

Aan

**IN THE COURT OF PRL. CIVIL JUDGE & JMFC SHAHAPUR**

**NOTIFICATION DATED: 13.11.2024**

**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. Civil Judge & JMFC Shahapur	NIL	22.11.2024	cjlr.shahapur@gmail.com	-

23/11  
Dist. & Sessions Judge  
YADGIR

**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. Civil Judge & JMFC Shahapur	Sri. AnilRaj Gajare Sheristedar State Public Information officer, Prl. Civil Judge & JMFC Shahapur	Prl. Civil Judge & JMFC Shahapur	08479-243336 cjlr.shahapur@gmail.com	Sr.Civil Judge & JMFC Shahapur

<b>4(1)(b)(i)</b>	The Particulars of its Organization, functions and duties.	Organization: Prl. Civil Judge & JMFC Shahapur Functions & Duties: Administration of Justice and other Administration.
<b>ii)</b>	The powers and duties of its Officers and employees	Details are at <b>Annexure-I</b>
<b>iii)</b>	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.

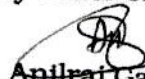
DIST. & SESSIONS COURT  
YADGIR  
RECEIVED  
23 NOV 2024  
C.A.O.

Dist & Sessions Court.  
YADGIR  
Inward No. 3862/24  
Date 25/11/24

		The Chief Ministerial Officer will review the proposal in the light of the existing provision of Rules, Circulars and guidelines of the Hon'ble High Court of Karnataka and Dist Court Yadgiri, submit to the Prl.Civil Judge & JMFC.
iv)	The norms set by it for the discharge of its functions.	As per law.
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 <b>Annexure-II</b> .
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 since it is Subordinate Court.
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 <b>Annexure - III</b>
xi)	The budget allocated to each of the its agency, indicating the particulars of Karnataka all	Allotment of the budget will be provided by the Hon'ble High Court of Karnataka under non-plan scheme whenever the

	plans, proposed expenditures and reports on disbursements made.	Government will release the fund to the Head of the Department i.e., Hon'ble High Court of Karnataka Bengaluru. The Hon'ble High Court of Karnataka will release funds to the District Judiciary.
<b>xii)</b>	The manner of execution of Subsidy programmers, including the amounts allocated and the details of beneficiaries of such programs.	No such programmes.
<b>xiii)</b>	Particulars of recipients of concessions, permits or authorization granted by it.	No such programmes.
<b>xiv)</b>	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 and same will be entered in CIS Module. 2. Pay particulars of all the officers and employees of the Prl. Civil Judge & JMFC Shahapur and Addl. Civil Judge & JMFC Shahapur maintained in HRMS Module.
<b>xv)</b>	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.
<b>xvi)</b>	The names designations and other particulars of the Public information Officers.	Sri. Anilraj Gajare, Sheristedar State Public Information officer, Prl. Civil Judge & JMFC Shahapur. Office Phone no: 08479- 243336
<b>xvii)</b>	Such other information as may be prescribed.	NIL

By order of the Court,

  
Sri. Anilraj Gajare, Sheristedar  
State Public Information officer &  
Prl. Civil Judge & JMFC  
Court Shahapur

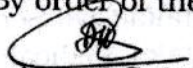
### ANNEXURE-1

#### THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE PRL. CIVIL JUDGE & JMFC SHAHAPUR

Chief Ministerial Officer	Head of the Administration of the Court upon the advice/ directions of the Hon'ble Prl. Civil Judge & JMFC, the Dist & Sessions Judge Yadgiri & the Hon'ble High Court of Karnataka and assisting the Prl. Civil Judge & JMFC, in the administration. Incharge of the respective Section / Branch assigned and scrutiny of files by the caseworkers and Maintaining of Service registers as per the procedure prescribed and any office work assigned by the POs and CMO.
Accounts Sheristedar	Maintaining of Accounts of entire Court Preparation of D.C bills, Salary bills, Maintaining of CCD & CRCD Accounts looking after Infrastructure and building maintenance and any office work assigned by the POs and CMO.
Stenographer Grade-III	Taking of dictation and typing work entrusted by the Hon'ble Judges and any office work assigned by the POs and CMO.
First Division Assistants	To attend assigned section works. To attend Civil & Criminal Sections, Bench Work, Record Section, Property, Library, Copying, Inward and Outward Sections, Consignment of records to the Central records etc., To prepare decree, Awards, Statements (Montly, Qtrly, Half Yearly & yearly) and to attend the work as Assistants in above said sections. To prepare Statements. Entry of Case files in CIS Module and any office work assigned by the POs and CMO.
Second Division Assistants	To attend assigned section works. To attend Civil & Criminal Sections, Bench Work, Record Section, Property, Library, Copying, Inward and Outward Sections, Consignment of records to the Central records etc., To prepare decree, Awards, Statements (Montly, Qtrly, Half Yearly & yearly) and to attend the work as Assistants in above said sections. To prepare Statements. Entry of Case files in CIS Module and any office work assigned by the POs and CMO.
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 and any office work assigned by the POs and CMO.

