

## **SUPREME COURT SECTION AND CANCELLATION OF MARRIAGES SECTION**

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

The Supreme Court Section of the High Court of Bombay at Goa, Panaji, looks after the matters which are appealed to the Honourable Supreme Court pertaining to High Court matters of Goa State.

The Supreme Court Section of this Hon'ble High Court receives Judgments/Orders passed by the Honourable Supreme Court, New Delhi and forward the copies of the same to the concerned Government parties/subordinate courts for information in the matters which were appealed in this Honourable Court.

The Supreme Court Section of this Registry receives Notices of Lodgment from the Hon'ble Supreme Court and other High Courts from India to be served on parties residing within jurisdiction of Goa. After Serving the Notices to the Concerned Parties (Whether d served or unserved) the Supreme Court Section forwards a 'Certificate of Service' under Rule II, Order XXII, SCR of the Supreme Court Rules, 2013, is forwarded to the Honourable Supreme Court/concerned High Courts.

Notices are issued by the Supreme Court Section to Appellants/ Petitioners/Advocates to deposit cost of transmission of Records and Proceedings to the Honourable Supreme Court in matters appealed. After depositing the cost the Records and Proceedings required are forwarded to the Honourable Supreme Court and in case of failure to deposit cost the default is reported to the Hon'ble Supreme Court.

Letters of Cancellation/Annulment of Marriages are received from the Patriarchal Tribunal, Archdiocese of Goa and Daman. The same are are placed before the Honourable Senior Judge with submission for perusal/permission to forward the said Decrees to the concerned Civil Registration Offices, for cancellation of marriages and necessary

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endorsement in the competent Books of Registration or for any other suitable directions.

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

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**The Section Officer:** Receives all correspondence from the Entry Section and marks correspondence to the concerned Assistant/Clerk. The Correspondence typed such as notices, letters, submissions, notes, writs, etc are checked and initialled before sending the same for signature of superiors.

**Assistant:** Receives all the correspondence marked by the Section Officer and enters the same in the Inward Register. The Assistant/Clerk registers all new matters and prepares the Supreme Court file and calls for Records and Proceedings in which matters are appealed. The Judgments/Orders received are sent to the concerned Government parties (Respondents) after typing forwarding letter. If the matters are disposed/dismissed of by the Honourable Supreme Court then a Submission is placed before the Honourable Lodships for their information. Notices of Lodgment received are forwarded to the concerned parties/sub-ordinate courts for service and after serving (whether served or unserved) a 'Certificate of Service' under rule II Order XXII, S.C.R. Of the Supreme Court Rules, 2013 has to be forwarded to Hon'ble Supreme Court. The Disposed/Dismissed matters after classification are sent to Record Section.

The Assistant/Clerk also sees to the Letters received from the Patriarchal Tribunal and places the submission before the Honourable Senior Judge for approval and after approval writ is forwarded to the concerned Civil Registration Office for Cancellation of Marriages.


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**Xerox Machine Operator:** Responsible for copying Original papers/documents entrusted to him. Compiling and copying of Supreme Court documents. Any other work assigned by the Superiors in the Section.

**Peon:** Stitching of the Files , Responsible for carrying/ movement of the files to the various sections in the Office. Responsible for mantaining 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 Documents of the Hon'ble Supreme Court matters appealed on Judgments/Orders of this Hon'ble High Court and documents received from the Ld. Patriarchal Tribunal, Archdiocese of Goa and Daman of for cancellation of marriages
Sr. No.7.	Arrangerments made for the participation of the members of public in relation to the formulation of policy and its implementation	:	N. A.

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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**