

**THE RIGHT TO INFORMATION ACT, 2005**

**OBLIGATIONS OF  
PUBLIC AUTHORITIES**

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

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

**DECEMBER, 2024**

# **HIGH COURT FOR THE STATE OF TELANGANA :: AT HYDERABAD**

## **HIGH COURT**

### **i) THE PARTICULARS OF IT'S ORGANIZATION, FUNCTIONS AND DUTIES:**

The High Court for the State of Telangana is the apex body of the State Judiciary, situated on the bank of river Musi, in Hyderabad, the capital city of the State of Telangana.

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

The High Court for the State of Telangana is headed by the Hon'ble the Chief Justice and the present sanctioned strength of the Hon'ble Judges of the High Court for the State of Telangana is 42 (Forty two), 27 Permanent Judges and 15 Additional Judges.

The Registry of the High Court for the State of Telangana is headed by the Registrar General, in the cadre of District Judge. Apart from the Registrar General, there are Ten (10) other Registrars. Among the Eleven (11) Registrars, Eight (8) Registrars are from the cadre of District and Sessions Judges and three (3) 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 her control.

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

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

- 1) Vigilance
- 2) Administration
- 3) Judicial (I)
- 4) Judicial (II)
- 5) Recruitment
- 6) Enquiries
- 7) Information Technology-cum-Central Project Coordinator
- 8) Infrastructure
- 9) Management
- 10) Protocol

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

Below the Registrars, there are Six (6) Joint Registrars. Below the cadre of Joint Registrar, there are Ten (10) Deputy Registrars in charge of administrative and judicial sections of the High Court. One Post of Prl. Secretary to the Hon'ble Chief Justice in the cadre of Secretary to Government, Law Department, One Post of Prl.Pvt Secretary to the Hon'ble Chief Justice and One Post of Pvt. Secretary to the Hon'ble Chief Justice in the cadre of Deputy Registrar. Below the cadre of Deputy Registrar, there are 27 Assistant Registrars and One post of Special Officer in the High Court who are the controlling officers of the various sections of the High Court and One post of Junior Civil Judge (Presenting Officer, Enquiry Cell). Apart from the above officers, there are Section Officers/Court Officers/Scrutiny Officers/Account Officers, Court Masters, Personal Secretaries to the Hon'ble Judges, Personal Secretaries to the Hon'ble Registrars, Deputy Section Officers, Assistant Section Officers, Computer Operators, Assistant Librarian, Librarian (Grade-II), U.D. Steno, Overseer, Assistants, Examiners, Typists, Copyists, System Assistants, Assistant Overseer, Record Assistants, Drivers, Attenders and other posts and contingent staff.

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

On its original side, the High Court entertains suits and petitions under the Succession Act, Contempt of Courts Act, Companies Act, Matrimonial Laws and Election Laws.

On its revisional side, the High Court hears revision petitions arising from civil cases under Section 115 CPC and Article 227 of the Constitution of India. On the criminal side, it hears revisions under Section 401 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 subordinate courts and the writ appeals under Clause 15 of the Letters Patent.

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

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

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

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

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

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

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

The Registrars exercise supervisory power in respect of their wings with the assistance of the Officers under them. The office of the Registry will work from 10.15 A.M., till 5.00 P.M., but will be kept open for the transaction of business from 10.30 A.M., to 4.00 P.M., on all days except Holidays. The lunch-break for the members of the staff will be between **1.30 P.M., to 2.15 P.M.** The administration of the High Court is regulated by the Standing Orders framed in this regard, (made available separately), and the staff of the High Court shall discharge their duties as per the procedure prescribed by the Standing Orders. The duty of the employees is

to see that the work of the High Court – both on the judicial and administrative side – is carried on smoothly without causing inconvenience to the courts and the officers.

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

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

The channel of supervision in the High Court is from the Registrar to Joint Registrar, Joint Registrar to Deputy Registrar, Deputy Registrar to Assistant Registrar, Assistant Registrar to Section Officer, Section Officer to Deputy Section Officer and Deputy Section Officer to Assistant Section Officer and Assistant. The individual employees of the High Court are accountable for their duties as enumerated in the Standing Orders of the High Court.

