

1. PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

(a) OBJECTIVE

Objective of the Court is to resolve disputes and uphold justice, to reduce crime and increase public security. The objective of the judicial system is to ensure the rule of law and legal security for individuals. The 'rule of law' means that the administration of justice and other exercise of public authority must be predictable and consistent, and must be conducted to a high standard. 'Legal security' means that private individuals and other legal entities must be protected from criminal attacks on life, health, freedom, integrity and property.

(b) MISSION

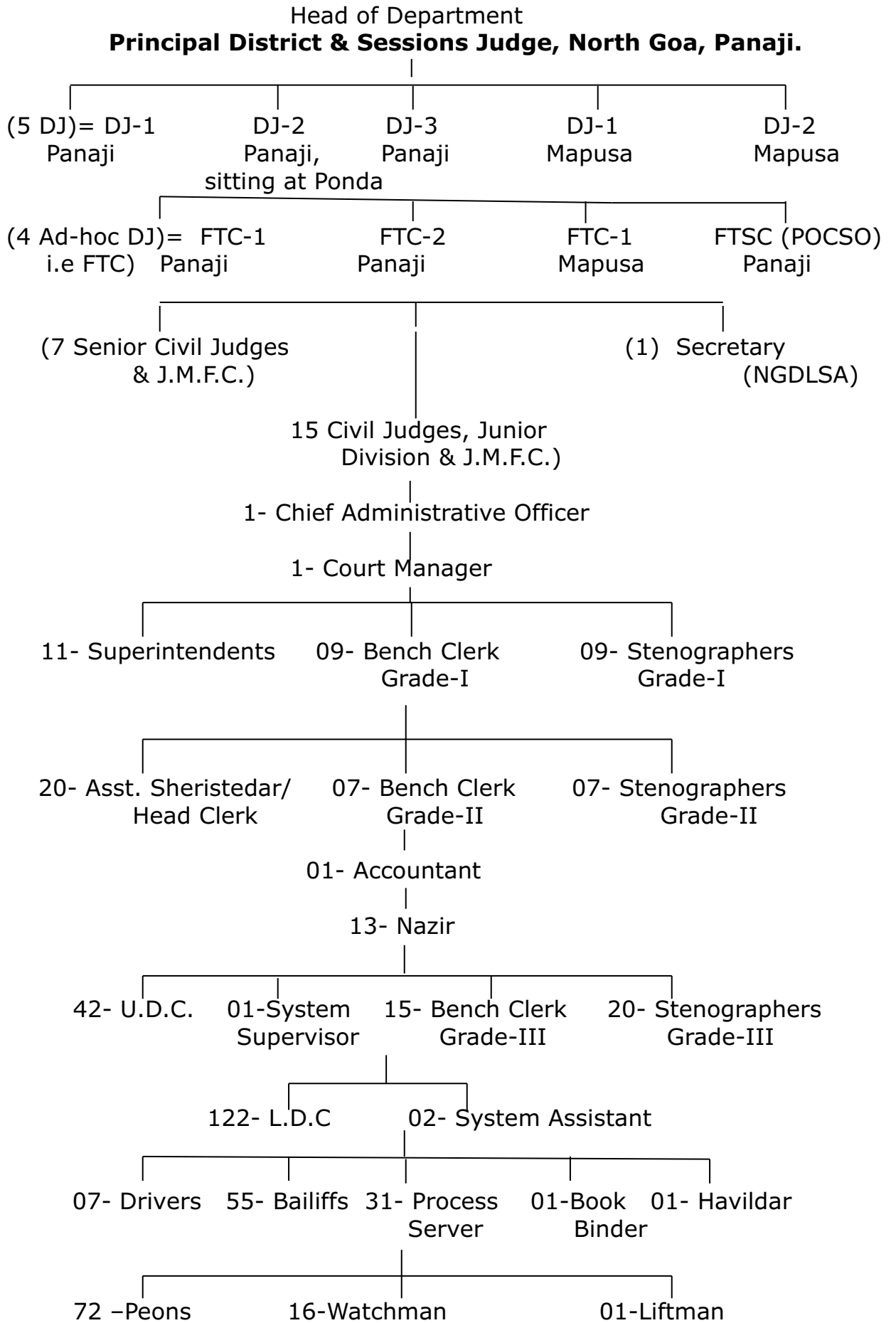
The mission of the judiciary is to protect rights and liberties, uphold and interpret the law, and provide for the peaceful resolution of disputes. It also ensures to be accessible, to be fair, to be effective and responsive to the judicial interest of the citizens.

(c) HISTORY

The Code of Criminal Procedure was extended to the Union Territory of Goa, Daman & Diu, w.e.f. 01.11.1963, from which date, one Sessions Court for this whole Territory was created with its Headquarters at Panaji. Subsequently, the Code of Civil Procedure and allied Civil Laws were extended to this territory w.e.f. 15.06.1966 and consequently this Court came to be designated as the District & Sessions Court at Panaji. However, thereafter on 04.02.1981, the second District & Sessions Court was created with the Headquarters at Margao and as a consequence of which, the territorial jurisdiction of the District and Sessions Court at Panaji was altered by excluding the local areas comprising of the Talukas of Ponda, Salcete, Quepem and Mormugao, which areas were included in the newly created District & Sessions Court, South Goa, Margao, vide the Government Notification Nos.6-1-80/LD/Est. dated 4.02.81 and 12.03.81. After the creation of the two District & Sessions Courts, the subordinate Civil and Criminal Courts at Panaji, Mapusa, Bicholim, Daman & Diu came within the jurisdiction of the District & Sessions Court, North Goa, Panaji; while the Subordinate Civil & Criminal Courts at Margao(Salcete), Ponda, Quepem and Mormugao (Vasco) came under the jurisdiction of the

