

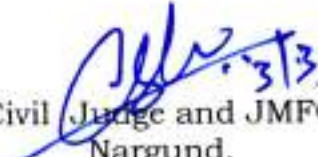
**IN THE COURT OF CIVIL JUDGE AND JMFC., COURT  
NARGUND.**

**The Right to Information Act - 2005 Sec.4(1)(a), 4(1)(b)(i) to  
(xvii)**

**(Updated for the month ending with 31<sup>st</sup> January 2026)  
NOTIFICATION**

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

Date: 03.03.2026  
Place: Nargund

  
Civil Judge and JMFC.,  
Nargund.

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

| Sl.No | Name of the Officer        | Officers Role                | Designation                       | Mobile No.  | E-mail                 |
|-------|----------------------------|------------------------------|-----------------------------------|-------------|------------------------|
| 1     | Smt.P.H.<br>Havalappanavar | SPIO, Nargund                | CMO/<br>Sheristedar               | 88884510518 | jmfc.nargund@gmail.com |
| 2     | Sri.Jinnappa<br>Chougala   | First Appellate<br>Authority | Civil Judge and<br>JMFC., Nargund | 9845183043  | jmfc.nargund@gmail.com |

Place: Nargund  
Date: 03.03.2026.

  
(Jinnappa Chougala)  
Civil Judge and JMFC., Nargund.

# 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 Civil Judge and JMFC., Court, Nargund.

| Name of the branch           | Registers                                                                                                              | Books/Ledgers                     | Forms                                                                    |
|------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------|
| <b>Administrative Branch</b> | 1. Valuable Document Register                                                                                          | 1. Office Order file.             | 1. Assets and Liabilities Form                                           |
|                              | 2. Attendance Register of Staff                                                                                        | 2. Circular File.                 |                                                                          |
|                              | 3. Cash Declaration Register                                                                                           | 3. Notification file              |                                                                          |
|                              | 4. Movement Register                                                                                                   | 4. Court Building Files           |                                                                          |
|                              | 5. C.L Register                                                                                                        | 5. CTC File                       |                                                                          |
|                              | 6. Register of powers granted by the State Government to Magistrates (Reg.No.VIII)                                     | 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 Files       |                                                                          |
|                              |                                                                                                                        | 13.General Correspondence Files   |                                                                          |
|                              |                                                                                                                        | 14. Caveat Files                  |                                                                          |
| <b>Accounts Branch</b>       | <b><u>Cheque Section.</u></b><br><b>( KFC and Accounts Rules for the Subordinate Civil and Criminal Courts, 1967 )</b> | Copier Machine Repair Order Files | Form No.54 Article 272 Form No. KFC 55 Article 273 (Vouchers)            |
|                              | 1.Repayment Register.                                                                                                  | Generator File                    | Form 'D' Receipt (I) (Rule 26)                                           |
|                              | 2.Refund of Lapsed Deposits ( Form No.59 Article 287 ).                                                                | Cash Book                         | Form 'Q' Receipt (Rule 21 Account Rules-1967 Receipt for money relieved) |
|                              | 3.Register of Receipts of Deposits CCD and CrCD.                                                                       |                                   | R.Os   CCD & CrCD   Form A Rule 10 (Account Rules 1967)                  |
|                              | 4.Repayment Register of CCD and CrCD.                                                                                  |                                   |                                                                          |
|                              | 5.B Register (For B Rule 21 Account Rule 1967).                                                                        |                                   |                                                                          |

