

**UNDER RIGHT TO INFORMATION ACT, 2005**

**OBLIGATIONS OF PUBLIC AUTHORITIES**

**CITY SMALL CAUSES COURT, HYDERABAD  
JUDICIAL DEPARTMENT**

(website :- <https://hcsc.cdcourts.gov.in>)

(Official e-mail :- [hyd.cjcscc-ts@indiancourts.nic.in](mailto:hyd.cjcscc-ts@indiancourts.nic.in))

(Official Landline Number :- 040-23446289)

Seen  
11/07/25

**MANUAL ON THE UNIT OF CITY SMALL CAUSES COURT, HYDERABAD**  
(Published in compliance to Section 4(1) of the Right to Information Act, 2005)

**As on 01.08.2025**

## CITY SMALL CAUSES COURT :: AT HYDERABAD

(i). Introduction, structure, functionality & jurisdiction of City Small Causes Court, Hyderabad:-

The Unit of City Small Causes Court, Hyderabad was established in the year 1950 and comprises of two District Courts (Court of the Chief Judge & Additional Chief Judge), One Senior Civil Judge Court (Additional Judge-Cum-VI Senior Civil Judge) and (07) Junior Civil Judges Courts (functioning as Rent Controllers).

The present building of this Unit located in the premises of City Civil Court, Purani Haveli, Chatta Bazar, Charminar, Hyderabad, was inaugurated on 30-04-2011 by the Hon'ble Sri Justice Nisar Ahmad Kakru, the then Chief Justice, High Court of Andhra Pradesh, Hyderabad. The building consists of 05 floors and is of 593 Sq. yards.

### LIST OF COURTS IN THE UNIT OF THE CHIEF JUDGE, CITY SMALL CAUSES COURT, HYDERABAD

District Court's	Senior Civil Judge's Courts	Junior Civil Judge's Courts	TOTAL
02	01	07	10

**Total number of Courts in this Unit.**

<b>Sl. No.</b>	<b>Name of the Court</b>	<b>Located at</b>
1	Chief Judge, City Small Causes Court, Hyderabad -cum- Chairman, Motor Accidents Claims Tribunal. Hyderabad.	1 <sup>st</sup> Floor City Small Causes Court Building, Hyderabad
2	Additional Chief Judge, City Small Causes Court, Hyderabad-cum-Chairman, Motor Accidents Claims Tribunal, Hyderabad.	
3	Additional Judge-Cum-VI Senior Civil Judge, CSCC, Hyderabad.	2 <sup>nd</sup> Floor City Small Causes Court Building, Hyderabad
4	Principal Rent Controller -Cum- XII Junior Civil Judge, City Small Causes Court, Hyderabad.	
5	I Additional Rent Controller -Cum- XIII Junior Civil Judge, City Small Causes Court, Hyderabad.	3 <sup>rd</sup> Floor City Small Causes Court Building, Hyderabad
6	II Additional Rent Controller -Cum- XIV Junior Civil Judge, City Small Causes Court, Hyderabad.	
7	III Additional Rent Controller -Cum- XV Junior Civil Judge, City Small Causes Court, Hyderabad.	4 <sup>th</sup> Floor City Small Causes Court Building, Hyderabad
8	IV Additional Rent Controller -Cum- XVI Junior Civil Judge, City Small Causes Court, Hyderabad.	
9	Principal Rent Controller -Cum- XVII Junior Civil Judge, City Small Causes Court, Secunderabad.	City Civil Court Complex, at Secunderabad
10	Additional Rent Controller -Cum- XVIII Junior Civil Judge, City Small Causes Court, Secunderabad.	

**Location of Courts:**

S. No	Place of Location	Name of Courts
1	<p><b><u>Hyderabad</u></b> City Small Causes Unit Building within the premises of City Civil Court Complex, Hyderabad</p>	<ol style="list-style-type: none"> <li>1. Chief Judge Court,</li> <li>2. Additional Chief Judge Court,</li> <li>3. Additional Judge Court,</li> <li>4. (05) Rent Controller Courts (Prl., I, II, III &amp; IV)</li> <li>5. (01) Part-Time Official Receiver</li> <li>6. Mandal Legal Services Committee</li> </ol> <p>This building additionally accommodates</p> <ul style="list-style-type: none"> <li>(i) State Bank of India, City Civil Court Branch in the Ground Floor</li> <li>(ii) City Small Causes Court Employees Association Room in the Ground Floor</li> <li>(iii) Bar Association Room in the 2<sup>nd</sup> Floor</li> <li>(iv) The Metropolitan Criminal Courts Mutually Aided Co-operative Credit Society Room in 3<sup>rd</sup> Floor</li> <li>(v) Telangana State Waqf Tribunal in the 5<sup>th</sup> Floor</li> </ul>
2	<p><b><u>Secunderabad</u></b> City Civil Court Complex, Secunderabad</p>	<ol style="list-style-type: none"> <li>1. (02) Rent Controller Courts (Principal &amp; Additional)</li> </ol>

