

ANNEXURE-1**To Notification under Section 4(1)(a) of Right to Information Act****Statement showing Register, Forms and Books that are maintained by various Branches of Prl District and Sessions Court Chikkaballapura.**

Name of the branch	Registers	Books/ Ledgers	Forms	
Administrative Branch	CL Register	Tappal Book	Transfer proforma	
	Cash Declaration Register	Seniority Book	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.	
	Service registers pertaining to Group C officials.	Proceedings File		
	Service Registers of Officials i.e., Bailiff, Process Servers, attenders and Peons	Vacancy Statement File		
	Casual Leave Register of the Officers.	Recruitment File		
		Internal complaints committee file		
		probationary period Declaration File		
		Standing counsel File		
		Office order file		
		Circular File		
		Relevant Rules and Notification Files		
		Continuation of Court file		
	Creation of courts file			Assets and Liabilities
	Selection time scale senior Scale of pay file			Nomination forms
promotion file		pension forms		
Order book		pension related claim form		
		CTC		

		complaint registration book	
		Departmental enquiry numbering register Book	
Civil Pending	A Dairy	Reference Books 1. Form Pending to CPN Branch 2. From pending to Cash branch 3. From pending to Court hall 4.From pending to record room 5. From pending to tappal branch 6.From pending to copying branch Case Adjournment book (Details of hearing date of all types of cases) Original documents pertaining to register in safe custody	Form No. 1,2, 4,5, 6,8, 12, 10,13 ,9,15,17,
Criminal Pending	Register No.III A Dairy	Adjournment Book Reference book pertaining to copying pertaining to copying branch , cash branch tappal Branch, CPN Branch.	Form No.s 1 to 56 of Cr.P.C Form No. 1,4,8,12,24,19 of CPC
Scrutiny Branch	Register as per civil Rules of practice and Criminal Rule Practice	Auto Generation through System	
Stationery Branch	Register for statinery articles-Branch wish issue book		
	Register for stationery articles		
	Register for forms		
Property Branch	Property register for receiving the articles		

	Register for receiving valuable properties. register for articles auctioned.		
Computer Branch	Issue register Stock In/ out register	Office order file correspondence file Reference book for stationery and library	
Account Branch	Cheque section - repayment register Q Register Section- B,D, E , K, F Registers Fine Register Penalty Registers Refund of Lapses/ Deposits	KFC and Accounts Rules for the subordinate civil and criminal courts,	Form No. 54 Articles 272 Form No. KFC 55 Articles 273 Vouchers
Copying Branch	Copying register for having registered the copy application filing system generated Delivery register for delivering the certified copies Deficit court fee calling register Rejected copy application register	Requisition for forwarding and receiving case file book	
Decree Branch	I Register of original suits III Register of miscellaneous case/ probate / succession certificate / guardian and wards cases IV Execution cases V Insolvency cases VIII Daily register		
CPN Branch	XI Register	Casual leave Maintaining Book	

	XXVI Register		
	XXVIII Register		
	XXXI Register		
	XXXII Register		
	XXVII Register		
	Attendance Register		
Central Record Room	XII Register	Civil Book	Return of documents
	XIII Register	Criminal Books	Registers of suits received from pending branch.
	XVI Register		Registers of record sent
	XIV Register		Register of records received in the court records room
Index Branch	Outwards reference Book		Title Sheet, Index Sheet
Library Branch	Stock Registers ILR, KLJ, AIR, SCW, AIR, CLJ, ACJ, KCCR	All India Reports, Criminal Law Journal, Karnataka Law Journal , Accidental Claim	
Tappal Branch	Stamp Register	Tappal Outward Branch , General Inward Book, Cash Branch Book,	

S/D

Prl. District & Sessions Judge.,
Chikkaballapura

**IN THE COURT OF PRL. DISTRICT AND SESSIONS COURT ,
CHIKKABALLAPURA.**

**THE RIGHT TO INFORMATION ACT-2005, Section 4(1)(a),
4(1)(b) and 26(3)(b)**

(Updated for the month ending with December 2022)

NOTIFICATION

The information pertaining to Prl District and Sessions Court, Chikkaballapura as required under section 4(1)(a), 4(1)(b) and 26(3)(b) of Right to Information Act 2005 for the month ending with December 2022 has been updated and published as in the Annexure-1 and 2.

(S/d)

Prl. District & Sessions Judge.,
Chikkaballapura

PRL. DISTRICT AND SESSIONS COURT , CHIKKABALLAPURA.

NOTIFICATION

RTI.No. 1 /2022 Chikkaballapura Dated 31.12.2022

In Exercise of the powers conferred under section 4(1)(b) of the Right to Information Act, 2005(Central Act No. 22 of 2005) the detailed information relating to the Prl District and Sessions Court is published as hereunder: for the information of the general public:

1. Particulars of its organization, functions and duties.	Organization: Prl. District and Sessions Court Chikkaballapura Functions : Administration of Justice and Administration Work
2. The Powers and duties of its officer and employees.	Details are at Annexure - I
3. The procedure followed in the decision making process, including channels of supervision and accountability.	Case worker will attend the file and the Sheristedar of the concerned branch will scrutinize the proposal and place before the Chief Administrative Officer. The Chief Administrative Officer will review the proposal in light of the existing provision of rules and place before the Prl. District and Sessions Judge for final orders.
4. The norms set by it for the discharge of its functions.	Depending on the urgency, proposal will be finalized on priority.
5. The Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Details are as at Annexure - II
6. A Statement of the categories of documents that are held by it or under its control.	Case File and relevant Registers
7. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in	No Public relation Officer

relation to the formulation of its policy or implementation thereof.	
8. 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 advise and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	No such statutory committee
9. A directory of its officers and employees.	No separate directory is maintained. Name and address and particulars of the officials and there family members are entered in respective SR of the officials.
10. The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	There will be change in monthly pay of one or other officials/Officers every month in view of annual increment. Every month the case Sheristedar, accounts branch will generate pay slips of all employees which contain Gross Pay, deductions and Net pay etc. Deduction records are maintained.
11 the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	Allotment of the Budget is from High court of Karnataka under Non-Plan scheme
12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	No such Programs
13. Particulars of recipients of concessions, permits or authorizations granted by it.	No such Programs
14. Details in respect of the information, available to or held by it, reduced in an electronic form.	1. Detailed history of cases filed from the date of its filing till its disposal will process through computers. 2. Issue of certified copies through copying branch on Xerox copying

	process.
15. Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	Library is accessible only to the Hon'ble Judges and Advocates. Timings 10.30 am to 5.30 pm
16. The names designations and other particulars of the public information officer.	Sri. Mahaboob Shariff I/c Chief Administrative Officer Chikkaballapura Ph : 08156-270966
17. Such other information as may be prescribed.	Nil

(S/d)
 Prl. District & Sessions Judge.,
Chikkaballapura

ANNEXURE-1

The power and duties of the Officers and employees of the city civil Court, Bengaluru.

Peons	To keep the office neat and tidy
Attenders	To deliver the files/ tapals to other sections/ court hall daffedar/ other works assigned by the office
Typist Copyist	Typing work both by typewriter and computer and to do the work entrusted. Working as case workers in copying branch
Typist	In-charge of the typing work in various branch / sections, court hall and filing counter.
Second Division Assistant	Working as case workers/ assistants to the case workers of the branch
First Division Assistant	In-charge of respective section/ branch assigned, verification of case files. Working as examiner/ as case workers in copying branch
Stenographer/ Judgment Writer	Taking dictation and typing the works entrusted by the Hon'ble Judges
Sheristedar	In-Charge of respective section/ branch assigned, scrutiny of the files submitted by the case workers as per the procedure prescribed.
Chief Administrative Officer / Assistant registrar	Working under the guidance/ advice and direction of the Hon'ble District Judge and High court of Karnataka and assist in Administration matters. Branch Officer, in charge of the one or more section , signing of letter on behalf of Court.

ANNEXURE-II

(v) The Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions:

(a) ACTS:

1. Hand Book of Administration.
2. The Karnataka Civil Services(Regulation of Promotion, Pay and Pension) Act, 1993 Rules.
3. The Karnataka State Service (Determination of Age) Act 1974
4. Karnataka Court Fee and Suit Valuation Act-1958 and Rule 1960
5. Karnataka Stamp Act -1957
6. Civil Rules of practice -1967
7. Criminal Rules of Practice-1968
8. Civil Court Act 1964
9. The Bangalore City Civil Court Act 1979
10. The Registration Act 1908
11. The Indian Contract Act 1872
12. The Karnataka Land Reforms Act 1961
13. The Guardian and Wards Act 1890
14. Probate and Successions Act

(b) Rules:

1. Karnataka General Recruitment Rule 1977
2. The Katakana Subordinate court Recruitment Rules 1982.
3. Karnataka Civil Service Rules 1958
4. KCS (CC and A Rule 1957)
5. The Karnataka Civil Service (probation Rules,1977)
6. The Karnataka Civil Service (Conduct Rules) Rules 1966
7. The Karnataka Civil Service (Regulation of promotion, pay and pension) Rules 1978
8. The Karnataka Civil Service (Medical Attendance) Rules, 1963
9. The Karnataka Civil Service (performance Reports) Rules, 1994
10. Karnataka Classification, Control and appeal Rules 1957
11. Karnataka Prohibitory Rules 1977
12. Karnataka Civil Service (Regulation of pay, pension) rules 1978
13. Karnataka Medical Attendance rules 1963
14. Karnataka Civil Service (Change of cadre and SDA and Typist) Rules 1974
15. karnataka Civil Service(performance) Rules
16. Karnataka Civil Service (seniority) Rules 1957
17. Karnataka Civil Service (Time Sound Advancement) Rules 1983
18. Karnataka Civil Service (special Promotion to senior Scales of pay) Rule.
19. Sanction of Stagnation Increment Rule 1996

20.Karnataka Civil Service (Kannada and Departmental Exam) Act 1978
21.Karnataka Civil Service (Schedule Casts, Schedule tribes and Other backward classes Reservation) Rules.

(c) instructions, Manuals and Others:

1. The Karnataka Financial Code.
2. The Karnataka Treasury Code.
3. The Manual of contingent Expenditure.
4. The Subordinate court Accounts Rules.
5. The Criminal procedure code.
6. The Civil procedure code.
7. Reservation for Ex-Servicemen
8. Reservation roster for Schedule Castes, Schedules Tribes and other Backward Classes

(vi) A Statement of the Categories of documents that are held by it or under its control:

Following documents of Group-B officers and Group-C and D Officers:

1. Service Registers.
2. Annual performance Reports.
3. Assets and Liabilities statements.