

KARNATAKA STATE ADMINISTRATIVE TRIBUNAL
6th & 7th FLOORS, KANDAYA BHAVAN, K.G. ROAD, BENGALURU-560009.

NOTIFICATION

No.KAT/EST(1)/RTI-INF/34/2014(P-II)

DATED: 27-07-2022

In exercise of the powers conferred by section 4(1)(b) of the Right to Information Act, 2005 (Central Act No.22/2005) the detailed information relating to the Karnataka State Administrative Tribunal is published as hereunder for the information of the general public.

1.	Authority Name, Organization Functions & Duties.	:	Organization:	Karnataka State Administrative Tribunal, Bengaluru
			Functions & Duties	Adjudication or trial of disputes and complaints with respect to recruitment and conditions of service of persons appointed to public services and posts in connection with the affairs of State of Karnataka.
2.	Powers and Duties of its officers and employees.	:	Details are furnished as Annexure – IA & IB	
3.	The procedure followed in the decision making process, including channels of supervision and accountability.	:	<p>The applications filed into the Tribunal by the Advocates/parties concerned, in the first instance, will be scrutinized in the Scrutiny Branch of the Tribunal. Thereafter, the applications will be posted before the appropriate Bench of the Tribunal for admission, disposal/adjudication etc. The applications, after admission etc., will be sent to Pending Section where the files containing applications will be maintained till they are finally disposed of. Once the applications are disposed of by the Tribunal, the copies of the Judgment will be sent to the parties concerned through Copying Section. Thereafter the records pertaining to the applications will be sent to the Records Section for maintenance.</p> <p>All the above functions of the Tribunal will be carried out under the general supervision of Hon'ble Chairman in general and Registrar in particular through various Officers of the Tribunal, like Deputy Registrars, Assistant Registrars, Court Officers, Section Officers, PS-cum-JW, etc.</p>	
4.	The norms set by it for the discharge of its functions.	:	The applications filed into the Tribunal are as far as possible, are to be disposed of within six months from	

			the date of their filing.
5.	The Rules, Regulations instructions, manuals & records, held by it or under its control or used by its employees for discharging its functions.	:	See Annexure – II
6.	Statement of the categories of documents that are held by it or under its control.	:	Applications filed into the Tribunal (Main Applications, Review Applications, Contempt Applications, Miscellaneous Applications, copies of judgment/orders, Note-sheet orders, Register No.1 – Register of Court Fee Receipts, Register No.2 – Register of unnumbered applications, Register No.3 – Register of Applications, Register No.4 – Register of Review, Register No.5 – Register of Applications for Contempt, Register No.6 – Register of Miscellaneous applications, Register No.6-A – Register of appeal against the order of Registrar, Register No.7 – Pending Register, Register No.8 – Tribunal Diary, Register No.9, Register of applications disposed of, Register No.10 – Copy application Register, Register No.11 – Register showing the dispatch of free copies in applications, Register No.12- Destruction of Files/Records, Register No.13– Register of application for return of documents, Register No.14–Register of registered clerks in the Karnataka Administrative Tribunal.
7.	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.	:	Deputy Registrar (Admn) and Deputy Registrar (Judicial) will furnish necessary information in their respective area/field/jurisdiction.
8.	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	:	No such statutory committee. Hence the question of giving information to public of said matters does not arise.

	public, or the minutes of such meetings are accessible for public.		
9.	A directory of its Officers and Employees.	:	Maintained in the Establishment Section
10.	The monthly remuneration received by each of its Officers and Employees including the system of compensation as provided in its regulations.	:	See Annexure – III
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	:	See Annexure – IV
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	:	Not applicable
13.	Particulars of recipients of concessions, permits or authorizations granted by it.	:	Not applicable
14.	Details in respect of the information available to or held by it, reduced in an electronic form	:	Work is in progress regarding Electronic Media adoption in Karnataka State Administrative Tribunal.
15.	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	:	Library and reading room is available to public from 10.30 am to 5.30 pm
16.	The names, designations and other particulars of the Public Information Officers.	:	The information can be obtained from the Deputy Registrar (Judicial) and the Deputy Registrar (Admn.) who are designated as the State Assistant Public Information Officers vide Notification No.KAT/EST(1)/KRI-ACT.2000/27/2001 dated

			10.10.2005 published in the Karnataka Gazette dated 12.01.2006. The Registrar, K.A.T is designated as the Appellate Authority vide Notification No.KAT/EST(1)/KRI-ACT.2000/27/2001 dated 10.10.2005 published in the Karnataka Gazette dated 12.01.2006.
17.	Such other information as may be prescribed	:	Nil.

BY ORDER OF HON'BLE THE CHAIRMAN

Sd/-
Registrar,
Karnataka State Administrative Tribunal,
Bengaluru-09.

ANNEXURE – IA
POWERS AND DUTIES

1.	Registrar	: Registrar, Karnataka State Administrative Tribunal is the Head of the Karnataka State Administrative Tribunal Secretariat. He functions under supervision and Guidance of Chairman, K.S.A.T. He is responsible for smooth functioning of the office of the Tribunal both on Administrative, Financial and Judicial side. He is responsible for processing the applications received into the Tribunal, posting them before the appropriate Benches of the Tribunal and thereafter as and when Applications are disposed of, Interim Orders, notices, show cause notices, special notices, contempt notices are issued, if ordered communicate them to the parties concerned. The Registrar is also responsible on the Administrative side to maintain discipline in the office including payment of salaries etc., to the staff.
2.	Deputy Registrars	: There are two Deputy Registrars in Principal Bench, one is incharge of Administrative sections and the other one is incharge of Judicial sections. The Deputy Registrar incharge of Administration assist the Registrar on the Office Administration and Establishment side of the office. The Deputy Registrar (Judicial) will assist the Registrar on the Judicial side commencing from receiving of applications, scrutinizing them, posting the applications before the Tribunal by issuing appropriate cause list, maintaining the applications and records and communicating various types of orders of the Tribunal to the concerned.
3.	Assistant Registrars	: Presently Two Assistant Registrars are working, one incharge of Administration, another one incharge of Protocol, Library, K.S.L.J and Computer Sections, including Computerization of K.S.A.T. The Assistant Registrar (Admn.) assists the Deputy Registrar (Admn.) in Establishment and Administrative matters. The Assistant Registrar (Miscellaneous), who will assist the Deputy Registrar (Admn.), in Protocol, Library, K.S.L.J and Computer Sections, including Computerization of K.S.A.T As of now 1 post of Assistant Registrar is vacant at Principal Bench, Bengaluru.

4.	Court Officers	: At principal bench, there are Five Court Officers. They will assist the Bench in smooth conduct of proceedings in Court Halls. Their main duty is to call the cases, record the proceedings of the Court in the relevant note-sheet of the file send the records and files to the sections concerned and maintain registers and records as prescribed under K.A.T (Procedure) Rules, 1986 and K.A.T Rules of Practice, 1990. Presently 1 post of Court Officer is vacant.
5.	Section Officers	: There are eight Section Officers each one of them heading Sections: Establishment, Board, Scrutiny and Appeals, Pending-I & II, Copying, Stores & House Keeping, Library, KSLJ Section and Computer Section. 1) The Section Officer, Establishment Section, is responsible for maintaining Service records of staff of the Tribunal and also responsible for extending them all the service benefits they are entitled for. 2) The Section Officer, Stores Section, is responsible for House-keeping and up-keeping of Tribunal and its premises and maintenance of vehicles. 3) The Section Officer, Library Section, is responsible for maintenance of Library including purchasing of books, subscribing to journals, updating of Acts, Rules, etc. 4) The Section Officer, Board, Scrutiny and Appeals Section is responsible for receiving various types of applications filed into the Tribunal, scrutinizing them and thereafter posting them before the appropriate Benches of the Tribunal by way of preparing cause list – Daily, Weekly, Monthly, etc. 5) The Section Officer, Pending Section-I Communication of Interim orders, issue of notices, show cause notices warrants–bailable/ non-bailable and maintenance of RTI applications relates to pending section. 6) The Section Officer, Pending Section-2 is responsible for maintaining the files received from Court Halls till they are disposed of, noting stages of the applications in the file, and custodian of the files containing applications till they are finally disposed of and assisting the Board Branch in preparing the cause list of applications to be posted before the Tribunal as

		<p>per the orders of the Tribunal noted in the note sheet of the file.</p> <p>7) The Section Officer, Copying Section The main duties and functions of the Copying Section is to communicate the final orders, interim orders of the Tribunal to the parties concerned – the applicants as well as the respondents, issue of certified copies to persons who desires to obtain such copies on payment of cost as fixed. Maintenance of master copy of the judgments.</p> <p>8) Despatch Section: This section is responsible for receiving all inward tappals and sending out-ward tappals to the concerned.</p> <p>9) Section Officer, Records Section: who is responsible for receiving the files containing applications along with autograph of the judgments of applications disposed of, indexing of files, destruction of records, maintenance of autographs of judgments are its other duties.</p> <p>10) Accounts Section: This section is headed by Accounts Superintendent drawn by the State Accounts Department who is responsible for preparation of monthly pay bill, other payments to various organizations, maintenance of Cash Book, Cash, preparation of budget, etc.</p> <p>11) Computer Section: The duties and functions of the computer section is computerization & digitization of K.S.A.T. and maintenance of Computer Systems and it's accessories.</p> <p>Uploading of Cause Lists, Notifications, Judgments and other information relating to the Tribunal and making arrangements for hearing of Court Proceedings through video conferencing/virtual hearing.</p> <p>12) K.S.L.J. Section: The main function and duties of this section is, to publication of the important/reportable Judgments rendered by all the 3 Benches of the Tribunal for the reference and for use of Advocates, Litigants and General Public.</p>
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Sd/-

Registrar,

Karnataka State Administrative Tribunal,
Bengaluru-09.

ANNEXURE – IB

REGISTRAR'S PERSONAL SECTION

1. SRI.E.EASAIHAH – SECTION OFFICER

- 1) Over all supervision of the section and Processing of all files relates to Hon'ble Chairman, Members and Registrar of K.S.A.T.

2. SMT.SUJATHALAKSHMI. H – JUNIOR JUDGMENT WRITER

- 1) Taking dictation and transcription of the same.
- 2) Processing of files received from Establishment, Accounts, Stores, Library, Computer, KSLJ and other sections, for approval of Registrar and Hon'ble Chairman.

