

**RIGHT TO INFORMATION ACT, 2005**

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[02.06.2023]

# INFORMATION HANDBOOK

(Refer to Chapter II Section 4 (1) (a) of RTI Act, 2005)

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**Government of Karnataka**

**OFFICE OF THE ADVOCATE GENERAL**  
**BENGALURU**

**No.43/AG/EST/2012-13, Bengaluru, Dated: 30<sup>th</sup> August 2012**

**NOTIFICATION**

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

**ANNEXURE-I**

**Notification under Section 4(1) (a) of Right to Information Act**

**Statement showing Registers, Forms and Books that are maintained  
by various Sections of Advocate General of Karnataka**

(1)

<b>Name of the Branch</b>	<b>Supreme Court Section</b>
<b>Registers</b>	Stage Registers relating to receipt of Government Order for preferring/opposing SLP/Civil Appeals/Filing of statement of objections filed before the Hon'ble Supreme Court in Each case.
<b>Book/Ledgers</b>	1) Government Order Receiving Register. 2) Inward Tappal Register; 3) Outward Tappal Register; 4) E-Mail Receiving Register. 5) CL Register of Officials. 6) Indent book. 7) Movement Register 8) Cash Declaration Register.

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(2)

<b>Name of the Branch</b>	<b>Writ Appeal, AGP &amp; Writ Tax Section</b>
<b>Registers</b>	Entries of Government Orders received by concerned department, (Writ Appeal, Writ Tax, Appeal, STRP, STA and CCC).
<b>Book/Ledgers</b>	<ol style="list-style-type: none"> <li>1) Stage Registers .</li> <li>2) Inward Tappal Register;</li> <li>3) Outward Tappal Register;</li> <li>4) CL Register. Indent book.</li> <li>5) Movement Register</li> <li>6) Cash Declaration Register.</li> </ol>

(3)

<b>Name of the Branch</b>	<b>Writ Petition Section</b>
<b>Registers</b>	Entries of Government Orders received by concerned department. Stage Registers relating to Writ Petitions and relevant Registers relating to the above cases, and the forwardal of the certified copy of the orders along with opinion of the Law Officers is entered.
<b>Book/Ledgers</b>	<ol style="list-style-type: none"> <li>1) Stage Registers –</li> <li>2) Inward Tappal Register;</li> <li>3) Outward Tappal Register;</li> <li>4) C.C. Applying Book;</li> <li>5) CL Register;</li> <li>6) State Writ Petition &amp; CAVET filing Register.</li> <li>7) Record Register</li> <li>8) Indent book.</li> <li>9) Movement Register</li> <li>10) Cash Declaration Register.</li> </ol>

(4)

<b>Name of the Branch</b>	<b>Civil Section</b>
<b>Registers</b>	Entries of Government Orders received by concerned department, .Stage Registers relating to Miscellaneous First Appeals, Miscellaneous Second Appeals, Regular First Appeals, Regular Second Appeals, Civil Revision Petitions, Company Petitions, Company Applications, Review Petitions, Commercial Appeals etc. and relevant Registers relating to the above cases, and the forwardal of the certified copy of the orders along with opinion of the Law Officers is entered.

<b>Book/Ledgers</b>	<ol style="list-style-type: none"> <li>1) Government Order receiving Register :</li> <li>2) Inward Tappal Register,</li> <li>3) Outward Tappal Register;</li> <li>4) Register of Bills sent to Account Section;</li> <li>5) CL Register.</li> <li>6) Record Register</li> <li>7) C.C. Applying Book</li> <li>8) Indent book.</li> <li>9) Movement Register</li> <li>10) Cash Declaration Register.</li> </ol>
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(6)

<b>Name of the Branch</b>	<b>Establishment Section</b>
<b>Registers</b>	Registers relating to Office Order, Vacancy register, Memos and Notice Register & etc.
<b>Book/Ledgers</b>	<ol style="list-style-type: none"> <li>1) Personal files of the Officers/Officials &amp; Law Officers.</li> <li>2) Inward Tappal Book;</li> <li>3) Outward Tappal Book;</li> <li>4) Acknowledgment Book;</li> <li>5) Memo/Notice Register;</li> <li>6) Index Book (Details of reporting/resigning/death/superannuation retirement/VRS of officials)</li> <li>7) Service Registers of Officials/Officers;</li> <li>8) Attendance Registers;</li> <li>9) ID Card Register;</li> <li>10) CL/RH Register.</li> <li>11) RTI ledger</li> <li>12) Indent book.</li> <li>13) Movement Register</li> <li>14) Cash Declaration Register.</li> </ol>

(7)

<b>Name of the Branch</b>	<b>Stationary Section</b>
<b>Registers</b>	<ol style="list-style-type: none"> <li>1) Stationery Articles Branch-wise Issuing Register;</li> <li>2) Stock Register for Stationery Articles for Local Purchase and Government Supply, Forms issued by Government and Computer Consumables &amp; etc.</li> <li>3) Logbook of Stationery articles.</li> <li>4) Dead stock Register of furniture and other articles.</li> <li>5) Stage Register.</li> <li>6) Outward Tappal Register.</li> </ol>

	<b>Book/Ledgers</b> 1) Stationery Articles Branch-wise Issuing Register; 2) Stock Register for Stationery Articles for Local Purchase and Government Supply, Forms issued by Government and Computer Consumables & etc.
(8)	
<b>(8) Name of the Branch</b>	<b>Accounts Section</b>
<b>Registers</b>	1) Token Register
<b>Book</b>	1) D.C. Bill and T.A. Bill book. 2) Cash Book 3) Indent book. 4) Movement Register 5) Cash Declaration Register.
(9)	
<b>Name of the Branch</b>	<b>Criminal Section</b>
<b>Registers</b>	Entries of Government Orders received by the department., relating to preferring Criminal Appeals, Criminal Revision Petition, Criminal Petition, State Registers in respect of Criminal Appeals, Criminal Petitions, Habeas Corpus, Criminal reference, Contempt Cases.
<b>Book/Ledgers</b>	1) Stage Registers 2) Outward/Inward Tappal Register; 3) CL Register of officials; 4) Stationery Indent book; 5) Indent book for applying certified copies of IA's; 6) G.O's Book; 7) Advocate Welfare Fund stamp Indent Register; 8) Indent book. 9) Movement Register 10) Cash Declaration Register.
(10)	
<b>Name of the Branch</b>	<b>Library Section</b>
<b>Registers</b>	1) Periodicals Record Register; 2) Library Stock Verification Register; 3) Stock Register of Bound Gazette; 4) Accession Register; 5) Indent book. 6) Movement Register 7) Cash Declaration Register.

