

## RIGHT TO INFORMATION ACT 2005

### SECTION 4.....

#### **1. The particulars of its organization, functions and duties;**

Village Panchayat Telaulim is part of Navelim constituency comes under Salcete Taluka in South Goa District of Goa. Telaulim is 09 km away from main city Margao. Panchayat building is located just 3km inside from main Navelim-Canacona Highway road.

#### **FUNCTIONS AND RESPONSIBILITIES OF VILLAGE PANCHAYAT**

##### **I. General functions:**

- (a) Preparation of annual plans for the development of the Panchayat area.
- (b) Preparation of annual budget.
- (c) Providing reliefs in natural calamities.
- (d) Removal of encroachments on public properties.
- (e) Organising voluntary labour and contribution for community works.
- (f) Maintenance of essential statistics of the village.
- (g) Demolition of unauthorized / Illegal construction.
- (h) Issuing NOC's to the villagers.

#### **(2) The Powers and Duties of its officers and employees;**

##### **“47. Executive powers and functions of the Secretary”**

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

- (a) To issue the licences for construction, repairs, modification, alteration, so also occupancy certificate in pursuance of the resolution of the Panchayat;

(b) To initiate action for stopping and or demolishing an unauthorized structure/ /building constructed without the permission of the Panchayat after resolution is passed to that effect;

(c) To execute the resolution passed by the Panchayat body.

## **Staff of Panchayat**

### **Village Panchayat Secretary:-**

(1) Every Panchayat shall have a whole time Secretary who shall be an officer of the Government, and shall draw his salary and allowances from the Panchayat Fund.

(2) The Secretary shall perform all the duties and exercise all the powers imposed or conferred upon him by or under this Act or any rules or bye-laws made thereunder.

### **113-A. Duties, powers and responsibilities of Village Panchayat Secretary:-**

Notwithstanding anything contained in this Act and the rules framed thereunder, the Panchayat Secretary shall also exercise and perform the below mentioned duties and shall be responsible for omissions in such duties:-

- a) Attend every meeting of the Panchayat including Gram Sabha meeting, unless he is precluded from attending the meeting due to unavoidable circumstance.
- b) Write the proceeding of every meeting in the minutes book.
- c) Place all the correspondence received by him, specially 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.
- d) Receive all correspondence, scrutinize the same and dispose off after having satisfied that the same are complete in all respects.
- e) Finalize the agenda of every meeting in consultation with the Sarpanch.
- f) 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.

- g) 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.
- h) Report, as soon as possible, to the Block Development Officer, if any member of the Panchayat attracts disqualification under section 10 of this Act.
- i) Maintain all the registers prescribed under various Rules and other Registers as may be directed by the Block Development Officer.
- j) Responsible for safe custody of Panchayat funds, assets of Panchayat and all the Registers maintained by the Panchayat.
- k) Comply with the instruction issued by the Block Development Officers and superior authorities from time to time.
- l) Maintain cordial relations with the elected representative.
- m) 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.

#### **114. Staffing pattern and schedule of employees:-**

The Government may, by order, specify the staffing pattern, the scales of pay and mode of recruitment of staff of Panchayat.

#### **115. Appointment and control of employees:**

(a) Subject to the provisions of section 113 and 114, the Panchayat may, with the prior approval of the Director of Panchayats, appoint other employees of the Panchayat and pay their salaries from the Panchayat Fund: Provided that in making appointments, the appointing authority shall reserve posts for the Scheduled Castes, the Scheduled Tribes and other socially and educationally Backward Classes of citizens in the same manner and to the same extent as is applicable for the recruitment to posts in the State Civil Services.

(b) The Secretary may, with the approval of the Panchayat by order, fine, suspend or withhold, the increment of any employee appointed by the Panchayat.

(c) The Panchayat may reduce in rank, remove or dismiss any employee appointed by it.

(d) An appeal shall lie against an order passed by the Secretary under sub-section (2) and against an order passed by the Panchayat under sub-section (3), to the Block Development Officer whose decision shall be final.

Maintained Directory of the Employee.

**(3) The procedure followed in the decision making process, including channels of supervision and accountability.**

Decisions are made in Fortnightly meeting, Gram sabhas and VDC meetings, proper resolutions are passed and forwarded for concern authority for approvals through proper channel i.e. from BDO to DOP, supervision and accountability by concern BDO and DOP.

