

## II ADDITIONAL LABOUR COURT

### BENGALURU.

### NOTIFICATION

Office Order No.20/2024, Bengaluru dated 28.06.2024

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 II Additional Labour Court Bangalore is published as hereunder; for the information of the general public :

i) Particulars of its organization, functions and duties.	Organization : II Additional Labour Court Bengaluru Functions & : Administration of justice Duties : Administration works of II Additional Labour Court Bengaluru
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 scrutinize the proposal and place before the Sheristedar. The Sheristedar will review the proposal in light of the existing provision of Rules and place before the Presiding Officer 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>

ix) A directory of its Officers and employees.	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.
x) The monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulations.	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., and deduction records are maintained.
xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Allotment of the budget is from High Court of Karnataka under non-plan scheme.
xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	No such programmes.
xiii) Particulars of recipients of concessions, permits or authorizations granted by it.	No such programmes.

<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>
<p>xvi) The names, designations and other particulars of the Public Information Officer.</p>	<p>Smt. Gayathri Devi M. S., Sr. Sheristedar, Public Information Officer, II Additional Labour Court, Bengaluru.</p> <p>Office : 08022939441</p>
<p>xvii) Such other information as may be prescribed.</p>	<p>Nil.</p>

**BY ORDER OF THE PRESIDING OFFICER,**

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

## **ANNEXURE – I**

The powers and duties of the Officers and employees of the  
II Additional Labour Court, 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	In charge of the typing work in various branches/sections, Court Halls, Cash Branch and filing section.
Second Division Assistant	Working as case workers/assistants to the case workers of the Pending branch and Copying Branch .
First Division Assistant	In-charge of respective section/ Branch assigned, presently working as Bench Clerk.
Stenographer/ Judgment Writer	Taking dictation and typing the works entrusted by the Hon'ble Judges
Sheristedar	Working under the guidance/advice and direction of the Hon'ble Judge in administration matters, Charge of Office Administration and respective section/ Branch assigned, Scrutiny of the files , Put up files, keeping Service Registers, Salary Acquaintance rolls and any other works assigned by the Hon'ble Judge

**BY ORDER OF THE PRESIDING OFFICER,**

**Sd/-**

**Sr. Sheristedar  
II Additional Labour Court  
Bengaluru.**

## **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 Stamp Act – 1957.
5. Civil Rules of Practice -1967
6. Criminal Rules of Practice -1968

(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.

(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.

**BY ORDER OF THE PRESIDING OFFICER,**

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