

Notification under Section 4(1)(a) of Right to Information Act

**Statement showing Register, Forms and Books that are maintained by various Branches of
I Additional Labour Court, Bengaluru.**

Name of the branch	Registers	Books/Ledgers	Forms
Administrative Branch 4 4.	1. Attendance Register 2. CL Register 3. Cash Declaration Register 4. Service Registers pertaining to Group ‘C’ & ‘D’ Officials 5. CTC & LPCs	1. Tappal Book 2. Proceedings & Office Order Book. 3. Vacancy Statement File 4. Circular File 5. Relevant Rules & notification File. 6. Numbering Register Book.	1. 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,
Court Hall and Pending Branch		Adjournment Books Reference books 1. Court Hall Dairy 2. Index Book 3. Copying to pending (movement of records)	Form No.4. – (Civil) Notice to show cause general form

		Case adjournment book (details of hearing date of all types of cases)	
		Original documents pertaining to register in safe custody	
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. DC Bill Register 2. DC Bill order book 3. IT Deduction Book 4. Budget Register 5. Salary Deduction Book	
Stationery Branch	1. Issue Book Register for Stationery articles. 2. Stock Register for Stationery Articles (Government Supply and Local Purchase).	1. Permanent Stock Book of furniture, Machinery etc., 2. Dead Stock Book 3. Stock Book for Consumables Articles 4. Issue Book of 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 Book in Record Room - Disposal book		
Index Branch	Indexing will be taken up by the Record keeper clerk 1. Outwards Reference Book 2. Disposal Register	-	-
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 room to copying branch	
Decree branch	No Decree Branch in this office		
Tappal Branch	1. Stamp Register 2. Postal Acknowledgment Register	Tappal Outward Branch:- 1. To. No. Book Outward Reference book	

BY ORDER OF THE HON'BLE PRESIDING OFFICER,

Sd/-
Sr. Sheristedar,
I Additional Labour Court,
Bengaluru.