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

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 Civil Judge and JMFC., Court, Davanagere, is published, as hereunder, for the information of general public.

The business of the Pricincipal Civil Judge Courts situated at Davanagere is transacted through different sections as detailed below:

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

2. Section-II: Administration section.

3. Section-III. Accounts section.

4. Section-IV: Civil and Criminal Pending Section.

5. Section-V: Record Section.

6. Section-VI: Copying section.

7. Section-VII: Property Section.

i) the particulars of its organisation, functions and duties;	The organization chart of the Principal Civil Judge and JMFC., Court, Davanagere is at Annexure-1.
(ii) the powers and duties of its officers and employees;	Particulars of different wings of the Principal Civil Judge and JMFC Courts situated at Davanagere, 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	The procedure followed in the decision making process is indicated at Annexure-4.

and accountability;	
(iv) the norms set by it for the discharge of its functions;	The norms set by the Principal Civil Judge and JMFC Courts of Davanagere 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	- Not applicable -

other bodies are open to the public, or the minutes of such meetings are accessible for public;	
ix) a directory of its officers and employees; (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	The directory of the Officers and employees in Principal Civil Judge and JMFC Courts and the statement of remuneration received by the Officers and Officials is given in Annexure-6.
(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 beneficiarie 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 Civil Judge and JMFC., Court, Davanagere 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. 2. Chief Ministrial Officer/Bench Clerck Grade-II 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 Davanagere City, there are Five Principal Civil Judge Courts situated viz, Prl. Civil Judge & JMFC., Court, I Addl. Civil Judge and JMFC., Court, II Addl. Civil Judge and JMFC., Court, Davanagere, III Addl. Civil Judge and JMFC., Court, Davanagere, and IV Addl. Civil Judge and JMFC., Court, Davanagere.

By Order

Manjunath.K.M.

Chief Minesterial Officer

Prl. Civil Judge & JMFC., Court, Davanagere.

ANNEXURE-1

ORGANISATION CHART

<table>
<tr><td>Judicial</td><td colspan="2">Administration</td></tr>
<tr><td>Prl. Civil Judge & JMFC., Davanagere</td><td colspan="2">Chief Ministerial Officer</td></tr>
<tr><td>I Addl. Civil Judge & JMFC., Davanagere</td><td>Stenographer</td><td>Sheristedar</td></tr>
<tr><td>II Addl. Civil Judge & JMFC., Davanagere</td><td>Typist</td><td>FDA</td></tr>
<tr><td>III Addl. Civil Judge & JMFC., Davanagere</td><td>Typist-copyist</td><td>SDA</td></tr>
<tr><td rowspan="2">IV Addl. Civil Judge & JMFC., Davanagere</td><td colspan="2">Attenders</td></tr>
<tr><td colspan="2">Peons</td></tr>
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(Manjunath K.M.),
Chief Ministerial Officer,
Prl. Civil Judge & JMFC Court,
Davanagere

ANNEXURE-2

SECTION-I

Receiving Plaints/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 overall administration of all the five courts.

SECTION-II

Attending all correspondence with the Hon'ble High Court and Principal District and Sessions Courts 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 Samhita/ 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, District Court and Prl. Senior Civil Judge and CJM, 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.

SECTION-VII

The ceized criminal case properties mentioned in PF will be received by the property branch. After verifying the such as PF report and chargesheet the criminal properties will be received. After pronouncing the judgment operative portion of disposal of properties with judgment mentioned in the property register and necessary steps are taken to dispose as per court order by way of confiscation, return and distroy.

ANNEXURE-3

The powers and duties of the Officers and employees of Courts

Chief Ministerial Officer	-	Incharge of overall supervision and administration of Five Civil Courts. To receive Plaints/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 JMFC and Additional Judges.
Sheristedars/Bench Clerk Grade-2	-	One Sheristedar is working in Accounts branch. Receive fine, penalty, cash security, D amount., etc and same are entered in registered and mentaining the registeres such as Accutnace, G register, preparing bills, etc.,. One sheristedar is working in inspection Audit Section who has clear the objections made by the Honble High Court and District courts and maintaining the registers.
		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.
FDA'S/SDA'S	-	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 and to attend the work of various branches as per the work entrusted by the Prinicipal Civil Judge and JMFC., Davanagere as per the rules.

