



GOVERNMENT OF GOA
DIRECTORATE OF PANCHAYATS



CITIZEN CHARTER

Directorate of Panchayats, Junta House, 3rd Floor, 18th June Road, Panaji-Goa.



GOVERNMENT OF GOA

DIRECTORATE OF PANCHAYATS

INTRODUCTION

The Village Panchayats and Zilla Panchayats in Goa are governed by Goa Panchayat Raj Act 1994 and the Rules made there under. The main objective of the Panchayat is to promote health, education, economic well being of the inhabitants of the Panchayat area. Panchayats are empowered to take all such steps necessary for carrying out the functions entrusted assigned or delegated to it and in particular and without prejudice to the foregoing powers to exercise all powers specified under the Goa Panchayat Raj Act, 1994.

Zilla Panchayats	Total No. of Wards of Zilla Panchayats
NORTH GOA	25 Wards
SOUTH GOA	25 Wards

Name of Block	Total No. of Village Panchayats
NORTH GOA	
SATTARI	12
BICHOLIM	18
BARDEZ	33
PERNEM	20
TISWADI	19
TOTAL	102

SOUTH GOA	
PONDA	19
MORMUGAO	10
SALCETE	30
QUEPEM	11
SANGUEM	7
CANACONA	7
DHARBANDORA	5
TOTAL...	89
GRAND TOTAL	191

SCHEMES UNDER DIRECTORATE OF PANCHAYATS

Sr. No.	Name of Schemes	Objective	Eligible Panchayats / Financial Requirement	
1.	Matching Grants to Village Panchayats	Matching Grants are released to the Village Panchayat corresponding to their tax collection. This is an unconditional grant which can be utilized by the Panchayat for any purpose.	(a) Panchayats with annual income upto Rs.50,000/-	200% of the taxes collected subject to a minimum of Rs.20,000/-
			(b) Panchayats with annual income above Rs.50,000/- upto Rs.1,00,000/-	Rs.1,00,000/- and 150% of the additional income from taxes above Rs.50,000/-
			(c) Panchayats with annual income over Rs.1,00,000/- upto Rs.2,00,000/-	Rs.1,75,000/- and 100% of the additional income from taxes above Rs.1,00,000/-
			(d) Panchayats with annual income over Rs.2,00,000/- upto Rs.5,00,000/-	Rs.2,75,000/- and 50% of the additional income for taxes above Rs.2,00,000/-
			(e) Panchayats with annual income above Rs.5,00,000/-	Rs.4,25,000/- only
2.	Grant-in-aid to financially weaker Panchayats	Government sanctions grant-in-Aid.	To financially weaker Panchayat for undertaking development works.	

Sr. No.	Name of Schemes	Objective	Eligible Panchayats / Financial Requirement
3.	Salaries to Elected Members Per Month.	Under this Scheme, salaries are paid to all Elected and Co-opted Members of the V.P.s and Zilla Panchayats	Rs.12,000/- for Adhakshya. Rs.11,000/- for Upadhakshya. Rs.10,000/- for Z.P. Members. Rs. 4,000/- for Sarpanch. Rs. 3,500/- for Dy. Sarpanch. Rs. 3,000/- for Panchayat Members & Co-opted Members.
4.	Plastic Garbage Manace Scheme 2007	Under this Scheme, Village Panchayats which are affected by Plastic Garbage Menace is eligible to get financial assistance from the Govt. to deal with such Menace.	To provide Rs.1.00 Lakh , per annum in order to solve the problem of Solid Waste and Non-Biodegradable Waste in the State.
5.	Deendayal Panchayat Raj Infrastructure (Golden Jubilee) Development Scheme,2013.	The objective of the scheme is to strengthen the Village Panchayats and to upgrade the infrastructure in the Rural Areas by taking up the major projects	To provide upto Rupees 2 Crores for one project.
6.	Rural Infrastructure Development for Village Panchayat/Zilla Panchayats	The Govt. releases Grant-in-Aid to the Village Panchayats / Zilla Panchayats to create Rural Infrastructure or for maintenance purpose	For Minor Development Works i.e Repair of Roads, Nullha, Gutters, Pathway, Drainage etc.

Sr. No.	Name of Schemes	Objective	Eligible Panchayats / Financial Requirement
7.	Financial Assistance for Construction / Repair of Houses under Rajiv Aawas Yojana	An amount of Rs.25,000/- shall be sanctioned for the purpose of Construction of New House and Rs.12,500/- for the purpose of Repairing an Existing House.	Any person who is born and residing in the State of Goa Since Last 15 Years and whose father and mother is born in Goa and where the total income including that of his family from all sources does not exceed Rs.1.00 lakh and who does not own any house or owns a house either in his/her own name or in the name of any of the family members, which requires repairs shall be eligible to avail the benefits of this scheme



RIGHT TO INFORMATION

Right to information is a basic right of every citizen of India which has been duly guaranteed under the Right to information Act, 2005. The Directorate of Panchayats has notified the Public Information Officers, Assistant Public Information Officers and First Appellate Authorities for their respective Jurisdictions which is as follows:

1) Original Jurisdiction:

The following table shows the Officers designated as PIOs and Assistant PIOs with their respective jurisdiction as per the provisions of the Right to Information Act, 2005.

