

VILLAGE PANCHAYAT COTOREM

Cotorem ,Sattari-North Goa.

PROACTIVEDISCLOSURES UNDER THE RIGHT TO INFORMATION ACT 2005

Updatedon 28 January2025

Manual. 1

Particulars of Organization, Functions and Duties [Section 4(1) (b) (i)]

Village Panchayat of Cotorem is a local Self-Governing Body consisting of 07 Elected Members—classified in Group ‘C’ under Weaker Panchayat Category

Aims ofthePublic Authority

To encourage locals self-governance and decentralized democracy at the grass roots level, all owing 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

ObjectivesofthePublicAuthority

1. To provide villagers a directing evolvment 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. Toorganizeandimplementoutdevelopmentinitiativesinruralcommunitieswhichfocusonhealth, education, infrastructure, and other crucial requirements
4. Toensurethat resourcesaredistributedfairly across thecommunityin orderto solvesocial imbalances
5. Toboosttransparencyingovernancebymeansofcommunityparticipationindecision-makingandpublic funding supervision
6. Tocreatelocalleaderswhoarecapableofoverseeing anddirectingvillage developmentprojects

BriefandBackgroundofEstablishmentofthePublic Authority

Village Panchayat Cotorem was establishedintheyear1973.It is located in revenue village Cotorem Taluka-Sattari, District-North Goa of Goa State, India, constituency 19 Valpoi. It is 35 about Km towards East from district head quarter and State capital Panaji, Tiswadi Goa and about 3 Km from block head quarter Valpoi, Sattari Goa. Total 10 revenue villages namely Velguem, Khadki, Cotorem, Shelopkhurd, Gawane, Ambeli, Malpan, Assodem, Shirsodem, Surunguli divided into 7 election/administrative wards lie within jurisdiction of Village Panchayat Cotorem. Village Panchayat Cotorem is a “C” Type category Gram Panchayat with total geographical within its jurisdiction as 3993.44 Hectares. The total population of V P Cotorem population is 4102 of which General is 3217, Other Backward Class 591, and Schedule caste 225,Schedule tribe 69 respectively. Amongst total population of V.P.Cotorem 1997 are females and 2105are males.Total of around 980 house and house hold are 1032.The major language spoken by people here is Konkani followed by Hindi, Marathi and English.

VP Cotorem is major occupation of people by agriculture. Later most have shifted to service and small-scale businesses. This VP in its jurisdiction has 10 temples, 2-Sub Health Centre, 2- Government High School, 8- Anganwadi's, 7- Government Primary School, 2 Fair Price Shop, 2- Library,

Functions and Duties of Village Panchayat Cotorem 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 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 wastelands, 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 Cotorem 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 action 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 there under, 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 issue 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 order 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 Cotorem, Sattari-Goa has employed **02 permanent staff V.P Clerk (1No.), V.P Peon (1No.) and one daily wages staff (DEO)** 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.

