

IN THE COURT OF CIVIL JUDGE AND JMFC LAXMESHWAR

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

Date: 09-03-2026


Civil Judge and JMFC
Laxmeshwar

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

Sl.No	Name of the Officer	Officers Role	Designation	Mobile No.	E-mail
1	Sri. A S Karjagi,	RTI Departmental Nodal Officer	Sheristedar	8050359535	jmfc.laxmeshwar@gmail.com
2	Sri. S V Sobarad	RTI Nodal Officer	Sheristedar	8123633486	jmfc.laxmeshwar@gmail.com
3	Sri. Satisha M	First Appellate Authority	Civil Judge and JMFC, Laxmeshwar	9738822628	jmfc.laxmeshwar@gmail.com

Place: Laxmeshwar

Date: 09.03.2026.


Civil Judge and JMFC, Laxmeshwar

ANNEXURE - I**To Notification under Section (4)(1) (a) of Right to Information Act**

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

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. Court Building Files 4. CTC File 5. Monthly Statement file 6. Quarterly Statement file 7. Assets and Liabilities file 8. Inspection Book 9. Audit Report Files 10. Inspection Report Files 11. General Correspondence Files	1. Assets and Liabilities Form
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.	Cash Book Advance Rent Sanction to J.Os.	Form 'D' Receipt (I) (Rule 26) Form 'Q' Receipt (Rule 21 Account Rules-1967 Receipt for money relieved)
	5.B Register (For B Rule 21 Account Rule 1967).	Indent Order Register Diesel	R.Os [CCD & CrCD] Form A Rule 10 (Account Rules 1967)

Name of the branch	Registers	Books/Ledgers	Forms
	6.D Register (Rule 26). 7.E Register (Rule 27 Accounts Rules 1967). 8.G Register (Rule 2 Note (5) Accounts Rule). 9.K Register (Rule 43 Bite-92). 10.F Register (Account Rule 1967 Register No.V). 11.Fine Register (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.).		
	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(l)]. 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.Contingent Register (Rule 32).		

Name of the branch	Registers	Books/Ledgers	Forms
	22.Acquaintance Register (Form No.24(A)). 23.GIS Register (Form No.8). 24.T.A. Acquaintance (KFC 29). 25.Bill Book 26.VII Register (Criminal Court Fees). 27.VIII Register (Civil Court Fees).		
Civil Branch	Register of Original Suits & Com.O.S. disposed off. Register of: 1. Misc.Cases. 2. P & SC. Cases	Reg No.I Reg No.I-A Reg No.III	Form No.3 – Summons to appear in person (O.5, R 3) 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.25 – Warrant of arrest in execution (O.21, R 38) 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)
	Register of Ex. Cases Disposed off. Register showing the Commissions issued		Form No. 41-Proclamation of Sale (O,21,R 66)
	Register of FIR & Final report.	Reg No.I	Form No. 1- Summons to an accused person.
	Register of Complaints (Private Complaints) Register of :- C C C C (NI Act) C C (NDPS) C C (MMRD) C C (Others) Reg. of disposed off Cases:- C C	Reg No.II Reg No.III-A	Form No. 2- Warrant of Arrest (NBW) Form No. 3- Proclamation Requiring the Appearance of a person accused. Form No. 4- Proclamation Requiring the Attendance of a witness. Form No. 8- Warrant in the first instance to bring up a witness. Form No. 20- Summons to witness. Form No. 28- Warrant to levy a fine by attachment and Sale. Form No. 29- Warrant for recovery of fine. Form No. 32- Notice to surety on breach of bond. Form No. 41- Warrant of Arrest.

Name of the branch	Registers	Books/Ledgers	Forms
	C C (NI Act) C C (NDPS) C C (MMRD) C C (Others) Register of Crl.Misc.Cases Register of Crl.Misc.Cases Disposed off. Register of Long Pending Cases	Reg No.IV Reg No.IV-A Reg No.XIII	
Record Branch	1. Refund of Court Fees. 2. Return of Documents (Civil and Criminal). 3. Record Room Register of Suits, Other Original Proceedings, Ex. Cases and appeals disposed off. 4. Register of records received in Court record room (Criminal) 5. Register of records received in Court record room (Civil) 6. Register of DTC(Civil). 1.Register of Records received from Hon'ble High court of Karnataka, Dharwad. 2.Register of Records submitted to Hon'ble High Court of Karnataka, Dharwad (Recieved from the trial Court, as per circular Dated: 21.11.2022 of Hon'ble HCK, Bengaluru). 3. Register of Stay orders received from the appellate authority.	Reg No.VI Reg No.XII Reg No.XIII Reg No.XIV Reg No.XVI Reg No.XVII	

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. Registers of periodical. 3. Files (list) of Indian Law Reports and Karnataka Teerpugal Varadi Distribution to the lower Courts in Proforma I & II. 4. Files of Binding Law Journals and Reports.	Form No. 36 KFC All India Reports Criminal Law Journal. Karnataka Law Journal.	
	5. File of Budget allotment and estimate. 6. Files of Stock Certificates.	Karnataka Civil and Criminal Reporter Indian Law Reporter	
		Karnataka Teerpugal Varadi	
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	'- Nil--		
Dispatch Branch	Inward Register Outward Register Stamp Register	Form-H Rule-16	
Computer Branch	1. Stock Register. 2. General Correspondence files.		
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)		

Place: Gadag
Date: 09.03.2026

Civil Judge and JMFC, Laxmeshwar

CIVIL JUDGE AND JMFC, COURT, LAXMESHWAR .

NOTIFICATION

DATED: 09-03-2026

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

i)	The particulars of its organization functions and duties.	Organization: Civil Judge and JMFC, Court, Laxmeshwar 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.
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	No such arrangement exists.

	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.	
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	Allotment of the budget will be provided by the Hon'ble High Court of Karnataka, under non-plan scheme whenever the Government

	reports on disbursements made.	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. A S Karjgi, Sheristedar State Public Information Officer, Civil Judge and JMFC., Court, Laxmeshwar Telephone No.08487-200056
xvii)	Such other information as may be prescribed.	-Nil-

By the order court,

(Sheristedar)

State Public Information Officer,
Civil Judge and JMFC, Court, Laxmeshwar

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

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/ System Officers	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	Incharge 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	Incharge of pending branches. To attend open court, any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to court proceedings in case of attending Bench work. To prepare statements.
Typists and Typist – Copyists	Incharge of typing work and Xeroxing work. To do any ministerial work of any section entrusted to them.

Bailiffs	To attend the execution of warrants, delivery of possessions etc., attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/notices etc., attending the protocol work during the visit of dignitaries.
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 court,



Sheristedar
& State Public Information Officer,
Civil Judge and JMFC, Court,
Laxmeshwar

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 court



Sheristedar

& State Public Information Officer,
Civil Judge and JM FC, Court Laxmeshwar