

PAPER BOOK SECTION

Sr. No.1. The particulars of organisation, functions and duties of the Office:

The Paper Book Section of the High Court of Bombay at Goa, Panaji undertakes the task of preparing Paper Books, from the Records forwarded by the Judicial Section in First Appeals, Second Appeals and Criminal Appeals.

-Ready Paper Books are received in First Appeals and Criminal Appeals, from the District Courts. This Section, then incorporates the Farad Sheets and Memo of Appeal from the High Court file into the Ready Paper books after duly notifying the Advocates to deposit the Printing charges for the same.

-Paper books in Second Appeal are being prepared by this Registry after notifying the Advocates for the Appellants to submit the list of documents, required to be added in the paper books and on deposit of the requisite Printing charges.

An Index is prepared by compiling documents from the Records. The pages and paragraphs are numbered as per the rules. Notices are issued and on deposit of requisite printing charges, the documents are photocopied and arranged into the required number of copies/Sets. The Photocopied documents are then compared with the original and bound into volumes.

-Files are Notified on the Notification Board and or Registrars Board accordingly for non compliance/ Orders/ Directions.

Sr. No.2. Power and duties of Officers and employees

The Section Officer: Receives files from the Judicial Section and updates the information on the System. Checks & Signs Notices issued to the Advocates for submitting list of documents and/or for deposit of printing charges.

Receives the lists of documents submitted. Checks documents with the Draft Index prepared & verifies calculations for deposit of printing charges, before issuing Notices. Cross checks the documents in the Prepared Paper books and signs the Certificate attached therein before updating the case details on the System and forwarding the Ready files to the Judicial Section. Attends matters placed on the Board of the Ld. Dy. Registrar. Puts up Notes on various applications received in the Section. Exercises overall supervision over the Staff and functioning of the Paper Book Section.

Clerk/ Assistant: Prepares a Draft Index of documents to be added in the paper books. Prepares the documents from the R&P for Photocopying by numbering pages and paragraphs. He/She is responsible for Getting the documents Photocopied and for ensuring that the original documents are handled carefully and correctly replaced in the original files. He/She undertakes the task of typing and issuing Notices to the Advocates. Preparing Notification Boards and updating cases for the Board of the Ld. Dy. Registrar. Preparing File Covers and Certificates, Writing of relevant Service Reports.. Compiling the Paper Books. Comparing the Photocopied documents with the original documents. Forwards files requisitioned by other Sections in the Office. Physically verifies & updates all files in the Section during Summer Vacations

Xerox Machine Operator: Responsible for copying Original papers/documents entrusted to him. Compiling and copying large Survey /Site/ Construction Plans accurately. Arranging the photocopied documents into requisite sets / volumes.

Responsible for the cleanliness & Upkeep of the Photocopying Machine .

Any other work assigned by the Superiors in the Section.

Also responsible for maintaining the cleanliness of the Section.


Peon/ Chobdar: Binding/ Stitching the compiled documents neatly and accurately. Responsible for carrying/ movement of the files to the various Departments in the Office.

Responsible for maintaining the cleanliness of the Section.

Any other work assigned by his/her superiors in the Department.

Sr. No.3	The Procedure followed in the decision making process channels of supervision and accountability	:	All work undertaken by this Section is directly under the supervision of the Registrar, Dy. Registrar & Assistant Registrar, of the Office
Sr. No.4	Norms for the discharge of functions	:	N.A.
Sr. No.5.	Rules/Regulations to be used for discharge of functions	:	Work undertaken as per the provisions of the Bombay High Court Appellate Side Rules, 1960. , C.P.C, Cr.P.C, Civil & Criminal Manuals
Sr. No.6.	Statement of the categories of Documents of the Department	:	Documents held by this Section, include all Admitted First Appeals , Second Appeals and Criminal Appeals of this Honble Court where service is complete and Paper Books are not ready along with the Records & Proceedings of the Lower and Appellate Courts called for in the above files.
Sr. No.7.	Arrangements made for the participation of the members of public in relation to the formulation of policy and its implementation	:	N. A.
Sr. No.8.	Information of the Boards/Committees/Councils constituted for the purpose of advice	:	N. A.

Sr. No.9.	Directory of Officers and employees	:	N.A.
Sr. No.10.	Monthly Pay (Salary) of each employee, System of Compensation	:	N.A.
Sr. No. 11.	Particulars of all plans, proposed expenditure, budget, disbursed amount.	:	N.A.
Sr. No.12.	Manner of execution of subsidy programmes including information of beneficiaries.	:	N. A.
Sr. No.13.	Particulars of recipients of concessions, permits or authorisations granted.	:	N. A.
Sr. No.14.	Information available in electronic form	:	N.A.
Sr. No.15.	Facilities available to citizens for obtaining information including library	:	Official Website
Sr. No.16.	Names and designation of Information Officer and Appellate Officer	:	Shri G. M. Redker - Assistant Registrar (PIO) Shri S. M. Aher- Personal Secretary (PIO) [<i>*in the absence of Shri G.M. Redker (PIO)</i>] Shri P. M. Shinde - Deputy Registrar (Appellate Authority)
Sr. No.17.	Other information	:	N. A.


 Section Officer
 High Court of Karnataka
 Bangalore