

KARNATAKA STATE ADMINISTRATIVE TRIBUNAL
6th & 7th FLOORS, KANDAYA BHAVAN, K.G. ROAD, BENGALURU-560 009.

NOTIFICATION

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

DATED: 29.08.2023

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, as on 31.03.2023.

| | | | | |
|----|--|---|---|--|
| 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 | : | <p>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.</p> <p>The Registrar is also responsible on the Administrative side to maintain discipline in the office including payment of salaries etc., to the staff.</p> |
| 2. | Deputy Registrars | : | <p>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.</p> |
| 3. | Assistant Registrars | : | <p>There are three Assistant Registrars in Principal Bench, one incharge of Administration, one incharge of Judicial and another one incharge of Protocol, Library, K.S.LJ and Computer Sections, including Computerization of K.S.A.T.</p> <p>The Assistant Registrar (Admn.) assists the Deputy Registrar (Admn.) in Establishment and Administrative matters.</p> <p>The Assistant Registrar (Judicial) assists the Deputy Registrar (Judicial) in judicial matters.</p> <p>The Assistant Registrar (Miscellaneous), who will assist the Deputy Registrar (Admn.) in Protocol, Library, K.S.LJ and Computer Sections, including Computerization of K.S.A.T.</p> |

| | | |
|----|------------------|---|
| 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. One 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-1, 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. At present, KSLJ is not functioning.</p> |
|--|--|--|

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

ANNEXURE – IB

REGISTRAR'S PERSONAL SECTION

1. SRI.E.EASAI AH – 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 – PS -CUM- JW

- 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 and also he is 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.SHANKARA.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.
- 4) Maintenance of files relates to LA & LC Questions.

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 allocation of work among the staff.
- 4) Maintenance of Inward Register & Movement Register and Attendance Registers
- 5) Maintenance of files relating to sanction of leave encashment benefits
- 6) Maintenance of files relating to unauthorized absence of staff of K.S.A.T.
- 7) Maintenance of file relating to deputation of Security staff on OOD basis.

7. SRI.MUNIRAJU – SENIOR TYPIST

- 1) Typing work of the section.

8. SRI.MAHESH.B.H. – TYPIST

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

9. SMT.RAMYA.G.S. – TYPIST

- 1) Typing work related to entire Recruitment work.
- 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.
- 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-filling.
- 4) Preparation of non-salary bills of KSAT, Principal Bench and Benches at Belagavi & Kalaburagi relating to GPF, EGIS, HTC, Imprest & Retired Employees Bills in K-II.

2. SRI.K.KUMARA – 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 & other fees and Creation of Receipt Challans of all benches.
- 2) Preparation and 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) Creation/Preparation of Pay Bills and Arrears bills, leave encashment bills, festival advances and other allowances in the HRMS & K-II.
- 2) Issuance of LPC & NDC Salary Certificates and other letters attach to the Pay bills.
- 3) Entry of Service Register details of newly recruited employees and Preparation of PRAN Registration, S1 and S5 forms and send to K-II for NPS (PRAN No.) purpose.
- 4) E-Filing of GST & entering Aadhar updates of officers/officials in HRMS and assisting in preparation of Organogram and other typing work.

6. SMT.JAMUNA KUMARI – TYPIST

- 1) All typing works of the Section.

STORES AND VEHICLE SECTION

1. SRI.DINESH NAIK – SECTION OFFICER

- 1) Entire Supervision of Stores & Vehicle Section.
- 2) Entire work of Protocol.

2. SRI.HARSHAVARDHANA.N.T. – ASSISTANT

- 1) Supervision of Entire clearing work & House keeping work of KSAT, Bengaluru.
- 2) Sending Vehicles belong to KSAT, Bengaluru to the concerned garage for repair/replacement & Service works etc.,

- 3) Sending Vehicles to RTO, Bangalore Central, Bengaluru, before and after repair/replacement and service works related to KSAT Vehicles for inspection of the vehicle and confirmation of replacement parts.

3. SRI.C.VISHWANATH – JUNIOR ASSISTANT

- 1) Correspondence with DSMS for purchase of items which require for day to day functioning of KSAT office.
- 2) Supervision of all AMC's relating to CCTV Camera's, Intercoms, Franking Machine.
- 3) Maintenance of Pest Control.

4. SRI.VENKATESHMURTHY.H. – JUNIOR ASSISTANT

- 1) Maintenance of all works related to the Telephones installed in KSAT, Bengaluru including repair & billing work.
- 2) Visiting Govt. Press to get stationary items for day to day work of KSAT office, Bengaluru.
- 3) Issuing of stationary items as per request of other Section heads of KSAT.

5. SMT.SUGUNAMMA – TYPIST

- 1) Any typing works of Stores and Vehicle Section and any other 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.M.ROOPA – TYPIST

- 1) All typing works in Library Section.

PENDING SECTION-I

1. SRI.VISWESWARAPPA.B. – SECTION OFFICER

- 1) Comparing of typed copies of Notice, extension of interim Orders, warrants, Special Notices orders for personal appearance, for filing reply statements, Fresh Notices to unserved respondent/s & Tribunal Notices issued to Applicant/s wherein the Advocate on record is no more or Advocate who retired from the case & sending them to Assistant Registrar/Registrar for further needful.
- 2) RTI Applications relating to Pending Section and furnishing of relevant information to concerned.
- 3) Over all Supervision of work done by the case works & Typists working in the Pending Section-I.
- 4) Supervision of posting of Contempt Applications before the Bench.

2. SMT.CHANDRAMMA - ASSISTANT

- 1) Receiving of all types of Notices, Stay Orders, Interim Directions, Extension of Interim Orders etc, signed by the Authorities in respect of all kinds of Applications and sending them to Dispatch Section and entering the case numbers in the concerned Register and making relevant noting in the order sheets and also opening 'B' File of the concerned applications/cases.
- 2) Issuing of Hand Summons to concerned Advocates.

3. KUM.BHAVYA.M.T. - ASSISTANT

Comparing of typed copies of all types of Notices, Interim Order of stay/interim directions etc. and sending them to the Section Officer for further needful.

4. SRI.SUGGAIAH.N. – JUNIOR ASSISTANT

- 1) Receiving of Fresh Application/Contempt/Review/Mis. Applications from the Court Halls wherein interim Order/Direction/Notices/Hand summons are ordered for the first time by the respective courts and allotting them to Typists for typing.
- 2) Comparing of typed copies of all types of Notices, Interim Order of stay/Interim directions etc. and sending them to the Section Officer for further needful.

