



**Proactive Disclosure Manual  
under the Right to Information Act, 2005**

**VILLAGE PANCHAYAT OF ONA-MAULINGUEM-  
KUDCHIREM, BICHOLIM – GOA.**

**Chapter 1 - Section 4(1)(b)(i) of the Right to Information Act, 2005**

**Particulars of Organization, Functions, and Duties**

**I. Name and Address of the Village Panchayat**

**Village Panchayat of Ona-Maulinguem-Kudchirem**

Address: Naikwada-Maulinguem

Pin Code: 403504

Telephone No.: 2361258

Email id: vponamaulinguem@gmail.com

Link to Official Village Panchayat website: <https://vp-ona-maulinguem-kudchirem.com>

**II. Office Timings of the Village Panchayat**

Morning: 10.00 a.m. to 1.00 p.m.

Afternoon: 2.00 p.m. to 5.30 p.m.

Lunch Break: 1.00 p.m. to 2.00 p.m.

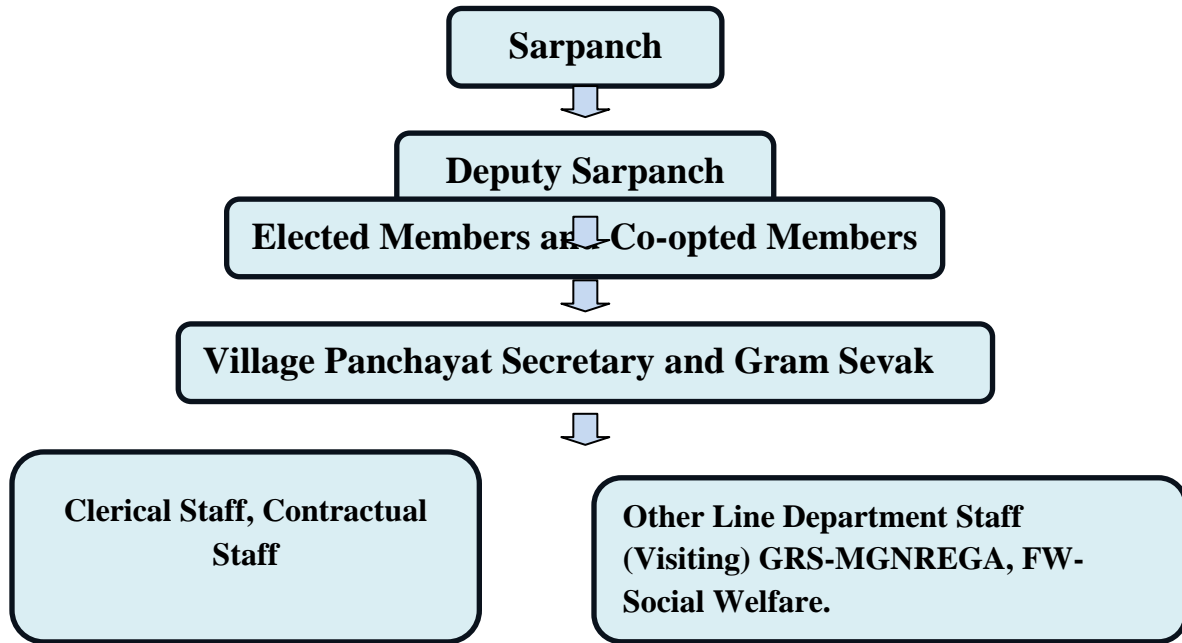
**I. Brief History and Formation of the Village Panchayat**

Formation of village Panchayat Ona-Maulinguem-Kudchirem in year 1965.

**II. Functions, Duties and Powers of the Village Panchayat**

The Village Panchayat shall exercise the Functions, Duties and Powers listed under the Goa Panchayat Raj Act, 1994 and Gram Panchayat Rules 1996.

### III. Organisational Structure of the Village Panchayat



*Please note that other line department staff, such as MNREGA staff, should be mentioned only if applicable.*

**Chapter 2 - Section 4 (1)(b)(ii) of the Right to Information Act, 2005**

**Powers and Duties of all Elected Representatives and Employees**

**I. Powers and Duties of the Sarpanch**

The Powers and Duties of the Sarpanch are as follows:

**General Power (Section 64):**

- (i) To convene the meeting of the Panchayat
- (ii) To have access to the records of the Panchayat
- (iii) To exercise supervision and control over the acts of the officers and employees of the Panchayat
- (iv) To incur expenditure not exceeding rupees five thousand per month on any matter in an emergency and in the public interest
- (v) To recommend or not sanction any kind of leave to all the officers and employees of the Panchayat, including the Gram Sevak
- (vi) To place all the correspondence received from the Government, Director, and Chief Executive Officer before the meeting of the Panchayat
- (vii) To hold regular Gram Sabha and other meetings of the Panchayat
- (viii) To recover the tax, fees, and other dues from the defaulters of the Panchayat
- (ix) To place the audit report before the meeting of the Panchayat and ensure its due compliance
- (x) To stop any unauthorized construction erected in the Panchayat area notwithstanding anything contained in sub-section (3) of section 66 of the Goa Panchayat Raj Act, 1994 and place the matter immediately before the ensuing meeting of the Panchayat for taking a suitable decision

