

IN THE COURT OF PRL. CIVIL JUDGE & JMFC, GADAG

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

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

NOTIFICATION

The information pertaining to Prl. Civil Judge & JMFC Court, Gadag as required U/Sec. 41(1)(a), 4(1)(b)(i) to (xvii) of Right to information Act-2005 for the month ending with 31st January 2026 has been updated and published as in the Annexure-I and II.

Date: 27-02-2026

Place: Gadag



**C/c Prl.Civil Judge & JMFC,
Gadag**

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

Sl.No	Name of the Officer	Officers Role	Designation	Mobile No.	E-mail
1	Shri. R.M.Naikar	State Public Information Officer	Sheristedar	9481283382	prlcj.gadag@gmail.com
2	Shri.M.I. Parandhe	RTI Nodal Officer	Sheristedar	9945957651	prlcj.gadag@gmail.com

Place: Gadag
Date: 05.03.2026.


SPIO and Sheristedar
Prl. Civil Judge & JMFC, 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 Prl. Civil Judge & JMFC 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	1. Office Order file. 2. Circular File. 3. Notification file 4. File relating to appointment of part time Menials 5. CTC File 6. Concurrent File 7 Monthly Statement file 8. Quarterly Statement file 9. District Court Circular file 10.Assets and Liabilities file 11. Inspection Book 12. Audit Report Files	1. Transfer Proforma 2. Proforma for declaration of probationary period 3. Assets and Liabilities Form

Name of the branch	Registers	Books/Ledgers	Forms
	12.Remittance Register 13.M – Register. 14.P – Register. [Private Witness Batta]. 15.Stock Book of R.Os ‘D’ Receipt ‘Q’ Receipt, Cheque Book etc (Rule 1979 (1) under accounts rule for Subordinate Civil Court 1967). 16.‘V’ Register (Form No.V) Petty Items such as witness batta(Rule 25). 17.Form ‘W’ Index to ledger petty deposit Register (Rule 25). 18.Contingent Register (Rule 32 .		
	19.Acquaintance Register (Form No.24(A)). 20.GIS Register (Form No.8). 21.‘O’ Register (Rule 66 Account Rule 1967). 22.T.A. Acquaintance (KFC 29). 23.Consumable Register (Form-33 (Article-165)). 24.Bill Book 25.T.A. Register. (KFC Form No.30 (Article-137)). 26.VIII Register (Civil Court Fees).		

Name of the branch	Registers	Books/Ledgers	Forms
Civil Branch	Register of Original Suits & Com.O.S. Register of Original Suits & Com.O.S. disposed off. Register of: 1. Misc.Cases. 5. P & SC. 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)
	Register of disposed off Cases:- Misc.Cases. P & SC. 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 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 -- --	
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). 5. Record Room Register of Suits, Other Original Proceedings, Ex. Cases. 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. <u>Other Registers</u>	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	
	4. Register of Records submitted to		

Name of the branch	Registers	Books/Ledgers	Forms
Copying Branch	1.Register of Civil Applications for copies. 3.Register for Calling for Copying Sheets & Copying and other Charges. 4.Register showing the Copy Application Ordered to be Returned 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	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)	
Library Branch	1.Library Stock Registers. 2. Registers of periodical.	Form No. 36 KFC All India Reports Criminal Law Journal. Karnataka Law Journal. Accidental Crime Journal Karnataka Civil and Criminal Reporter	

Name of the branch	Registers	Books/Ledgers	Forms
	3. Movement Register/Library books issuing register.	Indian Law Reporter Karnataka Teerpugal Varadi	
SPIO Branch	1.Right Information Act Registers 2.Right Information Act Applications files Register.		
Dispatch Branch	Inward Register Outward Register Stamp Register	Form-H Rule-16	
Computer Branch	1. Stock Register. 2. General Correspondence files.		

Place: Gadag
Date: 05.03.2026


SPIO and Sheristedar, ^{cont.}
C/c Prl. Civil Judge & JMFC, Gadag.

PRL. CIVIL JUDGE COURT, GADAG.

NOTIFICATION

DATED: 05-03-2026

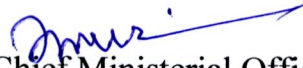
In exercise of the powers conferred under Sec.4(1)(b) of the Right to Information Act, 2005 (Central Act No.22 of 2005), the detailed information relating to the Prl. Civil Judge & JMFC Court, Gadag is published as herein under the information of the General Public.

i)	The particulars of its organization functions and duties.	Organization: Prl. Civil Judge & JMFC Court, Gadag. Administration work
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 Chief Ministerial 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 Hon'ble Prl District Judge.
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	No such arrangement exists.

	thereof.	
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.
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 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 Prl.Civil Court, Gadag.
xvi)	The names, designations and other particulars of the Public Information Officer.	Sri. R.M.Naikar, Chief Ministerial Officer and State Public Information Officer, Prl. Civil Judge & JMFC, Gadag Telephone No.08372 -252888.
xvii)	Such other information as may be prescribed.	-Nil-

By the order of the Prl.Civil- Judge,


Chief Ministerial Officer
& State Public Information Officer,
Prl.Civil-Judge Court, Gadag.

ANNEXURE –I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE PRL.CIVIL-JUDGE COURT, GADAG.

Sheristedars	Incharge of the respective Section / Branch assigned and scrutiny of the files by the case workers as per the procedure prescribed.
Stenographers	Taking down dictation and transcribe the same entrusted by the Hon'ble Judges.
First Division Assistants	To attend the job of case working as per duties assigned to them. To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court proceedings in case of attending Bench work. To prepare statements.
Second Division Assistants	Incharge of pending branches. To attend open court, any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to court proceedings in case of attending Bench work. To prepare statements.
Typists and Typist – Copyists	Incharge of typing work and Xeroxing work. To do any ministerial work of any section entrusted to them.
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 Prl.Civil Judge,


Chief Ministerial Officer
& State Public Information Officer,
Prl.Civil-Judge 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

(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,


Chief Ministerial Officer
& State Public Information Officer,
Prl. Civil Judge Court, Gadag.