MODULE ON
INDUCTION TRAINING PROGRAMME FOR PANCHAYATI RAJ INSTITUTIONS

(NEWLY ELECTED REPRESENTATIVES)

NIYOJIT AMCHO GAON, NITOL AMCHE GOEM

नियोजीत आमचो गांव, नितळ आमचें गोंय



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Module on Induction Training Programme for Panchayat Raj Institutions (Newly Elected Representatives)

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MESSAGE

The 73rd Amendment to the Constitution of India has envisaged panchayats with functional, financial and administrative powers & responsibilities for their overall development. The panchayat elected representatives has the task of executing these developmental activities for the local community.

The module on **"Induction Training Programme for Panchayati Raj Institutions (PRIs) (Newly Elected Representatives)"** of Village Panchayats is designed for capacity building, strengthening & empowering them to deliver their services for the community offering best practices towards village development. The 2nd edition of this training module includes revised documents on handling matters related to finance, administrative aspects of technical sanctions, Central & State Government Guidelines / Circulars / Schemes issued for the benefit of its effective implementation by Panchayat Functionaries and Rural Local Bodies.

The module provides an outline of each session to the trainer/trainee including various methods of teaching like presentations followed by discussions, group exercises, training films, action plan, etc. It will help the trainer/trainee as ready reference outline for preparing/learning theme-based sessions.

Dr. V. Candavelou, IAS
Director General
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FOREWARD

The framework of Centrally Sponsored Scheme of Rashtriya Gram Swaraj Abhiyan (RGSA) of Ministry of Panchayati Raj, Government of India emphasizes on strengthening Panchayati Raj Institutions (PRIs) through Capacity Building and Training of Elected Representatives and Panchayat Functionaries to attain administrative efficiency, improved service delivery and greater accountability.

The module on **"Induction Training Programmefor Panchayati Raj Institutions (PRIs) (Newly Elected Representatives)"** was designed in 2017 to orient the Rural Local Bodies(RLBs) with a focus on their role & responsibilities towards effective functioning of panchayats through intensive Capacity Building and Training on various Acts, Rules, Participatory Planning and execution of Centrally & State sponsored Schemes & utilization of Funds, handling technical matters and ensuring Governance through Functional Committees at Panchayats.

The 2nd edition of this module will look upon updated information as per revised guidelines, grants released to panchayats and amendments issued on thematic areas which will be shared with trainees during the four days training sessions.

Sh. Michael M. D'Souza, IAS
Director (Training)
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ACKNOWLEDGEMENT

This trainers' module is developed for conducting capacity building & training of elected representatives on functioning of Panchayati Raj, planning, budgeting, implementation of all schemes & programmes, brainstorming on their role & responsibilities, etc.

The Institute expresses sincere thanks to the Directorate of Panchayats for entrusting the task of conducting the Induction Training Course for Newly Elected Representatives (Panchayati Raj Institution Members) at block level and also for sharing the reference material during documentation of module for PRIs for drafting 1st edition in 2017 and also making available the revised circulars, notifications, etc on technical matters relating to Panchayats for updating 2nd edition of the said training module.

The 2nd edition of the training module incorporates key takeaways for trainer / trainee on various thematic areas to disseminate the information at Panchayats.

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LIST OF ABBREVIATIONS

SFC	:	State Finance Commission
SEC	:	State Election Commission
GPRA	:	Goa Panchayat Raj Act
GPDP	:	Gram Panchayat Development Plan
VDC	:	Village Development Committee
FFC	:	Fourteenth Finance Commission
NRLM	:	National Rural Livelihood Mission
SHGs	:	Self Help Groups
BPL	:	Below Poverty Line
FAQs	:	Frequently Asked Questions
FGD	:	Focus Group Discussion
SDGs	:	Sustainable Development Goals
MDGs	:	Millennium Development Goals
PRIs	:	Panchayati Raj Institutions
RTI	:	Right to Information Act
PIO	:	Public Information Officer
APIO	:	Assistant Public Information Officer
CAPIO	:	Central Assistant Public Information Officer
ICs	:	Information Commissions
CIC	:	Central Information Commission
TDR	:	Transfer of Development Rights
CPWD	:	Central Public Works Department
EORE	:	Extension Officer Rural Engineer
NIT	:	Notice Inviting Tender
EMD	:	Earnest Money Deposit
GSR	:	Government Scheduled Rates

PWD	:	Public Works Department
WRD	:	Water Resource Department
MoRD	:	Ministry of Rural Development
PRA	:	Participatory Rural Appraisal
MoPR	:	Ministry of Panchayat Raj
DDP	:	Dy. Director of Panchayats
M.B.	:	Measurement Book
NITI AYOG	:	National Institution for Transforming India (Ayog is Hindi for "Commission")
15th FC	:	15th Finance Commission
GSIDC	:	Goa State Infrastructure Development Corporation
GTDC	:	Goa Tourism Development Corporation

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INTRODUCTION

Goa has a unique history of institutions of local self government dating back to ancient times. There was no formal Panchayat but there was a system called as "Gaonkari" who used to meet on a holy place and decide about the development of their village. The Portuguese rule converted the Gaonkari into Communidade by making applicable code of communidade and part of annual income was reserved for the development of roads, culverts, bunds, etc. from the income of the communidade. This communidades used to function as an autonomous unit of village administration.

Goa along with Daman & Diu was liberated on 19th December1961 from Portuguese rule. After liberation, the President of India promulgated the Goa Daman & Diu Village Panchayat Regulation, 1962 under Article-240 of the Constitution of India. The said Regulation provided for setting up of a single tier Panchayati Raj system in the Union Territory of Goa Daman & Diu. Thus, for the first time, the Panchayati Raj Institutions (PRIs) came into existence in the Union Territory of Goa, Daman & Diu in the year 1962. The Panchayati Raj (PR) system was functioning very well since its inception and elections were held regularly in Goa. However, in most of the States in India, the PR system which started in 1959, had totally collapsed.

There was no uniformity in the PR system throughout India. Elections to PRIs were not held regularly and in some States elections were not held for more than 30 years. Therefore, steps were taken to amend the Constitution and for that purpose the Constitutional (73rd Amendment) Act was passed on 20th April, 1993, to lay a strong foundation for "Democratic Decentralization" and paved the way for activating the planning process from the grassroots; a concept which has eluded the people ever since the beginning of the era of planned development.

In terms of Article 243-N of the Constitution of India, every State was required to amend the laws relating to PRIs within one year of the 73rd Constitutional Amendment. Therefore, to comply with the said mandatory provision of the Constitution the State of Goa promulgated an Ordinance namely, The Goa Panchayat Raj Ordinance, 1994 on 20.04.1994. The Ordinance was converted into Bill, namely the Goa Panchayat Raj Bill, 1994 and the same was introduced in the Goa Legislative Assembly on 25.05.1994.The Goa Panchayat Raj Act, 1994 was then introduced by the Governor of Goa on 09.07.1994.



Administrative Pattern of Panchayati Raj in Goa

The Goa Panchayati Raj Department is headed by the Minister for Panchayati Raj. The Administrative Head of the Panchayat Department is the Secretary (Panchayats). The Director of Panchayats is the Head of the Department and is also the ex-officio Joint Secretary to the Government of Goa. The Director of Panchayats is assisted by two Additional Director (North & South) of Panchayats.

Prior to enactment of the Goa Panchayat Raj Act, 1994, the control and supervision over the Panchayati Raj Institutions (PRIs) in the State of Goa was with the District Collectors. By virtue of the present Act, a separate Directorate of Panchayats has been set up and all the powers in respect of the Panchayati Raj, which were earlier exercised by the Collector, have now been assigned to the Director.

The Director of Panchayats exercises full control and supervision over the Panchayats through the Deputy Director of Panchayats and the Block Development Officers. There are two Deputy Directors of Panchayats, one for the North Goa District and the other for South Goa District. The Block Development Officers exercise jurisdiction over their respective blocks with their offices situated at the Taluka headquarters. The North Goa District comprises of 5 Blocks and the South Goa District comprises of 7 Blocks. The Block Development Officer is assisted by Extension Officers and other administrative staff. As a population of Goa is below 20 lakhs, a two tier system is adopted i.e. Village Panchayats at Village level and Zilla Panchayats at District level.

Need of Capacity Building & Strengthening of Panchayati Raj

An important concern that is often raised by Central Ministries and State Governments regarding devolving more programmes and activities to Panchayats is that Panchayats have poor capacity and will not be able to deliver. And in fact, the weakness in terms of administrative and technical capacity within Panchayats is an area of concern. This leads to a vicious cycle, i.e. low capacity, leading to inadequate devolution, leading to disempowered institutions. It is therefore essential to build the capacity of Panchayats and related institutions. In particular, Panchayats have to be supported by creating awareness about the opportunities and programmes of the Government available for their development, transparency, accountability and efficient delivery of services.

Objectives of this Training Module:

This Training Module will be able:

- To orient the Elected Village Panchayat Representatives with their role & responsibilities and functioning of the panchayats.
- To familiarize Elected Representatives (ERs) with various Acts & Rules.
- To Sensitize ERs on different schemes of the department to be implemented for the benefit of the needy poor.
- To upgrade their knowledge & skills on handling technical issues/matters such as illegal constructions, tendering procedures, etc.
- To create awareness on the importance of preparing Gram Panchayat Development Plan (GPDP), ensuring the role of governance through making Committees functional and there by synchronizing these activities with



Sustainable Development Goals (SDGs).

Contents of the Module:

- The Constitution (73rd Amendment) Act, 1992
- Panchayat Raj Organisational Structure of Goa and The Goa Panchayati Raj Act, 1994
- Various Committees at Village Panchayat Level
- Attitude, Behaviour Change & Accountability
- Finance Commission Grants, Gram Panchayat Development Plan (GPDP) & Decentralized Planning
- Sustainable Development Goals (SDGs) and Role of Panchayats
- Schemes of Various Government Departments
- The Right to Information Act, 2005
- The Goa (Rights of Citizen to Time Bound Delivery of Public Services) Act, 2013
- Swachh Bharat Mission Grameen - Phase II
- Disaster Prevention & Management
- Building Regulations
- Illegal Constructions: Licenses & Procedures
- Panchayat Funds and its Management
- Tendering Procedures

DAY - I

Objectives:

The participants will be:

1. Sensitized on the important provisions of the 73rd Amendment Act, Organisational Structure of Panchayats and Goa Panchayati Raj Act, 1994.
2. Familiar with role & functions of Committees at village panchayat level.
3. Able to develop a positive attitude towards work.

Topics:

- **Session-**1:The Constitution 73rd Amendment Act, 1992.
- **Session-**2: Organisational Structure of Panchayats and Goa Panchayati Raj Act, 1994
- **Session-**3: Committees at Village Panchayat Level
- **Session**-4: Attitude & Behaviour Change

1. Salient Features of the Constitution 73rd Amendment Act, 1992.

The Constitution 73rd Amendment Act, 1992 received the assent of the President on April 20, 1993 and was notified on April 24, 1993. As per the Amendment, Part IX 'The Panchayats' shall be inserted after Part – VIII of the Constitution. The Act provides for the establishment of Panchayats in every State with the following features:



Gram Sabha (Article 243A)

Under the 1993 Act a Gram Sabha means a body consisting of persons registered in the electoral rolls relating to a village comprised within the area of Panchayat at the village level. The Gram Sabha may exercise such powers and perform such functions at the village level as the legislature of a State may by law provide.

Constitution of Panchayats (Article 243B)

Panchayat has been defined as an institution (by whatever name called) of self government constituted under Article 243B of the Constitution for the rural areas. It provides there shall be constituted in every State, Panchayats at the village level, intermediate and district levels in accordance with the provisions of this part. However, notwithstanding anything in clause (1) Panchayats at the intermediate level may not be constituted in a State having a population not exceeding 20 lakhs.

Composition of Panchayats (Article 243C)

The legislature of a State may, by law, make provisions with respect to the composition of Panchayats. Provided that the ratio between the population of the territorial area of a Panchayat at any level and the number of seats in such Panchayat to be filled by election shall, so far as practicable, be the same throughout the State. All the seats in a Panchayat shall be filled by persons chosen by direct election from territorial constituencies in the Panchayat area, and for this purpose each Panchayat area shall be divided into territorial constituencies in such manner that the ratio between the population of each constituency and the number of seats allotted to it shall, so far as practicable, be the same throughout the Panchayat area. As regards the representation in the Panchayat it has been left to the State legislature to provide for the representation of:

a. The chairpersons of the Panchayats at the village level, in the Panchayats at the intermediate level in the Panchayats at the district level;
b. The chairperson of the Panchayats at the intermediate level, in the Panchayats at the district level;
c. of the members of the house of people and the members of the Legislative Assembly of the State representing constituencies which comprise wholly or partly a Panchayat area at a level other than the village level, in such Panchayat
d. The members of the council of States and the members of the Legislative Council of the State, where they are registered as electors within.
e. A Panchayat area at the intermediate level, in Panchayat at the intermediate level; and
f. A Panchayat area at the district level, in Panchayat at the district level.

The Chairperson of a Panchayat and other members of a Panchayat whether or not chosen by direct election from territorial constituencies in the Panchayat area shall have the right to vote in the meetings of the Panchayat. The Act further provides that the chairperson of a Panchayat at the village level shall be elected in such manner as the legislature of a State may, by law, provide; and a Panchayat at the intermediate level or district level shall be elected by, and amongst, the elected members thereof.

Reservation of Seats (Article 243D)

Seats shall be reserved for the SCs and STs in every Panchayat and the number of seats so reserved shall bear as



nearly as may be, the same proportion to the total number of seats to be filled by direct election in that Panchayat as the of the STs in that Panchayat area bears to the total population of that area and such seats may be allotted by rotation to different constituencies in a Panchayat. Not less than one-third of the total number of seats reserved shall be reserved for women belonging to the SCs or as the case may be the STs. Not less than one-third (including the number of seats reserved for women belonging to SCs and STs) of the total number of seats to be filled by direct election in every Panchayat shall be reserved for women and such seats may be allotted by rotation to different constituencies in a Panchayat. The offices of the chairpersons in the Panchayat at the village or any other levels shall be reserved for the SC/STs and women in such manner as the legislature of the State may, by law provide. The number of offices of chairpersons reserved for the SCs and STs in the Panchayats at level in any State shall bear as may be the same proportion to the total number of such offices in the Panchayats at each level as the population of SCs in the State of the STs in the State bears to the total population of the State. It has been provided further that not less than one third of total number of offices of chairpersons in the panchayat each level shall be reserved for women. The number of offices reserved under this clause shall be allotted by rotation to different Panchayats at each level.

Duration of Panchayats (Article 243E)

Every panchayat, unless sooner dissolved under any law for the time being in force, shall continue for five years from the date appointed for its first meeting and no longer. No amendment of any law for the time being in force shall have the effect of causing dissolution of a Panchayat at any levels which is functioning immediately before such amendment, till the expiration of its duration specified.

An election to constitute a Panchayat shall be completed before the expiry of its duration as specified or before the expiration of a period of six months from the date of its dissolution. It has further been provided that where the remainder of the period for which the dissolved Panchayat would have continued is less than six months, it shall not be necessary to hold any election under this clause for constituting Panchayat for such period. A Panchayat constituted upon the dissolution of a Panchayat before the expiration of its duration shall continue only for the remainder of the period for which the dissolved Panchayat would have continued had it not been so dissolved.

Disqualifications for Membership (Article 243F)

There is a provision for disqualification for membership. It has been provided that a person shall be disqualified for being chosen as and for being a member of Panchayat (a) if he is so disqualified by or under any law for the time being in force for the purposes of elections for the legislature of the State concerned; provided that no person shall be disqualified on the ground that he/she is less than 25 years of age, if he/she has attained the age of 21 years; (b) if he is so disqualified by or under any law made by the Legislature of the State.

Powers, Authority and Responsibility of Panchayats (Article 243G)

Subject to the provisions of this constitution, the legislature of a State may, by law, endow the Panchayats with such powers, and authority as may be necessary to enable them to function as institutions of self government and such law may contain provisions for the devolution of powers and responsibilities upon Panchayats at the appropriate level, subject to such conditions as specified therein, in regard to:



a. The preparation of plans for economic development and social justice
b. The implementation of schemes for economic development and social justice as may be entrusted to them, including those related to subjects given in the eleventh schedule.

Powers to Impose Taxes and Funds of the Panchayats (Article 243H)

The legislature of a State may by law authorize a Panchayat to levy, collect and appropriate such taxes, duties, tolls and fees in accordance with such procedure and subject to such limits. It can also assign to a panchayat such taxes, duties and tolls and fees levied and collected by the State government for such purposes and subject to such conditions and limits.

It is to provide for making such grants-in-aid to the Panchayats from the consolidated fund of the State and further for construction of such of funds for depositing all moneys received, respectively, by or on behalf of the Panchayats and also for withdrawal of such moneys there from, as may be specified in law.

State Finance Commission (Article 243 I)

The Governor of a State shall, as soon as may or within one year from the commencement of the 73rd Amendment and after that at expiry of every fifth year, constitute a State Finance Commission (SFC) to review the financial position of the Panchayats and to make recommendations to the Governor as to-

a. The principles which should govern – (i) the distribution between States and Panchayats of the taxes, duties, tolls and fees leviable by the State which may be divided between them.
b. The determination of taxes, duties, tolls and fees which may be assigned to, or appropriated by the Panchayats.
c. The grants-in-aid from consolidated fund of the State.

Audit of Accounts of Panchayats (Article 243J)

The legislature of a State may, by law make provisions with respect to the maintenance of accounts by the Panchayats and the auditing of such accounts.

Elections to the Panchayats (Article 243K)

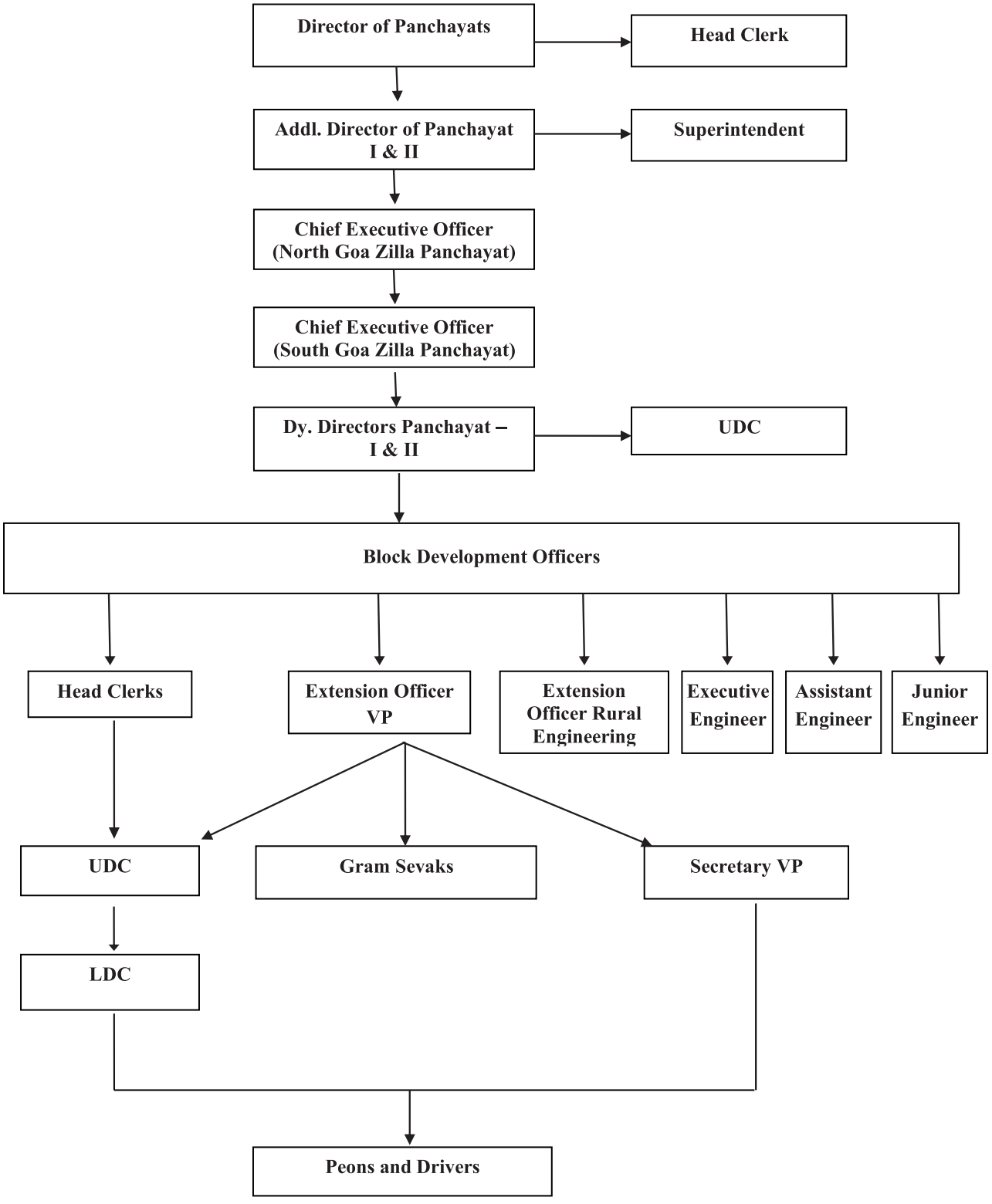
The superintendence, direction and control of the preparation of electoral rolls and elections to the panchayats shall be vested in a State Election Commission, comprising a State Election Commissioner appointed by the Governor. The State Election Commission shall not be removed from his office except in like manner as in case of removal process of High Court judges. The Governor of a State shall, when so requested by the State Election Commission (SEC), make available to the State Election Commission such staff as may be necessary for the discharge of functions conferred on the SEC including elections. However, subject to the provisions of the Constitution, the legislature of a state may by law, make provision with respect to all matters relating to elections to the Panchayats.

