



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

VILLAGE PANCHAYAT OF POMBURPA-OLAULIM

Proactive Disclosure Manual under the Right to Information Act, 2005

Manual 1

Particulars of Organization, Functions, and Duties

I. Name and Address of the Village Panchayat

Village Panchayat of Pomburpa-Olaulim

Address: Village Panchayat Office, Pomburpa, Bardez, Goa

Pin Code: 403523

Telephone No.: 8080924972

Email id: villagepanchayat123@gmail.com / pomburpa-vpsec.goa@nic.in

Link to Official Village Panchayat website: <https://www.villagepanchayatpomburpa-olaulim.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.

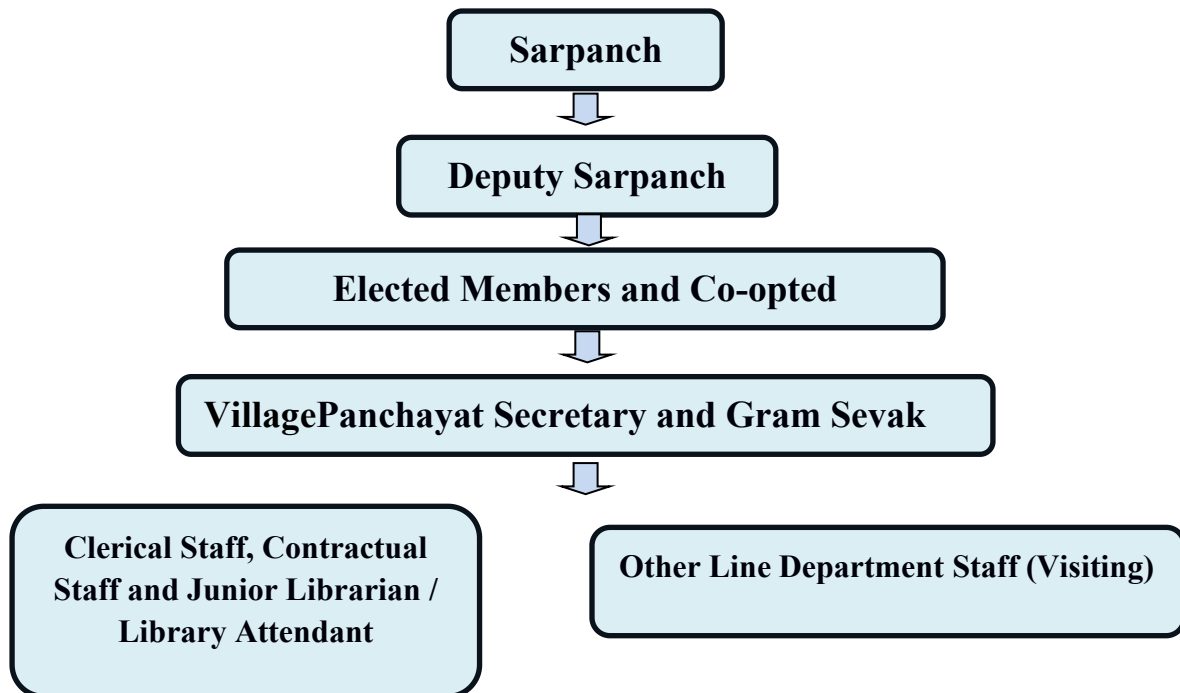
III. Brief History and Formation of the Village Panchayat

The Village Panchayat of Pomburpa-Olaulim is located in Bardez Taluka of North Goa district. It was constituted under the Goa Panchayat Raj Act, 1994. The panchayat serves two prominent villages - Pomburpa, known for its famous spring and traditional heritage, and Olaulim, a scenic riverside village. The panchayat plays an active role in maintaining local infrastructure, promoting sustainable development, and preserving the cultural fabric of the area.

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. These include providing basic civic amenities, maintaining public infrastructure, regulating construction and land use, implementing welfare schemes, and supporting economic development at the village level.

