

Proactive Disclosure Manual
Under the Right to Information Act, 2005

VILLAGEPANCHAYAT OF FASSONORA

Last updated on 14.10.2025

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 Assonora

Address: Fernan Wado Assonora Bardez Goa.

Pin Code: 403503

Telephone No.: 8767168394

Email id: assonoravillagepanchayat@gmail.com

Link to Official Village Panchayat website: <https://vpassonora.com/>

Office Timings of the Village Panchayat

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

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

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

Weekly Off: Sunday and 2nd Saturday

II. Brief History and Formation of the Village panchayat

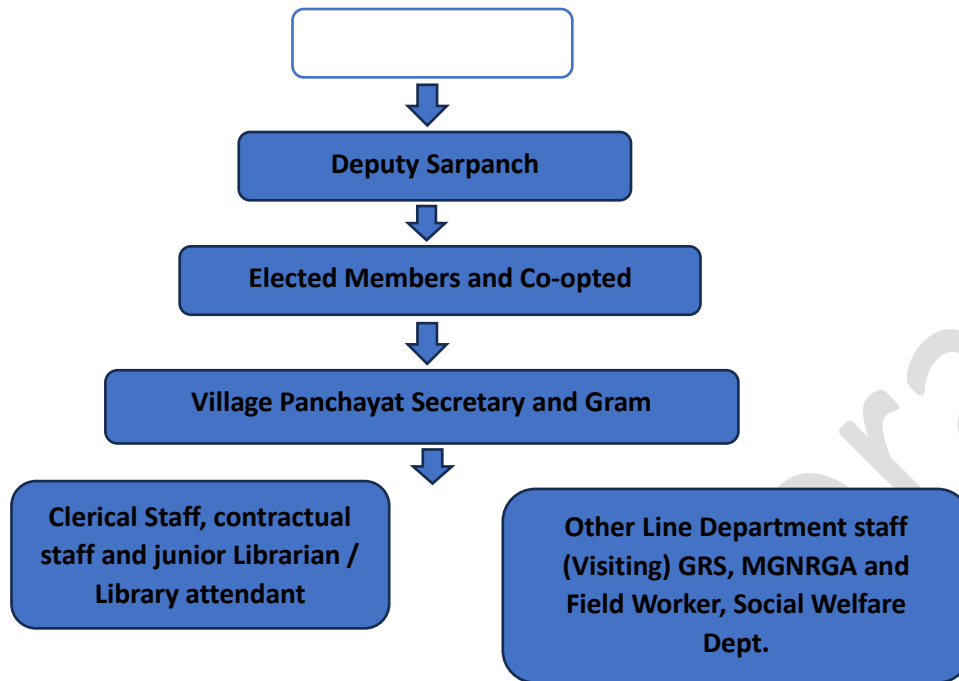
Assonora village is located in Bardez of North Goa district in Goa, India. It is situated 12km away from sub-district headquarter Mapusa and 24km away from district headquarter Panaji. The total geographical area of village is 368.82 hectares. Assonora has a total population of 3,870 peoples. There are about 944 houses in Assonora village. As per 2019 stats, Assonora villages comes under Tivim assembly & North Goa parliamentary constituency. Village Panchayat Assonora fall under classification “B” having total 09 wards.

Assonora pin code is 403503 and postal head office is Assonora.

III. Functions, Duties and Power 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.

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

- (xii) To ensure due compliance with the provisions of the Goa Panchayat Raj Act, 1994
- (xiii) To comply with the directions/instructions issued by the Director, Chief Executive Officer, Deputy Director, or Block Development Officer
- (xiv) To convene a meeting with a notice of twenty-four hours if, in his opinion, the immediate execution of any work or doing of any act which requires the sanction of a committee or of the Panchayat is necessary for the public interest

Executive Powers (Section 47-A):

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

II. Powers and Duties of the Deputy Sarpanch:

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

III. Powers, Duties and Responsibilities of Village Panchayat Secretary

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

General Powers (Section 113-A):

- (i) To attend every meeting of the Panchayat, including Gram Sabha meeting, unless he is precluded from attending the meeting due to unavoidable circumstances

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

Executive Powers (Section 47 B):

