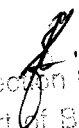


**Name of the Department: Entry/ Despatch Section**

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 Entry/Despatch of the High Court of Bombay at Goa is under the control of the Assistant Registrar/Registrar. This section deals with the work Inward/Outward correspondence.	hcbombayatgoa.nic.in	No	No	No	No	No
2	Powers and duties of Officers and employees	<b>1 Assistant &amp; 1 Clerk looks after the work of Entry/Despatch i.e.</b> Receive all correspondence and send to the Registrar for assigning the same to relevant Sections for necessary action in the matter, take entries of all letters, Notices, writs, in the Inward Register and distribute the same to the concerned sections as per directions of the Registrar. To maintain the Inward/Outward Register. To send all correspondence, Letters, Notices and writs by hand delivery, ordinary post, speed post and courier, to all concerned depts. To maintain accountability of postage stamps.	- do -	No	No	No	No	No
3	The procedure followed in the decision making process, including channels of supervision and accountability	---	- do -	No	No	No	No	No

4	The norms set by it for the discharge of its functions	---	- do -	No	No	No	No	No
5	Rules/Regulations for the discharging functions	---	- do -	No	No	No	No	No
6	Statement of the categories of documents of the department	---	- 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	---	- do -	No	No	No	No	No
8	Information of the Boards/ Committees/ Councils constituted for the purpose of advice	---	- do -	No	No	No	No	No
9	Directory of Officers and employees	---	- do -	No	No	No	No	No
10	Monthly Pay (Salary) of each employee, system of compensation	---	- do -	No	No	No	No	No
11	Particulars of all plans, proposed expenditure and report on disbursement amount	---	- do -	No	No	No	No	No

12	Manner of execution of subsidy programme including information of beneficiaries	---	- do -	No	No	No	No	No
13	Particulars of recipients of concessions, permits or authorisations granted	---	- do -	No	No	No	No	No
14	Information available in electronic form	---	- do -	No	No	No	No	No
15	Particulars of facilities available to citizens for obtaining information including library	---	- do -	No	No	No	No	No
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	---	- do -	No	No	No	No	No

  
 Section Officer  
 High Court of Bombay at Goa  
 Panaji-Goa