**(4) The norms set by it for the discharge of its functions;**

As per laid down in Goa Panchayat Raj Act 1994.

**(5) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;**

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

**(6) A statement of the categories of documents that are held by it or under its control.**

Cataloguing and indexing of all the records displayed on the notice board of the panchayat.

**(7) The 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 or implementation thereof.**

For any formulation of policy, representation may be given to The Sarpanch, **Lena Louis Coutinho**. Contact no. 9921964056.

**VP Members :**

<b>NAME</b>	<b>MOBILE NO.</b>	<b>DESIGNATION</b>
Lena Louis Coutinho	9921964056	Sarpanch
Estevan Luis Goes	7758923596	Dy-Sarpanch
SAMSON FRANCISCO ANDRADE	8805270252	Panch
RIMA FRANSISCO DIAS	9518959034	Panch
MENCY LAZILY PIRES	9923923065	Panch
AMIRA JEFFREY BARRETTO	9028135874	Panch
FRENNY ALFREDO BARETO	7028052637	Panch

**(8) A statement of the boards, councils, committees etc.**

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;

Cataloguing and Indexing.

**(9) A directory of its officers and employees:-**

Sr. no	Name of V.P. Staff	Designation	Mobile No.
1	Prajot Gauns Dessai	V.P. Secretary	8605991442
2	Jeanivie Dacosta	Clerk	8975590266

<b>3</b>	Agnelo Fernandes	Peon	7249054912
<b>4</b>	Amit Behare	Field Worker	8806239068

**(10) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**

Sr. no	Name of V.P. Staff	Designation	Salary drawn	Work Alloted
<b>1</b>	Jeanivie Dacosta	Clerk	23369/-	Maintaining Form 1 to 11, all records of accounts and disposing govt. correspondence. Maintaining form 4 and all records related to Const. Licence , Occupancy cert. Typing work and other related works towards disposing off the correspondence.
<b>2</b>	Agnelo Fernandes	Peon	23124/-	Serving of notices and maintaining files of all records

**(11) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

**BUDGET FOR THE YEAR 2022 – 2023 (V.P.TELAULIM)**

Receipt	Sanctioned Estimate of the Current Year-2020-21 2	Actuals of Current Year-2020-21 3	Sanctioned Estimate of the Current Year-2021-22 4	Actuals of Current Year-2021-22 5	Budget estimate of ensuing Year 2022-23 6	
<b>1. Opening Balance</b>	<b>7500000=00</b>		<b>10595000=00</b>		<b>18170000.00</b>	<b>18170000.00</b>
<b>2. Grants from Govt.</b>						<b>9925451.00</b>
i) Special						
1.Grants for salary of elected members	350000=00	472500=00	450000=00		600000.00	
2.XIIIth Fin Com Grants			0=00			
3. XIVth Fin Com Grants	500000=00	1348280=00	500000=00		287324.00	
4. XVth Fin Comm. Grants		857518=00	600000=00		1749127.00	
5.Disposal of garbage	500000=00	150000=00	550000		700000.00	
6. Staff salary	650000=00	258794=00	700000	405000.00	700000.00	
7. 60 years Goa Liberation Day Grants				300000.00	5000000.00	

8. Grants for improving Administrati on of clerk					289000.0 0	
9. Covid Grants				50000. 00		
		173908= 00				
ii)Ge neral						
1. Matching Grants	425000= 00		450000=0 0		600000.0 0	
					<b>9925451. 00</b>	
<b>3. Other Grants</b>						
i) Local authorities						
ii) Private						
<b>4. Proceeds of Taxes fees etc under Sec.153 of the Act</b>						<b>147000.0 0</b>
1. Building Tax	600000= 00	315440= 00	650000=0 0	337618 .00	700000.0 0	
2.Light Tax	15000=0 0	9340=00	16000=00	9431	17000.00	
3.Cycle /Vehicle Tax	5000=00	0=00	0=00			
4. Trade Tax	50000=0 0	23600=0 0	55000=00	4500.0 0	60000.00	



