



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

**VILLAGE PANCHAYAT OF COLA
CANACONA-GOA.**

Updated on 18/10/2025

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 Cola

Address: Cola, Canacona-Goa

Pin Code: 403728

Mobile -

Email id: colapanchayat@gmail.com

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

II. Office Timings of the Village Panchayat

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

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

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

Every Sunday & 2nd Week Saturday Holiday

III. Brief History and Formation of the Village Panchayat

Cola is a village located in the southernmost tip of the Canacona taluka, in Goa, Indiabordering Quepem taluka of Goa state.

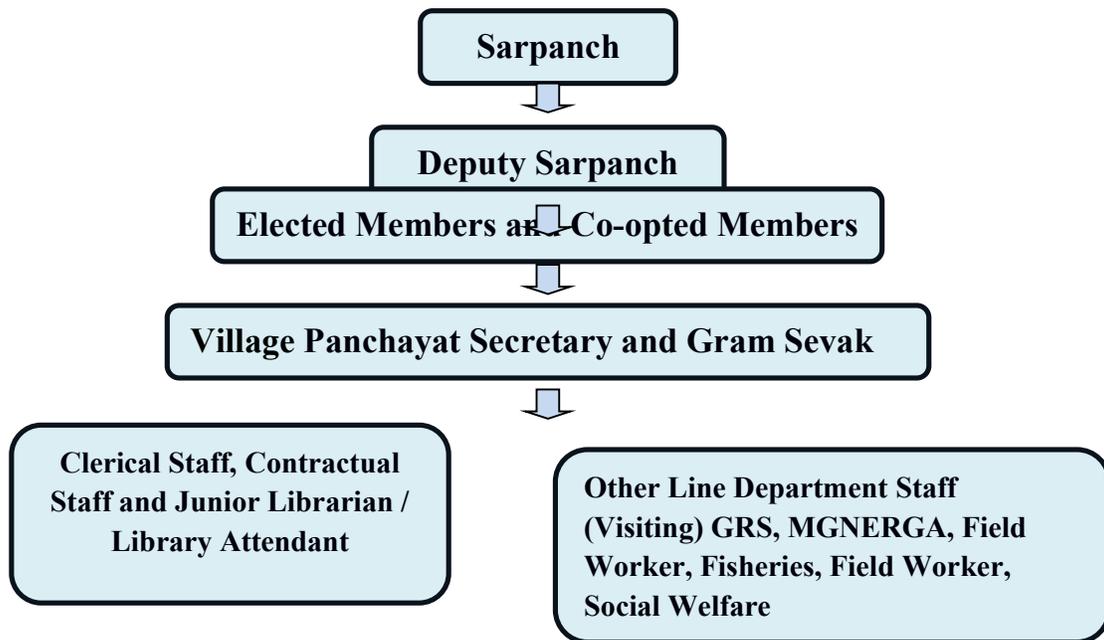
Cola is surrounded by Canacona Taluka towards south, Quepem Taluka towards north, Salcete Taluka towards north. According to Census 2011 information the location code or village code of Cola village is 627022. Cola village is located in Canacona Tehsil of South Goa district in Goa, India. It is situated 15km away from sub-district headquarter Canacona and 50km away from district headquarter Margao. As per 2009 stats, Cola is the gram panchayat of Cola

village. The population of Cola Village 6210. Panchayat consists of 9 wards and has 9 elected representatives of which 4 are female members & 5 are Male members. There is only 1 household of SC & 976 house hold of ST.

