



ग्रामपंचायत नावेली

नावेली, डिचोली गोवा

Contact No. 75592 73660 <https://villagepanchayatnavelim.in/> E-mail id: panchayatnavelim@gmail.com

VILLAGE PANCHAYAT NAVELIM

NAVELIM, BICHOLIM- GOA

Proactive Disclosure Manual under the Right to Information Act, 2005

Updated on 03.04.2025

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

Particulars of Organization, Functions, and Duties

I. Name and Address of the Village Panchayat

Village Panchayat of Navelim, Bicholim Goa

Address: Bharoniwada, Navelim, Sanquelim Goa

Pin Code: 403 505 Telephone No.: 7559273660

Email id: panchayatnavelim@gmail.com

Link to Official Village Panchayat website: <https://villagepanchayatnavelim.in/>

II. Office Timings of the Village Panchayat

10:00 a.m. to 5:30 p.m.

Lunch Break: 1:00 p.m. to 2:00 p.m.

Every Sunday weekly off

III. Brief History and Formation of the Village Panchayat

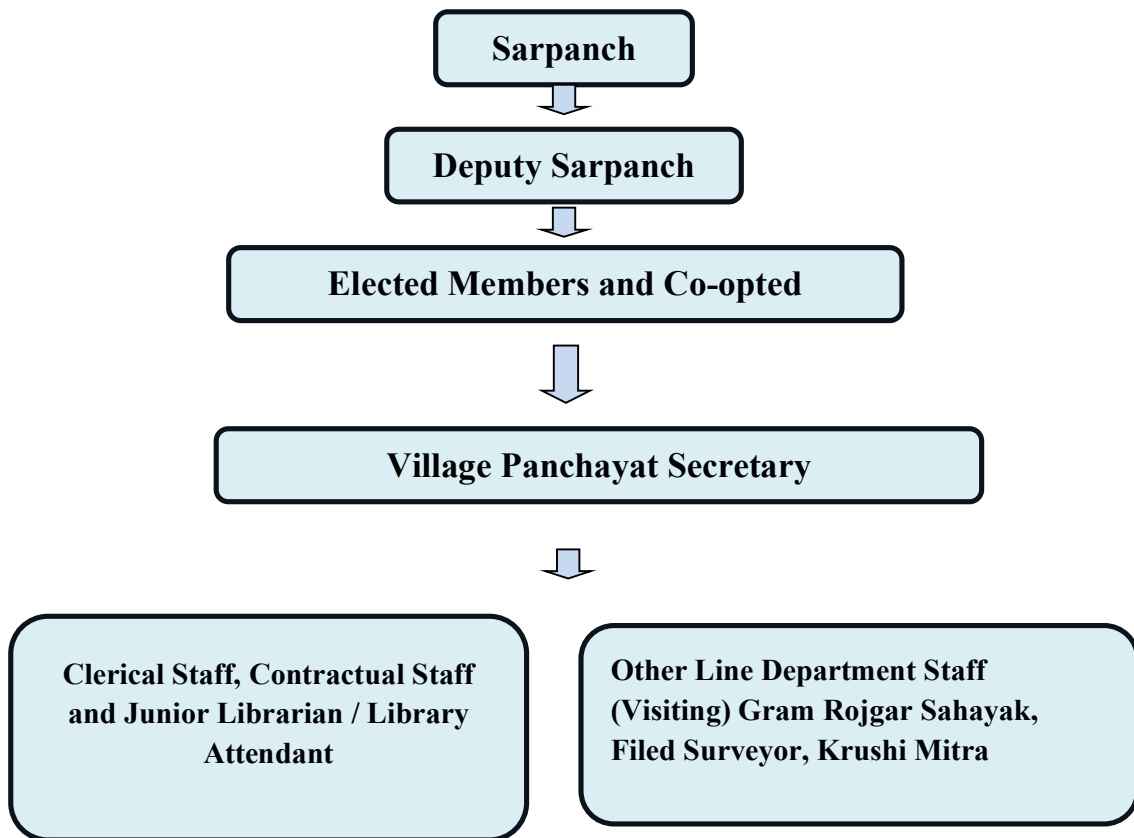
Navelim is a small village situated in Bicholim Taluka in the North Goa District. It is situated 13 km away from sub-district headquarter Bicholim and 30 km away from district headquarter & capital city of Panaji. The total Geographical area of the village is 1230.0563 hectares with maximum land being under the control of Comunidade of Navelim, Agriculture and mining related activities are the primary sources of livelihood for the people of Navelim, the village has

a total population of 2940 as per the 2011 population census with 757 households. The village has 7 wards as per the electoral division.

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 The Gram Panchayat Rules 1996.

V. Organisational Structure of the Village Panchayat



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

Powers and Duties of all Elected Representatives and Employees

I. Powers and Duties of the Sarpanch

The Powers and Duties of the Sarpanch are as follows:

General Power (Section 64):

- (i) To convene the meeting of the Panchayat
- (ii) To have access to the records of the Panchayat
- (iii) To exercise supervision and control over the acts of the officers and employees of the Panchayat
- (iv) To incur expenditure not exceeding rupees five thousand per month on any matter in an emergency and in the public interest
- (v) To recommend or not sanction any kind of leave to all the officers and employees of the Panchayat, including the Gram Sevak
- (vi) To place all the correspondence received from the Government, Director, and Chief Executive Officer before the meeting of the Panchayat
- (vii) To hold regular Gram Sabha and other meetings of the Panchayat
- (viii) To recover the tax, fees, and other dues from the defaulters of the Panchayat
- (ix) To place the audit report before the meeting of the Panchayat and ensure its due compliance
- (x) To stop any unauthorised construction erected in the Panchayat area notwithstanding anything contained in sub-section (3) of section 66 of the Goa Panchayat Raj Act, 1994 and place the matter immediately before the ensuing meeting of the Panchayat for taking a suitable decision
- (xi) To remove encroachment and obstruction upon public property, streets, drains, and open sites not being private property
- (xii) To ensure due compliance with the provisions of the Goa Panchayat Raj Act, 1994
- (xiii) To comply with the directions/instructions issued by the Director, Chief Executive Officer, Deputy Director, or Block Development Officer
- (xiv) To convene a meeting with a notice of twenty-four hours if, in his opinion, the immediate execution of any work or doing of any act which requires the sanction of a committee or of the Panchayat is necessary for the public interest

Executive Powers (Section 47-A):

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

II. Powers and Duties of the Deputy Sarpanch:

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

III. Powers, Duties and Responsibilities of Village Panchayat Secretary

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

General Powers (Section 113-A):

- (i) To attend every meeting of the Panchayat, including Gram Sabha meeting, unless he is precluded from attending the meeting due to unavoidable circumstances
- (ii) To write the proceeding of every meeting in the minutes book
- (iii) To place all the correspondence received by him, especially various schemes of the Government, instructions issued by the Director and other authorities (except those of confidential nature) before the Sarpanch and also for the information of all members during the meeting
- (iv) To receive all correspondence, scrutinize the same, and dispose of after having satisfied that the same are complete in all respects
- (v) To finalize the agenda of every meeting in consultation with the Sarpanch
- (vi) To report within seven days to the Block Development Officer any vacancy in the office of the Sarpanch or Deputy Sarpanch or a member caused due to death, resignation, or continuous absence for more than three consecutive ordinary meetings of the Panchayat
- (vii) To report to the Block Development Officer any illegal act or misconduct or misuse or abuse of powers, any infringement of the provisions of this Act by the Sarpanch or Deputy Sarpanch or the members of the Panchayat as soon as the same comes to his knowledge

- (viii) To report, as soon as possible, to the Block Development Officer if any member of the Panchayat attracts disqualification under section 10 of the Goa Panchayat Raj Act, 1994
- (ix) To maintain all the registers prescribed under various Rules and other Registers as may be directed by the Block Development Officer
- (x) To be responsible for safe custody of Panchayat funds, assets of Panchayat and all the Registers maintained by the Panchayat
- (xi) To comply with the instruction issued by the Block Development Officers and superior authorities from time to time
- (xii) To maintain cordial relations with the elected representative
- (xiii) To ensure that the grants released by the Government under Grant-in-Aid for specific purposes are not spent by the Panchayat for any purpose other than the purpose for which it is sanctioned.

Executive Powers (Section 47 B):

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

IV. Functions and Duties of Gram Sevak (Section 113-B):

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

V. Duties of Other Employees

As per rules to be added

Sr. No.	Name of the Employee	Designation	Duties/Responsibilities
1	Mrs. Supriya Sanjay Sawant	Panchayat Clerk	<ol style="list-style-type: none">1. To receive all correspondence/letters from general public as well as Govt. Authority or any others and give acknowledgement wherever required.2. To make Entries in inward and outward register.3. To do all typing work through Typewriter or Computer.4. To maintain all records file or register and also work allotted by V. P. Secretary on time to time.5. To maintain R. B.D. Records.6. To abstract the meeting proceeding / resolution copy.7. In absence of V. P. Secretary to arrange flag hosting programme on specific day i.e. 26th January, 15th August & 19th December.8. To prepare all types of Certificates/N.O.C. etc.9. To maintain all correspondence as well as records.10. If any information asked by general public under Right to Information Act, 2005 which records should be kept ready and such application should be placed to the P.I.O on same day.11. To collect all types of taxes & fees and issue such receipt to the payee.12. In absence of V. P. Secretary handle general public and maintain good relation with general public as well as elected representative.13. No secrete or confidential matter of Village Panchayat should be disclosed to anyone.14. Any other works allotted from time to time as per direction of Higher Authority or as per the work load of Village Panchayat.15. Follow the all type of direction given by V. P. Secretary, V. P. Sarpanch or Higher Authority as per Panchayat Raj Act & Rule.