5. Advertiseme nt Tax	1000=00	0=00	1000=00	19200. 00	1500.00	
6. Entertainme nt Tax	300=00	0=00	300=00	800.00	1000.00	
7. Construction Lic Fees	500000= 00	18680=0 0	500000=0 0	135695 .00	600000.0 0	
9. Fees on commercial NOC	20000=0 0		20000=00	5500.0 0	20000.00	
9. Certificate fees	40000=0 0	30030=0 0	45000=00	26820. 00	50000.00	
10. Unauthorise d Processing Fee					10000.00	
11. Unauthorize d House Tax					10000.00	
12. Unauthorize d Light Tax					500.00	
	<b>1231300 =00</b>	<b>397090= 00</b>			<b>1470000. 00</b>	
<b>5. Proceeds of other Loans etc</b>						
<b>6. Sale Proceeds</b>						
1. Sale of Tender Forms	10000=0 0	0=00	4000=00		5000.00	<b>5000</b>
2. Sale of old newspapers	2000=00	0=00	0=00			

	<b>12000=0 0</b>	<b>0=00</b>	<b>4000=00</b>		<b>5000.00</b>	
<b>7. Extra Ordinary receipt</b>						<b>2173000.00</b>
1. Renewal of construction licence fees	200000=00	1300=00	250000=00		300000.00	
2. Occupancy certificate Fees	5000=00	700=00	6000=00	1200.00	10000.00	
3. Fees of Births & Deaths	6000=00	6800=00	8000=00	6710.00	15000.00	
4. Processing fees	2000=00	0=00	2000=00		2000.00	
5. R.T.I.	2000=00	610=00	3000=00	5055.00	15000.00	
6. Security Deposits,EM D	70000=00	4834=00	70000=00		100000.00	
7. Interest on savings FDR's	250000=00	00=00	300000=00	158716.00	500000.00	
8. Certified Copies	5000=00	912=00	5000=00		5000.00	
9. Transfer Fees	40000=00	52000=00	70000=00	22000.00	80000.00	
10. Rent on Hall	5000=00	0=00	5000=00		10000.00	
11. Fines	10000=00	0=00	11000=00		11000.00	
12. Sub-div fees	10000=00	0=00	10000=00		10000.00	
13. Income tax	20000=00	0=00	25000=00		25000.00	

14. Vat	60000=0 0	0=00	65000=00		65000	
15. Royalty	20000=0 0	0=00	25000=00		25000.00	
16. Labour cess					1000000. 00	
					<b>2173000. 00</b>	
<b>Total Receipts</b>						<b>1225045 1.00</b>
<b>Grand Total</b>						<b>3042045 1.00</b>

**BUDGET FOR THE YEAR 2022 – 2023 (V. P.TELAULIM)**

**EXPENDITURE**

<b>Expenditure</b>	<b>Sanctioned Estimate of Previous Year - 2020-21 8</b>	<b>Actuals of the Previous Year - 2020-21 9</b>	<b>Sanctioned Estimate of Current Year - 2021-22 10</b>	<b>Estimate actuals of Current year - 2021-22 11</b>	<b>Budget estimate of ensuing Year 2022- 23 12</b>
<b>1. Administration</b>					<b>4633700 .00</b>
1.Salary of elected members	350000. 00	474750. 00	400000. 00	40500 0	600000

2.Salary of Staff	400000. 00	405292. 00	110000 0.00	27936 5	110000 0	
3.Salary of Temp. Clerk	200000. 00	0.00	250000. 00		250000	
4.Salary of Sweeper	20000.0 0	21100.0 0	30000.0 0	15600	30000	
5.Employees Provident Fund	300000. 00	0.00	300000. 00		300000	
6.Benefits to retired staff	500000. 00	0.00	500000. 00		500000	
7.Bonus to Staff	15000.0 0	6908.00	18000.0 0	6908	14000	
8. Newspaper bill	6000.00	7484.00	7000.00	3486	8000	
9. Printing & Stationery	50000.0 0	8840.00	50000.0 0	22753 .00	60000	
10. Scooter and Maint.	100000. 00	0.00	100000. 00		80000	
11. Xerox Copies	20000.0 0	3841.00	25000.0 0	5262. 00	10000	
12. Rep & Purch of office Equip	100000. 00	0.00	100000. 00		100000	
13. Office light bill	15000.0 0	10172.0 0	15000.0 0	8983. 00	15000	
14. Office telephone bill	7000.00	425.00	7000.00		6000	
15.Advertising & Publication	5000.00	0.00	60000.0 0	49680	120000	
16.Refreshment for Panchayat/Grams abha meeting	25000.0 0	20180.0 0	25000.0 0	8602	40000	
17. Postage & Telegraph	1000.00	175.00	1000.00	2325	3000	
18.T.A./Transport	15000.0 0	8250.00	15000.0 0	7500	12000	
19.Advocate fees	100000. 00	3000.00	100000. 00		200000	

