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KARNATAKA JUDICIAL ACADEMY

Crescent Road
Bengaluru-560001.

05.07.2023

NOTIFICATION

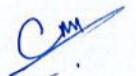
In exercise of the powers conferred under Section 4 (1) (b) of the Right to Information Act, 2005, (Central Act No.22 of 2005), the detailed information relating to the Karnataka Judicial Academy is published as hereunder, for the information of general public

1.	The particulars of its organization, functions and duties.	<p><u>Organization:</u> Karnataka Judicial Academy</p> <p><u>Functions & Duties:</u> The Karnataka Judicial Academy, Bengaluru has been established for imparting training to newly recruited Judicial Officers and for conducting refresher courses for in-service Judicial Officers. Academy also conducts special workshops and seminars to other stake holders connected with judiciary such as Police Officers, Prosecutors, Government Advocates and Medical Officers in the State in order to enhance the efficiency of the justice delivery system.</p>
2.	The powers and duties of its officers and employees.	Details are as at Annexure-I
3.	The procedure followed in the decision making process, including channels of supervision and accountability.	Case worker will open a file on receipt of proposal or process the proposal in the existing file. The Section Officer will scrutinize the proposal and place it before the Administrative Officer. The Administrative Officer will review the proposal in light of the existing proviso of Rules and submit to the Director. The

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		Director will decide the course of action to be taken on proposal under the delegated powers and if necessary, will submit the file to the Hon'ble President or Hon'ble Board for final order.
4.	The norms set by it for the discharge of its functions.	Depending on urgency, proposal will be finalized on priority.
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Details are as at Annexure-II
6.	A statement of the categories of documents that are held by it or under its control.	Administrative files and relevant Registers.
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.	Public Relation Officer will give information.
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; public, or the minutes of such meetings are accessible for public.	The Board consists of Hon'ble the Chief Justice of Karnataka as Chief-Patron, one sitting Hon'ble Judge of the High Court as President and four sitting Hon'ble Judges of the High Court as Governors.
9.	A directory of its officers and employees.	Directory of Officers and employees is in the GOB-I and the Establishment branches of the High Court of Karnataka respectively.

10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	There will be change in pay of one or other officials/ Officers in view of Annual increment. Every month the Section Officer, Accounts branch will generate pay-slips of all employees which contain gross pay, deductions and net pay etc., and form a book or a register kept in Accounts branch-I of the High Court of Karnataka.
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.	Allotment of budget to the Karnataka Judicial Academy is under non-plan scheme.
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	No such programmes.
13.	Particulars of recipients of concessions, permits or authorizations granted by it.	No such programmes.
14.	Details in respect of the information, available to or held by it, reduced in an electronic form.	No such information reduced in an electronic form is held by this office.
15.	The 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 is accessible only to the Trainee Judicial Officers and the Hon'ble Judges. Timings 8.00 a.m. to 8.00 p.m.



16.	The names, designations and other particulars of the Public Information Officers.	SRI. C. MANJUNATHA, SECTION OFFICER/ PUBLIC INFORMATION OFFICER, KARNATAKA JUDICIAL ACADEMY, CRESENT ROAD, BENGALURU - 560 001. OFFICE PHONE NO: 080-22382894 E-MAIL ID: dirkjab@gmail.com
17.	Such other information as may be prescribed, and thereafter update these publications every year.	NIL

C. Manjunatha

(C. MANJUNATHA)

Public Information Officer,
Karnataka Judicial Academy,
Crescent Road,
Bengaluru.

