



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

**VILLAGE PANCHAYAT OF CUDNEM,
BICHOLIM-GOA**

Updated on 05/05/2025

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

Particulars of Organization, Functions, and Duties

I. Name and Address of the Village Panchayat

Village Panchayat of Cudnem, Bicholim-Goa

Address: Chirekhan-wada Cudnem, Goa

Pin Code: 403 505

Telephone No.:9356486988

Email id: v.p.cudnembicholim@gmail.com

Link to Official Village Panchayat website: villagepanchayatcudnem.in

II. Office Timings of the Village Panchayat

Morning: 9.30 a.m. to 1.00 p.m.

Afternoon: 2.00 p.m. to 5.30 p.m.

Lunch Break:1.00 p.m. to 2.00 p.m.

III. Brief History and Formation of the Village Panchayat

Cudnem Village Panchayat was established on 15/12/1963. The Panchayat is situated in North Goa District, of Bicholim Taluka of Goa State, India. It is located 15 Km., towards North from District headquarters Panaji., 35 Km., State Capital Panaji.

People of this cudnem Village live in a very pleasant environment. They are self-sufficient, living in harmony and are blessed with Shree Dev Kudneshwar Mahalaxmi.

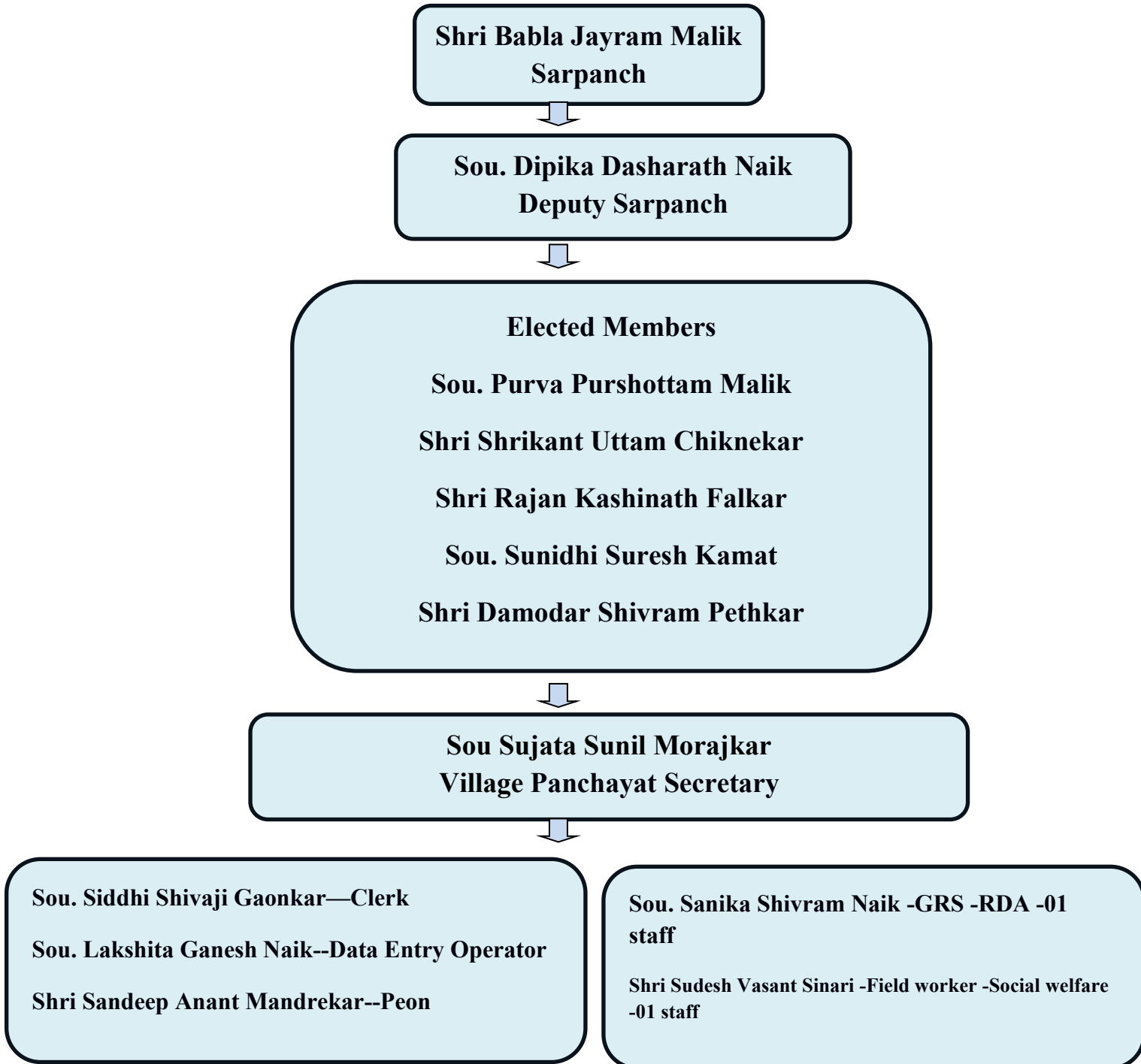
This village peoples are celebrating Gadye Utstav before 3 days for Holi which is in proud history, Agriculture is the main profession of this village.