| Name of the branch | Registers                                                                                                                            | Books/Ledgers | Forms |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------|-------|
|                    | 6.D Register (Rule 26).                                                                                                              |               |       |
|                    | 7.E Register (Rule 27 Accounts Rules 1967 ).                                                                                         |               |       |
|                    | 8.G Register (Rule 2 Note (5) Accounts Rule).                                                                                        |               |       |
|                    | 9.K Register (Rule 43 Bite-92).                                                                                                      |               |       |
|                    | 10.F Register (Account Rule 1967 Register No.V).                                                                                     |               |       |
|                    | 11.Fine Register<br>(Criminal (Ch IX R, 1, 7 (1) (2), Ch-XI R4 (1) Register).                                                        |               |       |
|                    | 12.Penalty Register<br>(No. V. A (Criminal C, X.R-2) Register of Penalties under Section.514 Cr.P.C.).                               |               |       |
|                    | 13.Remittance Register                                                                                                               |               |       |
|                    | 14.VA Register (Register of Penalties under Sec.514 of CrPC. ).                                                                      |               |       |
|                    | 15.V - Register<br>Register of Fine imposed and levied & refunded.<br>[ (Criminal) Ch- IX R.1.7(1)(2) Ch. XI R.4(I) ].               |               |       |
|                    | 16.M - Register.                                                                                                                     |               |       |
|                    | 17.P - Register.<br>[ Private Witness Batta ].                                                                                       |               |       |
|                    | 18.Form - N<br>Register Refund of Fine amounts (Rule 63 (3)).                                                                        |               |       |
|                    | 19.Stock Book of R.Os 'D' Receipt 'Q' Receipt, Cheque Book etc (Rule 1979 (1) under accounts rule for Subordinate Civil Court 1967). |               |       |
|                    | 20.'V' Register ( Form No.V)<br>Petty Items such as witness batta(Rule 25).                                                          |               |       |
|                    | 21.Form 'W'<br>Index to ledger petty deposit Register (Rule 25 ).                                                                    |               |       |

| Name of the branch  | Registers                                                                                | Books/Ledgers | Forms                                                                                                   |
|---------------------|------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------|
|                     | 22. Contingent Register (Rule 32 ).                                                      |               |                                                                                                         |
|                     | 23. Acquaintance Register (Form No.24(A) ).                                              |               |                                                                                                         |
|                     | 24. GIS Register (Form No.8 ).                                                           |               |                                                                                                         |
|                     | 25. 'O' Register (Rule 66 Account Rule 1967).                                            |               |                                                                                                         |
|                     | 26. T.A. Acquaintance (KFC 29 ).                                                         |               |                                                                                                         |
|                     | 27. Consumable Register (Form-33 (Article-165)).                                         |               |                                                                                                         |
|                     | 28. Bill Book                                                                            |               |                                                                                                         |
|                     | 29. T.A. Cheque Register. (KFC Form No.30 (Article-137) ).                               |               |                                                                                                         |
|                     | 30. VII Register (Criminal Court Fees).                                                  |               |                                                                                                         |
|                     | 31. VIII Register (Civil Court Fees).                                                    |               |                                                                                                         |
| <b>Computer</b>     | 1. Stock Register.<br>2. General Correspondence files.<br>Furniture Registers and files. |               |                                                                                                         |
| <b>Civil Branch</b> | Register of Original Suits                                                               | Reg No. I     | Form No.1 – Summons for disposal of suit (O.5, R 1, 5)                                                  |
|                     | Register of Original Suits & disposed off.                                               | Reg No. I-A   | Form No.2 – Summons for settlement of issues (O.5, R 1, 5)                                              |
|                     | <b>Register of:</b>                                                                      | Reg No. III   | Form No.3 – Summons to appear in person (O.5, R 3)                                                      |
|                     | 1. Misc. Cases.                                                                          |               | Form No.7 – Summons to legal representative of a deceased defendant (O.22, R 4)                         |
|                     | 2. FDP Cases                                                                             |               | Form No.10 – Summons to Witness (O.16, R 1, 5)                                                          |
|                     | 3. P & SC. Cases<br>4. Ex. Cases                                                         |               | 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)                            |
|                     | <b>Register of disposed off Cases:-</b>                                                  |               | Form No.24 – Warrant to show cause why warrant of arrest should not issue (O.21, R 37)                  |
|                     | 1. Misc. Cases.                                                                          |               | Form No.25 – Warrant of arrest in execution (O.21, R 38)                                                |
|                     | 2. FDP Cases                                                                             |               |                                                                                                         |

