OFFICE OF THE PRINCIPAL DISTRICT JUDGE, KURNOOL

CIRCULAR

Dis.No. 14097 /Estt., /2026 Dated: 20.07.2026

Sub	:	Right to Information Act, 2005 - For the years 2025 and 2026 - (1) Proforma data U/Sec.4 (b) of R.T.I. Act, 2005 (2) To place detailed disclosures U/Sec.4(1)(b) of the Act both in English and Telugu in e-courts website as "Disclosures under the RTI Act - **Both compliance reports** - Called for - Regarding.
Ref:	1.	Circular No.3/SO/2012 in ROC.852/SO/2005 dt.16.2.2012 of Hon'ble High Court of A.P. communicated in ROC. No. 27 / SO / 2020 dt.17.12.2020 communicated by this Court on : 12.01.2021.
	2.	Hon'ble High Court's letter in ROC.No.2812/2026 -CPS dt. 2.7.2026

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As per Section 4(1)(a) of the R.T.I. Act, 2005 every Public Authority shall maintain all its records duly cataloged and indexed in a manner and the form which facilitates the right to Information under this Act and ensure that all records that are appropriate to be computerized within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated. As per Sec. 4(1)(b) of R.T.I. Act, that every pubic Authority shall publish certain information viz., data proforma is enclosed here to .

Hon'ble High Court through the reference 1st above has directed to take steps forthwith to place detailed disclosures under sec.4(1)(b) of R.T.I. Act in both **English and Telugu in** respective e-courts website under a separate section as "Disclosures under the R.T.I. Act, 2005" and to update the said information of their Courts from time to time .Further in the ref.2nd above, Hon'ble High Court created one-time login credentials in the On line RTI Portal for all Court complexes across the State of Andhra Pradesh and instructions were issued for compliance.

In view of the above , all the Judicial Officers shall comply with the said mandatory provisions of the Right to Information Act as mandated U/Sec.4(1)(b) for convenience of the Petitioners use and to take steps forthwith to place detailed disclosures U/Sec.4(1)(b) of the R.T.I.Act in both English and Telugu on respective e-courts website of their Courts , under a separate section as " **Disclosures under the R.T.I.Act, 2005** " and to update the information from time to time and to submit the following :

(1) Prescribed data proforma and U/Sec.4(1)(b) of the R.T.I.Act in English and Telugu
(2) A certificate of uploading the said information in respective e-courts website for the years 2025 and 2026 .

Compliance report is requested by 31.07.2026 .
Any deviation of the matter will be viewed seriously

20/7/2026

VI Additional District Judge,
F.A.C. Principal District Judge
KURNOOL.

Encl:
Data proforma
To:
1. All the Judicial Officers in Kurnool unit.
2. The System Officer, Principal District Court, Kurnool to place in the Official website.

PROFORMA DATA UNDER CHAPTER - II

NAME OF THE COURT :

SL.NO.	Section of Law	INFORMATION
1.	4(1) (b)-(i)	The particulars of its Organization, functions and duties:-
2.	4(1) (b)-(ii)	The powers and duties of its Officers and employees:-
3.	4(1)(b)-(iii)	Procedure followed in decisions making process including the channels of supervises and accountability:-
4.	4 (1)(b)-(iv)	The norms set by it for the discharging the duties and its functions:-
5.	4 (1) (b)-(v)	The rules, regulations instructions, manuals and records, held by it or under it control or used by its employees for discharging its functions:-
6.	4 (1) (b)(vi)	A statement of categories of documents that are held by it or under is control:-
7.	4 (1)(b)(vii)	The particulars of any arrangements that exists for consultation with or representation by the members of the Public in relation to the formulation of its Policy or implementation thereof:-
8.	4(1)(b)(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as it part of for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the Public or the Minutes of such meetings are accessible for public:-
9.	4 (1) (b)(ix)	A directory of its Officers and employees:-
10.	4 (1) (b)(x)	The monthly remuneration received by each of its Officers and employees including the system of communication are provided in its regulations:-
11.	4 (1) (b)(xi)	The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursement made:-
12.	4(1) (b)(xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs:
13.	4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it:
14.	4(1)(b)(xiv)	Details in respect of the information, available to or held by it reduced in an electronic form:
15.	4(1) (b)(xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for Public use:
16.	4(1)(b)(xvi)	The names designations and other particulars of the public information Officers:
17.	4(1)(b)(xvii)	Such other information as may be prescribed and thereafter update these publications every year:
18.	4(1) (c	Publish all relevant facts while formulating important policies or announcing the decisions which affect public:
19.	4(1)(d)	Provide reasons for its administrative or quasi-judicial decisions to affected persons:

Signature of the C.A.O/ Senior Superintendent/Superintendent

Signature of the presiding officer