District & Sessions Court, South Goa, Margao. Subsequently, the Civil and Criminal Courts stationed at Ponda was included in the North Goa District in the year 1988. In the meantime, two more new Courts of Civil Judges, Junior Division & J.M.F.Cs i.e. one each at Pernem and Valpoi (Sattari) were created by the Government. Further, on the establishment of the new District Court for the union Territories of Daman and Diu, the Civil and Criminal Courts stationed at Daman and Diu, which were under the control of the District & Sessions Court, Panaji were delinked from this Court in the year 1991. There is one Court of the Principal District & Sessions Judge, three Courts of the District Judges i.e District Judge-1 and Additional Sessions Judge, District Judge-2 and Additional Sessions Judge, District Judge-3 and Additional Sessions Judge, two Courts of Ad-hoc District Judges i.e. Ad-hoc District Judge-1 & Asst. Sessions Judge (Fast Track Court), Ad-hoc District Judge-2 and Asst. Sessions Judge(Fast Track Court), one Court of the Senior Civil Judge and C.J.M., Additional Senior Civil Judge and J.M.F.C. and four Courts of Civil Judges, Junior Division and J.M.F.C. at the headquarters at Panaji. Geographical Location: The District and Sessions Court, North Goa, Panaji is situated at the Lyceum Complex, Altinho, Panaji which was the old High Court of Bombay at Goa. At present in North Goa District there is 1 Principal District & Sessions Judge and 27 other Judges. Jurisdiction Original Appellate Special.

(d) ORGANIZATION CHART STRUCTURE



(e) ADDRESS OF HEAD OFFICE AND OTHER OFFICES

Sr. No.	Name and address of the Department/Office
Head of the Department	
1	Principal District and Sessions Court, North Goa, Lyceum Complex, Altinho, Panaji Goa
Tiswadi Taluka	
2	Court of the Senior Civil Judge & Chief Judicial Magistrate, Lyceum Complex, Altinho, Panaji Goa.
3	North Goa District Legal Services Authority Old District & Sessions Court, Nr. Panaji Residency, Panaji Goa
Bardez Taluka	
3	Court of the District Judge-1 & Addl. Sessions Judge, Mapusa, 3 rd floor, Raj Raunak Building, Shetyewada, Mapusa Goa
4	Court of the District Judge-2 & Addl. Sessions Judge, Mapusa 2 nd floor, Raj Raunak Building, Shetyewada, Mapusa Goa
5	Court of the Ad-hoc District Judge-1 & Addl. Sessions Judge (FTC), Mapusa 2 nd floor, Ganesh Smruti Building, Mapusa Goa.
6	Court of Senior Civil Judge & J.M.F.C., Mapusa Altinho, Mapusa Goa.
Ponda Taluka	
7	Court of the District Judge-2 & Addl. Sessions Judge, Panaji holding sitting at Ponda Ponda Goa.
8	Court of Senior Civil Judge & J.M.F.C., Ponda Goa
Bicholim Taluka	
9	Court of Senior Civil Judge & J.M.F.C., Bicholim Goa
Pernem Taluka	
10	Court of Civil Judge, Junior Division & J.M.F.C., Pernem Goa
Sattari Taluka	
11	Court of Civil Judge, Junior Division & J.M.F.C., Sattari at Valpoi Goa.
12	Gram Nyayalaya, Sattari, Valpoi-Goa

(f) OFFICE TIMINGS

The office hours of District & subordinate Courts are from 9.30 a.m. to 5.30 p.m (1 hour lunch break from 1.00 p.m. to 2.00 p.m.). Except on Sundays, 2nd Saturday, 4th Saturday and public holidays

(g) SERVICES PROVIDED

This being the Judiciary, there is a District & Sessions Court presided over by the Principal District & Sessions Judge at the Headquarters at Panaji, having been vested with Original/Appellate/ Revisional Jurisdiction under the Civil Procedure Code (C.P.C.), Criminal Procedure Code (Cr.P.C.), Indian Penal Code (I.P.C.), Motor Vehicle Act and also deals with Special Cases under the Prevention of Corruption Act, Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act 1989, Employees State Insurance Act (E.S.I.), State Cases, etc. The Principal District & Sessions Judge is also the Chairperson of the North Goa District Legal Services Authority, wherein the services of Legal Aid Counsels under the Free Legal Aid Scheme is given to the needy persons under Section 12 of the Legal Services Authorities Act, 1987.

There are also the Courts of the District & Sessions Judges and Fast Track Court Judges functioning at Panaji, Mapusa and Ponda and other Courts of Senior Civil Judges and Civil Judges, Junior Division are functioning at Taluka places such as Tiswadi, Bardez, Bicholim, Ponda, Pernem and Sattari, dealing with Civil & Criminal cases, as per the jurisdiction conferred on the respective Courts.

There is also one Gram Nyayalaya for the local areas of Sattari Taluka. The objective of the Gram Nyayalaya is to provide speedy and affordable means of resolving disputes at the grass root level by bringing justice at the citizens at their doorstep and to ensure that opportunities for securing justice are not denied to any citizen without any discrimination on account of social, economic or other disabilities and for matters connected therewith or incidental thereto. The hearing of Civil and Criminal cases will be taken up in the Mobile Court. The Mobile Court will move to all the village areas of the Sattari Taluka for conducting trials, which are in close proximity to the place where the parties of the respective Court

cases ordinarily reside. It also provides facilities like mediation and conciliation to resolve disputes amicably.

2. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.

