

**IN THE COURT OF PRL. SENIOR CIVIL JUDGE & CJM,**  
**GADAG**

**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 Prl.Senior Civil Judge & CJM Court, Gadag 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:07.03.2026  
Place: Gadag

Prl.Senior Civil Judge & CJM,  
Gadag

*07/03/26*

**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     | Smt.J.M.K <ul style="list-style-type: none">karni</ul> | RTI Departmental Nodal Officer | Sr. Sheristedar                         | 9945139505 | srcj.gadag@gmail.com |
| 2     | Smt.R.F.Shingadi                                       | RTI Nodal Officer              | Sr. Sheristedar                         | 9900220650 | srcj.gadag@gmail.com |
| 3     | Smt.J.M.K <ul style="list-style-type: none">karni</ul> | SPIO, Gadag                    | Sr. Sheristedar                         | 9945139505 | srcj.gadag@gmail.com |
| 4     | Smt. Nagaveni.                                         | First Appellate Authority      | Prl. District and Sessions Judge, Gadag | 8861429393 | pdj-gadag@hck.gov.in |

**Place: Gadag**

**Date: 06.03.2026.**

**G.R.Shettar**

**Prl. Senior Civil Judge & CJM, 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. District & Sessions Court, Gadag.**

| <b>Name of the branch</b>    | <b>Registers</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Books/Ledgers</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Forms</b>                   |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Administrative Branch</b> | 1. Valuable Document Register<br>2. Attendance Register of Staff<br>3. Cash Declaration Register<br>4. Movement Register<br>5. C.L Register<br>6. Services Register of all the officials<br>7. Vehicle Log Book<br>8. Day and Night Durty Register<br>9. Attendance Register of Scavangers<br>10. Case filing registers<br>A. OS. Caveat<br>B. RA, MA, LAC, MC, ECA, Review, Cril. Misc. Civil Misc. Exection, FDP, MVC, AIR, P & SC, G and WC/ Election Petition, Small Cause | 1. Seniority List<br>2. Office Order file.<br>3. District Court Circular File.<br>4. Notification file<br>5. CTC File<br>6. District Court Order file<br>7. High Court file Order<br>8. Supreme Court file order<br>10. Physical Verification file<br>11. RTI File<br>12. Charge list file<br>13. Corropondance File of PCJ PO<br>14. Corropondance file of ACJ PO<br>15. Corropondance file of Sr. CJ, Mundargi & Nargund<br>16. Custdoy information file | 1. Assets and Liabilities Form |

| Name of the branch | Registers | Books/Ledgers                          | Forms |
|--------------------|-----------|----------------------------------------|-------|
|                    |           | 17. Disabled Grevance file             |       |
|                    |           | 18. Cause leave file                   |       |
|                    |           | 18. Blood Sample File                  |       |
|                    |           | 19. MIS Statement file                 |       |
|                    |           | 20. Inter-District file                |       |
|                    |           |                                        |       |
|                    |           | 21. Monthly Statement File (Pension)   |       |
|                    |           | 22. Quarterly Statement File (Pension) |       |
|                    |           | 23.Assets and Liabilities file         |       |
|                    |           | 21. Inspection Book                    |       |
|                    |           | 22.General Correspondence Files        |       |
|                    |           | 23. Half Yearly Statement file         |       |
|                    |           | 24. Office Order book                  |       |

