IN THE COURT OF III ADDL. DISTRICT & SESSIONS JUDGE, MANDYA (SITTING AT SRIRANGPATNA)

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

(Updated for the month ending with 31.03.2026)

NOTIFICATION

The information pertaining to III Addl. District & Sessions Court, Mandya (Sitting at Srirangapatna) 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 31.03.2026 has been updated and published as in the Annexure -1

Sd/-

(JYOTHSNA D.)
III Addl. District & Sessions Judge,
Mandya (Sitting at Srirangapatna)

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	III Addl. District & Sessions Court., Mandya (Sitting at Srirangapatna)	-	-	-	-

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	M.S. Rashmi, Senior Sheristedar,	Smt. Jyothsna D., III Addl. District & Sessions Judge, Mandya (Sitting at Srirangapatna)	08236-292751	IIIadj.srpatna@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	III Addl. District & Sessions Court., Mandya (Sitting at Srirangapatna)	Smt. Jyothsna D., III Addl. District & Sessions Judge, Mandya (Sitting at Srirangapatna)	08236-292751	IIIadj.srpatna@gmail.com	-

Sd/-

(JYOTHSNA D.)

Public Information Officer,
III Addl. District & Sessions Judge,
Mandya (Sitting at Srirangapatna)

III ADDL. DISTRICT & SESSIONS COURT, MANDYA

(SITTING AT SRIRANGAPATNA

NOTIFICATION

DATED: 24.08.2023

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 III Addl. District & Sessions Court, Mandya (Sitting at Srirangapatna) is published as hereunder, for the information of general public.

i)	The particular of the Organization, functions and duties	Organization III Addl. District & Sessions Court, Mandya (Sitting at Srirangapatna) Functions & Duties: Administration of Justice, subordinate Courts, 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 Administrative Officer. The Chief Administrative Officer will review the proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court, submit to the District Judge. The District Judge will decide the course of Section to be taken on a proposal under the delegated powers and in doubtful cases if necessary refer to the Hon'ble High Court for final decision seeking guidance.
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 District Court Establishment. In view of frequent changes, the District 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.	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 District Court, Mandya.
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.	Jyothsna D., Public Information Officer, III Addl. District & Sessions Judge, Mandya (Sitting at Srirangapatna) Office Phone: 08236-292751 Emai1 ID: 3adj.srpatna@gmail.com
xvii)	Such other information as may be prescribed	Nil

Sd/-

(JYOTHSNA D.)

Public Information Officer,
III Addl. District & Sessions Judge,
Mandya (Sitting at Srirangapatna)

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE III ADDL. DISTRICT AND SESSIONS JUDGE, MANDYA (SITTING AT SRIRANGAPATNA)

Senior Sheristedar/ Sheristedar	Incharge of the respective Section/Branch assigned and scrutiny of files by the case workers as per the procedure prescribed as…
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 in case of 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 in case if 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.

Sd/-

(JYOTHSNA D.)

Public Information Officer,
III Addl. District & Sessions Judge,
Mandya (Sitting at Srirangapatna)

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

(b) Rules:

1. Karnataka Subordinate Court (Ministerial & Other) Recruitment Rules 1982.
2. KCSR 1957
3. Subordlnate Court Civil and Criminal Accounts Rules 1967
4. Karnataka Classification, Control and Appeal Rules 1957
5. Karnataka Probationary Rules 1977
6. Karnataka Civil Services (Regulation of pay, pension) Rules 1978
7. Karnataka Medical Attendance Rules 1963
8. Karnataka General Recruitment Rules 1977
9. Karnataka Civil Services (Change of Cadre of SDA & Typist) Rules 1974
10. Karnataka Civil Services (Performance) Rules
11. Karnataka Civil Services (Seniority) Rules 1957
12. Karnataka Civil Services (Time bound Advancement) Rules 1983
13. Karnataka Civil Services (Special Promotion to Senior Scale of Pay) Rules1991
14. Sanction of Stagnation Increment Rules 1996
15. Karnataka Civil Services (Kannada & Departmental Exam) Act 1978
16. Karnataka Advocate Clerk Rules 1967
17. Karnataka Bond Writers Rules 1966
18. Karnataka Civil Services (Schedule Caste, Schedule Tribes and other backward classes Reservation) Rules

(c) 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

10. Directions for Reservation of Ex-Military Personnel
11. Directions/ Do for Reservation of SC/ST and other Backward Classes for promotion
12. Direction/ Go for Reservation of SC/ST and other Backward Classes for Direct Appointment.