20.Computer Purch/Rep/Maint	150000. 00	0.00	200000. 00	14070	80000	
21. Furniture	50000.0 0	0.00	100000. 00		60000	
22.Maint of Panchayat Ghar	200000. 00	0.00	300000. 00	9250	500000	
23. Maintaining/Impr ovement / cleaning of V.P. Hall	200000. 00	0.00	200000. 00		150000	
24.Computerisatio n of V.P Records	150000. 00	30000.0 0	150000. 00		100000	
25. Expenditure Towards recovery of Tax			20000.0 0		10000.0 0	
26. Cashless Panchayat			3000.00		30000.0 0	
27. Miscellenous	20000.0 0	0.00	20000.0 0		100000	
28. Maintenance of A.C					50000	
29.Maintenance of Xerox machine					50000	
30. Maintennace of CCTV/ DBR/ TV					50000.0 0	
31. Announcement charges				4800. 00	5000.00	
32. Bank Charges				684	700	
					<b>463370 0.00</b>	
<b>2. Sanitation &amp; Public Health &amp; Family welfare</b>						<b>950000. 00</b>

1. Remedial Measures Epidemics	50000.0 0	0.00	50000.0 0		50000	
2. Burial of Stray dogs & Cattle	20000.0 0	0.00	20000.0 0	2250	30000	
3. Disposal of Garbage & Plastics	500000.00	89800.00	700000.00	123100	70000	
4. Segregation shed	500000.00	0.00	500000.00		300000	
5. Opening & Cleaning of drains	150000.00	76500.00	500000.00		400000	
6. Cleanliness drive				3150	50000	
7. Covid 19 Expenses					50000	
<b>3. Public Works</b>						<b>3780000.00</b>
1. Street light materials including fixtures	100000.00	14800.00	200000.00		400000	
2. Switching On/Off Street lights	10000.00	0.00	0.00			
3. Extension of street light phase	400000.00	0.00	400000.00		300000	
4. Cleaning/maint. of ground & Park	200000.00	9800.00	200000.00		300000	
5. Construction of drainage	500000.00	2600.00	500000.00		500000	
6. Repairs of road/Culverts	150000.00	0.00	250000.00		500000	
7. Maintenance of Gym	100000.00	0.00	200000.00		200000	

9. Miscellenous			100000. 00		200000	
10. Purchase of soil/ mud of V.P. Grounds					500000. 00	
12. Purchase of Convax Mirrors					200000. 00	
13.Fencing for V.P. Ground					500000	
14.Cleaning of parks/cutting of grass				73500 .00	100000	
15. Purchase of electric scooter					80000	
16. Purchase of Electrical material				400.0 0		
					<b>378000 0.00</b>	
<b>4. Planning &amp; Development</b>						<b>9070000 .00</b>
1. Creation of new infrastructure for new Panchayat Ghar	500000. 00	0.00	500000. 00		400000	
2.Construction of compositing units & shed for dry garbage	400000. 00	0.00	500000. 00		400000	
3. Repairs of existing drains	500000. 00	76500.0 0	500000. 00		300000	
4. Works under 14th finance commision grants.	1500000 .00	139296. 00	150000 0.00		300000	
5. Land acquisition	50000.0 0	0.00	500000. 00		500000	
6. Planting of trees	10000.0 0	0.00	20000.0 0		20000	