Addition of Eleventh Schedule (Article 243G)

The list of 29 subjects include:

1. Agriculture
2. Land improvement, implementation of land reforms, land consolidation and soil conservation.
3. Minor irrigation, water management and watershed development
4. Animal husbandry, dairying and poultry
5. Fisheries
6. Social forestry and form forestry
7. Minor forest produce
8. Small scale industries, including food processing industries
9. Khadi, village and cottage industries
10. Rural housing
11. Drinking water
12. Fuel and fodder
13. Rural electrification including distribution of electricity
14. Non-conventional energy sources
15. Poverty alleviation programme
16. Education, including primary and secondary schools
17. Technical training and vocational education
18. Adult and non-formal education
19. Libraries
20. Cultural activities
21. Markets and fairs
22. Health and sanitation, including hospitals, primary health centre and dispensaries
23. Family welfare
24. Women and child development
25. Social welfare, including welfare of handicapped and mentally retarded
26. Welfare of the weaker sections and in particular of the Scheduled Castes and Scheduled Tribes
27. Welfare of the weaker sections, and in particular, of the Scheduled Castes and the Scheduled Tribes
28. Public Distribution System
29. Maintenance of Community assets

2. Organisational Structure of Panchayats





Salient Features of the Goa Panchayat Raj Act, 1994

I. Powers, Functions & Duties of Sarpanch and Dy. Sarpanch

S:46 (A) Executive powers of the Sarpanch

1. Implement welfare schemes and other development works
2. To execute and implement resolutions other than specified u/s. 47.

Powers and Duties of the Sarpanch & Dy. Sarpanch S:64 (1)

a. Convene meetings
b. Access to Panchayat Records
c. Supervision and control of Officers & Employees
d. Expenditure not more than Rs. 1000/- p.m.
e. Leave to employees
f. Place before Panchayat correspondences received from Govt., Director, CEO, etc.
g. Hold Gram Sabha.
h. Recover tax, fees and other dues.
i. Audit report before meet, enable compliance.
j. Stop illegal construction place before next meet of Panchayat
k. Remove encroachment/obstruction in public properties, streets, drains, open site, etc.
l. Ensure compliance and provisions of the G.P. Raj Act.
m. Comply with the Directions/Instructions issued by Director, CEO, Dy. Director, and BDO.
n. Convene emergency meet.
o. Dy. Sarpanch to act as sarpanch in his absence.

Important provisions of the Goa Panchayat Raj Act 1994

1. Objective:- for Greater Participation of the people and more effective implementation of Rural Development Programmers.
2. Constitution of Panchayat: u/s 3 & 7 by Government.
3. Section-3- Declaration of Panchayat Areas & Establishment of Panchayats, Section-7-Constitution of Panchayats, Section-10-Disqualification for Membership, 10-A
4. Gram Sabha : S:4, 5 & 6
5. Functions of G. S:-6
6. S. 8 incorporation of seats by members.
7. S. 12 vacation of seats by members
8. S. 42 Term of office- 5 years
9. S. 43 Team of Office (commencement)- On the date fixed by the Government for 1st meet of the Panchayat.
10. S.44 Resignation of member
11. S:51 Motion of no Confidence
12. S:54 Meet of Panchayats
13. S:50 Resignation and removal of Sarpanch and /or Dy. Sarpanch, Section-54



14. Section-60, 63, 64, 66, 73, 76, 113-A, 219, 239-A
15. Schedule-I General Functions(pg. No. 104)

II. Powers & Functions of the Village Panchayat Secretary

Executive powers of the Village Panchayat Secretary

1. Issue of license
2. Issue of Occupancy Certificate
3. Execute resolutions passed by the Panchayat

Duties of the Panchayat Secretary:

1. Attend every Panchayat meet and Gram Sabha
2. Write the proceedings
3. Place all correspondence before Sarpanch and all members during meet(except confidential matters)
4. Receive, scrutinize and dispose of all correspondence
5. Finalize agenda for meet in consultation with Sarpanch
6. Report to BDO vacancy of Sarpanch, Dy. Sarpanch or Member
7. Report to BDO any illegal act, abuse of power by Sarpanch or by Dy. Sarpanch
8. Report to BDO any member attracts disqualification u/s. 10
9. Maintain all the Registers under Rules & as directed by the BDO
10. Custodian of Panchayat funds, assets and all registers maintained by the Panchayat
11. Comply with the directions issued by the BDO and other superior authorities
12. Maintain cordial relations with elected members
13. Ensure grants released by the Govt. are utilized properly

Accounts and Budget

Panchayat to pass the budget between 1st February and 10th March every year. Secretary to prepare the statement of account and the budget.

Revision of Budget

Transmission of a copy of budget passed by Panchayat to C.E.O. and B.D.O.

Audit of Panchayat once in a year

Submit its report on the Panchayat, CEO & Director of Panchayat to comply with the audit observation within 3 months & submit a report to the CEO or explanation for non-compliance.

III. Powers of the village panchayats-(admin & welfare)-refer page 25 to 47 and for 29 subjects-page no 104 to107 of GPRA

IV. Gram Sabha

Constitution of Gram Sabha:

Through the 73rd Constitutional Amendment, it is for the first time the Gram Sabhas have been given



Constitutional recognition. The Goa Panchayat Raj Act, 1994 provides that all persons whose names are for the time being entered as electors in the electoral roll for a Panchayat shall be deemed to constitute the Gram Sabha for that Panchayat.

Meetings of the Gram Sabha:

1) The Act provides that there shall be four ordinary meetings of the Gram Sabha to be held on any Sunday of January, April, July and October of every year to be convened by the Sarpanch.
2) There shall also be special meetings of the Gram Sabha to be convened by the Sarpanch on 26th January, 15th August, 2nd October, and 19th December, every year.
3) The meetings of the Gram Sabha shall be presided over by the Sarpanch and attended by the concerned panchayat members. In the absence of the Sarpanch, the Deputy Sarpanch or ward member, the meeting may be presided over by any member chosen by the Gram Sabha.

(a) The person presiding at the meeting may disallow the discussion of any proposition which he considers to be beyond the competence of the Gram Sabha, and in doing so, he shall record his reasons in writing.

(b) All propositions, not disallowed by the person presiding at the meeting, shall be discussed at the meeting of the Gram Sabha.

(c) The person presiding at the meeting shall decide all points of order arising during the course of the meeting and his decision thereon shall be final.

(d) It shall be the duty of the person presiding at the meeting to regulate the transaction of business at the meeting and to preserve orders, and for this purpose he/she shall have all the necessary powers.

(e) If any member disregards the authority of the person presiding at the meeting or is guilty of obstructive or offensive conduct in a meeting or interrupts the proceedings of a meeting the person presiding at the meeting shall have the power to cause withdrawal of such person from the meeting by seeking police assistance or by any other assistance which may be necessary for removal of such persons.

4) In the event, the Sarpanch fails to convene the meeting of the Gram Sabha as specified in (1) and (2) above the meeting shall be convened by the Block Development Officer in the following month.
5) The Sarpanch shall, upon requisition in writing by not less than one- tenth of number of members or by the Block Development Officer or the Director call an extraordinary meeting of the Gram Sabha, within thirty days from the receipt of such requisition.
6) The business to be transacted at the meeting shall include items as specified in sub- section (1) of Section 6 of the Act.
7) The minutes of the previous meeting shall be read at each meeting and shall be confirmed and signed by the person presiding at the meeting.
8) Except with the permission of the person presiding:

a) No business which is not included in the notice, shall be transacted at any meeting and;

b) The business to be transacted at a meeting shall ordinarily be taken in the order in which it is entered in the notice.

c) If the business of a meeting is left undisposed, the person presiding at the meeting may, with the consent of the persons present, adjourn the meeting to a subsequent date, time and place to be announced in the meeting. No other further business shall be transacted at such adjourned meeting.



9) Any proposal which a person desires to place before a meeting of the Gram Sabha may be sent to the Sarpanch or in his absence to the Dy. Sarpanch at least four days before the date of the meeting.

A. The Sarpanch or in his absence the Dy. Sarpanch shall decide whether any such proposal received before or after publication of the notice should be placed before the meeting of the Gram Sabha or not.

B. The Sarpanch or in his absence the Dy. Sarpanch may disallow any such proposal on any of the following grounds namely:-

a. If the proposal is of defamatory character.;
b. If the language used in the proposal is offensive.
c. If the proposal is of trivial nature.
d. If the proposal is against public interest.
e. If the proposal is in respect of matter which is sub-judice.

C. If the proposal to be placed before the meeting of the Gram Sabha is to be disallowed on any other ground, the Sarpanch or in his absence, the Dy. Sarpanch shall raise the matter before the Panchayat and the decision of the Panchayat in the matter shall be final.

D. A meeting of the Panchayat shall be held on the day immediately preceding the date fixed for the meeting of the Gram Sabhas to consider the proposals scheduled to come up before the meeting of the Gram Sabha.

10) The notice of an ordinary meeting of the Gram Sabha shall be given at least seven clear days and in case of extraordinary meeting at least four days, before the date of such meetings. The notice of the meeting shall specify the date, time, place of the meeting and the nature of the business to be transacted at the meeting.

11) The notice of the meeting, either ordinary or extraordinary of the Gram Sabha shall be published:

(a) by affixing it at the office of the panchayat and at any conspicuous public place or places in the village, and

(b) by publishing it in any one local newspaper which is widely circulated in the villages.

12) One - tenth of the total number of members of the Gram Sabha shall form the quorum of the meeting.

13) When there is no quorum for any meeting after fifteen minutes from the appointed time, the meeting shall stand adjourned for half an hour and when it re-assembles, no quorum shall be necessary to transact the business communicated to members in the agenda of the appointed meeting.

14) An officer nominated by the Block Development Officer shall attend the Gram Sabha meetings.

15) The Panchayat Secretary shall write the proceedings of every meeting in the Minutes Book in any one of the following languages: (1) Hindi (2) English (3) Konkani (4) Marathi.

16) Any member of the Gram Sabha shall have the right to obtain information relating to any developmental works undertaken by the Panchayat as well as certified copies of the proceedings of the meeting of the Panchayat and the Gram Sabha.

Functions, Powers & Duties of Gram Sabha:

1. The Gram Sabha plays a significant role in the functioning of the PRIs and various functions and responsibilities have been assigned to the Gram Sabha which are enumerated below:-



2. The Sarpanch shall place before the Gram Sabha for its approval the following matters:
(a) Annual Statement of Accounts;
(b) Annual administration report;
(c) Budget estimates.
(d) The development and other programmes of works proposed for the current financial year.
(e) The last audit report and the replies made thereto
(f) Proposal for fresh taxation and enhanced taxation.
(g) Identification of beneficiaries under various programmes of the Government;
(h) Determination of the priorities of the works to be undertaken by the Panchayat
(i) Utilization certificate in respect of the developmental works undertaken by the Panchayat from the grants-in-aid or Panchayat funds;
(j) Proposal for organizing community service, voluntary labour or mobilization of the local people for any specific work included in any programme.
(k) Such other functions as the Government may, by general or special order, require.
3. The decision taken by the Gram Sabha shall be binding on the Panchayat provided it is not contrary to the rules and regulations framed under the Act or any other law for the time being in force and it shall be the duty of the Sarpanch to execute the same as early as possible.
4. Any person aggrieved by the decision of the Gram Sabha may prefer an appeal to the Director within a period of thirty days from the date of such decision and the Director's decision on such appeal shall be final. (Section 5 of the Goa Panchayat Raj Act 1994.)

Guidelines for conducting the meeting of the Gram Sabha:

A. Proper seating arrangements for the meeting of the Gram Sabha:
(a) All members of the Village Panchayat should be seated on one side preferably on the dais and the members of the Gram Sabha on the other side.
(b) The Village Panchayat Secretary should be seated besides the Presiding Officer
(c) (P.O.) during the meeting.
(d) Proper seating arrangements should be made for the Gram Sabha members at a reasonable distance from the dais.

B. Display of Agenda of the meeting of the Gram Sabha:
The Agenda for the meeting of the Gram Sabha as entered in the notice shall be prominently displayed at conspicuous place at the venue of the meeting.

C. Records of Attendance:
A Register shall be maintained for recording the attendance of the Gram Sabha members and the signature of the Gram Sabha members present for the meeting shall be obtained on this Register.

D. Fixing of the time limit for discussion of agenda items:
Before the start of the meeting the time limit for every agenda item to be discussed in the meeting shall be so



fixed by the Presiding Officer such that all the agenda items are covered within the duration of the meeting. Incase any agenda item remains to be taken up due to paucity of time or any other factors the same shall be taken up in the adjourned meeting specially convened for the purpose in the manner as prescribed under Rule 12 (3) of the Goa Panchayat (Gram Sabha Meeting) Rules, 1996.

E. Drafting of the Resolution

A resolution, if any, in respect of agenda item is to be adopted, the same shall first be displayed on the Board, set up for the purpose. The resolution shall be worded and finalized in accordance with the decision of the Gram Sabha and after finalization of the resolution the same shall be put to vote.

F. Preparation of Minutes of the meeting:

a) The Village Panchayat Secretary shall ensure that the draft minutes are prepared at the end of the meeting. The minutes of the meeting shall only record the gist of transactions conducted in the meetings. However, the minutes shall necessarily record the resolutions adopted by the Gram Sabha in the exact wordings as approved by the members of the Gram Sabha.

b) A copy of the minutes of the proceedings of every Gram Sabha meeting shall be made available to the members of the Gram Sabha on request within seven days of the meeting and the copy of the proceedings shall be sent to the respective Block Development Officer and the Director of Panchayats.

Panchayat Body Meetings- (page 22 pt 54& 55)

(1) A Panchayat shall meet for transaction of business at least once in (fifteen days) at the office of the Panchayat and at such time as the Sarpanch may determine.

(2) The Sarpanch may, whenever he thinks fit, and shall, upon the written request of not less than one-third of the total number of members and on a date within fifteen days from the receipt of such request [hold] a special meeting.

(3) Seven clear days notice of an ordinary meeting and three clear days notice of a special meeting specifying the place, date and time of such meeting and the business to be transacted thereat, shall be given by the Secretary of the Panchayat to the members and such officers as the Government may prescribe, and affixed on the notice board of the Panchayat.

(4) The officers to whom notice is given under sub-section (3) and other Government officers having jurisdiction over the Panchayat area or any part thereof shall be entitled to attend every meeting of the Panchayat and take part in the proceedings, but shall not been titled to vote.

(5) If the Sarpanch fails to hold a special meeting as provided in sub-section (2), the Block Development Officer shall hold such a meeting within seven days upon the receipt of the written request of not less than one-third of the total number of members of the Panchayat.

Quorum and Procedure— (1) The quorum for a meeting of the Panchayat shall be one-third of the total number of members. If at the time appointed for the meeting aquorum is not present, the presiding authority shall wait for thirty minutes, and if within such period there is no quorum, the presiding authority shall adjourn the meeting to such time on the following day or such future day as he may fix. He shall similarly after waiting for thirty minutes



adjourn the meeting, if at any time, after it has begun, attention is drawn to the want of a quorum. A notice of the meeting so fixed shall be pasted in the office of the Panchayat. The business which could not be considered at the meeting so postponed for want of quorum, shall be brought before and disposed of at any subsequent adjourned meeting at which there is a quorum.

(2) Save as otherwise provided by or under this Act, at every meeting of Panchayat, the Sarpanch or in his absence the Deputy Sarpanch shall preside, and in the absence of both, the members present shall choose one from amongst themselves to preside over the meeting.

(3) All questions shall, unless otherwise specifically provided, be decided by a majority of votes of the members present and voting. The Sarpanch or Deputy Sarpanch or person presiding, as the case may be unless he refrains from voting shall give his vote before declaring the number of votes for and against a question and in the case of equality of votes he may give his casting vote.

(4) No member of a Panchayat shall vote on, or take part in the discussion of, any question coming up for consideration at a meeting of a Panchayat, if the question is one in which, apart from its general application to the public, he has any pecuniary interest, and if the person presiding has such an interest, he shall not preside over the meeting when such question comes up for consideration.

(5) If the person presiding is believed by any member present at the meeting to have any such pecuniary interest in any matter under discussion, and if a motion to that effect be carried, he shall not preside at the meeting during such discussion or vote on or take part in it. Any member of the Panchayat may be chosen to preside at the meeting during the continuance of such discussion.

(6) Such sitting fees as may be prescribed shall be paid to each member for attending the meeting of the Panchayat or any committee thereof.

Rules of the panchayats-(refer page 120 onwards of GPRA)

V. Constitution of Committees:

(1) **Supervisory Committees**: Every Gram Sabha is required to constitute minimum two Supervisory Committees to supervise the Panchayat works and other activities undertaken by the Panchayat.

(2) **Ward Development Committees**:
Every Gram Sabha has to constitute two or more Ward Development Committees. The constitution, role and functions of the Ward Development Committees shall be as prescribed in the Rules. The Ward Development Committees shall assist the Village Panchayat in preparation of the draft Development Plans for the sectors allotted to them. The panchayat shall then consolidate these sectoral plans into a Village Development Plan. The Panchayat shall then place the same before the Gram Sabha for its approval and forward the same to their respective District Panchayats.

(3) **Vigilance Committees to be formed by the government not by gram sabha**
Sub - Section (3) of section 6 of the Act also empowers the Government to constitute Vigilance Committees to oversee the quality of the work, schemes and other activities for each Gram Panchayat.



No.19/13/DP/PAN/MEET-AGE
Government of Goa,
Directorate of Panchayats,
Junta House, 3rd Floor, 3rd Lift,
Panaji - Goa.
Dated: 10th October, 2003.

C I R C U L A R

Sub: Incomplete Agenda of the fortnightly meetings of the Village Panchayats

Complaints are received by this Directorate from the members o Village Panchayats complaining that the Agenda of the fortnightly mee is incomplete and is not circulated in detail Inspite of no mention or Agenda the Village Panchayat Secretaries place before the meetings o. Panchayats number of files of building permissions which create doub the minds of the members of the Village Panchayat w discussing deciding the matter in the meetings. Complaints are a received by this Directorate from the members of the Village Panchay that the Sarpanchas are not taking them into confidence or do not cons them in the matters of audit and accounts of the Panchayats nor do th inform them of any important correspondence made by the Panchayats wi the Government or received from the Government Departments.

In this connection, it is pointed out that the Government in the pas has issued Memorandum No. CDP/VPT/703/65 dated 14.05.1965 in thi regard under which clear instructions about the conduct of meetings and the discussions to be held were circulated. These instructions are still in force As per the above referred Government Memorandum it is the duty of the Sarpanch to discuss each and every matter in the meeting and also to take



into confidence all the members of the Panchayat while decidir Panchayat matters.

Further, as provided under Section 113-A of the Goa Pancha Act, 1994, it is the bounden duty of the village Panchayat Secreta give full details of the business to be transacted in the meeting in the A well in advance and the Agenda should include the details of consti licences files to be discussed, purchases to be made, expenditure incurred, issue of N.O.C. s for different purposes, tenders/quotation It is a right of the every member of the Village Panchayat to kno business to be transacted in the meeting well in advance and th members should have access to such files correspondence under disc during the proceedings of the meeting.

In view of the above it is enjoined upon all the Village Panc Secretaries and the Sarpanchas that they should ensure that the Ager the fortnightly meetings is complete in all respects with full deta construction licence files and/or applications for the NO.C 'S to be p in the meetings. Further, the procedure as prescribed under the Panchayat Raj (Meeting) Rules, 1997 and instructions issued by Directorate from time to time should be strictly followed by the V Panchayat Secretaries while holding the regular meetings.

Failure on the part of the Village Panchayat Secretaries discharging their duties while conducting the meetings will be vi seriously and action as deemed fit will be initiated.

The receipt of this Circular should be acknowledged.

The Secretary, Village Panchayat of _____,
Taluka _____

Copy to

(1) The Dy. Director of Panchayats, North Goa District, Panaji for information and necessary action.

(2) The Dy. Director of Panchayats, South Goa District, Margao for information and necessary action.

(3) All the Block Development Officers in North and South Goa District. They are directed to ensure that the above instructions are strictly followed by the Village Panchayat Secretaries in their Blocks.

No. DP/PP/PA/2005/450
Government of Goa,
Directorate of Panchayats,
Junta House, 3rd Floor,3rd Lift,
Panaji – Goa.

Dated: 02.02.2005.

C I R C U L A R

It has come to my notice that the Block Development Officers and the Village Panchayat Secretaries are not returning the notices duly served on the parties in time. This has resulted in great inconvenience to the Advocates as well as to the parties and the hearings are unnecessarily required to be postponed for want of report from the concerned Block Development Officers.

It has also been noticed that sometimes just initials are obtained on the copies of the notices without recording the names of the persons on whom the Notice is delivered and therefore it is difficult to find out as to whether the notice has been properly served on the addressee or not.

The Block Development Officers and the Village Panchayat Secretaries are therefore hereby directed to write the **name of the person receiving the notice below the signature or initial in bracket.** They are also directed to ensure that the notices are returned back duly served to this Directorate **at least 4 days** before the date of the hearing. In case it is observed that the notices are not returned in time, stern action will be taken against the erring Officers/Officials.

(G. G. KAMBLI)
Director of Panchayats,
Panaji – Goa.

To
(1) All the Block Development Officers North/South Goa District.
(2) All the Village Panchayat Secretaries in the State of Goa.



No. 19/DP/CIR/MM/2012/ 5089
Directorate of Panchayats,
Government of Goa, 3rd Floor,
3rd Lift, Junta House,
Panaji, Goa
Dated :- 14 / 11/ 2012

CIRCULAR

Consequent upon the 73rd Constitutional Amendment, the State of Goa has adopted The Goa Panchayat Raj Act, 1994 thereby providing for 1/3rd reservation for Women in all Panchayati Raj Institutions in Goa. These reservations in favour of Women are aimed at empowering them and building up their capacity for increasing the participation of Women in the democracy at grass root level. The Government of Goa is committed to all round development and empowerment of Women in Panchayati Raj institutions.

However, recently several complaints are received by this Directorate alleging that in some instances the male family members viz. husband, brother, father, son, etc. of the elected women representatives are attempting to work as a proxy of the elected women representative and are trying to interfere in day today administration of the Village Panchayats.

Such attempts to act as a proxy on behalf of elected women representative are not only in violation of the law, but are a direct hindrance in the path of empowerment of women and would defeat the very purpose of providing reservations to women.

All Village Panchayat Secretaries are hereby directed to ensure that no such interference of any kind by the male relatives of elected women representative is allowed/permitted in day today administration of Village Panchayat. The V. P. Secretary shall be held responsible if any such proxy functioning is allowed to any male relative in Panchayat affairs. The V. P. Secretary shall submit report to concerned Block Development Officer of any such attempts & the concerned B.D.O. shall enquire into the allegations and submit report to this Directorate for further action.

However the V. P. Secretaries shall not deny to such male relatives their basic rights and privileges as citizens/Villagers.

This issues with the approval of the Government.

(N. R. Sawant)
Director of Panchayats

To,



ANNEXURE - A

1) **Constitution of Gram Sabha:**

Through the 73rd Constitutional Amendment, it is for the first time the Gram Sabhas have been given Constitutional recognition. The Goa Panchayat Raj Act, 1994 provides that all persons whose names are for the time being entered as electors in the electoral roll for a Panchayat shall be deemed to constitute the Gram Sabha for that Panchayat.

