

Name of the Department: Administration Section

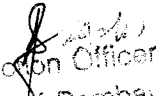
Sr. No.	Subject (Under Section 4 of Right to Information Act)	Remarks	Mode of display (Publication)					
			Website	Annual Report	Programme Report	Budgetary Document	Newspaper	Others to be referred
1	The particulars of organization, functions and duties of the Office	The Administration Section is headed by a Section Officer under the control of the Assistant Registrar/Registrar. This section deals with matters regarding establishment/administration of the High Court of Bombay at Goa, i.e Recruitment, Promotion, posting and Review, Departmental Enquiry, Departmental Examinations, Leave, Pension, Pay Fixation, Property and General.	hcbombayatgoa.nic.in	No	No	No	No	No
2	Powers and duties of Officers and employees	<p><b>A Section Officer, 2 Assistants and 2 Clerks looks after the work of Administration Section i.e.</b></p> <p><b>1) Recruitment :</b> Filling up the posts of Group A to D posts by direct recruitment, creation &amp; continuation of posts, grant of Advance Increments, maintenance of Annual Confidential Records.</p> <p><b>2) Promotion, posting and Review :</b> Filling up the posts of Group A to D by promotion, Review of Group A to D posts.</p> <p><b>3) Departmental Enquiry and Departmental Examinations:</b> Conducting Departmental Enquiries of the staff members and conducting Higher and Lower Standard Departmental Examinations of the staff members, considering the cases for appointment on compassionate ground to the relatives of the staff of the High Court.</p>	- do -	No	No	No	No	No

		<p><b>4) Leave :</b> Grant of leave to group A to D employees, maintenance of service Books, leave record and record of attendance, permission to leave headquarters, Verification of service books of staff members.</p> <p><b>5) Pension and Pay Fixation :</b> Revision of pay scales as per State Commission, Pay Fixation, preparation of Pension papers of staff members, grant of annual increment, regularisation of probation period, grant of permanency benefits to the staff members.</p> <p><b>6) General :</b> Internal transfers of staff members, Inter District transfers of staff members, preparation of Gradation Lists of all cadres, conversion of temporary posts into permanent posts.</p> <p><b>7) Property :</b> Grant of permission for acquisition and disposal of movable/immovable properties upto Rs.25,00,000/-, grant of permission for Higher studies, issuance of NOC for obtaining passport to Judicial officers and employees of the High Court.</p>						
3	The procedure followed in the decision making process, including channels of supervision and accountability	The Administration section deals with matters regarding establishment/administration, as per rules and regulations, Government Resolutions issued from time to time and directions issued by the Hon'ble the Chief Justice and the Hon'ble Judges.	- do -	No	No	No	No	No
4	The norms set by it for the discharge of its functions	The Administration section deals with matters regarding establishment/administration, as per rules and regulations, Government Resolutions	- do -	No	No	No	No	No

		issued from time to time and directions issued by the Hon'ble the Chief Justice and the Hon'ble Judges.						
5	Rules/Regulations for the discharging functions	The Bombay High Court Appellate Side Service Rules, 2000, The Bombay High Court (Discipline and Appeal) Rules, The Bombay High Court (Conduct) Rules, Goa Civil Service Rules (w.e.f. 01.01.2014) and Government Resolutions issued by the Government and made applicable to the High Court and circulars/ orders/ guidelines issued by the High Court. Rules for Inter District Transfer of Subordinate Judicial Staff in the State of Maharashtra – 1996, Guidelines for transfer of High Court employees to subordinate Courts in the State of Maharashtra and vice versa, 2012, The High Court Departmental Examination Rules, 1995, the Bombay High Court Revised Guidelines for appointment on compassionate ground, 2007.	- do -	No	No	No	No	No
6	Statement of the categories of documents of the department	Information furnished in remarks column against subject No.2.	- do -	No	No	No	No	No
7	Arrangements made for the participation of the members of public in relation to the formulation of policy and its implementation	Not applicable to this Registry.	- do -	No	No	No	No	No
8	Information of the Boards/ Committees/	Committees of Honourable Judges of the High Court have been constituted by the	- do -	No	No	No	No	No