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

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

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

V. Duties of Other Employees

As per rules to be added

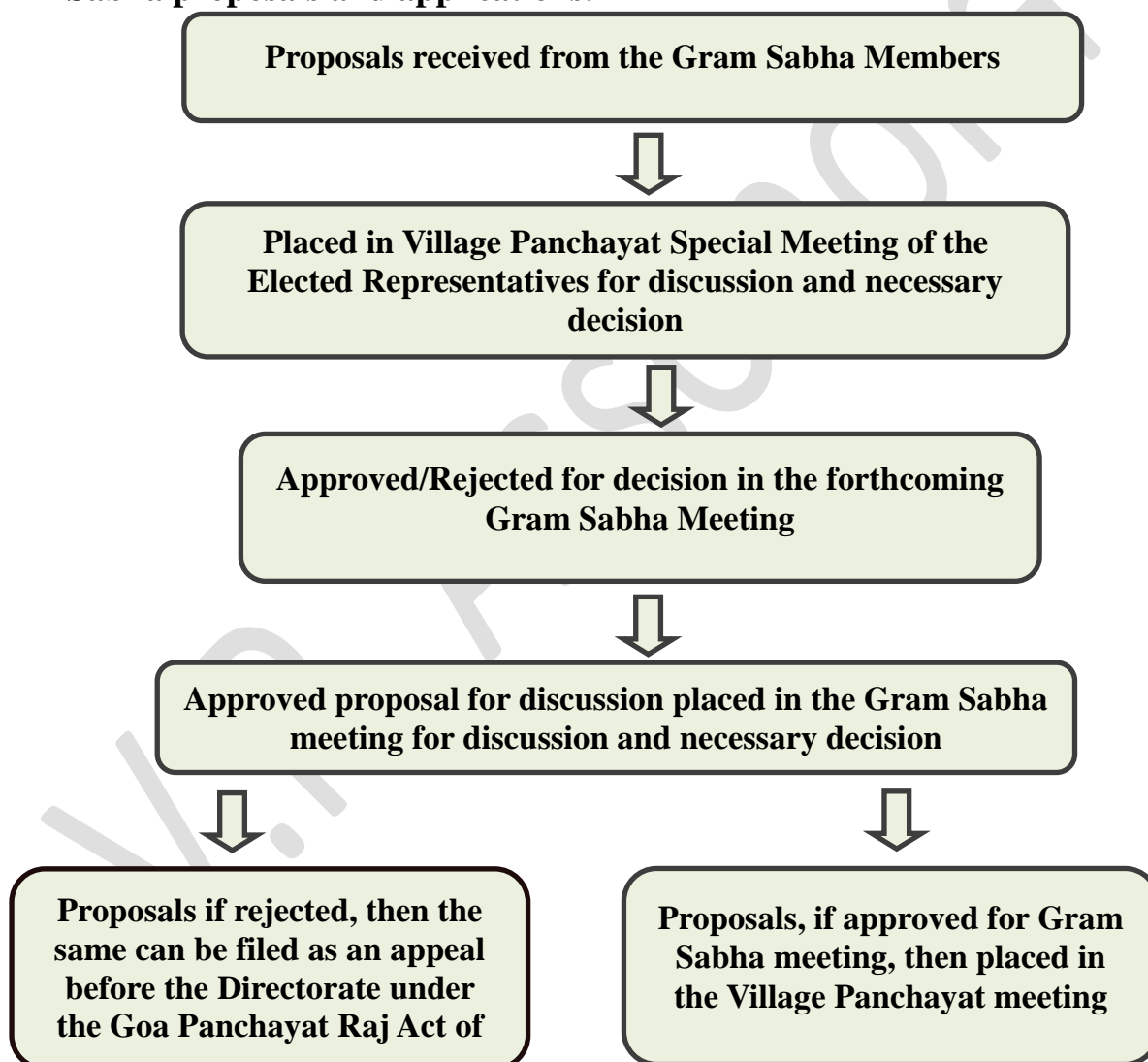
Sr. No.	Name of the Employee	Designation	Duties/Responsibilities
1	Vidhyadhar M. Salgaonkar	V.P. Clerk	To Maintain all records of V.P, To carry all the inventory of record of V.P., To assist and provide R.T.I document /Information to PIO
2	Deliya Chodankar	Librarian	managing and organising resources like books, journals, and periodicals
3	Rubina Bandodkar	Library Attendant	helping patrons find the resources they need, keeping the library organized and tidy
4	Prajot Arabekar	V.P. Peon	To opening of V.P. office, to serve notices

