

IN THE COURT OF THE CITY CIVIL COURT, BENGALURU

THE RIGHT TO INFORMATION ACT-2005, Section 4(1) (a), 4(1) (b) & 26(3)(b),

(Updated for the month ending with June-2024)

NOTIFICATION

The information pertaining to City Civil Court, Bengaluru as required Under Section 4(1)(a), 4(1)(b) and 26(3)(b), of Right to Information Act-2005 for the month ending with June-2024 has been updated and published as in the annexure- 1 and 2.

Sd/-

(Muralidhara Pai.B.)

**Principal City Civil & Sessions Judge
& First Appellate Authority under RTI Act,
Bengaluru.**

ANNEXRE-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 City Civil Court of Bengaluru.

Name of the branch	Registers	Books/Ledgers	Forms
Administrative Branch-I(A)	1. Roaster Register	1. Tappal Book 2. Seniority Book 3. Proceedings File 4. Vacancy Statement File 5. Recruitment File 6. Internal Complaints Committee File 7. Probationary Period Declaration File. 8. Standing Counsel File 9. Office Order File 10. Circular File 11. Relevant Rules & Notification File. 12. Officiation Period Declaration File. 13. Continuation of Courts File. 14. Creation of Courts File. 15. Selection time scale, Senior Scale of pay,	3. Transfer proforma 4. 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.

		20 years, 25years and 30 years Addl. Increment Sanctioned File. 16. Promotion File. 17. Other Miscellaneous Files.	
Administrative Branch-I(B)	1. CL Register 2. Cash Declaration Register		1. Assets and Liabilities
Administrative Branch-I(C)	1. Service Registers pertaining to Group 'C' Officials	1. Order Book 2. Tappal Book (Inward and Outgoing Register	1. Nomination Forms (Pasted in Service Register)
Administrative Branch-I(D)	1. Service Registers of Officials i.e., Bailiff, Process Servers, Attenders and Peons.	1. Orders Books 2. Dispatch (Tappal) Book	1. Nomination Forms. 2. Pension related claim Forms
Administrative Branch-I(E)	1. Casual leave Register of the Officers	1. Tappal Book	1. CTC
Administrative Branch-I (Complaints)		1. Complaint Registration Book. 2. Departmental Enquiry Numbering Register Book. 3. Tappal Outward Book	

