

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 01/05/2024)

Sr. No	Sub: Under 4(1)(b) of RTI Act, 2005	Information
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(i) The particulars of organisation, functions and duties of the Office:

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.

The Supreme Court Section of this Registry receives Notices of Lodgment 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 d served or unserved) the Supreme Court Section forwards a 'Certificate of Service' under Rule II, Order XXII, SCR of the Supreme Court Rules, 2013, is forwarded to the Honourable Supreme Court/concerned High Courts.

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. ...2/-

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- (ii) Power and duties of Officers and employees : **The Section Officer:** Receives all correspondence from the Entry Section and enters the same in the Inward Register. Registers all new matters and prepares the Supreme Court file and calls for Records and Proceedings in which matters are appealed and placing the Supreme Court Orders in High Court Files with Farad Endorsement. The Judgments/Orders received are sent to concerned Government parties (Respondents) after typing forwarding letter. If the matters are disposed/dismissed of by the Honourable Supreme Court then a Submission is placed before the Honourable Lodships for their information. If records and proceedings are called by the Hon'ble Supreme Court than notices are issued to the concern parties for payment of Cost of Transmission of of Records and Proceedings to the Honourable Supreme Court in matters appealed. After depositing the cost the Records and Proceedings required Original/Photocopy are forwarded to the Honourable Supreme Court after Scanning/Photocopying of the same and scanned copies are uploaded on the Hon'ble Supreme Court portal. In case of failure to deposit cost the default is reported to the Hon'ble Supreme Court. Notices of Lodgment received are forwarded to the concerned parties/sub-ordinate courts for service and after serving (whether served or unserved) a 'Certificate of Service' under rule II Order XXII, S.C.R. Of the Supreme Court Rules, 2013 has to be forwarded to Hon'ble Supreme Court.

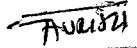
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Orders received from Hon'ble Supreme Court in other court matters wherein common directions are given to High Court of Bombay a submission is prepared to that effect and the same are placed before Hon'ble Lordship and circulated to the District Courts for information and onward circulation to the Court under their Jurisdiction. The Disposed/Dismissed matters after classification are sent to Record Section. The Correspondence typed such as notices, letters, submissions, notes, writs, etc are checked and initialled before sending the same for signature of superiors.

Chobdar: 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.

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| (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 |
| (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 |

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(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. Gaurish P. Shirodkar, Section Officer Ms. Kusum S. Bandodkar, Chobdar.
(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 and	: As published on the High Court of Bombay at Goa, Website.
(xvii)	Other information	: N. A.


04/05/24
 Section Officer
 High Court of Bombay,
 at Goa, Porvorim