

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC, RON

The Right to information Act – 2005 Sec. 4(1)(a), 4(1)(b)(i) to (xvii)

(Update for the month ending with 31st January 2026)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC Court, Ron as required U/Sec. 4(1)(a), 4(1)(b)(i) to (xvii) of Right to Information Act – 2005 for the month ending with 31st January 2026 has been updated and published as in the Annexure-I and II.

Place : Ron

Date: 02.03.2026


Senior Civil Judge and JMFC, Ron

Senior Civil Judge & JMFC
Ron

Information U/Sec. 26 (3) (b) of the Right Information Act of Senior Civil Judge and JMFC Court, Ron.

Sl. No.	Name of the Officer	Officers Role	Designation	Mobile No.	E-mail
1	Sri. V.S. Saptalkar,	SPIO, Ron	Senior Sheristedar	9480027538	srcjron@gmail.com
2	Smt. A.V. Nagavi	RTI Nodal Officer	Senior Sheristedar	9632461230	srcjron@gmail.com
3	Sri.Mahadevappa H.	First Appellate Authority	Senior Civil Judge & JMFC, Ron	9480558408	srcjron@gmail.com

Place: Ron
Date: 02.03.2026


(Mahadevappa H.)
Senior Civil Judge & JMFC, Ron
Senior Civil Judge & JMFC
Ron

Name of the branch	Registers	Books/ Ledgers	Forms
Accounts Branch	<u>Cheque Section</u> (KFC and Accounts Rules for the Subordinate Civil and Criminal Courts, 1967) Repayment Register Refund of Lapsed Deposits (From No. 59 Article 287) Register of Receipts of Deposits CCD and CRCD Repayment Register of CCD and CRCD B Register (For B Rule 21 Account Rule 1967) D Register (Rule 26) E Register (Rule 27 Account Rules 1967) G Register (Rule 2 Note (5) Account Rule) K Register (Rule 43 Bite-92). F Register (Account Rule 1967) Register No.V) Fine Register (Criminal (Ch IX R, 1 7 (1) (2) Ch-XI R4 (1) Register). Penalty Register (No. V. A (Criminal C, X.R-2) Register of Penalties under Section. 514 Cr.P.C.	Fixed Deposit Register Cash Book General Correspondence file.	From No. 54 Article 272 Form No. KFC 55 Article 273 (Vouchers) From 'D' Receipt (1) (Rule 26) Form 'Q' Receipt (Rule 21 Account Rules-1967 Receipt for money relived) R.O's (CCD and CrCD) Form A Rule 10 (Account Rules 1967)

ANNEXURE-I

To Notification under Section (4) (1) (a) of Right to Information Act

Statement showing Register, Forms and Books that are maintained by various Branches of Senior Civil Judge and JMFC,

Ron

Name of the branch	Registers	Books/ Ledgers	Forms
Administrative Branch	1) Valuable Document Registers 2) Attendance Register of staff 3) Cash Declaration Register 4) Movement Register 5) CL Register 6) Service Register of Officer and Officials. 7) Right Information Act Register-2. 8) Right Information Act Applications files Register. 9) Filing Registers 10) Day and Night Duty Register	1) Office Order file 2) Circular file 3) Hon'ble HCK Notification file 4) Court Building File 5) CTC file 6) Monthly Statement File 7) Quarterly Statement File 8) District Court Circular file 9) Assets and Liabilities file 10) Inspection Book 11) Audit Report Files 12) Inspection Report File 13) General Correspondence file 14) Right Information Act- Statement file. 15) Right Information Act-Correspondence file. 16) Physical Verification File. 17) Inter District Transfer Application file.	1) Assets and Liabilities Form

Name of the branch	Registers	Books/ Ledgers	Forms
	Remittance Register. P- Register. Stock Book of R.O's 'D' Receipt 'Q' receipt, Cheque Book etc. (Rule 1979 (1) under accounts rule for Subordinate Civil Court 1967). 'V' Register (From No.V) Contingent Register (Rule 32). Acquittance Register (Form No.24(A). GIS Register (Form No.8). T.A. Acquittance (KFC 29). Consumable Register. (From-33 (Article-165)]. Bill Book. VII Register (Criminal Court Fees). VIII Register (Civil Court Fees). Computer Stock Register. Furniture Registers and files.		