	Councils constituted for the purpose of advice	Honourable the Chief Justice.						
9	Directory of Officers and employees	List of Officers and Officials working on the establishment of High Court of Bombay at Goa, Panaji, cadre wise pay scale and strength is at annexure "A"	- do -	No	No	No	No	No
10	Monthly Pay (Salary) of each employee, system of compensation	- do -	- do -	No	No	No	No	No
11	Particulars of all plans, proposed expenditure and report on disbursement amount	Not applicable to this Section	- do -	No	No	No	No	No
12	Manner of execution of subsidy programme including information of beneficiaries	- do -	- do -	No	No	No	No	No
13	Particulars of recipients of concessions, permits or authorisations granted	- do -	- do -	No	No	No	No	No
14	Information available in electronic form	- do -	- do -	No	No	No	No	No
15	Particulars of facilities available to citizens for	- do -	- do -	No	No	No	No	No

	obtaining information including library							
16	Names and designation of information officer and Appellate Officer	Shri G. M. Redker, Assistant Registrar (P.I.O.)  Shri S. M. Aher, Private Secretary (P.I.O.) [ <i>*In the absence of Shri G.M. Redker (PIO)</i> ]  Shri P. M. Shinde, Deputy Registrar (Appellate Authority)	- do -	No	No	No	No	No
17	Other information	Nil	- do -	No	No	No	No	No

  
 Section Officer  
 High Court of Bombay at Goa  
 Pa. Goa

**INFORMATION OF OFFICERS AND STAFF MEMBERS ON THE  
ESTABLISHMENT OF THE HIGH COURT OF BOMBAY AT GOA, PANAJI  
AS ON 01-01-2017**

**TOTAL SANCTIONED STRENGTH - 149**

SR.	NAME
	<b>GROUP-A</b>
	<b>REGISTRAR (ADMINISTRATION)</b> Pay Scale 51550-1230-58930-1380-63070 Sanctioned Strength - 1
1	<i>Shri S. C. Chandak</i>
	<b>REGISTRAR (JUDICIAL)</b> Pay Scale 51550-1230-58930-1380-63070 Sanctioned Strength - 1
1	
	<b>DEPUTY REGISTRAR</b> Pay Scale 51550-1230-58930-1380-63070 Sanctioned Strength - 1
1	<i>Shri P. M. Shinde</i>
	<b>SENIOR PRIVATE SECRETARY TO THE HON'BLE JUDGE</b> Pay Scale 15600-39100 & Grade Pay 7600 Sanctioned Strength - 1
1	<i>Shri Santosh S. Mhamal</i>
	<b>ASSISTANT REGISTRAR</b> Pay Scale 15600-39100 & Grade Pay 6600 Sanctioned strength - 2
1	<i>Shri Ghanashyam M Redker</i>
2	
	<b>PROTOCOL OFFICER - CUM - COURT KEEPER</b> Pay Scale 15600-39100 & Grade Pay 6600 Sanctioned Strength - 1
1	<i>Shri Sanjay S. Bhat</i>
	<b>PRIVATE SECRETARY TO THE HON'BLE JUDGE</b> Pay Scale 15600-39100 & Grade Pay 6600 Sanctioned Strength -3
1	<i>Shri Mukund L. Ambulkar</i>
2	<i>Smt. Andreza Rodrigues e Pereira</i>
3	<i>Shri Satish M. Aher</i>
	<b>LIBRARIAN</b> Pay Scale 15600-39100 & Grade Pay 5400 Sanctioned Strength - 1
1	<i>Shri Rajesh D. Joshi</i>
	<b>PERSONAL ASSISTANT TO THE HON'BLE JUDGE</b> Pay Scale 15600-39100 & Grade Pay 5400 Sanctioned Strength - 4
1	<i>Smt. Niti K. Haldankar</i>
2	<i>Smt. Meena V. Bhoir</i>
3	<i>Shri Amrut N. Tari (Adhoc)</i>