2) **Meetings of the Gram Sabha:**

1) The Act provides that there shall be four ordinary meetings of the Gram Sabha to be held on any Sunday of January, April, July and October of every year to be convened by the Sarpanch.

2) There shall also be special meetings of the Gram Sabha to be convened by the Sarpanch on 26th January, 15th August, 2nd October, and 19th December, every year.

3) The meetings of the Gram Sabha shall be presided over by the Sarpanch and attended by the concerned panchayat members. In the absence of the Sarpanch, the Depuly Sarpanch or ward member, the meeting may be presided over by any member chosen by the Gram Sabha.

(a) The person presiding at the meeting may disallow the discussion of any proposition which he considers to be beyond the competence of the Gram Sabha, and in doing so, he shall record his reasons in writing.

(b) All propositions, not disallowed by the person presiding at the meeting, shall be discussed at the meeting of the Gram Sabha.

(c) The person presiding at the meeting shall decide all points of order arising during the course of the meeting and his decision thereon shall be final.

(d) It shall be the duty of the person presiding at the meeting to regulate the trahsaction of business at the meeting and to preserve orders, and for this purpose he/she shall have all the necessary powers.

(e) If any member disregards the authority of the person presiding at the meeting or is guilty of obstructive or offensive conduct in a meeting or interrupts the proceedings of a meeting the person presiding at the meeting shall have the power to cause withdrawal of such person from the meeting by seeking police assistance or by any other assistance which may be necessary for removal of such persons.

4) In the event, the Sarpanch fails to convene the meeting of the Gram Sabha as specified in (1) and (2) above the meeting shall be convened by the Block Development Officer in the following month.



5) The Sarpanch shall, upon requisition in writing by not less than one- tenth of number of members or by the Block Development Officer or the Director call an extraordinary meeting of the Gram Sabha, within thirty days from the receipt of such requisition

6) The business to be transacted at the meeting shall include items as specified in sub-section (1) of Section 6 of the Act. [See *(3) Functions, Powers & Duties of Gram Sabha*]

7) The minutes of the previous meeting shall be read at each meeting and shall be confirmed and signed by the person presiding at the meeting.

8) Except with the permission of the person presiding

(a) no business which is not included in the notice, shall be transacted at any meeting and;

(b) the business to be transacted at a meeting shall ordinarily be taken in the order in which it is entered in the notice.

(c) If the business of a meeting is left undisposed, the person presiding at the meeting may, with the consent of the persons present, adjourn the meeting to a subsequent date, time and place to be announced in the meeting. No other further business shall be transacted at such adjourned meeting.

9) Any proposal which a person desires to place before a meeting of the Gram Sabha may be sent to the Sarpanch or in his absence to the Dy. Sarpanch at least four days before the date of the meeting.

(a) The Sarpanch or in his absence the Dy. Sarpanch shall decide whether any such proposal received before or after publication of the notice should be placed before the meeting of the Gram Sabha or not.

(b) The Sarpanch or in his absence the Dy. Sarpanch may disallow any such proposal on any of the following grounds namely:-

(i) If the proposal is of defamatory character.;

(ii) If the language used in the proposal is offensive.

(iii) If the proposal is of trivial nature.

(iv) If the proposal is against public interest.

(v) If the proposal is in respect of matter which is sub-judice.

(c) If the proposal to be placed before the meeting of the Gram Sabha is to be disallowed on any other ground, the Sarpanch or in his absence, the Dy. Sarpanch shall raise the matter before the Panchayat and the decision of the Panchayat in the matter shall be final.

(d) A meeting of the Panchayat shall be held on the day immediately preceding the date fixed for the meeting of the Gram Sabhas to consider

(e) the proposals scheduled to come up before the meeting of the Gram Sabha.

10) The notice of an ordinary meeting of the Gram Sabha shall be given at least seven clear days and in case of extraordinary meeting at least four days,



before the date of such meetings. The notice of the meeting shall specify the date, time, place of the meeting and the nature of the business to be transacted at the meeting.

11) The notice of the meeting, either ordinary or extraordinary of the Gram Sabha shall be published:

(a) by affixing it at the office of the panchayat and at any conspicuous public place or places in the village, and

(b) by publishing it in any one local newspaper which is widely circulated in the villages.

12) One- tenth of the total number of members of the Gram Sabha shall form the quorum of the meeting.

13) When there is no quorum for any meeting after fifteen minutes from the appointed time, the meeting shall stand adjourned for half an hour and when it re-assembles, no quorum shall be necessary to transact the business communicated to members in the agenda of the appointed meeting.

14) An officer nominated by the Block Development Officer shall attend the Gram Sabha meetings.

15) The Panchayat Secretary shall write the proceedings of every meeting in the Minutes Book in any one of the following languages: (1) Hindi (2) English (3) Konkani (4) Marathi.

16) Any member of the Gram Sabha shall have the right to obtain information relating to any developmental works undertaken by the Panchayat as well as certified copies of the proceedings of the meeting of the Panchayat and the Gram Sabha.

(3) <u>Functions, Powers & Duties of Gram Sabha:</u>

i. The Gram Sabha plays a significant role in the functioning of the PRIs and various functions and responsibilities have been assigned to the Gram Sabha which are enumerated below:-

ii. The Sarpanch shall place before the Gram Sabha for its approval the following matters:

(a) Annual Statement of Accounts;

(b) Annual administration report;

(c) Budget estimates.

(d) The development and other programmes of works proposed for the current financial year.

(e) The last audit report and the replies made thereto



(i) Utilization certificate in respect of the developmental works undertaken by the Panchayat from the grants-in-aid or Panchayat funds;

(j) Proposal for organizing community service, voluntary labour or mobilization of the local people for any specific work included in any programme.

(k) Such other functions as the Government may, by general or special order, require.

iii. The decision taken by the Gram Sabha shall be binding on the Panchayat provided it is not contrary to the rules and regulations framed under the Act or any other law for the time being in force and it shall be the duty of the Sarpanch to execute the same as early as possible.

iv. Any person aggrieved by the decision of the Gram Sabha may prefer an appeal to the Director within a period of thirty days from the date of such decision and the Director's decision on such appeal shall be final. (Section 5 of the Goa Panchayat Raj Act 1994.)

(4) Constitution of Committees:

(a) **Supervisory Committees:** Every Gram Sabha is required to constitute minimum two Supervisory Committees to supervise the Panchayat works and other activities undertaken by the Panchayat.

(b) **Ward Development Committees:**

Every Gram Sabha has to constitute 2 or more Ward Development Committees. The constitution, role and functions of the Ward Development Committees shall be as prescribed in the Rules. The Ward Development Committees shall assist the village panchayat in preparation of the draft Development Plans for the sectors allotted to them. The panchayat shall then consolidate these sectoral plans into a **Village Development Plan.** The Panchayat shall then place the same before the Gram Sabha for its approval and forward the same to their respective District Panchayats.

(c) **Vigilance Committees:**

Sub-Section (3) of *section* 6 of the Act also empowers the Government to constitute Vigilance Committees to oversee the quality of the work, schemes and other activities for each Gram Panchayat.



ANNEXURE - B

Guidelines for conducting the meeting of the Gram Sabha:

A. **Proper seating arrangements for the meeting of the Gram Sabha:**

i) All members of the Village Panchayat should be seated on one side preferably on the dais and the members of the Gram Sabha on the other side.

ii) The Village Panchayat Secretary should be seated besides the Presiding Officer (P.O.) during the meeting.

iii) Proper seating arrangements should be made for the Gram Sabha members at a reasonable distance from the dais.

B. **Display of Agenda of the meeting of the Gram Sabha:**

The Agenda for the meeting of the Gram Sabha as entered in the notice shall be prominently displayed at a conspicuous place at the venue of the meeting.

C. **Records of Attendance:**

A Register shall be maintained for recording the attendance of the Gram Sabha members and the signature of the Gram Sabha members present for the meeting shall be obtained on this Register.

D. **Fixing of the time limit for discussion of agenda items:**

Before the start of the meeting the time limit for every agenda item to be discussed in the meeting shall be so fixed by the Presiding Officer such that all the agenda items are covered within the duration of the meeting. Incase any agenda item remains to be taken up due to paucity of time or any other factors the same shall be taken up in the adjourned meeting specially convened for the purpose in the manner as prescribed under Rule 12 (3) of the Goa Panchayat (Gram Sabha Meeting) Rules, 1996.

E. **Drafting of the Resolution**

A resolution , if any, in respect of agenda item is to be adopted, the same shall first be displayed on the Board, set up for the purpose. The resolution shall be worded and finalized in accordance with the decision of the Gram Sabha and after finalization of the resolution the same shall be put to vote.

F. **Preparation of the Minutes of the meeting:**

(i) The Village Panchayat Secretary shall ensure that the draft minutes are prepared at the end of the meeting. The minutes of the meeting shall only record the gist of transactions conducted in the meetings. However, the



minutes shall necessarily record the resolutions adopted by the Gram Sabha in the exact wordings as approved by the members of the Gram Sabha.

(ii) A copy of the minutes of the proceedings of every Gram Sabha meeting shall be made available to the members of the Gram Sabha on request within seven days of the meeting and the copy of the proceedings shall be sent to the respective Block Development Officer and the Director of Panchayats.



No. 19/DP/V.P./Meetings/2015/212
Government of Goa,
Directorate of Panchayats,
Junta House 3rd Lift, 3rd Floor,
Panaji-Goa.

Dated: - 13.01.2015.

CIRCULAR

It has been noticed that most of the Village Panchayats are conducting meetings beyond the office hours which may please be avoided. It may please be noted that every meeting of the Panchayat shall be open to public unless the Panchayat unanimously decides that any inquiry before or deliberations of the Panchayat shall be held in camera.

Further under Rule-20 of the Goa Panchayat (meetings) Rules, 1990 the person presiding may fix a reasonable time limit within which the mover, the seconder and any member shall end his speech.

Rule 9 of the said Rules provides that any meeting may with, the consent of majority of the members present, be adjourned from time to time. But no business shall be transacted at any adjourned meeting other than that left undisposed of at the meeting from which the adjournment took place, the date, time and place of the adjourned meeting shall be announced at the meeting and no separate notice shall be necessary.

Therefore Village Panchayats are required to follow above Rules and avoid holding or continuing the Panchayat meeting beyond office hours.

13.1.2015
(Gurudas P. Pilarnekar)
Director of Panchayats
Panaji-Goa

To,

1. All the Village Panchayats,
   (Through the Block Development Officers)
2. The Block Development Officers for information.

स्वच्छ भारत

स्वच्छ भारत नितळ गोवं

No.4/EOVP/BDO-PON/SSW-PWD/20-21/ 8<-!
Office of the Block Development Officer,
Ponda Block, 2nd Floor, Govt. Office
complex, Tisk-Ponda, Goa.
Dated: - 08/07/2020

Sub: Procedure for grant of permission NOC for laying of cables/pipelines/ utilities etc.

Ref : 1. No. 19/DP/All BDO's/2020-21/3824 dated 07/07/2020

MEMORANDUM

Attention of Village Panchayat Secretaries of Ponda Block is drawn to the above refered Memorandum issued by Directorate of Panchayats, Panaji Goa,with its enclosure on the above cited subject which is self explanatory(Copy enclosed).

In this connection, all the Village Panchayat Secretaries of Ponda Block are hereby directed to follow the guidelines/ instructions as per the said Circular. The said Circular is effective from 01/07/2020 onwards.

This is for strict compliance.

(Milindra G. Velip)
Block Development Officer-I
Ponda- Goa.

Encl.: As above.

To,
Village Panchayat Secretary,
Village Panchayat

Copy to : The Director, Directorate of Panchayats, Junta House, 3rd lift, 3rd floor, Panaji-Goa for information.

DIRECTORATE OF PANCHAYATS
GOVERNMENT OF GOA
3rd Floor, 3rd Lift, Junta House, Panaji- Goa
Phone No: (0832) - 2432826, 2222586, *Fax:* 2222863 *e-mail:* dir-panc.goa@nic.in *Website:* www.panchayatsgoa.gov.in

No.19/DP/All BDO's /2020-21/3824 Dated: 07/07/2020.

MEMORANDUM

Sub: - procedure for grant of permission/NOC for laying of cables Pipelines/Utilities etc.
Ref. No. 113-3-05/SSW-PWD/Vol.I/2020-21/135 dated 23/06/2020.

This office is in receipt of circular vide ref. No. 3-3-05/SSW-PWD/Vol.I/2020-21/135 dated 23/06/2020 from the office of Principal Chief Engineer & Ex-Officio Additional Secretary to the Government of Goa in connection with the procedure for grant of Permission/NOC for laying of cables/pipeline/utilities etc. Copy of the said circular is enclosed for your reference.

In view of above, all the Block Development Officers are hereby requested to give instructions to all the Village Panchayat Secretaries coming under their jurisdiction to follow the guidelines/instructions as per the said circular. The said circular is effective from 01/07/2020 onwards

This is for strict compliance

(K.S.Pangam)
Block Development Officer,
Directorate of Panchayats,
Panaji- Goa.

Encl: As above
To,
The Block Development Officers
_____ Block.

Copy to: 1) Principal Chief engineer & Ex-Officio Additional Secretary to the Government of Goa
2) Office file
3)Guard File



No.3-3-05/SSW-PWD/Vol.I/2020-21/ 1335
Government of Goa,
Office of the Principal Chief Engineer,
Public Works Department,
Altinho, Panaji – Goa.

Dated: 22/06 /2020

CIRCULAR

Sub: Procedure for grant of Permission/NOC for laying of cables/pipelines/utilities etc.,.

In supersession of all Guidelines/Circulars/Notifications/Orders etc., issued by Public Works Department in respect of the subject matter above and in order to have uniform guidelines and rationalization or rates for grant of Permission/NOC for laying of cables/pipelines/utilities etc., on PWD Land by State Government Departments/Corporations, Autonomous Bodies etc., under State Government / Central Government Departments /Central Government Agencies/ Private Agencies etc., it has been decided to issue fresh Circular as detailed below for implementation from 01st July 2020.

It is enjoined upon all the State Government Departments/Corporations, Autonomous Bodies etc., under State Government / Central Government Departments /Central Government Agencies/ Private Agencies etc., to strictly adhere to the following procedures so as to avoid inconvenience to the traffic and public.

A. State Government Departments/Corporations, Autonomous Bodies etc., under State Government:

a. In case of State Government Department/Corporations, Autonomous bodies etc, seeking permission from Public Works Department for laying of cables/utilities/pipelines etc., Permission/NOC will be issued by the PWD to the concerned State Government Department/Corporations, Autonomous bodies etc., after receipt of application/request within 15 days from the date of application/request.

b. Upon completion of the work by the concerned State Government Department/Corporations, Autonomous bodies etc., as per the NOC requested, PWD will take up the Reinstatement/ Restoration of the damaged stretch from own funds. Similarly, as and when Permission/ NOC is requested by PWD from other State Government Department Corporations, Autonomous bodies etc, Permission/NOC will be provided to PWD and incase of any restoration/reinstatement or



shifting of electricity poles/pipelines etc., as the case may be, the same will be carried out by the concerned State Government Department/Corporations, Autonomous Bodies from their own funds after completion of work by PWD.

c. Separate Budget Head/ Budget provision shall be opened/earmarked by each State Government Department Corporation/Autonomous bodies etc., under State Government.

d. The above procedure is applicable only for State Government Departments, Corporations, Autonomous Bodies etc., under State Government.

B. Other Central Government Departments/Central Government Agencies/Private agencies etc.

a. The Application along with soft/hard copy of proposed layout/alignment for laying utility shall be submitted to the concerned Executive Engineer (Roads), PWD.
b. A joint site inspection shall be carried out within 7 days from the date of application.
c. The applicant shall submit the revised/final alignment based on outcome of Joint site inspection within 7 days from the date of joint inspection.
d. An estimate for reinstatement & license fee shall be framed within a period of 15 days by the concerned Assistant Engineer (Roads), PWD.
e. The concerned Executive Engineer (Roads), PWD will submit the detailed proposal for obtaining approval from the Government within 7 days from the date of preparation of detailed estimate & licensee fee.
f. On obtaining approval of the Government and depositing amount towards the reinstatement & license fee / performance Guarantee or any of such financial transaction as decided by PWD if any, NOC shall be issued within 7 days from the date of receipt of advance payment.
g. Any damage to the existing utilities/PWD assets shall be assessed separately and will have to be borne by the Utility Provider as per actuals.

h. Prior to commencement of work, the detailed programme along with approved alignment shall be submitted to the concerned Assistant Engineer (Roads), PWD.

i. All safety precautions shall be ensured so that, safety or commuters & traffic is maintained. Any lapse shall be sole responsibility of the Department/Agency who has requested the Permission/NOC.

j. No utilities shall be laid over the Cross drain/Culverts/ via duct/ Bridges elevated roads/VUP/ROB etc.

k. It will be mandatory to use Horizontal Drilling Machine incase of roads which are recently resurfaced and are within defect liability period.

l. Incase of VUP/ROB/Elevated roads/ via ducts approach no utilities shall be laid over where Reinforced Earth (R.E) technology is used.

m. The back filling of dug trench after laying of utilities shall be carried out properly.

n. Surplus earth shall be cleared from asphaltic surface and dumped properly at approved locations.

o. The concrete drains/ gutter and kutcha drains shall be restored to its originality at no cost to PWD.

p. The Restoration/ Reinstatement work will be carried out by PWD through its Works Divisions as per standard practice i.e the Land Owing Department and NOC will not be granted for reinstatement/restoration to any other Department/Agencies for such execution. On completion of the restoration/reinstatement work, the PWD will furnish the Utilization Certificate to respective utility providers on reinstatement/ restoration.

q. On completion of restoration/reinstatement, PWD shall furnish the utilization Certificate to Service Provider.

r. The new asphalted surface shall not be cut and mandatory use of horizontal drilling machine shall be made and in-case of other asphalted roads/ urgency of work, the open trenching may be permitted by the concerned Executive Engineer (Roads), PWD after ascertaining dire need to do so, considering all practical aspects of utility laying.

s. The Restoration/ Reinstatement Charges will be collected as per the estimate prepared by the Works Division based on prevailing GSR and the Licensee fee as detailed below:



RESTORATION/REINSTATEMENT CHARGES:

i. National Highways – Rs.4345/ per running metre.
ii. State Highways & Other State Roads –Rs. 2647 per running metre.
iii. Reinstatement of Road Shoulder – Rs.1271 per running metre.

The above charges are worked out based on the prevailing GSR – 2020 and hence the rates as applicable as per prevailing GSR will be made applicable as when the GSR is revised. Additional Departmental Charges and other charges, taxes as applicable will be included in the detailed estimate and the payment shall be made as per the detailed estimate prepared by the concerned Works Division (Roads), PWD.

LICENSEE FEE:

sr. No	Category of Road	Formula	Period of collection in advance at the time of grant of permission	Licence period
	2	3	4	5
	National Highways	License Fees (Rs./Sq.mtrs/ month=(Utilized NH land area X prevailing Circle rate of land per unit area) /(10x12) where, utilized NH land area=Outer diameter/width of the concerned utility line X length	5 Years	Initial permission would be valid for a maximum of 5 years at a time.On payment of additional fee at the time of renewal, the permission shall automatically be renewed. unless default exists.
	State Roads	License Fees (Rs./Sq.mtrs/month=(Utilized SR land area X prevailing Circle rate of land per unit area) /(10x12) where, utilized SR land area=Outer diameter/width of the	10 years	Initial permission would be valid for a maximum of 10 years at a time on payment of additional fee at the time of renewal, the permission shall

		concerned utility line X length		automatically be renewed. unless default exists.

i) The circle area rate will be as per Order No:17/1/Fixation of Land rates/2012-RD/5004 dt. 26/12/2012 published in Official Gazette Series-I , No.40 dt.03/01/2013 and further amendments from time to time.

ii) In case of renewal the rate prevailing at the time of renewal shall be charged.

iii) Delay in deposition of fee shall attract interest @ 15% per annum compounded annually.

t. The Validity period of grant of NOC/Permission will be 120 days from the date of issue of NOC/Permission and no work shall be carried/ executed during monsoon.

u. In the event of any violation, the NOC/Permission will be revoked and action as deemed fit will be initiated.

v. NOC/Permission will be issued as per Standard template finalized by PWD.

The above circular is issued with the approval of the Government for strict compliance.

Sd/-

(U.P.Parsekar)
Principal Chief Engineer &
Ex-Officio Addl. Secretary to the
Government

Authorized for issue:-
22/06/2020
(Santosh Mhapne)
Superintending Surveyor of Works.
P.W.D

To,

1. The Chief Engineer-I/II/NH, R&B, PWD, Altinho, Panaji-Goa.
2. The Chief Electrical Engineer, Vidhyut Bhavan, Panaji – Goa.
3. The Chief Engineer, Water Resources, Sinchai Bhawan, Porvorim – Goa.
4. The Project Director, JICA, PWD, Altinho, Panaji – Goa.



Government of Goa
Office of the Commissioner of Excise
Abkari Bhavan, M. G. Road, Panaji Goa-403001
Website:- https://goaexcise.gov.in/ Email:- exci-comm.goa@nic.in
Ph.no.:- 0832 2425593 Fax No:- 0832 2428333

No.CE/12-72/2018-19/Exc/ 8352 Date: 02/03/2021

Hel Panch 04/03

CIRCULAR

Sub: NOC from Local Authorities issued for Grant/ Shifting of licence for Wholesale/ retail sale of IMFL, CL and Foreign Liquor.

Excise Department grants licence for wholesale/ retail sale of Indian Made Foreign Liquor, Country Liquor and Foreign Liquor as required under the Goa Excise Duty Act & Rules, 1964 on fulfillment of various requirements by the applicant. One such mandatory requirement is No Objection Certificate issued by the Local Bodies such as Municipal Corporation/ Municipal Council/ Village Panchayat.

Presently, the Excise Inspector incharge of Excise Stations makes a letter to the concerned Local Body for issue of No Objection Certificate, for grant of liquor licence.

However, in order to streamline and simplify the procedures; this department has decided to discontinue the practice of issuing letter from the Excise Inspector to the concerned departments for issue of NOC.

Therefore, it is requested that the concerned Local Body may issue the NOC to the applicant on demand, on the basis of the online application generated for grant/ shifting of liquor licence clearly specifying information on below mentioned **three points**:

Cont...2



1. Whether there is any objection on your part for grant of liquor licence for Wholesale of Indian Made Foreign Liquor/ Country Liquor/ Foreign Liquor; or Retail sale of Indian Made Foreign Liquor, Country Liquor and Foreign Liquor in Packed Bottles/ for consumption in the proposed premises.
2. Whether the proposed premises is assessed for House Tax; if yes, then in whose name the said proposed premises registered.
3. Whether the building in which the proposed liquor premises located is residential or commercial and whether any residences other than that of the applicant exists in the building.

