

# **NCMS BASELINE REPORT**

**on**

## **COURT DEVELOPMENT PLANNING SYSTEM** **(INFRASTRUCTURE AND BUDGETING)**

### **REPORT OF THE SUB-COMMITTEE OF NCMS COMMITTEE** **HEADED BY HON'BLE MR. JUSTICE BADAR DURREZ AHMED**

Each Hon'ble High Court determines and applies standards for Court Management for itself and its Subordinate Courts as it may consider appropriate. This Report sets out suggestions gathered from various High Courts across the country, as well as suggestions from concerned subject matter experts and comparable global experience, on what may be considered minimum national common standards on Court Management Systems. The Report is purely advisory in nature and may be considered by the respective State Court Management Systems Committees of High Courts if they deem appropriate in accordance with the circumstances and needs of each State. It is a dynamic working document and will be revised and updated from time to time as needed based on feedback received from State Court Management Systems Committees of High Courts and NCMS experience and guidance. It is intended to facilitate a dialogue amongst National and State Court Management Systems Committees on minimum national common standards for Court Management Systems at a policy level. Suggestions from judges and subject matter experts are therefore welcome through the respective State Court Management Systems Committees. The contents of this report do not necessarily reflect the views of the Supreme Court of India, members of the NCMS Advisory Committee or members of the NCMS Committee in their individual capacity.

# COURT DEVELOPMENT PLANNING SYSTEM

Report of a sub-committee of the National Court Management Systems Committee headed by Justice Badar Durrez Ahmed and assisted by Justice S Muralidhar (judges of the High Court of Delhi). Architectural inputs in the form of designs and plans have been provided by Mr Vijay Behal (Architect), Partner in Behal Joshi & Associates, New Delhi. Inputs were also provided by Mr Gulati, Jt Secy, Deptt of Justice, Govt of India on budgeting.

*Infrastructure and  
Budgeting*

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# Court Development Planning System

## Introduction

1. The judicial system in India is under great stress. On the one hand we are faced with heightened expectations of the public which is becoming more and more vocal in its demand for justice and on the other the judges are inundated with increased litigation and the ever-lurking spectre of arrears. It is obvious that every judge, however competent and hard-working he may be, has a limited capacity for disposal of cases. Even the detractors of the judiciary cannot deny that there is a need for a manifold increase in the number of judges at all levels. But, the fact is that the number of judges has to be increased periodically. The number of judges required for a stable and efficient judicial system is dependent on various factors such as the quantum of new litigation, the position of arrears, efficiency of judges, availability of sufficient number of qualified persons etc,. The exact number of judges required is discussed elsewhere in this report. What is of importance here is that the number of judges will increase through time.
2. It has increased in the past, without any planning or scientific basis, and will increase in the future, hopefully with planning. The increase in the number of judges straightaway translates into a requirement for more

courtrooms, more support staff, more infra-structure -- civil, electrical and electronic. In the past, the increase in the number of judges has not kept pace with the increase in litigation. But, even then, the increase in infrastructural facilities has not kept up with the increase in the number of judges. This has resulted in a deprivation of functional support to the judges and has resulted, in many cases, in appalling working conditions for the judiciary, particularly, at the District and *Taluk* levels. This, in turn, has impacted the efficiency of the judges and the judicial system as a whole.

3. Almost every other day we see newspaper reports lamenting about the mounting arrears of court cases and how cases take five, ten or even fifteen years to be decided at each level! And, the judges are blamed for this. The judges do not speak to the press, nor should they, but the truth is that one of the most important factors contributing to the mounting arrears is the lack of an adequate number of judges and the requisite infrastructure. Both of which, are in the hands of the executive. But, to be fair to the executive, the judiciary has also not made it known to them as to what are the needs for an efficient judicial system. There may have been sporadic efforts from some High Courts in effectively spelling out the requirements of the judiciary but, there has not been a comprehensive, scientific or well-planned initiative on the part of the judiciary to set out,

in detail, the vision of each court and how it has to be achieved. It is for this reason that it has become imperative that each High Court lays out a court development plan for itself and for its subordinate courts.

4. The court development plan should comprise of three components – a short term (or annual plan); a medium term plan (or a five-year plan); and a long term plan (ten-year plan). It is also necessary that the annual plans telescope into the five-year plan which, in turn, rolls into the ten-year plan. For the preparation of any plan there must be an objective, a vision. Thus, for a five-year plan we must look ahead five-years and see where we want our court system to be. The objective of the judiciary is to dispense justice particularly from the litigants' point of view, which necessarily means both timely justice and quality justice. The concerns of the judiciary are – how to deliver justice in the shortest possible time and how to provide easy access to justice for all and particularly the poor and the disadvantaged.
  
5. So, each High Court must examine its present position and set a goal for itself to be achieved in five years. It must have a snapshot of the present and a vision of where it wants to be five years hence. Once the High Courts are clear of their objectives and about the objectives of their subordinate courts, the process of planning ensues, followed by execution of

the plans. This would be clear from an example. Let us assume that a High Court has a pendency of 2500 criminal cases which are to be heard by Division Benches. Let us further assume that its five year objective is to reduce the pendency to 1000 such cases. The question then arises – how is this to be done? One obvious answer is – increase the number of Division Benches hearing criminal matters. If the number of benches is increased by pulling out judges from another jurisdiction then it would adversely affect that jurisdiction. Therefore, the only plausible solution would be to ask for more judges. The High Court would then have to submit a proposal to the government for increasing the sanctioned strength of judges for that High Court. This would also mean that the infrastructure would have to be revamped to house another Division Bench. Which would imply the need of another courtroom, two more chambers for the judges, more secretarial staff, more computers, more residences etc.,.

6. A planned approach would enable us to spell out the needs of an efficient judicial system in detail and it would then be easy for the concerned governments to make the financial arrangements for providing the necessary infrastructure. Coupled with this is the need to adopt a professional and scientific methodology for preparing the annual budgets of the high courts and the district courts.



## The Court Development Plans

7. The first step for each court is to prepare a vision statement for a period of ten years. This statement should set out the targets that each court would need to achieve in ten years. Obviously, the targets would comprise of objective and measurable goals as well as goals which are not directly or easily quantifiable. The measurable goals would include things such as the reduction of arrears, diminution in the time-lines of cases and ratio of cases per judge. Goals which are difficult to measure would include intangibles such as quality of judgements, litigant satisfaction and ease of access to justice.
  
8. Once a court is able to set targets for itself on the above parameters, it has an immediate focus. The court as a whole knows where it stands today as against its ten-year objective. It then needs to work out a methodology for achieving the targets. The ten-year plan should be divided into two phases of five years each. And, the five year plans are to be sub-divided into five annual plans. At the end of each year a review of the achievements as against the annual plan must be done so as to bring about a course-correction if necessary.

9. The plans would, obviously, require things to be done internally by the judiciary as also things to be done by the state governments and other agencies. Once the objectives are clearly defined and the methodology for achieving them are spelt out, it would be very difficult for both the judiciary and the executive from wriggling out of their responsibilities: be it in the timely appointment of judges by the judiciary or the provision of requisite infrastructure by the executive.
  
10. Each High Court should constitute a committee of judges to prepare the court development plans. The committee should, by and large, include judges who have had around five years' experience as judges and who have at least another five years or so till retirement. This is so because they would be sufficiently experienced and would also have a long-term approach to the future. Under the supervision of the high court, similar committees of judicial officers should be constituted for the district courts as well. Such committees may also include representatives of the concerned government.
  
11. The committee of judges should be free to engage the services of professionals such a architects, engineers, management consultants, accountants, IT professionals and security experts while drawing up the plans and reviewing the working of the plans. The committee should also

take the view of the lawyers and members of the public. Furthermore, the expenditure for the preparation of the court development plans should be under a separate head under the 'Administrative Expenses' of the respective High Court.

## **Infrastructure**

12. Once the objectives are clear and the development plans are in place, the state government would have to provide the requisite infra-structure and finances to see the plans through. If government does not do so, the blame would be squarely on it as it would be obvious to all that the plans have not materialised because of the missing contribution of the government. In the absence of development plans, as is the position today, the judiciary draws all the flak for the mounting arrears and delays in courts whereas, in reality, the present position is almost entirely due to the resource crunch which is foisted upon the judiciary by the state governments – there are not enough judges, there are not enough courtrooms, there are not enough computers, there are not enough stenographers and so on.

## Standard courtrooms

13. As a part of the court development plan, each high court would be required to set out the minimum standards for courtrooms both at the high court level as well as for courtrooms and complexes for the district and *taluka* courts.
14. At present most of the High Courts do not have any standards for either courtrooms of the High Courts or of the district courts. However, some of the High Courts which have indicated that they have some standards in place are (1) High Court of Uttarkhand<sup>1</sup>; (2) High Court of Gujarat<sup>2</sup>; (3) High Court of Bihar<sup>3</sup>; (4) Calcutta High Court<sup>4</sup>; (5) Gauhati High Court<sup>5</sup>; and (6) High Court of Kerala<sup>6</sup>. But, the standards are not exhaustive and do not deal with specifics.
15. This report endeavours to present a framework for establishing minimum standards for a Court Complex. The standards deal both with space requirements and the facilities needed in a modern efficient court complex. These standards are expected to serve as a basis for designing a standard Court Complex and can be suitably modified to suit specific site

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<sup>1</sup> Appendix 1

<sup>2</sup> Appendix 2

<sup>3</sup> Appendix 3

<sup>4</sup> Appendix 4

<sup>5</sup> Appendix 5

<sup>6</sup> Appendix 6

conditions, availability of funds, time constraints and other local conditions. Even a modular or phased approach may be adopted.

16. The fundamental guiding factors in the design of a court complex would include:-

- i) To provide optimum working conditions leading to increased efficiency of judicial officers and the administrative staff;
- ii) To provide easy access to justice to all and particularly to the underprivileged, persons with disability, women and senior citizens;
- iii) To instil public trust in the judicial process;
- iv) To provide for the safety and security of judges, administrative staff, litigants, witnesses and under-trial prisoners;

17. Keeping this in mind, the primary requirements of a self-sufficient court complex are outlined below:-

1. The infrastructure design must conform to international standards;
2. It must cater to the needs of all concerned;
3. The design must be universal and with inherent flexibility to meet the local needs and conditions;
4. The court complex must be user-friendly, for lawyers, litigants, general public, witnesses and the police officials;
5. It must have proper signage and notice boards in readable formats and languages at appropriate places;

6. It must be barrier free to cater to the needs of the persons with disability, senior citizens and infirm persons;
  7. The court complex must be self-sufficient in terms of power backup and other essential services like security and surveillance;
  8. The buildings have to be fully IT enabled so as to permit incorporation of the latest technology geared to enhance the efficiency of the judicial system.
  9. The court complex must be easily accessible by advocates and litigants and there should be provision for public transport nearby.
18. The Court Complex essentially ought to consist of the following major components.