Sr. No.	Name and designation of the Judicial Officer	Particulars of administrative work allotted.
1	Principal District & Sessions Judge, Panaji-Goa.	<p>a) Appointing and Disciplinary Authority for Group 'C' and 'D' employees.</p> <p>b) Overall administrative and Finance work. (However, the work of verification and signing of Administrative and all accounts registers, statements, balance sheets, records, etc. is allotted to Chief Administrative Officer, since the C.A.O. has been declared as the Head of office and Drawing & Disbursing Officer for District & Sessions Court, North Goa, Panaji).</p> <p>c) Inspection of the Court of Principal District & Sessions Judge, Panaji, Court of District Judge-1, Panaji and the Court of District Judge-1 at Mapusa-Goa.</p> <p>d) Computerisation of District and Subordinate Courts in the North Goa District. (However, the work of verification and signing relevant registers, dead stock, other registers/records, statements, etc. is allotted to Chief Administrative Officer of District & Sessions Court, North Goa, Panaji).</p> <p>e) Maintenance of Court buildings and residential quarters/ bungalows of Judicial Officers in the North Goa District.</p>
2	District Judge-1 & Addl./Asst. Sessions Judge, Panaji-Goa.	<p>a) Inspection of all Subordinate Courts stationed at Panaji (except District & Sessions Court, Panaji and Court of District Judge-1, Panaji) and the Courts stationed at Ponda and the work of verification and signing relevant registers, records, etc.</p> <p>b) Inspection of all subordinate Courts stationed at Mapusa (except the Court of District Judge-1 & Addl. Sessions Judge Mapusa.), Courts stationed at Bicholim, Pernem & Sattari Talukas in the North Goa District and the work of verification and signing relevant registers, records, etc.</p> <p>c) To deal with office objections in respect of</p>

		Civil & Criminal matters filed in the District & Sessions Court, Panaji-Goa and the work of verification and signing relevant registers, statements, records, etc.
5	District Judge-2 & Addl./Asst. Sessions Judge, Panaji-Goa.	Incharge of library of District Court and also Subordinate Courts including residential libraries of Judicial Officers and to look after the acquisition of new law books, periodicals, CDs., etc. and the work of verification and signing relevant registers, statements, records, etc.
7	District Judge-3 & Addl./Asst. Sessions Judge, Panaji-Goa.	Valuable and non-valuable muddemal properties and the work of verification and signing relevant registers, statements, balance sheets, records, etc.
9	Ad-hoc District Judge-1 & Addl./Asst. Sessions Judge (FTC), Panaji-Goa.	Maintenance and upkeep of Record rooms, arrangement of dispose of record and destruction of records of District and Subordinate Courts and the work of verification, signing relevant registers, statements, records, etc.
10	Ad-hoc District Judge-2 & Addl./Asst. Sessions Judge (FTC), Panaji.	Maintenance of dead stock and the work of verification, signing relevant registers, statements, records, etc.

Sr. No.	Name and designation of the Judicial Officer	Particulars of Judicial work allotted.
1	Principal District & Sessions Judge, North Goa, Panaji.	Civil & Criminal Judicial work.
2	District Judge-1 & Addl. Sessions Judge cum Spl.Judge, N.D.P.S. Court, Mapusa-Goa.	Civil & Criminal Judicial work.
3	District Judge-1 & Addl. Sessions Judge, Panaji.	Civil & Criminal Judicial work.
4	District Judge-1 & Addl. Sessions Judge, Panaji.	Civil & Criminal Judicial work.
5	District Judge-1 & Addl. Sessions Judge, Panaji.	Civil & Criminal Judicial work.
6	District Judge-2 & Addl./Asst.Sessions Judge, Panaji.	Civil & Criminal Judicial work.
7	District Judge-2 & Addl./Asst. Sessions Judge, Panaji.	Civil & Criminal Judicial work.
8	Ad-hoc District Judge-1 & Addl./Asst.Sessions Judge,Panaji.	Civil & Criminal Judicial work.
9	Ad-hoc District Judge-1 & Addl./Asst.Sessions Judge,Panaji.	Civil & Criminal Judicial work.

Powers and duties of Staff

Sr. No.	Name and designation of the Staff	Particulars of Judicial work allotted.
1	Chief Administrative Officer	<p>Shall be overall in charge of the office of the Principal District & Sessions Judge and shall supervise the work of all the 5 Sections (namely Administration, Inspection/Protocol, Establishment, Finance, Judicial) of this Department as shown in the chart and shall be responsible for effective administration. She shall report to the undersigned on all matters. Besides this, she shall:-</p> <p>I) Function as Head of Office and Drawing and Disbursing Officer for common establishment of the District & Sessions Court, the Courts of District & Addl. Sessions Judges at Panaji and all Fast Track Courts.</p> <p>ii) Assist the Principal District & Sessions Judge in the inspection of Courts, appointments, promotions, transfers of the staff and Departmental Inquiries.</p> <p>iii) Convey financial sanctions and administrative approvals of Head of Department after taking sanction/approval of the Principal District & Sessions Judge.</p> <p>iv) Maintain C.Rs. of all the staff members of the District and Subordinate Courts.</p> <p>v) Shall be Reporting Authority of all the staff on the common Establishment of District & Sessions Courts except the personal staff members attached to the respective Judges.</p> <p>vi) Assist the Principal District Judge in all administrative work of the District and Subordinate Courts.</p> <p>vii) Handle all the confidential correspondence and files/circulars including D.P.C. Matters.</p> <p>viii) Shall sanction such leave to the members of staff on the common establishment as may be delegated to her from time to time..</p>
2	Court Manager	To assist the Principal District Judge in the administrative functioning of the Courts to enhance the efficiency of the Court Management.
3	Superintendent	<p>Shall be overall in charge of Administration Branch and responsible for effective administration of Branch</p> <p>Matters regarding sanction of all kinds of leave to the staff</p>
4	Protocol Officer – cum-Superintendent	All matters relating to carrying out of inspection of District & Subordinate Courts, checking reports sent by Courts before forwarding to High Court, etc.
5	Bench Clerk Grade-I, II, III	<p>To perform duty as a Bench Clerk.</p> <p>To Maintain Memorandum Book.</p> <p>To Write Roznama in all Daily Civil work and to take signature of Presiding Officer.</p> <p>To Maintain Daily Court Fee book. To Prepare Rojmel book Register</p> <p>To Maintain Disposal Register.</p> <p>To Maintain EX-5 & Stay Register etc. As a Bench Clerk.</p>

