



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

**VILLAGE PANCHAYAT OF POINGUINIM**

**Last updated date 09/04/2025**

**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 POINGUINIM**

Address: ,Poinguinim,Canacona, Goa.

Pin Code: 403702

Telephone No.: 8322641205

Email id: vppoinguinim@gmail.com

Official Village Panchayat website: <https://vppoinguinim.com/>

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

Morning: 9.30a.m. to 1.00p.m.

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

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

Weekly off : Sunday and every month 2<sup>nd</sup> Saturday

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

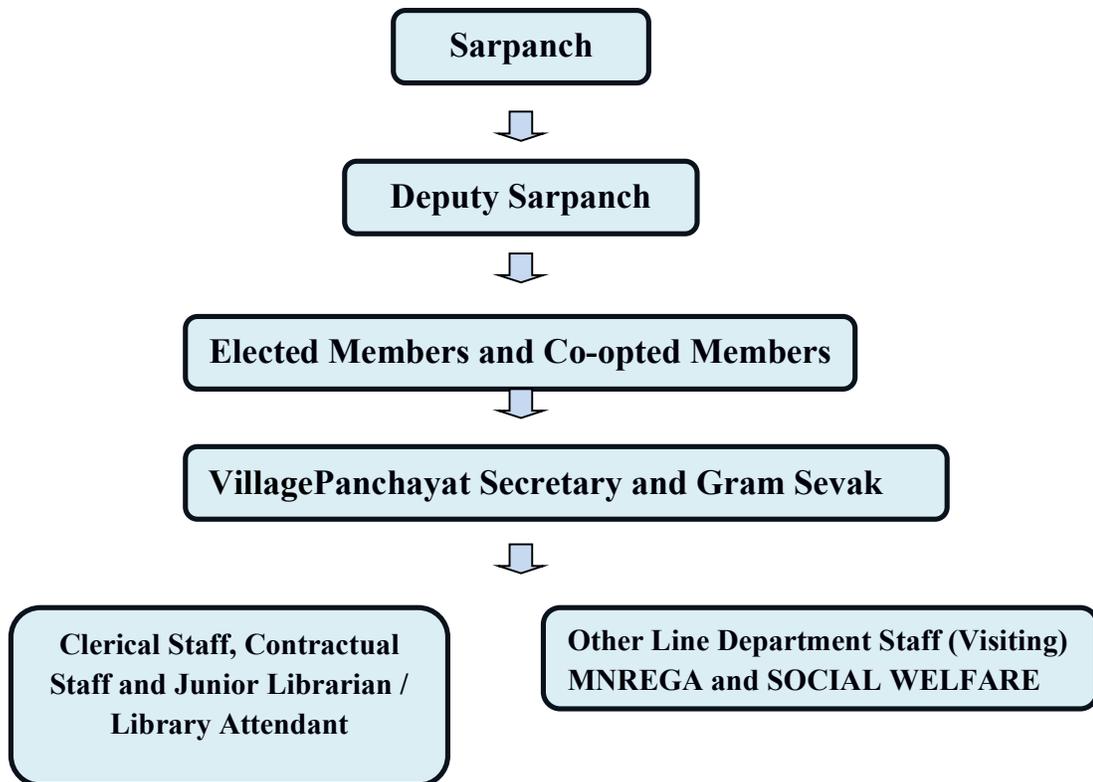
According to Census 2011 information the location code or village code of Poinguinim village is 627026. Poinguinim village is located in Canacona Tehsil of South Goa district in Goa, India. It is situated 10km away from sub-district headquarter Canacona and 46km away from district headquarter Margao. As per 2009 stats, Poinguinim village is also a gram panchayat.

The total geographical area of village is 3546.4 hectares. Poinguinim has a total population of 6,625 peoples. There are about 1,574 houses in Poinguinim village. As per 2019 stats, Poinguinim villages comes under Canacona assembly & South Goa parliamentary constituency. Canacona is nearest town to Poinguinim.

