

POST DISPOSAL SECTION

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

The Post Disposal Section of the High Court of Bombay at Goa, Panaji undertakes the task of issuing Final Writs/Decrees, Returning of Records and Proceedings as per the directions of the Hon'ble Court in the disposed files forwarded by the Judicial Section in First Appeals, Second Appeals, Criminal Appeals, Writ Petitions, Company matters, Application for Appointment of Arbitration, Execution Applications, Misc. Civil Applications, Criminal Revision Applications, Criminal Applications (Bail), Criminal Writ Petitions, Criminal Reference Applications, Tax Appeals, Appeal from Orders, Civil Review Applications, Criminal Review Applications, Tax Appeals, Appeal Under ESI, Appeal Under Workmen Compensation Act, Excise Appeals, Suo Moto Writ Petitions, Public Interest Litigation Writ Petitions, Contempt Petitions etc.


Above mentioned categories files which are disposed are received in this Section. The same are registered and bifurcated as Writ Files for issuing Writs and No Writ Files where Writs are not required to be sent. In Writ files, we issue Writs/Decrees, Writ for Returning R&P as per the directions of this Hon'ble Court.

After issuing Writs/Decrees, Returning of the R&P, this Section is receiving acknowledgements from the Sub-ordinate Courts/Departments to whom the writs were issued, the same are kept in the concerned files. After that Classification of the files as A, B, C & D is done & then the classified files are sent to Record Section.

Receiving of correspondence/letters regarding Extension of time, Compliance Reports from the Sub-ordinate Court's/Departments. Processing the same & placing before this Hon'ble Court for necessary Orders/ directions, as per the directions given by the Deputy Registrar.

- Sr. No.2. Power and duties of Officers and employees : **The Section Officer** : Receives disposed files from the Judicial Section and classify the same as Writ files/No Writ files. Distributes the files to the Clerk/Assistant for registering and for typing & issuing Writs/Decrees. Checks & initials Writs/Decrees typed by Assistant/Clerk to be issued to the Sub-ordinate Courts/Departments. Classification of files as A, B, C & D.
- Clerk/ Assistant** : Registering the files. Typing and Issuing Writs/Decrees as per the directions of this Hon'ble Court. Processing letters for extension of time/Compliance Reports. Classification of files as A, B, C & D.
- Peon**: Stitching the Final Orders/ Judgments, Decrees, acknowledgments of the Writs neatly and accurately. Responsible for carrying/ movement of the files, Despatch documents to the various Sections in the Office. Responsible for maintaining the cleanliness of the Section. Any other work assigned by his/her superiors in the Department. Delivering requisitioned files to the various Sections in the office.
- 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.
- 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 categories disposed matters and some are along with the Records & Proceedings of the Lower and Appellate Courts which were called for in the required 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 Bombay at Goa
Panaji-Goa