5	Hema Naik	Daily wage staff (Office Assistant cum Computer Operator)	To do all typing work, maintain computer records etc..
6	Laviola Dias	Daily wage staff (Account Administrative)	Managing all records Form I to XI Registers
7	Vishwanath Gad	GRS	To implement MGNREGA Scheme
8	Rohit Parab	Field Worker	Social Welfare scheme

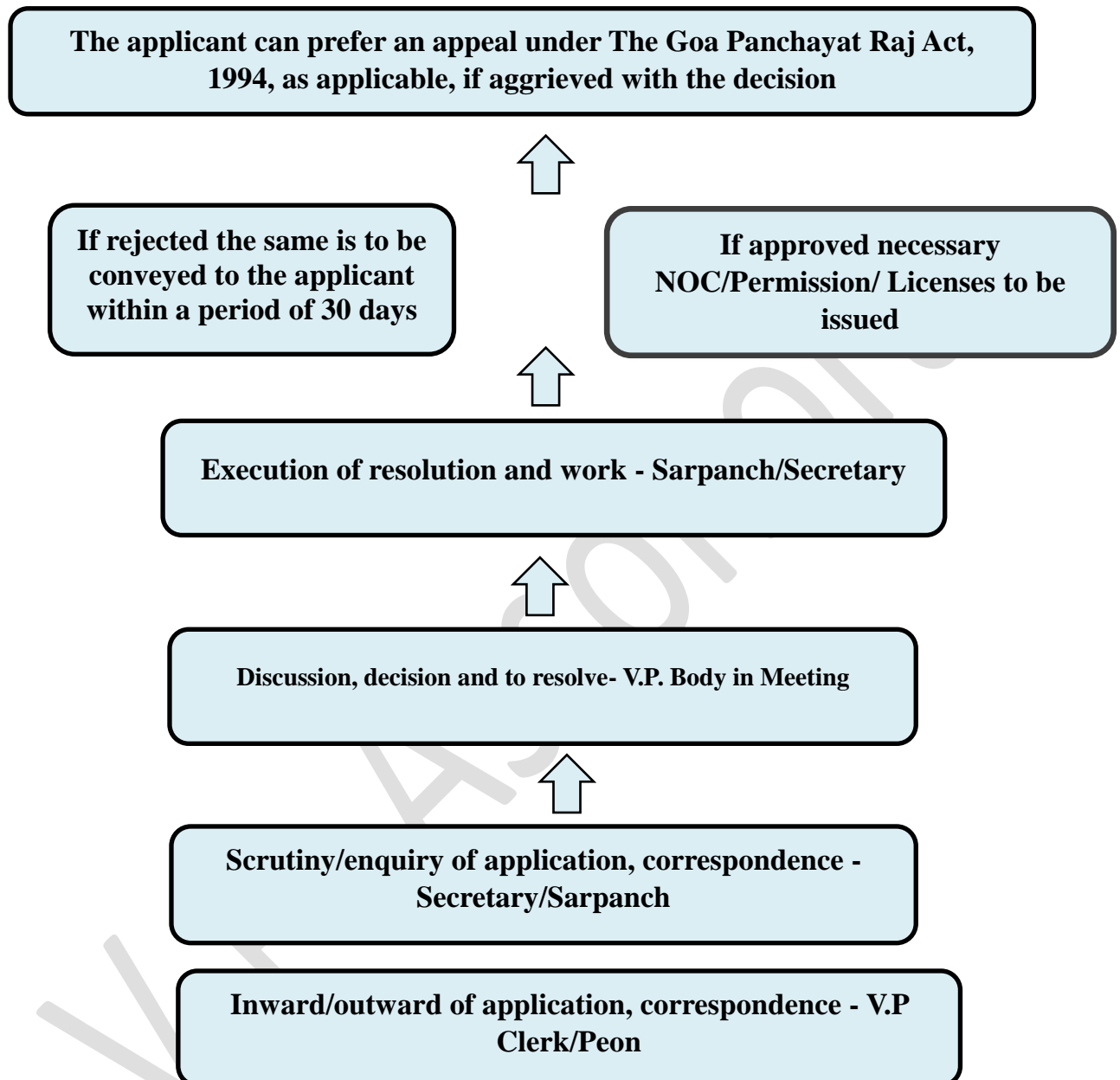
Chapter 3 - Section 4 (1)(b)(iii) of the Right to Information Act, 2005