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
- (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

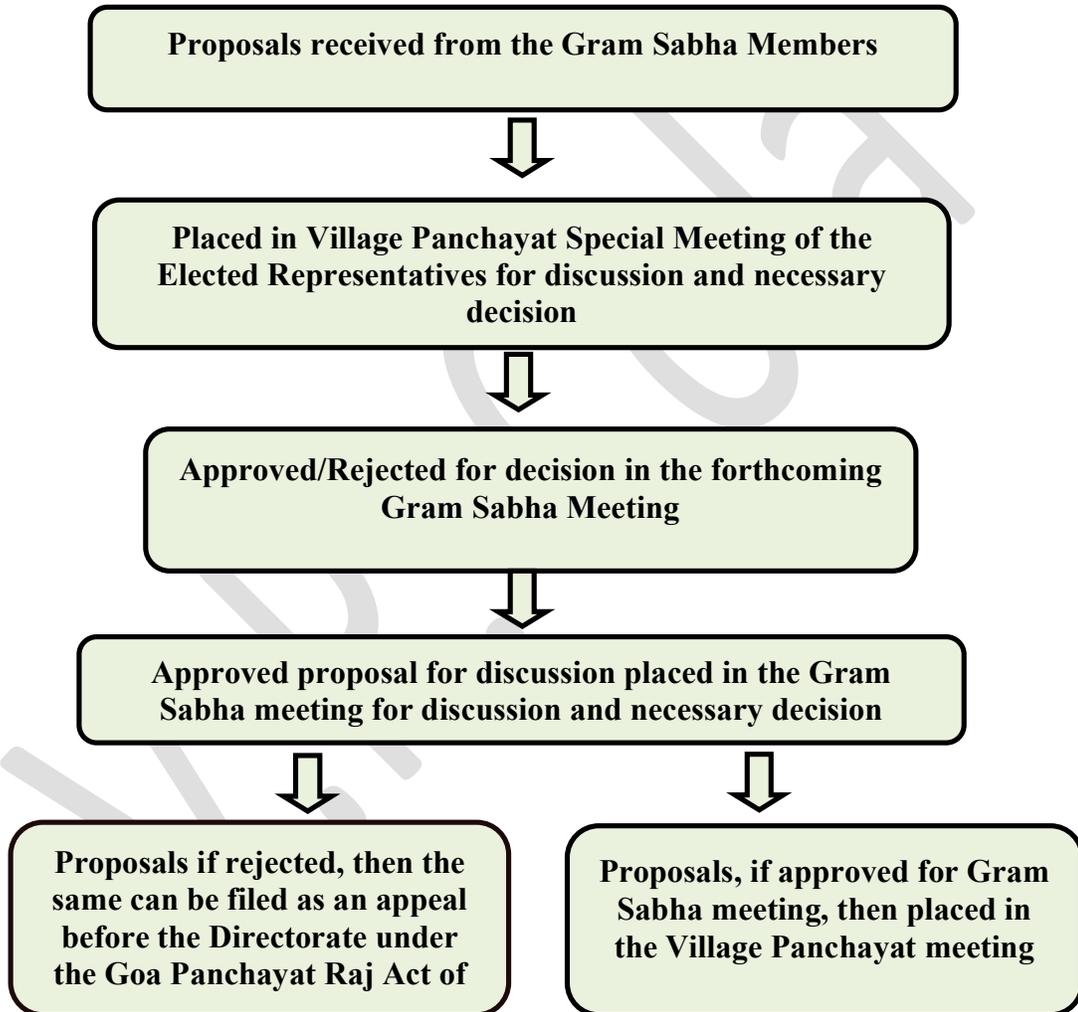
As per rules to be added

Sr. No.	Name of the Employee	Designation	Duties/Responsibilities
1	Smt. Vitae Talpikar	Clerical Staff	All type of Clerical work in Panchayat
2	Shri. Nikhil Velip	Clerical Staff	All type of Clerical work in Panchayat
3	Smt. Chaya Dhuri	Peon	Multi tasking work in the Panchayat

