

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

**Accounts Section, High Court of Bombay at Goa**

1)	The particulars of its organisations, functions and duties	Accounts Sections is headed by Registrar (Administration) and Registrar (Judicial)
2)	The powers and duties of its officers and employees	<p>The following officials are looking after the work under the supervision of the Registrar (Administration) and Registrar (Judicial)</p> <ol style="list-style-type: none"><li>1. Shri Prashant A. Parab, Section Officer,</li><li>2. Shri Gaurish Shirodkar, Assistant,</li><li>3. Smt. Shraddha Verlekar, Assistant,</li><li>4. Shri Rokadeshwar Kadam, Clerk,</li><li>5. Shri Sagar Shinde, Clerk,</li><li>6. Shri Sudin Prabhu, Peon.</li></ol> <p>Following duties are carried out by the above-said staff members:</p> <ul style="list-style-type: none"><li>➤ All advance of Judicial Officers and staff of High Court,</li><li>➤ Budget estimates, audit and permanent advances to High Court,</li><li>➤ All matters concerning Nazir-Cash excepting P.L.A.,</li><li>➤ Pay Bills and other Bills,</li><li>➤ Maintenance of statement of assets and liabilities of all the staff members and officers of the High Court,</li><li>➤ Issuance of No Objection Certificates,</li><li>➤ Issuance of No Dues Certificates,</li><li>➤ Issuance of Non Drawal Certificates,</li><li>➤ Issuance of Availability of Funds Certificates,</li><li>➤ Issuance of Last Pay Scale Certificates,</li><li>➤ Concessions to the members of the staff in all the vacations,</li><li>➤ Contributions towards the National Defense Fund and Chief Minister's Relief Funds from the Pay Bills,</li><li>➤ Monthly / Quarterly / Six monthly</li></ul>