(Shashank Mani Tripathi, IAS)
Commissioner of Excise

To, 1. The Director, Directorate of Panchayat,
Junta House,. Panaji Goa.....for wide circulation to the subordinate offices.

2. The Director, Municipal Administration Department,
Dempo Towers, Panaji, Goa.....for wide circulation to the subordinate offices.

Copy to: 1. The Asstt. Commissioner of Excise.....for wide circulation.
2. The Excise Inspector, Excise Station _____
3. Guard File.

3. Committees at Village Panchayat Level

Role of Committees in improving the delivery of services at the Panchayat level.

Sr. No.	Committees / Body	Constitution of the committee	Responsibilities and services delivered
1.	Village Panchayat body	Village Panchayat body: All the members of a Panchayat shall be elected by the villagers as per the reservation for the tenure of five years. Sarpanch and deputy Sarpanch: the members of the Panchayat shall elect, from amongst themselves a Sarpanch and a Deputy Sarpanch.	The Sarpanch shall (a) be responsible for convening the meet of the Gram Sabha and preside over Its meetings; (b) be responsible for convening the meetings of the Gram Panchayat and shall preside over its meetings; (c) be responsible for the maintenance of the records of the Gram Panchayat; (d) have the general responsibility for the financial and executive administration of the Gram Panchayat; (e) exercise administrative supervision and control over the work of the staff of the Gram Panchayat and the officers and employees whose service may be placed at the disposal of the Gram Panchayat by any other authority; (f) for the transaction of business connected with this Act or for the purpose of making any order authorized thereby, exercise such powers, perform such functions and discharge such duties as may be exercised, performed or discharged by the Gram Panchayat under this Act or the rules made there under:Provided that the Sarpanch shall not exercise such powers, perform such functions or discharge such duties as may be required by the rules made under this Act to be exercised, performed or discharged by the Gram Panchayat at a meeting; (g) exercise such other powers, perform such other duties as the Gram Panchayat may, by general or special, resolution, direct or as the State Government

			may by rules made in this behalf, **Services delivered:** 1) Grant of Licence for Construction/ Reconstruction of any structure: 2) Permission for Repairs of House/Structure: 3) License for Hotels/ Shops/ Restaurant/ Eating House/ Coffee House/ Sweet Meat Shop/ Bakery/ Boarding etc: 4) Permission for construction of factories/ License for using any place for Trade, Business or Industry, machinery: 5) License for places for disposal of Dead Bodies: 6) Licensing of Shops: 7) Income Certificate: 8) Birth / Death Certificate: 9) Occupancy Certificate: 10) No Dues Certificate: 11) Residence Certificate: 12) Character Certificate: 13) Dependency Certificate: 14) Poverty Certificate: 15) Divergence Certificate: 16) Bonafide Fisherman Certificate: 17) Occupation Certificate: 18) No Objection Certificates (NOCs) issued by the Village Panchayat: 19) Correction in Births and Deaths Records
2.	Standing Committees, Production, Social justice and Amenities)	1) Each Committee shall consist of not less than three and not more than five members including the Chairman and Vice-Chairman, as the case may be.	(i) Production Committee for performing functions relating to agricultural production, animal husbandry and rural industries and poverty alleviation programmes; (ii) a Social Justice Committee for performing functions relating to,

		2) The Sarpanch shall be the ex officio member and Chairman of Production Committee and Amenities Committee. 3 3) The Deputy Sarpanch shall be the ex officio member and Chairman of the Social Justice Committee: 4) The Social Justice Committee shall consist of at least one member who is a woman and one member belonging to the Scheduled Castes or Scheduled Tribes.	(a) promotion of educational, economic, social, cultural and other interests of the Scheduled Castes and Scheduled Tribes and Backward Classes; (b) protection of such castes and classes from social injustice and any form of exploitation; (c) welfare of women and children; (d) an Amenities Committee to perform functions in respect of education, public health, public works and other functions of the Panchayat.
3.	Supervisory Committee	Every Gram Sabha is required to constitute minimum two Supervisory Committees	To supervise the Panchayat works and other activities undertaken by the Panchayat Supervisory work
4.	Garbage Committee	(a) The public representative of the area in the local body concerned. (b) Two responsible persons of the locality nominated by the local body. (c) The Sanitary Inspector of the area. (d) MLA of the area as ex-officio member.	(I) To assist and devise means for the efficient collection and disposal of the garbage in a garbage management zone (2) The functions of the Garbage Management Committee shall, be to render assistance to the local authority of the area: (a) for selection-or earmarking the places where public receptacles are to be provided for temporary deposit of garbage/waste generated from various sources in the garbage management zone; (b) for fixation of intervals, within which the contents of receptacles, deposit and accumulation at all places, may be removed or cleared; (c) for providing safeguards to be taken while depositing the garbage/waste in public receptacles/dustbins and its removal to dumping grounds or the places fixed for its bioconversion, dumping, incineration or recycling; (f) for arranging the awareness programmes to ensure

			reduction, re-use and recycling of garbage/waste, especially the non-biodegradable waste; (e) for encouraging residents of the area to explore the social and economic feasibility of separation of household waste at the source for its re-use and recycling; and (f) for devising steps to be taken for the maintenance of ecology and reduction of environmental pollution in the area.
5.	Ward Development Committee	Each ward development committee shall be headed by an elected member of the Panchayat and shall have at least five more members of which at least two shall be women and one member shall be from the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes. While constituting the committee/s, members shall be drawn from amongst professionals, engineers, architects, Non-Government Organizations, representatives of interest groups, representatives of bankers	The quorum for the meetings of ward development committee shall be four. The functions of the ward development committee shall be as follows:- (i) Analysis of the development sector(s)/ area(s) assigned to it; (ii) (ii) Evaluation of the performance during the last five years; (iii) Identification of existing problems, gaps, needs, possibilities; (iv) Generation of a shared vision on the development of the sector(s)/areas(s); (v) Suggesting an action plan to realize the vision with priorities and reasons for the priority; (vi) Preparation of draft projects to implement the action plan; (vii) Identification of spillover projects; (viii) Updating of development reports; (ix) Monitoring of projects, every quarter; (x) Any other task assigned by the District Planning Committee or by the Panchayat.

6.	Biodiversity Committee		The task of the biodiversity management committees is promoting conservation, sustainable use and documentation of biological diversity including preservation of habitats; conservation of land races, folk varieties and cultivars as well as domesticated stocks, breeds of animals and microorganism; and chronicling of knowledge relating to biological diversity. The biodiversity management committees could also levy charges by way of collection of fees from any person for accessing or collecting any biological resource for commercial purpose from areas falling within its territorial jurisdiction.
7.	Education Committee	1. Chairman of VEC/UEC — Chairman 2. Secretary of VEC/UEC — Member 3. Two Panchas of Village Panchayat 2 nominated members of the UEC or VEC to be nominated by UEC/VEC — Members 4. 2 Chairmen of PTAs to be nominated by VEC/UEC — Members.	a) Decision of repairs of School buildings.— The School Education Committee/Urban Education Committee has to identify the school buildings to be repaired and the works to be attended under the Scheme and submit the proposals to the Directorate of Education. b) Sanction of Grant. On the proposal received from the Village Education Committee/Urban Education Committee, the Director shall after scrutiny sanction the Grant in aid to the extent of 75% of the estimated expenditure of a work as first installment per work/unit for the execution of minor repairs to the school buildings. c) Constitution of Construction Management Committee. To assist and supervise the works in the schools, d) Constitution of Procurement Committee. — To attend to the individual needs of the schools each school shall have a Procurement Committee.

			e) Completion of work.— On completion of a work, a Satisfactory Completion Certificate has to be issued by Junior Engineer attached to the Office of BDO based on which the Directorate of Education will release the second and final installment of 25% of the Maintenance of accounts of expenditure. The Secretary VEC/UEC shall maintain the account of expenditure made out of the grant in aid sanctioned under the Scheme. f) Bank account. The amount of grant in aid sanctioned to the Village Education Committee/ /Urban Education Committee shall be kept in an Account in a nationalized bank to be jointly operated by the Chairman and the Secretary of the Village Education Committee /Urban Education Committee. g) Supervision: The officials of Education Department authorized by the Director shall have powers to inspect the work and to audit the records maintained under the Scheme.
8.	Village Water and Sanitation Committee	The village Panchayat Sarpanch has to be the Chairman/chairperson of the water and sanitation committee and the V.P Secretary is the member secretary. The technical assistant/ junior engineer of PWD is the co-opted member	• Maintain data of the status of water supply and sanitation aspects in the village. • Creating hygiene awareness and helping IEC activities • Open defection free village • Monitoring & testing of drinking water at regular intervals and submit test report.
9.	Child Development Committee	The Child Development Committees at the Village/Municipal level shall consist of 5 members from the following categories. 1. One Panchayat/Municipal member nominated by the concerned village	To prepare a baseline Needs Assessment Report on the status of children in the area that should include disaggregated data/information about children on: (a) School Enrolment, Name of the Child, Gender, Age at enrolment, level of education at which the child has enrolled, drop outs, Access to educational



		Panchayat/Municipal Corporation/ Council. 2. A girl/boy child between the age of 15-18 years from the Village/Municipal unit. 3. A lady Health Worker. 4. Anganwadi Worker. 5. A School teacher/Head Master from the village School. 6. A NGO representative (can be a person from a SHG, Mahila Mandal, Trade Union, Child Rights group, women's Organization, Bal Bhavan. 7. A Representative from the Legal Aid Cell (formed by the Law College/lawyers Guild). 8. A representative from a socio-economically disadvantaged group (Dalit, SC/ST, OBC, Migrant Community, Differently Abled person). 9. Member of the PTA of a school in the area	facilities, Infrastructure for educational Facilities in the area. (b) Immunization records for every child, infant mortality (Gender-wise), substance abuse, health infrastructure and access to health facilities for Children in the area. (c) Transport facilities: Access the problems Relating to transport if any. (d) Number of Children's Homes in the Area (Whether they have registered under the GCA or not?) Facilities/programmes for children provided by such Homes. (e) Number of Child Workers (as per occupation, age and gender). (f) Survey of facilities for child care and child protection that exist in the village to be undertaken for eg., creches, mobile creches, day-care centres, facilities for differently abled children to be undertaken. (g) To collect information from the police about the details of those who have been convicted for committing offences against children so that these persons are unable to access children in the area.
10.	Health and Sanitation Committee	The active participation of Anganwadi Workers, ANMs and ASHAs	a) Create awareness about nutritional issues and significance of nutrition as an Important determinant of health. b) Carry out survey on nutritional status and nutritional deficiencies in the villages especially among women and children. c) Identify locally available food stuffs of high nutrient value as well as disseminate and promote best

			practices (traditional wisdom) congruent with local culture, capabilities and physical environment through a process of community consultation. d) Inclusion of Nutritional needs in the Village Health Plan. The committee will do an in-depth analysis of causes of malnutrition at the community and household levels, by involving the ANM, AWW, ASHA and ICDS Supervisors. e) Monitoring and Supervision of Village Health and Nutrition Day to ensure that it is organized every month in the village with the active participation of the whole village. f) Facilitate early detection of malnourished children in the community; tie up referral to the nearest Nutritional Rehabilitation Centre (NRC) as well as follow up for sustained outcome. g) Supervise the functioning of Anganwadi Centre (AWC) in the village and facilitate its working in improving nutritional status of women and children. h) Act as a grievances redressal forum on health and nutrition issues. i) The committee may, preferably, act as a sub-committee of Gram Panchayat and Function under the overall supervision of Gram Panchayat.



Office of the Principal Chief Engineer,
Government of Goa,
Public Works Department,
Altinho, Panaji - Goa.

Date: 9/02/2009.

MEMORANDUM

The Guidelines for implementation of Rural Water Supply Programme issued bu Ministry of Rural Development (MORD) Government of India, stipulate that Village Water Sanitation Committees (VWSCs) are to be constituted to implement Rural Water Supply & Sanitation Programme, in every village Panchayat, throughout the State of Goa. Village Water Sanitation Committees shall work on nodal body of all the matters related to water supply and Sanitation for the respective Village Panchayat, The function of Village Water & Sanitation Committee shall be as follows.

1. Sarpanch Chairman
2. Panchayat Secretary - Member Secretary
3. Village Panchayat Member - Local Women / Mahila Mandal – to be nominated by the Sarpanch.
4. Rural Health Worker - from the Primary Health Centre located in the respective village Panchayat.
   1. Headmaster / Teacher - of the school who is representing the village Education Committee (VEC)
   2. One Representative of SC/ST/OBC - to be nominated by the respective Sarpanch.
   3. Technical Assistants / Junior Engineers (PWD) - (in charge of Water Supply & Sanitation in the areas of respective Village Panchayat) will be Co-opted member.

The Village Water Sanitation Committee shall carry out the following functions

1. Maintaining the data of the status of Water Supply and Sanitation aspects in the Village.

2. Creating hygienic awareness and helping IEC activities in the Village.
3. To aim for 100% Sanitation coverage and Open Defection Free Status to the respective Village Panchayts.
4. Monitoring & testing the quality of drinking water at regular intervals and submission of test reports.

The role of Village Water Sanitation Committees in future could be enhanced further as per the guidelines of Ministry of Rural Development, Government of India.

The Village Water Sanitation Committees shall function under the administrative control of respective Block Development Officers.

the name of the Govt. Of Goa

(A.M. Wachasundar)
Principal Chief Engineer & Ex-officio Additional Secretary to Govt of Goa.

1. The Govt. Printing Press, Panaji - Goa.
2. The Chief Engineer I, PWD, Altinho Panaji - Goa.
3. The Directorate of Education, Panaji - Goa.
4. The Directorate of Panchayat, Panaji - Goa.
5. The Directorate of Health, Panaji - Goa.
6. The Directorate of Sarva Shiksha Abhiyan, Porvorim - Goa.
7. The Superintending Engineer, V/VIII, PWD, Altinho Panaji Goa.



Immediate
Time Bound

No. DHS/NRHM/VHSC/10-11/
Government of Goa
Directorate of Health Services,
State Health Society,
Panaji - Goa.

Date: /06/2010

To,

_____
_____
_____

Sub: Constitution of Village Health Sanitation Committees (VHSC) within the Village Panchayats & Municipal Ward Health and Sanitation Committees (MWHSC) within the Municipalities.

Sir / Madam,

Under National Rural Health Mission (NRHM) of Government of India (GOI), every village Panchayat should constitute Village Health Sanitation Committee (VHSC). Such VHSCs are disbursed, an untied grant of Rs. 10,000/- per annum to conduct the following activities locally:

1. Village level cleanliness drive
2. Sanitation drive
3. School Health activities
4. Anganwadi level Health awareness activities or improvement of activities in Anganwadi.
5. Conduct of household survey
6. Reduction measures for vector control
7. Access emergency ambulance service etc.
8. Publication of IEC material or notices.

For the current year i.e. 2010 – 2011, GOI under NRHM framework, has permitted the Village Panchayats whose population is more than 3000 to constitute additional VHSCs. These committees shall also be entitled to receive untied grants of Rs.10,000/- per year for each such VHSC to carry out aforesaid activities within the respective ward area of the Village Panchayat.

Similarly, for Municipalities also for the current year Ministry of Health & Family Welfare, GOI, has approved untied grants at the rate of Rs. 10,000/- per year for each ward of the Municipality wherein a Municipal Ward Health Sanitation Committee (MWHSC) may be constituted.

There are 18 Village Panchayats comprising 78 wards having population more than 3000 and 14 Municipalities having 191 wards in this state as listed in the annexure attached.

You are hereby directed to constitute additional VHSCs for the said Village Panchayats and MWHSC for the Municipalities falling within your jurisdiction and carry out the activities as per the guidelines you are already following for the existing VHSCs. Funds of Rs. 10,000/- per annum towards the untied grant for each such VHSC / MWHSC will be released on receipt of the information of constitution of respective VHSC / MWHSC.

The above exercise should be completed within two months time positively, in consultation with the Sarpanch of the Village Panchayat and the President / Chairperson of the concerned municipality.

Yours faithfully,

(Dr. Rajnanda Dessai)
Director of Health Services

Enclosed Annexure

Copy for information and necessary action, forwarded to :

1. The President / Chairperson,
   _____ Municipality,
   _____ Goa.
2. The Sarpanch,
   Village Panchayat _____,
   Goa.

Quarterly Report.— (1) The Unit shall prepare quarterly report and submit them to the Director of Women and Child Development and copy of the reports to the State Commission for Children.

(2) The quarterly report shall give a true and correct account of the work done by it and the nature of cases and kind of assistance being sought and provided by the Unit to the victims.

Village and Municipal Child Committees.— (1) There shall be a Village Child Committee constituted for every Village Panchayats consisting of the following members,—

(a) four persons out of whom two shall be women residing in the Village Panchayat to be appointed by the Village Panchayat by Resolution.

(b) one child above the age of fifteen years but below eighteen years of age residing in Village Panchayat.

(2) Every Municipality of Municipal Corporation shall be divided into four geographical units by a Resolution passed by the Municipality or the Municipal Corporation in that behalf.

(3) For each geographical unit there shall be established a Child Committee consisting of,—

(a) four persons out of whom two shall be women, residing in the geographical area for which the Committee has been constituted;

(b) one child above the age of fifteen years and below eighteen years residing in the area.

Procedure for the Committee and allowances of their Members.— (1) The Committees shall ensure the best interest of the child and provide recreational and play facilities for children in their respective area of operation.

(2) The Committees shall follow their own rules of procedure.

Department of Science, Technology & Environment

Notification

LS/MISC/1915/96

Whereas the draft of the Goa Non-Biodegradable Garbage (Control) Rules, 1997, was published as required by section 17 of the Goa Non-Biodegradable Garbage (Control) Act, 1996 (Act 5 of 1997), at pages 145-147 of the Official Gazette, Extraordinary, Series I, No. 10 dated 5-6-1997 under Notification No. LS/Misc/1915/96/537-N dated 22-5-1997, of the Department of Science, Technology, Environment inviting suggestions/objections from all persons likely to be affected thereby before the expiry of 15 days from the date of publication of the said Notification in the Official Gazette;

And whereas the said Gazette was made available to the public on 5-6-1997;

And whereas suggestions/objections received from the public etc., on the said draft have been considered by the Government;

Now therefore in exercise of the powers conferred by section 17 of the Goa Non-Biodegradable Garbage (Control) Act, 1996 (Act 5 of 1997), the Government of Goa hereby makes the following rules namely:--

1. Short title and commencement.— (1) These rules may be called the Goa Non-Biodegradable Garbage (Control) Rules, 1997.

(2) They shall come into force on such date as the State Government may, by notification appoint, and different dates may be appointed for different areas.

2. Definitions.— In these rules, unless the context otherwise requires,

(a) "Act" means the Goa Non-Biodegradable Garbage (Control) Act, 1996 (Act 5 of 1997);

(b) "Biomedical/clinical waste" means the waste generated in the hospitals, dispensaries, private clinics, laboratories, butcher shops and slaughter houses and shall include:—

(i) human or animal anatomical wastes;

(ii) blood, body fluids and blood soaked or non-soaked bandages;

(iii) microbiological wastes;

(iv) discarded medicines;

(v) disposables, non-disposables, waste sharps (needles), syringes, scalpel, blades;

(vi) highly infectious wastes;

(vii) slaughter house wastes and butcher shop wastes;

(viii) incineration wastes (ash from incineration of any biomedical waste);

(ix) biotechnological waste.



(c) "Building debris" means any waste material generated during repairs, construction or demolition of any civil structure/building. Such waste materials include but are not limited to, discarded blocks/bricks/stones/shuttering material, paint, masonry waste, reinforcement material, cement, concrete, plaster, etc.;

(d) "Garbage Management Committee" means the Garbage/Waste Management Committee constituted under rule 4 of these rules;

[1][(dd) "garbage/waste" means all types of garbage/waste including biodegradable garbage, non-biodegradable garbage, biomedical/clinical waste as well as commodities, such as non-biodegradable plastic 'bags/packaging material' prohibited under sub-section (h) of section 7 of the Act;].

(e) "Garbage Management Zone" means the zone constituted under rule 3;

(f) "Section" means a section of the Act;

(g) Words and expressions used but not defined herein shall have the same meanings as assigned to them under the Act.

3. Garbage Management Zone.— For the garbage clearance, scavenging and clearing, the local authority shall divide the area, falling within its territorial jurisdiction, into garbage management zones.

4. Garbage/Waste Management Committee.— (1) To assist and devise means for the efficient collection and disposal of the garbage in a garbage management zone set up under rule 3, a Garbage Management Committee shall be constituted and it shall comprise of:—

(a) the public representative of the area in the local body concerned;

(b) two responsible persons of the locality nominated by the local body;

(c) the Sanitary Inspector of the area;

(d) MLA of the area as ex officio member.

(2) The functions of the Garbage Management Committee constituted under sub-rule (I), shall be to rendered assistance to the local authority of the area:-

(a) for selection or earmaking the places where public receptacles are to be provided for temporary deposit of garbage/waste generated from various sources in the garbage management zone;

(b) for fixation of intervals, within which the contents of receptacles, deposit and accumulation at all places, designated under rules 5 may be removed or cleared;

(c) for providing safeguards to be taken while depositing the garbage/waste in public receptacles/dustbins and its removal to dumping grounds or the places fixed for its bio-conversion, dumping, incineration or recycling;

(d) for arranging the awareness programmes to ensure reduction, re-use and recycling of garbage/waste, especially the non-biodegradable waste;

Inserted by the Amendment Rules, 2003 published in the Official Gazette, Series I No. 2 dated 10-04-2003.



(e) for encouraging residents of the area to explore the social and economic feasibility of separation of household waste at the source for its re-use and recycling; and

(f) for devising steps to be taken for the maintenance of ecology and reduction of environmental pollution in the area.

5. Public Garbage receptacles/dustbins.— (1) The local authority, in consultation with the Garbage Management Committee constituted under rule 4, shall, for temporary deposit or collection of non-biodegradable garbage/waste generated in the area provide or place in proper place and convenient situation, separate receptacles/dustbins (other than those kept and maintained for deposit of biodegradable garbage).

(2) In hospitals, dispensaries, private clinics, laboratories, butcher shops and slaughter houses, the persons managing such institution shall provide and place at convenient places separate receptacles/dustbins for the collection and deposit of garbage and biomedical/clinical waste generated therefrom.