		<p>To Prepare All statement with help of Civil petty Clerk. To Prepare Certificate of Transfer Charge (C.T.C). Daily Board updating in computer with help of Deputy Clerk.</p> <p>To do work as direction of the Principal District Judge, Presiding Officer, C.A.O and Superintendent of the concerned Court.</p>
6	Stenographer Grade-I, II, III	<p>i) Shall take dictation and type the same and do other official work given by the undersigned.</p> <p>ii) Typing in the Open Court.</p>
7	Asst. Sheristedar/ Head Clerk	<p>To supervise the work of superintendent and Assistants. To supervise the routing filing of the court/ branch.</p> <p>To perform duties related to confidential correspondence of Judicial Officer.</p> <p>To maintain prescribed various registers.</p> <p>To perform any duty assigned by the Principal District Judge, Presiding Officer, C.A.O and Superintendent of the concerned Court.</p>
10	Accountant	<p>Manage all accounting transactions, Prepare budget forecasts, Handle annual closings, Reconcile accounts payable and receivable, Compute taxes and prepare tax returns, Manage balance sheets, Audit financial transactions and documents, comply with financial policies and regulations</p>
11	Nazir	<p>To Prepare Pay Bills of the Class I, II, III, IV Employees serving on establishment of this court.</p> <p>To Prepare Difference bills, TADA Bills, GPF bills and Misc. Bills of the employees working on the establishment of the Court.</p> <p>To prepare Telephone bills, Electricity bills, paper bills of the Judicial Officers.</p> <p>To maintain General Account Register of the concerned Court.</p> <p>To maintain Contingency Account Register</p> <p>To maintain Acquittance Account Register</p> <p>To maintain Permanent Advance Account Register.</p> <p>To maintain Grant Account Register.</p> <p>To receive amount for Civil and Criminal Cases and entry in register.</p> <p>To make payment as per order passed.</p> <p>To maintain Account registers and prepare Statement or information as when required.</p> <p>To work as per instruction and order of the Principal District Judge, Presiding Officer, C.A.O and Superintendent of the concerned Court.</p>
12	Upper Division Clerk	<p>Shall deal with all applications filed in Civil</p>

		<p>matters and L.A.C., whether pending or disposed of.</p> <p>iii) Shall maintain records of disposal and furnish the figures of statistics of the cases in the prescribed forms to the Asst. Sheristedar for preparing the returns and such other information relating to L.A. Cases & other civil matters in time.</p> <p>iv) Shall cause to enter in the Register of Cases the outcome of all L.A. Cases and Civil cases and other related matters.</p> <p>v) Shall be responsible for sending the files to the record room after disposal duly indexed within three months from the date of disposal.</p> <p>vi) Shall prepare balance sheets of pending Civil and L.A.C. cases and related matters every month.</p> <p>vii) Shall be responsible for getting prepared daily board of cases.</p> <p>viii) Shall get prepared certified copies of the matters which are in her custody.</p> <p>ix) Shall do such other work assigned by the undersigned and/or the C.A.O., Superintendent or the Asst. Sheristedar of the Judicial Branch.</p> <p>x) Shall be in charge of all Claim Petitions and attend to all type of work of these matters and to attend to all related matters and shall function as Bench Clerk in absence of Regular Bench Clerk.</p>
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		<p>xi) Shall deal with all applications filed in Claim Petitions whether pending or disposed off.</p> <p>xii) Shall maintain records of disposal and furnish the figures of statistics of the cases in the prescribed forms to the Asst. Sheristedar for preparing the returns and such other information relating to Claim Petitions in time.</p> <p>xiii) Shall cause to enter in the register of cases the outcome of all Claim Petitions and related matters.</p> <p>xiv) Shall be responsible for sending the files to the record room after disposal duly indexed within three months from the date of disposal.</p> <p>xv) Shall prepare balance sheets of pending Claim Petitions and related matters every month.</p> <p>xvi) Shall be responsible for getting prepared daily board of cases.</p> <p>xvii) Shall get prepared certified copies of the matters which are in her custody.</p> <p>xviii) Shall do such other work assigned by the undersigned and/or the C.A.O., Superintendent or the Asst. Sheristedar of the Judicial Branch.</p>
13	System Supervisor	<p>i) Shall be responsible for the Computerization of all the Courts in North Goa District and implementation, execution and smooth functioning of Case Information System (CIS) N.C. Version 2.0, etc.</p> <p>ii) Shall be responsible for purchase/repairs of Computers, Printers and allied items/peripherals, toners, etc. and also maintenance of the same.</p> <p>iii) Shall be responsible for Computer training of Judicial</p>