The Village Panchayat has 07 wards as per the electoral division. The total geographical area of the village is 992.12 hectares.

IV. Functions, Duties and Powers of the Village Panchayat

The Village Panchayat shall exercise the Functions, Duties and Powers listed under the Goa Panchayat Raj Act, 1994 and Gram Panchayat Rules 1996.

V. Organisational Structure of the Village Panchayat



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

Powers and Duties of all Elected Representatives and Employees

I. Powers and Duties of the Sarpanch

The Powers and Duties of the Sarpanch are as follows:

General Power (Section 64):

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

- (xiii) To comply with the directions/instructions issued by the Director, Chief Executive Officer, Deputy Director, or Block Development Officer
- (xiv) To convene a meeting with a notice of twenty-four hours if, in his opinion, the immediate execution of any work or doing of any act which requires the sanction of a committee or of the Panchayat is necessary for the public interest

Executive Powers (Section 47-A):

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

II. Powers and Duties of the Deputy Sarpanch:

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

III. Powers, Duties and Responsibilities of Village Panchayat Secretary

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

General Powers (Section 113-A):

- (i) To attend every meeting of the Panchayat, including Gram Sabha meeting, unless he is precluded from attending the meeting due to unavoidable circumstances
- (ii) To write the proceeding of every meeting in the minutes book
- (iii) To place all the correspondence received by him, especially various schemes of the Government, instructions issued by the Director and other authorities

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(except those of confidential nature) before the Sarpanch and also for the information of all members during the meeting

- (iv) To receive all correspondence, scrutinize the same, and dispose of after having satisfied that the same are complete in all respects
- (v) To finalize the agenda of every meeting in consultation with the Sarpanch
- (vi) To report within seven days to the Block Development Officer any vacancy in the office of the Sarpanch or Deputy Sarpanch or a member caused due to death, resignation, or continuous absence for more than three consecutive ordinary meetings of the Panchayat
- (vii) To report to the Block Development Officer any illegal act or misconduct or misuse or abuse of powers, any infringement of the provisions of this Act by the Sarpanch or Deputy Sarpanch or the members of the Panchayat as soon as the same comes to his knowledge
- (viii) To report, as soon as possible, to the Block Development Officer if any member of the Panchayat attracts disqualification under section 10 of the Goa Panchayat Raj Act, 1994
- (ix) To maintain all the registers prescribed under various Rules and other Registers as may be directed by the Block Development Officer
- (x) To be responsible for safe custody of Panchayat funds, assets of Panchayat and all the Registers maintained by the Panchayat
- (xi) To comply with the instruction issued by the Block Development Officers and superior authorities from time to time
- (xii) To maintain cordial relations with the elected representative
- (xiii) To ensure that the grants released by the Government under Grant-in-Aid for specific purposes are not spent by the Panchayat for any purpose other than the purpose for which it is sanctioned.

Executive Powers (Section 47 B):

1. To issue the licences for construction, repairs, modification, and alteration so, also occupancy certificates in pursuance of the resolution of the Panchayat

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

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

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

V. Duties of Other Employees

As per rules to be added

Sr. No.	Name of the Employee	Designation	Duties/Responsibilities
1	Sou. Siddhi Shivaji Gaonkar	Clerical Staff	maintains /updating of Form No. 4,5, 6, 7, 8, 9, updating register of income tax , royalty and other & paying the same on time Computer Typing of various certificates NOC, reports etc submission of time to time office Reports, LAQ etc. , collection of H. Tax , G. Tax and other tax , R T I, RBD , Budget administrative report , Compliance to Aduit report offline Tender , providing all information to swayam purna mitra when required, giving all details to GRS to update on website i.e. budget meeting notice, gram sabha notices etc. Maintaince of all V.P. records, further to instructed not to kept for more than Rs. 1000 in cash in absence of Mrs. Siddhi Shivaji Gaonkar, her work will be look after Mrs. Lakshita G. Naik.
2	Sou. Lakshita Ganesh Naik	Data Entry operator	Computer Typing Work, Reports, LAQ Form No. 1 2,3, 10,11, compliance of Fortnightly meeting & Gram Sabha proceeding, all online work i.e., e-gram swaraj, e-tender, compliance of Gram Sabha meeting i. e Compliance letter (Resolution. Letters & Notices), and in absence

