

GOA HUMAN RIGHTS COMMISSION
FIRST FLOOR, OLD DIRECTORATE OF EDUCATION BUILDING,
18th JUNE ROAD, PANAJI, GOA-403 001

Introduction:

The Government of India by an Ordinance provided for the constitution of the National Human Rights Commission, the State Human Rights Commission in States and Human Rights Courts w.e.f. 28th September, 1993. This Ordinance was replaced by the Parliament of India by Act No.10 of 1994 on 8th January, 1994 by the Protection of Human Rights Act, 1993, which came into force retrospectively on 28th day of September, 1993. Accordingly, the National Human Rights Commission was constituted in the year 1993 and, thereafter, the States Human Rights Commission were constituted in several States.

The Goa Human Rights Commission was constituted under section 21 of the Protection of Human Rights Act, 1993 on 04/03/2011 by the State Government for better protection of human rights and matters incidental thereto.

GOA HUMAN RIGHTS COMMISSION

Sn 4(1)(b)(i)

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

Name of the office :- Goa Human Rights Commission

Address :- FIRST FLOOR, OLD DIRECTORATE OF EDUCATION BUILDING, 18th JUNE ROAD, PANAJI, GOA-403 001.

The Chairperson and Members-

- | | |
|----------------|--------------------------|
| 1. Chairperson | Justice Utkarsh V. Bakre |
| 2. Member | Shri Desmond D'Costa |
| 3. Member | Shri Pramod V. Kamat |

FUNCTIONS:

The Commission shall perform all or any of the following functions, namely:-

- (a) Inquire, suomotu or on a petition presented to it by a victim or any person on his behalf [or on a direction or order of any court], into complaint of
 - (i) violation of human rights or abetment thereof; or
 - (ii) negligence in the prevention of such violation, by a public servant;
- (b) intervene in any proceeding involving any allegation of violation of human rights pending before a court with the approval of such court;
- (c) visit, notwithstanding anything contained in any other law for the time being in force, any jail or other institution under the control of the State

Government, where persons are detained or lodged for purposes of treatment, reformation or protection, for the study of the living conditions of the inmates thereof and make recommendations thereon to the Government;

- (d) review the safeguards provided by or under the Constitution or any law for the time being in force for the protection of human rights and recommend measures for their effective implementation;
- (e) review the factors, including acts of terrorism that inhibit the enjoyment of human rights and recommend appropriate remedial measures;
- (f) undertake and promote research in the field of human rights;
- (g) spread human rights literacy among various sections of society and promote awareness of the safeguards available for the protection of these rights through publications, the media, seminars and other available means;
- (h) encourage the efforts of non-governmental organisations and institutions working in the field of human rights;
- (i) such other functions as it may consider necessary for the protection of human rights.

