

HIGH COURT OF BOMBAY AT GOA, PORVORIM

Information as per the Right to Information Act, 2005

Under Section 4 (1) (b)

(as on 1st Jan, 2025)

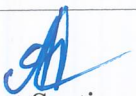
Name of the Department : Administration Section

Sr. No.	Subject (Under Section 4 (1) (b) of Right to Information Act)	Information
i.	The particulars of organization, functions and duties of the Office	<p>The Administration Section is headed by a High Court Section Officer under the control of the Assistant Registrar (Admin.)/Registrar (Admin.) This section deals with matters regarding establishment/administration of the High Court of Bombay at Goa, i.e Recruitment, Promotion, posting and Review, Departmental Enquiry, Departmental Examinations, Leave, Retirement & Pension, Confidential Reports, Increment, Pay Fixation, appointment and confirmation of staff, Annual/Quarterly Returns, LAQ related information, creation & continuation/revival of posts, Departmental Exams, MACP/RISAP, Revival/Continuation of Posts, Daily Wage Worker attendance, Internal & Inter District Transfers, Property acquisition and sale of movable and immovable property of Staff and Other General Establishment Subjects.</p> <p>Property acquisition and sale of movable and immovable property, Increment, admissibility of leave, increment, Pay fixation statements of Principal District & Sessions Judge, North & South Goa & Deputy Registrar.</p> <p>(1 High Court Section Officer, 1 Assistant, 3 Clerks & 1 Peon)</p>
ii.	Powers and duties of Officers and employees	<p><u>Duties of the Section:</u></p> <p>1) Recruitment : Filling up the posts of Group A to D posts by direct recruitment, Recruitment of CJJD&JMFC & DJ, by Nomination (25%) recruitment in Goa Judicial Service.</p> <p>2) Promotion, posting and Review : Filling up the posts of Group A to D by promotion, Review of Group A to D posts, Staff Posting & Internal Transfers.</p> <p>3) Departmental Enquiry and Departmental Examinations: Departmental Enquiries of the staff members and conducting Higher and Lower Standard Departmental Examinations of the staff members, scrutinizing the cases for appointment on compassionate ground to the relatives of the employees of the High Court.</p>

Sr. No.	Subject (Under Section 4 (1) (b) of Right to Information Act)	Information
		<p>4) Leave : Grant of leave to group A to D employees, maintenance of service Books, leave record and record of attendance, permission to leave headquarters, Verification of service books of staff members & attendance of Daily Wage Worker. Admissibility of leave, leave encashment of Principal District & Sessions Judge, North & South Goa & Deputy Registrar.</p> <p>5) Pension and Pay Fixation : Revision of pay scales as per State Commission, Pay Fixation, preparation of Pension papers of staff members, grant of annual increment, regularisation of probation period, grant of permanency benefits to the staff members, eligibility & processing of MACP/RISAP applications. Pay fixation statements of Principal District & Sessions Judge, North & South Goa & Deputy Registrar.</p> <p>6) General : Internal transfers of staff members, Inter District transfers of staff members, preparation of Gradation Lists of all cadres, LAQ related information, obtaining assets & liabilities details from staff, NOC for applying in other departments, Quarterly/half yearly/yearly returns, creation & continuation/revival of posts, grant of Annual Increments, maintenance of Annual Confidential Records. Annual Increments of Principal District & Sessions Judge, North & South Goa & Deputy Registrar.</p> <p>7) Property : Grant of permission for acquisition and disposal of movable/immovable properties of Judicial Officers and Staff, grant of permission for Higher studies, issuance of NOC for obtaining passport to Judicial officers and employees of the High Court & Permission to travel abroad of Principal District & Sessions Judge, North & South Goa & Deputy Registrar.</p>
iii.	The procedure followed in the decision making process, including channels of supervision and accountability	The Administration section deals with matters regarding establishment/administration, as per rules and regulations, Government Resolutions issued from time to time and directions issued by the Hon'ble the Chief Justice and the Hon'ble Judges under directions and supervision of Ld. Registrar (Administration).
iv.	The norms set by it for the discharge of its functions	The Administration section deals with matters regarding establishment/administration, as per rules and regulations, Government Resolutions issued from time to time and directions issued by the Hon'ble the Chief Justice and the Hon'ble Judges under directions and supervision of Ld. Registrar (Administration).
v.	Rules/Regulations for the discharging functions	The High Court of Bombay at Goa Officers and the Members of the Staff on the Establishment (Recruitment and Conditions of Service) Rules, 2024., The Bombay

