

**High Court of Bombay at Goa,  
Penha de Franca, Porvorim-Goa**  
Information as per Section 4(1)(b) in the Right to Information Act, 2005  
(as on 01/05/2024)

**Name of the Department: PROTOCOL**

SR. NO.	INFORMATION AS PER SECTION 4(1)(B) IN THE RIGHT TO INFORMATION ACT, 2005	INFORMATION
(i)	The particulars of organization, functions and duties;	The Protocol Department is headed by a common Registrar of the entire High Court of Bombay at Goa. The Registrar is responsible for the day to day functioning of Protocol Dept., also Receive and See-off the Hon'ble the Chief Justice of India and other Judges of Supreme Court of India, the Hon'ble Chief Justices and Judges of all the High Courts in India, presently sitting as their respective Principal Seats/ Benches. The Protocol Department also looks after the health care needs of Hon'ble Judges and their family of this High Court.
(ii)	The Powers and Duties of Officers and employees;	<b>REGISTRAR:</b> Registrar shall be responsible for supervision, Receive and See-off the Hon'ble Chief Justice of India, sitting Judges of Supreme Court of India and Hon'ble Chief Justices of the High Courts in India and also effective functioning of the Protocol Dept.
		<b>PROTOCOL OFFICER CUM COURT KEEPER:</b> Protocol Officer-cum-Court Keepers shall be responsible for supervision, Receive

		<p>and see off the the Hon'ble Chief Justice of India, sitting Judges of Supreme Court of India and Hon'ble Chief Justices and sitting Judges of all the High Courts in India.</p> <p>Prepare Tour programme of the Hon'ble Judges and send the same to the Other High Courts.</p> <p>To provide staff cars to the Hon'ble Judges visiting Bombay in accordance with the guidelines as may be prescribed by the Hon'ble the Chief Justice.</p> <p>To see that the staff cars are maintained well.</p> <p>To take follow up action with respective High Courts and inform the Hon'ble Judge about the programme.</p> <p>Look after the health care needs of Hon'ble Judges and their family of High Court of Bombay at Goa.</p> <p>Taking appointment with the concerned Doctors from different Hospitals as per Hon'ble Judges directions.</p> <p>Taking the Hon'ble Judges to the concern Doctors.</p> <p>Reservation and cancellation of Air, Train and Bus tickets as also obtaining refunds of tickets as per the requirements/ direction of the Hon'ble Judges. Attend to Passport and Visa, Vehicle Registration, Driving License work etc.</p> <p>Attend to work regarding Arms License.</p>
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		<p><b>DRIVERS:</b> To perform the duties assigned by the Officers/ Superiors.</p>
		<p><b>PEONS:</b> To perform the duties assigned by the Officers/ Superiors.</p>
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	Not Applicable.
(iv)	The norms set by it for the discharge of its functions:	Not applicable.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its function:	Functions as per directions of the Hon'ble the Chief Justice, the Hon'ble Protocol Committee and the Hon'ble Judges.
(vi)	Statement of the categories of documents that are held by it or under its control:	Not Applicable.

(vii)	The Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation formulation of its policy or implementation thereof.	Not Applicable.		
(viii)	A statement of the boards, councils, committees and other bodies consisting of two 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.	The Hon'ble Protocol Committee is consisted by 1) The Hon'ble Smt. Justice Bharat P. Deshpande, Judge		
(ix)	A directory of its Officers and Employees:	Information is available in High Court Directory published every year, and said information is also published on High Court of Bombay at Goa Official website at <a href="http://www.hcbombayatgoa.nic.in">www.hcbombayatgoa.nic.in</a> in terms of High Court directory.		
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:		<b>DESIGNATION</b>	<b>PAY SCALE Rs.</b>
		1)	Registrar	Pay in Judiciary
		2)	Protocol Officer-cum-Court Keeper	Level 11 (67700 - 20870)
		3)	Clerk (Protocol Assistant)	Level 2 (19900 - 63200)
		4)	Driver	Level 2 (19900 - 63200)
		5)	Peon	Level 1 (18000 - 56900)



(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	<p>Expenditure towards the Mobile bills, Phone bills of Protocol Officer-cum-Court Keeper upto Rs.2,500/- per month and of Protocol Assistant / Clerks upto Rs.2,000/- per month are reimbursed/ borne by the Registrar, High Court of Bombay at Goa.</p> <p>Taxi fare, and Other expenditures incurred for duty are borne by the Registrar, High Court of Bombay at Goa.</p> <p>For meetings, the expenditure of this office, the grant is made available by the Registrar, High Court of Bombay at Goa.</p>
(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 receipts 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	Not Applicable.
(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.

(xvi)	The names designations and other particulars of the Public Information Officers.	As per High Court website
(xvii)	Such Other information as may be prescribed.	Not Applicable

  
**Sanli Pillai**  
**Protocol Officer-cum-Court-Keeper**  
**High Court of Bombay at Goa**  
**Parvorim-Goa**