

**IN THE COURT OF PRL. DISTRICT AND SESSIONS JUDGE,
GADAG.**

**The Right to Information Act - 2005 Sec. 4(1)(a), 4(1)(b)(i)
to (xvii) and 26(3)(b)**

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

NOTIFICATION

The information pertaining to Prl. District and Sessions Court, Gadag as required U/Sec. 4(1)(a), 4(1)(b)(i) to (xvii) and 26(3)(b) 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.

Date: 10.03.2026.

Place: Gadag.

Nagaveni 10/3
(Nagaveni)

K
Prl. District & Sessions Judge,
Gadag

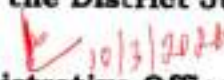
Information U/Sec. 26(3)(b) of the Right information Act of Prl. District and Sessions Court, Gadag

Sl.No	Name of the Officer	Officers Role	Designation	Mobile No.	E-mail
1	Shri. P. Y Gadad	RTI Departmental Nodal Officer	I/c. CAO/ Sr. Sheristedar	9844925027	pdj.gadag@gmail.com
2	Smt. N.P Talageri.	RTI Nodal Officer	Sr. Sheristedar	8073407991	pdjleave.gadag@gmail.com
3	Shri. P. Y Gadad	SPIO, Gadag	I/c. CAO/ Sr. Sheristedar	9844925027	pdj.gadag@gmail.com
4	Smt. Nagaveni.	First Appellate Authority	Prl. District and Sessions Judge, Gadag	8861429393	pdj-gadag@hck.gov.in

Place: Gadag

Date: 10.03.2026.

By the order of the District Judge,


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

STATEMENT OF DEPARTMENTAL NODAL OFFICER IN GADAG DISTRICT JUDICIARY

SL NO.	DISTRICT	TOWN	COURT COMPLEX	ESTABLISHMENT NAME	NAME OF THE OFFICER	RTI DESIGNATION	OFFICER DESIGNATION	MOBILE NO	OFFICE LAND LINE NO	OFFICE EMAIL ADDRESS	OFFICE ADDRESS	PINCODE
1	Gadag	Gadag	Prl. District & Sessions Court, Gadag.	Prl. District & Sessions Court, Gadag.	Sri P.Y. Gadag	Departmental Nodal Officer	I/c C.A.O / Sr.Sheristedar	9844925027	08372/22207 7	pdj.gadag@gmail.com	Prl. District & Sessions Court, Gadag Complex Gadag.	582101

Place: Gadag

Date: 10.03.2026.

By the order of the District Judge,

[Signature] 10/3/2026

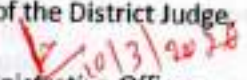
Chief Administrative Officer
& State Public Information Officer,
Prl. District and Sessions Court, Gadag.

STATEMENT OF RTI NODAL OFFICER - ESTABLISHMENT WISE IN GADAG DISTRICT JUDICIARY

SL. NO.	DISTRICT	TOWN	COURT COMPLEX	ESTABLISHMENT NAME	NAME OF THE OFFICER	RTI DESIGNATION	OFFICER DESIGNATION	MOBILE NO	LAND LINE NO	OFFICIAL EMAIL ADDRESS	OFFICE ADDRESS	PINCODE	ESTABLISHMENT NODAL OFFICER SIGNED LETTERS TO BE UPLOADED
1	Gadag	Gadag	Pri. District & Sessions Court, Gadag.	Pri. District & Sessions Court, Gadag.	Smt. N.P Talageri	RTI Nodal Officer	Senior Sheristedar	8073407991	08372/22 2077	pdjleave.gadag@gmail.com	Pri. District and Sessions Court, Complex, Gadag	582101	Uploaded
2	Gadag	Gadag	Pri. District & Sessions Court, Gadag.	Pri. Judge, Family Court, Gadag	Sri. M.A.Desia	RTI Nodal Officer	FDA	9480725785	08372/22 2060	pjfamily.gadag@gmail.com	Pri. District and Sessions Court, Complex, Gadag	582101	Uploaded
3	Gadag	Gadag	Pri. District & Sessions Court, Gadag Complex	1 Addl. Pri. Judge Family Court Gadag.	Smt.Philomena P.N.	RTI Nodal Officer	FDA	9482833017	08372/23 2387	addlfcgdg@gmail.com	1 Addl. Pri. Judge Family Court Gadag.	582101	Uploaded
4	Gadag	Gadag	Pri. District & Sessions Court, Gadag.	Pri. Senior Civil Judge & CJM Court, Gadag.	Smt. R.F. Singade	RTI Nodal Officer	Senior Sheristedar	9900220650	08372/23 7377	srcj.gadag@gmail.com	Pri. District and Sessions Court, Complex, Gadag	582101	Uploaded
5	Gadag	Laxmeshwara	Senior Civil Judge & JMFC Court, Laxmeshwar.	Senior Civil Judge & JMFC Court, Laxmeshwar.	Sri. N.M Ramavut	RTI Nodal Officer	FDA	9538091128	08487/27 2373	srcjmfclaxmeshwar@gmail.com	Senior Civil Judge & JMFC Court, Complex Laxmeshwar.	582116	Uploaded
6	Gadag	Ron	Senior Civil Judge & JMFC Court, Ron.	Senior Civil Judge & JMFC Court, Ron.	Smt. A.V. Nagavi	RTI Nodal Officer	Senior Sheristedar	9632461230	08381/26 7229	srcjron@gmail.com	Senior Civil Judge & JMFC Court, Complex Ron.	582209	Uploaded
7	Gadag	Gadag	Pri. Civil Judge and JMFC, Gadag	Pri. Civil Judge and JMFC, Gadag	Sri. M.I. Parande	RTI Nodal Officer	Sheristedar	9945957651	08372/22 1888	prlcj.gadag@gmail.com	Pri. District and Sessions Court, Complex, Gadag	582101	Uploaded

8	Gadag	Gadag	Prl. District & Sessions Court, Gadag.	I Addl. Civil Judge and JMFC I, Gadag.	Sri. S.M. Gagamath	RTI Nodal Officer	FDA	6360310344	08372/23 3400	jmfc1.gadag@gmail.com	Prl. District and Sessions Court, Complex, Gadag	582101	Uploaded
9	Gadag	Gadag	Prl. District & Sessions Court, Gadag.	II Addl. Civil Judge and JMFC II, Gadag	Smt. H.C. Patil	RTI Nodal Officer	FDA	9902108775	08372/23 2224	jmfc2.gadag@gmail.com	Prl. District and Sessions Court, Complex, Gadag	582101	Uploaded
10	Gadag	Laxmeshwara	Civil Judge & JMFC Court, Laxmeshwara.	Civil Judge & JMFC Court, Laxmeshwar.	Sri. S.V. Sobarad	RTI Nodal Officer	Sheristedar	8123633486	08487/27 2223	laxmeshwar.jmfc@gmail.com	Civil Judge & JMFC Court, Complex Laxmeshwar.	582116	Uploaded
11	Gadag	Mundargi	Civil Judge and JMFC Court, Mundaragi	Civil Judge and JMFC Court, Mundaragi.	Smt. S.I. Tegginamani	RTI Nodal Officer	Sheristedar	9742566177	08371/26 2644	cjmundargi12@gmail.com	Civil Judge & JMFC Court, Complex Mundaragi.	582118	Uploaded
12	Gadag	Naragund	Civil Judge and JMFC Court, Naragund	Civil Judge and JMFC Court, Naragund	Sri. K.M. Nadaf	RTI Nodal Officer	Sheristedar	9886068192	08377/24 5712	jmfc.naragund@gmail.com	Civil Judge & JMFC Court, Complex Naragund.	582207	Uploaded
13	Gadag	Ron	Prl. Civil Judge and JMFC Court, Ron	Prl. Civil Judge and JMFC Court, Ron	Sri. P.A. Magi	RTI Nodal Officer	Sheristedar	9590933839	08381/26 7266	pcj.ron@gmail.com	Prl. Civil Judge & JMFC Court, Complex Ron.	582209	Uploaded

Place: Gadag
Date: 10.03.2026.

