transfers and postings Committee
- 6.1 Transfers and postings Committee (All District Judges)
- 6.2 Transfers and postings Committee (All Senior Civil Judges)
- 6.3 Transfers and postings Committee (All Junior Civil Judges)
7. High Court Rules Making Committees (High Court Rules & Orders and all other Rules as directed by the Hon'ble the Chief Justice).
8. Library Committee
9. Indian Law Reports Committee
- 10(1) Finance Committee/Committee for approval
 - a) to purchase and other payments involving expenditure exceeding Rs.3 lakh;
 - b) to purchase the articles for the High Court.
 - c) To identify the authorized Dealer/Shops for purchasing the stationery and all relevant articles to the Stores and Stationery
 - d) All other ancillary matters which include financial implications, for its consideration and to make recommendations to the Chief Justice.
- 10(2) Committee for maintenance of High Court Buildings
- 11 Computerization of the High Court and District Judiciary and Steering Committee constituted under e-Courts Project. (e-courts)
- 12 State Court Management System Committee.
- 13(I) High Court Establishment committee.
(II) Establishment Committee for General Administration of District Judiciary.
- 14 Special Magistrates Committee

- 15 Matters including the issues relating to properties and passports of Judicial Officers.
- 16 Juvenile Justice Committee
- 17 Right to Information Act Committee
- 18 Committee to deal with various issues.
- 19 Committee to deal with Arbitration, Mediation and Legal Services.
- 20 Coordination Committee to maintain cordial relations between bench and Bar; Bench and Staff members.
- 21 Gender Sensitization Committee.
- 22 Permanent Committee for designation of Senior Advocates.
- 23 Temporary Committees (as per requirement).
- 24 Protocol Committee.
- 25 Board of Trustees to Chief Justice Relief Fund and sanction of amounts.
- 26 Vulnerable Witness Deposition Centres-Committee.
- 27 High Power Committee.
- 28 Annual News letter/Magazine Committee.
- 29 Artificial Intelligence/Translation Committee.
- 30 Committee for District Judiciary Workshops and District Judiciary staff members Training Sessions.
- 31 Accessibility Committee.
- 32 Committee for Serving Conditions of the District Judiciary.

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 has been uploaded in the Official Website of the High Court.

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 Rs.
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	133900-179000
9.	Registrar (Protocol)	01	133900-179000
10.	Prl. Secretary to the Hon'ble Chief Justice	01	133900-179000
11.	Joint Registrars	04	112610-174790
12.	Deputy Registrars	07	87480-170580
13.	Principal Private Secretary to the Hon'ble the Chief Justice	01	87480-170580
14.	Private Secretary to the Hon'ble the Chief Justice	01	87480-170580
15.	Assistant Registrars	21	70850-158880
16.	Presenting Officer (Junior Civil Judge)	01	As per National Judicial Pay Commission
17.	Section Officers, Court Officers, Scrutiny Officers and Accounts Officer	93	57100-147760
18.	Court Masters/Personal Secretaries to Judges/ Personal Secretaries to Registrars	157	57100-147760
19.	Translators and Deputy Section Officers	28	44570-127480
20.	Overseer	01	40970-124380
21.	Librarian Grade-II (APJA)	01	35570-109910
22.	Assistant Section Officers	59	40970-124380
23.	Computer Operators	11	40970-124380
24.	Assistant Librarian	01	40970-124380
25.	U.D. Steno	02	34580-107210
26.	Stenographer (APJA)	1	25220-80910
27.	Assistants	130	25220-80910
28.	Examiners	40	25220-80910
29.	Typists	42	25220-80910

30.	Copyists	47	25220-80910
31.	Senior Drivers	4	27500- 87480
32.	Assistant Overseer	01	25220-80910
33.	Copier Machine Operators	02	23120-74770
34.	Drivers	33	23780-76730
35.	Shroff	01	23780-76730
36.	Book Bearer	02	23120-74770
37.	Binder	01	23120-74770
38.	Record Assistants	49	23120-74770
39.	Book-Keeper (APJA)	1	23780-76730
40.	Jamedars	01	22460-72810
41.	Daffedars	01	20600-63660
42.	Office Subordinates	295	20000-61960
	Total Posts	1049	

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 2023-2024 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 2023-24
102 (04) High Court (Charged -Revenue)	
Salaries	65,07,73,000
Contingencies	42,63,64,000

(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:

- a. Standing Orders of the High Court.
- b. The Appellate side Rules,
- c. Writ Proceeding Rules
- d. Judicial Ministerial Service Rules
- e. Civil Rules of Practice and Circular Orders, 1990.
- f. 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 by the 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 DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER:

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

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

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

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

The Appellate Authority-cum-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.

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 Civil Judge (Senior Division) is looked after by the Superintendent assisted by Senior Assistants, Junior Assistants, Typists, Copyists, etc.

The administrative side of the Civil Judge (Junior Division) 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 440 of Bharatiya Nagarik Suraksha Sanhita, 2023.