1. COURT BUILDING

- Court rooms
- Judges' chambers
- Litigants' waiting area
- Administrative offices
- Support facilities

2. SPACE FOR LAWYERS

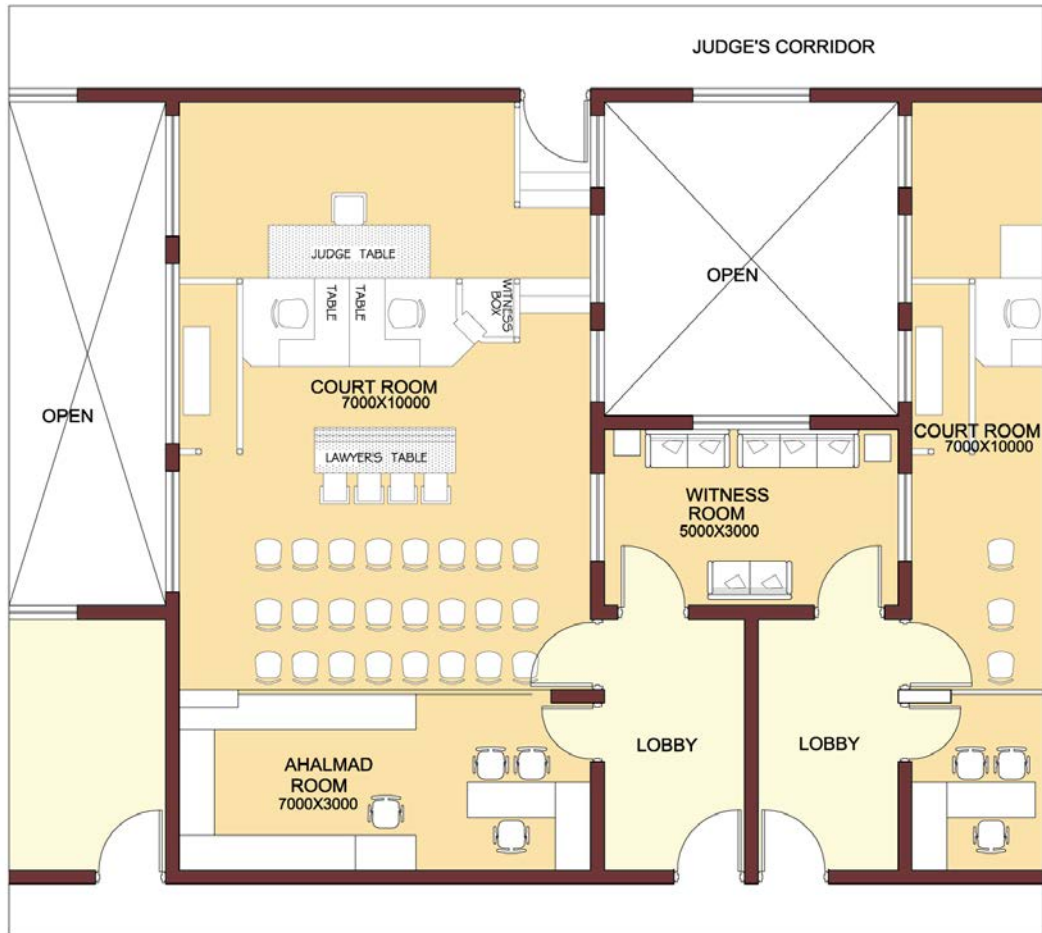
- Bar rooms for ladies and gents

- Consultation rooms & cubicles
  - Library
  - Support facilities
3. FACILITY CENTRE consisting of other common facilities for functioning of complex not directly related to courts
  4. UTILITY BLOCK for housing the utility services like AC plant, electrical sub-station, DG sets, STP, repair workshop, storage etc.
  5. JUDICIAL LOCK-UPS
  6. ADEQUATE PARKING facilities for judges, lawyers, litigants and other visitors.

These components are described in detail below.

### **Court Room**

19. A courtroom has to have a dais for the judge's chair and table, a witness box, tables for the court clerks, lawyers desk(s), place for the accused (in a criminal trial), seating for about 25-30 persons/litigants.
20. In order to make adequate provision for all this, it is recommended that the typical courtroom size should be at least 7.0 metres x 10.0 metres. The size of the courtroom for the District and Session Judge should, however, be at least 9.0 metres x 16 metres.



**PART PLAN  
(SHOWING TYPICAL COURT ROOM ARRANGEMENT)**

## Requirements Of A Court Room

21. A court room must have the following built in provisions for smooth and efficient functioning:-

a) Dais:

- A large dais to accommodate a large table and an executive chair with sufficient space for movement towards the sides and rear.
- The dais should be raised by about 450 to 600 mm from the court room floor level.



- The dais has to be directly approachable from the judge's chamber.
  - The size of the judges table on the dais should be large enough to accommodate two chairs.
  - The table should have provision for power outlet, computer LAN outlet and video conferencing facilities.
- b) Witness box, etc:
- A witness box of proper size and design (with hand rails).
  - The witness box should be raised by 150 mm to 200 mm from the court room floor level and should have a chair for sitting.
  - An enclosure for the accused on the other side of the dais facing the witness box with a bench capable of seating at least 3 persons.
- c) Space for two tables: one for the court master (Reader) and one stenographer, in front of the dais with provision for electrical points for connecting computers.
- d) Lawyers desks, designed to have space for storage of books and files.
- e) Space for lawyers to stand and argue.
- f) Provision for laptop connectivity for lawyers.

- g) Storage shelves along the wall for keeping files for the day cases and certain referral books which are likely to be referred and asked for by the judge.
- h) Separate table and chair for the public prosecutor.
- i) Seating for litigants/lawyers in the court room.
- j) Built-in space for working library assigned to the particular court.
- k) Built-in space for storage of case files required for a particular day along with court register etc.
- l) Built-in space for safe custody of personal effects of the court staff.
- m) A small room attached to the court room for the witnesses where they may sit and wait for their turn to testify.
- n) An *Ahalmad* room attached to each courtroom having direct access to the courtroom and to the public area.



**A modern courtroom at the District Court Complex at Saket, New Delhi**

### **Backup/ support facilities for a court room**

22. Besides the foregoing the following design considerations have to be kept in mind:-

- The courtroom number and the name of the judge has to be properly displayed outside the courtroom.
- Fire-safety measures such as smoke detectors, sprinkler systems etc.
- It is expected that a courtroom should have good lighting supported by a good day light factor for energy conservation.

- The entire electrical provision should have 100% backup facilities with UPS for computers and other similar appliances.
- The courtroom must have proper acoustics so that the decibel level is constant and is of an acceptable quality.
- Good thermal environment within the court room has to be ensured and maintained by proper ventilation and air-cooling/air-conditioning/heating.
- There should be provision for a sound amplification system with microphones on judge's table so that the judge's directions/ questions to lawyers and witnesses are clearly heard by them.
- The flooring and walls in the court room should, as far as possible, be made of durable materials requiring very little or no regular maintenance.



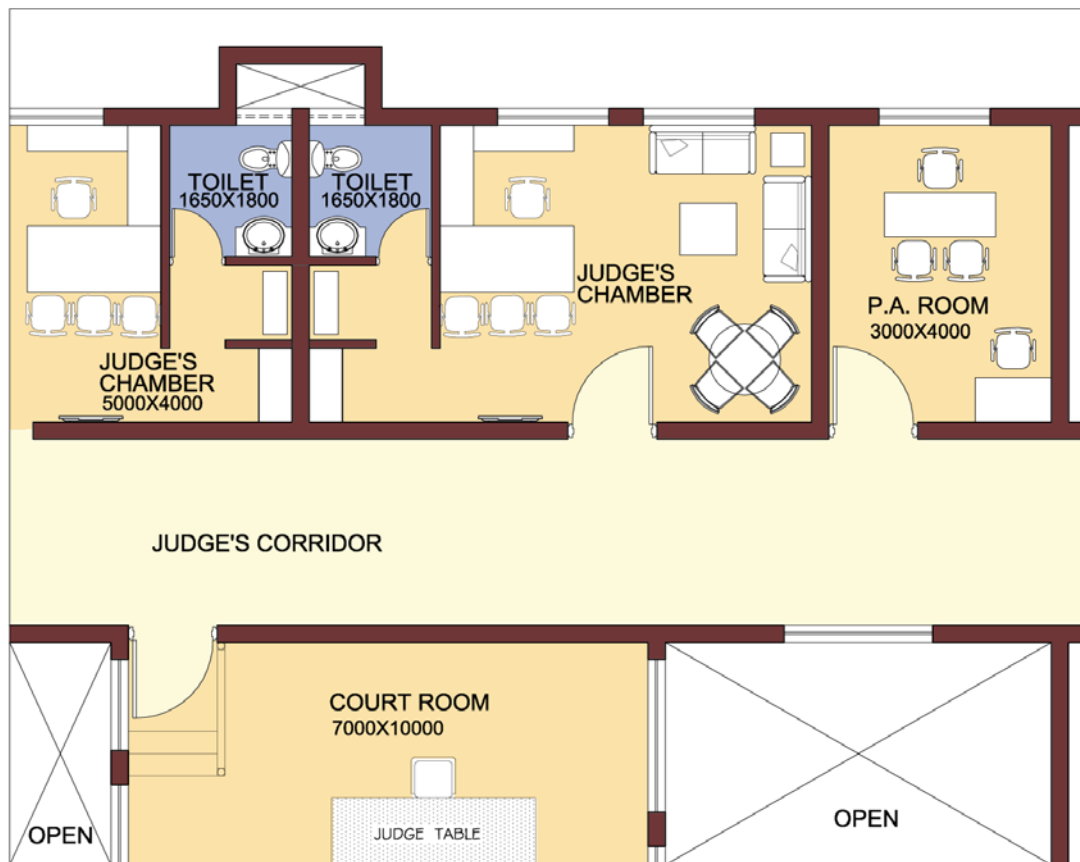
**A courtroom showing access to natural light and ventilation**

### **The Judge's Chamber**

23. A Judge's Chamber must be attached with every courtroom and it must have an independent entry. A judges' corridor on every floor serving the judges' chambers has to be planned to ensure that the general public do not have unauthorized access to the judges' chambers.
24. A judge's chamber should be approximately 15 - 20 Sq. mts. in area and should have an attached toilet and a dressing lobby with a wall mirror and adequate lighting and space/wardrobe for hanging coats etc.
25. Each judge's chamber should have an attached office room of approximately 15 - 20 sq. mts size for the stenographer and staff. The

office room should have provision for communication and computer facilities.

26. There may be a situation when the court may be required to function in two shifts. In such a situation, it may be necessary to have two chambers for judges in respect of each court room with supporting office space. Provision for the same in some of court complexes may have to be made accordingly.



**PART PLAN  
(SHOWING TYPICAL JUDGE'S CHAMBER ARRANGEMENT)**



**Judges' corridor at the District Court Complex at Saket, New Delhi**

### **Furniture & Equipment For The Judge's Chamber**

27. The judge's chamber should be furnished with the following items for proper functioning.

- a) An appropriate executive office table with a side table with provision for a personal computer, telephone line (both intercom and external).
- b) A senior executive chair.
- c) 3 to 4 visitors' chairs in front of the table.
- d) A book rack

- e) A rack for files
- f) A sofa set with a centre table
- g) A round table for lunch or small conference with 4 chairs
- h) A mirror with a dresser and coat cabinet
- i) Good quality sanitary provisions in the attached toilet.
- j) A dedicated control of air-conditioner either by a FCU or a separate split unit with properly located outdoor and indoor components for working late hours when the central plant may be shut down.
- k) Good quality floor finish either pre-laminated wooden floor or polypropylene carpets which are mothproof and can remain dust free.
- l) Good illumination in the chamber for proper working along with provision for day light.
- m) Proper blinds on windows for warding off direct sun and for appropriate ambience within the room.
- n) The attached staff office should be furnished and equipped with appropriate tables, chairs, filing cabinets, PCs, paper shredders and dustbins etc.





**The District Judge's Chamber at the District Court Complex  
at Saket, New Delhi.**

### **Litigants' Waiting Area**

28. A sufficiently large and well lit waiting area outside the courtrooms is an extremely important factor in enhancing the overall ambience and user-friendliness of the Court Complex from the point of view of comfort for the litigants and other visitors.
  
29. Public movement in the corridors needs to be minimized as much as possible. Large waiting lobbies merging in to each other ensure better movement pattern as compared to the corridors system.

30. These waiting-cum-movement areas need to be provided with sufficient seating facilities and at the same time ensuring an uninterrupted movement space in front of the court rooms. The entire area, being a public area, has to be declared as a No Smoking Zone.
31. The waiting areas must have:
- Provision of toilets for ladies and gentlemen and children.
  - Provision for drinking water.
  - Lifts for vertical movement.
  - Clear (written and graphic) signage/guide maps and fire exit location maps.
  - Main stairs /fire stairs etc. for efficient evacuation during any emergency.
  - A good ventilation system preferably air-conditioning in the whole area for year-round comfort.
32. Optionally, the waiting and public access areas may have art works in the form of paintings, murals and sculptures for ensuring an appropriate and soothing internal ambience for the litigants so as to somewhat ease their stress of litigation. The colour of the walls should also reflect this approach.



33. From the arrival/landing points, that is, stairs and lift lobbies the public should have easy and direct access to the public waiting areas in front of the courtrooms.
34. An electronic display system on each such floor lobby should inform the litigants and lawyers about the case number going on in each court room. This will help in reducing unnecessary crowding of the courtrooms.
35. Separate toilet facilities for men and women should be available for the litigants/ visitors/ lawyers and an efficient housekeeping system should be in place so as to ensure cleanliness. It is also necessary to provide special toilets for persons with disability.

### **Facility For Litigants/ Public At The Entrance Hall**

36. At the entrance hall one looks for directions to the desired destination. Therefore a guide map, a reception centre along with facilitation centre and the document filing counter have to be located in the entrance hall.
37. A large electronic display panel displaying the court numbers and the ongoing court case number has to be put up in the entry area for guidance.
38. A notice board for displaying important notices should also be provided in the entrance hall.

39. A signage system has to be planned for guiding the public to amenities like lift, stairs and toilets. Use of the universal graphic signage system is ideal for this purpose as it transcends language barriers. Floor plans should be provided for each floor and the stairs and fire escapes must be clearly depicted.

### **General Requirements At Ground Level Entry Points**

40. A very important aspect in planning of movement of various user groups of the court complex is their segregation at entry points and within the complex. Segregated and secured movement for judges, lawyers and litigants has to be fully assured and is described as under:

- All entry points have to be fully secured by adequate security personals with all state of art surveillance and access control equipments.
- Proper security arrangement and space/provision for keeping personal belongings of all security staff need to be provided at all entry points.

### **For Judges**

- Separate and dedicated alighting points for the judges' vehicles has to be provided.

- From this entry point the judges should be able to reach their chambers on various floors through lifts and stairs.
- This entry should not be used by any unauthorized person at any time.
- The entry point and the route must be provided with closed circuit TV surveillance.
- There should be provision for baggage scanning of all personnel carrying baggage/hand bags/briefcases etc.

#### **For Advocates**

- A dedicated entry in the Court Block separated from the general public entry will ensure lawyers' timely presence in courts.
- There should be a separate core of stairs and lifts connecting all court floors.

#### **For Litigants/ general public**

- Litigants and the visiting public should enter the court complex through an access control and surveillance system dedicated for the purpose.
- For the visitors coming in their own vehicles the car parking lots have to be separated from the main court block and visitors are expected to walk down to the dedicated visitors entry.

- A multi-gated entry system would need more security deployment and unnecessary repetition of many essential services/provisions.
- Provision for covered entry for all weather movement may however be in order and can be so planned.
- The entry points should have baggage scanners/ metal detectors etc

### **Other Common Amenities**

41. Common amenities in the court block, including the following, are to be provided in the court block for judges, staff and advocates:-

#### **For Judges**

- i) A meeting room attached to District Judge's Chamber
- ii) A Conference Hall for about 100 persons. Such a hall will need to have good acoustics, seating arrangement and all necessary audio visual provisions.
- iii) A library for the judges with reading room
- iv) A fully equipped Meeting Room for about 25 to 30 persons.
- v) Common lunch room for the judges.
- vi) Small meeting rooms as per requirement for 10 to 15 persons
- vii) Judges lounge with attached toilet and a service pantry.
- viii) A VIP lounge for visiting dignitaries.



**A meeting room at the District Courts Complex, Saket, New Delhi**



**The Conference Hall at the District Courts Complex, Saket, New Delhi**





**The VIP lounge at the District Courts Complex, Saket, New Delhi**

**For the court staff in the administrative areas**

- Common room for male staff
- Separate common room for female staff
- Staff canteen
- Supporting centralized kitchen
- De-stress rooms for male and female staff (optional)
- Attached toilets

## For the advocates

- Bar Rooms for male and female advocates within the court block.
- A supporting library/reading room as part of the bar room.

## Other Infrastructure Requirements

42. The following are some important additional infrastructure provisions necessary in the Court Block. These will go a long way in the development of a modern and efficient court set up.

- Adequate space to facilitate crowd movement and gathering
- Adequate space /volume in terms of height in the areas with large crowds
- Proper ventilation and temperature control either by air conditioning or air cooling
- Good lighting with least dependence on artificial lighting so as to save on electricity and power requirements
- Good acoustics to ensure reduced noise level in court rooms and public areas
- Adequate provision for fire alarms, fire detection and fire fighting arrangement in all parts of the court complex
- 100% electrical back-up and un-interrupted power supply for all electronic and computer equipments
- Good ambience in the public areas as well as in court rooms in general

- Efficient communication facilities
- Data networking arrangement linked with video conferencing facility with various prisons and other related areas within the Court Complex
- Access controls, surveillance and continued security at all vulnerable points including night vision cameras at all entry gates and other important spots
- Adequate provision in the court complex for hurdle-free movement of persons with disabilities
- Adequate toilets and rest rooms for persons with disabilities
- An efficient house keeping set-up for upkeep of all facilities
- A clear-cut disaster management policy must be in place

### **Administration Wing**

43. Adequate floor area has to be provided for court administration as a support facility and this is all the more important in larger court complexes of about 30 courtrooms and above. The administrative wing could even be housed in a separate block connected to the court block or on designated floors of the court block itself. It has to be served by a separate staff entry from ground level and with dedicated lifts and stairs, complete with a time office and access control system in place. The administrative wing would house, inter alia, the administrative branch, accounts branch, care-taking (house-keeping) office, computer cell and

server room, copying agency, *nazarat* branch, vigilance and security offices.

## **Prosecution Wing**

44. Prosecution is a major component of the Criminal Justice System. It has been a long-standing complaint of the prosecution branch all over the country that adequate space and office facilities are not provided to them in the court building and this hampers their efficiency. The prosecutors certainly require a comfortable office space where they can confer with the police, other investigating agencies and complainants. They also need adequate space for studying the case files, drafting applications, preparing arguments and to undertake necessary legal research. A court cannot function without effective support from prosecution agency. Therefore, it is suggested that courts should have a dedicated space for the prosecution agency. Such space would ideally provide for the following:

- Separate cubicles for the Public Prosecutors and Assistant Public Prosecutors (at least on double sharing basis, if individual cubical for each Prosecutor is not possible)
- Secretarial assistance attached with each PP/ APP
- Requisite library including electronic library
- Computers with printers and internet connectivity

## Secure Lock-Up For Prisoners Attending Court Hearings

45. In recent times, this requirement, in the court complexes has acquired greater importance as the number of under-trial prisoners being brought on a daily basis to court from jail has increased significantly. A separate lock-up building or a wing of the court building with barricaded enclosure for jail vans and the police vehicles has to be provided within the complex. The lock-up must have separate guarded entry/exit points through which the under-trials can be escorted to the relevant courtrooms. The design of the passage must be such that during this movement there is no contact between the under-trials and the general public except at the court floor and within the court rooms. While designing the lock-ups, the following points need to be kept in mind:

- Separate lock-up rooms for male and female prisoners will have to be provided, each accommodating not more than 15 to 20 prisoners at a time. Separate lock-up rooms would also have to be provided for under-trials charged with serious offences (including those with criminal histories) and under-trials charged with petty offences.
- A built-in toilet cubicle should be provided with every lock-up room
- Light fittings and other fixtures in the lock-up room must be concealed and must be so fitted that it is not possible to remove, damage or break them so as to avoid infliction of any injury to fellow prisoners or to themselves

- For security reasons the entire lock-up room must be under CCTV surveillance. The security personal should be able to watch the whole area of the room.
- All windows, openings, ventilators need to have strong steel grills
- The lock-up rooms should be fully ventilated and need to have forced ventilation instead of ceiling fans for security reasons. Air cooling can also be provided through this forced ventilation during the summer months

### **Utility Block & Other Utilities**

46. For larger court complexes a Utility Block should be constructed to house various support services for the court block. Such support services may include

- Central air-conditioning plant (where necessary)
- Electric sub-station
- DG sets and related panel structures
- Repair workshop
- Maintenance engineers' office
- Toilets

Besides these essential services, a few other services/ amenities that ought to be provided are:

- A Bank branch

- A post office
- A medical centre with provision of an ambulance van
- Police booth of local police station with adequate strength and size
- Space for
  - Oath Commissioners
  - Notaries Public
  - Typists
  - Photocopying
  - Probation officers
  - Protection officers
  - Stamp vendors
  - Other governmental agencies
- Parking for Vehicles (Vans/Cars/two-wheelers..)
  - Adequate parking stalls distinctly identified with separate entry and exit points for the following users
    - Judges
    - Advocates
    - Litigants and visiting public
    - Jail vans and police vehicles

## Land and Building Area Required

47. For a 40-court complex<sup>7</sup>, the requisite plot size would be approximately 9.00 acres. The covered area of the court block envisaged is (a) Basement: 8814 Sqm; (b) Ground Floor: 7263 Sqm; (c) Upper Floors: 26452 Sqm. However, there must also be provision for future expansion.

## Smaller Modules Of Courts

48. Two different models have been developed. Model-A<sup>8</sup> has been developed keeping in view all the basic requirements discussed and identified in the main report for a larger Court Complex. This module has only one courtroom to begin and has all the necessary support facilities at one floor level. As the need grows, the module can be gradually extended to four floors which will offer 4 court rooms with all extended support facilities. Other out-door facilities have been indicated in the layout plan and the facility can conveniently be accommodated in an area of about 2.00 to 2.5 acres. Model-B<sup>9</sup> has 6 courtrooms per floor and floor wise expansion will lead to a fully developed 24-court complex to suite the requirements. Six courts are grouped in such a manner that all the

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<sup>7</sup> Plans prepared by Mr Vijay Behal for a 40-court complex are in Appendix 7

<sup>8</sup> Plans prepared by Mr Vijay Behal for Model – A (single courtroom complex) are in Appendix 8

<sup>9</sup> Plans prepared by Mr Vijay Behal for Model – B are in Appendix 9



requirements of a modern court complex as outlined above are available.

The land area requirement would be about 5.0 to 6.0 acres.

## **IT infrastructure for Computerization and E-Courts**

49. The Court Development Plans would have to set out the road map to computerization and setting up of e-courts. This is an imperative as the world is moving away from paper documents towards digital documents.

