



VILLAGE PANCHAYAT AMONA
Amona Bicholim-North Goa.

PROACTIVE DISCLOSURES UNDER THE RIGHT TO INFORMATION ACT 2005
Updated on 06 March 2025

Manual. 1

**Particulars of Organization, Functions
and Duties [Section4(1)(b)(i)]**

Village Panchayat Amona was established on 01/10/1962. The Panchayat is situated in North Goa District of Bicholim Taluka, Goa State, India. Village Panchayat of Amona is a local Self-Governing Body consisting of 07 Elected Members – classified in Group ‘C’ under Weaker Panchayat Category. Amona which is culturally rich in its heritage and till date the present generation is proudly following the footsteps of our ancestral treasure. Amaravati @ Amona is the only place where the different festivals are been celebrated throughout the year with great faith and enthusiasm. We are highly honored and delighted to reveal the heritage and tradition of our village.

BASIC INFORMATION

Gram Panchayat	Village Panchayat Amona	
Tehsil	Bicholim	
District	North Goa	
Pincode	403107	
Area	734.06 hectares	
Population as per 2011 Census	2963	
	Male	1482
	Female	1481
Households	1200	
Nearest Town	Bicholim	
Nearest Railway Station	Karmali, 11 Km.	
Bus Transport	Bicholim-Sankhlim-Panaji	
Drinking Water	Drinking Water Tap and Private Well	
Crops	Rice, Cashew, Red Cow peas, Coconut, Chillies	
Occupation	Agriculture and Sesa Company	

Ward details of Village Panchayat Amona

Ward No.	Ward Name	Elected Representative	Designation
I	Ambeshiwada	Shri Krishna Mahadev Gawas	V. P. Member
II	Pimpalwada	Sou. Gauravi Diptesh Gawas	Dy. Sarpanch
III	Pimpalwada, Kalamwada	Shri Vasant Mahadev Sinari	V. P. Member
IV	Ambedkarwada, Mestawada, Fadtewada, Betawada	Shri Sagar Kamlakant Fadte	Sarpanch
V	Bhagatwada, Bhandarwada	Sou. Anisha Aniket Amonkar	V. P. Member
VI	Bhandarwada, Ghadiwada	Shri Vassudev Babuli Ghadi	V. P. Member
VII	Sawantwada	Sou. Diya Viraj Sawant	V. P. Member

Aims of the Public Authority

To encourage local self-governance and decentralized democracy at the grassroots level, allowing rural people to take an active role in development-related decision-making through an elected village council system that prioritizes social justice, economic development, and effective service delivery in rural areas

Objectives of the Public Authority

1. To provide villagers a direct involvement in local governance by empowering them to make decisions regarding their community's development
2. To reserve seats in the Panchayats for those who are underrepresented, such as women, Scheduled Castes, and Scheduled Tribes, so as to promote their involvement
3. To organize and implement out development initiatives in rural communities which focus on health, education, infrastructure, and other crucial requirements
4. To ensure that resources are distributed fairly across the community in order to solve social imbalances
5. To boost transparency in governance by means of community participation in decision-making and public funding supervision
6. To create local leaders who are capable of overseeing and directing village development projects

Functions and Duties of Village Panchayat Amona are as follows:

1) Subject to such conditions as may be specified by the Government from time to time, the Panchayat shall perform the functions specified in the Eleventh Schedule of Indian Constitution on 29 functional items placed within the purview of panchayat.

2) The Panchayat may also make provisions for carrying out within the Panchayat area any other work or measure which is likely to promote the health, safety, education,

comfort, convenience or special or economic well-being of the inhabitants of the Panchayat area.

3) With a resolution passed at panchayat meeting and supported by 2/3rd of its total number of members and with the prior approval of the Director of Panchayat, the village panchayat may

- (a) Do provision for or make contribution towards any exhibition, conference, or seminar within or outside the Panchayat area but within the district; or
- (b) Make contribution to any medical, educational or charitable institutions or any other institutions of public utility, within the Panchayat area which are registered under the Societies Registration Act, 1860 or under any other law for the time being in force.

4) Other Assigned Functions to Village Panchayat includes;-

(1) The Government may by Notification and subject to such conditions as may be specified therein:-

- (a) Transfer to any Panchayat, the management and maintenance of a Forest situated in the Panchayat area.
- (b) Make over to the Panchayat, the management of waste lands, pasture lands or vacant lands belonging to the Government situated within the Panchayat area.
- (c) Entrust the Panchayat with the collection of Land Revenue on behalf of the Government and the maintenance of such records as are connected therewith.
- (d) Entrust such other functions as may be prescribed.

Provided that no entrustment under Clause (c) shall be made without the concurrence of the Panchayat concerned. Provided further that when any transfer of the management and maintenance of a Forest is made under clause (a), The Government shall direct that any amount required for such management and maintenance or an adequate portion of the income from such Forest be placed at the disposal of the Panchayat.

(2) The Government may by Notification, withdraw or modify the functions assigned under this section.

Power and Duties of Officers, Employees and V.P Elected Representatives.

The broad functions/duties and responsibilities of various functionaries in the V.P Amona are as follows:

V.P SARPANCH

1. General Powers

- (a) Convene the Meeting of the Panchayat.
- (b) Have access to the Records of the Panchayat.
- (c) Exercise Supervision and Control over the acts of the Officers and Employees of the

Panchayat.

- (d) Incur expenditure not exceeding Rupees One Thousand per month on any matter in an emergency and in public interest.
- (e) Recommend or not, the sanction of any kind of Leave to all Officers and employees of the Panchayat including the Gram Sevak.
- (f) Place all the correspondence received from the Government, Director, Chief Executive Officer, before the meeting of the Panchayat.
- (g) Hold regular Gram Sabha and other Meetings of the Panchayat.
- (h) Recover the Taxes, Fees and other dues from the defaulters of the Panchayat.
- (i) Place the Audit Report before the Meeting of the Panchayat and ensure its due compliance.
- (j) Stop any unauthorized construction erected in the Panchayat area notwithstanding anything contained in the sub-section (3) of the Section 66 of this Act and place the matter immediately before the ensuing meeting of the Panchayat for taking suitable decision.
- (k) Remove encroachment and obstruction upon public property, street, drains and open sites not being private property.
- (l) Ensure due compliance of the provisions of the Act.
- (m) Comply with the directions / instructions issued by the Director, Chief Executive Officer, Deputy Director or Block Development Officer.

2. The Sarpanch may, if in his opinion the immediate execution of any work or doing any act which requires the sanction of a committee or of the Panchayat, is necessary in public interest convene a meeting for the purpose with a notice of twenty-four hours.

3. Executive Powers

Notwithstanding anything contained in this Act and the Rules framed thereunder, the Sarpanch shall exercise the powers on the following matters, namely: -

- (i) To implement the programmes of Welfare Schemes and other Developmental works.
- (ii) To execute and implement the resolution passed by the Panchayat on the matters not specified in Section 47.

DEPUTY SARPANCH

The Deputy Sarpanch of the Panchayat shall exercise the powers and perform the duties of the Sarpanch when the Sarpanch is absent, on leave or is incapacitated from functioning.

V.P SECRETARY

1. General Powers

- 1) Attend every meeting of the Panchayat including Gram Sabha Meetings, unless he is precluded from attending the meeting due to unavoidable circumstance.
- 2) Write the Proceeding of every meeting in the Minutes Book.
- 3) 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.