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

AND

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

For the discharge of its functions both on the judicial and administrative side, the High Court for the State of Telangana is governed by the High Court Manual, the Code of Civil Procedure, 1908, Bharatiya Nagarik Suraksha Sanhita, 2023, High Court Service Rules, 2019, Standing Orders, 2004 and Telangana Civil Services (Classification, Control and Appeal) Rules, 1991 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 District Judiciary.
- c. Judgments rendered by the High Court from the year 1950.
- d. Records of administrative matters.

**vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:**

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

**viii) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

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

1. Administrative Committee and Transfers and postings of District Judges.
2. Committee for Direct Recruitment of District Judges.
3. Committee on Direct Recruitment of Civil Judges (Junior Division).

4. Transfers of Judicial Officers in the cadre of Civil Judge (Senior Division).
5. Transfers of Judicial Officers in the cadre of Civil Judge (Junior Division).
6. Work Review of Judicial Officers.
7. Committee to consider the representations of Judicial Officers for expunction of adverse remarks.
8. Assured Career Progress Scales (Senior Division and Junior Division).
9. Arrears Committee and State Court Management System Committee.
10. Committee for "Sensitization of Family Courts".
11. Juvenile Justice Committee.
12. Committee to monitor the pending and progress of the cases filed under POCSO Act 2012.
13. In-house permanent vulnerable witnesses deposition centers (VWDS) Committee for continuously supervision the implementation of the directions issued by the Hon'ble Supreme Court of India in M.A. No.12852/2019 in Criminal Appeal No. 1101/2019.
14. Committee for framing of Rules and Guidelines not falling within the jurisdiction of Rules Committee U/S123 of C.P.C and Views of the Courts on Act, Bills and Rules.
15. Rule Committee under Section 123 of C.P.C.
16. Committee for monitoring the implementation of the resolutions passed in the Chief Justices' conference and for submitting progress reports to the Supreme Court.
17. Board of Governors of Telangana State Judicial Academy.
18. State Legal Services Authority.
19. High Court Legal Services Committee.
20. Board of Governors of Telangana Mediation Centre and Arbitration Centre.
21. Library Committee.



22. High Court and District Judiciary Buildings Committee.
23. Board of Trustees to Chief Justice Relief Fund and Sanction of amounts.
24. Budget and Finance Committee.
25. Stores Purchase Committee including Stationery (Except library books and computers).
26. Committee for Purchase, repairs and use of vehicles.
27. Protocol, Guest Houses and Hospitality.
28. Security Committee.
29. Committee dealing with issues of Media Persons attending the High Court.
30. Recruitment of Staff in High Court and District Courts under the Telangana Judicial Ministerial Service Rules.
31. Law Clerks –cum- Research Assistants Selection Committee.
32. Translators Recruitment Committee.
33. Special Judicial Magistrates of Second Class/Special Magistrates and Special Metropolitan Magistrate under 14<sup>th</sup> Finance Commission in the State and Allied Matters.
34. Computers and Technology Committee.
35. Committee for collation, curation, web-hosting, regular updation and maintenance of the web portal of legislations and subordinate legislations.
36. Committee for "AI Assisted Legal Translation Advisory Committee to monitor all machine translation related activities in institutionalizing the process of machine aided translation of judgments and judicial records for the benefit of the stakeholders of the Judicial System.
37. Internal Complaints Committee i.e., Vigilance.
38. Gender Sensitization and internal complaints.
39. General Administration of District Courts Committee.
40. Judicial Employees Disciplinary Committee.