## **Proactive Disclosure Manual under the Right to Information Act, 2005**

- (xi) To remove encroachment and obstruction upon public property, streets, drains, and open sites not being private property
- (xii) To ensure due compliance with the provisions of the Goa Panchayat Raj Act, 1994
- (xiii) To comply with the directions/instructions issued by the Director, Chief Executive Officer, Deputy Director, or Block Development Officer
- (xiv) To convene a meeting with a notice of twenty-four hours if, in his opinion, the immediate execution of any work or doing of any act which requires the sanction of a committee or of the Panchayat is necessary for the public interest

### **Executive Powers (Section 47-A):**

- (xv) To implement the programme of welfare schemes and other developmental works
- (xvi) To execute and implement the resolution passed by the Panchayat on the matters not specified in section 47 of the Goa Panchayat Raj Act, 1994

## **II. Powers and Duties of the Deputy Sarpanch:**

The Deputy Sarpanch of the Panchayat shall exercise all the powers and perform all the duties and functions of the Sarpanch of the Panchayat whenever the Sarpanch is absent or is on leave or resigns from office or expires or is disqualified or is incapacitated from functioning or if a motion of no confidence is passed against him until the Sarpanch resumes his office or the post of Sarpanch is filled by election, as the case may be.

## **III. Powers, Duties and Responsibilities of Village Panchayat Secretary**

The Powers, Duties and Responsibilities of the Panchayat Secretary are as follows:

## **Proactive Disclosure Manual under the Right to Information Act, 2005**

### **General Powers (Section 113-A):**

- (i) To attend every meeting of the Panchayat, including Gram Sabha meeting, unless he is precluded from attending the meeting due to unavoidable circumstances
- (ii) To write the proceeding of every meeting in the minutes book
- (iii) To place all the correspondence received by him, especially various schemes of the Government, instructions issued by the Director and other authorities (except those of confidential nature) before the Sarpanch and also for the information of all members during the meeting
- (iv) To receive all correspondence, scrutinize the same, and dispose of after having satisfied that the same are complete in all respects
- (v) To finalize the agenda of every meeting in consultation with the Sarpanch
- (vi) To report within seven days to the Block Development Officer any vacancy in the office of the Sarpanch or Deputy Sarpanch or a member caused due to death, resignation, or continuous absence for more than three consecutive ordinary meetings of the Panchayat
- (vii) To report to the Block Development Officer any illegal act or misconduct or misuse or abuse of powers, any infringement of the provisions of this Act by the Sarpanch or Deputy Sarpanch or the members of the Panchayat as soon as the same comes to his knowledge
- (viii) To report, as soon as possible, to the Block Development Officer if any member of the Panchayat attracts disqualification under section 10 of the Goa Panchayat Raj Act, 1994
- (ix) To maintain all the registers prescribed under various Rules and other Registers as may be directed by the Block Development Officer
- (x) To be responsible for safe custody of Panchayat funds, assets of Panchayat and all the Registers maintained by the Panchayat
- (xi) To comply with the instruction issued by the Block Development Officers and superior authorities from time to time

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- (xii) To maintain cordial relations with the elected representative
- (xiii) To ensure that the grants released by the Government under Grant-in-Aid for specific purposes are not spent by the Panchayat for any purpose other than the purpose for which it is sanctioned.

### **Executive Powers (Section 47 B):**

1. To issue the licenses for construction, repairs, modification, and alteration so, also occupancy certificates in pursuance of the resolution of the Panchayat
2. To initiate action for stopping and or demolishing an unauthorized structure/ /building constructed without the permission of the Panchayat after the resolution is passed to that effect
3. To execute the resolution passed by the Panchayat body
4. to execute the order passed by any Authority in any appeal or petition made before such Authority under the provisions of this Act or Rules framed there under if the Panchayat fails to execute the same within the time limit as specified in such order and in case no time limit has been specified, within one month of passing of such order.

### **IV.**

#### **V. Functions and Duties of Gram Sevak (Section 113-B):**

The Gram Sevak shall perform the duties and functions entrusted to him from time to time by the Block Development Officer or the Director.

