


**IN THE HIGH COURT OF BOMBAY AT GOA, PENHA DE FRANCA PORVORIM GOA**  
**Information as per S.4(1)(b) of RTI Act 2005**  
**(As on 1-5-2024)**

**Name of the Department : RTI Section.**

Sr. No.	Information as per S.4(1)(b) of RTI Act 2005	Information
i	The particulars of its organization, functions and duties	1. Assistant Registrar (Judicial) / Public Information Officer, High Court of Bombay at Goa, Penha-De-Franca, Porvorim Goa. 2. Registrar (Judicial) / First Appellate Authority, High Court of Bombay at Goa, Penha-De-Franca, Porvorim Goa.
ii	The powers and duties of its officers and employees	As per RTI Act 2005 and Bombay High Court, Right to Information (Revised) Rules, 2009
iii	The procedure followed in the decision making process, including channels of supervision and accountability	The Applications received to this section are scrutinized and dealt with in accordance with the provisions of Right to Information Act, 2005 and the Bombay High Court Right to Information (Revised) Rules, 2009
iv	The norms set by it for the discharge of its functions	As per the provisions of RTI Act, 2005 and Bombay High Court Right to Information (Revised) Rules, 2009 and Circulars / G.R. / Notifications, decisions of Central Information Commission, State Information Commission, Hon'ble Supreme Court, of India and the High Court issued from time to time.
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	As per iv mentioned above
vi	A statement of the categories of documents that are held by it or under its control	The requisite information is gathered from concerned department / section for supply of information to the applicants under R.T.I. Act.
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 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 or such meetings are accessible for public.	Not applicable
ix	A directory of its officers and employees	Published on this registry's website
x	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	As per VII Pay commission.
xi	The budget allotted to each of its agency, indicating the particulars of all plans, proposed expenditures and reports of disbursements made.	Not applicable
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 recipients 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.	As Published on this registry's website
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.	As Published on this registry's website
xvi	The names, designations and other particulars of the Public Information Officers.	Ms. Seema Ferrao, Assistant Registrar (Judicial) / Public Information Officer, High Court of Bombay at Goa, Penha-De-Franca, Porvorim Goa.
xvii	Such other information as may be prescribed.	-

  
 Assistant Registrar(J) &  
 Public Information Officer