(11)

Name of the Branch	Tappal Section
<b>Registers</b>	Registers relating to inward & outward of Tappals and original records.
<b>Book/Ledgers</b>	<ol style="list-style-type: none"> <li>1) Inward Tappal Register;</li> <li>2) Outward Tappal Register;</li> <li>3) CL Register of Officials</li> <li>4) Stationary indent Book;</li> <li>5) From Register in respect of AG Personal Section, Accounts Section, Establishment, Civil, Tax Section, Library Section</li> <li>6) Records dispatch Book (REC);</li> <li>7) EPP parcel book &amp; speed post acknowledgement books;</li> <li>8) High Court, K.G. Road, MS Building, Vikasa Soudha, Vidhana Soudha -Muddam Register;</li> <li>9) VV Tower - Muddam Register;</li> <li>10) Criminal Section dispatch Register, Law &amp; Home Department Muddam Book;</li> <li>11) EPP payment office order book;</li> <li>12) Office Order for franking machine &amp; stamps book;</li> <li>13) Indent book.</li> <li>14) Movement Register</li> <li>15) Cash Declaration Register.</li> </ol>

(12)

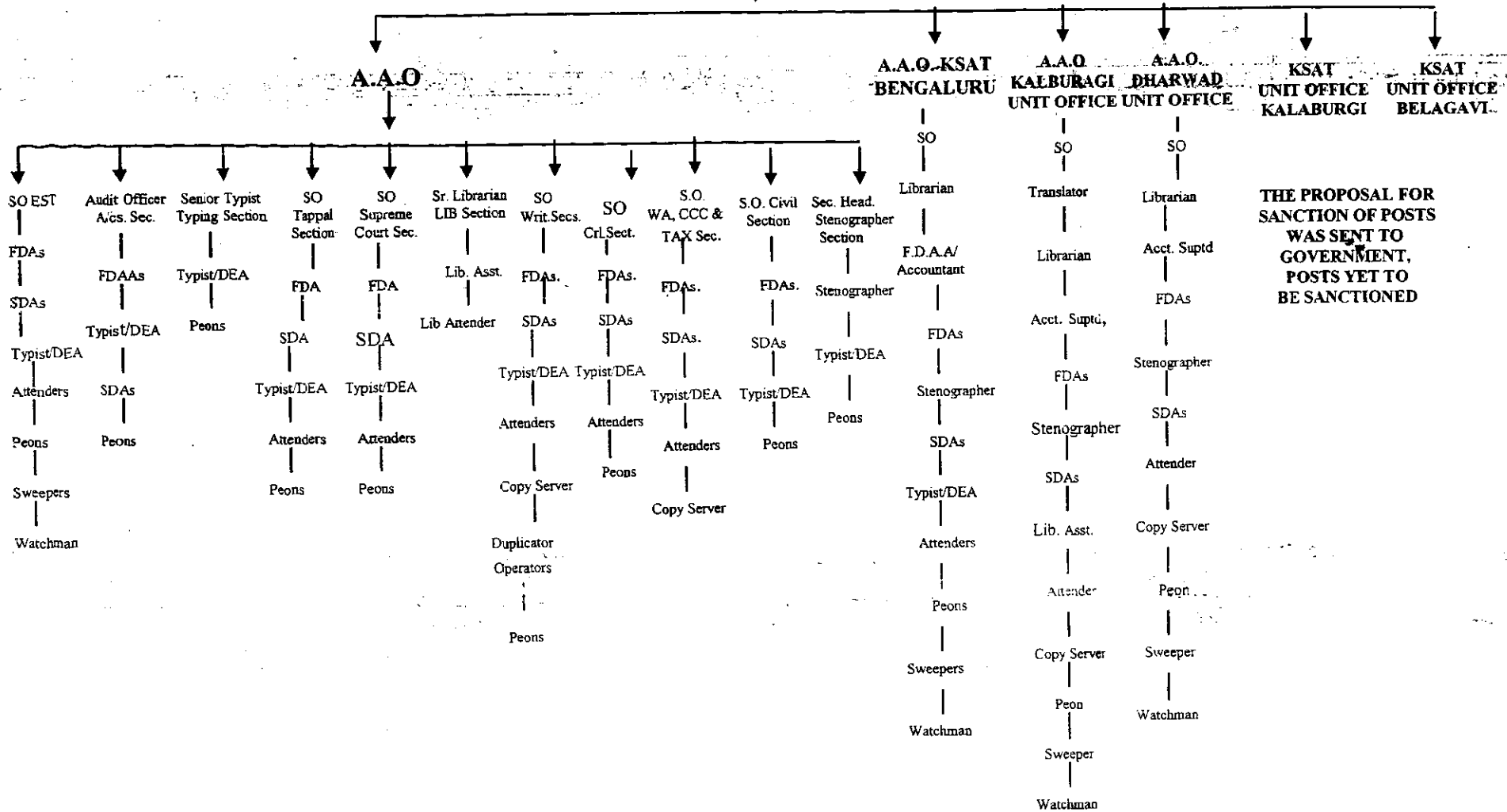
Name of the Branch	Steno Section
<b>Registers</b>	<ol style="list-style-type: none"> <li>1) Register maintained for allotment of Stenographers to the Law Officer for dictation;</li> <li>2) Register regarding the work turned out by Stenographers.</li> <li>3) Indent book.</li> <li>4) Movement Register</li> <li>5) Cash Declaration Register.</li> </ol>
<b>Book/Ledgers</b>	1) CL Register of Officials

ANNEXURE-A

ORGANISATION STRUCTURE OF THE OFFICE OF ADVOCATE GENERAL

ADVOCATE GENERAL

ADMINISTRATIVE OFFICER



THE PROPOSAL FOR SANCTION OF POSTS WAS SENT TO GOVERNMENT, POSTS YET TO BE SANCTIONED

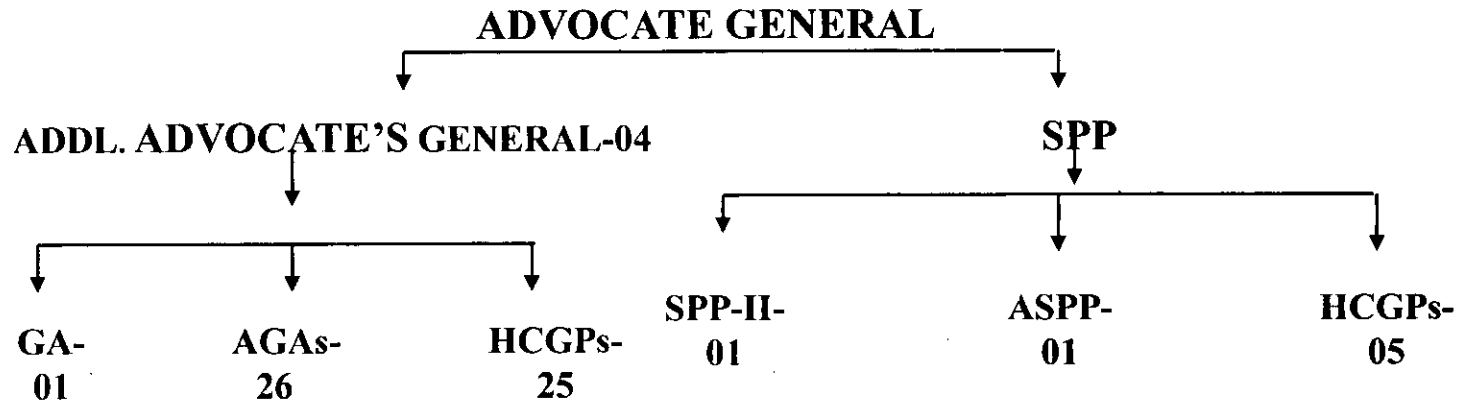
THE PROPOSAL WAS SENT TO GOVERNMENT, POSTS YET TO BE SANCTIONED

Handwritten signature or mark.