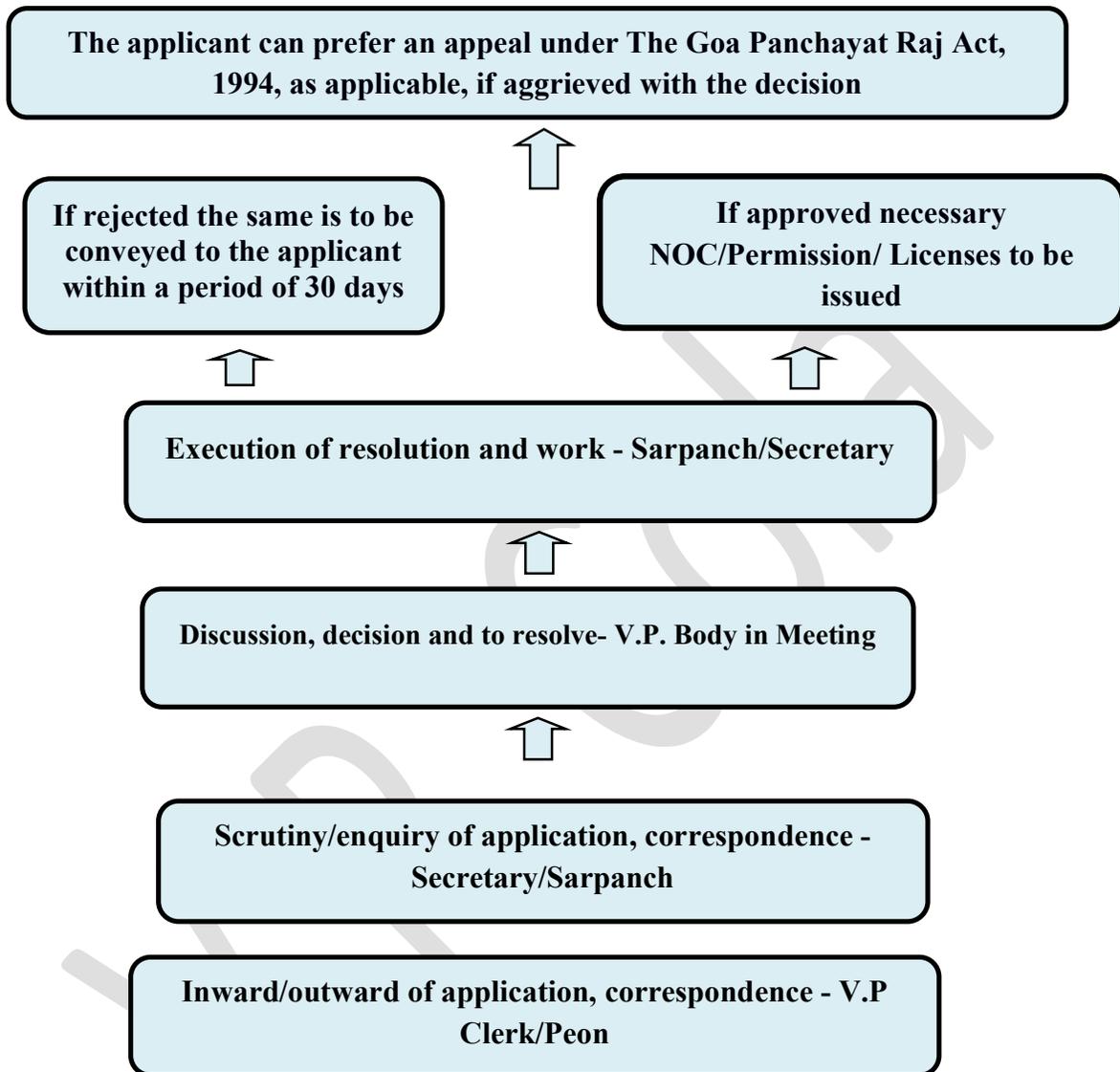
Chapter 3 - Section 4 (1)(b)(iii) of the Right to Information Act, 2005

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

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. 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
1	Circulars,/OMs, etc	https://panchayatgoa.gov.in