		Officers and staff of District and Subordinate Courts. iv) Shall look after the purchase, maintenance, functioning, etc. of Video Conferencing infrastructure/room, etc.
14	Stanographer Grade-III	i) Shall take dictation and type the same and do other official work given by the undersigned. ii) Typing in the Open Court.
16	Lower Division Clerk	i) Shall be in charge of all Criminal matters/ Special cases, etc. and attend to all type of related work and shall function as Bench Clerk in absence of Regular Bench Clerk. ii) Shall deal with all applications filed in Criminal matters/Special cases whether pending or disposed of. iii) Shall maintain records of disposal and furnish the figures of statistics of the cases in the prescribed forms to the Asst. Sheristedar for preparing the returns and such other information relating to criminal matters/ Special cases. iv) Shall cause to enter in the register of cases the outcome of all Criminal/Special cases and related matters on day to day basis. v) Shall be responsible for sending the files to the record room after disposal duly indexed within three months from the date of disposal. vi) Shall prepare balance sheet of pending Criminal cases/Special cases and related matters every month. vii) Shall be responsible for getting prepared the daily board of cases. viii) Shall get prepared certified copies of the

		<p>matters which are in her custody.</p> <p>ix) Shall do such other work assigned by the undersigned and/or the C.A.O., Superintendent or the Asst. Sheristedar of the Judicial Branch.</p>
17	System Assistant	Shall assist the System Supervisor at Sr. No. 2 above in his work.
18	Driver	<p>To take care of the car allotted him.</p> <p>To maintain the log book related to car.</p> <p>To perform any duty assigned by the Presiding Officer.</p>
19	Bailiff	<p>To serve the process of the courts of the concerned Court within jurisdiction and also received from the all another courts.</p> <p>To send back the process alongwith their report of serve or not serve to the concerned Courts</p> <p>To perform any duty assigned by the Presiding Officer and Superintendent of the concerned Court.</p>
20	Process Server	<p>To serve the process of the courts of the concerned Court within jurisdiction and also receive from the all another courts.</p> <p>To send back the process alongwith their report of serve or not serve to the concerned Courts.</p> <p>To perform any duty assigned by the Presiding Officer, and Superintendent of the concerned Court.</p>
21	Book Binder	<p>To do the work related to bind the Records & Proceedings, books, registers etc. of the court.</p> <p>To take care of the tools allotted to him.</p> <p>To maintain the necessary register for binding work.</p> <p>To perform any duty assigned by the Presiding Officer</p>
22	Havildar	To do the work of Xerox of official documents. Copies from the records of the Court for supplying to the parties.
23	Peon	To obey the orders of Presiding Officer, to do the work of cleaning of court halls, to distribute the tapal & dak etc.
24	Liftman	To operate the lift, to look after the periodical maintenance & servicing of the lift.
25	Watchman	To watch the Court building & premises day and night.

3. PROCEDURE IN DECISION MAKING.

(a) RULES

All the Central Acts and Rules framed by the Central & State Government, which are applicable to the State Government and within the jurisdiction and competence of the District & Subordinate Courts in the North Goa District.

(b) MANUALS

- i) Civil Manual
- ii) Criminal Manual
- iii) Code of Civil Procedure
- iv) Code of Criminal Procedure

(c) OFFICE PROCEDURE

Procedure is followed as per rules and guidelines laid down in the i) Civil Manual, ii) Criminal Manual, iii) Code of Civil Procedure iv) Code of Criminal Procedure and as per the instructions/directions issued by the Hon'ble High Court of Bombay and the Principal District and Sessions Judge, North Goa, Panaji.

(d) FINAL AUTHORITY

Principal District and Sessions Judge, North Goa, Panaji.

(e) WHERE TO APPEAL

- i) For the cases before the Taluka Courts, the District and Sessions Court is the Appellate Authority.
- ii) For the cases before the District and Sessions Court, the Hon'ble High Court of Bombay at Goa is the Appellate Authority.

4. NORMS SET FOR DISCHARGE OF FUNCTIONS

(a) STANDARDS FOR EXECUTION OF SCHEMES

Nil

(b) KINDS OF INSPECTION AND EXAMINATION

Inspection of the District and Sessions Courts are carried out by the Hon'ble High Court of Bombay, Mumbai once in 05 years and inspection of the Subordinate Courts are carried out by the Head of the Department i.e. District and Sessions Court, North Goa, Panaji once in three years.

(c) USE OF INFORMATION AND TECHNOLOGY

Advocates, Litigants and general public can view their case status from the official website of the District Court i.e. <https://dcngoa.dcourts.gov.in> and also through **ecourts services application** available on the Google **Playstore** for **Android** and on **App store** for **iphones**. There is also one touch screen kiosk installed at each Court complex in the North Goa District for the use of Advocates, litigants and general public to view their case status.

5. RULES AND OBLIGATIONS FOR DISCHARGING FUNCTIONS.

(a) ACTS

All the Central Acts and Rules framed by the Central & State Government, which are applicable to the State Government and within the jurisdiction and competence of the District & Subordinate Courts in the North Goa District.

(b) RULES AND REGULATIONS

- i) Code of Civil Procedure
- ii) Code of Criminal Procedure

(c) MANUALS

- i) Civil Manual
- ii) Criminal Manual

(d) GOVERNMENT RESOLUTIONS

(e) GUIDELINES

(f) CIRCULARS

6. CATEGORIES OF DOCUMENTS HELD.

(a) ACTS

All the Central Acts and Rules framed by the Central & State Government, which are applicable to the State Government and within the jurisdiction and competence of the District & Subordinate Courts in the North Goa District.

(b) RULES AND REGULATIONS

- i) Code of Civil Procedure
- ii) Code of Criminal Procedure
- iii) Civil Manual
- iv) Criminal Manual

(c) MAPS

(d) REGISTERS

- i) All types of Case registers.

(e) ELECTRONIC

- i) Official Website.
- ii) Mobile App.
- iii) Case Display System (Kiosk)

7. PARTICULARS OF ARRANGEMENT FOR CONSULTATION WITH THE CITIZEN.

-NIL-

1. STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES.

(a) Internal Complaints Committee.

