



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

**VILLAGE PANCHAYAT OF PARCEM,  
PERNEM 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 Parcem**

Address: ParcemPernem Goa

Pin Code: 403512

Telephone No.:9405446460

Email id: villagepanchyatparcem@gmail.com

Link to Official Village Panchayat website:<http://www.vpparcem.in>

**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.

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

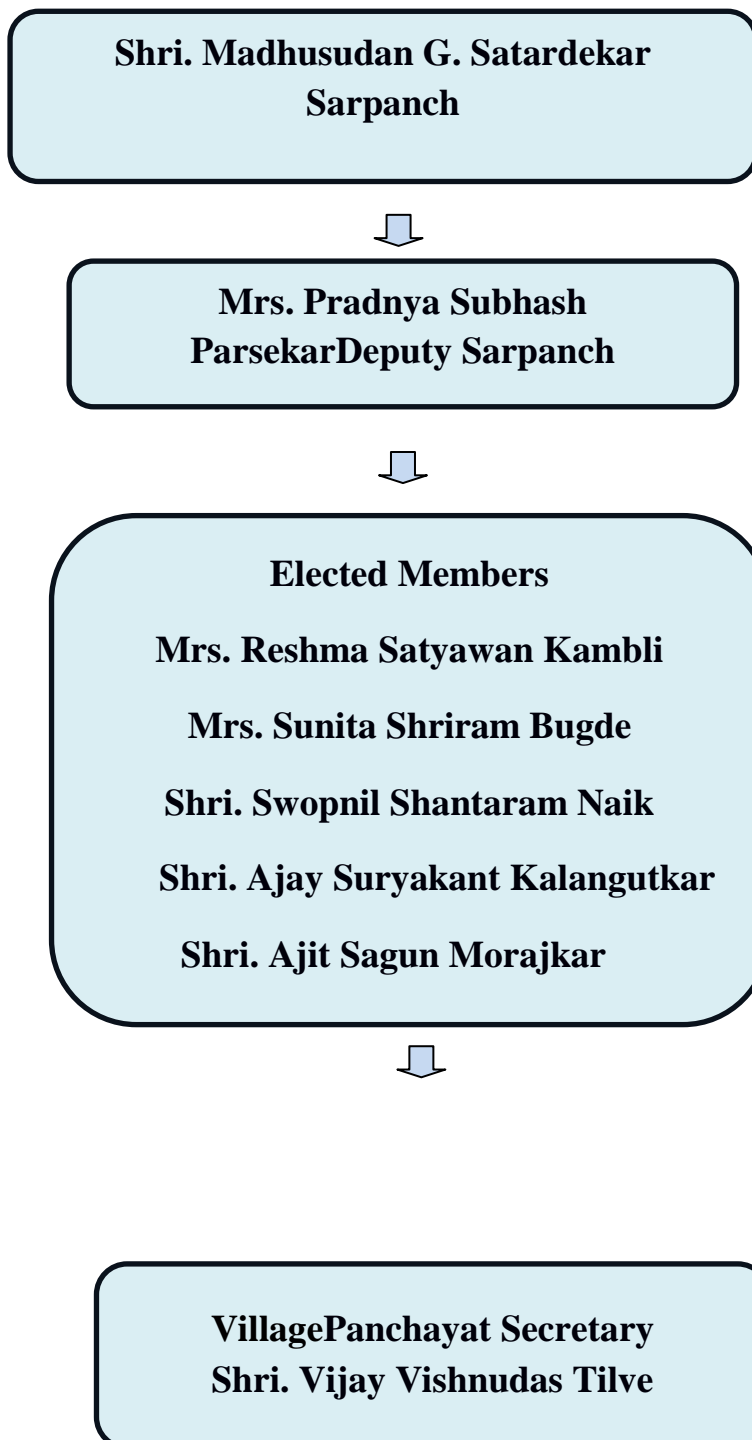
The Village Panchayat Parcem, Pernem Goa established on 13/12/1962, situated in the PERNEM Taluka of *NORTH -GOA* District having 1013.53 Ha. Geographical area. It is located 37Km towards North from capital city of Panaji. It has a population of 4627, with 2345 males and 2282 female population. The Village Panchayat consists of **07** wards and has **07** elected representatives. (Male 04, Female 03). Agriculture is a major occupation of Villagers in which cashew cultivation forms a larger portion. Village Panchayat Jurisdiction has 5 Anganwadis, 5 Govt. Primary Schools, 2 High Schools, 1 Nationalised Bank, Post office and Sub health Centre. The major source of income for the Panchayat is the

House Tax, fees, and Grant-in-aid and other grants. Village Parcem pin code is 403512 and headquarter office is at Pernem.

**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**





**Clerical Staff**  
**Shri. Samidha C.**  
**Salgaonkar(V.P.Clerk)**  
**Shri. Rajesh Vishnu Kalangutkar**  
**(V.P.Peon)**



**Other Line Department Staff**  
**(Visiting)**  
**Shri. Babu Bablo Kinlekar (GRS**  
**MGNREGS)**  
**Shri. Siddesh Heremath (Field**  
**Worker Social Welfare Dept.)**

**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

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(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

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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

Sr. No.	Name of the Employee	Designation	Duties/Responsibilities
1	Mrs. Samidha C.Salgaonkar	V.P.Clerk	<ol style="list-style-type: none"><li>1. To received all correspondence / letters from general public as well as Govt. Authorities or any others and give acknowledgement wherever required.</li><li>2. Maintain/ write inward and outward registered.</li><li>3. To do all clerical typing work through computer.</li><li>4. To maintain all records files and register and also work allotted by V.P. Secretary on time to time.</li><li>5. To maintain R.B.D. Records.</li><li>6. To abstract the meeting proceedings/ resolution copy.</li><li>7. To prepare all type of certificates / N.O.C etc.</li></ol>

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			<ol style="list-style-type: none"> <li>8. To maintain all correspondence as well as all records of Village Panchayat.</li> <li>9. If any information asked by general public under RTI Act 2005 which records should be kept ready and such application should be placed to the P.I.O on same day.</li> <li>10. To collect all types of taxes and fees and issue receipt to the payee.</li> <li>11. In absence of V.P. Secretary handle general public and maintain good relation with general public as well as elected representative.</li> <li>12. No secret or confidential matter of Village Panchayat should be disclosed to anyone.</li> <li>13. Any other work allotted by V.P. Secretary as per direction of Higher Authority or as per work load of Village Panchayat.</li> <li>14. Follow the all type of direction given by V.P. Secretary, V.P. Sarpanch or Higher Authority as per Panchayat Raj Act and Rule.</li> <li>15. To maintain inventory of Records.</li> <li>16. To maintain all V.P. old files, registers and records.</li> <li>17. To maintain and safeguard all assets and all records of Village Panchayat.</li> <li>18. Any other work entrusted by Higher Authority on time to time.</li> </ol>
4	Shri. Rajesh V Kalangutkar	V.P. Peon	<ol style="list-style-type: none"> <li>1. In absence of V.P. Clerk received all correspondence /</li> </ol>