Name of the branch	Registers	Books/ Ledgers	Forms
Civil Branch	Register of Original Suits and Com. O.S.	Reg No.I	Form No.1- Summons for disposal of Suit (O.5, R 1, 5)
	Register of Original Suits and Com. O.S. disposed off.	Reg No.I-A	Form No.2- Summons for settlement of issues (O.5, R 1, 5)
	Register of: 1) Misc. Cases 2) MVC Cases 3) LAC Cases 4) G and WC. Cases 5) P and SC. Cases 6) Appl. Cases	Reg No.III	Form No.3- Summons to appear in person (O.5, R 3) Form No.7- Summons legal representative of a deceased defendant (O.22, R 4) Form No.10- Summons to witness (O.16, R 1, 5) Form No.20- Warrant of attachment for movable property in execution of a decree for money (O.21, R 30) Form No.23- Warrant to bailiff to give possession of land etc. (O.21, R 35) Form No.24- Warrant to show cause why warrant of arrest should not issue (O.21, R 37) Form No.25- Warrant of arrest in execution (O.21, R 38) Form No.26- Warrant of Committal of judgment to jail (O.21, R 40) Form No.27- Order or the release of person imprisoned in execution (O.58,59) Form No.39- Warrant of sale of property in execution of a decree for money (O.21, R 66) Form No.40- Notice day fixed for setting a sale proclamation (O.21, R 66) Form No.41- Proclamation of sale (O.21, R 66)

	Register of disposed off cases: 1) Misc. Cases 2) MVC Cases 3) LAC Cases 4) G and WC. Cases 5) P and SC. Cases 6) M.C. Cases 9) Appl. Cases 10) Register of Ex. Cases	Reg No.III-A	Form No.60- Notice to respondent of the day fixed for the hearing of the appeal (O.41, R-14) Form No.66- Notice to show cause (General form) general form (No provision of Law as such) Form No.68- Commission of examine absent witness (O.26, R 4,18) Form No.75- Notice/ Summons under Motor Accident Claim Petition (O.26, R 4,18)
	Register of Ex. Cases Disposed off. Register of Process Return. Register of Applications for Return of documents Register showing the Commissions issued. Register of Regular Appeals. Register of Regular Appeals disposed off. Register of: 1) Misc. Appeal Register of Disposed off cases: 1) Misc. Appeal 2) Air. Misc. Register Register of Stayed cases by the Appellate Court.	Reg No.IV-A Reg No.XI Reg No.XII Reg No.XVIII Reg No.XXIII Reg No.XXIII-A Reg No.XXVI Reg No.XXVI-A -- --	

Name of the branch	Registers	Books/ Ledgers	Forms
Record Branch	1) Refund of Court Fees. 2) Forms and Registers. 3) Register of Forms and Register of Receipt Books 4) Return of Documents (Civil and Criminal) 5) Record Room Register of Suits, Other Original Proceedings, Ex. Cases and appeals disposed off. 6) Register of DTC (Civil). 7) Register of records removed from the record room to HCK etc. <u>Other Registers:</u> 1) Register of Records submitted to Hon'ble High Court of Karnataka, Dharwad (Received from the trial Court, as per circular Dated: 21.11.2022 of Hon'ble HCK, Bengaluru). 2) Visiting Register of CAO and Hon'ble Prl. District Judge, Gadag. 3) Register of Stay orders received from the appellate authority.	Reg No.VI Reg No.VII (1) (C) Reg No.VII (1) (B) Reg No.XII Reg No.XIII Reg No.XIV Reg No.XVI Reg No.XVII Reg No.XX	

Name of the branch	Registers	Books/ Ledgers	Forms
Copying Branch	1) Register of Civil Applications for copies. 2) Register of Criminal Applications for copies. 3) Register for Calling for Copying Sheets and Copying and other Charges. 4) Register showing the Copy application Ordered to be Returned and Copy Application Rejected. 5) Notifying the Dates. 6) Register showing the dispatch of Certified Copies and Intimations in Copy application by post. 7) Register showing the stock of copying sheets with the Nazir. 8) Register showing the stock of Postage Stamps with the Nazir in respect of Copy Application. 9) Register showing the Issue, Utilization and Return of Copying Sheets and Postage Stamps in copy applications. 10) Copy Applications Preliminary Intimation Register	Reg No.X Reg No.XII Reg No.X-B (Civil) Reg No.X-C (Civil) Reg No.X-D (Civil) Reg No.X-E (Civil) Reg No.X-F (Civil) Reg No.X-G (Civil) Reg No.X-H Reg No.X-A (Civil)	