## Jurisdiction of Courts

Sl. No	Name of the Court	Jurisdiction/deals with	Remarks
1	Chief Judge, CSCC, Hyderabad -Cum-Chairman, Motor Accidents Claims Tribunal, Hyderabad.	<p>i) Rent Control Case Appeals (R.C.A.'s),                      ii) Municipal Appeals (M.A's),                      iii) Motor Vehicle Accident O.P's (M.V.O.P's)                      (received by way of transfer from the Unit of City Civil Court, Hyderabad)                      iv) Insolvency Petition Appeals (I.P.A's) &amp;                      v) Transfer O.P's (Tr.O.P's).</p> <p><b>Cases filed under Acts'</b>                      (i) The Telangana State Buildings (Lease, Rent &amp; Eviction) Control Act, 1960.                      (ii) The Greater Hyderabad Municipal Corporation (GHMC) Act, 1955.                      (iii) The Motor Vehicles Act, 1988.                      (iv) The Provincial Insolvency Act, 1920.                      (v) The Code of Civil Procedure, 1908.</p>	Institution Court
2	Addl. Chief Judge-Cum-Chairman, Motor Accidents Claims Tribunal, Hyderabad.	<p>i) Rent Control Case Appeals (R.C.A.'s) (made over from the Court of the Chief Judge)                      ii) Motor Vehicle Accident Original Petitions (M.V.O.P's) &amp; (made over from the Court of the Chief Judge, which were received by way of transfer from the Unit of City Civil Court, Hyderabad)                      iii) Small Causes Suits (S.C.S's) from Rs. 4,001/- to Rs. 10,000/-.</p> <p><b>Cases filed under Acts'</b>                      (i) The Telangana State Buildings (Lease, Rent &amp; Eviction) Control Act, 1960.                      (ii) The Motor Vehicles Act, 1988.                      (iii) The Telangana Small Causes Courts Act, 1330.</p>	--
3	Addl. Judge, CSCC, Hyderabad -Cum- VI Senior Civil Judge, Hyderabad.	<p>i) Small Causes Suits (S.C.S's) with pecuniary jurisdiction from Rs. 1/- to Rs. 4,000/-,                      ii) Insolvency petitions (I.P's) &amp;                      iii) Original Suits (O.S's) transferred from the Unit of the Chief Judge, City</p>	Institution Court

		Civil Court, Hyderabad. <b>Cases filed under Acts'</b> <b>(i)</b> The Telangana Small Causes Courts Act, 1330. <b>(ii)</b> The Provincial Insolvency Act, 1920.	
4	Principal Rent Controller-Cum-XII Junior Civil Judge, CSCC, Hyderabad.	<b>i)</b> Rent Control Cases (R.C.C's) & <b>ii)</b> Original Suits (O.S's) transferred from the Unit of the Chief Judge, City Civil Court, Hyderabad. <b>Cases filed under Acts'</b> The Telangana State Buildings (Lease, Rent & Eviction) Control Act, 1960.	Institution Court with Hyderabad Jurisdiction
5	Principal Rent Controller-Cum-XVII Junior Civil Judge, CSCC, Secunderabad.	<b>i)</b> Rent Control Cases (R.C.C's) <b>Cases filed under Acts'</b> The Telangana State Buildings (Lease, Rent & Eviction) Control Act, 1960.	Institution Court with Secunderabad Jurisdiction

