

Duty list of staff of Certified Copy/Stationary/Record Section

Smt. Roshan S. Shirodkar, Section Officer

1. Receiving Applications for Certified copies, Authenticated copies and Photocopy.
2. Processing and preparing Certified Copies, Authenticated and Photocopy ready.
3. Verifying the cost and signing the Certified copies, Authenticated and Photocopy.
4. Maintaining Red Seal Register.
5. Maintaining Decree Record.
6. Sending requisition to various sections for calling files.
7. Receiving files from various section and sending the same after completion of work.
8. After end of day tally the cash and send the Daily Challan to Account Section.
9. Monthly returns showing pendency and disposal of applications for certified copies are sent to the Bombay Head Office as per the Rules of the Registry every first week of the month.
10. All Disposed Applications are maintained Month wise.
11. Movement Register for sending files to various section are maintained.
12. Manual Receipt Book is maintained.
13. Comparing of Xerox copies with original copies for issuing of Certified/Photocopies.
14. Checking and signing all notes on stationary, Chobdar uniforms, Peon uniform allowance, Bills, etc.
15. Verifying files for destruction every year.
16. Receiving correspondence from other section and processing the same.
17. To collect all the raddi papers and complete the process for selling the same.
18. To prepare Budget Estimate for every financial year.
19. Physical verification of registered and filling cases done every year and showing the same disposed on CIS.
20. Overall supervising day to day work of Record/Stationery/Certified copy section and clearing all pending work.


(Roshan S. Shirodkar)
High Court Section Officer
Record/Stationary/Certified Copy

DUTY LIST OF STAFF OF CERTIFIED/ STATIONERY / RECORD SECTION

Smt. Sujata Pednekar, Clerk

- 1.Receiving and verifying stationery and toners from respective dealers.
- 2.Maintaining soft and hard copies of the stationery and toners received.
- 3.Receiving requisition slip and giving stationery and toners to the staff of different sec.
- 4.Maintaining Inward/Outward Register.
- 5.Preparing submissions before Ld. Registrar(Adm.) to purchase stationery and toners.
- 6.To receive stationery and toner bills and process the same for payment.
- 7.Preparing submissions before Ld. Registrar(Adm.) for the replacement of toner incase found faulty.
- 8.To make complete process of calling quotations of Stationery and toners every year.
- 9.To visit / communicate Printing and Stationery Department, and other Stationery dealers to receive stationery in an urgency.
- 10.To make complete process of ID cards.
- 11.To complete the process of selling of waste/used toners.
- 12.To prepare Budget Estimate for every financial year.
- 13.Receiving Judgments and maintaining soft copy Registers of the same.
- 14.Receiving files and verifying classification from Post Disposal / Supreme Court Section and giving record number on files/Records.
- 15.Arrange the files Record numberwise and keep them in the rack accordingly.
- 16.Record numbers on the files received from the Post Disposal Section.
- 17.Sorting out and making list of old records files from 1960 onwards.
- 18.Comparing of photocopies with original copies for issuing of Certified/Photocopies on SO Certified section instructions.
- 19.Receiving and processing the certified application and to prepare the same and also preparing daily receipt and to forward the same in account section as and when required.
- 20.Monthly returns showing pendency and disposal of application for certified copies are send to the Bombay Head Office as the Rules of the Registry every first week of the month.
- 21.Maintaining movement Register for sending and receiving files to various sections (hard & soft copy).
22. Sending urgent circulation files or requisition files to different sections.
- 23.To complete the process of destruction of files every year.



(Roshan Shirodkar)
Section Officer

Record/Stationery/Certified Section

Duty list of staff of Certified Copy/Stationary/Record Section

Shri Paresh Sawant, Clerk

1. Receiving Applications for Certified copies, Authenticated copies and Photocopy.
2. Processing and preparing Certified Copies, Authenticated and Photocopy ready.
3. Maintaining Red Seal Register.
4. After end of day tally the cash and send the Daily Challan to Account Section.
5. Monthly returns showing pendency and disposal of applications for certified copies are sent to the Bombay Head Office as per the Rules of the Registry every first week of the month.
6. All Disposed Applications are maintained Month wise.
7. Manual Receipt Book is maintained.
8. Comparing of Xerox copies with original copies for issuing of Certified/Photocopies.
9. Maintaining old Judgment record.



(Roshan S. Shirodkar)
High Court Section Officer
Record/Stationary/Certified Copy

Staff of Certified Copy/Stationary/Record Section

Present staff working in Certified copy/Stationary/Record Section	Requirement of Additional Staff for Certified copy/Stationary/Record Section
High Court Section Officer - 1 Clerk - 2 (for 3 sections) Peon - 1	Assistant Section Officer - 1 Clerk - 2 Photocopy Machine Operator - 1

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