Name of the branch	Registers	Books/ Ledgers	Forms
Library Branch	1) Library Stock Register 2) Registers of periodical. 3) Files of Pre-Receipts regarding subscription of Law Journals and Reports. 4) Files of Binding Law Journals and Reports 5) Movement Register/ Library books issuing register.	Form No. 36 KFC All India Reports Criminal Law Journals Karnataka Law Journal. Accidental Crime Journal Karnataka Civil and Criminal Reporter Indian Law Reporter Karnataka Teerpugal Varadi	

Name of the branch	Registers	Books/ Ledgers	Forms
Property Branch	1) Property Register for receiving the Articles. 2) Register for receiving Valuable Properties- Valuable Properties Register. 3) Auction Register.	Property Register No.6	
Dispatch Branch	1) Inward Register. 2) Outward Register. 3) Stamp Register.		

Name of the branch	Registers	Books/ Ledgers	Forms
Process Branch	Process Branch Registers. Register No. XXXII (Civil) Register No. XXI (Civil) Register No. XXII (Civil) Register No. XXXI (Civil) Register No. XXVII (Civil) Register No. XXXIII (Civil) Register No. XXVI (Civil)		

Place: Ron
Date: 02.03.2026


(Mahadevappa H.)
Senior Civil Judge and JMFC, Ron

SENIOR CIVIL JUDGE AND JMFC., COURT, RON.

NOTIFICATION DATED: 02.03.2026

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 Senior Civil Judge and JMFC., Court Ron is published as herein under the information of the General Public.

i)	The particulars of its organization functions and duties.	Organization: Senior Civil Judge and JMFC., Court Ron. Functions and Duties: Administration of Justice 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 Senior Sheristedar will review the proposal in the light of existing proviso of Rules, Circulars and guidelines of the Hon'ble High Court, submit to the Judge. The 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 District 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 Court Establishment. In view of frequent changes of residential address of employees, the Court Establishment is requested to note the changes.

x)	The monthly remuneration received by each of the officers and employees, including the system of There will be change of monthly pay of one or other officials/officers every month in view of Annual Increment/increase of rate of DA. compensation provided in its regulations.	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 District Court of under non-plan scheme whenever the Hon'ble High Court of Karnataka 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 this Court.

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.S.Saptalakar and Public Information Officer, Senior Civil Judge and JMFC, Ron. Telephone No.08381-267229.
xvii)	Such other information as may be prescribed.	-Nil-

By the order of the Senior Civil Judge and JMFC., Ron

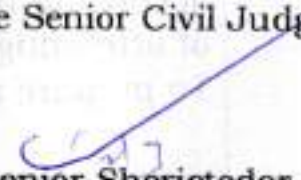

 Senior Sheristedar,
 Public Information Officer,
 Senior Civil Judge and JMFC., Court Ron

ANNEXURE -I
THE POWERS AND DUTIES OF THE OFFICERS AND
EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC.,
COURT RON.

Senior Sheristedar's	Head of the Administration upon the advice / directions of the Hon'ble Judge and the Hon'ble District Court and assisting the Hon'ble Judge, in the administration and also Public Information Officer.
Sheristedar's	Incharge of the respective Section / Branch assigned and scrutiny of the files by the case workers as per the procedure prescribed.
Stenographer	Taking down dictation and transcribe the same entrusted by the Hon'ble Judges.
First Division Assistant	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.
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.

By the order of the Senior Civil Judge and JMFC., Ron


 Senior Sheristedar,
 Public Information Officer,
 Senior Civil Judge and JMFC., Court Ron

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

By the order of the Senior Civil Judge and JMFC., Ron

²¹³
Senior Sheristedar,
Public Information Officer,
Senior Civil Judge and JMFC., Court Ron