

IN THE COURT OF CIVIL JUDGE AND JMFC MUNDARGI

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 Mundargi as required U/sec 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.

Place: Mundargi
Date:05.03.2026


Civil Judge & JMFC., Mundargi

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

Sl. No.	Name of the Officer	Officers Role	Designation	Mobile No.	E-mail
1	Smt.S.I.Tegginamani	RTI Departmental Nodal Officer	Sheristedar	9742566177	cjmundargi12@gmail.com
2	Sri.B.E.Nayak	SPIO, Mundargi	Sheristedar	9449432004	cjmundargi12@gmail.com
3	Smt.Jyoti B Kaginakar	First Appellate Authority	Civil Judge and JMFC,	8152973396	<u>cjmundargi12@gmail.com</u>

Place: Mundargi
Date: 05-03-2026


Civil Judge and JMFC., Court
Mundargi.

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, Mundargi

Name of the branch	Registers	Books/Ledgers	Forms
(1) 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 and notification File of Hon'ble High Court of Karnataka Bengaluru. 3. District Court Circular and notification file 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	Assets and Liabilities Form
(2) Accounts Branch	(0KFC and Accounts Rules 0for the Subordinate Civil 0and Criminal Courts, 01967)	Fixed Deposit Register	Form 'D' Receipt (I) (Rule 26)
	1.Repayment Register.	Cash Book	Form 'Q' Receipt (Rule 21 Account Rules-1967 Receipt for money relieved)
	2.Refund of Lapsed Deposits (0Form No.59 Article 287).	Indent Order Register Diesel	R.Os [CCD & CrCD] Form A Rule 10 (Account Rules 1967)
	3.Register of Receipts of Deposits CCD and CrCD.		
	4.Repayment Register of CCD and CrCD.		
	5.B Register (For B Rule 21 Account Rule 1967).		

Name of the branch	Registers	Books/Ledgers	Forms
(2) Accounts Branch (Contnd.,)	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		
	12.Penalty Register (No. V. A (Criminal C, X.R-2) Register of Penalties under Section.514 Cr.P.C.).		
	13.Remittance Register		
	14.V – Register Register of Fine imposed and levied & refunded. [(Criminal) Ch- IX R.1.7(1)(2) Ch. XI R.4(l)]		
	15.M – Register.		
	16.P – Register. [Private Witness Batta].		
	17.Form – N Register Refund of Fine amounts (Rule 63 (3)).		

Name of the branch	Registers	Books/Ledgers	Forms
(2) Accounts Branch (Contnd.,)	18. Stock Book of R.Os 'D' Receipt 'Q' Receipt, Cheque Book etc (Rule 1979 (1) under accounts rule for Subordinate Civil Court 1967).		
	19. 'V' Register (Form No.V) Petty Items such as witness batta(Rule 25).		
	20. Form 'W' Index to ledger petty deposit Register (Rule 25).		
	21. Contingent Register (Rule 32).		
	22. Acquaintance Register (Form No.24(A)).		
	23. GIS Register (Form No.8).		
	24. 'O' Register (Rule 66 Account Rule 1967		
	25. T.A. Acquaintance (KFC 29).		
	26. Consumable Register (Form-33 (Article-165)).		
	27. Bill Book		
	28. Furniture Registers and files.		
	29. Computer Stock register.		

Name of the branch	Registers	Books/Ledgers	Forms
(3) Civil Branch	Register of Original Suits & Com.O.S.	Reg No.I	Form No.1 – Summons for disposal of suit (O.5, R 1, 5)
	Register of Original Suits & Com.O.S. disposed off.	Reg No.I-A	Form No.2 – Summons for settlement of issues (O.5, R 1, 5)
	Register of:	Reg No.III	Form No.3 – Summons to appear in person (O.5, R 3)
	1. Misc.Cases.	Reg No.IV	Form No.7 – Summons to legal representative of a deceased defendant (O.22, R 4)
	2. Execution Cases		Form No.10 – Summons to Witness (O.16, R 1, 5)
	3. FDP Register		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:-	Reg No.III-A	Form No.24 – Warrant to show cause why warrant of arrest should not issue (O.21, R 37)
	Misc.Cases.		Form No.25 – Warrant of arrest in execution (O.21, R 38)
	FDP Cases		Form No.26 – Warrant of Committal of judgment to jail (O.21, R 40)
	Register of Ex.Cases		Form No.27 – Order for the release of a person imprisoned in execution (Sec. 58, 59)
	Register of Ex.Cases Disposed off.	Reg No.IV-A	Form No.39 – Warrant of sale of property in execution of a decree for money (O.21, R 66)
	Register of Process Return.	Reg No.XI	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)

Name of the branch	Registers	Books/Ledgers	Forms
(3) Civil Branch (Contnd.,)			Form No.66 – Notice to show cause (general form) General Form (No provision of Law as such)
			Form U/o-26 Rule 9 and 11 – Commission for a local investigation to examine accounts
(4) Criminal Branch	Register of FIR & Final report.	Reg No.I	Form No. 1- Summons to an accused person.
	Register of Complaints (Private Complaints)	Reg No.II	Form No. 2- Warrant of Arrest (NBW)
	Register of :-	Reg No.III	Form No. 3- Proclamation Requiring the Appearance of a person accused.
	Criminal Case Register		Form No. 4- Proclamation Requiring the Attendance of a witness.
	Reg. of disposed off Cases:-	Reg No.III-A	Form No. 8- Warrant in the first instance to bring up a witness.
	Criminal disposal register		Form No. 20- Summons to witness.
	Register of Cri.Misc.Cases	Reg No.IV	Form No. 28- Warrant to levy a fine by attachment and Sale.
	Register of Cri.Misc.Cases Disposed off.	Reg No.IV-A	Form No. 29- Warrant for recovery of fine.
	Register of Long Pending Cases	Reg No.XIII	Form No. 32- Notice to surety on breach of bond.
			Form No. 41- Warrant of Arrest. Form No. 9 – NBW to witness Notice to respondent.