41. News Letter Committee-cum- Editorial Board.
42. Committee for Designation of Senior Advocates.
43. Committee to empanel the Senior Counsel and Arguing Counsel to the existing list of Senior Counsel and Arguing counsel who represent and defend the cases instituted in respect of High Court and District Judiciary.
44. Grievance Redressal Committee as per directions of Hon'ble Supreme Court of India in M.A. No. 859 of 2020 in SPL (C) No. 5440 of 2020.
45. Treating Letters/Petition as PIL.
46. Andhra Pradesh Reorganisation Act, 2014 Committee.
47. Allocation of site and Construction of New High Court Building at Rajendra Nagar and all other aspects relating thereto.
48. Committee for Service Conditions of the District Judiciary.
49. Accessibility Committee at High Court level in terms of the standard operating procedure on Accessible Court Documents circulated by the e-Committee Supreme Court of India and audit report of the Committee of Supreme Court of India.

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

**ix) A TELEPHONE DIRECTORY TO THE HIGH COURT:**

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

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

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

**Statement showing the Sanctioned Strength & Pay Scales of Officers and staff of High Court for the State of Telangana**

<b>Sl. No.</b>	<b>Category</b>	<b>Cadre Strength</b>	<b>Pay Structure</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
1.	Registrar General	01	199100-224100
2.	Registrar (Vigilance)	01	199100-224100
3.	Registrar (Administration)	01	163030-219090
4.	Registrar (Judicial)	01	163030-219090
5.	Registrar (Enquiries)	01	163030-219090
6.	Registrar (Recruitment)	01	163030-219090
7.	Registrar (I.T.-cum Central Project coordinator)	01	163030-219090
8.	Registrar (Infrastructure)	01	199100-224100
9.	Registrar (Management)	01	127310-162070
10.	Registrar (Protocol)	01	127310-162070
11.	Registrar (Judicial-II)	01	127310-162070
12.	Principal Secretary to the Hon'ble the Chief Justice	01	127310-162070
13.	Joint Registrars	06	106990-158380

<b>Sl. No.</b>	<b>Category</b>	<b>Cadre Strength</b>	<b>Pay Structure</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
14.	Financial Advisor (On Deputation)	01	
15.	Deputy Registrars	10	89780-154690
16.	Principal Private Secretary to the Hon'ble the Chief Justice	01	89780-154690
17.	Private Secretary to the Hon'ble the Chief Justice	01	89780-154690
18.	Assistant Registrars	27	67300-143890
19.	Special Officer	01	67300-143890
20.	Presenting Officer	01	As per National Judicial Pay Commission Scales
21.	Deputy Executive Engineer	01	62110-140470
22.	Section Officers/ Scrutiny Officers/ Court Officers/ Accounts Officer	165	54220-133630
23.	Court Managers	02	54220-133630
24.	Court Masters/ P.S.s to Hon'ble Judges/ P.S.s to Registrars	149	54220-133630
25.	Assistant Executive Engineer (Civil)	02	54220-133630
26.	Assistant Executive Engineer (Electrical)	01	54220-133630
27.	Deputy Section Officers / Translators	98	42300-115270
28.	Overseer	01	42300-115270
29.	Computer Operators	20	38890-112510
30.	Assistant Section Officers	116	38890-112510

<b>Sl. No.</b>	<b>Category</b>	<b>Cadre Strength</b>	<b>Pay Structure</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
31.	Assistant Librarian	02	38890-112510
32.	Librarian (Grade-II)	01	33750-99310
33.	U.D. Steno	03	32810-96890
34.	Secretarial Assistant in the cadre of Assistants	01	32810-96890
35.	Stenographer	01	24280-72850
36.	Senior Drivers	06	26410-78820
37.	Assistants	166	24280-72850
38.	Assistant Overseer	01	24280-72850
39.	Readers & Examiners	51	24280-72850
40.	Typists	55	24280-72850
41.	Copyists	58	24280-72850
42.	System Assistants	45	24280-72850
43.	Telex Operator	01	24280-72850
44.	Telephone Operator	01	24280-72850
45.	Drivers	77	22900-69150
46.	Shroff	01	22900-69450
47.	Binder	02	22240-67300
48.	Book-Bearers	03	22240-67300
49.	Copying Machine Operators	03	22240-67300

