

IN THE COURT OF I ADDL.CIVIL JUDGE & JMFC I
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 I Addl. Civil Judge & JMFCI 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 31st January 2026 has been updated and published as in the Annexure-I and II.

Date: 05.03.2026.
Place: Gadag



I Addl. Civil Judge & JMFC I
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 I Addl. Civil Judge & JMFC I Court Gadag.

Name of the branch	Registers	Books/Ledgers	Forms
Administrative Branch	1. Valuable Document Register 2. Attendance Register of Staff 3. Cash Declaration Register 4. Movement Register 5. C.L Register 6. Departmental enquiry Register	1. Seniority List 2. Seniority List 3. Circular File. 4. Notification file 5. Monthly Statement file 6. Quarterly Statement file 7. District Court Circular file 8. Assets and Liabilities file 9. Audit Report Files 10. Inspection Report Files 11. Copier Machine Repair Order Files 12. General Correspondence Files	1. Transfer Proforma 2. Proforma for declaration of probationary period 3. 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 CrCD.	Fixed Deposit 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)

Name of the branch	Registers	Books/Ledgers	Forms
	4.Repayment Register of CrCD. 5.B Register (For B Rule 21 Account Rule 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). 10.Penalty Register (No. V. A (Criminal C, X.R-2) Register of Penalties under Section.514 Cr.P.C.).		
	11.Remittance Register 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.Stock Book of R.Os 'D' Receipt 'Q' Receipt, Cheque Book etc (Rule 1979 (1) under accounts rule for Subordinate Civil Court 1967). 18.'V' Register (Form No.V) Petty Items such as witness batta(Rule 25). 19.Form 'W' Index to ledger petty deposit Register (Rule 25).		

Name of the branch	Registers	Books/Ledgers	Forms
	20.Contingent Register (Rule 32).		
	21.Acquaintance Register (Form No.24(A)). 22.GIS Register (Form No.8). 23.'O' Register (Rule 66 Account Rule 1967). 24.T.A. Acquaintance (KFC 29). 25.Consumable Register (Form-33 (Article-165)). 26.T.A. Register. (KFC Form No.30 (Article-137)). 27.VII Register (Criminal Court Fees).		
Civil Branch			Form No.1 – Summons for disposal of suit (O.5, R 1, 5) Form No.2 – Summons for settlement of issues (O.5, R 1, 5) Form No.3 – Summons to appear in person (O.5, R 3) Form No.7 – Summons to legal representative of a deceased defendant (O.22, R 4) Form No.10 – Summons to Witness (O.16, R 1, 5) Form No.20 – Warrant of attachment for movable property in execution of a decree for money (O.21, R 30) Form No.23 – Warrant to bailiff to give possession of land etc. (O.21, R 35)

Name of the branch	Registers	Books/Ledgers	Forms
			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 :- Case(NDPS) Reg. of disposed off Cases:- Register of Crl.Misc.Cases Register of Crl.Misc.Cases Disposed off. Register of Long Pending Cases	Reg No.I Reg No.II Reg No.III Reg No.III-A Reg No.IV Reg No.IV-A	Form No. 1- Summons to an accused person. 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
	Register of Stayed cases by the Appellate Court. Register of Return of Documents.	--	
Record Branch	1. Return of Documents (Criminal). 2. Register of records received in Court record room (Criminal) 3. Register of records removed from the record room to HCK etc. 4. Register of Records received from Hon'ble High Court of Karnataka, Dharwad. 5. 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).	Reg No.XII Reg No.XIV Reg No.XX Reg No.XVII	Form No. 35 Convection warrant
Copying Branch	1.Register of Criminal Applications for copies. 2.Register for Calling for Copying Sheets & Copying and other Charges. 3.Register showing the Copy Application Ordered to be Returned and Copy Application Rejected. 4.Register showing the stock of copying sheets with the Nazir. 5.Register showing the Amounts to be recouped towards Copying Sheets and Postage in Copy Applications supplied from the Contingency.	Reg No.XII	

