

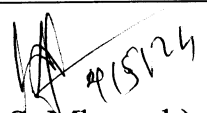
INFORMATION AS PER THE PROVISIONS CONTAINED IN SECTION 4(1)(b)
OF THE RIGHT TO INFORMATION ACT, 2005 AS ON 01/05/2024

Sr No.	Information as per Section 4(1)(b) of the RTI Act	Information
(i)	The particulars of its organization, functions and duties;	Secretarial Section headed by the Sr. Secretary to Hon'ble Judge, three Private Secretaries to Hon'ble Judges, and four Personal Assistants to Hon'ble Judges; three Chobdars, and three MTS staff for carrying out the works of Hon'ble Judges. (Pr)
(ii)	The powers and duties of its officers and employees;	<p>1) Sr. Pvt. Secretary to Hon'ble Judge : To attend dictation of the Hon'ble Judges; (2) to maintain record of the day today programmes; personal matters of the Hon'ble Judge to whom attached, to make arrangements for substitute PS/PAs to Hon'ble Judges; approve leave of the PS/Pas; and all other works assigned by the Hon'ble Judges and superior officers.</p> <p>2) Private Secretaries and Personal Assistants: To attend dictation of the Hon'ble Judges; (2) to maintain record of the day today programmes; personal matters of the Hon'ble Judge to whom attached, and all other works assigned by the Hon'ble Judges, Sr. Pvt. Secretary, approve leave of MTS attached to Hon'ble Judges and other works assigned by superior officers.</p> <p>3) MTS attached to Hon'ble Judges: Attend Hon'ble Judges; Court works and do other duties as instructed by superior officers.</p>
(iii)	The procedure followed in the decision making process,	As per the directions of the Hon'ble Judges, Sr. Pvt. Secretary to the Hon'ble

	including channels of supervision and accountability;	Judge maintains control over the PSs, PAs, and other staff attached to the Hon'ble Judges. Respective Senior Most Pvt. Secretaries also keep control over the staff attached to respective Hon'ble Judges, including recommendation of leave to MTS.
(iv)	The norms set by it for the discharge of its functions;	As per the directions of the Hon'ble the Chief Justice, Hon'ble Judges and the learned Registrars.
(v)	the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	---
(vi)	A statement of the categories of documents that are held by it or under its control;	Not applicable.
(vii)	the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	Not applicable.
(viii)	a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for 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;	Not applicable.
(ix)	a directory of its officers and employees;	Uploaded on the Website of the High Court.

(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Pay scales to the Officers and Staff as per the VIIth Pay Commission.
(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable.
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable.
(xiii)	particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable.
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	Relevant information is made available on the official website of the High Court.
(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;	Not applicable.
(xvi)	the names, designations and other particulars of the Public Information Officers;	Available on the Official Website of the High Court.
(xvii)	such other information as may be prescribed;	---

Porvorim, Goa
4th May 2024


 (Santosh S. Mhamal)
 Sr. Pvt. Secretary to the Hon'ble Judge