(3) All biomedical/clinical waste referred to in sub-rule (2) above should be collected in plastic bags with proper marking "danger hospital infectious waste" (in Konkani, Marathi and English) and placed in separate receptacles/dustbins provided for the purpose.

(4) In case of hotels, hostels, restaurants, bars and industrial establishments, the managers/occupiers of these facilities/establishments shall provide and place at convenient places, separate receptacle/dustbins for non-biodegradable garbage/waste in addition to the those kept and maintained for biodegradable garbage.

(5) The minimum capacity of all receptacles/dustbins referred to in sub-rules (1), (2) and (3) above should be equivalent to twice the garbage generation volume, to be determined by the Garbage Management Committee, so as to prevent spillage and provide for unforeseen delays in waste collection.

(6) The local authority shall provide special services to lift the waste/garbage referred to in sub-rules (2) and (3) above and a separate vehicle shall be used for collection of biomedical/clinical waste with appropriate markings/colour code as provided under rule 6.

(7) The local authority, in consultation with the Garbage Management Committee, Town & Country Planning Department, Planning and Development Authority (wherever applicable), Department of Environment and Public Works Department, shall designate a separate place/places for safe disposal of building debris without harming the environment and the owners/occupiers/managers of places generating building debris shall collect such debris from their respective places and deposit the same at the places designated for the purpose.

(8) The local authority and the occupiers/owners/managers referred to in sub-rules (1), (2), (3) and (4) while providing/placing the receptacles and dustbins under this rule, shall take every possible precaution to ensure that these are kept beyond the approach/reach of dogs and stray animals.



6. Colour of and inscription on receptacles/dustbins.— The public receptacles and dustbins shall be painted in colour and shall carry the inscription as under:—

(i) Biodegradable— in green colour with inscription "For degradable waste only";

(ii) Non-biodegradable— in black colour with inscription "For non-biodegradable waste only";

(iii) Biomedical/clinical waste— in red colour with inscription "for biomedical/clinical waste only".

7. Safeguards to be taken by owners and occupants for deposits of garbage/waste generated from their building and lands.— The owners and occupants of all lands and buildings shall collect or cause to be collected the garbage/waste from their respective lands/buildings and deposit it or cause it to be deposited in public receptacles/dustbins provided under rule 5, for temporary deposit or collection of garbage by the local authority of the area ensuring that:—

(a) the garbage is deposited in a location designated by the local authority;

(b) the garbage is placed in garbage receptacles/dustbins;

(c) the biodegradable garbage is deposited in the receptacles/dustbins/dumpers designated for the purpose; and

(d) the non-biodegradable garbage is not mixed either with the biodegradable garbage or biomedical/clinical waste and is deposited in the receptacles/dustbins designated for that purpose.

8. Prohibition to throw non-biodegradable waste.— No person, himself or through another, shall knowingly or otherwise:—

(a) throw or cause to be thrown any non-biodegradable garbage in a place other than the garbage receptacle/dustbins designated for the purpose under rule 5; and

(b) mix the biomedical/clinical waste with other non-biodegradable waste garbage.

9. Litter control.— The local authority or its officers may order the clean up of any non-biodegradable litter which has been disposed of contrary to the provisions of the Act and these rules.

10. Disposal of garbage/waste.— (1) garbage/waste generated from various sources and deposited in the receptacles/dustbins provided under rule 5, shall be got collected and removed, by the local authority, either through its employees or through the private agencies engaged by it for this purpose, to the dumping ground or suitable disposal sites.

(2) The non-biodegradable garbage/waste (other than the biomedical/clinical waste, whether comprised of biodegradable or non-biodegradable matter), collected from receptacles/dustbins and carried to dumping ground or disposal site under sub-rule (1), shall be further carried to the recycling centres arranged by the local authority through its own officers or through agencies.

(3) Subject to the provisions contained in any other law for the time being in force, and the terms and conditions which may be imposed by a local authority, the persons responsible for management of facilities such as hospital, dispensary, clinic, laboratory, butcher shop and slaughter house; shall dispose of the biomedical/clinic waste (including



other garbage generated therefrom) by the process of incineration or other safe non-incineration technology:

Provided that where incineration facilities or other safe non-incineration technology are not available or economically viable to the persons responsible for the management of such facilities, the local authority, shall, in the absence of any agreement to the contrary, arrange at the cost of the persons responsible for the management of such facilities, for the removal and disposal of the biomedical/clinical waste by the process of incineration or other safe non-incineration technology.

(4) Subject to the provisions of sub-rule (3), the biodegradable waste shall be got disposed of by the local authority, as it may be deem fit, by the process of bio-conversion, dumping or incineration or any other scientific method.

(5) Each site for bio-conversion, dumping and processing of the garbage/waste generated from all sources within the territorial limits of the local authority should be located at sufficient distance from the residential habitats.

11. Powers of officers/employees of local authority and members of Garbage Management Committee.— [2][(1) For the purpose of implementation of the provisions of the Act and these rules, the members of the Garbage Management Committee as also Collectors, Deputy Collectors, Mamlatdars, Joint Mamlatdars, Excise Inspectors, Police Sub-Inspectors, Panchayat Secretaries, Chief Officers, Municipal Engineers, Sanitary Inspectors and Municipal Inspectors of all the Municipal Councils of the State of Goa, may, at, any reasonable time do any or all of the following acts, namely:—

(a) enter and inspect any place to determine:

(i) the extent, if any, to which any garbage/waste may cause, is causing or has caused any adverse effect;

(ii) the cause of any adverse effect that may occur, is occurring or has occurred;

(iii) how an adverse effect may be prevented, eliminated, reduced or ameliorated and the environment conserved or reclaimed.

(b) when the aforesaid authority reasonably believes that any garbage/waste may release, is releasing or has released into the environment or a place of public view, or that garbage/waste may cause, is causing or has caused any adverse effect, require the person having charge, management or control of the garbage/waste to remove the garbage/waste or cause it to be removed from where it is found and deposited in a place designated for that purpose under rule 5.

(c) enter and inspect any place in which the aforesaid authority reasonably believes that any garbage/waste may be found and, if so found, seize and cause it to be removed from where it is found and deposited, at the cost of the occupier, in a place designated for that purpose under rule 5, for further disposal as provided under rule 10].

(2) No entry in any private premises under sub-rule (1) shall be made after sunset and before sunrise.

12. Assistance to Officers.— The owners of and every person found in any place in respect of which an officer or employee of the local authority or the member of the

[2] Inserted by the Amendment Rules, 2003 published in the Official Gazette, Series I No. 2 dated 10-04-2003.

Garbage Management Committee is exercising powers and carrying out duties under the Act and these rules, shall:—

(a) give such officer, employee or member all reasonable assistance to enable him to exercise those powers and carry out those duties;

(b) furnish all information relative to exercising of those powers and carrying out those duties that such officer, employee or member may reasonably require.

By order and in the name of the Governor of Goa.

Dr. *N. P. S. Varde*, Director/Jt. Secretary (ST & E).

Panaji, 19th August, 1997.

(Published in the Official Gazette, Series I No. 24 dated 11-9-97)

Notification

LS/Misc/1915/96/Part/1309

In exercise of the powers conferred by sub-section (3) of section 1 of the Goa Non--Biodegradable Garbage (Control) Act, 1996 (Goa Act 5 of 1997) (hereinafter called the said Act), the Government of Goa hereby appoints the 1st day of January, 1998 as the date on which the said Act shall come into force in the areas falling within the jurisdiction of all the Municipal Councils in the State of Goa and all Panchayats located in the Talukas of Bardez, Salcete and Tiswadi of the State of Goa.

By order and in the name of the Governor of Goa.

Dr. *N. P. S. Varde*, Director/Joint Secretary (STE).

Panaji, 31st December, 1997.

(Published in the Official Gazette, Series I No. 41 dated 08-01-1998)

Notification

LS/Misc/1915/96/Part/1308

In exercise of the powers conferred by sub-section (2) of rule 1 of the Goa Non--Biodegradable Garbage (Control) Rules, 1997 (hereinafter called the "said Rules"), the Government of Goa hereby appoints the 1st day of January, 1998 as the date on which the said Rules shall come into force in all the areas falling within the jurisdiction of all the Municipal Councils in the State of Goa and all Panchayats located in the talukas of Bardez, Salcete and Tiswadi of the State of Goa.

By order and in the name of the Governor of Goa.

Dr. *N. P. S. Varde*, Director/Joint Secretary (STE).

Panaji, 31st December, 1997.

(Published in the Official Gazette, Series I No. 41 dated 08-01-1998)



Guidelines for Operationalization of Biodiversity Management Committees (BMCs)

SECTION I: OPERATIONAL ASPECTS

1.1 Role of SBBs, Institutions and Civil Society in the formation of BMCs

The process of BMC formation would involve all the stakeholders in the gram sabha including tribal groups and other marginalized communities to ensure an effective consultative process to meet the requirements of the state and local conditions.

BMC formation can possibly be mediated through institutions or civil society organizations or Technical Support Groups (TSGs). Potential areas rich in biodiversity and locations where there is popular interest or support should be identified and BMCs established. The Member-Secretary should get approval from the State Biodiversity Board for forming BMCs. Technical Support Groups can extend all possible help in identification, formation and operationalization of BMCs.

The State Biodiversity Boards may require a percentage of the funds earmarked for the establishment of each BMC. This may include costs incurred by the SBBs in involving civil society organizations and TSGs in identifying potential areas for BMC formation.

The local body shall make efforts to integrate BMCs to other village level committees related to natural resources management.

1.2. Integration of BMCs to other village level committees related to natural resource management

The BMC will be constituted by the local body with members of the Participatory forest/natural resources management committees members, including from members of horticulture/vaids/foot botanists/tribal heads., etc., based on the local conditions. The SBB should issue suggestive list of persons to be included in the BMC. The representation may be flexible to meet the local requirements.

The Biodiversity Management Committee may also draw its members from amongst the existing committees which have been formed under statutory powers/administrative orders of the respective Governments.

1.3 Time period for operationalization

Once a BMC is formed, its operation should commence immediately and a set of tasks completed in a period of 12 months. Any, unspent part of the startup BMC fund BMC may be



utilized at a later date. BMCs may be authorized to retain up to 50% of the sanctioned grant amount and make use of the interest for conducting their activities.

1.4 Office of the BMC

The BMC will function from the office premises to be provided by the local body.

1.5 Tenure of the BMC

The tenure of the BMC will be five years / co-terminus with the tenure of the local body however, the existing BMC will continue to operate, until a new committee is constituted.

1.6 Methodology of BMC Startup Fund Release

Each State Biodiversity Board shall arrive at a realistic number of BMCs to be established in the state based on biodiversity rich areas and socially conscious areas. The National Biodiversity Authority (NBA) on its part shall release the amount requested by the State Biodiversity Boards (SBBs). The SBBs are advised to release the amount to each BMC in instalments (2 – 4 instalments) after obtaining either a Statement of Expenditure and an Utilisation Certificate (UC). No copies of bills should be insisted upon by the SBBs

No	Item	Village Level BMC (In Rs.)	Block Level BMC (In Rs.)	District level BMC (In Rs.)
1	Startup fund	60,000	80,000	100,000
2	On Opening of Bank Account	10,000	13,328	16,660
3	Purchase of Office Equipment including stationary	15,000	20,000	25,000
4	Conduct of meetings (2 meetings in a year)	3,000	4,000	5,000
5	One Training to BMC and Panchayat general BD Profile	7,000	9,328	11,660
6	Formation of BMC	25,000	33,328	41,660

1.7 Roles and Functions of the BMCs

The BMCs would, in addition to the preparation of the People's Biodiversity Register (PBR), participate in ensuring:

- Conservation and sustainable utilization of biological resources
- Eco-restoration of the local biodiversity
- Proper feedback to the SBB in the matter of IPR, Traditional Knowledge and local Biodiversity issues, wherever feasible and essential feedback to be provided to the NBA.



- Management of Heritage Sites including Heritage Trees, Animals/ Micro organisms etc., and Sacred Groves and Sacred Water bodies.
- Regulation of access to the biological resources and/ or associated Traditional Knowledge, for commercial and research purposes.
- Sharing of usufructs arising out of commercial use of bio-resources
- Conservation of traditional varieties/breeds of economically important plants/animals.
- Biodiversity Education and Awareness building.
- Documentation, enable procedure to develop bio-cultural protocols .
- Sustainable Use and Benefit Sharing.
- Protection of Traditional Knowledge recorded in PBR

1.8 Meetings of BMCs

BMC shall hold a minimum of 4 meetings in a year, and meet once at least in every 3 months.

The meetings shall be chaired by the Chairperson of the BMC, and in his/her absence, by any other member elected by the members present.

The quorum at every meeting shall be three including the chairperson and excluding official members.

1.9 Minutes of the BMC Meetings

Minutes/proceedings of the BMC Meetings will be drawn and submitted to the Local Body / District Nodal Officer. The SBB shall provide a format for drafting of minutes of the meetings, maintenance of meeting registers and alike, lay down the procedures for updating the registers & record of discussions, resolutions made, audit etc., which would facilitate Process Documentation at the BMC level (Annexure 7).

1.10 BMC Action Plan

Each BMC shall prepare an Action Plan, drawing information validated in the People's Biodiversity Register. The Technical Support Group (TSG) shall guide in the preparation of the action plan. The Action Plan may include in addition to the steps outlined for conservation of the bio-resources, the training needs identified for the personnel of the BMC and the list of potential items for consideration for registration as Geographical Indicators (G.I).

To draw a management micro plan for the sustainable use of local biodiversity including medicinal plants and associated traditional knowledge.

1.11 Capacity Building on BD Act and BMCs

Awareness Building on Biological Diversity Act 2002, its scope and implications with issues specific to operation of Biodiversity Management Committees (BMCs), may include:

Awareness building on the Biodiversity Act 2002, the role of Biodiversity Management Committees, the procedures, the role of BMCs with various associated departments of the Government such as Forests, Environment, Tribal Welfare, Rural Development, Agriculture, Horticulture, Animal Husbandry, Fisheries and Aquaculture, Poultry, Health, Local systems of Medicine, Education etc.,

a) Awareness building on the Acts, Rules and Institutions pertaining to the Conservation of Biodiversity at large.
b) Capacity Building at various levels of Government and Non-Governmental Agencies including the elected representatives at State, District and Local levels.
c) Capacity Building and Skill development of BMC members as identified by SBB. The areas of skill building may include:

- Preparation of PBR
- Administrative procedures of BMC
- Maintenance of accounts/audit.
- Intellectual Property Issues.
- Access and Benefit Sharing Issues.
- Levy of fees.
- Preparation of Action Plan, Project Report, Annual Report.
- All Acts and Rules pertaining to Biodiversity
- Management of Biodiversity Heritage Sites

SECTION II - FINANCIAL ASPECTS

2.1 Financial Resources for BMCs

BMCs shall generate funds through the following modes:

a) Receipts (grants and loans) from NBA, SBB and State Government. In addition, BMCs may access funds from various sources including raising donations, line departments of Government of India and state governments, other Central and State Boards, institutions and corporate bodies.
b) Receipts from fee, license fee, levies, royalties and other receipts.

For purpose of transparency, monitoring and follow up, each BMC shall maintain bank accounts separately for both categories of receipts.

2.2 Funding BMCs and maintenance of their accounts

The State Government on the recommendation of the SBB shall designate Nodal officers for each of the districts to oversee the various matters of the BMC. An officer from appropriate line department relevant to the local conditions may be appointed as Nodal Officer, who will report to the SBB.

BMC should draw a plan of Action for accessing resources from various sources such as – NBA, SBB, Grants, Donations, Various line departments of Government of India and the State Governments, other Central and State Boards, Institutions, Corporate Bodies etc.,

Start up funds may be obtained from the NBA, SBB. The state government may make appropriate provision in the budget for funding SBBs and provide financial support through SBBs to the BMCs.

The SBB shall facilitate the BMC to open a Bank Account with an Enabling Letter that BMC have been formed in accordance with The Biological Diversity Act, 2002.

The SBB shall fund the BMC directly and the concerned district level Nodal officer/ the DFO /District Administration/ Zilla parishad shall be duly informed. The Utilization Certificate (UC) along with the Statement of Expenditure should be submitted to the SBB. The BMC would give Utilization Certificate (UC) to the appropriate authority from whom they received the Funds /NBA/SBB etc., as required.

All the funds of the BMC will be operated jointly by the Chairperson and the Secretary of the BMC.



The Secretary of the BMC will maintain the accounts of the BMC. The accounting procedures will be drawn up and format for the maintenance of the accounts will be provided by the SBB. The SBB will also draw a check list to ensure that there is proper maintenance and submission of accounts.

The accounts would be audited annually by an Auditor specially appointed for the purpose and after being passed by the BMC will be given to the local body and the SBB.

The members of the BMC and the Secretary of the BMC should be trained and educated on the procedure for giving Utilization certificate (UC) and accounting procedures including preparation of Annual Report and utilization of the resources in accordance with the Action Plan drawn up by the BMC, prioritizing the conservation of the local biodiversity.

The State Governments upon the recommendation of the SBB shall provide adequate fund and support staff at Nodal/district levels, to carry out the implementation of the Act, keeping in view the priorities and importance of the regional issues. Such funds may be routed through the SBB.

2.3 Custody of funds

The funds of the BMCs will be kept in a bank account. The custody of the funds of the BMC is the responsibility of the person belonging to the permanent establishment like local / district administration and will take necessary steps for safeguarding during receipt, deposition and transmission of the money, maintain suitable records for purposes of accounting and auditing.

The BMC shall issue cheques for making payments and by and large avoid cash transactions.

BMCs may require the procurement of good, equipments, furniture and other supplies and services like consultancy, upkeep and maintenance, other management services, technical services and expert assistance.

Procurement of goods and services can be made in a most efficient and judicious manner keeping in view the financial properties of the funds. Standard rules and regulations governing purchases etc., on such activity relevant in the Local bodies may be adhered to.

***2.4 Modus Operandi* of Expenditure for BMC**

A startup fund, appropriate for its level may be provided for each BMCs and a manner of disbursement would be in the manner prescribe below:



2.5 Modus Operandi of Expenditure for People's Biodiversity Register

Funds earmarked for preparation of People's Biodiversity Registers (PBRs) may be utilized in the following manner:

No	Item	Village level BMC & PBR (in Rs.)	Block/Taluk level BMC & PBR (in Rs.)	District level BMC & PBR (in Rs.)
1	Amount apportioned for SBB to meets its expenditure for undertaking various activities during the preparation of PBR	15,000	20,000	30,000
	PHASE–I			
1	Awareness/PRA exercise	5,000	10,000	15,000
2	Skill development/field visit /Meetings	10,000	10,000	20,000
3	Collection of primary data	20,000	20,000	35,000
	PHASE-II			
4	Processing of data / documentation /drafting	20,000	30,000	40,000
5	Printing cost of PBR	10,000	20,000	30,000
6	Remuneration /TA/DA to Technical Support group/personnel	25,000	25,000	40,000
7	Miscellaneous charges	10,000	15,000	20,000
	Total	**1,15,000**	**1,50,000**	**2,30,000**

2.6 Signing of cheques and support for member of the permanent establishment

Cheques may be signed by the Chairperson and the Secretary of the BMC. The Secretary should be from permanent establishment like forest/panchayat raj/ Department etc., The Secretary of the BMC will maintain the accounts of the BMC. This task would be treated as an Additional Charge for the member of the permanent establishment. And therefore suitable honorarium in rupees would be paid for the services rendered to every Secretary. In this regard the State Government may issue a suitable Government Order/Resolution in consultation with SBB.

2.7 Cash Book

A Cash Book is to be maintained by the BMC. All records of cash/ bank transaction are to be recorded in the cash Book. While compiling the cashbook, page numbers of all receipts / cash

payments record of certificates must be maintained. Cash payments must also be recorded in the cash book

2.8 Control of Expenditure

The Chairperson of the BMC is responsible for enforcing financial order and strict economy in every step.

The Secretary of the BMC is responsible for maintenance and upkeep of accounts in the prescribed manner.

2.9 Bank Reconciliation Statement

Balance in Bank and in the cash book should be reconciled in the last day of every month and the cashier should prepare the reconciliation statement. In case there is no expenditure, then such statement need not be prepared.

2.10 Statement of expenditure

A Statement of Expenditure upon receipt and expenditure of funds is to be submitted to the funding agency within the stipulated time. After expenditure of a minimum of 80% of the funds received, an Utilization Certificate in the prescribed format shall be submitted.(Format to be Annexed to the Guidelines)

2.11 BMCs and Access to Biological Resources, Levy and Benefit Sharing

The Committee (BMC) shall also maintain a Register giving information about the details of the access to biological resources and traditional knowledge granted, details of the collection fee imposed and details of the benefits derived and the mode of their sharing; which shall be intermittently examined by the local body.

The issues related to collection fee, benefit sharing and management of heritage sites, sacred groves, water bodies etc., will be done in consultation with the technical support of the SBB, and the SBB shall in this regard set up technical support groups comprising of local experts to provide necessary assistance to the BMC at State/Regional/District level.

SECTION III - TECHNICAL ASPECTS

3.1 Areas covered by the Sixth Schedule

In case of sixth schedule areas, BMCs shall be formed at the levels of local institutions recognized by Autonomous District Councils. The Local Bodies shall ensure that the Biodiversity Management Committees are integrated with the existing local institutions by cross membership and regular coordination meetings.

The concerned State Biodiversity Board in the North-Eastern states will provide a suggestive list of members for the constitution of the Biodiversity Management Committees duly taking into cognizance the ethnic and cultural diversity.

3.2 Technical Support Groups (TSG) for strengthening BMCs

The SBB shall formulate District level technical support groups (TSGs) comprising of officials/ institutions /people of excellence and expertise in the biodiversity issues at local level, which should guide the BMC in its operation.

The People's Biodiversity Registers shall be maintained, **authenticated** and validated by the Biodiversity Management Committees with the assistance/guidance of the Local Technical Support Committee, a copy of which would be made available to the SBB.

The TSGs established at the appropriate level (State/Regional/ District) shall assist BMCs with regard to collection fee, benefit sharing and management of heritage sites, sacred groves and water bodies.

The Technical Support Group shall be formed at district level including representative from the departments of Forests, Agriculture, Horticulture, Veterinary and Fishery, Local Educational and Research Institutions, Autonomous District Councils, Non Governmental Organisations, Herbal Practitioner etc. based on the local conditions.

The Technical support group shall assist the BMC in listing local names of flora, fauna, traditional knowledge relating to flora and fauna, and current practices of communities regarding conservation within its territorial jurisdiction, to be included in the PBR.