			<p>16. Not to disclose any secrete or confidential matter of Village Panchayat to anyone.</p> <p>17. Not to misuse Panchayat letterheads, office all type of stamps and Office seal.</p> <p>18. Work as record keeper of Village Panchayat.</p>
2	Mr. Umesh Chandrakant Gawas	Panchayat Peon	<ol style="list-style-type: none"> 1. To serve all types of notice to elected representative or general public as per direction given by the V. P. Secretary or Higher Authority. 2. To keep clean and update V. P. Office. 3. To maintain cordial relation between elected representative as well as general public and Higher Authority. 4. In absence of V.P. Secretary follow the direction of V.P. Clerk. 5. Follow the all type of direction given by V. P. Secretary or V.P. Sarpanch or Higher Authority. 6. Any other work allotted from time to time. 7. Not to disclose any secrete or confidential matter of Village Panchayat to anyone. 8. To open Panchayat Office on all working days before 15 minutes of office time and close it on office scheduled time. 9. Not to misuse Panchayat letterheads, office all type of stamps and Office seal. 10. To keep all the files & registers safely and properly in the locker/cupboard and should handle it with care. <p>The above order will be strictly followed by the V. P. Staff and work in future accordingly.</p>
3	Mrs. Karuna Gawas	Gram Rojgar Sahayak (G.R.S.)	<ol style="list-style-type: none"> 1. To maintain records all correspondence/letters from general public as well as Govt. Authority or any others towards MGNREG Scheme. 2. To make and issue job cards under MGNERGA. 3. Supervision of MGNREGs works and workers. 4. To do all data entry work of MGNREGS in Computer and MGNREGS portal. 5. To maintain all records file or register and also work allotted by V. P. Secretary on time to time. 6. To abstract the meeting proceeding / resolution copy.

			<p>7. To maintain all correspondence as well as records.</p> <p>8. If any information asked by general public under Right to Information Act, 2005 which records should be kept ready and such application should be placed to the P.I.O on same day.</p> <p>9. In absence of V. P. Secretary handle general public and maintain good relation with general public as well as elected representative.</p> <p>10.No secrete or confidential matter of Village Panchayat should be disclosed to anyone.</p> <p>11.Any other works will be allotted on time to time as per direction of Higher Authority or as per the work load of Village Panchayat.</p> <p>12.Follow the all type of direction given by V. P. Secretary, V. P. Sarpanch or Higher Authority as per Panchayat Raj Act & Rule.</p>
4.	Mr. Pratik Bhagat	Field Surveyor (Social Welfare Department)	<p>1. Data Collection and Assessment:</p> <ul style="list-style-type: none"> • Conducting field surveys and collecting data on individuals and households to assess their needs and eligibility for social welfare programs. • Using various methods to gather information, including interviews, observations, and document review. • Preparing detailed reports and summaries of survey findings. <p>2. Field Visits and Community Engagement:</p> <ul style="list-style-type: none"> • Visiting households and communities to conduct surveys and assess social welfare needs. • Building rapport with community members and stakeholders. • Identifying and addressing challenges faced by vulnerable populations. <p>3. Program Implementation and Monitoring:</p> <ul style="list-style-type: none"> • Assisting in the implementation of social welfare programs and initiatives.

			<ul style="list-style-type: none"> • Monitoring the effectiveness of programs and providing feedback for improvement. • Ensuring compliance with relevant regulations and guidelines. <p>4. Referral and Support:</p> <ul style="list-style-type: none"> • Referral of cases to relevant social welfare agencies and support services. • Providing counselling and support to individuals and families in need. • Advocating for the rights and needs of vulnerable populations. <p>5. Documentation and Reporting:</p> <ul style="list-style-type: none"> • Maintaining accurate records of survey data and case files. • Preparing reports and presentations on survey findings and program outcomes. • Contributing to the development of social welfare policies and programs. <p>6. Collaboration and Coordination:</p> <ul style="list-style-type: none"> • Collaborating with other social workers, community leaders, and stakeholders. • Coordinating with government agencies and NGOs to ensure effective service delivery. • Participating in training and professional development activities.
5	Mr. Chandrakant Pavne	Field Assistance (Agriculture Department)	<ul style="list-style-type: none"> • A Field Assistant in an agriculture department typically assists with field activities, data collection, and technical support, including assisting with planting, harvesting, and providing advice to farmers on various agricultural practices
6	Mrs. Suchita P. Parab	Computer operator (temporary Basis)	<ol style="list-style-type: none"> 1. Data Entry: Entering data into computer systems, including cash book entries, accounting data, and progress reports. 2. Record Maintenance: Maintaining accurate and organized records of Panchayat activities, meetings, and other relevant information.