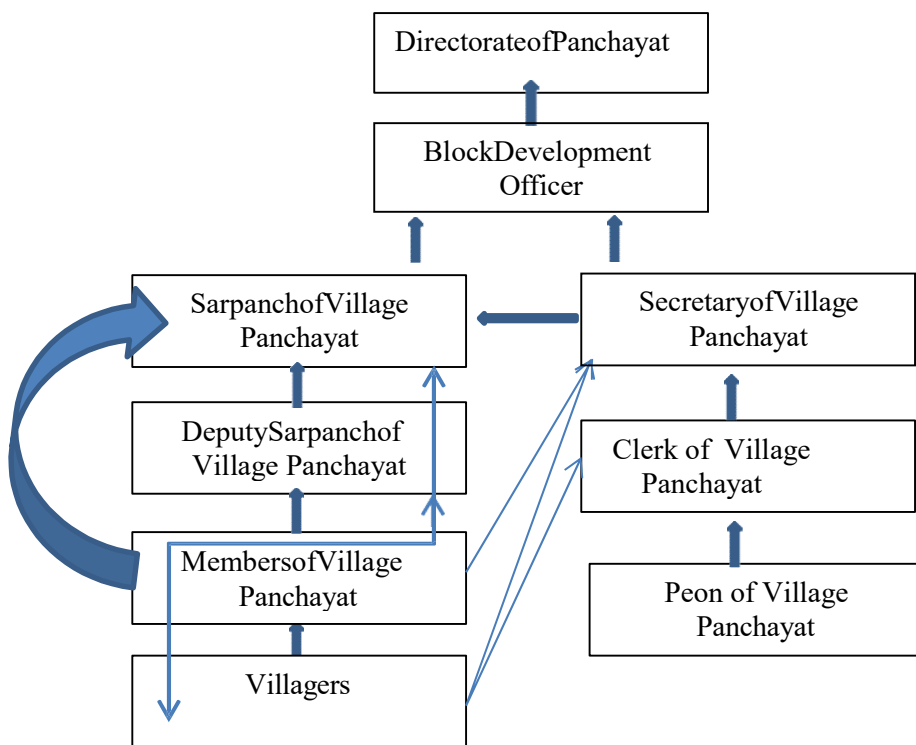
Channels of Supervision:

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

Accountability to:

- 1) The Director of Panchayat

**ORGANIZATIONAL CHART
(VILLAGE PANCHAYAT COTOREM)**



Postal address of the main office, attached / subordinate office / field unit etc.

Office of Village Panchayat Cotorem
Cotorem Sattari, North Goa, 403506
Mob.No.9423317926
EmailId: vpcotorem@gmail.com
Website: www-villagepanchayatcotorem.in

Working hours both for office and public.

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

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

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

Grievances redress mechanism.

As depicted in chart box above

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PowersandDutiesofOfficersandEmployees [Section 4(1) (b) (ii)]

Pleaseprovidedetails ofthepowersand dutiesofficersandemployeesoftheorganization

NameofOfficialsand Designation	Duties allocated
Mr. Yeshwant P. Naik 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”’.
Mr. Sanjay B. Joshi (V.P Clerk)	1) To handle out ward of documents and ensure no out ward is done without intimation of V.P secretary 2) To discharge duties and responsibilities of Records Officer for V .P.Cotorem and shall keep safe all records maintained by V.P. Cotorem 3) Assist Public Information Officer, V.P Cotorem in preparing,

Supplementing information and disposing RTI application

- 4) Regularly keep a check on BDO office V.P Secretary & Gram Sevak whatsapp group and immediately prepare and send report if any asked after consulting V.P Secretary during office hours.
- 5) To collect various type of taxes from tax payers.
- 6) Assist V.P Secretary in typing work.
- 7) 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
- 8) To prepare various types of NOC's/Certificates asked by the General public
- 9) Assist/accompany V.P Secretary while conducting raids, inspections, etc., whenever required
- 10) Prepare all monthly reports of V.P.Cotorem including RBD report
- 11) 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 Cotorem and attached payment files
- 12) To assist V.P Secretary in content management online on V.P Cotorem website
- 13) 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 Receipt (DCR)/pay order)
- 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) Assist in updating and maintaining House and Prof. Tax data online for infogram. Responsibility of handling content of V.P Cotorem 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
- 16) Attain training session/BDO/DoP office meeting as and when direction received from Higher authorities or as directed by V.P Secretary
- 17) Supervise Sweeper in keeping office of V.P.Cotorem neat and clean
- 18) To supervise/train V.P Peon to handle equipment, gadget, etc., of V.P and ensure he/she carry out test check regularly of each twice a month
- 19) 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.,