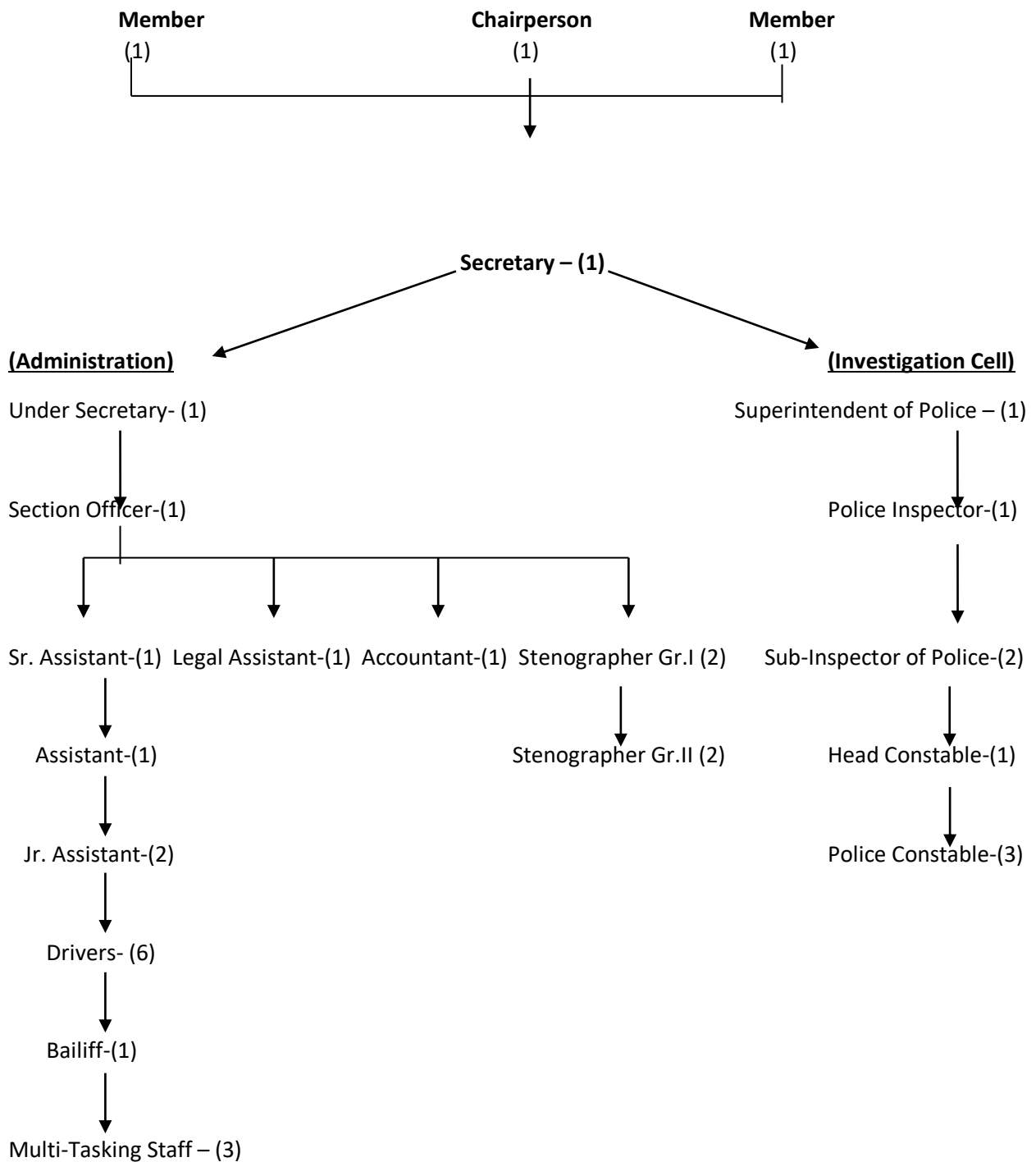
Jurisdiction –Within the State of Goa.

Vision – Transparent functioning to enable in achieving the goals envisaged.

Objectives – Fulfilling the mandate assigned in the Protection of Human Rights Act, 1993 and Goa Human Rights Commission (Procedure) Regulations, 2011.

Physical Assets - Office building and furniture provided by the State Government.

ORGANIZATIONAL CHART OF THE GOA HUMAN RIGHTS COMMISSION



Section 4 (1) (b) (ii)

Powers and duties of Officers and employees

Sr. No.	Designation	Powers & Duties
1.	Chairperson & Members	General superintendence, direction and management of affairs of the Goa Human Rights Commission. To decide cases in respect of departments reserved for him and to preside over the full bench of the Commission.
2.	Secretary	Supervision over Administration
3.	Under Secretary	To assist the Secretary, D.D.O. of the office.
4.	Section Officer	To maintain all files and assist the Under Secretary

Section 4 (1) (b) (iii)

Procedure for dealing with complaints or suo-motu action:-

Procedure for dealing with Complaints.—

(1) Complaints may be made to the Commission in Konkani, Marathi, Hindi or English. However, the Commission may entertain complaints in other languages in its discretion.

(2) No fee shall be chargeable on such complaints.