**(ii) SERVICE RULES APPLICABLE**

Sl. No.	Category	Service Rules applicable
1.	Judicial Officers of all cadres	The Telangana State Judicial (Service & Cadre) Rules, 2023 vide G.O.Ms. No. 36, General Administration (J&RA) Department, dt. 10.06.2023. <b>(soft copy available in official website)</b>
2.	Ministerial and Subordinate Staff Members	The Telangana Judicial Ministerial and Subordinate Service Rules, 2018 vide G.O.Ms. No. 29 Law (La, La&J-Home-Courts.B) Department, dt. 18.05.2018 as amended vide G.O.Ms. No. 37, Law (La, La&J-Home-Courts.B) Department, dt. 20.05.2021, G.O.Ms. No. 96, Law (La, La&J-Home-Courts.B) Department, dt. 05.08.2022 & G.O.Ms. No. 12, Law (La, La&J-Home-Courts.B) Department, dt. 11.01.2023. <b>(soft copy available in official website)</b>

3.	Court Manager	The Telangana State Court Manager Service Rules, 2022 vide G.O.Ms. No. 116, Law (La, La&J-Home-Courts.B) Department, dt. 13.12.2022. <b>(soft copy available in official website)</b>
----	---------------	--

**(iii). THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES & FUNCTIONALITY OF VARIOUS SECTIONS IN THE UNIT:**

The Chief Judge, City Small Causes Court, Hyderabad, exercises supervisory powers and also the Disciplinary Authority over all the Judicial Officers and Staff Members working in this Unit. The Chief Judge, City Small Causes Court, Hyderabad, is also the Chairman, Mandal Legal Services Committee, City Small Causes Court, Hyderabad.

Powers and Duties of Gazetted Officers working in this Unit

1.	Judicial Officers	Presides over their respective Courts & DDO of their concerned Court.
2.	Chief Administrative Officer	Highest cadre Officer in the Ministerial Service. Oversees the functions of all the Sections under the supervision of the Chief Judge, CSCC, Hyderabad.
3.	Court Manager	Officer next to the Chief Administrative Officer. Assists the Unit Head to enhance the efficiency of the Court Management. The duties and responsibilities are as mentioned in Telangana State Court Manager Service Rules, 2022

The following sections/branches exist/work under the Court of the Chief Judge, City Small Causes Court, Hyderabad.

1.	<b>Administration Section</b>	The Chief Administrative Officer, City Small Causes Court, Hyderabad, (Gazetted Officer) being the highest cadre Official in the Ministerial Staff, is the head of the Section and handles the Administration work and oversees the functionality of all the remaining Sections under the supervision of the Chief Judge, City Small Causes Court, Hyderabad. Supervises and co-ordinates with all the remaining Sections in the Court of the Chief Judge, City Small Causes Court, Hyderabad for seamless functioning. He oversees overall Administration of all the Courts in this Unit under the supervision of the Chief Judge, CSCC, Hyderabad.
2.	<b>Accounts Section</b>	The Ministerial Staff Member mostly Senior Superintendent/Superintendent (Subject to performance & availability) posted in the Accounts Section will be the Section Head. He oversees the preparation of Salary Bills of Chief Judge, Ministerial & Subordinate Staff Members working in the Court of the Chief Judge, City Small Causes Court, Hyderabad. Budget bill estimates, distribution of budget allotted, scrutiny of medical bills in respect of pensioner Judicial Officers and Staff Members retired from one of the Units in Twin Cities of Hyderabad and Secunderabad and settled in Hyderabad & Secunderabad

		<p>and the pensioner Judicial Officers and Staff Members retired in one of the Districts in Andhra Pradesh and settled in Twin Cities of Hyderabad and Secunderabad for the treatment obtained by them as Out Patient (ROC. No. 1013/2014-B1, dt. 13.04.2018), in addition to the working Judicial Officers and Staff Members of this Unit subject to producing required enclosures and following due procedure.</p> <p>Deposits in P.D. Accounts being maintained for the Courts of the Chief Judge, Additional Chief Judge &amp; Additional Judge, City Small Causes Court, Hyderabad.</p>
3	<p><b>Central Nazarath Section</b></p>	<p>The Ministerial Staff Members mostly Senior Superintendent/Superintendent (subject to performance &amp; availability) posted in the Central Nazarath Section will be the Section Head and addressed under the name Central Nazir. The Field Assistants, Process-Servers and Office Subordinates in this Unit works under the supervision of the Central Nazir. He oversees the</p> <p>(i) distribution of summons/processes issued by the Courts in this Unit among the process-servers and service of the same to the parties residing in the limits of Hyderabad District.</p> <p>(ii) The service of summons/processes received by transfer from all the Courts in India to the parties residing in the Hyderabad District through N-Step.</p> <p>(iii) The distribution and execution of warrants issued by the Courts in this Unit through Field Assistants.</p>

