

**CERTIFIED COPY SECTION**

**Sr. No. 1** The particulars of functions of the Section:

The Certified Copy Section of the High Court of Bombay at Goa, Panaji.

a) On receipt of the application for the certified copies of orders / Judgements, same are arranged serial number wise day to day. If Application is received by ordinary post then the date of receipt of the application is the date of presentation and if received by registered A/D then the date of posting is the date of presentation.

b) Certified copies are issued of Orders / Judgements passed by the Hon'ble Court by downloading it from website.

c) If the party is litigant to the proceeding, Advocates / Parties applies for other documents or entire file, requisition is sent to various sections as files are not in custody of this section.

d) Upon receiving the files the documents are photocopied and arranged into the required number of copies/sets. Then Xerox copies are compared with the original and made ready for delivery.

e) After closing the daily account, challan and cash is handed over to account officer day to day as per the routine established.

f) A register is maintained showing the numbers of the red seal used for Certified copies.

g) Certified copies of Orders / Judgments to P.P., A.G. and Government Parties are being issued free of cost.

h) Register of Xerox copies.

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i) If ready Certified copies are not collected by the Advocates / Parties, then the list of ready certified copies is displayed on the notice board to collect the same within fifteen days, after obtaining orders of the Registrar. If the same are not collected within the stipulated time, the application is disposed.

j) Monthly Returns showing pendency and disposal of applications for certified copies are sent to Bombay Head office as per Rules of the Registry every first week of the month.

k) All Disposed applications are maintained monthwise.

l) Movements registers of sending files to various sections are maintained.

## RECORD SECTION

**SR. NO. 1** The particulars of functions of the Section:

a) Upon receiving the disposed files from Post Disposal section files are checked and entered in the system, thereafter the same are kept in the record room as per Record no. and year wise.

b) Important registers are preserved as per Rules.

c) Destruction of records being carried out every year in the summer vacation as per Chapter XV, of Appellate Side Rules, 1960 and imperative documents are preserved.

d) Movement Register is maintained of the files finally being sent to record section.

## STATIONARY SECTION

**Sr. No. 1** The particulars of functions of the Section:

- a) To place notes / submissions before Registrar, to purchase stationary. After approval, quotations are called and lowest bidder is chosen.
- b) Ordering Stationary from stationary dealer & Govt. printing press as per requirement of registry.
- c) Supplying all types of stationary to various sections as per their requirement upon receiving requisition slips.
- d) Supplying uniforms to all class - III (Driver) & class – IV employees, as per the entitlement based on the circular.
- e) Certifying all bills and forwarding to accounts section for further needful.

**Sr. No. 2** Power and duties of Officers and employees

One Section, 2 Assistant, 2 Clerks, 1 Xerox operator and 1 Peon.

**The duties of Section Officer are as follows :**

Monitoring **(3 Sections)** i.e. Certified copy, Stationary & Record Sections

Verifying the costs and signing the certified copies.

Receiving the disposed files.

Receiving the original Judgments & keeping permanently as per category wise

Receiving the Correspondence from outside & processing the same

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Registering disposed files

Receiving files from various sections

Ordering stationary as per requirement of the registry to  
Government Printing press as well as private stationary dealers

Putting notes on all correspondence marked to Record Section

**The duties of Assistant are as follows :**

Printing Judgments and orders.

Preparing costs and printing the same.

Calculating cost of certified copies.

Receiving files from various sections which are called for  
Certified copy

Comparing Certified copies

Giving over cash to account section every day alongwith the  
challan

Sending monthly statements/report to Bombay Office

Putting notes on all correspondence marked to Record Section

Registering disposed files

Scanning the Old Judgments & uploading the same

Submit Monthly reportable Judgments to Library Section

Any other work which is assigned by Section Officer

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**The Clerk duties are as follows :**

Registering Applications and issuing receipts of Certified copies.

Checking certified copies ( Whether ready or not. )

Issuing ready Certified copies.

Sending requisition of required files to various sections for Certified copy

Sending files to other section as per requisitions

Preparing Certified copies

Comparing Certified copies with the Assistant

Giving cash to account section every day alongwith the challan

Full Destruction work

Supplying Stationary to each section as per requisitions

Ordering Stationary from various shops & Govt. printing press as per requirement

Looking after total stationary purchasing, bringing quotations, checking stock etc.

Placing orders for stationary to different dealers

Putting submission pertaining to stationary

Putting record numbers on files

Comparing Certified copies whenever required

Any other work which is assigned by Section Officer

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**The duties of Xerox Operator are as follows :**

Taking Xerox of files as per requirement (Certified copy Section)

Taking Xerox of other sections

Bringing files from Record room as per requirement

Stamping work of Certified copies

Stitching files in absence of Peon

Any other work as per order of the Section Officer

**The duties of Peon are as follows :**

Stitching files

Bringing files from Record room as per requirement

Arranging the files in Record Room

Stamping work of Certified copies

Any other work as per order of the Section Officer

**Sr. No. 3** The Procedure followed in the decision making process channels of supervisions and accountability

As per Appellate Side Rules, 1960 and the directions received from the Hon'ble Chief Justice and the Registrar General from time to time also under the supervisions of the Registrar, Dy. Registrar & Assistant Registrar work is undertaken by this section.

**Sr. No. 4** Norms for the discharge of -functions

N.A.

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**Sr. No. 5** Rules Regulations to be used for discharge of functions

As per the powers conferred by the Appellate Side Rule, 1960 and Bombay High Court.

**Sr. No. 6** Statement of the categories of Documents of the Department

As per the Appellate Side Rule, 1960

**Sr. No. 7** Arrangements made for the participation of the members of public in relation to the formulation of policy and its implementation

N.A.

**Sr. No. 8** Information of the Boards / Committees / Councils constituted for the purpose of advice

N.A.

**Sr. No. 9** Dicrectory of Officers and employees

N.A.

**Sr. No. 10** Monthly Pay (Salary) of each employee, System of Compensation

N.A.

**Sr. No. 11** Particulars of all plans, proposed expenditure, budget and report on disbursement amount

N.A.

**Sr. No. 12** Manner of execution of subsidy programmes including information of beneficiaries.

N.A. To this Department

**Sr. No. 13** Particulars of recipients of concessions, permits or authorisations granted

N.A.

**Sr. No. 14** Information available in electronic form

N.A.

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**Sr. No. 15** Facilities available to citizens for obtaining information including library


N.A.

**Sr. No. 16** Names and designation of Information Officer and Appellate Officer

Mr. G. M. Redker, Assistant Registrar (P.I.O.)  
Shri S. M. Aher, Private Secretary (P.I.O.) [*In the absence of Shri G. M. Redker, P.I.O.*]  
Shri P. M. Shinde, Deputy Registrar, Appellater Authority

**Sr. No. 17** Other information

N.A.

  
Section Officer,  
High Court of Justice  
at Goa, Panaji.