



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

**DATE OF UPDATION
VILLAGE PANCHAYAT OF SURLA
BICHOLIM GOA**

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 Surla, Bicholim Goa

Address: Bhile, Surla, Sanquelim Goa

Pin Code: 403 505

Telephone No.: 9284353189

Email id: v.p.surla.in@gmail.com

Link to Official Village Panchayatwebsite: www.vpsurla.com

II. Office Timings of the Village Panchayat

Morning: 10:00 a.m. to 1:00p.m.

Afternoon: 2:00 p.m. to 5:30 p.m.

Lunch Break: 1: 00 p.m. to 2:00 p.m.

Weekly off: Sunday

III. Brief History and Formation of the Village Panchayat

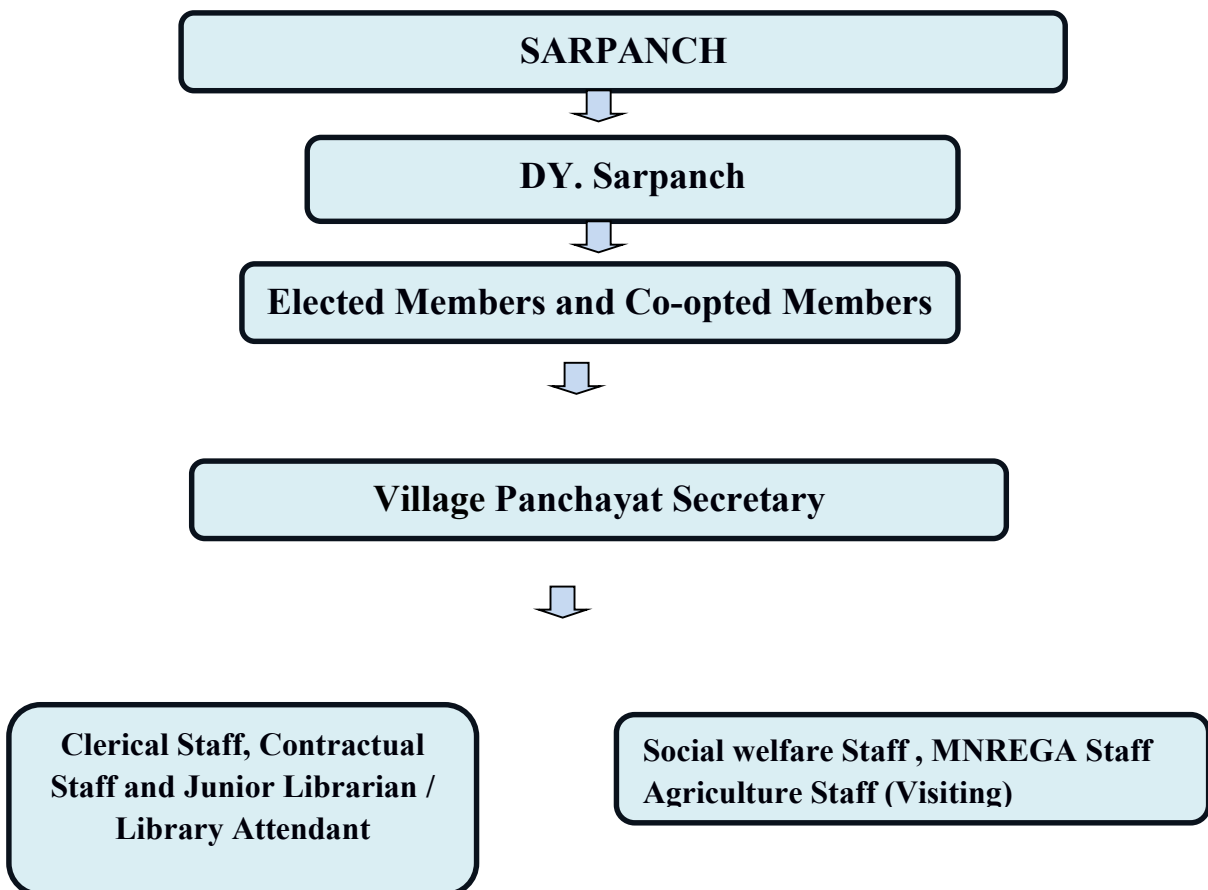
Surla Village Panchayat was established on 15/03/1963. The Panchayat is situated in Bicholim taluka in the North Goa District. It is situated 16km away from sub-district headquarter Bicholim and 42km away from district headquarter and capital city of Panaji. People of this Surla Village live in a very pleasant environment. They are self-sufficient, living in harmony .The Village Panchayat Surla has 07 wards as per the electoral division. The total geographical area of the village is 1693.64 hectares.

Agriculture and mining related activities are the primary sources of livelihood for the people of Surla. Surla has a total population of 3,818 (2011) with 997 households.