By the order of the District Judge,

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

STATEMENT OF SPIO - ESTABLISHMENT WISE IN GADAG DISTRICT JUDICIARY

SL. NO.	DISTRICT	TOWN	COURT COMPLEX	ESTABLISHMENT NAME	NAME OF THE OFFICER	RTI DESIGNATION	OFFICER DESIGNATION	MOBILE NO	OFFICE LAND LINE NO	OFFICE EMAIL ADDRESS	OFFICE ADDRESS	PINCODE
1	Gadag	Gadag	Prl. District & Sesssions Court, Gadag.	Prl. District & Sesssions Court, Gadag.	Sri P.Y. Gadag	SPIO	I/c C.A.O / Sr.Sheristedar	9844925027	08372/22 2077	pdj.gadag@gmail.com	Prl. District & Sesssions Court, Gadag Complex Gadag.	582101
2	Gadag	Gadag	Prl. District & Sesssions Court, Gadag.	Prl. Judge, Family Court, Gadag	Sri G.V.Madiwalar	SPIO	Sheristedar	9945673388	08972/22 2060	pjfamily.gadag@gmail.com	Prl. District & Sesssions Court, Gadag Complex Gadag.	582101
3	Gadag	Gadag	Prl. District & Sesssions Court, Gadag Complex Gadag.	I Addl. Prl. Judge Family Court Gadag.	Sri. I. N. Huded	SPIO	Sheristedar	9342442900	08372/23 2387	addlfcgd@gmail.com	I Addl. Prl. Judge Family Court Gadag.	582101
4	Gadag	Gadag	Prl. District & Sesssions Court, Gadag.	Prl. Senior Civil Judge & CJM Court, Gadag.	Smt.J.M. Kulakarni	SPIO	Senior Sheristedar	9945139505	08372/23 7377	srcj.gadag@gmail.com	Prl. District & Sesssions Court, Gadag Complex Gadag.	582101
5	Gadag	Laxmeshwara	Senior Civil Judge & JMFC Court, Laxmeshwara..	Senior Civil Judge & JMFC Court, Laxmeshwar..	Sri.M.N. Pujar	SPIO	Sheristedar	9563364111	08487/27 2373	srcjjmfclaxmeshwar@gmail.com	Senior Civil Judge & JMFC Court, Complex Laxmeshwar.	582116
6	Gadag	Ron	Senior Civil Judge & JMFC Court, Ron.	Senior Civil Judge & JMFC Court, Ron.	Sri. V.S. Saptalkar	SPIO	Senior Sheristedar	9480027530	08381/26 7229	srcjron@gmail.com	Senior Civil Judge & JMFC Court, Complex Ron.	582209

7	Gadag	Gadag	Prl. Civil Judge and JMFC, Gadag	Prl. Civil Judge and JMFC, Gadag	Sri. R.M Naikar	SPIO	Sheristedar	9481283382	08372/22 1888	prlcj.gadag@gmail.com	Prl. District & Sessions Court, Gadag Complex Gadag.	582101
8	Gadag	Gadag	Prl. District & Sessions Court, Gadag.	I Addl. Civil Judge and JMFC I, Gadag.	Smt. V.S.Patil	SPIO	Sheristedar	9481125208	08372/23 3400	jmfc1.gadag@gmail.com	Prl. District & Sessions Court, Gadag Complex Gadag.	582101
9	Gadag	Gadag	Prl. District & Sessions Court, Gadag.	II Addl. Civil Judge and JMFC II, Gadag	Smt. Vishalaxi K.	SPIO	Sheristedar	9611470348	08372/23 2224	jmfc2.gadag@gmail.com	Prl. District & Sessions Court, Gadag Complex Gadag.	582101
10	Gadag	Laxmeshwar	Civil Judge & JMFC Court, Laxmeshwar	Civil Judge & JMFC Court, Laxmeshwar..	Sri. A.S. Karjagi	SPIO	Senior Sheristedar	8431616235	08487/27 2223	laxmeshwar.jmfc@gmail.com	Civil Judge & JMFC Court, Complex Laxmeshwar.	582116
11	Gadag	Mundargi	Civil Judge and JMFC Court, Mundaragi.	Civil Judge and JMFC Court, Mundaragi.	Sri. B.E. Nayak	SPIO	Sheristedar	9449432004	08371/26 2644	cjmundargi12@gmail.com	Civil Judge & JMFC Court, Complex Mundaragi.	582118
12	Gadag	Naragund	Civil Judge and JMFC Court, Naragund	Civil Judge and JMFC Court, Naragund	Smt. P.H. Havalappanavar	SPIO	Sheristedar	8884510519	08377/24 5712	jmfc.naragund@gmail.com	Civil Judge & JMFC Court, Complex Naragund.	582207
13	Gadag	Ron	Prl. Civil Judge and JMFC Court, Ron	Prl. Civil Judge and JMFC Court, Ron	Sri. V.F. Kalkambi	SPIO	Senior Sheristedar	9448967908	08381/26 7266	pcj.ron@gmail.com	Prl. Civil Judge & JMFC Court, Complex Ron.	582209