4	<b>Central Record Section</b>	<p>The Ministerial Staff Members mostly Senior Superintendent/Superintendent (subject to performance &amp; availability) posted in the Central Record Section will be the Section Head and addressed under the name Record Keeper. He scrutinizes the disposed records consigned by the Courts in this Unit to the Record Room. He oversees the compliance of Appeal intimations received from respective Courts in this Unit in respect of disposed records consigned to the Record Room. The consigned records in the Record Room category wise after completion of mandatory stipulated time as per rules are subjected to destruction by giving prior notice to the concerned parties and publication of list of records to be destructed in the Telangana State Gazette publication.</p>
5	<b>Copying Establishment</b>	<p>The Ministerial Staff Members mostly Superintendent (subject to performance &amp; availability) posted in the Copying Establishment will be the Section Head and addressed under the name Copying Superintendent. He oversees the Copy Applications made by the concerned Stake Holders and the compliance of the same by the concerned Courts.</p>
6	<b>O.P. Cell</b>	<p>The Ministerial Staff Members mostly Superintendent/Senior Assistant (subject to performance &amp; availability) posted in the O.P. Cell will be the Section Head. He oversees the collection of required data from the Courts in this Unit and</p>

		consolidate the same in preparation of various statements as required by the Hon'ble High Court from time to time.
7	<b>e-Courts/ Computer Section</b>	Court Manager shall be the Section Head. He with the assistance of District System Administrator, System Administrator and System Officer will oversee the implementation of e-Courts project in the Unit.

The Mandal Legal Services Committee, City Small Causes Court, Hyderabad, conducts the Mega National Lok-Adalaths and the National Lok-Adalaths in compliance to the time to time instructions from the Hon'ble High Court.

The duty of the employees of this unit is to assist and see that the work of the Courts both on the judicial and administrative sides are carried out smoothly without causing inconvenience to the Presiding Officers, the litigant public and other stake holders.

The bench work of the Chief Judge, City Small Causes Court, Hyderabad and other Judicial Officers will commence from 10.30 AM and continue till 5.00 PM on all working days excluding Saturdays. The lunch break to the Judicial Officers and all the Staff members will be from 2.00 PM to 2.30 PM. All the staff/employees of District Judiciary are supposed to report before the Presiding Officer concerned on or before 10.00 AM. for smooth functioning. On working Saturdays, the Judicial Officers will generally take up administrative and other pending works pertaining to their respective courts.

The administration of the District Judiciary is regulated by the Circular instructions issued from time to time by the Hon'ble High Court.

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

The Chief Judge, City Small Causes Court, Hyderabad, is the decision-making authority in respect of allotment of Judicial work to the Judicial Officers in this Unit, as and when required and also as per the instructions & guidance of Hon'ble High Court. So far as administrative decision-making is concerned, on some occasions, the Chief Judge, City Small Causes Court, Hyderabad, may seek instructions of the Hon'ble Administrative Judge of the Hyderabad District and Hon'ble High Court to implement the same. The Chief Judge, City Small Causes Court, Hyderabad, is the sanctioning authority to grant Casual Leaves, Optional Holidays and permissions of the Judicial Officers, who are working in this unit. The Hon'ble High Court is the proper authority to grant leaves other than Casual Leaves & Optional Holidays to the Judicial Officers. The individual employees of this unit are accountable for their duties as assigned by the Chief Judge or the Judicial Officers presiding their respective courts.

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

**AND**

**(vi) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS THAT SHALL BE FOLLOWED BY DISTRICT JUDICIARY AND ITS EMPLOYEES IN DISCHARGING ITS FUNCTIONS ARE AS FOLLOWS:-**

In 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 Hon'ble High Court, the Civil Procedure Code, the Bharatiya Nyaya Sanhita(BNS), the Bharatiya Nagarik Suraksha Sanhita(BNSS), Bharatiya Sakshya Adhiniya (BSA), the Telangana State and other civil and criminal laws. On the administrative side, the District Judiciary is governed by the Telangana Judicial Ministerial Service Rules 2018, the Telangana Last Grade Service Rules 1992, the Telangana State and Subordinate Service Rules 1996, Telangana Civil Services (Classification, Control and Appeal) Rules 1991, the Telangana State Court Manager Service Rules, 2022 and all the Government orders issued by the State Government from time to time and the circular instructions issued by the Hon'ble High Court.

