

Name of the Department: Inspection Cell

Information as per the Right to Information Act, 2005


under Section 4 (1) (b)

(as on 1st January, 2026)

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 Inspection cell of the High Court of Bombay at Goa is headed by a Section Officer (Administration/Inspection) under the control of the Registrar/ Assistant Registrar. This section deals with the work of the Inspection Report of District Courts in the State of Goa and processing of Administrative Appeals/ Representations including its correspondence and placing the same before the Hon'ble Guardian Judges of the respective districts.
(ii)	Powers and duties of Officers and employees	<p>A Section Officer, 1 Clerk are presently looks after the work of the Inspection Cell i.e.</p> <p>1) To look after the work of inspection of the District Courts in the State of Goa i.e. to scrutinize inspection reports submitted by the District Judge and consequential correspondence, to scrutinize the compliance of Inspection Note, periodical returns pertaining to the District Court in the State of Goa including explanations & representation of J.Os., to check the progress/compliance report of the inspection received from the District Judge in respect of Subordinate Courts, put up the explanations of the Judicial Officer and place the same before the Guardian Judge for suitable directions, and submit quarterly reports in respect of receipt of Inspection Reports and progress made on processing of such Reports to the Registrar (Inspection-I) at Bombay.</p> <p>2) To conduct the work of processing the</p>

		administrative appeals/ representations of the staff members of District Courts in the State of Goa i.e. dealing with complaints, Representations/ Grievances of the staff members of the District Court in respect of promotions, transfers, etc., to call parawise remarks and the Records & Proceeding in administrative appeals/ representations preferred by the Subordinate Court Staff members, scrutiny of papers received alongwith parawise remarks and place the same before the Guardian Judge for suitable directions, to communicate the result of the representation to the representationist through concerned District Judge and send quarterly reports regularly in respect of the progress of all such appeal/ representations and the order passed therein to the Registrar (Inspection-I), High Court at Bombay
(iii)	The Procedure followed in the decision making process , including channels of supervision and accountability	After obtaining suitable directions from the Hon'ble Guardian Judges, necessary steps/ actions are taken in the relevant subjects.
(iv)	The norms set by it for the discharge of its functions	---
(v)	Rules/ Regulations for the discharging functions	As per Chapter XXXIX, paras 725 to 733 of Civil Manual, Inspection reports received from the District Courts are verified and appropriate action is taken.
(vi)	Statement of the categories of documents of the department	Not applicable
(vii)	Arrangements made for the participation of the members of public in relation to the formulation of policy and its implementation	Not applicable
(viii)	Information of the Boards/ Committees/ Councils constituted for the purpose of advice	1) The Hon'ble Guardian Judges are nominated by the Hon'ble the Chief Justice for respective districts. The decisions/orders obtained from the Hon'ble Guardian Judges are not accessible to the public.

		2) The office submission alongwith administrative appeal/ representations are placed before the Hon'ble Guardian Judge of the concerned district for obtaining orders. The decisions/ orders obtained from the Hon'ble Guardian Judge of the concerned district are not accessible to the public.
(ix)	Directory of Officers and employees	----
(x)	Monthly Pay (Salary) of each employee, system of compensation	Monthly salary/ remuneration to the officers is being paid as per 7 th Pay Commission
(xi)	Particulars of all plans, proposed expenditure and report on disbursement amount	Not applicable
(xii)	Manner of execution of subsidy programme including information of beneficiaries	Not applicable
(xiii)	Particulars of recipients of concessions, permits or authorisations granted	Not applicable
(xiv)	Information available in electronic form	Not applicable
(xv)	Particulars of facilities available to citizens for obtaining information including library	---
(xvi)	Names and designation of information officer and Appellate Officer	Information is made available on the official website of the High Court of Bombay at Goa
(xvii)	Such other information as may be prescribed	---


 Section Officer (Inspection Cell)
High Court of Bombay at Goa,
Porvorim-Goa