- 4) Receive all correspondence, scrutinize the same and dispose off after having satisfied that the same are complete in all respects.
- 5) Finalize the agenda of every meeting in consultation with the Sarpanch.
- 6) 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 meeting of the Panchayat.
- 7) 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.
- 8) Report, as soon as possible, to the Block Development Officer, if any member of the Panchayat attracts disqualification under section 10 of this Act.
- 9) Maintain all the registers prescribed under various Rules and other Registers as may be directed by the Block Development Officer.
- 10) Responsible for safe custody of Panchayat funds, assets of Panchayat and all the Registers maintained by the Panchayat.
- 11) Comply with the instruction issued by the Block Development Officers and superior authorities from time to time.
- 12) Maintain cordial relations with the elected representative.
- 13) Ensure that the grants released by the Government under Grant-in-Aid for specific purpose is not spent by the Panchayat for any purpose other than the purpose for which it is sanctioned;

2. Executive Powers

Notwithstanding anything contained in this Act and the Rules framed thereunder, the Secretary shall also exercise the powers on the following matters, namely: -

- (i) To issue the Licenses for Construction, repairs, modification, alteration, so also Occupancy Certificate in pursuance of the Resolution of the Panchayat.
- (ii) To initiate action for stopping and or demolishing as unauthorized structure / building constructed without the permission of the Panchayat after Resolution is passed to that effect.
- (iii) To execute the Resolutions passed by the Panchayat Body.

VILLAGE PANCHAYAT EMPLOYEES

The Village Panchayat of Amona, Bicholim - Goa has employed **02 permanent staff- V.P V.P Clerk (1No.), V.P Peon (1No.)** who are bound with office duties and responsibilities as laid down by the Panchayat from time to time. Duty bound to attend to any duty as and when requisitioned by any Authority of the Government or by the Sarpanch or by the Secretary of the Panchayat in case of any emergency or a natural calamity. Shall not refuse any such duties entrusted to them by the Panchayat or by any Authority of the Government.

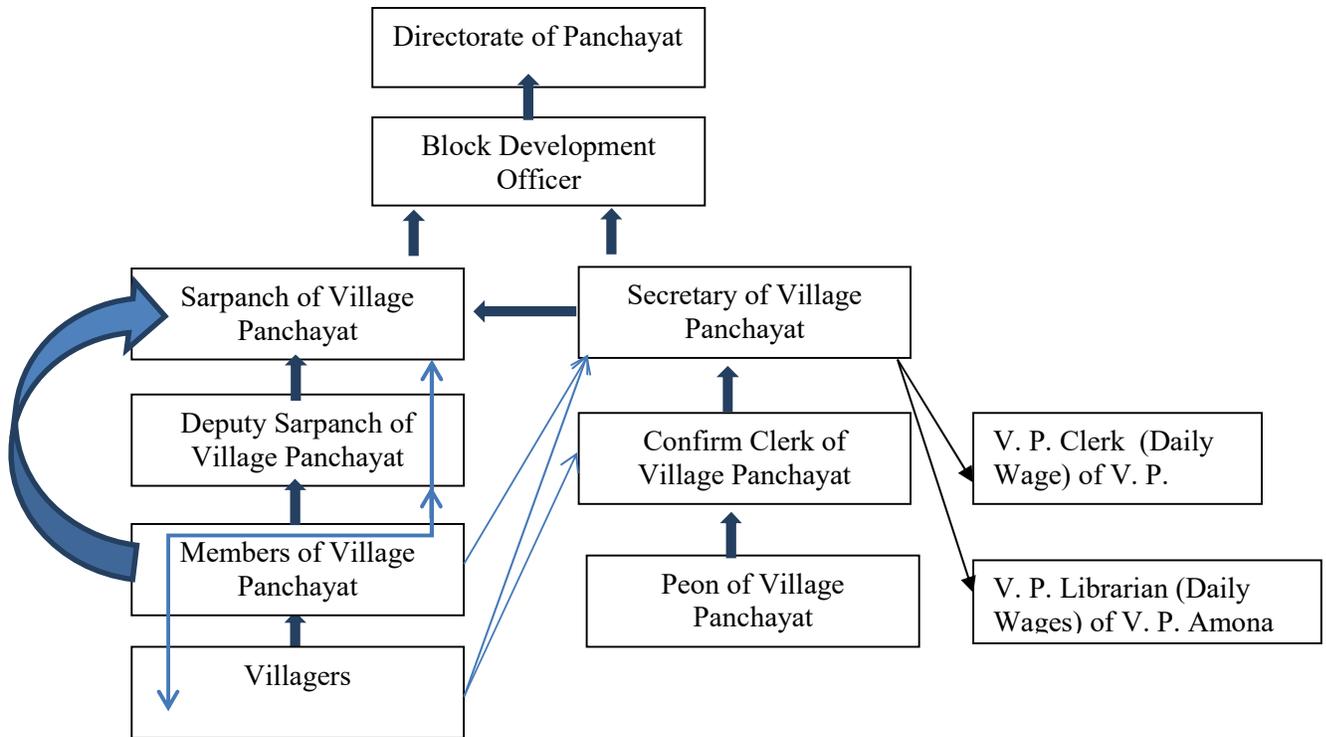
Channels of Supervision:

- 1) Block Development Officer, Bicholim Block.
- 2) Dy. Director of Panchayats, North Goa.

Accountability to:

- 1) The Director of Panchayat

**ORGANIZATIONAL CHART
(VILLAGE PANCHAYAT AMONA)**



Postal address of the main office, attached/sub ordinate office/field units etc.

Office of Village Panchayat Amona, Bicholim – Goa.
Betalwada, Amona, Bicholim - Goa, North Goa, 403507
Mob. No. (+91)
Email Id: amonapanchayat@yahoo.com
Website: https://vpamona.com

Working hours both for office and public.

V.P. Office is open from Monday to Saturday (Closed on Sundays of the month)

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

Evening: From 02.00 p.m. to 05.30 p.m.

Grievance redressal mechanism.

As depicted in chart box above

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Powers and Duties of Officers and Employees [Section4(1)(b)(ii)]

Please provide detail of the powers and duties of officers and employees of the organization

Name of Officials and Designation	Duties allocated
Shri Gurunath Kerkar, V. P. Secretary.	1. To exercise the Powers, duties and responsibilities entrusted to V.P Secretary by Goa Panchayat Raj Act 1994 and higher authority by mean of ,”order”.
Mrs. Ujwala A. Gawas, V. P. Clerk	<ol style="list-style-type: none">1. Shall assist V.P Secretary in organizing events of V.P Amona and other office work entrusted by him/her from time to time2. Make Inward of documents received from public & Govt. offices and shall bring to the immediate notice of V.P Secretary about any correspondence of Court Matter/Top Priority & Urgent Matter/Illegal Complaint etc., received in V.P office Ensure incomplete applications/request are not inwarded.3. To assist V.P Secretary in keeping up to date entry in Form VI, IX, Security, GST, Lab Cess, Income Tax register of V.P Amona and attached payment file4. To handle outward of documents and ensure no outward is done without intimation of V.P secretary5. To collect various type of taxes from tax payers6. Prepare plastic collection and Confiscation of plastic bags report, Shall maintain and update data regularly of garbage collection register, Take attendance of Safai karmachari/Mitra of V.P Amona, After consulting V.P Secretary annually file return in form IV & V on Online Consent Management & Monitoring System, convey schedule of garbage collection to Safai karmachari/Mitra and coordinate with its management, Take report of existing garbage in MRF shed regularly twice a week and call log GWMC, Saligao Goa for regularly lifting Garbage from V.P MRF shed and report call log entry in register7. To assist V.P Secretary in preparing monthly/annual Form X & keeping up to date entry in Form I, II, V and Register (E.M.D, Stationary, Street Light, Postage, Works, Rent, Illegal construction) of V.P Amona. Responsible for communicating notice of meeting/Gram Sabha to V.P member and ensure publication on social media if required