<p>Civil Pending Branch</p>	<p>'A' Diary</p>	<p><u>Reference Books</u></p> <ol style="list-style-type: none"> 1. From Pending to CPN Branch 2. From Pending to Cash Branch 3. From Pending to Court Hall 4. From Pending to Record Room 5. From Pending to Index Branch 6. From Pending to Scrutiny Branch 7. From Pending to Tappal Branch 8. From Pending to Decree Branch 9. From Pending to Hon'ble High Court of Karnataka. 10. Pending to pending (movement of records) <p>Case adjournment book (details of hearing date of all types of cases)</p> <p>Original documents pertaining to register in safe custody</p>	<p>Form No.1(Civil) Summons for disposal (O-5, R-1,5)</p> <p>Form No.2- Summons for settlement disposal (O-5, R-15)</p> <p>Form No.4- (Civil) Notice to show cause general form (O-21, R-53)</p> <p>Form No.4- Summons in summary suit (O.37, R-2)</p> <p>Form.No.5- Attachment before Judgment with order to call for security for fulfillment of decree (O-38, R-5)</p> <p>Form No.6- Summons to legal representative of a deceased defendant (O-22, R-4)</p>
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			<p>Form No.8 Temporary Injunction (O-39, R-1 & 2)</p> <p>Form No.12- Notice to defendant (O-9, R-6)</p> <p>Form No.6 (Civil)- Summons for production of public records and other documents in the possession of public servant other than court(O-16, R-14)</p> <p>Form No.10- (Civil) Commission to make partition (O-26, R-13)</p> <p>Form No.13- summons to witness (O-16, R-1,5)</p> <p>Form. No.5- Intimation to lower court for admission of appeal (O-41,R-13)</p> <p>Form No.9- Commission for local investigation or to examine accounts (O-26, R-9, 11)</p>
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		<p>Form No.5- Preliminary Decree for sale (O-34, R-4)</p> <p>Form No.6- Final Decree for Sale (O-34, R-5)</p> <p>Form No.15- Proclamation to witness (O-16, R-10)</p> <p>Form No.16- Warrant of attachment of property of witness (O- 16, R-10)</p> <p>Form No.17- Warrant of Arrest (O-16, R-4)</p> <p>Form No.2- (Civil)- Precept (Section 46)</p> <p>Form No.8- Warrant of attachment of movable property in execution of a decree for money (O-21, R-30)</p> <p>Form No.12- Notice to show cause why warrant of arrest not issues (O-21, R-37)</p>
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			<p>Form No.13- Summons to witness (O-16, R-1, 5)</p> <p>Form No.17- Warrant of arrest of witness (O-16, R-10)</p> <p>Form No.19- Order to attach salary of public officer of servant of railway co., of local authority (O-21, R-48)</p> <p>Form No.11 (Civil)- Warrant to the bailiff to give possession of land etc., (O-21, R-35)</p> <p>Form No.13- (Civil) - Warrant of arrest in execution (O-21, R-38)</p> <p>Form No.3- Order sending decree for execution to another court (O-21, R-6)</p> <p>Form No.4 - Certificate of non satisfaction decree (O-21, R-6)</p>
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Criminal pending	Register No. III 'A' Diary	Adjournment Book. Reference books pertaining to Copying Branch, Cash Branch, Tappal Branch, CPN Branch, RPAD Branch of CCH. No.I CCH-4 and CCH. No.33.	Form Nos. 1 to 56 of Cr. PC. Form.No. 1, No.1,4,8,12,24,19 of CPC
Scrutiny Branch (Civil Section)	Register as per Civil Rules of Practice 1.Register No.I- Original suits 2. Register No. III - Register of Miscellaneous cases, - Land acquisition cases, Guardians and wards case, Probate and Secession cases, Pauper Miscellaneous cases. 3. Register No.V - Insolvency cases. 4. Register No. VIII- daily register pf court fees. 5. Register No. VII- Register of process fees receipts. 6. Register No. XXIV- Register of Miscellaneous appeal. 7. Register No. IV- Register of execution cases	Auto generation through system	
Scrutiny Branch (Criminal)	1. Registers as per Crl. Rules of Practice. a) Register No. III		

			<p>Form.No.5- Certificate of execution of decree transferred to another court.(O-21, R-6)</p> <p>Form. No.24- (Civil)- Prohibitory order where the property consists of immovable property (O-21, R-54)</p> <p>Form No.27- Warrant of sale of property in execution of a decree for money (O21, R-66)</p> <p>Form No.28- Notice of the day fixed for setting a sale proclamation (O-21, R-66)</p> <p>Form No.29- proclamation of sale (O- 21, R-5)</p> <p>Show cause notice to garnishee (O-21, R-46B)</p> <p>Paper Publication (O-5, R-20(1-A))</p>
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	<u>CCD Section</u> Civil Court Deposit Register		Form No.22 Form No.KEc 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. 		
Property Branch	<ol style="list-style-type: none"> 1. Property Register for receiving the Articles. 2. Register for receiving Valuable properties. 3. Register for Articles auctioned. 		
Computer	1. Stock Register (Register of Crl. Cases)	1.Office	MCE-7

<p>Accounts Branch</p>	<p><u>Cheque Section</u> Repayment Register</p> <p><u>Q- Register Section</u> B Register D Register E Register K Register F Register Fine Register Penalty Register Refund of Lapsed Deposits</p> <p><u>GOB Section</u></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 Rule 1967 Register No.V Criminal (Ch IX R, 1, 7 (1) (2), Ch-XI R-4(1) Register</p> <p>No. V. A (Criminal C, X.R-2)</p> <p>Register of Penalties under Section.514 Cr.P.C. Form No.59 Article 287</p> <p>Form No.9 Article 52 of KFC Pay Bill form (CTS-1 & 2) KFC 29 Form No.14 Article 85</p>
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	<p>2. Accession Registers Bare Acts, Commentaries, Journals Reports</p> <p>3. Court Hall Issue Register</p>	<p>Journal Karnataka Civil & Criminal Reporter Indian Law Reporter Karnataka Teerpugala Varadigalu</p> <p>All India Reporter Supreme Court Weekly</p>	
Copying Branch	<p>Copying Register for having registered the copy application filing- System Generated.</p> <p>Delivery Register for delivering the certified copies-System generated.</p> <p>Deficit - Court Fee calling Register-System generated.</p> <p>Rejected copy application register - System generated.</p>	<p>Requisition for forwarding and receiving case file book.</p>	
Decree Branch	<p>I Register of original suits</p> <p>III Register of Miscellaneous Cases/Probate/Succession/ Certificate/ Guardian and Wards Cases.</p> <p>IV Execution Cases</p> <p>V Insolvency Cases</p> <p>VIII Daily register of</p>		