| Name of the branch | Registers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Books/Ledgers                            | Forms                                                                                                          |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Accounts Branch    | <b>Cheque Section</b><br>( KFC and Accounts Rules for the Subordinate Civil and Criminal Courts, 1967 )                                                                                                                                                                                                                                                                                                                                                                                                                                              | Fixed Deposit Register                   | Form No.54 Article 272 Form No, KFC 55 Article 273 (Vouchers)                                                  |
|                    | 1.Repayment Register.<br>2.Refund of Lapsed Deposits ( Form No.59 Article 287 ).<br>3.Register of Receipts of Deposits CCD and CrCD.<br>4.Repayment Register of CCD and CrCD.                                                                                                                                                                                                                                                                                                                                                                        | Cash Book                                | Form 'D' Receipt (I) (Rule 26)<br><br>Form 'Q' Receipt (Rule 21 Account Rules-1967 Receipt for money relieved) |
|                    | 5.B Register (For B Rule 21 Account Rule 1967).<br>6.D Register (Rule 26).<br>7.E Register (Rule 27 Accounts Rules 1967 ).<br>8.G Register (Rule 2 Note (5) Accounts Rule).<br>9.K Register (Rule 43 Bite-92).<br>10.F Register (Account Rule 1967 Register No.V).<br>11.Fine Register (Criminal (Ch IX R, 1, 7 (1) (2), Ch-XI R4 (1) Register).<br>12.Penalty Register (No. V. A (Criminal C, X.R-2) Register of Penalties under Section.514 Cr.P.C.).<br>13.Remittance Register<br>14.VA Register (Register of Penalties under Sec.514 of CrPC. ). | Indent Order Register<br>Petrol / Diesel | R.Os [ CCD & CrCD ] Form A Rule 10 (Account Rules 1967)                                                        |
|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                          |                                                                                                                |

| Name of the branch | Registers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Books/Ledgers | Forms |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------|
|                    | 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.<br>17.P – Register.<br>[ Private Witness Batta ].<br><br>18.Form – N<br>Register Refund of Fine amounts (Rule 63 (3)).<br><br>19.Stock Book of R.Os 'D' Receipt 'Q' Receipt, Cheque Book etc<br>(Rule 1979 (1) under accounts rule for Subordinate Civil Court 1967).<br><br>20.'V' Register ( Form No.V)<br>Petty Items such as witness batta(Rule 25).<br><br>21.Form 'W'<br>Index to ledger petty deposit Register<br>(Rule 25 ).<br><br>22.Contingent Register (Rule 32 ). |               |       |
|                    | 23.Acquaintance Register (Form No.24(A) ).<br>24.GIS Register (Form No.8 ).<br>25.'O' Register<br>(Rule 66 Account Rule 1967).<br>26.T.A. Acquaintance (KFC 29 ).<br>27.Consumable Register<br>(Form-33 (Article-165)).<br>28.Bill Book<br><br>29.VII Register (Criminal Court Fees).<br><br>30.VIII Register (Civil Court Fees).<br><br>31. Festival Advance Register<br><br>32. Loan Recovery Register                                                                                        |               |       |

| Name of the branch  | Registers                                                                                                                                                                                                                                                                                                                                                                                                       | Books/Ledgers                | Forms |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------|
| <b>Civil Branch</b> | Register of Original Suits<br>Register of Original Suits & disposed off.<br><b>Register of:</b><br>1. Civil Misc.Cases.<br>2. MVC.Cases<br>3. LAC. Cases<br>4. G & WC. Cases<br>5. P & SC. Cases<br>6. M.C. Cases<br>7. Regular Appel                                                                                                                                                                           | Reg No.I-A<br><br>Reg No.III |       |
|                     | 8. Misc Appeal<br>9. LAC<br>10. Matrimonial Cases<br>11. ECA Cases<br>12. Review Cases<br>13. Crl Misce Cases<br>14. Execution Cases<br>15. FDP Cases<br>16. AIR Misce<br>17. Election Petition Cases<br>18. Small Cause cases<br><b>Register of disposed off Cases:-</b><br>1. Civil Misc.Cases.<br>2. MVC.Cases<br>3. LAC. Cases<br>4. G & WC. Cases<br>5. P & SC. Cases<br>6. M.C. Cases<br>7. Regular Appel | Reg No.III-A.                |       |

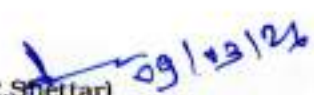
| Name of the branch | Registers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Books/Ledgers                                                                                                                                    | Forms |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|                    | 8. Misc Appeal<br>9. LAC<br>10. Matrimonial Cases<br>11. ECA Cases<br>12. Review Cases<br>13. Cri Misce Cases<br>14. Execution Cases<br>15. FDP Cases<br>16. AIR Misce<br>17. Election Petition Cases<br>18. Small Cause cases                                                                                                                                                                                                                                                             |                                                                                                                                                  |       |
|                    | Register of Ex.Cases Disposed off.<br>Register of Process Return.<br>Register of Applications for Return of documents<br>Register showing the Commissions issued<br>Register of Regular Appeals.<br>Register of Regular Appeals disposed off.<br><b>Register of :-</b><br>1. Misc.Appeal.<br>2. FDP Register<br>3. Air Misc Register<br><b>Register of Disposed off cases :-</b><br>1. Misc.Appeal.<br>2. FDP<br>3. AIR Misc. Register<br>Register of Stayed cases by the Appellate Court. | Reg No.IV-A<br>Reg No.XI<br>Reg No.XII<br>Reg No.XVIII<br>Reg No.XXIII<br>Reg No.XXIII-A<br><br>Reg No.XXVI<br><br>Reg No.XXVI-A<br><br>--<br>-- |       |