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



Chapter2 - 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

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- (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):

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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

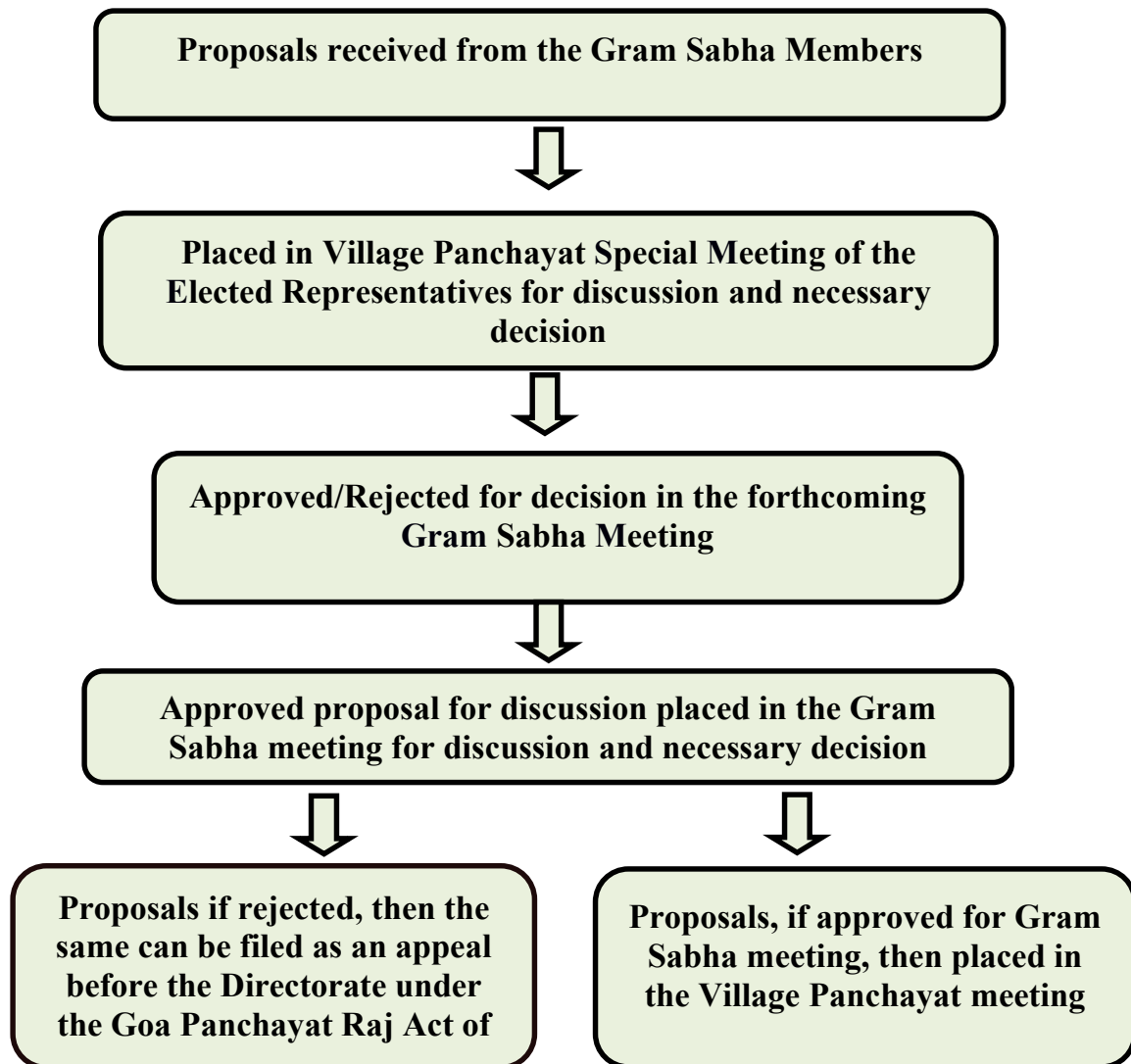
As per rules to be added

Sr. No.	Name of the Employee	Designation	Duties/Responsibilities
1.(a) (b)	Sarika P. Sinari Vidhi V. Insulkar	Clerical Staff	Manage day to-day office tasks, filing documents performing data entry and processing information requests ensuring smooth office.
2	Siddhesh S. Satodkar	Peon	Basic office support and maintenance tasks, including maintaining cleanliness, assisting all and handling documents.
3	Anita Anant Govekar	Sweeper	Maintaining cleanliness in a specific area.