	<ol style="list-style-type: none"> 8. Assist V.P Secretary in telephonically communicating messages to general public/V. P member and other officials whenever required 9. Role to ensure that all meeting notices of VP Amona are published on notice board and other conspicuous places wherever required 10. To assist V.P Secretary in drawing and filing Utilization Certificate in form (G.F.R.19A), keeping up to date V.P office staff pay register and entry in excel format maintained by this V.P office. 11. Assist Records Officer of V.P Amona in maintaining record 12. In charge of Biometric Machine of V.P Amona, its functioning and retrieval of data and making it available to V.P Secretary as and when required 13. Supervise Sweeper in keeping office of V.P Amona neat and clean 14. To assist V.P Secretary in audit matter & compiling data for audit (both State and Central Audit). Prepare and send reply to L.A.Q, Environment Plan, Annual Technical Report, Annual Development Plan, report on information in respect to cases of misappropriation, uncollected revenue & write off losses, GPDP draft, Report on source of Income & Weaker Panchayat after consulting V.P Secretary 15. To assist V.P Secretary in preparing Form XI, Administrative report, tender documents, tender files, tender notices. Safe custody of EMD (Demand Draft/Deposit Call 16. Assist V.P Secretary in work connected with MGNREGA, in maintaining Service Book, increment register, issuing office orders/Relieving order, Leave sanction order, Attendance register, Leave Records, Handle Panchayat Staff pension file, Flag hoisting, Pay Fixation order, MACPS and keep records of every subject related to Administration etc., 17. Discharge all duties of V.P Clerk.
Mrs. Sanjita S. Sinari	<ol style="list-style-type: none"> 1. Prepare and send reply to L.A.Q after consulting V.P Secretary 2. Prepare all monthly reports of V.P Amona including RBD report 3. To prepare various types of NOC's/Certificates asked by the General public 4. Shall check emails of VP Amona regularly at 10.30 AM, 12.30 PM, 2.30 PM & 4.30 PM and take print out of correspondence wherever required. Inform about urgent

email

5. To make letter on various subject related to panchayats, prepare various report received from the O/o BDO, Dir. of Panchayat and other dept. as and when require and keep records available to V.P Secretary
6. Regularly keep a check on BDO office V.P Secretary & Gram Sevak whtasapp group and immediately prepare and send report if any asked after consulting V.P Secretary during office hours.
7. Assist Public Information Officer, V.P Amona in preparing, supplementing information and disposing RTI application.
8. to V.P Secretary Assist V.P Secretary in typing work and including drawing notices (Bill of Demand/Demand notices/V.P meetings/Gram Sabha)
9. Shall prepare MSW STATUS report of VP Amona thereupon after taking remark of V.P Secretary on hardcopy; submit online report on every 1st working day of calendar month.
10. Shall also prepare and send PLASTIC WASTE MANAGEMENT QUARTERLY report regularly
11. To prepare resolution adopted by the Panchayats
12. Attain training session as an when direction received from Higher authorities.
13. Assist V.P Secretary in Birth and Death registration.
14. Keep up to date records of members of various committees constituted by V.P Amona and assist V.P secretary in organizing meetings.
15. To assist V.P Secretary in content management online on V.P website
16. Immediately prepare and send reports during office hours after consulting V.P Secretary posted on BDO office V.P Secretary & Gram Sevak whatsapp group
17. To attend/assist V.P Secretary in audit matter & compiling data for audit (both State and Central Audit) whenever required by V.P Secretary.
18. Assist in updating and maintaining House and Prof. Tax data online for infogram. Responsibility of handling content of V.P Amona on Vibrant Gram Sabha portal, month wise download and keep E-gram swaraj portal cash book statement, check and report on fund availability Tied and untied on E-gram swaraj portal, Assist in Geo tagging work on E-gram swaraj portal and equivalent

<p>Mrs. Ranjita U. Ghadi</p>	<ol style="list-style-type: none"> 1. Shall list out and prepare bibliographic record of available reading material in V.P Library and update it regularly and make available to V.P Secretary whenever required 2. Shall look after maintenance work which includes shelving, re-shelving, maintaining orderly arrangement of the collection/reading material in V.P Library and taking care of all type of library material such as furniture, electronic items and other associated equipment 3. Shall look after all other general work of V.P Amona library and its management Maintain visitor attendance register of visitors visiting V.P Amona library and make available to V.P Secretary whenever required 4. Shall be solely responsible for VP Amona Library reading material /other available records and shall inform V.P Secretary concern immediately if any reading material and other V.P Library material/equipment's are missing
<p>Sanjay S. Sinari, (V.P Peon)</p>	<ol style="list-style-type: none"> 1) Shall reach half an hour before the office hours ie.9.30 am. Open Panchayat Office and closed office at 5.30 P.M (lunch break 1.00 pm to 2.00 pm.) 2) After opening office shall turn on lights, fans, biometric machine and other machines (Xerox, Printer, Computer, TV, etc.). Regularly check ink level/ tonner/cartridge twice a month at every start of 2nd and 4th week of Month. 3) To serve notice of Panchayat meetings, Gram Sabha, and other various notice issued by Sarpanch/Secretary to the Panchayat members and same to published on village notice board/public places and VP Notice board. 4) To serve various type of notice's to the concern person's related to that subject. 5) Submit various types of reports to BDO Office, Dir. Of Panchayats.etc 6) Collect various type of letter/circulars/memorandum from the office of BDO/Dir. Of Panchayat and other concern dept. 7) Submit various letters to the Govt. Offices situated in the Bicholim Taluka and in the State of Goa 8) To make filing and keep records files in a systematic manner. 9) To do Xerox/ photo copies as and when require to VP Secretary/Sarpanch/Members etc. 10) Visit Bank situate updates of Pass book & making payment of various Chalan's like TDS, GST, Royalty etc. 11) Shall keep strict vigil on the members of the Public visiting

the office. Further in case anything found suspicious or any item missing it shall be immediately reported to superior of this office.

- 12) Shall be responsible to monitor sweeper to keep office clean and other work. In absence shall himself exercise his/her duties whenever required.
- 13) Shall ensure that before leaving the office should check if all the system are switch off, light and fan switch off door and windows are closed.
- 14) Shall keep arrangement of work space, tables, chairs etc perfect and clean before commencement of office hours.
- 15) Shall carry and delivery Dak within the office premises to other officials and other Departments as and when required.
- 16) Pick up and deliver items from outsides the office as and when required.
- 17) Shall arrange all file, documents etc in systematic manner/serially in cupboard and store room and shall be responsible for misplacements or loss of file/documents etc
- 18) Asst V.P.Clerk maintain inventory of records of V. P. Amona
- 19) Keep in safe custody all stationary received after counting and entry made in stationery register and made it available to VP staff as and when required.
- 20) Preparing/Bringing and serving water/beverage/snacks etc for office staff and visitors.
- 21) Attendance call/ bell of the V.P Secretary/V.P.Sarpanch or concern officials.
- 22) Handover/Place before V.P.Secretary the current day tapal/correspondent received after scrutiny and marking by V.P.Clerk at 03:00pm
- 23) Stamping receipt book, Cash book, Voucher and filling Voucher in Vouchers file.
- 24) Shall assist official staff in wide range of office activities
- 25) Shall monitor all other devices of V.P. Amona and stationary items
- 26) Shall be responsible for arrangement of stationary stock in systematic manner in store room/cupboards etc. well protected from the loss due to damage similar shall check stock/inventory thrice in a year ie. In month of March, July and November and report shortfall to V.P. Secretary /Assist V.P; Clerk in maintaining stock register.
- 27) Assist V.P Secretary in taking Gram Sabha Attendance, Video Recording/photography or events of V.P Amona. Assist