| Name of the branch     | Registers                                        | Books/Ledgers      | Forms                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------|--------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | 3. P & SC. Cases                                 | Reg No.III-A       | Form No.27 - Order for the release of a person imprisoned in execution (Sec. 58, 59)                                                                                                                                                                                                                                                                                                                                           |
|                        | 4. Ex.Cases                                      | Reg.No.IV          | Form No.39 - Warrant of sale of property in execution of a decree for money (O.21, R 66)<br>Form No.40 - Notice of day fixed for setting a sale proclamation (O.21, R 66)<br>Form No.41 - Proclamation of sale (O.21, R 66)<br>Form No.60 - Notice to respondent of the day fixed for the hearing of the appeal (O.41, R 14)<br>Form No.66 - Notice to show cause (general form)<br>General Form (No provision of Law as such) |
|                        |                                                  |                    | Form No.68 - Commission of examine absent witness (O.26, R 4, 18)                                                                                                                                                                                                                                                                                                                                                              |
|                        | Register of Ex.Cases Disposed off.               | Reg No.IV-A        |                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                        | Register of application for refund Court fee     | Reg.No.VI          |                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                        | Court dairy                                      | Reg.No.IX          |                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                        | Register of Process Return.                      | Reg No.XI          |                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                        | Register of Applications for Return of documents | Reg No.XII         |                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                        | Register showing the Commissions issued          | Reg No.XVIII       |                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                        | Register of Stayed cases by the Appellate Court. | --                 |                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Criminal Branch</b> | Register of FIR & Final report.                  | Reg No.I           | Form No. 1- Summons to an accused person.                                                                                                                                                                                                                                                                                                                                                                                      |
|                        | Register of Complaints (Private Complaints)      | Reg No.II          | Form No. 2- Warrant of Arrest (NBW)                                                                                                                                                                                                                                                                                                                                                                                            |
|                        | <b>Reg. of disposed off Cases:-</b>              | Reg No.III         | Form No. 3- Proclamation Requiring the Appearance of a person accused.                                                                                                                                                                                                                                                                                                                                                         |
|                        | Register of CrI.Misc.Cases                       | Reg No.III-A       | Form No. 4- Proclamation Requiring the Attendance of a witness.                                                                                                                                                                                                                                                                                                                                                                |
|                        | Register of CrI.Misc.Cases Disposed off.         | Reg No.IV And IV-A | Form No. 8- Warrant in the first instance to bring up a witness.                                                                                                                                                                                                                                                                                                                                                               |
|                        | Register of Long Pending Cases                   | Reg No.XIII        | Form No. 20- Summons to witness.                                                                                                                                                                                                                                                                                                                                                                                               |
|                        | Register of Stayed cases by the Appellate Court. | Reg.No.X           | Form No. 28- Warrant to levy a fine by attachment and Sale.                                                                                                                                                                                                                                                                                                                                                                    |
|                        | Register of Return of Documents.                 | Reg.No.XI          | Form No. 29- Warrant for recovery of fine.                                                                                                                                                                                                                                                                                                                                                                                     |

| Name of the branch   | Registers                                                                                                                                                                   | Books/Ledgers      | Forms                                            |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------|
|                      | Court Dairy                                                                                                                                                                 |                    | Form No. 32- Notice to surety on breach of bond. |
|                      | Hearing Book                                                                                                                                                                |                    | Form No. 41- Warrant of Arrest.                  |
| <b>Record Branch</b> | 1. Refund of Court Fees.                                                                                                                                                    | Reg No.VI          |                                                  |
|                      | 2. Forms and Registers.                                                                                                                                                     | Reg No.VII (1) (C) |                                                  |
|                      | 3. Register of Forms and Register of Receipt Books                                                                                                                          | Reg No.VII (1) (B) |                                                  |
|                      | 4. Return of Documents (Civil and Criminal).                                                                                                                                | Reg No.XII         |                                                  |
|                      | 5. Record Room Register of Suits, Other Original Proceedings, Ex. Cases and appeals disposed off.                                                                           | Reg No.XIII        |                                                  |
|                      | 6. Register of records received in Court record room (Criminal)                                                                                                             | Reg No.XIV         |                                                  |
|                      | 7. Register of records received in Court record room (Civil)                                                                                                                | Reg No.XVI         |                                                  |
|                      | 8. Register of DTC(Civil).                                                                                                                                                  | Reg No.XVII        |                                                  |
|                      | 9. Register of records removed from the record room to HCK etc.                                                                                                             | Reg No.XX          |                                                  |
|                      | 10. Register of Records received from Hon'ble High Court of Karnataka, Dharwad.                                                                                             |                    |                                                  |
|                      | 11. Register of Records submitted to Hon'ble High Court of Karnataka, Dharwad (Recieved from the trial Court, as per circular Dated: 21.11.2022 of Hon'ble HCK, Bengaluru). |                    |                                                  |
|                      | 12. Register of Stay orders received from the appellate authority.                                                                                                          |                    |                                                  |