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

The following categories of documents and case papers shall be under in the safe custody of the District Judiciary:

- a. Pleadings, documents and miscellaneous papers pertaining to the cases filed by the parties/advocates/other stakeholders.
- b. Vernacular records filed by the parties/other stakeholders and marked as exhibits in the cases.
- c. Judgments rendered by the Judicial Officers.
- d. Records of administrative matters, etc.

**(viii) 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 Hon'ble High Court.

**(ix) 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:**

This Unit receives guidance from the Hon'ble High Court on all the important matters.

The following committees are constituted in compliance to the time to time guidelines/SOP of the Hon'ble High Court.

Sl. No	Name of the Committee	Recommended Committee Members	Existing Committee Members	Committee constituted vide Orders	Role of the Committee
1.	<b>Gender Sensitization and Internal Complaints Committee (GSICC)</b>	Principal District & Sessions Judge of the Concerned District as Chairperson	1. Chief Judge, CSCC, Hyderabad	This Office ORDERS Dis. No. 70/2025/ ADMN/GSICC /CSCC, dt. 18.1.2025	To address any complaints made with regard to sexual harassment at the precincts of the District Judiciary/City Small Causes Court, Hyderabad
	One or two Presiding Officers of the Subordinate Courts, one of whom being a women	2. Principal Rent Controller, CSCC, Hyderabad			
	Two senior members of the District Bar Association with at least 10 years of standing to be nominated by the Principal District Judge concerned, one of whom being a women in consultation with the President of the District Bar Association	3. Smt V. Shashirekha, Advocate (TS/539/2003) - 9885188334 4. Smt M. Rekha Rani, Advocate (TS/166/2000) - 7981752256			
	Two women staff members, in the cadre of superintendent, of the concerned District Court, the senior member between them to function as Member Secretary of the GSICC	5. Smt V. Sujatha, Senior Superintendent (Member Secretary) 6. Smt P.V.P. Anjani Kumari, Senior Superintendent			

2.	<b>District e-Courts Project Monitoring Committee (DePMC)</b>	Principal District Judge as Chairman	Chief Judge, CSCC, Hyderabad	This Office ORDERS Dis. No. 1375/2024/ ADMN/CSCC/ P.R. No. 49/2021, dt. 4.11.2024	Implementation of e-Courts Project
		The District Informatics Officer, National Informatics Centre of the District, (Technical Member)	District Informatics Officer (DIO), National Informatics Center, Hyderabad District		
		Nodal Officer (Judicial Officer) of the Court Complex	Additional Judge -Cum- VI Senior Civil Judge, CSCC, Hyderabad.		
		District System Administrator (Staff member)	Sri K. Maneesh Kumar, Sr.Asst., (District System Administrator)		
		System Administrator (staff member with good computer skills)	Sri Mohd. Eleyas, Copyist (System Administrator)		
3.	<b>Accessibility Committee</b>	Additional District Judge as Chairman	Additional Chief Judge, CSCC, Hyderabad	This Office ORDER Dis. No. 1377/2024/ ADMN/CSCC/ P.R. No. 49/2021, dt.04.11.2024	For solving the barriers faced by lawyers and litigants with disabilities in accessing Court Filings, Court Websites and other facets of the judicial system
		Sub Judge Member (Judicial)	Additional Judge -Cum- VI Senior Civil Judge, CSCC, Hyderabad		
		One advocate (preferably a person with a disability) Member (Advocate)	Sri Srinivas Chamala (not disabled)		
		Court Manager Member (Staff) as Nodal Officer	Sri Mohammed Sarafaraz Hussain 9849431585		
		District System Administrator Member (Staff)	Sri K. Maneesh Kumar, Senior Assistant (Bench Clerk Grade - III)		
		Person with disability Member (Staff)	Smt J. Madhavi, Senior Assistant (Bench Clerk Grade - III)		
4.	<b>Vigilance Cell</b>	Senior most Additional District & Sessions Judge <b>(Due to non-availability)</b>	The Additional Judge-Cum-VI Senior Civil Judge, CSCC, Hyderabad.	This Office ORDERS Dis. No. 1073/ADMN/ 2012, Dt.9.4.2014	To effectively exercise supervision and control over the staff and expeditiously finalize the disciplinary action to be taken against the delinquent employees. Vigilance cell works under the control of Unit Head and in turn Unit Head shall bring all the matters to the notice of the Hon'ble Portfolio Judge for his lordships guidance.
		One officer in the cadre of Junior Civil Judge	The Principal Rent Controller, CSCC, Hyderabad.		