		<p>and Annual Returns / Reports of High Court,</p> <ul style="list-style-type: none"><li>➤ Preparing Due Drawn Statements on the basis of Fixation Certificates received from Administration / Establishment Section,</li><li>➤ Supply of various kinds of information about employees and officers of the High Court to Government relating to the Section,</li><li>➤ To verify Personal Ledger Account Book maintained for Court deposits (Securities) / withdrawals by the Nazir every day and also check the entries of Court deposits / Withdrawals as per Court's order taken in relevant papers,</li><li>➤ To verify the amounts of Court deposits credited to P.L.A. in Treasury Bank and also the amounts of court deposits invested in Nationalized Banks as directed by the Court,</li><li>➤ To check plus and minus memo of each month which is prepared by Cash Branch taking into consideration the P.L.A. Account and the entries of deposits / Withdrawals taken in P.L.A. Pass Book by the Treasury Branch,</li><li>➤ To see whether unclaimed Court deposits remained balance in P.L.A. Account for more than 10 years from the date of final decision of the cases are credited to Government as lapsed deposits by Challan,</li><li>➤ To check up the Budget estimate under the respective sub-heads viz. Salaries, Travel Expenses, Office Expenses, etc., together with the Budget Estimates,</li><li>➤ To check up monthly reconciliation work of the office done with the Office of the Directorate of Accounts, Panaji, Goa,</li><li>➤ To check up the consolidated Surrender Report of Savings / excess grants of office for being forwarded to Government in the month of March every year,</li></ul>
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		<p>Government of Goa, for further necessary work.</p> <ul style="list-style-type: none"><li>➤ To attend various correspondence received from Inward Section.</li><li>➤ To maintain the records and filing as per subject-wise matters.</li><li>➤ To maintain G.P.F. Register in respect of Class IV employees joining service before 01/01/2006.</li><li>➤ To update G.P.F. Register in respect of Class IV employees with regard to withdrawal / advance / increase or decrease in Subscription amount etc.</li><li>➤ To prepare final G.P.F. Bill in respect of Class IV employees upon / at the time of retirement on Superannuation / voluntary retirement etc.</li><li>➤ To prepare final G.P.F. Bill in respect of employees other than Class IV employees joining service before 01/01/2006 upon receipt of Authority from the Office of the Principal Accountant General, Mumbai or Nagpur as the case may be.</li><li>➤ To issue Last Pay Certificate, No Dues Certificate / No Demand Certificate with respect to employees due to retire on superannuation.</li><li>➤ To issue Non Drawal Certificate as and when required.</li><li>➤ To issue Availability of Funds as and when required.</li><li>➤ To issue Salary Certificate as and when requested for by incumbents.</li><li>➤ To prepare submissions for placing before Senior Judge with regard to G.P.F. Withdrawal of amount Applications of employees of this Office.</li><li>➤ To prepare submissions for placing before Senior Judge with regard to other subjects.</li><li>➤ To edit the Pay Bill of Class I to IV servants.</li><li>➤ Work relating to Pay Commissions.</li><li>➤ Other Miscellaneous works relating</li></ul>
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		<ul style="list-style-type: none"><li>to Pay Bills.</li><li>➤ Prepare Letters calling quotations, calling calculations, forwarding P.L.A. Cheques etc. to Banks.</li><li>➤ To prepare overtime Bills of Drivers.</li><li>➤ To prepare Salary Slips making payment of Class I to Class IV employees and distribute.</li><li>➤ To take signatures of incumbents on Acquittance Roll towards payment of Salary amounts.</li><li>➤ To prepare Due Drawn Statements upon receipt of Fixation Certificates.</li><li>➤ To prepare Income Tax Statements for Salary and Non-Salary payments.</li><li>➤ To file D.D.O. Income Tax returns through Agencies appointed by the Income Tax Departments and Tax Agents.</li><li>➤ To prepare Income Tax Statements to furnish to Tax Agents to upload the same to servers of Income Tax Departments through Agencies appointed by the Income Tax Departments in this regard.</li><li>➤ To deduct T.D.S. from Bills to be deducted as Non-Salary T.D.S.</li><li>➤ To calculate and deduct T.D.S. from salary of the employees as per the norms given by Income Tax Departments.</li><li>➤ Preparing arrears Bills of employees for Stagnation increments (Time Bound Pay Scale etc.).</li><li>➤ To remove objections raised by Office of the Directorate of Accounts, Panaji, Goa, with regard to various Bills.</li><li>➤ To ask for Fund Availability from the Office of the Directorate of Accounts, Panaji, Goa, for purchase of Personal Computers upon Applications of employees of this Office.</li><li>➤ Upon receipt of Fund Availability Certificate from the Office of the Directorate of Accounts, Panaji, Goa, for purchase of Personal Computers for use of employees as</li></ul>
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		<p>per their requests, prepare Bills towards the same.</p> <ul style="list-style-type: none"><li>➤ Upon refund of principal amount of Computer Advance by the employee by way of deduction through salary, send letters to Office of the Directorate of Accounts, Panaji, Goa, asking for calculation of interest applicable on the said Advance granted to the employee.</li><li>➤ To make correspondence regarding missing credit of G.P.F. of all High Court employees.</li><li>➤ To prepare Contingent Bills such as Permanent Advance Purchase of Postage Stamps, Petrol Bills, Water Supply / Electricity Supply / Telephone Reimbursement Bills etc.</li><li>➤ Preparation of Festival Advance Bills upon Applications by the employees.</li><li>➤ Upon receipt of G.P.F. Statements from Office of the Principal Accountant General, Mumbai and Office of the Directorate of Accounts, Panaji, distribute the same amongst employees.</li><li>➤ To calculate G.I.S. Final Bills of retired staff members of Class I to Class IV employees.</li><li>➤ To prepare L.T.C. / L.T.C. Advance Bills in respect of the employees.</li><li>➤ To prepare Leave Encashment Bills in respect of the employees.</li><li>➤ To go through the various orders passed by the Hon'ble Court and propose accordingly on the point of investments.</li><li>➤ To entertain Advocates / litigants and solve their queries on the point of investments, periodical interests, rate of interests, etc.</li><li>➤ To invest the deposits / amounts in Nationalized Banks / Government Securities as per the directions of Hon'ble Court.</li><li>➤ To remain in touch with authorities of Nationalized Banks / Financial Institutions on the point of investments and rate of interest etc.,</li></ul>
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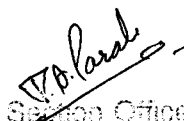
		<p>custody as per the directions of this Hon'ble Court and accordingly inform the government departments not to transfer or issue duplicate document till further orders.</p> <ul style="list-style-type: none"><li>➤ To prepare Salary Bills and Supplementary Bills of the Hon'ble Judges and other Self Drawing Officers.</li><li>➤ Other correspondence to be made with various Government Departments as well as Bombay Office.</li><li>➤ To make correspondence with the Office of the Directorate of Accounts, Panaji, Goa, upon change in the Headquarters for issuing Last Pay Certificate of the Hon'ble Judges.</li><li>➤ To pursue the matter such as increased of D.A. Payable to the Hon'ble Judges as per government Order to the Hon'ble High Court Judges and to make payment of the same to the Judges.</li><li>➤ Preparation of Bills of Judges upon granting of Super Time Scale including preparation of Due Drawn Statement, Non Drawal Certificate, etc.</li><li>➤ To deduct dues of High Court Society, L.I.C. and Miscellaneous deductions of employees such as Bank Loan installment etc. from out of salary of the said employees and upon receipt of the cheques towards the same forward those cheques to the concerned institutions i.e. Banks, L.I.C. Offices, Office of the High Court Society.</li><li>➤ Upon receipt of DCPS balance slips / G.P.F. Annual Statements of employees, issue the same to respective employees.</li><li>➤ To attend to the subjects of Accounts Section.</li><li>➤ To check Income Tax Calculations in respect of employees.</li><li>➤ Preparation of Form 16 of the employees and issue to the</li></ul>
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		<p>concerned.</p> <ul style="list-style-type: none"><li>➤ To attend to the work related to the Postal Recurring Deposits of the employees of this Office.</li><li>➤ To visit Income Tax Office from time to time.</li><li>➤ To visit Hon'ble Judges Bungalow when called upon often by making own arrangement.</li><li>➤ To prepare chalan for deposit of P.L.A. Receipts and Miscellaneous Receipts in Government Treasury.</li><li>➤ To go to Treasury Bank for depositing receipts of P.L.A. and other Miscellaneous Receipts.</li><li>➤ To furnish information in respect of financial implications if any called for creation of various posts etc. (Class I to IV).</li><li>➤ To deal with the correspondence relating Budget, Audit and other miscellaneous correspondence.</li><li>➤ To prepare submission, minute and order for re-appropriation of grants from one Sub-head to another Sub-head under which Sub-heads grants fall short.</li><li>➤ To make statements of subscription amounts paid monthly and prepare Group Insurance Scheme Bills for final payments.</li><li>➤ To go to Electricity Department and Water Department often by making own arrangements to get the Electricity Bills and Water Bills corrected.</li><li>➤ To go to Post Office for various works often by making own arrangements.</li><li>➤ To hold increments of employees who are AWOL as on 01<sup>st</sup> July of every year and also for employees who are absent with official leave as on 01<sup>st</sup> July of every year till the date they furnish joining report as per Maharashtra Civil Services (Pay) Rules / Central Civil Services (Pay) Rules.</li><li>➤ Calculation of Pay during Extra Ordinary Leave without Pay as well</li></ul>
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		<p>as Half Pay Leave.</p> <ul style="list-style-type: none"> <li>➤ To prepare Surrender Report.</li> <li>➤ To Attend various Seminars / Lectures upon directions by the Superiors.</li> <li>➤ To ensure compliance of audit queries.</li> <li>➤ To co-ordinate with Law and Judiciary Department and Finance Department.</li> <li>➤ To search latest Government Resolution, Circulars, Notifications issued by related Department of Mantralaya.</li> <li>➤ Scrutiny of Form 1 submitted by the Newly appointed employees for DCPS enrollment and forward the same to the Office of the Directorate of Accounts, Panaji.</li> <li>➤ Forwarding of various Forms in respect of DCPS of employees of this Office to the Office of the Directorate of Accounts, Panaji, etc.</li> <li>➤ Obtaining various sanctions from various Government Departments as and when required.</li> <li>➤ Verify, scrutinize, check office records and trace Missing Credits in G.P.F. Statements of the employees also by making correspondence to Office of the Directorate of Accounts, Panaji and also to Office of the Principal Accountant General, Mumbai / Nagpur.</li> <li>➤ Calculation of amount of T.D.A. / Transfer T.A. Advance.</li> </ul>
<p>3)</p>	<p>The procedure followed in the decision making process, including channels of supervision and accountability</p>	<p>With regard to Accounts relating to Judicial matters, financial transactions are carried out as per the directions of this Hon'ble Court and on the basis of Guidelines issued by the Hon'ble The Chief Justice in this regard from time to time. Whereas, with regard to Accounts relating to other matters, Registrar (Administration) / Registrar (Judicial), being Drawing and Disbursing Officer, financial transactions are carried out as per the directions.</p>
<p>4)</p>	<p>The norms set by it for</p>	<p>Directions issued by the Hon'ble The Chief</p>

