IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2022)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2022 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Lalitha.S Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.V.Madesha Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	Lalitha.S, Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
Judgment Writer/ Stenographer	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 case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

Data Entry Assistant and Typist -Copyist	Incharge of typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2021)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2021 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	H.S.Ramesha Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.V.Madesha Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	H.S.Ramesha, Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

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First Division Assistants	To attend the job of case working as per duties case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

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Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2020)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2020 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	O.Gowranna Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.K.M.Radhakrishna Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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xvi)	The name designations and other particulars of the public information officers.	O.Gowranna., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

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Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
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Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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4. Criminal Rules of Practice-1968
5. Civil Court Act-1964
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(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
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Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2019)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2019 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	O.Gowranna Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.K.M.Radhakrishna Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	O.Gowranna., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
Judgment Writer/ Stenographer	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 case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

Data Entry Assistant and Typist -Copyist	Incharge of typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2018)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2018 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	O.Gowranna Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.K.M.Radhakrishna Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	O.Gowranna., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
Judgment Writer/ Stenographer	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 case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

Data Entry Assistant and Typist -Copyist	Incharge of typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2017)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2017 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	O.Gowranna Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.V.Prakash Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
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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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
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xvi)	The name designations and other particulars of the public information officers.	O.Gowranna., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
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Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

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2. The Karnataka Stamp Act-1957
3. Civil Rules of Practice-1967
4. Criminal Rules of Practice-1968
5. Civil Court Act-1964
6. Limitation Act

(b) Ddirection, Handbook etc..;

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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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2016)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2016 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	O.Gowranna Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.Kenga Balaiah Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	O.Gowranna., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
Judgment Writer/ Stenographer	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 case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

Data Entry Assistant and Typist -Copyist	Incharge of typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2015)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2015 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	O.Gowranna Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.Kenga Balaiah Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	O.Gowranna., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
Judgment Writer/ Stenographer	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 case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

Data Entry Assistant and Typist -Copyist	Incharge of typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2014)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2014 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	O.Gowranna Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.Kenga Balaiah Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	O.Gowranna., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
Judgment Writer/ Stenographer	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 case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

Data Entry Assistant and Typist -Copyist	Incharge of typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2013)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2013 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	O.Gowranna Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.Donne Kallu Veeranna Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	O.Gowranna., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
Judgment Writer/ Stenographer	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 case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

Data Entry Assistant and Typist -Copyist	Incharge of typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2012)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2012 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	K.V.Sethuram Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.Donne Kallu Veeranna Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	K.V.Sethuram., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
Judgment Writer/ Stenographer	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 case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

Data Entry Assistant and Typist -Copyist	Incharge of typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2011)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2011 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	M.R.Yashodhamma Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.Donne Kallu Veeranna Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	M.R.Yashodhamma., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
Judgment Writer/ Stenographer	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 case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

Data Entry Assistant and Typist -Copyist	Incharge of typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2010)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2010 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	M.R.Yashodhamma Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.G.A.Manjunatha Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	M.R.Yashodhamma., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
Judgment Writer/ Stenographer	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 case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

Data Entry Assistant and Typist -Copyist	Incharge of typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2009)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2009 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	M.R.Yashodhamma Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.G.A.Manjunatha Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	M.R.Yashodhamma., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
Judgment Writer/ Stenographer	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 case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

Data Entry Assistant and Typist -Copyist	Incharge of typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2008)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2008 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	H.Devegowda Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.D.T.Devendran Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	H.Devegowda., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
Judgment Writer/ Stenographer	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 case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

Data Entry Assistant and Typist -Copyist	Incharge of typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2007)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2007 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	H.Devegowda Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.D.T.Devendran Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	H.Devegowda., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Senior Judge in the administration matters. Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as. Infrastructure and Building maintenance, Protocol Services. Computer and all prepare pay bills, DC bills, K.2 bills maintenance of farnicher and systems.
Judgment Writer/ Stenographer	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 case on them To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case files according to cause list, to note the stage of cases according to court. Proceedings of cases attending Bench work. To prepare statements.
Second Division Assistants	In charge of pending case. To attend open court any of the clerical work entrusted. To attend running index, final index first and final entry. To arrange the case files according to cause list to note the stage of cases according to Court proceedings of cases attending Bench Work. To prepare statements.