**ANNEXURE B**

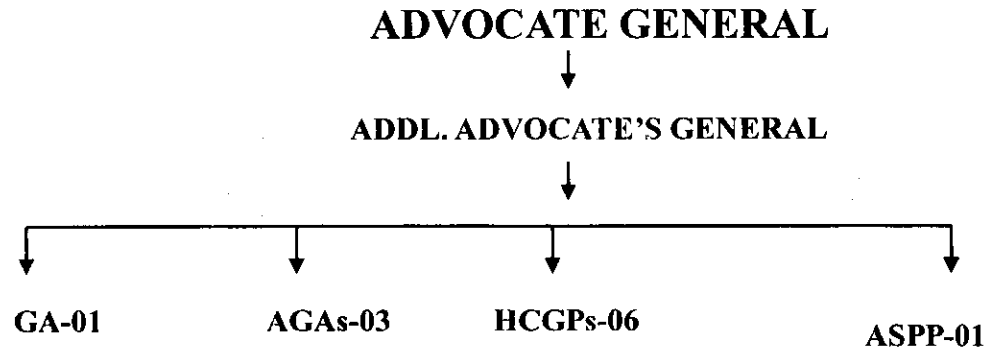
**ORGANISATION STRUCTURE OF THE OFFICE OF ADVOCATE GENERAL**



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ANNEXURE C

ORGANISATION STRUCTURE OF THE OFFICE OF ADVOCATE GENERAL AT DHARWAD

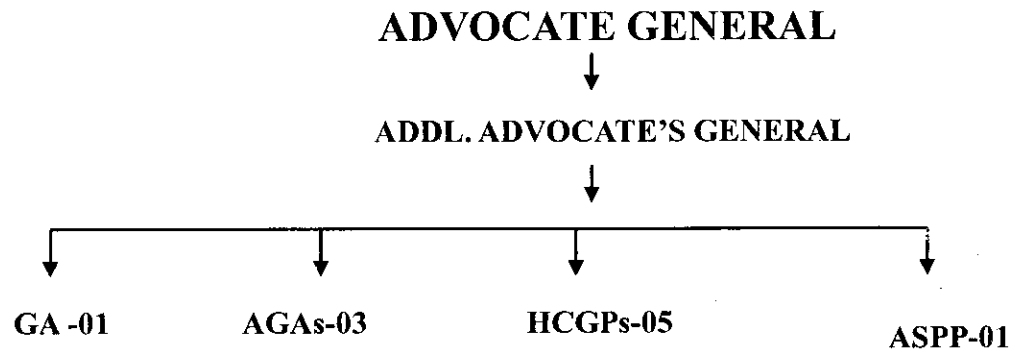


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**ANNEXURE D**

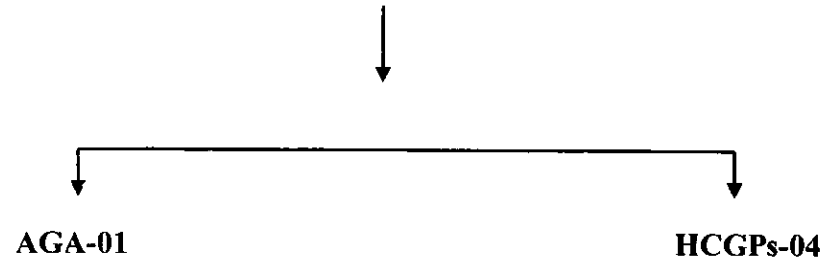
**ORGANISATION STRUCTURE OF THE OFFICE OF ADVOCATE GENERAL AT KALBURGI**



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ANNEXURE E

**ORGANISATION STRUCTURE OF THE OFFICE OF ADVOCATE GENERAL AT KSAT  
ADVOCATE GENERAL**



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<b>Name of the Department</b>	: <b>ADVOCATE GENERAL FOR KARNATAKA</b>
<b>Address of the Office</b>	: Office of the Advocate General, High Court Building, Dr. Ambedkar Veedhi, <b>BENGALURU - 560 001.</b> Ph: 080-22862583, Fax: 080-22867522 e-mail: <a href="mailto:advgen2009@gmail.com">advgen2009@gmail.com</a> , Web: <a href="http://www.advgen.kar.nic.in">www.advgen.kar.nic.in</a> <a href="http://www.advg.karnataka.gov.in">www.advg.karnataka.gov.in</a>
<b>Functions</b>	: <p>The principal activity of this department is to conduct the cases before the Hon'ble High Court of Karnataka at its Principal Bench, Bengaluru; Circuit Benches at Dharwad and Kalaburgi; Karnataka Administrative Tribunal; Consumer Disputes Redressal Forums, Consumer Disputes Redress Commission of State/National and the Hon'ble Supreme Court of India where the interest of State of Karnataka and its Departments needs to be defended.</p> <p>The Advocate General is the Head of the Department and he is the principal legal advisor to the Government. A team of Law Officers comprising of Additional Advocate General, Government Advocates, State Public Prosecutors, Additional State Public Prosecutors, Additional Government Advocates and High Court Government Pleaders have been appointed to look after the litigation work.</p> <p>The Law Officers including the Addl. Advocate General work under the guidance and supervision of the Advocate General.</p> <p>The Advocate General has been endowed with all administrative and financial powers. The expenditure of this department is meted out under non-plan scheme as this Department does not come under planning.</p> <p>The Administrative Officer supervises the entire ministerial work of the office. He is assisted by</p>

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	<p>Assistant Administrative Officers, one at the main office, one at the Karnataka Administrative Tribunal Unit Office, one at Kalaburgi Unit Office and one at the Dharwad Unit Office. There are Section Officers and Audit Officer. The day today work relating to administration is taken care of by the Administrative Officer. The Administrative Officer is authorized to sanction the Remuneration Bills of the Law Officers.</p> <p>The Advocate General is the top-most Law Officer who takes care of matters before the High Court as well as before the Hon'ble Supreme Court. The Advocate General is also consulted in matters relating to water disputes as well as other issues having legal ramifications. Before the High Court, the Advocate General generally appears only in matters relating to important legal issues and in matters which has far reaching ramifications for the State Government.</p> <p>The Advocate General is the Ex-Officio member of Karnataka State Legal Services Authority, Karnataka Law Commission &amp; Karnataka State Bar Council.</p> <p>The State Public Prosecutor takes care of all criminal matters and the State Public Prosecutor also functions under the Advocate General.</p> <p>The work relating to various subjects in the High Court is distributed among different Government Advocates and Government Pleaders. Similarly, the criminal work is also distributed among the State Public Prosecutors, Additional State Public Prosecutors and others.</p> <p>All Law Officers are governed by the Karnataka Law Officers (Appointment and Conditions of Service) Rules, 1977. The Law Officers are entitled to remuneration as prescribed under these Rules.</p>
<p><b>Duties</b></p>	<p>: The Advocate General appears in important cases before the High Courts, Supreme Court, KAT, Water Disputes Tribunal etc. and defends the action of the State Government. The Advocate General advices the Government in matters which are referred to him by the Government. The Advocate General is also the Head of the Department of the Office of the Advocate General.</p>