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		High Court (Discipline and Appeal) Rules, The Bombay High Court (Conduct) Rules, Central Civil Service (Leave) Rules, Central Civil Service (Pay) Rules, Central Civil Service (Joining time) Rules, Central Civil Service (Pension) Rules, Swamy's complete manual on Establishment & Administration and Government Resolutions/Office Memorandums issued by the Government and made applicable to the High Court and circulars/ orders/ guidelines issued by the Bombay High Court. Rules for Inter District Transfer of Subordinate Judicial Staff in the State of Maharashtra – 1996, Guidelines for transfer of High Court employees to subordinate Courts in the State of Maharashtra and vice versa, 2012, The High Court Departmental Examination Rules, 1995, the Bombay High Court Revised Guidelines for appointment on compassionate ground, 2007.
vi.	Statement of the categories of documents of the department	Information furnished in remarks column against subject No.2.
vii.	Arrangements made for the participation of the members of public in relation to the formulation of policy and its implementation	Not applicable to this Registry.
viii.	Information of the Boards/ Committees/ Councils constituted for the purpose of advice	Committees of Honourable Judges of the High Court have been constituted by the Honourable the Chief Justice.
ix.	Directory of Officers and employees	List of Officers and Officials working on the establishment of High Court of Bombay at Goa, Porvorim, cadre wise pay scale and strength is at annexure "A" along with Flow Chart at Annexure 'B'
x.	Monthly Pay (Salary) of each employee, system of compensation	- do -
xi.	Particulars of all plans, proposed expenditure and report on disbursement amount	Not applicable to this Section
xii.	Manner of execution of subsidy programme including information of beneficiaries	- do -
xiii.	Particulars of recipients of concessions, permits or authorisations granted	- do -
xiv.	Information available in electronic form	- do -
xv.	Particulars of facilities available to citizens for obtaining information including library	- do -

Sr. No.	Subject (Under Section 4 (1) (b) of Right to Information Act)	Information
xvi.	Names and designation of information officer and Appellate Officer	As per High Court website.
xvii.	Other information	Nil


(High Court Section Officer-Admin)
High Court of Bombay at Goa

INFORMATION OF OFFICERS AND STAFF MEMBERS ON THE ESTABLISHMENT OF THE HIGH COURT OF BOMBAY AT GOA, PORVORIM AS ON 01.01.2025 TOTAL SANCTIONED STRENGTH - 169	
Sr. No.	NAME & DESIGNATION OF STAFF
	GROUP-A
	REGISTRAR (ADMINISTRATION) Pay in Judiciary Sanctioned Strength - 1
1	<i>Mr. D. P. Satawalekar</i>
	REGISTRAR (JUDICIAL) Pay in Judiciary Sanctioned Strength - 1
1	<i>Mr. Sudhir Shirgaonkar</i>
	DEPUTY REGISTRAR Pay in Judiciary Sanctioned Strength - 1
1	<i>Mr. Audi Shanoor @ Jagdish Pandurang</i>
	SENIOR PRIVATE SECRETARY TO THE HON'BLE JUDGE Pay Scale Rs. J-4 (122700-180200) Sanctioned Strength - 1
1	<i>Ms. Andreza Rodrigues e Pereira</i>
	ASSISTANT REGISTRAR Pay Scale (S-26) Rs. 82200-211500 Sanctioned strength - 2
1	<i>Ms. Seema Ferrao</i>
2	<i>Ms. Felicidade Barbosa</i>
	PROTOCOL OFFICER - CUM - COURT KEEPER Pay Scale (S-26) Rs.82200-211500 Sanctioned Strength - 1
1	<i>Mr. Sanil S. Pillai</i>
	PRIVATE SECRETARY TO THE HON'BLE JUDGE Pay Scale (S-26) Rs.82200-211500 Sanctioned Strength -3
1	<i>Ms. Niti Haldankar</i>
2	<i>Ms. Meena V. Bhoir</i>
	LIBRARIAN Pay Scale Level 11 of the 7th Pay Matrix (67700-208700) Sanctioned Strength - 1
1	<i>Shri Rajesh D. Joshi</i>
	PERSONAL ASSISTANT TO THE HON'BLE JUDGE Pay Scale Level 11 of the 7th Pay Matrix (67000-208700) Sanctioned Strength - 8
1	<i>Mr. Amrut Tari</i>