Ashok G. Gawade , (V.P Peon)	1) Shall reach half an hour before the office hours i.e.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 publish on village notice board/public places and V.P. 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 Sattari 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 situated in Valpoi and for updates of Pass book & making payment of various Challan's like TDS, GST, and 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 with in the office premises to other officials and other Departments as and when required. 16) Pickupanddeliveritemsfromoutsidetheoffice asandwhenrequired. 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 in maintain inventory of records of V.P. Cotorem 19) Keep in safe custody all stationary received after counting and entry made in stationary 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
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	23) Stamping receipt book, Cashbook, Voucher and filling Voucher in Vouchers file. 24) Shall assist official staff in wider range of office activities 25) Shall monitor all other devices of V.P. Cotorem 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 i.e. 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. Cotorem Assist during site inspection whenever required 28) All other duties/services assigned by V.P. Secretary and V.P. Sarpanchas And when required from time to time.
Smt. Nisha Nilesh Gholkar (Sweeper Temporary Staff)	Mopping/Sweeping and maintenance of cleanliness of community hall and , V.P. Office, , V.P. Hall, V.P. Cotorem premises, computer rooms, office rooms, toilets, etc. as per schedule
	1) Protect property by patrolling the community hall campus, keep in ganeye on security examining structures and equipment, and granting access. 2) Create a time table for sporadic building security checks and implement it. 3) Fills out and turns in a log detailing building and window inspections, alerting the supervisor or another authorized staff member to any vandalism, people seen on campus or nearby, unlocked doors and windows, suspected intrusions, or issues with security equipment. 4) Reports any incident that needs quick or urgent action to law enforcement or another relevant authority. 5) Manage traffic when needed for Village Panchayat related events. 6) Show others respect and be kind and polite. 7) A strong work ethic, punctuality, and attendance are essential.
Vilas Y. Harijan Vithal K. Harijan Safai Mitra (Daily wages)	1. Collection of plastic garbage from residential and commercial premises in V.P. Cotorem jurisdiction as per scheduled plan and segregate recyclable waste and store safely in MRF shed 2. Assist in transportation of plastic garbage by garbage collection vehicle/in operation of disposal of garbage/others
Bhalchandra K. Joshi (Driver)	1. Driving hired vehicle for transportation of collected door to door Garbage to the MRF Shed. 2. To scan QR code of garbage.

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Procedure followed in Decision Making Process

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

1. The head of the public authority is responsible for making the final decision on matters within their assigned powers and duties. Various established government procedures and protocols at different levels are followed during the decision-making process. All decisions that impact the public are communicated through multiple channels to ensure transparency.
2. All administrative matters, as well as any other issues requiring approval from a higher authority, are submitted by the head of the public authority to the Block Development Officer in Valpoi, Sattari, Goa, for a decision. For matters that exceed the authority delegated to the Block Development Officer, the execution is handled by the Director of Panchayats.
3. Supervision and accountability are the responsibilities of the Block Development Officer and the Director of Panchayat.

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Norms set by it for the discharge of its functions

[Section 4(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.

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

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

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://panchayatgoa.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://shorturl.at/yaumY
3	CITIZENS' CHARTER GOVERNMENT OF GOA DIRECTORATE OF PANCHAYATS PANAJI - GOA	Dated: 24.09.2008.	http://panchayatgoa.gov.in/
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://shorturl.at/iKRQZ
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://tcp.goa.gov.in/goa-land-development-and-building-construction-regulations-2010/

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A statement of the categories of documents that are held by or under its control [Section 4(1) (b) (vi)]

Sr. No.	Record type	Information pertaining to record	Retention period, where available
1.	Registers	1) Building Rent 2) Stationery 3) EMD 4) Income Tax 5) Security 6) Stock 7) Construction License 8) Illegal Construction 9) Postal Stamp 10) Attendance 11) Street Light 12) Street Light On/off 13) Outward 14) Inward 15) Work Register 16) Diary 17) Proceeding monthly 18) Gram Sabha meeting 19) Anganwadi Rent 21) Personal Cash Book 22) Company Meetings Proceeding 23) Village committees meeting register 24) Consumable Stock Register 25) Birth and Death record (since 1971)	
2.	Files	1) Audit Report 2) Budget 3) Audit Compliance 4) Auction Grant 5) Charge List 6) General File 7) Income Certificate 8) General Application 9) Proposal to B.D.O. 10) Correspondence 11) Standing Order 12) Circular	