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Section 4(1) (b)(ii)  
Powers and Duties of Officers and Employees

**Details of the powers and duties of officers and employees  
of the authority by designation as follows:**

BENGALURU - HEAD OFFICE

Sl. No.	Name of the Office/employee	Designation	Duties allotted	Powers
1	B. Abhijin	Administrative Officer	The day to day work relating to administration of the Office and supervision of all AAOs who are working Unit Offices.	As a DDO of the Head Office, Approval of the Remuneration Bills of the Law Officers as per Government Order, Signing of the Salary Bills, Cheques, Letters & Sanction of Leaves, Pay, and Promotion etc., to furnish information in respect of RTI Applications. Conduct Departmental Enquiry for Group-D and C officials (Minor Punishment)
2	M.PUSHPA	Assistant Administrative Officer, Head Office.	Assist to the Administrative Officer relating Administrative work and Supervision of Establishment Section, IT related all subjects including Tender files, Outsource Manpower related subjects including Tender, Steno, Writ and Civil	Discharging duties as per the work allotment of this office and doing any other work entrusted by Learned Advocate General and Administrative Officer.

			<p>Section supervision, Writ Appeal and Advocate General Personnel Section, supervision of billing section, Maintain of Movement Register, supervision RTI Work, Complaint Register (Officials related) and KSAT Bengaluru and Dharwad Unit Office Correspondence.</p>	
3	M AMARANATH	Assistant Administrative Officer, Head Office.	<p>Assist to the Administrative Officer relating Administrative work. Supreme Court Section, Tappal Section, Library Section and Criminal Section supervision, supervision of Stationary Section, PWD Work (old and New Building), to monitor CCMS work including Unit Office and website updating.</p>	<p>Discharging duties as per the work allotment of this office and doing any other work entrusted by Learned Advocate General and Administrative Officer.</p>

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<u>KSAT - BENGALURU</u>				
4	A. SATHYABHAMA	Assistant Administrative Officer, K.S.A.T. Unit, Kandaya Bhavana, Bengaluru	Supervise Unit Office.	Approval of the Remuneration Bills of the Law Officers. Signing of the Salary Bills, Cheques, Letters & Sanction of Leaves, Pay, as a PIO to furnish information in respect of RTI Applications.
<u>UNIT OFFICE - DHARWAD</u>				
5	SUDISH BHAT	Assistant Administrative Officer, (I/c)	Supervise Unit Office.	Approval of the Remuneration Bills of the Law Officers. Signing of the Salary Bills, Cheques, Letters & Sanction of Leaves, Pay, as a PIO to furnish information in respect of RTI Applications.
<u>KSAT UNIT OFFICE- BELAGAVI</u>				
6	SUDISH BHAT	Assistant Administrative Officer, (I/c) currently working at Dharwad Unit Office, and supervision of the KSAT Unit Office, Belagavi.	Supervision Of the KSAT Unit Office Belagavi.	-
<u>UNIT OFFICE - KALBURAGI</u>				

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7	SHIVALINGAPPA	Assistant Administrative Officer	Supervision of Unit Office.	Approval of the Remuneration Bills of the Law Officers. Signing of the Salary Bills, Cheques, Letters & Sanction of Leaves, Pay as a PIO to furnish information in respect of RTI Applications.
<u>KSAT UNIT OFFICE - KALBURAGI</u>				
8	SHIVALINGAPPA	Assistant Administrative Officer, currently working at Kalburagi Unit Office, and supervision of the KSAT Unit Office, kalburagi	Supervision of the KSAT Unit Office, Kalburagi.	-
9	Section Officer	<p>The Duties are:</p> <ol style="list-style-type: none"> <li>a. To exercise General supervision over his Section in regard to the dispatch of the business;</li> <li>b. To help the in experienced clerks by guiding them in their day to day work;</li> <li>c. To be conversant with the more important files pending in his section and see that these are not delayed;</li> <li>d. Concentrate his attention where it is most required and see that his Section work run smoothly and efficiently;</li> <li>e. To see that the caseworker is maintaining Case Register properly and upto date;</li> <li>f. To make certain that the dispatch of outgoing periodicals are not delayed and that incoming periodicals are obtained by timely reminders;</li> <li>g. To be responsible for the proper maintenance of special registers;</li> <li>h. To ensure that the monthly arrears lists of cases and the weekly arrears statements of pending papers are properly complied and duly submitted;</li> <li>i. to advice the staff under him on all difficult and intricate case and to help them in drafting important references;</li> <li>j. to see that the caseworker has arranged papers in order in a file stated briefly the issues to be decided</li> </ol>		

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		<p>pointed out the deficiencies or omissions in the correspondence and quoted the standing orders and precedents applicable to the case;</p> <p>k. to ensure that whenever reports called from subordinate officers, the specific points on which information or comments are required are clearly stated by the caseworkers in the reference to be issued;</p> <p>l. to ensure that the time limit is kept by the caseworkers in respect of urgent cases and to provide guidelines for the disposal of important cases;</p> <p>m. to deal personally with complicated cases;</p> <p>n. to do some original work himself where the duty of supervision is not a full-time job;</p> <p>o. to ensure that whenever there is a transfer of a caseworker in his section, a detailed charge list of all pending papers is prepared and full responsibility assumed by the incoming official, and</p> <p>p. to inspect the work of every caseworker by him at once a month.</p>
10	Audit Officer	<ol style="list-style-type: none"> <li>1. The supervision of the Account Section for prepare Salary, Travel Allowance, Medical Re-Imbursement, bills and its payment;</li> <li>2. To prepare bill for, The honourium of Supreme Court, High Court, District Court and Taluk Muncif Advocates and their Travel allowance;</li> <li>3. To pay the returner fee of Government Advocates in High Court, District and Taluk Court;</li> <li>4. To prepare and payment D.C. Bill for BOSSB, Petrol and Office Articles;</li> <li>5. To maintain Cash Register and Remittance book;</li> <li>6. To file Income tax returns and GST within time;</li> <li>7. To give opinion which are received from any other Section of this Office;</li> <li>8. To prepare budget, re-appropriation, re-allocation of grants, reconciliation expenditure with A.S;</li> <li>9. To take revision of NDSS and etc.</li> </ol>
11	Librarian	<p>Supervision of entire Library Section, purchase the Law books which are sought by the Law Officer, to get subscription of monthly, yearly and SCC online. To inspect the work of other officials in library and to provide Law Books for Law Officers on their demand.</p>
12	Library Assistant	<p>To Assist the Librarian in all respects of smooth functioning of the Library Section. To furnish Law books to Law officer within time for attending regular Court work. Retain the Law books from the borrowed Law</p>