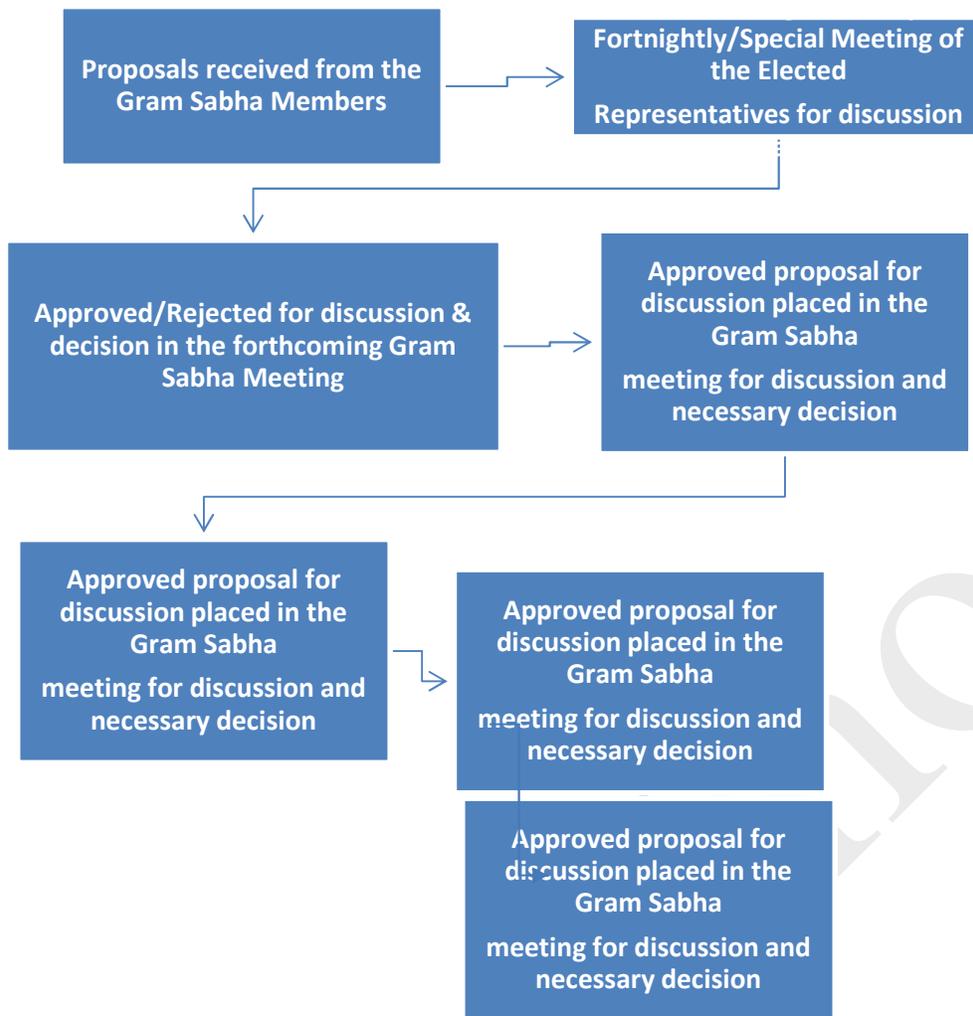
	during site inspection whenever required 28) All other duties/services assigned by V.P.Secretary and V.P.Sarpanch as and when required from time to time.
Smt. Reshma L. Chari Sweeper (Temporary Staff)	Mopping/Sweeping and maintenance of cleanliness in the V.P Sarpanch, V.P Secretary and staff cabins, V.P Office, V.P library, V.P Hall 1 st Floor and 2 nd Floor,

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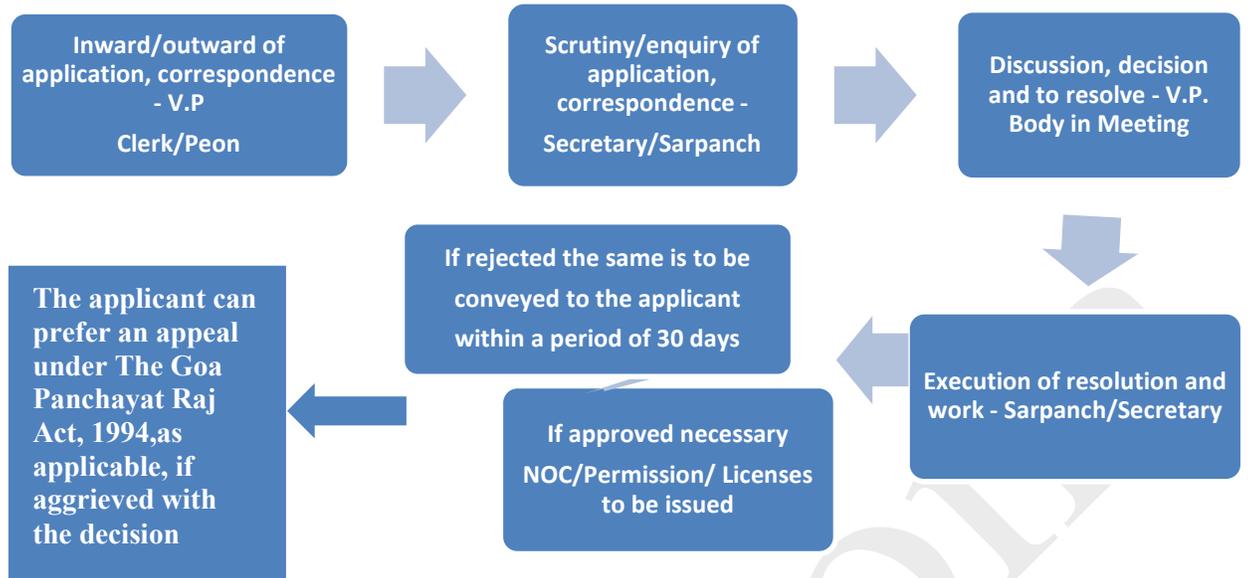
Procedure followed in Decision Making Process

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

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 by it for the discharge of its functions [Section4(1)(b)(iv)]

1. At Village Panchayat Level the discharge of duties is governed by the norms established in the Goa Panchayat Raj Act of 1994, along with its amendments in addition to decisions and policies formulated periodically by the Directorate of Panchayat, Government of Goa.
2. The Directorate of Panchayat, Government of Goa, serves as the supreme authority for decision-making and functioning concerning various Blocks and Panchayats.

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Rules, regulations, instructions, manuals and records for

discharging functions.[Section4(1)(b)(v)]

All the instruction, rules and regulation, Manuals and records are displayed in the panchayat office for ready reference

1. Acts relevant to the functioning of Village Panchayat

Sr . No	Name of the act, rules, regulations, etc.	Reference No	Link/website where available
1	The Goa Panchayat Raj Act, 1994 (Goa Act 14 of 1994) and Rules	Official Gazette, Series I No. 15 (Extraordinary) dated 14-7-1994.	http://panchayatsgoa.gov.in/
2	The Registration of Births and Deaths Act, 1969 (Act No. 18 of 1969). [31st May, 1969] and The Goa Registration of Births and Deaths (Amendment) Rules, 2014	-	https://amonapanchayat.com/
3	CITIZENS' CHARTER GOVERNMENT OF GOA DIRECTORATE OF PANCHAYATS PANAJI - GOA	Dated: 24.09.2008.	https://amonapanchayat.com/
4	Right to Information Act, 2005 (Central Act No. 22 of 2005) & (State Rules – 2006)	Official Gazette, Series I No. 14 dated 7th July, 2005	https://amonapanchayat.com/
5	The Goa (Regulation of Land Development and Building Construction) Act, 2008 (Goa Act 6 of 2008) and The Goa Land Development and Building Construction Regulations, 2010	Official Gazette, Series I No. 5 (Extraordinary No. 2) dated 07-05-2008	https://amonapanchayat.com/
6	The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act,		https://amonapanchayat.com/

	2013 (POSH Act)		
7	The Goa (Right to Citizens to Time-Bound Delivery of Public Services) Act, 2013		https://www.indiacode.nic.in/handle/123456789/12982

2. 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

3. 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.

4. Link to other scanned documents related to Village Panchayats (Circulars, OMs, etc.)

Sr. No.	Document title	Link to the scanned document
1.	Circulars	https://panchayatgoa.gov.in/circulars.aspx

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A statement of the categories of documents that are held by it or under its control [Section4(1)(b)(vi)]

1. Types of records available with Village Panchayat

Sr. No.	Record type	Information pertaining to record	Retention period, where available				
1.	Registers	1. Stationery 2. EMD 3. Income Tax 4. Security 5. Stock 6. Construction License 7. Illegal Construction 8. Postal Stamp 9. Attendance 10. Outward 11. Inward 12. Work Register 13. Proceeding monthly 14. Gram Sabha meeting 15. Village committees meeting register 16. Consumable Stock Register 17. Birth and Death record (since 1971) 18. V.D.C. Register. 19. Bio Diversity Committee Register 20. Illegal Construction Register 21. RTI Register					
2.	Files	<table border="1"> <tbody> <tr> <td>1</td> <td>BUDGET</td> </tr> <tr> <td>2</td> <td>ADMINISTRATIVE FILE</td> </tr> </tbody> </table>	1	BUDGET	2	ADMINISTRATIVE FILE	
1	BUDGET						
2	ADMINISTRATIVE FILE						

3	AUDIT FILE
4	BANK FILE
5	GUARD FILE
6	LOCAL CORRESPONDENCE FILE
7	MISCELLANEOUS COMPLAINT
8	MISCELLANEOUR (GOVT.)
9	B.D.O. FILE
10	B.D.O. OUTWARD
11	B.D.O. MONTHLY REPORT
12	DIRECTORATE OF PANCHAYAT
13	DEVELOPMENT FILE
14	RBD APPLICATION
15	RBD CORRECTION
16	SHANTADURGA DEVASTHAN
17	CIRCULAR FILE
18	GRANTS FILE
19	V. P. MEMBER FILE
20	MEETING NOTICE FILE
21	GRAMSABHA FILE
22	ELETION OF SARPANCH & DY. SARPANCH
23	DISASTER MANAGEMENT PLAN
24	GARBAGE FILE/SOLID WASTE MANAGEMENT CORPORATION
25	MINERAL FOUNDATION
26	SESA GOA FILE
27	CHARGE LIST FILE
28	HOUSE TRANSF./BIFURCATION OF HOUSE
29	PUBLIC NOTICE FILE
30	NOC FOR BUSINESS FILE
31	NOC FOR WATER CONNECTION
32	NOC FOR ELECTRIC CONNECTION
33	CHARACTER CERTIFICATE FILE
34	RESIDENCE CERTIFICATE
35	NOC FOR LOAN FILE
36	INCOME CERTIFICATE
37	OTHER CERTIFICATE
38	L.A.Q. FILE
39	INFOGRAM FILE
40	SCHEMES VARIOUS FILE
41	COMMITTEE VARIOUS FILE
42	G. P. D. P. FILE
43	RIGHT TO INFORMATION FILE (R. T. I.)

44	M. L. A. / MINISTER FILE
45	CATTLE POUND FILE
46	DIR. OF PLANNING, STATISTICS & EVALUATION
47	MAMLATDAR
48	DY. COLLECTOR & SDO/COLLECTOR
49	DIRECTOR OF HEALTH SERVICES
50	POLICE STATION FILE
51	ELECTRICITY DEPARTMENT
52	PWD (ROAD)
53	PWD(BUILDING)
54	PWD(WATER SUPPLY)
55	WATER RESOURCES DEPT.
56	SCIENCE, TECHNOLOGY AND ENVIRONMENT/GOA COASTAL MANAGEMENT ZONE/CRZ
57	FIRE FORCE & EMERGENCY SERVICES
58	FOREST DEPARTMENT
59	BRANCE POST OFFICE
60	GOA POLLUTION CONTROL BOARD
61	DIR. OF AGRICULTURE
62	DIR. OF EDUCATION
63	DIR. OF SOCIAL WELFARE
64	DIR. SPORTS & YOUTH AFFAUR/SAG
66	DISTRICT RURAL DEVEKIONEBT AUTHORITY
67	PLASTIC SHREDDER MAC
68	SWATCHH PANCHAYAT
69	SAND EXTRACTION FILE
70	SULABH SAUCHALAYA
71	RIVER NAVIGATION DEPARTMENT
72	CLUB FILE
73	CAPTAIN OF PORTS
74	COMMERCIAL TAXES
75	COMMISSIONER OF EXCISE
76	COMMISSIONER OF LABOUR & EMPLOYMENT
77	DIR. OF ANIMAL HUSBANDRY & VETERINARY SERVICES
79	DIR. OF ART & CULTURE
80	DIR. OF SETTLEMENT & LAND RECORDS
81	DIR. OF TRANSPORT
82	DIR. OF TRIBAL WELFARE
83	DIR. OF VIGILANCE
84	TOWN & COUNTRY PLANNING
85	WOMEN & CHILD DEVELOPMENT (C.D.P.O.)

		86	REGISTRATION OF BUSINESS	
		87	DIRECTORATE OF FISHERIES	
		88	GOA STATE BIODIVERSITY BOARD	
		89	VEHICLE TATA (ACE)	
		90	BPL LIST FILE	
		91	GSIDC	
		92	NO CONFIDENCE MOTION	
		93	GOA KHADI AND VILLAGE INDUSTRIES BOARD	
		94	R.B.D. NAC FILE	
		95	BALWADI FILE	
		96	DEBRIS	
		97	LOKAYUKTA	
		98	BIO DIGESTER TOILET	
		99	AUCTION FILE	
		100	CO-OPTED MEMBER	
		101	ACQUISITION OF LAND	
3.	Account Registers		1. Form No. I	
			2. Form No. II	
			3. Form No. III (Cash Book)	
			4. Form No. IV (Receipt Books)	
			5. Form No. V	
			6. Form No. VI	
			7. Form No. VII	
			8. Form No. VIII	
			9. Form No. IX	
			10. Form No. X	

2. Custodian of Documents/Categories

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

3. 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.

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Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.

[Section4(1)(b) (vii)]

(NOT APPLICABLE TO THE VILLAGE PANCHAYAT)

V.P.Ammona

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(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

[Section4(1)(b)(viii)]

DETAILS OF VARIOUS COMMITTEES CONSTITUTED BY V.P AMONA GOA

Name of the Committee	Name of the Members in the Committee	Designation of Members in the Committee
Village Development Committee	Shri Krishna Mahadev Gawas (Sarpanch)	Chairman
	Sou. Diya Viraj Sawant (Dy. Sarpanch)	Member
	Sou. Gauravi Diptesh Gawas (V. P. Member)	Member
	Shri Vasant Mahadev Sinari (V. P. Member)	Member
	Shri Sagar Kamlakant Fadte (V. P. Member)	Member
	Sou. Anisha Aniket Amonkar (V. P. Member)	Member
	Shri Vasudev Babuli Ghadi(V. P. Member)	Member
	Shri Saish Parwar	S.C. Member
	Shri Harichandra Sinari	Senior Citizen
	Shri Vansh Viraj Sawant	Student
	Shri Bhalchandra Parab	Convenor
	Shri Vishram Fadte	Member
	Shri Pravin Sawant	Member
	Shri Nitin R. Shet	Secretary