3. SMT.USHA.A. – ASSISTANT.

- 1) Processing of all files relates to Hon'ble Chairman, Members and Registrar of K.S.A.T.
- 2) Processing all files relating to Mobile bills, Electricity bills, Periodical bills, Garden Maintenance bills, Supplementary bills and M.R. bills etc. of Hon'ble Chairman, Members and Registrar and Retired Judges of K.S.A.T.

ESTABLISHMENT SECTION

1. Sri.S.Manjunatha. – Assistant Registrar.

In addition to supervising work in the Establishment Section, **Presently** he is also performing the following duties of Section Officer.

- 1) All matters relating to Court Cases.
- 2) Departmental Enquiries.
- 3) All files relating to Promotion of officers and staff.

2. Sri.N.Ramesh – Section Officer.

Supervision and incharge of entire Recruitment work and any other work entrusted by the Higher Authorities.

3. Smt. G.Swarnalatha – SENIOR ASSISTANT

- 1) Publication of Gradation List of Staff of the Tribunal (All Cadres).
- 2) Maintenance of files relating to Medical Reimbursement.
- 3) Maintenance of files relating to pensionary benefits of Staff of KSAT.
- 4) Maintenance of files relating to Deputation & repatriation of KSAT Staff.
- 5) Court Salary Attachment/Bank recoveries and Gazetted Holidays of Drivers and Security, KSAT.
- 6) File relates to Public Accounts Committee etc.

4. Sri.Shankar.N.B. – ASSISTANT

- 1) Maintenance of files relating to preparation of various types of reports and statistics
- 2) Maintenance of files relating to HTC & LTC
- 3) Maintenance of files relates to sanction of all types of Loans & Advances.

5. Smt.G.Kavitha – ASSISTANT

- 1) Maintenance of files relates to Grant of Time Bound Advancement, Selection time Scale of pay and additional increments.
- 2) Sanction of Annual increments.
- 3) Maintenance of files relates to Declaration of probationary period.
- 4) Maintenance of files relates to pay fixation, revision of pay scales and all types of allowances.
- 5) Custodian and Maintenance of Service Register.

6. Smt.Kamalakshi – ASSISTANT

- 1) Maintenance of files relating to sanction of all kinds of leave to staff of KSAT.
- 2) Maintenance of RTI files/Applications (on administrative side).
- 3) Maintenance of files relating to LA & LC questions
- 4) Maintenance of files allocation of work among the staff.
- 5) Maintenance of Inward Register & Movement Register and Attendance Registers
- 6) Maintenance of files relating to sanction of leave encashment benefits
- 7) Maintenance of files relating to unauthorized absence of staff of K.S.A.T.

7. SRI.MUNIRAJU – SENIOR TYPIST

- 1) Typing work of the section.

8. SRI.N. PUTTASWAMY – TYPIST

- 1) Maintenance of Biometric Attendance.
- 2) Typing work of the section.

ACCOUNTS SECTION**1. SRI C.MANJUNATHA – ACCOUNTS SUPERINTENDENT(I/C)**

- 1) Custodian of Cash Chest.
- 2) Maintenance of Cash book and Cheque books.
- 3) Overall supervision of the work of Accounts Section, in respect of preparation of salary and non salary bills, Annual Budget, Income tax and GST e-filing.
- 4) Preparation of non-salary bills of KSAT Principal Bench & Benches at Belagavi & Kalaburagi relating to GPF, EGIS, HTC & imprest bills in K-II.

2. SRI.K.KUMAR – FIRST DIVISION ASSISTANT

- 1) Preparation of non salary bills of KSAT Principal Bench and Benches at Belagavi & Kalaburagi relating to Medical Reimbursement and reconciliation work in K-II.
- 2) Preparation of Budget in respect of KSAT Principal Bench, Belagavi & Kalaburagi benches and receipt of grant from Government.

- 3) Releasing and Surrender of Budget to Government.
- 4) Maintenance of files relating to Income Tax.

3. SRI SYED MUKTHAR AHMAD.R. – FIRST DIVISION ASSISTANT

- 1) Receipt of Judicial fee, KSLJ & RTI fees and Creation of Receipt Challans of all benches..
- 2) Entries of DC Bills in Register and Budget Register of all benches.

4. SRI.E.JAYAPRAKASH – SENIOR TYPIST

- 1) Creation/Preparation of Pay Bills and Arrears bills, leave encashment bills, festival advances and other allowances in the HRMS.
- 2) Issuance of LPC and NDC Salary Certificates and other letters attach to the pay bills and other typing work.

5. SMT.K.G.NAGARATHNA – SENIOR TYPIST

- 1) Entry of Service Register details of newly recruited employees and also S.R. details of officers/officials in HRMS and Preparation of PRAN Registration, S1 and S5 forms.
- 2) Assisting for preparation of Pay Bills and Arrears bills in HRMS & K-II.
- 3) Entering the Leave details of the staff in HRMS.
- 4) E-filing of GST & entering Aadhar updates of officers/officials in HRMS Aadhar and assisting in preparation of Organogram and other typing work.

STORES AND VEHICLE SECTION

1. Sri.DINESH NAIK – SECTION OFFICER

- 1) Entire Supervision work of Stores, Vehicles and Protocol Sections, any work entrusted by the higher officers.

2. Sri.N.T.HARSHAVARDHANA– ASSISTANT

- 1) Looking After Entire work related to official vehicles of KSAT.
- 2) Looking after entire work related to House keeping.

3. Sri.H.VENKATESHMURTHY – JUNIOR ASSISTANT

- 1) Looking after entire work related to telephone connections.
- 2) Issuing of Stationary Items as per request of other Section heads of KSAT.

4. SMT.SUGUNAMMA – TYPIST

- 1) All typing works of stores and vehicle section and any other work entrusted by the Higher Authorities.

LIBRARY SECTION

1. SRI RAMU – SENIOR ASSISTANT

- 1) Maintenance and up-keeping of Library including Stock Registers, Accessions Registers, Inward and Watch and Book Issue Registers.
- 2) Updating of Acts and Rules with reference to Gazette Notification.

- 3) Binding of loose volumes of Law Journals.
- 4) Performing of work relating to subscription to Law Journals, Newspapers, periodicals, etc.

2. SMT.JAMUNAKUMARI.S.V. – TYPIST

- 1) All Typing works in Library Section. (She is presently on Maternity Leave)

3. SMT.M.ROOPA – TYPIST

- 1) All Typing works in Library Section.

PENDING SECTION-I

1. SRI. N.KESHAVAMURTHY – SECTION OFFICER

1. Over all Supervision of Pending Section-I.
2. Examining & comparing of Interim orders/directions, Warrants & all kinds of Notices & forwarding them to Assistant Registrar/Registrar for further orders.
3. Maintenance of RTI applications received relating to pending section.
4. Supervising the contempt applications before posting to Court Hall for hearing.

2. SMT. G.SAROJA - ASSISTANT

- 1) Receiving of case files from concerned Court Halls in which interim orders and notices etc., are ordered and allotting them to Typist for typing the same.
- 2) Comparing of prepared Notices and Interim orders etc., and forwarding to Section Officer for further needful.

3. SMT.GANGADEVI – JUNIOR ASSISTANT

- 1) Receiving of files in which Notices, Interim orders etc., are signed by the Assistant Registrar/Registrar and forwarding of the said Notices and Interim orders to Copying and Despatch Section, after impressing the official seal of the office.
- 2) Opening of B files and any other work entrusted by the Higher Authorities

4. SRI. K.J.PREMAVATHI - TYPIST

- 1) Typing of all kinds of Notices, Interim Orders/Directions etc.,
- 2) Typing of corresponding letters.

5. SMT.HARSHITHA. K.L.– TYPIST

- 1) Typing of all kinds of Notices, Interim Orders/Directions etc., and Bailable and non-Bailable warrants and recalling of the same.
- 2) Typing work relating to furnishing of information to RTI applications.

6. SMT. NIRMALA. S.S. – TYPIST

- 1) Typing of all kinds of Notices, Interim Orders/Directions etc.,
- 2) Typing work of note sheets relating to IAs, Vokalaths & postal receipts/acknowledgments.
- 3) Typing of note sheets and monthly statistics of Pending cases.

PENDING SECTION-II

1. SRI.O.BYERAPPA – SECTION OFFICER.

- i. Over all supervision of work of Pending Section-II.
- ii. Maintenance of files getting Administrative orders of Hon'ble Chairman, before posting them to concerned court halls.
- iii. Placing of cases in which Divergent opinion taken by each member of the Division Bench and referring them to Chairman for further Administrative orders if necessary for constitution of Larger Bench.
- iv. Construction/rebuilding of lost files if any after obtaining copies of the same from the concerned after getting Administrative order of Hon'ble Chairman.

2. SRI.RAMESH A KARANTH – SENIOR ASSISTANT

- i. Receiving and putup of all kind of IAs, Reply/objection Statements, Affidavits, Memos and Rejoinder Statements filed by the concerned Advocates/parties after noting the same in the order sheets.
- ii. Receiving and furnishing of information relating to RTI applications in respect of Pending Section.

3. SMT.R.SRIDEVI – SENIOR ASSISTANT.

- i. Receiving of adjourned files from Court Halls and making relevant entries in the Stage & disposal Registers.
- ii. Receiving & maintenance the orders of High Court from Writ & Appeal section of K.S.A.T. in which Hon'ble High Court of Karnataka has remanded the matters for reconsideration.

4. SRI. REVANNA.M.V. – ASSISTANT.

- i. Posting of cases/applications before C.H-I as per further diary maintained in the section, after making necessary noting in the order sheet of the case files.
- ii. Put up the Memos moved for posting and for withdrawal of cases/applications and posting them before C.H-I for further orders.

5. SMT. YASHODA BAI – ASSISTANT.

- i. Entering/Maintenance of the further diary according to the Court orders pertaining to CH-I.
- ii. Entering/Maintenance of the further dairy pertaining to CH-II.

6. SRI.B.K.MAHADEVA –ASSISTANT.

- i. Posting of Contempt Applications before Court Hall-I as per further diary. Maintenance of Stage Register and further Dairies and 'B' files of Contempt Applications. Put up of all kinds of documents like I.A's, Objection Statements, Affidavits etc., inrespect of Contempt Applications.
- ii. Preparation of Pending list of Applications after deleting the disposed of Applications in the previous month pending list.

