

Name of the Department: Statistics Section

Information as per the Right to Information Act, 2005

under Section 4 (1) (b)

(as on 1st May, 2024)

Sr. No.	Subject (Under Section 4 (1) (b) of Right to Information Act)	Information
(i)	The particulars of organization, functions and duties of the office	The Statistics Section of the High Court of Bombay at Goa is headed by a Section Officer (Judicial) under the control of the Registrar (Judicial)/ Assistant Registrar (Judicial). This section deals with the work of the Statistics Report pertaining to the High Court of Bombay at Goa.
(ii)	Powers and duties of Officers and employees	A Section Officer, 1 Assistant Section Officer looks after the work of Statistics Section i.e. To prepare weekly, monthly, quarterly, half yearly, yearly reports, performance budget reports, and reports for the Starred/ Unstarred Questions required by the State Government/ Central Government (Lok Sabha/ Rajya Sabha) & forward the same to the Principal Seat at Bombay for onward submission, to verify monthly disposal statements, to prepare monthly balance sheet, to update of CIS matters disposed of, restored, transferred etc.
(iii)	The Procedure followed in the decision making process , including channels of supervision and accountability	The department mainly deals with the statistical work/ data in the prescribed format etc... as well as communicates to the Principal seat at Bombay
(iv)	The norms set by it for the discharge of its functions	Not applicable
(v)	Rules/ Regulations for the discharging functions	Not applicable
(vi)	Statement of the categories of documents of the department	Not applicable

(vii)	Arrangements made for the participation of the members of public in relation to the formulation of policy and its implementation	Not applicable
(viii)	Information of the Boards/ Committees/ Councils constituted for the purpose of advice	Not applicable
(ix)	Directory of Officers and employees	---
(x)	Monthly Pay (Salary) of each employee, system of compensation	Monthly salary/ remuneration to the officers is being paid as per 7 th Pay Commission
(xi)	Particulars of all plans, proposed expenditure and report on disbursement amount	Not applicable
(xii)	Manner of execution of subsidy programme including information of beneficiaries	Not applicable
(xiii)	Particulars of recipients of concessions, permits or authorisations granted	Not applicable
(xiv)	Information available in electronic form	Not applicable
(xv)	Particulars of facilities available to citizens for obtaining information including library	---
(xvi)	Names and designation of information officer and Appellate Officer	Information is made available on the official website of the High Court of Bombay at Goa
(xvii)	Such other information as may be prescribed	---



Section Officer (Statistics Section)
High Court of Bombay at Goa,
Porvorim-Goa