As per clause 6 and 7 of the Guidelines laid down by the Hon'ble Supreme Court of India in the Judgment dated 13.08.21997 in Vishakha & others v/s State of Rajasthan & other and the Sexual Harrasment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2023, the said committee has been constituted for the District and Subordinate Courts in the North Goa District, to have appropriate Complaint mechanism for redressal fo the complaints made by the lady victims.

1. District Judge-1 &
Addl. Sessions Judge,
North Goa, Panaji Chairman/Chairperson
2. Adhoc District Judge-1 &
Addl./Asst. Sessions Judge
(F.T.C.), Panaji Member
3. Senior Civil Judge &
J.M.F.C., "A" Court,
Mapusa. Member
4. Civil Judge, Junior Division
& J.M.F.C., Bicholim Member
5. Smt. Shubhalaxmi Naik
Advocate,
Haing office at Velho Bldg
Panaji. Member
6. Smt. Asha Desai,
Advocate,
Having office at 739,
Gera Star, Panaji. Member

(b) District Court Gender Sensitization and Internal Complaints Committee (DGSICC) for the District Headquarters.

1. Principal District & Sessions Judge,
North Goa, Panaji Chairman/Chairperson
2. Adhoc District Judge-1 &
Addl./Asst. Sessions Judge
(F.T.C.), Panaji (Lady Officer
failing which by the next rank
Lady Officer) Member
3. Senior Civil Judge &
Chief Judicial Magistrate/
Judicial Magistrate First Class
Panaji (Lady Officer failing which
By the next rank Lady Judicial
Officer) Member
4. Smt. Shubhalaxmi Naik
Advocate,
Having office at Velho Bldg
Panaji. Member
5. Smt. Shubhalaxmi U. P. Rakar
Advocate,
Having office at C-3, Block I,
Third floor, Skylark Apartments,
Menezes Braganza Road,
Panaji Member
6. Public Prosecutor,
Having office in the premises of
District & Sessions Court, Panaji
(Senior most lady Officer failing which,
by the next rank Lady Officer) Member
7. Superintendent (Establishment),
District & Sessions Court,
North Goa, Panaji (Lady Officer,
failing which by the next rank
Lady Officer) Member

8. Smt. Audrey Pinto,
(NGO, Scan) Mount Unique,
Opp. All India Radio,
Panaji-Goa Member

(c) District Committee for the District & Subordinate Courts. (scrutinizing the stale and ineffective criminal cases and to recommend their withdrawal)

1. Principal District & Sessions Judge,
North Goa, Panaji Chairman
2. District Magistrate/The Collector (North)
Collectorate Bldg., Panaji Member
3. District Superintendent of Police (North) Member
4. District Govt. Pleader/
The Director of Prosecution Member Secretary
5. Assistant Public Prosecutor
Attached to the Court of C.J.M Panaji Member
6. Assistant Public Prosecutor
Attached to the Court of
J.M.F.C., 'B' Court, Panaji Member
7. Assistant Public Prosecutor
attached to the Court of
J.M.F.C., 'C' Court, Panaji Member
8. Assistant Public Prosecutor
attached to the Court of
J.M.F.C., 'D' Court, Panaji Member
9. Assistant Public Prosecutor
attached to the Court of
J.M.F.C., 'E' Court, PanajiMember
10. Assistant Public Prosecutor
attached to the Court of
J.M.F.C., 'A' Court, MapusaMember
11. Assistant Public Prosecutor
attached to the Court of
J.M.F.C., 'B' Court, MapusaMember
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14. Assistant Public Prosecutor
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J.M.F.C., 'E' Court, MapusaMember
15. Assistant Public Prosecutor
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J.M.F.C., 'F' Court, MapusaMember
16. Assistant Public Prosecutor
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J.M.F.C., 'G' Court, MapusaMember
17. Assistant Public Prosecutor
attached to the Court of
J.M.F.C., 'A' Court, BicholimMember
18. Assistant Public Prosecutor
attached to the Court of
J.M.F.C., 'B' Court, BicholimMember
19. Assistant Public Prosecutor
attached to the Court of
J.M.F.C., 'C' Court, BicholimMember
20. Assistant Public Prosecutor
attached to the Court of
J.M.F.C., PernemMember
21. Assistant Public Prosecutor
attached to the Court of
J.M.F.C., Valpoi.Member
22. Assistant Public Prosecutor
attached to the Court of
J.M.F.C., 'A' Court, PondaMember
23. Assistant Public Prosecutor
attached to the Court of
J.M.F.C., 'B' Court, PondaMember
24. Assistant Public Prosecutor
attached to the Court of
J.M.F.C., 'C' Court, PondaMember
25. Assistant Labour Commissioner
attached to the Court of
J.M.F.C., 'A' Court, PondaMember

(d) The Local Purchase Committee of the District & Sessions Court, North Goa, Panaji.

1) District Judge-1 & Asst.
Sessions Judge, Panaji Goa.

2) Senior Civil Judge & C.J.M.
Panaji Goa.

3) Chief Administrative Officer,
District & Sessions Court,
Panaji-Goa.