7. SMT.M.DHANALAKSHMI – JUNIOR ASSISTANT.

- i. Posting of cases/applications before C.H-II as per further diary maintained in the section, after making necessary noting in the order sheet of the case files.
- ii. Put up the Memos moved for posting and for withdrawal of cases/applications and posting them before C.H-II for further orders.

8. SRI. B.S.UMESHA – JUNIOR ASSISTANT

- i. Receiving of all vakalaths filed by Advocates on behalf of applicant/s or Respondents/s, Memos of appearance filed by Government Advocate/s standing counsel and put up of the same to the concerned files after verifying with the relevant files.
- ii. Receiving of unserved Notices returned from the postal authority, with shara and posting of these cases and other cases/applications wherein the Advocates for applicant/s have taken steps for issuance of Fresh Notices towards the unserved Respondent/s, before respective Court Halls for further orders.

9. SRI. MAHANTESH – JUNIOR ASSISTANT.

- i. Receiving of served Acknowledgements from the Dispatch Section, sent along with Notices/Interim Orders/Extension of Interim Orders etc., towards Respondents through registered post as well as sent through registered post as well as sent through Dispatch Rider for serving/delivering the Notices etc., in the Local area of Bengaluru city limit and placing or put up of the served Acknowledgement cards & Local Delivery Receipts in the respective B files by making relevant entries on the respective B files as well as on the Facing Sheet of the case files.
- ii. Replying to the Letters received from the respondents and other authorities in respect of pending cases if needed, with the instruction of Section Officer.

SCRUTINY, REGISTRY, BOARD, WRIT & APPEAL SECTIONS**1. SRI.G.S.SRINIVAS PRADEED – COURT OFFICER & INCHARGE SECTION OFFICER.**

- 1) Over all Supervision of work of Board Section and Scrutiny.

2. SMT.M.S.SHIVARATHNA – SENIOR OFFICER

- 1) Preparation of Cause List of CH-I, Monthly Statement, Scrutiny of all kinds of applications.

3. SRI. K.S.MOHAMMED THASIN – SENIOR OFFICER

- 1) Scrutiny of all kinds of applications.

4. SRI. JAGADEESHA – SENIOR ASSISTANT

- 1) Scrutiny of all kinds of applications.

5. SRI. D.G.THYAGARAJA - SENIOR ASSISTANT

- 1) Receiving of all kinds of applications and other documents filed in the Tribunal and maintaining of the concerned Registers related to the same and send the documents to concerned Sections – Case Workers.

6. SRI.H.CHANDRASHEKAR – SENIOR ASSISTANT

- 1) Preparing of Cause List pertaining to Court Hall-II

7. SRI.H.L.VENKATARAMAIAH - ASSISTANT

- 1) Numbering of all kinds of applications and Maintenance of Review Applications and Miscellaneous Applications

8. SMT.H.M.MEENADEVI – TYPIST

- 1) Typing of Order Sheets and Legacy work.

9. SMT.G.BEBI – TYPIST

- 1) Typing of Order Sheets and Legacy work.

10. SMT.P.SHOBHA – TYPIST

- 1) Typing of cause list of Court Hall-I and assisting the caseworker.

11. SRI.K.M.MALLESHAPPA – TYPIST

- 1) Typing of Cause List of Court Hall-II and assisting the caseworker.

COPYING SECTION**1. SRI. R.GOPALA – SECTION OFFICER**

- 1) Overall supervision work of Copying, Despatch & KSLJ Sections and verification of uploaded Judgments/orders issue of RTI information.
- 2) Signing of Certified Copies of Tribunal orders.

2. SRI. N.S.GURUSWAMY – ASSISTANT

- 1) Entering the Autograph details to stage book, verification of Autograph files of cases received from the Court Halls I & II.

3. SRI.H.R.JAYASHANKAR – JUNIOR ASSISTANT

- 1) Preparing free copies for signature of Section Officer and sending of files along with original Autographs to Records Section.

4. SMT.N.T.VIJAYAVANI – JUNIOR ASSISTANT

- 1) Receiving of Certified copy Applications and preparation of certified copies, verification and uploading the orders.

DESPATCH SECTION**1. SRI.A.YASHWANTH RAO BHOUNSLE – SENIOR ASSISTANT**

- 1) Dispatching of all letters, notices and orders of Tribunal to the concerned Authorities, through speed post.

2. SRI.B.V.RAMESH – JUNIOR ASSISTANT

- 1) Receiving of all letters/tappals addressed to Tribunal/Tribunal's office and sending of free copies to the concerned.

RECORDS SECTION**1. SRI.H.T.LINGAPPA – SENIOR ASSISTANT**

- 1) Over all supervision of Record Section.
- 2) Sending and receiving of files/records to the concerned sections on their request.

- 3) Receiving of disposed of files & Autographs and making necessary entries in the concerned Registers.
- 4) Indexing of disposed of files by segregating the records as A file & B file, and destruction of B files.

2. SRI.K.C.SHIVARAJU – JUNIOR ASSISTANT

- 1) Indexing of Disposal applications.
- 2) Receiving of applications from Copying Branch after issuing certified copies.

3. SRI.A.CHIKKARANGAIAH – JUNIOR ASSISTANT

- 1) Indexing of Disposal applications.
- 2) Stage Entries of Disposal Applications.

COMPUTER SECTION

1. SRI.N.R.YOGESHA– COMPUTER OPERATOR

- 1) Over all maintenance of Computer Section and Computerization of Judicial Wings of K.S.A.T.

COURT HALLS

**SRI.A.M.KRISHNAMURTHY, SRI.K.S.KRISHNAMURTHY,
AND SRI. CHANDRAKANT KUNDAGOL, COURT OFFICERS.**

Calling of applications, recording of proceedings of Tribunal on the note sheet of the relevant files and assisting the Bench for its smooth functioning and maintenance of Reserve and Disposal Registers of the concerned Benches.

SRI.T.K.SRINIVASA MURTHY - JUNIOR ASSISTANT.

- 1) Assisting the Court Officers in conducting proceedings of the Court Hall work smoothly.
- 2) Receiving and forwarding of files received into in the respective Court Halls.

PERSONNEL SECRETARY-CUM-JUDGMENT WRITERS

SMT.M.L.ANURADHA

SMT.G.N.KALAVATHI

SRI.S.PURUSHOTHAMA

SMT.K.DEVIKA

SMT.S.SHASHIKALA

SMT.WAHEEDA BANU

SRI.M.V.MURALIBABU

Attending to Chamber dictation, Court Hall dictation & Transcription of dictation taken and uploading daily Court Proceedings and final Judgments into K.S.A.T. Case Management System (CMS) software and in addition personal work as may be entrusted by the Hon'ble Chairman and Members.

JUNIOR JUDGMENT WRITERS

SMT.H.KAVERI NIRMALA

SMT.H.SUJATHA LAKSHMI

SMT.S.P.DEEPA

SMT.K.BHARATHI

Attending to Chamber dictation, Court Hall dictation & Transcription of dictation taken and uploading daily Court Proceedings and final Judgments into K.S.A.T. Case Management System (CMS) software.

STENOGRAPHERS

SMT.C.M.ASHWINI

SMT.P.L.TEJASHWINI

SMT.K.C.SUSHMITHA

SMT.G.Y.SHRUTHI

KUM.KEERTHI HEDGE

KUM.NUFA REHAMAN

KUM.ARCHANA.D.P.

KUM.K.NAYANA

Attending to Chamber dictation, Court Hall dictation & Transcription of dictation taken and uploading daily Court Proceeding and final Judgments into K.S.A.T. Case Management System (CMS) software.

THE FOLLOWING DRIVERS ARE SERVING AT K.S.A.T. PRINCIPAL BENCH, BENGALURU AS DRIVERS TO HON'BLE CHAIRMAN, HON'BLE JUDICIAL & ADMINISTRATIVE MEMBERS AND REGISTRAR.

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|------------------------|---|--------|
| 1. Sri.R.Srinivasa | - | Driver |
| 2. Sri.G.Chethan Kumar | - | Driver |
| 3. Smt.S.P.Mamatha | - | Driver |

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- | | | |
|---------------------|---|--------|
| 4. Sri.M.Dhananjaya | - | Driver |
| 5. Sri.V.Ramu | - | Driver |
| 6. S.Shashikumar | - | Driver |

**THE FOLLOWING STAFF ARE WORKING ON DEPUTATION FROM STATE AUDIT & ACCOUNTS
DEPARTMENT, BENGALURU.**

- | | | |
|------------------------------|---|--------------------------|
| 1. Sri.K.Kumar | - | First Division Assistant |
| 2. Sri.Syed Mukthar Ahmad.R. | - | First Division Assistant |

**THE FOLLOWING STAFF ARE WORKING ON OUT SOURCE BASIS FROM KEONICS, LIMITED,
BENGALURU.**

- | | | |
|-----------------------|---|----------------------------|
| 1. Smt.Priyanka.S.R. | - | Senior Data Entry Operator |
| 2. Sri.Rahul @ Ashish | - | Data Entry Operator |
| 3. Sri.Vinod.P. | - | Data Entry Operator |
| 4. Kum.Bhavana.V. | - | Data Entry Operator |

**THE FOLLOWING OFFICERS & OFFICIALS PERTAINING TO K.S.A.T. PRINCIPAL BENCH,
BENGALURU ARE PRESENTLY WORKING AT K.S.A.T. BELAGAVI & KALABURAGI BENCHES
RESPECTIVELY ON OOD BASIS.**

K.S.A.T. BELAGAVI BENCH

- | | | |
|-------------------------|---|------------------|
| 1. Smt. Manjula.H.B. | - | Ps-cum-Jw |
| 2. Smt.B.R.Jayalakshmi | - | Ps-cum-Jw |
| 3. Kum.D.Shashikala | - | J.J.W. |
| 4. Smt.Sadiya Afreen | - | Stenographer |
| 5. Smt.R.Chandramma | - | Assistant |
| 6. Sri.C.Viswanath | - | Junior Assistant |
| 7. Sri.G.N.Shivanna | - | Senior Driver |
| 8. Sri.B.N.Mayannagowda | - | Driver |

9. Sri.Venkatesh	-	Attendar
10. Sri.Prem Sagar	-	Van-Clenar/Attendar
11. Sri.Shivakumar	-	Dalayath
12. Sri. Bauraj R Hongal	-	Dalayath
13. Smt. Laxmi Karigar	-	Dalayath
14. Smt. Yallavva Itagi	-	Dalayath
15. Smt. Vidhyashree Rayappa Bhavimani	-	Dalayath

K.S.A.T. KALABURAGI BENCH

1. Sri.B.Visweswarappa	-	Section Officer
2. Smt.J.Lakshmi	-	Section Officer
3. Sri.K.G.Dakshinamurthy	-	Ps-cum-Jw
4. Sri.C.Ramesh Babu	-	Ps-cum-Jw
5. Sri.Shivalingegowda	-	Senior Assistant
6. Sri.M.Z.Amjad Ulla	-	Assistant
7. Sri.K.Darshan	-	Stenographer
8. Sri.N.Umesh	-	Junior Assistant
9. Sri.N.Suggaiah	-	Junior Assistant
10. Sri.Altaf Pasha	-	Senior Driver
11. Sri.Mahesh.B.H.	-	Typist
12. Sri.Govinda	-	Jamedar
13. Smt. Barathi	-	Attendar
14. Sri. Muzahid	-	Dalayath
15. Sri. Hanamantha	-	Dalayath
16. Sri. Suban Saheb	-	Dalayath

19

17. Sri. Siddalingappa

- Dalayath

18. Sri. Jaisingh

- Dalayath

Sd/-
Registrar,
Karnataka State Administrative Tribunal,
Bengaluru-09.

