

# COURT MANAGEMENT

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**Court**

**‘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 with vision of future expansion of 25%**
- Model Court rooms with furniture fixtures and judges chambers**
- Conference Rooms**
- Record, files storage rooms**
- Sitting arrangement of staff and para court staff**
- Lawyers Chambers and Bar rooms with conference halls**
- Judicial service centers**
- Computer and Server Room**
- Hardware requirement**
- Libraries**
- Canteens and Rest Rooms**
- 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 Energy**

**\*The list is not exhaustive**

## **ORGANISATIONAL**

- **Judge Strength: with periodical variation, according to pendency, and establishment of special courts such as Commercial Courts, Family Courts, SC ST Courts , Human Rights Courts, Juvenile Justice Courts etc.**
- **Staffing pattern commensurate with the minimum requirement of courts with periodical review of the number of files to be 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 focusing on the nature of job and in computers**
- **Technical Staff.**
- **Facilitation Centers for litigants.**
- **Assignment of Codes and Digital Signature.**

# **LIBRARIES/ LIBRARY SYSTEM**

- **Qualified librarians and Adequately Trained Library Staff.**
- **Adequate number of libraries for each Court .**
- **Cataloging.**
- **Digital Libraries. SCC Online; MANUPATRA, etc.**
- **Compilation of in house important orders/judgments.**
- **Installation of Library Management System/LIB SYS/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.**
- **Preparation of Hand Books and Annual Report of Court.**

# **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**
- **Welfare Measures for Staff and Retired Employees.**



# **COURT MANAGERS**

- a. Monitoring and supervising ICT enablement and requirements.
- b. Periodical submissions of reports to High Court and Supreme Court.
- 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, Internet Connectivity, Wi-Fi, and water arrangements.
- n. Budget and Financial planning.
- o. Maintenance and Supervision of Accounts.
- p. Supervision of Security , Banks, Post Offices and Public Services in campus.
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**Training of Court Managers in modern techniques of court management and provision of a proper office and staff to the Court Managers is essential for their effective functioning.**

**The Duties and Responsibilities of Court Managers must be clearly defined and notified.**

# **BUDGET AND FINANCE**

- **Record of expenditure**
- **Preparation of Annual and Supplementary Budget**
- **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 and Maintenance**
- **Computer peripherals**
- **LAN and WAN (Internet)**
- **Training of Judges and court staff**
- **Accurate Data Entry**
- **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.**
- **Maintenance of Video Conference Rooms and VC Equipment.**

## **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, Juvenile Justice, Domestic Violence . etc**

# **BENCH AND BAR RELATIONS**

- **Grievance redressal committees and Open House Meetings.**
- **Participation of Bar in Court Management & ADR.**
- **Regular meetings with Delegations of Bar Members**
- **Facilities to Bar Members such as Parking, Chamber Allotment and its Maintenance, canteen, shades, etc.**
- **Bar Functions and Programs.**
- **Farewells, References and Condolences.**
- **Immediate attention to causes leading to Strikes and Boycott of courts.**