

## HIGH COURT OF BOMBAY AT GOA

INFORMATION AS PER THE PROVISIONS CONTAINED IN SECTION 4(1)(b)  
IN THE RIGHT TO INFORMATION ACT, 2005 (As on 01/01/2026)

Name of the Section : **Paper Book Section**

Sr. No.	Subject (Under Section 4(1)(b) of Right to Information Act)	Information
(i)	The Particulars of organizations, functions and duties	<p>The Paper Book Section of the High Court of Bombay at Goa, Porvorim undertakes the task of preparing Paper Books, from the Records forwarded by the Judicial Section in First Appeals, Second Appeals and Criminal Appeals.</p> <p>Ready Paper Books are received in First Appeals and Criminal Appeals, from the District Courts. This Section, then incorporates the Farad Sheets and Memo of Appeal from the High Court file into the Ready Paper books after duly notifying the Advocates to deposit the Printing charges for the same.</p> <p>Paper books in Second Appeal are being prepared by this Registry after notifying the Advocates for the Appellants to submit the list of documents, required to be added in the paper books and on deposit of the requisite Printing charges.</p> <p>An Index is prepared by compiling documents from the Records. The pages and paragraphs are numbered as per the rules. Notices are issued and on deposit of requisite printing charges, the documents are photocopied and arranged into the required number of copies/Sets.</p> <p>The Photocopied documents are then compared with the original and bound into volumes.</p> <p>Files are Notified on the Notification Board and or Registrars Board.</p>
(ii)	The Powers and Duties of Officers and Employees	<p><b>Section Officer High Court :</b> Receives files from the Judicial Section and updates the information on the System. Checks &amp; Signs Notices issued to the Advocates for submitting list</p>

of documents and/or for deposit of printing charges. Receives the lists of documents submitted. Checks documents with the Draft Index prepared & verifies calculations for deposit of printing charges, before issuing Notices. Cross checks the documents in the Prepared Paper books and signs the Certificate attached therein before updating the case details on the System and forwarding the Ready files to the Judicial Section. ✓

Attends matters placed on the Board of the Ld. Registrar.

Puts up Notes on various applications received in the Section.

Exercises overall supervision over the Staff and functioning of the Paper Book Section.

**Clerk :**

Prepares a Draft Index of documents to be added in the paper books. Notices issued to the Advocates for submitting list of documents and/or for deposit of printing charges. Receives the lists of documents submitted. Prepares the documents from the R&P for photocopying by numbering pages and paragraphs. Responsible for getting the documents photocopied and for ensuring that the original documents are handled carefully and correctly replaced in the original files. Undertakes the task of typing and issuing Notices to the Advocates. Preparing Notification Boards and updating cases for the Board of the Ld. Dy. Registrar. Preparing File Covers and Certificates, Writing of relevant Service Reports. Compiling the Paper Books. Comparing the Photocopied documents with the original documents. Forwards files requisitioned by other Sections in the Office. Physically verifies & updates all files in the Section during Summer Vacations

**Photocopy Machine Operator: (MTS)**

Responsible for copying Original papers/ documents entrusted to him. Compiling and copying large Survey /Site/ Construction Plans accurately. Arranging the photocopied documents into requisite sets / volumes. Binding/Stitching the compiled documents neatly and accurately.

		Responsible for carrying/ movement of the files to the various Sections in the Office. Responsible for the cleanliness & Upkeep of the Photocopying Machine and Section. Any other work assigned by the Superiors in the Section.
(iii)	The procedures followed in the decision making process, including channels of supervision and accountability	All work undertaken by this Section is directly under the supervision of the Registrar, Dy. Registrar & Assistant Registrar.
(iv)	The norms set by it for the discharge of its functions	No special norms other than set by the 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	Work undertaken as per the provisions of the Bombay High Court Appellate Side Rules, 1960. , C.P.C, Cr.P.C, Civil & Criminal Manuals
(iv)	A statement of the categories of documents that are held by it or under its control	Documents held by this Section, include all Admitted First Appeals, Second Appeals and Criminal Appeals of this Honble Court where service is complete and Paper Books are not ready along with the Records & Proceedings of the Lower and Appellate Courts called for in the above files.
(vii)	The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	N.A.
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or 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	N.A.

(ix)	A directory of its officers and employees	<p>Section Officer- Ext. No.517 Mr. Prashant Parab High Court Section Officer</p> <p>Clerk- Ext. No.515</p> <p>1) Ms. Disha Nagvekar Shorthand writer (L.G.) 2) Mr. Tulshidas K. Korgaonkar (Resource Personnel)</p> <p>Photocopy Machine Operator Mr. Sudhir Thanekar(MTS)</p>
(x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations	As per rules
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	N.A.
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	N.A.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	N.A.
(xiv)	Details in respect of the information available to or held by it reduced in an electronic form	N.A.
(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.	N.A.
(xvi)	The names and designations and other particulars of the Public Information Officers	Available on official website

xvii)	Such other information as may be prescribed	N.A.
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Date: 06/01/2026

R. Naik  
(High Court Section Officer)  
Jose Paper Book Section