THE PRINCIPAL CIVIL JUDGE AND J.M.F.C., CHANNAGIRI.

NOTIFICATION

DATED: 16TH MARCH 2026

In exercise of the powers conferred under rule 4(1)(b) of the Right to Information Rules 2005, the detailed information regarding Principal Prl. Civil Judge and J.M.F.C Court, Channagiri is published, as hereunder, for the information of general public.

The business of the Prl. Civil Judge and J.M.F.C. Court Channagiri situated at Channagiri is transacted through different sections as detailed below:

1. Section-l: Filing section i.e., Receiving Original Suits/Plaints/ Appeals/Petitions/ Proceedings etc from litigants.

2. Section-II: Administration section.

3. Section-III. Accounts section.

4. Section-IV: Civil/ Criminal Section.

5. Section-V: Record Section.

6. Section-VI: Copying section.

i) the particulars of its organisation, functions and duties;	The organization chart of the Prl. Civil Judge and J.M.F.C. Court, Channagiri is at Annexure-1.
(ii) the powers and duties of its officers and employees;	Particulars of different wings of the Prl. Civil Judge and J.M.F.C Court, Channagiri, functions and duties performed are enumerated at Annexure-2. The powers and duties of the officers and employees are indicated at Annexure-3.
iii) the procedure followed in the decision making process, including channels of supervision and accountability;	The procedure followed in the decision making process is indicated at Annexure-4.
(iv) the norms set by it for the discharge of its functions;	The norms set by the Prl. Civil Judge and J.M.F.C. Court, Channagiri for the discharge of functions are indicated at Annexure-5.

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	The rules and regulations, instructions and records, held by court or under its control or used by its employees for discharging its functions are, Karnataka Financial Code, Karnataka Civil Services Rules, Contingent Rules, Civil Courts Act, Civil Procedure code, Civil Rules of Practice, Criminal Procedure Code/Bharathiya Nagarik Suraksha Sanhita, Criminal Rules of Practice. Hand Book of Administration etc., are used for discharging functions. However, in general all the Rules and Regulations prescribed by Government from time to time and Directions issued by the Hon'ble High Court of Karnataka, Bengaluru from time to time are followed.
(vi) a statement of the categories of documents that are held by it or under its control;	Records and proceedings in all types of pending and disposed off cases are maintained, service registers of all officials, personal files of Officers and other correspondence files etc. are maintained as per Govt. Orders, Notifications, Standing Orders issued from time to time.
(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;	- Not applicable -
(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 advice, 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;	- Not applicable -
ix) a directory of its officers and employees; (x) the monthly remuneration received by each of its officers and	The directory of the Officers and employees in Civil Judges and the statement of remuneration received by the Officers and Officials is given in Annexure-6.

employees, including the system of compensation as provided in its regulations;	
(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	- Not applicable -
(xii) the manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes;	- Not applicable -
(xiii) particulars of recipients of concessions, permits or authorisations granted by it;	- Not applicable -
(xiv) details in respect of the information available to or held by it, reduced in an electronic form;	Court work and correspondence made are computerised.
(xv) the particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use;	No library or reading rooms are maintained by Principal Prl. Civil Judge and J.M.F.C Court, Channagiri for the use of public.
(xvi) the names, designations and other particulars of the Public Information Officers;	The name, designation and other particulars of the State Public Information Officer and Appellate Authority are shown in Annexure-7. Chief Ministerial Officer/Senior Sheristedar/Bench Clerck Grade-1 is appointed as State Public Information Officer under the Act and the details are shown in Annexure-8.
(xvii) such other information as may be prescribed;	In Channagiri town, there are 3 Civil Judges Courts situated viz, Prl. Civil Judge & JMFC Court, I Addl. Civil Judge and JMFC Court, II Addl. Civil Judge and JMFC Court, Channagiri.

By Order

Sd/-

(Maruthi N)

Chief Ministerial Officer/Sheristedar

Prl. Civil Judge & JMFC Court, Channagiri.