5. SMT.K.J.PREMAVATHI –TYPIST

Typing of all types of Notices, Interim Orders, Interim Directions, Extension of Interim Orders and Contempt Applications.

6. SMT.NIRMALA.S.S. – TYPIST

- 1) Typing and uploading of Notices, Interim Orders, extension of Interim Orders, Tribunal Notices, Bailable & Non Bailable warrants etc.
- 2) Typing of note sheets and monthly statistics of Pending cases.

7. KUM.HARSHITHA.K.L. – TYPIST

- 1) Typing of all types of Notices, Interim Orders, Interim Directions, extension of Interim Orders, Contempt Applications, Bailable warrants and Recalling of Bailable Warrants.
- 2) Letters and information sought under RTI Act, 2005.

PENDING SECTION-II**1. SRI.O.BYRAPPA – SECTION OFFICER**

- 1) Over all Supervision of work done by the case workers & Typists working in the Pending Section-II.
- 2) Posting of certain cases referred by each Bench to any other Bench or directed to place the file before Hon'ble Chairman for taking Administrative orders.
- 3) Placing of cases in which Divergent opinion taken by each member of the Division Bench and referring them to Chairman for further Administrative orders.

- 4) Reconstruction of lost or untraced file/application after obtaining orders from the Chairman in the Administrative file by securing the copy of the application form the counsel on record or by the Government Advocate's office.

2. SRI.RAMESH A. KARANTH – SENIOR ASSISTANT

- 1) Put up all kinds of Interlocutory Applications, Reply Statements/Objection Statements, Rejoinders, Affidavits, Memo filed along with documents, Memo for disposal of cases filed by the Advocate for applicant/s or Respondent/s.
- 2) Receiving of the RTI applications relating to Pending Section and furnishing of relevant information to concerned and maintaining the RTI Files/Records including Indian Postal orders.

3. SMT.R.SRIDEVI – SENIOR ASSISTANT

- 1) Receiving of adjourned files from Court Halls and making relevant entries in the Stage & disposal Registers.
- 2) 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.AMZADULLA.M.Z. – ASSISTANT

- 1) 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.
- 2) Put up the Memos moved for posting and for withdrawal of cases/applications and posting them before court for further orders.

5. SMT.YASHODA BAI – ASSISTANT

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

6. SRI.B.K.MAHADEVA – ASSISTANT

- 1) 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., in respect of Contempt Applications.
- 2) Preparation of Pending list of Applications after deleting the disposed of Applications in the previous month pending list.

7. SRI.CHANDRASHEKAR HUNASIGID – ASSISTANT

Entering/Maintenance of the further dairy according to the court orders pertaining to CH-I, CH-II & CH-III respectively and making relevant entries in the same.

8. SMT.M.DHANALAKSHMI – JUNIOR ASSISTANT.

- 1) 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.

- 2) Put up the Memos moved for posting and for withdrawal of cases/applications and posting them before court for further orders.

9. SRI.B.S.UMESHA – JUNIOR ASSISTANT

- 1) 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.
- 2) 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.

10. SRI.MAHANTESH – JUNIOR ASSISTANT

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.

11. SRI.UMESH.N. – JUNIOR ASSISTANT

Replying to the Letters received from the respondents and other authorities in respect of pending cases if needed, with the instruction of Section Officer and any other work entrusted by the Section Officer and other Higher Authorities.

SCRUTINY, REGISTRY, BOARD, WRIT & APPEAL SECTIONS

1. SRI.K.S.MOHAMMED THASIN – SECTION OFFICER

Over all Supervision of work of Board Section & Scrutiny and Writ & Appeal.

2. SMT.J.LAKSHMI – SECTION OFFICER

Scrutiny of Applications and any other work entrusted.

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

Receiving of Fresh Original Applications, Review, CTAs, Miscellaneous, Reply & other Applications. Assigning Number to cases, writing CF Register, UA Numbering Register, Original Numbering Register.

4. SRI.CHANDRASHEKAR.H. - SENIOR ASSISTANT

Preparation of Cause list of CH-II and any other work entrusted.

5. SMT.SAROJA.G. – SENIOR ASSISTANT

Preparation of Cause list of CH-I & CH-III and any other work entrusted.

6. SMT.DIVYASHRI.B. – ASSISTANT

Scrutiny of Applications and preparing the Monthly Statement of disposed of & pending cases and any other work entrusted by the Section Officer including RTI applications.

7. SRI.PUTTASWAMY.N. – JUNIOR ASSISTANT

- 1) Typing of CH-II Cause List.
- 2) Pending files pertaining to Miscellaneous, Review Applications, Caveat and any other work entrusted.

8. SMT.SHOBHA.P. – TYPIST

Typing of CH-I Cause List and other work entrusted.

9. SMT.H.M.MEENADEVI – TYPIST

Legacy & Typing Order Sheets.

10. SMT.G.BEBI – TYPIST

Legacy & Typing Order Sheets.

11. SRI.K.M.MALLESHAPPA – TYPIST

Typing of CH-III Cause List and other work entrusted.

COPYING SECTION

1. SRI.GOPALA.R. – SECTION OFFICER

- 1) Overall supervision work of Copying and Despatch Sections.
- 2) Verification of Autographs.
- 3) Signing of Certified Copies and free copies of Tribunal Orders.

2. SRI.N.S.GURUSWAMY – ASSISTANT

- 1) Maintenance of RTI files relating to Copying Section.
- 2) Verification of Autographs.
- 3) Receiving of disposed files and Autographs from Court Halls.
- 4) Preparation and supply of free copies of orders to Advocates and parties.

3. SRI.GANGADEVI – JUNIOR ASSISTANT

- 1) Receiving of applications for certified copies of orders and issuing certified copies to Advocates and Parties.
- 2) Verification of Autographs.

DESPATCH SECTION

1. SRI.SIVALINGEGOWDA – SENIOR ASSISTANT

- 1) Dispatching of all Letters, Notices and Orders of Tribunal to the concerned Authorities, through speed post.

2. SRI.GANESH NAIK – 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) Receiving disposed of applications/cases a/w original Autographs from Copying Branch.

2. SRI.A.CHIKKARANGAIAH – JUNIOR ASSISTANT

Indexing of Disposal applications & Stage entry.

