

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

NOTIFICATION

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

DATED: 17-04-2018

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.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,	:	No such statutory committee. Hence the question of giving information to public of said matters does not arise.

	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.	:	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

		<p>Notification No.KAT/EST(1)/KRI-ACT.2000/27/2001 dated 10.10.2005 published in the Karnataka Gazette dated 12.01.2006.</p> <p>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.</p>
17.	Such other information as may be prescribed	: Nil.

BY ORDER OF HON'BLE THE CHAIRMAN


Registrar,

Karnataka State Administrative Tribunal,
Bengaluru-09.

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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 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, one incharge of Administration, the other one incharge of Judicial section and also incharge of Miscellaneous Sections.</p> <p>The Assistant Registrar (Admn.) assists the Deputy Registrar (Admn.) in Establishment and Administrative matters of members of the staff, Judges and Officers, one post is presently vacant.</p> <p>The Assistant Registrar (Judicial) will assist the Deputy Registrar (Judicial) in smooth and efficient carrying out work in judicial sections</p>

			and also carry out the work of the Assistant Registrar (Miscellaneous) who will assist the Deputy Registrar (Admn.) in up-keeping the office and its premises including House Keeping/Vehicles/Library and attending to protocol duty.
4.	Court Officers	:	There are four 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.
5.	Section Officers	:	<p>There are eight Section Officers each one of them heading Sections:</p> <p>Establishment, Pending, Board, Scrutiny and Appeals, Copying, Stores and House Keeping, Library Section.</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, is responsible for House-keeping and up-keeping of Tribunal and its premises, maintenance of vehicles.</p> <p>3) The Section Officer, Library Section, is responsible for maintenance of Library including purchasing of books, subscribing to journals, up-dating of Acts, Rules, etc.</p> <p>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.</p> <p>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.</p> <p>6) The Section Officer, Pending Section-2 is responsible for maintaining the files received</p>

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.

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.

8) Despatch Section: This section is responsible for receiving all inward tappals and sending out-ward tappals to the concerned.

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.

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.

ANNEXURE – IB**REGISTRAR'S PERSONAL SECTION****1. SRI.E.EASAI AH – SECTION OFFICER**

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

2. SMT.SUJATHALAKSHMI – 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.G.KAVITHA – JUNIOR ASSISTANT.

- 1) Processing of all files relates to Hon'ble Chairman, Members and Registrar of K.S.A.T.
- 2) 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 Chairman, Members and Registrar and Retired Judges of K.S.A.T.

ESTABLISHMENT SECTION**1. Sri.G.R.BHUVANESHWARA – SECTION OFFICER**

In addition to supervising work in the Establishment Section, he is also responsible for maintenance of the following files.

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

2. Smt. J.LAKSHMI – SENIOR ASSISTANT

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

3. Sri.N.RAMESH – SENIOR ASSISTANT

- 1) Maintenance of files relates to Grant of Time Bound Advancement, Selection time Scale of pay and additional increments.
- 2) Maintenance of files relating to LA & LC questions

- 3) Maintenance of files relates to sanction of all types of Loans & Advances.
- 4) Maintenance of files relates to Declaration of probationary period & officiation period.
- 5) Maintenance of files relates to pay fixation, revision of pay scales and all types of allowances.
- 6) Custodian and Maintenance of Service Register..

4. Sri.N.B.SHANKAR – JUNIOR ASSISTANT

- 1) Maintenance of files relating to sanction of all kinds of leave to staff of KAT.
- 2) Maintenance of RTI files (Applications).
- 3) Maintenance of files relating to H T C & L T C.
- 4) Maintenance of allocation of work.

5. Smt. USHA.A – JUNIOR ASSISTANT

- 1) Maintenance of inward Register & Movement Register and Attendance Registers.
- 2) Sanction of Annual all types of increments & all types of allowances.
- 3) Maintenance of files relating to sanction of leave encashment benefits.
- 4) Maintenance of files relating to unauthorized absence of staff of K.A.T.

6. SRI.MUNIRAJU – SENIOR TYPIST

- 1) Typing work of the section.

