

**DISTRICT & SESSIONS COURT, MYSURU**  
**NOTIFICATION**  
**DATED: 31.01.2023**

**In exercise of the powers conferred under Sec. 4(1)(b) of the Right to Information Act, 2005 (Central Act No. 22 of 2005), the detailed information relating to the Prl. District & Sessions Court, Mysuru, is published as hereunder, for the information of general public.**

4(1)(b) i)	The Particulars of its Organization, functions and duties.	Organization: District Court, Mysuru. Functions & Duties: Administration of Justice, subordinate courts Administration and other Administration.
ii)	The powers and duties of its Officers and employees	Details are at Annexure – 1
iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	The concerned case workers of different sections or branches especially relating to Administration will open a file of receipt of proposal or process the proposal in the form of submission in the concerned file or in the existing file. The Sheristedars of the concerned branch or Section will scrutinize the proposal and place it before the Chief Administrative Officer. The Chief Administrative Officer will review the proposal in the light of the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court, submit to the District Judge. The District Judge will decide the course of section to be taken on a proposal under the delegated powers and in doubtful cases if necessary refer to the Hon'ble High Court for final decision or guidance.
iv)	The norms set by it for the discharge of its functions.	Depending on urgency, proposal will be finalized on priority.
v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging	Details are at Annexure – II.

	its functions.	
vi)	A statement of the categories of documents that are held by it or under its control.	Case files and relevant Registers.
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.	No such arrangement exists.
viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or advice and as to whether meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	No such statutory committee is constituted. No question of giving information to the public.
ix)	A Directory of its officers and employees.	List of Officers and employees is in the District Court Establishment. In view of frequent changes of residential address of employees, the District Court establishment is requested to note the changes.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in its regulations.	Details are at Annexure – III
xi)	The budget allocated to each of the its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Allotment of the budget will be provided by the Hon'ble High Court of Karnataka under non-plan scheme whenever the Government will release the fund to the Head of Department.

xii)	The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programs.	No such programmes.
xiii)	Particulars of recipients of concessions, permits or authorization granted by it.	No such programmes.
xiv)	Details in respect of the information, available to or held by it, reduced in electronic form.	1. The Data entry of the cases filed from the date of its filling till disposal will be processed in the concerned register by manual. 2. Pay particulars of all the employees of the District Court, Mysuru.
xv)	The particulars of facilities available to citizen for obtaining information including the working hours of library reading room if maintained for public use.	Library is accessible only to the Hon'ble Judges and staff but not for public use.
xvi)	The names designations and other particulars of the Public information Officers.	<b>Sri. Ramesh. B. Kulakarni</b> I/c State Public Information officer & Chief Administrative Officer, Prl. District & Sessions Court, Mysuru. Office Phone no: 0821-2330452.
xvii)	Such other information as may be prescribed.	<b>NIL</b>

**By order of the Prl. District Judge,**

**Sd/-**

**SRI. RAMESH. B. KULAKARNI.**  
I/c State Public Information officer &  
Chief Administrative Officer,  
Prl. District & Sessions Court,  
**Mysuru.**

## ANNEXURE-1

### THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE DISTRICT COURT, MYSURU.

Chief Administrative Officer	Head of the District Administration upon the advice/ directions of the Hon'ble District Judge and the High Court of Karnataka and assisting the Hon'ble District Judge, in the administration.
Software Technician	To assist the High Court and District Court in ICT system Administration and Management and discharge the various duties as and when required.
Court Manager	Infrastructure & Building Maintenance, Information Management & Reporting, Trial Courts Inspection, IT Systems Management, HR Management, Conducting Meetings and Programs, Monitoring & Supervision, Facility Management, Protocol Services, Grievances Handling, Public Information Co-ordination.
Sheristedar	Incharge of the respective Section / Branch assigned and scrutiny of files by the caseworkers as per the procedure prescribed.
Stenographer / Judgment writer	Taking down dictation and typing and stenography work entrusted by the Hon'ble Judges.
First Division Assistants	To attend the job of case working as per duties cast on them. To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case filed according to cause list, To note the stage of cases according to court proceedings in cases of attending bench work. To prepare Statements.
Second Division Assistants	Incharge of pending cases. To attend open court any of the clerical work entrusted. To attend Running Index, final index first and final entry.