<b>Sl. No.</b>	<b>Category</b>	<b>Cadre Strength</b>	<b>Pay Structure</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
50.	Record Assistants	63	22240-67300
51.	Roneo Operators	03	22240-67300
52.	Book Keeper	01	22900-69150
53.	Lift Operators	10	22240-67300
54.	Jamedars	02	21580-65570
55.	Electrician	05	21580-65570
56.	Plumber	05	21580-65570
57.	Carpenter	05	21580-65570
58.	Tailor	02	21580-65570
59.	Daffedars	02	19640-60480
60.	Cook	46	19640-60480
61.	Office Subordinates	394	19000-58850
62.	Watchmen	02	19000-58850
63.	Dhobi	46	19000-58850
	<b>GRAND TOTAL</b>	<b>1679</b>	

- 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 2024-2025 TOWARDS SALARIES, OTHER CONTINGENCIES IN RESPECT OF HIGH COURT**

HEAD	Budget Estimates 2024-2025 (Rupees in Lakhs)
102(04) HIGH COURT (CHARGED)	
Salaries	174,26.15
Contingencies	130,10.74

- (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 Telangana High Court Service Rules, 2019.
- c. Civil Rules of Practice and Circular Orders, 1980.
- d. Criminal Rules of Practice and Circular Orders, 1990.
- e. Right to Information Act, Rules 2005
- f. The Telangana State Judicial (Service and Cadre) Rules, 2023.
- g. The Telangana State Judicial Ministerial Service Rules.
- h. Video Conference Rules.
- i. e-filing Rules.
- j. Live Streaming Rules

- k. The Telangana Electronic Process (Issuance, Service and Execution) Rules, 2024.
- l. High Court Manual (Compendium of Rules).

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

The High Court has framed the Rules under Section 28 of the Right to Information Act, 2005, and a separate notification has been issued nominating the Registrar (Judicial-I) 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 available in High Court. As of date, there is no library or reading room maintained by the High Court for public use.

**(xvi) THE NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER:**

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

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

**Sri T. Venkateswara Rao**  
Registrar (Protocol) FAC.(Judicial-I),  
High Court for the State of Telangana.

Telephone No: 040-23446162 (O), 040-23449617 (R)  
email: [reg.jud-tshc@ajj.gov.in](mailto:reg.jud-tshc@ajj.gov.in)

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

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



**Smt. E.TIRUMALA DEVI,**  
Registrar General,  
High Court for the State of Telangana.

Telephone Nos. (Off):040-2344 6166 and email: reg.gen-tshc@aj.gov.in

**(xviii)** The High Court for the State of Telangana hosts Websites as shown below:

Official website of the High Court for the State of Telangana is providing various eServices through its official website  Causelist, Profiles, Display Board, Tenders, Recruitment, Transfers & Posting, Calendars, Rules and various other important announcements, news and information	: <a href="https://tshc.gov.in/">https://tshc.gov.in/</a>
Case Status Information of the High Court for the State of Telangana	: <a href="https://csis.tshc.gov.in/">https://csis.tshc.gov.in/</a>
Judgments of High Court for the State of Telangana translated into Telugu	: <a href="https://csis.tshc.gov.in/Judgment_ts/getjudgmentsTSHC">https://csis.tshc.gov.in/Judgment_ts/getjudgmentsTSHC</a>
E-Visitor Pass application for the High Court for the State of Telangana	: <a href="https://v.pass.tshc.telangana.gov.in/vpass/">https://v.pass.tshc.telangana.gov.in/vpass/</a>
RTI Portal of High Court for the State of Telangana	: <a href="https://rti.tshc.gov.in/Index.action">https://rti.tshc.gov.in/Index.action</a>
Live Streaming of Courts of High Court for the State of Telangana	<a href="http://14.195.127.131/site/tshclive.html">http://14.195.127.131/site/tshclive.html</a>

The Case, Courts relating information of High Court for the State of Telangana also available at the following websites as an alternative or in a different view:

Case Status, Causelists, Orders/ Judgments and other caveat relating Information of High Courts	: <a href="https://hcservices.ecourts.gov.in/hcnjdg_v2">https://hcservices.ecourts.gov.in/hcnjdg_v2</a>
E-Filing Web Portal	: <a href="https://efiling.ecourts.gov.in/">https://efiling.ecourts.gov.in/</a>
District Courts / Units of State of Telangana	: <a href="https://ecouts.gov.in/">https://ecouts.gov.in/</a> High Court for the State of Telangana – e.mail received from the Director (National Mission for Justice Delivery and Legal Reforms), Department of Justice, Ministry of Law and Justice, Government of India, Jaisalmer House, 26-Man Singh Road, New Delhi – Request to furnish information regarding Lok Sabha Admitted Question No.4190, regarding Pending Cheque Bounce Cases Ecouts_home/index.php?

	p=dist_court/tehrangana
Case Status, Causelists, Orders/Judgments and other case related Information of District Judiciary	: <a href="https://services.ecourts.gov.in/Ecourtindia_v6/">https://services.ecourts.gov.in/Ecourtindia_v6/</a>
Judicial Statistical Information of District Judiciary	: <a href="https://njdg.ecourts.gov.in/njdg_v3/">https://njdg.ecourts.gov.in/njdg_v3/</a>
The official Digital Law Reports of the High Court for the State of Telangana (Digi THCR)	: <a href="https://tshc.gov.in/digiher/">https://tshc.gov.in/digiher/</a>
Judgments portal of the High Court for the State of Telangana (Judgments in English and Telangana) (Ethcr)	: <a href="https://tshc.gov.in/ehcr/">https://tshc.gov.in/ehcr/</a>

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

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

The District Court is the head of the District Judiciary. There are 33 Judicial Districts in the State of Telangana, each district having one Principal District Court and Additional District Courts. In Hyderabad City, besides the City Civil Court headed by Chief Judge, there is **Metropolitan Sessions Court headed by Sessions Judge**, Principal CBI Unit headed by Principal Special Judge for CBI cases and City Small Causes Court headed by Chief Judge.

The District Judiciary functions under a three-tier system. Below the District Judge, there are Civil Judges (Senior Division) and Civil Judges (Junior Division) Courts on the civil side and on the criminal side, there are Assistant Sessions Courts and Judicial First Class Magistrate Courts. When the District Court hears criminal matters, it is known as District Sessions Court. Apart from the above, there are Family Courts, Special Courts under the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, CBI Courts, ACB Courts, Special Courts for trial and disposal of commercial disputes, 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 Chief Administrative Officer who is assisted by Court Managers, Superintendents, Senior Assistants, Junior Assistants, Typists, Personal Assistants, Field Assistants, Attenders, etc.

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

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

The District Court exercises both original and appellate jurisdiction. The original jurisdiction includes the entertainment of original suits where the value of the suit is more than **Rs.50,00,000/-** petitions in motor accidents cases, petitions in respect of Special Acts etc. The appellate jurisdiction includes the hearing of appeals both on the civil side and criminal side. The District Judge hears appeals in all civil matters where the subject matter of the appeal is less than Rs.20,00,000/- and in criminal cases where the punishment imposed is less than seven years. The District Court also exercises revisional jurisdiction in criminal cases under Section 399 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 less than **Rs.50,00,000/-** and while sitting on the criminal side, the Assistant Sessions Court hears all cases as per the schedule to the Code of Criminal Procedure. An Assistant Sessions Judge can impose a sentence of imprisonment upto 10 years and fine.

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

The Civil Judge's Court (Junior Division) exercises only original jurisdiction. It hears all petitions and original suits of the value below **Rs.10,00,000/-**. A Judicial

Magistrate of First Class can impose a sentence of imprisonment upto three years and fine upto Rs.5,000/-.