### **VI.**

### **VII.**

### **VIII.**

### **IX.**

### **X.**

### **XI.**

### **XII.**

## Proactive Disclosure Manual under the Right to Information Act, 2005

### XIII. Duties of Other Employees

As per rules to be added

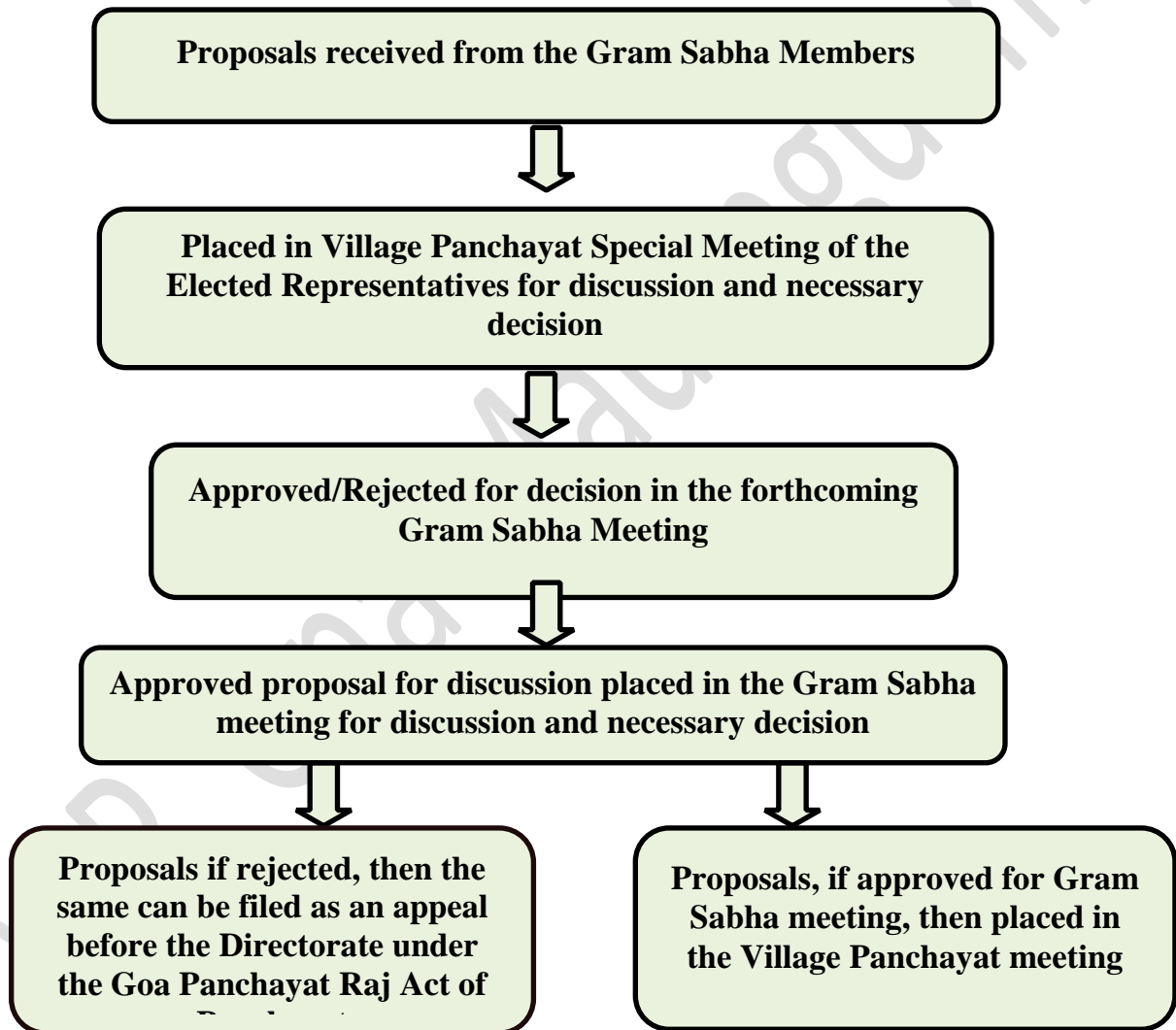
Sr. No.	Name of the Employee	Designation	Duties/Responsibilities
1	Shri Shankar T. Gaonkar	Clerical Staff	The Lower Division Clerk shall perform all types of clerical work of the Panchayat Office.
2	Shri Satyavan G. Gaonkar	Peon	The peon shall perform all the works entrusted to him by the Sarpanch, Dy. Sarpanch and the Secretary of the Panchayat and handover of tapal.