| Name of the branch     | Registers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Books/Ledgers                                                                                                                 | Forms |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>Criminal Branch</b> | <p>Register of FIR &amp; Final report.</p> <p><b>Register of :-</b></p> <p>Register of Crl.Misc.Cases</p> <p>Register of Crl.Misc.Cases Disposed off.</p> <p>Register of Return of Documents.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Reg No.I</p> <p>Reg No.II</p> <p>Reg No.III</p> <p>Reg No.IV</p>                                                           |       |
| <b>Record Branch</b>   | <p>1. Refund of Court Fees.</p> <p>2. Forms and Registers.</p> <p>3. Register of Forms and Register of Receipt Books</p> <p>4. Return of Documents (Civil and Criminal).</p> <p>5. Record Room Register of Suits, Other Original Proceedings, Ex. Cases and appeals disposed off.</p> <p>6. Register of records received in Court record room (Criminal)</p> <p>7. Register of records received in Court record room (Civil)</p> <p>8. Register of DTC(Civil).</p> <p>9. Register of records removed from the record room to District Court &amp; HCK etc.</p> <p><b>Other Registers</b></p> <p>1. Register of Records received from Hon'ble District &amp; High Court of Karnataka, Dharwad.</p> <p>2. Register of Records submitted to Hon'ble High Court of Karnataka, Dharwad &amp; District Court Gadag</p> <p>3. Register of Stay orders received from the appellate authority.</p> | <p>Reg No.VI</p> <p>Reg No.XII</p> <p>Reg No.XIII</p> <p>Reg No.XIV</p> <p>Reg No.XVI</p> <p>Reg No.XVII</p> <p>Reg No.XX</p> |       |

| Name of the branch    | Registers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Books/Ledgers                                                                                                                                                                                  | Forms |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <b>Copying Branch</b> | 1.Register of Civil Applications for copies.<br>2.Register of Criminal Applications for copies.<br>3.Register for Calling for Copying Sheets & Copying and other Charges.<br>4.Register showing the Copy Application Ordered to be Returned and Copy Application Rejected.<br>5.Notifying the Dates .<br>6.Register showing the dispatch of Certified Copies & intimations in Copy Application by post.<br>7.Register showing the stock of copying sheets with the Nazir.<br>8.Register showing the Stock of Postage Stamps with the Nazir in respect of Copy Application.<br>9.Register showing the Issue, Utilization & Return of Copying Sheets and Postage Stamps in Copy Applications.<br>10.Register showing the Amounts to be recouped towards Copying Sheets and Postage in Copy Applications supplied from the Contingency. | Reg No.X<br>Reg No.XII<br>Reg No.X-B (Civil)<br>Reg No.X-C (Civil)<br>Reg No.X-D (Civil)<br>Reg No.X-E (Civil)<br>Reg No.X-F (Civil)<br>Reg No.X-G (Civil)<br>Reg No.X-H<br>Reg No.X-J (Civil) |       |
| <b>Library Branch</b> | 1.Library Stock Registers.<br>2. Registers of periodical.<br>3.Files (list) of Indian Law Reports and Karnataka Teerpugal Varadi Distribution to the lower Courts in Proforma I & II.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Form No. 36 KFC<br>All India Reports<br>Criminal Law Journal.                                                                                                                                  |       |

| Name of the branch     | Registers                                                                                                                                | Books/Ledgers                                                                                                                                    | Forms |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|                        | 4.Files of Binding Law Journals and Reports.<br>5. File of Catalog of Law books.<br>6. Movement Register/Library books issuing register. | Karnataka Law Journal.<br>Accidental Crime Journal<br>Karnataka Civil and Criminal Reporter<br>Indian Law Reporter<br>Karnataka Teerpugal Varadi |       |
| <b>SPIO Branch</b>     | 5.Right Information Act – Correspondence file.                                                                                           |                                                                                                                                                  |       |
| <b>Dispatch Branch</b> | Inward Register<br>Outward Register<br>Stamp Register                                                                                    | Form-H<br>Rule-16                                                                                                                                |       |

Place: Gadag  
Date:06.03.2026

  
 (G.R.Shettar)  
 Prl. Senior Civil Judge & CJM, Gadag.