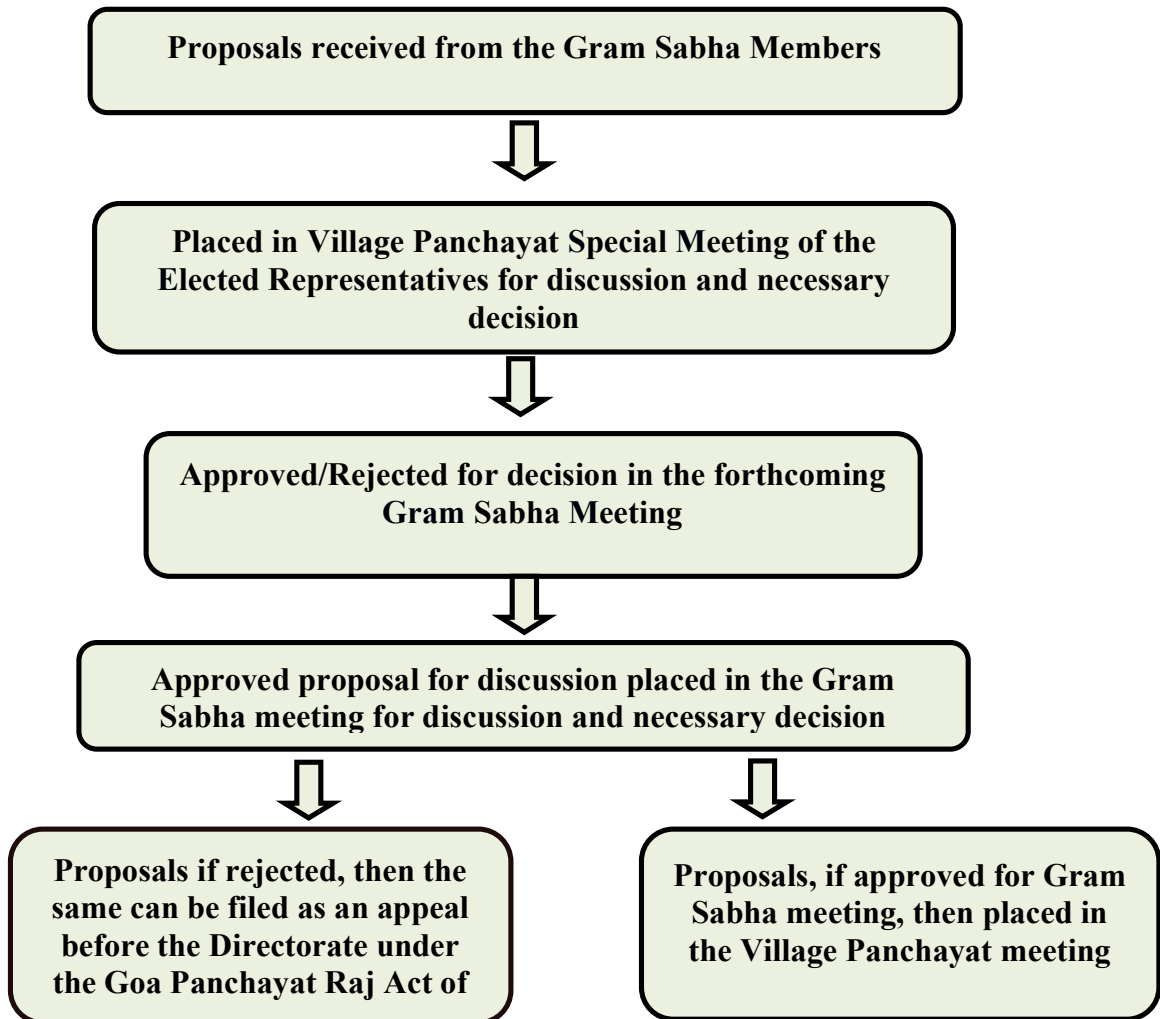
			<ol style="list-style-type: none"> 3. Updating Data: Ensuring that data is updated regularly and accurately to Government authorities as needed. 4. Panchayat Samitee Plan Data Entry: Entering data related to Panchayat Development Plans etc into the system. 5. Drafting and Typing: Drafting and typing letters, reports, and other official documents. 6. Minutes Preparation: Assisting in the preparation of minutes for meetings, workshops, and conferences. 7. Office Assistance: Providing general office assistance to Panchayat office staff. 8. Supporting Implementation Teams: Supporting the implementation teams at Block and Gram-Panchayat levels. 9. Monitoring and Reporting: Monitoring the progress of schemes and programs and preparing reports as required.
7.	Mr. Vivek P. Gad	Pound keeper cum helper	<ol style="list-style-type: none"> 1. Taking Charge: The pound keeper takes charge of livestock brought to the pound, ensuring their safety and well-being. 2. Feeding and Watering: They are responsible for providing adequate food, water, and shelter to the animals in their care. 3. Maintaining a Safe Environment: They must ensure the pound is clean, safe, and free from disease or other hazards. 4. Registering Seizures: The pound keeper must meticulously record details of each animal impounded, including the number and description of the animals, the date and time of seizure, the name and residence of the person who seized them, and the name and residence of the owner, if known. 5. Maintaining Registers: They are required to keep accurate registers and furnish returns as directed by the State Government.