		13) Re-assessment 14) Illegal Construction 15) Rural Water 16) Election 17) Joint Correspondence of Mining 18) V.P. Clerk and Peon file 19) V.P. Correspondence 20) Bank Correspondence file 21) Cattle Pound File 22) Crematorium file 23) Monthly report 24) Yearly report 25) Non-Availability Certificate 26) Indira Awas Yojana 27) Water Connection 28) Panchayat building file 29) Motion of No Confidence 30) Current guard file 31) Electricity Dept. file 32) P.W.D. Correspondence file 33) Director of Education 34) Town & Country Planning 35) P.W.D. (Roads & Bldg) 36) V.P. Staff file 37) Assistant to higher studies	
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		117)Quotation file	
		120)Admission Report File	
		121)AnnualDev.Plan	
		132)AnnualDevelopmentPlan	
		133)P.FFile	
		134)Space Communication	
		135)MRFNGT	
3.	AccountRegister	1) FormNo.1 2) Formno.2 3) FormNo.3 4) FormNo.4 5) Formno.5 6) Formno.6 7) Formno.7 8) Formno.8 9) Formno.9 10Formno. 10 11.Voucher files	

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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)] List

of Meetings:

- 1) Panchayat Meeting–Open to the Public
- 2) GramSabha Meeting–Open to the Public
- 3) Other Committees meetings–Open to the Public

People/voters willing to attend, especially Panchayat meeting, need to submit a written request to the O/o V.P.Cotorem in advance, addressed to the Sarpanch, V.P Cotorem , Sattari Goa or email: vpcotorem@gmail.com at least prior to 1 day before date of meeting.

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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;

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

DETAILS OF ELECTED MEMBERS OF V.P COTOREM SATTARI GOA (23.08.2022, 22.08.2027)

	Name/Ward/Area	Ward No.	Contact number
1	Nandini N. Mhalshekar	I VELGUEM	9552010237
2	Prashita P. Gaonkar	II, VELGUEM	8600897184
3	Pratima A. Vandekar	III KHADKI	7507261371
4	Namdev V. Rane	IV BARAZAN,	9373482840
5	Rajaram H. Parwar	V, COTOREM	9421256608
6	Saloni S. Gaonkar	VI, SHELOPKHURD	8007366520
7	Rohidas N. Gaonkar	VII SHIRSODEM	9420975534

DETAILS OF VARIOUS COMMITTEES CONSTITUTED BY V.P. COTOREM, SATTARI GOA (23.08.2022, 22.08.2027)

Name of the Committee	Name of the Members in the Committee	Designation of Members in the Committee	Contact Number (Mobile No.)
1. Water Sanitation Committee	Prashita P. Gaonkar	Chair Person	8600897184
	Siya Mhauskar	Local health member	9404469118
	Nilesh Gholkar	SGH Women Member	9405216289
	Rohidas Naik	J.E. Water Supply	9423547010
	Pandurang Gawade	ST Member	9423166468

2.Garbage Management Committee	Prashita P. Gaonkar Sakharam Gaonkar Gajanan Parsekar Vishwajeet P. Rane	Chairman Member Sanitary Inspector MLA ex-officio	8600897184 9823676652
3.Child Development Committee	Prashita P. Gaonkar Rajaram Parwar Vijay D. Mhalshekar Yeshwant H. Gaonkar Rajeshri R. Paryekar	Chair person Member Student School Teacher Anganwadi Worker	8600897184 9421256608 9764939909
4.BioDiversity Committee	Prashita P. Gaonkar Kanta Shamba Gaonkar Rajaram H. Parwa Saloni Sakharam Gaonkar	Chair Person member Sc member Member	8600897184 9423810931 9421256608 8007366520
5.Supervisory Committee	Parashita P. Gaonkar Saloni Sakharam Gaonkar Ramnath Gawade	President Panch Member Social Worker	8600897184 8007366520 9404928720