ANNEXURE-1

ORGANISATION CHART

<table>
<tr><td>Judicial</td><td colspan="2">Administration</td></tr>
<tr><td>Prl. Civil Judge & JMFC.,Channagiri</td><td colspan="2">Chief Ministerial Officer/ Sheristedar</td></tr>
<tr><td>I Addl. Civil Judge & JMFC., Channagiri</td><td>Stenographer</td><td>Sheristedar</td></tr>
<tr><td>II Addl. Civil Judge & JMFC., Channagiri</td><td>Typist</td><td>FDA</td></tr>
<tr><td></td><td>Typist-copyist</td><td>SDA</td></tr>
<tr><td rowspan="2"></td><td colspan="2">Attenders</td></tr>
<tr><td colspan="2">Peons</td></tr>
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Sd/-

(Maruthi N),
Chief Ministerial Officer,
Prl. Civil Judge & JMFC Court,
Channagiri

ANNEXURE-2

SECTION-I

Receiving Plaints/Appeal Memos/Petitions/Applications, etc and scrutinizing them with relevant provisions of law & submitting them before the Courts for further action. Receiving tappals and letters and putting up them before the Presiding Officers and over all administration of all the four courts.

SECTION-II

Attending all correspondence with the Hon'ble High Court and Principal District and Sessions Courts and Senior Civil Judge and JMFC Court and to deal with the administration work.

SECTION-III

Attending all accounts matters and maintaining all registers and files, required by Karnataka Financial Code, Accounts Rules for Subordinate Courts, Manual of Contingent Expenditure and other rules governing the monetory transaction.

SECTION-IV

Dealing with all the works like custody of all casepapers and properties. Preparing check slip, order sheet and maintaining all concerned registers etc as per C.P.C/ Civil Rules of Practice, Criminal Procedure Code/Bharathiya Nagarik Surkasha Sanhita/ Criminal Rules of Practice, attending the work of preparation of all processes and statements required as per directions from the Hon'ble Courts.

SECTION-V

Holding custody of all Civil and Criminal disposed off case files and submitting to the Hon'ble High Court and District Court, whenever required. Maintaining all registers required under Civil/Criminal Rules of Practice.

SECTION-VI

Attending the work of copying applications and issuing certified copies of Orders/ Judgements/Applications/Proceedings etc. Preparing paper books

whenever required, maintaining all registers as per Civil/Criminal Rules of Practice.

ANNEXURE-3

The powers and duties of the Officers and employees of Courts

Chief Ministerial Officer/ Sheristedar	-	Incharge of overall supervision and administration of three Civil Courts. To receive Plaints/Appeal Memos/Petitions/ Proceedings & to scrutinize them and to send to concerned Court Halls. Scrutiny of files, letters submitted by sub-ordinate officials and issuing letters, orders, note etc. Any other work entrusted by the Principal Civil Judge and Additional Judges.
Bench Clerk	-	Incharge of Court Hall Bench work, Calling the cases posted on the day and placing the order sheet before the Presiding Officers for further proceedings in the case.
Stenographer	-	To take dictation of Judgements/Orders, typing them as entrusted by the Judges.
FDAS/SDA'S	-	To attend the work of various branches as per the work entrusted by the Prl. Civil Judge and JMFC., Channagiri as per the rules.
Typist/Typist-copyist	-	Incharge of typing, comparing & preparing the copies of the section.
Attenders	-	To call the name of litigants during the court sitting timings, lifting of case files from pending branch to court hall and vice-versa.
Peons		To keep the court hall and office neat and clean and to delivery the tappals from office to various departments/offices located in the local area and post office, remittance of

amount received in the office to the Banks and other office works entrusted by the Office Superiors.

ANNEXURE-4

The nature of work to be attended by the Officers and the Officials

Principal Civil Judge and JMFC., I Additional Civil Judge and JMFC., II Additional Civil Judge and JMFC.,	Will decide on the course of action to be taken on a proposal under the delegated powers and if necessary, will submit the file for orders of Hon'ble Superior Courts, will attend the Judicial Work.
Chief Ministerial Officer	Will suggest the suitability or otherwise of the course of action, suggested and define the same in the light of the existing provisions of Rules and Acts. Submits important proposals to higher officer. Will scrutinize the proposal with all relevant facts and put up note, with a course of action.
Bench Clerck	Carrying the work in respect of court hall functioning.
Case Workers	Opening of a new file on receipt of a proposal or processing the receipt in the existing file.