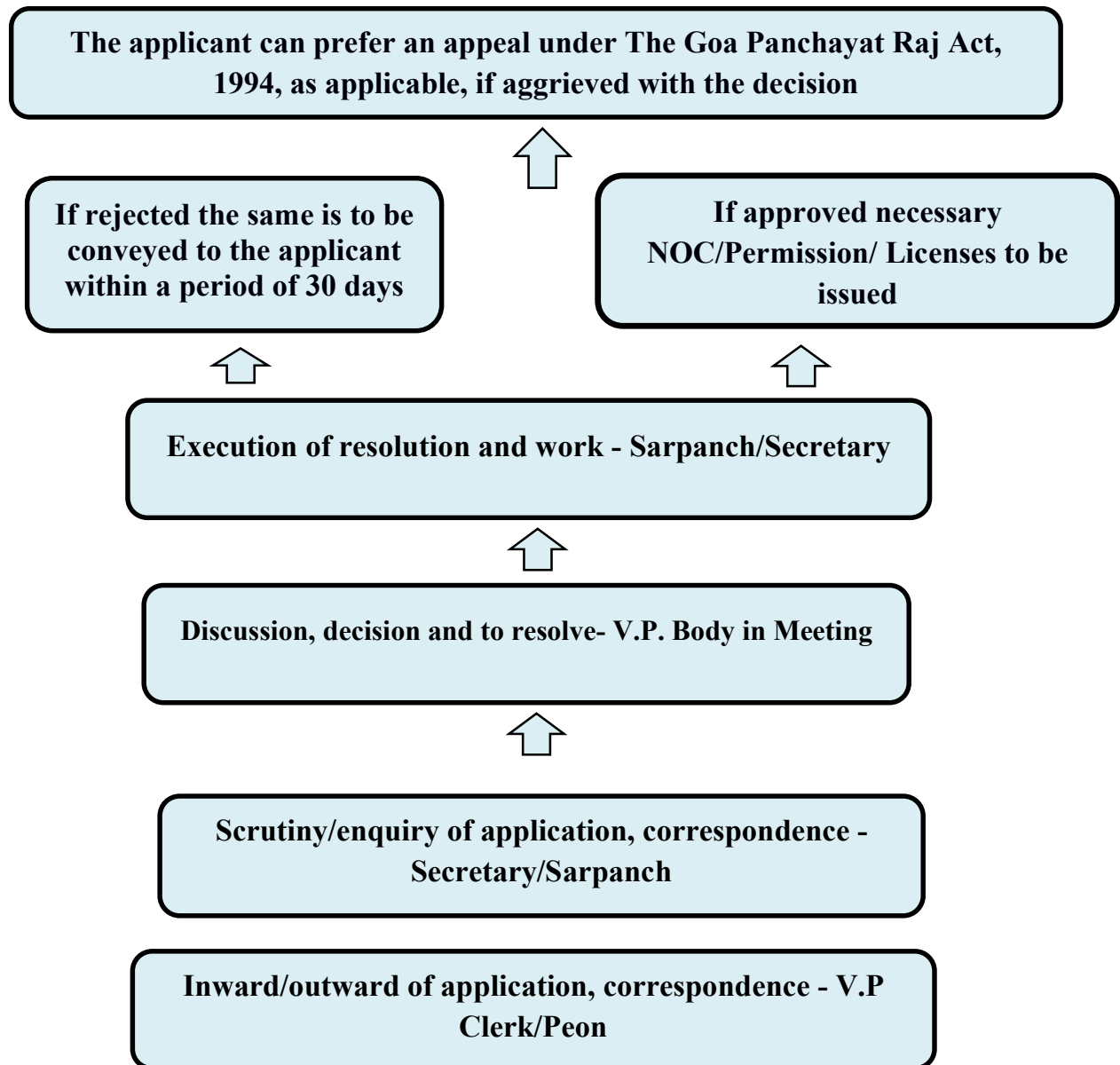
Chapter 3 - Section 4 (1)(b)(iii) of the Right to Information Act, 2005

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		

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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.
8. Goa Lokayukta.

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.

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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 -

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. Forms I- XI
21. Earnest Money Deposited (EMD) Register
22. Security Deposited Register
23. Income Tax Register
24. Labour Cess Register
25. GST Register
26. Royalty Register
27. CSR Register
28. Stationary Register
29. Postage Register
30. Construction Licence 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.

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:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:5 years
- Total Number of Members: 03

2. Village Development Committee

- Chairperson:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure: 05 years
- Total Number of Members: 19

3. Ward Development Committee

- Chairperson:Smt. Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:5 years
- Total Number of Members: 19

4. Vigilance Committee

- Chairperson:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:5years
- Total Number of Members:06

II. Details of Standing Committees

1. Production Committee

- Chairperson:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:5 years
- Total Number of Members: 3

2. Social Justice Committee

- Chairperson:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:5 years
- Total Number of Members: 03

3. Amenities Committee

- Chairperson:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:5 years
- Total Number of Members: 02

Other Committees

4. Biodiversity Management Committee

- Chairperson:Pramod A. Narvekar
- Date of Constitution: 16/10/2022
- Tenure: 05 years
- Total Number of Members: 07

5. Village Child Committee

- Chairperson:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:5 years
- Total Number of Members: 08

6. Garbage Management Committee

- Chairperson:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:5 years
- Total Number of Members: 5

7. Internal Committee under the POSH Act, 2013

- Chairperson:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:
- Total Number of Members:

8. Village Water, Health & Sanitation Committee

- Chairperson:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:5 years
- Total Number of Members: 03

9. Village Education Committee

- Chairperson:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:5 years
- Total Number of Members: 07

10. Social Audit Committee

- Chairperson:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:
- Total Number of Members: 03

11. Road Safety Committee

- Chairperson:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:5 years
- Total Number of Members: 05

12. Stray Dog Committee

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

13. Animal Birth Control Committee

- Chairperson:Saheema Sudesh Gaude
- Date of Constitution:19/12/2022
- Tenure:5years
- Total Number of Members: 0