Sr. No.	Designation of Officer	Jurisdiction of Officer	Designation under RTI Act, 2005
1.	Village Panchayat Secretary of Respective Panchayat	Respective Village Panchayats Offices	Public Information Officer
2.	Block Development Officer of respective Block	Respective Block Office	Public Information Officer
3.	Dy. Director of Panchayats (North), Panaji	Directorate of Panchayats Panaji - Goa	Public Information Officer
4.	Superintendent posted in the Office of Director of Panchayats	Directorate of Panchayats Panaji - Goa	Assistant Public Information Officer
5.	Dy. Director of Panchayats (South), Margao	Office of the Dy. Director of Panchayats (South) Margao - Goa	Public Information Officer
6.	Superintendent posted in the office of Dy. Director of Panchayats (South)	Office of the Dy. Director of Panchayats (South) Margao - Goa	Assistant Public Information Officer

2) Appellate Jurisdiction:

The following table shows the Officer's designated as First Appellate Authority with their respective jurisdiction and designation as required under the Right to Information Act, 2005

Sr. No.	Designation of Officer	Jurisdiction of Officer	Designation under RTI Act, 2005
1.	Director of Panchayats Panaji - Goa	Against the orders passed in original jurisdiction by Dy. Director of Panchayats North-Goa and South-Goa	First Appellate Authority
2.	Dy. Director of Panchayats (North) Panaji - Goa	Against the orders passed in original jurisdiction by Block Development Officers of Five Blocks of North-Goa District.	First Appellate Authority
3.	Dy. Director of Panchayats (South) Margao	Against the orders passed in original jurisdiction by Block Development Officers of Seven Blocks of South-Goa District.	First Appellate Authority
4.	Block Development Officer	Against the orders passed by Village Panchayats Secretaries within the jurisdiction of respective Blocks	First Appellate Authority



NORTH GOA ZILLA PANCHAYAT

Sr. No.	Designation of Officer	Jurisdiction of Officer	Designation under RTI Act, 2005
1.	Chief Executive Officer	North Goa Zilla Panchayat	First Appellate Authority
2.	Chief Accounts Officer	North Goa Zilla Panchayat	Public Information Officer
3.	Executive Engineer	North Goa Zilla Panchayat	Public Information Officer for Information Pertaining to Technical Nature
4.	Accountant	North Goa Zilla Panchayat	Assistant Public Information Officer for all Administrative and Accounts information.

SOUTH GOA ZILLA PANCHAYAT

Sr. No.	Designation of Officer	Jurisdiction of Officer	Designation under RTI Act, 2005
1.	Chief Executive Officer	South Goa Zilla Panchayat	First Appellate Authority
2.	Chief Accounts Officer	South Goa Zilla Panchayat	Public Information Officer
3.	Accountant	South Goa Zilla Panchayat	Assistant Public Information Officer

**MAXIMUM TIME LIMIT FOR PROVIDING
VARIOUS SERVICES IN THE VILLAGE PANCHAYATS**

Sr. No.	Type of Service	Time-Limit
1.	A. Licences/Permissions issued by the Village Panchayat:	
	1) Grant of Licence for Construction / Reconstruction of any Structure:	30 days
	2) Permission for Repairs of House / Structure:	30 days
	3) License for Hotels / Shops / Restaurant / Eating House / Coffee House / Sweet Meat Shop / Bakery / Boarding etc.	30 days
	4) Permission for Construction of Factories / Installation of Machinery.	30 days
	5) License for using any Place for Trade, Business or Industry.	30 days
	6) License for Places for Disposal of Dead Bodies.	30 days
	7) Licensing of Shops.	30 days
	8) Occupancy Certificate.	30 days
	9) Various NOC issued	30 days
2.	B. Certificates issued by the Village Panchayat Secretary:	
	1) Income Certificate	4 Days
	2) Birth / Death Certificate	1 Day
	3) No Dues Certificate	2 Days
	4) Non - Availability of Birth or Death Certificate	1 Day

Sr. No.	Type of Service	Time-Limit
3.	Certificates issued by the Sarpanch:	
	1) Residence Certificate	2 Days
	2) Character Certificate	2 Days
	3) Dependency Certificate	2 Days
	4) Poverty Certificate	2 Days
	5) Divergence Certificate	2 Days
	6) Bonafide Fisherman Certificate	2 Days
	7) Occupation Certificate	2 Days

4.	Other Services:	
	1) Correction Births & Deaths Records.	30 days
	2) Issue of certified copies of Resolutions.	10 Days
	3) Issue of Information under RTI Act, 2005.	30 days

Note: The time-limit prescribed for disposal of each service is subject to submission of application/documents by the applicant complete in all respect as on date of his/her application.



