

HIGH COURT OF BOMBAY AT GOA, PORVORIM

Information as per the Right to Information Act, 2005

Under Section 4 (1) (b)

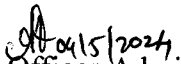
(as on 1st May, 2024)

Name of the Department : Administration Section

Sr. No.	Subject (Under Section 4 (1) (b) of Right to Information Act)	Information
i.	The particulars of organization, functions and duties of the Office	<p>The Administration Section is headed by a High Court Section Officer under the control of the Assistant Registrar (Admin.)/Registrar (Admin.) This section deals with matters regarding establishment/administration of the High Court of Bombay at Goa, i.e Recruitment, Promotion, posting and Review, Departmental Enquiry, Departmental Examinations, Leave, Retirement & Pension, Confidential Reports, Pay Fixation, appointment and confirmation of staff, Annual/Quarterly Returns, LAQ related information, Departmental Exams, MACP/RISAP, Revival/Continuation of Posts, Daily Wage Worker attendance, Internal & Inter District Transfers, Property and Other General Establishment Subjects.</p> <p>(1 High Court Section Officer, 1 Assistant, 4 Clerks & 1 Peon)</p>
ii.	Powers and duties of Officers and employees	<p><u>Duties of the Section:</u></p> <p>1) Recruitment : Filling up the posts of Group A to D posts by direct recruitment, CJD&JMFC Recruitment.</p> <p>2) Promotion, posting and Review : Filling up the posts of Group A to D by promotion, Review of Group A to D posts, Posting & Internal Transfers.</p> <p>3) Departmental Enquiry and Departmental Examinations: Conducting Departmental Enquiries of the staff members and conducting Higher and Lower Standard Departmental Examinations of the staff members, considering the cases for appointment on compassionate ground to the relatives of the staff of the High Court, Applications received from the members of Lower Courts for appointment on the Establishment of High Court of Bombay at Goa.</p> <p>4) Leave : Grant of leave to group A to D employees, maintenance of service Books,</p>

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		<p>leave record and record of attendance, permission to leave headquarters, Verification of service books of staff members & attendance of Daily Wage Worker.</p> <p>5) Pension and Pay Fixation : Revision of pay scales as per State Commission, Pay Fixation, preparation of Pension papers of staff members, grant of annual increment, regularisation of probation period, grant of permanency benefits to the staff members, eligibility & processing of MACP/RISAP applications.</p> <p>6) General : Internal transfers of staff members, Inter District transfers of staff members, preparation of Gradation Lists of all cadres, LAQ related information, obtaining assets & liabilities details from staff, NOC for applying in other departments, Quarterly/half yearly/yearly returns, creation & continuation/revival of posts, grant of Annual Increments, maintenance of Annual Confidential Records.</p> <p>7) Property : Grant of permission for acquisition and disposal of movable/immovable properties of Judicial Officers and Staff, grant of permission for Higher studies, issuance of NOC for obtaining passport to Judicial officers and employees of the High Court.</p>
iii.	The procedure followed in the decision making process, including channels of supervision and accountability	The Administration section deals with matters regarding establishment/administration, as per rules and regulations, Government Resolutions issued from time to time and directions issued by the Hon'ble the Chief Justice and the Hon'ble Judges.
iv.	The norms set by it for the discharge of its functions	The Administration section deals with matters regarding establishment/administration, as per rules and regulations, Government Resolutions issued from time to time and directions issued by the Hon'ble the Chief Justice and the Hon'ble Judges.
v.	Rules/Regulations for the discharging functions	The High Court of Bombay at Goa Officers and the Members of the Staff on the Establishment (Recruitment and Conditions of Service) Rules, 2023., The Bombay High Court (Discipline and Appeal) Rules, The Bombay High Court (Conduct) Rules, Central Civil Service (Leave) Rules, Central Civil Service (Pay) Rules, Central Civil Service (Joining time) Rules, Central Civil Service (Pension) Rules, Swamy's complete manual on Establishment & Administration and Government Resolutions/Office Memorandums issued by the Government and made applicable to the High Court and circulars/ orders/ guidelines issued by the High Court. Rules for Inter District Transfer of Subordinate Judicial Staff in the State of Maharashtra – 1996, Guidelines for transfer of High Court employees to subordinate Courts in the State of

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		Maharashtra and vice versa, 2012, The High Court Departmental Examination Rules, 1995, the Bombay High Court Revised Guidelines for appointment on compassionate ground, 2007.
vi.	Statement of the categories of documents of the department	Information furnished in remarks column against subject No.2.
vii.	Arrangements made for the participation of the members of public in relation to the formulation of policy and its implementation	Not applicable to this Registry.
viii.	Information of the Boards/ Committees/ Councils constituted for the purpose of advice	Committees of Honourable Judges of the High Court have been constituted by the Honourable the Chief Justice.
ix.	Directory of Officers and employees	List of Officers and Officials working on the establishment of High Court of Bombay at Goa, Porvorim, cadre wise pay scale and strength is at annexure "A" along with Flow Chart at Annexure 'B'
x.	Monthly Pay (Salary) of each employee, system of compensation	- do -
xi.	Particulars of all plans, proposed expenditure and report on disbursement amount	Not applicable to this Section
xii.	Manner of execution of subsidy programme including information of beneficiaries	- do -
xiii.	Particulars of recipients of concessions, permits or authorisations granted	- do -
xiv.	Information available in electronic form	- do -
xv.	Particulars of facilities available to citizens for obtaining information including library	- do -
xvi.	Names and designation of information officer and Appellate Officer	As per High Court website.
xvii.	Other information	Nil


 (Section Officer-Admin)
 High Court of Bombay at Goa

INFORMATION OF OFFICERS AND STAFF MEMBERS ON THE ESTABLISHMENT OF THE HIGH COURT OF BOMBAY AT GOA, PORVORIM AS ON 01.05.2024 TOTAL SANCTIONED STRENGTH - 169	
Sr. No.	NAME & DESIGNATION OF STAFF
	GROUP-A
	REGISTRAR (ADMINISTRATION) Pay in Judiciary Sanctioned Strength - 1
1	<i>Mr. Dinesh R. Shetty</i>
	REGISTRAR (JUDICIAL) Pay in Judiciary Sanctioned Strength - 1
1	<i>Mr. Ram Subrai Prabhudessai</i>
	DEPUTY REGISTRAR Pay in Judiciary Sanctioned Strength - 1
1	<i>Mr. Audi Shanoor @ Jagdish Pandurang</i>
	SENIOR PRIVATE SECRETARY TO THE HON'BLE JUDGE Pay Scale Level 12 of the 7th Pay Matrix (78800-209200) Sanctioned Strength - 1
1	<i>Mr. Santosh S. Mhamal</i>
	ASSISTANT REGISTRAR Pay Scale Level 11 of the 7th Pay Matrix (67700-208700) Sanctioned strength - 2
1	<i>Ms. Seema Ferrao</i>
2	<i>Ms. Felicidade Barbosa</i>
	PROTOCOL OFFICER - CUM - COURT KEEPER Pay Scale Level 11 of the 7th Pay Matrix (67700-208700) Sanctioned Strength - 1
1	<i>Mr. Sanil S. Pillai</i>
	PRIVATE SECRETARY TO THE HON'BLE JUDGE Pay Scale Level 11 of the 7th Pay Matrix (67700-208700) Sanctioned Strength - 3
1	<i>Ms. Andreza Rodrigues e Pereira</i>
2	<i>Ms. Niti Haldankar</i>
3	<i>Ms. Meena V. Bhoir</i>
	LIBRARIAN Pay Scale Level 10 of the 7th Pay Matrix (56100-177500) Sanctioned Strength - 1
1	<i>Shri Rajesh D. Joshi</i>
	PERSONAL ASSISTANT TO THE HON'BLE JUDGE Pay Scale Level 10 of the 7th Pay Matrix (56100-177500) Sanctioned Strength - 8