2	<i>Ms. Vinita V. Naik</i>
3	<i>Ms. Esha Vaigankar</i>
4	<i>Ms. Maria Suzana Rebello</i>
5	<i>Mr. Jose Francisco D'Souza</i>
6	<i>Ms. Suchitra N. Singbal</i>
7	<i>Ms. Shakuntala Zalmi</i>
8	<i>Vacant</i>
GROUP - B	
HIGH COURT SECTION OFFICERS	
Pay Scale Level 10 of the 7th Pay Matrix (54000-177500) & after four years of regular service Level 11 of the 7th Pay Matrix (67700-208700) Sanctioned Strength -14	
1	<i>Mr. Manuel Turibio Hipolito Azavedo</i>
2	<i>Mr. Prashant Parab</i>
3	<i>Mr. Avinash Parab</i>
4	<i>Ms. Vianna Dias</i>
5	<i>Ms. Anissa D'Souza Monteiro</i>
6	<i>Mr. Pandurang Parab</i>
7	<i>Ms. Telma Pereira Estibeirol</i>
8	<i>Ms Vilasini Nagvekar</i>
9	<i>Ms. Surekha Khumbarjuvekar</i>
10	<i>Ms. Roshan Suraj ZO Shirodkar</i>
11	<i>Ms. Geeta P. Naik</i>
12	<i>Ms. Shamika A. Kaskar</i>
13	<i>Mr. Gaurish P. Shirodkar</i>
14	<i>Ms. Sapna M. Gaonkar</i>
GROUP - C	
SHORTHAND WRITER (H.G.)	
Pay Scale (S-15) Rs.41800-132300 of the 7th Pay Commission Pay Matrix Sanctioned Strength -2	
1	<i>Ms. Uma Shirodkar</i>
2	<i>Vacant</i>
SHORTHAND WRITER (L.G.)	
Pay Scale (S-14)- Rs.38600-122800 of the 7th Pay Matrix Sanctioned strength -2	
1	<i>Ms. Disha Nagvekar</i>
2	<i>Vacant</i>
ASSISTANT SECTION OFFICER	
Pay Scale (S-14)- Rs.38600-122800 of the 7th Pay Matrix Sanctioned strength -21	
1	<i>Mr. Sameer More</i>
2	<i>Ms. Esha M. Pai</i>
3	<i>Ms. Priti S. Naik</i>
4	<i>Ms. Swati D. Azgaonkar</i>
5	<i>Ms. Pooja P. Sawant</i>

6	Ms. Shradha S. Verlekar
7	Ms. Vaibhavi S. More
8	Ms. Shreya A. Parab
9	Mr. Utkarsh P. Karpe
10	Mr. Nilesh S. Gadave
11	Mr. Sagar D. Shinde
12	Mr. Birbal N. Kasabe
13	Mr. Prashant G. Kore
14	Mr. Laxman J. Lohar
15	Mr. Santosh R. Kudkyl
16	Mr. Asif M. Rafik Shaikh
17	Mr. Bhushan B. Jadhav
18	Ms. Pushplata Shejawal
19	Ms. Vaishali G. Naik
20	Ms. Rupali R. Lotlikar
21	Vacant
SOFTWARE PROGRAMMER Pay Scale (S-14)- Rs.38600-122800 of the 7th Pay Matrix Sanctioned Strength -1	
1	Vacant
JR. TRANSLATOR & INTERPRETER Pay Scale Level 6 of the 7th Pay Matrix (35400-112400) Sanctioned strength -1	
1	Vacant
ACCOUNTANT Pay Scale Level 6 of the 7th Pay Matrix (35400-112400) Sanctioned strength -1	
1	Mr. Ashvek Sawal (on deputation from Directorate of Accounts)
ASSISTANT LIBRARIAN Pay Scale Level 5 of the 7th Pay Matrix (29200-92300) Sanctioned strength -1	
1	Ms. Priyanka Parab
CONSOLE OPERATOR Pay Scale Level 5 of the 7th Pay Matrix (29200-92300) Sanctioned strength -2	
1	Vacant
2	Vacant
CLERK Pay Scale Level 2 of the 7th Pay Matrix (19900-63200) Sanctioned strength -39	
1	Mr. Tushar L. Asolkar
2	Ms. Eden Roshel Fernandes
3	Mr. Sultan Ahmad Khan
4	Mr. Chandan R. Narve
5	Mr. Bhushan B. Haldankar
6	Ms. Annette Rodrigues
7	Ms. Sonali Velguenkar