Date: 10.03.2026.

Place: Gadag

By the order of the District Judge,

10/3/2026

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

STATEMENT OF FIRST APPELLATE AUTHORITY – IN GADAG DISTRICT JUDICIARY

SL NO.	DISTRICT	TOWN	COURT COMPLEX	NAME OF THE OFFICER	RTI DESIGNATION	OFFICER DESIGNATION	MOBILE NO	LAND LINE NO	OFFICIAL EMAIL ADDRESS	OFFICE ADDRESS	PINCODE
1	GADAG	GADAG	Prl. District & Sessions Court, Gadag.	Smt. Nagaveni	First Appellate Authority	Prl. District & Sessions Judge, Gadag.	8861429393	08372/222077	Pdj-gadag@hck.gov.in	Prl. District and Sessions Court, Gadag	582101
2	GADAG	GADAG	Prl. Judge Family Court, Gadag	Sri. Gangadhara C.M	First Appellate Authority	Prl. Judge Family Court, Gadag	9538586028	08372/222060	pjfamily.gadag@gmail.com	Prl. District & Sessions Court, Gadag Complex Gadag.	582101
3	LAXMESHWAR	LAXMESHWAR	Senior Civil Judge & JMFC Court, Laxmeshwar.	Sri. Bharath Yogesh Karagudari	First Appellate Authority	Senior Civil Judge & JMFC, Laxmeshwar	9482548148	08487/272373	srcjlmfclaxmeshwar@gmail.com	Senior Civil Judge & JMFC Court, Complex Laxmeshwar.	582116
4	RON	RON	Senior Civil Judge & JMFC Court, Ron.	Sri.Mahadevappa H.	First Appellate Authority	Senior Civil Judge & JMFC, Ron.	9480558408	08381/267229	srcjron@gmail.com	Senior Civil Judge & JMFC Court, Complex Ron.	582209
5	MUNDARAGI	MUNDARAGI	Civil Judge and JMFC Court, Mundaragi.	Smt. Jyoti B Karginakar	First Appellate Authority	Civil Judge and JMFC, Mundaragi.	8152973396	08371/262644	cjmundargi12@gmail.com	Civil Judge & JMFC Court, Complex Mundaragi.	582118
6	NARAGUND	NARAGUND	Civil Judge and JMFC Court, Naragund	Sri. Jinnappa Chougula	First Appellate Authority	Civil Judge and JMFC, Naragund.	9845183043	08377/245712	jmfc.naragund@gmail.com	Civil Judge & JMFC Court, Complex Naragund.	582207

Place: Gadag

Date: 10.03.2026.

By the order of the District Judge,

Chief Administrative Officer

& State Public Information Officer,

Prl. District and Sessions Court, Gadag.

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 Pri. District & Sessions Court, Gadag.

Name of the branch	Registers	Books/Ledgers	Forms
Administrative Branch	1. Valuable Document Register 2. Attendance Register of Staff 3. Cash Declaration Register 4. Movement Register 5. C.L Register 6. Departmental enquiry Register	1. Roster File 2. Seniority List 3. Vacancy Statement file 4. Recruitment file 5. Internal Complaint Committee file. 6. Probationary Period declaration file. 7. Office Order file. 8. Circular File. 9. Notification file 10. Creation of Courts file 11. File relating to appointment of part time Menials 12. Maintenance of Lift File 13. Court Building Files 14. CTC File 15. Concurrent File	1. Transfer Proforma 2. Proforma for declaration of probationary period 3. Assets and Liabilities Form

