

**IN THE COURT OF THE CHIEF METROPOLITAN MAGISTRATE,
BENGALURU**

DATED: 31st AUGUST, 2018.

NOTIFICATION

In exercise of the powers conferred by Section 28 of the Right to Information Act, 2005, the Chief Metropolitan Magistrate Court makes the following rules, namely:

1. Short, Title and commencement:-

(a) These rules may be called the Right to Information (Regulation of Fee and Cost) Rules, 2005.

(b) They shall come into force on the date of their publication in Official Gazette.

2. Definitions:- In the rules, unless the context otherwise requires:-

"Act" means – Right to Information Act

"Section" means – Sections of the Act

All other words and expressions used herein but not defined and defined in the Act shall have the meaning assigned in the Act.

3. A request for obtaining information under sub-section (1) of the Section 6 shall be accompanied by an application fee of Rs.10/- (Ten) by way of cash against a proper receipt payable in the name of Chief Metropolitan Magistrate.

4. For providing the information under sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt payable to Chief Metropolitan Magistrate at the following rates:-

(a) Rs.2/- for each page (in A4 or A3 size paper) created or copied;

(b) Actual charge or cost price of a copy in larger size paper;

(c) Actual cost or price for samples or models; and

(d) For inspection of records no fee for the first hour and a fee of Rs.5 for each fifteen minutes (for fraction thereof); thereafter

5. For providing the information under sub-section (5) of Section 7 the fee shall be charged by way of cash against proper receipt payable to the Chief Metropolitan Magistrate at the following rates:-

(a) For information provided in a diskette or floppy Rs.50/- per diskette or floppy; and


(b) For information provided in printed form at the price fixed for such publication or Rs.2/- per page of photocopy for extracts from the publication.

6. Any application not containing the particulars required shall not be admitted by the Public Information Officer and the First Appellate Authority. If the application is complete the Public Information Officer shall enter it in the register of applications.

7. The information furnished shall be certified by the Public Information Officer and the First Appellate Authority with the following particulars:-

- (a) Application for information filed on
- (b) Prescribed application fee paid
- (c) Applicant required to appear on
- (d) Applicant appeared on
- (e) Information ready on
- (f) Information delivered on
- (g) Information given on

8. If the applicant requests that the information be sent by post and pays the requisite postal charges in cash payable in the name of Chief Metropolitan Magistrate, the information shall be sent by registered post in return of acknowledgement and the date of dispatch shall be entered in the dispatch register.


(NATARAJ S.)
Chief Metropolitan Magistrate,
Bengaluru

31/8/18

ANNEXURE- I

Notification under Section 4(1)(a) of Right to Information Act

Statement showing Register, Forms and Books that are maintained by various branches of Chief Metropolitan Magistrate Court, Bengaluru.

Sl. No.	Name of the Branch	Registers	Books/Ledgers	Forms
1	Administration -I	<ol style="list-style-type: none"> 1) Service Registers of officials 2) Attendance Register Manual, Biometric 3) Leave Registers 4) Despatch Registers 5) Correspondence files 6)Circulars/ Notifications 	Office Order Books	<ol style="list-style-type: none"> 1) Earned Leave Forms 2) Nomination Forms 3) List of Family Members forms
2	Administration-II	<ol style="list-style-type: none"> 1)Furniture Stock Register 2) Furniture Issuing Register 3) Dead Stock Register 4) Unserviceable particulars Register 5) Telephone Register 6) Electricity Recovery Register 7) Despatch Register 	<ol style="list-style-type: none"> 1) Stationery Stock Book 2) Office order Book 3) Stationery Issuing Book 4) Log Book 5) Ribbon & Toner cartridges Book 6) Stock Book 7) Meeting proceedings book. 	
3	Cash Branch	<ol style="list-style-type: none"> 1) C-Register 2) D-Register 3) E-Register 4) Encashment Register 5) Recovery Register 6) Inward NDC of Officers 7) Outward NDC of Officers 8) ROBE Allowance Register 9) Tappal Register 10) Contingency Register 11) K-Register 12) CRCD Register 13) Fine Register 14) Penalty Register 15) Repayment Register 16) Forfeiture Register 	<ol style="list-style-type: none"> 1) Acquaintance Book of Establishment -2, 3 & Gazetted Officers 2) Bill Book 3) Salary Attachment Book 4) Salary Certificate Book 5) KGHID Loan Orders Book 6) GPF Loan Orders Book 7) LPC inward Book of Officers & Officials 8) LPC outward Book of Officers and Officials 9) Token Book 10) Personal acquaintance Book of Officers 11) Bill Book for DC Bill 	<ol style="list-style-type: none"> 1) Maintained Form No. 16 2) Medical Reimbursement forms in Form B,&C GPF Forms in Form A, Form 6A, B & C, form in 6th 9th and 10th schedule. 3) Pension forms in form 1B, 7, 7A & C 4) Annexure-c 5) Festival Advance application.

