

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
II Additional Labour Court, Bengaluru.**

Name of the branch	Registers	Books/Ledgers	Forms
Administrative Branch	1. CL Register 2. Attendance Register 4. Cash Declaration Register 5. Service Registers pertaining to Group 'C' & 'D' Officials 6. CTC & LPC	1. Tappal Book 2. Proceedings File 3. Vacancy Statement File 4. Office Order File Circular File 5. Relevant Rules & notification File. 6. Continuation of Courts File. 7. Creation of Courts File. 8. Numbering Register Book.	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 Register) 2.Pension Forms Nomination Forms Pensions related claim Forms,

Pending Branch		<u>Adjournment Books</u> <u>Reference books</u> 1. Court Hall Dairy 2. Record Room 3. Index Book 4. Copying Branch 5. Copying to pending (movement of records) 6. Suit Registers Case adjournment book (details of hearing date of all types of cases) Original documents pertaining to register in safe custody	Form No.4. – (Civil) Notice to show cause general form
Scrutiny Branch	Register as per Civil Rules of Practice Suit Registers in Industrial Dispute Act Cases	Auto generation through system	
Accounts Branch	G & K Register	1. Order Book relating to purchase of Petrol to the Vehicles. 2. Log books for vehicles. 3. Petrol & Diesel and Lubricant Oil indent book. 4. DC Bill Register 5. DC Bill order book 6. IT Deduction Book 7. Budget Register	

		8. Salary Deduction Book	
Stationery Branch	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), Branch wise Issue and Purchase. 6. 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	
Computer Branch	No Computer Branch in this office		
CPN Branch	No CPN Branch in this office		
Central Record Room	No Central Record Room in this office		

Record Room	Register Reference Books in 1. Copying Branch 2. Disposal Records		
Index Branch	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)
Copying Branch	• Copying Register for having registered the copy application, Deliver the copies, Rejected applications and Deficit Court fee collected. •	Record movement register pending and record to copying branch	
Decree branch	No Decree branch in this Court		
Tappal Branch	1. Stamp Register 2. Postal Acknowledgment Register	Tappal Outward Branch:- 1. To. No.Book Outward Reference book	

BY ORDER OF THE PRESIDING OFFICER,

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

Updation of information Under Section 26(3)(9b) of the RTI Act, 2005 in the official website of
II Additional Labour Court, Bengaluru.

Name of the Public Information Officer & Designation	:	Smt. Gayathri Devi M. S. Senior Sheristedar, Public Information Officer II Additional Labour Court, No.66/9, “Nyayadegula”, H.Siddaiah Road, Bengaluru-560027. Ph. No. 080-22939441.
First Appellate Authority & Designation	:	Smt. Yermal Kalpana, Presiding Officer, II Additional Labour Court & First Appellate Authority, No.66/9, “Nyayadegula”, H.Siddaiah Road, Bengaluru-560027. Ph. No. 080-22939441.
ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿಯ	:	ಶ್ರೀಮತಿ ಗಾಯತ್ರಿದೇವಿ ಎಂ. ಎಸ್. ಹಿರಿಯ ಶಿರಸ್ತೇದಾರರು ಮತ್ತು ಸಾರ್ವಜನಿಕ ಮಾಹಿತಿ ಅಧಿಕಾರಿ, ಎರಡನೇ ಅಪರ ಕಾರ್ಮಿಕ ನ್ಯಾಯಾಲಯ

ಹೆಸರು ಮತ್ತು ವಿಳಾಸ		ನಂ.66-9, 'ನ್ಯಾಯದೇಗುಲ', ಹೆಚ್. ಸಿದ್ದಯ್ಯ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560027 ದೂರವಾಣಿ ಸಂಖ್ಯೆ: 080-22939441
ಮೇಲ್ಮನವಿ ಪ್ರಾಧಿಕಾರಿಯವರ ಹೆಸರು ಮತ್ತು ವಿಳಾಸ	:	ಶ್ರೀಮತಿ ಯರ್ವಾಳ್ ಕಲ್ಪನ ಅಧ್ಯಕ್ಷಾಧಿಕಾರಿಗಳು ಮತ್ತು ಮೇಲ್ಮನವಿ ಪ್ರಾಧಿಕಾರಿ, ಬೆಂಗಳೂರು ಎರಡನೇ ಅಪರ ಕಾರ್ಮಿಕ ನ್ಯಾಯಾಲಯ ನಂ.66-9, 'ನ್ಯಾಯದೇಗುಲ', ಹೆಚ್. ಸಿದ್ದಯ್ಯ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560027 ದೂರವಾಣಿ ಸಂಖ್ಯೆ: 080-22939441