

JUDICIAL OFFICERS TRAINING INSTITUTE, MAH., NAGPUR

**Information on 17 Points U/S. 4(1)(b) of the
Right to Information Act, 2005**

Update - 2017

**(1) The Particulars of its Organization, functions and duties :
Particulars :**

a) Name of Organization :

JUDICIAL OFFICERS' TRAINING INSTITUTE, MAHA., NAGPUR

The organization is sub-ordinate institution of the High Court of Judicature at Bombay.

b) Functions of the Organization :

i) Impart training to judicial officers, Public Prosecutors & Staff members of various counts under the control of Bombay High Court.

ii) Administrative Function of internal management of the institute.

c) Duties of the Organization :

To conduct training programme for Judicial Officers, Public Prosecutors, Ministerial Staff of High Court, District Court and its Subordinate Court

d) Head of the Organization :

The Director of Judicial Officers Training Institute is the Controlling Officer

(2) The Power and Duties of its officers and employees :-

The various categories of the employees of Organization are as under;

Class I :-

1) Director - 1 Post

2) Joint Director - 2 Posts

Director :- The Director is the Head of the Institute and controlling officer. He looks after administration of the Institute as well as the academic side of planning training batches and imparting training to the trainee judges/prosecutors etc. He is assisted by the two Joint

Directors in the matter of imparting training to the trainee judges/prosecutors etc.

Joint Director - I:- To conduct training classes/sessions, and assist the Director in smooth conduct of training programmes, and attend all such administrative duties, as may be assigned by the Director.

Joint Director – II :- One Post Vacant.

Class II :-

1. Administrative Officer (Shri. Sanjay D. Darvekar)- 1 Post

- i) Overall Supervision in the office and staff members.
- ii) To discharge all duties of Drawing and Disbursing Officer.(DDO)
- iii) To attend to correspondence and any other work of the office with the directions of the Director and Joint Directors.
- iv) To pay attention to the needs of trainees and requirements in the hostel i.e. to make available, canteen and provide medical and any other requirement of the trainees.
- v) To book and arrange for accommodation of the trainees, if required.
- vi) Any other work assigned by Director and Joint Directors.
- vii) To discharge all duties as administrator at administrative side under the control of directors.
- viii) To supervise the work of Librarian and in his absence to get the work of librarian done from other staff or personally comply it.
- ix) To prepare budget.

2. Librarian (Shri Dinesh K. Walke) - 1 Post

- i) To be overall incharge of the Library and supervise the work of library Assistant.
- ii) To look after up keeping the Library.
- iii) To prepare the rough programme of training and to submit it before the Director and Joint Directors final approval.
- iv) To help the Directors in arranging the Guest Faculty Lectures.
- v) To arrange for the weekly test of the trainees upon directions of the Director and Joint Directors.
- vi) To receive judgments brought by the trainees and to distribute and place them before the Director.
- vii) To look after the academic work of the Institute.
- viii) Any other work assigned by the Director, Joint Directors or the Administrative Officer.
- ix) Purchase of new books and disposal of old books.
- x) Custodian of all the library books.

Class III :-**1. Higher Grade Stenographer : 2 Post**

At present working **Smt. Priti O. Zaveri as Lower Grade Steno.**

- i) To work as Stenographer for Joint Directors.
- ii) To maintain personal files of the Director and Joint Directors including leave applications and any other correspondence.
- iii) To maintain the important files of correspondence of his table. To maintain records of all training programmes conducted and the correspondence done about the same.
- iv) To do the computer work and computer maintenance with the help of Clerk.
- v) To look after work of correspondence to the Guest Speakers well in advance in consultation with Librarian.
- vi) To look after the work of preparing Confidential Reports in respect of trainee Judges/prosecutors.
- vii) To maintain Confidential Inward and Outward Register.
- viii) Typing work regarding training programme etc.
- ix) To maintain the files of correspondence.
- x) Any other work assigned by Director, Joint Director and Administrative Officer.

2. Assistant (Smt. Vanita V. Watkar) - 1 Post

- i) In-charge of maintenance of the building of the Institute.
- ii) In-charge of maintenance of Staff Car and Mini-bus.
- iii) To deal with Water bills, Electric bills and such other bills.
- iv) To get the bills passed for payment and to prepare note sheets in that behalf as well as reconciliation work.
- v) To maintain records of all training programmes conducted and the correspondence done about the same.
- vi) To be In-charge of dead-stock and custodian of it.
- vii) To be in-charge of Indent Register and to submit the Indents to the stationary depot within time.
- viii) To attend to telephone complaints and bills.
- ix) To look after work of correspondence to the Guest Speakers well in advance in consultation with Librarian.
- x) To write log-books in respect of Staff Car and Mini Bus.
- xi) To check overtime bills submitted by the Drivers of Staff Car and Mini Bus.
- xii) To look after the upkeep of Xerox machine and washing machine and other articles.
- xiii) To make all arrangements with regard to function in the auditorium or anywhere in the institute
- xiv) To maintain the files of correspondence of her table.
- xv) To prepare budget.

