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**Name of the Department/Section: Hon'ble Judges Library, High Court of Bombay at Goa**


**Information to be furnished under Section 4 (1) (b) of the Right to Information Act, 2005**

Sr. No.	As per RTI 4(1)(b)	Information as of 01/01/2025
I.	The particulars of its organization, functions, and duties	Organizational structure of Hon'ble Judges Library -Librarian-1 - Assistant Librarian-1 -Peon -1 Accession Registers are maintained manually and electronically in MS Excel and KOHA Software. The classification system followed is DDC. -Online legal databases are subscribed to the Hon'ble Judges Library to do the research work for Hon'ble Judges.
II.	The powers and duties of its Officers and Employees	The Library staff is responsible for doing the research work for Hon'ble Judges and making available to them pinpointed information through various legal databases and the Internet. -Latest Editions of Books with Commentaries and Central and Local bare acts are to be procured periodically and subscribed to important Law Journals and circulated amongst Hon'ble Judges. -The Hon'ble Judges Library has created an E-Law library that provides links to free Legal databases and is accessible to anyone from anywhere. A Link to this has been provided at the home page of the website of the High Court of Bombay at Goa.
III.	The procedure followed in the decision-making process, including channels of supervision and accountability	After obtaining suitable directions from the Hon'ble Senior Judge necessary steps/actions are taken on relevant subjects.
IV.	The norms set by it for the discharge of its functions.	Directions are given by Hon'ble Senior Judge from time to time and government Orders are made applicable to High Court on relevant subjects.
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 given by Hon'ble Senior Judge from time to time and government Orders are made applicable to High Court on relevant subjects.

VI.	A statement of the categories of documents that are held by it or under its control	The total Library collection is about 47472, which consists of Books with Commentaries, Bound Law Reports, Central and Local Bare Acts, and General Reading Books. -This Hon'ble Judges library uses the KOHA Software and all the relevant information is stored in the Software.
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
I.	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.	Hon'ble Senior Most Judge of the High Court of Bombay at Goa has been designated as Hon'ble Library Judge and under His Lordship's guidance necessary steps /actions are taken on relevant Subjects.
II.	A directory of its officers and employees.	It is already uploaded on the Official website of Bombay High Court.
III.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Pay Scales of all the staff members working in this Hon'ble Judges Library are as per the Seventh Pay Commission.
IV.	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 High Court of Bombay at Goa, the State Government makes Budgetary provisions during each Financial Year.
V.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not Applicable
VI.	Particulars of recipients of concessions, permits or authorisations granted by it.	Not Applicable
VII.	Details in respect of the information, available to or held by it, reduced in an electronic form.	Relevant information is made available on the Official Website of the Bombay High Court.
VIII.	The particulars of facilities available to citizens for obtaining	The Hon'ble Judges Library is a specialized Library and only for Hon'ble Judges and the

	information, including the working hours of a library or reading room, if maintained for public use.	Officers of the High Court. It is not accessible to the Public.
IX.	The names, designations and other particulars of the Public Information Officers.	Information about this is available on the Official website of the High Court of Bombay at Goa.
XVII.	Such other information as may be prescribed and thereafter update these publications every year.	Nil

Date: 27-01-2025

  
(LIBRARIAN)

HON'BLE  
JUDGES  
LIBRARY