ANNEXURE – II

1. Administrative Tribunals Act, 1985
2. K.A.T (Procedure) Rules, 1986
3. K.A.T Rules of Practice, 1990
4. K.A.T (Contempt of Tribunal) Rules, 1987
5. K.A.T (Review) Regulation, 1994
6. K.A.T (Caveat) Regulation, 1987
7. K.A.T (Refund of Court Fee) Regulation, 1990
8. Karnataka Court Fees and Suits Evaluation (Amendment) Act, 1988
9. Provisions of Civil Procedure Code wherever it does not contravene with provisions of the above Act, Rules and Regulations.

RULES:

10. Karnataka Civil Services Rules
11. K.C.S (C.C & A) Rules, 1957
12. K.C.S (Probation) Rules, 1977
13. K.C.S (Conduct) Rules, 1966
14. K.C.S (P.P.P) Rules, 1978
15. K.C.S (Medical Attendance) Rules, 2000
16. K.C.S (Performance Report) Rules, 2000

MANUALS:

17. K.F.C
18. K.T.C
19. M.C.E

Sd/-
Registrar,
Karnataka State Administrative Tribunal,
Bengaluru-09.

ANNEXURE-III

Sl. No.	Officer/Official Name Sri/Smt/Kum	Designation	Gross Amount
1.	Justice Budihal R.B.	Hon'ble Chairman	222500
2.	Latha Krishna Rao.G	Hon'ble Administrative Member	276750
3.	T Narayanaswamy	Hon'ble Judicial Member	389250
4.	Doddamani.S.G.	Deputy Registrar	121751
5.	Eranna.B.	Deputy Registrar	121751
6.	S.Manjunatha	Assistant Registrar	95408
7.	M Nagesh	Assistant Registrar	95408
8.	Anuradha.M.L.	Personal Secretary cum Judgment Writer	116704
9.	Jayalakshmi.B.R.	Personal Secretary cum Judgment Writer	116004
10.	Kalavathi.G.N.	Personal Secretary cum Judgment Writer	116679
11.	Manjula.H.B.	Personal Secretary cum Judgment Writer	116554
12.	Devika.K.	Personal Secretary cum Judgment Writer	103419
13.	Purushothama.S.	Personal Secretary cum Judgment Writer	85067
14.	Shashikala.S.	Personal Secretary cum Judgment Writer	103269
15.	Waheeda Banu	Personal Secretary cum Judgment Writer	103394
16.	Dakshinamurthy.K.G.	Personal Secretary cum Judgment Writer	89503
17.	M V Muralibabu	Personal Secretary cum Judgment Writer	68903
18.	Rameshbabu.C.	Personal Secretary cum Judgment Writer	89503
19.	Krishna Murthy.K.S.	Court Officer	93089
20.	Krishna Murthy.A.M.	Court Officer	93214
21.	Srinivasa Pradeep.G.S.	Court Officer	90896

22.	Chandrakanta Kundagol	Court Officer	65789
23.	Byrappa.O.	Section Officer	88703
24.	Esaiah.E.	Section Officer	90971
25.	Gopala.R.	Section Officer	84542
26.	Visweswarappa.B.	Section Officer	84417
27.	Keshavamurthy.N.	Section Officer	84317
28.	Kaverinirmala.H.	Junior Judgment Writer	86910
29.	Sujathalakshmi.H.	Junior Judgment Writer	87035
30.	Deepa.S.P.	Junior Judgment Writer	66239
31.	Shashikala.D.	Junior Judgment Writer	58324
32.	Bharathi.K.	Junior Judgment Writer	58574
33.	Ramesh A Karanth	Senior Assistant	65889
34.	Swarnalatha.G.	Senior Assistant	66114
35.	Thyagaraja.D.G.	Senior Assistant	64225
36.	Sreedevi.R.	Senior Assistant	62561
37.	A.Yashwanth Rao Bhounsle	Senior Assistant	62636
38.	Jagadeesha	Senior Assistant	62561
39.	Lingappa.H.T.	Senior Assistant	62636
40.	Shivalinge Gowda	Senior Assistant	62636
41.	Yogeesha N R	Computer Operator	60898
42.	Ashwini.C.M.	Stenographer	54614
43.	Tejaswini.P.L.	Stenographer	49173
44.	Sushmitha.K.C.	Stenographer	46904
45.	Shruthi.G.Y.	Stenographer	46904
46.	Sadiya Afreen	Stenographer	46904
47.	Archana D P	Stenographer	46904
48.	Nayana K	Stenographer	46904
49.	Darshan K	Stenographer	46904

50.	Nufa Rehman	Stenographer	46904
51.	Keerthi Hegde	Stenographer	46904
52.	Saroja.G.	Assistant	58024
53.	Venkataramaiah.H.L.	Assistant	55225
54.	Shankar.N.B.	Assistant	55150
55.	Harshavardhana.N.T.	Assistant	48873
56.	Revanna. M.V.	Assistant	48873
57.	Guruswamy. N.S.	Assistant	48873
58.	Usha. A.	Assistant	48873
59.	Kamalakshi	Assistant	49373
60.	Amjadulla M.Z.	Assistant	48873
61.	Kavitha.G.	Assistant	48289
62.	Yashodha Bai	Assistant	48289
63.	Kumar.K.	First Division Assistant	46604
64.	Syed Mukthar Ahmad.R	First Division Assistant	44180
65.	Muniraju	Senior Typist	75061
66.	Jayaprakash.E.	Senior Typist	69616
67.	Nagarathna K.G.	Senior Typist	43804
68.	Shivanna G.N.	Senior Driver	65000
69.	Altaff pasha	Senior Driver	63261
70.	Meenadevi H.M.	Typist	69716
71.	Puttaswamy .N.	Typist	43804
72.	Shobha.P.	Typist	49173
73.	Bebi.G.	Typist	50308
74.	Sugunamma	Typist	48039
75.	Premavathi K.J.	Typist	48039
76.	Mallesappa. K.M.	Typist	37476
77.	Harshitha.K.L .	Typist	35712

78.	Jamunakumari.S.V.	Typist	34880
79.	Nirmala.S.S.	Typist	34880
80.	Mahesh B H	Typist	33368
81.	Ramya G S	Typist	35636
82.	Roopa.M.	Typist	34652
83.	Vishwanath.C.	Junior Assistant	50008
84.	Shivaraj K.C.	Junior Assistant	51293
85.	Jayashankar. H.R.	Junior Assistant	51293
86.	Mahantesh	Junior Assistant	50008
87.	Dhanalakshmi.M.	Junior Assistant	47739
88.	Gagadevi	Junior Assistant	38008
89.	Ramesh.B.V.	Junior Assistant	48948
90.	Venkateshmurthy.H.	Junior Assistant	51293
91.	Chethan Kumar.G.	Driver	38608
92.	R. Srinivasa	Driver	43871
93.	M.Dhananjaya	Driver	38608
94.	Mayanna Gowda.B.N.	Driver	37776
95.	S.P.Mamatha	Driver	38608
96.	Ramu.V.	Driver	37976
97.	Shashikumar. S.	Driver	35280
98.	Srinivas M.G.	Jamedar	57062
99.	Rojana	Jamedar	55550
100.	Krupamma	Jamedar	55550
101.	Govinda	Jamedar	50458
102.	Mohan G.R.	Jamedar	49273
103.	Venkatesha	Attendar	55625
104.	Nagaraju Y.D.	Attendar	50408
105.	Mudalagiriappa M.M.	Attendar	52364

106.	Madevaiah C.G.	Attendar	49273
107.	Thirupathaiah	Attendar	38054
108.	Govinda Naik	Attendar	49273
109.	Barathi	Attendar	31955
110.	Kalavathi.M.	Mutchie	49273
111.	Shanthi.K.	Mutchie	49273
112.	Ravikumar.G.	Dufterbund	50508
113.	Thontadaraya.S.V.	Dufterbund	49573
114.	Premasagar	Van-Cleaner	31955
115.	Abdul khadeer	Dalayath	48139
116.	Chandrappa.T.K.	Dalayath	48139
117.	Channakeshava	Dalayath	48139
118.	Radhamma	Dalayath	50408
119.	Uma.M.	Dalayath	50130
120.	Sallapurappa	Dalayath	36644
121.	Shobha.B.H.	Dalayath	34224
122.	Nagamani.B.	Dalayath	34224
123.	Fathimunnisa	Dalayath	34224
124.	Girish.D.	Dalayath	34980
125.	Shivappa.K.	Dalayath	34674
126.	Meenakshi.V.	Dalayath	34980
127.	Rajesh.R.	Dalayath	34424
128.	Rajeshwari.C.	Dalayath	34224
129.	Rashmi.V.	Dalayath	34224
130.	Ravikumar.A.G.	Dalayath	34224
131.	Siddalingeswaraswamy	Dalayath	34224
132.	Siddaraju.R.	Dalayath	33468
133.	Thyagaraja.N.	Dalayath	31955