(3) The complaint should disclose all facts relevant to the matter complained against. The Commission may, if necessary, call for further information and may direct affidavits to be filed in support of the allegations, whenever considered necessary.

(4) The Commission, may in its discretion, entertain complaints conveyed through email or fax, followed by confirmation by the complainant.

Complaints not ordinarily entertainable— The Commission may not entertain complaints,—

- (a) which are vague or anonymous or pseudonymous or trivial or frivolous in nature;
- (b) which are pending before any other Commission;
- (c) which raise dispute of civil nature, such as property rights or contractual obligations;
- (d) which relate to service matters or industrial disputes;
- (e) which are not against any public servant;
- (f) which do not make out any specific violation of human rights;
- (g) which are covered by a judicial verdict or decision of the Commission;
- (h) which are outside the purview of the Commission.

Procedure regarding complaints.— (1) The complaints shall be entered in a Register in seriatim and a proceeding number shall be allotted to the same.

(2) Every complaint shall be placed before the Commission with utmost expedition. The complaints, which require urgent consideration, shall be placed before the Commission immediately.

(3) All complaints relating to custodial death, custodial torture, custodial rape, illegal detention shall be normally heard by a Division Bench of the Commission, while the cases of other types shall be placed before a Single Bench unless otherwise directed by the Chairperson keeping in view the nature of a particular case. A Single or Division Bench, as the case may be, refer a case pending before it to Division Bench or Full Bench respectively for reasons to be recorded by it. The Chairperson may place any matter before a Division Bench or Full Bench in his discretion.

(4) The Commission may ask the parties to tender evidence on affidavits. The Commission may allow further examination and cross- -examination of the

person whose evidence has been tendered on affidavit. (5) If any working day is declared as a holiday by the State Government, then the cases listed for that day should be taken up on the next working day.

Preliminary consideration, issue of notice, etc.— (1) If on consideration of the complaint, the Commission dismisses the complaint in limine, the said order shall be communicated to the complainant.

(2) If on consideration of the complaint or suo-motu the Commission admits or takes cognizance and directs issue of notice to any authority calling upon it to furnish information or report, a notice shall be issued, enclosing a copy of the complaint and the order of the Commission under the signature of the Secretary/Under-Secretary.

Recording of orders or proceedings.— Orders of the Commission shall be recorded in the order sheet. Orders, which are lengthy, may be recorded on separate sheets and appended to the order sheet.

Summons.— (a) The Commission may direct to issue summons in the manner prescribed in the code to—

(i) the Complainant or any other person on his behalf to afford him a personal hearing; or

(ii) any other person who, in the opinion of the Commission, should be heard for appropriate disposal of the matter before it; or

(iii) any person to cause production of records required by the Commission; or

(iv) any person to be examined as a witness; or

(v) any person whose conduct is inquired into by it; or

(vi) any person whose reputation, in the opinion of the Commission, is likely to be prejudicially affected.

(b) The case in which summons has been issued for personal appearance of a person shall be placed before the Commission on the date shown in the summons for such personal appearance.

Sn 4(1)(b)(iv)

Norms set for discharge of functions in GHRC

As per the Protection of Human Rights Act, 1993 and the Goa Human Rights Commission (Procedure) Regulations, 2011.

Section 4 (1)(b)(v)

The rules/regulations/ instruction/ manuals/ records held in GSHRC for discharging is functions:-

1. The Protection of Human Rights Act, 1993.
2. The Goa Human Rights Commission (Procedure) Regulations, 2011.
3. The manual of Office procedures and GFRS and other Goa Govt. rules for dealing with routine Adm. and Accounts work.

Section 4 (1)(b)(vi)

Categories of Documents held by the Commission.

Files.

Section 4(1)(b)(vii)

Consultation with Public in formulation of Policy

Not Applicable

Section 4(1)(b) (viii)

List of boards/ councils/ Committees or other

Bodies constituted for advising GHRC

There are no boards/ councils/ committees set up to advice the Commission.

Section 4(1)(b)(ix)
Directory of the officers & employees.