Name of the branch	Registers	Books/Ledgers	Forms
(5) Record Branch	1. Refund of Court Fees.	Reg No.VI	
	2. Forms and Registers.	Reg No.VII (1) (C)	
	3. Register of Forms and Register of Receipt Books	Reg No.VII (1) (B)	
	4. Return of Documents (Civil and Criminal).	Reg No.XII	
	5. Record Room Register of Suits, Other Original Proceedings, Ex. Cases and appeals disposed off.	Reg No.XIII	
	6. Register of records received in Court record room (Criminal)	Reg No.XIV	
	7. Register of records received in Court record room (Civil)	Reg No.XVI	
	8. Register of DTC(Civil).	Reg No.XVII	
	9. Register of records removed from the record room to HCK etc.	Reg No.XX	
	Other Registers		
	1. Visiting Register of CAO and Hon'ble Pri. District Judge, Gadag.		
	2. Register of Stay orders received from the appellate authority.		

Name of the branch	Registers	Books/Ledgers	Forms
(6) Copying Branch	1.Register of Civil Applications for copies.	Reg No.X	
	2.Register of Criminal Applications for copies.	Reg No.XII	
	3.Register for Calling for Copying Sheets & Copying and other Charges.	Reg No.X-B (Civil)	
	4.Register showing the Copy Application Ordered to be Returned and Copy Application Rejected.	Reg No.X-C (Civil)	
	5.Notifying the Dates .	Reg No.X-D (Civil)	
	6.Register showing the dispatch of Certified Copies & intimations in Copy Application by post.	Reg No.X-E (Civil)	
	7.Register showing the stock of copying sheets with the Nazir.	Reg No.X-F (Civil)	
	8.Register showing the Stock of Postage Stamps with the Nazir in respect of Copy Application.	Reg No.X-G (Civil)	
	9.Register showing the Issue, Utilization & Return of Copying Sheets and Postage Stamps in Copy Applications.	Reg No.X-H	
	10.Register showing the Amounts to be recouped towards Copying Sheets and Postage in Copy Applications supplied from the Contingency.	Reg No.X-J (Civil)	

Name of the branch	Registers	Books/Ledgers	Forms
(7) Library Branch	1.Library Stock Registers.No.I	Form No. 36 KFC	
	2. Files of Stock Certificates.	All India Reports	
	3.Movement Register/Library books issuing register.	Criminal Law Journal.	
		Karnataka Law Journal.	
		Karnataka Civil and Criminal Reporter	
		Indian Law Reporter	
		Karnataka Teerpugal Varadi	
	(8) Property Branch	1.Property Register for receiving 1.the Articles	
2.Register for receiving Valuable Properties – Valuable Properties Register.			
3.Auction Register.			
(9) SPIO Branch	1.Right Information Act Applications files Register.		
	2.Right Information Act – Correspondence file.		

Name of the branch	Registers	Books/Ledgers	Forms
(10) Dispatch Branch	Inward Register		
	Outward Register	Form-H	
	Stamp Register	Rule-16	
	VII Register (Criminal Court Fees)		
	VIII Register (Civil Court Fees)		
	(11) Process Branch		
Register No. XXXII (Civil)			
Register No. XXI (Civil)			
Register No. XXXI (Civil)			
Register No. XXVII (Civil)			
Register No. XXXIII (Civil)			
Register No. XXVI (Civil)			
Register No. XXVIII (Civil)			

Place: Mundargi
Date:05.03.2026

By the order of the Civil Judge and JMFC., Mundargi.


Chief Ministerial Officer,
State and Public Information Officer,
Civil Judge and JMFC., Court Mundargi.

CIVIL JUDGE AND JMFC, COURT, MUNDARGI

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 Civil Judge and JMFC., Court Mundargi 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, Mundargi Functions and Duties: Administration of Justice.
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 arrangement that exists for	No such arrangement exists.

	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 Court Establishment. In view of frequent changes of residential address of employees, the 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.

xii)	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.
xiii)	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 Civil Judge and JMFC, Court, Mundargi.
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.B.E.Nayak, Sheristedar and State Public Information Officer, Civil Judge and JMFC, Court, Mundargi. Telephone No.08371-262644.
xvii)	Such other information as may be prescribed.	-Nil-

By the order of the Civil Judge & JMFC., Mundargi

Place:Mundargi

Date:05.03.2026

Chief Ministerial Officer
& State Public Information Officer,
Civil Judge&JMFC., Court, Mundargi.

ANNEXURE —I

**THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE
CIVIL JUDGE AND JMFC., COURT MUNDARGI.**

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	In charge 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	In charge of typing work, attended to open court typing 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.
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 Civil Judge & JMFC., Mundargi

Place: Mundargi
Date: 05.03.2026


Chief Ministerial Officer
& State Public Information Officer,
Civil Judge & JMFC., Court, Mundargi.

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
13. Bharatiya Nyaya Sanhita
14. Bharatiya Nagarik Suraksha Sanhita-2023
15. Bharatiya Sakshya Adhiniyam-2023

(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 Civil Judge & JMFC., Mundargi

Place: Mundargi

Date: 05.03.2026

Chief Ministerial Officer
& State Public Information Officer,
Civil Judge & JMFC., Court, Mundargi.