5.	<b>Complaint Officer of Transgender Persons (Protection of Rights) Act, 2019.</b>	Designate a person as Complaint Officer as per Section 11 of the Transgender Persons (Protection of Rights) Act, 2019	The Principal Rent Controller, City Small Causes Court, Hyderabad.	This Office ORDERS Dis. No. 1174/ADMN/CSCC/2023, dt.17-10-2023	To deal with the complaints relating to the violation of the provisions of the Transgender persons (Protection of Rights) Act, 2019.		
6.	<b>Arrears Committee</b>	Principal District Judge as Chairman	Chief Judge, CSCC, Hyderabad	This Office Orders Dis. No. 1376/2024/ADMN/CSCC/P.R. No. 49/2021, dt.4.11.2024	conduct meetings twice in a month (fortnightly) to monitor the disposal of old cases at micro level, encourage settlement through Lok-Adalaths or other Alternative Dispute Resolution Methods and shall advise and motivate the Officers from time to time to achieve the target of 5 + 0, concentrate on the disposals and to take necessary steps for expeditious disposal of the cases as directed by the Hon'ble Apex Court and to submit the progress report immediately to the Hon'ble High Court.		
Sub Judge as Judicial Member	Additional Judge -Cum-VI Senior Civil Judge, CSCC, Hyderabad	7.	<b>Purchase Committee</b>			Principal District Judge as Chairperson	Chief Judge, City Small Causes Court, Hyderabad.
Judicial Member	Additional Judge -Cum-VI Senior Civil Judge, City Small Causes Court, Hyderabad.	Judicial Member	Principal Rent Controller, City Small Causes Court, Hyderabad.				

8.	<b>Grievance Redressal Committee</b>	Principal District & Sessions Judge	Chief Judge, CSCC, Hyderabad	Proceedings Dis. No. 601/ADMN/CSCC/2023, dt.05-06-2023	To address genuine grievances of advocates regarding difficulty being faced because of the procedural changes in filing/listing of the matters and/or any genuine grievance pertaining to misbehaviour of any members of the lower/District Judiciary
		Additional or I Additional District & Sessions Judge	Additional Chief Judge, CSCC, Hyderabad.		
		President, District Bar Association	President, Bar Association, CSCC, Hyderabad.		
9.	<b>District Sub Committee, City Small Causes Court, Hyderabad.</b>	Principal District and Sessions Judge as Chairman	Chief Judge, CSCC, Hyderabad (Chairman)	Proceedings vide Order Dis. No. 190/2024/ P.R. No. 36/2021/ ADMN/ CSCC, dt. 09-02-2024.	deals with the issues relating to the Case Management, Human Resource Management and Infrastructure Management. The said committee should conduct periodical meetings (monthly wise and forward the minutes of the meeting to the Hon'ble High Court for necessary action and for enabling the Hon'ble High Court for forwarding the same to the Hon'ble Supreme Court of India.
		First Additional District Judge	Additional Chief Judge, CSCC, Hyderabad (Member)		
		Secretary, District Legal Services Authority	Secretary, District Legal Services Authority, Hyderabad (Member)		
		Joint Collector of the Government	Joint Collector of the Government, Hyderabad (Member)		
		Superintendent Engineer (Roads and Buildings Department)	Superintendent Engineer (Roads and Buildings Department), Hyderabad (Member)		
		The Administrative Officer of the District Court as Member Secretary of the Sub Committee	Chief Administrative Officer, CSCC, Hyderabad (Member Secretary)		

10.	<b>District Case Management Committee</b>	Principal District Judge/ Principal Civil & Sessions Judge/District Judge as Chairperson	Chief Judge, City Small Causes Court, Hyderabad.	This Office Proc. Dis. No. 1318/2024/ ADMN/CSCC/ P.R. No. 106/2024, dt.21.10.2024	for arrears reduction and be prepared and answerable to the State Court Management System Committee, Hon'ble High Court for the State of Telangana, Hyderabad in monthly review meetings
		(i) Senior Additional District Judge (ii) a Judge of the Family Court (iii) a Senior most Civil Judge (Sr. Division)/CJM/CMM Members	Additional Judge-Cum- VI Senior Civil Judge, City Small Causes Court, Hyderabad.		
		The Secretary of the District Legal Services Authority for aiding in the facilitation of Alternative Dispute Resolution (ADR) for appropriate cases as Additional Member	Principal Rent Controller-Cum-XII Junior Civil Judge, City Small Causes Court, Hyderabad.		