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

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



II. Decision making process followed by the Village Panchayat



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

Norms set for the discharge of functions

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

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

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.
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. T
17. he Goa Panchayat Raj (Recovery of taxes, fees and other dues) Rules, 1999.
18. The Goa Panchayat Raj (Write off irrecoverable amounts) Rules, 1999.
19. 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
1.	Directorate of Panchayats, Goa	https://panchayatsgoa.gov.in

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

- ❏ For Act - <https://vpassonora.com/rti-act/>
<https://vpassonora.com/panchayat-raj-act/>
<https://vpassonora.com/other-acts/>
- ❏ For Amendments - <https://vpassonora.com/rti-act/>
<https://vpassonora.com/panchayat-raj-act/>
<https://vpassonora.com/other-acts/>
- ❏ For Rules - <https://vpassonora.com/rti-act/>
<https://vpassonora.com/panchayat-raj-act/>
<https://vpassonora.com/other-acts/>

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.

V.P. Assonora

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 Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

2. Village Development Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

3. Ward Development Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

4. Vigilance Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

II. Details of Standing Committees

1. Production Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

2. Social Justice Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

3. Amenities Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

Other Committees

4. Biodiversity Management Committee

- Chairperson: Sushma J. Malvankar
- Date of Constitution:
- Tenure:
- Total Number of Members: 07

5. Village Child Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

6. Garbage Management Committee

- Chairperson: Sushma J. Malvankar
- Date of Constitution:
- Tenure:
- Total Number of Members: 13

7. Internal Committee under the POSH Act, 2013

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

8. Village Water, Health & Sanitation Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

9. Village Education Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

10. Social Audit Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

11. Road Safety Committee

- Chairperson: Sushma J. Malvankar
- Date of Constitution:
- Tenure:
- Total Number of Members: 07

12. Tourism Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

13. Forest Right Committee

- Chairperson:
- Date of Constitution:

- Tenure:
- Total Number of Members:

14. Stray Dog Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

15. Animal Birth Control Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

16. Road Safety and Traffic Management Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

17. COTPA Committee

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

18. Child Protection Committees

- Chairperson:
- Date of Constitution:
- Tenure:
- Total Number of Members:

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. Meghasham Balchandra Chodankar	Sarpanch	7066616811	megashaymchodankar@gmail.com
2	Smt. Sapna Vasudev Mapari	Deputy Sarpanch	9850946259	sapnamapari1@gmail.com
3	Smt. Sushma Jivan Malvankar	Panch Member	9637396394	sushmamalvankar44@gmail.com
4	Shri. Yeshwant Rama Salgaonkar	Panch Member	8999562704	yeshwantsalgaonkar82@gmail.com
5	Shri. Shailesh Vishnu Salgaonkar	Panch Member	9552277566	shaileshsalgaonkar1306@gmail.com
6	Shri. Rupesh Shantaram Kawlekar	Panch Member	9623827526	rupeshkawlekar@gmail.com
7	Smt. Pritam Pradeep Naik	Panch Member	9673245079	pritamnaik528@gmail.com
8	Shri. Francisco Vaz	Panch Member	8552802200	assonoravillagepanchayat@gmail.com
9	Shri. Francis Alex Fernandes	VillagePanchayat Secretary	9421194391	francisdolphin@gmail.com
10	Smt. Deliya Chodankar	Junior Librarian	9511209913	deliyacholankar29@gmail.com
11	Shri. Vidhyadhar M. Salgaonkar	Clerical Staff	7666330191	1965babet@gmail.com
12	Smt. Rubina Bandodkar	Library Attendant	9764269434	rubinabandodkar@gmail.com
13	Shri. Prajot Arabekar	Peon	9823235395	prajot5055@gmail.com
14	Smt. Hema Naik	Daily Wage Staff (Office Assistant cum	8600118844	hema18naik1982@gmail.com