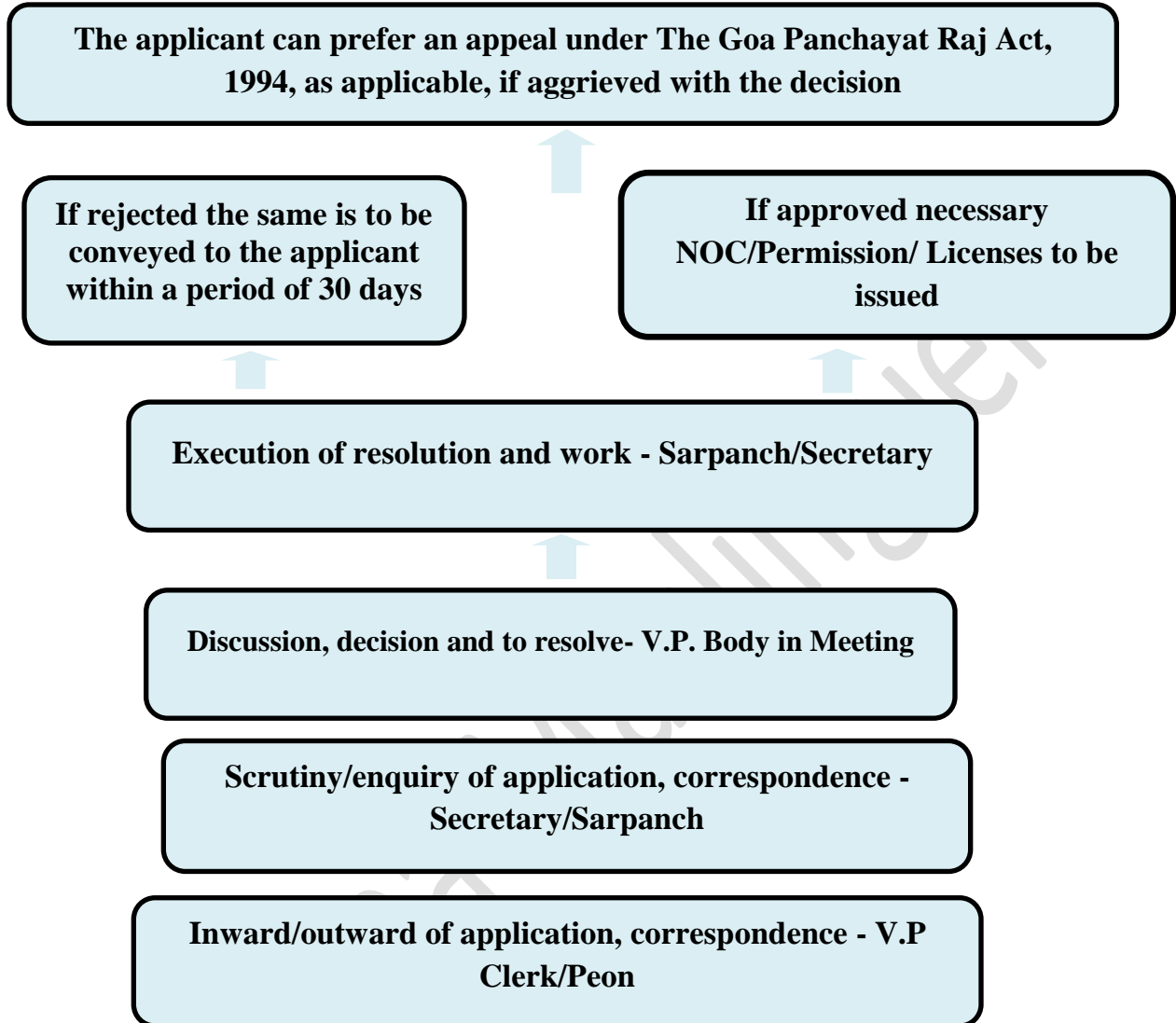
**Chapter 3 - Section 4 (1)(b)(iii) of the Right to Information Act, 2005**

**The procedure followed in the decision-making process, including channels of supervision and accountability**

**I. Decision-making process followed by the Village Panchayat for Gram Sabha proposals and applications.**



## II. Decision making process followed by the Village Panchayat



**Chapter 4 - Section 4 (1)(b)(iv) of the Right to Information Act, 2005**

**Norms set for the discharge of functions**

The details of the norms/standards set by the Village Panchayat for the execution of Services, Certificates or Schemes:

Sr. No.	Type of Service or Scheme	Time limit (Mention as per the Act / circular / recent instructions)
<b>A. Licenses / Permissions issued by the Village Panchayat</b>		
1	Grant of License for Construction/ Reconstruction of any structure	One Month
2	Permission for Repairs of House or Structure	One Month
3	License for hotels, shops, restaurants, eating houses, coffee houses, sweet meat shops, bakeries, Boards, etc.	One Month
4	Permission for the construction of factories/ Installation of Machinery	One Month
5	License for using any place for Trade, Business or Industry	One Month
6	License for places for disposal of Dead Bodies	One Month
7	Licensing of Shops	One Month
<b>B. Certificates issued by the Village Panchayat</b>		
1	Income Certificate	One week
2	Birth / Death Certificate	One Day
3	Occupancy Certificate:	One Month
4	No Dues Certificate	One week
5	Non-availability of Birth or Death Certificate	One Day

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<b>The Sarpanch to issue certificates at the request of the party</b>		
6	Residence Certificate	One week
7	Character Certificate	One week
8	Dependency Certificate	One week
9	Poverty Certificate	One week
10	Divergence Certificate	One week
11	Bonafide Fisherman Certificate	One week
12	Occupation Certificate	One week
<b>C. No Objection Certificates (NOCs) issued by the Village Panchayat</b>		
1	NOC for Water Connection	20 days
2	NOC for Electricity Connection	20 days
3	NOC for running General Stores	20 days
4	NOC for running a Bar/ Liquor shop	20 days
5	NOC for running Establishment	20 days
<b>D. Other Services</b>		
1	Correction in Births and Deaths Records	One month
2	Issue of certified copies of Resolutions	15 days
3	Issue of Information under RTI Act, 2005	One month