		Officers.
13	Accountant	<ol style="list-style-type: none"> <li>1. To prepare Salary, Travel Allowance, Medical Re-Imbursement, bills and its payment;</li> <li>2. To prepare bill for, The honourium of Supreme Court, High Court, District Court and Taluk Muncif Advocates and their Travel allowance;</li> <li>3. To pay the returner fee of Government Advocates in High Court, District and Taluk Court;</li> <li>4. To prepare and payment D.C. Bill for BOSSB, Petrol and Office Articles;</li> <li>5. To maintain Cash Register and Remittance book;</li> <li>6. To file Income tax returns and GST within time;</li> <li>7. To give opinion which are received from any other Section of this Office;</li> <li>8. To prepare budget, re-appropriation, re-allocation of grants, reconciliation expenditure with A.S;</li> <li>9. To take revision of NDSS and etc., and any other work which is relevant to the Account Section instructed by Audit Officer and Administrative Officer.</li> </ol>
14	Stenographer	To take dictation from the Law Officers and transcribe the same. Make it proper and systematically as per the High Courts Rules and regulations. After completion of the work sending file to concerned Law Officer/ Section.
15	Indexor *	Supervision of entire Stationary work, borrow the Articles and office consumables on demand of officials of the concerned Section. To maintain registers of purchasing and distributing of the Articles. Supervision of Stock Registers.
16	FDA	<ol style="list-style-type: none"> <li>1. To be in-charge of and be responsible for the work connected with one or more compilation entrusted to him;</li> <li>2. To arrange papers and cases in order, stated briefly the issues to be decided, point out the deficiencies found in the correspondence and quote the standing orders and precedents applicable to the case;</li> <li>3. To be conversant with the laws, rules and regulations, standing orders, circulars, precedents etc., relating to the compilations entrusted to him;</li> <li>4. To ensure that the papers and files he is dealing with are promptly submitted for orders and not delayed.</li> <li>5. To maintain all the prescribed registers for the proper accountability and disposal of the papers received and dealt with by him;</li> </ol>

		<ol style="list-style-type: none"> <li>6. To be well acquainted with the prescribed procedure;</li> <li>7. To ensure that the Petitions received by him are properly stamped with the requisite court-fee stamps as required under law;</li> <li>8. To compare fair copies, ensure their correctness and see that they are delivered for dispatch; and</li> <li>9. To prepare, whenever there is a transfer of charge, a detailed charge list of all the papers and cases pending with him with reference to the Special Registers. Periodical Register and Case Register and hand over complete charge of these records and register to his successor.</li> </ol>
17	Second Division Assistant	<ol style="list-style-type: none"> <li>1. To be in-charge of and be responsible for the work connected with one or more compilation entrusted to him;</li> <li>2. To arrange papers and cases in order, stated briefly the issues to be decided, point out the deficiencies found in the correspondence and quote the standing orders and precedents applicable to the case;</li> <li>3. To be conversant with the laws, rules and regulations, standing orders, circulars, precedents etc., relating to the compilations entrusted to him;</li> <li>4. To ensure that the papers and files he is dealing with are promptly submitted for orders and not delayed.</li> <li>5. To maintain all the prescribed registers for the proper accountability and disposal of the papers received and dealt with by him;</li> <li>6. To be well acquainted with the prescribed procedure;</li> <li>7. To ensure that the Petitions received by him are properly stamped with the requisite court-fee stamps as required under law;</li> <li>8. To compare fair copies, ensure their correctness and see that they are delivered for dispatch; and</li> <li>9. To prepare, whenever there is a transfer of charge, a detailed charge list of all the papers and cases pending with him with reference to the Special Registers. Periodical Register and Case Register and hand over complete charge of these records and register to his successor.</li> </ol>
18	Typist	To type the documents which are illegible to read and make an order on them.

19	Attenders	To Assist the caseworker and Section Head to smooth functioning of the Section. Deliver the files / tappals to other Sections and Court Halls and doing work as instructed by the Officers and Law Officers.
20	Peons	To deliver the files / tappals to other Sections and Court Halls and doing work as instructed by the Officers and Law Officers.
21	Copy Server	To serve the Court Orders Petition Copies, Statement of Objections to the concern Respondent /Petitioner as per order by the Hon'ble Court. deliver the files / tappals to other Sections and Court Halls and doing work as instructed by the Officers and Law Officers.
22	Duplicator Operators	To take the photo copies of the Documents, Files, Court Orders, Copies of the relevant Court cases. To maintain Xerox machines comfortably. Any other work entrusted by the caseworker, Section Head and Asst. Administrator Officer.
23	Watchmen	To keep watch over the premises, to lock the doors and open the doors of various sections of the Office and safeguard the office Articles and Consumable goods.
24	Sweepers	To keep the Office tidy and maintain hygienic in the office premises.

**\* Vide this office letter bearing No. 914/AG/EST/2022-23, Dated:07.03.2023, was sent to Government for consideration of Pay scale.**

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Section 4(1) (b) (iii)

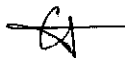
**Procedure Followed in Decision-making Process**

**The procedure followed in decision-making by the Public Authority  
(Advocate General's Office)**

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In administrative matters, the Caseworker 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 takes the decision in respect of service matters of Group-D employees and in respect of A, B and C Officers and officials, the file would be submitted for the decision of the learned Advocate-General. In respect of certain matters like sanction of leave and other service matters, the Administrative Officer is authorized to take decision. Where the Government's approval or orders are required, the same would be sought from the Government.

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## Section 4(1)(b)(iv)

**Norms set for the Discharge of Functions****The details of the norms/standards set by the Public Authority for the discharge of its functions/delivery of services.**

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The Office of the Advocate General is a constitutional office created under Article 165 of the Constitution of India. The Governor of the State appoints a person who is qualified to be appointed as a judge of the High Court as Advocate General of the State. A person shall not be qualified for appointment as a judge of a High Court unless he is a citizen of India and has for at least 10 years held a judicial office in the territory of India or has for at least ten years been advocate of a High Court or of two or more such courts in succession.

The post of Advocate General is a public office and he is the foremost Law Officer of the State.

In Karnataka, the post of Additional Advocate General has also been created. The State in exercise of its jurisdiction under Article 162 of the Constitution of India, is competent to appoint advocates of its choice and designate in such a manner as it may deem fit and proper.

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## Section 4(1) (b) (v) &amp; (vi)

**Rules, Regulations, Instructions, Manuals and Records,  
for Discharging Functions****(a) Acts:**

1. The Karnataka Civil Services (Regulation of Promotion, Pay and Pension) Act 1993 Rules.
2. The Karnataka State Services (Determination of Age) Act, 1974.
3. Karnataka Law Officers (Appointment and Conditions of Service) Rules, 1977

**(b) Rules:**

1. The Karnataka Civil Services Rules.
2. K.C.S (CC & A Rules 1957).
3. The Karnataka Civil Services (Probation) Rules, 1977.
4. The Karnataka Civil Services (Conduct Rules) Rules 1966.
5. The Karnataka Civil Services (Regulation of Promotion, Pay & Pension) Rules 1978.
6. The Karnataka Civil Services (Medical Attendance) Rules 1963.
7. The Karnataka Civil Services (Performance Reports) Rules, 1994.

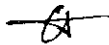
**(c) Instructions, Manuals and others**

1. The Karnataka Financial Code.
2. The Karnataka Treasury Code
3. The Manual of Contingent Expenditure.
4. The Departmental Promotion Committees.
5. The Criminal Procedure Code.
6. The Civil Procedure Code.
7. Reservation for Ex-servicemen.
8. Reservation roster for Scheduled Castes, Scheduled Tribes and other Backward Classes.