1. DIRECTORY OF OFFICERS AND EMPLOYEES (INCLUDING DAILY WAGES AND CONTRACT STAFF)

Sr. No.	Name & Designation of the Judicial Officer	Office Address	Office No.
1	Shri Irshad Agha, Principal District & Sessions Judge, North-Goa, Panaji.	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796
2	Shri Bosco G. F. Roberts District Judge-1 & Asst. Sessions Judge, Panaji-Goa.	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796
3	Ms.Sharmila A. Patil, District Judge-1 & Addl. Sessions Judge, Mapusa-Goa.	Raj Raunak Building, Shetye Waddo, Mapusa Goa.	0832-2250276
4	Ms. Durga V. Madkaikar, Presiding Officer, Fast Track Special Court (POCSO), Panaji.	Old District & Sessions Court Building, Nr. Panaji Residency, Panaji Goa.	----
5	Ms. Apurva R. Nagvenkar District Judge-2 & Addl. Sessions Judge, Panaji, holding sittings at Ponda-Goa	Civil and Criminal Courts Complex, Ponda Goa.	0832-2316925
6	(Vacant) District Judge-3 & Addl. Sessions Judge, Panaji Goa	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796
7	Shri Ram S. Prabhudessai District Judge-2 & Addl. Sessions Judge, Mapusa Goa	Raj Raunak Building, Shetye Waddo, Mapusa Goa.	0832-2264251
8	Ms. Artikumari N. Naik Ad-hoc District Judge-1 & Addl. Sessions Judge (FTC), Panaji Goa	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796
9	Ms. Shilpa S. Pandit, Ad-hoc District Judge-2 & Addl. Sessions Judge (FTC),Panaji Goa	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796
10	Ms. Reina Fernandes Ad-hoc District Judge-1 & Addl. Sessions Judge (FTC), Mapusa Goa	Ganesh Smruti Building, Mapusa, Bardez Goa.	0832-2255415
11	Smt.Shantashri S. Kudchadkar, Seceretary, North Goa District Legal Services Authority, Panaji Goa	Old District & Sessions Court Building, Nr. Panaji Residency, Panaji Goa.	0832-2420170
12	Shri Shubhada A. Dalvi, Senior Civil Judge & C.J.M., 'A' Court, Panaji-Goa.	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796
13	Shri Jude T. Sequeira , Ad-hoc Senior Civil Judge, & J.M.F.C., 'A' Court, Ponda-Goa.	Civil and Criminal Courts Complex, Ponda Goa.	0832-2312690
14	Ms. Manisha M. Shet Parkar @	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796

Sr. No.	Name & Designation of the Judicial Officer	Office Address	Office No.
	Narvekar, Ad-hoc Civil Judge & J.M.F.C., 'B' Court, Panaji-Goa.		
15	Ms. Vaishali A. Lotlikar Senior Civil Judge & J.M.F.C., 'A' Court, Mapusa-Goa.	Civil and Criminal Courts Complex, Mapusa Goa	0832-2262583
16	Ms. Girija G. Gaonkar, Senior Civil Judge & J.M.F.C, 'B' Court, Mapusa-Goa	Civil and Criminal Courts Complex, Mapusa Goa	0832-2262583
17	Ms. Anuradha Andrade, Ad-hoc Senior Civil Judge & J.M.F.C., 'A' Court,Bicholim-Goa.	Civil and Criminal Courts Complex, Bicholim, Goa	0832-2362291
18	Ms. Nilima S. Kankonkar, Ad-hoc Senior Civil Judge & J.M.F.C., 'C' Court, Mapusa-Goa.	Civil and Criminal Courts Complex, Mapusa Goa	0832-2262583
19	Purva V. Naik, Civil Judge, Junior Division & J.M.F.C, 'D' Court,Mapusa-Goa.	Civil and Criminal Courts Complex, Mapusa Goa	0832-2262583
20	(Vacant) Civil Judge, Junior Division & J.M.F.C, 'C' Court, Panaji-Goa	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796
21	(Vacant), Civil Judge, Junior Division & J.M.F.C., 'E' Court, Mapusa-Goa.Ms.	Civil and Criminal Courts Complex, Mapusa Goa	0832-2262583
22	(Vacant), Civil Judge, Junior Division & J.M.F.C., 'F' Court,Mapusa-Goa.	Civil and Criminal Courts Complex, Mapusa Goa	0832-2262583
23	Shri Waseem H. Rizvi, Civil Judge, Junior Division & J.M.F.C., 'B' Court, Bicholim-Goa.	Civil and Criminal Courts Complex, Bicholim, Goa	0832-2362291
24	(Vacant) Civil Judge, Junior Division & J.M.F.C., 'D' Court, Panaji-Goa Ms.	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796
25	(Vacant) Civil Judge, Junior Division & J.M.F.C., 'E' Court,Panaji- Goa.	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796
26	(Vacant), Civil Judge, Junior Division & J.M.F.C., 'G' Court, Mapusa-Goa.	Civil and Criminal Courts Complex, Mapusa Goa	0832-2262583
27	Ms. Shabnam Nagvekar, Civil Judge, Junior Division & J.M.F.C., Pernem-Goa.	Civil and Criminal Courts Complex, Pernem, Goa	0832-2201273
28	Ms. Queency D'Silva,	Civil and Criminal Courts Complex,	0832-2312690

Sr. No.	Name & Designation of the Judicial Officer	Office Address	Office No.
	Civil Judge, Junior Division & J.M.F.C, 'B' Court, Ponda-Goa.	Ponda Goa.	
29	Ms. Akshata Kale, Civil Judge, Junior Division & J.M.F.C., Sattari at Valpoi-Goa.	Civil and Criminal Courts Complex, Valpoi, Goa	0832-2374217
30	(Vacant) Civil Judge, Junior Division & J.M.F.C, 'C' Court, Bicholim-Goa	Civil and Criminal Courts Complex, Bicholim, Goa	0832-2362291
31	(Vacant), Civil Judge, Junior Division & J.M.F.C., 'C' Court, Ponda-Goa.	Civil and Criminal Courts Complex, Ponda Goa.	0832-2312690
32	Ms. Ankita R. Nagvenkar The Civil Judge, Junior Division & J.M.F.C., 'F' Court, Panaji- Goa.	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796
33	(Vacant) Nyayadhikari, Gram Nyayalaya, Sattari at Valpoi	Administrative Block, Valpoi Municipal Council, Valpoi Goa (Only office)	----
34	Shri Kishore S. Kawlekar Chief Administrative Officer, District & Sessions Court, North Goa, Panaji	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796
	Ms. Tanisha Tellis, Court Manager, District & Sessions Court, North Goa	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796
35	Ms. Manisha G. Sawant. Protocol Officer, District & Sesions Court, North Goa, Panaji	Lyceum Complex, Altinho, Panaji Goa.	0832-2230796