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			<p>letters from general public as well as Govt. Authorities or any others and give acknowledgement wherever required.</p> <ol style="list-style-type: none"><li>2. To serve all type of notices to elected representative or general public on time as per direction given by the V.P. Secretary or Higher Authority.</li><li>3. To clean and update V.P. Office.</li><li>4. Filling all type of correspondence and to maintain records.</li><li>5. To maintain all records files and register and also work allotted by V.P. Secretary and V.P. Clerk on time to time.</li><li>6. Follow all direction given by V.P. Secretary, Sarpanch or by Higher Authority.</li><li>7. In absence of V.P. Secretary follow the direction issued by V.P. Clerk.</li><li>8. To maintained all correspondence as well as all records of Village Panchayat.</li><li>9. To open V.P. Office on all working days on time i.e 9:30 a.m to 5:30 p.m.</li><li>10. Not to misuse Panchayat Office letterheads, Office stamps and Office seal.</li><li>11. In absence of V.P. Secretary and V.P. Clerk handle general public and maintain good relation with general public as well as elected representative.</li><li>12. No secret or confidential matter of Village Panchayat should be disclosed to anyone.</li><li>13. Any other work allotted by</li></ol>
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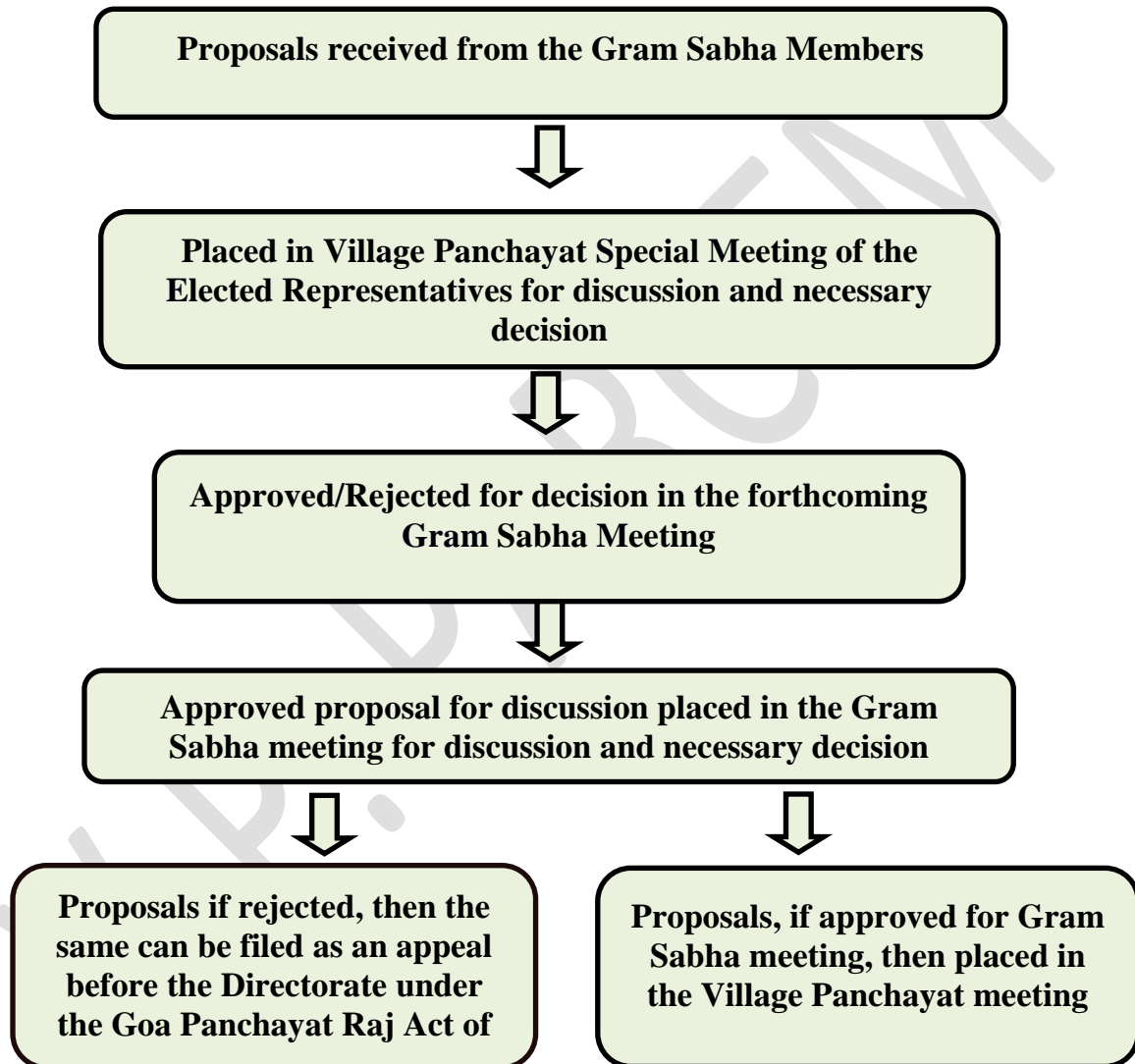
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			<p>V.P. Secretary and V.P Clerk as per direction of Higher Authority or as per work load of Village Panchayat.</p> <p>14. Follow the all type of direction given by V.P. Secretary, V.P. Sarpanch , V.P. Clerk or Higher Authority as per Panchayat Raj Act and Rule.</p> <p>15. To keep all the files and registers safely and properly in the locker/cupboard and should handle it with care for future need.</p> <p>16. To maintain all V.P. old files, Registers and records.</p> <p>17. To maintain and safeguard all assets and all records of Village Panchayat.</p> <p>18. Any other work entrusted by Higher Authority on time to time.</p>
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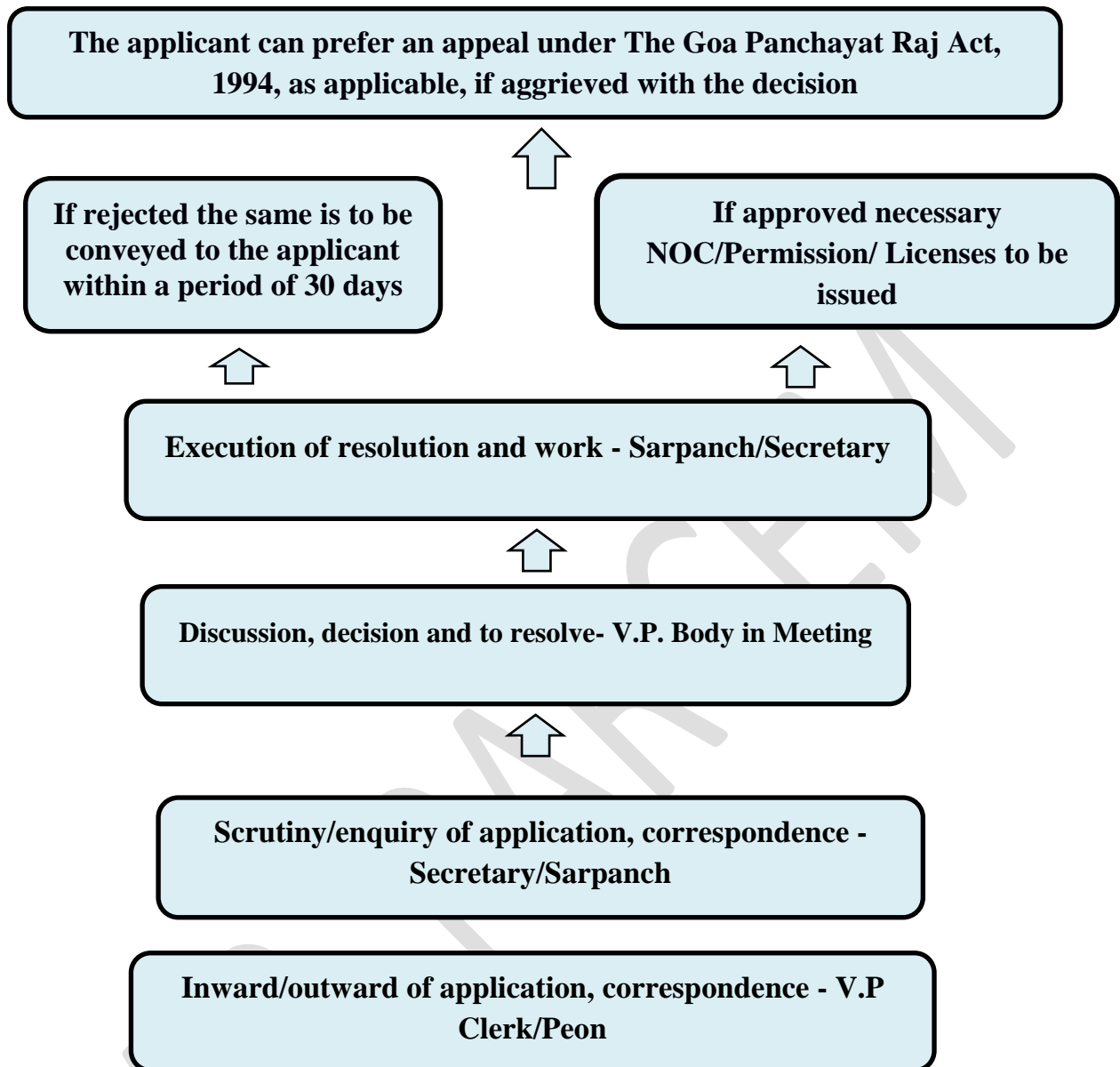
**Chapter 3 - Section 4 (1)(b)(iii) of the Right to Information Act, 2005**

**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.)**



SAHAJ BHARAT  
SWAYAMPURNA GOA

4(42)  
30/5/25

**DIRECTORATE OF PANCHAYATS  
GOVERNMENT OF GOA**

5<sup>th</sup> Floor, Myles High Corporate, Patto Panaji- Goa  
Phone No(0832) - 2438863

e-mail: [dir\\_panc\\_goa@nic.in](mailto:dir_panc_goa@nic.in) Website: [www.panchayatsgoa.gov.in](http://www.panchayatsgoa.gov.in)

No. 19/DP/BHN/2025/3721 Date:- 27/05/2025

**CIRCULAR**

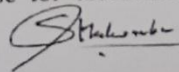
**Sub:-** Issuance of bifurcation house number in respect of existing dwelling house in Village Panchayat jurisdiction regarding.....

The Goa Panchayat Raj 1994 and Rules made thereunder are silent regarding issuance of bifurcation house number in respect of existing dwelling house in Village Panchayat jurisdiction, whenever such application is received by interested applicants requesting for issue of bifurcation house number to a portion of existing house. It is also noticed that there is practice in some Village Panchayats to allow such applications based on bare minimum documents whereas some Village Panchayats are hesitating/refusing to issue bifurcation house number in the absence of such provision in the Act/Rules. It is also noticed that some Village Panchayats are insisting applicants of such dwelling house to produce title documents clearly indicating his/her title to the portion of the existing dwelling house in which such co-occupier/his family is living separately within the same existing dwelling house. Such insistence on the part of Village Panchayat is causing great hardships to the applicant in availing bifurcation house number and deprive such applicant and his family members in availing basic essential amenities like separate water connection and electricity connection in their name. There are numerous such cases wherein due to expansion of original family staying in a particular existing house, certain members occupying the house prefer to reside separately within the existing dwelling house as a separate entity which can be somewhat termed as a nuclear family.

which intends to pay the house tax in their own name for the portion of area occupied by them of the existing house. Such nuclear families often reside under the same common roof of existing dwelling house, however utilize separate kitchen arrangement and therefore, requirement of basic essential amenities like separate water connection and separate electricity connection in the name of head of nuclear family becomes essential to make living easy and free from flimsy disputes. To release separate water and electricity connection, obtaining of bifurcation house number becomes a pre-requisite document for producing before the authorities such as Public Works Department and Electricity Department. In order to create ease of living to such nuclear families by obtaining bifurcation house number to existing dwelling house in case the applicant desires so, the Government considers it appropriate to issue following instructions to Village Panchayats.