The meetings of the above committees are not open to public and the minutes of the meetings are not accessible to public.

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

The Official Contact details of required Official's such as Mobile Numbers, Landline Numbers, e-mail I.D's are displayed in the Official Website under the heading ABOUT COURT > CONTACT US

(xi) 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 UNIT OF CITY SMALL CAUSES COURT HYDERABAD AS ON 01.08.2025

Sl. No.	Cadre of Judicial Officer	Sanctioned	Working	Vacant
1.	District Judges	02	01	01
2.	Senior Civil Judge's	01	00	01
3.	Junior Civil Judge's	07	01	06
<b>TOTAL</b>		<b>10</b>	<b>02</b>	<b>08</b>

The pay scales of the Judicial Officers working in the District Judiciary are as follows.

Sl. No.	DESIGNATION	Pay Level	SCALE OF PAY
<b>Civil Judges (Junior Division)</b>			
1	Civil Judge (Junior Division) Entry Level	J-1	77840-136520
2	Civil Judge (Junior Division) I Stage ACP	J-2	92960-136520
3	Civil Judge (Junior Division) II Stage ACP	J-3	111000-163030
<b>Civil Judges (Senior Division)</b>			
4	Civil Judge (Senior Division) Entry Level	J-3	111000-163030
5	Civil Judge (Senior Division) I Stage ACP	J-4	122700-180200
6	Civil Judge (Senior Division) II Stage ACP	J-5	144840-194660
<b>District Judges</b>			
7	District Judge (Entry Level)	J-5	144840-194660
8	District Judge (Selection Grade)	J-6	163030-219090
9	District Judge (Super Time Scale)	J-7	199100-224100

The pay scales are excluding the D.A., H.R.A., C.C.A., and other allowances, to which the Judicial Officer's are entitled to.

**STATEMENT SHOWING THE SANCTIONED STRENGTH OF  
EMPLOYEES IN EACH CATEGORY OF POSTS AND THEIR PAY  
SCALES AS ON 01.08.2025**

Sl. No.	Category	Category Number	Sanctioned Strength	Pay Scales
1	Chief Administrative Officer	1	01	62110-140470
2	Court Manager	--	01	54220-133630
3	Senior Superintendent	2	04	43490-118230
4	Superintendent	3	05	42300-115270
5	Stenographer Grade - I	4	03	43490-118230
6	Stenographer Grade - II	5	01	36750-106990
7	Stenographer Grade - III	6	08	32810-96890
8	Senior Assistant	7	13	32810-96890
9	Junior Assistant	8	31	24280-72850
10	Typist	9	12	24280-72850
11	Field Assistant	10	07	24280-72850
12	Examiner	11	06	22900-69150
13	Copyist	12	14	22900-69150
14	Drivers (Light Vehicle)	14	01	22900-69150
15	Record Assistants	15	01	22240-67300
16	Process Servers	16	23	22900-69150
17	Office Subordinates	17	37	19000-58850
<b>TOTAL</b>			<b>168</b>	

**(xii) TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:**

The budget allocated by the Hon'ble High Court for the State of Telangana, Hyderabad under various heads

**STATEMENT SHOWING THE DETAILS OF BUDGET ESTIMATES PROVIDED BY GOVERNMENT FOR THE FINANCIAL YEAR, 2025-2026**

HEAD	Budget Estimates 2025-2026 (Rupees in Lakhs)
<b>Major Head : 2014-Administration of Justice.</b>	
<b>Minor Head : 105 - Civil &amp; Sessions Courts</b>	
<b>Sub Head : (04) - Civil &amp; Sessions Courts</b>	
021 - Daily Wages Employees	1,25,000 - 00
023 - Part Time Contingent Employees	13,000 - 00
111 - Travelling Allowance	38,000 - 00
114 - Fixed Travelling Allowance	38,000 - 00
115 - Conveyance Allowance	15,000 - 00
131 - Service Postage, Telegram and Telephone Charges	15,000 - 00
132 - Other Office Expenses	3,13,000 - 00
133 - Water Charges	4,000 - 00
135 - Electricity Charges	13,000 - 00
GH -25- State Sector Schemes	
284 - Other payments	2,000 - 00
301 - Contract Appointments	70,000 - 00
302 - Outsource Engagements	27,000 - 00
<b>TOTAL</b>	<b>6,73,000 - 00</b>