V. Organisational Structure of the Village Panchayat



Manual 2

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

Proactive Disclosure Manual under the Right to Information Act, 2005

- (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

Proactive Disclosure Manual under the Right to Information Act, 2005

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	Reeya Asolkar	Clerical Staff	<p>1.Clerical Work:</p> <ul style="list-style-type: none">•Maintaining and updating official Panchayat records and registers.•Preparing and maintaining minutes of Panchayat meetings.•Drafting correspondence, notices, resolutions, etc. <p>2.Financial Records:</p> <ul style="list-style-type: none">•Assisting in maintaining cash books, vouchers, and other financial records.•Helping with the preparation of budget estimates and expenditure reports. <p>3.Public Services Support:</p> <ul style="list-style-type: none">•Assisting the Panchayat Secretary in issuing certificates (residence, income, etc.) and other official documents.•Handling applications for various schemes and services. <p>4.Data Entry and MIS Work:</p>

Proactive Disclosure Manual under the Right to Information Act, 2005

			<ul style="list-style-type: none"> •Assisting with e-governance and digital documentation tasks. <p>5.Support in Panchayat Activities:</p> <ul style="list-style-type: none"> •Coordinating with villagers and line departments for effective service delivery. •Providing clerical assistance during Gram Sabhas and other public meetings. <p>6.Other Duties:</p> <ul style="list-style-type: none"> •Carrying out duties assigned by the Panchayat Secretary or Sarpanch. •Maintaining confidentiality and discipline in the Panchayat office.
2	Vrundavan Naik	Peon	<p>1.General Office Support:</p> <ul style="list-style-type: none"> •Opening and closing the Panchayat office. •Cleaning and upkeep of the office premises. •Delivering files or documents to officials or departments when required. <p>2.Clerical Assistance:</p> <ul style="list-style-type: none"> •Carrying files, records, and documents within the office or to other offices. •Assisting in setting up for meetings, arranging furniture, and serving water/tea. <p>3.Messenger Duties:</p> <ul style="list-style-type: none"> •Delivering notices, invitations, and official correspondence in the village. •Distributing letters, circulars, and Gram Sabha invitations to the public. <p>4.Support During Field Work:</p> <ul style="list-style-type: none"> •Assisting the Panchayat staff during inspections, surveys, or events. •Helping in pasting notices on notice boards or public places.

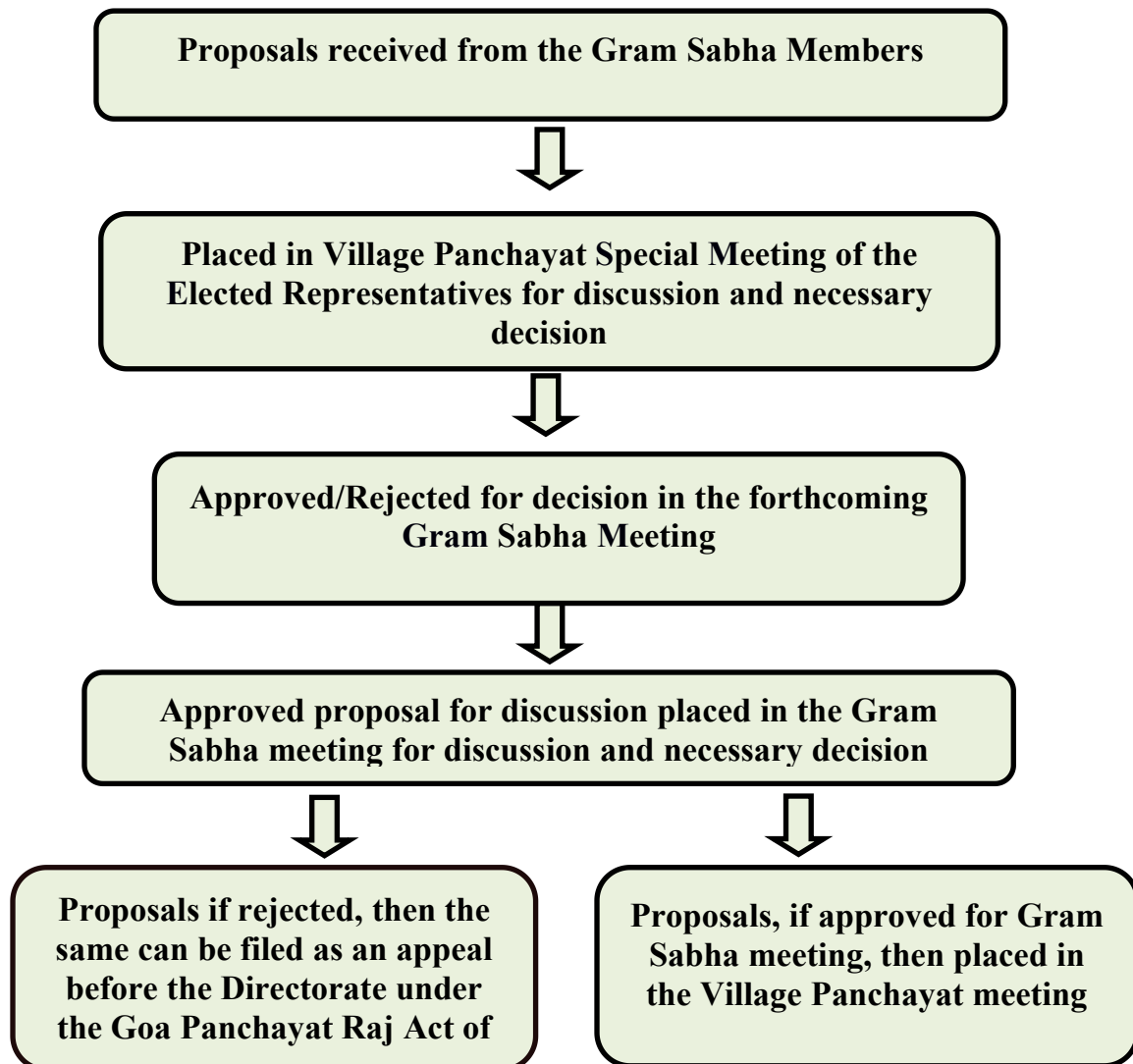
Proactive Disclosure Manual under the Right to Information Act, 2005