7. SRI.N. PUTTASWAMY – TYPIST

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

ACCOUNTS SECTION

1. SRI M.V.GOVINDARAJU – ACCOUNTS SUPERINTENDENT

- 1) Custodian of Cash Chest
- 2) Maintenance of Cash book and Cheque books.
- 3) Overall supervision of the work of Accounts Section.

2. SRI. C.MANJUNATH – ASSISTANT

- 1) Preparation of A.C and D.C bills.
- 2) Preparation of GPF and EGIS bills.
- 3) Preparation of LTC/HTC and TA bills.
- 4) Preparation of Medical Reimbursement Bills
- 5) Preparation of Garden Maintenance Bills.
- 6) Preparation of Arrears bills

3. SMT.HEMAVATHI – FIRST DIVISION ASSISTANT

- 1) Preparation of Budget, Releasing and Surrender of Budget.
- 2) Maintenance of files relating to Income Tax (2016-17).

4. SRI K.KUMAR – FIRST DIVISION ASSISTANT

- 1) Reconciliation of Expenditure of Kalaburagi Bench.
- 2) Reconciliation of Expenditure of Belagavi Bench.

5. SMT.C.ASHWINI – JUNIOR ASSISTANT

- 1) Collection of Judicial Stamp Fee, RTI & other fees and same to be remitted to the Agency Bank.
- 2) Maintenance of files relating to Income Tax (2017-18).
- 3) 62-B Reconciliation of Expenditure.
- 4) Maintenance of files relating to Vehicle fuel and IPO.

6. SRI.E.JAYAPRAKASH – SENIOR TYPIST

- 1) Preparation of Pay Bills in the HRMS.
- 2) Files relating to Salary deductions.
- 3) Preparation of Encashment bills in the HRMS.
- 5) Preparation of Festival Advance and Other allowances in the HRMS.
- 6) Preparation of LPC and Salary Certificates.
- 7) Supplementary bills in the HRMS.

7. SMT.K.G.NAGARATHNA – TYPIST

- 1) Newly Recruited Employees details entering in the HRMS and Preparation of PRAN Registration, S1 and S5 forms.
- 2) Assisting to Senior Typist for preparation of Pay Bills and Arrears bills.
- 3) Entering the Leave details in the HRMS
- 4) Typing work of the Accounts Section.

STORES AND VEHICLE SECTION**1. Sri.M.NAGESH – SECTION OFFICER**

- 1) Overall supervision of the work of Stores.
- 2) Correspondence of important files relating to rent and disposal of un-serviceable articles.
- 3) Maintenance of important files like purchase, servicing and disposal of vehicles.

2. Sri.R.DODDARANGAIAH – SENIOR ASSISTANT

- 1) Maintenance of files relating to printing of letterheads, visiting cards, greeting cards and preparation of rubber stamps.
- 2) Correspondence relating to electricity payment and repairs.
- 3) Any other field work assigned by the Hon'ble Chairman and Registrar

3. Sri.B.N.SHESHAGIRI RAO – ASSISTANT

- 1) Procurement, Purchase and distribution of stationery and other items.
- 2) Correspondence with Government Press and bringing of materials from the press.
- 3) Maintenance of Stock Registers of Perishable and Permanent articles, separately.

4. **Sri.N.T.HARSHAVARDHANA – JUNIOR ASSISTANT**

- 1) Maintenance of files relating to vehicles like purchase, repair, fuel and etc.
- 2) Maintenance of housekeeping.
- 3) Renewal of insurance policies in respect of KAT vehicles.

5. **Sri.C.VISHWANATH – JUNIOR ASSISTANT (I/C)**

- 1) Attending of Telephone bills and complaints.
- 2) Matter relating to payment of rent of the office building.
- 3) Files relating to annual maintenance contract.

6. **SMT.K.SHARATH KUMARI – SENIOR TYPIST**

- 1) All typing works of stores and vehicle section.

LIBRARY SECTION

1. **SMT.K.S.SAROJAMMA – SECTION OFFICER**

- 1) Maintenance and up-keeping of Library including Stock Registers, Accession Registers and Inward Registers etc.
- 2) Overall supervision of work of Library Section

2. **SRI. RAMU – ASSISTANT**

- 1) Updating of Acts and Rules with reference to Gazette Notification.
- 2) Binding of loose volumes of Law Journals
- 3) Performing of work relating to subscription to Law Journals, Newspapers, periodicals, etc.

3. **SRI. KAMALAKSHI – JUNIOR ASSISTANT**

- 1) Maintenance of books and all types of books like stock, accounts, watch register etc., and assisting of higher officers. Work for binding, Gazette watching, books verification, classification, Catalogue and attending of files.

PENDING SECTION-I

1. **SRI.S.MANJUNATH – SECTION OFFICER**

1. Overall supervision of work of Pending Section
2. Posting of Special cases for Administrative order

2. **SRI. N.KESHAVAMURTHY – SENIOR ASSISTANT**

- 1) Maintenance of RTI applications received relates to pending section
- 2) Issue of extension of Interim Orders

3. **SMT. VIMALA – ASSISTANT**

- 1) Sending of all kinds of notices, Interim Orders/Directions to Despatch section.

4. SMT. G.SAROJA - JUNIOR ASSISTANT

- 1) Issue of all kind of Notices, Interim Orders and Directions.

5. SRI. SURESH SHETTY - TYPIST

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

6. SMT. G.BEBI - TYPIST

- 1) Typing of all kinds of Notices, Interim Orders/Directions

7. SMT. K.J.PREMAVATHI - TYPIST

- 1) Typing of all kinds of Notices, Interim Orders/Directions

PENDING SECTION-II**1. SRI.PRASANNA MATHD - SECTION OFFICER.**

- i. Over all supervision of work done by the case workers working in the section.
- ii. Posting of certain cases referred by each Bench to any other Bench or directed place the file before Hon'ble Chairman for taking Administrative orders.
- 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.

2. SRI.MOHAMED THASIN. K.S. - SENIOR ASSISTANT

- i. Posting of cases/applications before C.H-I as per Further Diary maintained in the Section, after making necessary notings 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 Court for further orders.

3. SMT. G.SWARNALATHA - ASSISTANT.

- i. Posting of cases/applications before C.H-II as per further diary maintained in the section, after making necessary notings 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 court for further orders.

4. SRI. H.T.LINGAPPA - ASSISTANT.

- i. Posting of cases/applications before C.H-III as per further diary maintained in the section, after making necessary notings 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 court for further orders.

5. SRI. JAGADEESHA - ASSISTANT.

- i. Put up the all kinds of Interlocutory application, 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. Pertaining to the years 2017 and 2018.

6. SRI. FAKRUSHB KICHADI - ASSISTANT.

- i. Put up the all kinds of Interlocutory application, 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. Pertaining to the years 2002 - 2016.

7. SRI. SHIVALINGEGOWDA - ASSISTANT (I/C).

- i. Assisting in posting of cases.

8. SRI. M.V.REVANNA – JUNIOR ASSISTANT.

- i. Receiving of adjourned cases/files sent by the respective Court Halls.
- ii. Maintenance of state cum disposal Registers by making necessary entries/notings of the stage of the respective applications cases as ordered by the respective courts.
- iii. Making entries in respect of cases in which Writ Petition orders are received from Hon'ble High Court of Karnataka and also entry of part heard cases.

9. SRI. SHASHIKANTH – JUNIOR ASSISTANT.

- i. Receiving of adjourned cases/files sent by the respective Court Halls A/W another case worker.
- ii. Maintenance of Further Diaries of all the 3 Court Halls on the basis of the dates given by respective courts.
- iii. Assisting the Co-Case worker in making entries in the Stage Registers.

10. SRI. B.C.CHETHAN – JUNIOR 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., in respect of Contempt Application.
- ii. Preparation of Pending list of Applications after deleting the disposed of Applications in the previous month pending list.

11. SMT. M.DHANALAKSHMI – JUNIOR ASSISTANT (I/C).

- i. Sending of Disposed of files to Records Section after making necessary entries in the Disposal Registers.

12. SRI. SRIKANTARADYA – JUNIOR ASSISTANT (I/C).

- 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.

13. SRI. MAHANTESH – JUNIOR ASSISTANT (I/C).

- i. 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 Bengaluru city limit an 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 AND APPEAL SECTIONS

WRIT AND APPEAL SECTION

1. SRI.R.GOPALA – SECTION OFFICER:

- 1) Over all 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.

SCRUTINY SECTION

1. SRI.B.VISWESWARAPPA – SENIOR ASSISTANT.

- 1) Scrutiny of all kinds of applications and Maintenance of files relating to Writ & Appeal Section.

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

- 1) Preparation of Cause List pertaining to Court Hall-III and Preparation of Monthly Disposal Statement.

3. SRI.G.VISHWANATHAIAH – 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.

4. SMT.R.SRIDEVI – ASSISTANT

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

5. SRI.A.YASWANTHARAO BHOUNSLE - ASSISTANT

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

6. SMT. PREETHI SOMANNAVAR - ASSISTANT

- 1) Scrutiny of all kinds of Applications.

7. SMT. PAVITHRA.S. - ASSISTANT

- 1) Scrutiny of all kinds of Applications.

8. SRI. M.DAKSHINA MURTHY - JUNIOR ASSISTANT

- 2) Preparation of Cause List pertaining to Court Hall-I

9. SRI. SIDDAPPA - JUNIOR ASSISTANT

- 1) Maintenance of Caveat Register and receiving the disposal files from Pending Section and send to Records Section after making entry into the concerned Registers.

10. SMT.H.M.MEENADEVI – TYPIST

- 1) Typing of Order Sheets and RTI Statement

11. SMT.P.SHOBHA – TYPIST

- 1) Typing of cause list of Court Hall-II and entry of Particulars of Numbering Register in to the Computer for Statement.

12. SMT.SUGUNAMMA – TYPIST

- 1) Typing of Cause List of Court Hall-III and Writ Petition Order Sheets and Monthly Statement.

13. SRI.K.M.MALLESHAPPA – TYPIST (I/C)

- 1) Typing of Order Sheets.

COPYING SECTION

1. SRI. G.S.SRINIVASA PRADEEP – COURT OFFICER/SECTION OFFICER

- 1) Overall supervision work of Copying Section
- 2) Signing of Certified Copies.

2. SRI. DINESH NAIK – SENIOR ASSISTANT

- 1) Maintenance of RTI files relating to Copying Section.
- 2) Signing of True Copies and sending the same to Respondents and Advocate General Office.
- 3) General letter correspondence with Respondents, Advocates, Applications regarding supply of final order copies.

3. SRI.A.RAMESH KARANTH – ASSISTANT

- 1) Receiving of applications for certified copies of orders and issuing certified copies to Advocates and parties.

4. SRI.G.M.SIDDALINGA PRASAD – ASSISTANT

- 1) Receiving of disposed of files and autographs from Court Halls.
- 2) Preparation and supply of free copies of orders to advocates and parties.

5. SRI.N.S.GURUSWAMY – JUNIOR ASSISTANT

- 1) Preparation of daily statement of Xerox
- 2) Preparation of monthly bill of Xerox

6. SRI.H.R.JAYASHANKAR, JUNIOR ASSISTANT (I/C)

- 1) Sending of free copies of the final orders to the concerned respondents.

7. SRI.H.K.JAGADEESHA – TYPIST

- 1) All typing work relates to Copying and Despatch Sections.

DESPATCH SECTION**1. SRI.A.VISWANATH – ASSISTANT**

- 1) Despatching of all letter, notices and orders of Tribunal to the concerned Authorities

2. SMT.R.CHANDRAMMA – JUNIOR ASSISTANT

- 1) Receiving of all letters/tappals addressed to Tribunal/Tribunal's office.

RECORDS SECTION**1. SRI.O.BYRAPPA – SECTION OFFICER/RECORD KEEPER**

- 1) Over all supervision of Record Section.
- 2) Maintenance of Autograph and all other Registers pertaining to Record Section.

2. SRI.D.G.THYAGARAJA – ASSISTANT/RECORD KEEPER

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

3. SRI.M.N.NARASIMHAH – JUNIOR ASSISTANT

1. Receiving the disposed off files from Court Halls and to make necessary entries in the relevant Registers.
2. Issue of records which are indented from other sections of KAT.