3. SRI.M.M.MUDALAGIRIYAPPA – JUNIOR ASSISTANT

Stage Entry of Disposed applications/cases.

COMPUTER SECTION

1. SRI.N.R.YOGEESEA – COMPUTER OPERATOR

- 1) Over all maintenance of Computer Section and Computerization of Judicial Wings of K.S.A.T. with the assistance of out-source employees working as Computer Operators.

COURT HALLS

**SRI.K.S.KRISHNAMURTHY, SRI.G.S.SRINIVAS PRADEEP,
SRI.CHANDRAKANT KUNDAGOL AND SMT.NASEEM BANU, 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.REVANNA.M.V. – ASSISTANT, SRI.T.K.SRINIVASA MURTHY AND
SMT.N.T.VIJAYAVANI – JUNIOR ASSISTANTS**

- 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

- 1) **SRI.S.PURUSHOTHAMA**
- 2) **SMT.S.SHASHIKALA**
- 3) **SMT.WAHEEDA BANU**
- 4) **SRI.DAKSHINAMURTHY.K.G.**
- 5) **SRI.RAMESH BABU.C.**
- 6) **SMT.DEEPA.S.P.**

Attending to Chamber dictation, Court Hall dictation & Transcribing the 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

- 1) **KUM.D.SHASHIKALA**
- 2) **SMT.K.BHARATHI**
- 3) **SRI.BILIGAJJA**
- 4) **SMT.ASHWINI.C.M.**

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

STENOGRAPHERS

- 1) **SMT.K.C.SUSHMITHA – On Maternity Leave**
- 2) **SMT.G.Y.SHRUTHI**
- 3) **KUM.NUFA REHAMAN**
- 4) **SMT.SADIYA AFREEN**
- 5) **KUM.MEGHANA.A.**
- 6) **KUM.KEERTHI HEDGE**
- 7) **SRI.DARSHAN.K.**

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

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

- | | | |
|---------------------|---|---------------|
| 1. Sri.G.N.Shivanna | - | Senior Driver |
| 2. Sri.Altaff Pasha | - | Senior Driver |

| | | |
|----|----------------------|----------|
| | | 18 |
| 3. | Sri.R.Srinivasa | - Driver |
| 4. | Sri.G.Chethan Kumar | - Driver |
| 5. | Smt.S.P.Mamatha | - Driver |
| 6. | Sri.M.Dhananjaya | - Driver |
| 7. | Sri.V.Ramu | - Driver |
| 8. | Sri.B.N.Mayannagowda | - Driver |
| 9. | Sri.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. | Kum.Bhavana.V. | - Data Entry Operator |

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

K.S.A.T. BELAGAVI BENCH

| | | |
|----|----------------------|--------------------|
| 1. | Smt.G.N.Kalavathi | - PS-cum-JW |
| 2. | Sri.M.V.Murali Babu | - PS-cum-JW |
| 3. | Smt.H.Kaveri Nirmala | - PS-cum-JW |
| 4. | Sri.Jagadeesha | - Senior Assistant |
| 5. | Kum.Archana.D.P. | - Stenographer |
| 6. | Sri.B.V.Ramesha | - Junior Assistant |
| 7. | Kum.Tulasi.R.K. | - Driver |

| | | |
|---------------------------------------|---|----------|
| 8. Sri.Mahantesh Maruthi Harijan | - | Driver |
| 9. Sri.Bauraj R Hongal | - | Dalayath |
| 10. Smt.Laxmi Karigar | - | Dalayath |
| 11. Smt.Yallavva Itagi | - | Dalayath |
| 12. Smt.Vidhyashree Rayappa Bhavimani | - | Dalayath |

K.S.A.T. KALABURAGI BENCH

| | | |
|---------------------------------|---|------------------|
| 1. Sri.A.M.Krishnamurthy | - | Court Officer |
| 2. Smt.Shivarathna.M.S. | - | Section Officer |
| 3. Sri.A.Yashwanth Rao Bhounsle | - | Senior Assistant |
| 4. Sri.H.L.Venkataramaiah | - | Senior Assistant |
| 5. Smt.Tejaswini.P.L. | - | JJW |
| 6. Sri.Srinatha.K. | - | Assistant |
| 7. Kum.Nayana.K. | - | Stenographer |
| 8. Sri.K.C.Shivaraj | - | Junior Assistant |
| 9. Smt.Barathi | - | Attendar |
| 10. Sri.Premsagar | - | Van-Cleaner |
| 11. Sri.Muzahid | - | Dalayath |
| 12. Sri.Hanamantha | - | Dalayath |
| 13. Sri.Suban Saheb | - | Dalayath |
| 14. Sri.Siddalingappa | - | Dalayath |
| 15. 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 (General Recruitment) Rules, 1977
13. K.C.S (Probation) Rules, 1977
14. K.C.S (Conduct) Rules, 1966
15. K.C.S (P.P.P) Rules, 1978
16. K.C.S (Medical Attendance) Rules, 2000
17. K.C.S (Performance Report) Rules, 2000

MANUALS:

18. K.F.C
19. K.T.C
20. 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 | 242500 |
| 2. | Narayana | Hon'ble Judicial Member | 375715 |
| 3. | T Narayanaswamy | Hon'ble Judicial Member | 407250 |
| 4. | Shobhana Kumar Pattanayak | Hon'ble Administrative Member | 294750 |
| 5. | N Sivasailam | Hon'ble Administrative Member | 294750 |
| 6. | S.K.Vantigodi | Registrar | 165843 |
| 7. | Doddamani.S.G. | Deputy Registrar | 144920 |
| 8. | Eranna.B. | Deputy Registrar | 144920 |
| 9. | Mahesh.S. | Assistant Registrar | 141701 |
| 10. | S.Manjunatha | Assistant Registrar | 113806 |
| 11. | M.Nagesh | Assistant Registrar | 111806 |
| 12. | Kalavathi.G.N. | Personal Secretary cum Judgment Writer | 138857 |
| 13. | Purushothama.S. | Personal Secretary cum Judgment Writer | 92267 |
| 14. | Shashikala.S. | Personal Secretary cum Judgment Writer | 120392 |
| 15. | Waheeda Banu | Personal Secretary cum Judgment Writer | 123017 |
| 16. | Dakshinamurthy.K.G. | Personal Secretary cum Judgment Writer | 106472 |
| 17. | M V Muralibabu | Personal Secretary cum Judgment Writer | 79278 |
| 18. | Rameshbabu.C. | Personal Secretary cum Judgment Writer | 103772 |
| 19. | Kaverinirmala.H. | Personal Secretary cum Judgment Writer | 103672 |
| 20. | Sujathalakshmi.H. | Personal Secretary cum Judgment Writer | 106297 |
| 21. | Deepa.S.P. | Personal Secretary cum Judgment Writer | 80828 |