Branch	2. Issue Register 3. Stock In/Out Register	Correspondence files 2. Reference Book for Stationery and Library 3. Tapal Outward Book. 4. Tapal Inward Book .	
CPN Branch	1. XI Register 2. XXVI Register 3. XXVIII Register 4. XXXI Register 5. XXXII Register 6. XXVII Register 7. Attendance Register	Casual Leave Maintaining Book.	
Central Record Room	XII Register XIII Register XVI Register XIV Register	Civil Books Civil R.P.197, 206, 209 Civil R.P.200, 208 Criminal (Ch, X, Rule 20)	Return of Documents Registers of suits received from pending Branch. Register of Record Sent Register of Record received in the Court Record Room
Index Branch	Out wards Reference Book		Title Sheet (Form No.16) Index Sheet (Form No.15)
Library Branch	1. <u>Stock Registers</u> ILR, KLJ, AIR, SCW, AIR(SCW), CLJ, ACJ, KCCR	All India Reports Criminal Law Journal Karnataka Law Journal Accidental Claim	

	<p>2. <u>Accession Registers</u> Bare Acts, Commentaries, Journals Reports</p> <p>3. Court Hall Issue Register</p>	<p>Journal</p> <p>Karnataka Civil & Criminal Reporter</p> <p>Indian Law Reporter</p> <p>Karnataka Teerpugala Varadigalu</p> <p>All India Reporter Supreme Court Weekly</p>	
Copying Branch	<p>Copying Register for having registered the copy application filing- System Generated.</p> <p>Delivery Register for delivering the certified copies-System generated.</p> <p>Deficit - Court Fee calling Register- System generated.</p> <p>Rejected copy application register - System generated.</p>	<p>Requisition for forwarding and receiving case file book.</p>	
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		<p>Consumption Charges of the City Civil Court and Mayo Hall Unit</p> <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		FILES	
		<p>Court Fee</p> <p>Refund Reports</p>	

<p>Tapal Branch</p>	<p>Stamp Register</p>	<p>Tapal Outward Branch:-</p> <ol style="list-style-type: none"> 1. To.No. Book 2. Outward Reference Book <p>High Court Inward Branch:-</p> <ol style="list-style-type: none"> 1. General Book 2. Civil Record Book 3. Criminal Record Book <p>General Inward Branch</p> <ol style="list-style-type: none"> 1. General Book 2. Record Book 3. Cash Branch Book 	
<p>ADM-II</p>	<ol style="list-style-type: none"> 1. Stock plus minus register. 2. Telephone Call Register 	<ol style="list-style-type: none"> 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. 	

ADM-II/01/2014	Building & Other Correspondence, Plan, estimation and construction etc.,	
ADM-II/02/2014	Monthly progress Report for construction of Court Buildings & Quarters	
ADM-II/03/2014	General Correspondence, with PWD Building Division	
ADM-II/04/2014	General Correspondence, with PWD Electrical Division	
ADM-II/05/2014	Rearrangement of Court Halls & Shifting of Offices	
ADM-II/06/2014	Building and other Correspondence of CMM Hall	
ADM-II/07/2014	Building and other Correspondence, of the Mayo Hall court Building	
ADM-II/08/2014	Building and other Correspondence, of the Court of Small Causes	
ADM-II/09/2014	Building & Other Correspondence of the Bangalore Rural Court	
ADM-II/10/2014	Building & other and other Correspondence, of MMTC -I to 6, Special Court of Economic Offence & Special JMFC (Sales Tax) Court.	
ADM-II/11/2014	General Correspondence file relating to Labour Court, Industrial Tribunal Court & Family Court	
ADM-II/12/2014	Leave ad Licence of City Civil Court	
ADM-II/13/2014	Leave ad Licence of CMM Court Complex	
ADM-II/14/2014	Leave ad Licence of Mayo Hall Court Complex	
ADM-II/15/2014	Maintenance of Toilet Block City Civil Court, Mayo Hall Court & CMM Court	

