

# RIGHT TO INFORMATION

## PROTOCOL DEPARTMENT

The Protocol Department is headed by a common Registrar of the entire High Court of Bombay at Goa. The Registrar is responsible for the day to day functioning of Protocol Dept., also Receive and See-off the Hon'ble the Chief Justice of India and other Judges of Supreme Court of India, the Hon'ble Chief Justices and Judges of all the High Courts in India, presently sitting at their respective Principal Seats/ Benches. The Protocol Department also looks after the health care needs of Hon'ble Judges of this High Court and their family.

POINT: (I) The particulars of organization, functions and duties:

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(II) The Powers and Duties of Officers and employees:

### DUTIES OF GENERAL PROTOCOL

SR. NO.	POST	DUTIES
1	REGISTRAR	Registrar shall be responsible for supervision, Receive and See-off the Hon'ble Chief Justice of India, sitting Judges of Supreme Court of India and Hon'ble Chief Justices of the High Courts in India and also effective functioning of the Protocol Dept.
2	Protocol Officer-cum-Court Keeper	Protocol Officer Cum Court Keeper shall be responsible for supervision, Receive and see off the the Hon'ble Chief Justice of India, sitting Judges of Supreme Court of India and Hon'ble Chief Justices and sitting Judges of all the High Courts in India.  Prepare Tour programme of the Hon'ble Judges and send the same to the Other High Courts.  To provide staff cars to the Hon'ble Judges visiting Bombay in accordance with the guidelines as may be prescribed by the Hon'ble the Chief Justice.  To see that the staff cars are maintained

well.

To take follow up action with respective High Courts and inform the Hon'ble Judge about the programme.

Look after the health care needs of Hon'ble Judges of High Court of Bombay at Goa and their family.

Taking appointment with the concerned Doctors from different Hospitals as per Hon'ble Judges directions.

Taking the Hon'ble Judges to the concern Doctors.

Reservation and cancellation of Air, Train and Bus tickets as also obtaining refunds of tickets as per the requirements/ direction of the Hon'ble Judges.

Attend to Passport and Visa, Vehicle Registration, Driving License work etc.

Attend to work regarding Arms License.

Perform Protocol duties of Hon'ble Chief Justice of India and other sitting Judges of Supreme Court of India, Chief Justices of all the High Courts in India and the sitting Judges of High Courts at Air Ports, Rail Terminus etc.

To attend the chambers, residence of the Hon'ble Judges to seek directions and its necessary compliance.

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 are attended to.

To attend function/ meetings/ conference and make necessary arrangements

To assist the Registrar in matters pertaining to Protocol.

To receive, before and after office hours and also on Sunday and Holidays Mail/ Telegrams/ Fax messages etc on behalf of the Office and concern Hon'ble Judge/ Officers/ Departments.

To confirm Hoisting and Lowering of National Flag every day on the terrace of High Court Main Building and preserve it properly.

To provide first aid to members of Staff's, Advocates and Litigants in case of emergency and admit them in Hospital.

To have supervisions over Peons, Spare Car Drivers etc.

To make arrangement of snacks, dinners and lunch for meetings.

To assess and write Confident Report of Staff's attached to Protocol Section.

To receive programmes of Hon'ble Judges from other States and to do the needful.

Look after the work of providing of accommodation to the Judges at Visiting Judges Bungalow at Panaji etc in terms of the Rules prescribed.

Look after the work of providing accommodation to the Judges at Government Circuit House, Government Rest House in Goa.

		<p>To put up note before the Registrar as the case may be on various subject.</p> <p>To put up note before the Registrar to place Submission before the Hon'ble the Chief Justice, the Protocol Committee, the Hon'ble Judges, the Registrar General as the case may be on various subject.</p> <p>To put up submission to place before the Registrar as the case may be on various subject.</p> <p>To attend and reply to various correspondence received from the other High Courts, Authorities etc.</p> <p>To see that the Log Books of the Staff Cars are maintained.</p> <p>To Seek permission/ directions from Protocol Dept., Bombay High Court for providing accommodation, vehicle and staff.</p> <p>All such work as and when arises.</p>
3	CLERK (PROTOCOL ASSISTANT)	<p>To provide protocol assistance to the Hon'ble Chief Justice of India, sitting Judges of Supreme Court of India and Hon'ble Chief Justices of all the High Courts in the Country.</p> <p>To Receive and See off the sitting Judges of all the High Courts in India, former Chief Justice of India, former Supreme Court Judges and former Chief Judges of all the High Courts in India.</p> <p>Prepare Tour programme of the Hon'ble Judges and send the same to the Other High Courts.</p> <p>To take follow up action with respective</p>

High Courts and inform the Hon'ble Judge about the programme.