134.	Ananda.A.	Dalayath	30594
135.	Bauraj Ramalinga Hongal	Dalayath	30313
136.	Ganesh Naik.L.	Dalayath	29233
137.	Marylinda.S.	Dalayath	30594
138.	Muzahid	Dalayath	30594
139.	Pushpalatha.V.	Dalayath	30594
140.	Ramanna.R.B.	Dalayath	30594
141.	Sharada Hanumantappa Tagaragunti	Dalayath	30594
142.	Sunil Kumar.G.	Dalayath	31056
143.	Suresha.S.	Dalayath	30594
144.	Vidya.K.S.	Dalayath	30594
145.	Laxmi Karigar	Dalayath	28023
146.	Yallavva Itagi	Dalayath	28023
147.	Ananda Chandra Majhi	Dalayath	28023
148.	Narayana.A.N.	Dalayath	28023
149.	Prakash.D.	Dalayath	28023
150.	Shrikantha.R.K.	Dalayath	28023
151.	Subhan Saheb	Dalayath	27418
152.	Theerthaprasad.K.K.	Dalayath	28023
153.	Varunkumar.S.A.	Dalayath	28023
154.	Hanamanth	Dalayath	28023
155.	Ravikumar.K.M.	Dalayath	28023
156.	Basanth Kumar.G.	Dalayath	27418
157.	Dhanaraja Pakkirappara	Dalayath	28462
158.	Dhanush.B.	Dalayath	27413
159.	Shankar.V.	Dalayath	27418
160.	Shivakumar	Dalayath	27418
161.	Siddalingappa	Dalayath	27418

162.	Jaisingh	Dalayath	27418
163.	Shwetha.D.M.	Dalayath	27418
164.	Vinod.R.	Dalayath	26813
165.	Vidyashree Rayappa Bhavimani	Dalayath	27418
166.	Leelavati.S.	Watchman	39215
167.	Raghavendra.C.S.	Watchman	28022

Sd/-
Registrar,
Karnataka State Administrative Tribunal,
Bengaluru.

ANNEXURE-IV

Head of account		2019-20 Budget		2020-21 Budget		2021-22 Budget		2022-23 Budget	
		Plan	Non Plan	Plan	Non Plan	Plan	Non Plan	Plan	Non Plan
116	State Administrative Tribunal								
1	Karnataka Administrative Tribunal								
	2014-00-116-1-00								
1	Consolidated Salaries		0.00		94.00		260.00		371.00
2	Pay-Officers		231.00		221.00		297.00		276.00
3	Pay-Staff		603.00		575.00		581.00		577.00
4	Interim Relief		3.00		1.00		3.00		1.00
11	Dearness Allowance		101.00		194.00		230.00		293.00
14	Other Allowance		221.00		210.00		215.00		210.00
15	Subsidiary Expenses		20.00		15.00		15.00		20.00
20	Medical Allowance		4.00		4.00		4.00		4.00
21	Reimbursement of Medical Expenses		15.00		15.00		15.00		15.00
34	Contract/Outsource		0.00		8.00		15.00		10.61
41	Travel Expenses		15.00		15.00		15.00		15.00
51	General Expenses		40.00		35.00		30.00		40.00
52	Telephone Charges		5.00		5.00		5.00		4.00
53	Purchase of Furniture and Fixture for Office		0.00		0.00		1.00		1.00
71	Building Expenses		220.00		220.00		220.00		227.00
125	Modernization		0.00		0.00		20.00		20.00
180	Machinery and Equipments		100.00		20.00		0.00		0.00
195	Transport Expenses		20.00		10.00		15.00		20.00
324	Honorarium		0.00		0.00		20.00		10.00
	Total Additional fund allotted		184.49		96.45		0		0.00
	Total Budget		1782.49		1738.45		1961.00		2114.61

Sd/-

Registrar,

Karnataka State Administrative Tribunal,
Bengaluru.

**KARNATAKA STATE ADMINISTRATIVE TRIBUNAL, KALABURAGI BENCH,
No.1-29/24/GF, KHB COLONY, KALABUAGI-585 101**

No.KSAT/KLB/EST/RTI/26/2019

DATED: 19.07.2022

NOTIFICATION

In exercise of the powers conferred by section 4(1)(b) of the Right to Information Act, 2005 (Central Act No.22/2005), the detailed information relating to the Karnataka State Administrative Tribunal, Kalaburagi Bench, Kalaburagi, is published as hereunder for the information of the general public:-

1.	Authority Name, Organization Functions & Duties.	:	Organization:	Karnataka State Administrative Tribunal, Kalaburagi Bench, Kalaburagi.
			Functions & : Duties	Adjudication or trial of disputes and complaints with respect to recruitment and conditions of service of persons appointed to public services and posts in connection with the affairs of State of Karnataka.
2.	Powers and Duties of its officers and Employees.	:	Details are furnished as Annexure – IA & IB	
3.	The procedure followed in the decision making process, including channels of Supervision and Accountability.	:	<p>The Applications filed into the Tribunal by the Advocates/parties concerned, in the first instance, will be scrutinized in the Scrutiny Branch of the Tribunal. Thereafter, the Applications will be posted before the appropriate Bench of the Tribunal for admission, disposal/adjudication etc. The Applications, after admission etc., will be sent to Pending Section where the files containing Applications will be maintained till they are finally disposed of. Once the Applications are disposed of by the Tribunal, the copies of the Judgment will be sent to the parties concerned through Copying Section. Thereafter the records pertaining to the applications will be sent to the Records Section for preservation of the records.</p> <p>All the above functions of the Tribunal will be carried out under the general supervision of Hon'ble Member of this Bench in general and Registrar in particular through various Officers of the Tribunal, like Deputy Registrar, Assistant</p>	

			Registrar, Court Officer, Section Officers, PS-cum-JWs, etc.
4.	The norms set by it for the discharge of its functions.	:	The Applications filed into the Tribunal, as far as possible, are to be disposed of within six months from the date of their filing.
5.	The Rules, Regulations instructions, manuals & records, held by it or under its control or used by its employees for discharging its functions.	:	See Annexure – II
6.	Statement of the categories of documents that are held by it or under its control.	:	<p>Applications filed into the Tribunal (Main Applications, Review Applications, Contempt Applications, Miscellaneous Applications, copies of judgment/orders, Note-sheet orders,</p> <p>Register No.1 – Register of Court Fee Receipts, Register No.2 – Register of unnumbered applications,</p> <p>Register No.3 – Register of Applications, Register No.4 – Register of Review,</p> <p>Register No.5 – Register of Applications for Contempt,</p> <p>Register No.6 – Register of Miscellaneous applications,</p> <p>Register No.6-A – Register of appeal against the order of Registrar,</p> <p>Register No.7 – Pending Register,</p> <p>Register No.8 – Tribunal Diary,</p> <p>Register No.9, Register of Applications disposed</p> <p>Register No.10 – Copy application Register, Register No.11 – Register showing the despatch of free copies in Applications,</p> <p>Register No.12- Registrar showing receipt of Applications (Monthwise)</p> <p>Register No.13 – Register of application for return of documents,</p> <p>Register No.14 – Register of registered clerks in the Karnataka Administrative Tribunal.</p>
7.	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	:	Assistant Registrar will furnish necessary information in their respective area/field/jurisdiction.

	implementation thereof.		
8.	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.	:	No such statutory committee. Hence the question of giving information to public of said matters does not arise.
9.	A directory of its Officers and Employees.	:	Maintained in the Establishment Section
10.	The monthly remuneration received by each of its Officers and Employees including the system of compensation as provided in its regulations.	:	See Annexure - III
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	:	See Annexure - IV
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	:	Not applicable
13.	Particulars of recipients of concessions, permits or authorizations granted by it.	:	Not applicable
14.	Details in respect of the information available to or held by it, reduced in an electronic form	:	Work is in progress regarding Electronic Media adoption in Karnataka State Administrative Tribunal.
15.	Particulars of facilities available to citizens for obtaining information, including the working	:	Library and reading room is available to public from 10.30 am to 5.30 pm

	hours of a library or reading room, if maintained for public use.		
16.	The names, designations and other particulars of the Public Information Officers.	:	<p>The information can be obtained from the Assistant Registrar who is designated as the State Assistant Public Information Officers vide Notification No.KAT/EST(1)/KRI-ACT.2000/27/2001 dated 24.06.2021.</p> <p>The Registrar, K.S.A.T, Kalaburagi, is designated as the Appellate Authority vide Notification No.KAT/EST(1)/KRI-ACT.2000/27/2001 dated 24.06.2021.</p>
17.	Such other information as may be prescribed	:	Nil.

BY ORDER OF HON'BLE THE JUDICIAL MEMBER

Sd/-
 Registrar,
 Karnataka State Administrative Tribunal,
 Kalaburagi Bench,
 Kalaburagi-585 101

ANNEXURE – IA
POWERS AND DUTIES

1.	Registrar	:	<p>Registrar, Karnataka State Administrative Tribunal, Kalaburagi Bench, Kalaburagi, is the Head of this Bench. He functions under supervision and guidance of the Hon'ble Senior Member of this Bench. He is responsible for smooth functioning of the office of the Tribunal both on Administrative, Financial and Judicial side. He is responsible for processing the Applications received into the Tribunal, posting them before the appropriate Benches of the Tribunal and thereafter as and when Applications are disposed of, Interim Orders, notices, show cause notices, special notices, contempt notices are issued, if ordered communicate them to the parties concerned.</p> <p>The Registrar is also responsible on the Administrative side to maintain discipline in the office including payment of salaries and allowances etc., to the staff.</p>
2.	Deputy Registrar	:	<p>One post of Deputy Registrar is sanctioned for this Bench. He is in charge of not only Administrative sections and the Judicial sections. The Deputy Registrar will not only assist the Registrar on the Office Administration and Establishment side of the office, but also will assist the Registrar in Judicial side commencing from receiving of applications, scrutinizing them, posting the applications before the Tribunal by issuing appropriate cause list, maintaining the applications and records and communicating various types of orders of the Tribunal to the concerned.</p>
3.	Assistant Registrar	:	<p>One post of Assistant Registrar is sanctioned for this Bench. He will assist the Deputy Registrar and the Registrar concerning administration, establishment matters, judicial sections and also incharge of Miscellaneous Sections.</p>
4.	Court Officer	:	<p>One post of Court Officer is sanctioned for this Bench. He will assist the Bench in smooth conduct of proceedings in Court Halls. His main duty is to call the cases, record the proceedings of the Court in the relevant note-sheet of the file send the records and files to</p>

