

No.HCE 715/2005

High Court of Karnataka
High Court Buildings
Bangalore
Dated: 10th February 2012

NOTIFICATION

In exercise of powers conferred under Section 4(1)(a) of the Right to Information Act, 2005 (Central Act No.22 of 2005), the detailed information relating to High Court of Karnataka is published as hereunder for information of general public.

All the records, forms and other books are required to be maintained as prescribed in the Karnataka High Court Rules, 1959, Mysore High Court Act, 1884, Forms of Oath and Affirmations and Indian Oath Act, 1873, The High Court of Karnataka (Contempt of Court Proceedings) Rules, 1981, Rules governing Probate and Administration Matters, 1964, Election Petitions Procedure Rules, Karnataka, The Writ Proceedings Rules, 1977, The High Court of Karnataka (Service and Kannada Language Examinations) Rules, 1975, The Karnataka High Court Account Rules, 1965, Civil Procedure Code, Criminal Procedure Code etc., which are morefully described in Annexure I.

BY ORDER OF HON'BLE THE CHIEF JUSTICE,

**(P. KRISHNA BHAT)
REGISTRAR GENERAL**

ANNEXURE – I
to Notification under Section 4(1)(a) of Right to Information Act

Statement showing Register, Forms and Books that are maintained by various Branches of
High Court of Karnataka

NAME OF THE BRANCH	REGISTERS	BOOKS / LEDGERS	FORMS
1. Writ Unit – IV & V	1) A Diary – all the pending records received from the court halls entered in it. 2) B Diary – all the disposal records received from the court halls entered in it.	1) Stage Book – all the records received from the court halls entered in this with the stage of the case. 2) Record sent to Decree Branch – II, Board Branch, Copying Branch – III and other Branches are entered in a book	1) Indent Form. 2) Issue of notice on Rule Form No.III – A. 3) Issue of notice on Rule Form No. IV (admit). 4) Issue of notice on Misc. Ws. Form No.22. 5) Issue of Court Notice alongwith Form No.7. 6) Main order sheet and continued order sheet. 7) Note sheet. 8) ROC Form, Letter Head of Registrar General 9) Call for records from Lower Courts.
2. Civil Unit - III	1) A Diary – all the pending records received from the court halls entered in it. 2) B Diary – all the disposal records received from the court halls entered in it.	1) Stage Book – all the records received from the court halls entered in this with the stage of the case. 2) Record sent to Decree Branch – II, Board	1) Indent Form. 2) Issue of notice on Rule Form No.III – A. 3) Issue of notice on Rule Form No. IV (admit). 4) Issue of notice on Misc.

		Branch, Copying Branch – III and other Branches are entered in a book	Ws. Form No.22. 5) Issue of Court Notice alongwith Form No.7. 6) Main order sheet and continued order sheet. 7) Note sheet. 8) ROC Form, Letter Head of Registrar General 9) Call for records from Lower Courts.
3. Judicial Despatch Section	1) A Diary	2) Register Book	1) Letters 2) Note Sheets 3) Acknowledgement
4. Bangalore Mediation Centre	1) Inward Register of High Court files & Supreme Court files. 2) Inward files Register. 3) Outward Register. 4) Cheque Disbursement Register. 5) Bill Register. 6) Stamp Register. 7) Cost Register. 8) Cancelled Cheque Register. 9) DC Bill Register. 10) AC Bill Register. 11) NDC Bill Register. 12) Stock Register. 13) Library Books Register. 14) Diesel to Generator Register.	1) Cash expenditure Book. 2) Stock Book. 3) DC Bill Expenditure Book. 4) Bank Expenditure Book. 5) Expenditure Book. 6) Numbering Book. 7) Treasury Token Book. 8) Cash Book. 9) Denomination Book. 10) Conveyance Charges Book. 11) Petrol Indent Book. 12) Log Book. 13) Indent Book. 14) Visitors Book.	1) Form Nos.1 to 5.