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	Mrs. Saheema Sudesh Gaude	Sarpanch	9373316234	v.p.surla.in@gmail.com
2	Mr. Subhash S. Fondekar	Deputy Sarpanch	7620020726	v.p.surla.in@gmail.com
3	Mrs. Vishranti D. Surlakar	Panch Member	9822128968	v.p.surla.in@gmail.com
4	Mr. Bholo N. Khodginkar	Panch Member	9765858867	v.p.surla.in@gmail.com
5	Mr. Dinesh M. Madkaikar	Panch Member	9145531090	v.p.surla.in@gmail.com
6	Mrs. Suchita P. Gaonkar	Panch Member	9765792116	v.p.surla.in@gmail.com
7	Mrs. Shanu P. Surlakar	Panch Member	9420248589	v.p.surla.in@gmail.com
8	Mr. Pranay P. Gawade	Village Panchayat Secretary	9765268437	v.p.surla.in@gmail.com
9	Mrs. Sarika P. Sinari	Clerical Staff	8766795710	v.p.surla.in@gmail.com
10	Mrs. Vidhi V. Insulkar	Clerical Staff	7820884179	v.p.surla.in@gmail.com
11	Mr. Siddhesh S. Satodkar	Peon	9764922910	v.p.surla.in@gmail.com
12	Mrs. Riya D. Pikulkar	GRS MGNREGA	9049321971	v.p.surla.in@gmail.com
13	Anand Gad	Social welfare	9823233204	v.p.surla.in@gmail.com
14	Mrs. Anita A. Govekar	Sweeper (Part Time)	9284353189	v.p.surla.in@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	Mrs. Saheema Sudesh Gaude	Sarpanch	₹ 8000/-
2	Mr. Subhash S. Fondekar	Deputy Sarpanch	₹ 6500/-
3	Mrs. Vishranti D. Surlakar	Panch Member	₹ 5500/-
4	Mr. Bholo N. Khodginkar	Panch Member	₹ 5500/-
5	Mr. Dinesh M. Madkaikar	Panch Member	₹ 5500/-
6	Mrs. Suchita P. Gaonkar	Panch Member	₹ 5500/-
7	Mrs. Shanu P. Surlakar	Panch Member	₹ 5500/-
8	Mr. Pranay P. Gawade	Village Panchayat Secretary	23800/- as per 7 th pay
9	Mrs. Sarika P. Sinari	Clerical Staff	8540/- as per 6 th Pay
10	Mrs. Vidhi V. Insulkar	Clerical Staff	8540/- as per 6 th Pay
11	Mr. Siddhesh S. Satodkar	Peon	6580/- as per 6 th Pay
12	Mrs. Riya D. Pikulkar	GRS MGNREGA	19316
13	Anand Gad	Social welfare	30000/- (per month)
14	Mrs. Anita A. Govekar	Sweeper (Part Time)	1500/-

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**

Please Scan and paste the pdf file of Form X– Receipts and Expenditure

FORM NO. 10

[See rule 21 (a)]

Monthly / Annual / Account

of

ACCOUNT OF INCOME AND EXPENDITURE

Of

Village Panchayat

Surla

for

The month / Year of

20 23 - 21 24

No.

Office of the Village panchayat

Bicholim - Goa.

Date : 03/04/2024

To,

The Block Development Officer

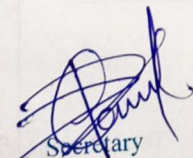
Bicholim - Goa.

Sub:- Submission of Monthly / Annual Accounts for 2023-2024

Sir,

The Monthly / Annual account for the period above are sent herewith under Rule of the Village Panchayat Account and audit and Custody funds Rule 1997 for Persual.

Yours Faithfully


Secretary

Village Panchayat
SECRETARY

VILLAGE PANCHAYAT SURLA
BICHOLIM - GOA

Sarpanch
Village Panchayat

SARPANCH
VILLAGE PANCHAYAT
SURLA

Particulars of Income

Amount

Particulars of Income

Amount

24

Please Scan and paste the pdf file of Form XI – Budget

THE Fortnightly MEETING
अहवाल

43

Village Panchayat

ग्रामपंचायत

20/11

RESOLUTION ठराव	REMARKS अभिप्राय
7(b)	8(c)
Res. No. 615:- Budget "Income & Expenditure" Estimate for the Year 2024-2025 was discussed & unanimously approved below:-	
Estimate 2024-2025	
Income	Expenditure
Opening Balance Rs. 6,12,981.00	Administration Rs. 58,68,724.00
Grants from Govt Rs. 18,43,300.00	Sanitation Public Health Rs. 20,25,000.00
Taxes & fees Rs. 30,55,500.00	Public Works Rs. 11,41,500.00
Sales Proceeds Rs. 1,75,000.00	Planning & Development Rs. 1,50,000.00
Extra Ordinary Rs. 43,42,000.00	Social Welfare Rs. 9,00,000.00
Total Income Rs. 24,10,550.00	Education & Culture Rs. 11,00,000.00
Grand Total Rs. 24,10,550.00	Rural Housing Rs. 2,00,000.00
	Drinking water Rs. 2,50,000.00
	Poverty alleviation Programme Rs. 30,000.00
	Libraries Rs. 00.00
	Rural Sanitation Rs. 50,000.00
	Construction & Maintenance Rs. 5,00,000.00
	of slaughter houses
	Cattle Pound.
	Miscellaneous Rs. 16,00,800.00
	Expenditure Rs. 2,40,89,524.00
	Total Expenditure Rs. 2,40,89,524.00
	Closing Balance Rs. 628,957.00
	Grand Total Rs. 2,47,18,481.00

SARPANCH
VILLAGE PANCHAYAT
SURLA



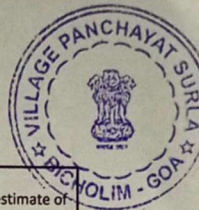
SECRETARY
VILLAGE PANCHAYAT SURLA
RICHOLIM - GOA