8	<i>Ms. Pranita P. Padloskar</i>
9	<i>Ms. Kavita B. Maverker</i>
10	<i>Mr. Tejesh S. Raut</i>
11	<i>Ms. Jaya R. Morajkar</i>
12	<i>Mr. Shetke Amit Kissan</i>
13	<i>Ms. Sheetal V. Kadam</i>
14	<i>Ms. Sujata R. Pednekar</i>
15	<i>Ms. Nandini Chodankar</i>
16	<i>Ms. Spruha Desai</i>
17	<i>Mr. Mukesh Naik</i>
18	<i>Mr. Damodar Bandodkar</i>
19	<i>Mr. Sunil Vernekar</i>
20	<i>Mr. Sairaj Sanjay Bhat</i>
21	<i>Mr. Shubham Shantaram Mahale</i>
22	<i>Ms. Pooja Gurudas Shetgaonkar</i>
23	<i>Mr. Ravindra Naik</i>
24	<i>Mr. Paresh Gopal Sawant</i>
25	<i>Vacant</i>
26	<i>Vacant</i>
27	<i>Vacant</i>
28	<i>Vacant</i>
29	<i>Vacant</i>
30	<i>Vacant</i>
31	<i>Vacant</i>
32	<i>Vacant</i>
33	<i>Vacant</i>
34	<i>Vacant</i>
35	<i>Vacant</i>
36	<i>Vacant</i>
37	<i>Vacant</i>
38	<i>Vacant</i>
39	<i>Vacant</i>
DRIVER Pay Scale Level 2 of the 7th Pay Matrix (19900-63200) Sanctioned strength -10	
1	<i>Mr. Sudesh Chari</i>
2	<i>Mr. Redkar Samir Shriram</i>
3	<i>Mr. Mahendra P. Bhaire,</i>
4	<i>Mr. Krishna Govekar</i>
5	<i>Mr. Rakesh Bhonsle</i>
6	<i>Mr. Socorro Gomes</i>
7	<i>Mr. Shailesh Surlekar</i>
8	<i>Mr. Vishwas Naik</i>
9	<i>Mr. Anil Hadkonkar</i>

10	Mr. Prathamesh R. Naique
GROUP - D	
CHOB DAR	
Pay Scale Level 2 of the 7th Pay Matrix (19900-63200) Sanctioned strength -11	
1	Mr. Anand B. Sawant
2	Ms. Damini R. Naik
3	Mr. Anand J. Kavlekar
4	Mr. Domingos Fernandes
5	Ms. Kusum Bhandodkar
6	Mr. Pramod C Naroji
7	Ms. Shanti D. Gaude
8	Mr. Ishwar J. Shirvoikar
9	Mr. Sandeep E. Narvekar
10	Ms. Milan Kurade
11	Vacant
FILER	
Pay Scale Level 2 of the 7th Pay Matrix (19900-63200) Sanctioned strength -1	
1	Shri Sanjay Shetye
BINDER	
Pay Scale Level 2 of the 7th Pay Matrix (19900-63200) Sanctioned strength - 1	
1	Shri Mahadev Karmalkar
PHOTOCOPY MACHINE OPERATOR	
Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 4	
1	Mr. Chandrakant N. Ugavekar
2	Mr. Sanjay B. Sawant
3	Mr. Santosh Kannadkar
4	Ms. Mangala Narve
PEON	
Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 19	
1	Mr. Sudin Prabhu
2	Ms. Ashwini A. Naik
3	Mr. Sameer S. Sawant
4	Mr. Pradeep G. Kunkolkar
5	Ms. Gauri P. Devidas
6	Mr. Harendra H. Shirodkar
7	Ms. Brenda M. Fernandes
8	Mr. Krishna Kotkar
9	Mr. Mohindra Parab
10	Mr. Ramnath @ Siddesh Velguenkar
11	Mr. Narendra Cholu Kankonkar
12	Ms. Ankita Vikas Gawade

