

**Information to be furnished under Section 4(1)
of Right to Information Act, 2005**

SECRETARIAL SECTION , High Court of Bombay at Goa

1	The particulars of its organisation, functions and duties	Secretarial Section, consisting of Sr. Pvt. Secretary to the Hon'ble Judge, Privates Secretaries and Personal Assistants and ors.
2	The powers and duties of its officers and employees	To attend dictations of the Hon'ble Judges, look after all correspondence, and attend all other works assigned by the Hon'ble Judges.
3	The procedure followed in the decision making process, including channels of supervision and accountability	As per the directions of the Hon'ble Judges, Senior Pvt. to the Hon'ble Judge maintains overall control over the PSs.PAs, and other staff attached to the Hon'ble Judges. Respective Senior Most Pvt. Secretaries also keep control over the staff subordinate to them.
4	The norms set by it for the discharge of its functions.	As per the Directions of the Hon'ble The Chief Justice, Hon'ble Judges and the learned Registrars.
5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	As per the Directions of the Hon'ble The Chief Justice, Hon'ble Judges and the learned Registrars.
6	A statement of the categories of documents that are held by it or under its control	Not applicable.
7	The particulars of any	Not applicable.

	arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	
8	A statement of the boards, councils, committees and other bodies consisting of two or 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.
9	A directory of its officers and employees	Partly uploaded on the Official Website of the High Court.
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Monthly remuneration is being paid to the Officers and employees of the Court as per Sixth Pay Commission .
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Not applicable.
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not applicable.
13	Particulars of recipients of concessions, permits or authorisations granted by it.	Not applicable.
14	Details in respect of the	Relevant information is made

	information, available to or held by it, reduced in an electronic form	available on the Official Website of the Bombay High Court and the High Court of Bombay at Goa
15	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	Available on the Official Website of the High Court.
16	The names, designations and other particulars of the Public Information Officers.	Available on the Official Website of the High Court.
17	Such other information as may be prescribed and thereafter update these publications every year.	NIL.

MA
15/02/17.

Santosh S. Mhamal

Sr. Pvt. Secretary to the Hon'ble Judge.