ANNEXRE - I**THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF
THE KARNATAKA JUDICIAL ACADEMY****GROUP - 'A'**

1	Director	(District Judge in the cadre of Super-time scale of pay) – Being the head of the Academy, he is incharge of all training programmes, functions, workshops, seminars, accounts and administration. He has to arrange meetings of Board of Governors and has to implement the resolutions passed in such meetings. He shall deliver lectures during various training programmes.
2	Additional Director	(District Judge) shall assist the Director in organizing various training programmes, functions, workshops seminars. He shall assist the Director in identifying suitable resource persons/ guest speakers, for delivering lectures in the Academy. He shall deliver lectures during training programmes. He shall be incharge of training, accounts and administration in the absence of the Director.
3	Senior Faculty Member	(Serving or Retired District Judge) – It is his duty to prepare syllabus, time tables for various training programmes. He shall assist the Director and Addl. Director in identifying suitable resource persons/ guest speakers, for delivering lectures in the Academy. He shall approach the guest speakers/ resource persons, allot time for their lectures, arrange conveyance to them. He shall prepare papers/ articles on various subjects which shall be supplied as study material to the trainees. He shall deliver lectures during training programmes.
4	Deputy Director	[Civil Judge (Sr. Dn.)] – He shall assist the Senior Faculty Member in preparing syllabus, time tables for various training programmes. He shall assist the Director, Addl. Director and Senior Faculty Member in identifying suitable

		resource persons/ guest speakers, for delivering lectures in the Academy. He shall assist the Senior Faculty Member in approaching the guest speakers/ resource persons, allotting time for their lectures, arranging conveyance to them. He shall assist the Senior Faculty Member in preparing papers/ articles on various subjects which shall be supplied as study material to the trainees.
5	Administrative Officer	[Civil Judge (Sr. Dn.)) – He shall assist the Director in administration, accounts of the Academy and its hostels. He shall be incharge of maintenance of Academy hostel buildings, canteen and the vehicles. He shall verify all the bills prepared by the accounts section before getting the signature from the Director. He shall supervise budget preparation. He shall verify the log books of the vehicles, stock books, furniture, other equipments, library books etc., He shall assist the Director in drafting letters to High Court, Government, Accountant General and various other agencies.
6	Assistant Director	[Civil Judge (Jr. Dn.)]- He shall assist the Administrative Officer in administration, accounts of the Academy and its hostels.

GROUP – ‘B’

1	Section Officer (Administration)	He shall assist the Administrative Officer in administration, accounts of the Academy and its hostels. He shall assist the Administrative Officer in maintaining the Academy, hostel buildings and the vehicles. He shall verify the log books of the vehicles, stock books, furniture, other equipments, library books etc., He shall assist the Administrative Officer in drafting letters to High Court, Government, Accountant General and various other agencies. He shall attend to all audit objections in respect of administrative
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		<p>matters. He shall discharge any other works entrusted by the Academy officers.</p>
2	Section Officer (Accounts)	<p>He shall verify all the bills prepared by the accounts Section before placing it before the Administrative Officer for verification. He shall prepare the budget of the Academy, get the same verified by the Administrative officer and after obtaining signature, shall submit the same to the Government well in time. He shall maintain all bills, vouchers, receipts etc., He shall attend to all audit objections in respect of accounts. He shall discharge any other works entrusted by the Academy Officers.</p>
3	Hostel Administrative Officer	<p>He shall assist the Administrative Officer in administration of hostel buildings, canteen, stock books, furniture and other equipments in the hostel rooms/ buildings. He shall assist the Administrative Officer in drafting letters to High Court, Government, Accountant General and various other agencies. He shall attend to all audit objections in respect of hostel buildings. He shall discharge any other works entrusted by the Academy Officers.</p>

DUTIES AND RESPONSIBILITIES OF THE OFFICIALS OF THE ACADEMY

GROUP - 'C'

1	Librarian	<p>He shall be incharge of the library of the Academy under the supervision of the Administrative Officer. He shall maintain all registers, books, periodicals, journals, study materials etc., He shall ensure prompt delivery of books, periodicals, journals, citations to the guest speakers/ resource persons of the Academy. He shall maintain proper registers in respect of lending of books to the guest speakers/ resource persons and return of the same. He shall discharge any other works entrusted by the Academy Officers.</p>
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2	Sr. Assistants	They shall work in Administrative, accounts, vehicle, hostel branches. They shall work under the supervision of Administrative Officer, Section Officers of Administration, Accounts and Hostel. They shall maintain proper registers of the branches concerned. They shall discharge any other works entrusted by the Academy Officers.
3	Stenographers	They shall assist the Academy Officers of Group A and B in drafting letters to High Court, Government, Accountant General and various other agencies. They shall assist the Officers in conducting training programmes, seminars workshops etc., They shall discharge any other works entrusted by the Academy Officers.
4	Assistants	They shall work in Administrative, accounts, vehicle, hostel branches. They shall work under Sr. Assistants, Administrative Officer, Section Officers of Administration, Accounts and Hostel. They shall assist the Senior Assistants in maintenance proper registers of the branches concerned. They shall discharge any other works entrusted by the Academy Officers.
5	Jr. Assistants	They shall work in Administrative, Accounts, Vehicle, Hostel branches. They shall work under Sr. Assistants, Administrative Officer, Section Officers of Administration, Accounts and Hostel. They shall assist the Senior Assistants in maintenance proper registers of the branches concerned. They shall discharge any other works entrusted by the Academy Officers.
6	Typists	They shall work in Administrative, Accounts, Vehicle, Hostel branches. They shall work under Sr. Assistants, Administrative Officer, Section Officers of Administration, Accounts and Hostel. They shall do typing works of all branches. They shall discharge any other works entrusted by the Academy Officers.



7	Library Assistant	He shall assist the Librarian in the Library of the Academy. He shall assist the Librarian in maintenance of all registers, books, periodicals, journals, study materials etc., He shall assist the Librarian in ensuring prompt delivery of books, periodicals, journals, citations to the guest speakers/ resource persons of the Academy. He shall assist the Librarian in maintaining proper registers in respect of lending of books to the guest speakers/ resource persons and return of the same. He shall discharge any other works entrusted by the Academy Officers.
8	Hostel Store-keepers	He shall assist the Hostel Administrative Officer in administration of Hostel buildings, canteen, stock books, furniture and other equipments in the hostel rooms/ buildings. He shall assist the Hostel Administrative Officer in drafting letters to High Court, Government, Accountant General and various other agencies. He shall assist the Hostel Administrative Officer in attending to all audit objections in respect of hostel buildings and canteen. He shall discharge any other works entrusted by the Academy Officers.
9	Drivers	They shall drive the vehicles of the Academy. They are responsible for proper maintenance of all the vehicles of the Academy. They shall get the vehicles repaired whenever/ wherever necessary after getting them certified by the concerned R.T.Os. They shall maintain log books. They shall work in tandem with the Officers/ Officials of the vehicle branch. They shall discharge any other works entrusted by the Academy Officers.

GROUP - 'D'

1	Attendars	They shall work in various branches of the Academy. They shall carry out all the works entrusted to them by the Officers.
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2	Peons	They shall work in various branches of the Academy. They shall keep the premises inside and outside of the Academy clean and tidy. They shall carry out all the works entrusted to them by the Officers.
3	Pantry staff	They shall work in the canteen of the Academy, under the supervision of Hostel Administrative Officer.
4	Watchmen	They shall do watch and ward work in the Academy, under the supervision of Hostel Administrative Officer.
5	Gardener	They shall maintain the gardens, lawns in the Academy.
6	Sweeper-cum-scavenger	They shall maintain all the bath rooms and toilets in the Academy building and the hostel buildings.

C. Manjunatha
p10

ANNEXURE-II

CONDITIONS OF SERVICE OF THE EMPLOYEES OF THE KARNATAKA JUDICIAL ACADEMY

The provisions of:

- a) The Karnataka Civil Service Rules,
- b) The Karnataka Financial Code, 1958,
- c) The Karnataka Civil Service [Classification, Control and Appeal] Rules, 1957,
- d) The Karnataka Civil Service [General Recruitment] Rules, 1977,
- e) The Karnataka Civil Service [Conduct] Rules, 1966,
- f) The Karnataka Civil Service [Probation] Rules, 1977,
- g) The Karnataka Government Servants [Seniority] Rules, 1957,
- h) The Karnataka Government Servants [Medical Attendance] Rules, 1963,
- i) The Karnataka Civil Services [performance reports] Rules, 1994,
- j) Rules made or deemed to have been made under the Provisions of Karnataka Civil Services Act, 1978, [Karnataka Act 14 of 1990],
- k) The Karnataka Civil Service [Kannada Language Examinations] Rules, 1974 and
- l) All other rules relating to conditions of service applicable to Government Servants, shall mutatis mutandis apply to the employees of the Karnataka Judicial Academy.

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P10