Attender	To keep the chamber and open courts clean and neat. To attend the duties of open Court and chamber of Presiding Officer and any office work assigned by the POs and CMO.
Peons	To keep the entire Court Complex clean 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 any office work assigned by the POs and CMO.

By order of the Court,

  
**Sri. Anilraj Gajare, Sheristadar  
 State Public Information officer &  
 Prl. Civil Judge & JMFC  
 Court Shahapur**

By order of the Court,  
 Sri. Anilraj Gajare, Sheristadar  
 State Public Information officer &  
 Prl. Civil Judge & JMFC  
 Court Shahapur

## 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. The Civil Rules of Practice 1967.
4. The Criminal Rules of practice 1968.
5. The Civil Court Act, 1964.

**(b) Rules:**

1. The Karnataka Subordinate Court (Ministerial and other) Recruitment Rules 1982.
2. The Karnataka Civil service Rules 1957.
3. The Subordinate Court Civil and Criminal Accounts Rules 1967.
4. The Karnataka Classification, Control and Appeal Rules 1957.
5. The Karnataka Probationary Rules 1977.
6. The Karnataka Civil Services (Regulation of pay, pension) Rules 1978.
7. The Karnataka Medical Attendance Rules 1963.
8. The Karnataka Subordinate Courts (Ministerial and Other Posts) Recruitment) (Amendment) Rules.
9. The Karnataka Civil Services (Annual Performance) Rules.
10. The Karnataka Civil Services (Seniority) Rules 1957.
11. The Karnataka Civil Services (Time Bound Advancement) Rules 1983.
12. The Karnataka Civil Services (Special Promotion to Senior Scale of pay) Rules 1991.
13. The Sanction of Stagnation increment Rules 1996.
14. The Karnataka Civil Services (Kannada and Departmental Exam) Act 1978.
15. The Karnataka Civil Services (Schedule Caste, Schedule Tribes and Other backward classes Reservation) Rules.

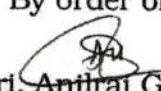
**(c) Directions, Handbook etc.,**

1. The Karnataka Financial Code.
2. The Karnataka Treasury Code.
3. The Criminal Rules of Practice.
4. The Civil Rules of Practice.
5. The Civil Procedure Code.
6. The Bharatiya Nyaya Sanhita (BNS) 1923
7. The Bharatiya Nagarika Suraksha Sanhita (BNSS) 1923
8. The Handbook on Administration.
9. The Directions, GOs for reservation of SC,ST and other Backward classes for promotion.
10. The Directions, GOs for reservation of SC,ST and other Backward classes for Direct Appointment.

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

1. The Service Registers.
2. The Annual Performance Reports.
3. The Annual Assets and Liability Statements.

By order of the Court,


  
Sri. Aniraj Gajare, Sheristedar  
State Public Information officer &  
Prl. Civil Judge & JMFC  
Court Shahapur

**ANNEXURE-III**

The monthly remuneration received by each of its officers and employees

<b>Group-A in Rs.</b>	<b>Group-B in Rs.</b>	<b>Group-C in Rs.</b>	<b>Group-D in Rs.</b>
Prl. Civil & JMFC Shahapur 77840-136520	Senior Sheristedar 69250-134200	Sheristedar 61300-112900	Attender 31775-61300
	-	Stenographer Grade-III 44425-83700	Peon 27000-46675
	-	FDA 44425-83700	-
	-	SDA 34100-67600	-
	-	Typist & Typist Copyist 34100-67600	-

By order of the Court,

  
Sri. Anilraj Gajare, Sheristedar  
State Public Information officer &  
Prl. Civil Judge & JMFC  
Court Shahapur