3. Clerk - 4 Post

Vacant Post - 2

1) Shri Sanjay M. Puslekar – Clerk

- i) To prepare O.E. Bills, T.A. Bills, Medical Bills and other Bills with the consultation under supervision of Assistant
- ii) To prepare Budget (Financial & performance) with the consultation of Assistant.
- iii) To prepare regular/supplementary pay bills.
- iv) To maintain contingency register.
- v) To prepare monthly statement of expenditure.
- vi) To submit bills well in advance.
- vii) To deal with general returns of finance as well as information called by the Government.
- viii) To do any other work assigned by the Director, Jt. Director and Administrative Officer.
- ix) To maintain the files of correspondence of his table.
- x) To be incharge of Dead Stock.

2) Shri Saurbh P. Anjankar - Clerk

- i) To deal with Casual Leave and other application of Staff members and trainee officers.
- ii) To maintain Inward and Outward Register
- iii) To maintain service postage stamp register.
- iv) To do typing work of trainee officers as well as miscellaneous typing work of office as directed by Administrative Officer.
- v) To deal with general returns, as regards information called by the Government.
- vi) To do the computer work and computer maintenance i.e. Desktop Computers, Printers, Internet.
- vii)
- viii) To maintain the file of all the Notification and other files, circulars or resolution issued by the Government.
- ix) To be in-charge of office Inventory.
- x) To be in-charge of Indent register and to submit the indents to the stationary depot within time.
- xi) Any other work assigned by the Director, Joint Director or the Administrative Officer.
- xii) In-charge of maintenance of the building of the Institute.

4. Assistant Librarian (Smt. Kalpana A. Nemade) - 1 Post

- i) To remove journals, Monthly Magazines, daily Newspapers, to arrange them and to take note in respective registers.
- ii) To issue the books, magazines etc. in the Library.
- iii) To maintain all files of syllabus.
- iv) To receive workshops Brochures, Inward and sent acknowledgment letter.
- v) To maintain all Catalogues.
- vi) To carry out Amendments and Posts in respective Acts.
- vii) To take entry of the Maharashtra Government Gazette in Register.
- viii) To correspondence work of the Library and Library Assistant will be the in-charge of Library in the absence of Librarian.
- ix) Any other work assigned by the Director, Joint Directors, Administrative Officer and Librarian.

4. Driver- 2 Posts Vacant.

Class IV :-

1. Peon – 9 Post

Post Vaccant - 2

Shri Kishor Jadhav

Shri Mukesh Shende

Shri Nitin Bhagat

Shri Rajesh Shriwas

Shri Ghanshyam Bhosle

Shri Ravi Dahat

Shri Manish Dagor

- i) To work in the Office (Over all check in the office, Hostel and the Institute premises)
- ii) To do the work of dusting in the chamber of the Director and Joint Director as well as in the office.
- iii) To arrange for drinking water for the Director and Joint Directors, Office Staff and also Trainee Judicial Officers.
- iv) To attend the work of Trainee Judicial Offices as required by them.
- v) Dispatch of letters as directed by the Administrative Officer.
- vi) To do the additional duty as Watchman.
- vii) Any other work assigned by the Director, Joint Director and the Administrative Officer.

**2. Library Attendant – 2 Post
Vaccant Post - 1**

1. Shri. Anup Hade:-

- i) To clean & Tidy all the books and keep them in proper places.
- ii) To clean Library, Tables, Racks, Computer Lab.etc.
- iii) To help the Senior Library Assistant for keeping the Journals, Books, Magazines, papers etc., properly at respective places.
- iv) Any other work assigned by the Director, Joint Directors and Administrative Officer.

2. Pump Operator (Shri Bhaurao T. Bhivgade) : 1 Post

- i) To start the Water Pump of Hon'ble Director, Joint Directors and Institute.
- ii) To do other electrical work resident of Director, Joint Director and also institute.
- iii) To do electrical work in the rooms of trainee judicial officers as well as in office.
- iv) To be in-charge of sound system – set up on Library, Class room and Auditorium.
- v) To see maintain of electric machinery/gadgets and to maintain recreation room and all article therein.
- vi) Any other work directed by the Director, Joint Directors and Administrative Officer.

3. Cook (Smt. Shobha Malkhede) : 1 Post

- i) To cook food on the direction of Hon'ble Director.
- ii) To work as room attendant for lady officers.
- iii) To discharge the duties of peon when cooking work is not assigned.
- iv) Any other work as directed by the Director and Administrative Officer.

5. Sweeper : 3 Post

Shri Naresh Gohar

Shri Manoj Bihade

Shri Santosh Baghele

- i) To clean Library, All Hostel Rooms, Computer Lab, Server Room, Recreation Hall, Auditorium, VIP Guest House, Mess, Bungalow of Director and Joint Directors quarters & Institute premises etc.
- ii) Maintain the Garden Premises.
- iii) Any other work assigned by the Director, Joint Directors and Administrative Officer.

