

IN THE HIGH COURT OF BOMBAY AT GOA, PORVORIM
Information as per section 4 (1) (b) of Right to Information Act, 2005
(AS ON 01.01.2025)

Name of the Department: Certified / Record / Stationery Sections

Sr. No.	Subject (under section 4 of Right to Information Act)	Information
		CERTIFIED COPY SECTION
(i)	The particulars of its organization, functions and duties;	<p>The Certified Copy Section of the High Court of Bombay at Goa, Porvorim.</p> <p>Number of Employee working in Certified / Record / Stationery Section High Court Section Officer – 1 Assistant Section Officer -1, Clerk – 2 Peon – 1.</p> <p>a) On receipt of the application for the certified copies of orders / Judgements, same are arranged serial number wise day to day. If Application is received by ordinary post then the date of receipt of the application is the date of presentation and if received by registered A/D then the date of posting is the date of presentation.</p> <p>b) Certified copies are issued of Orders / Judgements passed by the Hon'ble Court by downloading it from website.</p> <p>c) If the party is litigant to the proceeding, Advocates / Parties applies for other documents or entire file, requisition is sent to various sections as files are not in custody of this section.</p> <p>d) Upon receiving the files the documents are photocopied and arranged into the required number of copies/sets. Then Xerox copies are compared with the original and made ready for delivery.</p> <p>e) After closing the daily account, challan and cash is handed over to Account Officer day to day as per the routine established.</p> <p>f) A register is maintained showing the numbers of the red seal used for Certified copies.</p> <p>g) Certified copies of Orders / Judgments to P.P., A.G. and Government Parties are being issued free of cost.</p> <p>h) Register is maintained for Xerox copies.</p> <p>i) If ready Certified copies are not collected by the Advocates / Parties, then the list of ready certified copies is displayed on the notice board to collect the same within fifteen days, after obtaining orders of the Ld. Registrar (Judicial). If the same are not collected within the stipulated time, the application is disposed.</p> <p>j) Monthly Returns showing pendency and disposal of applications for certified copies are sent to Bombay Head office as per Rules of the Registry every first week of the month.</p> <p>k) All Disposed applications are maintained monthwise.</p> <p>l) Movements registers of sending files to various sections are maintained.</p>

RECORD SECTION		
		<p>a) Upon receiving the disposed files from Post Disposal section and Supreme Court files are checked and entered in the system, thereafter the same are kept in the record room as per Record no. and year wise.</p> <p>b) Important registers are preserved as per Rules.</p> <p>c) Destruction of records being carried out every year in the summer vacation as per Chapter XV, of Appellate Side Rules, 1960 and imperative documents are preserved.</p> <p>d) Receiving day to day Judgments and preserving the same.</p> <p>e) Movement Register is maintained of the files finally being sent to record section.</p> <p>f) Checking and verifying old scanned files, digital sign and locking the same.</p>
STATIONARY SECTION		
		<p>a) To place notes / submissions before Registrar, to purchase stationary. After approval, quotations are called and lowest bidder is chosen.</p> <p>b) Ordering Stationary from stationary dealer & Govt. printing press as per requirement of registry.</p> <p>c) Supplying all types of stationary to various sections as per their requirement upon receiving requisition slips.</p> <p>d) Providing dress allowance to all class - III (Driver) & class – IV employees, as per the entitlement based on the circular.</p> <p>e) Supplying of uniforms to Chobdars, as per the entitlement based on the circular.</p> <p>f) Certifying all bills and forwarding to accounts section for further needful.</p>
(ii)	The Power and duties of its Officers and employees;	<p>The duties of High Court Section Officer are as follows :</p> <ol style="list-style-type: none"> 1) Monitoring (3 Sections) i.e. Certified copy, Stationary & Record Sections 2) Verifying the costs and signing the certified copies. 3) Printing Judgments and orders. 4) Preparing costs and printing the same. 5) Calculating cost of certified copies. 6) Giving over cash to account section every day alongwith the challan 7) Receiving files from various sections 8) Receiving the disposed files. 9) Receiving the original Judgments & keeping permanently as per category wise 10) Receiving the Correspondence from outside & processing the same 11) Receiving files from various sections 12) Ordering stationary as per requirement of the registry to Government Printing press as well as private stationary dealers 13) Putting notes on all correspondence marked to Record Section 14) Sending monthly statements/report to Bombay Office 15) Full Destruction work 16) Checking and verifying old scanned files, digital sign and locking the same.