		<p>the sections concerned and maintain registers and records as prescribed under K.A.T (Procedure) Rules, 1986 and K.A.T Rules of Practice, 1990.</p>
5.	Section Officers :	<p>Three posts of Section Officers are sanctioned for this Bench. Each one of them will be heading respective Sections:</p> <p>1) The Section Officer, Establishment Section, is responsible for maintaining Service records of staff of the Tribunal and also responsible for extending them all the service benefits they are entitled for.</p> <p>2) The Section Officer, Stores Section, Accounts Section and Library Section is responsible for House-keeping and up-keeping of Tribunal and its premises, maintenance of Library, and maintenance of vehicles.</p> <p>3) The Section Officer, Board, Scrutiny, Pending, Library Section, is responsible for receiving various types of Applications filed into the Tribunal, scrutinizing them and thereafter posting them before the appropriate Benches of the Tribunal by way of preparing cause list – Daily, Weekly, Monthly, etc. Communication of Interim orders, issue of notices, show cause notices warrants–bailable/ non-bailable and maintenance of RTI applications relating to pending section, maintaining the files received from Court Halls till they are disposed of, noting stages of the applications in the file, and custodian of the files containing applications till they are finally disposed of and assisting the Board Branch in preparing the cause list of applications to be posted before the Tribunal as per the orders of the Tribunal noted in the note sheet of the file, communicating the final orders, interim orders of the Tribunal to the parties concerned – the applicants as well as the respondents, issue of certified copies to persons who desires to obtain such copies on payment of cost as fixed. Receiving the files containing applications along with autograph of the judgments of applications disposed of, indexing of files, destruction of records, maintenance of autographs of judgments are the other duties.</p> <p>4) Despatch Section: This section is responsible for receiving all inward tappals and</p>

		<p>sending out-ward tappals to the concerned.</p> <p>5) Accounts Section: This section is headed by Accounts Superintendent drawn from the State Accounts Department who will be assisted by one Accounts Assistant. They are responsible for maintenance of Cash Book, Cash, preparation of budget, etc.</p>
6.	Personal Secretary -cum- Judgment Writers	<p>Attending to Chamber dictation, Court Hall dictation work and Transcription of dictation taken, uploading day to day court proceedings and judgments on the KSAT CMS, in addition to personal work as may be entrusted by the Hon'ble Members.</p>

ANNEXURE – IB**ESTABLISHMENT AND JUDICIAL SECTIONS****1. SRI. VISWESWARAPPA– SECTION OFFICER**

- 1). Overall supervision of Pending Section
- 2). Examining and comparing of Interim Orders/Directions, Warrants and all kinds of Notices and forwarding them for further orders.
- 3). Maintenance of R.T.I. Applications received relating to Pending Section
- 4). Supervision of Contempt Application before posting for hearing.
- 5). Overall supervision work of Copying Section
- 6). Signing certified copies of Interim/Final Orders.
- 7). Preparation of Cause List pertaining to Court Hall.

2. SMT. J.LAKSHMI – SECTION OFFICER

- I. Processing of all files relating to Hon'ble Members, Registrar, Deputy Registrar and Assistant Registrar of K.S.A.T., Kalaburagi. In addition to supervising work in the Establishment Section, she is also responsible for maintenance of the following files.
 - 1) Processing all files to relating to Mobile bills, Electricity bills, Periodical bills, Garden Maintenance bills, Supplementary bills and M.R. bills etc. of Hon'ble, Members and Registrar of K.S.A.T.
 - 2) Maintenance of files relating to Medical Reimbursement.
 - 3) Maintenance of files relating to preparation of various types of reports and statistics
 - 4) Maintenance of files relating to Deputation & repatriation of KSAT Staff.
 - 5) Maintenance of RTI files (Applications) both Administrative and Judicial sections.
 - 6) Maintenance of files relating to sanction of all kinds of leave to staff of KAT.
 - 7) Maintenance of inward Register & Movement Register and Attendance Registers.
- II.
 - 1) Maintenance of files relating to Vehicle, fuel, and IPO.
 - 2) Overall supervision work of Stores Section.
- III.
 - 1) Scrutiny of all kinds of Applications and Preparation of Cause List pertaining to Court Hall.
 - 2) Over all Supervision work of Board Section (Scrutiny, Registry, Writ & Appeal) and put up the files of Special Cases for Administrative Orders, Maintenance of RTI Files relating to Establishment Section and Maintenance of Other Miscellaneous Files.

COURT HALL**3. SMT. NASEEM BANU, COURT OFFICER**

Calling of Applications in the open Court, recording of proceedings of Tribunal on the note sheet of the relevant files and assisting the Bench for its smooth functioning.

PENDING SECTION**4. SRI. SHIVALINGEGOWDA, SENIOR ASSISTANT :**

Receiving of served Acknowledgements from the Despatch section, sent along with Notices/Interim Orders/Extension of Interim Orders etc. towards Respondents through Registered post as well as sent through Despatch Rider for serving/delivering the Notices etc. in the local area limit and placing or put up of the served Acknowledgement cards & local Delivery Receipts in the respective 'B' files by making relevant entries on the respective 'B' files as well as on the Facing Sheet of the case files.

5. SRI. AMJAD ULLA M.Z. ASSISTANT

- 1) Posting of cases/applications before Court Hall as per Further Diary maintained in the Section, after making necessary noting in the order sheet of the case files.
- 2) Maintenance of stage cum disposal Registers by making necessary entries/noting of the stage of the respective cases as ordered by the Court.

ACCOUNTS SECTION**6. MISS. MONIKA S.D. – ACCOUNTS ASSISTANT**

1. Cash collection of JSF, etc.
2. Maintenance of Cash book.
3. Maintenance of all files relating to Establishment Section & Store Section
4. Collection of Judicial Stamp Fee, RTI and other fees remittance to the Agency Bank.

DESPATCH SECTION

7. SRI.N.UMESH – JUNIOR ASSISTANT

- 1) Receiving of all kinds of applications and other documents filed in the Tribunal and maintaining of the concerned Registers related to the same and send the documents to concerned Sections – Case Workers.
- 2) Sending free copies of final orders to the parties including notices.
- 3) Despatching of all letter, notices and orders of Tribunal to the concerned Authorities.
- 4) Receiving of all letters/tappals addressed to Tribunal/Tribunal's office.

RECORDS/STORE SECTION

8. SRI.SUGGAIAH, JUNIOR ASSISTANT

- 1). Indexing of disposed of applications received from the Court Halls.
- 2). Segregation of 'A' files and 'B' files.
- 3). Maintenance of Stock Registers of Perishable and Permanent articles, separately.
- 4). Maintenance and up-keeping of Library including Stock Registers, Accession Registers and Inward Registers etc.
- 5). Receiving of disposed of files and autographs from Court Halls.
- 6). Maintenance of Autograph and all other Registers pertaining to Record Section.

COPYING SECTION

9. SRI. SHASHIKANT, JUNIOR ASSISTANT

- 1) Receiving of applications for certified copies of orders and issuing certified copies to Advocates and parties.
- 2) Maintaining files relating to Copying Section.
- 3) Numbering of all kinds of Applications

COMPUTER SECTION

10. SRI.JAGADISH KELAGI– COMPUTER OPERATOR (SERVICES ENGAGED ON OUT-SOURCE BASIS)

- 1) Maintenance of Desktop Computers, Printers, Laptops and other peripherals.
- 2) Maintenance of files related to Computer Section. Updating of HRMS, uploading of old Judgments into the website and work relating to legacy of fresh and old cases.

PERSONAL SECRETARY-CUM-JUDGMENT WRITERS

1). SRI. K.G.DAKSHINAMURTHY &

2). SRI. RAMESH BABU

Attending to Chamber dictation, Court Hall dictation work and Transcription of dictation taken, uploading day to day court hall proceedings and judgments on the KSAT CMS, in addition to personal work as may be entrusted by the Hon'ble Members.

STENOGRAPHERS

1). SRI. DARSHAN.K &

2). MISS. SAMPATBAI

Attending to Chamber dictation, Court Hall dictation work and transcribing the same and uploading day to day court hall proceedings and judgments on the KSAT CMS,.

DATA ENTRY ASSISTANTS

1). SMT. SUJATA

2). SRI. PRABHAKAR

3). SRI. MAHESH.B.H.

Attending to typing works relating to Administrative and Judicial sections.

OFFICERS/OFFICIALS WHO ARE TRANSFERRED TO

KALABURAGI BENCH AND PRESENTLY WORKING

IN KSAT, PRINCIPAL BENCH, BENGALURU, ON OOD BASIS

1). SMT. M.S.SHIVARATNA, SECTION OFFICER

2). SRI. RAMESH N. SECTION OFFICER

3). SRI. MOHAMMED THASIN K.S., SECTION OFFICER

4). SRI. C.MANJUNATH, SENIOR ASSISTANT

5). SRI.RAMU. SENIOR ASSISTANT

6). SRI.CHANDRASHEKAR.H. SENIOR ASSISTANT

7). SMT.CHANDRAMMA R., ASSISTANT

8). SRI. B.K.MAHADEVA, ASSISTANT

9). UMESHA B.S., JUNIOR ASSISTANT

10). SRINIVASAMURTHY. T.K. JUNIOR ASSISTANT

11). SMT. N.T.VIJAYA VANI, JUNIOR ASSISTANT

OFFICIALS WORKING ON CONTRACT / OUTSOURCE BASIS

- 1) SRI. JAGADISH KELAGI, COMPUTER OPERATOR**
- 2). SRI. MANOHAR, DRIVER (RTD)**
- 3). SRI. GANAPATI, DRIVER (RTD)**
- 4). SMT.SWATHI PARADESHI, DALAYAT**

ANNEXURE – II

1. Administrative Tribunals Act, 1985
2. K.A.T (Procedure) Rules, 1986
3. K.A.T Rules of Practice, 1990
4. K.A.T (Contempt of Tribunal) Rules, 1987
5. K.A.T (Review) Regulation, 1994
6. K.A.T (Caveat) Regulation, 1987
7. K.A.T (Refund of Court Fee) Regulation, 1990
8. Karnataka Court Fees and Suits Evaluation (Amendment) Act, 1988
9. Provisions of Civil Procedure Code wherever it does not contravene with provisions of the above Act, Rules and Regulations.