4	
<b>GROUP - B</b>	
<b>SECTION OFFICERS</b> Pay Scale 9300-34800 & Grade Pay 4400 Sanctioned Strength -14	
1	<i>Smt. Carmina Mascarenhas</i>
2	<i>Shri Jacinto S. Fernandes</i>
3	<i>Smt. Felicidade Barbosa</i>
4	<i>Miss Seema Ferrao</i>
5	<i>Shri Ashok Dhargalkar</i>
6	<i>Smt. Utkarsha Gauns</i>
7	<i>Shri Manuel Turibio Hipolito Azavedo</i>
8	<i>Shri Prashant A. Parab</i>
9	<i>Shri Avinash A. Parab</i>
10	<i>Smt. Vianna Dias,</i>
11	<i>Smt. Anissa Monteiro</i>
12	<i>Shri Rohan Lobo</i>
13	<i>Shri Pandurang Parab</i>
14	<i>Smt. Telma Pereira e Estibeirol</i>
<b>GROUP - C</b>	
<b>SHORTHAND WRITER (H.G.)</b> Pay Scale 9300-34800 & Grade Pay 4400 Sanctioned Strength -2	
1	<i>Smt. Maria Aura Pereira</i>
2	<i>Shri Amrut N. Tari</i>
<b>SHORTHAND WRITER (L.G.)</b> Pay Scale 9300-34800 & Grade Pay 4300 Sanctioned strength -2	
1	<i>Smt. Maria Suzana Rebello</i>
2	
<b>ASSISTANTS</b> Pay Scale 9300-34800 & Grade Pay 4300 Sanctioned strength -21	
1	<i>Ms. Vilasini Nagvekar</i>
2	<i>Smt. Surekha Khumbarjuvekar</i>
3	<i>Smt. Maria A. Gonsalves</i>
4	<i>Shri Xavier N. D'Souza</i>
5	<i>Smt. Lourdina E. A. Paes</i>
6	<i>Smt. Esha S. Vaigankar</i>
7	<i>Smt. Roshan S. Shirodkar</i>
8	<i>Shri Sameer V. More</i>
9	<i>Smt. Geeta P. Naik</i>
10	<i>Shri Gaurish P. Shirodkar</i>
11	<i>Smt. Esha M. Pai</i>
12	<i>Smt. Priti S. Naik</i>
13	<i>Smt. Nayan A. Naik</i>

14	<i>Shri Jose Jaime Noel Savio Souza Filinto</i>
15	<i>Smt. Swati D. Asgaonkar</i>
16	<i>Smt. Shamika A. Kaskar</i>
17	<i>Smt. Sapna M. Gaonkar</i>
18	<i>Smt. Pooja P. Sawant</i>
19	<i>Smt. Shradha S. Verlekar</i>
20	<i>Smt. Vaibhavi S. More</i>
21	<i>Smt. Shreya A. Parab</i>
<b>SOFTWARE PROGRAMMER</b> Pay Scale 9300-34800 & Grade Pay 4300 Sanctioned Strength -1	
1	
<b>JR. TRANSLATOR &amp; INTERPRETER</b> Pay Scale 9300-34800 & Grade Pay 4200 Sanctioned strength -1	
1	<i>Smt. Harshada S. Aher</i>
<b>ACCOUNTANT</b> Pay Scale 9300-34800 & Grade Pay 4200 Sanctioned strength -1	
1	
<b>ASSISTANT LIBRARIAN</b> Pay Scale 5200-20200 & Grade Pay 2800 Sanctioned strength -1	
1	
<b>CONSOLE OPERATOR</b> Pay Scale 5200-20200 & Grade Pay 2800 Sanctioned strength -2	
1	
2	
<b>CLERK</b> Pay Scale 5200-20200 & Grade Pay 1900 Sanctioned strength -35	
1	<i>Smt. Lydia D'Mello</i>
2	<i>Shri Utkarsh Karpe</i>
3	<i>Shri Sanil S. Pillai</i>
4	<i>Shri Nilesh S. Gadave</i>
5	<i>Shri Nilesh S. Powar</i>
6	<i>Shri Rokadeshwar M. Kadam</i>
7	<i>Shri Ganesh N. Dange</i>
8	<i>Shri Sagar D. Shinde</i>
9	<i>Shri Birbal N. Kasabe</i>
10	<i>Shri Prashant G. Kore</i>
11	<i>Shri Milind S. Rasam</i>
12	<i>Shri Ganesh S. Fukat</i>
13	<i>Shri Rahul R. Kankute</i>
14	<i>Shri Laxman J. Lohar</i>
15	<i>Shri Santosh R. Kudkyaal</i>
16	<i>Shri Mukesh B. Kedar</i>
17	<i>Shri Javeed Khan</i>



