

## 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 : **Post Disposal 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 Post Disposal Section of the High Court of Bombay at Goa, Porvorim undertakes the task of communicating the final disposal Orders of this Hon'ble Court to the appropriate authorities by mode of Writ/Decrees as per the directions and observations by the Hon'ble Court while passing the orders. Writ returning of Records and Proceedings are also issued as per the directions of the Hon'ble Court in the disposed files forwarded by the Judicial Section in First Appeals, Second Appeals, Criminal Appeals, Writ Petitions, Company matters, Application for Appointment of Arbitration, Execution Applications, Misc. Civil Applications, Criminal Revision Applications, Criminal Applications (Bail), Criminal Writ Petitions, Criminal Reference Applications, Tax Appeals, Appeal from Orders, Civil Review Applications, Criminal Review Applications, Tax Appeals, Appeal Under ESI, Appeal Under Workmen Compensation Act, Excise Appeals, Suo Moto Writ Petitions, Public Interest Litigation Writ Petitions, Contempt Petitions etc.</p> <p>Above mentioned categories files which are disposed are received in this Section. The same are registered and bifurcated as Writ Files for issuing Writs and No Writ Files where Writs are not required to be sent. In Writ files, we issue Writs/Decrees, Writ for Returning R&amp;P as per the directions of this Hon'ble Court. The matters pertaining to compliance of directions, for deposit/withdrawal of amount etc are also handled by the Assistant Section Officer controlled by the Section Officer High Court.</p> <p>After issuing Writs/Decrees, Returning of the R&amp;P, this Section is receiving acknowledgements from</p>

		<p>the Sub-ordinate Courts/Departments to whom the writs were issued, the same are kept in the concerned files. After that Classification of the files as A, B, C &amp; D is done &amp; then the classified files are sent to Record Section.</p> <p>Receiving of correspondence/letters regarding Extension of time, Compliance Reports from the Sub-ordinate Court's/Departments. Processing the same &amp; placing before this Hon'ble Court for necessary Orders/ directions, as per the directions given by the Deputy Registrar. Providing of files as per the requisitions received from the other sections for urgent cirulation/certified copy/ processing of various applications etc.</p>
(ii)	The Powers and Duties of Officers and Employees	<p><b><u>Section Officer High Court :</u></b>  Receives disposed files from the Judicial Section and classify the same as Writ files/No Writ files. Distributes the files to the Clerk/Assistant for registering and for typing &amp; issuing Writs/Decrees. Checks &amp; initials Writs/Decrees typed by Assistant Section Officer to be issued to the Sub-ordinate Courts/Departments. Classification of files as A, B, C &amp; D.</p> <p><b><u>Assistant Section Officer :</u></b>  Registering the files. Typing and Issuing Writs/Decrees as per the directions of this Hon'ble Court. Processing letters for extension of time/Compliance Reports. Classification of files as A, B, C &amp; D.</p> <p><b><u>Clerk</u></b>  Registering the files. Typing and Issuing Writs/Decrees as per the directions of this Hon'ble Court. Processing letters for extension of time/Compliance Reports. Classification of files as A, B, C &amp; D.</p> <p><b><u>Peon:</u></b>  Stitching the Final Orders/ Judgments, Decrees, acknowlegments of the Writs neatly and accurately. Responsible for carrying/ movement of the files, Despatch documents to the various Sections in the Office. Responsible for mantaining the cleanliness of the Section. Any other work assigned by his/her</p>

		superiors in the Department. Delivering requisitioned files to the various Sections in the office.
(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 categories disposed matters and some are along with the Records & Proceedings of the Lower and Appellate Courts which were called for in the required 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	<b>Section Officer- Ext. No.517</b> Mr. Prashant Parab <b>Asst. Section Officer- Ext. No.518</b> Mrs. Priti S. Naik <b>Clerk</b> Mr. Chandan Narve <b>Resource Personnel</b> Mrs. Sangeeta Lingudkar <b>Gardener</b> Mrs. Sital Chari <b>Multi Tasking Staff</b> Saishiva Swamy
(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	N.A.

	of a library or reading room, if maintained for public use	
(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.

Date:06/01/2026

*Enaik*  
Section Officer  
*Post* Post Disposal Section