		<p>The duties of Assistant Section Officer are as follows :</p> <ol style="list-style-type: none"> 1) Printing Judgments and orders. 2) Preparing costs and printing the same. 3) Calculating cost of certified copies. 4) Receiving the disposed files from High Court & Supreme Court. 5) Registering disposed files 6) Receiving the original Judgments & keeping permanently as per category wise 7) Putting notes on all correspondence marked to Record Section 8) Full Destruction work 9) Ordering stationary as per requirement of the registry to Government Printing press as well as private stationary dealers 10) Supplying Stationary to each section as per requisitions 11) Looking after total stationary purchasing, bringing quotations, checking stock etc. 12) Putting submission pertaining to stationary 13) Complete process of calling Quotation of Male Chobdar Uniform and supplying the same every 02 years. 14) Preparing Reportable & Non-Reportable Judgment list. 15) Checking and verifying old scanned files, digital sign and locking the same. 16) Any other work which is assigned by Section Officer
		<p>The Clerk duties are as follows :</p> <ol style="list-style-type: none"> 1) Printing Judgments and orders. 2) Preparing costs and printing the same. 3) Calculating cost of certified copies. 4) Registering Applications and issuing receipts of Certified copies. 5) Checking certified copies (Whether ready or not.) 6) Receiving files from various sections which are called for Certified copy 7) Comparing Certified copies 8) Issuing ready Certified copies. 9) Sending requisition of required files to various sections for Certified copy 10) Sending files to other section as per requisitions 12) Preparing Certified copies 13) Giving cash to account section every day alongwith the challan 14) Full Destruction work 15) Registering disposed files 16) Supplying Stationary to each section as per requisitions 17) Ordering Stationary from various shops & Govt. printing press as per requirement 18) Looking after total stationary purchasing, bringing quotations, checking stock etc. 19) Placing orders for stationary to different dealers 20) Putting submission pertaining to stationary 21) Putting record numbers on files

		<p>22) Comparing Certified copies whenever required</p> <p>23) Sending monthly statements/report to Bombay Office</p> <p>24) Checking and verifying old scanned files, digital sign and locking the same.</p> <p>25) Any other work which is assigned by Section Officer</p>
		<p>The duties of Peon are as follows :</p> <p>1) Taking Xerox of files as per requirement (Certified copy Section)</p> <p>2) Bringing files from Record room as per requirement</p> <p>3) Sending files to other section as per requisitions</p> <p>4) Arranging files for destruction</p> <p>5) Stamping work of Certified copies</p> <p>6) Stitching files.</p> <p>7) Arranging the files in Record Room</p> <p>8) Arranging stationary in the cupboard</p> <p>9) Any other work as per order of the Section Officer</p>
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	As per Appellate Side Rules, 1960 and the directions received from the Hon'ble Chief Justice and the Registrar General from time to time also under the supervisions of the Registrar, Dy. Registrar & Assistant Registrar work is undertaken by this section.
(iv)	The norms set by it for the discharge of its functions;	N.A.
(v)	Sr. No. 5 The rules, regulations, instruction, manuals and record, held by it or under its control or used by its employees for discharging its functions;	As per the powers conferred by the Appellate Side Rule, 1960 and Bombay High Court.
(vi)	Sr. No. 6 A statement of the categories of Documents that are held by it or under its control;	As per the Appellate Side Rule, 1960
(vii)	Sr. No. 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;	N.A.
(viii)	Sr. No. 8 A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the pupose 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;	N.A.

(ix)	Sr. No. 9 A directory of its Officers and employees;	N.A.
(x)	Sr. No. 10 The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation.	N.A.
(xi)	Sr. No. 11 The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made;	N.A.
(xii)	Sr. No. 12 The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	N.A. To this Department
(xiii)	Sr. No. 13 Particulars of recipients of concessions, permits or authorizations granted by it;	N.A.
(xiv)	Sr. No. 14 Details in respect of the information, available to or held by it, reduced in an electronic form;	N.A.
(xv)	Sr. No. 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;	N.A.
(xvi)	Sr. No. 16 The names, designation and other particulars of the Public Information Officers;	Published on the High Court website
(xvii)	Sr. No. 17 Such other information as may be prescribed;	N.A.

Chetana
 24/01/2025
 Section Officer
 High Court of Bombay,
 at Goa, Porvorim