Rule 18 of the Goa Panchayat (Imposition of taxes, fees and other dues) Rules clearly provides on whom the house tax is primary leviable. It is made clear that in case of receipt of such application from applicant for allotting bifurcation to existing House number in respect of the registered house number of existing dwelling house by any co-occupier, who is in actual occupation of portion of dwelling house, such application should be allowed by Village Panchayat without insisting for cumbersome title documents. Allotting a bifurcation house number to an co-occupier applicant who is in occupation of the portion of dwelling house does not confer any title to the said applicant in respect of the portion of dwelling house. The purpose of issuance of house number to such applicant is to give separate identity to said portion of dwelling house and is merely fiscal in nature for taxation purpose which does not confer upon him any title of the property/portion of dwelling house.

In view of above, while dealing with such cases, the Village Panchayats shall only insist for application from co-occupier applicant of the dwelling house for issuance of bifurcation house

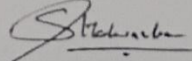


number in Form 'A' attaching therewith the dimensioned sketch of the portion of original dwelling house which is under occupation of the said applicant, who is co-occupant. The applicant shall produce following documents:-

- (i) House tax copy of existing house number
- (ii) Death certificate of father, mother or original house tax assessee, as the case may be.
- (iii) Birth certificate of applicant or any other document showing linkage with the original house tax assessee/house number such as bank pass book , ration card etc.
- (iv) Form 'A'
- (v) Sketch of portion of house under occupation of the applicant.
- (vi) Form I & XIV

It is further enjoined upon the Village Panchayat secretaries that such application shall be disposed within a period of 15 days from date of receipt of application, alongwith issuance of NOC for water connection/electricity connection in the name of new assessee, if requested, on payment of fees decided by the Village Panchayat as per prescribed procedure. The bifurcation house number shall contain the original house number with suffix as '/A', '/B' etc. The portion to which bifurcation house number is issued shall be necessarily a contiguous portion of the existing dwelling house recorded in Form 7 (Assessment Register) & Form 8 (Demand and Collection Register, having separate kitchen arrangements within the same house. The Village Panchayat shall also carry out inspection of the house to ensure that particulars furnished by the applicant are correct.

This issues with the approval of the Government.

  
(Siddhi T. Halarnakar)  
Director of Panchayats,  
Panaji-Goa.

Encl: Form 'A'

**To,  
All Block Development Officers  
All Village Panchayat Secretaries**

**Copy to:-**

1. The Additional Director of Panchayats-I /II, for information.
2. The Dy. Director of Panchayats, North/South, for information.
3. Guard File.

**FORM 'A'**

**APPLICATION FOR ISSUANCE OF BIFURCATION HOUSE NUMBER**

Village Panchayat: \_\_\_\_\_ APPLICATION NO :- \_\_\_\_\_

1. Name of the applicant \_\_\_\_\_ (A) Existing House No. : \_\_\_\_\_
2. Name of the Ward/Locality \_\_\_\_\_ (B) House Tax Assessed: \_\_\_\_\_
3. Name of the Owner/Original Assesee \_\_\_\_\_ (C) House Tax Paid \_\_\_\_\_
4. Description of existing house \_\_\_\_\_ (D) No. & date of receipt \_\_\_\_\_  
(Type of structure such as load bearing/RCC/no. of storey)
5. Whether there is Electricity Connection/ \_\_\_\_\_  
, if so since when.
6. Whether there is water connection/ \_\_\_\_\_  
, if so since when.
7. Specification of the material of \_\_\_\_\_  
existing house (Whether it is of mud, laterite, stones, plaster/ RCC)
8. Area of the existing \_\_\_\_\_  
House ( enclose sketch/plan).
9. Since when structure is existing : \_\_\_\_\_
10. Survey Number/ Sub-Division No and Revenue Village \_\_\_\_\_
11. Area of entire house \_\_\_\_\_
12. Area of house portion for which bifurcation house number is sought \_\_\_\_\_
13. Documents enclosed \_\_\_\_\_
  - (i) Death certificate of father, mother or original house tax assesee, as the case may be.
  - (ii) Birth certificate of applicant or any other document showing linkage with the original house tax assesee/ house number such as bank pass book, ration card etc.
  - (iii) Sketch of portion of house under occupation of the applicant.
  - (iv) Form I & XIV
  - (v) NOC of assesee/heirs, if available
14. Photographs of existing house/structure \_\_\_\_\_  
( Mandatorily showing all side views/front view/rear view)

I agree to pay necessary fees/tax as per " The Goa Panchayat Raj ( Imposition of taxes, fees and other dues) Rules, 1998" and other rules for the time being in force.

I state on oath that the above particulars are correct and true to the best of my knowledge and belief and I have not concealed/misrepresented any facts.

I undertake that in case of any misrepresentation of facts or false statement/particulars, house number issued to me shall be revoked forthwith.

No. 19/DP/Cir./Alter.SDU/2021/7649  
Government of Goa,  
Directorate of Panchayats,  
Junta House, 3<sup>rd</sup> lift, 3<sup>rd</sup> floor,  
Panaji-Goa.

Dated:- 01/12/2021.

C I R C U L A R

Sub: Regarding procedure to be followed for grant of permission for alteration of single dwelling unit.

The Government has recently carried out amendment to section 66 of the Goa Panchyat Raj Act, 1994 wherein the owner of a building which consist of single dwelling unit constructed or in existence before the commencement of the Goa Panchayat Raj Act, 1994 i.e. 09/07/1994 shall be permitted to the extent of replacement of tile roofing with R.C.C. slab roofing upon production of certificate of stability of such building issued by the Registered Structural Engineer.

The amendment to section 2 of the principal Act has been also carried out defining the term "alteration", "Registered Structural Engineer" and "single dwelling unit".

In order to establish a procedure for issue of permission by the Village Panchayat for such alteration of single dwelling unit, it is felt necessary to introduce a format for application, inspection and grant of alteration permission within the jurisdiction of the Village Panchayat.

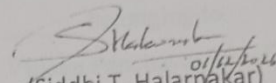
In view of above, it is enjoined upon all the Village Panchayats to follow the process as laid down below before granting permission for alteration of single dwelling unit.

- i) The applicant seeking permission of alteration of a single dwelling unit within Village Panchayat jurisdiction shall apply to the respective Village Panchayat in prescribed application enclosed to this circular as Annexure-I alongwith with necessary documents mentioned in the application.

- ii) Upon receipt of application, the Village Panchayat concerned shall verify its record pertaining to the ownership/legality of the structure by placing the matter before Village Panchayat Body within a period of 15 days and if found feasible forward the application to respective Block Development Office for obtaining inspection report.
- iii) The inspection team of Block Development Office consisting of E.O.(R.E.), E.O.(V.P.) in presence of the concern Village Panchayat Secretary shall inspect the site and verify the correctness of the proposal submitted by the applicant in respect of plinth area, existing/proposed height of the structure, cost of alteration and to ascertain that the proposed alteration shall not exceed the existing plinth area/F.A.R.
- iv) The Block Development Officer shall submit the inspection report to the concerned Village Panchayat in a prescribed format within a period of 30 days from the date of receipt of the proposal in the office of Block Development Officer. The format of the inspection report of Block Development Office is enclosed as Annexure II.
- v) Upon receipt of inspection report by the Village Panchayat the office of Block Development Officer the Village Panchayat shall take appropriate decision to grant/reject the alteration permission based on the recommendation of the Block Development Officer upon collection of such fees to be charged by Village Panchayat towards issue of construction licence.
- vi) The format of alteration permission is enclosed to this Circular as Annexure III.
- vii) Alteration permission shall be initially issued for 1 year which can be renewed for another 1 year, upon collection of fees.
- viii) The procedure prescribed in this Circular shall be strictly adhered to while disposing the application pertaining to issuance of alteration permission.

Copy of the Circular shall be duly acknowledged with a direction to circulate the same to all the Village Panchayats coming under their respective jurisdiction.

This issues with the approval of the Government.

  
(Siddhi T. Halarnakar)  
Director of Panchayats,  
Panaji-Goa.

Encl: (1) Application format in Annexure – I.  
(2) Format of Inspection Report in Annexure – II.  
(3) Format of alteration permission in Annexure – III.

To,  
All the Block Development Officers,  
\_\_\_\_\_ Block.

Copy to:- (1) Additional Director of Panchayats North, Junta House, 3<sup>rd</sup> lift, 3<sup>rd</sup> floor, Panaji-Goa for information and necessary action.

(2) Additional Director of Panchayats South, Mathany Saldanha Complex, South Margo-Goa for information and necessary action.

(3) Deputy Director of Panchayats North, Junta House, 2<sup>nd</sup> lift, 3<sup>rd</sup> floor, Panaji-Goa for information and necessary action.

(4) Deputy Director of Panchayats South, Mathany Saldanha Complex, South Margo-Goa for information and necessary action.

OFFICE OF BLOCK DEVELOPMENT OFFICER, \_\_\_\_\_

INSPECTION REPORT

Ref:- Application for alteration of building consisting of single dwelling unit bearing house number \_\_\_\_\_ belonging to \_\_\_\_\_ within Village Panchayat jurisdiction of \_\_\_\_\_.