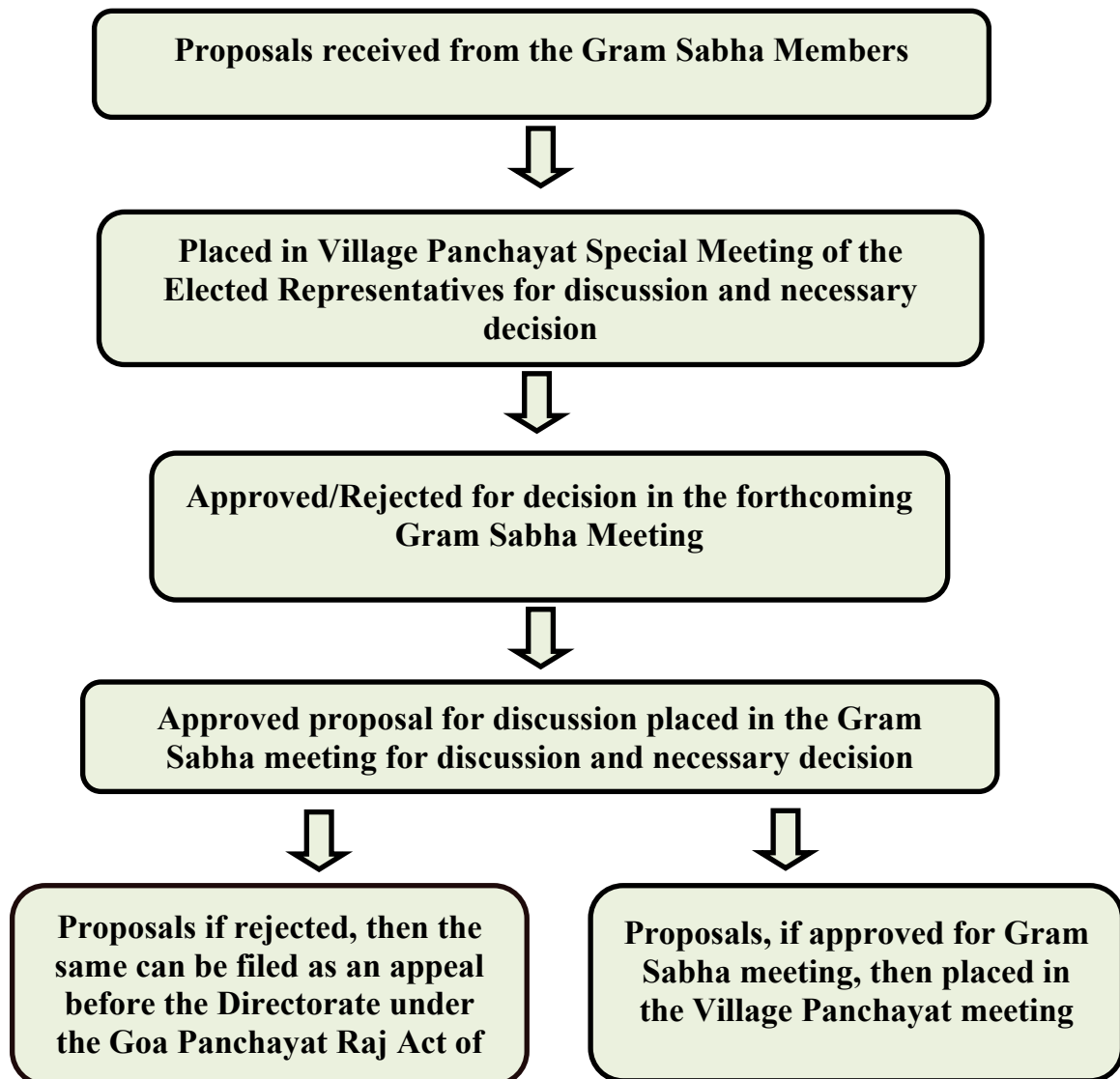
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			of Mrs. Lakshita G. Naik her work will be look after Mrs. Siddhi Shivaji Gaonkar.
3	Shri Sandeep Anant Mandrekar	Peon	<p>Open the Panchayat Office Half an Hour early i.e. 9:15 am in morning and close the Office at 5:30 pm., Inward, Outward, xerox, submission of report, letter work files. Including NREGA Reports etc. serving of various notices time to time, Updating of Bank pass of Canara Bank daily and other Banks monthly, deposit of cash daily when available filing of all documents in time , maintenance of V.P. office., looking after collection & disposal of Garbage including maintenance of Garbage shed & vehicle , making all arrangement of program, V.P. meeting , Gram Sabha i.e. refreshment etc. keeping all records V.P. well maintain , paying all taxes on time i.e. Income tax , royalty Labour CESS etc., taking signature of Sarpanch & secretary i.e. on report vouchers certificate etc. serving notice on what group on time to time on Notices whap groups.</p> <p>In absence of V.P. Peon his work of inward outward should be done by available staff in V.P.</p>
4	Sou. Sanika Shivram Naik	GRS	Doing all MGNREGA works, updation of V.P. Website & Facebook Account i.e. updation of Village Panchayat website i.e. updation of Meeting Notices, Budgets, Administrative, etc.