6.Health Sanitation committee	Prashita P. Gaonkar Sweta Gawas Sangita Mhalshekar	Chair person ANM Worker Anganwadi worker	8600897184 9923897697
7.Disaster Management committee			
8.RoadSafety Committee	Prashita P. Gaonkar Saloni Gaonkar Rajaram H. Parwar Dilip Naik Shankar V. Usapkar	Chair Person Female Member Panch Member NGO member Business man	8600897184 8007366520 9421256608 9767986705
9.Tourism Committee	Not Formed	Not Applicable	Not Applicable
10..Advisory Committee	Not Formed	Not Applicable	Not Applicable
11.Vigilance Committee under MGNREGS	Prashita P. Gaonkar Rajesh R. Godbole Suresh N. Zarekar Nilesh H. Gholkar	Chairman Teacher Agriculturist Member Member	8600897184 9423813330 9657953885 8262903858

12.ForestRight Committee	1) Rajesh Govind Gaonkar	Chairman	9423813550
	3. Suresh N. Zarekar	Secretary	9423308676
	Harichandra Gaonkar	Member	
	Nitesh M. Gaonkar	Member	
13.Village Development committee	Prashita P. Gaonkar Nandini N. Mhalshekar Namdev V. Rane Pratima A. Vandekar Rajaram H. Parwar Saloni S. Gaonkar Rohidas N. Gaonkar Urmila Sawant Vinayak Sawaikar Vinayak D. Bhawe Ramnath Gawade Kalpan Shiddekar Shankar Arjun Gaonkar Prashant Tukaram Gaonkar Bhalchandra Datta Gaonkar Satish Ramanth Panvelkar Prakash Vithal Goakar Rajan R. Sawaikar Swapnil Suresh Dalvi Premanth G. Dalvi Prakash B. Gaonkar Amar Sadashiv Gaonkar Premannad Gaonkar Govind Narayan Zarekar Sachit Mhauskar Rajesh r. Godbole Ajit L. Marathe Yeshwant P. Naik	Chairman Member Member Member Member Member Member Agriculturist Member ST Member Femal Member Member Member Youth club member Agriculturist Member Legal Advisor Youth Club member Member Member Member Member Member Member Member Member Member	8600897184 9552010237 9422445262 7020915477 9421256608 8007366520 9421151964 9405332866 9404928720 9421257105 9420896046 9423813330 9423811798
14.Traditional Occupation Committee	Prashita P. Gaonkar Vinayak D. Bhawe Premnath G. Dalvi Nitesh G. Chari	Chairman Member Member Member	8600897184 9420471435 9421257105 9518327442
15.Straydog Committee	Not Formed	Not Applicable	Not Applicable
16. Regional PlanCommittee	Not Formed	Not Applicable	Not Applicable

17. Animal BirthControl Committee	Prashita P. Gaonkar Sweta Gawas Jayesh Dessai Murgoon Oppupilai	Chairman ANM Representative of DSPCA	9923897697 9403132072
18. Art and Culture Committee	Not Formed	Not Applicable	Not Applicable
22. <i>Any other Committee (Mention the name of the Committee)</i>	NIL	NIL	NIL

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Directory of Officers and Employee [Section
4(1) (b) (ix)]

<i>Sr.No</i>	<i>Name</i>	<i>Designation</i>	<i>Office Tel.No.</i>	<i>E-mail Address</i>
1.	Mr. Yeshwant P. Naik	V.P Secretary	(+91) 9423111798	vpcotorem@gmail.com
2.	Mr. Sanjay B. Joshi	V.P. Clerk	9423317923	-
3.	Mr. Ashok G. Gawade	V. P. Peon	9421087294	
4.	Mr. Akshay Pilgaonkar	DEO	7038553813	