Sr. No.	Name	Designation
1.	Justice Utkarsh V. Bakre	Chairperson
2.	Shri Desmond D'Costa	Member
3.	Shri Pramod V. Kamat	Member
4.	Ms. Biju Naik	Secretary
5.	Shri Tulsidas S. Karanzalkar	Under Secretary
6.	Shri Umesh N. Desai	Section Officer
7.	Shri Jolizio A. Vales	Accountant
8.	Smt. Mithila M. Gaonkar	Sr. Assistant
9.	Shri Nitesh Ambekar	Legal Assistant
10.	Ms. Sephora Noronha	Stenographer Grade-I
11.	Presently vacant	Stenographer Grade-I
12.	Shri Umesh Naik	Assistant
13.	Presently vacant	Stenographer Grade-II
14.	Presently vacant	Stenographer Grade-II
15.	Shri Suny Naik	Jr. Assistant
16.	Presently vacant	Jr. Assistant
17.	Shri Pravin Palyekar	Bailiff
18.	Presently vacant	Driver
19.	Shri Khushalidas Shirodkar	Driver
20.	Shri Rajesh S. Chodankar	Driver
21.	Shri Shamsundar Pillai	Driver
22.	Shri Mariano Borkar	Driver
23.	Shri Rupesh Dalvi	Driver
24.	Shri Nitiraj S. Sawal	MTS
25.	Ms. Pooja T. Naik	MTS
26.	Presently vacant	MTS

Investigation Cell, GHRC

Sr. No.	Name	Designation
1.	Presently vacant	Superintendent of Police
2.	Presently vacant	Police Inspector
3.	Shri Sanit Kavlekar	Police Sub-Inspector
4.	Shri Paresh N. Naik	Head Constable
5.	Presently vacant	Police Constable
6.	Presently vacant	Police Constable
7.	Presently vacant	Lady Police Constable

Details of remuneration of Officers & 4(1)(b)(x)

The Remuneration of officers and employees of Goa Human Rights Commission are as under:

Sr. No.	Designation	7 th Pay Commission Pay Matrix Level
1.	Chairperson	18
2.	Member	17
3.	Secretary	14
4.	Under Secretary	10
5.	Section Officer	7
6.	Accountant	6
7.	Sr. Assistant	6
8.	Legal Assistant	6
9.	Stenographer Grade-I	6
10.	Assistant	4
11.	Stenographer Grade-II	4

12.	Jr. Assistant	2
13.	Bailiff	1
14.	Driver	2
15.	Multi-Tasking Staff	1

Investigation Cell, GHRC

Sr. No.	Designation	Pay Band
1.	Superintendent of Police	11
2.	Police Inspector	7
3.	Police Sub-Inspector	6
4.	Head Constable	4
5.	Police Constable	2
6.	Lady Police Constable	2

Section 4(1)(b)(xi)

Budget

The budget for 2021-2022 is Rs. 406.85 Lakhs.

Sn 4(1)(xii)

Details of subsidy programmes

The Commission does not implement any subsidy programmes.

Sn 4(1)(xiii)

Details of Beneficiaries of subsidies

Not Applicable.

Section 4(1)(b)(xiv)

Detail of Information available in electronic form

Website.

Sn 4(1)(b)(xv)

Facilities provided to citizen and library facilities

The Commission did not establish any library/reading room at its office.

Sn 4(1)(b)(xvi)

Public Information Officer
Shri Tulsidas S. Karanzalkar, Under Secretary, GHRC,
1st Floor, Old Directorate of Education Bldg.,
18th June Road, PANAJI, GOA 403001.

Tel: 0832-2424031/32.

First Appellate Authority
Ms. Biju Naik, Secretary, GHRC,
1st Floor, Old Directorate of Education Bldg.,
18th June Road, PANAJI, GOA 403001.

Tel: 0832-2424031/32.

Email ID: sect-ghrc.goa@nic.in

Sn 4(1)(b)(xvii)

Any other Information prescribed

No Information is prescribed by the relevant Act and Rules.