

COURT OF SMALL CAUSES, BENGALURU.

NOTIFICATION

RTI.No.757/2023, Bengaluru dated 18.10.2023

In exercise of the powers conferred under section 4(1)(b) of the Right to Information Act, 2005(Central Act No.22 of 2005), the detailed information relating to the Court of Small Causes Bangalore is published as hereunder; for the information of the general public :

i) Particulars of its organization, functions and duties.	Organization : Court of Small Causes Functions & : Administration of justice Duties : Administration works of City unit and MayoHall Unit
ii) The powers and duties of its Officers and employees.	Details are as at Annexure – I
iii) The procedure followed in the decision making process, including channels of supervision and accountability.	Caseworker will attend the file and the Sheristedar of the concerned Court Halls and branches will scrutinize the proposal and place before the Registrar. The Registrar will review the proposal in light of the existing provision of Rules and place before the Chief Judge for final orders.

<p>iv) The norms set by it for the discharge of its functions.</p>	<p>Depending on urgency proposal will be finalized on priority.</p>
<p>v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.</p>	<p>Details are as at Annexure –II</p>
<p>vi) A statement of the categories of documents that are held by it or under its control.</p>	<p>Case files and relevant Registers</p>
<p>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.</p>	<p>No public relation officer</p>

<p>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 advise and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.</p>	<p>No such statutory Committee.</p>
<p>ix) A directory of its Officers and employees.</p>	<p>No separate directory is maintained. Name, address and particulars of the officials and their family members are entered in respective Service Registers of the officials.</p>
<p>x) The monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulations.</p>	<p>There will be change in monthly pay of one or other officials/officers every month in view of Annual increment. Every month the Cash Sheristedar, Accounts Branch will generate pay slips of all employees which contain gross pay, deductions and net pay etc., deduction records are maintained.</p>

<p>xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.</p>	<p>Allotment of the budget is from High Court of Karnataka under non-plan scheme.</p>
<p>xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.</p>	<p>No such programmes.</p>
<p>xiii) Particulars of recipients of concessions, permits or authorizations granted by it.</p>	<p>No such programmes.</p>
<p>xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.</p>	<p>1. Detailed history of cases filed from the date of its filing till its disposal will process through computers.</p> <p>2. Issue of certified copies through Copying Branch on Xerox copying process.</p>
<p>xv) Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.</p>	<p>-</p>

xvi) The names, designations and other particulars of the Public Information Officer.	Smt. Girija V. Holla, I/C Assistant Registrar, Public Information Officer, Court of Small Causes, Bengaluru. Office : 08022939431
xvii) Such other information as may be prescribed.	Nil.

BY ORDER OF THE CHIEF JUDGE,

**Registrar,
Court of Small Causes,
Bengaluru.**

ANNEXURE – I

The powers and duties of the Officers and employees of the Court of Small Causes, Bengaluru.

Peons	To keep the office neat and tidy.
Attenders	To deliver the files/Tappals to other Sections/Court Hall Daffedar/other works assigned by the office.
Typist Copyist	Typing work with computer and to do the work entrusted and working in Copying Branch.
Typist	In charge of the typing work in various branches/sections, Court Halls and filing counters.
Second Division Assistant	Working as case workers/assistants to the case workers of the branch and Bench Clerks.
First Division Assistant	In-charge of respective section/ Branch assigned, verification of case files. Working as examiner/as case workers in Copying Branch.
Stenographer/ Judgment Writer	Taking dictation and typing the works entrusted by the Hon'ble Judges
Sheristedar	Charge of Individual court halls and respective section/ Branch assigned, Scrutiny of the files , Put up files, MFA shara entries submitted by the case workers as per the procedure prescribed and Bench Clerk.

Chief Administrative Officer/Assistant Registrar	Working under the guidance/ advice and direction of the Hon'ble Chief Judge and High Court of Karnataka and assist the Registrar in administration matters. Branch Officer, in charge of the one or more Sections, signing of letters on behalf of Court of Small Causes, Bengaluru.
Deputy registrar	-Vacant-
Registrar	Head of the Unit, discharge duties upon the advice/directions of Hon'ble Chief Judge and Hon'ble Addl. Judges.

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ANNEXURE – II

(v) 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. Hand Book of Administration.
2. The Karnataka Civil Services (Regulation of Promotion, Pay and Pension) Act,
3. 1993 Rules.
4. Karnataka Court Fee and Suit Valuation Act – 1958 & Rules 1960.
5. Karnataka Stamp Act – 1957.
6. Civil Rules of Practice -1967
7. Criminal Rules of Practice -1968
8. The Registration Act 1908
9. The Indian Contract Act 1872

(b) **Rules:**

1. Karnataka general recruitment rules 1977
2. The Karnataka Subordinate Court Recruitment Rules 1982.
3. Karnataka Civil Service Rules.1958
4. K.C.S. (CC & A Rules 1957)
5. The Karnataka Civil Services (Probation) Rules, 1977.
6. The Karnataka Civil Services (Conduct Rules) Rules, 1966.
7. The Karnataka Civil Services (Regulation of Promotion, Pay & Pension) Rules, 1978.
8. The Karnataka Civil Services (Medical Attendance) Rules, 1963.
9. The Karnataka Civil Services (Performance Reports) Rules, 1994.
10. Karnataka Classification, Control and Appeal Rules 1957.
11. Karnataka Civil Services (Regulation of pay, pension) Rules 1978
12. Karnataka Medical Attendance Rules 1963

13. Karnataka Civil Services (Change of cadre of SDA & Typist) Rules 1974.
14. Karnataka Civil Services (Performance) Rules
15. Karnataka Civil Services (Seniority) Rules 1957
16. Karnataka Civil Services (Time bound Advancement) Rules 1983.
17. Karnataka Civil Services (Special Promotion to Senior Scale of Pay) Rule.
18. Sanction of Stagnation Increment Rules 1996
19. Karnataka Civil Services (Kannada & Departmental Exam) Act 1978.
20. Karnataka Civil Service (Schedule caste, schedule tribes and Other backward classes Reservation) Rules.

(c) Instructions, Manuals and Others:

1. The Karnataka Financial Code.
2. The Karnataka Treasury Code.
3. The Manual of Contingent Expenditure.
4. The Subordinate Court Accounts Rules.
5. The Criminal Procedure Code.
6. The Civil Procedure Code.
7. Reservation for Ex-servicemen.
8. Reservation roster for Scheduled Castes, Scheduled Tribes and other Backward Classes.

vi) A statement of the categories of documents that are held by it or under its control:

Following documents of Group – C & D Officials:

1. Service Registers.
2. Annual Performance Reports.
3. Assets & Liabilities statements.

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