

PRL. DISTRICT & SESSIONS COURT, YADGIR.

NOTIFICATION DATED: 24.09.2025

Sub: Publishing information pertaining to Sec. 4(1)(a) and 4(1)(b) to (xvii) of the Right to Information Act, 2005 relating to the Yadgir Unit.

Ref: Letter No. DJA/Misc.63/2014(RTI), dated 04.11.2024 of Hon'ble High Court of Karnataka, Bengaluru.

Under Section 4(1) (a)

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. District & Sessions Court, Yadgir.	23.08.2025	24.09.2025	pdj.yadgir@gmail.com	-

Under Section 26(3)(b)

Sl.No	Public Authority	Name of Public Information Officer (With designation)	Office Address	Phone No, E- Mail ID, Fax, No.	Appellate Authority
1.	Prl. District & Sessions Court, Yadgir.	Sri. Prakash Patil, Senior Sheristedar State Public Information officer & I/c C.A.O, Prl. District & Sessions Court, Yadgir.	Prl. District & Sessions Court, Yadgir.	08473-253798 pdj.yadgir@gmail.com	Prl. District & Sessions Court, Yadgir.

4(1)(b)(i)	The Particulars of its Organization, functions and duties.	Organization: Prl. District Court, Yadgir. Functions & Duties: Administration of Justice, subordinate courts Administration and other Administration.
ii)	The powers and duties of its Officers and employees.	Details are 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 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 final 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 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.	No such statutory committee is constituted. No question of giving information to the public.
ix)	A Directory of its officers and employees.	List of Officers and employees is in the District Court Establishment. In view of frequent changes of residential address of employees, the District Court establishment is requested to note the changes.

x)	The monthly remuneration received by each of its officers and employees, including the system of compensations provided in its regulations.	Details are at Annexure - III
xi)	The budget allocated to each of the its agency, indicating the particulars of Karnataka all plans, proposed expenditures and reports on disbursements made.	Allotment of the budget will be provided by the Hon'ble High Court of under non-plan scheme whenever the Government will release the fund to the Head of Department.
xii)	The manner of execution of Subsidy programmers, including the amounts allocated and the details allocated and the details of beneficiaries of such programs.	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 will be processed in the concerned register by manual. 2. Pay particulars of all the employees of the District Court, Yadgir.
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.	Sri. Prakash Patil, Sr. Sheristedar I/c State Public Information officer & Chief Administrative Officer, District & Sessions Court, Yadgir. Office Phone no: 08473 -253798
xvii)	Such other information as may be prescribed.	NIL

By order of the Prl. District Judge,

(Sri. Prakash Patil)

Senior Sheristedar, S.P.I.O &
I/c CAO, Prl. District & Sessions Court,
Yadgir.

ANNEXURE-1**THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE
PRL. DISTRICT COURT, YADGIR.**

Chief Administrative Officer	Head of the District Administration upon the advice/ directions of the Hon'ble District Judge and the High Court of Karnataka and 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 and discharge the e-courts and software application management duties as and when required.
Sheristedar	Incharge of the respective Section / Branch assigned and scrutiny of files by the caseworkers as per the procedure prescribed. Infrastructure and building maintenance, Trial Court inspection, conducting meetings, Monitoring and supervision, Protocol serves.
Stenographer Grade-II/ Stenographer Grade-III	Taking down dictation and typing and stenography work entrusted by the Hon'ble Judges.
First Division Assistants	To attend assigned section works. To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case filed according to cause list, To note the stage of cases according to court proceedings in cases of attending bench work. To prepare Statements. To attend Running Index, final index first and final entry.
Second Division Assistants	To attend assigned section works. To prepare decree and to attend the work as Library Assistant. To maintain case registers. To arrange the case filed according to cause list, To note the stage of cases according to court proceedings in cases of attending bench work. To prepare Statements. To attend Running Index, final index first and final entry.
Typist and Typist- Copyist	Typing work at Open court and Office, E-filing, registration of cases in CIS and other Office work directed by higher authorities.
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 attending other office works.

Attender	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 and other work directed by higher authorities.
Peons	To keep the Office neat and tidy. To deliver the files/Tappals to the concerned sections. To attend the Protocol work during the visit of dignitaries. To attend watchman Duty entrusted and any of the work entrusted in the office and other work directed by higher authorities.

By order of the Prl. District Judge,

(Sri. Prakash Patil)
Senior Sheristedar, S.P.I.O &
I/c CAO, Prl. District & Sessions Court,
Yadgir.

ANNEXURE - II

The rules, regulation 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. Civil Rules of Practice 1967.
4. Criminal Rules of practice 1968.
5. 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 Subordinate Courts (Ministerial and Other Posts) Recruitment) (Amendment) Rules.
9. Karnataka Civil Services (Annual Performance) Rules.
10. Karnataka Civil Services (Seniority) Rules 1957.
11. Karnataka Civil Services (Time Bound Advancement) Rules 1983.
12. Karnataka Civil Services (Special Promotion to Senior Scale of pay) Rules 1991.
13. Sanction of Stagnation increment Rules 1996.
14. Karnataka Civil Services (Kannada and Departmental Exam) Act 1978.
15. 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. Criminal Rules of Practice.
4. Civil Rules of Practice.
5. Civil Procedure Code.
6. Criminal Procedure Code/BNSS.
7. Indian Penal Code/BNS
8. Handbook on Administration.
9. Direction / Do for reservation of SC,ST and other Backward classes for promotion.
10. 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.

By order of the Prl. District Judge,

(Sri. Prakash Patil)

Senior Sheristedar, S.P.I.O &
I/c CAO, Prl. District & Sessions Court,
Yadgir.

ANNEXURE-III

The monthly remuneration received by each of its officers and employees

Group-A	Group-B	Group-C	Group-D
District Judge 163030-219090	Senior Sheristedar 69250-134200	Stenographer Grade-II 61300-112900	Attender 31775-61300
Senior Civil Judge Judge 122700-180200	-	Sheristedar 61300-112900	Peon 27000-46675
Civil Judge 77840-136520	-	Stenographer Grade-III 44425-83700	-
	-	FDA 44425-83700	-
	-	SDA 34100-67600	-
	-	Typist & Typist Copyist 34100-67600	-
	-	Driver 34100-67600	-
	-	Bailiff 34100-67600	-
	-	Process Server 31775-61300	-

By order of the Prl. District Judge,



(Sri. Prakash Patil)

Sr. Sheristedar, State Public Information
officer &
I/c CAO, Prl. District & Sessions Court,
Yadgir.