

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 Court of Small Causes, Bengaluru.

Name of the branch	Registers	Books/Ledgers	Forms
Administrative Branch – I(A)	1. Roster Register 2. CL Register 3. Attendance Register (CPN Branch) 4. Cash Declaration Register 5. Service Registers pertaining to Group ‘C’ & ‘D’ Officials	1. Tappal Book 2. Seniority Book 3. Proceedings File 4. Vacancy Statement File 5. Recruitment File 6. Probationary Period Declaration File 7. Office Order File 8. Circular File 9. Relevant Rules & Notification File. 10. Officiation Period Declaration File. 11. Continuation of Courts File. 12. Creation of Courts File. 13. Selection time scale, Senior Scale of Pay, 20 years, 25 years and 30 years Addl. Increment Sanctioned File.	1. Transfer proforma 2. Proforma for declaration of probationary period/ officiation period/ grant of selection time scale/senior scales of pay scales of pay/advance increment for having completed 20, 25 and 30 years of service in the same cadre without any single promotion. Assets and Liabilities 1. Nomination Forms (Pasted in Service

		14.Promotion File. 15.Other Miscellaneous Files. 16.Departmental Enquiry Numbering Register Book 17. Training Institute & Judicial Academy	Register) 2.Pension Forms Nomination Forms. Pension related claim Forms CTC
GOB-I	Casual Leave Register of officers	1.Tappal Book 2.Order Book 3. Circular File Relevant Rules & Notification File	CTC, LPC
MVC Pending Branch		<u>Adjournment Books</u> <u>Reference books</u> 1. CPN Branch 2. Cash Branch 3. Court Hall 4. Record Room 5. Index Brach 6. Scrutiny Branch 7. Tappal Branch 8. Decree Branch 9.Copying Branch 9.Hon'ble High Court of Karataka. 10.Pending to pending (movement of records) Case adjournment book (details of hearing date of all types of cases)	Form No.1- (Civil) Summons to defendant Form No.4. – (Civil) Notice to showcause general form Form No.12 – Arrest Notice to defendant Form No.13 – Summons to witness

		Original documents pertaining to register in safe custody	Form No.7- Notice to defendant In Ex Cases
Criminal Pending	'K' Register book	Adjournment Book. Reference books pertaining to Copying Branch, Cash Branch, Tappal Brach, CPN Branch, RPAD Brach and Court Halls	Form No.1 & 4 Summons to Accused Form No.2- Issue NBW Form No.4- Issue proclamation Form No.45- Bail Bonds Form No.43- Issue FLW Form No.34 Issue Conviction Warrant.
Scrutiny Branch	Register as per Civil Rules of Practice Suit Registers in SC, MVC, ECA, SC/Ex, MVC/Ex, HRC/Ex (Yearwise) Execution Filing Register CC Register 7. Register no. IV- Register of execution cases.	Auto generation through system	

<p>Accounts Branch</p>	<p><u>Cheque Section</u> Repayment Register</p> <p><u>Q Register Section</u></p> <p>B Register D Register E Register K Register F Register Fine Register Penalty Register Refund of Lapsed Deposits</p>	<p>KFC and Accounts Rules for the Subordinate Civil and Criminal Courts, 1967</p>	<p>Form No.54 Article 272 Form No.KFC 55 Article 273(Vouchers)</p> <p>For B Rule 21 Account Rule 1967 Rule 26 Rule 27 Accounts Rules 1967 Rule 43 Bite 92) Account Rules 1967 Register No.V Criminal (Ch IX R, 1, 7 (1) (2), Ch-XI R-4(1) Register No.V.A(Criminal) ©, X.R 2) Register of Penalties under section 514 Cr.P.C. Form No.59 Article 287 Form No.9 Article 52 of KFC</p>
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			Pay Bill form (CTS-1 & 2) KFC 29 Form No.14 Article 85 Form No.22 Form No.KFc 29 Article 137 Form No.56 Article 274.
Stationery Branch	<ol style="list-style-type: none"> 1. Register for Stationery articles – Branch wise Issue Book. 2. Register for Stationery Articles (Government Supply and Local Purchase). 3. Register for Forms and Registers (Government Supply). 4. Register for Forms and Registers – Branch wise Issue of Forms and Register. 5. Registers for Toners (Cartridges), Dot Matrix Ribbons – Branch wise Issue and Purchase. Stock and Issue Register of Polymer Rubber Seals. 		

