

HIGH COURT OF BOMBAY AT GOA, PORVORIM

No. HCB/GOA/A-4/2024/2422

Date :21.12.2024

NOTICE

In view of the assignment of the Honourable Vacation Judges during the ensuing Christmas Vacation 2024, mentioned below is the working arrangement for the Staff required w.e.f. **21-12-2024 to 01-01-2025** :

FOR 1st PART				Court No.
1	THE HON'BLE SHRI JUSTICE VALMIKI MENEZES	21-12-2024 to 26-12-2024	to	3
FOR 2nd PART				
2	THE HON'BLE MS JUSTICE NIVEDITA P. MEHTA	27-12-2024 to 01-01-2025	to	4

The urgent Judicial matters during the Christmas vacation commencing from 21.12.2024 01.01.2025 will be taken up by the Hon'ble Vacation Judges on 26.12.2024 and 01.01.2025 or on any other day as directed.

In all applications for Bail, 48 hours Notice (in case out of Panaji/Porvorim) and 24 hours Notice (in case of Panaji/Porvorim) should be given to the Government Pleader/Public Prosecutor.

The below mentioned Officers/Officials shall be available as and when required by the Hon'ble Court and should ensure that their mobile phones are within range and kept on at all times.

Sr. No	Name & Designation of the Staff at the disposal of the Hon'ble Shri Justice Valmiki Menezes w.e.f. 21.12.2024 to 26.12.2024	Mobile No.
1.	Ms. Niti Haldankar, Private Secretary	9423503733
2.	Ms. Meena V. Bhoir, Private Secretary	9321380255
3.	Ms. Esha S. Vaigankar, Personal Assistant	9822686737
4.	Ms. Shakuntala L. Zalmi, Personal Assistant	9834833289
5.	Mr. Prashant Parab, High Court Section Officer (Court Superintendent)	9421246252
6.	Mr. Anand Sawant, Chobdar	9923492587
7.	Mr. Sudin Prabhu, Peon	8788349272

Sr. No	Name & Designation of the Staff at the disposal of the Hon'ble Ms. Justice Nivedita P. Mehta w.e.f. 27.12.2024 to 01.01.2025	Mobile No.
1.	Ms. Niti Haldankar, Private Secretary (on 27.12.2024)	9423503733
2.	Ms. Meena V. Bhoir, Private Secretary (on 27.12.2024)	9321380255
3.	Ms. Esha S. Vaigankar, Personal Assistant (on 27.12.2024)	9822686737
4.	Ms. Shakuntala L. Zalmi, Personal Assistant (on 27.12.2024)	9834833289
5.	Mr. Amrut Tari, Personal Assistant (w.e.f. 28.12.2024)	9420819967
6.	Ms. Vinita Naik, Personal Assistant (w.e.f. 28.12.2024)	9881276256
7.	Ms. Suchitra N. Singbal, Personal Assistant (w.e.f. 28.12.2024)	9822136566
8.	Ms. Geeta Naik, High Court Section Officer (w.e.f. 27.12.2024) (Court Superintendent)	9767930202 9022254385
9.	Ms. Sonam Kalangutkar, Stenographer Grade-III (w.e.f. 28.12.2024)	9763128525
10.	Ms. Kusum Bandodkar, Chobdar	9049378067
11.	Mr. Harendra Shirodkar, Peon	9511215389 9527062380

Contact numbers of vacation Court Superintendents are quoted above for the general information of Litigants and the Advocates moving the matters before the Hon'ble vacation Judge. **Nobody should contact their Lordship/Ladyship directly, either personally or on the phone and the appointments with their Lordship/Ladyship to attend Court business, should be fixed only through the Vacation Court Superintendents.**

Sd/-
(D.P. Satawalekar)
REGISTRAR (Admin.)

Note: The Concerned Court Superintendent and the Staff Posted for duty shall ensure that they coordinate amongst themselves about performing the duties as and when required so that no inconvenience is caused to Court working.

Copy for information to:-

Sr. P.S./P.S./P.A. to the Hon'ble Judges

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| 1. Registrar (Judicial) | 7. Librarian |
| 2. Member Secretary (GSLSA) | 8. The Concerned Officers/Officials |
| 3. Dy. Registrar | 9. Office of the Advocate General |
| 4. Assistant Registrar (Admin.) | 10. Office of the Assistant Solicitor General of India, C/o. Govt. Pleader's Office |
| 5. Assistant Registrar (Judicial) | 11. High Court Bar Association |
| 6. Protocol Office cum Court Keeper | 12. Vacation File |
| | 13. Order File |