Data Entry Assistant and Typist -Copyist	Incharge of typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	To attend the execution of warrants/ injunctions delivery of possessions etc., Attending protocol work during the visit of dignitaries.
Process Servers	To attend service of summons/ Notice etc., Attending the protocol work during the visit of dignitaries. Presenting the bills of A/C branch and attending other office work.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

ANNEXURE-II

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

(a) Acts:

1. The Karnataka Court Fee and Suit valuation Act 1958 & 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
6. Limitation Act

(b) Ddirection, 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

(c) List of Documents of Group 'C' and 'D' officials:

1. Service Registers

.

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

IN THE COURT OF SENIOR CIVIL JUDGE AND JMFC.,
MALAVALLI

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)

(Updated for the month ending with October - 2006)

NOTIFICATION

The information pertaining to Senior Civil Judge and JMFC., Court, Malavalli as required Under Section 4(1)a and 4(1)b (i) to (xvii) of Right to Information Act — 2005 for the month ending with October - 2006 has been updated and published as in the Annexure -1 and 2.

Sd/-
Senior Civil Judge & JMFC.,
Malavalli.

INFORMATION U/SEC. 4(1)(A) OF THE RTI ACT- 2005

Sl. No	Name of the Public Authority	Date of publication of 4(1)(a) information of the website	Date of Subsequent Updation 4(1) (a) information on the website	Website Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	26.02.2026	26.02.2026	https://mandya.dcourts.gov.in	-

INFORMATION U/SEC. 4(1)(b) OF THE RTI ACT- 2005

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	H.Devegowda Chief Ministerial Officer. Senior Civil Judge and JMFC., Court, Malavalli	08231-243700	srdnmalavalli@gmail.com	-

Appellate Authority

Sl. No	Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Senior Civil Judge and JMFC., Court, Malavalli	Sri.D.T.Devendran Senior Civil Judge and JMFC., Malavalli	08231-243700	srdnmalavalli@gmail.com	-

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
Senior Civil Judge and J M F C
Court, Malavalli.

SENIOR CIVIL JUDGE AND JMFC., COURT, MALAVALLI

NOTIFICATION

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

i)	The particular of the Organization, functions and duties	Organization Senior Civil Judge and JMFC., Court, Malavalli Functions & Duties: Administration of Justice, Administration and others.
ii)	The Powers and duties of its officers and employees	Details are as at Annexure-I
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 arid place it before the Chief Ministerial Officer. The Chief Ministerial Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The Senior 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 and Hon'ble District Court and for final decision seeking guidence.
iv)	The norms set by it for the discharge of its functions	Depending on urgency, proposal will be finalized on priority basis.
v)	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
vi)	A Statement of the categories of documents that are held by it or under its control.	Cases 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 prevailing in this department.
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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	No such statutory committee is constituted. No question of giving information to the public in this regard.
ix)	A Directory of its officers and employees	List of officers and employee is in the Senior Division Court Establishment. In view of frequent changes, the court establishment is requested to note the changes as and when changes accrued.
x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in Its regulation	There will be change of monthly pay of one or other officials/ officers every month in view of Annual Increment/ Increase of rate of DA. Every month the concerned Sheristedar/ eoncerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquaintance roll as an official copy of all employees which contain gross pay, deduction and net pay etc.
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 programmes, including the amounts allocated and the details allocated and the details of beneficiaries of such programmes.	No such programmes existing.
xiii)	Particulars of recipients of concessions, permits or authorizations 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 case filed from the dated of its filing till disposal will be processed in the concerned register by manual. 2. Pay particulars of all employees of the Senior Civil Judge and JMFC Court, Malavalli.
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.	Library is accessible only to the Judges and staff but not for public purpose.
xvi)	The name designations and other particulars of the public information officers.	H.Devegowda., Chief Ministerial Officer & Public Information Officer, Senior Civil Judge and JMFC., Court, Malavalli- 571430 Office Phone: 08231-243700 Emai1 ID: **srdnmalavalli@gmail.com**
xvii)	Such other information as may be prescribed	Nil

By order of the Senior Civil Judge.,

Sd/-

(MALLIKARJUNAPPA.K.M)

Public Information Officer &
Chief Ministerial Officer,
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