## **Proactive Disclosure Manual under the Right to Information Act, 2005**

### **Chapter 5 - Section 4 (1)(b)(v) of the Right to Information Act, 2005**

#### **Rules, Regulations, Instructions, Manual and Records held by it or under its control or used by its employees for discharging its functions**

##### **I. Acts**

1. The Goa Panchayat Raj Act, 1994
2. The Right to Information Act, 2005
3. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)
4. The Goa (Regulation of Land Development and Building Construction) Act, 2008
5. The Goa Land Development and Building Construction Regulation, 2010
6. The Registration of Births and Deaths Act, 1969.
7. The Goa (Right to Citizens to Time-Bound Delivery of Public Services) Act, 2013

##### **II. Amendments to the Goa Panchayat Raj Act, 1994**

1. The Goa Panchayat Raj (First Amendment) Act, 1996 [6-2-1997]
2. The Goa Panchayat Raj (Second Amendment) Act, 1999 [20-9-1999]
3. The Goa Panchayat Raj (Third Amendment) Act, 2000 [19-5-2000]
4. The Goa Panchayat Raj (Amendment) Act, 2001[25-01-2001]
5. The Goa Panchayat Raj (Amendment) Act, 2001[21-05-2001]
6. The Goa Panchayat Raj (Amendment) Act, 2002[25-01-2002]
7. The Goa Panchayat Raj (Sixth Amendment) Act, 2002[13-9-2002]
8. The Goa Panchayat Raj (Seventh Amendment) Act, 2003 [14-4-2003]
9. The Goa Panchayat Raj (Eighth Amendment) Act, 2003 [26-11-2003]
10. The Goa Panchayat Raj (Amendment) Act, 2007[09-03-2007]
11. The Goa Panchayat Raj (Amendment) Act, 2010 [11-10-2010]
12. The Goa Panchayat Raj (Amendment) Act, 2015 [03-06-2015]
13. The Goa Panchayat Raj (Amendment) Act, 2017 [12-09-2017]
14. The Goa Panchayat Raj (Amendment) Act, 2021 [08-10-2021]
15. The Goa Panchayat Raj (Amendment) Act, 2023 [14-03-2023]
16. The Goa Registration of Births and Deaths (Amendment) Rules, 2014
17. The Goa Registration of Births and Deaths (Amendment) Rules, 2021

##### **III. Rules related to Village Panchayats**

1. The Goa Panchayats (Gram Sabha Meetings) Rules, 1996.
2. The Goa Panchayats (Meetings) Rules, 1996.
3. The Goa Panchayat (Publication of name of elected members) Rules, 1997.
4. The Goa Panchayat (Election of Sarpanch and Deputy Sarpanch) Rules, 1997.

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5. The Goa Panchayat Raj (Oath of Office to Panchayat Members) Rules, 1997.
6. The Goa Panchayat Raj (Co-Option of Members) Rules, 1997.
7. The Goa Panchayats and Zilla Panchayats (Removal of Disqualification of Membership) Rules, 1997.
8. The Goa Panchayat Raj (Conditions of Service of State Election Commissioner) Rules, 1997.
9. The Goa Panchayat Raj (Election Petition Authority) Rules, 1997.
10. The Goa Panchayat Raj (Qualifications and other Conditions of service of Chairman and members of the Goa State Finance Commission) Rules, 1997.
11. The Goa Panchayats (Accounts, Audit and Custody of Funds) Rules, 1997.
12. The Goa Panchayat Raj (Election Petition Dispute Procedure) Rules, 1998.
13. The Goa Panchayat Raj (Imposition of taxes, fees and other dues) Rules, 1998.
14. The Goa Panchayat Raj (Manner of publication of Bye-laws) Rules, 1999.
15. The Goa Panchayat Raj (Co-option of Members of Standing Committees) Rules, 1999.
16. The Goa Panchayat Raj (Recovery of taxes, fees and other dues) Rules, 1999.
17. The Goa Panchayat Raj (Write off irrecoverable amounts) Rules, 1999.
18. The Goa Panchayat Raj (Application of Panchayat Fund and Zilla Panchayat Fund) Rules, 2000.