1	<i>Mr. Amrut Tari</i>
2	<i>Ms. Vinita V. Naik</i>
3	<i>Ms. Esha Vaigankar</i>
4	<i>Ms. Maria Suzana Rebello</i>
5	<i>Mr. Jose Francisco D'Souza</i>
6	<i>Ms. Suchitra N. Singbal</i>
7	<i>Vacant</i>
8	<i>Vacant</i>
GROUP - B	
HIGH COURT SECTION OFFICERS Pay Scale Level 8 of the 7th Pay Matrix (47600-151100) & after four years of regular service Level 10 of the 7th Pay Matrix (56100-177500) Sanctioned Strength -14	
1	<i>Mr. Manuel Turibio Hipolito Azavedo</i>
2	<i>Mr. Prashant Parab</i>
3	<i>Mr. Avinash Parab</i>
4	<i>Ms. Vianna Dias</i>
5	<i>Ms. Anissa D'Souza Monteiro</i>
6	<i>Mr. Pandurang Parab</i>
7	<i>Ms. Telma Pereira Estibeiro</i>
8	<i>Ms Vilasini Nagvekar</i>
9	<i>Ms. Surekha Khumbarjuvekar</i>
10	<i>Ms. Roshan Suraj ZO Shirodkar</i>
11	<i>Ms. Geeta P. Naik</i>
12	<i>Ms. Shamika A. Kaskar</i>
13	<i>Mr. Gaurish P. Shirodkar</i>
14	<i>Ms. Sapna M. Gaonkar</i>
GROUP - C	
SHORTHAND WRITER (H.G.) Pay Scale Level 7 of the 7th Pay Matrix (44900-142400) Sanctioned Strength -2	
1	<i>Vacant</i>
2	<i>Vacant</i>
SHORTHAND WRITER (L.G.) Pay Scale Level 6 of the 7th Pay Matrix (35400-112400) Sanctioned strength -2	
1	<i>Ms. Disha Nagvekar</i>
2	<i>Vacant</i>
ASSISTANT SECTION OFFICER Pay Scale Level 6 of the 7th Pay Matrix (35400-112400) Sanctioned strength -21	
1	<i>Mr. Sameer More</i>
2	<i>Ms. Esha M. Pai</i>
3	<i>Ms. Priti S. Naik</i>
4	<i>Ms. Swati D. Azgaonkar</i>

5	Ms. Pooja P. Sawant
6	Ms. Shradha S. Verlekar
7	Ms. Vaibhavi S. More
8	Ms. Shreya A. Parab
9	Mr. Utkarsh P. Karpe
10	Mr. Nilesh S. Gadave
11	Mr. Sagar D. Shinde
12	Mr. Birbal N. Kasabe
13	Mr. Prashant G. Kore
14	Mr. Milind S. Rasam
15	Mr. Laxman J. Lohar
16	Mr. Santosh R. Kudkyl
17	Mr. Asif M. Rafik Shaikh
18	Mr. Bhushan B. Jadhav
19	Ms. Pushplata Shejawal
20	Ms. Vaishali G. Naik
21	Ms. Rupali R. Lotlikar
SOFTWARE PROGRAMMER Pay Scale Level 6 of the 7th Pay Matrix (35400-112400) Sanctioned Strength -1	
1	Vacant
JR. TRANSLATOR & INTERPRETER Pay Scale Level 6 of the 7th Pay Matrix (35400-112400) Sanctioned strength -1	
1	Vacant
ACCOUNTANT Pay Scale Level 6 of the 7th Pay Matrix (35400-112400) Sanctioned strength -1	
1	Mr. Sulesh Naik
ASSISTANT LIBRARIAN Pay Scale Level 5 of the 7th Pay Matrix (29200-92300) Sanctioned strength -1	
1	Ms. Priyanka Parab
CONSOLE OPERATOR Pay Scale Level 5 of the 7th Pay Matrix (29200-92300) Sanctioned strength -2	
1	Vacant
2	Vacant
CLERK Pay Scale Level 2 of the 7th Pay Matrix (19900-63200) Sanctioned strength -39	
1	Mr. Tushar L. Asolkar
2	Ms. Eden Roshel Fernandes
3	Mr. Sultan Ahmad Khan
4	Mr. Chandan R. Narve
5	Mr. Bhushan B. Haldankar
6	Ms. Annette Rodrigues