		<ul style="list-style-type: none"> 17) Remittance Register 18) Fine Repayment Register 19) Lapsed Register 20) Lapse Bill Preparation Register 21) Cheque Stock Register 22) Safe Custody Register 23) Record Forward Reference Register 	<ul style="list-style-type: none"> 12) Receipt Book 13) KTC-25 14) Treasury Schedule 	
4	Property Branch	<ul style="list-style-type: none"> 1) All Courts Property Registers 2) Day to Day Property Movement Register 3) Property Location Register 4) Property Out box Register 5) Treasury Box Movement Register 6) Property Auction/Sale Register 7) NDPS Act Property Register 8) Property Tappal Register 		
5	Record Room	13 th Register (Destruction Register)	Reference Book	
6	Copying Branch	10 th Register	Records Sending Books	
7	Library Branch	<ul style="list-style-type: none"> 1) Library Stock Register 2) Library Book Issuing Register 		
8	Statistics Branch	<ul style="list-style-type: none"> 1) Disposal Register disposals made by Judicial Officers in C.M.M. Court 2) Statement regarding institutions, disposal, and pendency of all categories of cases. 		
9	Computer Section	1) To Act as Co-ordinations in computer section and to Maintain all computer video conference besides Registers and files and to follow the instructions of P.Os. stock register	Call Report Book	
10	Pending Branch of IPC Courts (CMM, I to XI, XVII, XXIV, XLIII to XLV & LVI ACMM)	<ul style="list-style-type: none"> 1) Register No. 2 2) Register No. 3 3) FIR Register No. 1 4) Register No. 3(A) 5) Register No. 4 		<ul style="list-style-type: none"> 1) Summons Form No. 1 2) Warrant of Arrest Form No. 2 3) Bond and Bail Bond after arrest under a Warrant Form No. 3 4) Proclamation requiring the appearance of a person accused Form No. 4

		<p>5) Proclamation requiring the attendance of a witness Form No. 5</p> <p>6) Order of attachment to compel the attendance of a witness Form No. 6</p> <p>7) Order of attachment to compel the appearance of a person accused Form No.7</p> <p>8) Warrant in the first instance to bring up a witness Form No. 9</p> <p>9) Warrant to search after information of a particular offence Form No. 10</p> <p>10) Warrant to enforce the payment of maintenance by attachment and sale Form No. 19</p> <p>11) Warrant of attachment in the case of a dispute as to the possession of land. Form No. 26</p> <p>12) Summons to witness Form No. 33</p> <p>13) Warrant of commitment on a sentence of imprisonment or fine if passed by a Court Form No. 34</p> <p>14) Order requiring production in court of person in prison for answering to charge of offence Form No. 36</p> <p>15) Warrant to levy a fine by attachment and sale Form No. 43</p> <p>16) Bond and Bail-Bond for attendance before officer in</p>

			<p>charge of police station or Court Form No. 45</p> <p>17) Warrant to discharge a person imprisoned on failure to give security Form No. 46</p> <p>18) Notice to Surety Form No. 48</p> <p>19) Warrant of attachment against a surety Form No. 50</p>
<p>11</p> <p>Pending Branch of N.I. Act Courts (XII to XVI, XVIII to XXVII, LVII & LVIII ACMM)</p>	<p>1) Register No. 2</p> <p>2) Register No. 3</p> <p>3) Register No. 3(A)</p> <p>4) Register No. 4</p>		<p>1) Summons Form No. 1</p> <p>2) Warrant of Arrest Form No. 2</p> <p>3) Bond and Bail Bond after arrest under a Warrant Form No. 3</p> <p>4) Proclamation requiring the appearance of a person accused Form No. 4</p> <p>5) Proclamation requiring the attendance of a witness Form No. 5</p> <p>6) Order of attachment to compel the attendance of a witness Form No. 6</p> <p>7) Order of attachment to compel the appearance of a person accused Form No.7</p> <p>8) Warrant in the first instance to bring up a witness Form No. 9</p> <p>9) Warrant to search after information of a particular offence Form No. 10</p> <p>10) Warrant to enforce the payment of maintenance by attachment and sale Form No. 19</p> <p>11) Warrant of attachment in the case of a dispute as to the possession of land. Form</p>

12	Stationary Branch	<p>1) Stationery Articles issuing Register</p> <p>2) Stock Register for Stationery Articles for Local Purchase and Government supply, forms issued by Government and Computer consumables</p>		<p>No. 26</p> <p>12) Summons to witness Form No. 33</p> <p>13) Warrant of commitment on a sentence of imprisonment or fine if passed by a Court Form No. 34</p> <p>14) Order requiring production in court of person in prison for answering to charge of offence Form No. 36</p> <p>15) Warrant to levy a fine by attachment and sale Form No. 43</p> <p>16) Bond and Bail-Bond for attendance before officer in charge of police station or Court Form No. 45</p> <p>17) Warrant to discharge a person imprisoned on failure to give security Form No. 46</p> <p>18) Notice to Surety Form No. 48</p> <p>19) Warrant of attachment against a surety Form No. 50</p>
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Bengaluru
Date: 31.08.2018

(NARAJ S.)
Chief Metropolitan Magistrate,
Bengaluru
31/8/18