### **IV. Other documents related to Village Panchayats (Circulars, OMs, etc.)**

<b>Sr. No.</b>	<b>Document title</b>	<b>Link to the scanned document</b>

**Act, Amendments and Rules are available and can be downloaded from the Official Website at the following links:**

- [☐ For Act -](#)
- [☐ For Amendments -](#)
- [☐ For Rules -](#)

*Please add the links to the Acts and Amendments Rules. Also, other acts that are relevant to the functioning of Village Panchayat should be added.*

## **Chapter 6 - Section 4 (1)(b)(vi) of the Right to Information Act, 2005**

**Statement of the categories of documents that are held by it or under its control**

**I. Categories of documents**

1. Attendance Register for Regular Staff
2. Service Records of Regular Staff other than the Panchayat Secretary and Gram Sevak
3. Muster Roll for Contract Staff / Daily Wage Workers
4. Register for attendance and recording Minutes of Gram Sabha Meetings
5. Register for attendance and recording Minutes of Panchayat Meetings
6. Register of Births and Deaths
7. Register of NOC for Water Connection and Electricity Connection
8. Register of NOC for House Repair and Construction License
9. Register for Occupancy Certificates
10. Register for Token House Number
11. Register of EHN
12. Register of Illegal Constructions Complaints
13. Register of Trade License and Establishment
14. Register of Fixed Deposits
15. Postage Register
16. Rent Register
17. Inward / Outward Register
18. Movement Register
19. Register of RTI Applications
20. Forms I- XI
21. Earnest Money Deposited (EMD) Register
22. Security Deposited Register
23. Income Tax Register
24. Labour Cess Register
25. GST Register
26. Royalty Register
27. CSR Register
28. Stationary Register
29. Postage Register
30. Construction Licence Register

## **Proactive Disclosure Manual under the Right to Information Act, 2005**

### **II. Custodian of Documents/Categories**

The Panchayat Secretary shall be the Custodian of all the above-listed categories of documents.

### **III. Procedure to access such documents**

The permitted documents can be accessed by making an application under the Right to Information Act, 2005, by the applicant by affixing the required fees.

Please add any other registers that are maintained by the Village Panchayat or any documents that are in the custody of the Village Panchayat.



**Chapter 7 - Section 4 (1)(b)(vii) of the Right to Information Act, 2005**

**Particulars of any arrangement for consultation with the general public in relation to the formulation and implementation of its policy**

**(NOT APPLICABLE TO THE VILLAGE PANCHAYAT)**

V.P. Ona-Maulinguern

**Chapter 8 - Section 4 (1)(b)(viii) of the Right to Information Act, 2005**

**Statement of the Boards, Councils, Committees and Other Bodies**

**I. Details of Statutory Committees**

**1. Supervisory Committee**

- Chairperson: Shri Suresh Rauji Gaonkar
- Date of Constitution: 06/11/2022
- Tenure: 5 years
- Total Number of Members: 3

**2. Village Development Committee**

- Chairperson: Smt. Diya Devanand Gaonkar
- Date of Constitution: 06/11/2022
- Tenure: 5 years
- Total Number of Members: 13 Nos.

**4. Vigilance Committee for Fair Price Shop**

- Chairperson: Smt. Diya Devanand Gaonkar
- Date of Constitution: 13/09/2024
- Tenure: 5
- Total Number of Members: 4

**II. Details of Standing Committees**

**1. Production Committee**

- Chairperson: Smt. Anjali Anil Chari
- Date of Constitution: 15/11/2022
- Tenure: 5 years
- Total Number of Members: 2

## **Proactive Disclosure Manual under the Right to Information Act, 2005**

### **2. Social Justice Committee**

- Chairperson: Shri Sagar V. Parwar
- Date of Constitution: 15/11/2022
- Tenure: 5 Years
- Total Number of Members: 2

### **3. Amenities Committee**

- Chairperson: Shri Tulshidas D. Chibade
- Date of Constitution: 15/11/2022
- Tenure: 5 years
- Total Number of Members: 2

## **Other Committees**

### **4. Biodiversity Management Committee**

- Chairperson: Smt. Anjali Anil Chari
- Date of Constitution: 23/10/2022
- Tenure: 5 Years
- Total Number of Members: 7 members

### **5. Garbage Management Committee**

- Chairperson: Shri Tulshidas D. Chibade
- Date of Constitution: 15/12/2022
- Tenure: 5 Years
- Total Number of Members: 4 members

### **6. Social Audit Committee**

- Chairperson: Smt. Diya Devanand Gaonkar
- Date of Constitution: 15/1/2022
- Tenure: 5 Years
- Total Number of Members: 4

**7. Road Safety Committee**

- Chairperson: Smt. Diya Devanand Gaonkar
- Date of Constitution: 15/12/2022
- Tenure: 5 years
- Total Number of Members: 7

**8. Animal Birth Control Committee**

- Chairperson: Shri Tulshidas D. Chibade
- Date of Constitution: 29/11/2024
- Tenure: 5 years
- Total Number of Members: 5