A) It has been inspected by the inspection team of Block Development Officer and particulars of inspection are as under:

(1) Observation of inspection team in respect of necessity to undertake alteration in terms of Section 66(1) of Goa Panchayat Raj Act 1994:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) Whether the dimensions of existing structure are tallying with plan prepared by Registered Structural Engineer. If yes, :-

Length \_\_\_\_\_ mts. Breadth \_\_\_\_\_ mts.  
Height \_\_\_\_\_ mts.

(3) House No. \_\_\_\_\_ Tax paid Rs. \_\_\_\_\_ for \_\_\_\_\_ year.

(4) Survey No./Sub-Division Number \_\_\_\_\_ of Revenue Village \_\_\_\_\_

(5) Photographs have been produced of existing plinth area by the applicant as required showing overall pictorial view of from front/sides.

(6) Estimated cost of alteration of structure :- Rs. \_\_\_\_\_

B) This report of site inspection is prepared by physical inspection of the structure proposed for alteration on \_\_\_\_\_ (date).

C) Alteration of the structure is recommended/ not recommended.

D) Any other recommendation of inspection team

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E) Therefore, necessary permission may be granted / rejected.

Signature and name of  
Secretary

Signature and name of  
E.O. (V.P.)

Signature and name of  
E.O. (R.E.)

Countersigned by :- \_\_\_\_\_  
Block Development Officer

**ENDORSEMENT OF VILLAGE PANCHAYAT \_\_\_\_\_**

The Panchayat has resolved in the meeting held on \_\_\_\_\_ and vide resolution No. \_\_\_\_\_ to grant/reject the alteration permission to the extent of replacement of tiles roofing with the R.C.C. slab roofing as requested by the applicant.

The applicant on completion of the alteration should intimate to this Village Panchayat in writing within a fortnight that alteration has been carried out as per the permission granted on \_\_\_\_\_.

Office seal of Village Panchayat

Secretary

APPLICATION FOR ALTERATION PERMISSION OF STRUCTURE  
CONSISTING OF SINGLE DWELLING UNIT CONSTRUCTED/EXISTED  
PRIOR TO COMMENCEMENT OF GOA PANCHAYAT RAJ ACT, 1994.

To,  
The Sarpanch/Secretary,  
Village Panchayat \_\_\_\_\_,  
Taluka \_\_\_\_\_

- 1) Name and address of Applicant :-
- 2 a) Name and number of the ward :-  
b) House No. :-  
c) Whether house tax assessed. :-  
d) Latest House tax paid/Receipt No. & date. :-
- 3) Name of the owner :-
- 4) Description of existing house  
(type of structure, whether laterite masonry with  
Roofing type, etc. :-
- 5) Whether there is electricity connection to the structure,  
if so, since when( enclose copy of latest electricity bill):-
- 6) Whether there is water connection to the structure,  
if so, since when ( enclose copy of latest water bill):-
- 7) Specification of the material of the existing house  
(whether it is of mud, laterite stone, plastered etc). :-
- 8) Plinth area of the existing building/house in sq.mts :-
- 9) Dimensions of the existing structure  
( also enclose plan prepared by structural engineer) :-
- 10) Since when the house/building is existing :-  
( mention month and year)
- 11) Survey Number/Sub-Division Number and  
Revenue Village ( enclose latest survey plan) :-
- 12) Title documents (s) :-
- 13) Photographs of the existing structure  
(enclose front side photograph and both side photographs  
showing overall picture of structure) :-
- 14) Whether alteration is to be carried out  
for part of the house or entire building) :-

- 15) Material to be used in alteration of structure :-
- 16) Necessity to undertake alteration :-
- 17) Estimated cost of alteration. :-
- 18) Approximate time required for the alteration. :-

I State on oath that above particulars are correct and true to the best of my knowledge and belief and I have not concealed/misrepresented any facts.

Place:-

Signature

Dated:-

Name of applicant

Enclosed:-

- 1) Latest Form I & XIV
- 2) Latest Survey Plan
- 3) House Tax Receipt  
(latest as well as prior to commencement of  
Goa Panchayat Raj Act 1994)
- 4) Recent Photographs of the Structure
- 5) Plan and certificate of stability of structure  
issued by Registered Structural Engineer

Office of Village Panchayat \_\_\_\_\_

**FORM**  
Permission No. \_\_\_\_\_

Shri/Smt/Kum \_\_\_\_\_  
from \_\_\_\_\_ ward \_\_\_\_\_ is hereby granted permission for the alteration of structure ( single dwelling unit ) to the extent of replacement of tiles roofing with R.C.C. slab roofing in terms of resolution no. \_\_\_\_\_ adopted in the Panchayat meeting dated \_\_\_\_\_ as per the application dated \_\_\_\_\_ for permission for alteration alongwith plan and certificate of stability of structure issued by Registered Structural Engineer, inwards under No. \_\_\_\_\_ dated \_\_\_\_\_.

The applicant shall comply with the following conditions:-

- 1) The alteration shall be undertaken only as per the particulars/details mentioned in the application and attached plan.
- 2) The Village Panchayat shall be informed on completion of alteration within fifteen days in writing.
- 3) Photographs of the altered structure shall be submitted for records of Village Panchayat.
- 4) All the provisions of laws applicable while undertaking the alteration shall be strictly adhered to.
- 5) The alteration work shall be executed strictly under the supervision of Registered Structural Engineer.
- 6) Certificate of completion of alteration as per approvals granted shall be produced from the Registered Structural Engineer before occupying the structure.
- 7) The permission is liable to be revoked,
  - a) If the alteration is not undertaken as per the contents of application/attached plan which have been duly approved.
  - b) If there is any false statement/misrepresentation of facts in the details furnished based on which permission was granted.



DIRECTORATE OF PANCHAYATS  
GOVERNMENT OF GOA

5<sup>th</sup> Floor, Myles High Corporate, Patto, Panaji- Goa  
Phone No. (0832) - 2438863, Fax: 2222863

e-mail: [dir-panc.goa@nic.in](mailto:dir-panc.goa@nic.in) Website: [www.panchayatsgoa.gov.in](http://www.panchayatsgoa.gov.in)

No.19/DP/House Repair/Panc/2025/ 2649

Date: 09/04/2025

CIRCULAR

**Subject: Permission to the repairs of existing single dwelling unit/structure.**

In partial modification to earlier Memorandum no. Panchayat Appeal No. 76/97/538 dated 05/02/1999 and Circular no. 15/77/DP/CIR/2000/6983 dated 06/09/2002 issued by the Directorate of Panchayats as regards to the procedure to be followed while granting permission for repair of existing structure, it has been decided to permit / allow Village Panchayat Secretary to issue permission to carry out repairs to single dwelling unit/structure at the level of Village Panchayat itself, without obtaining any site inspection report from respective Block Development Officer.

In order to avoid any undue procedural delay in undertaking repairs work of single dwelling unit/structure for the purpose of ensuring safety of owner/ co-owner/occupants and to prevent any further damage to such structure, whenever any application is received from the applicant for carrying out repairs of such structure, the Village Panchayat Secretary is hereby directed to issue permission for repairs of single dwelling unit/structure, provided that the structure for which repairs is sought is legal structure or is existing and registered for the purpose of house tax for last five years prior to the date of receipt of application for repairs. The applicant shall produce sketh/plan of the existing structure along with its photographs and certificate from registered architech/strutural enigneer giving details of feasibility of repair including estimated cost of repair. Upon receipt of application for repairs of such single dwelling unit/structure, the Village Panchayat Secretary shall forthwith dispose the application within a period of 3 (three) working days and in case the decision is taken to issue repair permission, the same shall be issued upon collecting necessary fees towards house repair

RECEIVED  
Village Panchayat Parcem  
Tal: Pernem Goa

Inward No.: 37 Date: 09/04/2025

*[Signature]*  
09/04/2025

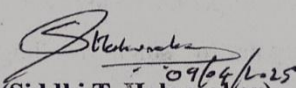
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permission fees. The copy of application format and repairs permission is enclosed herewith.

In the event, Village Panchayat Secretary fails to determine whether such permission should be given or not and communicate its decision to the applicant immediately after receipt of application or in any case within period of 3 (Three) days from the date of receipt of application, then such permission shall be deemed to have been granted and applicant may commence the repair work within scope of repairs, but not in contravention with any law in force.

This Circular is applicable only for repairs of single dwelling units/structure and in cases of multi-dwelling units and other cases the procedure elaborated in Memorandum dated 05/02/1999 and Circular dated 06/09/2002 shall be adhered to.

This Circular is issued with the approval with the Government.