| | | | |
|-----|--------------------------|------------------------|--------|
| 22. | Krishna Murthy.K.S. | Court Officer | 108276 |
| 23. | Krishna Murthy.A.M. | Court Officer | 108401 |
| 24. | Srinivasa Pradeep.G.S. | Court Officer | 108225 |
| 25. | Chandrakanta Kundagol | Court Officer | 78392 |
| 26. | Gopala.R. | Section Officer | 98293 |
| 27. | Visweswarappa.B. | Section Officer | 98168 |
| 28. | Keshavamurthy.N. | Section Officer | 100568 |
| 29. | Lakshmi.J. | Section Officer | 100768 |
| 30. | Dinesh Naik | Section Officer | 98068 |
| 31. | Shivarathna.M.S. | Section Officer | 98068 |
| 32. | Ramesh.N. | Section Officer | 83364 |
| 33. | Shashikala.D. | Junior Judgment Writer | 69377 |
| 34. | Bharathi.K. | Junior Judgment Writer | 67127 |
| 35. | Biligajja | Junior Judgment Writer | 74970 |
| 36. | Ashwini.C.M. | Junior Judgment Writer | 65654 |
| 37. | Tejaswini.P.L. | Junior Judgment Writer | 65264 |
| 38. | Ramesh A Karanth | Senior Assistant | 75992 |
| 39. | Swarnalatha.G. | Senior Assistant | 76217 |
| 40. | Thyagaraja.D.G. | Senior Assistant | 76556 |
| 41. | A.Yashwanth Rao Bhounsle | Senior Assistant | 74695 |
| 42. | Jagadeesha | Senior Assistant | 74620 |
| 43. | Lingappa.H.T. | Senior Assistant | 74695 |
| 44. | Shivalinge Gowda | Senior Assistant | 72195 |
| 45. | Yogeesha N R | Computer Operator | 70184 |
| 46. | Sushmitha.K.C. | Stenographer | 53406 |
| 47. | Shruthi.G.Y. | Stenographer | 53406 |
| 48. | Sadiya Afreeen | Stenographer | 55736 |
| 49. | Archana D P | Stenographer | 55736 |

| | | | |
|-----|-------------------------|--------------------------|-------|
| 50. | Nayana K | Stenographer | 55736 |
| 51. | Darshan K | Stenographer | 53406 |
| 52. | Nufa Rehman | Stenographer | 55736 |
| 53. | Keerthi Hegde | Stenographer | 53466 |
| 54. | Shankar.N.B. | Assistant | 65733 |
| 55. | Harshavardhana.N.T. | Assistant | 58076 |
| 56. | Revanna. M.V. | Assistant | 58076 |
| 57. | Guruswamy. N.S. | Assistant | 55636 |
| 58. | Usha. A. | Assistant | 58076 |
| 59. | Kamalakshi | Assistant | 56196 |
| 60. | Amjadulla M.Z. | Assistant | 55636 |
| 61. | Kavitha.G. | Assistant | 54927 |
| 62. | Yashodha Bai | Assistant | 54927 |
| 63. | Mahadeva.B.K. | Assistant | 53106 |
| 64. | Divyashri.B. | Assistant | 54117 |
| 65. | Chandrashekar Hunasigid | Assistant | 54117 |
| 66. | Bhavya.M.T. | Assistant | 54117 |
| 67. | Srinatha.K. | Assistant | 54117 |
| 68. | Kumar.K. | First Division Assistant | 53106 |
| 69. | Syed Mukthar Ahmad.R | First Division Assistant | 50508 |
| 70. | Muniraju | Senior Typist | 89365 |
| 71. | Nagarathna K.G. | Senior Typist | 54417 |
| 72. | Shivanna G.N. | Senior Driver | 74831 |
| 73. | Altaff pasha | Senior Driver | 75320 |
| 74. | Meenadevi H.M. | Typist | 82864 |
| 75. | Shobha.P. | Typist | 58376 |
| 76. | Bebi.G. | Typist | 59873 |
| 77. | Malleshappa. K.M. | Typist | 42556 |

| | | | |
|------|----------------------|------------------|-------|
| 78. | Harshitha.K.L . | Typist | 40640 |
| 79. | Jamunakumari.S.V. | Typist | 39673 |
| 80. | Nirmala.S.S. | Typist | 41393 |
| 81. | Mahesh B H | Typist | 39544 |
| 82. | Ramya G S | Typist | 42360 |
| 83. | Roopa.M. | Typist | 39218 |
| 84. | Shivaraj K.C. | Junior Assistant | 61068 |
| 85. | Dhanalakshmi.M. | Junior Assistant | 54377 |
| 86. | Gagadevi | Junior Assistant | 45152 |
| 87. | Mudalagiriappa.M.M. | Junior Assistant | 63126 |
| 88. | Venkateshmurthy.H. | Junior Assistant | 58568 |
| 89. | Srinivasamurthy.T.K. | Junior Assistant | 57073 |
| 90. | Suggaiah.N. | Junior Assistant | 60140 |
| 91. | Umesh.N. | Junior Assistant | 60065 |
| 92. | Umesh.B.S. | Junior Assistant | 62865 |
| 93. | A.Chikkarangaiah | Junior Assistant | 50508 |
| 94. | Vijaya Vani | Junior Assistant | 40124 |
| 95. | Ganesh Naik.L. | Junior Assistant | 34229 |
| 96. | Puttaswamy.N. | Junior Assistant | 49483 |
| 97. | Sugunamma | Junior Assistant | 54427 |
| 98. | Premavathi.K.J. | Junior Assistant | 54377 |
| 99. | Chethan Kumar.G. | Driver | 43862 |
| 100. | R. Srinivasa | Driver | 49788 |
| 101. | M.Dhananjaya | Driver | 43912 |
| 102. | Mayanna Gowda.B.N. | Driver | 44696 |
| 103. | S.P.Mamatha | Driver | 43952 |
| 104. | Ramu.V. | Driver | 44896 |
| 105. | Shashikumar.S. | Driver | 40073 |