**Chapter 9 - Section 4 (1)(b)(ix) of the Right to Information Act, 2005**

**Directory of its officers and employees**

**Directory of Panchayat Elected Representatives and Employees**

<b>Sr. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Phone No.</b>	<b>Email ID</b>
1	Smt. Diya Devanand Gaonkar	Sarpanch	9284468592	gaonkardiya@gmail.com
2	Smt. Anjali Anil Chari	Deputy Sarpanch	9309110763	
3	Shri Tulshidas D. Chibade	Panch Member	9422387512	chibdetulshidas@gmail.com
4	Shri Sagar V. Parwar	Panch Member	8806559982	sagarparwar04@gmail.com
5	Shri Mithil Uttam Gawas	Panch Member	8007709070	gawasmithil4@gmail.com
6	Shri Priyamwada H. Gaonkar	Panch Member	7823016209	priyamwadagaonkar@gmail.com
7	Shri Shahu B. Varak	Panch Member	9637930463	shahuvarak1234@gmail.com
8	Shri Vasudev Shankar Raut	VillagePanchayat Secretary	9421251408	vsr184@gmail.com
9	Shri Shankar T. Gaonkar	Clerical Staff(LDC)	9823861966	stg1508@gmail.com
10	Shri Satyavan G. Gaonkar	Peon	9673241423	
11	Shri Sarvesh Chandelkar	Gram Rojgar Sevak(MGNREGA)	9420590811	
12	Gangesh Suresh Naik	Field Worker(Social Welfare)	9049527468	gsnaik12@rediffmail.com

**Chapter 10 - Section 4 (1)(b)(x) of the Right to Information Act, 2005**

**Monthly remuneration received by each of its officers and employees**

**Monthly honorarium received by Panchayat Representatives and Monthly Remuneration received by Panchayat Employees**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Basic Pay/ Honorarium</b>
1	Smt. Diya Devanand Gaonkar	Sarpanch	₹ 8000/-
2	Smt. Anjali Anil Chari	Deputy Sarpanch	₹ 6500/-
3	Shri Tulshidas D. Chibade	Panch Member	₹ 5500/-
4	Shri Sagar Vasu Parwar	Panch Member	₹ 5500/-
5	Shri Mithil Uttam Gawas	Panch Member	₹ 5500/-
6	Shri Priyamwada H. Gaonkar	Panch Member	₹ 5500/-
7	Shri Shahu B. Varak	Panch Member	₹ 5500/-
8	Shri Vasudev Shankar Raut	Village Panchayat Secretary	Salary paid Office of the B.D.O., Bicholim.
9	Shri Shankar Tukaram Parab	Clerical Staff	BP-12,180-GP-1,900
10	Shri Satyavan Govind Gaonkar	Peon	BP-10,850-GP-1,800
11	Shri Sarvesh Chandelkar	Gram Rojgar Sevak(MGNREGA)	Salary paid by DRDA-N.
12	Gangesh Suresh Naik	Field Worker(Social Welfare)	Salary paid by Directorate of Social Welfare.

**Chapter 11 - Section 4 (1)(b)(xi) of the Right to Information Act, 2005**

**The Budget Allocated to each Agency, including the particulars of all plans,  
proposed expenditures and reports on disbursement made**

V.P. Ona-Maulinguem

**Proactive Disclosure Manual under the Right to Information Act, 2005**

*Please Scan and paste the pdf file of Form X- Receipts and Expenditure for the year 2024 – 2025.*

**FORM NO. 10**  
[ See Rule 21 (a) ]

Monthly / Annual / Account  
of  
ACCOUNT OF INCOME AND EXPENDITURE  
of  
Village Panchayat ona m. kudchire  
for  
The month of  
2022 20 2024

No. OMK / P.10 / 23-24 / 89  
Office of the Village Panchayat  
V. P. Ona-Maulinguem-Kudchirem  
Date : 3 / 5 / 2023

To,  
The Block Development Officer  
Bicholim - Goa


Sub.: Submission of Monthly / Annual  
Accounts for APRIL 2023

Sir,  
The Monthly / Annual account for the period above are sent herewith under Rule of the Village Panchayat Account and audit and Custody funds Rule 1997 for Persual.

Yours Faithfully

[Signature]  
Sarpanch  
SARPANCH  
V. P. ONA - MAULINGUEM - KUDCHIREM  
BICHOLIM - GOA


[Signature]  
Secretary  
Village Panchayat  
SECRETARY  
V. P. ONA - MAULINGUEM - KUDCHIREM  
BICHOLIM - GOA






**Proactive Disclosure Manual under the Right to Information Act, 2005**

*Please Scan and paste the pdf file of Form XI – Budget for the year 2024 – 2025.*

 FORM NO. 11  
[ See rule 25 (i) ]

**BUDGET FOR THE PANCHAYAT**

FOR

 year 20 25

No. VP/omk/Bich/Bud/24-25/43  
Office of the Village Panchayat  
one m kudchire

Date : 10/4/24

To, The Block Development Officer  
Bicholim City


Sub :- Submission of Budget for the year 2024-2025

Sir,

The Budget for the year cited above are submitted herewith in triplicate (along with copies of V.P. Proceeding) for sanction under Rule of the Village Panchayat Accounts and Audit and custody of funds Rules 1997.

Early necessary sanction is requested.

