

**IN THE COURT OF II ADDL.CIVIL JUDGE & JMFC-II,
COURT, GADAG**

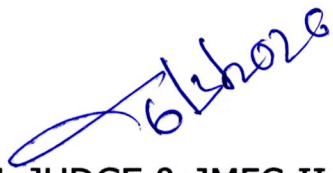
**The Right to Information Act-2005 Sec, 4(1)(a),
4(1)(b)(i) to (xvii)
(Updated for the month ending with 31st January-2026)**

NOTIFICATION

The information pertaining to II Addl.Civil Judge & JMFC-II, Court, Gadag as required U/sec. 4(1)(a), 4(1)(b)(i) to (xvii) if 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.

Place: Gadag.

Dated: 05-03-2026


II ADDL.CIVIL JUDGE & JMFC-II,
GADAG.

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

Sl.No	Name of the Officer	Officers Role	Designation	Mobile No.	E-mail
1	Smt. Vishalaxi, K, Shereistedar	SPIO, Gadag	Sheristedar	9611470348	jmfc.2gadag@gamil.com
2	Smt. H.C.Patil, FDA	RNO	FDA	9902108775	jmfc.2gadag@gamil.com

Place: Gadag

Date: 05.03.2026.


(Vishalaxi K)
Chief Ministerial officer
and State Public Information Officer,
II Addl.Civil Judge & JMFC-II, 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 II Addl. Civil Judge & JMFC-II, 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	1. Office Order file. 2. CTC File 3. C.L.file 1. Monthly Statement file 2. Quarterly Statement file 3. District Court Circular and correspondance file 4..Assets and Liabilities file 5. Audit Report Files 6. Inspection Report Files 6.Copier Machine Files 7.General Correspondence Files	
Accounts Branch	<u>Cheque Section</u> (KFC and Accounts Rules for the Subordinate Civil and Criminal Courts, 1967) 1.Repayment Register of Cr.C.D. 2.Refund of Lapsed Deposits 3.Register of Receipts of Deposits CrCD. 4.B Register (For B Rule 21 Account Rule 1967). 5.E Register (Rule 27 Accounts Rules 1967). 6.G Register (Rule 2 Note (5) Accounts Rule). 7.K Register (Rule 43 Bite-92). 8.F Register (Account Rule 1967 Register No.V). 9.Fine Register (Criminal (Ch IX R, 1, 7 (1) (2), Ch-XI R4 (1) Register).	- Cash Book	Form No.54 Article 272 Form No. KFC 55 Article 273 (Vouchers) Form 'Q' Receipt (Rule 21 Account Rules-1967 Receipt for money relieved) R.Os [CrCD] Form A Rule 10 (Account Rules 1967)
	10.Penalty Register (No. V. A (Criminal C, X.R-2) Register of Penalties under Section.514 Cr.P.C.).		
	11.Remittance Register		

Name of the branch	Registers	Books/Ledgers	Forms
	12.VA Register (Register of Penalties under Sec.514 of CrPC.). 13.V – Register Register of Fine imposed and levied & refunded. [(Criminal) Ch- IX R.1.7(1)(2) Ch. XI R.4(I)]. 14.M – Register. 15.P – Register. [Private Witness Batta]. 16.Form – N Register Refund of Fine amounts (Rule 63 (3)). 17.'V' Register (Form No.V) Petty Items such as witness batta(Rule 25). 18.Form 'W' Index to ledger petty deposit Register (Rule 25). 19.Contingent Register (Rule 32). 20.Acquaintance Register (Form No.24(A)). 21.GIS Register (Form No.8). 22.'O' Register (Rule 66 Account Rule 1967). 23.T.A. Acquaintance (KFC 29). 24.Consumable Register (Form-33 (Article-165)). 25.Bill Book 26.VII Register (Criminal Court Fees).	Furniture register Compter stock register	
Civil Branch	--NIL-		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)

Name of the branch	Registers	Books/Ledgers	Forms
			Form No.23 – Warrant to bailiff to give possession of land etc. (O.21, R 35) 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)
Criminal Branch	Register of FIR & Final report. Register of Complaints (Private Complaints) Register of :- Register of C.C.Cases	Reg No.I Reg No.II Reg No.III	Form No. 1- Summons to an accused person. Form No. 2- Warrant of Arrest (NBW) Form No. 5-Proclamation Requiring the Appearance of a person accused. Form No. 6-Proclamation Requiring the Attendance of a witness.