#### IV. 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.

#### V. Organisational Structure of the Village Panchayat



**Chapter2 - 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 unauthorised 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
- (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:

**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
- (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 licences 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 thereunder 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. 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.

**V. Duties of Other Employees**

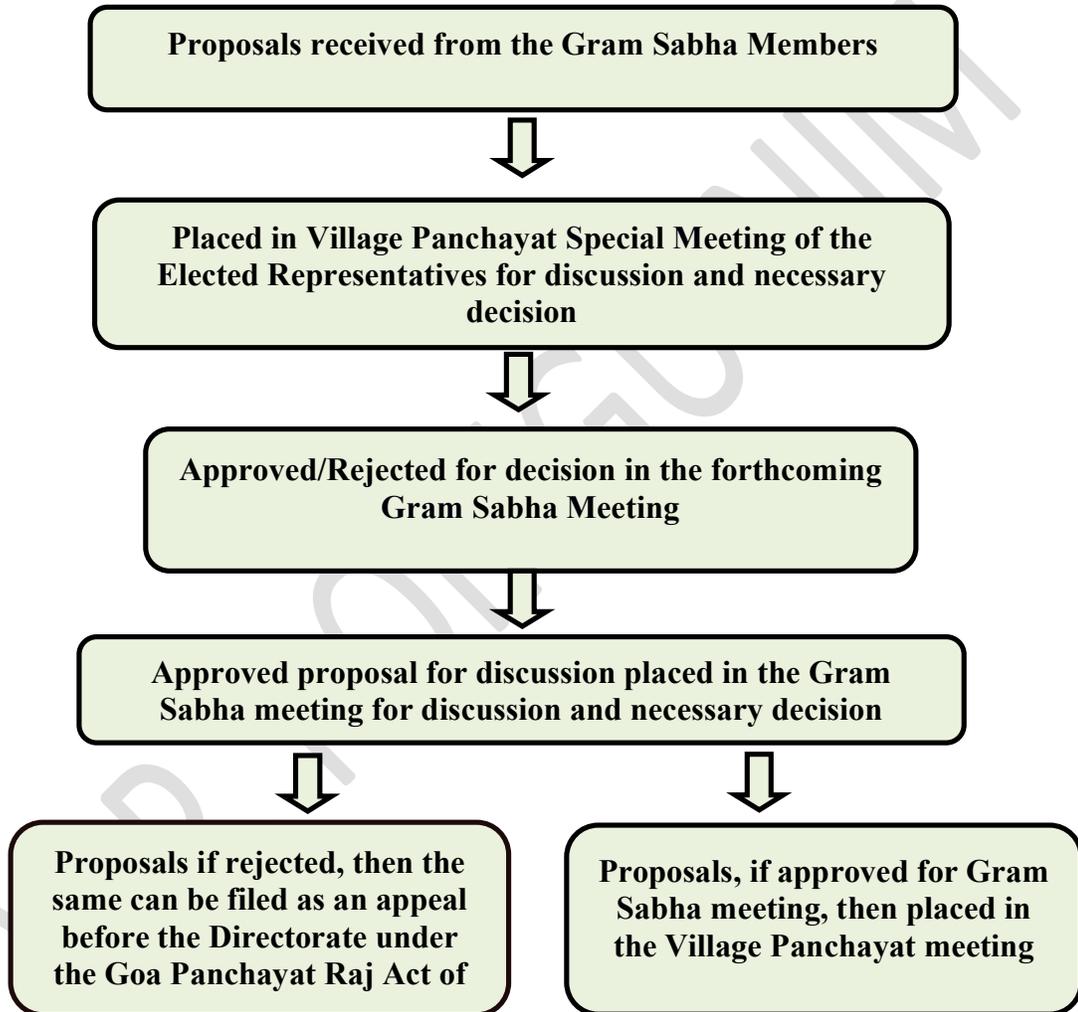
As per rules to be added

| <b>Sr. No.</b> | <b>Name of the Employee</b> | <b>Designation</b> | <b>Duties/Responsibilities</b>   |
|----------------|-----------------------------|--------------------|--|
| 1              | Rajiv NaikGaonkar           | V.P. Secretary     | Overseeing All Panchayat activities, conducting meetings, and ensuring the smooth execution of community development programs. |
| 2              | Nirmala G. Naik             | Clerical Staff     | All Clerical work of Village Panchayat   |
| 3              | Achut A. Gaonkar            | Clerical Staff     | All Clerical work of Village Panchayat   |
| 4              |                             | Junior Librarian   |  |
| 5              |                             | Library Attendant  |  |
| 6              | Vijay B. Velip              | Peon               | All Multi tasking work of Village Panchayat  |
| 7              |                             | Temorary staff     |  |