	the discharge of its functions	Justice and Hon'ble Judges from time to time and also on the basis of Government Rules, Resolutions etc. prevalent.
5)	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 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.
6)	A statement of the categories of documents that are held by it or under its control	Not Applicable
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	Not Applicable
8)	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	Not Applicable
9)	A directory of its officers and employees	As uploaded on the official website of the High Court of Bombay at Goa
10)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Monthly remuneration to the Judicial Officers is being paid as Padmanabhan Commission and to the Officers and Employees as per Sixth Pay Commission

11)	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 the High Court of Bombay at Goa, Government makes Budgetary Provision during each Financial Year. No specific amount is allocated.
12)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not Applicable
13)	Particulars of recipients of concessions, permits or authorisations granted by it	Not Applicable
14)	Details in respect of the information, available to or held by its, reduced in an electronic form	Relevant information is made available on the Official Website of the Bombay High Court and the High Court of Bombay at Goa
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	Available on the Official Website of the Bombay High Court and the High Court of Bombay at Goa
16)	The names, designations and other particulars of the Public Information Officers	Available on the Official Website of the Bombay High Court and the High Court of Bombay at Goa
17)	Such other information as may be prescribed and thereafter update these publications every year	NIL



Section Officer  
High Court of Bombay at Goa  
Panaji-Goa