7	<i>Ms. Sonali Velguenkar</i>
8	<i>Ms. Pranita P. Padloskar</i>
9	<i>Ms. Kavita B. Maverker</i>
10	<i>Mr. Tejesh S. Raut</i>
11	<i>Ms. Jaya R. Morajkar</i>
12	<i>Mr. Shetke Amit Kissan</i>
13	<i>Ms. Sheetal V. Kadam</i>
14	<i>Ms. Sujata R. Pednekar</i>
15	<i>Ms. Nandini Chodankar</i>
16	<i>Ms. Spruha Desai</i>
17	<i>Mr. Mukesh Naik</i>
18	<i>Mr. Damodar Bandodkar</i>
19	<i>Mr. Sunil Vernekar</i>
20	<i>Mr. Sairaj Sanjay Bhat</i>
21	<i>Mr. Shubham Shantaram Mahale</i>
22	<i>Ms. Pooja Gurudas Shetgaonkar</i>
23	<i>Vacant</i>
24	<i>Vacant</i>
25	<i>Vacant</i>
26	<i>Vacant</i>
27	<i>Vacant</i>
28	<i>Vacant</i>
29	<i>Vacant</i>
30	<i>Vacant</i>
31	<i>Vacant</i>
32	<i>Vacant</i>
33	<i>Vacant</i>
34	<i>Vacant</i>
35	<i>Vacant</i>
36	<i>Vacant</i>
37	<i>Vacant</i>
38	<i>Vacant</i>
39	<i>Vacant</i>
DRIVER Pay Scale Level 2 of the 7th Pay Matrix (19900-63200) Sanctioned strength -10	
1	<i>Mr. Narayan B. Palyekar</i>
2	<i>Mr. Sudesh Chari</i>
3	<i>Mr. Redkar Samir Shriram</i>
4	<i>Mr. Mahendra P. Bhaire,</i>
5	<i>Mr. Krishna Govekar</i>
6	<i>Mr. Rakesh Bhonsle</i>
7	<i>Mr. Socorro Gomes</i>
8	<i>Mr. Shailesh Surlekar</i>

9	Mr. Vishwas Naik
10	Mr. Anil Hadkonkar
GROUP - D	
CHOB DAR Pay Scale Level 2 of the 7th Pay Matrix (19900-63200) Sanctioned strength -11	
1	Mr. Anand B. Sawant
2	Ms. Damini R. Naik
3	Mr. Anand J. Kavlekar
4	Mr. Ravindra Naik
5	Mr. Domingos Fernandes
6	Ms. Kusum Bandodkar
7	Mr. Pramod C Naroji
8	Ms. Shanti D. Gaude
9	Mr. Ishwar J. Shirvoikar
10	Mr. Sandeep E. Narvekar
11	Vacant
FILER Pay Scale Level 2 of the 7th Pay Matrix (19900-63200) Sanctioned strength -1	
1	Shri Sanjay Shetye
BINDER Pay Scale Level 2 of the 7th Pay Matrix (19900-63200) Sanctioned strength - 1	
1	Shri Mahadev Karmalkar
PHOTOCOPY MACHINE OPERATOR Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 4	
1	Mr. Chandrakant N. Ugavekar
2	Mr. Sanjay B. Sawant
3	Mr. Santosh Kannadkar
4	Ms. Mangala Narve
PEON Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 19	
1	Ms. Milan Kurade
2	Mr. Sudin Prabhu
3	Ms. Ashwini A. Naik
4	Mr. Sameer S. Sawant
5	Mr. Pradeep G. Kunkolkar
6	Ms. Gauri P. Devidas
7	Mr. Harendra H. Shirodkar
8	Ms. Brenda M. Fernandes
9	Mr. Krishna Kotkar
10	Mr. Mohindra Parab
11	Mr. Ramnath @ Siddesh Velguenkar

12	Mr. Narendra Cholu Kankonkar
13	Ms. Ankita Vikas Gawade
14	Mr. Gavin Domnic Lorena
15	Mr. Paresh Gopal Sawant
16	Mr. Janmijay Candolkar
17	Vacant
18	Vacant
19	Vacant
CO-TERMINUS PEON Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 8	
1	Ms. Deepika Naik
2	Mr. Manjunath Gaunder
3	Mr. Rohit Naik
4	Ms. Jayanti Janu Madkaikar
5	Ms. Suraj Kashinath Gawade
6	Vacant
7	Vacant
8	Vacant
WATCHMAN Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 1	
1	Shri Prakash Kavlekar
COOK Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 4	
1	Mr. Steve Jude Romaldo Fernandes
2	Mr. Subhash M. Gawas
3	Mr. Yallappa N. Kattyanavar
4	Ms. Urmila Umesh Mopkar
GARDENER Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 1	
1	Ms. Sital Chari
SWEEPER Pay Scale Level 1 of the 7th Pay Matrix (18000-56900) Sanctioned strength - 6	
1	Ms. Roshan Attar
2	Ms. Kishori Kankonkar
3	Ms. Conceicao Fernandes
4	Mr. Deepak Kurade
5	Ms. Pushpa Gauns
6	Vacant

