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

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

(Updated for the month ending with February - 2026)

NOTIFICATION

The Information Pertaining To Prl. Senior civil judge & JMFC, Pandavapura 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 March - 2026 has been updated and published as in the annexure -1 and 2.

Sd/-

(R. Mahesha)
Prl. Senior Civil Judge & JMFC,
Pandavapura.

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 and JMFC, Pandavapura	-	-	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	Mobile Number.	E-mail Address	Remarks
1	Prl. Senior Civil Judge and JMFC, Pandavapura	Manjunatha G, Chief Ministerial Officer. Prl. Senior Civil Judge and JMFC Court., Pandavapura	9148687849	**srdnpandavapura@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	Prl. Senior Civil Judge and JMFC, Pandavapura	Sri. R. Mahesha, Prl. Senior Civil Judge and JMFC, Pandavapura	08236-200631	**srdnpandavapura@gmail.com**	-

Sd/-

(R. Mahesha)
Prl. Senior Civil Judge & JMFC,
Pandavapura.

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

PANDAVAPURA

NOTIFICATION

DATED: 24.03.2026

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 and JMFC Court., Pandavapura is published as hereunder, for the information of general public.

i)	The particular of the Organization, functions and duties	Organization Prl. Senior Civil Judge and JMFC Court., Pandavapura Functions & Duties: Administration of Justice 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. 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 The District Court, the Prl. Senior 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 District 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	No such arrangement prevailing in this department.

	implementation thereof.	
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 Prl. Senior Civil Judge and JMFC, Court Establishment. In view of frequent changes, the Prl. Senior Civil Judge and JMFC, Court establishment is requested to note the changes as and when changes occrued.
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/ concerned 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 Prl. Senior Civil Judge and JMFC, Court, Pandavapura

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.	Manjunatha G, Chief Ministerial Officer & Public Information Officer, Prl. Senior Civil Judge and JMFC Court., Pandavapura -571434. Mobile Number : 9148687849 Emai1 ID: srdnpandavapura@gmail.com
xvii)	Such other information as may be prescribed	Nil

Sd/-
(R. Mahesha)
Prl. Senior Civil Judge & JMFC,
Pandavapura.

ANNEXURE-I

THE POWERS AND DUTIES OF THE EMPLOYEES OF THE PRL. SENIOR CIVIL JUDGE & JMFC, PANDAVAPURA

Chief Ministerial Officer / Protocol	Head of the Taluk Administrative upon the guidance/ advice/ directions of the Hon'ble District Judge & the High Court of Karnataka and assisting the Hon'ble Prl. Senior Civil Judge in the administration matters, scrutiny of files as per the procedure prescribed as maintaining the Service Registers, Leave of the Officials and also protocol work.
Accounts Sheristedar / Nazar	Preparing the all kind of Bills including pay bills and Accounts Branch Statements, Maintaining the all the registers relating to accounts and also Nazar Branch.
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. To maintain the Copying Branch.
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/-

(R. Mahesha)

Prl. Senior Civil Judge & JMFC,

Pandavapura.

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/-

(R. Mahesha)
Prl. Senior Civil Judge & JMFC,
Pandavapura.

IN THE COURT OF PRL. CIVIL JUDGE & JMFC, PANDAVAPURA

THE RIGHT TO INFORMATION ACT - 2005, Section 4(1)a and 4(1)b (i) to (xvii)
(Updated for the month ending with February - 2026)

NOTIFICATION

The Information Pertaining To Prl. Civil judge & JMFC, Pandavapura 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 March - 2026 has been updated and published as in the annexure -1 and 2.

Sd/-
(Parvathamma B)
Prl. Civil Judge & JMFC,
Pandavapura.

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, Pandavapura	-	-	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	Mobile Number.	E-mail Address	Remarks
1	Prl. Civil Judge and JMFC, Pandavapura	Hemalatha P, Chief Ministerial Officer. Prl. Civil Judge and JMFC Court., Pandavapura	9845639542	Pandavapuracourt@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	Prl. Civil Judge and JMFC, Pandavapura	Smt. Parvathamma B , Prl. Civil Judge and JMFC, Pandavapura	08236-295652	Pandavapuracourt@gmail.com	-

Sd/-
(Parvathamma B)
Prl. Civil Judge & JMFC,
Pandavapura.

IN THE COURT OF PRL. CIVIL JUDGE & JMFC, PANDAVAPURA

NOTIFICATION

DATED: 27.03.2026

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. Civil Judge and JMFC Court., Pandavapura 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., Pandavapura Functions & Duties: Administration of Justice 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 CMO will scrutinize the files at filing stage and then they are distributed to all courts in chronological order, files maintained by pending branches, they attend any correspondences as ordered by the PO in order sheets, draw decrees , refund court fees, etc., as the case requires as per PO's order. Accounts Shr. Collect court fees, fine, penalties and other fees pertaining to the cases on civil and crl. Side and the same will be remitted to the bank in the immediate next working day, prepare Salary bills, DC bills and maintain registers of Cash branch and other pending branches work according to their respective nature of pending cases (all civil and crl.) At any state, if any doubt arises the same will be clarified by Shrs. If not clarified by Shrs, then we/staff approach PO for solution/guidance or remedy to arrive at conclusion.
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.	Case files and relevant registers.

vii)	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.	No such arrangement 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 Prl. Civil Judge and JMFC, Court Establishment. In view of frequent changes, the Prl. Civil Judge and JMFC, Court establishment is requested to note the changes as and when changes occur.
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/concerned 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 date of its filing till disposal will be processed in the concerned register by

	1.	manual. 2. Pay particulars of all employees of the Prl. Civil Judge and JMFC, Court, Pandavapura
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.	Hemalatha P, Chief Ministerial Officer & Public Information Officer, Prl. Civil Judge and JMFC Court., Pandavapura -571434. Mobile Number : 9845639542 Emai1 ID: Pandavapuracourt@gmail.com
xvii)	Such other information as may be prescribed	Nil

Sd/-
(Parvathamma B)
Prl. Civil Judge & JMFC,
Pandavapura.

ANNEXURE-I

THE POWERS AND DUTIES OF THE EMPLOYEES OF THE PRL. CIVIL JUDGE & JMFC, PANDAVAPURA

Chief Ministerial Officer / Protocol	Head of the Taluk Administrative upon the guidance/ advice/ directions of the Hon'ble District Judge & the High Court of Karnataka and assisting the Hon'ble Prl. Civil Judge in the administration matters, scrutiny of files as per the procedure prescribed as maintaining the Service Registers, Leave of the Officials.
Accounts Sheristedar / Nazar	Preparing the all kind of Bills including pay bills and Accounts Branch Statements, Maintaining the all the registers relating to accounts.
Judgment Writer/ Stenographer	Taking down dictation in short hand and transcribing the same into long hand, taking online dictations and other work entrusted by their officer.
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. To maintain the Copying Branch.
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 Court hall typing work both by machine and computer. To do any Ministerial work of any section entrusted to them.
Bailiffs	--
Process Servers	--
Attenders	To keep the chamber of P. O and open courts clean and neat. To attend bank duty. 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/-
(Parvathamma B)
Prl. Senior Civil Judge & JMFC,
Pandavapura.

ANNEXURE-II

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(a) Acts:

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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
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(c) Ddirection, Handbook etc..;

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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/-
(Parvathamma B)
Prl. Civil Judge & JMFC,
Pandavapura.