VI. A statement of the categories of documents that are held by it or under its control:

Documents /Registers of Group-B Officers and Group-C & D Officials:

1. Service Registers.
2. Annual Performance Reports
3. Assets & Liabilities statements



## Section 4(1) (b) v (i)

**Categories of Documents held by the Public Authority under its Control****Information about the official documents held by the  
Public Authority or under its control**

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Case files of respective years relating to Writ Petitions,  
Writ Appeals, Contempt of Court Cases, STAs, STRPs,  
Criminal Appeals, Criminal Petitions, Criminal Revision Petitions,  
Miscellaneous First Appeals, Miscellaneous Second Appeals,  
Regular First Appeals, Regular Second Appeals,  
Execution First Appeals, Execution Second Appeals,  
Civil Revision Petitions, Company Petitions, Company Applications,  
Special Leave Petitions, Civil Appeals etc. and  
relevant Registers relating to the above cases.

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Section 4(1) (b)vii

**Arrangement for Consultation with, or Representation by,  
the Members of the Public in relation to the Formulation of Policy  
or Implementation thereof**

The arrangements by the Public Authority to seek consultation/participation of Public or its representatives for formulation and implementation of Policies.

-----  
There is no programme of formulation of  
policies or implementation of polices.  
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Section 4(1)(b)v(iii)

**Boards, Councils, Committees and other Bodies constituted  
as part of Public Authority**

**Information on boards, councils, committees and other bodies  
related to the Public Authority.**

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There are no Boards, Councils, Committees and  
other bodies related to this Public Authority.

Hence, not applicable.

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Section 4(1) (b)(ix)  
Directory of Officers and Employees

Information on officers and employees working in different units or  
offices at different levels and their contact numbers.

<b>ADVOCATE GENERAL OFFICE, HEAD OFFICE BENGALURU.</b>			
<b>Sl.No.</b>	<b>NAME OF THE OFFICER/OFFICIAL</b>	<b>DESIGNATION</b>	<b>CONTACT NUMBER</b>
1	B. Abhijin	Administrative Officer and State Public Information Officer	22862583
2	M. Pushpa	Asst. Administrative Officer	22862583
3	M. Amaranath	Asst. Administrative Officer	22862585
4	Nalini M.S.	Audit Officer	22868368
5	H.N. Latha	Section Officer	22860551
6	K. Shanthi	Section Officer	29602583
7	P. Bhagyalakshmi	Section Officer	22862580
8	Divakar Naik	Section Officer	22860162
9	Ambarisha G.	Section Officer	22865200
10	Kavitha L	Section Officer	22865258
11	Santhosh S Kumbar	Section Officer	22862580
12	H.C. Venkatesh	F.D.A	29624666
13	N. Shankar	F.D.A	29624666
14	N.H. Sujatha	F.D.A	29602583
15	B.C. Basavaraj	F.D.A	29602583
16	Ashwini Y.V.	F.D.A	22862580
17	P. Malathi	F.D.A	22862580
18	K.V. Bharath	F.D.A	22860162
19	M. Jayaraj	F.D.A	22862580
20	R. Mahesh	F.D.A	29624666
21	M.S. Usharani	F.D.A	22865200
22	Punith M.V	F.D.A	22860551
23	Parashuram Madar	F.D.A	22860162
24	Lakshmi S.	Stenographer	22868990
25	Gangadhar B.	Stenographer	22868990
26	G.R. Nagamani	Stenographer	22868990
27	R. Sarala	Stenographer	22868990



28	M.L. Rajeshwari	Stenographer	22868990
29	Shalinibai S.	Stenographer	22868990
30	B.R. Nirmala	Stenographer	22868990
31	Salma K.	Stenographer	22868990
32	M. Bhuvaneshwari	Stenographer	22868990
33	H. Hanumantharajau	Stenographer	22868990
34	R. Shashikala	Stenographer	22868990
35	D.K. Venkataraju	Stenographer	22868990
36	Venkatesha B.	Stenographer	22868990
37	Munikrishna	Stenographer	22868990
38	C. Vasanthalakshmi	Stenographer	22868990
39	E. Geetha	Stenographer	22868990
40	Shirley Leena	Stenographer	22868990
41	K.N. Prasad	Stenographer	22868990
42	Ayyappangal	Stenographer	22868990
43	M. Gopal	Stenographer	22868990
44	K.R. Ravi	Stenographer	22868990
45	Veena V.	Stenographer	22868990
46	Yamuna S.	Stenographer	22868990
47	Sowmya Rani H.P.	Stenographer	22868990
48	Shilpa M.G.	Stenographer	22868990
49	Sunitha K.T.	Stenographer	22868990
50	Roopa M.	Stenographer	22868990
51	Nishad Sultna	Stenographer	22868990
52	Sreelakshmi R.	Stenographer	22868990
53	Triveni S.	Stenographer	22868990
54	Usha P.	Stenographer	22868990
55	Rekha K.N.	Stenographer	22868990
56	Shivaleela S.	Stenographer	22868990
57	Pooja D.K.	Stenographer	22868990
58	Vanajalakshmi N.M.	Stenographer	22868990
59	Gayathri T.	Stenographer	22868990
60	Mamatha M.	Stenographer	22868990
61	Pooja G.	Stenographer	22868990
62	Ramyra C.R.	Stenographer	22868990
63	Kamala P.	Stenographer	22868990
64	Parvathamma L.R.	Stenographer	22868990
65	Saraswathi V.	Stenographer	22868990
66	Renukaradhya H.R.	Stenographer	22868990
67	Poojasree B.	Accountant	22868368
68	Afsar Khan	Accountant	22868368

69	Mala N	Accountant	22868368
70	T. Savithamma	Second Division Assistant	22865258
71	Dhanalakshmi @ Savithri	Second Division Assistant	29602583
72	R. Sunitha	Second Division Assistant	22860162
73	B.S. Prema Rashmi	Second Division Assistant	22860551
74	C.R. Madhavi	Second Division Assistant	22862580
75	D. Sunitha	Second Division Assistant	22862580
76	Amzad Pasha	Second Division Assistant	22862580
77	G.M. Theja	Second Division Assistant	22862580
78	Girish H.R.	Second Division Assistant	29624666
79	Rudresh Kumar A.V.	Second Division Assistant	22865258
80	S. Jayalakshmi	Second Division Assistant	22860162
81	V. Srinivasa	Second Division Assistant	22865258
82	Satish	Second Division Assistant	22865258
83	L. Mahesh	Second Division Assistant	22860162
84	S. Santosh Kumar	Indexor	29602585
85	R. Srimathi	Senior Typist	22860162
86	K. Mangalamma	Senior Typist	22868364
87	R. Nagaraj	Typist/D.E.A.	22862580
88	Arun Kumar N.S.	Typist/D.E.A.	22865200
89	Geethanjali N.	Typist/D.E.A.	22860162
90	Deepa B.	Typist/D.E.A.	22865200
91	Divya B. Sankeen	Typist/D.E.A.	22868368
92	Shashikala D.	Typist/D.E.A.	22865258
93	Sudarshan	Typist/D.E.A.	22862580
94	Rajesh S.	Library Assistant	29902583
95	Harisha K.	Driver	29624666
96	Ananda M.H.	Driver	29624666
97	S. Bhagyamma	Attender	22860551
98	M.V. Shivanegowda	Attender	22868368
99	B.K. Shivaprakasha	Attender	22865258
100	L. Mohan Raju	Attender	22868364
101	C. Mohanraju	Attender	22868990
102	D. Narayana	Attender	29624666
103	Jaideep M.H.	Attender	22860551
104	Pavan Kumar G.	Attender	22862580
105	Ranganayakamma	Attender	22860162
106	Manjunatha K.M.	Attender	22862580
107	K.H. Linganna	Attender	22860162
108	Nagarathnamma	Duplicator Operator	22860162