10. MONTHLY REMUNERATION OF OFFICERS AND EMPLOYEES.
LIST OF STAFF ON THE CADRE OF DISTRICT AND SUBORDINATE COURTS (NORTH-GOA)

10. MONTHLY REMUNERATION OF OFFICERS AND EMPLOYEES. LIST OF STAFF ON THE CADRE OF DISTRICT AND SUBORDINATE COURTS (NORTH-GOA)			
Sr. No	Designation of the Officers	Level	Basic Pay
1.	Principal District & Sessions Judge	J-6	163030 - 219090
2.	District & Sessions Judge	J-5	144840-194660
3.	Civil Judge Senior Division & JMFC	J-3	111000-163030
4.	Civil Judge Junior Division & JMFC	J-1	77840-128680

Sr. No	Designation of the employees	Level	Basic Pay
1.	Chief Administrative Officer	10	56100-177500
2.	Court Manager	9	53100-157800
3.	Superintendent	7	44900-142400
4.	Bench Clerk Grade-I	7	44900-142400
5.	Steno Grade-I	7	44900-142400
6.	Accountant	6	35400-112400
7.	Head Clerk/Assistant Sheristedar	6	35400-112400
8.	Bench Clerk Grade-II	5	29200-92300
9.	Stenographer Grade-II	5	29200-92300
10.	Nazir	5	29200-92300
11.	Stenographer Grade-III	4	25500-81100
12.	Upper Division Clerk	4	25500-81100
13.	Bench Clerk Grade-III	4	25500-81100
14.	System Supervisor	4	25500-81100
15.	System Assistant	2	19900-63200
16.	Lower Division Clerk	2	19900-63200
17.	Driver	2	19900-63200
18.	Bailiff	2	19900-63200
19.	Book Binder	2	19900-63200
20.	Havildar	2	19900-63200
21.	Process Server	1	18000-56900
22.	Peon	1	18000-56900
23.	Liftman	1	18000-56900
24.	Watchman	1	18000-56900

10. MONTHLY REMUNERATION OF OFFICERS AND EMPLOYEES.

LIST OF STAFF ON THE CADRE OF DISTRICT AND SUBORDINATE COURTS (NORTH-GOA)

Sr. No.	Name & Designation	Educational qualifications.	Pay on 1st April of the year concerned. (Basic Pay)
1	2	3	4
1	Principal District & Sessions Judge, North Goa Panaji		
2			

11. BUDGET ALLOCATED TO EACH ACTIVITY

(a) DEVELOPMENT

Funds for the development of the infrastructure facilities are allotted by the Department of Law & Judiciary, Secretariat, Porvorim Goa as per the proposal for Administrative approval and expenditure sanction of the said work, which are submitted by the Public Works Department, Government of Goa.

(b) CONSTRUCTION

Funds for the construction of the infrastructure facilities are allotted by the Department of Law & Judiciary, Secretariat, Porvorim Goa as per the proposal for Administrative approval and expenditure sanction of the said work, which are submitted by the Public Works Department, Government of Goa.

(c) TECHNICAL WORKS

Funds for the technical works of the infrastructure facilities are allotted by the Department of Law & Judiciary, Secretariat, Porvorim Goa as per the proposal for Administrative approval and expenditure sanction of the said work, which are submitted by the Public Works Department, Government of Goa.

12. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES.

-NIL

13.PARTICULARS OF CONCESSIONS, PERMITS OR AUTHORIZATION.

-Nil-

14. INFORMATION HELD IN ELECTRONIC FORM.

1. Case details
2. Judicial Officers on leave
3. Circulars
4. Notices
5. Tenders
6. Advertisements
7. Photo Gallery

15. FACILITIES AVAILABLE TO CITIZENS FOR INFORMATION

(a) LIBRARY

Only for the Judicial Officers

(b) ELECTRONIC AND PRINT

Case information system

e-sewa Kendra

Kiosk

Help Desk

(c) NOTICE BOARDS

Notice Boards are fixed outside every Court hall wherein the list of daily cases on board and other information for the Advocates and litigants are displayed

(d) INSPECTION OF RECORDS

As per the procedure prescribed in the Civil Manual and Criminal Manual for inspection of records

(e) ISSUING CERTIFIED COPIES

As per the procedure prescribed in the Civil Manual and Criminal Manual for obtaining certified copies

(f) PRINTED MANUALS.

I) Civil Manual

II) Criminal Manual

16. NAMES, DESIGNATION AND OTHER PARTICULARS OF PIO's.

Name of the Department	Name of the Public Authority	Names/Designation of the Public Information Officer	Names/Designation of First Appellate Authority
1	2	3	4
District & Sessions Court, North Goa, Panaji.	Ms. Irshad Agha. Paul	Shri Kishore Kawlekar, Chief Administrative Officer	Shri Bosco G. F. Roberts, District Judge-1 & Addl. Sessions Judge, Panaji.

17. OTHER INFORMATION.-

NIL