4. SRI.AMJAD ULL.M.Z., SMT.YASHODA BAI., SRI.B.K.MAHADEVA. AND SWAMI SOMAYYA SIDDAYYA – JUNIOR ASSISTANTS AND SRI.K.C.SHIVARAJ - JUNIOR ASSISTANT (I/C)

1. Destruction work of 'B' files.

COMPUTER SECTION

1. SRI.N.R.YOGESHA– COMPUTER OPERATOR

- 1) Maintenance of Desktop Computers, Printers, Laptops and other peripherals.
- 2) Maintenance of files related to Computer Section. Updating of HRMS, uploading of Judgments and Daily cause list into the website.
- 3) Work relating to computerization in K.S.A.T.

2. SRI.B.GANGAIAH – TYPIST

- 1) Data entry work and uploading of Judgments

COURT HALLS

SRI.S.MAHESH, SRI.A.M.KRISHNAMURTHY AND

SRI.K.S.KRISHNAMURTHY, 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.

SRI.H.CHANDRASHEKAR – ASSISTANT AND SRI.H.L.VENKATARAMAIAH AND SRI.K.N.NAGABHUSHAN - JUNIOR ASSISTANTS.

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

PERSONNEL SECRETARY-CUM-JUDGMENT WRITERS

SMT.M.L.ANURADHA

SMT.H.B.MANJULA

SMT.B.R.JAYALAKSHMI

SMT.G.N.KALAVATHI

SRI.S.PURUSHOTHAMA

SRI.RAMARAO

SMT.K.DEVIKA

SMT.LUCILLA LASRADO

SMT.S.SHASHIKALA

SMT.WAHEEDA BANU

SMT.K.V.SAVITHRI

Attending to Chamber dictation, Court Hall dictation work and Transcription of dictation taken, in addition to personal work as may be entrusted by the Hon'ble Chairman and Members.

JUNIOR JUDGMENT WRITERS

SRI.K.G.DAKSHINAMURTHY

SRI.C.RAMESH BABU

SMT.H.KAVERI NIRMALA

SMT.S.P.DEEPA

SRI.M.V.MURALI BABU

SRI.S.SHIVAKUMAR

Attending to Chamber dictation, Court Hall dictation work and transcribing the same.

STENOGRAPHERS

SRI.BILIGAJJA

KUM.D.SHASHIKALA

SMT.K.BHARATHI

Attending to Chamber dictation, Court Hall dictation work and transcribing the same.

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	DR JUSTICE K BHAKTHAVATSALA	HON'BLE CHAIRMAN	171653
2	JUSTICE A.V.CHANDRASHEKARA	HON'BLE JUDICIAL MEMBER	204750
3	G SHANTHAPPA	HON'BLE JUDICIAL MEMBER	298056
4	APURWA PRAKASH JOSHI	HON'BLE ADMINISTRATIVE MEMBER	204750
5	V P BALIGAR	HON'BLE ADMINISTRATIVE MEMBER	204750
6	NARAYANA	REGISTRAR	170546
7	NAGARATHNA KS	DEPUTY REGISTRAR	81391
8	JAGADEESHA S	DEPUTY REGISTRAR	78098
9	DODDAMANI S G	ASSISTANT REGISTRAR	68748
10	EARANNA B	ASSISTANT REGISTRAR	68748
11	ANURADHA M L	PERSONAL SECRETARY CUM JUDGEMENT WRITER	68748
12	JAYALAKSHMI B R	PERSONAL SECRETARY CUM JUDGEMENT WRITER	68598
13	KALAVATHI G N	PERSONAL SECRETARY CUM JUDGEMENT WRITER	69223
14	MANJULA H B	PERSONAL SECRETARY CUM JUDGEMENT WRITER	69098
15	DEVIKA K	PERSONAL SECRETARY CUM JUDGEMENT WRITER	58332
16	LUCILLA LASRADO	PERSONAL SECRETARY CUM JUDGEMENT WRITER	59084
17	PURUSHOTHAMA S	PERSONAL SECRETARY CUM JUDGEMENT WRITER	50195
18	RAMA RAO	PERSONAL SECRETARY CUM JUDGEMENT WRITER	58382
19	SAVITHRI KV	PERSONAL SECRETARY CUM JUDGEMENT WRITER	59184
20	SHASHIKALA S	PERSONAL SECRETARY CUM JUDGEMENT WRITER	59584
21	WAHEEDA BANU	PERSONAL SECRETARY CUM JUDGEMENT WRITER	60786
22	MAHESH S	COURT OFFICER	68873
23	KRISHNA MURTHY K S	COURT OFFICER	55078
24	KRISHNAMURTHY AM	COURT OFFICER	55203
25	SRINIVASA PRADEEP G S	COURT OFFICER	53676
26	BHUVANESHWARA G R	SECTION OFFICER	61939
27	BYRAPPA O	SECTION OFFICER	52274