Garbage Committee	Shri Krishna Mahadev Gawas (Sarpanch)	Chairman
	Sou. Diya Viraj Sawant (Dy. Sarpanch)	Member
	Sou. Gauravi Diptesh Gawas (V. P. Member)	Member
	Shri Vasant Mahadev Sinari (V. P. Member)	Member
	Shri Sagar Kamlakant Fadte (V. P. Member)	Member
	Sou. Anisha Aniket Amonkar (V. P. Member)	Member
	Shri Vasudev Babuli Ghadi(V. P. Member)	Member
	Shri Vijay F. Sinari (V. P. Member)	Member
	Shri Lavu Naik	Member
	Shri Prasad Gawas	Member
	Dr. Pramod Pandurang Sawant (MLA)	Ex- Officio Chairman
	Shri Sandesh Sinari	Member
Road Safety and Traffic Management Committee	Shri Vasant Mahadev Sinari	Chairman
	Shri Harichandra Sinari	Senior Citizen
	Sou. Gauravi Diptesh Gawas	Women Member
	Shri Vijaykumar Vinayak Sinari	Businessmen
	Shri Sagar Kamlakant Fadte	Panchayat Member
Monitoring Committee	a) Chairman-- Sagar Kamlakant Phadte, (Sarpanch, V.P. Amona, Bicholim-Goa)	

	b) Shri. Atul Paibhir---Health Dept. Resp., (Community Health Centre Sanqulim, Bicholim-Goa)	
	c) Animal Welfare Department representative- Nil	
	d) Dr. Gayatridas Gauthankar- - Veterinary Doctor, (Veterinary Officer, Veterinary Dispensary, Bicholim-Goa)	
	e) Shir. Murugan Appupillai-- Animal welfare organisation Resp. 1, (Mission Rabies India, Flat No.B-C-2, Veterinary Hospital Complex, Tonca, Miramar, Panaji-Goa)	
	f) Dr. Karlette Fernandes, Animal welfare organisation Resp2, (Worldwide Veterinary Service India, Assagao-Goa)	
	Madhukar N. Parab	
	Dayanand Mhato	
	Sitaram Gawas	

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Directory of Officers and Employee
[Section4(1)(b)(ix)]
Directory of Panchayat Elected
Representatives and Employees

Sr.No	Name	Designation	Contact No. (+91)	E-mailAddress
1	Shri Sagar Kamlakant Fadte R/o Ambedkarwada Amona, Bicholim Goa.	V.P Sarpanch	797229299 8	
2	Sou. Gauravi Deeptesh Gawas r/o Pimpalwada, Amona, Bicholim Goa.	V.P Deputy Sarpanch	726491294 1	-
3	Shri Krishna Mahadev Gawas r/o H. No. 421, Ambeshiwada Amona, Bicholim Goa	V.P Panch Member	976423355 5	
4	Shri Vasant Mahadev Sinari r/o Kalamwada Amona, Bicholim Goa.	V.P Panch Member	992348626 9	-
5	Sou. Anisha Aniket Amonkar R/o. Bhagatwada Amona, Bicholim Goa.	V.P Panch Member	982256775 7	-
6	Shri Vasudev Babuli Ghadi r/o Ghadiwada Amona, Bicholim Goa.	V.P Panch Member	744812468 5	-
7	Sou. Diya Viraj Sawant r/o Sawantwada Amona, Bicholim Goa.	V.P Panch Member	992354129 8	-
8	Shri Gurunath Kerkar	V.P Secretary	99230479 32	
9	Mrs. Ujwala A. Gawas	V. P. Clerk	98232164 93	-
10	Mrs. Sanjita S. Sinari	V.P. Clerk (Daily Wages)	70575456 2	sanjitasinari11@gmail.com

11	Shri Sanjay S. Sinari	V.P. Peon	93223364 06	sanvisinari83@gmail.com
12	Shri Sudesh Sinari	Field worker (Social welfare)	98603345 74	sudeshsinari@gmail.com
13	Mrs. Riya D. Pikulkar	Gram Rozgar Sahayak (GRS)	90493219 71	Riyapikulkar1976@gmail.com
14	Mrs. Ranjita Ghadi	V. P. Librarian	99230917 74	Siyagovekar495@gmail.com
	Mrs. Reshma L. Chari	Sweeper (Temporary Staff)	85509331 44	

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The monthly remuneration received by each of its officers and employees, including the System of Compensation as provided in Regulations [Section 4(1)(b)(x)]

Details of the consultative committee and other bodies with which consultations are held

Sr. No.	Name	Designation	Pay scale/Basic pay/Honorarium	Monthly remuneration (Gross)(Rs.)
1	Shri Sagar Kamlakant Fadte R/o Ambedkarwada Amona, Bicholim Goa.	V.P Sarpanch	8000.00	
2	Sou. Gauravi Deeptesh Gawas r/o Pimpalwada, Amona, Bicholim Goa.	V.P Deputy Sarpanch	6500.00	
3	Shri Krishna Mahadev Gawas r/o H. No. 421, Ambeshiwada Amona, Bicholim Goa	V.P Panch Member	5500.00	
4	Shri Vasant Mahadev Sinari r/o Kalamwada Amona, Bicholim Goa.	V.P Panch Member	5500.00	
5	Sou. Anisha Aniket Amonkar R/o. Bhagatwada Amona, Bicholim Goa.	V.P Panch Member	5500.00	

6	Shri Vasudev Babuli Ghadi r/o Ghadiwada Amona, Bicholim Goa.	V.P Panch Member	5500.00	
7	Sou. Diya Viraj Sawant r/o Sawantwada Amona, Bicholim Goa.	V.P Panch Member	5500.00	
8	Shri Gurunath Kerkar	V.P Secretary		
9	Mrs. Ujwala A. Gawas	V. P. Clerk	37435.00	
10	Mrs. Sanjita S. Sinari	V.P. Clerk (Daily Wages)	11600.00	
11	Shri Sanjay S. Sinari	V.P. Peon	49982.00	
12	Shri Sudesh Sinari	Field worker (Social welfare)	19100.00	
13	Mrs. Riya D. Pikulkar	Gram Rozgar Sahayak (GRS)	19316.00	
14	Mrs. Ranjita Ghadi	V. P. Librarian	11325.00	
15	Mrs. Reshma L. Chari	Sweeper (Temporary Staff)	8425.00	

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

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

Available on website at <https://amonapanchayat.com/>

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[Section4(1)(b) (xii)]

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

1. 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.
2. 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.
3. 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.

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Particulars of Recipients of Concessions, permits or authorization granted by it [Section4(1)(b)(xiii)]

1) Grant of License for Construction/ Reconstruction of any structure:

Any person intending to erect, reconstruct, alter or modify any structure shall make in written application to the panchayat in accordance with the following order issued by the Government in this regard.

Order 30/3/DP-99

In order to simplify the procedure for the grant of permission for the construction of building, the government is pleased to issue the following instruction for strict compliance of the panchayat or the concerned authority.

- 1) Every person seeking permission for construction of the building shall prepare four sets of building plans and drawing and submit the same to the panchayat along with all necessary documents as required by the Goa Daman & Diu Village Panchayat, {Regulation of Building} Rules, 1971.
- 2) The Village Panchayat Secretary or any other person authorized by Panchayat in this behalf shall acknowledge the application. The Panchayat Secretary shall scrutinize the application and place the same before the Sarpanch. Within 2 days from the date of receipt of the application. In case if the application is complete in all respects, the Sarpanch shall forward the plans and drawing to the Town Planner of the concerned taluka in duplicate and simultaneously one set of plans & drawing drawing to the Assistant Engineer of PWD/Technical officer. In case the application is incomplete. The Panchayat Secretary shall return the same to the applicant within the week with the direction to resubmit the application after complying with the observation raised by the panchayat.
- 3) The Town Planner and the Technical Officer shall communicate their comments/views within two weeks from the date of the receipt of the plans and drawing from the panchayat.
- 4) The Town Planner shall scrutinize the plans and convey his comments on the following aspects:-
 - a) The area of the plot
 - b) The area allowed to be converted by the Dy. Collector
 - c) The permissible FAR
 - d) FAR proposed for construction
 - e) Height of the building.
 - f) Number of units allowed and their purpose.
 - g) Total built up area.
 - h) The area kept for car parking, open space etc.
 - i) Set back approved North, South, East, & West.
 - j) Area of the existing structure in case of reconstruction.