109	T. Gopala	Peon	29624666
110	Lingamma	Peon	22865200
111	P. Suresh	Library Attender	29902583
112	B. Mohammed Khalid	Watchman	22865200
113	Infant Sunil J.	Watchman	22865200
114	Rakesh M.	Watchman	22865200
115	Prakash B.N	Watchman	22865200
116	Somashekar V	Watchman	22865200
117	Madhu R	Watchman	22865200
118	Yatish Kumar	Sweeper	22865200
119	Kiran Kumar S	Sweeper	22865200

**ADVOCATE GENERAL OFFICE, K.S.A.T, KANDAYA BHAVAN,  
K.G. ROAD BENGALURU.**

1	A. Sathyabhama	Assistant Administrative Officer	22232030
2	Vishal Kumari	Section officer	22232030
3	Nischitha N.	Librarian	22232030
4	Elizibeth Saldana	Stenographer	22232030
5	Ashwini Bhorse	Stenographer	22232030
6	B.N. Ram murthy	Stenographer	22232030
7	G. Jagannath	F.D.A.	22232030
8	Harrsha G.	F.D.A.	22232030
9	S.S. Ambujakshi	F.D.A.	22232030
10	Umadevi	F.D.A.	22232030
11	Vibha Hegde	Accountant	22232030
12	D. Bharath	S.D.A.	22232030
13	Dharanipriya K.	S.D.A.	22232030
14	Mariyamma M.	S.D.A.	22232030
15	L. Rajeshwari	Typist/D.E.A.	22232030
16	G. Chandrakantha	Duplicator Operator	22232030
17	K. Lakshminarasimhaiah	Attender	22232030
18	K.R. Revanna	Attender	22232030
19	Manjula @ Chennamma	Attender	22232030
20	Lakshamma	Sweeper	22232030

**ADVOCATE GENERAL OFFICE, DHARWAD UNIT, DHARWAD.**

1	Sudhish S.V.	Section Officer	0836-2486280/ 2486281
2	Gururaj P. Tikoti	Section Officer	0836-2486280/



			2486281
3	Shreedevi G. Patil	Accounts Suptd.	0836-2486280/ 2486281
4	Ramesh Melinakeri	Librarian	0836-2486280/ 2486281
5	Anita Kitturkar	Stenographer	0836-2486280/ 2486281
6	Asha B. Hadanur	Stenographer	-
7	Basanagouda J.K	Stenographer	-
8	Bhagyajyothi	Stenographer	-
9	Jyothi C. Katti	Stenographer	-
10	Praveen Bajanthri	Stenographer	-
11	Roopa Pattan	Stenographer	-
12	Shridevi Pattanashetty	Stenographer	-
13	Suresh Ganiger	Stenographer	-
14	Thejashwani N.P.	Stenographer	-
15	Veena Kalasad	Stenographer	-
16	Vijaykumar	Stenographer	-
17	Basavaraj C. Karmadi	F.D.A.	0836-2486280/ 2486281-
18	Chetak Mushannavar	F.D.A.	-
19	Kiran Deshpande	F.D.A.	-
20	Ravikanth Majjage	F.D.A.	-
21	Harish Sutar	F.D.A.	-
22	Manjunath Gondi	S.D.A.	-
23	Sachin Manakawad	S.D.A.	-
24	Imtiyaz Ahmed Javali	S.D.A.	-
25	Mohammed Zameer	S.D.A.	-
26	Ravikumar Nagur	S.D.A.	-
27	Ravichandra G. Kammara	S.D.A.	-
28	Sachinkumar H. Bangari	S.D.A.	-
29	Veena Shettigar	Typist/D.E.A.	-
30	Amritha D.	Attender	-
31	Rajkumar Joshi	Attender	-
32	Dadapeer B. Mulla	Duplicator Operator	-
33	Devakka Kundi	Peon	-
34	Fatima S Sundaragiri	Peon	-
35	Geeta G. Shirur	Peon	-
36	Jyoti R. Kamatad	Peon	-
37	Yashoda Naik	Peon	-

38	Mahalingamma Hadapad	Peon	-
39	Savita S Kankikodi	Sweeper	-
40	Sunanda R.Kumare	Sweeper	-
41	Shamashuddin Kundagol	Watchman	-

<b>ADVOCATE GENERAL OFFICE, KALBURAGI UNIT, KALABURAGI.</b>			
1	Shivalingappa R.	Assistant Administrative Officer	08472-264102
2	Shivachandrakala	Section Officer	08472-264106
3	K.R.Subramani	Section Officer	08472-264106
4	Shamiyad Pasha	F.D.A.	08472-264102
5	Sangeetha	F.D.A.	08472-264102
6	Amulya L.	F.D.A.	08472-264102
7	Jyothi N.	F.D.A.	08472-264102
8	Arati	F.D.A.A	08472-264102
9	Vijayalakshmi S. Allagi	Stenographer	08472-264106
10	Sheelamma	Stenographer	08472-264106
11	Annapurna	Stenographer	08472-264106
12	Shivakumar S.	Stenographer	08472-264106
13	Janardhana	Stenographer	08472-264106
14	Shivakumar B.	Stenographer	08472-264106
15	Savita C.K	Stenographer	08472-264106
16	Mallanna N.	S.D.A.	08472-264102
17	Rajesab L. Nadaf	S.D.A.	08472-264102
18	Mylarappa M.	S.D.A.	08472-264102
19	Tirupati	Typist/D.E.A.	08472-264102
20	Sheeladevi	Typist/D.E.A.	08472-264102
21	Rasheeda Begaum	Attender	08472-264102
22	Suvarna S. Mandoli	Attender	08472-264102
23	Sadashiva Thimmanna	Attender	08472-264102
24	Santosh	Attender	08472-264102
25	Nagamma @ Rekha	Peon	08472-264102
26	Rakesh Kulkanti	Peon	08472-264102
27	Mohd. Asif	Watchman	08472-264102
28	Sharanagouda B. Kalal	Watchman	08472-264102
29	Vijalakshmi	Sweeper	08472-264102

(E-mail: Bengaluru : [advgen2009@gmail.com](mailto:advgen2009@gmail.com), KAT: [agkatblr@gmail.com](mailto:agkatblr@gmail.com)

