

**INFORMATION AS PER THE PROVISIONS CONTAINED IN SECTION 4(1)(B)
OF THE RIGHT TO INFORMATION ACT, 2005 AS ON 01.01.2025**

Sr. No.	Information as per Section 4(1)(b) of the RTI Act	Information
1	The particulars of its organization, functions and duties;	Secretarial Section headed by the Sr. Private Secretary to Hon'ble Judge, three Private Secretaries to Hon'ble Judges, and eight Personal Assistants to Hon'ble Judges for carrying out the works assigned to each one of us.
2	The powers and duties of its Officers and employees;	<p>1) Sr. Pvt. Secretary to Hon'ble Judge : To attend dictation of the Hon'ble Judges; To maintain record of the day to day programmes; personal matters of the Hon'ble Judge to whom attached; To attend to personal/official works of The Hon'ble Judge, in Mumbai/Nagpur/Aurangabad if the Hon'ble Judge is a Visiting Judge; To make arrangements for substitute PS/PAs to Hon'ble Judges; approve leave of the PS/PAs and all other works assigned by the Hon'ble Judges and Superior Officers; Managing/coordinating/approval of leave and substitutes with Staff attached to Hon'ble Judge at the Bungalow</p> <p>2) Private Secretaries and Personal Assistants: To attend dictation of the Hon'ble Judges: To maintain record of the day to day programmes; personal matters of the Hon'ble Judge to whom attached, and all other works assigned by the Hon'ble Judges, Sr. Pvt. Secretary, approve leave of MTS attached to Hon'ble Judges and other works assigned by Superior Officers.</p>
3	The procedure followed in the decision making process, including channels of supervision and accountability;	As per the directions of the Hon'ble Judges, Sr. Pvt. Secretary to the Hon'ble Judge maintains control over the PSSs, PAs and other staff attached to the Hon'ble Judges. Respective Senior Most Pvt. Secretaries also keep control over the staff attached to respective Hon'ble Judges, including recommendation of leave to MTS.

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;	---
6	A statement of the categories of documents that are held by it or under its control	Not applicable
7	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
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;	Uploaded on the 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;	Uploaded on the Website of the High Court
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;	No applicable
13	Particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable

14	Details in respect of the information available to or held by it, reduced in an electronic form;	Relevant information is made available on the official website of the High Court.
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;	Not applicable
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;	---

Porvorim, Goa.

Date : 01.01.2025.



(Andreza Rodrigues e Pereira)

Senior Private Secretary to the Hon'ble Judge