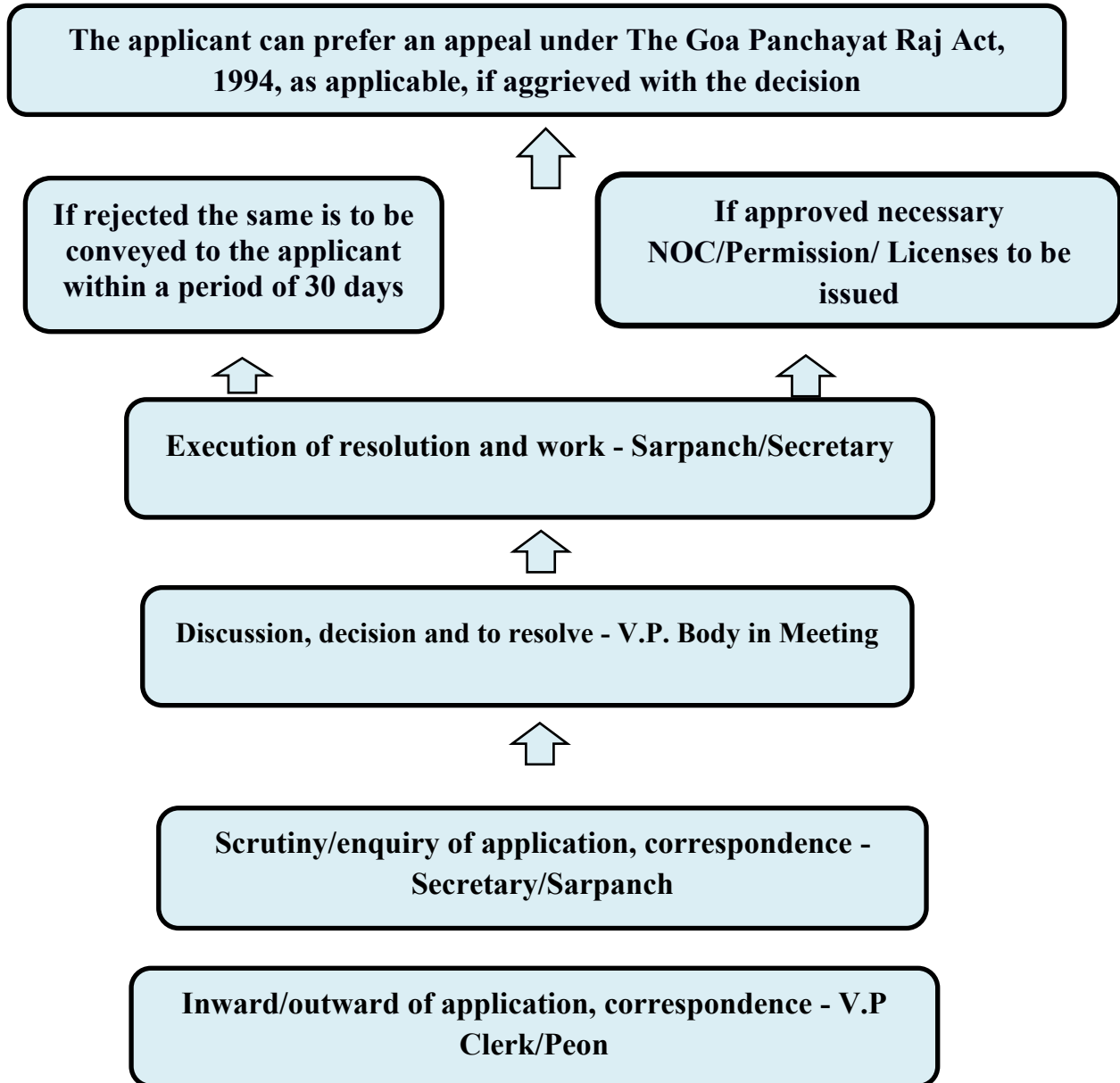
Chapter 3 - Section 4 (1)(b)(iii) of the Right to Information Act, 2005

The procedure followed in the decision-making process, including channels of supervision and accountability

I. Decision-making process followed by the Village Panchayat for Gram Sabha proposals and applications.



II. Decision making process followed by the Village Panchayat



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

Norms set for the discharge of functions

The details of the norms/standards set by the Village Panchayat for the execution of Services, Certificates or Schemes:

Sr. No.	Type of Service or Scheme	Time limit (Mention as per the Act / circular / recent instructions)
A. Licenses / Permissions issued by the Village Panchayat		
1	Grant of License for Construction/ Reconstruction of any structure	One Month
2	Permission for Repairs of House or Structure	One Month
3	License for hotels, shops, restaurants, eating houses, coffee houses, sweet meat shops, bakeries, Boards, etc.	One Month
4	Permission for the construction of factories/ Installation of Machinery	One Month
5	License for using any place for Trade, Business or Industry	One Month
6	License for places for disposal of Dead Bodies	One Month
7	Licensing of Shops	One Month
B. Certificates issued by the Village Panchayat		
1	Income Certificate	One week
2	Birth / Death Certificate	One Day
3	Occupancy Certificate:	One Month

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4	No Dues Certificate	One week
5	Non-availability of Birth or Death Certificate	One Day
The Sarpanch to issue certificates at the request of the party		
6	Residence Certificate	One week
7	Character Certificate	One week
8	Dependency Certificate	One week
9	Poverty Certificate	One week
10	Divergence Certificate	One week
11	Bonafide Fisherman Certificate	One week
12	Occupation Certificate	One week
C. No Objection Certificates (NOCs) issued by the Village Panchayat		
1	NOC for Water Connection	20 days
2	NOC for Electricity Connection	20 days
3	NOC for running General Stores	20 days
4	NOC for running a Bar/ Liquor shop	20 days
5	NOC for running Establishment	20 days
D. Other Services		
1	Correction in Births and Deaths Records	One month
2	Issue of certified copies of Resolutions	15 days
3	Issue of Information under RTI Act, 2005	One month

Chapter 5 - Section 4 (1)(b)(v) of the Right to Information Act, 2005
Rules, Regulations, Instructions, Manual and Records held by it or under its control or
used by its employees for discharging its functions

I. Acts

1. The Goa Panchayat Raj Act, 1994
2. The Right to Information Act, 2005
3. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)
4. The Goa (Regulation of Land Development and Building Construction) Act, 2008
5. The Goa Land Development and Building Construction Regulation, 2010
6. The Registration of Births and Deaths Act, 1969.
7. The Goa (Right to Citizens to Time-Bound Delivery of Public Services) Act, 2013

II. Amendments to the Goa Panchayat Raj Act, 1994

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

III. Rules related to Village Panchayats

1. The Goa Panchayats (Gram Sabha Meetings) Rules, 1996.
2. The Goa Panchayats (Meetings) Rules, 1996.
3. The Goa Panchayat (Publication of name of elected members) Rules, 1997.
4. The Goa Panchayat (Election of Sarpanch and Deputy Sarpanch) Rules, 1997.

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

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

Sr. No.	Document title	Link to the scanned document

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

- For Act -
- For Amendments -
- For Rules -

Please add the links to the Acts and Amendments Rules. Also, other acts that are relevant to the functioning of Village Panchayat should be added.

Chapter 6 - Section 4 (1)(b)(vi) of the Right to Information Act, 2005

Statement of the categories of documents that are held by it or under its control

I. Categories of documents

1. Attendance Register for Regular Staff
2. Service Records of Regular Staff other than the Panchayat Secretary and Gram Sevak
3. Muster Roll for Contract Staff / Daily Wage Workers
4. Register for attendance and recording Minutes of Gram Sabha Meetings
5. Register for attendance and recording Minutes of Panchayat Meetings
6. Register of Births and Deaths
7. Register of NOC for Water Connection and Electricity Connection
8. Register of NOC for House Repair and Construction License
9. Register for Occupancy Certificates
10. Register for Token House Number
11. Register of EHN
12. Register of Illegal Constructions Complaints
13. Register of Trade License and Establishment
14. Register of Fixed Deposits
15. Postage Register
16. Rent Register
17. Inward / Outward Register
18. Movement Register
19. Register of RTI Applications
20. Any Other Register maintained
21. Forms I- XI
22. Earnest Money Deposited (EMD) Register
23. Security Deposited Register
24. Income Tax Register
25. Labour Cess Register
26. GST Register
27. Royalty Register

28. CSR Register

II. Custodian of Documents/Categories

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

III. Procedure to access such documents

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.

Please add any other registers that are maintained by the Village Panchayat or any documents that are in the custody of the Village Panchayat.

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

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

(NOT APPLICABLE TO THE VILLAGE PANCHAYAT)

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

Statement of the Boards, Councils, Committees and Other Bodies

I.	Details of Statutory Committees	
1	Supervisory Committees	
	Chairperson :	Babla J. Malik
	Date of Constitution:	26-01-2025
	Tenure:	5
	Total Number of Members	7
1	Babla J. Mali k	Chairperson
2	Deepika D. Naik	Member (DY. Sarpanch)
3	Rajan K. Falkar	Member
4	Shrikant U. Chiknekar	Member
5	Sunidhi S. Kamat	Member
6	Purva P. Malik	Member
7	Damodar S. Pethkar	Member
2	Village Development Committee	
	Chairperson :	Rajan K.Falkar
	Date of Constitution:	30-10-2022
	Tenure	5
	Total Number of Members	12
1	Rajan K.Falkar	Chairman
2	Umesh Naik	Member Social Worker
3	Dnyaneshwar Malik	Member Senior Citizen
4	Pradip Sawant	Member Senior Citizen
5	Rajesh Falkar	Member (ST)
6	Ravindra Khandekar	Member Social Worker
7	Jayesh Malik	Member Social Worker
8	Manisha Naik	Women Member Mahila Mandal
9	Akshay Falkar	ST Member
10	Bhiva Malik	Member Social Worker
11	Prakash Malik	Member Senior Citizen
12	H. A. Morajkar	Secretary

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3	Ward Development Committee	
	Chairperson	Babla J. Malik
	Date of Constitution:	26.1.2025
	Tenure:	5
	Total Number of Members	7
1	Babla J. Malik	Chairperson
2	Deepika D.Naik	Member (Dy. Sarpanch)
3	Rajan K. Falkar	Member
4	Shrikant U. Chiknekar	Member
5	Sunidhi S. Kamat	Member
6	Damodar S. Pethkar	Member
7	Purva P. Malik	Member
II.	Details of Standing Committees	
1	Production Committee	
	Chairperson :	Rajan K. Falkar
	Date of Constitution:	26.1.2023
	Tenure:	5
	Total Number of Members	9
1	Rajan K. Falkar	Chairperson
2	Deepika D. Naik	Member (DY. SARPANCH)
3	Purva P. Malik	Member
4	Shrikant U. Chiknekar	Member
5	Babla J. Malik	Member
6	Sunidhi S. Kamat	Member
7	Damodar S. Pethkar	Member
8	Shiva Naik	Member
9	H. A. Morajkar	Secretary
2	Social Justice Committee	
	Chairperson :	Babla J. Malik
	Date of Constitution:	26.1.2025
	Tenure:	5
	Total Number of Members	8
1	Babla J. Malik	Chairperson
2	Deepika DS. Naik	Member (DY Sarpanch)
3	Rajan K. Falkar	Member
4	Shrikant U. Chiknekar	Member
5	Purva P. Malik	Member
6	Damodar S. Pethkar	Member
7	Sunidhi s. Kamat	Member
8	Mahendra N. Ekaawade	Advocate

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3	Amenities Committees	
	Chairperson :	Babla J. Malik
	Date of Constitution:	26.1.2025
	Tenure:	5
	Total Number of Members	7
1	Babla J. Malik	Chairperson
2	DeepikaD. Naik	Member (DY SARPANCH)
3	Rajan K. Falkar	Member
4	Shrikant U. Chiknekar	Member
5	Purva P.Malik	Member
6	Damodar S. Pethkar	Member
7	Sunidhi S. Kamt	Member
	Other Committees	
4	Biodiversity Management Committee	
	Chairperson :	Subhash S. Malik
	Date of Constitution:	30.10.2022
	Tenure:	5
	Total Number of Members	7
1	Subhash S. Malik	Chairperson
2	Shiva Naik	Member
3	Jayesh Malik	Member
4	Ankita A. Naik	Member (women)
5	Yeshwant Falkar	ST. Member
6	Sangeeta Khandekar	women Member
7	H.A. Morajkar	Secretary
5	Village Child Committee	
	Chairperson :	Rajan K. Falkar
	Date of Constitution:	26.1.2023
	Tenure:	5
	Total Number of Members	8
1	Rajan K. Falkar	Chairperson
2	Antara Rajendra Mandrekar	Student
3	Arti Santosh Gawas	Health Worker
4	Siddhi K. Gurav	Anganwadi worker
5	Nilesh Gunaji	Head Master of Mahalaxmi High School
6	Sanggeta Sadanand Chari	ANGO Representative /SHG Mahila Mandal
7	Manohar Bhiku Parwar	Sc. Community
8	Manda Sanjiv Malik	President of PTA Govt primary school kudne
6	Garbage Management Committee	
	Chairperson :	Rajan K. Falkar

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	Date of Constitution:	26.1.2023
	Tenure:	5
	Total Number of Members	7
1	Rajan K. FaLKAR	Chairman (sarpanch)
2	Purva P. Malik	Dy. Sarpanch(MEMBER)
3	Babla J. Malik	Member
4	Sachin Ghadi	Member
5	Deepika D.Naik	Member
6	Sunidhi S.Kamat	Member
7	Damodhar S. Pethkar	Member
7	Internal Committee under the POSH Act,2013	
	Chairperson:	Babla J. Malik
	Date of Constitution:	26.1.2025
	Tenure:	5
	Total Number of Members	7
1	Babla J. Malik	Chairperson
2	Deepika D. Naik	Member
3	Rajan K.Falkar	Member
4	Sunidhi S. Kamat	Member
5	Purva P. Malik	Member
6	Shrikant U. Chiknekar	Member
7	Damodar S. Pethkar	Member
8	Village Water, Health & Sanitation Committee	
	Chairperson:	Babla J. Malik
	Date of Constitution:	26.1.2025
	Tenure:	5
	Total Number of Members	7
1	Babla J. Malik	Chairperson
2	Deepika D.Naik	Member
3	Sunidhi S.Kamat	Member
4	Shrikant U. Chiknekar	Member
5	Purva P.Malik	Member
6	Damodar S. Pethkar	Member
7	Rajan K. Falkar	Member
9	Village Development Committee	
	Chairperson:	Rajan K. Falkar
	Date of Constitution:	30.10.2022
	Tenure:	5
	Total Number of Members	12
1	Rajan K. Falkar	Chairperson
2	Umesh Naik	Member social worker
3	Dyneshwar Malik	Member senior citizen

