

**Name of the Department: Inspection Cell**

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 Inspection cell of the High Court of Bombay at Goa is headed by a Section Officer (Adm/Insp.) under the control of the Assistant Registrar/Registrar. This section deals with the work of Inspection Reports of District Courts in the State of Goa and processing of Administrative Appeals/ Representations including its correspondence and placing the same before the Hon'ble Guardian Judges of the respective Districts.	hcbombayatgoa.nic.in	No	No	No	No	No
2	Powers and duties of Officers and employees	<b>A Section Officer, 1 Assistant and 1 Clerk looks after the work of Inspection Cell i.e.</b> 1) To look after the <b>work of inspection of the District Courts in the State of Goa</b> i.e to scrutinize Inspections reports submitted by the District Judge and consequential correspondence, to scrutinize the compliance of Inspection Note, periodical returns pertaining to the District Courts in the State of Goa including explanations & representation of J.Os., to check the progress/compliance report of the inspection received from the District Judges in respect of Subordinate Courts, put up the explanations of the Judicial Officers and place the same before the Guardian Judge for suitable directions, and submit quarterly reports	- do -	No	No	No	No	No

		<p>in respect of receipt of Inspection Reports and progress made on processing of such Reports to the Registrar (Inspection-I) at Bombay.</p> <p>2) To conduct the <b>work of processing the administrative appeals/representations of the staff members of District Courts in the State of Goa</b> i.e dealing with complaints, Representations/ Grievances of the staff members of the District Courts in respect of promotions, transfers, etc., to call parawise remarks and the Records &amp; Proceedings in administrative appeals/representations preferred by the Subordinate Court Staff members, scrutiny of papers received alongwith parawise remarks and place the same before the Guardian Judge for suitable directions, to communicate the result of the representation to the representationist through concerned District Judge and send quarterly reports regularly in respect of progress of all such appeals/representations and the orders passed therein to the Registrar (Inspection-I), High Court at Bombay.</p>						
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	---	- do -	No	No	No	No	No

	its functions							
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	---	- do -	No	No	No	No	No

	programme including information of beneficiaries							
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

  
 (S.O. Inspection Cell)