18	<i>Shri Asif Shaikh</i>
19	<i>Shri Bhushan B. Jadhav</i>
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<b>DRIVER</b> Pay Scale 5200-20200 & Grade Pay 1900 Sanctioned strength -10	
1	<i>Shri. Joseph Romao</i>
2	<i>Shri. Narayan B. Palyekar</i>
3	<i>Shri Shaikh Sadiq</i>
4	<i>Shri Sudesh Chari</i>
5	<i>Shri Amit K. Shetke</i>
6	<i>Shri Samir S. Redkar</i>
7	<i>Shri Mahendra P. Bhaire</i>
8	<i>Shri Krishna Govekar</i>
9	<i>Shri Rakesh Bhonsle</i>
10	<i>Shri Socorro Gomes</i>
<b>GROUP - D</b> <b>CHOB DAR</b> Pay Scale 5200-20200 & Grade Pay 1900 Sanctioned strength -11	
1	<i>Shri Tulshidas Korgaonkar</i>
2	<i>Shri Ganpat Talgaonkar</i>
3	<i>Shri Vishwanath Bordekar</i>
4	<i>Shri Dornic Abreu</i>
5	<i>Shri Babi Chari</i>
6	<i>Shri Shivnath Martin</i>
7	<i>Shri Shridhar Tulaskar</i>
8	<i>Shri Babaji Shirodkar</i>
9	<i>Smt. Mangala Dhargalkar</i>
10	<i>Shri Anand B. Sawant</i>
11	

<b>FILER</b> Pay Scale 5200-20200 & Grade Pay 1900 Sanctioned strength - 1	
1	Shri Sanjay Shetye
<b>BINDER</b> Pay Scale 5200-20200 & Grade Pay 1900 Sanctioned strength - 1	
1	Shri Mahadev Karmalkar
<b>XEROX OPERATOR</b> Pay Scale 4440-7440 & Grade Pay 1600 Sanctioned strength - 4	
1	Smt. Damini R. Naik
2	Shri Joaquim A. Fernandes
3	Shri Anand J. Kavlekar
4	Shri Ravindra D. Naik
<b>PEON</b> Pay Scale 4440-7440 & Grade Pay 1300 Sanctioned strength - 19	
1	Shri Domingos Fernandes
2	Smt. Milan Kurade
3	Smt. Kusum S. Bandodkar
4	Smt. Shanti D. Gaude
5	Shri Ishwar J. Shirvoikar
6	Shri Chandrakant N. Ugvekar
7	Shri Pramod C. Naroji
8	Shri Sandeep E. Narvekar
9	Shri Sanjay B. Sawant
10	Ms. Purnima Gariya
11	Shri Santosh Kannadkar
12	Shri Sudin Prabhu
13	Shri Walmik S. Avsare
14	Smt. Mangala Narve
15	Smt. Ashwini A. Naik
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<b>WATCHMAN</b> Pay Scale 4440-7440 & Grade Pay 1300 Sanctioned strength - 1	
1	Shri Prakash Kavlekar
<b>GARDENER</b> Pay Scale 4440-7440 & Grade Pay 1300 Sanctioned strength - 1	
1	Ms. Sital Chari
<b>SWEEPER</b> Pay Scale 4440-7440 & Grade Pay 1300 Sanctioned strength - 6	
1	Smt. Roshan Attar

2	<i>Smt. Juliana Menezes</i>
3	<i>Smt. Kishori Kankonkar</i>
4	<i>Smt. Conceicao Fernandes</i>
5	<i>Shri Deepak Kurade</i>
6	