  
(Siddhi T. Halarnakar)  
Director of Panchayats  
Panaji - Goa

Enclosed: As above

To  
All the Village Panchayats.  
(Through Block Development Officer)

**APPLICATION FOR PERMISSION FOR REPAIRS OF SINGLE DWELLING UNIT/STRUCTURE**

Village Panchayat:

APPLICATION NO :-

1. Name of the applicant :
2. Name of the Ward/Locality :
3. Name of the Owner/Co-owner :
4. Description of existing house :  
(Type of structure such as load bearing/RCC/no. of storey)
5. Whether there is Electricity Connection/ :  
, if so since when.
6. Whether there is water connection/ :  
, if so since when.
7. Specification of the material of :  
existing house (Whether it is of  
mud, laterite, stones, plaster/ RCC).
8. Area of the existing :  
House ( enclose sketch/plan).
9. Since when structure is existing /:
10. Survey Number/ Sub-Division No and Revenue Village :
11. Title documents :
12. Photographs of existing house/structure :  
( Showing all sides/front view/rear view)
13. Full particulars with dimensions :  
of repairs to be under taken  
(Whether for part of the structure or  
Entire structure).
14. Specification of material to be :  
used in the repairs.
15. Necessity to undertake repairs :
16. Estimated cost of repairs :
17. Approximate time required for the :  
repairs

(A) House No.:

(B) House Tax Assessed:

(C) House Tax Paid

(D) No. & date of receipt

Place :-

Dated :-

Name:

Signature of the applicant

Document towards above information to be enclosed by the applicant alongwith the application

**( For Office Use Only )**

Certified that structure for which repairs is sought is legal structure or is existing and registered for the purpose of house tax for last five years prior to the date of receipt of application for repairs as per the records of Village Panchayat.

Signature

(Sarpanch)

Name:- \_\_\_\_\_

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

House Repair Permission (Single Dwelling Unit)

Shri./Smt. \_\_\_\_\_ R/o. \_\_\_\_\_ is hereby granted permission for the proposed repairs of existing single dwelling unit bearing H. No. \_\_\_\_\_ existing in Survey No/ Sub-Division No. \_\_\_\_\_ situated at \_\_\_\_\_ Revenue Village in V.P. \_\_\_\_\_, Taluka \_\_\_\_\_, Goa. One copy of the sketch plan with the approval note carrying the embossed seal of this Panchayat and duly signed is returned to the interested party, who shall comply with the following conditions.

- 1) To limit himself/herself to the plan approved and statement therein.
- 2) The repairs shall be as per the plan approved by this Panchayat and the condition imposed in it.
- 3) To inform the Panchayat as soon as the repairs are completed
- 4) To abide by the other related provision in force.
- 5) That the repairs are carried out as per the alignment given and plinth level fixed by the Panchayat.
- 6) The repair permission shall be revoked.
  - a) If the repair works are not executed as per the plan approved and details made by the applicant therein.
  - b) Wherever there is any false statement or misrepresentation of any material facts, in the application based on which the permission was issued.
- 7) The repair permission only permits repairs of existing single dwelling unit and do not affect the structural stability of the existing structure.
- 8) The building material should not be placed in the storm water drain or on the public road.

The permission shall be valid for six month beginning from today. The applicant has paid the respective tax/fee the tune of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) by receipt No. \_\_\_\_\_ Dated \_\_\_\_/\_\_\_\_/\_\_\_\_.

Given under the seal of this Panchayat Office of the Village Panchayat of \_\_\_\_\_), Taluka \_\_\_\_\_, Goa on \_\_\_\_\_

(V.P. Secretary)

To \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_.

**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. SGST & CGST Register
27. Royalty Register
28. CSR Register
29. Staff Leave Register
30. Personal cash Register
31. Register for attendance and recording Minutes of Mahila/Bal sabhas
32. Register for attendance and recording Minutes of VDC Meetings

**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.

V.P. PARCEM

**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. Village Development Committee**

- Chairperson: Shri. Madhusudan G. Satardekar
- Date of Constitution: 19/12/2021
- Tenure: 05 Years
- Total Number of Members: 19

**2. Vigilance Committee for Fair Price Shops**

- Chairperson: Shri. Madhusudan G. Satardekar
- Date of Constitution: 07.11.2022
- Tenure: 05 Years
- Total Number of Members: 05

**II. Details of Standing Committees**

**1. Production Committee**

- Chairperson: Shri. Madhusudan G. Satardekar
- Date of Constitution: 07/11/2022
- Tenure: 05 Years
- Total Number of Members: 05

**2. Social Justice Committee**

- Chairperson: Shri. Madhusudan G. Satardekar
- Date of Constitution: 07/11/2022
- Tenure: 05 Years
- Total Number of Members: 05

**3. Amenities Committee**

- Chairperson: Shri. Madhusudan G. Satardekar
- Date of Constitution: 07/11/2022
- Tenure: 05 Years
- Total Number of Members: 05

## **Other Committees**

### **1. Biodiversity Management Committee**

- Chairperson: Ajay S. Kalangutkar
- Date of Constitution: 30.10.2022
- Tenure: 05 Years
- Total Number of Members: 07

### **2. Village Child Committee**

- Chairperson: Shri. Madhusudan G. Satardekar
- Date of Constitution: 07.11.2022
- Tenure: 05 Years
- Total Number of Members: 08

### **3. Garbage Management Committee**

- Chairperson: Shri Madhusudan G. Satardekar
- Date of Constitution: 07.11.2022
- Tenure: 05 Years
- Total Number of Members: 11

### **4. Village Water, Health & Sanitation Committee**

- Chairperson: Shri. Madhusudan G. Satardekar
- Date of Constitution:
- Tenure: 05 Years
- Total Number of Members: 07

### **5. Road Safety and Traffic Management Committee**

- Chairperson: Shri. Madhusudan G. Satardekar
- Date of Constitution: 20.10.2022
- Tenure: 05 Years
- Total Number of Members: 05

**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	Shri Madhusudan G. Satardekar	Sarpanch	8668441930	
2	Mrs. Pradnya S. Parsekar	Dy. Sarpanch	7387371319	Parsekarpradnya06@gmail.com
3	Mrs. Reshma Kambli	Panch Member	9022177491	Reshmakambli1308@gmail.com
4	Mrs. Sunita S. Bugde	Panch Member	9049571801	sunitabugde@gmail.com
5	Shri. Swapnil S. Naik	Panch Member	9923966267	Swapnilnk1994@gmail.com -----
6	Shri. Ajay S. Kalangutkar	Panch Member	9764409440	Kalangutkarajay7@gmail.com
7	Shri Ajit S. Morajkar	Panch Member	9923847236	-----
8	Shri Vijay V. Tilve	VillagePanchayat Secretary	9326139784	Vijaytilve9@gmail.com
9	Samidha C. Salgaonkar	Clerical Staff	8007641154	Samidhasalgaonkar25@gmail.com
10	Rajesh V. Kalangutkar	Peon	9370034072	rajeshkalangutkar166@gmail.com
11	Sadguru S. Sopte	Junior Librarian	8550956507	sadgurusopte@gmail.com
11	Ashwini A. Kerkar	Library Attendant	7507053122	kerkarashwini97@gmail.com
12	Sanjivani Kambli	Sweeper	7768854904	-----
13	Sanjay Parsekar	Garbage Labour	8668401388	-----
14	Sharpad Sheikh	Garbage Labour	7666390615	-----

**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**

Sr. No.	Name	Designation	Basic Pay/ Honorarium
1	Madhusudan G. Satardekar	Sarpanch	₹ 8000/-
2	Pradnya Parsekar	Dy. Sarpanch	₹ 6500/-
3	Reshma S. Kambli	Panch Member	₹ 5500/-
4	Sunita S. Bugde	Panch Member	₹ 5500/-
5	Swopnil S. Naik	Panch Member	₹ 5500/-
6	Ajay S. Kalangutkar	Panch Member	₹ 5500/-
7	Ajit S. Morajkar	Panch Member	₹ 5500/-
8	Vijay V. Tilve	Village Panchayat Secretary	Salary paid by the office of BDO
9	.....	Gram Sevak	
11	Samidha C. Salgaonkar	Clerical Staff	₹ 13130 + 2400
13	Rajesh V. Kalangutkar	Peon	₹ 4440 + 1300
15	Sanjivani Kambli	Sweeper	₹5500/-
16	Sanjay Parsekar	Garbage Labour	₹ 450 @ daily wages
17	Sharpad Sheikh	Garbage Labour	₹ 350 @ daily wages
14	Sadguru S.Sopte	Junior Librarian	14,000/-
14	Ashwini A. Kerkar	Library Attendant	11,000/-

**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**

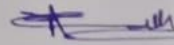
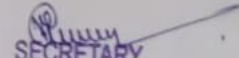
V.P. PARCEM



**VILLAGE PANCHAYAT PARCEM**

**BUDGET FOR THE YEAR 2024-2025**

SR. NO	BUDGET HEAD	INCOME	SR. NO	BUDGET HEAD	EXPENDITURE
	<b>Opening Balance</b>	10,478,953.96			
<b>1</b>	<b>Govt. Grants</b>		<b>1</b>	Administration	5,301,600.00
	Special Grant	400,000.00	<b>2</b>	Sanitation and Public health	95,000.00
	GIA works	9,500,000.00	<b>3</b>	Public work	10,120,000.00
	Salary Staff	900,000.00	<b>4</b>	Planning & Development	40,000.00
	Matching Grant	300,000.00	<b>5</b>	Social welfare	75,000.00
	<b>Other Grants</b>	500,000.00	<b>6</b>	Education & Culture	470,000.00
	DRDA (MGNREGA)	500,000.00	<b>7</b>	Rural Housing	25,000.00
	Garbage Grant	150,000.00	<b>8</b>	Drinking water	160,000.00
	XIV FIN. Comm.Grant.	800,000.00	<b>9</b>	Poverty all. Programme	30,000.00
	Others Grants	710,000.00	<b>10</b>	Libraries	400,000.00
<b>2</b>	<b>Proceeds of Taxes</b>	399,035.00	<b>11</b>	Rural Sanitation	400,000.00
<b>3</b>	<b>Fees</b>	730,000.00	<b>12</b>	Const. of Slaughter house & Cattle Pound	100,000.00
<b>4</b>	<b>Proceed of Loans</b>	10,000.00	<b>13</b>	Miscellaneous	1,656,000.00
<b>5</b>	<b>Sale Proceeds</b>	110,000.00			
<b>6</b>	<b>Extraordinary</b>	1,901,000.00			
	<b>TOTAL RECEIPTS</b>	<b>16,910,035.00</b>		<b>TOTAL EXPENDITURE</b>	<b>18,572,600.00</b>
	<b>OPENING BALANCE</b>	<b>10,478,953.96</b>		<b>CLOSING BALANCE</b>	<b>8,516,388.96</b>
	<b>GRAND TOTAL</b>	<b>27,388,988.96</b>		<b>GRAND TOTAL</b>	<b>27,388,988.96</b>

  
  
 SARPANCH      SECRETARY  
 Village Panchayat Parcem  
 Pernem - Goa



**VILLAGE PANCHAYAT PARCEM**  
**DETAILS OF BUDGET ESTIMATED FOR THE YEAR 2023-2024**  
**RECEIPT**

SR. NO	Budget Head	Budget Estimated	Total Rs.	Remarks
1	Opening Balance	10,478,953.96		
2	Grants from Govt.			
1	Special Grants(Member Salary)	400,000.00		
2	General Grants G.I.A.	9,500,000.00		
3	Staff Salary	900,000.00		
4	Matching Grant	300,000.00		
5	Other Grants	500,000.00		
	<b>Total Rs.</b>		<b>11,600,000.00</b>	
1	RDA Grants MGNREGA	500,000.00		
2	Garbage Grant	150,000.00		
3	XIV & XV FIN. Comm.Grant.	800,000.00		
4	Others Grants/Special	200,000.00		
5	Library grants	360,000.00		
6	Public Contribution	150,000.00		
	<b>Total Rs.</b>		<b>2,160,000.00</b>	
<b>4(A)</b>	<b>Proceeds of taxes/fees etc.</b>			
1	House Tax	165,000.00		
2	Light Tax	6,985.00		
3	Garbage Tax	100,000.00		
4	Professional Tax	45,000.00		
5	Cycle Tax/cart-tax/dog tax	2,000.00		
6	Tax on hoarding	50.00		
7	EHN Tax	80,000.00		
	<b>Total Rs.</b>		<b>399,035.00</b>	
<b>4(B)</b>	<b>FEES</b>			
1	Construction/ Repair License fees	300,000.00		
2	Certificate fees	50,000.00		
3	Transfer fees	20,000.00		
4	NOC	85,000.00		
5	RBD fees	15,000.00		
6	EHN fees	60,000.00		
7	Market fee	200,000.00		
			<b>730,000.00</b>	
4	Proceeds of other Loans etc.	10,000.00	<b>10,000.00</b>	
5	Sale Proceeds			
	Tender forms	90,000.00		
	Sale of used electric materials/scrap	10,000.00		
	Sale of news paper/old dead stock	10,000.00		
			<b>110,000.00</b>	
6	Extraordinary Receipt			
1	R.T.I	5,000.00		
2	Certified copy	25,000.00		
3	Penalty	20,000.00		
4	Bank Interest	300,000.00		
5	Income tax	95,000.00		
6	EMD	40,000.00		
7	Security deposit	700,000.00		
8	Royalty	95,000.00		
9	SGST	95,000.00		
10	CGST	95,000.00		
11	TCS	1,000.00		
12	Labour cess	80,000.00		
13	Rent Hall/ Chairs	100,000.00		
14	Film shooting	30,000.00		
15	Staff PF	100,000.00		
16	Popular cont	20,000.00		
17	Short A/c Audit	0		
18	Rent from shops	50000		
19	Any other	50000		
	<b>Total Receipt</b>		<b>1,901,000.00</b>	
	<b>OPENING BALANCE</b>		<b>16,910,035.00</b>	

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SARPANCH  
 Village Pancha  
 Pernem -



## VILLAGE PANCHAYAT PARCEM

DETAILS OF BUDGET ESTIMATED FOR THE YEAR 2024-2025

### EXPENDITURE

Sr.	Budget Head	Budget Estimate 2023-24	Total Rs.	Remarks
No.	EXPENDITURE	Amount Rs.		
<b>1</b>	<b>Administration</b>			
	Staff Salary/arrears/ bonus	2,500,000.00		
	Member salary	405,000.00		
	Stationary	100,000.00		
	Printing	60,000.00		
	Electricity bill	96,000.00		
	Telephone bill	6,000.00		
	Water bill	3,000.00		
	Postage	1,600.00		
	TA	10,000.00		
	Publicity/announce./video	30,000.00		
	Advertisement	160,000.00		
	Xerox	30,000.00		
	Office Building Maintenance	60,000.00		
	Sweeper Salary	70,000.00		
	Refreshment	160,000.00		
	Furniture/ dead stock	500,000.00		
	Office painting	200,000.00		
	Temporary staff (daily wages)	140,000.00		
	Computer/printer repair	120,000.00		
	Pension of Staff	250,000.00		
	Others	400,000.00		
			<b>5,301,600.00</b>	
<b>2</b>	<b>Sanitation Public Health and Family Welfare</b>			
	Disposed of dead animals	25,000.00		
	Cleaning of Hall/Public Places	20,000.00		
	Other	50,000.00		
			<b>95,000.00</b>	
<b>3</b>	<b>Public Works</b>			
	Cleaning/Desilting of gutter/drains/nallah	180,000.00		
	Cutting bushes/Trimming Trees Branches	190,000.00		
	Purchase of electrical material	100,000.00		
	Repair of road/drains	500,000.00		
	Construction Works	6,000,000.00		
	Land Development/ Repair Wks	2,500,000.00		
	MGNREGA Works	450,000.00		
	Minor Repair	200,000.00		
			<b>10,120,000.00</b>	
<b>4</b>	<b>Planning and Development</b>			
	Tour for development purpose	40,000.00	<b>40,000.00</b>	
<b>5</b>	<b>Social Welfare</b>			
	Monthly assistance	10,000.00		
	Anganwadi Rent	15,000.00		
	Natural calamities etc.	50,000.00		
			<b>75,000.00</b>	
<b>6</b>	<b>Education and culture</b>			
	Donation to social institutions/clubs	75,000.00		
	Scholarship/prizes to students	25,000.00		

Proactive Disclosure Manual under the Right to Information Act, 2005

	Others	200,000.00		
				470,000.00
7	<b>Rural Housing</b>	25,000.00		25,000.00
8	<b>Drinking Water</b>			
	Desilting/cleaning of wells (public)	160,000.00		160,000.00
9	<b>Poverty Allevation Programme</b>	30,000.00		30,000.00
10	<b>Libraries</b>	400,000.00		400,000.00
11	<b>Rural Sanitation</b>			
	Garbage Labour/Material/Transport	400,000.00		400,000.00
12	<b>Construction and Maintainance of Slaughter house and cattle ponds</b>	100,000.00		100,000.00
13	<b>Miscellaneous</b>			
	Bank commission			
	Refund of EMD	6,000.00		
	Professional fees	100,000.00		
	Refund of Security deposit	120,000.00		
	Payment of SGST	180,000.00		
	Payment of CGST	180,000.00		
	Refund Royalty	30,000.00		
	Refund of Income Tax	30,000.00		
	Refund Labour cess	500,000.00		
	Transport	160,000.00		
	Staff PF	50,000.00		
	Miscellaneous exp	300,000.00		
				1,656,000.00
	<b>TOTAL EXPENDITURE</b>			<b>18,872,600.00</b>
	<b>CLOSING BALANCE</b>			<b>8,516,388.96</b>
	<b>GRAND TOTAL</b>			<b>27,388,988.96</b>




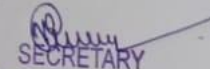
  
 SARPANCH      SECRETARY  
 Village Panchayat Parcem  
 Pernem - Goa



**VILLAGE PANCHAYAT PARCEM  
FORM NO.11**

**BUDGET FOR YEAR 2024-2025**

Receipt	Sanctioned estimated of the previous year(Revised)	Actual of the previous year	Sanctioned estimated of the previous year	Actual of the Current year	Budget estimate of ensuing year
1	2	3	4	5	6
	2022-23	2022-23	2023-24	2023-24	2024-25
1 Opening Balance	12,534,377.42	12,534,377.42	12,534,377.42	12,147,063.96	10,478,953.96
2) Grants from Govt.					
i) Special Grant	350,000.00	344,250.00	400,000.00	651,750.00	400,000.00
General Grants	2,745,000.00	2,735,175.00	11,100,000.00	909,402.00	12,860,000.00
RDA Grants	-	0.00	200,000.00	0.00	500,000.00
3) Other Grants	91150	91,150.00	350000.00	0.00	0.00
1) local Authorities	-	0.00	-	0.00	0.00
2) Private					
4) Proceeds of Taxes Fees etc. Under sec 153 of the Act					
i) Taxes	247,250.00	243,622.00	551,500.00	314,793.00	399,035.00
ii) Fees	475,000.00	433,523.00	742,000.00	621,880.00	730,000.00
5) Proceeds of loans etc.		0.00	10000.00	0.00	10,000.00
6) Sale Proceeds	3,000.00	2,400.00	95,000.00	0.00	110,000.00
7) Extraordinary	938,620.00	939,256.00	1,815,000.00	1,746,335.00	1,901,000.00
<b>Total Receipt</b>	<b>4,850,020.00</b>	<b>4,789,376.00</b>	<b>15,263,500.00</b>	<b>4,244,160.00</b>	<b>16,910,035.00</b>
<b>Opening Balance</b>	<b>12,534,377.42</b>	<b>12,534,377.42</b>	<b>12,534,377.42</b>	<b>12,147,063.96</b>	<b>10,478,953.96</b>
<b>Grand Total</b>	<b>17,384,397.42</b>	<b>17,323,753.42</b>	<b>27,797,877.42</b>	<b>16,391,223.96</b>	<b>27,388,988.96</b>

  
  
 SARPANCH      SECRETARY  
 Village Panchayat Parcem  
 Pernem - Goa

**FORM NO. 10**

[ See Rule 21 (a) ]

Monthly / Annual / Account  
of

**ACCOUNT OF INCOME AND EXPENDITURE**

OF

Village Panchayat

for

The Month / Year of 2023-2024

20

21

No.

Office of the Village Panchayat

Parcem Pernem - Goa

Date : .....

To

The Block Development Officer

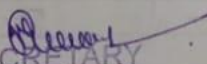
Pernem - Goa

Sub :- Submission of Monthly / Annual Accounts for 2023-2024.


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

  
SECRETARY  
Village Panchayat  
Parcem  
Village Panchayat



  
SARPANCH  
Village Panchayat Parcem,  
Village Pernem Goa

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**FORM**  
[ See Rule

Monthly / Annual Account of Income

Particulars of Income	Amount	Particulars of Income	Amount
		B/F	37,00,230.00
<b>Income</b>		<b>5. Proceeds of other loan etc. (₹)</b>	-NIL-
1. Closing of last Month/Year (₹)	121,47,063.96	<b>6. Sales Proceeds (₹)</b>	
Budget head	1,08,612.50	I) Tender form (₹)	
2. Grants from Government (₹)	1,22,55,676.46	II)	
I) Special (Work) (₹)	18,82,293.00	III)	
II) GLA (Work) (₹)			
III) V.P. Member Salary (₹)-685,500		<b>7. Extraordinary Receipt (₹)</b>	2156,826.60
IV) V.P. Staff Salary (₹) - 900,000		I) E.M.D. (₹)	
V)		II) Security Deposite (₹) 167,863.00	
		III) Income Tax (₹) 32,626.00	
<b>General Grants (₹)</b>		IV) Sales Tax / Vat (₹) -NIL-	
I) Matching Grant (₹) 296,793/-		V) Royalty (₹) 10,997.00	
II)		VI) Interest (₹) 552,237.60	
3. Other Grants (₹)	612,609.00	VII) Interest (MGNREGA) (₹) -	
I) Local authorities (₹)		VIII) Interest (xii finance) (₹) -	
II) RDA grants (MGNREGA) (₹)		IX) Interest (Xiii finance) (₹) -	
III) Library (₹)		Interest Other (₹)	-
IV) Other (₹)		Rent Hall (₹) 66,500.00	
V) Private (₹)		Rent (Health) (₹) 74,024.00	
VI) XM Finance (₹) 612,609/-		Rent (Chair) (₹)	
VII)		Rent (Other) (₹)	
		Certified copy (RTI) (₹)	
<b>4. Proceeds and taxes fee etc. (₹)</b>		Fine (₹)	
Under Sec. 153 of the Act	12,05,328.00	Penalty (₹)	
I) House tax (₹) 115,920.00		NOC Other (₹) 2500.00	
II) Professional Tax (₹) 8450.00		Labour cess 10,44,842.00	
III) Vehicle Tax (₹) 35.00		cast / SGST 35,814.00	
IV) Advertisement Tax (₹) 42.00		TCS on Royalty 23.00	
V) EHN House Tax 99,937.00		staff P.F. 59,400.00	
Light Tax 2133.00		NOC Water & Electricity 29,000.00	
Garbage Tax 99,510.00		NOC Business 30,000.00	
<b>Fees (₹)</b>	326,027.00	Popular Contribution 8500.00	
I) Certificate Fees (₹) 23145.00		E.M.D Auction -NIL-	
II) NOC Fees (₹) -NIL-		Film Shooting 42,000.00	
III) Market Fees (₹) 190,600.00		New Bank A/c 500.00	
IV) RBD Fees (₹) 13,623.00			
V) RTI Fees (₹) 3463.00			
VI) Octroi (₹) -NIL-			
Const. Ute. Fees 556,221.00		<b>Total (₹)</b>	
EHN Reg. Fees 65,000.00			
House Transfer 27,000.00		<b>Total Receipt (₹)</b>	58,57,056.60
Certified copy 249.00			
8,79,301.00	37,00,230.00	<b>Grand Total (₹)</b>	1,80,04,120.50

Proactive Disclosure Manual under the Right to Information Act, 2005

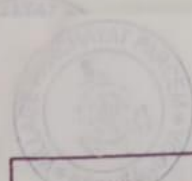
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21 (a)]

Expenditure of Parcem

Panchayat for the Year 2023-2024.

Amount Particulars of Expenditure	Amount	Amount Particulars of Expenditure	Amount
Expenditure		6. Educational & Cultural (₹)	4936379.00
Budget head		I) Celebration of national days (₹)	102,336.00
Administration	21,74,955.00	II) Donation (₹)	75,445.00
I) Salary (VPM) (₹)	703,417.00	III) Others (₹)	3000.00
II) Salary (Staff) (₹)	599,156.00	IV) Newspaper	11,220.00
III) Stationary (₹)	91,822.00	V) Celebrations, Insh. Day	3471.00
IV) Printed registered forms (₹)	-/-	Rural Housing (₹)	9200.00
V) Light Bill (₹)	80,847.00	Drinking Water (₹)	
VI) Computer PM (₹)	23,182.00	6. Poverty alleviation programme (₹)	
VII) Water Tap (₹)	564.00	10. Libraries (₹)	
VIII) Postage (₹)	1938.00	I) Staff Salary (₹)	
IX) <del>Stamp</del> (₹)	59,000.00	II) Staff TA & DA (₹)	
X) Dead Stock (₹)	22,600.00	III) News Paper (₹)	
XI) Maintenance of V.P. Building (₹)	64,492.00		
XII) Refreshment (₹)	35,927.00		
XII) Staff TA & DA (₹)	2000.00	11. Rural Sanitation (₹) Garbage	383,465.00
XIV) <del>Bonus</del> (₹)	6908.00	12. Construction & Maintenance of Cattle pound & Slaughter house (₹)	7830.00
vp staff Daily Wages	337004.00	13. Miscellaneous (₹)	1564,425.99
Pension Ben	244,488.00	I) Xerox (₹)	5099.00
Gratuity & Pen	11,610.00	II) Refund of EMD (₹)	23,251.00
Ganitation & Public Health & Family Welfare (₹)	316,790.00	III) Refund of S. Deposit (₹)	131,281.00
I) Well Construction (₹)		IV) Remittance of Income tax (₹)	23,704.00
II) Gutter Cleaning (₹)	172,999.00	V) Remittance of Sales Tax/Vat (₹)	
III) Well Cleaning (₹)	36,000.00	VI) Refund of Grants (₹)	
Mud Filling Road	1200.00	VII) Bank Commission (₹)	2960.99
Bush Cutting	1,06,600.00	VIII) Other (₹)	23,740.00
	3,16,790.00	IX) staff P.F.	28,100.00
		X) Remitt. of staff P.F.	91,378.00
Public Work (₹)	24,27,234.00	XI) Remm. of Royalty	10,801.00
I) Road (Const./ Receipts) (₹)		XII) Rem. of GST & SST	23,470.00
II) Culverts (₹)		Advertisement	27,768.00
III)		Labour cess	11,49,404.00
IV)		New Bank A/c	500.00
V) Street light material (₹)		res on Royalty	213.00
VI)		cleaning hall	7650.00
Panchayat fund	130,865.00		1564,425.99
GIA	963,334.00	Total (₹)	
VII) Xiv Finance (₹)	1116,635.00	Expenditure Total (₹)	7000435.99
VIII) MGNREGA (₹)		Closing Balance (₹)	110,03,684.57
IX) xiv Finance (₹)	216,400.00		1,11,12,297.07
X) Other (₹)	24,27,234.00	Grand Total (₹)	18004120.56
XI) Planning & Development (₹)			1,81,12,733.00
XII) Social Welfare (₹)	8400.00		
Anganwadi	9000.00		
Asst. Mahual Gamily			
C/F	49,36,379.00		



**DETAILS OF THE BALANCE**

Balance in the Bank	A/c. No.	Amount (₹)
1. Gro state Co-op Bank, Porem	004	16,92,020 00
2. Gro state Co-op Bank	291	14,741 50
3. State Bank of India, Porem	904	7,52,210 61
4. — ee —	702	59,524 00
5. — ee —	340	57,968 00
6. — ee —	679	2,86,894 00
7. SBI, Bank	088	45,237 00
8. Sindh Bank	408	2,555,611 00
9. Central Bank of India	174	86,144 41
10. SDFC Bank	795	54,42,741 00
11. FUBC (Catal Porem)	-	500 00
12. Cash in hand	-	92 82
13. The state Bank of India. (Biodiversity)	3892	1,08,612 50
14.	-	-
15.	-	-
<b>TOTAL (₹)</b>		<b>1,10,03,684 57</b>

1) Certified that the closing balance as shown in the account has been compared with that shown in the Cash Book, Bank Book and found to be correct.

