

High Court of Bombay at Goa, Porvorim.

**Information under Section 4(1)(b) of Right to Information Act, 2005
(As on 1st January, 2025)**

Name of Department : Accounts Section, High Court of Bombay at Goa, Porvorim.

| Sr. No. | Information to be furnished under Section 4(1)(b) of Right to Information Act, 2005 | Information |
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| i) | The particulars of its organisations, functions and duties | <p>Accounts Section works under the control of the Hon'ble Registrar (Admn.) & under the supervision of Registrar (Judicial), Deputy Registrar & Assistant Registrar.</p> <p>Accounts Section consists of 8 staff members i.e. One Section Officer, One Accountant (on deputation), Two Assistants, Two Clerks and Two class IV Staff.</p> <p>The functions and duties of Accounts Section are as follows:</p> <ul style="list-style-type: none">➤ To prepare various kinds of bills such as Salary bills/Medical bills/L.T.C./ T.A./D.A./Arrears of Pay Bills/ Leave Encashment Bill of Hon'ble Judges & Staff members, G.P.F./Overtime bills of Staff members and various Office Bills such as Electricity bills/water charges bills, petrol bills, telephone bills etc.➤ To prepare bills for payment of Secretarial Allowance etc. to Hon'ble Retired Judges every month. |

- Issuance of No Dues Certificates/No Demand Certificate with respect to employees due to retire on superannuation.
- To issue Non Drawal Certificate as and when required.
- To issue Availability of Funds as and when required by employees.
- Issuance of Last Pay Scale Certificates.
- To remove objections raised by Office of the Directorate of Accounts, Panaji, Goa, with regard to various Bills.
- To prepare Contingent Bills such as Permanent Advance Purchase of Postage Stamps.
- To prepare monthly statement of challan and miscellaneous receipt.
- To take entries of all types of Bills in Token Register and Bill Register.
- To prepare and furnish mandate forms in respect of new employees.
- To verify reconciliation statement to be made with Office of the Directorate of Accounts, Panaji.
- Maintenance of Daily Cash Book/Permanent Advance/Petty Cash.
- To make payment from Permanent Advance towards office expenses.
- To check up monthly reconciliation work of the office done with the Office of the Directorate of Accounts, Panaji, Goa.
- To prepare Surrender Report for forwarding to Government in the month of March every year.
- To maintain P.L.A. Register, check P.L.A. Receipt and Miscellaneous Receipts.
- Monthly / Quarterly / Six monthly and Annual Returns / Reports of High Court,
- To check the Budget estimate under the respective sub-heads together with the Budget Estimates and prepare Budget estimates and permanent advances to High Court.

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| | | <ul style="list-style-type: none">➤ To check consolidated budget estimate of receipts and expenditure and forward them to Bombay Office / Law Department etc.➤ To send Budget proposal to Bombay Office and upon approval send the same to Law Department, Government of Goa for approval and Sanction.➤ To deal with the correspondence relating to Budget etc.➤ To send proposals to Government for Additional Supplementary Grant as well as for Re-Appropriation of Grants.➤ To furnish information to Government in respect of Financial implications for creation of various posts.➤ To furnish reply to Government regarding LAQs in respect of Financial implications.➤ To maintain the records and filing as per subject-wise matters.➤ To prepare chalan for deposit of P.L.A. Receipts and Miscellaneous Receipts in Government Treasury.➤ To go to Treasury Bank for depositing receipts of P.L.A. and other Miscellaneous Receipts.➤ To prepare Income Tax Statements for Salary and Non-Salary payments.➤ To file D.D.O. Income Tax returns through Agencies appointed by the Income Tax Departments and Tax Agents.➤ To prepare Income Tax Statements to furnish to Tax Agents to upload the same to servers of Income Tax Departments through Agencies appointed by the Income Tax Departments in this regard.➤ To deduct T.D.S. from Bills to be deducted as Non-Salary T.D.S.➤ To calculate and deduct T.D.S. from salary of the employees as per the norms given by Income Tax Departments. |
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- To check Income Tax Calculations in respect of employees.
- Preparation of Form 16 of the employees and issue to the concerned.
- To prepare submissions for placing before Senior Judge with regard to G.P.F. Withdrawal of amount by the employees of this Office.
- To maintain monthly G.P.F. records of all employees.
- To make correspondence regarding missing credit of G.P.F. of all High Court employees.
- Upon receipt of G.P.F. Statements from Office of the Principal Accountant General, Mumbai and Office of the Directorate of Accounts, Panaji, distribute the same amongst employees.
- Upon receipt of DCPS balance slips / G.P.F. Annual Statements of employees, issue the same to respective employees.
- To calculate G.I.S. and prepare Bills of retired staff members of the employees.
- Forwarding of various Forms in respect of DCPS of employees of this Office to the Office of the Directorate of Accounts, Panaji, etc.
- To make submission for deposit/withdrawals in Judicial matters as per Court's Orders.
- To deposit cheques/D.Ds deposited in the Registry in Judicial matters as per Court's Orders in the the Current Account of this Registry.
- To issue cheques as per Court's orders from PLA/Current Account of this Registry.
- To keep custody of Bank Guarantee/Sureties as per the direction of the Hon'ble Court.
- To take orders in withdrawal matters from Ld. Registrar (Judicial) and issue letters to Banks regarding encashment of F.D.R.s.