	<p>To arrange the case filed according to cause list to note the stage of cases according to court proceedings in case of attending Bench work.</p> <p>To prepare Statements.</p>
Typist and Typist-Copyist	<p>In charge of typing work both by machine and computer.</p> <p>To do any Ministerial work of any section entrusted to them.</p>
Bailiffs	<p>To attend the execution of warrants / Injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.</p>
Process Servers	<p>To attend service of summons / Notice etc, Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch attending other office works.</p>
Attender	<p>To keep the chamber and open courts clean and neat.</p> <p>To attend the duties of open Court and chamber of Presiding Officer.</p> <p>Attending the protocol work during the visit of dignitaries.</p>
Peons	<p>To keep the Office neat and tidy.</p> <p>To deliver the files/Tappals to the concerned sections.</p> <p>To attend the Protocol work during the visit of dignitaries.</p> <p>To attend watchman Duty entrusted and any of the work entrusted in the office.</p>

**By order of the Prl. District Judge,**

**Sd/-**

**SRI. RAMESH. B. KULAKARNI.**  
I/c State Public Information officer &  
Chief Administrative Officer,  
Prl. District & Sessions Court,  
**Mysuru.**

## ANNEXURE - II

The rules, regulation instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

(a) Acts:

1. The Karnataka Court Fee and Suit Valuation Act 1958 and Rules 1960.
2. The Karnataka Stamp Act, 1957.
3. Civil Rules of Practice 1967.
4. Criminal Rules of practice 1968.
5. Civil Court Act, 1964.

(b) Rules:

1. Karnataka Subordinate Court (Ministerial and other) Recruitment Rules 1982.
2. KCSR 1957.
3. Subordinate Court Civil and Criminal Accounts Rules 1967.
4. Karnataka Classification, Control and Appeal Rules 1957.
5. Karnataka Probationary Rules 1977.
6. Karnataka Civil Services (Regulation of pay, pension) Rules 1978.
7. Karnataka Medical Attendance Rules 1963.
8. Karnataka General Recruitment Rules 1977.
9. Karnataka Civil Services (Change of cadre of SDA and Typist) Rules 1974.
10. Karnataka Civil Services (Performance) Rules.
11. Karnataka Civil Services (Seniority) Rules 1957.
12. Karnataka Civil Services (Time Bound Advancement) Rules 1983.
13. Karnataka Civil Services (Special Promotion to Senior Scale of pay) Rules 1991.
14. Sanction of Stagnation increment Rules 1996.
15. Karnataka Civil Services (Kannada and Departmental Exam) Act 1978.
16. Karnataka Advocate Clerk Rules 1967.
17. Karnataka Bond Writers Rules 1966.
18. Karnataka Civil Services (Schedule Caste, Schedule Tribes and Other backward classes Reservation) Rules.

(c) Directions, Handbook etc.,

1. Karnataka Financial Code.
2. Karnataka Treasury Code.
3. Handbook on probable expenses.
4. Criminal Rules of Practice.
5. Civil Rules of Practice.
6. Civil Procedure Code.
7. Criminal Procedure Code.
8. Indian Penal Code.
9. Handbook on Administration.
10. Directions for reservation of Ex-Military personnel.
11. Direction / Do for reservation of SC,ST and other Backward classes for promotion.
12. Direction / Go for reservation of SC,ST and other Backward classes for Direct Appointment.

(d) List of documents of group 'C' and 'D' officials.

1. Service Registers.
2. Annual Performance Report.
3. Assets and Liability Statement.

**By order of the Prl. District Judge,**

**Sd/-**

**SRI. RAMESH. B. KULAKARNI.**  
I/c State Public Information officer &  
Chief Administrative Officer,  
Prl. District & Sessions Court,  
**Mysuru.**

### ANNEXURE-III

<b>The monthly remuneration received by each of its officers and employees</b>			
<b>Group-A</b>	<b>Group-B</b>	<b>Group-C</b>	<b>Group-D</b>
District Judge – 1,63,030 – 2,19,090/-	Senior Sheristedar – 43,100 – 83,900/-	Judgement Writer – 37,900 – 70,850/-	Attender – 19,950 – 37,900/-
Senior Civil Judge 1,11,000 - 1,63,030/-		Sheristedar – 37,900 – 70,850/-	Peon – 17,000 – 28,950/-
Civil Judge- 77,840 – 1,36,520/-		Protocol Officer – 37,900 – 70,850/-	
		Stenographer – 27,650 – 52,650/-	
Chief Administrative Officer - 52,650-97,100		FDA – 27,650 – 52,650/-	
Software Technician – 52,650 – 97,100		SDA – 21,400 – 42,000/-	
		Typist & Typist-copyist – 21,400 – 42,000/-	
		Driver – 25,800 – 51,400/-	
		Bailiff – 21,400 – 42,000/-	
		Process Server – 19,950 – 37,900	

**By order of the Prl. District Judge,**

**Sd/-**

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