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

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

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

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

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

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

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

**LIST OF COURTS IN THE STATE OF TELANGANA-2024**

<b>Sl. No</b>	<b>Name of the District</b>	<b>District Courts</b>	<b>Senior Civil Judges Courts</b>	<b>Junior Civil Judges Courts</b>	<b>POCSO Courts (in the cadre of ADJ)</b>	<b>Total</b>
1	Adilabad	5	1	5	1	12
2	Mancherial	2	2	8	1	13
3	Nirmal	1	1	5	1	8
4	Kumaram-Bheem Asifabad	1	1	3	1	6
5	Karimnagar	7	3	9	2	21
6	Jagtial	2	2	6	1	11
7	Rajanna Sircilla	2	2	4	1	9
8	Peddapally	2	3	8	1	14
9	Khammam	8	5	11	2	26
10	Badradi Kothagudem	2	2	9	1	14
11	Mahabubnagar	6	3	7	1	17
12	Gadwal	2	2	3	1	8
13	Wanaparthy	1	2	4	1	8
14	Narayanpet	1	1	3	1	6
15	Nagarkurnool	1	2	8	1	12
16	Sangareddy	6	3	8	1	18
17	Medak	2	1	5	1	9
18	Siddipet	2	2	7	0	11
19	Nalgonda	7	5	11	1	24
20	Suryapet	3	3	9	1	16
21	Yadadri Bhongir	2	2	7	1	12
22	Nizamabad	7	4	10	1	22
23	Kamareddy	2	1	6	1	10
24	Ranga Reddy	22	13	30	3	68
25	Medchal Malkajgiri	6	6	18	3	33
26	Vikarabad	2	1	6	0	9
27	Hanumakonda	4	3	8	0	15
28	Warangal	6	2	7	1	16
29	Jangaon	1	1	3	1	6
30	Mahabubabad	1	1	3	1	6
31	Mulugu	1	1	2	1	5
32	Jayashankar Bhupalpally	1	1	2	1	5
33	Hyderabad	0	0	0	0	0
	a) City Civil Courts	20	12	15	0	47
	b) City Criminal Courts	13	19	13	1	46

c) City Small Causes Courts	2	1	7	0	10
d) Unit of Prl. Spl. Judge for CBI cases	9	1	0	0	10
e) Tribunal & Spl. Courts	10	0	0	0	10
<b>GRAND TOTAL</b>	<b>172</b>	<b>115</b>	<b>270</b>	<b>36</b>	<b>593</b>

The **36 Fast Track Special Courts** for expeditious trial and disposal of Rape and POCSO Act cases in the cadre of Additional District and Sessions Judge, are functioning **on year to year basis** and the last further continuance orders issued by the Government of Telangana is **upto 31-3-2025** vide G.O. Rt. No. 146, Law (LA, LA & J Home Courts A2) Department, Dt.14-03-2024.

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

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

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

- a. Pleadings and documents pertaining to the cases filed by the parties/advocates.
- b. Vernacular records filed by the parties and marked as exhibits in the cases.

- c. Judgments rendered by the Judicial Officers.
- d. Records of administrative matters, etc.

**(vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:**

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

**(viii) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:**

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

**(ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:**

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

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

**STATEMENT SHOWING THE TOTAL NUMBER OF JUDICIAL OFFICERS WORKING AND VACANCIES IN THE STATE OF TELANGAN CATEGORY WISE AS FOLLOWS:**

<b>S. No</b>	<b>CADRE</b>	<b>SANCTIONED STRENGTH</b>	<b>TOTAL NUMBER OF WORKING OFFICERS</b>	<b>TOTAL NUMBER OF VACANCIES</b>
1.	District Judges	188	125	63
	FTSC Courts	36	6	30
2.	Senior Civil Judges	155	92	63

3.	Junior Civil Judges	276	2224	52
	<b>Total</b>	<b>655</b>	<b>447</b>	<b>208</b>

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.	Designation	Minimum and Maximum of pay Matrix
	<b>CIVIL JUDGES (JUNIOR DIVISION)</b>	
1.	Junior Civil Judge(Entry Level)	77840-136520
2.	Junior Civil Judge(ACP Scale –I)	92960-136520
3.	Junior Civil Judge(ACP Scale –II)	111000-163030
	<b>CIVIL JUDGES (SENIOR DIVISION)</b>	
4.	Senior Civil Judge (Entry Level)	111000-163030
5.	Senior Civil Judge (ACP Scale-I)	122700-180200
6.	Senior Civil Judge (ACP Scale-II)	144840-194660
	<b>DISTRICT JUDGES</b>	
7.	District Judge (Entry Level)	144840-194660
8.	District Judge (ACP Scale-I)	163030-219090
9.	District Judge (ACP Scale-II)	199100-224100