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

- For Act –
 - <https://villagepanchayatcola.com/rti-act/>
 - <https://villagepanchayatcola.com/panchayat-raj-act/>
 - <https://villagepanchayatcola.com/other-acts/>

- For Amendments –
 - <https://villagepanchayatcola.com/panchayat-raj-act/>
 - <https://villagepanchayatcola.com/rti-act/>
 - <https://villagepanchayatcola.com/other-acts/>

- For Rules –
 - <https://villagepanchayatcola.com/other-acts/>
 - <https://villagepanchayatcola.com/panchayat-raj-act/>
 - <https://villagepanchayatcola.com/rti-act/>

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 House Repair and Construction License
8. Register for Occupancy Certificates
9. Register of EHN
10. Register of Illegal Constructions Complaints
11. Register of Trade License and Establishment
12. Inward / Outward Register
13. Movement Register
14. Register of RTI Applications
15. Any Other Register maintained
16. Forms I- XI
17. Earnest Money Deposited (EMD) Register
18. Security Deposited Register
19. Income Tax Register
20. Labour Cess Register
21. GST Register
22. Royalty 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. Village Development Committee

- Chairperson: Mr. Ajay Pagui
- Date of Constitution: **15/10/2022**
- Tenure:5
- Total Number of Members: 17

2. Ward Development Committee

- Chairperson: Mr Ajay Pagui
- Date of Constitution:18.12.2022
- Tenure:5
- Total Number of Members: 27

II. Details of Standing Committees

1. Production Committee

- Chairperson: Ajay Pagui
- Date of Constitution:15.10.2022
- Tenure:5
- Total Number of Members: 5

2. Social Justice Committee

- Chairperson: Ajay Pagui
- Date of Constitution:15.10.2022
- Tenure:5
- Total Number of Members: 5

3. Amenities Committee

- Chairperson: Krishna Velip
- Date of Constitution:15.10.2023
- Tenure:5
- Total Number of Members: 5

Other Committees

4. Biodiversity Management Committee

- Chairperson: Mr. Dattaprasad M. Prabhu Gaonkar
- Date of Constitution: 23.10.2022
- Tenure: 5
- Total Number of Members: 7

5. Village Child Committee

- Chairperson: Mr. Sachin R. Naik
- Date of Constitution: 15.10.2022
- Tenure: 5
- Total Number of Members: 9

6. Garbage Management Committee

- Chairperson: Kurpush Velip
- Date of Constitution: 16.10.2022
- Tenure: 5
- Total Number of Members: 07

7. Village Health Sanitation and Nutrition Committee

- Chairperson: Ajay Pagui
- Date of Constitution: 16.10.2022
- Tenure: 5
- Total Number of Members: 8

8. Road Safety & Traffic Management Committee

- Chairperson: Shri. Ajay Pagui
- Date of Constitution: 20.12.2022
- Tenure: 5
- Total Number of Members: 6

9. Forest Right Committee

- Chairperson: Krishna Velip
- Date of Constitution: 22.10.2016
- Tenure: 5
- Total Number of Members: 15

10. Child Protection Committees

- Chairperson: Priyanka Velip
- Date of Constitution:20.12.2022
- Tenure:5
- Total Number of Members: 9

11. Village Water, Health & Sanitation Committee

- Chairperson: Mrs. Ajay Pagui
- Date of Constitution:16.10.2022
- Tenure:5
- Total Number of Members: 9

12. Village Fair Price Shop Committee

- Chairperson: Krishna Velip
- Date of Constitution:30.09.2023
- Tenure:5
- Total Number of Members: 4

13. Village Women and Child Committee

- Chairperson: Priyanka Velip
- Date of Constitution:15.10.2022
- Tenure:5
- Total Number of Members: 6