28	ESAIAH E	SECTION OFFICER	53751
29	GOPALA R	SECTION OFFICER	49370
30	MANJUNATHA S	SECTION OFFICER	55203
31	NAGESH M	SECTION OFFICER	55203
32	PRASANNA MATHAD	SECTION OFFICER	49645
33	SAROJAMMA K S	SECTION OFFICER	52274
34	GOVINDA RAJU M V	ACCOUNTS SUPERINTENDENT	40357
35	DAKSHINA MURTHY K G	JUNIOR JUDGEMENT WRITER	50947
36	DEEPA S P	JUNIOR JUDGEMENT WRITER	36651
37	KAVERI NIRMALA H	JUNIOR JUDGEMENT WRITER	50647
38	M V MURALI BABU	JUNIOR JUDGEMENT WRITER	36151
39	RAMESH BABU C	JUNIOR JUDGEMENT WRITER	51247
40	SUJATHA LAKSHMI H	JUNIOR JUDGEMENT WRITER	50045
41	SHIVAKUMARA S	JUNIOR JUDGEMENT WRITER	36651
42	DINESH NAIK	SENIOR ASSISTANT	47969
43	DODDARANGAIAH R	SENIOR ASSISTANT	35951
44	KESHAVAMURTHY N	SENIOR ASSISTANT	47969
45	LAKSHMI J	SENIOR ASSISTANT	48669
46	MOHD THASIN KS	SENIOR ASSISTANT	38856
47	RAMESH N	SENIOR ASSISTANT	38856
48	SHIVARATHNA M S	SENIOR ASSISTANT	48469
49	VISWESWARAPPA B	SENIOR ASSISTANT	48569
50	BILIGAJJA	STENOGRAPHER	33963
51	SHASHIKALA D	STENOGRAPHER	30258
52	BHARATHI K	STENOGRAPHER	30508
53	A YASWANTH RAO BHOUNSLE	ASSISTANT	35575
54	CHANDRASHEKAR H	ASSISTANT	28490
55	FAKRUSAB KICHADI	ASSISTANT	29191
56	JAGADEESHA	ASSISTANT	35500
57	LINGAPPA HT	ASSISTANT	35575
58	MANJUNATHA C	ASSISTANT	34724
59	PAVITHRA S	ASSISTANT	29191
60	PREETI SOMANNAVAR	ASSISTANT	29191

61	RAMESH A KARANTH	ASSISTANT	37804
62	RAMU	ASSISTANT	33748
63	SHESHAGIRI RAO BN	ASSISTANT	37328
64	SIDDALINGA PRASAD GM	ASSISTANT	36753
65	SREEDEVI R	ASSISTANT	35500
66	SWARNALATHA G	ASSISTANT	38529
67	THYAGARAJA DG	ASSISTANT	37253
68	VIMALA	ASSISTANT	37253
69	VISHWANATHA A	ASSISTANT	35000
70	VISWANATHAIAH G	ASSISTANT	37328
71	SHIVALINGE GOWDA	ASSISTANT (I/C)	35899
72	YOGESHA N R	COMPUTER OPERATOR	35500
73	HEMAVATHI	FIRST DIVISION ASSISTANT	29191
74	JAYAPRAKASH E	SENIOR TYPIST	39591
75	MUNIRAJU	SENIOR TYPIST	42745
76	SHARATH KUMARI K	SENIOR TYPIST	42645
77	GIRIKUMAR BV	SENIOR DRIVER	40892
78	SHIVANNA GN	SENIOR DRIVER	38814
79	SURESH SHETTY	TYPIST	38991
80	MEENADEVI H M	TYPIST	39691
81	JAGADEESH H K	TYPIST	34934
82	NAGARATHNA K G	TYPIST	24945
83	PUTTASWAMY N	TYPIST	24445
84	GANGAIAH B	TYPIST	31880
85	SHOBHA P	TYPIST	29326
86	BEBI G	TYPIST	29326
87	SUGUNAMMA	TYPIST	27924
88	PREMAVATHI K J	TYPIST	27924
89	MALLESHAPPA K M	TYPIST (I/C)	21199
90	SAROJA G	JUNIOR ASSISTANT	32959
91	DAKSHINA MURTHY M	JUNIOR ASSISTANT	33798
92	NARASIMHAIAH MN	JUNIOR ASSISTANT	32959
93	SHANKARA N B	JUNIOR ASSISTANT	30882

