

**IN THE COURT OF PRL. SENIOR CIVIL JUDGE AND JMFC,
NAGAMANGALA**

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 Prl. District & Sessions Court, Mandya 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 -1 and 2.

Sd/-

(Felix Alphonse Anthony)

Prl. Senior Civil Judge & JMFC,
Nagamangala.

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

Sl . N o	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., Nagamangala	02.06.2023	19.12.2025	https://nagamangal.sncourt.gov.in	-

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

Sl . N o	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 & JMFC Court., Nagamangala	H.Manjula Chief Ministerial Officer. Prl. Senior Civil Judge & JMFC Court., Nagamangala	-	nagamangalacourt@gmail.com	-

Appellate Authority

Sl . N o	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 & JMFC Court., Nagamangala	Sri.Felix Alphonse Anthony Prl. Senior Civil Judge & JMFC Court., Nagamangala	-	nagamangalacourt@gmail.com	-

Sd/-

(Felix Alphonse Anthony)

Prl. Senior Civil Judge & JMFC,
Nagamangala.

PRL. SENIOR CIVIL JUDGE AND JMFC, NAGAMANGALA

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 Prl. District & Sessions Court, Mandya 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., Nagamangala. Functions & Duties: 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 and 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 District Judge submit to the Senior Division Court. The Senior Division Judge 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 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 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/ 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	No such programmes existing.

	beneficiaries of such programmes.	
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 this Court.
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.Manjula., Chief Ministerial Officer & Public Information Officer, Prl.Senior Civil Judge & JMFC Court, N a g a m a g a l a - 571432. Email ID:nagamangalacourt@gmial.com
xvii)	Such other information as may be prescribed	Nil

Sd/-

(Felix Alphonse Anthony)

Prl. Senior Civil Judge & JMFC,
Nagamangala.

ANNEXURE-I
THE POWERS AND DUTIES OF THE OFFICERS AND
EMPLOYEES OF THE PRL. DISTRICT AND SESSIONS
COURT., MANDYA

CMO / Senior Sheristedar	Administration work, maintain Service Register, scrutiny of files, Admn Statements,
Sheristedar A/c branch	Pay bills, DC bills, CCD & CRCD deposits, furniture, Computers, A/c branch statements,
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. Attending the protocol work during the visit of dignitaries.
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. To attend watchmen duty/entrusted and any of the work entrusted in the office.

Sd/-

(Felix Alphonse Anthony)

Prl. Senior Civil Judge & JMFC,
Nagamangala.

ANNEXURE-II

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

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

Rules:

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

Direction, Handbook etc..;

24. Karnataka Financial Code
25. Karnataka Treasury Code
26. Handbook on probable expenses
27. Criminal Rules of Practice
28. Civil Rules of Practice
29. Civil Procedure Code
30. Criminal Procedure Code
31. Indian Penal Code

32. Handbook on Administration
33. Directions for Reservation of Ex-Military Personnel
34. Directions/ Do for Reservation of SC/ST and other Backward Classes for promotion
35. Direction/ Gofor Reservation of SC/ST and other Backward Classes for Direct Appointment.

List of Documents of Group 'C' and 'D' officials:

36. Service Registers
37. Annual Performance Report
38. Assets and Liability Statement

Sd/-

(Felix Alphonse Anthony)

Prl. Senior Civil Judge & JMFC,
Nagamangala.

IN THE COURT OF Prl. CIVIL JUDGE AND JMFC, NAGAMANGALA

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

(Updated for the month ending with October 2025)

NOTIFICATION

The information pertaining to Prl. Civil Judge and JMFC Court, Nagamangala 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/-

(SHIVARAJU.H.S.)

Prl. Civil Judge and JMFC,
Nagamangala.

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

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
Prl. Civil Judge and JMFC Court, Nagamangala	31.03.2026	31.03.2026	https://mandya.dcourts.gov.in	-

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

Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
Prl. Civil Judge and JMFC Court, Nagamangala	Radha.K Chief Ministerial Officer Prl.Civil Judge and JMFC Court, Nagamangala (On Deputation)	08234-200055	jrdnnagamangalacourt@gmail.com	-

Appellate Authority

Name of the Office/ Administrative unit	Name of the designation of Public Information Officer	Office/ Residential Telephone.	E-mail Address	Remarks
Prl. Senior Civil Judge and JMFC Court, Nagamangala	H.Manjula Senior Sheristedar Prl. Senior Civil Judge and JMFC Court, Nagamangala	-	nagamangalacourt@gmail.com	-

Sd/-
(SHIVARAJU.H.S.)
 Prl. Civil Judge and JMFC,
 Nagamangala.

PRL. CIVIL JUDGE AND JMFC, COURT NAGAMANGALA

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, Nagamangala 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, Nagamangala. 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 and 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, submit to the District Judge. The Civil Judge 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 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 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 Court Establishment. In view of frequent changes, the Prl.Civil Judge 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/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.Civil Judge and JMFC Court, Nagamangala.
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.	Radha.K, Chief Ministerial Officer, and Public Information Officer, Prl. Civil Judge and JMFC Court, Nagamangala-571432. Office Phone: 08234-200055 Email ID: jrdnnagamangalacourt@gmail.com
xvii)	Such other information as may be prescribed	Nil

Sd/-

(SHIVARAJU.H.S.)

Prl. Civil Judge and JMFC,
Nagamangala.

ANNEXURE-I

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

Chief Ministerial Officer	Assisting the Hon'ble Civil Judge in the administration matters. In charge of respective section/branch assigned and scrutiny of files by the case workers as per the procedures prescribed as per law. Monitoring and Supervision, Facility Management, Grievances Handling, Public Information Co-ordination, and other work entrusted by the Presiding Officers.
Accounts Sheristedar	Maintenance of Infrastructure, Building, furniture and Computer systems. To prepare pay bills, DC bills, K2 bills and other work entrusted by the Presiding Officers.
Stenographer	Taking down dictation and typing and stenography work entrusted by the Hon'ble Judges.
First Division Assistants	To attend the pending branch duties assigned by Presiding Officer. 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 attend the copying branch work
Second Division Assistants	To attend the pending branch. 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. To attend the copying branch work

Data Entry Assistant and Typist -Copyist	To work as typist work both by machine and computer in court hall. To do any Ministerial/office work of any section entrusted to them.
Attenders	To keep the office neat and clean. To attend the work in open court and chamber of Presiding Officer. Attending the protocol work during the visit of dignitaries. To attend watchmen duty/entrusted and any of the work entrusted in the office.
Peons	To keep the office neat and clean. To attend the bank and post office duties. 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/-

(SHIVARAJU.H.S.)

Prl. Civil Judge and JMFC,
Nagamangala.

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

(c) Direction, 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

Sd/-

(SHIVARAJU.H.S.)

Prl. Civil Judge and JMFC,
Nagamangala.