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

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

.

Sd/-

(JYOTHSNA D.)

Public Information Officer,
III Addl. District & Sessions Judge,
Mandya (Sitting at Srirangapatna)

IN THE COURT OF PRL. SENIOR CIVIL JUDGE & JMFC., SRIRANGAPATNA.

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

(Updated for the month ending with December 2025)

NOTIFICATION

The information pertaining to the Court of Prl. Senior Civil Judge & JMFC., Srirangapatna, 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 December 2025 has been updated and published as in the Annexure -I & II.

Sd/-

(MOHANAGOWDA M.E.)
Prl. Senior Civil Judge & JMFC.,
Srirangapatna.

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	Prl. Senior Civil Judge & JMFC, Court, Srirangapatna	17.03.2026	Not Applicable	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 and designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
1	Prl. Senior Civil Judge & JMFC, Court, Srirangapatna.	Mala R. Senior Sheristedar, Court of Prl. Senior Civil Judge & JMFC, Srirangapatna	08236-252145	**srdnsrpattana @gmail.com**	-

APPELLATE AUTHORITY

Sl. No	Name of the Office/ Administrative unit	Name and designation of the Appellate Authority	Office/ Residential Telephone.	E-mail Address	Remarks
1	III Addl. District & Sessions Court., Mandya(Sitting at Srirangapatna)	Smt.Jyothsna D. III Addl. District & Sessions Judge., Mandya (Sitting at Srirangapatna)	08236-292751	**3adj.srpatna@ gmail.com**	-

Sd/-
(MOHANAGOWDA M.E.)
Prl. Senior Civil Judge & JMFC,
Srirangapatna.

IN THE COURT OF PRL. SENIOR CIVIL JUDGE & JMFC., SRIRANGAPATNA.

NOTIFICATION

DATED: 17.03.2026

In exercise of the powers conferred under section 4(1)(b) of the Right to Information Act, 2005 (Central Act, No.22 of 2005), the detailed information relating to the Prl. Senior Civil Judge & JMFC, Court, Srirangapatna, is published as hereunder, for the information of general public.

i)	The particular of the Organization, functions and duties	Organization- Prl. Senior Civil Judge & JMFC, Court, Srirangapatna. Functions & Duties: Administration of Justice.
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 Presiding Officer. i.e., the Prl. Senior Civil Judge & JMFC., is the head of the office and all the staff members working in the office discharge their duties as per Acts, Rules, Guidelines, Circulars, etc and under the directions of the Presiding officer. The Administration, Accounts and Process Nazir Branches are supervised by the concerned Sheristedars and the Sheristedar of the Administration Branch i.e., CMO will supervise the work of all the branches i.e., Accounts, Process, Protocol, Pending, Record keeping, Copying, Library, Filing Counter and Dispatch Section. The CMO will discharge the duties by relying upon the existing Rules, Circulars, Notifications and Guidelines of the Hon'ble High Court and present it before Presiding Officer for orders. The Presiding Officer will decide the course of action to be taken on a proposal under the delegated powers and in doubtful cases, if necessary refer to the Hon'ble Prl. District & Sessions Judge, Mandya or the Hon'ble High Court of Karnataka, seeking directions before taking final decision.
iv)	The norms set by it for the discharge of its functions	The duties are discharged as per the Circulars and Guidelines issued by Hon'ble High Court of Karnataka and Apex Court.

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.	"District Court Gender Sensitization and Internal Complaints Committee for prevention of Sexual Harassment of Women or Transgender Person" has been constituted in Srirangapatna Taluk, comprising of Chairperson, Member Secretary and Five Members.
ix)	A Directory of its officers and employees	The Directory of present Presiding Officers are uploaded in the Website of the Hon'ble District Court, Mandya and in view of frequent changes of the staff members, the directory of staff members are maintained in the office.
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, Promotion, Sanction of Service benefits, Increase in rate of DA, etc. Every month the concerned Sheristedar/ concerned clerk of Accounts Section will prepare the pay bill after recording the same in the acquittance roll.