	15) Water Supplier Register.		
5. Accounts – I Branch	<ul style="list-style-type: none"> 1) Petty Cash Register. 2) Register of Undisbursed Pay. 3) Cheque encashment Register, 	<ul style="list-style-type: none"> 1) Ledger in cash section containing entries regarding receipt and payments of petty cash. 	<ul style="list-style-type: none"> 1) Form G 2) Form No.10 3) Form C 4) Forms for preparation of bills regarding leave travel concession, home town concession, supplementary bills, withdrawal of GIS, withdrawal GPF, FBF, Preparation of Abstract Contingent Bills, Detailed Contingent Bill, Non-Detailed Contingent Bill, Grant in aid.
6. Supreme Court Branch	<ul style="list-style-type: none"> 1) Tappal Receiving Register. 2) Stationery Register. 3) Stamp Register. 4) Docket Register. 5) Despatch Register. 6) Stage Register of Civil and Criminal (year wise). 7) Dismissal Register. 8) Muddam Register. 9) Requisition Register. 10) Ordinary Letter Register. 11) Register of Parcel Book File. 12) Movement Register 	<ul style="list-style-type: none"> 1) Copy sent to pending Branch Book 	
7. Civil Scrutiny – I, II & III Branch	<ul style="list-style-type: none"> 1) Stage Scrutiny Register 	<ul style="list-style-type: none"> 1) Reference Book 	<ul style="list-style-type: none"> 1) Form No.14 of

			examination report 2) Order Sheet.
8. Budget Branch			1) Medical reimbursement forms in Form B, C & D. 2) GPF Forms in Form A, Form 6A, B & C, Form in 6 th , 9 th & 10 th Schedule. 3) Pension Forms in form 1B, 7, 7A & C. 4) GIS Form No.3. 5) House Building Purchase Advance or Repair Advance form in Form 42 6) House Building Advance under HDFC Scheme in Form A, B, C, D, E & F. 7) Motor Conveyance Advance Forms in Form No.44, Agreement Form No.45 and Mortgage Bond. 8) Computer Advance Forms in Form No.44A and Agreement Form No.45. 9) Festival Advance application. 10) Bicycle purchase advance form, Agreement and Mortgage Bond.
9. Civil Unit - VI RFA pending	1) A Diary 2) Stage Register	1) Book relating to files sent to Board Branch 2) Books relating to Disposal	1) Form No. 4 for LCR. 2) Form No. 18 & 22 for Notices.

		<p>files sent to Decree Appeal Branch.</p> <p>3) Books relating to pending files sent to Copying Branch, Court Halls and other Branches.</p>	<p>3) Form No.7 for TI.</p> <p>4) Letter heads.</p> <p>5) Court notice form.</p> <p>6) Office Note Sheets.</p>
10. Civil Unit - I & II	<p>1) A Diary</p> <p>2) Stage Register</p>	<p>1) Book relating to files sent to Board Branch</p> <p>2) Books relating to Disposal files sent to Decree Appeal Branch.</p> <p>3) Books relating to pending files sent to Copying Branch, Court Halls and other Branches.</p>	<p>1) Form No. 4 for LCR.</p> <p>2) Form No. 18 & 22 for Notices.</p> <p>3) Form No.7 for TI.</p> <p>4) Letter heads.</p> <p>5) Court notice form.</p> <p>6) Office Note Sheets.</p>
11. GOB – II			<p>1) Declaration regarding Date of Birth.</p> <p>2) Application for KGPF in Form A</p> <p>3) Nomination Form for GPF.</p> <p>4) Nomination Form for Family Pension.</p> <p>5) Pension Settlement Form in Form 1B.</p> <p>6) GPF Final Settlement Form in Form 6A.</p> <p>7) GPF Partial Final Withdrawal Form in 6th, 9th & 10th Schedule.</p> <p>8) Medical Form in Form A & B.</p>

12. Writ Unit – II & III	<ol style="list-style-type: none"> 1) A Diary. 2) B Diary 		<ol style="list-style-type: none"> 1) Call for records Form. 2) Order Sheet. 3) Notice in Form No.IV. 4) Form for requisition for obtaining Lower Court records. 5) Court Notice Form. 6) Reminder Form. 7) Letter Head.
13. LCA – III Branch	<ol style="list-style-type: none"> 1) Inward Register. 2) Cash Declaration Register. 3) Despatch Register. 4) Numbering Register. 5) Audit Report Register. 6) Government Order Register. 7) Indent Register. 8) Library Register. 	<ol style="list-style-type: none"> 1) Audit Reports reference. 	
14. Writ appeal scrutiny Branch		<ol style="list-style-type: none"> 1) Scrutiny files Return Book. 2) Files to Board Branch for postings 	<ol style="list-style-type: none"> 1) Form of examination report in Form 14.
15. Decree Branch – I	<ol style="list-style-type: none"> 1) Stage Register. 2) Despatch Register. 		<ol style="list-style-type: none"> 1) Requisition for call for records from Record Room and other Branch. 2) Form No.6 regarding return of LCR. 3) Decree Draft Form for RSA & MSA. 4) Decree Draft Form for CRP.