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4	Pradeep sawant	Member social worker
5	Rajesh Falkar	ST Member
6	Ravindra Khandekar	Member social worker
7	Jayesh Malik	Member social worker
8	Manisha Naik	Women member Mahila Mandal
9	Akshay Falkar	ST Member
10	Bhiva Malik	Member social worker
11	Prakash Malik	Member senior citizen
12	H.A.Morajkar	Member Secretary
10 Social Audit Committee		
	Chairperson:	Babla J. Malik
	Date of Constitution:	26.1.2025
	Tenure:	5
	Total Number of Members	9
1	Babla J. Malik	Chairperson
2	Deepika D. Naik	Member
3	Sunidhi S. Kamat	Member
4	Shrikant U. Chiknekar	Member
5	Purva P. Malik	Member
6	Damodar S. Pethkar	Member
7	Rajan K. Falkar	Member
8	Dasharath A.Naik	Member
9	Suresh Kamat	Member
11 Road Safety Committee		
	Chairperson:	Rajan K. Falkar
	Date of Constitution	30.10.2022
	Tenure:	5
	Total No. of Members	7
1	Rajan K. Falkar	Chairperson
2	Bhalchandra R. Kamt	Senior citizen
3	Saharsh Shivaji Gaonkar	Student
4	Rajiv Anand Gurav	Business
5	Janardhan Vinayak Malik	Consumer Forum
6	Damodar Shivram Pethkar	Member Panch
7	Sejal Shekar Malik	women Member
12 Tourism Committee		
	Chairperson:	Nil
	Date of Constitution:	
	Tenure:	
	Total Number of Members	
13 Forest Right Committee		

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	Chairperson:	Rajan K. Falkar
	Date of Constitution:	30.10.2022
	Tenure:	5
	Total Number of Members	10
1	Rajan K. Falkar	Chairperson
2	Arun Malik	Member
3	Deepika D. Naik	Member
4	Laximan Falkar	Forest Guard
5	Shivanand Falkar	Member ST
6	Arun Salwade	Member SC
7	Sunidhi S. Kamat	Member
8	H.A.Morajkar	Member secretary
9	Sachin Ghadi	Member
10	Manoj Kolamkar	Member
14	Stray Dog Committee	
	Chairperson:	Babla J. Malik
	Date of Constitution:	26.1.2025
	Tenure:	5
	Total Number of Members	7
1	Babla J. Malik	Chairperson
2	Deepika D.Naik	Member
3	Sunidhi S.Kamat	Member
4	Shrikant U. Chiknekar	Member
5	Purva P.Malik	Member
6	Damodar S. Pethkar	Member
7	Rajan K. Falkar	Member
	Animal Birth Control Committee	
	Chairperson:	Babla J. Malik
	Date of Constitution:	26.1.2025
	Tenure:	5
	Total Number of Members	7
1	Babla J. Malik	Chairperson
2	Deepika D.Naik	Member
3	Rajan K. Falkar	Member
4	Sunidhi S.Kamat	Member
5	Shrikant U. Chiknekar	Member
6	Purva P.Malik	Member
7	Damodar S. Pethkar	Member
16	Road Safety and Traffic Management Committee	
	Chairperson :	Rajan K. Falkar
	Date of Constitution:	30.10.2022

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	Tenure:	5
	Total Number of Members	7
1	Rajan K. Falkar	Chairperson
2	Bhalchandra R. Kamat	Senior Citizen
3	Saharsh ShivajiGaonkar	Student
4	Rajiv Anand Gurav	Bussiness
5	Janardhan Vinayak Malik	Consumer Forum
6	Damodar S. Pethkar	Member Panch
7	Sejal Shekar Malik	Women Member
17	COTPA Committee	
	Chairperson:	
	Date of Constitution:	
	Tenure:	
	Total Number of Members	
18	Child Protection Committee	
	Chairperson:	Babla J. Malik
	Date of Constitution:	26.1.2025
	Tenure:	5
	Total Number of Members	9
1	Babla J. Malik	Chairperson
2	Deepika D.Naik	Member
3	Rajan K. Falkar	Member
4	Sunidhi S.Kamat	Member
5	Shrikant U. Chiknekar	Member
6	Purva P.Malik	Member
7	Damodar S. Pethkar	Member
8	Vratesh Vijay Malik	student
9	Pritika P. Malik	Student

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

Directory of its officers and employees

Directory of Panchayat Elected Representatives and Employees

Sr. No.	Name of the Employee	Designation	Phone No.	Email ID
1	Shri Babla Jayram Malik	Sarpanch	8180034040	malikbj25@gmail.com
2	Sou. Dipika Dasharath Naik	Deputy Sarpanch	8806731116	Dasharath1919@gmail.com
3	Sou. Purva Purushottam Malik	Panch Member	9021475068	Purvamalik3@gmail.com
4	Shri Shrikant Uttam Chinekar	Panch Member	9923476767	shrishtichiknekar@gmail.com
5	Shri Rajan Kashinath Falkar	Panch Member	8999392623	rajanfalkar9793@gmail.com
6	Sou. Sunidhi Suresh Kamat	Panch Member	7972048541	kamatsunidhi@mail.com
7	Shri Damodar Shivram Pethkar	Panch Member	9823645894	damodarpethkar0404@gmail.com
8	Sou. Sujata Sunil Morajkar	Village Panchayat Secretary	9309993576	sujatamorajkar50362@gmail.com
9	Sou. Siddhi Shivaji Gaonkar	Clerk	9356486988	siddhigaonkar5652@gmail.com
10	Sou. Lakshita Ganesh Naik	Data Entry operator	9356486988	naiklakshita1986@gmail.com
11	Shri Sandeep Anant Mandrekar	Peon	9356486988	sandeepmandrekar@gmail.com
12	Sou. Sanika Shivram Naik	GRS	9356486988	naiksaneeka39@gmail.com
13	Sou. Sudesh Vasant Sinari	Field Worker	9860334574	sudeshsinari@gmail.com

