

HIGH COURT OF BOMBAY AT GOA
Information as per Section 4(1)(b) of the Right To Information Act
(As on 01.01.2025)

Sr. No.	Subject (under Section 4 of the Right to Information Act)	Information
(i)	THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES :	<p>There are in all 16 staff members working in the Judicial Section as per following :</p> <p>3 Section Officer, 5 Assistant Section Officers 6 Clerks 1 Peon / Chobdar 1 Daily wage worker</p> <p>Judicial Section handles the following physical as well as E-filing cases : Writ Petition (Civil and Criminal), Contempt Petition (Civil and Criminal), PIL Writ Petition (Civil and Criminal), Sou Moto Writ Petition (Civil and Criminal), Civil Application (Review), Misc. Civil Application, Civil Application, Criminal Appeal, Criminal Revision Application, Criminal Misc. Application, Company Petition, Company Appeal, Company Applicatio, Letters Patent Appeal, First Appeal, Second Appeal, Civil Revision Application, Appeal From Order, Appeal under Arbitration Act, Application for appointment of Arbitrator, Application under Arbitration Act, Admiralty Suit, Civil Suit, Excise Appeal, Custom Appeal, Appeal under E.S.I/ SEC/CPC/ Wealth Tax/ Referencee/ Misc. Civil Apppplicaiton (N), R.U.S.T.A/ Execution Application etc. The overall work of this Section is : Affirmation of all Civil and Criminal matters, to accept the filings, to give the</p>

stamp/lodging number, to raise objections in the filing numbers filed, to notify filing numbers under office objections, to prepare board for filing numbers to be placed before Ld. Registrar (Judicial), to register the filing numbers after office objections are cleared, to accept filing of vakalatnama, caveats, affidavits, replied, reports, R&P, application for condonation in paying process fees, inspection application, copies and maintaining required registers, to receive of filed from the respective courts with judgments, after verifying the orders of th Hon'ble Courts and feeding the matters are distributed as per the directions and status of the orders to Board Section, Post Disposal Secion, Record Section, Accounts Section, etc respectively, to receive process fees, to issue notices/writs/calling R&P writs, placing the matters before the Registrars Court in which Objections are not cleared to make matters ready for final hearing/orders, put up cheques, bank guarantees and submissions of withdrawal of amounts in various matters, to receive service reports, and to place them in the respective filed, scrutinize the matters at the time of filing, to receive application received from jail, numbering the matters, updating, verifying the processing the matters for listing before the Hon'ble Court (fresh matters) to make matters ready for urgent circulation and production as per Courts Order, to take print out of daily registration filed, and filing, to receive urgent circulation slips, to enter new filing numbers, to receive appearance certificates, rejoinders, to issue appearance certificate of Governmaent Advocates, to issue practice and experience certificate, printing farads and cover.

E-filing: :

1) Receiving E-filing of cases, documents and Caveats from NEAR Portal, consuming it into CIS giving filing numbers accordingly, Raising office objections, notifying the matters for clearing office objections,


		<p>notifying the matters for clearing office objections, if objections are not cleared after notifying placing the same before the Ld. Registrar's (Judicial) Board. After clearing office objections matters are registered. After registrations copying the e-files into respective case folders and sending it to the Board Section for placing the same before the Hon'ble Court.</p> <p>Scanning & Digitization : Sending files for scanning after making bundles of the files by using ingestion method in a separate programme.</p>
(ii)	THE POWERS AND DUTIES OF OFFICES AND EMPLOYEES :	As per the Bombay High Court Appellate Side Rules, 1960
(iii)	THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY	The procedure followed in the decision making process, including channels of supervision and accountability : This section mainly deals with the matters pending before the Hon'ble Court and directions issued from the Hon'ble Chief Justice and Registrar General from time to time, however on the occasions of decision making the directions of the Ld. Registrar are sought.
(iv)	THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS	No special norms other than the norms set by the 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 section functions as per the powers conferred by the Bombay High Court Appellate Side Rules, 1960 and all other relevant laws.
(vi)	A STATEMENT OF THE CATEGORIES OF DOCUMENTS	As per the Bombay High Court Appellate Side Rules, 1960

	THAT ARE HELD BY IT OR UNDER ITS CONTROL	
(vii)	THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF	Not applicable to this Section
(viii)	A STATEMENT OF 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 to this Section
(ix)	A DIRECTORY OF ITS OFFICERS AND EMPLOYEES	Not applicable to this Section
(x)	THE MONTHLY REMUNERATION RECEIVED BY	Not applicable to this Section

(xi)	THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE	Not applicable to this Section
(xii)	THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES	Not applicable to this Section
(xiii)	PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT	Not applicable to this Section
(xiv)	DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM	Not applicable to this Section
(xv)	Particulars of facilities available to citizens for obtaining information, including library.	Not applicable to this Section
(xvi)	THE NAMES, DESIGNATIONS AND PARTICULARS OF THE PUBLIC INFORMATION OFFICERS	As per the website of High Court of Bombay at Goa

(xvii)	SUCH OTHER INFORMATION AS MAY BE PRESCRIBED :	Nil
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Date : 04/02/2025


High Court Section Officer,
Judicial Section
High Court of Bombay at Goa, Porvorim, Goa