

**GOVERNMENT OF GOA**  
Department of Law & Judiciary  
Law (Establishment) Division

**Notification**

13-1-2010-LD(Estt)/772

In exercise of the powers conferred by the proviso to Article 309 read with Articles 227, 229 and 235 of the Constitution of India and all other powers enabling it in this behalf, the Governor of Goa, in consultation with the High Court of Bombay, hereby makes the following rules to regulate the recruitment and conditions of service of the Court Manager in the High Court of Bombay at Goa and District Courts in the State of Goa, namely:—

**1. Short title and commencement.** — (1) These rules may be called the Goa (Court Manager Recruitment and Conditions of Service) Rules, 2014.

(2) They shall come into force from the date of their publication in the Official Gazette.

**2. Definitions.** — In these rules, unless the context otherwise requires:—

(a) “Court Manager” means a person appointed under rule 3;

(b) “Government” means the Government of Goa;

(c) “Governor” means the Governor of Goa;

(d) “High Court” means the High Court of Bombay;

(e) “Principal District Judge” means the Principal Judicial Officer posted as head of the Judicial District;

(f) “appointing authority” means the Registrar General of the High Court;

(g) “Selection Committee” means the Committee constituted by the Chief Justice of the High Court of Bombay to select Court Manager;

(h) “State” means the State of Goa.

**3. Appointment of Court Managers.** — For each Judicial District at Panaji and Margao there shall be appointed one Court Manager and for the High Court of Bombay at Goa at Panaji there shall be appointed one Court Manager.

**4. Recruitment.** — (1) The Selection Committee after holding appropriate examination/test followed by viva-voce, shall prepare in the order of merit, a list of candidates eligible for appointment as Court Managers, and shall recommend the names of selected candidates.

(2) Subject to the provisions of rule 8, the Appointing Authority shall appoint the candidates recommended by the Selection Committee.

**5. Qualification.** — (1) *Essential Qualification:* — A person to be appointed as Court Manager shall,

(a) hold a Degree of Master in Business Administration (MBA) or advanced diploma in general management;

(b) have five years experience/training in systems and process management, information technology, systems management, human resource management or financial systems management;

(c) have passed Government recognized computer knowledge/DOEACC examination from recognized institution;

(d) possess excellent computer application skills;

(e) Knowledge of Konkani.

(2) *Desirable Qualification*:— Degree in Law.

**6. Age.** — A person who is not less than 25 years of age and not more than 40 years of age, as on the date of publication of the advertisement, shall be eligible for appointment as Court Manager:

Provided that, the upper age limit in the case of the candidates belonging to Scheduled Castes/Scheduled Tribes and communities recognized as backward by the Government, shall be forty-five years, for the purpose of recruitment.

**7. Disqualification for appointment.**— No person shall be eligible for appointment as Court Manager— (a) if he is not a citizen of India; or (b) if he has been convicted of an offence involving moral turpitude; or (c) if he is or has been permanently debarred or disqualified by the High Court or the Union Public Service Commission or any State Public Service Commission from appearing for examinations or selections conducted by it; or (d) if he is directly or indirectly influences the 'Selection Committee' by any means for his candidature; or (e) if he is a man, having more than one wife living and if a woman has married a man already having another wife; or (f) if he has more than two children.

*Explanation*:— For the purpose of this clause, where a couple has only one child any number of children born out of a single subsequent delivery shall be deemed to be one child.

**8. Condition relating to suitability, fitness and Character.** — No person selected by the Selection Committee shall be appointed unless,—

(i) the Appointing Authority is satisfied that he is of good character and is in all respects suitable for appointment to the service;

(ii) he is certified by the medical authority specified by the High Court that he is medically fit to discharge the duties of the post for which he is selected.

**9. Tenure.** — (1) All appointments to the post of Court Manager shall be on contract basis the duration of which shall be decided at each time during appointment.

(2) The Court Manager shall be entitled to fixed salary as determined by the Government.

**10. Duties.** — (1) The Court Manager shall assist the Registrar of the High Court of Bombay at Goa and the Principal District Judge in the District Court, in the administrative functioning of the Courts to enhance the efficiency of the Court Management.

(2) The administrative functions of the Principal District Judge may be entrusted to the Court Manager and the latter shall assist the Principal District Judge in exercising general control over the Courts and in the inspection of the Subordinate Courts.

