

HIGH COURT OF BOMBAY AT GOA, PORVORIM

Information as per the Right to Information Act, 2005

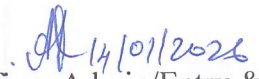
Under Section 4 (1) (b)

(as on 1st Jan, 2026)

Name of the Department : Entry/Despatch Section

Sr. No.	Subject (Under Section 4 (1) (b) of Right to Information Act)	Information
i.	The particulars of organization, functions and duties of the Office	The Entry/Despatch of the High Court of Bombay at Goa is under the control of the Assistant Registrar (Admin.) /Registrar (Admin.). This section deals with the work of receiving of correspondence and outward / despatch of correspondence and maintenance of Inward & Outward Registers. (1 L.D.C, 1 Peon, 1 MTS & 1 Sweeper)
ii.	Powers and duties of Officers and employees	<u>Duties of the Section:</u> 1) Inward : To receive all correspondence and forward the same to the Registrar/Asst. Registrar for assigning the same to relevant Sections for necessary action in the matter, take entries of all letters, Notices, writs, in the Inward Register and distribute the same to the concerned sections as per directions of the Registrar. To maintain the Inward/Outward Register. 2) Despatch / Outward : To forward / despatch all correspondence, Letters, Notices, writs and bail Orders by hand delivery, ordinary post, speed post and courier, to all concerned depts. / addresses. To maintain record and accountability of postage stamps utilized and to purchase postage stamps as per requirement.
iii.	The procedure followed in the decision making process, including channels of supervision and accountability	---
iv.	The norms set by it for the discharge of its functions	---
v.	Rules/Regulations for the discharging functions	---

Sr. No.	Subject (Under Section 4 (1) (b) of Right to Information Act)	Information
vi.	Statement of the categories of documents of the department	---
vii.	Arrangements made for the participation of the members of public in relation to the formulation of policy and its implementation	---
viii.	Information of the Boards/ Committees/ Councils constituted for the purpose of advice	---
ix.	Directory of Officers and employees	List of Officers and Officials working on the Establishment of High Court of Bombay at Goa, Porvorim, Cadre wise pay scale and strength is at Annexure 'A' with the Administration Section.
x.	Monthly Pay (Salary) of each employee, system of compensation	-do-
xi.	Particulars of all plans, proposed expenditure and report on disbursement amount	---
xii.	Manner of execution of subsidy programme including information of beneficiaries	---
xiii.	Particulars of recipients of concessions, permits or authorisations granted	---
xiv.	Information available in electronic form	---
xv.	Particulars of facilities available to citizens for obtaining information including library	---
xvi.	Names and designation of information officer and Appellate Officer	As per High Court website.
xvii.	Other information	---


 (High Court Section Officer-Admin/Entry & Despatch)
 High Court of Bombay at Goa