3.3 Monitoring

The National Biodiversity Authority (NBA) may constitute every two years a Committee of Experts consisting field officers, scientists, academicians, member-secretaries and others to review the workings of BMCs to amend the guidelines from time to time.

3.4 Custody of PBRs and information therein

The BMC shall ensure the protection of the knowledge recorded in the People's Biodiversity Register principally in the matters of regulation of access to agencies and individuals outside the village limits. Access to registers need to be recorded in writing and maintained in consultation with SBB/ Technical Support group. Use of any information/knowledge from PBR should be duly and properly acknowledged

3.5 BMCs and Biodiversity Heritage Sites

To incentivize BMCs to protect more areas of biodiversity importance, a sum of Rs.50,000/= (Rupees fifty thousand only) would be deposited in a nationalized bank in the name of BMCs declaring Biodiversity Heritage Sites (BHS). The interest of the said amount can be use by the BMC to pursue activities that aid in strengthening the efforts.

3.6 Resolution of Disputes

Disputes between/amongst BMCs in the same district may be referred to the Nodal Officer/ CEO ZP /District Magistrate.



Annexure 1

Model BMC Resolution at Gram Panchayat Level

FORMATION OF BIODIVERSITY MANAGEMENT COMMITTEES AT GRAM PANCHAYATS

Resolution No. _____ Date: _____

Name of the
Gram Panchayat:_____ Taluk :_____ District: _____

The Gram Panchayat meeting was held on _____ at _____ AM/PM in _____ Gram Panchayat office, under the Chairmanship of Sri._____ the President, and with the consent of all the members, ------ Biodiversity Management Committee was formed under Section 41(1) of Biological Diversity Act 2002 and Rule 22 of Biological Diversity Rules 2004 and Rule --- of ---------- Biological Diversity Rules 2005, for the period of three / five years.

Details of Committee Members

Sl. No.	Full Name and Address	Age	Category	Signature
1			Chairman	
2			Woman member	
3			Woman member	
4			SC/ST member	
5			Member	
6			Member	
7			Secretary ()	

The Biodiversity Management Committee will be responsible for:

1. Conservation and sustainable utilization of bio resources within its area of jurisdiction.
2. Stop illegal access of bio resources within its area of jurisdiction.
3. Furnishing of opinion to National Biodiversity Authority, Chennai and ----------Biodiversity Board on various subjects as and when required.
4. Levying charges by way of collection fees for accessing/collecting bio-resources for commercial purpose within its area of jurisdiction, as per the act.
5. Maintain data about local vaidyas and practitioners using biological resources.
6. Maintain register containing information about details of access of biological resources and traditional knowledge granted, details of collection fee imposed and details of benefits derived and mode of their sharing.
7. The Biodiversity Management Committee will also be involved in documentation of biodiversity and associated traditional knowledge.
8. Management and use of Biodiversity Fund as per guidelines provided by the National Biodiversity Authority and ---------- Biodiversity Board from time to time.

Siganture Gram Panchayat President

Signature Gram Panchayat Secretary*/ Member of the permanent establishment



4. Attitude, Behaviour Change and Accountability

When you manage people, your attitude plays a major role in how well you, as an officer/manager will perform. With the right attitude you can accomplish anything you want to and so can the people you supervise.

What does attitude really means?

Attitude is a mental position relative to a way of thinking or being. You signal your feelings through verbal or non-verbal expressions.

A strong positive mental attitude will create more miracles than any wonder drug.

-Patricia Neal

An attitude is a point of view about a situation. An attitude is made up of:

- What you think.
- What you do.
- What you feel.

Keeping positive in a negative world is sometimes a challenge. Other people are 'sad sacks', moaning and groaning about the weather, the lotto results, the traffic, the price increases, the government. It's easy to pick up on the negativity and the doom and gloom they want to spread, but the other side of the coin, is being positive and a success.

- Attitude affects every part of our life and those who understand its power will do everything they can to nurture and protect this valuable quality.
- Attitude is what makes the difference between an average performer and a peak performer in life. No amount of money can replace what a person like this can do for your organization.
- A poet of long ago put the difference between optimism and pessimism this way:-
  "Two men looked out from prison bars- one saw mud, the other saw stars."

Components of Attitude

- Informational and Cognitive behaviour

- Emotional and affective framework



- Behavioral framework
  - Affect (How I feel about it) plus
  - Behavioural tendency (Conative), plus
  - Cognitions (What I think or know) about likely consequences of behaviour

The first component that comes to mind when talking about attitude is something known as affect. We know that in order for something to be a true attitude, it must spark some kind of emotional reaction within us. This is the core of what makes an attitude, and it is called an affect. For example, if we are watching television, and see a politician that we do not particular care for, we are going to have a negative emotional reaction. This is the affective component of the attitude. Of course, these can be positive as well. For example, if we see a picture of a best friend or close family member, we are going to have a positive emotional reaction. However, while affect is an important part of the overall component of attitude, it is not the only part and several other factors also play a major role.

One of these other factors is known as cognition. In the same way that we know that attitudes must have an emotional component, we should know that they must have an informational component as well. This makes complete sense, as we would not be able to have a concrete attitude about something unless we are informed about it. However, the cognition component works the opposite way as well. Many may be aware of the self-fulfilling prophecy, or the idea that the thing we believe will happen end up happening, due in part to the fact that we believed in them, and acted towards making them happened, whether we are aware of it or not. For example, if we like a particular sports team, we find out all the knowledge we can about that team, and our cognitive component of attitude grows stronger and stronger, thus our entire attitude becomes stronger as well.

If the previous two components of attitude, being affect and cognition, deal with the actual building blocks of attitude, than the third factor deals primarily with how we react to attitudes. This is known as behaviour, and it is another crucial building block as to our attitudes as a whole. Our attitudes tend to "prime" us to react in a certain way. Meaning that things we have a negative attitude about tend to always make us react in a certain way, even if it may be something as simple as a frown or twitch of the mouth. At the same time, positive attitudes will make us smile our cry out with a joyful exclamation. Our mind causes our body to act, and attitudes are one of the principal components that can trigger our minds and prepare them for action.

The information on profile of Elected Representatives of Panchayats of all talukas will be collected for effective implementation of the training.

Format attached in Annexure II(Form I & II)



DAY - II

Objectives: The participants will be:

1. Able to explain Finance Commission Grants, Gram Panchayat Development Plan (GPDP) process, importance of Sustainable Development Goals (SDGs) & role of panchayats.
2. Able to state the features of various poverty alleviation schemes of government departments.
3. Sensitized on the important provisions of the Right to Information Act & Time Bound Service Delivery Act.

Topics:

Session-1: Finance Commission Grants, Decentralized Planning, Gram Panchayat Development Plan (GPDP) & Role of Village Development Committees
Session-2: Sustainable Development Goals & Role of Panchayats
Session-3: Schemes of Various Government Departments
Session-4: The Right to Information Act, 2005
Session-5: The Goa (Rights of Citizen to Time Bound Delivery of Public Services) Act 2013

1. Finance Commission Grants, Decentralized Planning, GPDP & Role of Village Development Committees

Enclosed GPDP Goa Guidelines& Finance Commission Grants in Annexure II.

Importance of Planning: Why is planning at the Gram Panchayat necessary/important?

The Constitution of India as per Article 243G talks of strengthening the local self-governing institutions viz the Village Panchayats. Further the 73rd Amendment to the Constitution also calls for strengthening of the Gram Sabhas. The Goa Panchayat Raj Act 1994 also highlights the objective of setting up panchayats for greater participation of the people and more effective implementation of rural development programmes.

Importance of local planning:

- local level planning may address local level issues
- Improving basic core services
- Conservation of natural resource
- Improving basic service delivery at GP
- Enhancing the governance and accountability.
- Providing care services to the destitute and vulnerable, group

Is participatory planning at the village level possible and why?

Planning at Village Panchayat will be possible because of the following:

- Assured availability of Fourteenth Finance Commission grants:



- The Ministry of Finance has very clearly indicated that preparation of GP plans at the panchayat level by the people is very essential.
- The FFC grants henceforth will be released based on the performance of village panchayats.
- MoRD guidelines mandating convergence of MGNREGS and NRLM along with FFC grants
- Each village panchayat now will be assured of grants every year by the FFC. These grants will be given to the village panchayats based on the population and area. Hence a village panchayat will receive 90% grants based on their population and 10 % on the area.

These grants will also be called as the Basic Grant and the performance grant. These grants will come from the central government to the state government and within 15 days of receipt of these grants the state government will transfer them to each panchayat through bank. Each year the basic grant of 90 % will be given and 10 % of this will be given the next year as performance grant.

Why should a Gram Panchayat prepare a Gram Panchayat Development Plan?

The preparation of a village Panchayat development plan is important for the following reasons:

- To establish the Village Panchayat as an institution of local self government.
- To bring out peoples' needs into the plans
- To address local development issues with all available resources
- To build confidence in people to finding solutions
- To utilize local human resources and natural resources
- To provide space for integration of peoples' knowledge and wisdom
- To respond to differential needs of different groups/ Antyodaya
- To activate Gram Sabha and responsive governance/ transparency
- Holistic understanding of local level development
- Value for money by focusing on felt needs

Importance of the state slogan: Niyojit Amcho Gaon, Nitol Amche Goem

This slogan highlights the issues related to

- climatic change and
- environment concerns
- Livelihood concerns through responsive tourism
- Lifestyles and health concerns.
- Maximum production in agriculture.
- Local economic development

Which are the areas of development challenges which can be relevant for the GP?

- 100 % Clean and green village
- Safe drinking water in all household



- ODF G.P
- Activating agricultural activities.
- Age friendly village.
- 100 % Social security schemes
- Friendly to the challenged community.
- 100% enrolment and retention at schools.
- Responsive local governance for improving service delivery.

The state has to tackle the garbage /waste management created all over the state and the panchayats have to address this issue. The panchayats will have to address this issue at their level.

Steps in preparing GPDP.

Step 1: Panchayat body meeting for preparation of GPDP
Step 2: Environment generation and mobilization for planning
Step 3: Determining the resource envelope
Step 4: Gram Sabha meeting to initiate discussion for planning of GPDP
Step 5: Situation analysis and need assessment
Step 6: Preparation of Draft plan and approval by VDC
Step 7: Meeting of Gram Panchayat body to approve draft GPDP
Step 8: Gram Sabha meeting for prioritization and approval of GPDP
Step 9: Panchayat Body Meeting
Step10: Detailed Project Preparation and technical sanction.
Step11: Implementation.
Step12: Monitoring and periodic review of GPDP

Situation Analysis Process (GPDP) to be conducted at Gram Panchayats through PRA/Social Map, Focus Group Discussions, Transect Walk, Sector Visits of different centers.

Following are the Frequently Asked Questions (FAQs)

1. **Why are we doing Participatory Rural Appraisal (PRA)/Social Map?**
   The purpose of PRA is to study the existing situation of the village/community and learn about the status of assets, human development & services through various forms of direct consultation with people of the locality.

2. **What do we want from PRA?**
   To identify the changes that have taken place over the years and work on the problems projected at ward level.

3. **What is Social Map?**
   Social Map is a visual method of showing the relative location of households and the distribution of different types of people (such as male, female, adult, child landless, literate & illiterate) together with the social



structure & institutions of an area.

4. What should be the outcome of Social Map?

The Social map will help to give a picture of the village with regard to the location of the resources both man made and natural. It gives a view of the social set up of the village, location of services within the village and the accessibility of these by the villagers. It will help to identify the needs and priorities them according to the needs of people.

5. What should be the Outcome of Focus Group Discussion (FGD)?

To receive people's perception on problems and issues and also to get possible solutions.

6. What should be the outcome of Sector Visits?

It gives first hand information of how the centre functions. It helps to understand the facilities provided by these centre's, the various norms and conditions of their functioning the problems and how these can be resolved.

7. How to draw a Social Map?

Ask for:

a) Location of households
b) BPL households
c) SC/ST/OBC Households
d) Location of services such as Schools, Anganwadi centres, Post, PDS, natural resources, lakes, springs, ponds, fields, etc.

8. What is a Transect Walk?

A transect walk helps to identify what assets need to be developed or improved in that village/location. It helps to assess the available infrastructure and identify the natural resource that can be used, it helps to identify availability of land for various public purposes and projects. It also helps to identify the extent of access of various public services by the communities.

9. How to conduct Transect Walk?

- Go for a systematic walk along a defined path with some interested community members.
- Explore the vegetation, topography, habitation, infrastructure, sanitation situation, etc.
- Discuss with the community to collect information on diverse scenarios within the village.

10. What should be the outcome of Transect Walk?

To cross- verify the data collected through social map and resource map and document the details obtained while undertaking the walk.

2. Sustainable Development Goals (SDGs) & Role of Gram Panchayats

The **Sustainable Development Goals** (**SDGs**), otherwise known as the Global Goals, is a new, universal set of goals, targets and indicators that UN member states will be expected to use to frame their agendas and political policies over the next 15 years **to end poverty, protect the planet, enjoy peace, and ensure prosperity for all**.

It is officially known as **transforming our world: the 2030 Agenda for Sustainable Development** is a set of seventeen aspirational "global Goals" with 169 targets between them. Spearheaded by the United Nations, through a deliberative process involving its 193 Member States, as well as global civil society, the goals are contained in paragraph 54 United Nations Resolution A/RES/70/1 of 25 September 2015. The Resolution is a broader intergovernmental agreement that builds on the Principles agreed upon under Resolution A/RES/66/288, popularly known as "The Future We Want".

The 17 Sustainable Development Goals (SDGs), with 169 targets, and about 300 indicators, is built on the successes of the Millennium Development Goals (MDGs), while including new areas such as climate change, economic inequality, innovation, sustainable consumption, peace and justice, among other priorities. The goals are interconnected – often the key to success on one will involve tackling issues more commonly associated with another.

SDGs are effective from 1st January 2016 to 31 December 2030. The 17 goals are:

Sustainable Development Goals (SDGs)

Goal 1. End **poverty** in all its forms everywhere
Goal 2. End hunger, achieve **food** security and improved nutrition and promote sustainable agriculture
Goal 3. Ensure **healthy** lives and promote well-being for all at all ages
Goal 4. Ensure inclusive and equitable quality **education** and promote lifelong learning opportunities for all
Goal 5. Achieve **gender** equality and empower all women and girls
Goal 6. Ensure availability and sustainable management of **water** and sanitation for all
Goal 7. Ensure access to affordable, reliable, sustainable and modern **energy** for all
Goal 8. Promote sustained, inclusive and sustainable **economic** growth, full and productive employment and decent work for all
Goal 9. Build resilient **infrastructure**, promote inclusive and sustainable industrialization and foster innovation
Goal 10. Reduce **inequality** within and among countries
Goal 11. Make cities and human **settlements** inclusive, safe, resilient and sustainable
Goal 12. Ensure sustainable **consumption** and production patterns
Goal 13. Take urgent action to combat **climate** change and its impacts*
Goal 14. Conserve and sustainably use the oceans, seas and **marine** resources for sustainable development
Goal 15. Protect, restore and promote sustainable use of terrestrial **ecosystems**, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss



Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive **institutions** at all levels

Goal 17. Strengthen the means of implementation and revitalize the Global Partnership for **Sustainable** Development

Historical Context

The history of the SDGs can be traced to **1972** when governments met at Stockholm, Sweden, for the United Nations Conference on the **Human Environment**. This was to consider the rights of the human family to a healthy and productive environment. It was in **1983** that the United Nations (UN) decided to create the World Commission on Environment and Development, which defined **sustainable development** as meeting the needs of the present without compromising the ability of future generations to meet their ownneeds.

In the 1990s, UN member states went through an intense, historically unprecedented UN conference process, aimed at "building consensus" on development priorities for the 21st century. The Convention on the Rights of the Child was adopted and opened for signature by General Assembly November 1989 and came into force 2nd September 1990 as a historical milestone of Human development through a Child Rights lens. In **1992**, the first United Nations Conference on Environment and Development was held in **Rio**. It was here that the first agenda for Environment and Development was developed and adopted, also known as **Agenda 21**. The Cairo Conference on Population in 1994 and Beijing Conference on Women in 1995 were also significantly influenced setting developmental goals.

Under the influence of the UN Secretariat, at the **Millennium Summit** held in New York in September **2000**, 189 UN member-states adopted the ***Millennium Declaration*** – the declaration ideologically builds on the conference process of the 1990s. The Declaration, signed by 147 heads of states, substantially draws from the UN Secretary General ***Millennium Report*** published in April 2000, ***We the Peoples: The Role of the United Nations in the 21st Century***. At the Millennium Summit in September **2000** the largest gathering of world leaders in history adopted the **UN Millennium Declaration**, committing their nations to a new global partnership to reduce extreme poverty and setting out a series of time-bound targets, with a **deadline of 2015**. A year later, in August **2001**, the UN Secretariat published the 8 ***Millennium Development Goals*** (**MDGs**). The 8 MDGs are:

1. Eradicate extreme poverty and hunger
2. Achieve universal primary education
3. Promote gender equality and empower women
4. Reduce child mortality
5. Improve maternal health
6. Combat HIV/AIDS, malaria and other diseases
7. Ensure environmental sustainability
8. Develop a global partnership for development

MDGs to SDGs -Difference

The SDGs, being the successor of MDGs, has many features compared to the later that are given below.

Sr.No.	Factors	MDGs	SDG
(i)	Zero Goals	To reduce	To end, eradicate, or eliminate
(ii)	Comprehensive Coverage	No one will be left behind	Covers all and everywhere
(iii)	Universal Goals		Apply to every one or universal.
(iv)	More Comprehensive		Covers all areas; from poverty and health to climate change, from education and safe cities to modern energy, and from
(v)	More Goals/Targets	Had only 8 goals and 48 targets	Has 17 goals, 169 targets, and about 300 indicators
(vi)	Covers New Areas		Covers new areas viz. climate change, child labour, migrants, trafficking, violence against children, corruption, governance, peaceful societies,
(vii)	Inclusion / Equity		Have more focus on inclusion, people in vulnerable situation, persons with disabilities, human rights, etc.

Significance

The Government of India is one of the signatories to the resolution on SDGs. According to NITI Ayog, India is home to more than 30% of the global estimate of over one billion people who live in extreme poverty.

The newly constituted NITI Ayog is working towards creating crucial alliance. In particular, the Panchayats would be crucial as the SDGs are global goals with local implications and intervention possibilities. NITI Ayog has mapped the roles of Central Ministries on SDGs, in which Ministry of Panchayat Raj (MoPR) vis-à-vis the Panchayat Raj System has important roles to play. The attainment of SDGs has role at global level, national level, state level, local level, community level. But the focus of this document is to look into the roles in the context of Panchayat RajSystem.

Role of Gram Panchayats in SDGs

The twin objectives of Panchayat Raj System, envisaged by the Constitution, are to ensure local economic development and social justice. The Panchayats are expected to play an effective role in planning and



implementation of functions related to 29 indicative items enlisted in the Eleventh Schedule of the Constitution. Though the devolved functional domain varies from State to State, many of the targets under SDGs are within the preview of indicative items in the Schedule. The local economic development and social justice envisaged by the Panchayat Raj System can be ensured through the attainments of SDGs.

The Gram Panchayats (GPs) across the States have initiated Gram Panchayat Development Plan (GPDP). Ongoing GPDP process is an opportunity for the GPs to synchronize their plans with SDGs' targets. Substantial resources have been devolved to the Gram Panchayats - Rs.200,292.20 core for the period 2015-2020 under the Fourteenth Finance Commission award. This was followed by the initiation of participatory local planning integrating FFC and Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), and converging resources under the control of the Gram Panchayat through the Gram Panchayat Development Plan(GPDP). A new restructured scheme "Rashtriya Gram Swaraj Abhiyan" has been announced in the Union budget to empower panchayats to achieve the Sustainable Development Goals. (MoPR, 2016).

For this, the link between SDGs and functional domains of Panchayats in each State needs to be mapped. Also the intensity of Panchayats role viz. what they can do sustainable degree, what on marginal degree, and what they cannot do need also to mapped. For this, locally customized targets with measurable indicators to be developed. The vertical and horizontal linkages, convergence possibilities, and capacity building strategies to be planned. To enable the Panchayat on this, the Toolkit with the following structure is envisaged.

3. Schemes of Various Government Departments implemented at Village Panchayats

Enclosed in annexure the list of Schemes of Departments.

4. RTI Act, 2005- a Tool for Empowering and Enhancing Transparency

Frequently Asked Questions under Right to Information Act:

1) When did the Right to Information Act, 2005 come into force?

The Right to Information Act came into force fully on the 12th October, 2005 (on the 120th day from the date of its enactment i.e. 5th June, 2005). Some provisions came into force with immediate effect viz. obligations of public authorities [Section 4(1)], designation of Public Information Officers and Assistant Public Information Officers [Sections 5(1) and 5(2)], constitution of Central Information Commission [Sections 12 and 13], constitution of State Information Commission [Sections 15 and 16], non-applicability of the Act to Intelligence and Security Organizations [Section 24] and power to make rules to carry out the provisions of the Act [Sections 27 and 28].

2) Who is covered under the Right to Information Act, 2005?

The Act extends to the whole of India except the State of Jammu and Kashmir [Sec.1].

3) Are "file noting" included in the definition of Information?

Section 2 (f) of the RTI Act defines 'information' which includes 'record'. Section 2 (i) (a) states that a 'record' includes any document, manuscript and file. The operative definition of a 'file' is given in the Manual of Office



Procedure prepared by the Central Secretariat, Government of India. The definition of 'file' in the Manual includes 'notes' and 'appendices to notes'.

The CIC has held that "file noting are not, as a matter of law, exempt from disclosure". Thus, file noting can be disclosed under the Act. [CIC Decision No. ICPB/A-1/CIC/2006 dt. 31.01.2006].

4) If the law under which a Public Sector Unit (PSU) has been constituted does not allow access to information to the people such as agenda of board meetings etc., will such information have to be given under the RTI Act.

PSUs fall within the category of Public authorities. Even if the law constituting a PSU does not allow disclosure of certain categories of information, the RTI Act, 2005 overrides any such law in existence. Hence the designated PIO for the organization under question has to provide the information.

However, if an applicant seeks information, that includes commercial confidence, trade secrets or Intellectual Property Rights (IPRs) etc. the disclosure of which will affect the competitive position of that PSU, such information may not be given unless there is a larger public interest involved.

5) Government offices have been providing information to people on the basis of their oral requests in the past. Does the RTI Act require such informal practices to end?

No, there is no need to discontinue the conventional and informal practice of giving information upon oral request. The RTI Act does not put an end to such practices. If information can be given without delay upon oral request it is better to give such information to the requester rather than require him/her to put in a formal application. This helps reduce paper work for the public authority.

6) Can Government officers get access to Annual Confidential Reports (ACRs) under the RTI Act?

As per decision No. 18/IC (A)/2006 dt. 28.03.2006, the CIC held that "the assessment reports by the superior officers are personal and confidential information and therefore exempted under Section 8(1) of the RTI Act".

In the case stated above, the Central Information Commission upheld the public authority's (Indian Oil Corporation's) decision that 'Annual Performance Appraisal Reports' cannot be shared as they are confidential in nature.

7) Can students ask for copies or inspection of their answer scripts if they are unhappy with the marks awarded by the examiner in public examinations?

The present position is that the Central Information Commission has ruled, on an appeal submitted to it, that students cannot have access to answer scripts/ supplements [CIC Decision No. 22/ICPB/2006 dt. 18.05.2006]

8) Every department performs different kinds of functions at different levels of operation from the Secretarial to the Taluka Village level. Will disclosure under Section 4(1)(b) have to be made for every one of these levels separately?

Yes. In several states more than one public authority are notified within every department from the secretariat level to the district and sub-district levels. Every such public authority will have to develop its own proactive



disclosure documents or Information Handbooks unique to its powers, functions, area of operation etc.

Section 4 (1) (b) is designed to ensure that public authorities disclose certain information which are important to the public voluntarily at every level of operation. It is to be noted that, if implemented properly, Section 4(1)(b) will reduce the workload of officials and public authorities with regard to the requirement of providing information on request. This is because the information which is regularly needed by the public can be accessed by them without the need of going through a process of making specific request.

9) Will not the publication of the 17 manuals mentioned under Section 4(1)(b) be very difficult and burdensome?

The requirement to publish 'manuals' reflects the objectives of Section 4 (1)(b) for proactive disclosure on the part of every public authority, which is simply to publish and disseminate key information routinely in a manner and form which is easily accessible and understood by the public [Sections 4(3) and 4(4) of the RTI Act which specifically require this].

The 17 sub-sections of Section 4(1)(b) are 17 categories of information that a public authority is required to prepare and disseminate proactively through handbooks, notice boards, print and electronic media etc.

Most of the information required to be published proactively under this section may already be available within the public authority albeit in a scattered manner. These will need to be collected and collated to fulfill the requirement of Section 4(1)(b). Several officials are pleased with Section 4(1)(b) as it will help them streamline their own record keeping, monitoring and reporting procedures. Once the information is compiled and published it in a suitable format it will be easy to update it.

Furthermore, not every public authority may be required to collate information under all categories of Section 4(1)(b). For example, the Finance Department in a State may not be issuing any permits or concessions. As it does not perform such functions the Finance Department will not be held at fault for not including this category of information in its Public Information Directory.

The CIC has, in one of its letters (dt. 10.05.2006) to all Ministries / Departments, stated that “it is in the interest of the public authorities to make available all the 17 manuals to the citizens, which is likely to reduce the volume of requests for information under the RTI Act”.

If appropriate management information systems are developed and maintained by departments using information and communication technologies, the preparation of the information to be published at different levels annually can be a simple affair.

10) Is it enough to disseminate information under Section 4(1) (b) on the Internet?

Information under Section 4(1) (b) shall be disseminated through notice boards, news papers, public announcements, media broadcasts, the Internet or any other means.



11) Is it enough to publish information under Section 4(1) (b) only once at the time of the commencement of the RTI Act?

No. The Act requires that every public authority has to update its publications under Section 4(1)(b) every year. The Central/ State Government/ Departments will have to come out with general instructions for time-bound updating of all categories of information, including formats for publication. Every public authority may in turn publish updated information that is specific to its functions following the guidelines.

12) What will be the penalty if a public authority / department is not able to meet the deadline for proactive disclosure (120 days)?

It is advisable to publish as much information as possible under Section 4(1) (b) within the deadline and give it wide media publicity so that people know that the public authority / department is earnest about implementing the law. Any person can make complaint to the relevant Information Commission under Section 18(1) (f) of the Act and the Commission may even require the public authority to compensate the complainant for any loss or other detriment suffered.

It must be noted that the Information Commission has the power under Section 19(8)(a)(vi) to receive from a public authority an annual compliance report in relation to Section 4(1)(b). This reporting mechanism will technically make the public authority answerable to the Information Commission for all acts of commission and omission in relation to proactive disclosure.

13) Can a request be denied if it is too big? If not, how can we handle such requests best? How much information can a citizen request in one application? If she asks 20-30 kinds of information in one application should it be given? Or should the citizen be asked to put in fresh applications for each point of information requested and also be asked to pay application fees every time?

The Act does not permit rejection of an application simply because it related to a large number of documents. Under Section 7(9), information shall be provided in the form in which it is sought unless it would 'disproportionately' divert the resources of the public authority. A PIO can request the applicant to visit his/her office personally and inspect the required documents or files. However, the PIO shall communicate the date and time to the applicant for such inspection. The PIO has to determine and justify what constitutes 'disproportionately divert resources'.

An applicant can ask for 20 to 30 different kinds of information in the same application and cannot be asked to apply afresh.

If the information published under Section 4(1) (b) of the Act is comprehensive and proper information systems are maintained to enable such publication, even if an applicant requests for many pieces of information, the same can be provided to the applicant without much difficulty. Appropriate record management systems need also to be instituted.



14) If in a single application the applicant requests information that relates to a public authority and also other public authority / authorities, is the PIO responsible for giving all that Information himself / herself?

The RTI Act makes it clear that the PIO has the power to transfer an application or parts of it if the same relates to information held by another public authority [Section 6(3)]. The application shall be transferred to the PIO concerned immediately – within 5 days – and the applicant has to be informed about the transfer in writing.

15) Is it possible that some elements may misuse this law and use the information to blackmail/threaten officers?

The fact that the Act requires making as much information as possible available with the public authorities in the public domain may actually prevent blackmail to honest and sincere officers. If information is divided into two types, namely 'open to disclosure' and 'not open to disclosure', that which is not disclosed must be based only on the exemptions stipulated under the Act. Thus, the question of blackmail or threatening may not arise. As far as possible, information must be made public so as to reduce any possibility of blackmail. An honest and sincere officer need not fear blackmail at all. The strict adherence to the law would facilitate smooth functioning of such officers as they will be protected by law.

16) Some unscrupulous elements may misuse the copies of documents they access under the RTI Act. How does one prevent such misuse of information released under the RTI Act?

The Government may have to devise a means of authenticating documents released under the RTI Act to ensure that they are not misused. One suggestion is to mark every page of a document accessed under the RTI Act with a rubber stamp impression saying –"Document released under the RTI Act containing xx pages." If electronic files are requested the same may be provided in PDF or TIF format on floppies or CDs. This will also obviate the need for certifying the documents separately if the requester wishes to use the same in some litigation.

17) If there is a flood of applications for inspection of records how will the PIO provide access to all applicants and also do justice to his /her other designated duties? What if one such applicant mutilates or destroys a record during inspection?

Under the Act, every public authority will need to designate as many PIOs as may be required to deal with requests for information from citizens. The PIOs may fix one or two particular days in a week for inspection of records. The Competent Authority needs to make rules and guidelines for public authorities regarding the procedure to be followed for allowing inspection of records [The Public Records Rules (1997), Rule No. 11(2) prepared by the Government of India may be adopted as a model].

It is important that the PIO takes adequate precautions for the safety of records being inspected. If, however, it is found that a person examining a record or document has mutilated or tampered with the document or attempted to do so it will be appropriate for the PIO/public authority to lodge a criminal complaint immediately.

18) If the same kind of Information is sought by more than one person should it be made available to all such requesters?

Yes, it has to be made available. However it is advisable that such records be digitized as far as possible and



uploaded on the Internet to facilitate easy access.

19) Whether RTI Act that states that information disclosed proactively should not be provided to a citizen on request.

If such information is required the same can be provided in the available formats upon payment of fees/charges at rates prescribed by the Government.

20) Is the Assistant Public Information Officer (APIO) an assistant to the Public Information Officer (PIO)?

No, the APIO is not an assistant to the PIO. A Central /State APIO (as the case may be) may be designated at the sub-district or sub-divisional level where a public authority may not have an office or administrative unit [Section 5(2)].

Designation of APIOs is particularly useful for Departments of the Government of India which rarely have offices below the district level. However, it has been decided that the CAPIOs of Department of Posts will also act as CAPIOs for other Central Government Public Authorities, which do not have an office / or an administrative unit operative at the sub-district/sub-divisional level.

These CAPIOs (of the Department of Posts) will receive requests on behalf of the Central Government public authorities and forward them to the CPIOs concerned.

21) If the Information requested by the applicant is in the possession of the APIO should he/she not give that information to the applicant?

Under the RTI Act, the APIO's obligation is confined to forwarding the request to the PIO concerned forthwith – within five days.

22) If a PIO has touring duties as well, then he will not be physically present to receive application in the office. Will his absence amount to refusal to accept information request?

The best solution for such situations is for the public authority concerned to designate another official within the same public authority (to act as PIO) and to receive applications. The duty of this PIO in maintaining the PIO's register will be the same. This will ensure that citizens' applications are always received to suit their convenience and prompt action is taken on the same.

Incidentally, a particular public authority may appoint multiple numbers of PIOs such that each PIO is designated for a specific area of the organization's functioning. Yet, if an applicant approaches any PIO, he/she cannot refuse to accept the application on the ground that it does not belong to his /her jurisdiction.

Accepting the application, the PIO has to seek the requested information from the officer/s in control of the requested information (who may be another PIO, but for the purpose of dealing with this application, he / she becomes an 'Other Officer' – in control of the requested information). She cannot direct the applicant to take his/ her application to the other PIO.



23) Will Panchayat/Municipalities/any local authority have to appoint PIOs irrespective of the size of their office/administrative unit?

Yes. Every public authority shall have to appoint a PIO, irrespective of the size of its office/administrative unit.

24) Should BPL applicants be charged the further fees for providing information requested?

Persons belonging to the 'Below Poverty Line' category cannot be charged any fees/ charges at all. The form of access can be decided by the PIO concerned subject to the provision of the Act that information shall be provided in the form in which it is sought unless it would 'disproportionately' divert the resources of the public authority.

25) If the applicant does not pay the additional fees towards cost of providing information within the 30 days deadline will the PIO be penalized for failing to provide information to the applicant?

No. The PIO will not invite any penalty in such cases. The 30- days clock stops ticking from the date of dispatching the intimation for further fees issued by the PIO and restarts on the date on which the applicant pays the additional fee [Sections 7*(3)(a) & 7(3)(b)*.

For example, if the PIO dispatches the intimation letter on the 5th day from the date of receipt of the complete application only 5 days would have elapsed from the 30 days limit. The clock will restart on the date on which the applicant pays the 'further fees'. The PIO will have to provide the information within 25 days from the date of payment of such further fees. If the applicant choose to seek a review of the additional fee from the appellate authority or the SIC/ CIC the period taken for giving a decision on this matter (if it is decided that no further payment is needed) or for actual payment of further fees (if it is decided that further fees would need to be paid), will not be included in the 30 day limit.

26) If the applicant does not respond to the intimation letter of the PIO requesting payment of further fee will the PIO be duty bound to provide information to the applicant? Will the PIO be duty bound to provide information within 30 days even in such cases?

No. the PIO is not duty bound to provide information to the applicant in such cases. The RTI Act states very clearly that the PIO will provide access to information only upon payment of further fee as may be determined [Section 7 *(1)*] by him / her (for non- BPL cases).

27) Are officials required to give information about themselves and their families under the law? Can the public request this kind of information? Should it be given?

Officials are not required to provide private or personal information which is exempted under Section 8 *(1) (i)* of the Act. Again, this must be decided on a case by case basis (as has indeed been the case with the decision of the CIC). If public interest is served by disclosing such information then it must be given.

28) Can any citizen ask any information that is more than 20 year old even if it does fall within the category of exemptions? Will the PIO be penalized if he/ she is unable to provide such information?

Yes, any citizen ask any information more than 20 year old held by or under the control of a public authority,



irrespective of whether the information requested for falls within the category of exempted information or not. Nothing in the Act bars a citizen to ask for such information. The PIO concerned has to provide information 'held, the control of the public authorities subject to the provisions of the Act relating to exemptions stipulated under the Act.

29) In cases where building plans and designs of bridges or other important public structures have been requested and if the PIO has reasonable suspicion that the applicant will use those plans for commercial purposes and make a profit out of it, should such information be given?

If disclosure of building plans and designs would prejudicially affect the economic or security interests of the State or if they relate to commercial confidence, or trade secrets or intellectual property rights, the disclosure of which would harm the competitive position of a third party, then such information would attract exemption under the Act. However, if the concerned authority is satisfied that larger public interest warrants the disclosure of such information, the same can be disclosed.

30) If a case is still under consideration (i.e. 'live' or 'current' file) for final decision can that file be made available to the requester before the decision has been taken?

A request cannot be rejected on this ground. The requester will have to be given the requested information. It is important to note, however, that such disclosure cannot run country to the provision of the Act that exempt certain categories of information. If so, the PIO cannot provide such information, but has to clearly state the reasons for not doing so. If partial disclosure is possible and is not exempted, then the PIO should disclose that part of the record.

31) What it existing departmental manuals prevent disclosure of information to the people?

All such manuals were drawn up before the RTI Act came into force. These manuals will have to be reviewed in the light of the new law and all procedures for denying access to information will have to be done away with unless they relate to the exempt categories of information. Even in the case of exempt information the manuals should be so designed as to facilities complete or partial access in the public interest. All new departmental manuals likely to be drawn up in future must conform to the new regime of transparency set up under the RIT Act, 2005.

32) Periodic weeding of files results in destruction of many documents which are not important enough to maintain for as long as 20 years or more. So it will not be possible to give such information after they have been destroyed. Will the PIO be penalized for this?

If a record has been destroyed legally the question of penalization does not arise. But the RTI Act clearly requires a review of all weeding practice in existence to ensure that information which could be requested under the Act is not destroyed. More generally, it is necessary to consider a review of current records management processes.



33) What is the process for taking a decision on granting partial access to a record? Who is the authority to make this decision within a public authority?

Section 10 (*2) (b)*of the RTI Act makes it clear that the PIO is the deciding authority for granting partial access to records that may contain exempted information. However, when partial information is disclosed the PIO needs to provide valid reasons for the decision. He also needs to mention his name and designation as the decision maker and the applicant's right with respect to the review of the decision, including the particulars of the AO, time, process etc.

Only that part of the record which does not contain any information which is exempt from disclosure and which can reasonably be severed from any part that contains exempt information, may be provided.

34) Will the APIO be punished for giving wrong or misleading information just as a PIO can be penalized under this Act?

Given that, under the RTI Act, the APIO's obligation is confined to forwarding the request to the PIO concerned forthwith – within five days, the question of punishment for an APIO for giving wrong or misleading information does not arise. In one of its decisions, the CIC has stated that the APIO has a limited role of transmitting applications and appeals to their proper destination… and that the APIO's responsibilities are not co-extensive with the PIO.

35) Will a PIO be penalized if the superior officer orders him not to release information to the requester?

It needs to be mentioned here that the PIO must note that it is not necessary on his/her part to seek the permission/approval of a superior officer of the public authority concerned for providing information under his/her control. The Act is clear about the fact that the PIO is an independent authority under the law and no approval is required from any superior official to release the requested information.

If a PIO acts upon any order of his / her superior and malafidely rejects requests fully / partially, he / she is liable to be penalized under the Act. In case the information sought for is not available with a PIO, he / she can take the assistance of any other officer including asking for information under that officer's control and such officer will be treated as a PIO for the purpose of the Act and its penal provisions.

In the event a PIO seeks information from another official for providing information, his/her communication and receipt of information (to and from the other official) should be put down in writing and a proper record of the same should be maintained. This will be helpful, in the defense of the PIO concerned, should the information, turn out to be misleading or wrong, and an appeal is made against the PIO.

36) If the information given by the PIO in response to a request turns out to be wrong, false or misleading but the PIO was not responsible for the creation of that record or such information will he/she be penalized by the ICs?

The RTI Act provides protection to the PIO for 'action taken in good faith'. If the requested record has not been prepared by the PIO but by some other officer or if the date compiled by the PIO was received from some other officer and the PIO merely passed on that information to the applicant without having prior knowledge that



such information was wrong or false or misleading he/she is not guilty of an offence under the RTI Act. The Information Commission will penalize PIO only in such cases where it may find him/her guilty of giving wrong, false or misleading information in a malafide manner.

37) What if the applicant claims that he/she did not receive the intimation letter from the PIO and files an appeal with the AO and the Information Commission? Will the PIO be penalized?

The PIO would do well to maintain a copy of the intimation letter in his/her records for use in such cases. Furthermore, the PIO may send the intimation letter Under Certificate of Posting (UCP) to the applicant. This should be ample proof that the PIO had taken action in good faith. The PIO will not attract penalty in such cases.

The law requires that the PIO be given an opportunity to present his/her before the relevant Information Commission issues a decision imposing penalty. But a default may invite penalty for the PIO.

38) The PIO continue to be under the purview of the Official Secrets Act (OSA) of 1923. How will he reconcile his duties under the RTI Act with the secrecy required to be maintained under the OSA? What happens to the oath of secrecy every officer is required to take while joining service?

It must be noted that the provisions of the RTI Act, 2005 shall be effective notwithstanding anything that may be in consistent with its provisions in the Official Secrets Act, or any other Act of the Union or the State Governments (see RTI Act, 2005, Chapter VI, Sec.21).

The 'Oath of Secrecy' taken by Government employees therefore only applies to the information that has been exempted from the ambit of the provisions of the said Act. Broadly, this exempted information pertains to matters / issues related to national security, defense, and integrity of the country. The Oath will not be adequate and the test of public interest is the overriding consideration.

39) What is "Public Interest"?

In the Indian context, and especially in the context of the RTI Act, 2005, a significant judgment of the Supreme Court of India can be taken note of in understanding the term "public interest". In 'S. P. Gupta v President of India', AIR 1982 SC 149, Justice Bhagwati, in referring to 'public interest', maintained: "Redressing public injury, enforcing public duty, protecting social, collective, 'diffused' rights and interests vindicate public interest… [in the enforcement of which] the public or a class of the community have pecuniary interest or some interest by which their legal rights or liabilities are affected".

In state of Gujarat v Mirzapur Moti Kureshi Jamat & others AIR 2006 Supreme Court 212, the Apex Court held "the interest of general public (public interest) is of a wide import covering public order, public health, public security, morals, economic welfare of the community, and the objects mentioned in Part IV of the Constitution [i.e. Directive Principles of State Policy]'.

One of the decisions of the Central Information Commission also throws some light on this term. Public interest includes "disclosure of information that leads towards greater transparency and accountability" [in the working of a public authority] Decision No. CIC/OK/A 2006/00046, dt. 02.05.2006.



40) Who are the Appellate Authority and what are the key provisions for appeal under the Act?

1. First Appeal: First appeal to the officer senior in rand to the PIO in the concerned Public Authority within 30 days from the expiry of the prescribed time limit or from the receipt of the decision (delay may be condoned by the Appellate Authority if sufficient cause is shown).
2. Second Appeal: Second appeal to the Central Information Commission or the State Information Commission as the case may be, within 90 days of the date on which the decision was given should have been made by the First Appellate Authority (delay may be condoned by the Commission if sufficient cause is shown).
3. Third Party appeal against PIO's decision must be filed within 30 days before first Appellate Authority; and, within 90 days of the decision on the first appeal, before the appropriate Information Commission which is the second appellate authority.
4. Burden of proving that denial of Information was justified lies with the PIO.
5. First Appeal shall be disposed of within 30 days from the date of its receipt. Period extendable be 15 days for reasons to be recorded in writing. [Section 19 (6)]
6. There is no time limit prescribed under the Act for deciding second appeals.

41) What is the jurisdiction of courts?

Lower Courts are barred from entertaining suits, applications or other proceeding against any order made under this Act [Section 23]. However, the writ jurisdiction of the Supreme Court and High Courts under Articles 32 and 226 of the Constitution respectively remains unaffected.

A copy of the Act will be circulated to the participants.



5. The Goa (Rights of Citizen to Time Bound Delivery of Public Services) Act 2013

Directorate of Panchayats					
Sr. No.	**Service**		**Designated Officer**	**Time Limit in working days**	**1st appellate authority**
1.	Issue of construction licence, permission for repair, licence for hotel/shop/ eating house/factory/trade, occupancy certificate, N.O.C. for Bar/Liquor Shop	Submission of application/file before the Panchayat meeting	V.P. Secretary	Fifteen days	B.D.O.
		Decision on the application	Sarpanch	Fifteen days	B.D.O.
2.	Decision on the application of issue of construction licence, permission for repair, Licence under Section 66(2)		Dy. Director of Panchayats	Thirty days	Director of Panchayats
3.	Decision on the application of issue of Licence for Hotel/shop/ eating House/Factory/Trade, Occupancy Certificate, N.O.C. for Bar/Liquor Shop		Block Development Officer	Thirty days	Director of Panchayat.
4.	Issue of Income Certificate		V.P. Secretary	Three days	B.D.O.
5.	Residence Certificate		V.P. Secretary	Three days	B.D.O.

A copy of the Act will be circulated to the participants.

DAY - III

Objectives: The Participants will be:
1. Sensitized on Swachh Bharat Mission Grameen - Phase II and Disaster Prevention & Management
2. Familiarized with the conceptual inputs related to Building Regulations, Illegal Constructions

Topics:
Session-1: Swachh Bharat Mission(SBM) Grameen - Phase II
Session-2: Disaster Prevention & Management
Session-3: Building Regulations
Session-4: Illegal Constructions-Licenses & Procedures

1.Swachh Bharat Mission Grameen - Phase II
Enclosed the reference material in Annexure II.

2. **Disaster Prevention & Management**
Enclosed the reference material in Annexure II.

3. Building Regulations
The Goa Land Development & Building Construction Regulations, 2010
SECTIONS & ITS BRIEF

Section 1. [Pg.no. 7]
Short title, extent and commencement-

Section 2. [Pg.no. 8]
Definitions-
Various definitions e.g. Act, Architect, Engineer, building and its types etc.

Section 3. & its sub-sections [Pg.no. 27]
Procedure and requirements for securing development permission, sub-division permission building permission & completion certificate / occupancy certificate-

Specifies that the Development has to be in conformity with relevant acts, rules and regulations

Talks about the requirements for obtaining permission, Application, Questionnaire, Documents, Drawings & its size, Standard colour notations to be made in plans, Signing and authentication of plans / documents, Responsibilities of the Owner and Architect / Structural Engineer / Engineer / Town Planner / Landscape Architect / Urban Designer, etc.