50. Traditionally, all court work, judicial and administrative, was paper-based. Paper has served the judicial system well – in terms of documenting and preserving, pleadings, evidence and orders/judgments.

But, a paper-based system has many problems:-

- First of all, it means cutting down more trees and is, therefore, not eco-friendly.
- Secondly, it requires more and more storage space<sup>10</sup> which, in turn, translates, into the requirement of more buildings.
- Thirdly, paper necessarily involves care and maintenance for its preservation and places a heavy demand on human resources: a lot of time and energy is spent on the management of paper files – for filing, retrieval and preservation.
- Fourthly, and very importantly, all this means that the paper-system eats into time and, ultimately, efficiency. All these contribute to the growing spectre of arrears.

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<sup>10</sup> 500 files occupy an area of approximately 100 Sq ft.. As such, 1 lakh files would require 20,000 Sq.ft of space. 10 lakh files would require 2,00,000 Sft.

Here are some photographs to show how the registries of courts are getting drowned in paper files:-



Photograph 1:



Photograph 2:



Photograph 3:



Photograph 4:



Photograph 5:

All the files in the photographs above and the lakhs of files in many more



halls, rooms and racks and trunks, when digitised can fit into the rack shown in the photograph on the left. This is a photograph of the SAN server in the Delhi High Court which houses all the digitised case files of pending cases and particularly of the nine e-courts which are currently functioning in the Delhi High Court. At present about 3 TB of space is occupied. The SAN server is modular and can house multiple 3 TB bays. Almost the entire record of decided cases comprising of over 7 crore pages has been digitised in the Delhi High Court and can all be housed in

the server shown in this photograph which has a footprint of approximately 6 Sq.ft!<sup>11</sup>

This, in itself, proves the case for digitisation of paper files. Many rooms and halls which are filled with paper records would be freed for courtrooms, chambers and other offices which would be needed as more judges are added to the court to cope with the increased number of cases.

51. Once the case files are digitised and electronic filing of cases is established, the court registry would look like what is shown in photograph below in comparison to the existing position as depicted in photograph nos. 1, 2 and 3 above:



**Photograph of the room where portfolios of electronic files are prepared for the e-courts of the Delhi High Court**

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<sup>11</sup> 2,00,000 Sq ft for 10 lakh paper files and only 6 Sq.ft for the same number of digital files.

52. Alongwith the inefficiencies of a paper-based system, there are practical difficulties with it. How does one document audio-visual evidence on paper? Printed transcripts or photographs are usually used. But, the intonations, the expressions and visually perceptible demeanour are lost. Moreover, as the world is moving from paper to digital, there are very many ‘documents’ which do not exist in paper form at all. The paper print-out of such a ‘document’ would be the copy and not the original! So, this world-wide move towards digital and away from paper as a ‘medium’ for communicating and recording ideas, concepts, arguments, presentations etc., coupled with the inefficiencies of a paper-based system, make it an imperative to transform our judicial system from being paper-based to one where pleadings, evidence, orders and judgments are documented and archived on digital media.
53. To achieve this end, e-courts which are truly paperless courts would have to be established. Such e-courts or paperless courts would entail that from presentation of a plaint or petition till its disposal and archival, no paper is used! This is on the judicial side. A similar exercise would have to be done on the administrative side of the court functioning.

An **e-court** would require:

1. Digitization of decided cases.

2. Indexation of such digitized records on key parameters for easy retrieval.
3. Authentication of digitized records and simultaneous weeding out of paper records.
4. Digitization of current files and simultaneous introduction of e-filing.
5. **E-filing**, which entails:
  - a. Filing of the plaint, petition, appeal, application etc., in electronic form:
    - i. On-line via internet or via e-kiosks in the court premises;  
or
    - ii. On other media such as CDs, DVDs, USB pen-drives, SD or Micro SD cards etc.,
  - b. Digital authentication of Affidavits, Vakalatnamas, paper documents with physical signatures through suitable bio-metric devices.
  - c. On-line Payment of court fees, process fees etc.,. State governments have to introduce appropriate legislation providing for e-court fee stamps.
  - d. Generation of e-filing receipt.

- e. On-line scrutiny and verification of the e-filed documents by the court registry.
  - f. Preparation of the e-case file/placement of a new document in the e-case file utilising the document management system.
  - g. The document management system has to be integrated with the case management system. Both of which are deployed in the Local Area Network of the court. At present many High Courts and District Courts have some form or the other of Case Management Systems but, none, except a few, such as the High Court of Delhi, have an integrated document management system in place.
6. **E-service:** Service of summonses, notices, warrants would be through e-mail via the internet. Where recipients are in far-flung and remote areas and are not accessible through e-mail, a hybrid system could be used whereby e-mails could be sent to the nearest post-office/ courier office where it would be printed out and served on the recipient locally. The digitally authenticated service report would be transmitted to the court registry via e-mail. This process would cut down the time taken in completion of service, which is a major contributor to delays in court cases.
7. **E-hearing:** Hearing of case in a paperless court. Such a hearing would require the following:
- a. The courtroom to be fully equipped with computers and other courtroom technology which would include



- i. One computer for the judge with LCD touch-screen display monitor – large enough for reading full pages one at a time. The same computer would also be loaded with case search and retrieval software.
  - ii. One computer for the typist/reader/court master.
  - iii. One computer or provision for one computer for the arguing lawyer/advocate.
  - iv. In trial courts, facility for video-conferencing and audio video-recording of oral evidence and large LCD panel for display of evidence.
  - v. Connection to high speed Local Area Network for accessing case files and case management details located in Servers.
- b. The judge would, instead of handling a bulky paper file, on the click of a button have access to the e-case file on his computer on the dais.
  - c. The reader/court master would be relieved of the burden of lifting heavy files and worrying about papers of different case files being interchanged.
  - d. The advocates would bring their laptops and open up the relevant case files while arguing.



**An eCourt (division bench) in the Delhi High Court:  
view from the lawyers' side**



**A single bench eCourt in the Delhi High Court: View of the Judge's table and the large LCD display on the side wall for viewing presentations**



**The Judges' table in an eCourt (Division Bench) in the Delhi High Court**



**A view of the eCourt at the district courts at Karkardooma, New Delhi**



**Another view of the eCourt at the district courts at Karkardooma, New Delhi**

8. **E-orders:** Orders and judgments dictated in open court or in chambers are keyed in by the typists onto their computers which can be accessed by the Judge over the LAN and corrected without requiring any draft being printed on paper. The finalised orders/judgments would be signed by the judge using his digital signature and would be added to the relevant e-case files via the DMS and CMS.
  
9. **E-copies:** Digitally signed copies of orders and judgments would be uploaded instantly onto to the court website for easy access over the internet. E-copies of entire e-case files would also be made available on-line to the parties or authorised personnel. Certified copies either in paper form or digital form would be provided by the court registry.
  
10. **E-archives:** Digital data – eCase files and CMS data – would be archived for quick and easy retrieval while maintaining safety and security standards. The archived and current data would be backed-up

each day to two different locations in the same city and to a third location in a relatively disaster-free and trouble-free city. This would save the data from destruction due to fire, theft, natural calamities, war and strife.

11. **E-evidence:** Oral depositions would be recorded on audio-video devices supplemented by digital transcriptions and authenticated by the witness and the judge using digital signatures/ bio-metric devices such as signatures pads and fingerprint readers. The facility for recording oral evidence via video-conferencing in respect of high-risk witnesses, child witnesses, old and infirm witnesses would be available. E-evidence would also facilitate recording and maintaining of multi-media clips etc.,
  
12. **E-causelists:** Instead of having printed cause lists. The courts would increasingly move towards digital cause lists which are available to all over the internet. The e-cause-lists would, if required, also be e-mailed to the advocates. Parties would, if they so desire, be alerted of their next dates via e-mail or SMS.
  
13. **E-administration:** Not only the judicial side but also the administrative side would be fully computerized. This would necessarily involve the minimum use of paper. Agendas and minutes of meetings would be in digital form using usual authentication methods. Meetings would be video-conferenced cutting down time spent and expenses for travel, boarding and lodging. The e-meetings could be fully archived in an indexed database for easy search and retrieval.
  
14. **E-information:** Courts must be litigant-friendly. They must have easy access to information about their cases in particular and about the functioning of courts in general. In order to provide specific answers to specific queries about a case, the court registry must have a strong Case Management System in place. This creates a demand for robust hardware and software which is closely integrated with the traditional functioning of the court. Thus, suitable technologies would be developed/ deployed

keeping in mind the specific requirements and practices of each High Court and the District Courts under their umbrellas.

There are three ways in which a litigant can directly obtain information from the court. They are – (1) via the facilitation centre in the court premises; (2) via e-mail; and (3) via the website. Since the first two alternatives require person-to-person interaction, it would be time consuming involving time-lags. Thus, dissemination of information through the court website would be the preferred mode. Towards this end, the court website would have to provide:-

- a. Court information
- b. Virtual tour
- c. Cause lists
- d. Roster
- e. Display Board
- f. Court fees
- g. Case status
- h. Orders and judgments in pdf /digitally signed
- i. Online forms for applications for urgent listing, inspection, process fee etc.,
- j. Certified copies
- k. Online filing
- l. Webcasts (*not necessary but recommended, for greater transparency of court hearings*)

- i. Live streaming of court cases
- ii. Archived court cases
- iii. Court functions (High Courts)
  - 1. Swearing in of Judges
  - 2. Full court references

15. **E-kiosks:** all the information would also be provided on e-kiosks located in the court premises.

54. The transition from paper files to digital files and the simultaneous move from traditional courts to paperless e-courts is an imperative which must be factored into the court development plans. This is so because the digitisation of records and establishment of e-courts will usher in a new regime of court functioning. It will ease the requirement for enhancing the civil infrastructure in the form of more built up space and bring about great enhancement in the speed of processing files at every stage from filing to disposal and archival. It will also bring in a systemic change in the work culture of the registry which will lead to enhanced efficiency and productivity. This will ultimately result in great savings of time and money and better service to the litigants.

55. However, to achieve this a concerted effort would have to be made by all who are part of the judicial system and most of all by the judges. The court development plans would have to make provision for the necessary

hardware and software. On the Hardware front the following would be required:

- Data servers
- High speed LAN (Local Area Network) (preferably 10g)
- High speed scanners
- High speed internet connectivity
- Courtroom technology
  - Computers
  - Wacom or Similar Pen Displays
  - Large LCD displays (optional)
  - Power sockets for lawyers' laptops/ tablets
- Video conferencing facilities with sufficient bandwidth for good quality and un-interrupted audio-video streaming

56. Provision will also have to be made for the following Software:

- Database (Oracle or opensource)
- Word processing software (MS word, openoffice, open source software for Ubuntu)
- A suitable file format such as Adobe portfolio (pdf) which in turn is capable of bundling multiple digital file formats which cater to:
  - Documents (pdf, MS Word files, Openoffice files..)
  - Image files (jpeg, tiff..)
  - Audio (mpeg..)
  - Video (mpeg, Avi..)
- Digital signature software
- A robust and customised Document Management Software for quick archival and retrieval of electronic case files with full work flow



capabilities for movement of files from filing to scrutiny to registration to court for hearing to storage..