**STRUCTURAL/POSITIONAL ORGANISATIONAL CHART OF THE HIGH COURT OF BOMBAY AT GOA, PANAJI**

<b>REGISTRAR (ADM)</b>	(1)
Shorthand Writer (H.G.)	(1)
Driver	(1)
Chobdar	(1)
<b>Total</b>	<b>(4)</b>

<b>REGISTRAR (JUDL.)</b>	(1)
Shorthand Writer (H.G.)	(1)
Driver	(1)
Chobdar	(1)
<b>Total</b>	<b>(4)</b>

<b>DEPUTY REGISTRAR (JUDL.)</b>	(1)
Shorthand Writer (L.G.)	(1)
Chobdar	(1)
<b>Total</b>	<b>(3)</b>

<b>ASSISTANT REGISTRAR (ADM.)</b>	(1)
Shorthand Writer (L.G.)	(1)
Peon	(1)
<b>Total</b>	<b>(3)</b>

<b>ASSISTANT REGISTRAR (JUDL.)</b>	(1)
Jr. Translator & Interpreter	(1)
Peon	(1)
<b>Total</b>	<b>(3)</b>

PROTOCOL SECTION	MAINTENANCE SECTION	COURT DUTY STAFF (4 UNITS) (HON'BLE JUDGES)	ADMINISTRATION SECTION	INSPECTION CELL	LIBRARY	ENTRY & DESPATCH SECTION	ACCOUNTS SECTION	COMPUTER AND STATISTICS SECTION	RECORD SECTION	STATIONARY SECTION	JUDICIAL SECTION	BOARD SECTION	POST DISPOSAL SECTION	SUPREME COURT SECTION	PAPER BOOK SECTION
POCCK=1	SO=1	SR.PS=1	SO=1	AS=1	LB=1	AS=1	SO=1	SO=1	SO=1	AS=1	SO=2	SO=1	SO=1	AS=1	SO=1
AS=1	AS=1	PS=3	AS=2	CK=1	AL=1	CK=1	AS=2	SP=1	AS=1	CK=1	AS=4	AS=4	AS=1	CK=1	AS=1
CK=2	CK=1	PA=4	CK=2		CK=1	PN=1	AC=1	CO=2	CK=3	--	CK=7	CK=2	CK=5	--	CK=2
DR=4	SW=6	SO=4	PN=1		PN=1	--	CK=2	PN=1	FL=1	--	XO=1	XO=1	PN=1	--	BN=1
PN=1	WC=1	CK=4	--		--	--	PN=1	--	XO=1	--	PN=1	PN=1		--	XO=1
--	GR=1	DR=4	--		--	--	--	--	--	--	--	--	--	--	--
--	--	CH=8	--		--	--	--	--	--	--	--	--	--	--	--
--	--	PN=8	--		--	--	--	--	--	--	--	--	--	--	--
<b>Tot=9</b>	<b>Tot=11</b>	<b>Tot=36</b>	<b>Tot=6</b>	<b>Tot=2</b>	<b>Tot=4</b>	<b>Tot=3</b>	<b>Tot=7</b>	<b>Tot=5</b>	<b>Tot=7</b>	<b>Tot=2</b>	<b>Tot=15</b>	<b>Tot=9</b>	<b>Tot=8</b>	<b>Tot=2</b>	<b>Tot=6</b>

\*POCCK = Protocol Officer -Cum- Court Keeper  
 \*SO = Section Officer  
 \*AS = Assistant  
 \*LB = Librarian  
 \*CK = Clerk  
 \*PN = Peon

\*CH = Chobdar  
 \*SW = Sweeper  
 \*XO = Xerox Operator  
 \*PS = Private Secretary  
 \*PA = Personal Assistant  
 \*DR = Driver

\*FL = Filer  
 \*WC = Watchman  
 \*GR = Gardener  
 \*JT&I = Junior Translator & Interpreter  
 \*AL = Assistant Librarian  
 \*AC = Accountant

\*SH(HG) = Shorthand Writer (Lower Grade)  
 \*BN = Binder  
 \*SR.P.S = Sr. Pvt. Secretary  
 \*SP = Software Programmer  
 \*CO = Console Operator

**Total Strength of staff is 149.**