

# **COURT MANAGEMENT**

**At National Judicial Academy, Bhopal.**

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**'Management' is a science of judicious use of means to accomplish an end. It may also be defined as activities of setting the strategy of an organization and coordinating the efforts to accomplish an objective through the available resources such as financial, natural, technological and human resources.**

**In the words of Justice V.R. Krishna Iyer:**

**“...the judicial process wrapped in a mystery inside an enigma what with its baffling legalese, lottery techniques , habitual somnolencies ,extensive proclivities, multi decked inconsistencies, tyranny of technicalities and interference in everything with a touch of authoritarian incompetency.”**

## **SCHEME OF NATIONAL COURT MANAGEMENT SYSTEMS (NCMS)**

**Approved by Hon'ble CJI on 02.05.2012.**

### **OBJECTIVES.**

- **National Framework of Court Excellence with measurable performance standards.**
- **A system of monitoring and enhancing the performance parameters.**
- **A system of case management to enhance user-friendliness of the Judicial System.**
- **A National System of Judicial Statistics (NSJS)**
- **A Court Development Planning System.**
- **A Human Resource Development System.**

**State Court Management Systems Committee ( SCMS) at High Courts and Sub Committees at District levels.**

**A NCMS Baseline Report prepared by Hon'ble A.M. Khanwilkar was prepared, submitted and adopted in the CJ's Conference in 2015, recommending best practices for Court Management for (a) Infrastructural, and (b) Organizational issues with broad contours of management.**

- **Planning**
- **Organizing**
- **Directing**
- **Coordinating**
- **Controlling**

## **INFRASTRUCTURE**

- **Model court building**
- **Model Court rooms with furniture fixtures and judges chambers**
- **Conference Rooms**
- **Record, files storage rooms**
- **Sitting arrangement of staff and para court staff**
- **Bar rooms with conference halls**
- **Judicial service centers**
- **Computer and Server Room**
- **Hardware requirement**
- **Libraries**
- **Canteens**
- **ADR centers**
- **Copying centers**
- **Administration Block**
- **Judges and Staff residences**
- **Security**
- **Block for State Govt Lawyers and Prosecution Lawyers**
- **Family and Juvenile Courts**
- **Generators, Solar Panels/wind mill**
- **\*The list is not exhaustive**

**All the Infrastructural requirements should be based on Judge strength with future plans for expansion for at least 25 years.**

## **ORGANISATIONAL**

- **Judge Strength: with periodical variation, according to pendency, establishment of new and special courts.**
- **Staffing pattern commensurate with the minimum requirement of courts to be periodically review of the number of files handled.**
- **Floating establishment of courts and staff to deal with sudden influx of cases in each court or nature of work.**
- **Adequate administrative staff for each category and level with periodical recruitment in accordance with Renu vs District and Sessions Judge (2014) 14 SCC 50**
- **Periodical Training of Staff both on the nature of job and in computers**
- **Technical Staff.**
- **Facilitation Centers**
- **Assignment of Codes and Digital Signature.**

# **LIBRARIES/ LIBRARY SYSTEM**

- **Qualified librarians and adequate trained staff.**
- **Adequate number of libraries for each Court .**
- **Cataloging.**
- **Digital Libraries.**
- **Compilation of important orders/judgments in house of the court.**
- **Installation of Library Management System/KOHA.**
- **Integration of court Library with High Court/Supreme Court/Law Commission/ILI/NJA/SJA Libraries.**
- **Periodical Seminars and Talks on Legal Issues and discussion on leading and latest cases.**

# **SERVICE MATTERS OF STAFF**

- **Staffing pattern**
- **Rotation of Staff**
- **Disciplinary matters**
- **Matters relating to promotions, crossing of efficiency bars and revision of scales.**
- **Preparation and periodical review of seniority list /disputes**
- **Establishment of Grievance Redressal Committees.**
- **Codes/Badges /IDs/Dress Code and allowances.**
- **Training**
- **Medical needs of Staff and their families**
- **Dispensary facility.**
- **Rewards and Merit Certificates**
- **PPF and Pension Matters**



# **COURT MANAGERS**

**Facilities of sitting space, computers and staff for court managers.**

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**Clearly defined duties and functions of Court Managers.**

- **a. Monitoring and supervising ICT enablement and requirements.**
- **b. Periodical submissions of reports.**
- **c. Administrative correspondence.**
- **d. Media handling.**
- **e. Security**
- **f. Health and hygiene Issues**
- **g. Infrastructure maintenance**
- **h. Arrangements of meetings with State and District Officers.**
  - i. Management of ADR centers.**
- **j. Preparation of Court Development Plan.**
- **k. Coordination of staff activities.**
- **l. Outsourcing of housekeeping**
- **m. Electricity and water arrangements.**
- **n. Budget and Financial planning.**
- **o. Supervision of Accounts.**
- **p. Supervision of Security arrangements, Banks, Post Offices in campus.**
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**Training of Court Managers in modern techniques of court management.**

# **BUDGET AND FINANCE**

Preparation of annual and supplementary budget

- **Record of expenditure**
- **Internal Audit of grants.**
- **Financial record keeping.**
- **Maintenances of accounts**
- **Supervision of investments and deposits.**
- **Maintenance of staff accounts of salaries, allowances, PPF etc**
- **Maintenance of separate heads of accounts of indents and expenses.**
- **Quotations and tenders.**
- **Maintenance of stock and dead stock and condemned stock registers.**
- **Maintenance of infrastructure accounts.**
- **Coordination with High Court and Treasury.**

# **ICT ENABLEMENT**

## **Hardware requirement**

- **Hardware Maintenance**
- **Computer peripherals**
- **LAN and WAN (Internet)**
- **Training of judges and court staff**
- **Accurate Data Entry/No undated Cases**
- **Maintenance of Data on Servers, State Data Centers and Cloud.**
- **Maintenance of Judicial Service Centers**
- **Maintenance of Court Website**
- **Software development**
- **Migration of Data on CIS.2**
- **Submission of regular reports.**

## COURT ASSISTED PROGRAMS

- **Legal Services Authority Programmes.**
- **Lok Adalats**
- **Regular and periodical Lok Adalats**
- **Mega Lok Adalats**
- **Litigation specific Lok Adalats for Banking ,  
Matrimonial, Traffic challan cases etc.**
- **Legal Aid Camps**
- **Legal Aid and Legal literacy camps.**
- **Programmes for Juvenile Justice and Gender Justice**
- **Programs on Human Rights Issues including Female  
Feticide, Child**
- **Marriage.**

# **BENCH AND BAR RELATIONS**

- **Grievance redressal committees**
- **Regular meetings with delegations of Bar Members**
- **Facilities to Bar Members such as parking, chamber allotments and maintenance, canteen, shades, etc.**
- **Bar Functions and programmes.**
- **Farewells, references and condolences.**
- **Strikes and boycott of courts.**