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

The Officers follow the procedure as laid down in the laws, Manuals and directions received from the Hon'ble High Court, Law and Judiciary Department of Government.

(4) The norms set by it for discharge of its functions:

The organization discharges its functions in view of the various norms set by the Government and the Hon'ble High Court by various orders, directions & rules in respect of Maharashtra Civil Services, Maharashtra Budget Manual, Bombay Financial Rules, Maharashtra Treasury Rules, Manuals, Regulations, Maharashtra Contingent Expenditure Rules, Government Resolutions, Circulars and Notifications.

The organization is discharging functions of imparting training of Public Prosecutors, and holding Workshops, Seminars and Conferences for Public Prosecutors and Judicial Officers for their capacity building.

(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 held by the organization and are used for its control or discharging its functions by the employees.

1. The Civil Manual 1986
2. The Criminal Manual, 1980,
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 Maharashtra contingent Expenditure Rules

10. General Provident Fund Rules
11. Stationary and Printing Manual
12. The Bombay Court Fees Act, 1959.
13. The Bombay Stamp Act, 1958.
14. The Limitation Act, 1963.
15. Manual of Departmental Enquiries.
16. Bombay High Court (O.S.) Rules, 1980.
17. Bombay High Court (A.S.) Rules, 1960.
18. 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.

1. Training material for imparting training to Judicial Officers with the confidential reports of trainers about trainee.
2. Feedback Reports of trainees.
3. Library books, Law Journals, and other reading material.
4. Documents pertaining to administrative functioning of the institute.

(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.

Not applicable.

(8) Committees and other bodies are open to the public or 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 meeting of those boards, council the minutes of each meetings are accessible for public.

The Committee of Board of Visitors :-

1. The Hon'ble The Chief Justice – **Chairman**
2. Hon'ble Senior Administrative Judge of Nagpur Bench of Bombay High Court – **Member**
(Presently, Hon'ble Shri Justice B.R. Gavai)
3. A sitting Judge of Bombay High nominated by High Court – **Member (Presently, Shri Justice S.B. Shukre)**
4. Registrar (Legal & Research) – **Secretary**

(9) A directory of its officers and employees :-

- a) A directory of Director and Joint Directors maintained by Hon'ble Bombay High Court.
- b) All staff Member i.e. Class-II, Class-III and Class-IV are on deputation from High Court, Nagpur Bench, Nagpur.

(10) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Class-I :-

- a) **Director :-** 70290-1540-76450.
- b) **Joint Director :-** 57700-1230-58930-1380-67210-1540-70290.
51550-1230-58930-1380-63070.

Pay Scale of District Judge or Selection Grade or Super time Scale. The remuneration to other employees, who are on deputation, is paid by Bombay High Court, Nagpur Bench, Nagpur.

(11) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The organization receives consolidated grants the Government and the funds are used to meet for expenditure of the Institute for pay and allowances of Director and Joint Directors, traveling allowances, office expenses, Rent , Rate and taxes, Telephone, Electric and Water expenses, Computer Expenses, grant-in-aid etc. The grants received for the year 2015-16, till date are as under: -

Allocation for 2016-2017

Demand No J-01

Scheme

20140207-105.5-judicial
Officers Training Institute
Amount in Thousands

Detail Head	Grant Received
01-Salaries	3619.000
03-Overtime Allowances	00.000
06-Telephone Electricity And Water Charges	1024.000
10-Contractual Services	00.000
11-Domestic Travel Expenses	160.000
13-Office Expenses	1247.000
14-Rent ,rate And Taxes	800.000
16-Publications	00.000
17-Computer Expenses	12.000
20-Other Administrative Expenses	1.000
27-Minor Works	1.000

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

Not applicable.

(13) Particulars of recipients of concessions, permits or authorizations granted by it.

Not Applicable.

(14) Details in respect of the information, available to or held by it, reduced in an electronic form.

At present there is no information in an electronic form.

Website of this Institute: - Work in progress.

(15) The particulars of facilities available to citizens for obtaining information, including working hours of a library or reading room, it maintained for public use.

During office hours on every working day, but no facility of library or reading room is available for public use.

(16) Name of Information provider Officer, Designation and other details.

Only one public Information Officer has been appointed for the organization, whose particulars are as follows.

PUBLIC INFORMATION OFFICER :-=

Name : SANJAY D. DARVEKAR

Designation : Administrative Officer, Judicial Officers' Training Institute, Nagpur.

Address : 49/1, Judicial Officers' Training Institute, Near Ladies Club, Civil Lines, Nagpur.

Phone No. : 0712-2565653 (O)

FIRST APPELLATE AUTHORITY :-

Name : SAMIR S. KANTHALE

Designation : Joint Director, Judicial Officers' Training Institute, Nagpur.

Address: 49/1, Judicial Officers Training Institute, Near Ladies Club, Civil Lines, Nagpur.

Phone No. 0712-2565263 (O), 2545815 (C)

(17) Such other information as may be prescribed.

Nil.