Name of the branch	Registers	Books/Ledgers	Forms
		16. Monthly Statement file 17. Quarterly Statement file 18. District Court Circular file 19. Employee Training file 20. Assets and Liabilities file 21. Inspection Book 22. Audit Report Files 23. Inspection Report Files 24. Notary Files 25. Copier Machine Repair Order Files 26. Generator File 18.5.2019 27. General Correspondence Files	

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) 1.Repayment Register. 2.Refund of Lapsed Deposits (Form No.59 Article 287). 3.Register of Receipts of Deposits CCD and CrCD. 4.Repayment Register of CCD and CrCD. 5.B Register (For B Rule 21 Account Rule 1967). 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 (Criminal (Ch IX R, 1, 7 (1) (2), Ch-XI R4 (1) Register). 12.Penalty Register (No. V. A (Criminal C, X.R-2) Register of Penalties under Section.514 Cr.P.C.).	Fixed Deposit Register Cash Book Advance Rent Sanction to J.Os. Indent Order Register Petrol / Diesel	Form No.54 Article 272 Form No. KFC 55 Article 273 (Vouchers) Form 'D' Receipt (I) (Rule 26) Form 'Q' Receipt (Rule 21 Account Rules-1967 Receipt for money relieved) R.Os [CCD & CrCD] Form A Rule 10 (Account Rules 1967)

Name of the branch	Registers	Books/Ledgers	Forms
	13.Remittance Register 14.VA Register (Register of Penalties under Sec.514 of CrPC.). 15.V – Register Register of Fine imposed and levied & refunded. [(Criminal) Ch- IX R.1.7(1)(2) Ch. XI R.4(I)]. 16.M – Register. 17.P – Register. [Private Witness Batta]. 18.Form – N 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) Petty Items such as witness batta(Rule 25). 21.Form 'W' Index to ledger petty deposit Register (Rule 25). 22.Contingent Register (Rule 32).		

Name of the branch	Registers	Books/Ledgers	Forms
	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).		
Civil Branch	Register of Original Suits & Com.O.S. Register of Original Suits & Com.O.S. disposed off. Register of: 1. Misc.Cases. 2. MVC.Cases 3. LAC. Cases 4. G & WC. Cases 5. P & SC. Cases 6. A.A. Cases 7. A.S. Cases 8. M.C. Cases	Reg No.I Reg No.I-A Reg No.III	Form No.1 – Summons for disposal of suit (O.5, R 1, 5) Form No.2 – Summons for settlement of issues (O.5, R 1, 5) Form No.3 – Summons to appear in person (O.5, R 3) Form No.7 – Summons to 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)

Name of the branch	Registers	Books/Ledgers	Forms
	9. Com.Misc. 10. Com.A.S. 11. Com.A.A. 12. KID cases. 13. Ref.Cases. 14. Appl.Cases. Register of disposed off Cases:- Misc.Cases. MVC.Cases LAC. Cases G & WC. Cases P & SC. Cases A.A. Cases A.S. Cases M.C. Cases Com.Misc. Com.A.S. Com.A.A. KID cases. Ref.Cases. Appl.Cases. Register of Ex.Cases	Reg No.III-A	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 for the release of a person imprisoned in execution (Sec. 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 of day fixed for setting a sale proclamation (O.21, R 66) Form No.41 – Proclamation of sale (O.21, R 66) 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)

Name of the branch	Registers	Books/Ledgers	Forms
	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. 2. HRC Appeal. 3. MA(EAT). 4. LAC. Appeal. Register of Disposed off cases :- 1. Misc.Appeal. 2. HRC Appeal. 3. MA(EAT). 4. LAC. Appeal 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
Criminal Branch	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)
	Register of :-	Reg No.III	Form No. 3- Proclamation Requiring the Appearance of a person accused.
	Spl. Case(SVC)		Form No. 4- Proclamation Requiring the Attendance of a witness.
	Spl. Case(NDPS)		Form No. 8- Warrant in the first instance to bring up a witness.
	Spl. Case(MMRD)		Form No. 20- Summons to witness.
	Spl. Case(SC/ST)		Form No. 28- Warrant to levy a fine by attachment and Sale.
	Spl. Case(I.E. Act)		Form No. 29- Warrant for recovery of fine.
	Reg. of disposed off Cases:-	Reg No.III-A	Form No. 32- Notice to surety on breach of bond.
	Spl. Case(SVC)		Form No. 41- Warrant of Arrest.
	Spl. Case(NDPS)		
	Spl. Case(MMRD)		
	Spl. Case(SC/ST)		
	Spl. Case(I.E. Act)		
	Register of Crl.Misc.Cases	Reg No.IV	
	Register of Crl.Misc.Cases Disposed off.	Reg No.IV-A	
	Register of Long Pending Cases	Reg No.XIII	
	Register of Criminal Revision Cases	Reg No.XV	
	Register of Criminal Revision Cases disposed off.	Reg No.XV-A	
	Register of Sessions Cases	Reg No.XVI	
	Register of Sessions Cases disposed off.	Reg No.XVI-A	

