

DISTRICT COURT UDUPI
NOTIFICATION

Dated: 07-12-2024

In exercise of the powers conferred under Sec. 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, Udupi is published as hereunder, for the information of general public.

| | | |
|------|--|---|
| i) | The Particulars of its Organization, functions and duties. | Organization: District Judiciary, Udupi. Functions & Duties: Administration of Justice, subordinate Courts Administration and other Administration. |
| 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. | 1. District Court - The concerned case workers of different sections or branches will open a file of receipt of proposal and 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 Administrative Officer. The Chief Administrative Officer will review the proposal in the light of 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 action to be taken on a proposal under the delegated powers and in doubtful cases if necessary refer to the Hon'ble High Court for decision or guidance. 2. Trial Courts - The Sheristedars of the concerned court will scrutinize the papers/case files and place it before the Head of the Office who in turn will review it in the light of the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court pass orders under the delegated powers and in doubtful cases if necessary refer to the District Court for decision or guidance. |
| iv) | The norms set by it for the discharge of its functions. | Depending on urgency, proposal will be finalized on priority. |
| 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 exists. |
| viii) | A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or advice and as to whether meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public. | 1. POCSO Committee 2. Internal Complaint Committee No question of giving information to the public. |
| ix) | A Directory of its officers and employees. | Upto date List of Officers/Officials is in the District Judiciary Establishment is available. |
| x) | The monthly remuneration received by each of its officers and employees, including the system of compensations provided in its regulations. | There will be change of monthly pay of the officials / officers in view of Annual Increment / Increase of rate of D.A etc. The Sheristedar and Officials working in the Accounts Section will prepare the pay bill. |
| 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. |
| xiii) | Particulars of recipients of concessions, permits or authorization 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 filed from the date of its filling till disposal. 2. Pay particulars of all the employees of the District Court, Udupi. |
| xv) | The particulars of facilities available to citizen for obtaining information including the working hours of library reading room if maintained for public use. | Library is accessible only to the Hon'ble Judges and staff but not for public use. |

| | | |
|-------|--|---|
| xvi) | The names designations and other particulars of the Public information Officers. | <ol style="list-style-type: none">1. Sri Abbas S., Chief Administrative Officer/State Public Information Officer, District Court, Udupi.2. Sri Umesh K., Senior Sheristedar/State Public Information Officer, Court of the Prl. Senior Civil Judge and C.J.M., Udupi.3. Sri Nataraj D., Sheristedar//State Public Information Officer, Family Court, Udupi.4. Smt. Pushpa, Sheristedar/State Public Information Officer, Court of the Prl. Civil Judge and J.M.F.C., Udupi5. Smt. Sujatha, Sheristedar/State Public Information Officer, Court of the Addl. Civil Judge and J.M.F.C., Udupi6. Smt. Asha G., Sheristedar/State Public Information Officer, Court of the Addl. District and Sessions Judge, Udupi (Sitting at Kundapura), Kundapura7. Sri Rama G., Senior Sheristedar/State Public Information Officer, Court of the Senior Civil Judge, Kundapura8. Sri Bhavani Shankar, Sheristedar/State Public Information Officer, Court of the Prl. Civil Judge and J.M.F.C., Kundapura9. Smt. Supriya B.S., Sheristedar/State Public Information Officer, Court of the Addl. Civil Judge and J.M.F.C., Kundapura.10. Sri Sebastine C Soans., Senior Sheristedar/State Public Information Officer, Court of the Senior Civil Judge and A.C.J.M., Karkala.11. Sri Santosh Kumar, Sheristedar/State Public Information Officer, Court of the Prl. Civil Judge and J.M.F.C., Karkala12. Sri Jagadisha, Sheristedar/State Public Information Officer, Court of the Civil Judge and J.M.F.C., Baiduru |
| xvii) | Such other information as may be prescribed. | -NIL- |

Sd/-
(K.S.Gangannavar)
Prl. District and Sessions Judge,
Udupi.

ANNEXURE-1

THE POWERS AND DUTIES OF THE OFFICERS AND OFFICIALS OF THE DISTRICT JUDICIARY, UDUPI.

| | |
|---------------------------------|--|
| Chief Administrative Officer | Head of the District Administration maintain overall supervision of the Officials of the District Judiciary and thereby assisting the Hon'ble District Judge in the administration. |
| Software Technician | To assist the High Court and District Court in ICT System Administration and Management. |
| Court Manager | Protocol and other duties. |
| Senior Sheristedar/ Sheristedar | Incharge of the Administration/Accounts/Process/Scrutiny/ Record Section/ Branch. Attend the work with the assistance of caseworkers as per the procedure prescribed. |
| Stenographer | Taking down dictation of Orders/ Judgments etc., from the Judicial Officers and transcription of the same. |
| First Division Assistants | To attend the job of case working as per duties cast 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 cases of attending bench work. To prepare monthly/quarterly/half yearly/ yearly Statements. |
| Second Division Assistants | Incharge of pending cases. To attend open court any of the clerical work entrusted. To attend Running Index, final index, first and final entry in the 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. |
| Typist and Typist-Copyist | In charge 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 attachment warrants/ sale warrant/ delivery warrant / Injunctions orders / service of summons/ notice 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 to treasury and attending other office works. |
| Driver | Driving of the designated office vehicle and any of the work entrusted in the office. |
| 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 tidy. To deliver the files/Tappals to the other sections/offices. To attend the Protocol work during the visit of dignitaries. To attend night shift (male officials) and any of the work entrusted in the office. |

Sd/-
(K.S.Gangannavar)
Prl. District and Sessions Judge,
Udupi.

ANNEXURE-II

The rules, regulations instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

(a) Acts:

1. The Karnataka Court Fee and Suit Valuation Act 1958 and Rules 1960.
2. The Karnataka Stamp Act, 1957.
3. The Civil Court Act, 1964.

(b) Rules.

1. Karnataka Subordinate Court (Ministerial and Other) Recruitment Rules 1982.
2. KCSR 1957.
3. Subordinate 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 and 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) Rules 1991.
14. Sanction of Stagnation increment Rules 1996.
15. Karnataka Civil Services (Kannada and 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) Directions, 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 and Inspection.
10. The General Recruitment Rule and subsequent amendments
11. The K.G.P.F Rules.

d) List of documents of group 'C' and 'D' officials.

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

Sd/-
(K.S.Gangannavar)
Prl. District and Sessions Judge,
Udupi.