5.	Mr.Sidhesh Naik	Fieldworker (Social welfare)	9921876503	-
6.	Mr. Mahendra Gaonkar	GramRozgar Sahayak(GR S)	942186456	-

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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

<i>Sr. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Pay scale/Grade pay</i>	<i>Monthly remuneration (Gross)(Rs.)</i>
2.	Mr. Sanjay B. Joshi	V.P. Clerk	13140/2400	59644.00
3	Mr. Ashok G. Gawade	V.P. Peon	10930/1800	49360.00
4.	Mr. Akshay Pilgaonkar	DEO	Lumpsum	14000.00
5.	Mr. Sidhesh Naik	Fieldworker (Social welfare)	Level 1	26595.00
6.	Mr. Mahendra Gaonkar	Gram Rojgar Sahayak	-	21000.00
7.	Smt. Nisha Nilesh Gholkar	Sweeper	Lumpsum	4000.00
8.	Shri. Vilas Y. Harijan	Safaimitra	Lumpsum	12000.00
9.	Smt. Vithal K. Harijan	Safaimitra	Lumpsum	12000.00

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

[Section4(1)(b)(xi)]

Available on website at <https://vpmauxi.in/>

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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;

-----NIL-----

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Particulars of Recipients of Concessions, permits or authorization granted by it

[Section 4(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 Planners 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} Setback 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 Repair 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 into 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 into 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 into 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 applicant's 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 along with 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 into 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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ParticularsofRecipientsofConcessions,permitsorauthorizationgrantedbyit [Section

4(1) (b) (xiv)]

Informationavailableinanelectronicform

Sr. No.	Activities for which electronicdataavailable	Natureofinformation available	Canitbeshared with public	Isitavailableoris being used asback end data base
1.	Form7(Assessment Register)	ExcelFormat	Yes	Available
2.	GPDP Plan	WordFormat	Yes	Available
3.	Form10and11	ExcelFormat	Yes	Available

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Particularsofthefacilitiesavailabletocitizensforobtaininginformation [Section

4(1) (b) (xv)]

Facilitiesavailableforobtaining information

<i>Sr. No.</i>	<i>Facility available</i>	<i>Natureofinformation</i>	<i>Workinghours</i>
1.	NoticeBoard	<i>ActivitiesandProgrammes</i>	<i>10.00a.m.to5.30 p.m.</i>
2.	Information on the website	<i>AbouttheInstitute www.villagepanchayatcotorem.in</i>	-

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Name&designationandotherparticularsofPublicInformationOfficers [Section

4(1) (b) (xvi)]

<i>S.No.</i>	<i>Name and Designation of the officer designated as PIO</i>	<i>Postal address</i>	<i>Telephone No.</i>	<i>E-mail address</i>	<i>Demarcation of area / activities, if more than one PIO is there</i>
1.	Yeshwant P. Naik (V.P Secretary)	Village Panchayat Cotorem , Sattari, North-Goa, 403506.	9423811798	vpcotorem@gmail.com	-

List of Assistant Public Information Officers

<i>Sr.No.</i>	<i>Designation of the officer designated as APIO</i>	<i>Postal address</i>	<i>Telephone No.</i>	<i>E-mail address</i>	<i>Demarcation of area / activities, if more than one APIO is there</i>
NIL					

First Appellate Authority within the department

<i>Sr.No</i>	<i>Designation of the officer designated as First Appellate Authority</i>	<i>Postal address</i>	<i>Tel. No.</i>	<i>E-mail address</i>
1.	Block development Officer	Office of B.D.O., Mamlatdar complex, Valpoi, Sattari Goa-403506	08322373425	bdo-sattari.goa@nic.in

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[Section4(1)(b)(xvii)]

Other information as may be prescribed

MAXIMUM TIME LIMIT FOR PROVIDING SERVICES

A. EXTEND PERMISSION ISSUED 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. NODUES 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 BREED WINNER CERTIFICATE --- 10 DAYS