		Computer Operator)		
15	Smt. Laviola Dias	Daily Wage Staff (Account Administrative)	7875218632	diaslaviola@gmail.com
16	Shri. Vishwanath Gad	GRS	9623270308	vishwanathgad0308@gmail.com
17	Shri. Rohit Ramnath Parab	Field Worker	9049774572	rohitparab2292@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.Meghasham Balchandra Chodankar	Sarpanch	₹ 8000
2	Smt. Sapna Vasudev Mapari	Deputy Sarpanch	₹ 6500
3	Smt. Sushma Jivan Malvankar	Panch Member	₹ 5500
4	Shri. Yeshwant Rama Salgaonkar	Panch Member	₹5500
5	Shri. Shailesh Vishnu Salgaonkar	Panch Member	₹ 5500
6	Shri. Rupesh Shantaram Kawlekar	Panch Member	5500
7	Smt. Pritam Pradeep Naik	Panch Member	5500
8	Shri. Francisco Vaz	Panch Member	₹ 5500
9	Shri. Francis Alex Fernandes	VillagePanchayat Secretary	Salary paid by the office of BDO
10	Smt. Deliya Chodankar	Junior Librarian	₹ 14000.00
11	Shri. Vidhyadhar M. Salgaonkar	Clerical Staff	₹ 12990/-

12	Smt. Rubina Bandodkar	Library Attendant	₹ 11000.00
13	Shri. Prajot Arabekar	Peon	₹ 10110/-
14	Hema Naik	Daily Wage Staff (Office Assistant cum Computer Operator)	₹12000/-
15	Laviola Dias	Daily Wage Staff (Account Administrative)	₹11500/-

Chapter 11 - Section 4 (1)(b)(xi) of the Right to Information Act, 2005

**The Budget Allocated to each Agency, including the particulars of all plans,
proposed expenditures and reports on disbursement made**

Form X– Receipts and Expenditure



Form XI – Budget

V.P. Assonora

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

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

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

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

Details of concessions, NOCs and Licences issued by Village Panchayat for the financial year

Sr. No.	Details of Concessions, NOC or Licences	Procedure Followed	Number of Recipients
1	NOC for Water and Electricity Connection	As per the Goa Panchayat Raj Act, 1994	55
2	NOC for House Repair and Construction Licence		09
3	Trade License and Establishment		55
4	License for places for disposal of Dead Bodies		0
6	Concessions granted		0

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

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

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

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

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

Particulars of facilities available to citizens for obtaining information

Particulars of facilities available to citizens for obtaining information

Sr. No.	Facility/Helpline	Days	Timings
1	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)	Monday to Saturday (except public holidays)	Add Office timings
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	Prathamesh Shankardas	Block Development Officer	First Appellate Authority (FAA)	9322053546	bdo-bardez.goa@nic.in
2	Francis Fernandes	V.P Secretary	Public Information Officer (PIO)	9421194391	villagepanchayatassonora@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 vpassonora.com/wp-content/uploads/2025/02/CITIZEN_CHARTER.pdf

II. Grievance Redressal Officer

Name	Francis Fernandes
Designation	V.P. Secretary
Address	Village Panchayat Assonora, Assonora, Bardez Goa, India 403503
Contact	9421194391
Email	villagepanchayatassonora@gmail.com

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

Total number of RTI Applications received	28
Total number of RTI Applications disposed	28
Total number of RTI Applications rejected/not collected	Nil
Total number of appeals made for the Year 2024-25	Nil

IV. Information related to Procurement – tenders, quotations, work ordered (2024-25)

- 1 Beautification to the surrounding chavateshwarped in ward no. VII situated at Moddlo Vaddo, V.P. Assonora Bardez-Goa.
- 2 Reconstruction to the existing gutter of Hedgewar School situated in ward no. VII at Sauchowado V.P. Assonora Bardez-Goa.
- 3 Construction of Pathway with interlocking paves from Cyril Fernandes house to Joseph Pereira house at Gaonkar Waddo in ward no. IX, Assonora Bardez-Goa.

V. Memorandum of Understanding (MoUs) with Goshala Shikeri Regarding Stray Cattles.

VI. Proceedings / resolution of Gram Sabha (2024-25)

Ordinary Gram Sabha Dated

07/07/2024, 25/08/2024, 20/10/2024, 02/02/2025

Special Gram Sabha dated

15/08/2024, 02/10/2024, 19/12/2024, 26/01/2025

VII. Proceedings / resolution of the Village Panchayat body meetings, (2024-25)

18/04/2024, 30/04/2024

17/05/2024, 31/05/2024

14/06/2024, 28/06/2024

16/07/2024, 31/07/2024

14/08/2024, 31/08/2024

17/09/2024, 27/09/2024

17/10/2025

05/11/2024, 15/11/2024, 29/11/2024

20/12/2024, 30/12/2024

15/01/2025, 30/01/2025

15/02/2025, 28/02/2025

17/03/2025, 28/03/2025

Hard copies available in V.P. Office

VIII. Any other