Name of the branch	Registers	Books/Ledgers	Forms
	Register of Criminal Appeal Cases Register of Criminal Appeal Cases disposed off. Register of Stayed cases by the Appellate Court. Register of Return of Documents.	Reg No.XVII Reg No.XVII-A --	
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 records received in Court record room (Criminal) 7. Register of records received in Court record room (Civil) 8. Register of DTC(Civil). 9. Register of records removed from the record room to HCK etc. Other Registers 1. Register of Spl.(SC/ST), CrI. Appl, CrI. R.P, IECC, NDPS, Spl. Case(MMRD)	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
	2. Register of Monthly SC, SVC Cases. 3. Register of Records received from Hon'ble High Court of Karnataka, Dharwad. 4. 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). 5. Visiting Register of CAO and Hon'ble Pri. District Judge, Gadag. 6. Register of Stay orders received from the appellate authority.		

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 & 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 & 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 & Return of Copying Sheets and Postage Stamps in Copy Applications. 10.Register showing the Amounts to be recouped towards Copying Sheets and Postage in Copy Applications supplied from the Contingency.	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-J (Civil)	

Name of the branch	Registers	Books/Ledgers	Forms
Library Branch	1. Library Stock Registers. 2. Computerised new library stock register 3. Registers of periodical. 4. Files (list) of Indian Law Reports and Karnataka Teerpugal Varadi Distribution to the lower Courts in Proforma I & II. 5. Files of Pre-Receipts regarding subscription of Law Journals and Reports 6. Files of Binding Law Journals and Reports. 7. File of Budget allotment and estimate. 8. File of Distribution of Law books to other Courts. 9. File of Books supplied to newly established Courts. 10. File of Catalog of Law books. 11. Files of Stock Certificates. 12. File of Collection of subscription of KTV & ILR. 13. Movement Register/Library books issuing register.	Form No. 36 KFC All India Reports Criminal Law Journal. 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	Property Register for receiving 1.the Articles 2.Register for receiving Valuable Properties – Valuable Properties Register. 3.Auction Register.	Property Register No. 6	
SPIO Branch	1.Right Information Act Registers – 2. 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.		
Dispatch Branch	Inward Register Outward Register Stamp Register	Form-H Rule-16	
Computer Branch	1. Stock Register. 2. General Correspondence files.		

Name of the branch	Registers	Books/Ledgers	Forms
Central Process Branch	1. Furniture Registers and files. 2. 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: Gadag
Date: 10.03.2026

By the order of the District Judge,

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

PRL. DISTRICT AND SESSIONS COURT, GADAG.

NOTIFICATION DATED: 10/03/2026

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 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 officers and employees, including the system of compensation provided in its regulations.	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. 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. Prakash Y. Gadad Chief Administrative Officer and State Public Information Officer, Prl. 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,

15/3/2016

Chief Administrative Officer
& State Public Information Officer,
Prl. 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	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	In-charge 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	In-charge 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	In-charge 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.

By the order of the District Judge,

10/3/2026

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

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:

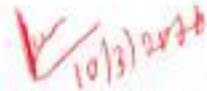
1. Karnataka Financial Code
2. Karnataka Treasury Code
3. Handbook on Probable expenses

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.
13. Bharatiya Nyaya Sanhite (BNS)-2023
14. Bharatiya Nagarika Suraksha Sanhite (BNSS)-2023
15. Bharatiya Sakshya Adhiniyama (BSA)-2023

(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 District Judge,


10/3/2024

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