Computer Branch	1. Stock Register 2. Issue Register 3. Stock In/Out Register	1. Office Correspondence files 2. Reference Book for Stationery and Library 3. Tapal Outward Book 4. Tapal Inward Book	MCE 7
CPN Branch	1. XI Register 2. XXVI Register		
Central Record Room	XIII Register Reference Books in 1. Copying Branch 2. Cash Branch 3. Decree Branch 4. Court Halls Reference Books in 1. M.F.A in M.V.C. 2. H.R.R.P in HRC 3. C.R.P in SC		<ul style="list-style-type: none"> • Return of Documents • Registers of suits received from pending Branch. • Register of Record Sent • Register of Records received in the Court Record Room.
Record Room-I	XIII Register Reference Books in 1. Copying Branch 2. Cash Branch 3. Decree Branch 4. Court Halls		
Record Room-II	XIII Register Reference Books in 1. Copying Branch 2. Cash Branch		

	3. Decree Branch 4. Court Halls		
Record Room-III	XIII Register Reference Books in 1. Copying Branch 2. Cash Branch 3. Decree Branch 4. Court Halls		
Index Branch	Outwards Reference Book	-	Title Sheet (Form No.16) Index Sheet (Form No.15)
Copying Branch	<ul style="list-style-type: none"> • Copying Register for having registered the copy application filing- System Generated. • Delivery Register for delivering the certified copies- System generated. • Deficit Court Fee calling Register - System generated. • Rejected copy application register - System generated 	Requisition for forwarding and receiving case file book.	

Decree branch	Suit Registers in MVC and SC Cases Reference Books in Cash Branch Copying Branch Court halls		
Tappal Branch	Stamp Register	Tappal Outward Branch:- 1. To.No.Book 2. Outward Reference book	
ADM II	1. Stock plus minus register. 2. Telephone Call Register	1. Permanent Stock Book of furniture, Machinery, vehicles etc., 2. Dead Stock Book 3. Stock Book for Consumables Articles 4. Issue Book of Permanent Articles 5. Issue Book of Consumable Articles 6. Order Book for Electricity Consumption Charges of the City Civil Court and Mayo Hall Unit.	

		<p>7. Order Book for Water Consumption Charges City Civil Court and Mayo Hall Unit.</p> <p>8. Recovery of Electricity Consumption Charges Books for Leave & License</p> <p>9. Recovery of License Fee Books relating to License Holders.</p> <p>10. Order Book relating to purchase of Diesel to the Generator.</p> <p>11. Order Book relating to purchase of Diesel to the Vehicles.</p> <p>12. Order Book relating to purchase of Petrol to the Vehicles.</p> <p>13. Log books for vehicles.</p> <p>14. Petrol & Diesel and Lubricant Oil indent book</p> <p>Log Book for DG Set</p>	
ADM-II	F I L E S		
		Office Telephone (Centrex, Residential Telephones & Broad Band Connection)	

		Maintenance of Lifts of Court of Small Causes, Bangalore	
		Maintenance of Water Cooler & Water Purifiers	
		File relating to copier Machines (Maintenance of Out Sources)	
		File relating to Car bearing No. KA-	
		File relating to Purchase of Copier Machines & Maintenance	
		File relating to Purchase of Office Equipments, Bio-metric Attendance & maintenance of Fax Machine	
		Correspondence of BESCO	
		Correspondence of BWSSB	
		File relating to Judicial Officers & Employees Association, Legal Services Authority,	
		File relating to Appointment of Part Time Menials of City Civil Court & Mayo Hall Unit	
		File relating to Purchase of Articles of Furniture	
		File relating to Disposal of Unserviceable Articles of Furniture, Vehicles & Other Spare Parts	
		File relating to Group 'D' Employees (Uniform & Bundle Allowance)	

Statistics Branch	Monthly Statement Files of Court Halls, Audit File		
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BY ORDER OF THE CHIEF JUDGE,

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