

Department: High Court of Bombay at Goa, Panaji Goa, Judges Library

Sr. No.	Subject (Under section 4 of Right to Information Act)	Information
1	The particulars of organization, functions and duties of the Office	Organizational structure of Judge Library - Librarian - 1 - Clerk - 1 - Peon - 1 - Accession register is maintained both manually and electronically. Classification system followed is DDC. - Some online Legal databases are subscribed in the Library to do the research work for Hon'ble Judges.
2	Power and duties of Officers and employees	Library staff is responsible to do research work for Hon'ble Judges and make them available pinpointed information through various legal databases and Internet. Latest editions of Books and Bare Acts to be procured periodically and subscribe important Journals and circulated amongst Hon'ble Judges.
3	The procedure followed in the decision making process, channels of supervision and accountability.	After obtaining suitable directions from the Hon'ble Senior Judge necessary steps/actions are taken on the relevant subjects.
4	Norms for the discharge of functions	Directions are given by Hon'ble Senior Judge from time to time. Government decisions made applicable to High Court on various subject.
5	Rule /Regulations to be used for discharging functions	As per the directions given by Hon'ble Senior Judge from time to time and the Government orders made applicable to the High Court on relevant subjects.
6	Statement of the categories of Document of the department.	Total Library collection is about 39,957 collections consists of Books with Commentaries, Central and State Bare Acts, Bound Parts of Law Journals, Gazettes and General Books.
7	Arrangement s made for the participation of the members of public in relation to the formulation of policy and its implementation	<b>Not Applicable</b>
8	Information of the Boards/Committees/Councils constituted for the purpose of advice	Hon'ble Senior most Judge of the High Court of Bombay at Goa has been designated as a Library Judge and under His Lordships guidance necessary steps/actions are taken on relevant subject.
9	Directory of Officers and employees	It is already uploaded on the official website of Bombay High Court.

10	Monthly Pay(Salary) of each employee, system of compensation	As per Sixth pay Commission
11	Particulars of all plans, proposed expenditure, budget, disbursed amount	As per the requirement of High Court of Bombay at Goa, State Government makes Budgetary provision during each financial year.
12	Manner of execution of subsidy programmes including information of beneficiaries	<b>Not applicable.</b>
13	Particulars of recipients of concessions, permits or authorizations granted	<b>Not applicable.</b>
14	Information available in electronic form	Relevant information is made available on the official website of Bombay High Court.
15	Facilities available to citizens for obtaining information including library	The Judge Library is a specialized Library only for Hon'ble Judges and the Officials of the High Court. It is not accessible to the Public. The Judges Library has created an E-law Library providing links to free Legal databases and it is accessible to anyone from anywhere. A link has been provided to this E-Law library at the Homepage of website of High Court of Bombay at Goa.
16	Names and designation of Information Officer and Appellate Officer	Available on the Official Website of High Court of Bombay at Goa.
17	Other Information	Nil.

  
LIBRARIAN