| | | | |
|------|--------------------------|-------------|-------|
| 106. | Thulasi.R.K. | Driver | 39064 |
| 107. | Mahantesh Maruti Harijan | Driver | 39064 |
| 108. | Srinivas M.G. | Jamedar | 65379 |
| 109. | Rojana | Jamedar | 66133 |
| 110. | Krupamma | Jamedar | 63633 |
| 111. | Govinda | Jamedar | 57523 |
| 112. | Abdul Khadeer | Jamedar | 57473 |
| 113. | Channakeshava | Jamedar | 59973 |
| 114. | Venkatesha | Attendar | 63708 |
| 115. | Nagaraju.Y.D. | Attendar | 57473 |
| 116. | Madevaiah C.G. | Attendar | 57473 |
| 117. | Thirupathaiah | Attendar | 44872 |
| 118. | Govinda Nayak.K. | Attendar | 57533 |
| 119. | Sallapurappa | Attendar | 45452 |
| 120. | Barathi | Attendar | 36384 |
| 121. | Kalavathi.M. | Mutchie | 56036 |
| 122. | Shanthi.K. | Mutchie | 57473 |
| 123. | Ravikumar.G. | Dufterbund | 60073 |
| 124. | Thontadaraya.S.V. | Dufterbund | 57773 |
| 125. | Premasagar | Van-Cleaner | 36384 |
| 126. | Chandrappa.T.K. | Dalayath | 58476 |
| 127. | Radhamma | Dalayath | 57533 |
| 128. | Uma.M. | Dalayath | 60557 |
| 129. | Shobha.B.H. | Dalayath | 38844 |
| 130. | Nagamani.B. | Dalayath | 38844 |
| 131. | Fathimunnisa | Dalayath | 38844 |
| 132. | Girish.D. | Dalayath | 41493 |
| 133. | Shivappa.K. | Dalayath | 39294 |

| | | | |
|------|-------------------------------------|----------------|-------|
| 134. | Meenakshi.V. | Dalayath | 41493 |
| 135. | Rajesh.R. | Dalayath | 39044 |
| 136. | Rajeshwari.C. | Dalayath | 38844 |
| 137. | Rashmi.V. | Dalayath | 38844 |
| 138. | Ravikumar.A.G. | Dalayath | 38844 |
| 139. | Siddalingeshwaraswamy | Dalayath | 40524 |
| 140. | Siddaraju.R. | Dalayath | 39644 |
| 141. | Thyagaraja.N. | Dalayath | 37884 |
| 142. | Ananda.A. | Dalayath | 36213 |
| 143. | Bauraj Ramalinga Hongal | Dalayath | 34420 |
| 144. | Marylinda.S. | Dalayath | 34723 |
| 145. | Muzahid | Dalayath | 34813 |
| 146. | Pushpalatha.V. | Dalayath | 34723 |
| 147. | Ramanna.R.B. | Dalayath | 34723 |
| 148. | Sharada Hanumantappa Tagaragunti | Dalayath | 36213 |
| 149. | Sunil Kumar.G. | Dalayath | 36590 |
| 150. | Suresha.S. | Dispatch Rider | 36213 |
| 151. | Vidya.K.S. | Dalayath | 34723 |
| 152. | Laxmi Karigar | Dalayath | 33132 |
| 153. | Yallavva Itagi | Dalayath | 33132 |
| 154. | Ananda Chandra Majhi | Dalayath | 31772 |
| 155. | Narayana.A.N. | Dalayath | 33132 |
| 156. | Prakash.D. | Dalayath | 33132 |
| 157. | Shrikantha.R.K. | Dalayath | 31802 |
| 158. | Subhan Saheb | Dalayath | 31128 |
| 159. | Theerthaprasad.K.K. | Dalayath | 33132 |
| 160. | Varunkumar.S.A. | Dalayath | 33132 |
| 161. | Hanamanth | Dalayath | 31832 |

| | | | |
|------|---------------------------------|----------------|-------|
| 162. | Ravikumar.K.M. | Dalayath | 33132 |
| 163. | Basanth Kumar.G. | Dalayath | 31098 |
| 164. | Dhanaraja Pakkirappa | Dalayath | 32166 |
| 165. | Dhanush.B. | Dispatch Rider | 32428 |
| 166. | Shankar.V. | Dalayath | 31068 |
| 167. | Shivakumar | Dalayath | 31128 |
| 168. | Siddalingappa | Dalayath | 31128 |
| 169. | Jaisingh | Dalayath | 31128 |
| 170. | Shwetha.D.M. | Dalayath | 32428 |
| 171. | Vinod.R. | Dalayath | 30424 |
| 172. | Vidyashree Rayappa Bhavimani | Dalayath | 32428 |
| 173. | Firoz Ahmad | Dalayath | 31020 |
| 174. | Suhasini Shrishail Chougule | Dalayath | 31020 |
| 175. | Ankitha.M. | Dalayath | 31020 |
| 176. | Radha Balappa Kanabaragi | Dalayath | 31020 |
| 177. | Sunil Kumar.D. | Dalayath | 31020 |
| 178. | Channabasava | Dalayath | 31020 |
| 179. | Vinod Matang | Dalayath | 31020 |
| 180. | Leelavati.S. | Watchman | 44578 |
| 181. | Raghavendra.C.S. | Watchman | 31772 |

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

ANNEXURE-IV

| Head of account | | 2020-21 Budget | | 2021-22 Budget | | 2022-23 Budget | | 2023-24 Budget | |
|------------------------|--|---------------------------|---------------------|---------------------------|---------------------|---------------------------|---------------------|---------------------------|---------------------|
| 116 | State Administrative Tribunal | Plan | Non Plan | Plan | Non Plan | Plan | Non Plan | Plan | Non Plan |
| 1 | Karnataka Administrative Tribunal | | | | | | | | |
| | 2014-00-116-1-00 | | | | | | | | |
| 1 | Consolidated Salaries | | 94.00 | | 260.00 | | 371.00 | | 379.00 |
| 2 | Pay-Officers | | 221.00 | | 297.00 | | 292.38 | | 259.00 |
| 3 | Pay-Staff | | 575.00 | | 581.00 | | 627.56 | | 595.00 |
| 4 | Interim Relief | | 1.00 | | 3.00 | | 1.00 | | 1.00 |
| 11 | Dearness Allowance | | 194.00 | | 230.00 | | 313.92 | | 359.00 |
| 14 | Other Allowance | | 210.00 | | 215.00 | | 227.59 | | 212.00 |
| 15 | Subsidiary Expenses | | 15.00 | | 15.00 | | 11.30 | | 15.00 |
| 20 | Medical Allowance | | 4.00 | | 4.00 | | 4.40 | | 4.00 |
| 21 | Reimbursement of Medical Expenses | | 15.00 | | 15.00 | | 15.00 | | 15.00 |
| 34 | Contract/Outsource | | 8.00 | | 15.00 | | 23.52 | | 31.89 |
| 41 | Travel Expenses | | 15.00 | | 15.00 | | 27.30 | | 15.00 |
| 51 | General Expenses | | 35.00 | | 30.00 | | 34.90 | | 40.00 |
| 52 | Telephone Charges | | 5.00 | | 5.00 | | 3.50 | | 3.0 |
| 53 | Purchase of Furniture and Fixture for Office | | 0.00 | | 1.00 | | 1.00 | | 1.0 |
| 71 | Building Expenses | | 220.00 | | 220.00 | | 227.00 | | 220.00 |
| 125 | Modernization | | 0.00 | | 20.00 | | 20.00 | | 10.00 |
| 180 | Machinery and Equipments | | 20.00 | | 0.00 | | 0.00 | | 0.00 |
| 195 | Transport Expenses | | 10.00 | | 15.00 | | 20.00 | | 25.00 |
| 324 | Honorarium | | 0.00 | | 20.00 | | 10.70 | | 10.00 |
| | Total Additional fund allotted | | 96.45 | | 0.00 | | 0.00 | | 0.00 |
| | Total Budget | | 1738.45 | | 1961.00 | | 2232.07 | | 2195.09 |

Sd/-

Registrar,

Karnataka State Administrative Tribunal,
Bengaluru.

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: 25-07-2023

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 decision-making process, including channels of supervision and accountability. | : | The Applications filed into the Tribunal by the Advocates/parties concerned. In the first instance, such applications 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 | |

| | | | |
|----|---|---|---|
| | | | <p>Records Section for preservation.</p> <p>All the above functions of the Tribunal will be carried out under the guidance of Hon'ble Chairman / Judicial Member and Registrar, through various Officers of the Tribunal Viz., Deputy Registrars, Assistant Registrar, Court Officers, Section Officers, PS-cum-JWs, etc.</p> |
| 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 (consists of Original Applications, Review Applications, Contempt Applications and 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.</p> |
| 7. | The particulars of any arrangement that exists for | : | Not applicable. |

| | | | |
|-----|--|---|---|
| | consultation with, or representation by, the members of the public in relation to the formulation of its policy or 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 such 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 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. | : | <p>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.</p> <p>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.</p> |
| 17. | Such other information as may be prescribed | : | Nil. |

"BY ORDER OF HON'BLE THE JUDICIAL MEMBER"

Sd/-

Registrar,

Karnataka State Administrative Tribunal,
Belagavi-01.

ANNEXURE – IA
POWERS AND DUTIES

| | | | |
|----|---------------------|---|---|
| 01 | Registrar | : | <p>Registrar, Karnataka State Administrative Tribunal, Belagavi Bench, Belagavi. He/She functions under the supervision and guidance of Hon'ble Chairman / Judicial Member K.S.A.T. He/she 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> |
| 02 | Assistant Registrar | : | <p>Assistant Registrar, who is in overall supervision of Administrative and Judicial sections.</p> <p>The Assistant Registrar in-charge of Administration would assists the Registrar on the Office Administration and Establishment side of the office and on the Judicial side, 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> |
| 03 | Court Officer | : | <p>Court officer, 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> |
| 04 | Section Officers | : | <p>There are Sections namely Establishment, Pending, Board, Scrutiny and Appeals, Copying, Stores & House Keeping, Library and Computer Sections in this Bench. The section officer will overall supervise the entire section and shall work as under.</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 Library books maintained in the court hall, 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> <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> |
|--|--|---|

ANNEXURE – IB

REGISTRAR

1. Smt. K S Nagarathna Registrar Overall supervision of KSAT, Belagavi (Retired Voluntarily from service on 11.10.2022)
2. Sri. Mahesh S Assistant Registrar and Incharge Registrar Overall supervision of KSAT, Belagavi during the period from 11.10.2022 to 31.03.2023.

ASSISTANT REGISTRAR

Smt. Anuradha M L Assistant Registrar Overall supervision of Court Hall, Board and Scrutiny, Writ & Appeals, Pending, Establishment, Stores, Computers, Library, Records, Copying & Despatch Sections, Protocol and RTI. Any other work entrusted by Higher Officers.

COURT OFFICER

Sri. Mahaveer Karangale Calling of applications in the court hall, recording of proceedings of Tribunal on the note sheet of the relevant files and assisting the Bench for its smooth functioning.

SECTION OFFICER

Sri. Prasanna Mathad Supervision of Stores, Computers, Copying & Despatch and Records Sections and to attend RTI applications, Verification of Uploaded Judgements, entering of copy applications filed into the Tribunal & to look after entire Library Section of KSAT, Belagavi and Any other work entrusted by Higher Officers.

PERSONNAL SECRETARY-CUM-JUDGMENT WRITERS

Smt. G N Kalavathi (OOD)
Sri. M V Murali Babu (OOD)
Smt. H Kaveri Nirmala (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 & Hon'ble Administrative Member.

ACCOUNT SUPERINTENDENT

| | |
|-------------------------|---|
| Sri. Jagadeesh Chiniwar | Generating daily receipts, Maintenance of Cash book, Budget preparation and Overall work of Accounts Section. |
|-------------------------|---|

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 any other work entrusted by Higher Officers. |
|------------------------|--|

| | |
|-----------------------|---|
| Sri. Fakrusab Kichadi | To attend files / work relating to Establishment, Stores, Computer Sections and Protocol work, and any other work entrusted by Higher Officers. |
|-----------------------|---|

| | |
|----------------|--|
| 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 and Any other work entrusted by Higher Officers. |
|----------------|--|

| | |
|-----------------------|---|
| Sri. Jagadeesha (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 and Any other work entrusted by Higher Officers. |
|-----------------------|---|

STENOGRAPHERS

| | |
|--|--|
| Kum. Archana D P (OOD) Kum. Sampath bai (OOD) | Attending Court Hall dictation work and transcribing the same, Daily order and Final Order and upload the same to the website. |
|--|--|

ASSISTANTS

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; Verification of Notice/Stay orders etc. typed; to receive Tapals and maintaining Registers concerned. to receive and send Autographs and Judicial Documents and any other work entrusted by Higher Officers.