(3) The Court Manager may be entrusted with the following responsibilities:—

**(I) Policies and Standards:—**

(1) Based on applicable directives of superior courts, establish the performance standards applicable to the court (including on timeliness, efficiency, quality of court performance; infrastructure; and human resources; access to justice; as well as for systems for court management and case management).

(2) Carry out an evaluation of the compliance of the court with such standards; identify deficiencies and deviations; identify steps required to achieve compliance; maintain such an evaluation on a current basis through annual updates.

**(II) Planning:—**

(1) In consultation with the stakeholders of a court (including the Bar, ministerial staff, Executive Agencies supporting judicial functions such as prosecutors/police/process serving agencies and court users), prepare and update annually a five year court wise Court Development Plan (CDP).

(2) Monitor the implementation of the CDP and report to superior authorities on progress.

**(III) Information and Statistics:—**

(1) Ensure that statistics on all aspects of the functioning of the court are compiled and reported accurately and promptly in accordance with the systems established by the High Court;

(2) Ensure that reports on statistics are duly completed and provided as required;

**(IV) Court Management:—**

Ensure that the processes and procedures of the court (including for filing, scheduling, conduct of adjudication, access to information and documents and grievance redressal) are fully compliant with the policies and standards established by the High Court for Court management and that they safeguard quality, ensure efficiency and timeliness; and minimize costs to litigants and to the State; and enhance access to justice.

(Note: Standard systems for court management shall be developed at the High Court level).

**(V) Case Management:—**

Ensure that case management systems are fully compliant with the policies and standards established by the High Court for case management and that they address the legitimate need of each individual litigant in terms of quality, efficiency and timeliness, costs to litigants and to the State.

(Note: Standard systems for case management shall be developed at the High Court level).

**(VI) Responsiveness Management: Access to Justice: Legal Aid and User Friendliness: —**

Ensure that the court meets the standards established by the High Court on access to justice, legal aid and user friendliness.

**(VII) Quality Management:—**

Ensure that the court meets quality of adjudication standards established by the High Court.

**(VIII) Human Resource Management:—**

Ensure that Human Resource Management of ministerial staff in the court comply with the Human Resource Management Standards established by the High Court.

**(IX) Core Systems Management:—**

Ensure that the core systems of the court are established and function effectively (documentation management; utilities management; infrastructure and facilities management; financial systems management (audits; accounts; payments)).

**(X) IT Systems Management:—**

(1) Ensure that the IT systems of the court comply with standards established by the High Court and are fully functional.

(2) Feed the proposed National Arrears Grid to be set up to monitor the disposal of cases in all the courts as and when it is set up.

(4) Without prejudice to the generality of the foregoing sub-rules, (i) the High Court and the Principal District Judge, with the prior approval of the High Court, may prescribe the duties of the Court Manager, by general or special order, from time to time and likewise, may provide for the subordination of, and internal relativity amongst, the staff of the District Court, viz-a-viz, Court Manager.

(ii) The High Court and the Principal District Judge may further specify, modify, add to or delete from, the duties of the Court Manager, from time to time.

**11. Termination.** — (1) The Appointing Authority may terminate the contract with the Court Manager at any time and without assigning any reason, with one month's notice or one month's pay in lieu thereof and upon such termination the Court Manager shall immediately cease to hold such office.

(2) The Court Manager may also seek termination of contract with one month's notice or by depositing one month's pay in lieu thereof.

**12. Transfer.** — (1) The post of Court Manager shall be transferable throughout the State of Goa.

(2) The appointing authority shall have the prerogative to transfer a Court Manager at any time.

**13. Training.** — (a) Every person appointed as a Court Manager, shall undergo such training as may be prescribed by the High Court from time to time.

(b) The training programme shall be 3 tiered, namely, (1) Basic, (2) Advanced, (3) Refresher Course.

**14. Residuary Provisions.** — The condition of the service of the Court Manager for which no express provision is made in these rules shall be determined by the Rules and Orders for the time being applicable to employees of the State.

By order and in the name of the Governor of Goa.

*Vasanti H. Parvatkar,*  
Under Secretary (Law-Estt.).

Porvorim, 2nd April, 2014.

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