- Case Management Software preferably platform independent and web-based with capability of user-friendly customised report pulling
- Case reference software (SCC online, Manupatra, ITR online, AIR online..)(preferably with IP based licencing)
- eOffice software for handling digital files on the administrative side including a software for meetings

### Three steps to go digital

57. The court development plans would also have to envision and set target dates for digitisation of case files. **First of all**, the old records would have to digitised and archived using a Document Management Software. The digitisation would ideally have to be outsourced to suitable professional agencies. **Secondly**, the pending and new cases would have to be digitised. **The third** and final stage would be to introduce e-filing. Once that is achieved, the need for digitisation of records would end. Thus, it is in the interest of the judiciary and the state governments to attain the third stage at the earliest. This would free a lot of financial resources which were hitherto required for digitisation as once e-filing becomes the order of the day the case files would already be in digital form when they are presented for filing by the advocates or by the parties themselves.

58. Therefore, the object of the first five-year court development plan must be to complete the move to E-courts (ie., truly paperless courts). This should be true for all district courts and High Courts.

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## Budgeting

59. The methodology behind budgeting for the judiciary needs to be turned on its head. Hitherto, this exercise has been done employing a supply-side approach. The judiciary gets only that much which the state governments keep aside for it. The entire focus needs to shift to the demand side. To the need for an efficient judicial system where there are no delays and no arrears. The object is to provide justice swiftly. For, injustices and discord, if permitted to linger lead to simmering discontent which may boil over into anarchy at any moment which would be disastrous for our nation as a whole and governance in particular. The outlay of finances for the judiciary should not be viewed as percentage of the total budget. It must be based on the need for infrastructure and must be based upon the requisite judge strength.
60. If we examine the figures for each of the states<sup>12</sup> we find that most of the state governments put aside much less than even 1% of their budgets for the judiciary. Only Maharashtra allocates more than 2% to the Judiciary, while Delhi provides a little over 1% of its total budgetary allocation for the judiciary. These figures in themselves paint a sorry state of affairs as they indicate the extremely low relative importance being given to the judicial system. But, as we noted above, we must not get bogged down

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<sup>12</sup> See: Appendix 9

by percentages. The judiciary is not in competition with others for resources. The requirement of the judiciary is need based. There is a crying need for more judges based on the level of pendency and new filing and future filing. This by itself spells out the need for greatly enhanced infrastructural requirements. Thus, what is to be seen is not how much the government is willing to spare for the judiciary but what is the need for achieving an efficient and robust judicial system. There must be a shift from this supply orientation to the demand driven budgeting for the judiciary if the governments want to attain a state of zero or near zero arrears.

61. Another aspect that needs attention is the issue of Plan versus Non-Plan expenditure by the Government. Plan expenditure is incurred primarily on developmental activities and productive asset creation. Around one-third of the expenditure of Union Government is on Plan Schemes and Programmes. Whereas Non-Plan expenditure of the Central Government mainly includes Defence Expenditure, loans to public enterprises, loans to States, Union Territories and foreign governments, interest payments, subsidies, wages, salary and pension payments to government employees *etc.*
62. Under the Constitution of India, expenditure on High Courts and Subordinate Courts is primarily the responsibility of the concerned State

Governments. In the Eighth Five Plan, a Plan Scheme for development of Infrastructure for Judiciary was introduced by the Central Government in the year 1993. The details of Plan Expenditure incurred / Proposed by Central Government on Judiciary from 8<sup>th</sup> Plan to 12<sup>th</sup> Plan are as follows:

<b>Plan</b>	<b>Plan Expenditure (Rs. in Crore)</b>
VIII	180.45
IX	297.40
X	466.83
XI	1106.45
XII*	(Proposed) 5802.00

\*Rs. 5802 crore has been provided during XII Fiver Year Plan period (2012-17), out of which Rs.780.82 crore has been incurred as on 21.03.2013 in the first year (2012-13).

63. Plan and Non Plan Expenditure on High Courts and Subordinate Judiciary is primarily being borne by State Governments. However, the Central Government is now augmenting the resources of State Governments through some Plan Schemes. The Department of Justice has recently requested State Governments to intimate the expenditure incurred on the judiciary from the Plan and Non-Plan funds (including financial assistance received from Central Government) and percentage of the Plan Expenditure and the Non-Plan Expenditure on Judiciary *vis-a-vis* total the Plan and Non-Plan Expenditure of the State.
64. The point that needs to be made is that all finances needed for infrastructural requirements of the judiciary must be placed under the head of Plan expenditure which will be more specific, better managed and less likely to be cut by the governments.
65. Insofar as the salaries and allowances of the judges of high courts are concerned, they are a charge on the consolidated fund of the respective states<sup>13</sup>. Furthermore, the administrative expenses of a High Court,

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<sup>13</sup> See: Article 202 of the Constitution which is as under:

**202. Annual financial statement.**- (1) The Governor shall in respect of every financial year cause to be laid before the House or Houses of the Legislature of the State a statement of the estimated receipts and expenditure of the State for that year, in this Part referred to as the "annual financial statement".

(2) The estimates of expenditure embodied in the annual financial statement shall show separately—

(a) the sums required to meet expenditure described by this Constitution as expenditure charged upon the Consolidated Fund of the State; and

including all salaries, allowances and pensions payable to or in respect of the officers and servants of the Court, are charged upon the Consolidated Fund of the State, and any fees or other moneys taken by the Court form part of that Fund<sup>14</sup>. And, Article 203(1) of the Constitution stipulates that so much of the estimates as relates to expenditure “charged” upon the Consolidated Fund of a State “shall not be submitted to the vote of the Legislative Assembly”, however, there is no bar to the discussion in the Legislature of any of those estimates. All these provisions of the constitution also support the view that the approach to budgeting for the judiciary and particularly for the High Courts must be from the demand side and cannot be from the supply side.

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(b) the sums required to meet other expenditure proposed to be made from the Consolidated Fund of the State; and shall distinguish expenditure on revenue account from other expenditure.

**(3) The following expenditure shall be expenditure charged on the Consolidated Fund of each State—**

(a) the emoluments and allowances of the Governor and other expenditure relating to his office;

(b) the salaries and allowances of the Speaker and the Deputy Speaker of the Legislative Assembly and, in the case of a State having a Legislative Council, also of the Chairman and the Deputy Chairman of the Legislative Council;

(c) debt charges for which the State is liable including interest, sinking fund charges and redemption charges, and other expenditure relating to the raising of loans and the service and redemption of debt;

**(d) expenditure in respect of the salaries and allowances of Judges of any High Court;**

(e) any sums required to satisfy any judgment, decree or award of any court or arbitral tribunal;

(f) any other expenditure declared by this Constitution, or by the Legislature of the State by law, to be so charged.

<sup>14</sup> See: Article 229 (3) of the Constitution, which is as follows:

“ (3) The administrative expenses of a High Court, including all salaries, allowances and pensions payable to or in respect of the officers and servants of the Court, shall be charged upon the Consolidated Fund of the State, and any fees or other moneys taken by the Court shall form part of that Fund.”

## Cost Benefit Analysis

66. Social cost benefit analysis is another aspect which has hitherto been ignored while conducting any sort of budgetary exercise for the judicial system. Economists are familiar with this and governmental policies are often outlined after such an analysis. If such a study is done for the judicial system, various benefits such as greater ease of access to justice, increased satisfaction levels of litigants, lowered levels of discontent and discord, quicker delivery of justice particularly in cases involving incarceration, higher degree of law and order, better and more efficient courts, lower likelihood of anarchy etc., will be taken into account and assigned monetary values so as to compare the intangible benefits with the financial costs and other social costs. This will alter the thinking that spending on the judicial system merely amounts to expenditure without any benefits. It will clearly indicate that spending on the judicial system is both meaningful and beneficial to society at large.
67. The last aspect which needs consideration is that the budget estimates which are prepared by the High Courts as also the District Courts are far from satisfactory. Budget preparation must be done scientifically and for this the courts would need to create posts of professional accountants and also hire the services of financial consultants from time to time. Greater thought and emphasis must be placed on the exercise of preparation of the



budget estimates so that the year-end does not see a scampering for funds or a lapse of funds. In order to control expenditure, the possibility of courts engaging internal auditors also needs to be explored.

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## Appendix 1

### Uttarkhand

Approved designs

(a) Civil court buildings.

Plans regarding civil courts should be got prepared inconformity with the standards given below which have been approved by the Government :

1. *Each Munsif's court* - 30 ft. x 20ft. or 600 s.ft.

(i) Retiring room 12 ft. x 14 ft. or 168 s. ft.

(ii) Bath room 6 ft. x 8 ft. or 48 s.ft.

(iii) Stenographer 8 ft. x 8 ft. or 64 s. ft.

Total floor area (Munsif's court) 1,280 s. ft.

2. *Each Civil Judge and Additional District Judges Court.*

(i) Court room 30 ft. x 20 ft. or 600 s.ft.

(ii) Stenographer 8 ft. x 8 ft. or 64 s.ft.

(iii) Retiring room 12 ft. x 14 ft. or 168 s. ft.

(iv) Bath Room 6 ft. x 8 ft. or 48 s.ft.

(v) Office for 8 persons at 50 s. ft. for each = 20 ft. x 20 ft. = 400 s.ft.

(Office should have 8 big built-in almirahs – one for each clerk)

Total floor area of Civil Judge's court 1,280 s. ft.

3. *District Judge's court room --*

(i) Court room 24 ft. x 36 ft. = 864 s.ft.

(ii) Retiring room 14 ft. x 18 ft. = 252 s. ft.

(iii) Bath room 6 ft. x 8 ft. = 48 s.ft.

(iv) Stenographer 8 ft. x 8 ft. = 64 s. ft.

(Steno's room will have one built-in almirah).

(v) Office rooms 2 of 400 s.ft. each

The accommodation proposed for each clerk is 50 s.ft.

For 8 clerks there should be 8 built-in almirahs.

One of the offices will have a partition for Munsarim.

Total floor area District Judge's court 2,028 s.ft.

4. Library 15 ft. x 25 ft. = 375 s. ft. with steel racks for books all along the walls upto the ceiling.

5. Record room - 70 ft. x 35 ft. = 2,450 s.ft. with racks up to ceiling and all over the floor area.

6. Copying section. One room 34 ft. x 20 = 680 s.ft.

7. Form room -- One room 12 ft. x 20 ft. = 240 s.ft. with racks up to the ceiling.

8. Nazir's room. About 400 s.ft.

9. Government Pleader — One room 14 ft. x 12 ft. = 168 s. ft.

10. Malkhana -- 15 ft. X 15 ft. = 225 s. ft. with racks in one of the walls.

11. Store — 10 ft. x 12 ft. = 120 s. ft.”

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## Appendix 2

### Gujarat

For District Courts

Statement showing the various facilities to be provided to the Courts, Judges, staff, advocates, litigant public and all other concerned:

1. Court rooms
2. Judges Chamber with attached toilets
3. Stenographer's room
4. Bench Clerk's room
5. Clerk's room (Judicial Branch)
6. Nazir's room & branch
7. Room for the Registrar of the District court with Administrative branch
8. Room for Dy. Registrar / C.O.C.-cum-Nazir of concerned Court
9. Strong room
10. Muddamal room
11. Library room
12. Record keeper room with staff / Record Room
13. Stationery room
14. Central Record room
15. Water room
16. Ladies & Gents lavatory & urinals for staff and public
17. G.P. / A.P.P. room along with record room & staff room / library / visitor's room
18. Advocates' Room
19. Bar Library

20. Computer room
21. Separate Gents & Ladies Advocates rooms with attached toilets
22. Canteen for staff & public
23. Watchmen / Jail
24. Adequate number of toilets & water joints for staff and public.
25. Separate under Trial prisoner room for gents & ladies
26. Video Conferencing room / Conference Hall/ Theatre type training room
27. Separate witness rooms for gents & ladies
28. Parking facility for two wheelers and four wheelers for litigants, staff, advocates and Judicial Officers
29. Room for Chief Inspector of Court fees in District Court
30. Room for permanent Lok Adalat and its staff / Mediation Centre
31. Room of Lok Adalat
32. Civil Jail for male and female
33. Separate rooms for Bailiff & Driver
34. Stamp Vendor's room
35. Petition Writer's room
36. Advocates' Clerks room
37. Xerox Room
38. Public Telephone room / Cyber café
39. Space for Bank
40. Space for Post Office
41. Facility of Lifts
42. Room for Women's Cell
43. Fire safety system

44. Store room
45. Space for storing seized articles / goods / vehicles etc.
46. Security room
47. Additional 3 to 4 rooms for requirements other than above
48. Compound Wall and landscaping
49. Facilitation Centre for Litigants (Inquiry Counter)”

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## Appendix 3

### **Bihar**

#### STANDARD BUILDING PLAN OF CIVIL COURTS OF BIHAR.

Following resolutions have been taken in the meeting of Hon'ble Building-Cum-Infrastructure Committee dt.07.05.2009 to decide priority for construction and development of basic infrastructures in the Sub Ordinate courts of Bihar.