- k} Access to the proposed construction
- l} Whether any traditional access or footpath are existing
- m} The zone in which the proposed construction falls and any other information which may be relevant.

2) Permission for Repairs of House/Structure:

- i) A panchayat may grant permission for the repairs of a house/structure without the approval of Town & Country Planning Department within the existing plinth area. However the Panchayat should satisfy itself that the applicant is the owner of the house and has furnished all the other required documents before grant of such permission.
- ii) In order to keep an effective control and avoid any misuse of such repairs license granted by the Panchayat, formats for granting such a license, Inspection Report and the Application form for issue of repairs permission have been prescribed by this Department vide Circular No.15/77/DP/CIR/200/6983 dated 6.9.2002. (See Annexure- 5)
- iii) The Panchayat shall ensure that the repairs permission is issued only to the existing houses which were constructed after obtaining valid licenses or the house is recorded in the House Tax Register for the last more than five years. iv) The Panchayat shall compulsorily obtain and retain in the file of the concerned party, the details of repairs, the Inspection Report and the copy of the permission granted in the prescribed formats.

3) License for Hotels/ Shops/ Restaurant/ Eating House/ Coffee House/ Sweet Meat Shop/ Bakery/ Boarding etc:

License for Hotels/ Shops/ Restaurant/ Eating House/ Coffee House/ Sweet Meat Shop/ Bakery/ Boarding etc. A renewable license for hotels/shops/restaurants/ eating house/ Coffee house/ sweet meat shop/ bakery/boarding, etc. is issued by the Panchayat under section 70 of The Goa Panchayat Raj Act,1994. A person requiring such a license should apply to the Sarpanch. After carrying out necessary inquiry, the matter is placed before the Panchayat body which through its resolution decides on the issue of such permission. The Secretary shall thereafter implement the resolution of the Panchayat.

4) Permission for construction of factories/ Installation of Machinery:

Permission for construction of factories/ Installation of Machinery. A renewable permission for construction or establishment of any factory, workshop or workplace or for installation of machinery or manufacturing plant is issued by the Panchayat under section 68 of The Goa Panchayat Raj Act, 1994. A person requiring such permission should apply to the Sarpanch. After carrying out necessary inquiry, and after verifying all the relevant documents, the matter is placed before the Panchayat Body which through its resolution decides on the issue of such permission. The Secretary shall thereafter implement the resolution of the Panchayat.

5) License for using any place for Trade, Business or Industry:

License for using any place for Trade, Business or Industry. A renewable license for construction or establishment of any factory, workshop or workplace or for installation of machinery or manufacturing plant is issued by the Panchayat under section 69 of The Goa Panchayat Raj Act, 1994. A person requiring such a License should apply to the Sarpanch. After carrying out necessary inquiry, and after verifying all the relevant documents, the matter is placed before the Panchayat Body which through its resolution decides on the issue of such license. The Secretary shall thereafter implement the resolution of the Panchayat.

6) License for places for disposal of Dead Bodies:

A renewable license for disposal of dead bodies is issued by the Panchayat under section 95 of the Goa Panchayat Raj Act, 1994. A person or community or organization requiring such a license should apply to the Sarpanch. The application in such a case should indicate all details such as the plan showing the locality, boundary and extent of the area, the name of the owner, locality or person interested, the system of management and other details as may be called for by the Panchayat. After carrying out necessary inquiry and after verifying all the relevant documents, the matter is placed before the Panchayat Body which through its resolution decides on the issue of such license. The Secretary shall thereafter implement the resolution of the Panchayat. Registration of such burial or burning grounds is also required to be done under section 94 of The Goa Panchayat Raj Act, 1994.

7) Licensing of Shops:

A renewable license is issued by the Panchayat for permanent and temporary shops under section 71 of The Goa Panchayat Raj Act, 1994. Any person requiring such a license should apply to the Sarpanch. After carrying out necessary inquiry, and after verifying all the ownership documents, the matter is placed before the Panchayat body which through its resolution decides on the issue of such permission. The Secretary shall thereafter implement the resolution of the Panchayat.

1) Income Certificate:

A person desiring to get an Income Certificate should apply to Sarpanch/Secretary along with an affidavit sworn before a Magistrate/Notary, xerox copy of Ration Card and other relevant income documents. After verifying the documents and conducting a local inquiry in to the facts and merits of the case, the Village Panchayat Secretary shall issue the Income Certificate, duly attested by the Sarpanch and countersigned by the concerned Block Development Officer.

2) Birth / Death Certificate:

The Village Panchayat Secretary also functions as Registrar of Births and Deaths under the Registration of Births and Deaths Act, 1969. The first Birth or Death registration certificates are issued by the Secretary immediately after the registration has taken place. An abstract of Births and Deaths Registrars is also available at the office of the V.P. Secretary which may be obtained from him on payment of prescribed fees.

3) Occupancy Certificate:

As soon as the building is ready for occupation, the licensee should obtain first, the certificate from the Project Engineer that the building is complete in all respects in accordance with the approved plans and that the said building is ready for occupation. The licensee, thereafter, shall approach the Panchayat for grant of occupancy certificate which will be referred by the village panchayat to the Technical Officer for his opinion. A copy of the file shall also be forwarded to the Town and Country Planning Department for their approval. Once the Technical Officer and the Town Planner grants clearance for issue of occupancy certificate, the case shall be referred to the Block Development Officer for payment of the infrastructure tax if the built up area exceeds 100 sq. mts. The rate of tax is presently charged @ Rs. 40/- per sq. m. on the floor area as per the rates notified under the provisions of Goa Tax on Infrastructure Act, 1997. After payment of the infrastructure tax, the Panchayat Secretary shall issue the Occupancy Certificate pursuant to the resolution of the Panchayat.

Exemptions: Buildings constructed for educational institutions, industrial enterprises or by any other non-profitable organizations as may be notified by the Government in public interest are exempted from payment of Infrastructure Tax.

4) No Dues Certificate:

No dues certificate can be availed from the Secretary of the Panchayat who issues the same after verifying all records in respect of payment of taxes and fees due to the Panchayat.

5) Non-Availability of Birth or Death Certificate:

Upon request from any person, a search is made into the records of Birth or Death Registers for the period of years as requested, to check whether a birth or death is registered or not. In cases where no record is available the Panchayat Secretary issues a Non- Availability Certificate of his search over such a period. The applicant in his application is required to submit the details like name for which the search is called for and the approximate period during which the birth, death or still birth has occurred. The applicant is also required to submit details about the place of birth by submitting documents like xerox copy of ration card, School Leaving Certificate, Polio Card, etc.

At the request of the party, the Sarpanch may on the basis of local inquiry issue the following Certificates:

6) Residence Certificate:

A person desiring to obtain a Residence Certificate should apply to Sarpanch along with xerox copies of the Ration Card and other relevant documents like Birth Certificate, documents showing place of birth, EPIC Card, etc. After verifying the details and conducting a local inquiry in to the facts and merits of the case, the Sarpanch issues the Residence Certificate.

7) Character Certificate:

A person desiring to obtain a Character Certificate should apply to Sarpanch along with xerox copies of Ration Card and other relevant documents like Birth Certificate, documents showing place of birth, school leaving certificate, Bonafide Certificate from the school, etc. After verifying the details and conducting a local inquiry in to the facts and merits of the case, the Sarpanch issues the Character Certificate.

8) Dependency Certificate:

A person desiring to obtain a Dependency Certificate should apply to Sarpanch along with Xerox copy of ration Card and complete information about the family. After verifying the details and conducting a local inquiry into the facts and merits of the case, the Sarpanch issues the Dependency certificate.