Look after the health care needs of Hon'ble Judges of High Court of Bombay at Goa and their family.

Taking appointment with the concerned Doctors from different Hospitals as per Hon'ble Judges directions.

Taking the Hon'ble Judges to the concern Doctors.

To attend the Hospital for follow-up.

To collect the bills from the Hospitals and submitting the bills to the concerned Personal Secretary of the Judges/ Departments in the high Court and to take follow up.

Reservation and cancellation of Air, Train and Bus tickets as also obtaining refunds of tickets as per the requirements/ direction of the Hon'ble Judges.

Attend to Passport and Visa, Vehicle Registration, Driving License work etc.

Attend to work regarding Arms License.

Perform Protocol duties of Hon'ble Chief Justice of India and other sitting Judges of Supreme Court of India, Chief Justices of all the High Courts in India and the sitting Judges of High Courts at Air Ports, Rail Terminus etc.

To attend the chambers, residence of the Hon'ble Judges to seek directions and its necessary compliance.

To assist the Registrar in matters pertaining

		<p>to Protocol.</p> <p>To receive programmes of Hon'ble Judges from other States and to do the needful.</p> <p>Look after the work of providing of accommodation to the Judges at Visiting Judges Bungalow at Panaji etc in terms of the Rules prescribed.</p> <p>Look after the work of providing accommodation to the Judges at Government Circuit House, Government Rest House in Goa.</p> <p>To put up note before the Registrar as the case may be on various subject.</p> <p>To put up note before the Registrar to place Submission before the Hon'ble the Chief Justice, the Protocol Committee, the Hon'ble Judges, the Registrar General as the case may be on various subject.</p> <p>To put up submission to place before the Registrar as the case may be on various subject.</p> <p>To attend and reply to various correspondence received from the other High Courts, Authorities etc.</p> <p>All such work as and when arises.</p>
4	DRIVERS	To perform the duties assigned by the Officers/ Superiors.
5	PEONS	To perform the duties assigned by the Officers/ Superiors.

(III) The procedure followed in the decision making process, including channels of supervision and accountability.

**Not Applicable.**

(IV) The norms set by it for the discharge of its functions:  
**Not applicable.**

(V) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its function:

**Functions as per directions of the Hon'ble the Chief Justice, the Hon'ble Protocol Committee and the Hon'ble Judges.**

(VI) Statement of the categories of documents that are held by it or under its control:

**Not Applicable.**

(VII) 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 implementation thereof.

**Not Applicable.**

(VIII) 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.

**The Hon'ble Protocol Committee consist of ....**

- 1. The Hon'ble Shri Justice Naresh Patil.**
  - 2. The Honourable Shri Justice S. S. Kemkar.**
- And meetings are not accessible for public.**

(IX) A directory of its Officers and Employees:

**Information is available in High Court Directory published every year, and said information is also published on Official website of High Court of Bombay at Goa at [www.hcbombayatgoa.nic.in](http://www.hcbombayatgoa.nic.in) in terms of High Court directory.**

(X) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

<b>SR. NO.</b>	<b>DESIGNATION</b>	<b>PAY SCALE Rs.</b>	<b>GRADE PAY Rs.</b>
1	Registrar	37400 -67000	8700
2	Protocol Officer-cum-Court Keeper	15600- 34800	6600
3	Clerk (Protocol Assistant)	5200- 20200	1900

4	Driver	5200- 20200	1900
5	Peon	4440-7440	1300

(XI) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made: **Expenditure towards the Mobile bills, Phone bills of Protocol Officer-cum-Court Keeper upto Rs. 2500/- per month and of Clerk (Protocol Assistant ) upto Rs. 500/- per month are reimbursed/ borne by the Registrar, High Court of Bombay at Goa.**

**Taxi fare, and Other expenditures incurred for duty are borne by the Registrar, High Court of Bombay at Goa.**

**For meetings, the expenditure of this office, the grant is made available by the Registrar, High Court of Bombay at Goa.**

(XII) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.  
**Not Applicable.**


(XIII) Particulars of receipts of concessions, permits or authorizations granted by it.  
**Not Applicable.**

(XIV) Details in respect of the information, available to or held by it, reduced in an electronic form.  
**Not Applicable.**

(XV) 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.  
**Not Applicable.**

(XVI) The names designations and other particulars of the Public Information Officers.  
Shri G.M. Redkar,  
Assistant Registrar (J)/ Public Information Officer,  
High Court of Bombay at Goa.

(XVII) Such Other information as may be prescribed.  
**Not Applicable.**

  
**SANJAY S. BHAT**  
PROTOCOL OFFICER  
CUM  
COURT KEEPER  
HIGH COURT OF BOMBAY  
AT GOA - PANAJI