**PRL. SENIOR CIVIL JUDGE & CJM COURT,**  
**GADAG.**

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**NOTIFICATION**  
**DATED: 01-03-2026**

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. Senior Civil Judge & CJM Court, Gadag is published as herein under the information of the General Public.

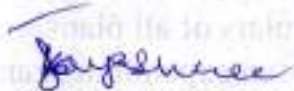
|      |                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i)   | The particulars of its organization functions and duties.                                                    | Organization: Prl. Senior Civil Judge & CJM Court, Gadag.<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, FDA's & SDA's of concerned branch or section will scrutinize the proposal and place it before the Administrative Sheristedar. Who will review the proposal in the light of existing proviso of Rules, Circulars and guidelines of the Hon'ble High Court & District Court and submit to Senior Civil Judge. The Senior Civil Judge, will decide the course of action be taken on a proposal under the delegated powers and in doubtful cases if necessary refer to the Hon'ble District Court for final decision or guidance. |

|       |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                   |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| iv)   | The norms set by it for the discharge of its functions.                                                                                                                                                                                                                                                                       | Depending on urgency, proposal will be finalized on priority.                                                                                                                                     |
| v)    | The Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by the employees for discharging its functions.                                                                                                                                                                             | Details are as at Annexure –II.                                                                                                                                                                   |
| vi)   | A statement of categories of documents that are held by it or under its control.                                                                                                                                                                                                                                              | Case files and relevant Registers.                                                                                                                                                                |
| vii)  | The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.                                                                                                                                   | No such arrangement exists.                                                                                                                                                                       |
| viii) | A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those boards, council, committees and other bodies are open to the public or the minutes of such meetings are accessible for public. | No such statutory committee is constituted. No question of giving information to the public.                                                                                                      |
| ix)   | A Directory of the officers and employees.                                                                                                                                                                                                                                                                                    | In view of frequent changes of residential address of employees, the this 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.<br>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.                                                                                   | Smt.J.M.Kulkarni,<br>Senior Sheristedar and State Public Information Officer, Prl. Senior                                                                                                                                      |

|       |                                              |                                                                 |
|-------|----------------------------------------------|-----------------------------------------------------------------|
|       |                                              | Civil Judge & CJM Court, Gadag.<br>Telephone No.08372 -. 237377 |
| xvii) | Such other information as may be prescribed. | -Nil-                                                           |

By the order of the District Judge,



Senior Sheristadar

& State Public Information Officer,  
Prl. Senior Civil Judge & CJM Court, Gadag.

**ANNEXURE -I****THE POWERS AND DUTIES OF THE OFFICERS AND  
EMPLOYEES OF THE PRL. SENIOR CIVIL JUDGE & CJM COURT,  
GADAG.**

|                               |                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Senior Sheristedars           | Incharge of the respective Section / Branch assigned and scrutiny of the files by the case workers as per the procedure prescribed.                                                                                                                                                                                                           |
| 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 | <p>To keep the office neat and tidy.</p> <p>To deliver the files/tappals to the concerned sections/departments.</p> <p>To attend the watchman duty entrusted and any of the work entrusted in the office.</p> |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

By the order of the District Judge,

*Kayalunni*

Senior Sheristedar  
& State Public Information Officer,  
Prl. Senior Civil Judge & CJM 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

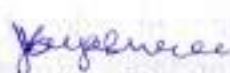
(c) Directions, Hand Book etc.:

1. Kamataka Financial Code
2. Kamataka 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 Prl. Senior Civil Judge & CJM,



Senior Sheristadar

& State Public Information Officer,  
Prl. Senior Civil Judge & CJM Court, Gadag.