Name of the branch	Registers	Books/Ledgers	Forms
	Register of Disposal C.C.Cases Register of Crl.Misc.Cases Register of Crl.Misc.Cases Disposed off. Register of Long Pending Cases Register of Return of Documents.	Reg.No.III A Reg No.IV Reg No.IV-A Reg No.XIII	Form No. 9- Warrant in the first instance to bring up a witness. Form No. 33- Summons to witness. Form No. 43- Warrant to levy a fine by attachment and Sale. Form No. 44- Warrant for recovery of fine. Form No. 50- Notice to surety on breach of bond.
Record Branch	1. Register of records received in Court record room (Criminal) 2. Register of records sent from the record room to HCK etc.	Reg No.XII	
Copying Branch	1.Register of Criminal Applications for copies.	Reg No.XII	
Library Branch	1.Library Stock Registers. 2. Registers of periodical. 3. Files of Stock Certificates. 4.Movement Register/ Library books issuing register.	Reg.No.IV Criminal Law Journal. 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	1.Right Information Act Applications files Register. 2.Right Information Act - Statements file. 3.Right Information Act - Correspondence file.		
Dispatch Branch	Inward Register Outward Register Stamp Register	Form-H Rule-16	

Place: Gadag
Date: 05.03.2026


 (Vishalaxi K)
 Chief Ministerial officer
 and State Public Information Officer,
 II Addl.Civil Judge & JMFC-II, Gadag

PRL. DISTRICT AND SESSIONS 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. 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: II Addl. Civil Judge & JMFC-II Court, Gadag. Functions and Duties: Administration of Court .
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 Sheristedar of the court will scrutinize the proposal and place it before officer. The Sheristedar will review the proposal in the light of existing proviso of Rules, Circulars and guidelines of the Hon'ble District Judge. The Presiding officer, 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 Dist 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.	-NIL-
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.	-NIL-
xv)	The particulars of facilities available to citizens for obtaining information including	Library is accessible only to the Hon'ble Judges and staff but not for

	the working hours of library or reading room if maintained for public use.	public use.
xvi)	The names, designations and other particulars of the Public Information Officer.	Smt. Vishalaxi K. Chief Ministerial Officer, State Public Information officer, II Addl. Civil Judge & JMFC-II Court, Gadag.
xvii)	Such other information as may be prescribed.	-Nil-

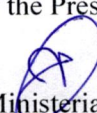
By the order of the Presiding Officer


Chief Ministerial Officer
& State Public Information Officer,
II Addl. Civil Judge & JMFC-II Court, Gadag.

ANNEXURE –I**THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES
OF THE II ADDL.CIVIL JUDGE & JMFC-II COURT, GADAG.**

Chief Ministerial Officer	Chief Ministerial Officer upon the advice / directions of the Hon'ble District Judge and the High Court of Karnataka and assisting the Presiding officer, in the administration and also State Public Information Officer.
Sheristedars	Incharge of the respective Section / Branch assigned and scrutiny of the files by the case workers as per the procedure prescribed.
Stenographer	Taking down dictation and transcribe the same entrusted by the Hon'ble 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	To attend the job of case working as per duties assigned to them. Incharge of pending branches. To attend open court, any of the clerical work entrusted. To attend the summons work and allot the same to concerned police and send by post if any. 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. To do any ministerial work entrusted to them.
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 Presiding Officer,


 Chief Ministerial Officer
 & Special Public Information Officer,
 II Addl. Civil Judge & JMFC-II ,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

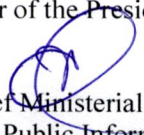
(c) Directions, Hand Book etc.:

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 Presiding Officer,


 Chief Ministerial Officer
 and State Public Information Officer,
 II Addl. Civil Judge & JMFC-II, Court, Gadag.