

THE HIGH COURT OF BOMBAY AT GOA PORVORIM

NAME OF THE DEPARTMENT: BOARD SECTION

Information under Section 4(1Xb) of the Right to Information Act, 2005

(as on 01.01.2026)

Sr. No.	Subject (under section 4 of Right to Information Act)	
	Particulars of organization, functions and duties	<p>Board Section deals with pending matters, under the control of Registrar (Judl.) and Deputy Registrar (Judl.). Board Section receives the matters / files from various Sections as well as from Court Rooms and e-files allotted to the concerned board Clerks as per the sitting list published from time to time. Preparing the respective board as per the directions of the Hon'ble Courts including Division and Single Judges Benches. The e-files are uploaded on the drive of the concerned court as per the board. The respective board and matters are sent to the Hon'ble Lordships' residence in Labaies</p> <p>The number of employees working in Board Section:</p> <p>Section Officer: 01 Assistant: 03 Clerk: 03 Peon: 02</p> <p>SECTION OFFICER</p> <ol style="list-style-type: none">1. Incharge of Board Section and Scanning Programme2. To ensure smooth functioning of the Board Section and responsible for preparation of Board as well as files.3. To allot the work among all the Assistants and Clerks.4. To allot files for scanning to the Assistants / Clerks5. To receive instructions from Lordships' and act accordingly.6. Put up Notes and Submissions on various issues for placing before higher authorities and to act accordingly upon obtaining various necessary orders.7. To receive files from all other sections and from the Courts for placing before the Honourable Court.8. To attend correspondence.9. Any other work as directed by higher authorities <p>ASSISTANT SECTION OFFICER</p> <ol style="list-style-type: none">1. To assist the smooth functioning of the section and act at the behest of the section officer.2. To co-ordinate, arrange and distribute the preparation of files among clerks for sending to scanning section.

3. To prepare files for admission, final hearing and order matters therein. The work of preparation of files includes:
 - i) To write service reports, if any, ii) To accept the affidavit, vakalatnama from Judicial Section and to stitch in the file at appropriate place, if any, iii) To separate main and miscellaneous files and then to arrange them in bundle in sequence of the Board, iv) To attend files requisition made by other sections, v) To arrange to send the prepared files to the Judges' Residence and/or to the Court Room, as the case may be, vi) To flag the important documents e.g. prayer, impugned Judgment etc., vii) To digitally verify the e-files, viii) To upload the e-files on the drive of the concerned Court as per the Board and coordinate with scanning section and get all files scanned/ bookmarked.
4. To do physical verification and attend destruction work in vacation.
5. The computer work related to generation of Boards, updation of files, uploading of Board, maintenance of provisional Board, generation of Warned List.
6. To receive ready matters from Judicial Section scrutinizing all files then to arrange them on Warned List.
7. Any other work as directed by higher authorities

CLERK

1. To prepare files for admission, final hearing and order matters therein. The work of preparation of files includes:
 - i) To write service report, if any, ii) To accept the affidavit, vakalatnama from Judicial Section and to stitch in the file at appropriate place, if any, iii) To separate main and miscellaneous files and then to arrange them in bundle in sequence of the Board, iv) To attend files requisition made by other sections, v) To arrange to send the prepared files to the Judges' Residence and/or to the Court Room, as the case may be, vi) To flag the important documents e.g. prayer, impugned Judgment etc. vii) to digitally sign and upload the e-files on the drive of the concerned Court as pe the Board and coordinate with scanning section and get all files scanned/ bookmarked.
2. To receive ready matters from Judicial Section scrutinizing all files then to arrange them on Warned List.
3. To do physical verification and attend destruction work in vacation
4. To derive information from physical verification of files for onward submission/presentation to Honourable Judges of the Head Office in Bombay
5. The computer work related to generation of Boards, updation of files, uploading of Board, maintenance of provisional Board, generation of Warned List
6. Any other work as directed by higher authorities

PEONS

		<ol style="list-style-type: none"> 1. To carry files to various Court Rooms. 2. To stitch affidavits, service reports etc. in the files 3. To assist the clerk in arrangement and preparation of files 4. To arrange files in the racks. 5. Any other work as directed by higher authorities
(ii)	(ii) The Power and duties of Officers and employees	As per the Bombay High Court Appellate Side Rules, 1960
(iii)	The procedure followed in the Decision making process, channels of supervision and accountability	This department mainly deals with issuance of Board and preparation of files in accordance with Sitting List i.e. assignment. On the occasion of the decision making, the directions of the Honourable the Chief Justice, the Honourable the Senior Judge available at the Bench, Registrar General, Registrar (Judl-1), Registrar available at the Bench and Deputy Registrar available at the Bench are sought.
(iv)	The norms set by it for the discharge of its functions	No special norms other than the norms set by the Bombay 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 for discharging its functions:	The Rules, Regulations, instructions, Manuals used by the employees for discharging its function are as follows:- The High court functions as per the powers conferred by the Constitution of India, the Bombay High Court Appellate Side Rules, 1960, Civil Procedure Code, Criminal Procedure Code and all other relevant laws
(vi)	Statement of the categories of documents of the department	All document as enumerated in the Bombay High Court Appellate Sides Rules, 1960
(vii)	Arrangements made for the participation of the members of public in relation to the formation of policy and its implementation	Not applicable
(viii)	Information of the Boards/ Committees/ Councils constituted for the purpose of advice	Not applicable
(ix)	Directory of Officers and employees	Not applicable
(x)	Monthly Pay (Salary) of each employee, system of compensation	Not applicable
(xi)	Particulars of all plans, proposed expenditure, budget, disbursed amount	Not applicable
(xii)	Manner of execution of subsidy programmes including information of beneficiaries	Not applicable
(xiii)	Particulars of recipients of concessions, permits of	Not applicable

	authorizations granted	
(xiv)	Information available in electronic form	Not applicable
(xv)	Facilities available to citizens for obtaining information including Library	Not applicable
(xvi)	Names and designation of information Officer and Appellate Officer	As published on the High Court website
(xvii)	Other Information	Nil

13/1/26
Section Officer (Board)

Porvorim Goa

Date: