

NAME OF THE SECTION : JUDICIAL SECTION (HIGH COURT OF BOMBAY AT GOA, PANAJI) - YEAR 2016

Sr. No.	Subject (under Section 4 of Right To Information Act)	Remarks	Website	Mode of display (publication)				
				Annual Report No.	Programme Report No.	Budgetary Document No.	Newspaper No.	Others to be referred No.
4(1) (b)(i)	The particulars of organisations, functions and duties of the office	<p>There are in all 19 (approximately) staff working in the Judicial Section i.e 3 Sections Officers, 5 Assistants, 6 Clerks, 3 LDC's and 3 Peons. This Section is further sub-divided into Judicial – I, Judicial – II and Statistic which works under the control of Ld. Registrar (Admn), Ld. Dy. Registrar and Ld. Assistant Registrar.</p> <p>Judicial – I, handles the following: Writ Petition (Civil and Criminal), Contempt Petition (Civil and Criminal) ,PIL Writ Petition (Civil and Criminal), Sua Moto Writ Petition (Civil and Criminal) ,Contempt Petition (Civil and Criminal) , Civil Application(Review),Misc. Civil Application, Civil Application, Criminal Appeal, Criminal Revision Application, Criminal Misc. Application, Company Petition, Company Appeal, Company Application, Letters Patent Appeal, etc.</p> <p>Judicial - II handles the following: First Appeal, Second Appeal, Civil Revision Application, Appeal From Order, Appeal under Arbitration Act, Application for appointment of Arbitrator, Application under Arbitration Act, Admiralty Suit, Civil Suit, Misc. Civil Application, Civil Application, Excise Appeal, Custom Appeal, Appeal under E.S.I, /S.F.C/C.P.C./ Wealth Tax, /Reference/ Misc. Civil Application(M), R.U.S.T.A./ Execution</p>	www.hcbombayatgoa.nic.in	No	No	No	No	No

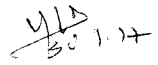
		<p>Application, etc.</p> <p>The over-all work of this Section is : affirmation of all Civil and Criminal matters, to accept the filings, to give the stamp/lodging number, to raise objections in the stamps filed, to notify stamps under office objections, to prepare board for stamps to be placed before Ld. Registrar, to register the stamps after office objections are cleared, to accept filing of vakalatnama, caveats, affidavits, replies, reports, R & P, application for condonation in paying process fees, inspection application, copies, and maintaining required registers, to receive of matters from the respective courts with judgments, after verifying the orders of the Hon'ble Courts and feeding the matters are distributed as per the directions and status of the orders to Board Section, Post Disposal Section , Record Section, Accounts Section , etc respectively, to receive process fees, to issue notices/writs/ R. & P. Writs, placing the matters before the Registrar's Court in which objections are not cleared, to make matters ready for final hearing/orders, put up cheques, bank guarantees and submissions of withdrawal of amounts in various matters, to receive service reports, and to place them in the respective files, scrutinize the matters at the time of filing, ii) to receive applications received from jail, numbering the matters, updating, verifying and processing the matters for listing before the Hon'ble Court (fresh matters) to make matters ready for circulation and production as per Court's Order, to take print out of daily registration of files, and filing , to receive urgent circulation slips, to enter new stamps, to receive appearance certificates, re-</p>						
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4(1) (b)(ii)	Powers and duties of Offices and employees	As per the Bombay High Court Appellate Side Rules, 1960	-do -	No	No	No	No	No	No
4(1) (b)(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	This section mainly deals with the matters pending before the Hon'ble Courts and the directions issued from the Hon'ble Chief Justice and Registrar General from time to time, However on the occasion of decision making the directions of the Ld. Registrar are sought.	-do-	No	No	No	No	No	No
4(1) (b)(iv)	The norms set by it for the discharge of its functions	No special norms other than the norms set by the High Court Appellate Side Rules, 1960 are set for discharge of functions.	-do-	No	No	No	No	No	No
4(1) (b)(v)	Rules/Regulations for the discharging functions	The rules, regulations, instructions, manuals used by the employees for discharging its functions are as follows: The section functions as per the powers conferred by the Bombay High Court Appellate Side Rules, 1960 and all other relevant laws.	-do-	No	No	No	No	No	No
4(1) (b)(vi)	Statement of the categories of documents	As per the Bombay High Court Appellate Side Rules, 1960.	-do-	No	No	No	No	No	No

	of the department							
4(1) (b) (vii)	Arrangement made for the participation of the members of public in relation to the formulation of the policy or its implementation	Not applicable to this Section	-do-	No	No	No	No	No
4(1) (b) (viii)	Information of the boards/committee/Council constituted for the purpose of advice	Not applicable to this Section	do	No	No	No	No	No
4(1) (b)(ix)	Directory of its Officers and employees	Not applicable to this Section	do	No	No	No	No	No
4(1) (b)(x)	Monthly Pay (Salary) of each employees, system of compensation	Not applicable to this Section	do	No	No	No	No	No
4(1) (b)(xi)	Particulars of all plans, proposed expenditure and reports on disbursements amounts	Not applicable to this Section	do	No	No	No	No	No
4(1) (b) (xii)	Manner of execution of subsidy programmes including information of beneficiaries	Not applicable to this Section	do	No	No	No	No	No
4(1) (b) (xiii)	Particulars of recipients of concessions, permits or authorisations granted	Not applicable to this Section	do	No	No	No	No	No

4(1) (b) (xiv)	Information available in electronic form	Not applicable to this Section	do	No	No	No	No	No
4(1) (b) (xv)	Particulars of facilities available to citizens for obtaining information including library	Not applicable to this Section	do	No	No	No	No	No
4(1) (b) (xvi)	Names and designations of Information Officers and Appellate Officers	Not applicable to this Section	do	No	No	No	No	No
4(1) (b) (xvii)	Other information	Nil	do	No	No	No	No	No

Dated: 30. th January, 2017.


Section Officer
High Court of Bombay at Goa
Panaji-Goa