			<p>5. Miscellaneous Tasks:</p> <ul style="list-style-type: none">• Assisting in record maintenance under supervision.• Performing any other task assigned by the Panchayat Secretary or higher authority.
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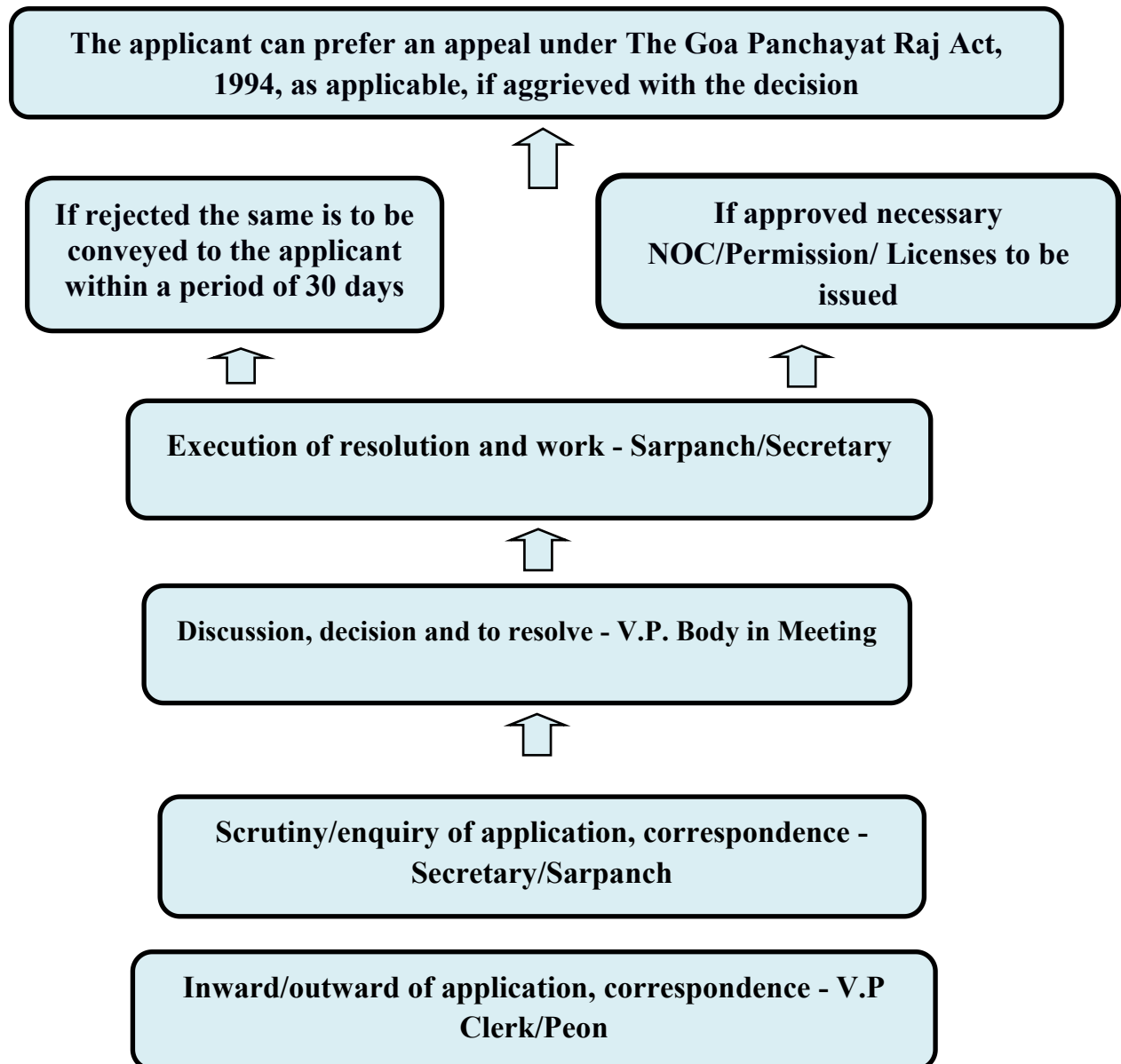
Manual 3

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



Manual 4

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)
A. Licenses / Permissions issued by the Village Panchayat		
1	Grant of License for Construction/ Reconstruction of any structure	One Month
2	Permission for Repairs of House or Structure	3 Days
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
8	Bifurcation of House	15 days
B. Certificates issued by the Village Panchayat		
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

Proactive Disclosure Manual under the Right to Information Act, 2005

The Sarpanch to issue certificates at the request of the party		
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
C. No Objection Certificates (NOCs) issued by the Village Panchayat		
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
D. Other Services		
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

Manual 5

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.

Proactive Disclosure Manual under the Right to Information Act, 2005

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

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

- For Act - <https://panchayatsgoa.gov.in/panchayatAct.aspx>

Manual 6

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

Proactive Disclosure Manual under the Right to Information Act, 2005

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.

Manual 7

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)

Manual 8

Statement of the Boards, Councils, Committees and Other Bodies

I. Details of Committees

1. Village Development Committee

- Chairperson: Shri. Shankar Bude
- Date of Constitution: 23/10/2022
- Tenure: 5 years
- Total Number of Members: 28

2. Biodiversity Management Committee

- Chairperson: Shri. Alvito Joseph August D'silva
- Date of Constitution: 23/10/2022
- Tenure: 5 years
- Total Number of Members: 7

3. Garbage Management Committee

- Chairperson: Smt. Leopoldina Noronha
- Date of Constitution: 23/10/2022
- Tenure: 5 years
- Total Number of Members: 6

4. Village Water, Health & Sanitation Committee

- Chairperson: Smt. Leopoldina Noronha
- Date of Constitution: 27/04/2023
- Tenure: 5 years
- Total Number of Members: 7