RULES:

10. Karnataka Civil Services Rules
11. K.C.S (C.C & A) Rules, 1957
12. K.C.S (Probation) Rules, 1977
13. K.C.S (Conduct) Rules, 1966
14. K.C.S (P.P.P) Rules, 1978
15. K.C.S (Medical Attendance) Rules, 2000
16. K.C.S (Performance Report) Rules, 2000

MANUALS:

17. K.F.C
18. K.T.C
19. M.C.E

ANNEXURE-III

SL. NO.	OFFICERS/EMPLOYEE NAME SRI/SMT/MISS	DESIGNATION	GROSS SALARY
1	R.B.SATHYANARAYANA SINGH	HON'BLE JUDICIAL MEMBER	3,89,250
2	N.SIVASAILAM	HON'BLE ADMINISTRATIVE MEMBER	2,76,750
3	S.JAGADEESHA	REGISTRAR	1,33,393
4	SHIVARATHNA.M.s.	SECTION OFFICER	79,739
5	RAMESH.N.	SECTION OFFICER	66,442
6	MOHAMMED THASIN K.S.	SECTION OFFICER	65,342
7	NASEEM BANU	COURT OFFICER	62,191
8	MANJUNATHA.C.	SENIOR ASSISTANT	56,353
9	RAMU	SENIOR ASSISTANT	57,614
10	CHANDRASHEKAR.H.	SENIOR ASSISTANT	56,253
11	CHANDRAMMA.R.	ASSISTANT	46,225
12	MAHADEVA.B.K.	ASSISTANT	44,076
13	MONIKA	ACCOUNTS ASSISTANT (DEPUTATION)	42,071
14	SHASHIKANT	JUNIOR ASSISANT	34,264
15	UMESHA.B.S.	JUNIOR ASSISTANT	50,035
16	SRINIVASAMURTHY.T.K.	JUNIOR ASSISTANT	47,300
17	VIJAYAVANI.N.T.	JUNIOR ASSISTANT	31,972
18	SUJATA	DATA ENTRY ASSISTANT	32,988
19	PRABHAKAR	DATA ENTRY ASSISTANT	32,988
20	JAGADISH KELAGI	COMPUTER OPERATOR (OUTSOURCE)	23,012
21	MANOHAR	DRIVER (RTD) (OUTSOURCE)	21,400
22	GANAPATI	DRIVER (RTD) (OUTSOURCE)	21,400
23	SWATHI PARADESHI	DALAYAT (OUTSOURCE)	14,648

ANNEXURE-IV

Head of Account		2018-19 Budget		2019-20 Budget		2020-21 Budget		2021-22 Budget		2022-23 Budget	
		Plan	Non - Plan	Plan	Non - Plan	Plan	Non - Plan	Plan	Non - Plan	Plan	Non - Plan
116	STATE ADMINISTRATIVE TRIBUNALS										
1	KARNATAKA STATE ADMINISTRATIVE TRIBUNAL BENGALURU										
	2014-00-116-1-00										
1	TOTAL SALARY						27-00				
2	PAY OF OFFICERS						1-00				
3	PAY OF STAFF						61-39				
4	INTERIM RELIEF						1-00				
11	DEARNESS ALLOWANCE						4-00				
14	OTHER ALLOWANCE						2-00				
15	SUBSIDIARY EXPENSES		3-00		1-00		2-00		2-00		1.00
20	MEDICAL ALLOWANCE						1-00				
21	MEDICAL REIMBURSEMENT						3-00				
34	CONTRACT/OUTSOURCE						5-00		9-00		9.52
41	TRAVEL EXPENSES		1-00		1-00		5-00		2-00		2.00
51	GENERAL EXPENSES		50-00		10-00		10-00		8-00		8.00
52	TELEPHONE CHARGES		2-06		1-00		1-00		1-00		1.00
53	PURCHASE OF FURNITURE & FIXTURE FOR OFICE		-						1-00		1.00
71	BUILDING EXPENSES		31-00		22-00		23-00		23-00		25.00
125	MODERANISATION		-		-				5-00		2.00
180	MACHINERY & EQUIPMENT		40-00		1-00		5.00				--
195	TRANSPORT CHARGES		62-00		1-00		10.00		5-00		5.00
	ADDITIONAL GRANT (TRANSPORT CHARGES)		-		54-00		15-67				
	TOTAL		189-00		91-00		131-67		56-00		54.52

Sd/-
Registrar,
Karnataka State Administrative Tribunal,
Kalaburagi Bench,
Kalaburagi-585 101.

KARNATAKA STATE ADMINISTRATIVE TRIBUNAL

RTS No. 975/2/1/, CTS No. 4833/15A, Dr. B. R Ambedkar Road,
BELAGAVI-560 001.

NOTIFICATION

No. KSAT/BB/Staff/RTI/Inf./17/2021

DATED: 01-07-2022

In exercise of the powers conferred by section 4(1)(b) of the Right to Information Act, 2005 (Central Act No.22/2005) the detailed information relating to the Karnataka State Administrative Tribunal, Belagavi is published as hereunder for the information of the general public.

1.	Authority Name, Organization Functions & Duties.	:	Organization:	Karnataka State Administrative Tribunal, Belagavi
			Functions & Duties	Adjudication or trial of disputes and complaints with respect to recruitment and conditions of service of persons appointed to public services and posts in connection with the affairs of State of Karnataka.
2.	Powers and Duties of its officers and employees.	:	Details are furnished as Annexure – IA & IB	
3.	The procedure followed in the decisionmaking process, including channels of supervision and accountability.	:	<p>The applications filed into the Tribunal by the Advocates/parties concerned, in the first instance, will be scrutinized in the Scrutiny Branch of the Tribunal. Thereafter, the applications will be posted before the Bench of the Tribunal for admission, disposal/adjudication etc. The applications, after admission etc., will be sent to Pending Section where the applications will be maintained till they are finally disposed of. Once the applications are disposed of by the Tribunal, the copies of the Judgment will be sent to the parties concerned through Copying Section. Thereafter the records pertaining to the applications will be sent to the Records Section for maintenance.</p> <p>All the above functions of the Tribunal will be carried out under of Hon'ble Chairman / Judicial Member and Registrar through various Officers of the Tribunal Viz.,</p>	

			Assistant Registrar, Court Officer, Section Officers, PS-cum-JW, etc.
4.	The norms set by it for the discharge of its functions.	:	The applications filed into the Tribunal as far as possible, are to be disposed of within six months from the date of their filing.
5.	The Rules, Regulations instructions, manuals & records, held by it or under its control or used by its employees for discharging its functions.	:	See Annexure – II
6.	Statement of the categories of documents that are held by it or under its control.	:	Applications filed into the Tribunal (Main Applications, Review Applications, Contempt Applications, Miscellaneous Applications, copies of judgment/orders, Note-sheet orders, Register No.1 – Register of Court Fee Receipts, Register No.2 – Register of unnumbered applications, Register No.3 – Register of Applications, Register No.4 – Register of Review, Register No.5 – Register of Applications for Contempt, Register No.6 – Register of Miscellaneous applications, Register No.6-A – Register of appeal against the order of Registrar, Register No.7 – Pending Register, Register No.8 – Tribunal Diary, Register No.9, Register of applications disposed of, Register No.10 – Copy application Register, Register No.11 – Register showing the dispatch of free copies in applications, Register No.12- Register of applications received in record section, Register No.13 – Register of application for return of documents, Register No.14 – Register of registered clerks in the Karnataka Administrative Tribunal.
7.	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.	:	Assistant Registrar (Admin and Judicial) will furnish necessary information in his respective area/field/jurisdiction.
8.	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	:	No such statutory committee. Hence the question of giving information to public of said matters does not arise.

	meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.		
9.	A directory of its Officers and Employees.	:	Maintained in the Establishment Section
10.	The monthly remuneration received by each of its Officers and Employees including the system of compensation as provided in its regulations.	:	See Annexure – III
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	:	See Annexure – IV
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	:	Not applicable
13.	Particulars of recipients of concessions, permits or authorizations granted by it.	:	Not applicable
14.	Details in respect of the information available to or held by it, reduced in an electronic form	:	Work is in progress regarding Electronic Media adoption in Karnataka State Administrative Tribunal.
15.	Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	:	No such Library facility for General Public is available.
16.	The names, designations and other particulars of the Public Information Officers.	:	The information can be obtained from the Assistant Registrar (Judicial & Admin), who is designated as the State Assistant Public Information Officers vide

			Notification No. No.KAT/EST(1)/KRI-Act.2000/27/2001 dated 24.06.2021. The Registrar, K.S.A.T, Belagavi Bench is designated as the Appellate Authority vide Notification No.KAT/EST(1)/KRI-Act.2000/27/ 2001 dated 24.06.2021.
17.	Such other information as may be prescribed	:	Nil.

"BY ORDER OF HON'BLE THE JUDICIAL MEMBER"

Sd/-
Registrar,
Karnataka State Administrative Tribunal,
Bengaluru-09.