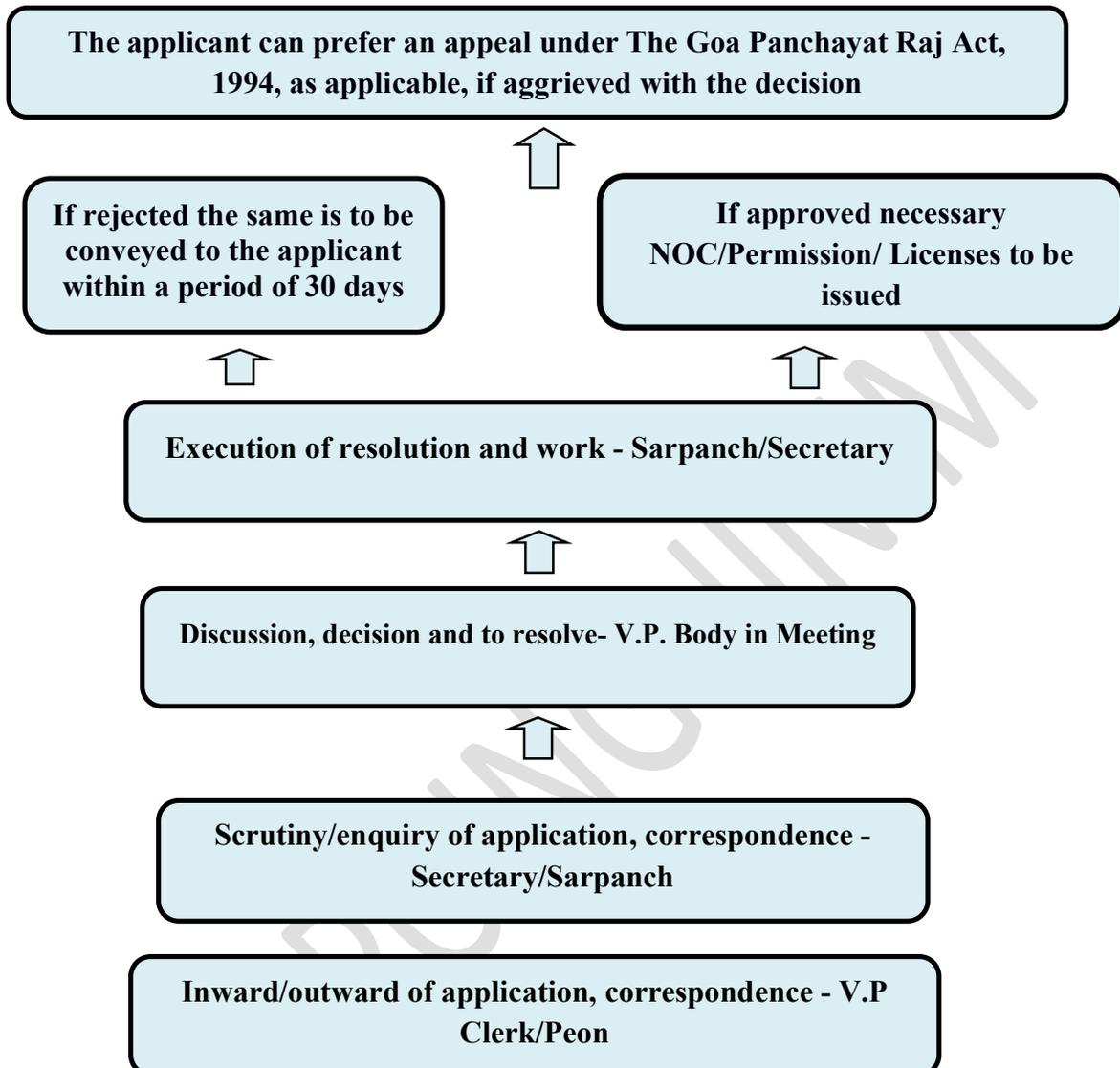
**Chapter 3 - Section 4 (1)(b)(iii) of the Right to Information Act, 2005**

