

**PROCEEDINGS OF THE PRL. DISTRICT AND SESSIONS COURT HAVERI.**

**NOTIFICATON**

**DATED 27/01/2025.**

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 concerned to Principal District and Sessions Court, Haveri, is published hereunder, for the information of the General Public.

4 (1) (a)	Maintain all its records duly catalogued 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 are, 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.	NJDG Portal. Day to day orders/Business. Interim Orders. Depositions. Final orders.
4 (1) (b)(i)	The particulars of its organization, functions and duties.	<u>Name of the Organization:</u> Principal District and Sessions Court, Haveri. <u>Functions and Duties:</u> To give justice to litigant public. Settle disputes of both Civil and Criminal side. Trial Courts Administration and other Administration.
(ii)	The powers and duties of its officers and employees:	Details shown in Annexure-I attached separately.

(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	The concerned case workers of various sections or branches especially relating to Administration will open a file on receipt of proposal or process, the proposal in the form of submission in the concerned file or in the existing file. The Senior 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 Apex Court or Hon'ble High Court of Karnataka, Bengaluru and then submit the same before the Principal District and Sessions Judge. The Principal District and Sessions Judge will decide the course of section to be taken on a proposal under the delegated powers and in doubtful cases, if necessary refer to the Hon'ble High Court of Karnataka, Bengaluru for seeking suitable guidance or clarification or for taking final decision.
(iv)	The norms set by it for the discharge of its functions.	Depending upon urgency, proposals 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 shown in Annexure-II attached separately.
(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.	As ordered by the Hon'ble High Court of Karnataka, Bengaluru.
(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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	As ordered by the Hon'ble High Court of Karnataka, Bengaluru and Internal Committees.
(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 shown in Annexure-III attached separately.
(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, Bengaluru 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 of beneficiaries of such programmes.	As per K.S.L.S.A., norms.
(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 an electronic form.	<ol style="list-style-type: none"> <li>1. The data entry of the cases filed from the date of its filing till disposal will be processed in the concerned register by manual.</li> <li>2. Pay particulars of all the employees of the Principal District and Sessions Court, Haveri and Additional District and Sessions Court, Haveri.</li> </ol>
(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 Hon'ble Judges and staff but not for public use.
(xvi)	The names designations and other particulars of the Public Information Officers.	Sri. S.G. Kulkarni, I/c State Public Information officer and I/c Chief Administrative Officer, Principal District and Sessions Court, Haveri, Phone No.08375-232001.
(xvii)	Such other information as may be prescribed.	Nil.

By order of the Prl. District and Sessions Judge,  
Sd/-  
(S.G. KULKARNI),  
I/c State Public Information officer and  
I/c Chief Administrative Officer,  
Principal District and Sessions Court, Haveri,

## ANNEXURE-I.

### **THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE PRINCIPAL DISTRICT AND SESSIONS COURT, HAVERI.**

Chief Administrative Officer.	Head of the District Administration upon the advice/directions of the Hon'ble Principal District Judge and the Hon'ble High Court of Karnataka and assisting the Hon'ble District Judge, in the administration.
Software Technician.	To assist the Hon'ble High Court and District Court in ICT system Administration and Management and discharge the various duties as and when required.
Court Manager.	Vacant.
Senior Sheristedars.	Incharge of the respective Section/Branch assigned and scrutiny of files by the caseworkers as per the procedure prescribed.
Stenographer Grade-I	Taking down dictation and typing and stenography work entrusted by the Hon'ble Judges.
Stenographer Grade-III	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 cast on them. 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 accordingly to Court proceedings in cases of attending bench work. To prepare statements. To attend in Copying Branch.

Second Division Assistants.	<p>Incharge of pending cases.          To attend open court any of the clerical work entrusted.          To attend running index, final index first and final entry.          To arrange the case filed 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 dispatch work.</p>
Typists and Typist-Copyists.	<p>Incharge of typing work both on Typewriting machine and on Computer.          To do any ministerial work of any section entrusted to them.</p>
Driver.	<p>To drive official Car provided to Hon'ble Principal District and Sessions Judge, Haveri and to maintain Log book entries etc.</p>
Bailiffs.	<p>To attend the execution of Warrants /Injunctions delivery of possessions etc. Attending protocol work during the visit of dignitaries.</p>
Process Servers.	<p>To attend the work of service of summons/Notice etc.          Attending the protocol work during the visit of dignitaries. Presenting the bills of Accounts Branch and attending other office work.</p>
Attenders.	<p>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.</p>

Peons.	To keep the office neat and tidy. To deliver the files /letters 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.
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## 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 1863.
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, HAND BOOK 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. Hand book on Administration.
10. Directions for reservation of Ex-Military personnel.
11. Direction /Do for reservation of SC/ST and other Backward classes for promotion.
12. 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 and Sessions Judge,

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(S.G. KULKARNI),  
I/c State Public Information officer and  
I/c Chief Administrative Officer,  
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**ANNEXURE-III.**

**Monthly remuneration received by each of its officers and employees.  
The following is the Pay Scales apart from that they will be received  
admissible allowances.**

<b>Group-A</b>	<b>Group-B</b>	<b>Group-C</b>	<b>Group-D</b>
<b>District Judge - 1,44,840-1,94,660/-</b>	<b>Senior Sheristedar - 69250-1,34,200/-</b>	<b>Stenographer Grade-II- 61,300-1,12,900/-</b>	<b>Attender- 31775-61,300/-</b>
<b>Senior Civil Judge - 1,11,000-1,63,030/-</b>	<b>Stenographer Grade-I - 69250-1,34,200/-</b>	<b>Stenographer Grade-III- 44,425-83,700/-</b>	<b>Peon- 27,000-46,675/-</b>
<b>Civil Judge - 77,840-1,36,520/-</b>		<b>First Division Assistant- 44,425-83,700/-</b>	
		<b>Second Division Assistant- 34,100-67,600/-</b>	
<b>Chief Administrative Officer- 83,700-1,55,200/-</b>		<b>Typist and Typist-Copyist- 34,100-67,600/-</b>	
<b>Software Technician- 83,700-1,55,200/-</b>		<b>Driver- 34,100-67,600/-</b>	
		<b>Bailiff- 34,100-67,600/-</b>	
		<b>Process Server- 31775-61,300/-</b>	

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