94	VENKATARAMAIAH HL	JUNIOR ASSISTANT	31457
95	AMJADULLA M Z	JUNIOR ASSISTANT	20779
96	ASHWINI C	JUNIOR ASSISTANT	23758
97	CHANDRAMMA R	JUNIOR ASSISTANT	27789
98	CHETHAN.B.C	JUNIOR ASSISTANT	21130
99	GURUSWAMY N S	JUNIOR ASSISTANT	21130
100	HARSHAVARDHANA N T	JUNIOR ASSISTANT	24284
101	KAMALAKSHI	JUNIOR ASSISTANT	21130
102	KAVITHA G	JUNIOR ASSISTANT	21130
103	NAGABHUSHAN K N	JUNIOR ASSISTANT	21130
104	REVANNA M V	JUNIOR ASSISTANT	21130
105	SIDDAPPA	JUNIOR ASSISTANT	20779
106	USHA.A	JUNIOR ASSISTANT	21130
107	YASHODHA BAI	JUNIOR ASSISTANT	20779
108	SHASHIKANT	JUNIOR ASSISTANT	20779
109	MAHADEVA B K	JUNIOR ASSISTANT	20779
110	VISHWANATH C	JUNIOR ASSISTANT (I/C)	29861
111	SHIVARAJ KC	JUNIOR ASSISTANT (I/C)	30361
112	SRIKANTARADHYA C	JUNIOR ASSISTANT (I/C)	29861
113	JAYASHANKAR H R	JUNIOR ASSISTANT (I/C)	30361
114	MAHANTESH	JUNIOR ASSISTANT (I/C)	29660
115	DHANALAKSHMI M	JUNIOR ASSISTANT (I/C)	28959
116	ALTAFF PASHA	DRIVER	36811
117	VASUDEVA V	DRIVER	39791
118	CHETAN KUMAR G	DRIVER	22353
119	A CHIKKARANGAIAH	DRIVER	24719
120	R SRINIVASA	DRIVER	24719
121	M DHANANJAYA	DRIVER	22791
122	MAYANNA GOWDA B N	DRIVER	21565
123	S P MAMATHA	DRIVER	22291
124	RAMU V	DRIVER	21565
125	SHIVARAJAN K M	JAMEDARS	32020
126	SRINIVASA M G	JAMEDARS	33623

127	BHOPAL T N	JAMEDARS	32416
128	BORAIAH KS	JAMEDARS	34048
129	KRUPAMMA	JAMEDARS	32759
130	ROJANA	JAMEDARS	33259
131	NISSAR M	ATTENDER	34123
132	VENKATESHA	ATTENDER	32045
133	VIJAYAKUMAR S R	ATTENDER	33334
134	RAMESH BV	ATTENDER	28865
135	MANJUNATH S	DUFTERBUND	33623
136	BOMMALINGAIAH R	MUTCHI	33631
137	KALAVATHI M	MUTCHI	28290
138	VENKATESH MURTHY H	DESPATCH RIDER	28790
139	SRINIVASAMURTHY T K	DESPATCH RIDER	28089
140	ABDUL KHADEER	DALAYAT	27589
141	CHANDRAPPA TK	DALAYAT	28089
142	CHANNAKESHAVA	DALAYAT	28089
143	GOVINDA	DALAYAT	28840
144	GOVINDA NAIK K	DALAYAT	28089
145	MAHADEVAIAH CG	DALAYAT	27589
146	MOHANA GR	DALAYAT	28089
147	MUDALAGIRIYAPPA MM	DALAYAT	29750
148	RADHAMMA	DALAYAT	28790
149	RAVIKUMAR G	DALAYAT	28890
150	SHANTHI K	DALAYAT	28089
151	SHIVARAMA GOWDA K	DALAYAT	28840
152	SUGGAIAH N	DALAYAT	30267
153	THIPAREGOWDA	DALAYAT	28139
154	THONTADARYA S V	DALAYAT	28389
155	UMA M	DALAYAT	29150
156	UMESH N	DALAYAT	30192
157	UMESHA BS	DALAYAT	29992
158	VARALAKSHMI M	DALAYAT	27589
159	Y D NAGARAJU	DALAYAT	29692

