

IN THE COURT OF THE CIVIL JUDGE AND J.M.F.C., JAGALUR
NOTIFICATION

DATED: 9TH MARCH 2026

In exercise of the powers conferred **UNDER RULE 4(1)(B) OF THE RIGHT TO INFORMATION RULES 2005**, the detailed information regarding Civil Judge & J.M.F.C., Jagalur, is published, as hereunder, for the information of general public.

The business of the Civil Judge & J.M.F.C., Jagalur, situated at Jagalur is transacted through different sections as detailed below:

1. Section-I: 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/ 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 Civil Judge & J.M.F.C., Jagalur, is at Annexure-1.
(ii) The powers and duties of its officers and employees;	Particulars of different wings of the Civil Judge & J.M.F.C., Jagalur, 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 Civil Judge & J.M.F.C., Jagalur 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	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,

for discharging its functions;	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;	The directory of the Officers and employees in Civil Judge & J.M.F.C., Jagalur, and the statement of remuneration received by the Officers and Officials is given in Annexure-6.
(x) the monthly remuneration received by each of its officers and 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 Civil Judge & J.M.F.C., Jagalur, 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 Jagalur, there is one Civil Judge & J.M.F.C., Court, Jagalur and one Itinerary Court(The 1 Addl.Sr.Civil Judge DVG Court) I/c of this Court sitting only 2 days in a week

By Order

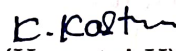
K. Kasturi
Smt. Kasturi. K

Chief Ministerial Officer/Sheristedar
Civil Judge & J.M.F.C., Jagalur,

ANNEXURE-1

ORGANISATION CHART

JUDICIAL	ADMINISTRATION	
Civil Judge & J.M.F.C., Jagalur,	Chief Ministerial Officer/Sheristedar	
	Stenographer	FDA
	Typist	SDA
	Typist-copyist	
	Attenders	
	Peons	


 (Kasutri K),
 Chief Ministerial Officer,
 Civil Judge & J.M.F.C., Jagalur,

ANNEXURE-2

SECTION-I

Receiving Complaints/Petitions/Applications, etc and scrutinizing them with relevant provisions of law & submitting them before the Courts for further action. Receiving tappings and letters and putting up them before the Presiding Officers and overall administration of the court.

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 monetary 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 Surksha 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	- Incharge of overall supervision and administration of this Court. To receive Plaints/Petitions/ Proceedings & to scrutinize them and to send to Court Hall. Scrutiny of files, letters submitted by officials and issuing letters, orders, note etc. Any other work entrusted by the Civil Judge.
Stenographer	- To take dictation of Judgements/Orders, typing them as entrusted by the Judge.
FDAS/SDA'S	- To attend the work of various branches as per the work entrusted by the Principal Senior Civil Judge and JMFC., Jagalur 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

Civil Judge & J.M.F.C., Jagalur,	Will decide on the course of action to be taken on a propasal 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/Senior Sheristedar/Bench Clerck Grade-I	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 propasal with all relevant facts and put up note, with a course of action.
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 CIVIL JUDGE & J.M.F.C., JAGALUR, 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

CIVIL JUDGE & J.M.F.C., JAGALUR, (ESTABLISHMENT)
(NON PLAN)

Sl. No.	Name and Designation Shriyuth/Smt	Service	Gross Salary	Phone Number
01	Sri.Chethan R., Civil Judge & J.M.F.C., Jagalur,	JUDICIAL	139292	8861093478
02	Smt.K. Kasturi	K.G.S.	94965	9447774006
03	Smt.Shilpa D. B.	-do-	67932	9480164114
04	Sri. Ashok Huchchammanavar	-do-	74633	9742501126
05	Smt. M Yasmin Taj	-do-	76859	9972674794
06	Smt. P R Roji	-do-	72807	886163313
07	Smt. Rubiya B	-do-	51501	7019317338
08	Sri. Kotresh K.	-do-	65958	9481714131
09	Sri.Udayakumar K.V	-do-	55457	9620190696
10	Sri.Janardhana M R	-do-	55557	9686134145
11	Smt. Reshma T.	-do-	53018	9844505732
12	Sri. Chandan N	-do-	44861	7026094220
13	Sri. Manohar	-do-	61065	8310252821
14	Sri. Krishnappa C	-do-	56827	9844757999
15	Sri. Iqbal Ahamed	-do-	47848	7892796948
16	Sri. Rahamatulla S.H.	-do-	50683	9164437818
17	Smt. Nasrin Taj N	-do-	46057	8147598576
18	Sri. Hanamantha Mareppagol	-do-	64176	9591121207

ANNEXURE-7

Sl. No.	Name of the Court	State Public Information Officer	First Appellate Authority
1	Civil Judge & J.M.F.C., Jagalur,	Chief Ministerial Officer/ Sheristedar	Civil Judge & J.M.F.C., Jagalur,

ANNEXURE-8

Name, Designation and other particulars of the State Chief Ministerial Officer,
Public Information Officer Civil Judge & J.M.F.C., Jagalur,

Phone No. 08196-227600

P. Kasturi
(Kasturi K),
Chief Ministerial Officer,
Civil Judge & J.M.F.C., Jagalur,