

**THE HIGH COURT OF BOMBAY AT GOA PORVORIM**

**NAME OF THE DEPARTMENT: BOARD SECTION**

**Information under Section 4(1Xb) in The Right to Information Act, 2005**

**(as on 01.01.2025)**

Sr. No.	Subject (under section 4 of Right to Information Act)	
	Particulars of organization, functions and duties	<p>Board Section deals with pending matters, under the control of Registrar (Judl.) and Deputy Registrar (Judl.). Board Section receives the matters / files from various Departments as well as from Court Rooms and e-files allotted to the concerned board Clerks as per the sitting list published from time to time. Preparing the respective board as per the directions of the Hon'ble Courts including Division and Single Judges Benches. The e-files are uploaded on the drive of the concerned court as per the board. The respective board and matters are sent to the Hon'ble Lordships' resident in Labaies</p> <p><b>The number of employee working in Board section :</b></p> <p>Section Officer : 01 Assistant : 05 Clerk : 02 Peon : 02</p> <p><b>SECTION OFFICER</b></p> <ol style="list-style-type: none"><li>1. Incharge of Board Section and Scanning Programme</li><li>2. To ensure smooth functioning of the Board section and responsible for preparation of Board as well as files.</li><li>3. To allot the work of among all the Assistants and Clerks</li><li>4. To allot files for scanning to the Assistants / Clerks</li><li>5. To receive instructions from Lordships' and act accordingly</li><li>6. Put up Notes and Submissions on various issues for placing before higher authorities and to act accordingly upon obtaining various necessary orders</li><li>7. To receive files from all other sections and from the Courts for placing before the Honourable Court</li><li>8. To attend correspondence.</li><li>9. Any other work as directed by higher authorities</li></ol> <p><b>ASSISTANT SECTION OFFICER</b></p> <ol style="list-style-type: none"><li>1. To assist the smooth functioning of the section</li><li>2. To co-ordinate, arrange and distribute the preparation of files among clerks for sending to rooms</li><li>3. To prepare files for admission, final hearing and order matters therein. The work of preparation of files includes : i)</li></ol>

To write service report, if any, ii) To accept the affidavit, vakalatnama from Judicial Section and to stitch in the file at appropriate place, if any, iii) To separate main and miscellaneous files and then to arrange them in bundle in sequence of the Board, iv) To attend files requisition made by other sections, v) To arrange to send the prepared files to the Judges' Residence and/or to the Court Room, ?s the case may be, vi) To flag the important documents e.g. prayer, impugned Judgment etc., vii) to book mark the e-files, viii) to upload the e-files on the drive of the concerned Court as per the Board.

4. To do physical verification and attend destruction work in vacation.

5. To derive information from physical verification of files onwards submission / presentation to Honourable Judges the Head Office in Bombay.

6. To receive ready matters from Judicial Section scrutinizing all files then to arrange them on Warned List.

7. Any other work as directed by higher authorities

#### **CLERK**

1. To prepare files for admission, final hearing and order matters therein. The work of preparation of files includes : 1) To write service report, if any, ii) To accept the affidavit, vakalatnama from Judicial Section and to stitch in the file a appropriate place, if any, iii) To separate main and miscellaneous files and then to arrange them in bundle in sequence of the Board, iv) To attend files requisition made by other sections, v) To arrange to send the prepared files to the Judges' Residence and/or to the Court Room, ?S the case may be, vi) To flag the important documents e.g. prayer, impugned Judgment etc. vii) to book mark the e-files, viii) to upload the e-files on the drive of the concerned Court as pe the Board.

2. To receive ready matters from Judicial Section scrutinizing all files then to arrange them on Warned List.

3. To do physical verification and attend destruction work in vacation

4. To derive information from physical verification of files fo onwards submission I presentation to Honourable Judges o the Head Office in Bombay

5. The computer work related to generation of Boards, updation of files, uploading of Board, maintenance o provisional Board, generation of Warned List

6. Any other work as directed by higher authorities

#### **ASSISTANT SECTION OFFICER (Scanning work)**

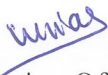
1. Receiving, maintaining and distributing files for scanning

2. To book mark the scanned files

		<p>3. Any other work as directed by higher authorities</p> <p><b>CLERK (Scanning work)</b></p> <p>1. To scan the files</p> <p>2. To book mark the scanned files by</p> <p>3. Any other work as directed by higher authorities</p> <p><b>ASSITANT SECTION OFFICER /CLERK (Scanning work)</b></p> <p>a) Book marking of urgent Online Civil Writ Petition matters and urgent physical matters after the same is scanned by the clerk in scanning and updation.</p> <p>b) To mark bundles of E-filed W.P. and forward same to ingestion,</p> <p>c) upload online affidavits in google drive,</p> <p>d)to sahare link of each matter to ingestion.</p> <p>e) after receiving book marked matters from ingestion , Assistant Section Officer check the same. Nodal Officer verify book marked matters and make digital sign on them. Assistant Section Officer share link to google drive.</p> <p>f) any other work assigned by the superior.</p> <p><b>PEONS</b></p> <p>1. To carry files to various Court Rooms.</p> <p>2. To stitch affidavits, service reports etc. in the files</p> <p>3. To assist the clerk in arrangement and preparation of files.</p> <p>4. To arrange files in the racks.</p> <p>5. Any other work as directed by higher authorities</p>
(ii)	( ii) The Power and duties of Officers and employees	As per the Bombay High Court Appellate Side Rules, 1960
(iii)	The procedure followed in the decision making process, channels of supervision and accountability	This department mainly deals with issuance of Board and preparation of files in accordance with Sitting List i.e. assignment. On the occasion of the decision making, the directions of the Honourable the Chief Justice, the Honourable the Senior Judge available at the Bench, Registrar General, Registrar (Judl-1), Registrar available at the Bench and Deputy Registrar available at the Bench are sought.
(iv)	The norms set by it for the discharge of its functions	No special norms other than the norms set by the Bombay High Court Appellate Side Rules, 1960 are set for discharge

		of functions
(v)	The rules, regulations instructions, manuals and records held by it or under its control or used by its employees for discharging its functions :	The Rules, Regulations, instructions, Manuals used by the employees for discharging its function are as follows :- The High Court functions as per the powers conferred by the Constitution of India, The Bombay High Court Appellate Side Rules, 1960, Civil Procedure Code, Criminal Procedure Code and all other relevant laws
(vi)	Statement of the categories of documents of the department	All documents as enumerated in the Bombay High Court Appellate Side Rules, 1960
(vii)	Arrangements made for the participation of the members of public in relation to the formation of policy and its implementation	Not applicable
(viii)	information of the Board s/Committees/Co un ci I s constituted for the purpose of advice	Not applicable
(ix)	Directory of Officers and employees	Not applicable
(x)	Monthly Pay (Salary) of each employee, system of compensation	Not applicable
(xi)	Particulars of all plans, proposed expenditure, budget, disbursed amount,	Not applicable
(xii)	Manner of execution of subsidy programmes including information of beneficiaries	Not applicable
(xiii)	Particulars of recipients of concessions, permits of authorizations granted	Not applicable
(xiv)	information available in electronic form	Not applicable
(xv)	Facilities available to citizens for obtaining information including Library	Not applicable
(xvi)	Names and designation of information Officer and	as published on the High Court website

	Appellate Officer	
(xvii)	Other Information	Nil

  
Section Officer (Board)

Porvorim Goa  
Date: 30.01.2025