


High Court of Bombay at Goa, Porvorim, Goa,

Department: Hon'ble Judges' Library (As on date 01/05/2024)

Sr. No.	Subject (Under section 4 (1)(b) of Right to Information Act, 2005)	Information
(i)	The particulars of its organisation, functions and duties	Organizational structure of Hon'ble Judge's Library - Librarian - 1 - Assistant Librarian - 1 - Peon - 1 - Accession registers are maintained both manually and electronically in Microsoft Excel and in KOHA Software. Classification system followed is DDC. - Some Online Legal databases are subscribed in the Hon'ble Judge's Library to do the research work for Hon'ble Judges.
(ii)	The powers and duties of its officers and employees	Hon'ble Judges' Library staff is responsible to do research work for Hon'ble Judges' and make them available, pinpointed information through various legal databases and Internet. Latest editions of Books and Bare Acts to be procured periodically and subscribe important Journals and circulated amongst Hon'ble Judges'. The Hon'ble Judges' Library has created an E-law Library providing links to free Legal databases and it is accessible to anyone from anywhere. A link has been provided to this E-Law library at the Homepage of website of High Court of Bombay at Goa.
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability	After obtaining suitable directions from the Hon'ble Senior Judge, necessary steps/actions are taken on the relevant subjects.
(iv)	The norms set by it for the discharge of its functions	Directions are given by Hon'ble Senior Judge from time to time. Government decisions made applicable to High Court on various subject.
(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 the directions given by Hon'ble Senior Judge from time to time and the Government orders made applicable to the High Court on relevant subjects.
(vi)	A statement of the categories of documents that are held by it or under its control	Total Library collection is about 46,949. Collection consists of Books with Commentaries, Central and State Bare Acts, Bound Parts of Law Journals, Gazettes and General Reading Books. This Hon'ble Judges' Library use the KOHA Library Software and all the information is stored in the Koha Software
(vii)	The particulars of any arrangement that exists for consultation with, or	Not Applicable

	representation by, the members of the public in relation to the formulation of its policy or implementation thereof	
(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 of such meetings are accessible for public	Hon'ble Senior Most Judge of the High Court of Bombay at Goa has been designated as a Hon'ble Library Judge and under His Lordships guidance necessary steps/actions are taken on relevant Subjects.
(ix)	A directory of its officers and employees	It is already uploaded on the official website of Bombay High Court
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Pay scales of all the staff members working in this Hon'ble Judges' Library are as per the Seventh pay Commission
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	As per the requirement of High Court of Bombay at Goa, State Government makes Budgetary provision during each financial year.
(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 authorisations granted by it	Not applicable.
(xiv)	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 Bombay High Court.
(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	The Hon'ble Judges' Library is a specialized Library only for Hon'ble Judges' and the Officers of the High Court. It is not accessible to the Public.
(xvi)	The names, designations and other particulars of the Public Information Officers	Available on the Official Website of High Court of Bombay at Goa.
(xvii)	Such other information as may be prescribed And thereafter update these Publications every year	Nil


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4/15/2024