Proactive Disclosure Manual under the Right to Information Act, 2005

Village Panchayat Surla Details of Budget Estimate for the year 2024-2025

RECEIPTS

Receipts	Sanctioned Estimated of the Previous Year	Actual of the Previous Year	Sanctioned Estimated of the Current Year	Actual of the Current Year	Budget estimate of Ensuring Year
1	2	3	4	5	6
Year	2022-2013	2022-2023	2023-2024	2023-2024	2024-2025
1) Opening Balance	4,00,379:00	1,51,29,004.23	10,68,330.00	1,84,27,628:11	6,12,981.00
2) Grants from Govt.					
I) Special Grants					
i) Member Salary	7,83,000:00	7,23,900.00	7,83,000:00	4,05,000:00	7,83,000:00
ii) XV th Finance Commission	20,00,000:00	13,17,442.00	20,00,000:00	5,52,425:00	25,00,000:00
iii) Garbage Grants	8,50,000:00		10,50,000:00		12,50,000:00
iv) G.I.A.. ST. Fund	60,00,000:00	54,93,367.00	75,00,000:00		96,00,000:00
v) Mining Grants			2,00,000:00		2,00,000:00
vi) Staff Salary Grants	12,00,000:00	12,18,084.00	15,00,000:00	14,04,990:00	17,00,000:00
vii) The Goa Stray Cattle Management Scheme 2013 (Modified Grants)	50,00,000:00		5,00,000:00	2,15,448:00	5,00,000:00
Total	1,58,33,000:00	87,52,793.00	1,35,33,000:00	25,77,863:00	1,65,33,000:00
II) General Grants					
i) Matching Grants	4,00,000:00	4,25,000.00	5,00,000:00	2,12,500:00	5,00,000:00
ii) RDA Gramnts	5,00,000:00				
Total	9,00,000:00	4,25,000.00	5,00,000:00	2,12,500:00	5,00,000:00
3) Other Grants					
i) Private	5,00,000:00		5,00,000:00		5,00,000:00
ii) Biodiversity Board	4,00,000:00		4,00,000:00		4,00,000:00
iii) Others Grants				10,000:00	5,00,000:00
Total	9,00,000:00		9,00,000:00	10,000:00	14,00,000:00
4) Proceeds of Taxes & fees					
I) Taxes					
i) House Taxes	7,00,000:00	2,78,043.00	8,00,000:00	4,41,838:00	9,50,000:00
ii) Prof Tax	3,00,000:00	1,94,700.00	3,50,000:00	1,54,610:00	5,50,000:00
iii) Cycle Tax	5,000:00		5,000:00		5,000:00
iv) House token Number	50,000:00	9000	55,000:00	9,000:00	55,000:00
v) Garbage Tax	50,000:00		50,000:00		50,000:00
vi) E.H.N. H.Tax		24,090.00	1,50,000:00	18,690:00	3,00,000:00
Total Taxes	1105000:00	5,05,833.00	14,10,000:00	6,24,138:00	19,10,000:00
II) Fees					
i) Market Fees	25,000:00	3,700.00	25,000:00		25,000:00
ii) Certificate Fees	50,000:00	40,170.00	55,000:00	22,540:00	60,000:00
iii) R.B.D. Fees	30,000:00	5,650.00	35,000:00	6,045:00	55,000:00
iv) Const. Licence Fees	5,00,000:00		5,00,000:00		5,00,000:00
v) Fees on Water Electrick NOC	8,000:00	5,050.00	10,000:00	3,300:00	50,000:00
VI) Renewal of Construction Licence Fees	1,00,000:00		1,50,000:00		1,50,000:00
House Transfer Fees	5,000:00	3,600.00	5,500:00	7,600:00	50000:00
R.T.I. Fees	5,000:00	1,827.00	5,000:00	63.00	5,000:00
Certified Copies	5,000:00		500:00:00		500:00:00
occupation Certificate		1,000.00	20,000:00		1,50,000:00
E.H.N. House Regi.Fees		83,500.00		22,000:00	1,00,000:00
Total Fees	7,23,500:00	1,44,497.00	8,06,000:00	61,548:00	11,45,500:00



Proactive Disclosure Manual under the Right to Information Act, 2005

5) Proceeds of Other Loans etc.					
6) Sales Proceeds					
i) Sale of used Electric Materials	25,000:00		30,000:00		50,000:00
ii) Sale of Tender Forms	50,000:00	92,000:00	75,000:00	27,000:00	75,000:00
iii) Sale of News Paper old dead stock	10,000:00		15,000:00		50,000:00
Total	85,000:00	92,000:00	1,20,000:00	27,000:00	1,75,000:00
7) Extra Ordinary Receipt					
i) E.M.D.	2,00,000:00	29,274.00	2,50,000:00	1,48,441:00	3,00,000:00
ii) Security Deposit	2,50,000:00	1,42,498.00	3,00,000:00	5,21,909:00	7,00,000:00
iii) Royalty Material	50,000:00	11,439.00	75,000:00	47,031:00	75,000:00
iv) Income Tax	1,50,000:00	27,538.00	2,00,000:00	1,23,923:00	3,00,000:00
Ed. Cess	20,000:00	551	50,000:00	1,431:00	50,000:00
Sec. Higher Ed.Cess	10,000:00	277	25,000:00	7,15:00	25,000:00
CGST/SGST	1,50,000:00	35,626.00	2,00,000:00	1,30,476:00	2,00,000:00
vi) Labour Cess	75,000:00	17,813.00	75,000:00	65,238:00	75,000:00
vii) Bank Interest	2,50,000:00	5,86,384.00	5,00,000:00	6,63,588:00	8,00,000:00
viii) Others mics	7,00,000:00		10,00,000:00	1,868:00	8,00,000:00
IX) EPF Dedeuction	2,00,000:00	64,800.00	2,50,000:00	64,800:00	2,50,000:00
x) Room Rent (rent pay back scheme)	15,000:00		20,000:00		20,000:00
Xerox	2,000:00		5,000:00		5,000:00
xii) TCS Royalty	1,000:00	229	2,000:00	766:00:00	2,000:00
xiii) Rent on Sub Health Centre	5,000:00	73,590.00	10,000:00	80,280:00	50,000:00
xiv) Penalty	20,000:00	22,900.00	75,000:00	27,375:00	75,000:00
xvi) Sale of Garbage Dry Waste Plastic	50,000:00	6,851.00	50,000:00		50,000:00
Rent on Premises(jio tower)	5,00,000:00	3,03,600.00	5,50,000:00	3,14,985:00	5,50,000:00
xviii) Zatra / Cashew E.M.D	1,000:00	800	1,000:00		1,000:00
Penalty Towards use of plastic	2,000:00		2,500:00		2,500:00
10% Dedu. Mem.Sal.income Ta	78300:00	29,346.00	78,300:00		
Bank Commission		271			1,000:00
TDS On Advertisement		387	2,000:00		
Rent on Panchayat Hall		2,000.00		36,000:00	10,000:00
Certified Copies	1,000:00	53			500:00:00
Total	2730300:00	13,56,227.00	37,20,800.00	22,28,826:00	43,42,000:00
Total Recelpts for the Year	2,22,76,800	1,12,76,350.00	2,09,89,800.00	57,41,875:00	2,41,05,500:00
Opening Balance	400379:00	1,51,29,004.23	10,68,330.00	1,84,27,628:11	6,12,981.00
Grand Total	22677179:00	2,64,05,354.23	2,20,58,130.00	2,41,69,503:11	2,47,18,481:00

