

**IN THE HIGH COURT OF BOMBAY AT GOA, PORVORIM, GOA.**

**Information as per Section 4(1)(b) of the**

**Right to Information Act, 2005**

**(As on 01/01/2025)**

**Name of the Department: Maintenance Section**

<b>Sr. No.</b>	<b>Subject</b>	<b>Information</b>
(i)	<b><i>The particulars of its organization, functions and duties of the office :</i></b>	<p>Maintenance Section is one of the Section's of the High Court of Bombay at Goa, functioning under the control and supervision of the Ld. Registrar (Administration), High Court of Bombay at Goa.</p> <p>The Section deals with the subjects regarding the Maintenance, Preservation, Restoration and Renovation works of the High Court Building, Hon'ble Judges Residents/ Bungalows &amp; Ld. Registrar's Bungalows.</p> <p>In addition to the above, the following works are done by this Section:</p> <ol style="list-style-type: none"><li>1. Inspection and reporting of various works done of High Court Complex, Hon'ble Judges Bungalows &amp; Ld. Registrars Bungalows, by G.S.I.D.C. &amp; P.W.D, respectively.</li><li>2. Inspection and proper maintenance of the Electrical and Water functioning.</li><li>3. Daily General Supervision of the High Court Complex.</li><li>4. Attending outside works, as and when necessary.</li><li>5. Attend all Hon'ble Sitting Judges whenever called upon and see complaints/grievances in respect of Official Residence, Chambers, Court Rooms, Staffs etc. and resolve the same on priority basis.</li><li>6. Purchasing and Condemnation of the Dead Stock and other misc. articles as and when necessary.</li><li>7. Looking after maintenance / repairs of building in the High Court campus which include civil and electrical works and fire Fighting systems.</li></ol>

		<p><b>8.</b> To get repairs / renovate the furniture of the Court Room Chambers of the Hon'ble Judges as and when necessary.</p> <p><b>9.</b> Maintenance / repairs of the all Official Cars used by the Hon'ble Judges and Office.</p> <p><b>10.</b> To see that all bills i.e. Telephone, Mobiles, Electricity, Water and Petrol etc. are received and payments are done regularly by recording the same in particular register.</p> <p><b>11.</b> To see that as and when necessary repairs / Maintenance of all the Electrical and Electronic equipment installed at High Court Complex, are carried out.</p> <p><b>12.</b> Carrying out other duties as may be assigned by the Hon'ble Sitting Judges &amp; Ld. Registrar, from time to time.</p>
(ii)	<p><b><i>The Powers and duties of its Officers and Employees:</i></b></p>	<p>Section Officer (1 no.), Assistant Section Officer (1 no.), Clerks (2 nos.) &amp; Peons (3 nos.) look after the work of Maintenance Section.</p> <p><b>Section Officer:</b></p> <ul style="list-style-type: none"> <li>• Overall supervision of all works in progress at the High Court Complex, Hon'ble Judges Residents Bungalows &amp; Registrar's Bungalows.</li> <li>• Overall supervision of the Maintenance Section.</li> <li>• Certify all bills i.e. Meeting Refreshment bills, Official Car Petrol Bills, Telephone Bills, Reimbursement bills of Hon'ble Judges, Water &amp; Electricity bills of Hon'ble Judges Bungalows and High Court Complex.</li> <li>• To take followups and look after the work done by P.W.D. at Hon'ble Judges Bungalows and Registrar's Bungalows.</li> <li>• To prepare the annual budget.</li> <li>• To attend Hon'ble Judges whenever called upon and see their complaints/grievances in respect of Official Residence, Chambers, Court Rooms, Staffs etc.</li> <li>• To prepare submissions in relation to the subject dealt by the departments for obtaining orders from the Hon'ble Senior most Judge in</li> </ul>

respect of administrative approval and sanction of funds for the proposed civil and electrical works in respect of High Court Building and other purposes.

- Coordination and Monitoring of various AMCs.
- Supervise the outsourcing staff i.e. Houskeeping, Electricians, Plumbers, Lift Operators, Gardeners etc.
- Inspection of the Hon'ble Judges Chambers, Court halls & entire building on daily basis like water leakages, ACs, plumbing relates issues, cleaning.
- Making arrangements for Exams, Scrutiny of papers etc.