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	Pradnya Gautam Kamat	Sarpanch	7378432126	Pradnyakamat6@gmail.com
2	Priyanka Pavitra Velip	Panch Member	8261904719	Velippriyanka21@gmail.com
3	Tejal A. Pagui	Deputy Sarpanch	9673502937	Tejalpagui11@gmail.com
4	Krupesh Shanu Velip	Panch Member	7057838627	krupesh.s.velip@gmail.com
5	Krishna Punu Velip	Panch Member	7083606550	krishnadwarapalace@gmail.com
6	Priyanka Prasad Velip	Panch Member	7588444927	kholapanchayat@gmail.com
7	Pandhari Prabhu Dessai	Panch Member	9422057955	prabhudessaipandhari@gmail.com
8	Prabhakar S.Vaiz	Panch Member	9637572738	kholapanchayat@gmail.com
9	Ajay V. Pagui	Panch Member	9423813130	kholapanchayat@gmail.com
10	Damodar Kankonkar	Village Panchayat Secretary	7507805049	kholapanchayat@gmail.com
11	Vitae Talpikar	Clerical Staff	8698074195	kholapanchayat@gmail.com
12	Nikhil Velip	Clerical Staff	9021483752	kholapanchayat@gmail.com
13	Chaya Dhuri	Peon	7745871069	kholapanchayat@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	Priyanka P. Velip	Sarpanch	₹ 8000.00
2	Tejal A. Pagui	Deputy Sarpanch	₹ 6500.00
3	Krupesh S. Velip	Panch Member	₹ 5500.00
4	Krishna P. Velip	Panch Member	₹5500.00
5	Pradnya G. Kamat	Panch Member	₹ 5500.00
6	Priyanka P. Velip	Panch Member	₹ 5500.00
7	Pandhari Prabhu Dessai	Panch Member	₹ 5500.00
8	Ajay V. Pagui	Panch Member	₹ 5500.00
9	Prabhakar S. Vaiz	Panch Member	₹ 5500.00
7	Damodar Kankonkar	Village Panchayat Secretary	Salary paid by the office of BDO
8	Gram Sevak	
9	Ratnakar Velip	Junior Librarian	₹ 12000.00
10	Vitae Talpikar	Clerical Staff	₹ 54875.00
11	Nikhil Velip	Clerical Staff	₹ 30830.00

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12	Ulhas Velip	Library Attendant	₹ 9000.00
13	Chaya Dhuri	Peon	₹27240.00

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

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

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 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 Licenses issued by Village Panchayat for the financial year 2024-2025.

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	84
2	NOC for House Repair and Construction License		2
3	Trade License and Establishment		10
4	License for places for disposal of Dead Bodies		0
5	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 https://egramswaraj.gov.in	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. Pranit Satyavan Naik Borkar	Block Development Officer	First Appellate Authority (FAA)	9405368696	bdo_can@yahoo.com
2	Shri. Rajiv K. Naik Gaonkar	V.P Secretary	Public Information Officer (PIO)	9923248914	kholapanchayat@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 <https://vploliempolem.com/>

II. Grievance Redressal Officer

Name	Shri. Rajiv NaikGaonkar
Designation	Secretary
Address	Shrithal Canacona
Contact	9373756187
Email	kholapanchayat@gmail.com

III. Details of RTI Application and Appeals Received and Disposed in the Year 2024-2025.

Total number of RTI Applications received	19
Total number of RTI Applications disposed	19
Total number of RTI Applications rejected/not collected	0
Total number of appeals made for the Year 2024-2025	0

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

1 Tender Notice dtd 12/02/2024 for the works.

- i Construction of repairs/renovation/Alteration to the existing Panchayat building at Matvem Cola.
- ii Construction of Compound wall for Panchayat building at Matvem Cola

2 Tender Notice 14/02/2025 for the following works.

- I Construction of gutter from Dharmu Velip house to Santosh Chari at Vagon.
- Ii Construction of gutter from Santosh Chari house to Anil Mahale at Vagon

3 Tender Notice dtd 15/02/2024 for the works.

- i) Desilting of existing well at Karegal Cola.
- ii) Construction of shed & laying of pavers near the house of Chimot Betu Velip at Ambdem Cola.
- iii) Construction of Gutter from main road to Spring flow of water at Kuddi cola.
- iv) Construction of drinking water well near the house of Arjun Ram Velip at Popoidando.
- v) Repair of Spring at Molorem near the house of Gurudas P. Dessai.
- vi) Construction of retaining wall near the house of Malkum Janu Talpikar at Molorem Cola.