HEAD	Budget Estimates 2025-2026 (Rupees in Lakhs)
<b>Major Head : 2014-Administration of Justice.</b>	
<b>Minor Head : 106 - Small Causes Courts</b>	
<b>Sub Head : (04) - Small Causes Courts</b>	
021 - Daily Wages Employees	59,000 - 00
022 - Full Time Contingent Employees	32,000 - 00
023 - Part Time Contingent Employees	47,000 - 00
111 - Travelling Allowance	38,000 - 00
114 - Fixed Travelling Allowance	5,000 - 00
115 - Conveyance Allowance	8,000 - 00
131 - Service Postage, Telegram and Telephone Charges	5,00,000 - 00
132 - Other Office Expenses	6,75,000 - 00
133 - Water Charges	1,25,000 - 00
135 - Electricity Charges	2,50,000 - 00
141 - Rents and Rates	1,000 - 00
240 - Petrol, Oil & Lubricants	50,000 - 00
301 - Contract Appointments	5,000 - 00
511 - Maintenance of Office Vehicles	25,000 - 00
<b>TOTAL</b>	<b>18,20,000 - 00</b>

The said budget estimates are excluding the budget for salaries of Judicial Officers & Staff Members.

**(xiii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:**

The District Judiciary does not execute any subsidy programmes

**(xiv) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT:**

Not applicable to District Judiciary.

**(xv) 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 this Unit are made online and the same are available in electronic form. The same can be accessed through Official Website & e-Courts Applications.

**(xvi) 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 Hon'ble High Court has designated State Assistant Public Information Officer's in terms of RTI Act, 2005. The stake holders & citizens can obtain required information by making a request to the said State Assistant Public Information Officers.

Central Library Room is available in the 5th Floor of City Small Causes Court Building for use of Judicial Officers, Advocates and Staff Members. No Library or Reading Room is available for general public.

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

The Chief Administrative Officer, Court of the Chief Judge, City Small Causes Court, Hyderabad, is designated as State Assistant Public Information Officer, for the Courts situated in Hyderabad headquarters.

The Chief Ministerial Officer, Court of the Principal Rent Controller, City Small Causes Court, at Secunderabad is designated as State Assistant Public Information Officer, for the Courts situated at Secunderabad.

**The name, designation and the particulars of the State Assistant Public Information Officer -cum- Chief Administrative Officer are as follows:**

**For the Courts in this Unit at Hyderabad headquarters**

Name	:-	Sri K. Srinivas
Designation	:-	Chief Administrative Officer -Cum- State Assistant Public Information Officer
Working in	:-	Court of the Chief Judge, City Small Causes Court, at Hyderabad.
Address	:-	Room No. 111, 1 <sup>st</sup> Floor, City Small Causes Court Complex, in the compound of City Civil Court's, Hyderabad, Purani Haveli, Chatta Bazar, Charminar, Hyderabad - 500002.
Contact details	:-	email :- hyd.cjcscc-ts@indiancourts.nic.in Landline Number :- 040-23446289

**For the Courts in this Unit at Secunderabad Location**

Name :- Ms K. Pushpa Rani  
 Designation :- Chief Ministerial Officer -Cum- Assistant Public Information Officer  
 Working in :- Court of the Principal Rent Controller, City Small Causes Court, at Secunderabad.  
 Address :- 5<sup>th</sup> Floor, Court of the Principal Rent Controller, City Small Causes Court, Secunderabad, City Civil Court Complex, at Secunderabad - 500026.  
 Contact details :- email :- hyd.prc17jcjccc-ts@indiancourts.nic.in

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

The Registrar General, Hon'ble High Court for the State of Telangana is the Appellate Authority.

Name :- Sri S. Govardhan Reddy,  
 Designation :- Registrar General,  
 Working in :- Hon'ble High Court for the State of Telangana, at Hyderabad.  
 Address :- High Court for the State of Telangana, Near Government City College, Madina, Charminar, at Hyderabad - 500066.  
 Contact details :- Telephone Nos. (Off) :- 040-2344 6166 &  
 email I.D. :- reg.gen-tshc@aj.gov.in

**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.

*Zorun*  
~~State Assistant Public Information Officer~~  
 -Cum- Chief Administrative Officer,  
 City Small Causes Court, Hyderabad  
 State Assistant Public Information Officer  
 Cum-Administrative Officer  
 City Small Causes Court  
 Hyderabad.