Typist/Typist-copyist	-	Incharge of typing, comparing & preparing the copies of the section.
Attenders/Peons	-	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 delvery 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., III Additional Civil Judge and JMFC., IV Additional Civil Judge and JMFC.,	Will decide on the course of action to be taken on a propsal under the delegated powers and if necessary, will submit the file for orders of Hon'ble Superior Courts, will attend the Judicial Work.
Chief Ministrial Officer/Bench Clerck Grade-II	Will suggest the suitablity 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 propsal with all relevant facts and put up note, with a course of action.
Sheristedar/Bench Clerck Grade-II	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., Davanagere for the discharge of court functions;

Chief Ministrial 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	Gayathri.H.D., Prl. Civil Judge & JMFC.,	Judicial	169296-00	08192-236888
02	Manjunath.K.M, CMO/ Sheristedar	K.G.S.	90339-00	
03	Lathadevi.R.J., Sheristedar	-do-	79644-00	
04	Shobha.M., Stenographer	-do-	67932-00	
05	Divya.V., Stenographer	-do-	65432-00	
06	Vacant First Division Assistant	-do-	44425-83700	
07	Haseenabegum.T., First Division Assistant	-do-	65958-00	
08	D.Eshwarappa., First Division Assistant	-do-	66906-00	
09	Manjunath Jaan., First Division Assistant	-do-	58197-00	
10	Savithridevi.S.Y., Second Division Assistant	-do-	58741-00	
11	Veena.B.S., Second Division Assistant	-do-	56827-00	
12	Pushpalatha.S.R., Second Division Assistant	-do-	56827-00	
13	Deepu.G., Second Division Assistant	-do-	52957-00	
14	Rajeev.A.C., Second Division Assistant	-do-	53999-00	
15	Mangala Annapurna Second Division Assistant	-do-	52957-00	
16	Gousepak.R.M.., Second Division Assistant	-do-	46752-00	
17	Parameshwarappa.L.S., Second Division Assistant	-do-	62812-00	

18	Gangamma R., Typist/Data Entry Assistant	-do-	42361-00	
19	Srikant.S., Typist/Data Entry Assistant	-do-	51455-00	
20	Netravathi.N., Typist-Copyist	-do-	42361-00	
21	Latha.K.K., Typist-Copyist	-do-	51888-00	
22	Gouramma.V., Attender	-do-	57327-00	
23	Santhosh Jevergi Attender	-do-	48383-00	
24	Laxmibai.L.Rajunaik., Peon	-do-	38204-00	
25	Vacant Peon	-do-	27000-46675	
26	Vacant Peon	-do-	27000-46675	
27	Vacant Peon	-do-	27000-46675	

I ADDITIONAL CIVIL JUDGE & JMFC., (ESTABLISHMENT)

(NON PLAN)

Sl. No.	Name and Designation Shriyuth/Smt	Service	Gross Salary	Phone Number
01	Kishor Kumar K.N., I Addl. Civil Judge & JMFC.,	Judicial	162620-00	08192-236012
02	Sangeeta.V.Potedar., Stenographer	K.G.S.	90639-00	
03	Kalyan Kumar., First Division Assistant	-do-	99405-00	
04	Jyothi.M., First Division Assistant	-do-	72807-00	
05	Meharunnisa Hulyal Typist/Data Entry Assistat	-do-	51801-00	
06	Vacant	-do-	31775-61300	

	Attender			
07	Akash.K.S., Peon	-do-	34218-00	
08	Nagesh.V., Peon	-do-	43341-00	

II ADDITIONAL CIVIL JUDGE & JMFC.,

(ESTABLISHMENT)

(NON PLAN)

Sl. No.	Name and Designation Shriyuth/Smt	Service	Gross Salary	Phone Number
01	Padma.M., II Addl. Civil Judge & JMFC.,	Judicial	162620-00	08192-255069
02	G.T.Sujatha., Sheristedar	K.G.S.		
03	Kalavathi.O., Stenographer	-do-	83053-00	
04	Sudha.I.A., First Division Assistant	-do-	72233-00	
05	Amoghasidda. Hindinamani First Division Assistant	-do-	65132-00	
06	Parashuram.N., Second Division Assistant	-do-	55457-00	
07	Asha.G.S., Second Division Assistant	-do-	55457-00	
08	Veena.P.H., Second Division Assistant	-do-	49001-00	
09	Srinivas.M.N., Second Division Assistant	-do-	50283-00	
10	Jabiulla.A., Second Division Assistant	-do-	62862-00	
11	Laxmidevi.H., Second Division Assistant	-do-	49001-00	
12	Preethi.N., Second Division Assistant	-do-	49001-00	
13	Vacant Second Division Assistant	-do-	34100-67600	

14	Vacant Second Division Assistant	-do-	34100-67600	
15	Vacant Typist/Data Entry Assistant	-do-	34100-67600	
16	Shashikala.M., Typist-Copyist	-do-	53061-00	
17	Vacant Typist-Copyist	-do-	34100-67600	
18	Suban.M.H., Attender	-do-	58597-00	
19	Vacant Attender	-do-	31775-61300	
20	Khannappa.S.Dabbanavar Peon	-do-	39186-00	
21	Prathibha.V.H., Peon	-do-	38204-00	
22	Kaveri.Bandiwaddar., Peon	-do-	32733-00	
23	Vacant Peon	-do-	27000-46675	

III ADDITIONAL CIVIL JUDGE & JMFC.,

(ESTABLISHMENT)