7. Irrigation activities	50000.0 0	0.00	50000.0 0		50000	
8. Agriculture activities	50000.0 0	0.00	50000.0 0		50000	
9. CZMP		8000.00	50000.0 0		50000	
10. Works under 15th finance commision grants.					200000 0.00	
11. 60 years of Goa Liberation day( Purchase of solar for the village Panchayat office and the Chapels in the jurisdiction of V.P. Telaulim.)					500000 0.00	
					<b>907000 0.00</b>	
<b>5. Social Welfare</b>						<b>135000. 00</b>
1. Promotion of Angandis/ Mahila Shakti Abhiyaan	20000.0 0	6900.00	25000.0 0		25000	
2. Financial Assistance to victims of Natural Calamities	150000. 00	0.00	150000. 00		100000	
3. Anganwadi Rent				6600	10000	
					<b>135000</b>	
<b>6. Education &amp; Culture</b>						<b>780000. 00</b>
1. Scholarship -	20000.0 0	0.00	25000.0 0		30000	



2.Celebration of National State days/cultural activieites	30000.0 0	0.00	35000.0 0	11312	50000	
3.Promotion of Sports and Culture	300000. 00	34100.0 0	300000. 00		300000	
4. Donation for registered club	200000. 00	0.00	200000. 00		200000	
5. Football tournament	300000. 00	0.00	150000. 00		200000	
6. Goa Liberation Grants	30000 0					
					<b>780000. 00</b>	
<b>7. Rural Housing</b>						<b>15000.0 0</b>
1. Assistance for OBC/ST for securing loans etc/ for house repairs	15000.0 0	0.00	15000.0 0		15000	
		<b>0.00</b>			<b>15000</b>	
<b>8. Drinking Water</b>						<b>255000. 00</b>
1. Repair of water wells/taps	400000. 00	15000.0 0	400000. 00	19400	200000	
2. Water bill	10000.0 0	3912.00	15000.0 0	1458	15000	
3. Purchase of drinking water purifier for office					30000.0 0	
4. Maintenance of water line				<b>4900. 00</b>	10000	
					<b>255000. 00</b>	

<b>9. Poverty alleviation Programme</b>						<b>35000.00</b>
1. Distribution of school Uniforms / books to poor & needy	10000.00	0.00	10000.00		15000	
2. Doles to poor	15000.00	8500.00	15000.00	16000	20000	
		<b>8500.00</b>			<b>35000</b>	
<b>10. Libraries</b>						<b>30000.00</b>
1. Promotion of Libraries	30000.00	7484.00	30000.00		30000	
	<b>55000.00</b>	<b>7484.00</b>			<b>30000</b>	
<b>11. Rural Sanitation</b>						<b>800000.00</b>
1. Cleaning of streets on road side / Ground/Panchayat	70000.00	0.00	70000.00		100000	
2. Cutting of bushes / Trimming / Road sides	100000.00	126460.00	100000.00	96450	300000	
3. Opening and cleaning of drains/Nullah				<b>68600.00</b>	200000.00	
4. Purchase of dustbins					300000.00	
	170000.00	126460.00			<b>900000</b>	
<b>12. Construction &amp; Maintenance of slaughter house and cattle ponds</b>						<b>200000.00</b>

1. Establishment of cattle pound	150000.00	0.00	150000.00		200000	
		0.00			200000	
<b>13. Miscellaneous</b>						<b>700000.00</b>
1. Refund of EMD's Sec Dep/Sales Tax/Royalty Charge	100000.00	0.00	100000.00		100000	
2. Others	50000.00	0.00	50000.00		100000	
3. Labour Cess remitted				180433	500000	
	150000.00	0.00			700000.00	
	1075400.00	1620069.00				
<b>Total Expenditure</b>						<b>2138370.00</b>
<b>Probably Closing Balance</b>						<b>1324175.00</b>
<b>Grand Total</b>						<b>3042045.00</b>

**(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

Different Department deals with subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

**(xiii) particulars of recipients of concessions, permits or authorisations granted by it;**

Construction licence register, occupancy certificate register,

**(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;**

Tax details in electronic form.

**(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

WORKING HOURS

10.00 AM TO 1.30 PM (LUNCH BREAK: 1.30 PM TO 2.30 PM) 2.30 PM TO 5.30 PM.

**(xvi) the names, designations and other particulars of the Public Information Officers;**

Sr. no	Name of V.P. Staff	Designation	Mobile No.
1	Prajot Gauns Dessai (PIO)	V.P. Secretary	8605991442

**(xvii) such other information as may be prescribed.**

All other related information as prescribed.