It is resolved that planning of construction of building for additional Court Rooms must be made in consultation with the concerned District and Sessions Judge keeping in mind the following facts:- .

- (i) It must be planned keeping in mind future need of next 25 years.
- (ii) It must have foundation of Ground + 4, So that in case of need it can be extended vertically.
- (iii) A map of whole Civil Court be prepared showing the proposed place off construction.
- (iv) Map of Building be prepared keeping in mind that it must have facilities like litigants shed, separate toilet for litigants (Male and Female) besides Courts Chambers with attached toilet and office Rooms.
- (v) The proposed map in respect new/additional buildings should be approved by the High Court.

In this context the details of standard building plan of 25 court room and additional 10 court rooms are given below:-

#### Features of Ground Floor (25 Court Room)

6 Court Rooms

Chamber with Toilet

Strong Room

Nazarat

Record Room

Malkhana

Offices

P.P. Room

G.P. Room

A.P.P. Room

Generator Room

Toilet (Male + Female)

### **First Floor**

6 Court Rooms

Chamber with Toilet

Establishment

Offices

Toilet (Male + Female)

### **Second Floor**

6 Court Rooms

Chamber with Toilet

Offices

Library with Reading Room

Toilet (Male + Female)

### **Third Floor**

7 Court Rooms

Chamber with Toilet

Offices

Conference Hall with Lounge



Toilet (Male + Female)

### **Additional 10 Court Rooms**

#### **Ground Floor**

Court Rooms 5

Chamber with toilet

Offices

Strong Room

Nazarat

Library with Reading Room

Generator Room

Toilet (Male + Female)

#### **First Floor**

Court Rooms 5

Chamber with Toilet

Conference Hall with lounge

Offices

Computer Room

Toilet (Male + Female)”

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## Appendix 4

### Calcutta

- A 1. Court of the District Judge Court Room

Description

Court Room:

Chamber:

Stenographers Chamber:

2. English Department

Office room for 15 Assistants at Sadar Vernacular Department  
(Provision for 15 Assistants)

Forms & Stationery Department

(Provision for 5 Assistants)

Accounts Department

(Provisions for 12 Assistants)

District Nazarat

(Provision for 34 Assistants / Process Servers and Peons)

Separate Chamber for Seristadar / Office Superintendent

Separate for Head Clerk

Judges' Library

B. 1 Court of the Additional District Judge:

Court Room:

Chamber:

Stenographers room:

Office Room (Provision for 8 heads)

C. 1 Civil Judge (Senior Division):

Court Room:

Chamber:

Stenographers Room:

(Provision for 8 heads)

D. 1 C.J.M. / S.D.J.M.

Court Room:

Chamber:

Steno's Chamber:

Office Rooms:

(i) Head Clerk's Chamber

(ii) Cash Section

(iii) Accounts Department

(iv) G.R. Section

(Provision for 10 heads including Peon

(v) N.G.R. Section

(Provision for 5 heads)

(vi) Criminal Copying Section

(vii) S.D.J.M.'s Lock up

(With attached urinals)

(Separate Lock up for ladies with attached urinals)

(viii) One separate room for supply of water

(ix) S.D.J.M. Malkhana

E. 1 J.M. / Civil Judge (Junior Division):

(a) J.M.'s Court:

J.M.'s Chamber:

Future Provision for steno's Chamber

Office Room (Provision for 8 heads)

(b) Civil Judge's Court

Civil Judge's Chamber

Stenographer's room

F. (i) Record Room – Depending upon average number of cases filed.

(The record room should be construed adopting precautionary measure against white ants, fire, darkness and ventilation etc.)

(ii) Computer Section:

(With full inbuilt infrastructure for installation of computer)

(iii) General Copying Section:

(It should be divided into two compartments: One for xerox another for typist / copyist)

G. All the courts should be provided with toilet attached to chambers and office rooms.

H. Provision for public urinals / Lav for both gents and ladies.

- I. One room measuring 15' x 12' for installation of generators.
- J. Witness shed (Where there is none).
- K. Provision of Bar Association & Library.
- L. Room & Chamber for S.L.S. Authority.
- M. Meeting-cum-Recreation room.

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## Appendix 5

### Gauhati High Court

- 1 Court Halls:
  - (i) For District & Sessions Judge
  - (ii) For Grade-I
  - (iii) For Grade-II
  - (iv) For Grade-III
- 2 Chambers:
  - (i) For District & Sessions Judge
  - (ii) For Grade-I
  - (iii) For Grade-II
  - (iv) For Grade-III
- 3 Toilet attached to the chamber:
  - (i) For District & Sessions Judge
  - (ii) For Grade-I
  - (iii) For Grade-II
  - (iv) For Grade-III
- 4 Stenographer's Room attached to the Chamber:
  - (i) For District & Sessions Judge
  - (ii) Common pool room for the stenographers of Grade-I, II & II officers
- 5 Office Rooms for the Courts:
  - (i) 2 nos. of Halls for all the courts, with provision for adjustable partitions
- 6 Probation Officer's Room

- 7 Seristadar's Room
- 8 Superintendent's Room
- 9 Accountant's Room
- 10 Head Clerk's Room
- 11 Court Manager's Room
- 12 Protocol Officer's Room (wherever sanctioned)
- 13 Record Room:
  - (i) Civil
  - (ii) Criminal
- 14 Computer Room:
  - (i) Work station
  - (ii) Server Room
  - (iii) Programmer / System Analyst
- 15 Conference Room:
  - (i) Conference Hall
  - (ii) Toilet (Gents) attached to the hall
  - (iii) Toilet (Ladies) attached to the hall
  - (iv) Pantry attached to the hall
- 16 Library (in ground floor):
  - (i) Library Hall
  - (ii) Librarian and staff
- 17 ADR Centre with accommodation for Dist. Legal Services Authority as one unit:
  - A.
    - (i) For Chairman and members with toilet

- (ii) Office
  - (iii) For mediation
  - (iv) Waiting room for litigants with toilet
- B. District Legal Services Authority:
- (i) Room for the Chairman and members
  - (ii) Office Room
  - (iii) Legal aid counsel room
  - (iv) Front office
- 18 Gram Nayalaya Office
- 19 Doctor's Room
- (i) Doctor's Chamber
  - (ii) Dispensary / Pharmacy
- 20 Lock up:
- (i) For under trial prisoners (male)
  - (ii) For under trial prisoners (female)
  - (iii) Toilet attached to the lockup (male)
  - (iv) Toilet attached to the lockup (female)
  - (v) Prosecution Inspector's room
- 21 Nazarat Section:
- (i) Nazir's Room
  - (ii) Nazir's office room
  - (iii) Process Server's room
- 22 Strong Room
- 23 Malkhana



- 24 Store-room
- 25 Despatch Section
- 26 Reception Room
- 27 Video Conference Room
- 28 CCTV control room
- 29 Public waiting room with attach toilet (male)
- 30 Public waiting room with attach toilet (female)
- 31 Staff room
- 32 Govt. Pleader's Office
- 33 Govt. Pleader's Chamber
- 34 Asstt. Govt. Pleader's Room
- 35 Public Prosecutor's Office
- 36 Public Prosecutor's Chamber
- 37 Asstt. Public Prosecutor's Room
- 38 Advocate's Room with toilet (male)
- 39 Advocate's Room with toilet (female)
- 40 Library Room for Advocates
- 41 Petition Writer's Room
- 42 Stamp Vendor's room
- 43 Waiting Room for drivers with toilet
- 44 Room for Post Office
- 45 Room for Bank
- 46 Toilet for male staff
- 47 Toilet for female staff

- 48 Public toilet (male)
- 49 Public toilet (female)
- 50 Room for drinking water facility
- 51 Canteen for staff with kitchen
- 52 Canteen for advocates and litigants
- 53 Garage for Judicial Officers
- 54 Garage for staff
- 55 Cycle and scooter stand
- 56 Room for security staff
- 58 Vehicle parking place for advocates and litigants
- 59 Electrician's room
- 60 Generator room / shed

**Note:**

- (i) The building to be made friendly to the physically challenged persons with appropriate toilet facilities, as required under Disability Laws.
- (ii) Modern security gadgets to be installed in each building.
- (iii) Modern fire fighting equipments including fire alarm to be installed.
- (iv) CCTV to be installed.
- (v) Running water facility to be made available.
- (vi) The basement of the building, wherever possible, to be used for parking of vehicles.
- (vii) Adequate numbers of lifts, wherever necessary.

- (viii) The requirement of having different Court and other rooms in respect of a court building would be decided on the basis of individual proposal received at the appropriate time.

