

**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.**

<b>Name of the branch</b>	<b>Registers</b>	<b>Books/Ledgers</b>	<b>Forms</b>
<b>Administrative Branch</b>	<ol style="list-style-type: none"> <li>1. Roster Register</li> <li>2. CL Register</li> <li>3. Attendance Register (CPN Branch)</li> <li>4. Cash Declaration Register</li> <li>5. Service Registers pertaining to Group 'C' &amp; 'D' Officials</li> <li>6. CTC &amp; LPC</li> </ol>	<ol style="list-style-type: none"> <li>1. Tappal Book</li> <li>2. Proceedings File</li> <li>3. Vacancy Statement File</li> <li>4. Office Order File</li> <li>5. Relevant Rules &amp; notification File.</li> <li>6. Continuation of Courts File.</li> <li>7. Creation of Courts File.</li> <li>8. Numbering Register Book.</li> </ol>	<ol style="list-style-type: none"> <li>1. Transfer proforma</li> <li>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.</li> <li>Assets and Liabilities</li> <li>1. Nomination Forms (Pasted in Service Register)</li> <li>2. Pension Forms</li> <li>Nomination Forms</li> <li>Pensions related claim Forms,</li> </ol>

<p><b>Pending Branch</b></p>		<p><b><u>Adjournment Books</u></b>  <b><u>Reference books</u></b>  1. Court Hall Dairy  2. Record Room  3. Index Book  4. Copying Branch  5. Copying to pending (movement of records)   Case adjournment book (details of hearing date of all types of cases)   Original documents pertaining to register in safe custody</p>	<p><b>Form No.4. - (Civil)</b>  Notice to show cause general form</p>
<p><b>Scrutiny Branch</b></p>	<p>Register as per Civil Rules of Practice  Suit <b>Registers in</b> Industrial Dispute Act Cases</p>	<p>Auto generation through system</p>	
<p><b>Accounts Branch</b></p>	<p>G &amp; K Register</p>	<ol style="list-style-type: none"> <li>1. Order Book relating to purchase of Petrol to the Vehicles.</li> <li>2. Log books for vehicles.</li> <li>3. Petrol &amp; Diesel and Lubricant Oil indent book.</li> <li>4. DC Bill Register</li> <li>5. DC Bill order book</li> <li>6. IT Deduction Book</li> <li>7. Budget Register</li> <li>8. Salary Deduction Book</li> <li>9.</li> </ol>	

<b>Stationery Branch</b>	10. Register for Stationery articles – Branch wise Issue Book. 11. Register for Stationery Articles (Government Supply and Local Purchase). 12. Register for Forms and Registers (Government Supply). 13. Register for Forms and Registers – Branch wise Issue of Forms and Register. 14. Registers for Toners (Cartridges), Branch wise Issue and Purchase. 15. Stock and Issue 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	
<b>Computer Branch</b>	No Computer Branch in this office		
<b>CPN Branch</b>	No CPN Branch in this office		
<b>Central Record Room</b>	No Central Record Room in this office		

<b>Record Room</b>	Register Reference Books in 1. Copying Branch 2. Disposal Records		
<b>Index Branch</b>	Indexing will be taken up by the Record keeper clerk  1. Outwards Reference Book 2. Disposal Register	-	Title Sheet (Form No.16) Index Sheet (Form No.15)
<b>Copying Branch</b>	<ul style="list-style-type: none"> <li>• Copying Register for having registered the copy application, Deliver the copies, Rejected applications and Deficit Court fee collected.</li> <li>•</li> </ul>	Record movement register pending and record to copying branch	
<b>Decree branch</b>	Suit Registers		
<b>Tappal Branch</b>	1. Stamp Register 2. Postal Acknowledgment Register	<b>Tappal Outward Branch:-</b> 1. To. No.Book Outward Reference book	

**BY ORDER OF THE PRESIDING OFFICER,**

**Sd/-**  
**Sr. Sheristedar**  
**II Additional Labour Court**  
**Bengaluru.**