			<p>6. Providing Copies: They must provide the person who seized the animal or their agent with a copy of the entry in the register.</p> <p>7. Identifying Owners: The pound keeper assists in identifying the owners of the impounded animals.</p> <p>8. Releasing Animals: They are responsible for releasing the animals to their rightful owners upon proof of ownership and payment of any applicable fees.</p>
8	Smt. Chandrakala Naik	Sweeper	<p>1. Sweeping and Mopping: Regularly sweeping and mopping floors in various areas, including hallways, offices, restrooms, and public spaces.</p> <p>2. Dusting: Dusting surfaces like desks, shelves, and fixtures to remove accumulated dust and debris.</p> <p>3. Vacuuming: Using vacuum cleaners to clean carpets, rugs, and other floor surfaces.</p> <p>4. Garbage Removal: Emptying trash bins and waste receptacles, ensuring proper disposal of waste materials.</p> <p>5. Sanitation: Cleaning and disinfecting restrooms, washbasins, and other sanitary areas.</p> <p>6. Window Cleaning: Cleaning windows and glass surfaces to maintain a clear and bright environment.</p>

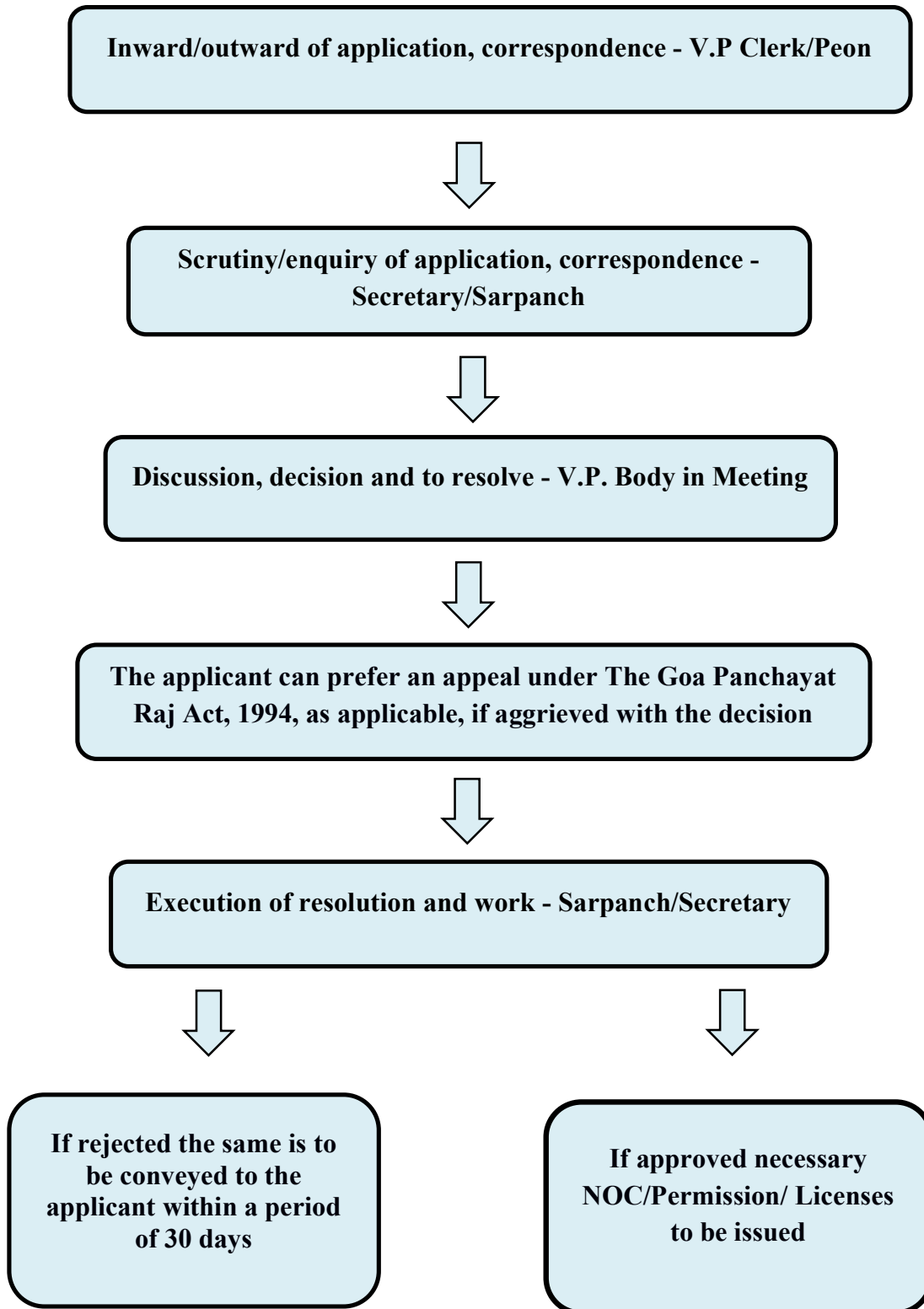
Chapter 3 - Section 4 (1)(b)(iii) of the Right to Information Act, 2005

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)
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	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. 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

The Sarpanch to issue certificates at the request of the party		
1	Residence Certificate	One week
2	Character Certificate	One week
3	Dependency Certificate	One week
4	Poverty Certificate	One week
5	Divergence Certificate	One week
6	Bonafide Fisherman Certificate	One week
7	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	30 days
2	Issue of certified copies of Resolutions	15 days
3	Issue of Information under RTI Act, 2005	30 days

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 Registration of Births and Deaths Act, 1969 And The Goa Registration of Births and Deaths \(Amendment\) Rules, 2021](#)
4. [The Goa \(Regulation of Land Development and Building Construction\) Act, 2008 & The Goa Land Development and Building Construction Regulation, 2010](#)
5. [The CENTRAL CIVIL SERVICES \(CONDUCT\) RULES, 1964](#)
6. [The Goa \(Right to Citizens to Time-Bound Delivery of Public Services\) Act, 2013](#)
7. [THE GOA LOKAYUKTA RULES, 2012](#)
8. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)

II. Amendments to the Goa Panchayat Raj Act, 1994

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

III. Rules related to Village Panchayats

1. The Goa Panchayats (Gram Sabha Meetings) Rules, 1996.
2. The Goa Panchayats (Meetings) Rules, 1996.
3. The Goa Panchayat (Publication of name of elected members) Rules, 1997.
4. The Goa Panchayat (Election of Sarpanch and Deputy Sarpanch) Rules, 1997.
5. The Goa Panchayat Raj (Oath of Office to Panchayat Members) Rules, 1997.
6. The Goa Panchayat Raj (Co-Option of Members) Rules, 1997.

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

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

Sr. No.	Document title	Link to the scanned document
	Regarding assessment of tax on unauthorized house/building/structure	Link
	Transfer of House Tax	Link

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. Movement register
3. Service Records of Regular Staff other than the Panchayat Secretary and Gram Sevak
4. Muster Roll for Contract Staff / Daily Wage Workers
5. Register for attendance and recording Minutes of Gram Sabha Meetings
6. Register for attendance and recording Minutes of Panchayat Meetings
7. Register of Births and Deaths
8. Register of NOC for Water Connection and Electricity Connection
9. Register of NOC for House Repair and Construction License
10. Register for Occupancy Certificates
11. Register for Token House Number
12. Register of EHN
13. Register of Illegal Constructions Complaints
14. Register of Trade License and Establishment
15. Register of Fixed Deposits
16. Postage stamp Register
17. Rent Register
18. Inward / Outward Register
19. Register of RTI Applications
20. Forms I General Register-Abstract Register
21. Form II Control Register-Abstract Register
22. Form III Cash book
23. Form IV Receipt Book
24. Form V Register of Receipt Books
25. Form VI Register of Properties & Assets
26. Form VII Assessment Register
27. Form VIII Demand & Collection Register
28. Form IX Register for Conditional Grants Sanctioned
29. Form X Account of Monthly & Annual Income & Expenditure
30. Form XI Budget
31. Earnest Money Deposited (EMD) Register
32. Security Deposited Register
33. Income Tax Register
34. Labour Cess Register
35. GST Register
36. Royalty Register
37. CSR Register
38. Stationary Register
39. Postage Register

40. Construction Licence Register

II. Custodian of Documents/Categories

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

III. Procedure to access such documents

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

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

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

(NOT APPLICABLE TO THE VILLAGE PANCHAYAT)

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

Statement of the Boards, Councils, Committees and Other Bodies

I. Details of Statutory Committees

1. Village Development Committee

- Chairperson: Rohidas H. Kansekar
- Date of Constitution:-30/10/2022
- Tenure: 05 years
- Total Number of Members: 29

2. Ward Development Committee

- Chairperson: Rohidas H. Kansekar
- Date of Constitution:30/10/2022
- Tenure: 5 years
- Total Number of Members: 06

3. Vigilance Committee

- Chairperson: Rohidas H. Kansekar
- Date of Constitution: 30/10/2022
- Tenure:05 years
- Total Number of Members: 05

II. Details of Standing Committees

1. Production Committee

- Chairperson: Rohidas H. Kansekar
- Date of Constitution:30/10/2022
- Tenure:05 years
- Total Number of Members: 05

2. Social Justice Committee

- Chairperson: Rohidas H. Kansekar
- Date of Constitution: 30/10/2022
- Tenure:05 years
- Total Number of Members: 04

3. Amenities Committee

- Chairperson: Rohidas H. Kansekar
- Date of Constitution:-30/10/2022
- Tenure:05 years
- Total Number of Members: 04

Other Committees

- 4. Biodiversity Management Committee**
 - Chairperson: Kalidas A. Gauns
 - Date of Constitution: 30/10/2022
 - Tenure: 05 years
 - Total Number of Members: 07

- 5. Village Child Committee**
 - Chairperson: Rohidas H. Kansekar
 - Date of Constitution: 30/10/2022
 - Tenure:05 years
 - Total Number of Members: 09

- 6. Garbage Management Committee**
 - Chairperson: Rohidas H. Kansekar
 - Date of Constitution:30/10/2022
 - Tenure:05 years
 - Total Number of Members: 06

- 7. Village Water, Health & Sanitation Committee**
 - Chairperson: Rohidas H. Kansekar
 - Date of Constitution: 30/10/2022
 - Tenure: 5 years
 - Total Number of Members: 08

- 8. Village Education Committee**
 - Chairperson: Rohidas H. Kansekar
 - Date of Constitution: 30/10/2022
 - Tenure:05 years
 - Total Number of Members: 14

- 9. Social Audit Committee**
 - Chairperson: Rohidas H. Kansekar
 - Date of Constitution: 30/10/2022
 - Tenure: 5 years
 - Total Number of Members: 05

- 10. Forest Right Committee**
 - Chairperson: Rohidas H. Kansekar
 - Date of Constitution: 30/10/2022
 - Tenure:05 years
 - Total Number of Members: 08

11. Stray Dog Committee

- Chairperson: Rohidas H. Kansekar
- Date of Constitution: 30/10/2022
- Tenure:05 years
- Total Number of Members: 08

12. Animal Birth Control Committee

- Chairperson: Rohidas H. Kansekar
- Date of Constitution: 30/10/2022
- Tenure:05 years
- Total Number of Members: 06

13. Road Safety and Traffic Management Committee

- Chairperson: Rohidas H. Kansekar
- Date of Constitution:30/10/2022
- Tenure:05 years
- Total Number of Members: 06

14. Water Sanitation Committee

- Chairperson: Rohidas H. Kansekar
- Date of Constitution:30/10/2022
- Tenure:05 years
- Total Number of Members: 08

15. Regional Plan Committee

- Chairperson: Rohidas H. Kansekar
- Date of Constitution:30/10/2022
- Tenure:05 years
- Total Number of Members: 09

16. Beti Bachao Beti Padhav Committee

- Chairperson: Rohidas H. Kansekar
- Date of Constitution:30/10/2022
- Tenure:05 years
- Total Number of Members: 07

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

Directory of its officers and employees

Directory of Panchayat Elected Representatives and Employees

Sr. No	Name of the Employee	Designation	Phone No.	Email ID
1	Mr. Rohidas H. Kansekar	Sarpanch	9423318397	kansekar.rohidas@gmail.com
2	Mrs. Kalpana K. Gawas	Deputy Sarpanch	9356619193	kalpanagawas1977@gmail.com
3	Mr. Kalidas A. Gauns	Panch Member	8830704876	kalidasgawas1972@gmail.com
4	Mr. Narayan S. Gawas	Panch Member	8007708709	narayangawas3234@gmail.com
5	Mr. Prasad P. Naik	Panch Member	8806163688	----
6	Mrs. Rutika R. Gaude	Panch Member	8007709414	gauderudraksh726@gmail.com
7	Mrs. Anshi V. Naik	Panch Member	9529624861	----
8	Mr. Mukund V. Ukshekar	Village Panchayat Secretary	9764016600	panchayatnavelim@gmail.com
9	Mrs. Supriya S. Sawant	Panchayat Clerk	----	panchayatnavelim@gmail.com
10	Mr. Umesh C. Gawas	Panchayat Peon	----	panchayatnavelim@gmail.com
11	Mr. Pratik Bhagat	Field Surveyor Social Welfare Department	----	panchayatnavelim@gmail.com
12	Mr. Chandrakant Pavne	Krishi Mitra Agricultural Department	----	panchayatnavelim@gmail.com
13	Mrs. Karauna S. Gawas	GRS MGNREGA	----	panchayatnavelim@gmail.com
14	Mrs. Suchita P. Parab	Computer operator (Temporary basis)	----	----
15	Mr. Vivek P. Gad	Helper Cum Pound Keeper(Temporary basis)	----	----
16	Mrs. Chandrakala P. Naik	Sweeper (Part Time)	----	----

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	Mr. Rohidas H. Kansekar	Sarpanch	₹ 8000/-
2	Mrs. Kalpana K. Gawas	Deputy Sarpanch	₹ 6500/-
3	Mr. Kalidas A. Gauns	Panch Member	₹ 5500/-
4	Mr. Narayan S. Gawas	Panch Member	₹ 5500/-
5	Mr. Prasad P. Naik	Panch Member	₹ 5500/-
6	Mrs. Rutika R. Gaude	Panch Member	₹ 5500/-
7	Mrs. Anshi V. Naik	Panch Member	₹ 5500/-
8	Mr. Mukund V. Ukshekar	Village Panchayat Secretary	₹ 35,500/- L-4 as per 7 th Pay
9	Mrs. Supriya S. Sawant	Clerical Staff	₹ 12201/- as per 6 th Pay
10	Mr. Umesh C. Gawas	Peon	₹ 10760/- as per 6 th Pay
11	Mrs. Karuna S. Gawas	GRS MGNREGA	₹ 20000/-
12	Mrs. Suchita P. Parab	Computer operator (Temporary)	₹ 20000/-
13	Mr. Vivek P. Gad	Helper Cum Pound Keeper(Temporary basis)	₹ 18000/-
14	Mrs. Chandrakala P. Naik	Sweeper (Part Time)	₹ 4000/-

Annual Budget 2025-26

VILLAGE PANCHAYAT NAVELIM BICHOLIM-GOA

Annual budget 2025-26

RECEIPT			EXPENDITURE	
1	Opening Balance	13001657.37		
	GRANTS FORM GOVT.			
	Weaker Panchayat Grants (Staff Salary)	26,50,000.00	1	ADMINISTRATION 3948560.00
	Member Salary	5,04,000.00	2	SANITATION & PUBLIC HEALTH & FAMILY WELFARE 2350000.00
2	Matchinhg Grants	4,25,000.00	3	PUBLIC WORK 8500000.00
	Library Grants	6,50,000.00	3	RDA WORK 0.00
	Garbage Grants	0.00	4	PLANNING & DEVELOPMENT 105000.00
	Any other Grants		5	SOCIAL WELFAREE 100000.00
	XV th Finance Grants	9,00,000.00	6	EDUCATION AND CULTURE 200000.00
3	GIA Grants	0.00	7	RURAL HOUSING 100000.00
	IDC Grant	0.00	8	DRINKING WATER 250000.00
	PROCEEDS OF TAXES, FEES Etc.		9	POVERTY ALLEVIATION PROGRAMME 100000.00
4	1. Taxes	15,85,000.00	10	LIBRARIES 625000.00
	2. Fees	3,50,000.00	11	RURAL SANITATION 100000.00
5	PROCEEDS OF LOANS Etc.	0.00	12	CATTLE POUND MAINTENANCE 250000.00
6	SALE PROCEEDS	80,000.00	13	MISCELLANEOUS 2117000.00
7	EXTRA ORDINARY RECEIPTS	20,63,853.00		
	TOTAL RECEIPT	9207853.00		TOTAL EXPENDITURE 18745560.00
	OPENING BALANCE	12808089.42		CLOSING BALANCE 3270382.42
	GRAND TOTAL	22015942.42		GRAND TOTAL 22015942.42

Sd/-
(Mukund Ukshekar)
Village Panchayat Secretary
Village Panchayat Navelim
Bicholim-Goa



Sd/-
(Rohidas Kansekar)
Sarpanch
Village Panchayat Navelim
Bicholim-Goa

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

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

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

The required enclosures (eg. Gram Sabha Resolution, Income Certificate, Dependency Certificate, etc.) from the Village Panchayat office are handed over to the applicant for submission to the concerned department for availing the necessary benefit. The details of beneficiaries and job card holders are available in the V.P. Office if the concerned department sends them for the general viewing of the public.

Chapter 13 - Section 4 (1)(b)(xiii) of the Right to Information Act, 2005

Particulars of recipients of concessions, permits or authorisations granted by it

Details of concessions, NOC sand Licences issued by Village Panchayat for the financial year

Sr. No.	Details of Concessions, NOC or Licenses	Procedure Followed	Number of Recipients
1	NOC for Water and Electricity Connection	As per the Goa Panchayat Raj Act, 1994	61
2	NOC for House Repair and Construction Licence		01 House Repair
3	Trade License and Establishment		34
4	License for places for disposal of Dead Bodies		----
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

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

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

Sr. No.	Facility/Helpline	Days	Timings
1	Village Panchayat Official Website	All days of the week	All time
2	Panchayat Notice Board	All days of the week	All time
3	Directorate of Panchayat Website	All days of the week	All time
4	Library (if available)	Monday to Saturday (except public holidays)	09:00 am to 05:00 pm
5	Proactive Disclosure	All days of the week	All time on Panchayat Website & Hard copies are available in Panchayat Office on Office hour time
6	Nirnay Portal / App	All days of the week	All time
7	E Gram Swaraj Portal	All days of the week	All time
8	Panchayat Development Portal	All days of the week	All time
9	GPDP Portal	All days of the week	All time on Panchayat Website

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

Sr. No .	Name of the Authority	Designation	Positions under the RTI Act	Contact Number	Email Address
1	Omkar N. Manjrekar	Block Development Officer	First Appellate Authority (FAA)	9764516365	bicholimbdo@gmail.com
2	Mukund Vilas Ukshekar	Village Panchayat Secretary	Public Information Officer (PIO)	9764016600	panchayatnavelim@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://panchayatsgoa.gov.in>

II. Grievance Redressal Officer

Name	Mr. Mukund Vilas Ukshekar
Designation	Village Panchayat Secretary
Address	Village Panchayat Navelim, Bicholim Goa
Contact	9764016600
Email	panchayatnavelim@gmail.com

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

Total number of RTI Applications received	08
Total number of RTI Applications disposed	08
Total number of RTI Applications rejected/not collected	00
Total number of Appeals made for the Year 2024	00