**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  |
| <b>The Sarpanch to issue certificates at the request of the party</b> |  |  |

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|  |  |           |
|--|--|-----------|
| 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 |

**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.
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.)**

| Sr. No. | Document title                        | Link to the scanned document  |
|---------|---------------------------------------|---|
| 1.      | Directorate of Panchayats Goa website | <a href="https://panchayatgoa.gov.in/circulars.aspx">https://panchayatgoa.gov.in/circulars.aspx</a> |

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

- For Act - <https://vppoinguinim.com/rti-act/>  
<https://vppoinguinim.com/panchayat-raj-act/>  
<https://vppoinguinim.com/other-acts/>
- For Amendments - <https://vppoinguinim.com/rti-act/>  
<https://vppoinguinim.com/panchayat-raj-act/>  
<https://vppoinguinim.com/other-acts/>
- For Rules - <https://vppoinguinim.com/rti-act/>  
<https://vppoinguinim.com/panchayat-raj-act/>  
<https://vppoinguinim.com/other-acts/>

**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. Any Other Register maintained
21. Forms I- XI
22. Earnest Money Deposited (EMD) Register
23. Security Deposited Register
24. Income Tax Register
25. Labour Cess Register
26. GST Register
27. Royalty Register
28. CSR Register

**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.

**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)**

**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:
- Date of Constitution:
- Tenure:
- Total Number of Members:

**2. Village Development Committee**

- Chairperson: Savita Ramesh Tawadkar
- Date of Constitution: 23/10/2022
- Tenure: 5 Year
- Total Number of Members: 24

**3. Ward Development Committee**

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

**4. Vigilance Committee**

- Chairperson: Savita Ramesh Tawadkar
- Date of Constitution: 23/10/2022
- Tenure: 5years
- Total Number of Members: 5

**II. Details of Standing Committees**

**1. Production Committee**

- Chairperson: Savita Ramesh Tawadkar
- Date of Constitution: 23/10/2022
- Tenure: 5 Years
- Total Number of Members: 5

**2. Social Justice Committee**

- Chairperson: Sunil S. Painginkar
- Date of Constitution: 23/10/2022
- Tenure: 5 years
- Total Number of Members: 5

**3. Amenities Committee**

- Chairperson: Savita Ramesh Tawadkar
- Date of Constitution: 23/10/2022
- Tenure: 5 years
- Total Number of Members: 5

**Other Committees**

**4. Biodiversity Management Committee**

- Chairperson: Subhash Mahale
- Date of Constitution: 23/10/2022
- Tenure: 5 years
- Total Number of Members: 9

**5. Village Child Committee**

- Chairperson: Savita Ramesh Tawadkar
- Date of Constitution: 23/10/2022
- Tenure: 5 Years
- Total Number of Members: 9

**6. Garbage Management Committee**

- Chairperson:
- Date of Constitution: 23/10/2022
- Tenure:
- Total Number of Members:

**7. Internal Committee under the POSH Act, 2013**

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

**8. Village Water, Health & Sanitation Committee**

- Chairperson: Savita Ramesh Tawadkar
- Date of Constitution: 23/10/2022
- Tenure: 5 years
- Total Number of Members: 8

**9. Village Education Committee**

- Chairperson: Vasudev Pai
- Date of Constitution: 23/10/2022
- Tenure: 5 years
- Total Number of Members: 8

**10. Social Audit Committee**

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

**11. Road Safety Committee**

- Chairperson: Savita Ramesh Tawadkar
- Date of Constitution: 23/10/2022
- Tenure: 5 years
- Total Number of Members: 6