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 Bharatiya Nagarik Suraksha Sanhita, 2023. 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 Courts of **District Judiciary** 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 District 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 District 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 29.02.2024

SL. NO.	NAME OF THE DISTRICT	DISTRICT COURTS		SCJ COURTS		JCJ COURTS	TOTAL
		Regular	FTC.	Regular	FTC.		
1.	Anantapuramu	9	1	7	0	21	38
2.	Chittoor	15	0	11	0	33	59
3.	Y.S.R.Kadapa	9	0	6	1	22	38
4.	East Godavari	13	1	12	1	34	61
5.	Guntur	14	1	12	2	35	64
6.	Krishna	23	1	19	3	33	79
7.	Kurnool	11	0	9	1	20	41
8.	S.P.S.R Nellore	10	0	6	1	22	39
9.	Prakasam	7	1	8	0	20	36
10.	Srikakulam	8	0	5	0	17	30
11.	Visakhapatnam	19	2	17	4	27	69
12.	Vizianagaram	7	0	4	0	14	25
13.	West Godavari	13	0	7	1	27	48
	Grand total:	158	7	123	14	325	627

1. Special Judicial Magistrate of Second Class (Morning Courts): 151
2. Special Magistrate Courts : 34

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

AS ON 29.02.2024

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.	Anantapuramu	1	0
2.	Chittoor	0	0
3.	Y.S.R.Kadapa	0	1
4.	East Godavari	1	1
5.	Guntur	1	2
6.	Krishna	1	3
7.	Kurnool	0	1
8.	SPSR 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. However, 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 DISTRICT JUDICIARY 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 Bharatiya Nagarik Suraksha Sanhita 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 DISTRICT JUDICIARY 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 District Judiciary and the ministerial staff is as under. The pay structure of the Judicial Officers of Andhra Pradesh in Category-wise as under:

S.No.	Civil Judge (Jr. Div) Entry Level	Civil Judge (Jr. Div) I Stage ACP	Civil Judge (Jr. Div) II Stage ACP/Civil Judge (Sr. Div) Entry Level	Civil Judge (Sr. Div) I Stage ACP	Civil Judge (Sr. Div) II Stage ACP/District Judges Entry Level	District Judges (Selection Grade)	District Judges (Super Time Scale)
Level	J-1	J-2	J-3	J-4	J-5	J-6	J-7
Year 1	77840	92960	111000	122700	144840	163030	199100
Year 2	80180	95750	114330	126380	149190	167920	205070
Year 3	82590	98620	117760	130170	153670	172960	211220
Year 4	85070	101580	121290	134080	158280	178150	217560
Year 5	87620	104630	124930	138100	163030	183490	224100
Year 6	90250	107770	128680	142240	167920	188990	
Year 7	92960	111000	132540	146510	172960	194660	
Year 8	95750	114330	136520	150910	178150	200500	
Year 9	98620	117760	140620	155440	183490	206510	
Year 10	101580	121290	144840	160100	188990	212710	
Year 11	104630	124930	149190	164900	194660	219090	
Year 12	107770	128680	153670	169850			
Year 13	111000	132540	158280	174950			
Year 14	114330	136520	163030	180200			
Year 15	117760						
Year 16	121290						
Year 17	124930						
Year 18	128680						
Year 19	132540						
Year 20	136520						

**STATEMENT SHOWING THE SANCTIONED CADRE STRENGTH OF THE
STAFF OF DISTRICT JUDICIARY (CATEGORY-WISE) AND PAY
SCALES OF THE EMPLOYEES IN THE STATE OF ANDHRA PRADESH.**

S.NO	CATEGORY OF EMPLOYEES	Sanctioned cadre strength	pay scales as per PRC, 2022 Rs.
1	Chief Administrative Officers	97	65360-154980
2	Senior Superintendents	214	45830-130580
3	Superintendents	402	44570-127480
4	Stenographers Grade – I	121	45830-130580
5	Stenographers Grade – II	115	38720-118390
6	Stenographers Grade – III	348	34580-107210
7	Senior Assistants	391	34580-107210
8	Junior Assistants	2641	25220-80910
9	Typists	795	25220-80910
10	Field Assistants	931	25220-80910
11	Examiners	352	23780-76730
12	Copyists	476	23780-76730
13	Drivers	102	23780-76730
14	Record Assistants	455	23120-74770
15	Roneo Operators/Lift Operators	03	23120-74770
16	Process Servers	2140	23780-76730
17	Office Subordinates (Attenders)	1779	20000 - 61960
Total		11362	

(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 2023-24 is as under:

**STATEMENT SHOWING THE FUNDS PROVIDED BY GOVERNMENT
FOR THE YEAR 2023-2024 TOWARDS SALARIES AND OTHER
CONTINGENCIES IN RESPECT OF DISTRICT JUDICIARY**

UNDER MH 2014 – ADMINISTRATION OF JUSTICE:

**STATEMENT SHOWING THE DETAILS OF BUDGET PROVIDED BY THE
GOVERNMENT FOR 2023-24**

		(Rupees in Thousands)
DETAILED SUB HEAD		RS.
103 (05)	Excise Courts	
	Salaries	15,35,53,000
	Contingencies	71,01,000
105 (04)	Civil & Sessions Courts	
	Salaries	622,03,06,000
	Contingencies	81,12,35,000
105 (05)	Fast Track Courts	
	Salaries	7,64,19,000
	Contingencies	3,10,68,000
105 (06)	Mahila Courts	
	Salaries	2,90,08,000
	Contingencies	9,39,000
108(04)	Railway Courts	
	Salaries	1,58,73,000
	Contingencies	1,26,00,000
108 (05)	Other Courts	
	Salaries	1,39,08,000
	Contingencies	15,68,73,000
108 (11)	CBI Courts	
	Salaries	4,21,80,000
	Contingencies	43,53,000
112 (04)	Official Receivers	
	Salaries	1,25,65,000
	Contingencies	4,18,000
117 (05)	Family Courts	
	Salaries	19,85,42,000
	Contingencies	2,37,03,000
Total of District Judiciary		
	Salaries	676,23,54,000
	Contingencies	104,82,90,000

2059- PUBLIC WORKS	
Maintenance and repairs of Buildings	59,78,000
4059 – CAPITAL OUTLAY ON PUBLIC WORKS	
For construction of buildings	50,07,58,000

(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 OR A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

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