(NON PLAN)

Sl. No.	Name and Designation Shriyuth/Smt	Service	Gross Salary	Phone Number
01	Achappa Doddabasavaraj., III Addl. Civil Judge & JMFC.,	Judicial	162620-00	08192-250082
02	Vidyarani.S.Shetty., Sheristedar	K.G.S.	88329-00	
03	Sheela.N.T., Stenographer	-do-	71281-00	
04	Lohith.R., First Division Assistant	-do-	59391-00	
05	Manjeshkumar., Second Division Assistant	-do-	59719-00	
06	Ravi.G.M.,	-do-	65958-00	

	Second Division Assistant			
07	Mohan.T.O., Second Division Assistant	-do-	55697-00	
08	Asha B.N., Second Division Assistant	-do-	54088-00	
09	Shankar.M., Second Division Assistant	-do-	51501-00	
10	Gangamma.T., Second Division Assistant	-do-	49001-00	
11	Vacant Second Division Assistant	-do-	34100-67600	
12	Vacant Second Division Assistant	-do-	34100-67600	
13	Anitha.H., Typist/Data Entry Assistant	-do-	44861-00	
14	Shobha.S.Varnekar., Typist-Copyist	-do-	60019-00	
15	Azmathulla., Attender	-do-	46157-00	
16	Vacant Attender	-do-	31775-61300	
17	Manoj.S.Bilagi., Peon	-do-	36554-00	
18	Prema.M.K., Peon	-do-	32733-00	
19	Vacant Peon	-do-	27000-46675	
20	Vacant Peon	-do-	27000-46675	

IV ADDITIONAL CIVIL JUDGE & JMFC.,

(ESTABLISHMENT)

(NON PLAN)

Sl. No.	Name and Designation Shriyuth/Smt	Service	Gross Salary	Phone Number
01	Vacant., IV Addl. Civil Judge & JMFC.,	Judicial	77840-136520	08192-230095
02	Jairam.M.K., Sheristedar	K.G.S.	92652-00	
03	Sowmya., Stenographer	-do-	67932-00	
04	K.Chandrappa., Second Division Assistant	-do-	72258-00	
05	R.Salma., Second Division Assistant	-do-	57219-00	
06	D.Hareesh., Second Division Assistant	-do-	49001-00	
07	Anuradha.C., Second Division Assistant	-do-	58197-00	
08	Akshata.S.M., Second Division Assistant	-do-	51588-00	
09	Vacant Second Division Assistant	-do-	34100-67600	
10	Vacant Second Division Assistant	-do-	34100-67600	
11	Shabana Lokapur., Typist/Data Entry Assistant	-do-	44861-00	
12	K.Parmesh., Typist-Copyist	-do-	55616-00	
13	Arshiya Tabsum., Typist-Copyist	-do-	46866-00	
14	R.Jayashree., Attender	-do-	46057-00	
15	Vacant Attender	-do-	31775-61300	
16	Suresh.T.B., Peon	-do-	39419-00	
17	Vacant	-do-	27000-46675	

	Peon			
18	Vacant Peon	-do-	27000-46675	
19	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., Davanagere	Chief Ministerial Officer/Sheristedar	Prl. Civil Judge & JMFC., Davanagere
2	I Addl. Civil Judge & JMFC.,Davanagere		
3	II Addl. Civil Judge & JMFC.,Davanagere		
4	III Addl. Civil Judge & JMFC.,Davanagere		
5	IV Addl. Civil Judge & JMFC.,Davanagere		

ANNEXURE-8

Name, Designation and other particulars of the State Public Information Officer	Manjunath.K.M., Chief Ministrial Officer, Prl. Civil Judge & JMFC Court, Davanagere Phone No. 08192-236012

(Manjunath.K.M.),
Chief Ministerial Officer,
Prl. Civil Judge & CJM Court,
Davanagere

To.No. /2026. Office of the
Prl. Civil Judge & JMFC.,
Davangere, Dt: 16-03-2026.

To,

The Hon'ble Prl. District and Sessions Judge,
DAVANAGERE.

Respected Madam,

Sub: Submission of Compliance report of Karnataka Information Commission in KIC No. 24016/APR/ 2023 Order dated 19.01.2026. – reg

Ref: 1. Hon'ble High Court of Karnataka, Bengaluru Letter No. DJA/Misc.63/2014(RTI) Dated 21.02.2026.
2. Hon'ble Prl. District and Sessions Judge., Davanagere Letter No. DJ-DVG:735/2026 Dated 24.02.2026.

* * *

With reference to the above subject, I write to submit herewith the compliance report of the order of Karnataka Information Commission in KIC No.24016/APR/2023 dated 19.01.2026 pertaining to the court of Prl. Civil Judge and JMFC., Davanagere as called for.

Yours faithfully,

(Kishor Kumar K.N.)
I/C., Prl. Civil Judge & JMFC.,
Davanagere.