ANNEXURE-5

To norms set by the Principal Civil Judge & JMFC., Channagiri for the discharge of court functions;

Chief Ministerial Officer/Sheristedar	To attend the work on priority.
Case Workers	Immediate submission of records/papers to higher Authorities.
Attenders/Peons	Carryout the functions entrusted to them on the same day.

ANNEXURE-6

PRINCIPAL CIVIL JUDGE & JMFC., (ESTABLISHMENT)

(NON PLAN)

Sl. No.	Name and Designation Shriyuth/Smt	Service	Gross Salary	Phone Number
01	Kum. Shama Srivatsa Prl. Civil Judge & JMFC.,	Judicial	139292-00	08189-229195
02	Maruthi N. CMO/Sheristedar	K.G.S.	100692-00	
03	Rama D.A. Sheristedar	-do-	84487-00	
04	Radha M.R. Stenographer	-do-	66258-00	
05	Hanumathappa K.D. First Division Assistant	-do-	72807-00	
06	B.R. Geetha First Division Assistant	-do-	72807-00	
07	K.B. Nagaraja First Division Assistant	-do-	64284-00	
08	Palaksha N First Division Assistant	-do-	66058-00	
09	Hanumanthappa V. Second Division Assistant	-do-	61341-00	
10	Ramesh E. Second Division Assistant	-do-	52501-00	
11	Anupama A Second Division Assistant	-do-	51501-00	
12	Prashath M. Hugar Second Division Assistant	-do-	44561-00	

13	Vacant Second Division Assistant	-do-	34100-67600	
14	Savith M. Typist.	-do-	50583-00	
15	Harshini P.R, Typist.	-do-	44861-00	
16	Anitha K.L. Typist-Copyist	-do-	55757-00	
17	Papamma V., Attender	-do-	54488-00	
18	Hanumanthappa B.C., Attender	-do-	48798-00	
19	Vinod K.J. Peon	-do-	58697-00	
20	Kiran K.laman., Peon	-do-	34956-00	

I ADDITIONAL CIVIL JUDGE & JMFC., COURT, CHANNAGIRI

(ESTABLISHMENT)

(NON PLAN)

Sl. No.	Name and Designation Shriyuth/Smt	Service	Gross Salary	Phone Number
01	Mahalakshmi G. I Addl. Civil Judge & JMFC.,Channagiri	Judicial	139292-00	08189-229195
02	Devaraja T. Stenographer	-do-	71281-00	
03	Manjula T. First Division Assistant	-do-	72807-00	
04	Renuka Typist	-do-	53061 -00	
05	Nagarathnamma., Attender	-do-	46057 -00	
06	Vacant Peon	-do-	27000-46675	
07	Vacant Peon	-do-	27000-46675	

II ADDITIONAL CIVIL JUDGE & JMFC., CHANNAGIRI

(ESTABLISHMENT)

(NON PLAN)

Sl. No.	Name and Designation Shriyuth/Smt	Service	Gross Salary	Phone Number
01	Vacant	Judicial	77840-136520	08189-229195
02	Usha Stenographer	-do-	64584-00	
03	Shivakumar First Division Assistant	-do-	65509-00	
04	Meenakshi S. Typist	-do-	57127-00	
05	Chandrashekhar C.K. Attender.	-do-	42991-00	
06	Vacant Attender	-do-	37775-61300	
07	Mynavathi P.S. Peon	-do-	42017-00	
08	Vacant Peon	-do-	27000-46675	
09	Vacant Peon	-do-	27000-46675	

ANNEXURE-7

Sl. No.	Name of the Court	State Public Information Officer	First Appellate Authority
1	Prl. Civil Judge & JMFC., Channagiri	Chief Ministerial Officer/ Sheristedar	Senior Civil Judge & JMFC., Channagiri
2	I Addl. Civil Judge & JMFC.,Channagiri		
3	II Addl. Civil Judge & JMFC.,Channagiri		

ANNEXURE-8

Name, Designation and other particulars of the State Public Information Officer	Rama D.A. Sheristedar. Prl. Civil Judge & JMFC Court, Channagiri Phone No. 08189-229195

Sd/-

(Maruthi N.),
Chief Ministerial Officer,
Prl. Civil Judge & JMFC Court,
Channagiri.