**12. Tourism Committee**

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

**13. Forest Right Committee**

- Chairperson: Satish Painginkar
- Date of Constitution: 23/10/2022
- Tenure: 5 years
- Total Number of Members: 15

**14. Stray Dog Committee**

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

**15. Animal Birth Control Committee**

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

**16. Road Safety and Traffic Management Committee**

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

**17. COTPA Committee**

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

**18. Child Protection Committees**

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

**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**

| Sr. No. | Name of the Employee              | Designation                    | Phone No.  | Email ID   |
|---------|-----------------------------------|--------------------------------|------------|--|
| 1       | SAVITA<br>RAMESH<br>TAWADKAR      | Sarpanch                       | 7507428698 |  |
| 2       | SUNIL<br>SHREEDHAR<br>PAINGINKAR  | Deputy Sarpanch                | 9923389450 |  |
| 3       | SATISH<br>AMRUTA<br>PAINGINKAR    | Panch Member                   | 9423180525 |  |
| 4       | PRASHUR<br>SADANAND<br>BHANDARI   | Panch Member                   | 9922299466 |  |
| 5       | JOHN RAIMON<br>BARRETTO           | Panch Member                   | 8007229052 |  |
| 6       | ASMITA ANIL<br>JOSHI              | Panch Member                   | 9637397517 |  |
| 7       | SHILPA VIPIN<br>PRABHU<br>GAONKAR | Panch Member                   | 8550923895 |  |
| 8       | GOVIND GOPI<br>NAIK               | Panch Member                   | 9823922234 |  |
| 9       | RASIKA<br>SHANTARAM<br>VELIP      | Panch Member                   | 9607201928 |  |
| 10      | Rajiv K. Naik<br>Gaonkar          | Village Panchayat<br>Secretary | 9923825013 | vppoingunim@gmail.com  |
| 11      | ----                              | Gram Sevak                     |            |  |
| 12      | ----                              | Junior Librarian               |            |  |
| 13      | Nirmala G. Naik                   | Clerical Staff                 | 8080731030 | vppoingunim@gmail.com  |
| 14      | Achut A. Gaonkar                  | Clerical Staff                 | 8080731030 | <a href="mailto:vppoingunim@gmail.com">vppoingunim@gmail.com</a> |

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

|    |                |                   |            |                       |
|----|----------------|-------------------|------------|-----------------------|
| 15 | ----           | Library Attendant |            |                       |
| 16 | Vijay B. Velip | Peon              | 8080731030 | vppoingunim@gmail.com |
| 17 | Prapti P. naik | GRS               | 8080731030 | vppoingunim@gmail.com |

Please add the names and details of all other staff of Village Panchayat.

**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/<br/>Honorarium</b>    |
|----------------|--------------------------------------|--------------------------------|-------------------------------------|
| 1              | SAVITA<br>RAMESH<br>TAWADKAR         | Sarpanch                       | ₹ 8000.00                           |
| 2              | SUNIL<br>SHREEDHAR<br>PAINGINKAR     | Deputy Sarpanch                | ₹ 6500.00                           |
| 3              | SATISH<br>AMRUTA<br>PAINGINKAR       | Panch Member                   | ₹ 5500.00                           |
| 4              | PRASHUR<br>SADANAND<br>BHANDARI      | Panch Member                   | ₹ 5500.00                           |
| 5              | JOHN<br>RAIMON<br>BARRETTO           | Panch Member                   | ₹ 5500.00                           |
| 6              | ASMITA<br>ANIL JOSHI                 | Panch Member                   | ₹ 5500.00                           |
| 7              | SHILPA<br>VIPIN<br>PRABHU<br>GAONKAR | Panch Member                   | ₹ 5500.00                           |
| 8              | GOVIND<br>GOPI NAIK                  | Panch Member                   | ₹ 5500.00                           |
| 9              | RASIKA<br>SHANTARA<br>M VELIP        | Panch Member                   | ₹ 5500.00                           |
| 10             | Rajiv K. Naik<br>Gaonkar             | Village Panchayat<br>Secretary | Salary paid by the<br>office of BDO |