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 under various Head of Accounts will be provided by the Hon'ble High Court of Karnataka to the Hon'ble District Court, Mandya and the Hon'ble District Court, Mandya will release the allotment as per the requirement.
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 cases from the date of its filing till disposal will be processed digitally in CIS. 2. The Electronic Service Registers of the officials are updated in HRMS–2.
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, not for public use.
xvi)	The name designations and other particulars of the public information officers.	Smt. Mala R. Senior Sheristedar/ Public Information Officer, Court of Prl. Senior Civil Judge & JMFC. Srirangapatna. Ph.No. 08236-252145. Mail ID: srdnsrpattana@gmail.com.
xvii)	Such other information as may be prescribed	Nil

Sd/-

(MOHANAGOWDA M.E.)
Prl. Senior Civil Judge & JMFC.,
Srirangapatna.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE PRL. SENIOR CIVIL JUDGE & JMFC., COURT, SRIRANGAPATNA.

Chief Ministerial Officer	Office Administration, Maintenance of Service Registers, Scrutiny & Registration of cases, Inspection & Audit, PWD Correspondence, preparation of concerned Statements and supervision of the work of all the branches.
Accounts Sheristedar	Preparation of Pay bills, DC bills & related statements, CCD & CrCD bills, Court fee refund, Remittance of Dds for clearance, maintenance of concerned registers & related statements. Receipt of Court fees, Process fees, Copying charges, Fine, Penalty, D-Amount, etc., maintenance of concerned registers & related statements, maintenance furnitures and Stationeries.
Process Nazir	Allocation of Process papers and maintenance of process branch registers.
Stenographers	Taking dictation of Judgments/Orders by the Hon'ble Judges, transcribing and uploading the same in CIS.
First Division Assistants/ Second Division Assistants	1. Record Keeper-Maintenance of disposal records, submission of records to the Appellate Courts for reference & maintenance of concerned registers. 2. Pending Clerks-Maintenance of pending records, properties in Criminal cases, Issuance of Notice/Summons/Warrants, Indexing of disposal records & preparation of related statements. 3. Librarian- Maintenance of library books. 4. Bench Assistants- Assisting the Hon'ble Judges in Bench work in the open Court, maintenance of related registers and preparation of statements. 5. Despatch Clerk - Maintenance of Inward and Outward Registers, Stamp, VII, VIII, Memo and other Registers.
Typists/Typist-copyist	1.Court Hall Typist – Taking dictation of deposition by the Hon'ble Judges in the Open Court, Typing the Order sheets and taking out the printouts and uploading the same in CIS and assisting the Bench Assistants in preparation of concerned statements and uploading the same in URL weblink. 2. Office Typist- Assisting the Sheristedars and Pending clerks in Typing work, Preparation of Decrees/Awards and attending Filing counter work.

Bailiffs	Execution of warrants, delivery of possessions etc., Attending protocol work during the visit of Dignitaries.
Process Servers	Service of Summons/Notice. Attending the protocol work during the visit of Dignitaries and assisting in office work as and when required.
Attenders/Peons	1. To keep the chambers, open courts and office clean and neat. 2. To attend the duties of open court, Bank, Treasury, Post office, etc and to assist in office work. 3. To discharge the duty of Night Watchman on rotation basis as directed by the Presiding Officers.

Sd/-
(MOHANAGOWDA M.E.)
Prl. Senior Civil Judge & JMFC.,
Srirangapatna.

ANNEXURE-II

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

(A) Acts :

1. The Karnataka Court Fee and Suit valuation Act 1958 & Rules 1960
2. The Karnataka Stamp Act-1957
3. The Limitation Act.

(B) Rules:

1. KCSR 1957, as amended upto date.
2. Subordlnate Court Civil and Criminal Accounts Rules 1967
3. Karnataka Classification, Control and Appeal Rules 1957
4. Karnataka Probationary Rules 1977
5. Karnataka Civil Services (Regulation of pay, pension) Rules 1978
6. Karnataka Medical Attendance Rules 1963
7. Karnataka Civil Services (Performance) Rules
8. Karnataka Civil Services (Time bound Advancement) Rules 1983
9. Karnataka Civil Services (Special Promotion to Senior Scale of Pay) Rules1991
10. Sanction of Stagnation Increment Rules 1996

(C) Manuals, 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/BNS
9. Handbook on Administration

(D) Judgments, Circulars, Guidelines, etc:

1. Directions/Instructions issued in the reportable Judgments of the Hon'ble Supreme Court of India and Hon'ble High Courts.
2. Circulars/Guidelines/SOP issued by the Hon'ble High Court of Karnataka and Hon'ble District Court, Mandya.

(E) List of Documents of Group 'C' & 'D' officials.

1. Service Registers.

Sd/-

(MOHANAGOWDA M.E.)
Prl. Senior Civil Judge & JMFC.,
Srirangapatna.