160	SIDDARAJU R	DALAYAT	19677
161	ANANDA A	DALAYAT	17925
162	B H SHOBHA	DALAYAT	20028
163	B NAGAMANI	DALAYAT	19528
164	BAURAJ RAMALING HONGAL	DALAYAT	17574
165	BHARATI	DALAYAT	17925
166	FATHIMUNNISA	DALAYAT	20028
167	GANESHNAIK L	DALAYAT	17574
168	GANGADEVI	DALAYAT	20329
169	GIRISH D	DALAYAT	20188
170	GURURAJ D	DALAYAT	20188
171	K SHIVAPPA	DALAYAT	20028
172	MARYLINDA S	DALAYAT	17925
173	MEENAKSHI V	DALAYAT	20028
174	MUZAHD	DALAYAT	17925
175	N THYAGARAJA	DALAYAT	18976
176	PREMSAGAR	DALAYAT	17925
177	PUSHPALATHA V	DALAYAT	17925
178	R RAJESHA	DALAYAT	20028
179	RAJESHWARI C	DALAYAT	20028
180	RAMANNA R B	DALAYAT	17925
181	RASHMI V	DALAYAT	20028
182	RAVIKUMAR A G	DALAYAT	19528
183	ROOPA M	DALAYAT	18513
184	SALLAPURAPPA	DALAYAT	20729
185	SANJEEVAKUMAR K	DALAYAT	18827
186	SHARADA HANUMANTAPPA TAGARAGUNTI	DALAYAT	17925
187	SIDDALINGESWARASWAMY	DALAYAT	20028
188	SUNIL KUMAR G	DALAYAT	18150
189	SURESHA S	DALAYAT	17925
190	THEJASWINI HN	DALAYAT	17574
191	THIRUPATHAIAH	DALAYAT	21413
192	VIDYA K S	DALAYAT	17925

193	VIJAYA VANI N.T	DALAYAT	17925
194	LEELAVATHI S	WATCHMAN	22656
195	PRAMOD KUMAR M K	WATCHMAN	17925
196	K NARAYANASWAMY	GARDENER	28479

ANNEXURE-IV

Head of Account		2014-15 Budget		2015-16 Budget		2016-17 Budget		2017-18 Budget	
		Plan	Non - Plan	Plan	Non - Plan	Plan	Non - Plan	Non - Plan	Addl.
116	State Administrative Tribunals								
1	Karnataka State Administrative Tribunal Bengaluru								
	2014-00-116-1-00								
2	PAY OF OFFICERS		109.35		141.00		95.00	98.00	62.00
3	PAY OF STAFF		349.03		336.00		343.00	363.00	
11	DEARNESS ALLOWANCE		135.86		189.00		214.00	240.00	42.00
14	OTHER ALLOWANCE		145.52		102.00		143.00	151.00	18.00
15	SUBSIDIARY EXPENSES						27.00	29.00	
20	MEDICAL ALLOWANCE		1.91		2.00		2.00	3.00	
21	MEDICAL REIMBURSEMENT		11.04		12.00		15.00	15.00	
41	TRAVEL EXPENSES		1.1		1.00		20.00	21.00	
51	GENERAL EXPENSES		40.56		42.00		44.00	46.00	
52	TELEPHONE CHARGES		8.5		9.00		9.00	10.00	
71	BUILDING EXPENSES		205.4		400.00		400.00	350.00	
180	MACHINERY & EQUIPMENT		26		26.00		373.00	374.00	
195	TRANSPORT CHARGES		26		27.00		28.00	40.00	
	ADDITIONAL GRANT (TRANSPORT CHARGES)						129.10		
	TOTAL		1060.27		1287.00		1842.10	1740.00	122.00

Registrar,
Karnataka State Administrative Tribunal,
Bengaluru-09.