**STATEMENT SHOWING THE TOTAL NUMBER OF EMPLOYEES OF DISTRICT JUDICIARY (SUBORDINATE COURTS) AND PAY SCALES**

S. No	Category of Posts	Number of posts (Sanctioned)	Number of Posts (Working)	Pay Scales as per PRC 2020 Rs.
4.	Chief Administrative Officers	119	114	62110-140470
5.	Senior Superintendent	333	304	43490-118230
6.	Superintendent	458	409	42300-115270
7.	Stenographers Grade – I	154	136	43490-118230
8.	Stenographers Grade – II	110	67	36750-106990
9.	Stenographers Grade – III	281	205	32810-96890
10.	Senior Assistant	658	565	32810-96890
11.	Junior Assistant	2052	1581	24280-72850
12.	Typist	784	550	24280-72850
13.	Field Assistant	688	527	24280-72850
14.	Examiner	336	187	22900-69150
15.	Copyist	447	186	22900-69150
16.	Driver	106	54	22900-69150
17.	Record Assistant	343	232	22240-67300
18.	Roneo Operator/Lift Operator	01	0	22240-67300
19.	Process Server	1301	627	22900-69150
20.	Office Subordinate	2043	1620	19000-58850



	<b>Total</b>	<b>10214</b>	<b>7364</b>	
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**(xi) TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:**

The budget allocated to the Unit Heads of various Districts under various Plans for the year 2024-25 is as under:

**STATEMENT SHOWING THE DETAILS OF BUDGET ESTIMATES PROVIDED BY GOVERNMENT FOR THE FINANCIAL YEAR, 2024-2025**

HEAD	Budget Estimates 2024-2025 (Rupees in Lakhs)
102(05) ESTABLISHMENT OF SPECIAL COURTS FOR MPs/MLAs.(CHARGED) 310 – Grants-In-Aid	1,00.00
103(04)ECONOMIC OFFENCES COURT Salaries Contingencies	5,21.35 23.43
103(05) EXCISE COURTS Salaries Contingencies	18,14.69 88.76
105(04) CIVIL & SESSIONS COURTS Salaries Contingencies	615,83.26 152,69.23
106(04) SMALL CAUSES COURT Salaries Contingencies	7,75.30 84.76
108(04) RAILWAY COURTS Salaries Contingencies	2,59.47 48.38
108(05) OTHER COURTS Salaries Contingencies	43,48.16 41,74.50
108(11) C.B.I COURTS Salaries Contingencies	9,11.44 3,34.41
112(04) OFFICIAL RECEIVERS Salaries Contingencies	90.71 0.87
117(05) FAMILY COURTS Salaries Contingencies	24,32.61 7,04.81
103(06) FAST TRACK SPECIAL COURTS	Funds for the Financial Year 2024-25 are yet to be transferred by the Government to the SNA Account.
TOTAL (VOTED) Salaries	727,35.99

Contingencies	207,29.15
2059 – PUBLIC WORKS Maintenance & Repairs of Buildings	70,49.36
4059 – CAPITAL OUTLAY ON PUBLIC WORKS SH -40- CONSTRUCTION OF COURT BUILDINGS	733,05.00
4059- CAPITAL OUTLAY ON PUBLIC WORKS GH-(12) – SH (06) Development of Infrastructure facilities for Judiciary including Gram Nyayalayas.	36,89.00
GH-(06) – SH (06) Development of Infrastructure facilities for Judiciary including Gram Nyayalayas.	24,59.00

**(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.**

The statistical data of the cases instituted, pending and disposed of in electronic form in the District Judiciary is available in the respective Courts websites.

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

The High Court has designated State Assistant Public Information Officer for each subordinate court/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 subordinate courts for public use.

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

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

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

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

- 4(1)(c): The judicial decisions are already in the public domain.  
4(1)(d): The affected persons are communicated the administrative and quasi judicial decisions.

**SD/-  
REGISTRAR GENERAL**