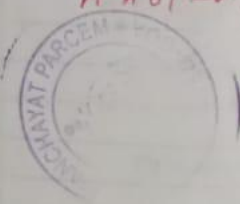
**Details of Fund as on 31/01/2015**

VP Staff Salary	505,639.00
VP Member Salary	81,533.00
Matching grant	-NIL-
Garand in lieu of House Tax	-NIL-
60 years Liberation fund	50,00,000.00
XIV Finance Commission	18,048.23
XV Finance Commission	25,58,611.00
GIA Development Works	14,50,505.00
Special Grant	2,01,178.95
Excess Grant BMC Grant	1,08,612.50
Library Grant	-NIL-
Corpose Grant	-NIL-
Plastic Garbage Menace	-NIL-
CGST	6391.00
SGST	6391.00
EMD	1,89,634.00
Security Deposit	3,61,829.00
Income Tax	8922.00
Labour cess	-NIL-
Foyalty	11,358.00
TCS	18.00
Staff Reserve fund	-NIL-
Panchayat fund	6,03,626.39
<b>Total</b>	<b>1,11,12,297.07</b>

SARPANCH  
Sarpanch  
Village Panchayat Porem,  
Village Panchayat  
Tal. Porem, G.O.

Auditor / ZUSO

A A O / ZUSO



DDA / ZUSO

SARPANCH  
Sarpanch  
Village Panchayat Porem,  
Village Panchayat  
Tal. Porem, G.O.

**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.

**Chapter13-Section4(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

<b>Sr. No.</b>	<b>DetailsofConcessions, NOC orLicences</b>	<b>ProcedureFollowed</b>	<b>Number of Recipients</b>
1	NOC for Water and Electricity Connection	As per the Goa PanchayatRajAct,1994	55
2	NOC for House Repair and Construction Licence		05
3	Trade License and Establishment		02
4	License for places for disposal Of Dead Bodies		0
6	Concessions granted		

**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

<b>Sr. No.</b>	<b>Type of Information</b>	<b>Location where available</b>	<b>Format in which Information Available</b>
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
3	Details of Schemes available	In the Custody of Panchayat Secretary and on Official Website	Hard Copies

**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>10:00 am to 1:00 pm and 2.00 pm to 5:30 pm</b>
3	Directorate of Panchayat	Monday to Friday (except public holidays)	<b>9:30 am to 1:15 pm and 2:00 pm to 5:45 pm</b>
5	Proactive Disclosure	Monday to Saturday (except public holidays)	<b>10:00 am to 1:00 pm and 2.00 pm to 5:30 pm</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	<b>All time</b>
9	Panchayat Development Portal	All days of the week	<b>All time</b>
10	GPDP		<b>All time</b>
11	Library office	Monday to Saturday (except public holidays)	<b>09.30 to 1.00 2.30 to 5.30</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	Meeksha	Block Development Officer	First Appellate Authority (FAA)	7798687283	pernembdo@gmail.com
2	Shri.Vijay Vishnudas Tilve	V.P Secretary	Public Information Officer (PIO)	9326139784	villagepanchayatparcem@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://www.vpparcem.in>

**II. Grievance Redressal Officer**


Name	Shri.Vijay Vishnudas Tilve
Designation	Village Panchayat Secretary
Address	Parcem Pernem Goa, 403512.
Contact	9326139784
Email	villagepanchayatparcem@gmail.com

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

Total number of RTI Applications received	<b>44</b>
Total number of RTI Applications disposed	<b>44</b>
Total number of RTI Applications rejected/not collected	<b>0</b>
Total number of Appeals made for the Year 2024	<b>3</b>

**IV. Transfer Orders of Employees:-copy enclosed**

Proactive Disclosure Manual under the Right to Information Act, 2005



Block Development Office  
Pernem  
Inward No. 4657  
Date 17/07/2023  
Section Ady  
Signature

**DIRECTORATE OF PANCHAYATS  
GOVERNMENT OF GOA**  
5<sup>th</sup> Floor, Myles High, Corporate Hub, Patto, Panaji- Goa  
Phone No: (0832) - 2432826, 2222586, Fax: 2222863 e-mail: dir-panc.goa@nic.in Website: www.panchayatsgoa.gov.in

24/07/2023  
31/5/23

No. 19/DP/Trans-VP Staff/2023-24/5359 Dated: - 17/07/2023

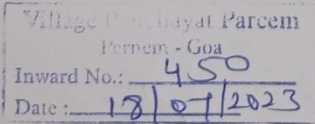
**ORDER**

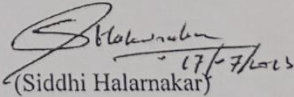
On administrative ground and in public interest following Village Panchayat Clerk (Staff) are hereby transferred and posted as shown below with immediate effect.

Sr. No.	Name of the Official	Office in which posted at present	Office in which posted on transfer	Remarks
1.	Jitendra Sadanand Tilve V.P. Clerk	V.P. Parcem	V.P. Paliem	Vide Sumedha Salgaonkar, , Transferred
2.	Sumedha Salgaonkar, V.P. Clerk	V.P. Paliem	V.P. Parcem	Vide Jitendra Sadanand Tilve , Transferred

*permission only*

Sr. No. 1 shall move first and take over charge with immediate effect.

  
Village Panchayat Parcem  
Pernem - Goa  
Inward No.: 450  
Date: 17/07/2023

  
(Siddhi Halarnakar)  
Director of Panchayats,  
Panaji- Goa

To,  
All concerned.

Copy to: -  
1. Block Development Officer, Pernem, Goa.  
2. Village Panchayat Sarpanch/ Secretary, Parcem, Pernem, Goa,  
3. Village Panchayat Sarpanch/ Secretary Paliem, Pernem, Goa.

V. Tours of the Sarpanch/Deputy Sarpanch/Panch:- NIL

**VI.** Proceedings / resolution of Gram Sabha :- information available in V.P Office in the form of hard copies.

**A) Gram Sabha Details for the year 2023-2024**

Sr. No.	Date of Meeting	Type of Gramsabha	Format in which information available
1.	28/05/2023	Ordinary Gram Sabha	Hard Copies
2.	16/07/2023	Ordinary Gram Sabha	Hard Copies
3.	15/08/2023	Special Gram Sabha	Hard Copies
4.	02/10/2023	Special Gram Sabha	Hard Copies
5.	07/10/2023	Ordinary Gram Sabha	Hard Copies
6.	29/10/2023	Special Gram Sabha	Hard Copies
7.	19/12/2023	Special Gram Sabha	Hard Copies
8.	26/01/2024	Ordinary Gram Sabha	Hard Copies
9	28/01/2024	Ordinary Gram Sabha	Hard Copies

**B.** Proceedings / resolution of the Village Panchayat body meetings, :-  
Information available in V.P Office in the form of hard copies.

**Panchayat body Meeting Details for the year 2023-24**

Sr. No.	Date of Meeting	Type of Meeting	Format in which information available
1.	17/04/2023	Fortnightly Meeting	Hard Copies
2.	12/05/2023	Fortnightly Meeting	Hard Copies
3.	26/05/2023	Fortnightly Meeting	Hard Copies
4.	06/06/2023	Fortnightly Meeting	Hard Copies
5.	15/06/2023	Fortnightly Meeting	Hard Copies
6.	03/07/2023	Fortnightly Meeting	Hard Copies

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7.	31/07/2023	Fortnightly Meeting	Hard Copies
8.	11/08/2023	Fortnightly Meeting	Hard Copies
9.	31/08/2023	Fortnightly Meeting	Hard Copies
10.	15/09/2023	Fortnightly Meeting	Hard Copies
11.	3/10/2023	Fortnightly Meeting	Hard Copies
12.	27/10/2023	Special Meeting	Hard Copies
13.	16/11/2023	Fortnightly Meeting	Hard Copies
14.	30/11/2023	Fortnightly Meeting	Hard Copies
15.	16/12/2023	Fortnightly Meeting	Hard Copies
16.	29/12/2023	Fortnightly Meeting	Hard Copies
17.	05/01/2024	Fortnightly Meeting	Hard Copies
18.	19/01/2024	Fortnightly Meeting	Hard Copies
19.	27/01/2024	Special Meeting	Hard Copies
20.	31/01/2024	Fortnightly Meeting	Hard Copies
21.	15/02/2024	Fortnightly Meeting	Hard Copies
22.	02/03/2024	Fortnightly Meeting	Hard Copies
23.	30/03/2024	Fortnightly Meeting	Hard Copies

- C. Proceedings/ resolution of the Village Development Committee Meetings: Information available in V.P Office in the form of hard copies.

**VDC Meeting Details for the year 2023-24**

Sr. No.	Date of Meeting	Type of Meeting	Format in which information available
1.	10/12/2024	VDC Meeting	Hard Copies

**VII. Information related to Procurement tenders quotations supply orders**

Sr.No.	Contents of Quotation	Format in which information available
1	Supply of Printing and Stationary for the year 2023-2024	Hard Copies
2	Supply and fixing of Biometric Punching Machine	Hard Copies
3	Supply of Electrical Material	Hard Copies

**VIII. CAG & PAC paras If any: NIL**