5. Road Safety Committee

- Chairperson: Smt. Leopoldina Noronha
- Date of Constitution: 23/10/2022

Proactive Disclosure Manual under the Right to Information Act, 2005

- Tenure: 5 years
- Total Number of Members: 5

Manual 9

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	Soniya Suraj Chodankar	Sarpanch	9049846975	Phadte04@gmail.com
2	Shankar Audumbar Bude	Deputy Sarpanch	9822484412	Shankarbude8@gmail.com
3	Leopoldina Fernandes E Noronha	Panch Member	7875775971	leopoldinanoronha@gmail.com
4	Maria Conceicao Lilia Fernandes E Horta	Panch Member	9284573119	Hortamaria1329@gmail.com
5	Surya Vishnu Hadfadkar	Panch Member	9527123141	Suryahadfadkar38@gmail.com
6	Gokuldas Shiva Halankar	Panch Member	9923652050	Gokuldashalankar790@gmail.com
7	Samir Gurudas Chodankar	Panch Member	9552620754	Samirchodankar84@gmail.com
8	Kirtesh Anand Korgaokar	Village Panchayat Secretary	9145495712	Kirtesh95@gmail.com
9	NA	Gram Sevak	NA	
10	NA	Junior Librarian	NA	
11	Reeya Asolkar	Clerical Staff	9673171403	reeyasolkar@gmail.com
12	NA	Library Attendant	NA	
13	Vrundavan Naik	Peon	8788916434	Vrundavannaik12@gmail.com

Manual 10

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	Soniya Suraj Chodankar	Sarpanch	₹ 6000/-
2	Shankar Audumbar Bude	Deputy Sarpanch	₹ 5250/-
3	Leopoldina Fernandes E Noronha	Panch Member	₹ 4500/-
4	Maria Conceicao Lilia Fernandes E Horta	Panch Member	₹ 4500/-
5	Surya Vishnu Hadfadkar	Panch Member	₹ 4500/-
6	Gokuldas Shiva Halankar	Panch Member	₹ 4500/-
	Samir Gurudas Chodankar	Panch Member	₹ 4500/-
7	Kirtesh Anand Korgaokar	Village Panchayat Secretary	Salary paid by the office of BDO
8	NA	Gram Sevak	
9	NA	Junior Librarian	NA
10	Reeya Asolkar	Clerical Staff	₹ 58566/-
11	NA	Library Attendant	NA
12	Vrundavan Naik	Peon	₹ 40533/-

Manual 11

The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

Manual 12

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.

Manual 14

Details of information available on electronic form

Information available in an electronic form

Details of the information related to the various schemes which are available in the electronic format.

Sr. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being used as back-end data base
Not Applicable				

Manual 15

Particulars of the facilities available to citizens for obtaining information

[Section 4(1) (b) (xv)]

Facilities available for obtaining information

Sr. No.	Facility available	Nature of information	Working hours
1.	Notice Board	Activities and Programmes	10.00 a.m. to 1.00 p.m. & 2.00 p.m. to 5.30 p.m.
2.	Information on the website	https://www.villagepanchayatpomburpa-olaulim.in/	NA
3.	Office of Village Panchayat	Certified copies, Inspection reports, RTI related queries	10.00 a.m. to 1.00 p.m. & 2.00 p.m. to 5.30 p.m.
4.	Public Information Officer (PIO)	Guidance of filing RTI, receiving applications and providing records	Office hours as above
5.	Help Desk/Panchayat Clerk	General inquiries and application assistance	Office hours as above

Manual 16

Name & designation and other particulars of Public Information Officers

[Section 4(1) (b) (xvi)]

S. No	Designation of the officer designated as PIO	Postal address	Telephone No.	E-mail address	Demarcation of area / activities, if more than one PIO is there
1.	Kirtesh Anand Korgaokar	VP Pomburpa Olaulim, Bardez Goa	8080924972	Villagepanchayat123@gmail.com	-

S. No	Designation of the officer designated as APIO	Postal address	Telephone No.	E-mail address	Demarcation of area / activities, if more than one PIO is there
1.	Reeya Asolkar	VP Pomburpa Olaulim, Bardez Goa	8080924972	Villagepanchayat123@gmail.com	-

Manual 17

[Section 4(1) (b) (xvii)]

Other information as may be prescribed

All other information held by the department which is not provided in the previous manuals shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.