Vide Resloution No. 6/5 dated: 28 / 03 /2024

Surla
SARPANCH
VILLAGE PANCHAYAT
SURLA



[Signature]
SECRETARY
VILLAGE PANCHAYAT SURLA
BICHOLIM - GOA

Village Panchayat Surla Details of Budget Estimate for the year 2024-2025



EXPENDITURE					
Expenditure	Sanctioned Estimated of the Previous Year	Actual of the Previous Year	Sanctioned Estimated of the Current Year	Actual of the Current Year	Budget estimate of Ensuring Year
7	8	9	10	11	12
	2022-2023	2022-2023	2023-2024	2023-2024	2024-2025
1) Administration	4224224:00	33,70,010.50	53,36,724.00	23,73,839:70	58,68,724:00
i) Salary to Staff/ Arrears	12,50,000:00	10,73,508	15,00,000:00	12,57,278:00	17,00,000:00
Arrears to Staff	4,00,000:00	31,482.00	5,00,000:00		10,00,000:00
ii) Salary to Elected Member	7,83,000:00	5,40,600.00	7,83,000:00	3,03,750:00	7,83,000:00
iii) Bonus to Staff	20,724:00	20,724.00	20,724:00	20,724:00	20,724:00
iv) Employee Provident Fund	2,00,000:00	1,38,300.00	2,00,000:00	1,38,300:00	2,50,000:00
v) Employee Reserve Fund	2,00,000:00		2,50,000:00		3,00,000:00
vi) Pension for retired staff	4,00,000:00	3,61,320.00	5,00,000:00	3,31,210:00	2,50,000:00
vii) Sweeper Pay	25,000:00	14,500.00	1,00,000:00	12,000:00	25,000:00
viii) Stationary	75,000:00	1,05,130.00	1,00,000:00	57,865:00	1,50,000:00
ix) Printing/ Banner printing	5,000:00	6,870.00	1,50,000:00		1,00,000:00
x) Postage	3,000:00	1,235.00	5,000:00	688.00	5,000:00
Revenue Stamp	2500:00:00		3,000:00		5,000:00
xi) Office Light	50,000:00	54,034.00	65,000:00	51,563:00	75,000:00
xii) T.A. D.A	75,000:00		75,000:00		75,000:00
xiii) News Paper Bill	10,000:00		10,000:00		10,000:00
xiv) Tea & Refreshment	75,000:00	52,915.00	75,000:00	81,929:00	1,00,000:00
xv) Office Building Maintenance	1,00,000:00		1,00,000:00		1,00,000:00
xvi) Xerox Copies/Bill	25,000:00	2,502.00	25,000:00		25,000:00
Adm. Miscellances	50,000:00	1,34,735.50	75,000:00	75,034:00	75,000:00
xvii) Advocate Fees	50,000:00	10,000.00	75,000:00		75,000:00
xviii) C.A Charges	25,000:00	5,900.00	30,000:00	4,189:00	50,000:00
xix) Publicity/ Advertisement	1,00,000:00	97,468.00	1,50,000:00		1,50,000:00
xx) Transport/ travelling Allow	50,000:00	25,530.00	2,00,000:00	22,300:00	2,00,000:00
xxiii) Computer Maint/rep	50,000:00	33,926.00	50,000:00		50,000:00
xxiv) Rep& Purch of Office Equip	1,00,000:00		1,50,000:00		1,50,000:00
Purchase of Computer		2,22,825.00			
Water Bill	10,000:00	330	15,000:00	4,307:00	15,000:00
T.D.S. Return Filling Fees & T.C	50,000:00		50,000:00		50,000:00
Mobile Recharge /Jlo recharge	5,000:00	1,876.00	5,000:00	1,702:70	5,000:00
Staff Digital Key /Sarpanch/ Staff	25,000:00	5,000.00	25,000:00	11,000:00	25,000:00
Purchase New Mobile		1,600.00			
Installation of Air Condition		4,19,000.00			
Surveyor Fees		8,700.00			
Raincoat for Sataff	10,000:00		50,000:00		50,000:00
Total	42,24,224:00	33,70,010.50	53,36,724.00	23,73,839:70	58,68,724:00
2) Sanitation & Public Health and					
a) Collection of Garbage	3,00,000:00	2,73,300.00	8,50,000:00	4,41,092:00	10,00,000:00
b) Segregation of Garbage	3,00,000:00				
c) Cleaning of Black Spots/ Vehicle Charges	1,00,000:00		2,00,000:00		1,50,000:00
ii) Burial/ Disposal of Stray Dogs /Cattel	25,000:00	18,900.00	1,00,000:00	7,600:00	1,00,000:00
iv) S.P.H	10,000:00	11,100.00	10,000:00	8,400:00	15,000:00