| <b>Name of the branch</b> | <b>Registers</b>                                                                                                                      | <b>Books/Ledgers</b> | <b>Forms</b> |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------|
| <b>Copying Branch</b>     | 1.Register of Civil Applications for copies.                                                                                          | Reg No.X             |              |
|                           | 2.Register of Criminal Applications for copies.                                                                                       | Reg No.XII           |              |
|                           | 3.Register for Calling for Copying Sheets & Copying and other Charges.                                                                | Reg No.X-B (Civil)   |              |
|                           | 4.Register showing the Copy Application Ordered to be Returned and Copy Application Rejected.                                         | Reg No.X-C (Civil)   |              |
|                           | 5.Notifying the Dates .                                                                                                               | Reg No.X-D (Civil)   |              |
|                           | 6.Register showing the dispatch of Certified Copies & intimations in Copy Application by post.                                        | Reg No.X-E (Civil)   |              |
|                           | 7.Register showing the stock of copying sheets with the Nazir.                                                                        | Reg No.X-F (Civil)   |              |
|                           | 8.Register showing the Stock of Postage Stamps with the Nazir in respect of Copy Application.                                         | Reg No.X-G (Civil)   |              |
|                           | 9.Register showing the Issue, Utilization & Return of Copying Sheets and Postage Stamps in Copy Applications.                         | Reg No.X-H           |              |
|                           | 10.Register showing the Amounts to be recouped towards Copying Sheets and Postage in Copy Applications supplied from the Contingency. | Reg No.X-J (Civil)   |              |

| Name of the branch     | Registers                                                                                                                 | Books/Ledgers                                   | Forms |
|------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------|
| <b>Library Branch</b>  | 1. Library Stock Registers.                                                                                               | Form No. 36 KFC                                 |       |
|                        | 2. Computerised new library stock register                                                                                |                                                 |       |
|                        | 3. Registers of periodical.                                                                                               | All India Reports.                              |       |
|                        | 4. Files (list) of Indian Law Reports and Karnataka Teerpugal Varadi Distribution to the lower Courts in Proforma I & II. | Criminal Law Journal.<br>Karnataka Law Journal. |       |
|                        | 5. Files of Pre-Receipts regarding subscription of Law Journals and Reports                                               |                                                 |       |
|                        | 6. Files of Binding Law Journals and Reports.                                                                             | Karnataka Civil and Criminal Reporter           |       |
|                        | 7. File of Budget allotment and estimate.                                                                                 | Indian Law Reporter                             |       |
|                        | 8. File of Distribution of Law books to other Courts.                                                                     | Karnataka Teerpugal Varadi                      |       |
|                        | 9. Files of Stock Certificates.                                                                                           |                                                 |       |
|                        | 10. File of Collection of subscription of KTV & ILR.                                                                      |                                                 |       |
|                        | 11. Movement Register/Library books issuing register.                                                                     |                                                 |       |
| <b>Property Branch</b> | 1. Property Register for receiving the Articles                                                                           | Property Register No. 6                         |       |
|                        | 2. Register for receiving Valuable Properties - Valuable Properties Register.                                             |                                                 |       |
|                        | 3. Auction Register.                                                                                                      |                                                 |       |
| <b>SPIO Branch</b>     | 1. Right Information Act Registers - 1.                                                                                   |                                                 |       |
|                        | 2. Right Information Act Appeal Register.                                                                                 |                                                 |       |
|                        | 3. Right Information Act Applications files Register.                                                                     |                                                 |       |
|                        | 4. Right Information Act - Statements file.                                                                               |                                                 |       |
|                        | 5. Right Information Act - Correspondence file.                                                                           |                                                 |       |
| <b>Dispatch Branch</b> | Inward Register                                                                                                           |                                                 |       |
|                        | Outward Register                                                                                                          |                                                 |       |
|                        | Stamp Register                                                                                                            | Form-H<br>Rule-16                               |       |

| Name of the branch | Registers                    | Books/Ledgers | Forms |
|--------------------|------------------------------|---------------|-------|
| Process Branch     | 1. 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)    |               |       |
|                    | Register No. XXVIII (Civil)  |               |       |