STRUCTURAL/POSITIONAL ORGANISATIONAL CHART OF THE HIGH COURT OF BOMBAY AT GOA, PORVORIM

REGISTRAR (ADM)	(1)
Assistant	(1)
Driver	(1)
Peon	(1)
Total	(4)

REGISTRAR (JUDL.)	(1)
Filer	(1)
Total	(2)

DEPUTY REGISTRAR (JUDL.)	(1)
Shorthand Writer (L.G.)	(1)
PCMO	(1)
Total	(3)

ASSISTANT REGISTRAR (ADM.)	(1)
Clerk	(1)
Chobdar	(1)
Total	(3)

ASSISTANT REGISTRAR (JUDL.)	(1)
Peon	(1)
Total	(2)

PROTOCOL SECTION	MAINTENANCE SECTION	COURT DUTY STAFF (4 UNITS) (HON'BLE JUDGES)	ADMINISTRATION, INSPECTION SECTION	LIBRARY	ENTRY & DESPATCH SECTION	ACCOUNTS SECTION	STATIONARY SECTION	COMPUTER AND STATISTICS SECTION	RECORD SECTION	JUDICIAL SECTION	BOARD SECTION	SUPREME COURT SECTION	POST DISPOSAL SECTION	PAPER BOOK SECTION
POCCK=1	SO=1	SR.PS=1	SO=1	LB=1	AS=1	SO=1	AS-1	SO=1	SO=1	SO=3	SO=1	SO=1	SO=1	CL=1
CL-2	AS=1	PS=3	AS=2	AL=1	CH=1	AS=2	PN=1	CL=1	CL=1	AS=6	AS=5	CH=1	AS=2	PCMO=1
DR=6	CL=2	PA=6	CL=4	PN=1	SW=1	AC=1	--	CH=1	--	CL=6	CL=2	--	GR=1	
PN=1	BN=1	SO/SH=3	PN=1	--	--	CL=2	--	--	--	PN=2	PN=1	--	--	--
--	PN=2	DR=3	PN=1 (SPARE)	--	--	CH=1	--	--	--	SW=1	SW=1	--	--	--
--	WC=1	CH=4	CH=1 (SPARE)	--	--	PN=1	--	--	--	--	--	--	--	--
--	SW=1	PCMO=2	CK=2 (SPARE)	--	--	--	--	--	--	--	--	--	--	--
--	--	PN=3	--	--	--	--	--	--	--	--	--	--	--	--
--	--	CTP=5	--	--	--	--	--	--	--	--	--	--	--	--
--	--	CK=2	--	--	--	--	--	--	--	--	--	--	--	--
--	--	SW=1	--	--	--	--	--	--	--	--	--	--	--	--
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
Tot=10	Tot=9	Tot=33	Tot=12	Tot=3	Tot=3	Tot=8	Tot=2	Tot=3	Tot=2	Tot=18	Tot=10	Tot=2	Tot=4	Tot=2

SR.P.S = Sr. Pvt. Secretary

PS = Private Secretary

POCCK = Protocol Officer -Cum- Court Keeper

PA = Personal Assistant

LB = Librarian

CTP = Co-terminus Peon

SO = Section Officer

SH = Sheristedar

SW(H.G.)= Shorthand Writer (Higher Grade)

AS = Assistant

SP = Software Programmer

PN = Peon

AC = Accountant

JT&I = Junior Translator & Interpreter

AL = Assistant Librarian

CO = Console Operator

CL = Clerk

WC = Watchman

DR = Driver

CH = Chobdar

FL = Filer

BN = Binder

PCMO = Photocopy Machine Operator

GR = Gardener

TOTAL WORKING STRENGTH OF STAFF IS 135 & SANCTIONED STRENGTH OF STAFF IS 169.

CK = Cook

SW = Sweeper