

MAINTENANCE SECTION

Sr. No. 1. The particulars of organization, functions and duties of the office :

1. Inspection and reporting of work done of High Court Complex and Judges Bungalows, by P.W.D.
2. Inspection and proper maintenance of the Electrical fitting and Water Supply.
3. Daily General Supervision of the High Court Buildings and Garden. Carrying out of the other duties as may from time to time allocated.
4. Attending outside work, as and when necessary.
5. To attend all Hon'ble Judges whenever called upon and see that their complaints/grievances in respect of Official Residence, Chamber Court Room, Staff etc.
6. Purchasing and condemnation of the Dead Stock and other misc. Articles as and when necessary.
7. Arrangements of meeting / function & Conference as and when held.
8. To look after maintenance / repairs of building in the High Court campus which include civil and electrical works and fire Fighting systems.
9. To make arrangement of snacks and other items for meetings.
10. To get repairs / renovated the Court Room, Chamber and furniture of the chambers of the Hon'ble Judges as and when necessary.
11. Maintenance / repairs of the Cars use by the Hon'ble Judges and for Protocol duties and other outdoor duties.
12. To see that all bills i.e. Telephone landlines, Mobiles, Electricity, Water, and Petrol are received and payments is done regularly by recording the same in particular register of Hon'ble Judges residence and officers residence and office.
13. Rendering 1st Aid as and when necessary.
14. To see that as and when necessary repairs / Maintenance of all the machinery installed at High Court Complex and Judges and Registrar Bungalows are carried out.

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Sr. No. 2. Power and duties of Officers and employees, Maintenance Section.

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13. Rendering 1st Aid as and when necessary.
14. To see that as and when necessary repairs / Maintenance of all the machinery installed at High Court Complex and Judges and Registrar Bungalows are carried out.

Sr. No. 3. The procedure followed in the decision making process, channels of supervision and accountability.

To make the arrangement of the important meeting/ function by the Section officer. As regard, channels of supervision, the liability of internal supervision is fixed on the Section officer, for which they are supposed to function and in case of any complications Section Officer is required to seek the directions of superior officer to resolve the same.

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Sr. No. 4. The norms set by it for the discharge of its functions :

Not applicable.

Sr. No. 5. The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its function :

As per written and oral directions of the Hon'ble High Court Judges, Registrar (Adm.), Dy. Registrar and Senior Officials , High Court Bombay at Goa.

Sr. No. 6. Statement of the categories of documents that are held by it or under its control.

The working of section officer is under the control of the Registrar (Adm.), High Court of Bombay at Goa.

Sr. No. 7 The Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementations thereof :

The working of Section officer is under the control of the Registrar (Adm.) and also under the Hon'ble Judges and their Lordship in relation for the repairing of Chamber and official Bungalows and attend making arrangement for meeting from time to time.

Sr. No. 8 A statement of the boards, councils, committees and other bodies consisting of two more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public. :

Not applicable to this office.

Sr. No. 9. A directory of its officers and employees.

Information is available in High Court Directory published every year, and said information is also published on High Court of Bombay at Goa, Official website at www.hcbombayatgoa.nic.in in terms of High Court directory.

Sr. No.10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.:

Not applicable.

Sr. No. 11 The budget allocated to each of its agency, indicating, the particulars of all plans proposed expenditures an reports on disbursements made. :

For meeting and other minor and misc. items purchases of the office. The grant is made available from the office expenditure, through Registrar (Adm.) High Court of Bombay at Goa.

Sr. No. 12 The manner of execution of subsidy programmers, including he amounts allocated and the details of beneficiaries of such programmers.

Not applicable.

Sr. No. 13 Particulars of recipients of concessions, permits or authorizations granted by it.:

Not applicable.

Sr. No. 14 Details in respect of the information, available to or held by it reduced an electrical form :

Not applicable.

Sr. No. 15 The particulars of facilitate available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

Not applicable.

Sr. No. 16 The name designation and other particular of the Public Information Officer.

Shri G. M. Redkar

Assistant Registrar (PIO)

Shri S. M. Aher

Personal Secretary (PIO) [in the absence of Shri G. M. Redkar]

Sr. No. 17 Such other information as may be prescribed :

Not applicable.

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Section Officer
High Court of Bombay at Goa