|    |                  |                   |   |
|----|------------------|-------------------|---|
| 11 | -----            | Gram Sevak        |   |
| 12 | -----            | Junior Librarian  | ₹ |
| 13 | Nirmala G. Naik  | Clerical Staff    | ₹ |
| 14 | Achut A. Gaonkar | Clerical Staff    | ₹ |
| 15 | -----            | Library Attendant | ₹ |
| 16 | Vijay B. Velip   | Peon              | ₹ |
| 17 | Prapti P. naik   | GRS               | ₹ |

Please add the names and details of all other staff of Village Panchayat.

**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**

*Please Scan and paste the pdf file of Form X- Receipts and Expenditure*

*Please Scan and paste the pdf file of Form XI - Budget*

**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 - Section 4 (1)(b)(xiii) of the Right to Information Act, 2005**  
**Particulars of recipients of concessions, permits or authorisations granted by it**

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

| Sr. No. | Details of Concessions, NOC or Licences        | Procedure Followed                     | Number of Recipients |
|---------|--|--|----------------------|
| 1       | NOC for Water and Electricity Connection       | As per the Goa Panchayat Raj Act, 1994 |                      |
| 2       | NOC for House Repair and Construction License  |  |                      |
| 3       | Trade License and Establishment                |  |                      |
| 4       | License for places for disposal of Dead Bodies |  |                      |
| 5       | Concessions granted                            |  |                      |

Please add the concessions or any other licences that are maintained by the Village Panchayat.

**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 Panchayat Secretary and on Official Website | Hard Copies and in Electronic Form    |

*Please edit the data as per the status of the data available in the electronic form in the Village Panchayat.*

**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>Add Office timings</b>     |
| 3              | Directorate of Panchayat     | Monday to Friday (except public holidays)   | <b>Add DOP Office timings</b> |
| 4              | Library (if available)       | Monday to Saturday (except public holidays) | <b>Add Office timings</b>     |
| 5              | Proactive Disclosure         | Monday to Saturday (except public holidays) | <b>Add Office timings</b>     |
| 6              | CSC(Wherever available)      |   |                               |
| 7              | Nirnay Portal / App          | All days of the week                        | <b>All time</b>               |
| 8              | E Gram Swaraj                | All days of the week                        | All time                      |
| 9              | Panchayat Development Portal | All days of the week                        | All time                      |
| 10             | GPDP                         | All days of the week                        | All time                      |

**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. Pranit Naik            | Block Development Officer | First Appellate Authority (FAA)    | 9405368696            | bdo_can@yahoo.in      |
| 2              | Rajiv K. Naik Gaonkar        | V.P Secretary             | Public Information Officer (PIO)   | 9923825013            | vppoingunim@gmail.com |

**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://vppoinguinim.com/citizen-charter/>

**II. Grievance Redressal Officer**

|             |                                 |
|-------------|---------------------------------|
| Name        | Rajiv K. Naik Gaonkar           |
| Designation | V. P. secretary                 |
| Address     | Poinguinim, Canacona Goa 403702 |
| Contact     | 9923825013                      |
| Email       | vppoinguinim@gmail.com          |

**III. Details of RTI Application and Appeals Received and Disposed in the Year 2024-25**

|   |  |
|---|--|
| Total number of RTI Applications received               |  |
| Total number of RTI Applications disposed               |  |
| Total number of RTI Applications rejected/not collected |  |
| Total number of Appeals made for the Year 2024-25       |  |

**IV.** Information related to Procurement – tenders, quotations, work orderd

**V.** Memorandum of Understanding (MoUs)

**VI.** Transfer Orders of Employees

**VII.** CAG & PAC paras, if any

**VIII.** Tours of the Sarpanch/Deputy Sarpanch/Panch

**IX.** Proceedings / resolution of Gram Sabha

**X.** Proceedings / resolution of the Village Panchayat body meetings,

**XI.** Any other