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| | | <ul style="list-style-type: none">➤ To invest the deposits amounts in Nationalized Banks as per the directions of Hon'ble Court after calling quotations of rate of interest from nationalised Banks.➤ To issue letters to Nationalized Banks for investment of deposited amounts.➤ To send letters to concerned banks for renewal of F.D.Rs.➤ To verify the amounts of Court deposits credited in P.L.A./Current Account in Treasury Bank and also the amounts invested in Nationalized Banks➤ To make deposit/withdrawal entries on Farad and on Ledger.➤ To prepare report for total deposited amount and total investment and withdrawal in the form of P.L.A. Register.➤ To allot number to the F.D.R. of invested amounts deposited in Judicial matters and register them in F.D. Register.➤ To issue receipts regarding deposit in Court matters to the litigants / applicants/ Advocates etc.➤ To verify records and make final payments in terms of the Hon'ble Court's Order to the applicants.➤ To go to various nationalized Bank with letters for issue of fresh FDR/renewal of FDRs. And collecting FDRs. |
| ii) | The powers and duties of its officers and employees | <p><u>Duty list of staff working in Accounts Section :</u></p> <p><u>Section Officer :</u></p> <ul style="list-style-type: none">➤ To check/verify various types of bills ie. Salary/LTC/Medical Bills etc.➤ To check/verify Token Register, Bill Register, reconciliation Register etc.➤ To check/verify Budget estimates➤ To check/verify expenditure/Surrender report |

- To check/verify statement of Pay and allowances.
- To check/verify income Tax Statements
- To check/verify Monthly returns, Quarterly returns, Yearly returns.
- To check/verify challans/Cash Books etc.
- To make submissions to the Senior most Judge regarding GPF withdrawals etc.
- To call quotations for rate of interest from various banks.
- To put note/submission for investments of amount lying in various cases in any nationalized.
- To verify minutely the entire record and to make final payments in terms of the Hon'ble Court's Order to the applicants.
- To verify /ascertain the proper identification of parties before making payments.
- To check/verify the investments made in several banks.
- To make correspondence with various Government Departments relating to Accounts.

Accountant :

- To check/verify various types of bills ie. Salary/LTC/Medical Bills etc.
- To check/verify Budget estimates and reports.
- To check/verify Token Register, Bill Register, reconciliation Register etc.
- To check/verify Budget estimates
- To check/verify expenditure/Surrender report
- To check/verify statement of Pay and allowances.
- To check/verify income Tax Statements
- To check/verify Monthly returns, Quarterly returns, Yearly returns.

Assistant/Cashier:

- Maintenance of Daily Cash Book/Maintenance of Permanent Advance.
- Receipts of fines, paper book, certified copy charges etc. & preparation of challans.
- Preparation of A/C & D/C bills.
- Preparation of Recoupment of Permanent advance.
- Preparation of Budget estimates
- Preparation expenditure/Surrender report
- Preparation of Salary bills in r/o Hon'ble Judges & Class I to IV employees.
- Preparation of GPF Advance/Withdrawal bills, Arrears bills.
- Preparation of Statement of Pay and allowances.
- Preparation of Income Tax Statements.
- Maintenance of Bill numbering register, Pay bill register, Monthly expenditure register, Cheque register, Misc. expenditure Register.
- Monthly returns, Quarterly returns, Yearly returns.
- Retired employees bills. (DCRG, GIS, GPF, Leave salary etc.)
- Issuance of No Dues/Non-Drawal Certificate, Last pay Certificate, Availability of Funds Certificate.