Sri. Adivappa Patil To maintain Stage and Further diaries of pending cases; to put up acknowledgments in 'B' files, to put up Reply Statements and any other work entrusted by Higher Officers.

JUNIOR ASSISTANTS

Sri. B V Ramesh (OOD) Overall work in Records Section and maintaining Original Autographs and any other work entrusted by Higher Officers.

DATA ENTRY ASSISTANTS

Sri Mahammadisuf Honawad Typing of Daily Cause List and fresh order sheets, Legacy of fresh files, typing work of Stores and Accounts Sections and any other work entrusted by Higher Officers.

Sri. Manjunatha H M Typing work of Establishment & Store Section and RPS Section; and Typing of Monthly Disposal Statement and any other work entrusted by Higher Officers.

Sri. Najmeen To prepare all notices, Interim orders, Direction, etc. of Pending Section and Legacy of Fresh files and 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 | SATHYANARAYANA SINGH | HON'BLE JUDICIAL MEMBER | 3,98,250 |
| 2 | DR. AMITA PRASAD | HON'BLE ADMINISTRATIVE MEMBER | 2,58,750 |
| 3 | ANURADHA M L | ASSISTANT REGISTRAR | 1,18,347 |
| 4 | MAHAVEER KARANGALE | COURT OFFICER | 65,424 |
| 5 | PRASANNA MATHAD | SECTION OFFICER | 83,946 |
| 6 | JAGADEESH CHINIWAR | ACCOUNT SUPERINTNDENT | 65,424 |
| 7 | PREETI SOMANNAVAR | SENIOR ASSISTANT | 57,710 |
| 8 | FAKRUSAB KICHADI | SENIOR ASSISTANT | 57,710 |
| 9 | PAVITHRA S | SENIOR ASSISTANT | 58,460 |
| 10 | SAROJA G | SENIOR ASSISTANT | 59,106 |
| 11 | SIDDAPPA | ASSISTANT | 46,317 |
| 12 | ADIVEPPA PATIL | ASSISTANT | 46,317 |
| 13 | MEGHANA A | STENOGRAPHER | 46,617 |
| 14 | MAHAMMADISUF HONAWAD | DATA ENTRY ASSISTANT | 35,445 |
| 15 | MANJUNATHA H M | DATA ENTRY ASSISTANT | 34,637 |
| 16 | NAJMEEN | DATA ENTRY ASSISTANT | 32,358 |
| 17 | DEEPA CHOUGALA (Contract Basis) | LAW CLERK CUM RESEARCH ASSISTANT | 20,000 |
| 18 | SHIVALINGAPPA KANCHANALE (Contract Basis) | COMPUTER OPERATOR | 27,154 |
| 19 | HARISH MANGANNAVAR | DALAYAT / DRIVER (OUT SOURCE) | 17,285 |

ANNEXURE-IV

(In Lakhs)

| Head of Account | | 2020-21 | | 2021-22 | | 2022-23 | | 2023-24 | |
|-----------------|---|---------|---------------|---------|-----------|---------|--------------|---------|-------------|
| 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 | DEARNESS ALLOWANCE | | 10 | | | | | | |
| 14 | OTHER ALLOWANCE | | 8 | | | | | | |
| 15 | SUBSIDIARY EXPENSES | | 2 | | 2 | | 1 | | 1 |
| 20 | MEDICAL ALLOWANCE | | 1 | | | | | | |
| 21 | MEDICAL REIMBURSEMENT | | 9 | | | | | | |
| 34 | CONTRACT / OUTSOURCE | | 5 | | | | 4.78 | | 5.3 |
| 41 | TRAVEL EXPENSES | | 5 | | | | 1 | | 1 |
| 51 | GENERAL EXPENSES | | 30 | | | | 10 | | 10 |
| 52 | TELEPHONE CHARGES | | 1 | | | | 1 | | 1 |
| 53 | OFFICE FURNITURE AND FIXTURES | | | | 10 | | 2 | | 1 |
| 71 | BUILDING EXPENSES | | 40 | | 40 | | 40 | | 40 |
| 125 | MODERIZATION | | | | 5 | | 2 | | 2 |
| 180 | MACHINERY & EQUIPMENT | | 20 | | | | | | |
| 195 | TRANSPORT CHARGES | | 20 | | 5 | | 5 | | 5 |
| 324 | HONORARIUM | | | | | | | | |
| | ADDITIONAL GRANT | | 35.72 | | | | | | |
| | RE-APPROPRIATION | | (-108.09) | | | | | | |
| | Total | | 162.63 | | 89 | | 66.78 | | 66.3 |

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

KARNATAKA STATE ADMINISTRATIVE TRIBUNAL KALABURAGI BENCH

O/o the Registrar
K.S.A.T., Kalaburagi Bench
No.1-29/24/GF, KHB COLONY
KALABUAGI-585 101
date: 18.08.2023.

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

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</p> | |

| | | | |
|----|---|---|--|
| | | | the Tribunal, like Deputy Registrar, Assistant 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. | : | 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.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 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 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 programmers, including the amounts allocated and the details of beneficiaries of such programmers. | : | 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. | : | <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 THE HON'BLE JUDICIAL MEMBER

Sd/-

Registrar (I/c)

Karnataka State Administrative Tribunal.
Kalaburagi Bench.

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 Registrars is sanctioned for this Bench. He is incharge of not only Administrative sections and the Judicial sections. The Deputy Registrar will 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 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. Maintenance of master copy of the judgments, 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>4) Despatch Section: This section is responsible for receiving all inward tappals and 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. He is responsible for preparation of monthly pay bill, other payments to various organizations, 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 Chairman and Members.</p> |

ANNEXURE – IB

ESTABLISHMENT AND JUDICIAL SECTIONS

1. SMT. M S SHIVARATNA – SECTION OFFICER

- 1) 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 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.
 - 8) Overall supervision of the work of Stores Section.
 - 9) Maintenance of files relating to Vehicle fuel and IPO.
 - 10) Overall Supervision of 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 Board Section and Maintenance of Other Miscellaneous Files.
 - 11) Scrutiny of all kinds of Applications and Maintenance of files relating to Writ & Appeal Section.
 - 12) Preparation of Cause List pertaining to Court Hall and Preparation of Monthly Disposal Statement.
 - A. Overall supervision work of Copying Section
 - 13) Signing certified copies of Interim/Final Orders.