ANNEXURE – IA

POWERS AND DUTIES

1.	Registrar	:	<p>Registrar, Karnataka State Administrative Tribunal, Belagavi Bench, Belagavi. He/She functions under this Supervision and Guidance of Chairman / Judicial Member K.S.A.T. He is responsible for smooth functioning of the office of the Tribunal both on Administrative, Financial and Judicial side. He/She is responsible for processing the applications received into the Tribunal, posting them before the Bench of the Tribunal and thereafter as and when Applications are disposed of, Interim Orders, notices, show cause notices, special notices, contempt notices are issued, and to, communicate the final to the parties concerned.</p> <p>The Registrar is also responsible on the Administrative side to maintain discipline in the office including payment of salaries etc., in respect of the staff.</p>
2.	Assistant Registrar	:	<p>There is one Assistant Registrar who is in overall supervision of Administrative and Judicial sections.</p> <p>The Assistant Registrar in-charge of Administration assists the Registrar on the Office Administration and Establishment side of the office and on the Judicial side, will assist the Registrar starting from receiving of applications, scrutinizing them, posting the applications before the Tribunal by issuing appropriate cause list, maintaining the applications and records and communicating various types of orders of the Tribunal to the concerned.</p>
3.	Court Officer	:	<p>He will assist the Bench in smooth conduct of proceedings in Court Hall. His main duty is to call the cases, record the proceedings of the Court in the relevant note-sheet of the file, send the records and files to the sections concerned and maintain registers and records as prescribed under K.A.T (Procedure) Rules, 1986 and K.A.T Rules of Practice, 1990.</p>
4.	Section Officers	:	<p>There are One Section Officer now working in this Bench.</p> <p>There are Establishment, Pending, Board, Scrutiny and Appeals, Copying, Stores & House Keeping, Library Section and Computer Section in this Bench.</p>

		<p>1) Establishment Section : is responsible for maintaining Service records of staff of the Tribunal and also responsible for extending them all the service benefits they are entitled to.</p> <p>2) Pending Section: Communication of Interim orders, issue of notices, show cause notices warrants–bailable/ non-bailable and maintenance of RTI applications. Maintenance of pending files and list.</p> <p>3) Board, Scrutiny and Appeals Section: is responsible for receiving various types of applications filed into the Tribunal, scrutinizing them and thereafter posting them before the Bench of the Tribunal by preparing daily cause list.</p> <p>4) Copying Section: The main duty and function of the Copying Section is to communicate the final orders, interim orders of the Tribunal to the parties concerned – the applicants as well as the respondents, issue of certified copies to persons who desires to obtain such copies on payment of cost fixed. Maintenance of master copy of the judgments.</p> <p>5) Despatch Section: This section is responsible for receiving all inward Tapals and sending out-ward Tapals to the concerned.</p> <p>6) Stores & House Keeping Section: is responsible for House-keeping and up-keeping of Tribunal and its premises, maintenance of vehicles. To purchase materials needed for the Bench.</p> <p>7) Library Section : is responsible for maintenance of Library books including purchasing of books, subscribing to journals, up-dating of Acts, Rules, etc.</p> <p>8) Records Section: is responsible for receiving the disposed of applications along with autographs, indexing of files, destruction of records, maintenance of autographs.</p>
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		<p>09) Accounts Section: This section is headed by Accounts Superintendent drawn by the State Accounts Department who is responsible for preparation of monthly pay bill, other payments to various organizations, maintenance of Cash Book, Cash, preparation of budget, etc. Now, Registrar, KSAT, Bengaluru in the DDO.</p> <p>10) Computer Section : Supplying Computer peripherals to the staff, replace the drum, cartridges, to undertake repairs and to follow Computerization process as suggested by the Principal Bench.</p>
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ANNEXURE – IB

COURT OFFICER

Sri. Mahaveer Karangale

Calling of applications, recording of proceedings of Tribunal on the note sheet of the relevant files and assisting the Bench for its smooth functioning.

PERSONNAL SECRETARY-CUM-JUDGMENT WRITERS

Smt. H B Manjula (OOD)

Smt. B R Jayalakshmi (OOD)

Attending to Chamber dictation, Court Hall dictation and Transcription of dictation taken, to upload the Daily order and Final Order to website, in addition to any other work as may be entrusted by the Hon'ble Judicial Member.

JUNIOR JUDGMENT WRITER

Ms. D Shashikala (OOD)

Attending Chamber and Court Hall dictation work and transcribing the same, Daily order and Final Order, upload the same to the website.

STENOGRAPHERS

Sri. Biligajja

Attending Court Hall dictation work and transcribing the same, Daily order and Final Order, upload the same to the website.

Kum. Meghana A

Attending Court Hall and Chamber dictation work and transcribing the same, Daily order and Final Order, upload the same to the website.

Smt. Sadiya Afreen (OOD)

Attending Court Hall and Chamber dictation work and transcribing the same, Daily order and Final Order, upload the same to the website.

DATA ENTRY OPERTATOR

Sri Mahammadisuf Honawad	Typing of Daily Cause List and fresh order sheets, Legacy of fresh files, typing work of Stores and Accounts Sections.
Sri. Manjunatha H M	Typing work of Establishment Section and RPS Section; and Typing of Monthly Disposal Statement.
Sri. Sachin Bajantri	To prepare all notices, Interim orders, Direction, etc. of Pending Section and Legacy of Fresh files

SECTION OFFICER

Sri. Prasanna Mathad	Supervision of Stores, Library, including correspondence, Computers, Copying & Despatch and Records Sections and to attend RTI applications, Verification of Uploaded Judgements, entering of copy applications filed into the Tribunal. Any other work entrusted by Higher Officers.
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SENIOR ASSISTANTS

Smt. Preeti Somannavar	Scrutiny of fresh files, to put up papers received from the Hon'ble HC of Karnataka / Apex Court, preparation of Monthly Disposal Statement, preparation of Daily Cause list, maintenance of Caveats received and Maintenance of Cash book, Overall work of Accounts Section and Stores Section
Sri. Fakrusab Kichadi	To attend files / work relating to Establishment, Stores, Library, Computer Sections and Protocol work.
Smt. Pavitra S	Posting of cases including cases on Memos and IAs filed; to receive and send judicial files as per judicial orders, to put up the file relating to Video Conferencing, to maintain pending cases list.

ASSISTANTS

**Smt. R Chandramma
(OOD)**

To despatch Letters / notices / interim orders etc., to make entries in respect of speed posts and free copies, Franking of postal articles and to attend corresponding files. Any other work entrusted by Higher Officers.

Sri. Siddappa

To receive fresh files; to maintain Numbering Register; to maintain fresh files with objections; to maintain RAs/MAs; Further Diaries; entering Stage of RAs/MAs; to receive Tapals and maintaining Registers concerned. to receive and send Autographs and Judicial Documents

Sri. Adivappa Patil

To maintain Stage and Further diaries of pending cases; to put up acknowledgments in 'B' files, to put up Reply Statements, sending of 2nd set of documents filed, to Principal Bench, Bengaluru. Any other work entrusted by Higher Officers.

JUNIOR ASSISTANT

Sri. Vishwanath C (OOD)

Overall work in Records Section and maintaining Original Autographs. To attend Stores Files by assisting Sri. Fakrusab Kichidi, Sr. Assistant. Any other work entrusted by Higher Officers.

ANNEXURE – II

1. Administrative Tribunals Act, 1985
2. K.A.T (Procedure) Rules, 1986
3. K.A.T Rules of Practice, 1990
4. K.A.T (Contempt of Tribunal) Rules, 1987
5. K.A.T (Review) Regulation, 1994
6. K.A.T (Caveat) Regulation, 1987
7. K.A.T (Refund of Court Fee) Regulation, 1990
8. Karnataka Court Fees and Suits Evaluation (Amendment) Act, 1988
9. Provisions of Civil Procedure Code wherever it does not contravene with provisions of the above Act, Rules and Regulations.

RULES:

10. Karnataka Civil Services Rules
11. K.C.S (C.C & A) Rules, 1957
12. K.C.S (Probation) Rules, 1977
13. K.C.S (Conduct) Rules, 1966
14. K.C.S (P.P.P) Rules, 1978
15. K.C.S (Medical Attendance) Rules, 2000
16. K.C.S (Performance Report) Rules, 2000

MANUALS:

17. K.F.C
18. K.T.C
19. M.C.E

ANNEXURE-III

Sl. No.	Officers/Employee Name Sri/Smt	Designation	Gross Salary
1	NARAYANA	HON'BLE JUDICIAL MEMBER	3,57,715
2	Dr. S K Pattanayak	HON'BLE ADMINISTRATIVE MEMBER	2,76,750
3	K S NAGARATHNA	REGISTRAR	1,33,243
4	MAHESH S	ASSISTANT REGISTRAR	1,12,597
5	MAHAVEER KARANGALE	COURT OFFICER	62,141
6	PRASANNA MATHAD	SECTION OFFICER	79,739
7	LAKSHMI J	SECTION OFFICER	79,739
8	DINESHNAIK	SECTION OFFICER	79,739
9	PREETI SOMANNAVAR	SENIOR ASSISTANT	54,892
10	FAKRUSAB KICHADI	SENIOR ASSISTANT	54,892
11	PAVITHRA S	SENIOR ASSISTANT	55,642
12	SIDDAPPA	ASSISTANT	44,076
13	ADIVEPPA PATIL	ASSISTANT	44,076
14	BILIGAJJA	STENOGRAPHER	56,603
15	MEGHANA A	STENOGRAPHER	44,376
16	SUGGAIAH N	JUNIOR ASSISTANT	49,810
17	UMESH N	JUNIOR ASSISTANT	49,735
18	A CHIKKARANGAIAH	JUNIOR ASSISTANT	40,209
19	MOHAMMADISUF HONWAD	DATA ENTRY ASSISTANT	33,776
20	MANJUNATHA H M	DATA ENTRY ASSISTANT	32,988
21	SACHIN BAJANTRI	DATA ENTRY ASSISTANT	31,556
22	DEEPA CHOUGALA (Contract Basis)	LAW CLERK CUM RESEARCH ASSISTANT	20,000
23	SHIVALINGAPPA KANCHANALE (Contract Basis)	COMPUTER OPERATOR	27,154
24	HARISH MANGANNAVAR (Contract Basis)	DALAYATH	17,285

ANNEXURE-IV

(in Lakh)

Head of Account		2019-20		2020-21		2021-22		2022-23	
116	State Administrative Tribunals	Plan	Non-Plan	Plan	Non-Plan	Plan	Non-Plan	Plan	Non-Plan
3	Karnataka State Administrative Tribunal Belagavi								
1	TOTAL SALARY				42				
2	PAY OF OFFICERS				13				
3	PAY OF STAFF				29				
4	TEMP. RELIEF								
11	DEARNNESS ALLOWANCE				10				
14	OTHER ALLOWANCE				8				
15	SUBSIDIARY EXPENSES		3		2		2		1
20	MEDICAL ALLOWANCE				1				
21	MEDICAL REIMBURSEMENT				9				
34	CONTRACT / OUTSOURCE				5				4.78
41	TRAVEL EXPENSES				5				1
51	GENERAL EXPENSES				30				10
52	TELEPHONE CHARGES				1				1
53	OFFICE FURNITURE AND FIXTURES						10		2
71	BUILDING EXPENSES		36		40		40		40
125	MODERIAZATION						5		2
180	MACHINERY & EQUIPMENT		42		20				
195	TRANSPORT CHARGES		20		20		5		5
324	HONORARIUM								
	ADDITIONAL GRANT		57.47		35.72				
	RE-APPROPRIATION				(-108.09)				
	Total		192.47		162.63		89.00		66.78

Sd/-
Registrar,
Karnataka State Administrative Tribunal,
Belagavi-01