**Assistant Section Officer:**

- To prepare submissions in relation to the subject dealt by Maintenance Section for obtaining orders from the Hon'ble Senior most Judge in respect of administrative approval and sanction of funds for the proposed civil and electrical works in respect of High Court Building and other purposes, in coordination with the Section Officer.
- To lookafter AMCs/ Servicing and Maintenance for all types of Electrical and Electronic equipment/s (i.e. X-Ray Baggage Scanner Machines, HVAC System, Split & Ductable ACs, Chillers, EPABX System, Fire & PA System, 250 & 400 KV DG Sets, Lifts, VRV Ac etc.,) installed in the High Court Complex, verify the same and place for necessary approvals before competent authorities.
- After administrative approval, forwarding the same to the Law Department for Administrative & Expenditure Sanction and taking followups.
- Coordination and Monitoring of AMCs.
- Inspect the building on daily basis like water leakages, ACs, plumbing relates issues,

cleaning.

- Preparing notes and issuing work orders for additional requirements as per approved notes of various Sections such as Iron Racks, Refrigerators, Ovens etc.
- Any other works as assigned by the Section Officer.

**Clerks:**

- To prepare notes & certificates with regards to all bills (Meeting Refreshment bills, Official Car Petrol Bills, Telephone Bills, Water & Electricity bills of Hon'ble Judges Bungalows and High Court Complex).
- To prepare Annual budget with coordination of Section Officer.
- To maintain registers of various bills as mentioned above.
- Coordination and Monitoring of AMC.
- To make arrangement of Meetings.
- Taking appointments of Periodical servicing of Official Cars.
- To maintain dead stock register.
- Attending outside work, as and when necessary.
- To maintain the register of Official Vehicles.
- Inspection of the building on daily basis like water leakages, ACs, plumbing relates issues, cleaning.
- Any other works as assigned by the Section Officer.


**Peons:**

- To make arrangement of Meetings.
- To carry out minor repair works.
- To inspect the building on daily basis like water leakages, ACs, plumbing relates issues, cleaning.
- Any other works as assigned by the Section Officer.

(iii)	<b><i>The procedure followed in the decision making process, including channels of supervision and accountability.</i></b>	To make the arrangements of the important meeting/function by the Section Officer. As regard, channels of supervision, the liability of internal supervision is fixed on the Section Officer, for which they are supposed to function and in case of any complications, Section Officer is required to seek directions from Ld. Registrar, to resolve the same.
(iv)	<b><i>The norms set by it for the discharge of its functions :</i></b>	Not applicable.
(v)	<b><i>The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its function :</i></b>	As per Supreme Court Judges – High Court Judges Act & Rules. As per the directions issued by the Hon'ble The Chief Justice and the Hon'ble Judges from time to time and the Government Rules, Regulations etc. made applicable to this High Court in relevant subjects.
(vi)	<b><i>A statement of the categories of documents that are held by it or under its control.</i></b>	Not applicable.
(vii)	<b><i>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 :</i></b>	Not applicable to this office.
(viii)	<b><i>A statement of the boards, councils, committees and other bodies consisting of two 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. :</i></b>	Not applicable to this office.
(ix)	<b><i>A directory of its officers and employees.</i></b>	Information is available in High Court Directory published every year and also published on Official website at <a href="http://www.hcbombayatgoa.nic.in">www.hcbombayatgoa.nic.in</a> in terms of High Court directory.
(x)	<b><i>The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.:</i></b>	As per VIIth Pay Commission.

(xi)	<b>The budget allocated to each of its agency, indicating, the particulars of all plans proposed expenditures and reports on disbursements made. :</b>	For major, minor and misc. items purchased at the Office. The grant is made available from the office expenditure, through Registrar (Adm.) High Court of Bombay at Goa.
(xii)	<b>The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmers.</b>	Not applicable.
(xiii)	<b>Particulars of recipients of concessions, permits or authorizations granted by it.:</b>	Not applicable.
(xiv)	<b>Details in respect of the information, available to or held by it reduced an electrical form :</b>	Not applicable.
(xv)	<b>The particulars of facilitate available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.</b>	Not applicable.
(xvi)	<b>The name designation and other particular of the Public Information Officer.</b>	Already published on the website.
(xvii)	<b>Such other information as may be prescribed :</b>	Not applicable.

Porvorim-Goa.  
Date:22/01/2025

  
Section Officer,  
(Maint. Section)

Section Officer  
(Administration Section)