Proactive Disclosure Manual under the Right to Information Act, 2005

v) Setting up MRF Shed/ RENEWAL(Authorization	25,00,000:00	10,000.00	10,00,000:00		5,00,000:00
vi) Cleaning of Road side / Gutter	1,50,000:00		1,50,000:00	2,57,840:00	1,50,000:00
vii) Sanitation	1,00,000:00		1,00,000:00		1,00,000:00
Any Other Garbage Expenditure	50,000:00	3,42,686.00	5,000:00		1,00,000:00
Total	35,35,000:00	6,55,986.00	24,15,000:00	7,14,932:00	20,25,000:00
3)Public Works					
Public Works Const./S.T G.I.A. Works	40,00,000:00	17,81,234.00	50,00,000:00	65,23,859:00	75,00,000:00
ii) Cleaning/ Disilting of Road Side Gutter & Cleanining of Ganapal Visarjan Stal	2,00,000:00	2,44,000.00	3,00,000:00	60,000:00	3,00,000:00
iv) Street Light ON/ Off	25,000:00	1,200.00	00:00		
v) Labour Charges	1,50,000:00	1,57,270.00	2,00,000:00	82,850:00	3,00,000:00
vi) Others/ Works	1,50,000:00	7,000.00	3,00,000:00	2,70,808:00	3,00,000:00
vii) Construction/Repair Road/culvert	3,00,000:00		2,00,000:00		2,00,000:00
x) Expenditure under XIV/ XV th Finan	5,00,000:00		20,00,000:00		20,00,000:00
xi) Bio Diversity Exp.	1,00,000:00	43,791.00	1,00,000:00		1,00,000:00
xii) Grass Cutting Exp.	75,000:00		75,000:00		1,00,000:00
removal/Fixing of wooden planks	10,000:00		15,000:00		15,000:00
MGNREGA labour pay	2,50,000:00		00:00		
Tree Plantation Exp.	35,000:00		40,000:00		50,000:00
Tree Cutting	50,000:00	38,500.00	50,000:00	24,500:00	50,000:00
Bush Cutting	50,000:00	52,500.00	2,00,000:00	1,75,300:00	2,00,000:00
Electricity Material	2,50,000:00	3,20,070.00	2,50,000:00	1,78,900:00	2,50,000:00
Others Miscs		5,500.00	50,000:00		50,000:00
Total	61,45,000:00	26,51,065.00	87,80,000:00	73,16,217:00	1,14,15,000:00
4)Planning & Development					
i) Study Tours for Agriculture Development /desilting of Agricultutal Filed	1,00,000:00		1,00,000:00		1,00,000:00
ii) Distribution of Seeds and Plant to Farmer	50,000:00		50,000:00		50,000:00
Total	1,50,000:00		1,50,000:00		1,50,000:00
5)Social Welfare					
i) Donation to Club/ pooja/ Health Camp	30,000:00		2,00,000:00		1,50,000:00
iii) Financial Assistance to victims	50,000:00		1,50,000:00	18,360:00	1,50,000:00
iv) Sports / Maint. Of Jym Equipments	3,00,000:00		3,00,000:00		3,00,000:00
vi) Natural Calamities	1,00,000:00		1,50,000:00		1,50,000:00
vii) Balwadi Teacher/ helper Pay	25,000:00		25,000:00		25,000:00
Balwadi Grossary	25,000:00		25,000:00		25,000:00
Social Welfare	50,000:00		50,000:00		50,000:00
donation to club/devastan	25,000:00	10,000.00	50,000:00	26,000:00	50,000:00
Other Misc.		32,096.00		46,083:00	
Total	6,05,000:00	42,096.00	9,50,000:00	90,443:00	9,00,000:00
6)Education & Culture					
i) Donation to Club Social Institutions	25,000:00	5,000.00	25,000:00		25,000:00
ii) Scholarship /Prizes to Students	50,000:00		1,00,000:00		1,00,000:00
iii) Education Study Tour/ Donation	75,000:00		1,00,000:00		1,00,000:00
iv) Celebration/Sweet of National Day	50,000:00	14,970.00	1,00,000:00	3,450:00	1,00,000:00
v) News Paper	20,000:00	5,887.00	25,000:00	5,003:00	25,000:00
vi) Arts & Education culture /sports	50,000:00		50,000:00	3,100:00	50,000:00