IN THE COURT OF PRL. CIVIL JUDGE AND JMFC.,
SRIRANGAPATNA

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

(Updated for the month ending with 31-03-2026)

NOTIFICATION

The information pertaining to Prl. Civil Judge and JMFC., Court, Srirangapatna 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 - 2025 has been updated and published as in the Annexure -1 and 2.

Sd/-
(Umesha.M.P)
Prl. Civil Judge & JMFC.,
Srirangapatna

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	Prl. Civil Judge and JMFC., Court, Srirangapatna	----------	----------	https://mandya.ecourts.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	Prl. Civil Judge and JMFC., Court, Srirangapatna	Smt. Lalitha.S Chief Ministerial Officer. Prl. Civil Judge and JMFC., Court, Srirangapatna	08236-253457	srpatnacourt@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	III Addl. District & Sessions Court., Mandya (Sitting at Srirangapatna)	Smt. Jyothsna.D IIIrd Addl. District & Sessions Judge, Mandya (Sitting at Srirangapatna)	08236-292751	IIIadj.srpatna@gmail.com	-

Sd/-
(Umesha.M.P)
Prl. Civil Judge & JMFC.,
Srirangapatna

PRL. CIVIL JUDGE AND JMFC., COURT, SRIRANGAPATNA

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

i)	The particular of the Organization, functions and duties	Organization Prl. Civil Judge and JMFC., Court, Srirangapatna 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 Prl. Civil 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 Junior 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/ c oncerned 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 Prl. Civil Judge and JMFC Court, Srirangapatna.
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.	Smt. Lalitha S, Chief Ministerial Officer & Public Information Officer, Prl. Civil Judge and JMFC., Court, Srirangapatna - 571438 Office Phone: 08236-253457 Emai1 ID: **srpatnacourt@gmail.com**
xvii)	Such other information as may be prescribed	Nil

Sd/-
(Umesha.M.P)
Prl. Civil Judge & JMFC.,
Srirangapatna

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE PRL CIVIL JUDGE AND JMFC., COURT, SRIRANGAPATNA.

Senior Sheristedar/ Sheristedar	Assisting the Hon'ble Prl. Civil 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, Computer and all prepare pay bills, DC bills, K.2 bills maintenance of furniture 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. To attend dispatch work and keeping of record room work.

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.
Attenders	To keep the chamber and open courts clean and neat. To attend the duties of open court and chamber of Presiding Officer.
Peons	To keep the office neat and clean. To deliver the files/Tapals to the concerned Sections. To attend watchmen duty/entrusted and any of the work entrusted in the office.

Sd/-
(Umesha.M.P)
Prl. Civil Judge & JMFC.,
Srirangapatna

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

(b) Rules:

1. Karnataka Subordinate Court (Ministerial & Other) Recruitment Rules 1982.
2. KCSR 1957
3. Subordlnate Court Civil and Criminal Accounts Rules 1967
4. Karnataka Classification, Control and Appeal Rules 1957
5. Karnataka Probationary Rules 1977
6. Karnataka Civil Services (Regulation of pay, pension) Rules 1978
7. Karnataka Medical Attendance Rules 1963
8. Karnataka General Recruitment Rules 1977
9. Karnataka Civil Services (Change of Cadre of SDA & Typist) Rules 1974
10. Karnataka Civil Services (Performance) Rules
11. Karnataka Civil Services (Seniority) Rules 1957
12. Karnataka Civil Services (Time bound Advancement) Rules 1983
13. Karnataka Civil Services (Special Promotion to Senior Scale of Pay) Rules1991
14. Sanction of Stagnation Increment Rules 1996
15. Karnataka Civil Services (Kannada & Departmental Exam) Act 1978
16. Karnataka Advocate Clerk Rules 1967
17. Karnataka Bond Writers Rules 1966
18. Karnataka Civil Services (Schedule Caste, Schedule Tribes and other backward classes Reservation) Rules

(c) 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

10. Directions for Reservation of Ex-Military Personnel
11. Directions/ Do for Reservation of SC/ST and other Backward Classes for promotion
12. Direction/ Go for Reservation of SC/ST and other Backward Classes for Direct Appointment.

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

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

.

Sd/-
(Umesha.M.P)
Prl. Civil Judge & JMFC.,
Srirangapatna

IN THE COURT OF ADDL.CIVIL JUDGE AND JMFC.,
SRIRANGAPATNA

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

NOTIFICATION

The information pertaining to Addl. Civil Judge and JMFC Court, Srirangapatna 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 December - 2025 has been published as in the Annexure -1 and 2.