COURT HALL

2). SRI. A M KRISHNAMURTHY, COURT OFFICER

- 1) 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.
- 2) Maintenance of the Disposal Register.

PENDING SECTION

3). SRI. YESHWANTH BONSALE , SENIOR ASSISTANT :

1) Posting of cases / applications before Court Hall as per Further Dairy 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.

3) Receiving of Served Acknowledgements for the dispatch Section, sent along with Notices/Interim Orders/Extension of Interim orders etc. towards Respondents through Registered post as well as sent through Dispatch 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.

BOARD SECTION

4) SRI. H.L.VENKATARAMAYYA, SENIOR ASSISTANT :-

- 1) Scrutiny of all types of Applications.
- 2) Preparation of Cause List to the respective Court Hall
- 3) Preparation of Monthly Disposal Statements.

RECORDS SECTION

5). SRI. K SHRINATH , ASSISTANT :

- 1) Indexing of disposed of applications received from the Court Hall.
- 2) Segregation 'A' files and 'B' files.
- 3) Receiving of disposed of files and autographs from Court Hall
- 4) Maintenance of Autographs and all others Registers pertaining to Record Section.

ACCOUNTS SECTION

4). SMT. MONIKA S.D., – ACCOUNTS ASSISTANT

- 2) Cash collection of JSF, etc.
- 3) Maintenance of Cash book.
- 4) Procurement, Purchase and distribution of stationery and other items.
- 5) Correspondence with Government Press and bringing of materials from the press.
- 6) Maintaining the work relating to dispatch section.

STORES/COPYING SECTIONS

5). SRI.SHASHIKANTH – JUNIOR ASSISTANT

- 1) Maintenance of Stock Registers of Perishable and Permanent articles, separately.
- 2) Maintenance of files relating stores section.
- 3) Maintenance and up-keeping of Library including Stock Registers, Accession Registers and Inward Registers etc.
- 4) Receiving of disposed of files and autographs from Court Halls.
- 5) Maintenance of Autograph and all other Registers pertaining to Record Section.
- 6) Issue of Certified copies to the Advocates/Applicants.
- 7) Receiving of applications for certified copies of orders and issuing certified copies to Advocates and parties.
- 8) Maintaining files relating to Copying Section.

NUMBERING/ DESPATCH SECTIONS

9) SRI.K C SHIVARAJ – JUNIOR ASSISTANT

- 1) Sending free copies of final orders to the parties including notices.
- 2) 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.
- 3) Numbering of all kinds of applications.
- 3.) Dispatching of all letter, notices and orders of Tribunal to the concerned Authorities.
- 4.) Receiving of all letters/tappals addressed to Tribunal/Tribunal's office.
- 5.) Indexing of disposed of applications received from the Court Halls.
- 6.) Segregation of 'A' files and 'B' files.

COMPUTER SECTION

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

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

JUNIOR JUDGMENT WRITER

SMT. TEJASWINI P L

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.

STENOGRAPHERS

KUM. NAYAK K

KUM. SAMPATHBAI

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

SMT. SUJATA

SRI. PRABHAKAR

SRI. CHANDAN T

KUM. SHIVULILA HIREMATH

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). MOHAMMED THASIN K.S., SECTION OFFICER,**
- 2). RAMU, SENIOR ASSISTANT**
- 3). MANJUNATHA.C., SENIOR ASSISTANT**
- 4). H L VENKATRAMAIIH, SENIOR ASSISTANT**
- 5) H CHANDRASHEKAR, SENIOR ASSISTANT**
- 6). CHANDRAMMA R., ASSISTANT**

OFFICIALS ENGAGED ON CONTRACT / OUTSOURCE BASIS

- 1) SRI. JAGADISH KELAGI, COMPUTER OPERATOR**
- 2). SRI. MANOHAR, DRIVER (RTD)**
- 3). SRI. GANAPATI, DRIVER (RTD)**

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
- 17.

MANUALS:

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

ANNEXURE-III

| Sl. No. | Officers/Employee Name Mr/Sri/Smt/Kum | Designation | Gross Salary |
|----------------|--|-------------------------------|---------------------|
| 1 | S Y WATAWATI | HON'BLE JUDUCIAL MEMBER | 3,44,335 |
| 2 | RAGHAVENDRA AURDKAR | HON'BLE ADMINISTRATIVE MEMBER | 2,68,050 |
| 3 | S JAGADEESHA | REGISTRAR | 1,60,032 |
| 4 | B.R. JAYALAKSHMI | ASSISTANT REGISTRAR | 1,32,518 |
| 5 | K S MOHAMMED THASIN | SECTION OFFICER | 75,902 |
| 6 | NASEEM BANU | COURT OFFICER | 72,206 |
| 7 | MANJUNATHA C | SENIOR ASSISTANT | 67,564 |
| 8 | RAMU | SENIOR ASSISTANT | 66,812 |
| 9 | VENKATARAMAIAH H | SENIOR ASSISTANT | 64,347 |
| 10 | CHANDRASHEKAR H | SENIOR ASSISTANT | 64,964 |
| 11 | CHANDRAMMA R | ASSISTANT | 52,928 |
| 12 | SAMPATBAI S | STENOGRAPHER | 50,848 |
| 13 | MONIKA | ACCOUNTS ASSISTANT | 50,328 |
| 14 | SHASHIKANT | JUNIOR ASSISANT | 39,205 |
| 18 | SUJATA | DATA ENTRY ASSISTANT | 37,757 |
| 19 | PRABHAKAR | DATA ENTRY ASSISTANT | 37,757 |
| 20 | CHANDAN | DATA ENTRY ASSISTANT | 36,852 |
| 21 | SHIVULILA | DATA ENTRY ASSISTANT | 36,852 |
| 20 | JAGADISH KELAGI | COMPUTER OPERATOR (OUTSOURCE) | 23,012 |
| 21 | MANOHAR | DRIVER (RTD) | 21,400 |
| 22 | GANAPATI | DRIVER (RTD) | 21,400 |

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 | | |
| 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/OUTSOURC E | | | | | | 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 OFFICE | | - | | | | | | 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 | | 137-67 | | 56-00 | | 54.52 |

Sd/-
Registrar (I/c)
Karnataka State Administrative Tribunal
Kalaburagi Bench.

-PCW