9) Poverty Certificate:

A person desiring to obtain a Poverty Certificate should apply to Sarpanch along with xerox copy of ration Card and complete information about his income sources. After verifying the details and conducting a local inquiry into the facts and merits of the case, the Sarpanch issues the Poverty Certificate

10) Divergence Certificate:

A person who is known by two or more names may apply to the Sarpanch who shall call for a local inquiry into the facts and merits of the case, thereby verifying the documents in support of the applicants claim, and thereafter issue the Divergence Certificate.

11) Bonafide Fisherman Certificate:

A person desiring to obtain a Bonafide Fisherman Certificate should apply to the Sarpanch with a xerox copy of ration Card and complete information about his fishing activity alongwith the Samaj Certificate issued by the competent authorities. After verifying the details and conducting a local inquiry into the facts and the merits of the case, the Sarpanch issues the Bonafide Fisherman certificate.

12) Occupation Certificate:

A person desiring to obtain an Occupation Certificate should apply to Sarpanch along with a xerox copy of the Ration Card and complete information about his occupation or profession. After verifying the details and conducting a local inquiry in to the facts and merits of the case, the Sarpanch issues the occupation certificate.

13) No Objection Certificates (NOCs) issued by the Village Panchayat:

Any person desirous of obtaining the following NOCs may apply to the concerned Village Panchayat. The required NOCs are issued by the Panchayat after taking into consideration objections, if any, from the villagers and verifying the ownership/title documents in respect of the property. All NOCs issued are duly registered in the Register maintained for the purpose and are issued only after passing of a resolution to that effect by the Panchayat

- 1) NOC for Water Connection
- 2) NOC for Electricity Connection
- 3) NOC for House Repair
- 4) NOC for Road Cutting
- 5) NOC for running General Stores
- 6) NOC for running Bar/ Liquor shop
- 7) NOC for Establishment

14) Other Services

1. Correction in Births and Deaths Records: A person desirous of making a correction into the records of Birth or Death may apply to the Secretary, who after verifying the correction requested for and after being satisfied to the veracity of such request may order for a correction under section 15 of Registration of Births and Deaths Act, 1969 strictly in accordance to the circular issued in this regard.

2. House Registration certificate: Any person desirous of obtaining this certificate may apply to the concerned Village Panchayat which will be issued after search made in records of Form 7 and 8 register maintained by this V. P

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Particulars of Recipients of Concessions, permits or authorization granted by it [Section4(1)(b)(xiv)]

Information available in an electronic form

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
1.	Form 7 (Assessment Register)	Excel Format	Yes	Available
2.	GPDP Plan	Word Format	Yes	Available
3.	Form 10 and 11	Excel Format	Yes	Available

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Particulars of the facilities available to citizens for obtaining information [Section4(1)(b)(xv)]

Facilities available for obtaining information

Sr. No.	Facility/Helpline	Days	Timings
1	Official Website https://amonapanchayat.com/	All days of the week	All time
2	Panchayat Notice Board	Monday to Saturday (except public holidays)	10.00 a.m. to 5.30 P.m.
3	Directorate of Panchayat	Monday to Friday (except public holidays)	10.00 a.m. to 5.30 P.m.
4	Village Panchayat Library	Monday to Saturday (except public holidays)	10.00 a.m. to 5.30 P.m.
5	Proactive Disclosure	Monday to Saturday (except public holidays)	10.00 a.m. to 5.30 P.m.
6	Nirnay Portal / App	All days of the week	All time
7	E Gram Swaraj	All days of the week	All time

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Name&designationandotherparticularsofPublicInformation

Officers[Section4(1)(b)(xvi)]

1. ListofPublicInformationofficers

Sr.No.	Name and Designation of the officer designated as PIO	Postal address	Mobile No.	E-mail address	Demarcation of area /activities, if more than one PIO is there
1.	Shri Gurunath Kerkar (V.P Secretary)	Village Panchayat Amona, Betalwada, Amona, Bicholim, North-Goa, 403530.	(+91) 9923047932	gkerkar@gmail.com	---NA--

2. List of Assistant Public Information officers

Sr.No	Designation of the officer designated as APIO	Postal address	Mobile No.	E-mail address	Demarcation on activities, if more than one APIO is there
NIL					

3. First Appellate Authority (FAA) within the department

Sr.No.	Designation of the officer designated as First Appellate Authority	Postal address	Mobile No.	E-mail address
1.	Block development Officer	Office of B.D.O., Bicholim - Goa	9764516365	bicholimbdo@gmail.com

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[Section 4(1) (b)]

(xvii)]Other information as may be prescribed

1. MAXIMUM TIME LIMIT FOR PROVIDING SERVICES

A. EXTEND PERMISSION ISSUE BY THE VILLAGE PANCHAYAT

1. GRANT OF LICENSE FOR COMMERCIAL/RECONSTRUCTION OF ANY STRUCTURE. ONE MONTH
2. PERMISSION FOR REPAIRS OF HOUSE/STRUCTURE. ONE MONTH
3. LICENCE FOR HOTELS/SHOPS/RESTAURANT/EATING/HOUSE/COFFEE HOUSE/SWEET, MEAT SHOP/BAKERY/BOARDING ETC. ONE MONTH
4. PERMISSION FOR 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 BODY. ONE MONTH
7. LICENSE FOR SHOP. ONE MONTH

B. CERTIFICATE ISSUED BY 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 & DEATH CERTIFICATE-----ONE DAY

C. THE SARPANCH MAY ISSUE CERTIFICATE 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. DIVERGENCY CERTIFICATE -----ONE WEEK
11. BONAFIDE FISHERMAN CERTIFICATE-----ONE WEEK
12. OCCUPATION CERTIFICATE -----ONE WEEK

D. NO OBJECTION CERTIFICATE ISSUED BY THE VILLAGE PANCHAYAT

1. NOC FOR WATER CONNECTION-----20 DAYS
2. NOC FOR ELECTRICITY CONNECTION----20 DAYS
3. NOC FOR ROAD CUTTING----20 DAYS
4. NOC FOR RUNNING GENERAL STORES-----20 DAYS
5. NOC FOR BAR/LIQUOR SHOP-----20 DAYS
6. NOC RUNNING ESTABLISHMENT----20 DAYS

E. OTHER SERVICES

1. CORRECTION IN BIRTH & DEATH RECORDS----ONE MONTH
2. ISSUE OF CERTIFIED COPY RESOLUTION----15 DAYS
3. ISSUE OF INFORMATION UNDER RTI ACT 2005----ONE MONTH
4. PRIMARY BREAD WINNER CERTIFICATE----10 DAYS

I. Citizen Charter

- Available on the Official Website at <https://amonapanchayat.com/>

II. Grievance Redressal Officer

Name	Shri Gurunath Kerkar
Designation	Village Panchayat Secretary
Address	Village Panchayat Amona, Bicholim – Goa. North-Goa.
Contact	9923047932
Email	gkerkar@gmail.com

III. Details of RTI Application and Appeals Received and Disposed

YEAR: 2024-2025	
Total number of RTI Applications received	32
Total number of RTI Applications disposed	32
Total number of RTI Applications rejected/not collected	Nil
Total number of Appeals made to FAA	Nil

IV. Information related to Procurement – tenders, quotations, work ordered;- <https://amonapanchayat.com/>

V. Memorandum of Understanding (MoUs):-----**NIL**-----

VI. Transfer Orders of Employees:-----**NIL**-----

VII. CAG & PAC paras, if any: -----**NIL**-----

VIII. Tours of the Sarpanch/Deputy Sarpanch/Panch: -----**NIL**-----

IX. Proceedings / resolution of Gram Sabha
<https://amonapanchayat.com/>

X. Proceedings / resolution of the Village Panchayat body meetings,
<https://amonapanchayat.com/>

XI. Any other