Name of the branch	Registers	Books/Ledgers	Forms
Library Branch	1.Library Stock Registers. 2.Files (list) of Indian Law Reports and Karnataka Teerpugal Varadi Distribution to the lower Courts in Proforma I & II. 3. Files of Binding Law Journals and Reports. 4. Files of Stock Certificates. 5. File of Collection of subscription of KTV & ILR. 6. Movement Register/Library books issuing register.	Form No. 36 KFC All India Reports Criminal Law Journal. Karnataka 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 Registers - 2. 2.Right Information Act Applications files . 3.Right Information Act - Correspondence file.		
Dispatch Branch	Inward Register Outward Register Stamp Register	Form-H Rule-16	

Place: Gadag
Date:04.03.2026


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 Public Information officer
 I Addl Civil Judge And JMFC I Gadag

I ADDL CIVIL JUDGE & JMFC I 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 I Addl Civil Judge & JMFC I Court, Gadag is published as herein under the information of the General Public.

i)	The particulars of its organization functions and duties.	Organization: I Addl. Civil Judge & JMFC I, Court, Gadag. Functions and Duties: Administration of Justice, Subordinate Courts Administration and other administration.
ii)	Powers and Duties of its Officers and Employees.	Details are at Annexure –I.
iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	The concerned case workers of different sections or branches especially relating to administration will open a file of receipt of proposal or process the proposal in the form of submission in the concerned file. The Sheristedars of concerned branch or section will scrutinize the proposal and place it before the C.M.O. The C.M.O. will review the proposal in the light of existing proviso of Rules, Circulars and guidelines of the Hon'ble High Court, submit to the I Addl Civil Judge & JMFC I Gadag Judge, will decide the course of action be taken on a proposal under the delegated powers and in doubtful cases if necessary refer to the Hon'ble High Court for final decision or guidance.

iv)	The norms set by it for the discharge of its functions.	Depending on urgency, proposal will be finalized on priority.
v)	The Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by the employees for discharging its functions.	Details are as at Annexure –II.
vi)	A statement of categories of documents that are held by it or under its control.	Case files and relevant Registers.
vii)	The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.	No such arrangement exists.
viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those boards, council, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.	No such statutory committee is constituted. No question of giving information to the public.
ix)	A Directory of the officers and employees.	List of Officers and employees is in the District Court Establishment. In view of frequent changes of residential address of employees, the District Court Establishment is requested to note the changes.
x)	The monthly remuneration received by each of the officers and employees, including the system of	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.

	compensation provided in its regulations.	Every month the concerned Sheristedar / concerned clerk of Accounts Section will prepare the pay bill through HRMS after recording the same in the acquittance roll as an official copy of all employees which contain gross pay, deductions and net pay etc.
xi)	The budget allotted to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Allotment of the budget will be provided by the Hon'ble High Court of Karnataka, under non-plan scheme whenever the Government will release the fund to the Head of Department.
xii)	The manner of execution of subsidy programmes, including the amounts allotted and the details allocated and the details of beneficiaries of such programmes.	No such programmes.
xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	No such programmes.
xiv)	Details in respect of the information, available to or held by it, reduced in electronic form.	1. The Data entry of the cases filed from the date of its filing till disposal will be processed in the concerned register by manual and also in CIS. 2. Pay particulars of all the employees of the District Court, Gadag.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Hon'ble Judges and staff but not for public use.

xvi)	The names, designations and other particulars of the Public Information Officer.	Smt. V.S. Patil, C.M.O and State Public Information Officer, I Addl Civil Judge & JMFC I Court, Gadag. Telephone No.08372 -233400.
xvii)	Such other information as may be prescribed.	-Nil-

By the order of the I Addl. Civil Judge &
JMFC I Gadag.


C.M.O.

& State Public Information Officer,
I Addl. Civil Judge & JMFC I Court Gadag.

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

Sheristedar	Incharge of the respective of Account and ADM 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 I Addl. Civil Judge &
JMFC I Gadag.


C.M.O.

& State Public Information Officer,
I Addl. Civil Judge & JMFC I 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
6. BNSS-2023.
7. BNS.-2023.

(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 I Addl. Civil Judge &
JMFC I Gadag.


C.M.O.

& State Public Information Officer,
I Addl. Civil Judge & JMFC I Court Gadag.