vi) Others	50,000:00	42,800.00	6,55,000:00	32,030:00	7,00,000:00
Total	320000:00	68,657.00	10,55,000:00	43,583:00	11,00,000:00
7) Rural Housing	50,000:00				
Cleaning of Open Spaces	1,00,000:00		50,000:00		50,000:00
Total	1,50,000:00		1,50,000:00		1,50,000:00
8) Drinking Water	50,000:00		2,00,000:00		2,00,000:00
i) Well Cleaning/well const.	1,00,000:00		1,50,000:00		1,00,000:00
iii) Cleaning of Public Tap Pipeline	50,000:00		1,00,000:00		1,00,000:00
Total	2,00,000:00		50,000:00		50,000:00
9) Poverty allevation Programme	25,000:00		3,00,000:00		2,50,000:00
10) Liabilities			30,000:00		30,000:00
11) Rural Sanitation	50,000:00				
12) Slaughter House and Cattle Pound Maintenance	50,00,000:00		50,000:00		50,000:00
i) Feeding to Cattle		9,78,248.60			
Total	50,75,000:00	9,78,248.60	5,80,000:00		5,80,000:00
13) Miscellaneous					
I) Refund of E.M.D.	1,75,000:00	8,447.00	2,50,000:00	2,47,021:00	3,00,000:00
II) Refund of Security Deposit	1,50,000:00		3,00,000:00	7,26,129:00	3,00,000:00
III) Refund of Royalty	50,000:00		75,000:00		75,000:00
IV) Income Tax	1,50,000:00	27,538.00	2,00,000:00	34,111:00	2,00,000:00
Edu. cess	10,000:00	551	25,000:00	388	50,000:00
Sec & Higher Sec. cess	2,000:00	277	15,000:00	195	25,000:00
V) sales tax/CGST/ SGST	2,00,000:00	55,592.00	2,00,000:00	43878:00	2,00,000:00
VI) Labour Cess	50,000:00		75,000:00		75,000:00
ix) Auction EMD		8,00:00	800:00:00		800:00:00
Income Tax Mem. Salary	64,125:00	29,346.00	64,125:00		0
Income tax on Advertisement	2,500:00	387	3,000:00		0
Post Room Rent	6,000:00	6,000.00	10,000:00	8,000:00	10,000:00
Bank Commission	5,000:00	2,633.02	500:00:00	2003:86	5,000:00
Grants Refund		2,346.00	50,000:00		50,000:00
Fees & Interest Towards late Payment of C.G.S.T. & S.G.S.T.			10,000:00	2832	10,000:00
Other Mics	2,50,000:00	77,746.00	4,00,000:00	1,80,511:00	3,00,000:00
Total	12,04,625:00	2,11,663.02	16,78,425:00	12,45,068:86	16,00,800:00
Total Expenditure for the year	2,16,08,849:00	79,77,726.12	2,14,45,149:00	1,17,84,083:56	2,40,89,524:00
Closing Balance	10,68,330:00	1,84,27,628.11	6,12,981:00	1,23,85,419:55	6,28,957:00
Grand Total	2,26,77,179:00	2,64,05,354.23	2,20,58,130:00	2,41,69,503:11	2,47,18,481:00

Surla
SARPANCH
VILLAGE PANCHAYAT
SURLA



[Signature]
SECRETARY
VILLAGE PANCHAYAT SURLA
BICHOLIM - GOA

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 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 Licence issued by Village Panchayat for the financial year

<i>Sr.No.</i>	<i>Details of Concessions, NOC or Licences</i>	<i>Procedure Followed</i>	<i>Number of Recipients</i>
<i>1</i>	<i>NOC for water and Electricity Connection</i>	<i>As per the Goa Panchayat Raj Act, 1994</i>	<i>44</i>
<i>2</i>	<i>NOC for House Repair and Construction Licence</i>		<i>House Repair 03 Construction Licence Nill</i>
<i>3</i>	<i>Trade License and Establishment</i>		<i>09</i>
<i>4</i>	<i>License for places for disposal of Dead Bodies</i>		<i>00</i>
<i>5</i>	<i>Concessions granted</i>		<i>00</i>

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
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Proactive Disclosure Manual under the Right to Information Act, 2005

1	Official Website	All days of the week	All time
2	Panchayat Notice Board	All days of the week	All time
3	Directorate of Panchayat Website	All days of the week	All time
4	Library (if available)	Monday to Saturday (except public holidays)	09:00 am to 05:00 pm
5	Proactive Disclosure	All days of the week	All time on Panchayat Website
6	Nirnay Portal / App	All days of the week	All time
7	E Gram Swaraj Portal	All days of the week	All time
8	Panchayat Development Portal	All days of the week	All time
9	GPDP Portal	All days of the week	All time on Panchayat Website

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	Omkar N. Manjrekar	Block Development Officer	First Appellate Authority (FAA)	9764516365	bicholimbdo@gmail.com
2	Pranay P. Gawade	V.P Secretary	Public Information Officer (PIO)	883060057	v.p.surla.in@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 www.v.p.surla.com

II. Grievance Redressal Officer

Name	Pranay P. Gawade
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Designation	Village Panchayat Secretary
Address	Village Panchayat Surla, Bicholim Goa
Contact	883060057
Email	v.p.surla.in@gmail.com

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

Total number of RTI Applications received	12
Total number of RTI Applications disposed	12
Total number of RTI Applications rejected/not collected	----
Total number of Appeals made for the Year ____	----

IV. Information related to Procurement – tenders, quotations, work order

V. Memorandum of Understanding (MoUs) ---Signed with Gomantak Goushala Shikeri Mayem-Goa

VI. Transfer Orders of Employees

VII. CAG & PAC paras, if any

VIII. Tours of the Sarpanch/Deputy Sarpanch/Panch

- IX.** Proceedings / resolution of Gram Sabha
- X.** Proceedings / resolution of the Village Panchayat body meetings,
- XI.** Any other