			<ul style="list-style-type: none"> 5) Note sheet. 6) Letter Head. 7) Format for decree sent to Scanning. 8) Cost Form.
16. Vehicle Branch	<ul style="list-style-type: none"> 1) Service and Maintenance Register. 2) Spare parts and Equipment Account Register. 3) Vehicle Movement Register. 	1) Kachha Log Book.	<ul style="list-style-type: none"> 1) Note Sheet. 2) Letter Head.
17. Civil Unit - V (LCR Branch)	1) Stage Register.	1) Receiving Book.	<ul style="list-style-type: none"> 1) Letter Head 2) Note sheet. 3) Information memo of LCR. 4) Return of LCR.
18. Paper Book Section	<ul style="list-style-type: none"> 1) Xerox Sorting Register. 2) Daily File Movement Register. 3) Stock Register of Computer Sheets. 4) Stencil Copy Register. 5) Stock Register of Duplicating paper. 6) Register for Spares replacement entry. 	<ul style="list-style-type: none"> 1) Records receiving Book (RFA, MFA & RSA). 2) Year-wise Book (2001-2010 and Jail appeal). 3) Other Branches Xerox Book. 4) Statement of Cause list (Xerox) Book. 5) Statement of Cause list (Stencil) Book. 6) Records Receiving Book (Criminal Records). 7) Records Sent to Criminal Branch Book. 8) Records Sending Book 	<ul style="list-style-type: none"> 1) Indexing certificate. 2) Facing Sheet of Criminal appeal. 3) Monthly Statement of Criminal Records. 4) Monthly Statement of Articles Received and Spent.

		(RFA, MFA & MSA). 9) LCR Scrutiny Book. 10) Computer Sheet Usage Book. 11) Stationery Book. 12) Library Indent Book.	
19. Inspection Branch	1) Inwards Register. 2) Outward Register. 3) Numbering Register.		
20. Decree Branch – II	1) 'A' Diary		1) Form No.6 for returning the records to Lower Courts. 2) Requisition to Call for Records 3) Note Sheet 4) Letter Head
21. Scanning Section	1) Register showing Autographs / Fair Copies / Decrees received from Chambers of Hon'ble Judges and other Sections. 2) Register showing the judgments which are marked for rereporting. 3) Running A/c Register 4) Register showing copies supplied to reporters 5) Register of Returned defective copy 6) Register of Autographs rescanned	1) Statement showing the details of scanned, printed and delivery of copies 2) Statement showing the number of cases (AG's / FC's / Decrees) along with particulars 3) Statement showing the number of Autographs, / Decrees scanned along with particulars.	1) Requisition Slips 2) Application for supply of reportable judgments 3) Voucher for repayment of judicial deposits

22. Civil Unit – VI (RP Branch)	1) 'A' Diary		1) Form No.22 – General Notice in respect of Interlocutory Applications 2) Form No.19 – Notice in Appeals and Petitions on Admission 3) Form No.4 – Call for Records 4) Letter Head 5) Order Sheet 6) Note Sheet 7) Requisition Slip
23. Writ Unit – I	1) 'A' Diary		1) Form III-A 2) Form IV 3) Telegram Form 4) Running Index Form 5) Order Sheet 6) Requisition Slip 7) HC Form – 4 (Call for Records) 8) Court Notice Form 9) Reminder
24. Library Branch	1) Periodicals Record Register 2) Library Stock Verification Register 3) Stock Register of Bound Gazette 4) Gazette of India – Record Register	1) Stock Register – Reports, Journals 2) Stock Register – Books	

25. Civil Unit – IV (Company Branch)	1) 'A' Diary		1) Form No.22 – General Notice in respect of Interlocutory Applications 2) Form No.19 – Notice in Appeals and Petitions on Admission 3) Form No.4 – Call for Records 4) Letter Head 5) Order Sheet 6) Note Sheet 7) Requisition Slip
26. Review & Statistics Branch	1) Disposal Register – Disposals made by Judicial Officers of Sub-ordinate Courts in the State 2) Calendars – Statement regarding institutions, disposals and pendency of all categories of cases in Sub-ordinate Courts in the State and High Court of Karnataka 3) Annual Report – Annual Report of the administration of Civil and Criminal Justice in Karnataka State		
27. Criminal Branch	1) Stage Entry Register	1) LCR Despatch Book (To	1) Form No.5 – Service of