4 Tender Notice dtd 07/10/2024 for the following works

- I Laying of Pavers & railing on exiting steps near the house of Vithal Velip at Karegal

Ii Construction of Shed & Laying of Pavers near the house of Ulhas Shanu Velip at Kudai Cola.

Iii Laying of Pavers & railing of Steps near the house of Harischandra Kholkar at Kamormolem.

Iv Repair of steps from Apa Babu Velip house to Footbridge at Kuddi Cola

5 Tender Notice dtd 26/11/2024 for the following works.

i Construction of retaining wall along the road side near the house of Prakash Velip at Ambdem.

ii Beautification of Gurupradesh Gorvai at Saleri Cola.

iii Construction of retaining wall along the road side near the house of Laxman Gaonkar at Ambdem.

1 Work order issued dtd 04/10/2024

i Construction of repairs/renovation/Alteration to the existing Panchayat building at Matvem Cola.

ii Construction of Compound wall for Panchayat building at Matvem Cola

2 Work order dtd 11/03/2025 for the following works

I Construction of gutter from Dharmu Velip house to Santosh Chari at Vagon.

Ii Construction of gutter from Santosh Chari house to Anil Mahale at Vagon

3 Work order dtd 30/08/2024 for following works

i) Desilting of existing well at Karegal Cola.

ii) Construction of shed & laying of pavers near the house of Chimot Betu Velip at Ambdem Cola.

iii) Construction of Gutter from main road to Spring flow of water at Kuddi cola.

iv) Construction of drinking water well near the house of Arjun Ram Velip at Popoidando.

v) Repair of Spring at Molorem near the house of Gurudas P. Dessai.

vi) Construction of retaining wall near the house of Malkum Janu Talpikar at Molorem Cola.

4 Work order issued 28/03/2024 for the following works.

I Laying of Pavers & railing on exiting steps near the house of Vithal Velip at Karegal

Ii Construction of Shed & Laying of Pavers near the house of Ulhas Shanu Velip at Kudai Cola.

Iii Laying of Pavers & railing of Steps near the house of Harischandra Kholkar at Kamormolem.

5 Work order issued dtd 15/02/2025 for following works

Construction of retaining wall along the road side near the house of Prakash Velip at Ambdem.

ii Beautification of Gurupradesh Gorvai at Saleri Cola.

iii Construction of retaining wall along the road side near the house of Laxman Gaonkar at Ambdem

1 Laptop Quotation dtd:- **29/10/2024**

Supply order dtd:- **29/11/2024**

2 GI Sheet Quotation dtd:- **22/08/2024**

Supply order dtd:- **30/08/2024**

V. Proceedings / resolution of Gram Sabha (uploaded on website)

1 Ordinary Gram Sabha

25/02/2024 (Hard Copy Available at Village Panchyat Office at Cola)

04/08/2024

24/11/2024

23/03/2025

2 Special Gram Sabha

26/01/2024

02/10/2024

19/12/2024

VI. Proceedings / resolution of the Village Panchayat body meetings,
(uploaded on website)

24/01/2024

24/02/2024 (Hard Copy Available at Village Panchyat Office at
Cola)

07/03/2024

16/04/2024

15/05/2024

19/06/2024

26/07/2024

21/08/2024

26/09/2024

23/10/2024

22/11/2024

17/12/2024

17/01/2025

14/02/2025

25/03/2025

VII. Any other

Special Gram Sabha dtd **11/11/2024**

Special Meetings **05/07/2024**

07/09/2024

15/09/2024