13	Mr. Gavin Domnic Lorena
14	Mr. Janmijay Candolkar
15	Vacant
16	Vacant
17	Vacant
18	Vacant
19	Vacant
CO-TERMINUS PEON Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 8	
1	Ms. Deepika Naik
2	Mr. Manjunath Gaunder
3	Mr. Rohit Naik
4	Mr. Suraj Kashinath Gawade
5	Ms. Bharti J. Candolkar
6	Mr. Deepak Parab
7	Vacant
8	Vacant
WATCHMAN Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 1	
1	Shri Prakash Kavlekar
COOK Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 4	
1	Mr. Steve Jude Romaldo Fernandes
2	Mr. Subhash M. Gawas
3	Mr. Yallappa N. Kattyanavar
4	Ms. Urmila Umesh Mopkar
GARDENER Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 1	
1	Ms. Sital Chari
SWEeper Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 6	
1	Ms. Roshan Attar
2	Ms. Kishori Kankonkar
3	Ms. Conceicao Fernandes
4	Mr. Deepak Kurade
5	Ms. Pushpa Gauns
6	Vacant

POSITIONAL ORGANISATIONAL CHART OF THE OFFICE as on 01.01.2025: High Court of Bombay at Goa, Porvorim

ANNEXURE B

REGISTRAR (ADM)	(1)
Shorthand Writer (H.G.)	(1)
Assistant	(1)
Driver	(1)
Peon	(1)
Total	(5)

REGISTRAR (JUDL.)	(1)
Filer	(1)
Total	(2)

DEPUTY REGISTRAR (JUDL.)	(1)
Shorthand Writer (L.G.)	(1)
PCMO	(1)
Total	(3)

ASSISTANT REGISTRAR (ADM.)	(1)
Clerk	(1)
Chobdar	(1)
Total	(3)

ASSISTANT REGISTRAR (JUDL.)	(1)
Peon	(1)
Total	(2)

PROTOCOL SECTION	MAINTENANCE SECTION	COURT DUTY STAFF (4 UNITS) (HON'BLE JUDGES)	ADMINISTRATION & INSPECTION SECTION	LIBRARY	ENTRY & DESPATCH SECTION	ACCOUNTS SECTION	STATIONARY SECTION	COMPUTER AND STATISTICS SECTION	RECORD SECTION	JUDICIAL SECTION	BOARD SECTION	SUPREME COURT SECTION	POST DISPOSAL SECTION	PAPER BOOK SECTION
POCK=1	SO=1	SR.PS=1	SO=1	LB=1	AS=1	SO=1	AS-1	SO=1	SO=1	SO=3	SO=2	SO=1	AS=2	CL=1
CL-2	AS=1	PS=2	AS=2	AL=1	CH=1	AS=2	PN=1	CL=1	CL=2	AS=5	AS=5	CL=1	PN=1	PCMO=1
DR=6	CL=2	PA=7	CL=3	CL=1	SW=1	AC=1	--	CH=1	--	CL=6	CL=2	CH=1	--	--
PN=1	BN=1	SO/SH=3	PN=1	PN=1	--	CL=2	--	--	--	CH=1	PN=1	--	--	--
--	PN=1	DR=3	GR=1 (SPARE)	--	--	CH=2	--	--	--	PN=2	SW=1	--	--	--
--	WC=1	CH=3	--	--	--	--	--	--	--	--	--	--	--	--
--	SW=1	PCMO=2	--	--	--	--	--	--	--	--	--	--	--	--
--	--	PN=3	--	--	--	--	--	--	--	--	--	--	--	--
--	--	CTP=6	--	--	--	--	--	--	--	--	--	--	--	--
--	--	CK=4	--	--	--	--	--	--	--	--	--	--	--	--
--	--	SW=2	--	--	--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Tot=10	Tot=8	Tot=36	Tot=8	Tot=4	Tot=3	Tot=8	Tot=2	Tot=3	Tot=3	Tot=17	Tot=11	Tot=3	Tot=3	Tot=2

SR.P.S = Sr. Pvt. Secretary

PS = Private Secretary

POCK = Protocol Officer -Cum- Court Keeper

PA = Personal Assistant

LB = Librarian

CTP = Co-terminus Peon

SO = Section Officer

SH = Sheristedar

SW(H.G.)= Shorthand Writer (Higher Grade)

AS = Assistant

SP = Software Programmer

PN = Peon

AC = Accountant

JT&I = Junior Translator & Interpreter

AL = Assistant Librarian

CO = Console Operator

CL = Clerk

WC = Watchman

DR = Driver

CH = Chobdar

FL = Filer

BN = Binder

PCMO = Photocopy Machine Operator

GR = Gardener

TOTAL WORKING STRENGTH OF STAFF IS 136 & SANCTIONED STRENGTH OF STAFF IS 169.

CK = Cook

SW = Sweeper