

HIGH COURT OF BOMBAY AT GOA  
Information as per Section 4(1)(b) of the Right To Information Act  
( As on 01.05.2024 )

NAME OF THE SECTION : JUDICIAL SECTION (HIGH COURT OF BOMBAY AT GOA, PORVORIM)

Sr. No.	Subject (under Section 4 of Right To Information Act)	Information
(i)	the particulars of organization, functions and duties;	<p>There are in all 17 (approximately ) staff working in the Judicial Section as per following :</p> <p>3 Sections Officers, 6 Assistant Section Officers 6 Clerks, 1 Sweeper 1 Peon</p> <p>Judicial Section handles the following physical as well as E-filing cases : Writ Petition (Civil and Criminal), Contempt Petition (Civil and Criminal), PIL Writ Petition (Civil and Criminal), Suo Moto Writ Petition (Civil and Criminal), Civil Application (Review), Misc. Civil Application, Civil Application, Criminal Appeal, Criminal Revision Application, Criminal Misc. Application, Company Petition, Company Appeal, Company Application, Letters Patent Appeal, First Appeal, Second Appeal, Civil Revision Application,</p>

Appeal From Order, Appeal under Arbitration Act, Application for appointment of Arbitrator, Application under Arbitration Act, Admiralty Suit, Civil Suit, Excise Appeal, Custom Appeal, Appeal under E.S.I, /S.F.C/C.P.C./ Wealth Tax, /Reference/ Misc. Civil Application (N), R.U.S.T.A./Execution Application etc.

The over-all work of this Section is : Affirmation of all Civil and Criminal matters, to accept the filings, to give the stamp/lodging number, to raise objections in the filing numbers filed, to notify filing numbers under office objections, to prepare board for filing numbers to be placed before Ld. Registrar (Judicial), to register the filing numbers after office objections are cleared, to accept filing of vakalatnama, caveats, affidavits, replies, reports, R & P, application for condonation in paying process fees, inspection application, copies and maintaining required registers, to receive of files from the respective courts with judgments, after verifying the orders of the Hon'ble Courts and feeding the matters are distributed as per the directions and status of the orders to Board Section, Post Disposal Section,

Record Section, Accounts Section, etc respectively, to receive process fees, to issue notices/writs/ calling R. & P. writs, placing the matters before the Registrar's Court in which objections are not cleared, to make matters ready for final hearing/orders, put up cheques, bank guarantees and submissions of withdrawal of amounts in various matters, to receive service reports, and to place them in the respective files, scrutinize the matters at the time of filing, to receive applications received from jail, numbering the matters, updating, verifying and processing the matters for listing before the Hon'ble Court ( fresh matters ) to make matters ready for urgent circulation and production as per Court's Order, to take print out of daily registration of files, and filing , to receive urgent circulation slips, to enter new filing numbers, to receive appearance certificates, re-joinders, to issue appearance certificate of Government advocates, to issue practice and experience certificate, printing farads and covers.

**E-filing :**

1) Receiving E-filing of cases, documents and Caveats from NEAR

		<p>Portal, consuming it into CIS giving filing numbers accordingly, Raising office objections, notifying the matters for clearing office objections, if objections are not cleared after notifying placing the same before the Ld. Registrar's (Judicial) Board. After clearing office objections matter are registered. After registrations copying the e-files into respective case folders and sending it to the Board Section for placing the same before the Hon'ble Court.</p>
(ii)	the Powers and duties of offices and employees;	As per the Bombay High Court Appellate Side Rules, 1960.
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;	This section mainly deals with the matters pending before the Hon'ble Courts and the directions issued from the Hon'ble Chief Justice and Registrar General from time to time, However on the occasion of decision making the directions of the Ld. Registrar are sought.
(iv)	the norms set by it for the discharge of its functions;	No special norms other than the norms set by the High Court Appellate Side Rules, 1960 are set for discharge of functions.
(v)	the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees	The section functions as per the powers conferred by the Bombay High Court Appellate Side Rules, 1960 and all

	for discharging its functions;	other relevant laws.
(vi)	a statement of the categories of documents that are held by it or under its control;	As per the Bombay High Court Appellate Side Rules, 1960.
(vii)	the particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of its policy or implementation thereof;	Not applicable to this Section
(viii)	A statement of 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 to this Section
(ix)	a directory of its officers and employees;	Not applicable to this Section
(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Not applicable to this Section

(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable to this Section
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable to this Section
(xiii)	particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable to this Section
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	Not applicable to this Section
(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;	Not applicable to this Section
(xvi)	the names, designations and particulars of the Public Information Officers;	As per the website of High Court of Bombay at Goa.
(xvii)	such other information as may be prescribed;	Nil

DATE : 04.05.2024

*[Signature]*  
4/5/24  
Section Officer (Judicial Section)  
High Court of Bombay at Goa,  
Porvorim, Goa.