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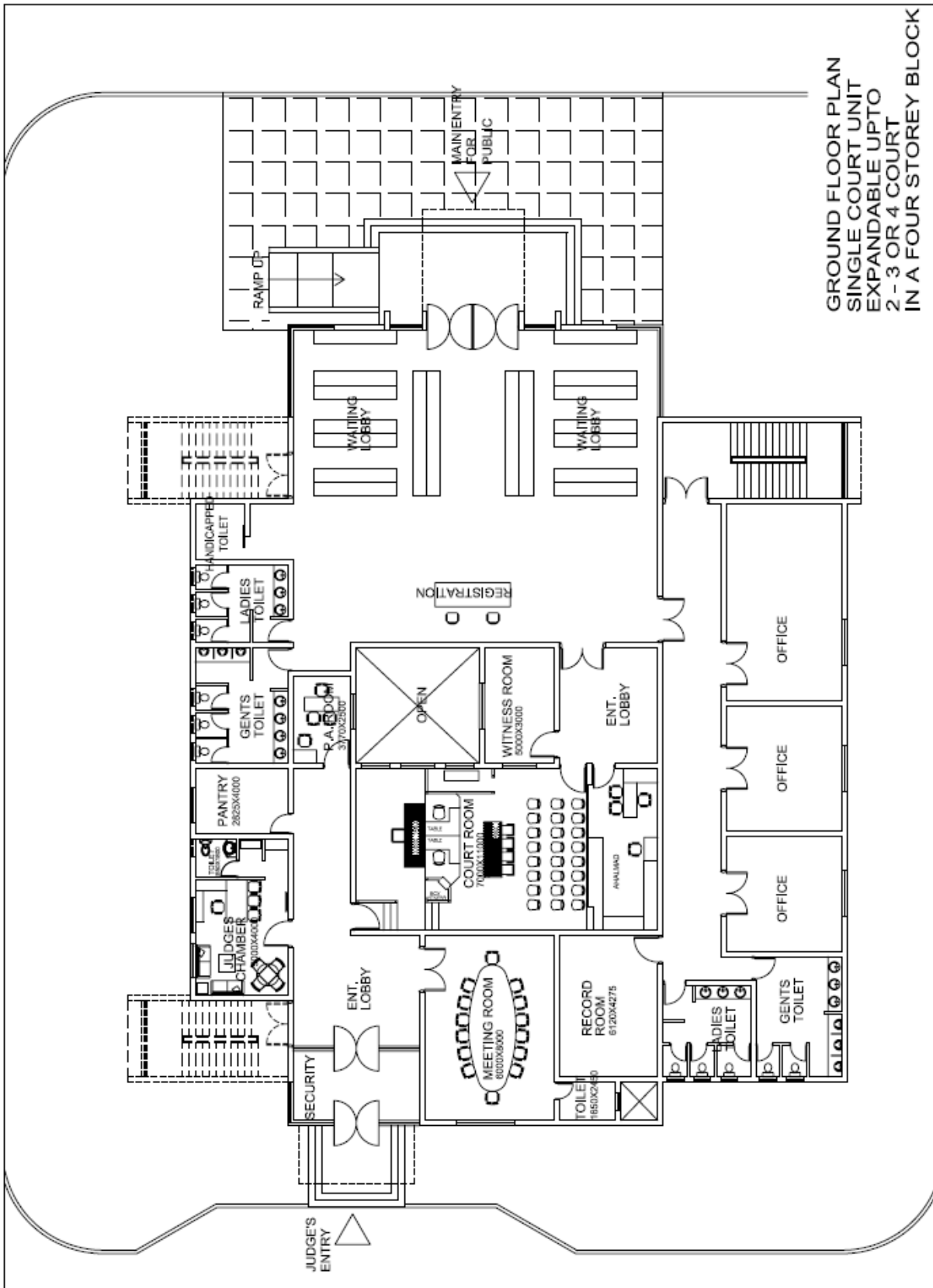
## Appendix 6

### **Kerala**

- (i) Court Hall
- (ii) Chamber attached W/C and Stenographer room
- (iii) Office
- (iv) Nazarette
- (v) Copying Section
- (vi) Record Room
- (vii) Thondi Room
- (viii) Waiting Room
- (ix) Staff Room with W/C
- (x) Advocates and Advocates Clerk
- (xi) Public Prosecutor / Assistant Public Prosecutor, Police
- (xii) Computer Cell/Judicial Service Centre
- (xiii) Mediation Centre / Legal Aid Cell

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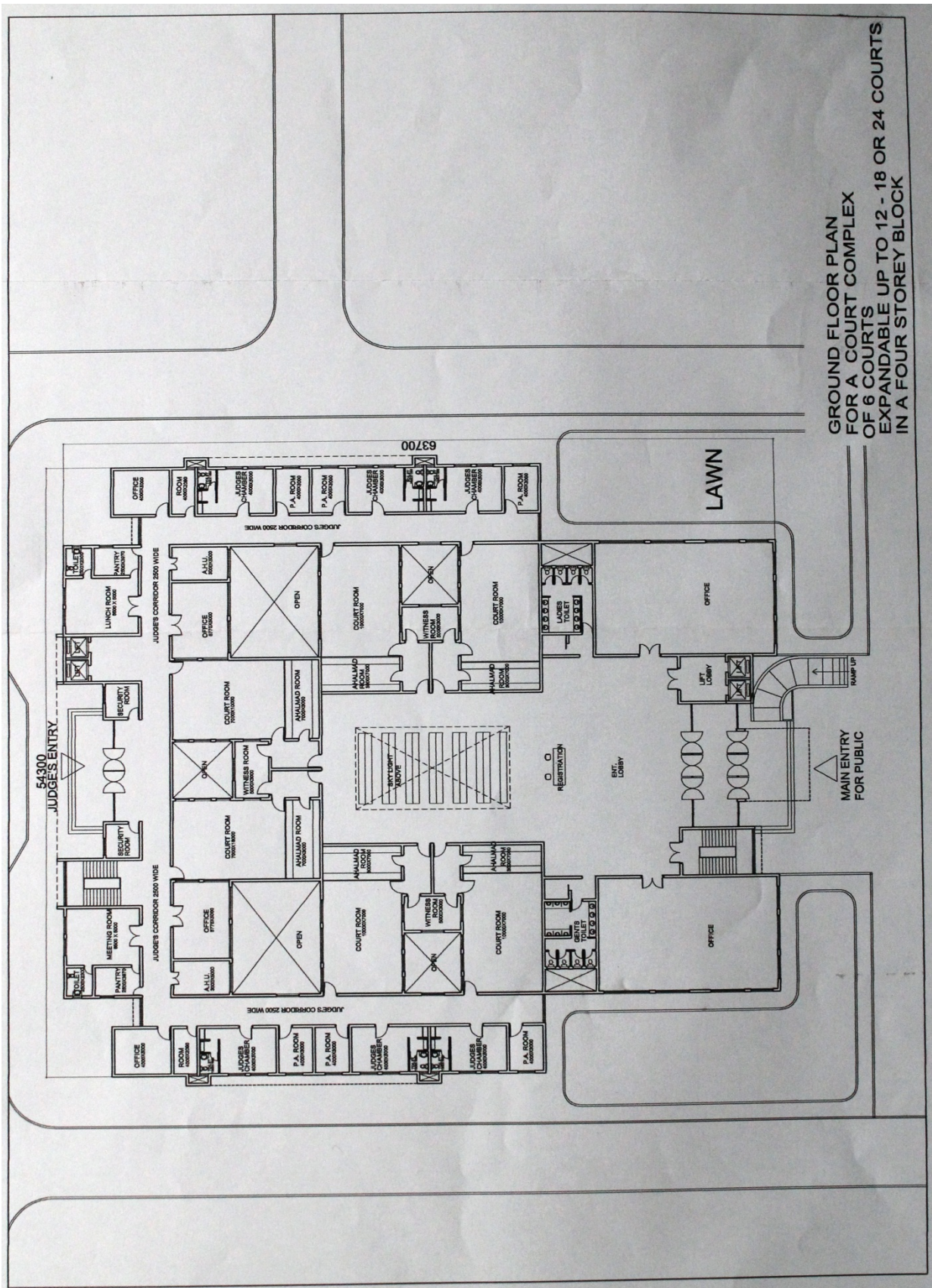
## Appendix 7



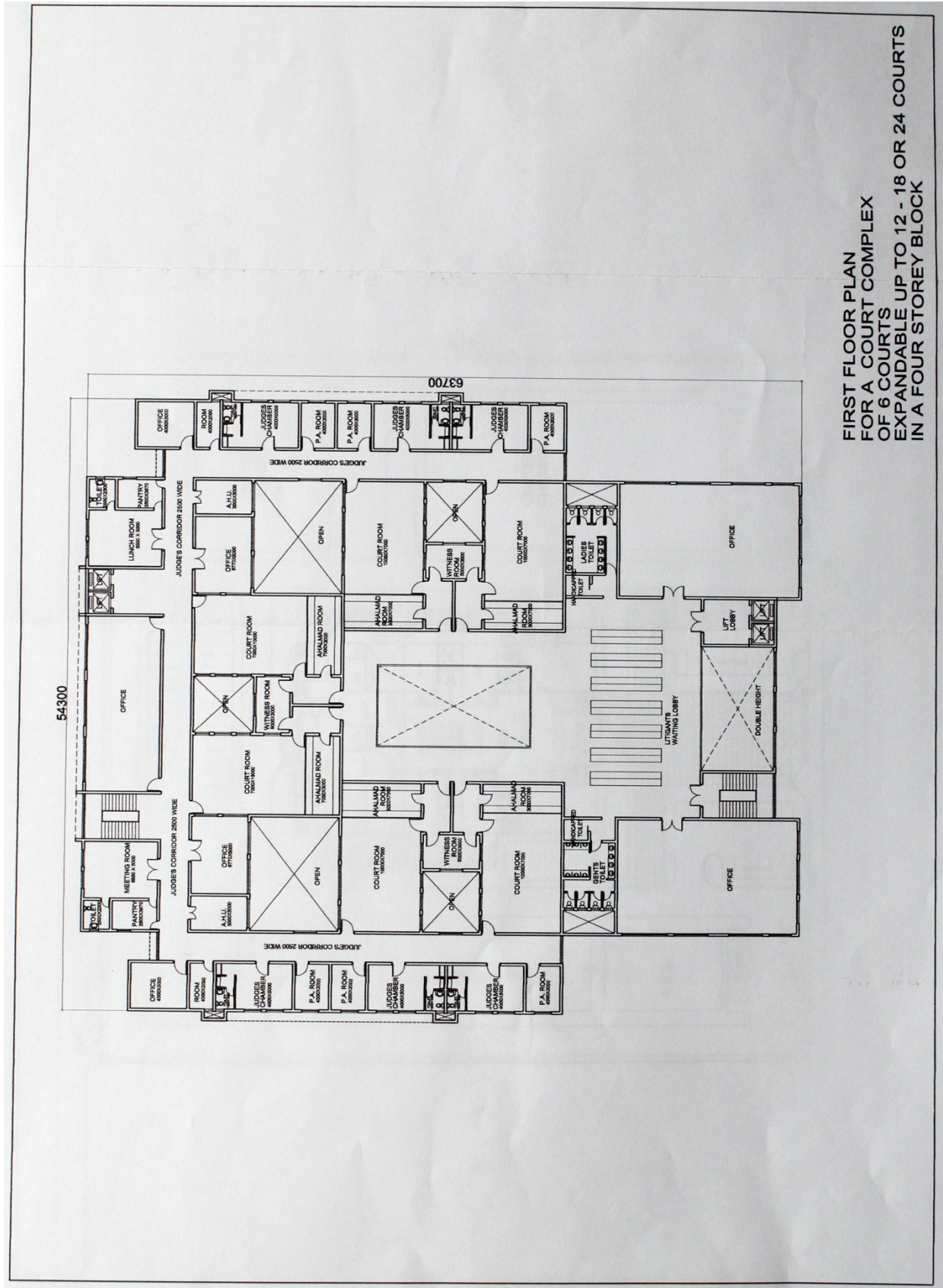
GROUND FLOOR PLAN  
 SINGLE COURT UNIT  
 EXPANDABLE UPTO  
 2-3 OR 4 COURT  
 IN A FOUR STOREY BLOCK



# Appendix 8

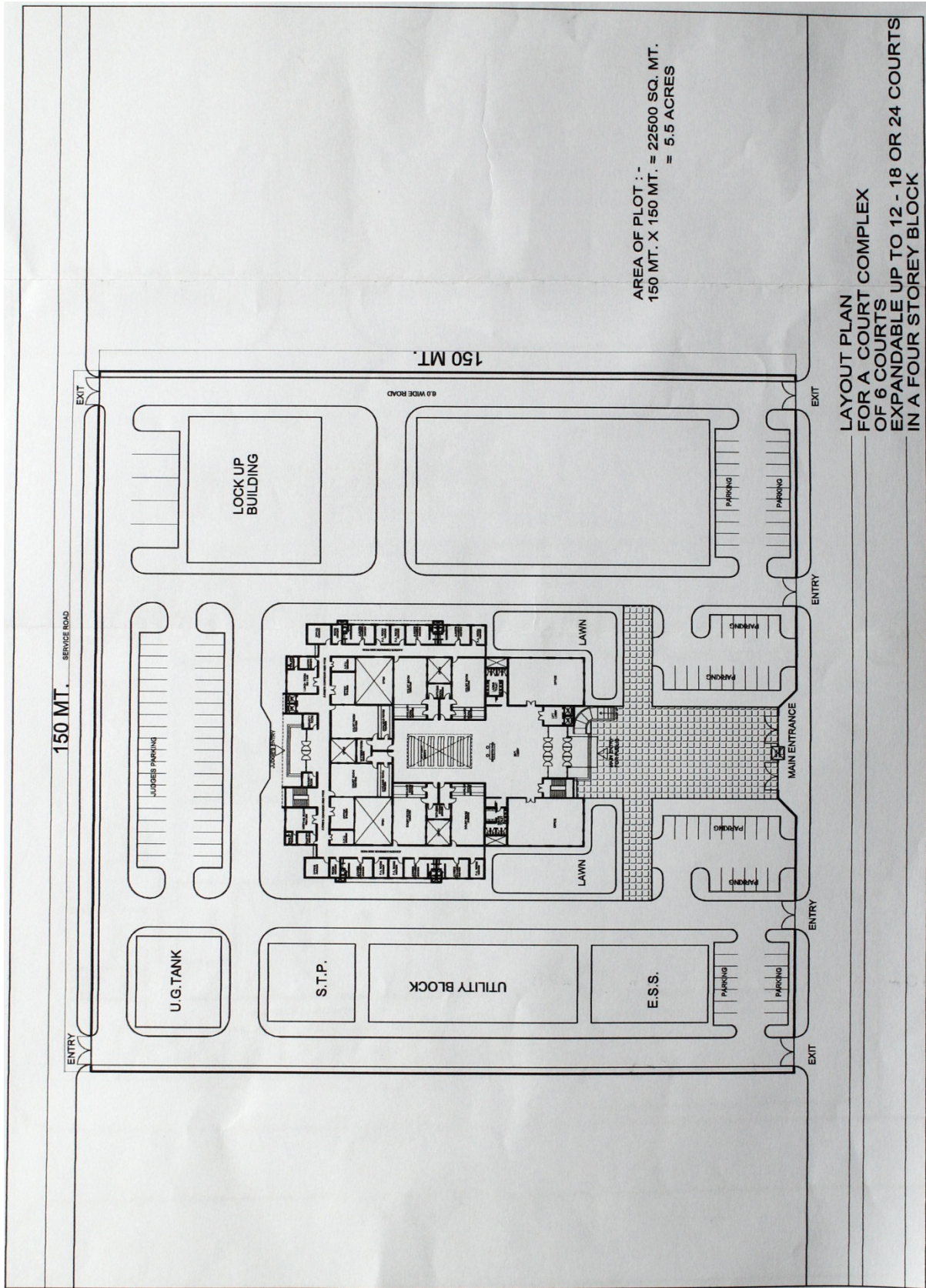


GROUND FLOOR PLAN  
FOR A COURT COMPLEX  
OF 6 COURTS  
EXPANDABLE UP TO 12 - 18 OR 24 COURTS  
IN A FOUR STOREY BLOCK



FIRST FLOOR PLAN  
 FOR A COURT COMPLEX  
 OF 6 COURTS  
 EXPANDABLE UP TO 12 - 18 OR 24 COURTS  
 IN A FOUR STOREY BLOCK





AREA OF PLOT :- 22500 SQ. MT.  
 150 MT. X 150 MT. = 5.5 ACRES

LAYOUT PLAN FOR A COURT COMPLEX OF 6 COURTS EXPANDABLE UP TO 12 - 18 OR 24 COURTS IN A FOUR STOREY BLOCK

## Appendix 9

### Year-wise percentage allocation of Budget to Judiciary and few other major Departments in each State (as available) for the years 2006-07 to 2010-11

#### Andhra Pradesh

Sl. No.	Year	Judiciary	Social Welfare	Health	Education
1	2006-07	0.47	2.45	3.33	10.88
2	2007-08	0.45	2.12	3.37	9.94
3	2008-09	0.35	2.22	3.35	10.64
4	2009-10	0.39	1.53	3.69	10.78
5	2010-11	0.43	1.68	3.78	11.13

#### Arunachal Pradesh

Sl. No.	Year	Judiciary	Social Welfare	Health	Education
1	2006-07	0.045	1.72	4.06	10.11
2	2007-08	0.035	1.68	3.84	8.34

3	2008-09	0.035	1.36	3.93	8.84
4	2009-10	0.064	1.45	3.86	10.12
5	2010-11	0.338	1.55	2.90	7.30

### Assam

<b>Sl. No.</b>	<b>Year</b>	<b>Judiciary</b>	<b>Social Welfare</b>	<b>Health</b>	<b>Education</b>
1	2006-07	0.41	1.66	5.76	17.90
2	2007-08	0.49	2.85	5.56	15.80
3	2008-09	0.46	1.34	4.59	13.47
4	2009-10	0.37	2.02	4.72	18.52
5	2010-11	-	-	-	-

### Chhattisgarh

<b>Sl. No.</b>	<b>Year</b>	<b>Judiciary</b>	<b>Social Welfare</b>	<b>Health</b>	<b>Education</b>
1	2006-07	0.28	1.03	3.15	6.88
2	2007-08	0.29	1.28	2.94	7.46

3	2008-09	0.24	1.23	2.62	7.98
4	2009-10	0.26	1.15	2.51	10.88
5.	2010-11	0.28	1.32	2.54	12.66

### Delhi

Sl. No.	Year	Judiciary	Social Welfare	Health	Education
1	2006-07	1.08	1.38	6.89	13.52
2	2007-08	0.92	1.20	6.59	11.81
3	2008-09	1.23	1.73	6.24	11.98
4	2009-10	1.12	2.67	7.28	14.94
5	2010-11	1.41	3.10	7.35	13.92

### Gujarat

Sl. No.	Year	Judiciary	Social Welfare	Health	Education
1	2006-07	0.47	6.06	2.74	12.42

2	2007-08	0.47	7.92	2.66	11.87
3	2008-09	0.44	9.34	2.67	11.48
4	2009-10	0.70	9.90	2.91	11.64
5	2010-11	0.94	2.91	3.63	13.84

### Haryana

Sl. No.	Year	Judiciary	Social Welfare	Health	Education
1	2006-07	0.32	3.72	2.52	11.47
2	2007-08	0.30	3.94	2.04	11.37
3	2008-09	0.29	3.63	1.96	10.81
4	2009-10	0.36	3.13	2.36	12.88
5	2010-11	0.40	4.45	2.31	13.21

### Himachal Pradesh

Sl. No.	Year	Judiciary	Social Welfare	Health	Education
1	2006-07	0.66	2.2	4.20	13.91
2	2007-08	0.67	2.4	3.80	14.68

3	2008-09	0.66	2.9	3.96	15.20
4	2009-10	0.69	3.2	4.07	15.63
5	2010-11	0.70	2.9	4.12	15.74

### Jharkhand

Sl. No.	Year	Judiciary	Social Welfare	Health	Education
1	2006-07	1.06	-	-	-
2	2007-08	1.05	-	-	-
3	2008-09	1.43	-	-	-
4	2009-10	1.30	-	-	-
5	2010-11	1.48	-	-	-

### Karnataka

Sl. No.	Year	Judiciary	Social Welfare	Health	Education
1	2006-07	0.62	2.69	3.92	15.40
2	2007-08	0.62	3.19	4.22	17.21
3	2008-09	0.65	3.29	4.30	18.59

4	2009-10	0.61	4.20	4.28	17.97
5	2010-11	0.75	4.50	4.44	18.88

### Kerala

Sl. No.	Year	Judiciary	Social Welfare	Health	Education
1	2006-07	0.362	1.608	3.512	13.182
2	2007-08	0.379	1.766	3.199	13.668
3	2008-09	0.418	1.867	3.239	13.020
4	2009-10	0.464	1.684	3.191	13.805
5	2010-11	0.438	2.111	3.504	13.444

### Madhya Pradesh

Sl. No.	Year	Judiciary	Social Welfare	Health	Education
1	2006-07	0.68	2.63	4.02	15.74
2	2007-08	0.67	2.85	3.70	14.58
3	2008-09	0.66	3.56	3.25	12.56
4	2009-10	0.72	5.02	3.50	16.59

5	2010-11	0.76	4.72	3.77	15.76
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### Maharashtra

Sl. No.	Year	Judiciary	Social Welfare	Health	Education
1	2006-07	2.28	2.36	13.89	0.48
2	2007-08	2.77	2.25	12.84	0.46
3	2008-09	2.87	1.96	13.21	0.46
4	2009-10	2.12	1.70	14.12	0.54
5	2010-11	3.96	2.29	18.62	0.62

### Manipur

Sl. No.	Year	Judiciary	Social Welfare	Health	Education
1	2006-07	0.32	1.68	2.77	9.86
2	2007-08	0.34	1.90	3.47	9.75
3	2008-09	0.36	2.32	3.02	9.80
4	2009-10	0.37	1.93	3.23	10.55
5	2010-11	0.40	2.04	3.10	11.95



### Mizoram

<b>Sl. No.</b>	<b>Year</b>	<b>Judiciary</b>	<b>Social Welfare</b>	<b>Health</b>	<b>Education</b>
1	2006-07	0.25	0.91	3.68	10.08
2	2007-08	0.26	1.07	3.75	10.19
3	2008-09	0.33	0.83	5.98	9.90
4	2009-10	0.38	1.01	4.18	10.80
5	2010-11	-	-	-	-

### Orissa

<b>Sl. No.</b>	<b>Year</b>	<b>Judiciary</b>	<b>Social Welfare</b>	<b>Health</b>	<b>Education</b>
1	2006-07	0.38	5.88	3.61	12.15
2	2007-08	0.36	6.32	.88	12.80
3	2008-09	0.37	6.03	3.75	14.07
4	2009-10	0.54	7.67	5.01	18.24
5	2010-11	0.62	7.33	4.07	18.46

### Sikkim

Sl. No.	Year	Judiciary (Rs. in Thousand)	Social Welfare	Health	Education
1	2006-07	28583	-	-	-
2	2007-08	32683	-	-	-
3	2008-09	32668	-	-	-
4	2009-10	58095	-	-	-
5	2010-11	55080	-	-	-

### Tamilnadu

Sl. No.	Year	Judiciary	Social Welfare	Health	Education
1	2006-07	0.53	2.38	3.99	14.12
2	2007-08	0.53	3.16	4.39	14.40
3	2008-09	0.55	2.91	4.47	14.15
4	2009-10	0.70	3.10	5.33	16.33
5	2010-11	0.70	3.60	5.26	16.12

## Tripura

<b>Sl. No.</b>	<b>Year</b>	<b>Judiciary</b>	<b>Social Welfare</b>	<b>Health</b>	<b>Education</b>
1	2006-07	0.60	8.75	7.49	24.82
2	2007-08	0.58	9.83	7.51	24.82
3	2008-09	0.58	9.51	6.82	23.70
4	2009-10	0.57	10.84	6.62	25.05
5	2010-11	0.87	10.44	4.72	23.37

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