Place: Nargund  
Date:01.03.2026

  
(Jinnappa Chougala)  
Civil Judge and JMFC., Nargund.

Process Branch/Creating

## CIVIL JUDGE AND JMFC, COURT, NARGUND

### NOTIFICATION

DATED: 03-03-2026

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

|      |                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i)   | The particulars of its organization functions and duties.                                                    | Organization: Civil Judge and JMFC Court, Nargund.<br>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 Sheristedars of concerned branch or section will scrutinize the proposal and will review the said proposal in the light of existing proviso of Rules, Circulars and guidelines of the Hon'ble High Court, submit to the Presiding Officer/Judge. The said 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 Prl.District and Sessions 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 employees is in the office 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 compensation provided in its regulations.                                                                                                                                                                                    | There will be change of monthly pay of one or other officials/officer 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.<br>2. Pay particulars of all the employees of the Nargund 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.                                                                                   | Smt.P.H.Havalappanavar,<br>Chief Ministerial Officer and State Public Information Officer, Civil Judge and JMFC, Court, Nargund.<br>Telephone No.08377 -245712.                                                        |
| xvii) | Such other information as                                                                                                                                          | -Nil-                                                                                                                                                                                                                  |

|  |                    |  |
|--|--------------------|--|
|  | may be prescribed. |  |
|--|--------------------|--|

By the order of the Civil Judge and JMFC, Nargund

  
Chief Ministerial Officer  
& State Public Information Officer,  
Civil Judge and JMFC., Court, Nargund.

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

|                               |                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chief Ministerial Officer     | Head of the Chief Ministerial Officer upon the advice / directions of the Hon'ble Civil Judge and JMFC., Nargund and the Hon'ble Prl.District and Sessions Judge, Gadag and Hon'ble High Court of Karnataka and assisting the Hon'ble Judge, in the administration and also State Public Information Officer.                                 |
| Sheristedars                  | 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 Judge.                                                                                                                                                                                                                                                                 |
| First Division Assistants     | To attend the job of case working as per duties assigned to them.<br>To prepare decree and to attend the work as Library Assistant.<br>To maintain case registers.<br>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.<br>To prepare statements. |
| Second Division Assistants    | Incharge of pending branches.<br>To attend open court, any of the clerical work entrusted.<br>To attend running index, final index first and final entry.<br>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.<br>To prepare statements.           |
| Typists and Typist – Copyists | Incharge of typing work and Xeroxing work.<br>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.<br>To attend the duties of open court and chamber of Presiding Officer.                                                                    |
| Peons           | To keep the office neat and tidy.<br>To deliver the files/tappals to the concerned sections/departments.<br>To attend the watchman duty entrusted and any of the work entrusted in the office. |

By the order of the Civil Judge and JMFC, Nargund

  
 Chief Ministerial Officer  
 & State Public Information Officer,  
 Civil Judge and JMFC., Court, Nargund.

## 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. K.C.S.r. 1957
2. Accounts Rules 1967
3. Karnataka Classification, Control and Appeals Rules 1957
4. Karnataka Civil Services (Regulation of pay, pensions) Rules 1978
5. Karnataka Medical Attendance Rules 1963
6. K.C.S. (Performance) Rules 2000
7. K.C.S. (Time Bound Advancement) Rules 1983
8. K.C.S. (Special Promotion to Senior Scale of pay) Rules 1991
9. Sanction of Stagnation Increment Rules 1996
10. K.C.S. (Kannada Language & Departmental Exam) Rules 1974

(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

(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 Civil Judge and JMFC, Nargund

  
Chief Ministerial Officer  
& State Public Information Officer,  
Civil Judge and JMFC., Court, Nargund.