	ADM-II/16/2014	Office Telephone (Centrex, Residential Telephones & Board Band Connection)	
	ADM-II/17/2014	Maintenance of Lifts of City Civil Court & Out Sources of Lift Operators	
	ADM-II/18/2014	Maintenance of Water Cooler & Water Purifiers	
	ADM-II/19/2014	File relating to copier Machines (Maintenance of Out Sources)	
	ADM-II/20/2014	File relating to Car bearing No. KA-01-G-5726	
	ADM-II/21/2014	File relating to Car bearing No. KA-01-G-6192	
	ADM-II/22/2014	File relating to Car bearing No. KA-01-G-4066	
	ADM-II/23/2014	File relating to Car bearing No. KA-01-GA-4224	
	ADM-II/24/2014	File relating to Car bearing No. KA-01-G-217(Fast Track Court)	
	ADM-II/25/2014	File relating to Car bearing No. KA-01-G-4961 (Kum.Jayalalitha Court & Other Correspondence)	
	ADM-II/26/2014	File relating to Mini Bus bearing No.KA-01-G-13	
	ADM-II/27/2014	File relating to Mini Bus bearing No.KA-01-G-813	
	ADM-II/28/2014	File relating to Mini Bus bearing No.KA-01-G-2171	
	ADM-II/29/2014	File relating to Mini Bus Bearing No.KA-01-G-2132	

	ADM-II/30/2014	File relating to Mini Bus Bearing No.KA-01-G-2133	
	ADM-II/31/2014	File relating to Mini Bus Bearing No.KA-01-GA-2999	
	ADM-II/32/2014	File relating to Mini Bus Bearing No.KA-01-GA-5599	
	ADM-II/33/2014	File relating to Mini Bus Bearing No.KA-01-GA-5999	
	ADM-II/34/2014	File relating to Purchase of Copier Machines & Maintenance	
	ADM-II/35/2014	Correspondence of Police Department	
	ADM-II/36/2014	File relating to Purchase of copier Machines & Maintenance	
	ADM-II/37/2014	File relating to Purchase of Office Equipments, Bio-Metric Attendance & Maintenance of Fax Machine	
	ADM-II/38/2014	File relating to Rodent & Rates Control of City Civil Court	
	ADM-II/39/2014	Correspondence of BESCO	
	ADM-II/40/2014	Correspondence of BWSSB	
	ADM-II/41/2014	File relating to Judicial Officers & Employees Association, Legal Services Authority, Public Prosecutors, Training Institute & Judicial Academy	
	ADM-II/42/2014	File relating to Purchase of Consumable Articles (Janatha Bazaar & Other Shops)	
	ADM-II/43/2014	File relating to Appointment of Part Time Menials of City Civil Court & Mayo Hall Unit	
	ADM-II/44/2014	File relating to Appointment of Part Time Menials of Other Courts.	

ADM-II/45/2014	File relating to purchase of Articles of Furniture	
ADM-II/46/2014	File relating to Disposal of Un- serviceable Articles of Furniture, Vehicles & Other Spare Parts	
ADM-II/47/2014	File relating to Group 'D' Employees (Uniforms & Bundle Allowance)	
ADM-II/48/2014	File relating to Permission to Seminar Hall & Others General Permissions	
ADM-II/49/2014	File relating to Other Department (Government Press Medical Centre)	
ADM-II/50/2014	File relating to Miscellaneous Correspondence	
ADM-II/51/2014	File relating to car bearing No.KA-01-G-6400(CCH-82)	
ADM-II/52/2014	File relating to Parking Lot of City Civil Court.	
ADM-II/53/2014	File relating to Right to Information Act	
ADM-II/54/2014	File relating to Audit Objection	
ADM-II/55/2014	File relating to Reimbursement of Rent to Judicial Officers.	

BY ORDER OF THE PRL. CITY CIVIL & SESSIONS JUDGE

**Sd/-
Registrar
City Civil Court
Bangalore.**