Dharwad: [agohccbdwd@gmail.com](mailto:agohccbdwd@gmail.com), Kalaburgi: [advgenlb@gmail.com](mailto:advgenlb@gmail.com) )

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## Section 4(1) (b)(x)

**Monthly Remuneration received by Officers and Employees, including  
the System of Compensation as provided in Regulations**

The details of the salary (Pay scales) of the Officers and Officials of this office

<b>ADVOCATE GENERAL OFFICE</b>		
<b>Sl. No.</b>	<b>NAME OF THE DESIGNATION</b>	<b>PAY SCALE</b>
1	ADMINISTRATIVE OFFICER	82000-117700
2	ASSISTANT ADMINISTRATIVE OFFICER	52650-97100
3	AUDIT OFFICER	43100-83900
4	SECTION OFFICER	43100-83900
5	LIBRARIAN	37900-70850
6	ACCOUNTS SUPERINTENDENT	40900-78200
7	INDEXER	37900-70850
8	STENOGRAPHER	30350-58250
9	FIRST DIVISION ASSISTANT	30350-58250
10	ACCOUNTANT	27650-52650
11	SECOND DIVISION ASSISTANT	21400-42000
12	LIBRARY ASSISTANT	21400-42000
13	TYPIST/DATA ENTRY ASSISTANT	21400-42000
14	DRIVER	21400-42000
15	ATTENDER	18600-32600
16	LIBRARY ATTENDER	18600-32600
17	BINDER	18600-32600
18	DUPLICATOR OPERATOR	18600-32600
19	CYCLE ORDERLY	17000-28950
20	COPY SERVER	17000-28950
21	PEON	17000-28950
22	WATCHMAN	17000-28950
23	SWEEPER	17000-28950

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Section 4(1)(b)(xi)

**Budget Allocated to Each Agency including Plans etc.**

**Information about the details of the Plans, Programmes and Schemes undertaken by the Public Authority.**

There are no plans/programmes and schemes undertaken by the  
Pubic Authority

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Section 4(1)(b)(xii)

**Manner of Execution of Subsidy Programs**

- 1. The Activities/Programs/Schemes being implemented by the Public Authority for which subsidy is provided**

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There are No such programmes

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- 2. Information on the nature of Subsidy, eligibility criteria for accessing subsidy, and designation of officer competent to grant subsidy under various Programs/Schemes**

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There are no such programmes

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- 3. The manner of execution of the subsidy programme**

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There are no such programmes

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Section 4(1)(b)(xiii)

**Particulars of Recipients of Concessions, Permits or Authorization Granted  
by the Public Authority**

**The names and address of recipients of benefits under each Program/Scheme**

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There are no such programmes

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Section 4(1)(b)(xiv)

**Information Available in Electronic Form**

**Details of information related to the various schemes of  
department which are available in electronic formats.  
(Floppy, CD, VCD, Web Site, Internet etc.)**

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There are no such schemes  
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Section 4(1)(b)(xv)

**Particulars of Facilities available to Citizens for Obtaining Information**

**The particulars of information dissemination mechanisms  
in place/facilities available to the Public for access of  
information**

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The Office of the Advocate General has got a Library,  
which can be used by all the Law Officers  
between 9 a.m. to 5:30 p.m.

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## Section 4(1)(b)(xvi)

## Names, Designations and other Particulars of Public Information Officers

Information about the Public Information Officers and Assistant Public Information officers designated for the Office of the Advocate General

**Public Information Officer**

Sl. No.	Name of the Office/ Administrative Unit	Name of Designation of PIO	Office Tel. Resident Tel. Fax	E-Mail
1.	Office of Advocate General for Karnataka, High Court Building, Bengaluru - 560 001.	B. Abhijin Administrative Officer	Ph: (080) 22862583 22862583 Fax: (080) 22867522	<a href="mailto:advgen2009@gmail.com">advgen2009@gmail.com</a>

**Asst. Public Information Officers**

Sl. No.	Name of the Office/ Administrative Unit	Name of Designation of APIO	Office Tel. Resident Tel. Fax	E-Mail
1	Advocate General's Office, (KSAT Unit), K.G. Road, Kandaya Bhavan, Bengaluru - 560 001.	A. SATHYABHAMA Asst. Administrative Officer	Ph: (080) 25255213 Fax:(080) 25255606	<a href="mailto:agkatblr@gmail.com">agkatblr@gmail.com</a>
2	Unit Office of the Advocate General, High Court Bench Complex Building, Kalaburgi.	Shivalingappa Asst. Administrative Officer	Ph: 08472 - 264102 Fax: 08472 - 264105	<a href="mailto:advgenlbr@gmail.com">advgenlbr@gmail.com</a>
3	Unit Office of the Advocate General, High Court Bench Complex Building, Dharwad.	Sudhish Bhat Assistant Administrative Officer (I/c)	Ph:0836-2486280 Fax: 0836-2486281	<a href="mailto:agohccbldwd@gmail.com">agohccbldwd@gmail.com</a>

**Appellate Authority**

<b>Sl. No.</b>	<b>Name of the Office/Administrative Unit</b>	<b>Name of Designation of Appellate Authority</b>	<b>Office Tel. Resident Tel. Fax</b>	<b>E-Mail</b>
1	Office of the Advocate General, High Court Building, Bengaluru - 560 001.	PRABHULING K. NAVADGI Advocate-General	Ph: (080) 22865243 22862583 Fax: (080) 22867522	<a href="mailto:advgen2009@gmail.com">advgen2009@gmail.com</a>



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Section 4(1)(b)(xvii)

**Other Useful Information**

**Any other information or details of publications which are of relevance  
or of use to the Citizens**

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No publications are published by this Public Authority.

ALL THE CITIZENS CAN ACCESS TO THE INFORMATION AS  
TO THE VARIOUS STAGES OF ALL THE CASES FILED  
BEFORE THE HIGH COURT OF KARNATAKA BY VISITING  
THE HIGH COURT WEB SITE

(<http://karnatakajudiciary.kar.nic.in>)

& SIMILARLY THE INFORMATION RELATING TO ALL THE  
CASES FILED BEFORE THE SUPREME COURT OF INDIA  
CAN BE OBTAINED BY VISITING THE SUPREME COURT  
WEB SITE

(<http://supremecourtfindia.nic.in>)

EVEN COPIES OF ORDERS PASSED BY THE SAID COURTS  
CAN BE OBTAINED IN THE AFORESAID WEBSITES.

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Section 26(3)(b)

**The postal and street address, the phone and fax number of the State Public Information Officer**

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B. Abhijin  
Administrative Officer  
and  
State Public Information Officer,  
OFFICE OF THE ADVOCATE GENERAL,  
High Court Building,  
Dr. Ambedkar Veedhi,  
BENGALURU - 560 001.

Ph: 080-22862583,

Fax: 080-22867522

e-mail: [advgen2009@gmail.com](mailto:advgen2009@gmail.com),

Web: [www.advgen.kar.nic.in](http://www.advgen.kar.nic.in)

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By order and in the name of  
Advocate General

Date: 02.06.2023

Bengaluru,



Sd/-  
**(B. Abhijin)**  
Administrative Officer .  
Office of the Advocate General  
High Court Building,  
Bengaluru.