Chapter 10 - Section 4 (1)(b)(x) of the Right to Information Act, 2005

Monthly remuneration received by each of its officers and employees

Monthly honorarium received by Panchayat Representatives and Monthly Remuneration received by Panchayat Employees

Sr. No.	Name	Designation	Basic Pay/ Honorarium
1	Shri Babla Jayram Malik	Sarpanch	₹ 8000.00
2	Sou. Dipika Dasharath Naik	Deputy Sarpanch	₹ 6500.00
3	Sou. Purva Purushottam Malik	Panch Member	₹ 5500.00
4	Shri Shrikant Uttam Chinekar	Panch Member	₹5500.00
5	Shri Rajan Kashinath Falkar	Panch Member	₹ 5500.00
6	Sou. Sunidhi Suresh Kamat	Panch Member	₹ 5500.00
7	Shri Damodar Shivram Pethkar	Panch Member	₹ 5500.00
8	Sou. Sujata Sunil Morajkar	Village Panchayat Secretary	Level III as per seventh pay commission

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9	Sou. Siddhi Shivaji Gaonkar	clerk	₹ 36,256 Basic pay
10	Sou. Lakshita Ganesh Naik	Data entry operator	₹ 20,000/-
11	Shri Sandeep Anant Mandrekar	Peon	₹ 31,734.00 basic pay
12	Sou. Sanika Shivram Naik	Peon	₹ 21,115.00
13	Sou. Sudesh Vasant Sinari	Field worker	₹ 19100 basic pay

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

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

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

The required enclosures (eg. Gram Sabha Resolution, Income Certificate, Dependency Certificate, etc.) from the Village Panchayat office are handed over to the applicant for submission to the concerned department for availing the necessary benefit.

The details of beneficiaries and job card holders are available in the V.P. Office if the concerned department sends them for the general viewing of the public.

Chapter 14 - Section 4 (1)(b)(xiv) of the Right to Information Act, 2005

Details in respect of the information available to or held by it, reduced in an electronic form

Details in respect of the information available to or held by it reduced in an electronic form

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

Please edit the data as per the status of the data available in the electronic form in the Village Panchayat.

Chapter 15 - Section 4 (1)(b)(xv) of the Right to Information Act, 2005

Particulars of facilities available to citizens for obtaining information

Particulars of facilities available to citizens for obtaining information

Sr. No.	Facility/Helpline	Days	Timings
1	Official Website	All days of the week	All time
2	Panchayat Notice Board	Monday to Saturday (except public holidays)	Add Office timings
3	Directorate of Panchayat	Monday to Friday (except public holidays)	Add DOP Office timings
4	Library (if available)	-----	-----
5	Proactive Disclosure	Monday to Saturday (except public holidays)	Add Office timings
6	CSC(Wherever available)		
7	Nirnay Portal / App	All days of the week	All time
8	E Gram Swaraj	All days of the week	All time
9	Panchayat Development Portal	All days of the week	All time
10	GPDP	All days of the week	All time

Chapter 16 - Section 4 (1) (b)(xvi) of the Right to Information Act, 2005

**Names, designations and other particulars of Authorities under RTI Act,
2005**

Details of RTI Authorities

Sr. No.	Name of the Authority	Designation	Positions under the RTI Act	Contact Number	Email Address
1	Shri. Omkar Manjrekar	Block Development Officer	First Appellate Authority (FAA)	8208149747	bicholimbdo@gmail.com
2	Sou. Sujata Sunil Morajkar	V.P Secretary	Public Information Officer (PIO)	9309993576	sujatamorajkar50362@gmail.com

Chapter 17 - Section 4 (1)(b)(xvii) of The Right to Information Act, 2005

Other Useful Information

Other Useful Information of The Directorate of Panchayats

I. Citizen Charter

- Available on the Official Website at <http://villagepanchayatcudnem.in>

II. Grievance Redressal Officer

Name	Sou. Sujata Sunil Morajkar
Designation	V.P Secretary
Address	Chirekhan-wada Cudnem,Bicholim-Goa
Contact	9309993576
Email	sujatamorajkar50362@gmail.com

III. Details of RTI Application and Appeals Received and Disposed in the Year 2024-25

Total number of RTI Applications received	04
Total number of RTI Applications disposed	02
Total number of RTI Applications rejected/not collected	Nil
Total number of Appeals made for the Year_____	Nil

- IV.** Information related to Procurement – tenders, quotations, work orderd
- V.** Memorandum of Understanding (MoUs):-
- VI.** Transfer Orders of Employees:-No
- VII.** CAG & PAC paras, if any :-
- VIII.** Tours of the Sarpanch/Deputy Sarpanch/Panch:-Yes
- IX.** Proceedings / resolution of Gram Sabha:- Yes
- X.** Proceedings / resolution of the Village Panchayat body meetings:-Yes
- XI.** Any other:-Nil