Assistant/(Judicial Work):

- Maintenance PLA Ledger.
- Maintenance of FDR Accounts.
- Renewal of FDR's.
- Encashment of FDR's.
- Preparation and depositing of challans.
- Maintenance of F.D. registers
- Bank Guarantee register.
- To make deposit/withdrawal entries on farad & ledger
- To draw cheques as per Court's orders from PLA/Current

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| | | <p>Account of this Registry.</p> <ul style="list-style-type: none">➤ To issue letter to Bank in respect of FDR furnished in Registry towards Surety.➤ To letters to concerned banks for renewal of F.D.Rs.➤ To take follow-up regarding renewal FDR as well as encash FDR <p>Clerks:</p> <ul style="list-style-type: none">➤ Medical bills of Hon'ble Judges including family members & Staff members of this establishment & also of retired Judges.➤ Domestic Allowance/Secretarial, Bills of Hon'ble retired Judges.➤ Salary bills in r/o Registrars.➤ T.A./L.T.C./H.T.C. Bills.➤ Daily wages bills.➤ T.A./L.T.C./H.T.C. Bills.➤ O.T. Bills., Education Allowance Bills.➤ GPF Advance/Withdrawal bills.➤ Leave Encashment Bills.➤ FVC bills. (Petrol, Electricity, Water, Telephone/Office exp., Other exp. Etc.)➤ Forwarding of misc. correspondence etc.➤ Statement of Pay and allowances.➤ Preparation of Salary certificate.➤ Maintenance of Bill numbering register, Pay bill register, Inward/Outward register, etc. |
| iii) | The procedure followed in the decision making process, including channels of supervision and accountability | With regard to Accounts work relating to Judicial matters, financial transactions are carried out as per the directions of this Hon'ble Court and on the basis of Guidelines issued by the Hon'ble The Chief Justice in this regard from time to time. |

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| | | Whereas, with regard to Accounts work relating to other matters, Registrar (Administration), being Drawing and Disbursing Officer, financial transactions are carried out as per the directions. |
| iv) | The norms set by it for the discharge of its functions | Directions issued by the Hon'ble The Chief Justice and Hon'ble Judges from time to time and also on the basis of Government Rules, Resolutions etc. prevalent. |
| v) | The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions | As per the directions issued by the Hon'ble The Chief Justice and the Hon'ble Judges from time to time and the Government Rules, Regulations etc. made applicable to this High Court in relevant subjects. |
| vi) | A statement of the categories of documents that are held by it or under its control | Not Applicable |
| vii) | 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 | Not Applicable |
| viii) | 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 | Not Applicable |

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| ix) | A directory of its officers and employees | As uploaded on the official website of the High Court of Bombay at Goa |
| x) | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations | Monthly remuneration to the Hon'ble High Court Judges is being paid as per Seventh Pay Commission, to the Judicial Officers is being paid as per Second National Judicial Pay Commission Commission and to the Officers and Employees as per Seventh Pay Commission. |
| xi) | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made | As per the requirement of the High Court of Bombay at Goa, Government makes Budgetary Provision during each Financial Year. No specific amount is allocated. |
| xii) | The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes | Not Applicable |
| xiii) | Particulars of recipients of concessions, permits or authorisations granted by it | Not Applicable |
| xiv) | Details in respect of the information, available to or held by its, reduced in an electronic form | Relevant information is made available on the Official Website of the Bombay High Court and the High Court of Bombay at Goa |
| xv) | 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 | Available on the Official Website of the Bombay High Court and the High Court of Bombay at Goa |
| xvi) | The names, designations and other particulars of the Public Information Officers | Already published on the Official Website of the High Court of Bombay at Goa |

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| xvii) | Such other information as may be prescribed and thereafter update these publications every year | NIL |
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Date : 24th January, 2025


Section Officer
High Court of Bombay,
at Goa, Porvorim