

**HIGH COURT OF BOMBAY AT GOA, PORVORIM**

**Name of the Section: SUPREME COURT SECTION**

**Information under Section 4(1) (b) in The Right to Information Act, 2005 (As on 01/01/2026)**

Sr. No	Sub: Under 4(1)(b) of RTI Act, 2005	Information
(i)	The particulars of organisation, functions and duties of the Office:	<p>The Supreme Court Section of the High Court of Bombay at Goa, Porvorim, looks after the matters which are appealed to the Honourable Supreme Court pertaining to High Court matters of Goa State. The Supreme Court Section of this Hon'ble High Court receives Judgments/Orders passed by the Honourable Supreme Court, New Delhi and forward the copies of the same to the concerned Government parties/subordinate courts for information in the matters which were appealed in this Honourable Court, and copy of the order is placed in the concern file of the High Court. And also Record of the same is maintained by this section and on disposal of the matter by the Hon'ble Supreme Court records are sent to the Record Section after classification.</p> <p>The Supreme Court Section of this Registry receives Notices of Lodgement from the Hon'ble Supreme Court and other High Courts from India to be served on parties residing within jurisdiction of Goa. After Serving the Notices to the Concerned Parties (Whether served or unserved) the Supreme Court Section forwards a 'Certificate of Service' under Rule 11, Order XXII, SCR of the Supreme Court Rules, 2013, is forwarded to the Honourable Supreme Court/concerned High Courts.</p> <p>Notices are issued by the Supreme Court Section to Appellants/Petitioners/Advocates to deposit cost of transmission of Records and Proceedings to the Honourable Supreme Court in matters appealed. After depositing the cost the Records and Proceedings required (Original/Scanned/Photocopy) are forwarded to the Honourable Supreme Court and in case of failure to deposit cost the default is reported to the Hon'ble Supreme Court.</p> <p>On receipt of any Order/Writ of the Hon'ble Supreme Court, whereby</p>

		<p>any matter pending in High Court or District Court is directed to be decided in time bound schedule, the entry of the same is taken in the prescribed format "D" and same is communicated immediately to the concerned Court through The Principal District &amp; Sessions Judge/Head of the Department of the concerned Department with specific directions to comply with the directions of the Hon'ble Supreme Court and keeps the periodical watch/tab on the matters by calling Information of all Supreme Court time bound matters in the prescribed format "D" once in the month and also quarterly and as and when required.</p>
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(ii)	Power and duties of Officers and employee	<p><b>The Section Officer:</b> Receives all correspondence from the Entry Section and after scrutiny assigns to the clerk and also assist in processing the same as per the Direction/Order. Check and initials submissions/writs/letters prepared by the Assistant/Clerk. Prepares different notes to be placed before the Assistant Registrar (Judicial), Dy. Registrar and Ld. Registrar (Judicial). Forwarding the Photocopy of the Records and Proceedings to the Hon'ble Supreme Court as per directions. Uploading the scanned copy of the High Court/trial Court records to Hon'ble Supreme Court and also forwarding the same by email. Scrutiny of pending old Supreme Court files, calling connected High court files from other section/Bombay Office and forwarding the same to Record section after farad endorsement and maintaining the record of the same. Keeps the periodical watch/tab on the Supreme Court Time Bound matters (High Court/Trial Court) . Orders received from Hon'ble Supreme Court in other court matters wherein common directions are given to High Court's , a submission/note is prepared to that effect and the same are placed before Hon'ble Lordship/Ladyship/Registrar and circulated to the District Courts for information and onward circulation to the Court under their Jurisdiction. File sent to record section after classification. Performs other duties as per direction of Ld. Registrar.</p>

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		<p><b>Clerk:</b> Entering the correspondance received in the Inward Register and to process as per the Direction/Order.  Typing Submissions and forwarding/mail the same for the kind perusal of the Hon'ble Lordship/Ladyship.  Typing Writs and dispatching the same to the respective Courts and other Authorities.  Registering and preparing Supreme Court Files.  Calling the required files from other section and Classifying the Same Placing Hon'ble Supreme Court Decree/ Judgment/ Orders received, in respective High Court files and writing the farad endorsement of the same.  Keeps the periodical watch/tab on the Supreme Court Time Bound matters (High Court/Trial Court)  Upon receiving Lodgement notices from Hon'ble Supreme Court, forwarding the same to concern Courts for serving. Issuing notices to Advocates/Parties to deposit cost for transmission of Records and Proceedings to Hon'ble Supreme Court.  Attending to requisitions received from other section and sending the files.</p> <p><b>MTS:</b> Responsible for copying Original papers/ documents entrusted. Compiling and copying of Supreme Court documents. Stitching of the Files, Responsible for carrying/movement of the files to the various sections in the Office. Carring of Submission and other Correspondence to Registrar/Dy. Registrar/Asst. Registrar for signature and after signature to Entry/ Dispatch Section. Responsible for mantaining the cleanliness of the Section. Any other work assigned by his/her superiors in the Department.</p>
(iii)	The Procedure followed in the decision making process channels of supervision and accountability	All work undertaken by this Section is directly under the supervision of the Registrar, Dy. Registrar & Assistant Registrar, of the Office.
(iv)	Norms for the discharge of functions	Functions are discharged as per High Court Appellate Side Rules 1960.
(v)	Rules/Regulations to be used for discharge of 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.

Sr.	Sub: Under 4(1)(b) of RTI Act, 2005	Information
(vi)	Statement of the categories of Documents of the Department	Documents held by this Section, include all Documents of the Hon'ble Supreme Court matters appealed on Judgments/Orders of this Hon'ble High Court.
(vii)	Arrangements made for the participation of the members of public in relation to the formulation of policy and its implementation	N. A.
(viii)	Information of the Boards/Committees/Councils constituted for the purpose of advice	N. A.
(ix)	Directory of Officers and employees	Shri Prashant Parab, Section Officer Ms. Kavita Maverker, Clerk Shri Sudhir Thanekar, MTS
(x)	Monthly Pay ( Salary ) of each employee, System of Compensation	Paid as per VIIth Pay Commission.
(xi)	Particulars of all plans, proposed expenditure, budget, disbursed amount.	N.A.
(xii)	Manner of execution of subsidy programmes including information of beneficiaries.	N. A.
(xiii)	Particulars of recipients of concessions, permits or authorisations granted.	N. A.
(xiv)	Information available in electronic form	N.A.
(xv)	Facilities available to citizens for obtaining information including library	Official Website
(xvi)	Names and designation of Information Officer	As published on the High Court of Bombay at Goa, Website.
(xvii)	Other information	N. A.

06.01.2026

*B. Naik*  
High Court Section Officer  
for Supreme Court Section