

PRL. DISTRICT AND SESSIONS COURT,
GADAG.

NOTIFICATION
DATED: 30-08-2023.

In exercise of the powers conferred under Sec.4(1)(b) of the Right to Information Act, 2005 (Central Act No.22 of 2005), the detailed information relating to the Prl. District and Sessions Court, Gadag is published as herein under the information of the General Public.

i)	The particulars of its organization functions and duties.	Organization: Prl. District and Sessions Court, Gadag. Functions and Duties: Administration of Justice, Subordinate Courts Administration and other administration.
ii)	Powers and Duties of its Officers and Employees.	Details are at Annexure –I.
iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	The concerned case workers of different sections or branches especially relating to administration will open a file of receipt of proposal or process the proposal in the form of submission in the concerned file. The Sheristedars of concerned branch or section will scrutinize the proposal and place it before the Chief Administrative Officer. The Chief Administrative Officer will review the proposal in the light of existing proviso of Rules, Circulars and guidelines of the Hon'ble High Court, submit to the District Judge. The District Judge, will decide the course of action be taken on a proposal under the delegated powers and in doubtful cases if necessary refer to

		the Hon'ble High Court for final decision or guidance.
iv)	The norms set by it for the discharge of its functions.	Depending on urgency, proposal will be finalized on priority.
v)	The Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by the employees for discharging its functions.	Details are as at Annexure –II.
vi)	A statement of categories of documents that are held by it or under its control.	Case files and relevant Registers.
vii)	The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.	No such arrangement exists.
viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those boards, council, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.	No such statutory committee is constituted. No question of giving information to the public.
ix)	A Directory of the officers and employees.	List of Officers and employees is in the District Court Establishment. In view of frequent changes of residential address of employees, the District Court Establishment is requested to note the changes.
x)	The monthly remuneration received by each of the	There will be change of monthly pay of one or other officials/officers

	officers and employees, including the system of compensation provided in its regulations.	every month in view of Annual Increment/increase of rate of DA. Every month the concerned Sheristedar / concerned clerk of Accounts Section will prepare the pay bill through HRMS after recording the same in the acquittance roll as an official copy of all employees which contain gross pay, deductions and net pay etc.
xi)	The budget allotted to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Allotment of the budget will be provided by the Hon'ble High Court of Karnataka, under non-plan scheme whenever the Government will release the fund to the Head of Department.
xii)	The manner of execution of subsidy programmes, including the amounts allotted and the details allocated and the details of beneficiaries of such programmes.	No such programmes.
xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	No such programmes.
xiv)	Details in respect of the information, available to or held by it, reduced in electronic form.	1. The Data entry of the cases filed from the date of its filing till disposal will be processed in the concerned register by manual and also in CIS. 2. Pay particulars of all the employees of the District Court, Gadag.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Hon'ble Judges and staff but not for public use.

xvi)	The names, designations and other particulars of the Public Information Officer.	Sri. V.A. Saptalakar. I/c. Chief Administrative Officer and State Public Information Officer, District and Sessions Court, Gadag. Telephone No.08372 -222077.
xvii)	Such other information as may be prescribed.	-Nil-

By the order of the District Judge,

Chief Administrative Officer
& State Public Information Officer,
District and Sessions Court, Gadag.

ANNEXURE –I**THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE DISTRICT AND SESSIONS COURT, GADAG.**

Chief Administrative Officer	Head of the District Administration upon the advice / directions of the Hon'ble District Judge and the High Court of Karnataka and assisting the Hon'ble District Judge, in the administration and also State Public Information Officer.
Software Technician/ System Officers	Head of the District Computer System Administration upon the advice / directions of the Hon'ble District Judge and the High Court of Karnataka and assist to the work relates administration etc.,
Sheristedars	Incharge of the respective Section / Branch assigned and scrutiny of the files by the case workers as per the procedure prescribed.
Judgment Writer / Stenographer	Taking down dictation and transcribe the same entrusted by the Hon'ble Judges.
First Division Assistants	To attend the job of case working as per duties assigned to them. To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court proceedings in case of attending Bench work. To prepare statements.
Second Division Assistants	Incharge of pending branches. To attend open court, any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to court proceedings in case of attending Bench work. To prepare statements.

Typists and Typist – Copyists	Incharge of typing work and Xeroxing work. To do any ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants, delivery of possessions etc., attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/notices etc., attending the protocol work during the visit of dignitaries.
Drivers	To run the office vehicle for Judges for office duty.
Attenders	To keep the chamber and open courts clean and tidy. To attend the duties of open court and chamber of Presiding Officer.
Peons	To keep the office neat and tidy. To deliver the files/tappals to the concerned sections/departments. To attend the watchman duty entrusted and any of the work entrusted in the office.

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ANNEXURE –II

The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:

(a) Acts:

1. The Karnataka Court Fee and Suit Valuation Act 1958 and Rules 1960
2. The Karnataka Stamp Act, 1957
3. Civil Rules of Practice 1967
4. Criminal Rules of Practice 1968
5. Civil Court Act, 1964

(b) Rules:

1. Karnataka Subordinate Court (Ministerial & other posts) Recruitment Rules 1982.
2. K.C.S.r. 1957
3. Accounts Rules 1967
4. Karnataka Classification, Control and Appeals Rules 1957
5. Karnataka Probationary Rules 1977
6. Karnataka Civil Services (Regulation of pay, pensions) Rules 1978
7. Karnataka Medical Attendance Rules 1963
8. Karnataka General Recruitment Rules 1977
9. K.C.S. (Change of cadre of SDA and Typist) Rules 1974
10. K.C.S. (Performance) Rules 2000
11. K.C.S. (Seniority) Rules 1957
12. K.C.S. (Time Bound Advancement) Rules 1983
13. K.C.S. (Special Promotion to Senior Scale of pay) Rules 1991
14. Sanction of Stagnation Increment Rules 1996
15. K.C.S. (Kannada Language & Departmental Exam) Rules 1974
16. Karnataka Advocate Clerk Rules 1967
17. K.C.S. (Scheduled Caste, Scheduled Tribe and Other Backward Classes Reservation) Rules
18. Cadre and Recruitment Rules 1982

(c) Directions, Hand Book etc.:

1. Karnataka Financial Code
2. Karnataka Treasury Code
3. Handbook on Probable expenses
4. Criminal Rules of Practice
5. Civil Rules of Practice
6. Civil Procedure Code
7. Criminal Procedure Code
8. Indian Penal Code
9. Handbook on Administration
10. Directions for Reservation of Ex-Military Personnel
11. Direction/DO for Reservation of SC/ST for Promotion
12. Direction/GO for Reservation of SC/ST and Other Backward Classes for Direct Recruitment

(d) List of documents of Group 'C' and 'D' officials:

1. Service Registers
2. Annual Performance Report
3. Assets and Liability Statements

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