	2) 'A'-Diary Register	<p>Lower Courts)</p> <p>2) LCR Despatch (To Post Office) Book</p> <p>3) LCR Despatch (Account) Book</p> <p>4) CRB Book – Reg. Despatching the Notice / Stay Orders / Call for Records, etc.</p> <p>5) CRB Book – Reg. Final Order Copies send to Despatch Section</p>	Notice
28. Stationery Branch	<p>1) Stationery Articles Branch-wise Issuing Register</p> <p>2) Stock Register for Stationery Articles for Local Purchase and Government Supply, Forms issued by Government and Computer Consumables</p> <p>3) Stationery Articles Code Nos. for postings for the month</p>		1) Form 'O' (Showing Opening Balance, Receipts, Total, Expenditure and Closing Balance)
29. Establishment Branch	<p>1) Numbering Register</p> <p>2) Disciplinary Enquiry Register</p>		<p>1) Earned leave Forms</p> <p>2) Nomination Forms</p> <p>3) Home Town Declaration Forms</p> <p>4) List of Family Members Forms</p>

			5) Physical Fitness Forms
30. Writ Scrutiny Branch	1) Stage Scrutiny Register	1) Reference Book	1) Form No.14 of Examination Report

No.HCE 715/2005

High Court of Karnataka
High Court Buildings
Bangalore
Dated: 10th February 2012

NOTIFICATION

In exercise of powers conferred by Section 28 of the Right to Information Act, 2005, the High Court of Karnataka hereby makes the following amendment to Rule 3 & 4 of the Right to Information (Regulation of Fee & Cost) Rules, 2005:-

1. Short title and commencement –

(1) These rules may be called the Right to Information (Regulation of Fee & Cost) Rules, 2012.

(2) They shall come into force on the date of their publication in the official gazette.

2. The existing Rule 3 of the Principal Rules is substituted to the following effect:-

“A request for obtaining information under sub-section (1) of the Section 6 shall be accompanied by an application fee of Rs.10/- (Ten) by way of cash against a proper receipt payable in the name of Registrar General or in the form of Indian Postal Order/ Banker Cheques/ Pay Order drawn in favour of the Registrar General”.

Contd.

3. The existing Rule 4 of the Principal Rules is substituted to the following effect:-

“For providing the information under sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt payable to Registrar General or in the form of India Postal Order/ Banker Cheques/ Pay Order drawn in favour of the Registrar General, at the following rates:-

- (a) Rs.3/- for each page (in A4 or A3 size paper) created or copied;
- (b) Actual charge or cost price of a copy in larger size paper;
- (c) Actual cost or price for samples or models; and
- (d) For inspection of records no fee for the first hour and a fee of Rs.5/- for each fifteen minutes (for fraction thereof); thereafter.”

BY ORDER OF HON'BLE THE CHIEF JUSTICE,

**(P. KRISHNA BHAT)
REGISTRAR GENERAL**

No.HCE 715/2005

High Court of Karnataka
High Court Buildings
Bangalore
Dated: 30th January 2012

NOTIFICATION

In exercise of power conferred under Section 5(1) & (2) of the Right to Information Act, 2005 and in addition to the Notification No.HCE 715/2005 dated 06.10.2005, the High Court of Karnataka hereby further designate the following officers as State Public Information Officers & First Appellate Authority as required under Section 19 of the Right to Information Act, 2005.

Sl. No.	Name of the Court	State Public Information Officer	State Assistant Public Information Officer	First Appellate Authority
1.	Chief Metropolitan Magistrate Court, Bangalore	Chief Administrative Officer of the said Court	-	Chief Metropolitan Magistrate
2.	Karnataka Judicial Academy, Bangalore	Section Officer of the said Authority	-	Director
3.	Bangalore Mediation Centre, Bangalore	Section Officer of the said Authority	-	Director
4.	High Court Circuit Bench, Dharwad	Senior Deputy Registrar of the Bench	-	Additional Registrar General, Dharwad
5.	High Court Circuit Bench, Gulbarga	Senior Deputy Registrar of the Bench	-	Additional Registrar General, Gulbarga

BY ORDER OF HON'BLE THE CHIEF JUSTICE,

**(P. KRISHNA BHAT)
REGISTRAR GENERAL**