Sd/-
(Umesha M.P)
C/c Addl. Civil Judge & JMFC.,
Srirangapatna.

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	Addl. Civil Judge & JMFC Court., Srirangapatna	08.04.2026	08.04.2026	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	Addl. Civil Judge & JMFC Court., Srirangapatna	Malathi S Chief Ministerial Officer. Addl. Civil Judge & JMFC., Srirangapatna	08236-200219	acjjrdnsrpatna424@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	III Addl. District and Sessions Judge, Mandya (Sitting at Srirangapatna)	Smt. Jyothsna D III Addl. District and Sessions Judge, Mandya (Sitting at Srirangapatna)	08236-292751	3adj.srpatna@gmail.com	-

Sd/-

(Umesha M.P)

C/c Addl. Civil Judge and JMFC.,
Srirangapatna.

ADDL. CIVIL JUDGE AND JMFC., COURT, SRIRANGAPATNA

NOTIFICATION

Dated: 08.04.2026

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

i)	The particular of the Organization, functions and duties	Organization Addl. Civil Judge and JMFC Court, Srirangapatna 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 Case worker of the concerned branch or section will receiving and place it before the Chief Administrative Officer. The CMO will review, scrutinize the proposal. The proposal in connection with the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court and District Court. The 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 District Court and for final decision seeking guidence.
v)	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	No such statutory committee is constituted. No question of giving information to the public in this regard.

	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.	
ix)	District court Establishment	List of officers and employee is in the 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/ c oncerned 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 District Court 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, permitsor authorizations granted by it.	No such programmes.
xiv)	Details in respect of the information, available to or held by it, reduced in electronic form.	The Data entry of the case filed from the dated of its filing till disposal will be processed in the concerned register by manual. Pay particulars of all employees of the Addl. Civil Judge and JMFC Court, Srirangapatna.
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.	Smt. Malathi H.S, Chief Ministerial Officer & Public Information Officer, Addl. Civil Judge and JMFC., Court, Srirangapatna- 571430 Office Phone: 08236-200219 Emai1 ID: acjjrdnsrpatna424**@gmail.com**
xvii)	Such other information as may be prescribed	Nil

Sd/-

(Umesha M.P)

C/c Addl. Civil Judge and JMFC
Srirangapatna.

ANNEXURE-I

THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE ADDL. CIVIL JUDGE AND JMFC., SRIRANGAPATNA.

CMO	Head of the court upon the guidance/ advice/ directions of the Hon'ble District Judge & the High Court of Karnataka and assisting the Hon'ble Judge in the administration matters.
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.
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 th visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.

Sd/-
(Umesha M.P)

C/c Addl. Civil Judge and JMFC
Srirangapatna.

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

(b) Rules:

1. Karnataka Subordinate Court (Ministerial & Other) Recruitment Rules 1982.
2. KCSR 1957
3. Subordlnate Court Civil and Criminal Accounts Rules 1967
4. Karnataka Classification, Control and Appeal Rules 1957
5. Karnataka Probationary Rules 1977
6. Karnataka Civil Services (Regulation of pay, pension) Rules 1978
7. Karnataka Medical Attendance Rules 1963
8. Karnataka General Recruitment Rules 1977
9. Karnataka Civil Services (Change of Cadre of SDA & Typist) Rules 1974
10. Karnataka Civil Services (Performance) Rules
11. Karnataka Civil Services (Seniority) Rules 1957
12. Karnataka Civil Services (Time bound Advancement) Rules 1983
13. Karnataka Civil Services (Special Promotion to Senior Scale of Pay) Rules1991
14. Karnataka Civil Services (Kannada & Departmental Exam) Act 1978
15. Karnataka Advocate Clerk Rules 1967
16. Karnataka Bond Writers Rules 1966
17. Karnataka Civil Services (Schedule Caste, Schedule Tribes and other backward classes Reservation) Rules

(c) 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
10. Directions for Reservation of Ex-Military Personnel
11. Directions/ Do for Reservation of SC/ST and other Backward Classes for promotion
12. Direction/ Gofor Reservation of SC/ST and other Backward Classes for Direct Appointment.

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

Service Registers

Sd/-

(Umesha M.P)

C/c Addl. Civil Judge and J M F C,
Srirangapatna.