Your's faithfully

  
SARPANCH  
V. P. ONA - MAULINGUEM - KUDCHIREM  
BICHOLIM - GOA  
Village Panchayat one m kudchire

**Chapter 12 - Section 4 (1)(b)(xii) of the Right to Information Act, 2005**

**Manner of execution of subsidy programmes and schemes, including the amounts allocated and the details of beneficiaries of such programmes**

The applicants submit their duly filled-in applications along with the enclosures with reference to the various subsidy programmes and schemes routed through the Village Panchayat.

The required enclosures (eg. Gram Sabha Resolution, Income Certificate, Dependency Certificate, etc.) from the Village Panchayat office are handed over to the applicant for submission to the concerned department for availing the necessary benefit.

The details of beneficiaries and job card holders are available in the V.P. Office if the concerned department sends them for the general viewing of the public.

**Chapter 13-Section4(1)(b)(xiii)oftheRighttoInformationAct,2005**

**Particularsofrecipientsofconcessions,permitsorauthorisationsgrantedby it**

**Details of concessions, NOCs and Licences issued by Village Panchayat for the financial year 2024-25**

<b>Sr. No.</b>	<b>Details of Concessions, NOC Or Licences</b>	<b>Procedure Followed</b>	<b>Number of Recipients</b>
1	NOC for Water and Electricity Connection	As per the Goa PanchayatRajAct,1994	172
2	NOC for House Repair and Construction Licence		01
3	Trade License and Establishment		02
4	License for places for disposal Of Dead Bodies		0
6	Concessions granted		0

**Chapter 14 - Section 4 (1)(b)(xiv) of the Right to Information Act, 2005**

**Details in respect of the information available to or held by it, reduced in an electronic form**

Details in respect of the information available to or held by it reduced in an electronic form

Sr. No.	Type of Information	Location where available	Format in which Information Available
1	Documents listed in Chapter 6	In the Custody of Panchayat Secretary	Hard Copies
2	Acts,Rules, Amendments, Circulars, OMs	In the Custody of Panchayat Secretary and on Official Website	Hard Copies and in Electronic Form
3	Details of Schemes available	In the Custody of Concerned Dept and on Official Website	Hard Copies and in Electronic Form

**Chapter 15 - Section 4 (1)(b)(xv) of the Right to Information Act, 2005**

**Particulars of facilities available to citizens for obtaining information**

**Particulars of facilities available to citizens for obtaining information**

<b>Sr. No.</b>	<b>Facility/Helpline</b>	<b>Days</b>	<b>Timings</b>
1	Official Website	All days of the week	<b>All time</b>
2	Panchayat Notice Board	Monday to Saturday (except public holidays)	<b>10.a.m to 5.30 p.m</b>
3	Directorate of Panchayat	Monday to Friday (except public holidays)	<b>9.30am to 5.45 pm</b>
4	E Gram Swaraj	All days of the week	All time
5	Panchayat Development Portal	All days of the week	All time
6	Proactive Discloser	Monday to Saturday (except public holidays)	<b>10.00a.m to 5.30 p.m</b>

**Chapter 16 - Section 4 (1) (b)(xvi) of the Right to Information Act, 2005**

**Names, designations and other particulars of Authorities under RTI Act, 2005**

**Details of RTI Authorities**

<b>Sr. No.</b>	<b>Name of the Authority</b>	<b>Designation</b>	<b>Positions under the RTI Act</b>	<b>Contact Number</b>	<b>Email Address</b>
1	Shri. Omkar Manjrekar	Block Development Officer	First Appellate Authority (FAA)	8208149747	-
2	Shri.Vasudev Shankar Raut	V.P Secretary	Public Information Officer (PIO)	9421251408	

**Chapter 17 - Section 4 (1)(b)(xvii) of The Right to Information Act, 2005**

**Other Useful Information**

**Other Useful Information of The Directorate of Panchayats**

**I. Citizen Charter**

- Available on the Official Website at <https://vp-ona-maulinguem-kudchirem.com>

**II. Grievance Redressal Officer**

Name	Shri. Vasudev Shankar Raut
Designation	V.P.Secretary
Address	Naikwada-Maulinguem, Bicholim – Goa.
Contact	9421251408
Email	<a href="mailto:vponamaulingue@gmail.com">vponamaulingue@gmail.com</a>

**III. Details of RTI Application and Appeals Received and Disposed in the Year 2023-24**

Total number of RTI Applications received	<b>5</b>
Total number of RTI Applications disposed	<b>5</b>
Total number of RTI Applications rejected/not collected	<b>Nil</b>
Total number of Appeals made for the Year 2023-24	<b>Nil</b>

- I.** Information related to Procurement – tenders, quotations, work ordered- Nil
- II.** Memorandum of Understanding (MoUs) Yes -Stray Cattle (Goshala Sikeri-Mayem)
- III.** Transfer Orders of Employees- Nil
- IV.** CAG & PAC paras, if any-Nil
- V.** Tours of the Sarpanch/Deputy Sarpanch/Panch - No
- VI.** Proceedings / resolution of Gram Sabha-Yes
- VII.** Proceedings / resolution of the Village -Panchayat body meetings,-Yes
- VIII.** Any other-Nil