Section 4. & its sub-sections [Pg.no. 41]
General requirements for Development-
Specifies that the Development has to be in conformity with relevant acts, rules and regulations
Talks about the Means of access to the building within the plot, various setbacks, Further restrictions / relaxations, Distance between two buildings, Court yard, Regulations regarding development on sloping sites, Development of landlocked areas, Development of landlocked areas, Land acquisition by the competent authority etc.

Section 5. [Pg.no. 46]
Group housing-
Mentions about provisions in regulations for group of buildings.
Section 6. & its sub-sections [Pg.no. 47]
Zoning Regulations and Use provisions-
Mentions about the Regulations applicable to various zones, Land use zone, Provisions governing the uses, Calculations of Building Height, Special Zones, Conservation zone (F), General Regulations, Preservation Area, Relaxations, Procedure for obtaining permission for Renovations/ Repairs/ Re-construction/ New Development in Conservation Zone, Archaeological Sites, Other Regulations
Also talks about the Coastal Regulation Zone (under Environment Protection Act, 1986).

Section 7. [Pg.no. 70]
Mining, Quarrying and Brick Kiln Operations-
Specifies the Regulations that shall govern the Mining, Quarrying and Brick Kiln Operations.

Section 8. & its sub-sections [Pg.no. 71]
Fuel Filling Stations, Service stations and filling-cum-Service stations-
Mentions that these will be governed by the provisions specified by the Indian Road Congress norms and further to the provisions contained in these regulations.

Section 9. & its sub-sections [Pg.no. 73]
Special Development /Structures-
Talks about various development/structures such as Theaters and Stadia, Cemetery / Graveyard / Crematorium, Structures for Non-Conventional Energy Sources etc.

Section 10. & its sub-sections [Pg.no. 74]
Parking-
Specifies various provisions for the parking requirement

Section 11. & its sub-sections [Pg.no. 76]
Compound Wall and Gates-
Mentions about the permission for construction of Compound Wall and Gates & its basic design

Section 12. & its sub-sections [Pg.no. 77]
Sub-Division Regulations-
Specifies various Regulations regarding roads, Surface and Storm water Drainage, Sloping Sites, Open Spaces, General Requirements regarding Development of Plots, Open Spaces and Roads.
Also mentions about Regulations regarding minimum size of the Plot, Frontage, Means of Access and Right of Way of Roads and Other Regulations etc.

Section 13. & its sub-sections [Pg.no. 83]
Building Bye-laws-
Specifies the Minimum Ceiling Height of Rooms, Size of Rooms, Lighting and Ventilation of Rooms, Bath Room and Water Closet Compartment, Kitchens, Shops, Minimum Accommodation to be provided, Lofts, Mezzanines, Basements and Attics, Height of Plinth , Staircase, Corridors and Passages and Lifts.

Section 14. & its sub-sections [Pg.no. 90]
Building Services-
Talks about the provisions of Water Supply and Sanitary Installation, Water Supply, Wells, Drainage and Sanitation, Electric Supply, Other Services, Rain Water Harvesting.

Section 15. & its sub-sections [Pg.no. 98]
Fire Safety Requirements-
Talks about its General Provisions, Requirement for Fire Department Clearance, Exit Requirements, Minimum Requirements for Exit, Arrangement of Exits, Number of Exits, Capacity of Exits, Occupant Load, Other Exit Requirements, Fixed Fire Fighting Installations.

Section 16. [Pg.no. 103]
Facilities for disabled / disabled friendly public buildings-
Mentions about the provisions & facilities for disabled / disabled friendly public buildings.

Section 17. [Pg.no. 104]
Control on Erection of Hoardings on Roads and roof of buildings-
Mentions about the provisions & control on Erection of Hoardings on Roads and roof of buildings

Section 18. [Pg.no. 105]
Landscaping of Open Spaces / Tree Plantation along roads and in developed plots-
Talks about the provisions regarding Landscaping of Open Spaces / Tree Plantation along roads and in developed plots.

Section 19. [Pg.no. 105]
Disaster Management-
Specifies the provisions regarding Indian Standards and guidelines for quake resistant technologies, flood prone areas, landslide prone areas or other non-developable areas as identified in the State Disaster Management Plan

and any other Plans prepared by the Goa State Disaster Management Authority under its Acts

Section 20. & its sub-sections [Pg.no. 106]
Registration of Architect / Engineer / Structural Engineer / Town Planner / Landscape Architect / Urban Designer-
Talks about the provisions of Registration of Architect / Engineer / Structural Engineer / Town Planner / Landscape Architect / Urban Designer.

Section 21. & its sub-sections [Pg.no. 107]
Miscellaneous Provisions-
Talks about the miscellaneous provisions regarding continuance of Non-conforming Use, Validity of Regulations/ Approvals/ Renewals.

Section 22. & its sub-sections [Pg.no. 107]
Relaxations and Saving Provisions-
Talks about the provisions regarding Relaxation for Housing Development for Economically weaker Section, for Additions/ Alteration to Existing Non-High Rise Buildings, of Existing Coverage 60% and above, of Industrial and Public Utility Buildings and Post Occupancy Audit and Compounding of Deviations.

Section 23. [Pg.no. 109]
Development undertaken on behalf of the Government-
Talks about the provisions for Development undertaken on behalf of the Government.

Section 24. & its sub-sections [Pg.no. 109]
Development undertaken in GIDC Estates-
Mentions about the provisions for Development undertaken in Goa Industrial Development Corporation & granting of permission for their Industrial Estates.

Section 25. & its sub-sections [Pg.no. 109]
Transfer of Development Rights (TDR) & Land pooling, Accommodation, Reservation and Readjustment/Resettlement Scheme-
Specifies the provisions of Transfer of Development Rights (TDR) to the Owner of the Land & also provisions for Land pooling, Accommodation, Reservation and Readjustment/Resettlement Scheme.

Section 26. [Pg.no. 111]
Forms / Schedules-
Specifies various forms/schedules such as –
A1-PDA (Application for development Permission u/s 44 of the Goa Town Country Planning Act 1974 to PDA),
A1-TCP (Application for Technical clearance to TCP),
A2 (Application for Building Licence to Municipal Council),



A3 (Application for Building Licence to Village Panchayat),

A4 (Application for recommendation for Conversion sanad to PDA or TCP),

A5 (Application for Completion Order to PDA or TCP),

A6 (Application for Occupancy certificate to Municipal Council or Village Panchayat),

A7 (Application for Registration/Renewal of Registration),

A8 (Form of Registration Certificate),

Section 26. [Pg.no. 111]

Forms / Schedules-

B1 (Questionnaire),

B2 (Certificate of Conformity with regulations by Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer),

B3 (Structural Liability Certificate by Engineer/Structural Engineer),

B4 (Affidavit by the Owner),

B5 (Structural Stability Certificate by Engineer),

B6 (Completion Certificate by Architect/Engineer/Structural Engineer/Town Planner/ Landscape Architect/Urban designer)

Section 26. [Pg.no. 111]

Forms / Schedules-

C1 (Development permission from PDA),

C2 (Technical clearance order from TCP),

C3 (Municipal Building Licence),

C4 (Village Panchayat Licence),

C5 (Completion Order by PDA),

C6 (Completion Order by TCP),

C7 (Occupancy Certificate by Municipal Council),

C8 (Occupancy Certificate by Village Panchayat),

C9 (Refusal of Development Permission by PDA),

C10 (Refusal of Technical Clearance by TCP),

C11 (Refusal of Building Licence by Municipal Council/Village Panchayat)

Section 26. [Pg.no. 111]

Forms / Schedules-

D1 (Intimation to Municipal Council/Village Panchayat - Stages of Construction)

E1 (Application to Application for Technical clearance to Notary Architect/Engineer),



E2 (Application for Completion Order to Notary Architect/Engineer),
E3 (Application for Registration/Renewal of Registration by Notary Architect/Engineer),
E4 (Form of Registration Certificate of Notary Architect/Engineer),
E5 (Certificate of Conformity with regulations by Notary Architect/Engineer),
E6 (Technical clearance order from Notary Architect/Engineer),
E7 (Completion Order by Notary Architect/Engineer),
E8 (Refusal of Technical Clearance by Notary Architect/Engineer)
Other Annexures
Specifies various annexures such as –
Annexure-I (Coastal Regulation Zone, Coastal Area Classification and Development Regulations, Guidelines for Development of Beach Resorts/Hotels in the Designated areas of CRZ-III for Temporary Occupation of Tourist/Visitors, with Prior approval of the Ministry of Environment & Forests)
Annexure-II (Procedure for obtaining Conversion Sanad & Guidelines for Calculating Conversion fees)
Annexure-III (Additional Fire Prevention and Life Safety Requirements)
Annexure-IV (Additional regulations to provide facilities in all public buildings excluding domestic buildings for handicapped persons)
Annexure-V (Additional Regulations to provide for Rain Water Harvesting in Building from Roof Top for Storage/Reuse or Land Based Catchment Area for-Recharging of Ground Water/Storage/Reuse)
Annexure-VI (Additional Regulations to provide for Multi-Level Basement Floors in Buildings for Parking, Building Services, etc.)
Annexure-VII (Additional general building requirements; From the National Building Code 2005is placed in these Regulations for reference and information only)
Annexure-VIII (Additional special requirements for occupancy/land development; From the National Building Code of India, 2005 placed in these Regulations for reference and information only)
Annexure-IX (Regulation for Conservation)
Annexure-X (Rules for Notary Architect or Engineer in the State of Goa to issue Technical clearance for single Family dwelling unit in approved sub-divided Plot or a natural Plot in Settlement Zone of up to 2,000 m2 in area with total contagious coverage on ground not exceeding an area of 250 m2, in non-PDA areas in the State of Goa)
Annexure-XI (Regulations for Farm House and other Auxiliary Structures for Residence of Farmer, Poultry or Animal Sheds in Agricultural lands)
Annexure-XII (Energy Conservation Building Code, 2006 of Bureau of Energy Efficiency adopted for State of Goa)

स्वच्छ भारत नितळ गोयं

No.4/EOVP/BDO-PON/GoaB&Const/17-18/ 3<1 ९
Office of the Block Development Officer,
Ponda Block, 2nd Floor, Govt. Office complex,
Tisk-Ponda, Goa.
Dated: - 23/02/2018.

Sub: Details of the Construction License issued by V.P.
Ref: No.CLE/GBOCWWB/EST/46/2018/39, dated 13/02/18, from Secretary, The Goa Building and Other, Construction Workers Welfare Board & Commissioner Labour and Employment.

MEMORANDUM

Attention of the V.P. Secretary Queula is brought to the letter received from the The Goa Building and Other, Construction Workers Welfare Board & Commissioner Labour and Employment with instructions to remit the Cess levied/collected on the Estimated cost of construction carried out thourgh contractors/ employers in V.P. Jurisdiction for the period(01.01.2009 till January'2018).

The Village Panchayat Secretary of Queula is hereby directed to adhere to the directions issued in the above said letter and submit compliance.

23/02/2018

(Prasiddh Prakash Naik)
Block Development Officer
Ponda- Goa.

To,
Village Panchayat Secretary,
Village Panchayat ..... Queula .....
Ponda, Goa

Copy to: - Secretary, The Goa Building and Other, Construction Workers Welfare Board & Commissioner Labour and EmploymentPatto Plaza Panaji Goa for favour of information.



No.CLE/GBOCWWB/EST/46/2018/39
The Goa Building and Other Construction
Workers Welfare Board
2nd Floor, Shrama Shakti Bhavan,
Patto Plaza, Panaji Goa.

Date: 13/2/18

To,
The Secretary,
Office of the Village Panchayat
Ponda - Goa.

Sub: Details of the Construction License issued by V.P .

Sir/Madam,

With reference to your letter No. VP/Que/Pan/1115/2017 dt. 29.11.2017, on the subject cited above and to inform you that it has been seen from our records, that, you had failed to remit the Cess levied/collected on the Estimated Cost of Construction carried out through Contractors/Employers in your Jurisdiction for the period (01.01.2009 till January' 2018).

In view of the same, you are requested to kindly collect and deposit the Cess to The Goa Building and Other Construction Workers Welfare Board, within 15 days. Failing which proceeding will be initiated to recover the amount as arrears of Land Revenue. If the same has been paid, details showing the payment made may be furnished for verification

Yours faithfully,

(Gopal A. Parsekar)
SECRETARY
The Goa Building and Other,
Construction Workers Welfare Board.
&
Commissioner
Labour and Employment.

Copy to:-
1. Block Development Officer, Ponda – Goa.
2. Director of Panchayat, with request to direct Secretary, to deposit Cess amount.

Reg. No. GR/RNP/GOA/32

RNI No. GOAENG/2002/6410

Panaji, 8th January, 2009 (Pausa 18, 1930)

SERIES I No. 41

OFFICIAL GAZETTE

GOVERNMENT OF GOA

NOTE

There is one Extraordinary issue to the Official Gazette, Series I No. 40 dated 1-1-2009 namely, Extraordinary dated 05-01-2009 from pages 1149 to 1150 regarding Notification from Department of Law & Judiciary (Legal Affairs Division).

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GOVERNMENT OF GOA

Department of Forest

Order

4-9-2008/FOR/3

Sanction of the Government is hereby conveyed for creation of one post of Assistant Conservator of Forests/Zoo Manager in the Forest Department in the scale of Rs. 9,300/- - 34,800/- + Grade Pay Rs. 4,200/-.

The expenditure is debitable to the Budget Head Demand No. 68,2406-Forestry & Wildlife, 02-Environmental Forests & Wildlife, 110-Wildlife Preservation, 10-Wildlife & Eco-Tourism (Plan), 01-Salaries.

This issues with the concurrence of Finance Department vide their U. O. No. Fin (R&C) 3065/F dated 13-11-2008 and approval of ARD vide their U. O. No. 184/F dated 4-8-2008.

By order and in the name of the Governor of Goa.

Jessie Freitas, Under Secretary (Forests).

Porvorim, 5th Janauary, 2009.

Department of Labour

Order

22/12/2002-LAB/6239

The Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 (referred as B.O.C.W. Act) and the Building and Other Construction Workers, Welfare Cess Act, 1996 (referred as Cess Act) have been enacted by Government of India to regulate the employment and conditions of service and to provide safety, health and welfare measures for the building and other construction workers' and collection of cess from the employers for running the welfare schemes for the said workers.

Section 3 of Cess Act provides for levy and collection of the cess on the cost of construction which are covered under section 2(*d*) of the Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996. The Government of India vide

Notification No. S-61011/9/95-RW (Part) dated 26th September, 1996 has provided that cess shall be collected at the rate of 1% of the total cost of construction of project which shall exclude the cost of land and any compensation paid or payable to a worker or his kin under the provisions of Workmen Compensation Act, 1923.

Section 3 of the cess Act is reproduced as below:

Levy and collection of cess.– (*1*) There shall be levied and collected a cess for the purpose under the Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996, at such rate not exceeding two per cent but not less than one per cent of the cost of construction incurred by an employer, as the Central Government may, by notification in the Official Gazette, from time to time specify.

(*2*) The cess levied under sub-section (*1*) of Section 3 shall be collected from every employer in such manner and at such time, including deduction at source in relation to a building or other construction work of Government or of a Public Sector Undertaking or advance collection through a Local Authority where an approval of such building or other construction work by such Local Authority is required, as may be prescribed.

(*3*) The proceeds of the cess collected under sub-section (*2*) of Section 3 shall be paid by the local authority or the State Government collecting the cess to the Board after deducting the cost of collection of such cess not exceeding one per cent of the amount collected.

(*4*) Notwithstanding anything contained in sub-section (*1*) or sub-section (*2*) of Section 3 the cess leviable under this Act including payment of such cess in advance may, subject to final assessment to be made, be collected at a uniform rate or rates as may be prescribed on the basis of the quantum of the building or other construction work involved.

Rule 4, 5 and 6 of the Building and Other Construction Workers' Welfare Cess Rules, 1998 provide for the time and manner of cess collection, transfer of proceeds of the cess to the Board and information to be furnished by employers respectively which are reproduced below:–

Rule 4

Time and manner of collection.– (*1*) The cess levied under sub-section (*1*) of section 3 of the Act shall be paid by an employer, within thirty days of completion of the construction project or within thirty days of the date on which assessment of cess payable is finalized, whichever is earlier, to the cess collector.

(*2*) Notwithstanding the provisions of sub-rule (*1*), of Rule 4 where the duration of the project or construction work exceeds one year, cess shall be paid within thirty days of completion of one year from the cost of construction incurred during the relevant period.

(*3*) Notwithstanding the provisions of sub-rule (*1*) and sub-rule (*2*), of Rule 4 where the levy of cess pertains to building and other construction work of Government or of a Public Sector Undertaking, such Government or the Public Sector Undertaking shall deduct or cause to be deducted the cess payable at the notified rates from the bills paid for such works.

(*4*) Notwithstanding the provisions of sub-rule (*1*) and sub-rule (*2*), where the approval of a construction work by a local authority is required, every application for such approval shall be accompanied by a crossed demand draft in favour of the Board and payable at the notified rates on the estimated cost of construction:

Provided that if the duration of the project is likely to exceed one year, the demand draft may be for the amount of cess payable on cost of construction estimated to be incurred during one year from the date of commencement and further payment of cess due shall be made as per the provisions of sub-rule (*2*)

(5) An employer may pay in advance an amount of cess calculated on the basis of the estimated cost of construction alongwith the notice of commencement of work under Section 46 of the main Act by a crossed demand draft in favour of the Board and payable at station at which the Board is located:

Provided that if the duration of the project is likely to exceed one year, the demand draft may be for the amount of cess payable on cost of construction estimated to be incurred during one year from the date of such commencement and further payment of cess due shall be made as per the provisions of sub-rule (*2*)

(6) Advance cess paid under sub-rules (3), (4) and (5), of Rule 4 shall be adjusted in the final assessment made by the Assessing Officer.

Rule 5

Transfer of the proceeds of the cess to the Board.– (1) The proceeds of the cess collected under Rule 4 shall be transferred by such Government office, Public Sector Undertaking, Local Authority, or Cess Collector to the Board under the accounting procedures of the State, by whatever name they are known.

(2) Such Government Office of Public Sector Undertaking may deduct from the cess collected, or claim from the Board, as the case may be, actual collection, expenses not exceeding one percent of the total amount collected.

(3) The amount collected shall be transferred to the Board within thirty days of its collection.

Rule 6

Information to be furnished by the employer.– (1) Every employer, within thirty days of commencement of his work of payment of cess, as the case may be, furnish to the Assessing Officer, information in Form – I.

(2) Any change or modification in the information furnished under sub-rule (1) shall be communicated to the Assessing Officer immediately but not later than thirty days from the date of affecting the modification or change.

Section 2(*d*) of the Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 which defines the building or other construction work is reproduced hereunder:–

Building or Other Construction Work.– "Means the construction, alteration, repairs, maintenance or demolition, of or, in relation to, buildings, streets, roads, railways, tramways, airfields, irrigation, drainage, embankment and navigation works, flood control works (including storm water drainage works), generation, transmission and distribution of power, water works (including channels for distributing of water), oil and gas installations, electric lines, wireless, radio, television, telephone, telegraph and overseas communications, dams, canals, reservoirs, watercourses, tunnels, bridges, viaducts, aquaducts, pipelines, towers, cooling towers, transmission towers and such other work as may be specified in this behalf by the appropriate Government, by notification but does not include any building or other construction work to which the provisions of the Factories Act, 1948 (63 of 1948), or the Mines Act, 1952 (35 of 1952), apply".

2(i) "**employer**" in relation to an establishment, means the owner thereof, and includes–

(*i*) In relation to a building or other construction work carried on by or on behalf of a Local Authority or other establishment, directly without any contractor, the Chief Executive Officer of that authority or establishment.

(*ii*) In relation to a building or other construction work carried on by or through a contractor, or by the employment of building workers supplied by a contractor, the contractor;

2(*j*) "**establishment**" means any establishment belonging to, or under the control of, Government, any body corporate or firm, an individual or association or other body of individuals which or who employs building workers in any building or other construction work; and includes an establishment belonging to a contractor, but does not include an individual who employs such workers in any building or construction work in relation to his own residence the total cost of such construction not being more than rupees ten lakhs;

The Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 is to be implemented by the Central Government where Central Government is appropriate Government and by State Government wherever State Government is the appropriate Government as the case may be as defined under Section 2(*a*) of the B.O.C.W. Act.

The Government has framed the Goa Building and Other Construction Workers' (Regulation of Employment and Conditions of Service) Rules, 2008 (referred as Rules) and notified vide Notification No. 24/12/2008-LAB dated 10th April, 2008 published in the Official Gazette, Series I No. 2 dated 10-4-2008. These rules lay down detailed provisions regarding safety, health and welfare of the building and other construction workers.



The Government of Goa has appointed Commissioner Labour & Employment, Goa as the Chief Inspector of Inspection of Building and Construction under Section 42(2) of the B.O.W.C. Act, 1996 and as Appellate Authority under Section 11 of the Cess Act. Deputy Labour Commissioner North & Deputy Labour Commissioners South have been appointed as Registering Officers for North & South District respectively. Deputy Labour Commissioner North & Deputy Labour Commissioner South alongwith Assistant Labour Commissioners, Panaji, Mapusa, Vasco and Ponda have been appointed as Assessing Officers vide order No. 22/12/2002-LAB/103 dated 1-2-2007.

Government of Goa has decided to start the implementation of these Acts and collection of the cess @ 1% of the cost of construction as provided in the Cess Act read with GOI Notification dated 26-9-1996 referred above, w.e.f. 1-1-2009 and issue following instructions for compliance:–

(*i*) All Government Departments, Local bodies, Public Sector Undertakings and other Government Bodies carrying out any building or other construction works which are covered under Section 2(*d*) of the B.O.W.C. Act (reproduced above) shall get themselves registered under section 7 of the B.O.W.C. Act with the concerned Registering Authority of the Labour Department.

(*ii*) All Government Departments, Public Sector Undertakings and Other Government Bodies carrying out any building or other construction works which are covered under Section 2(*d*) of the B.O.W.C. Act shall, in case the work is carried out through a contractor, deduct mandatory 1% of the total cost from the bills at the time of making payment to the contractors. Such payment as are deducted from the contractor's bills shall be remitted by way of demand draft in favour of the Goa Building and Other Construction Workers Welfare Board within 30 days of making such payment alongwith a forwarding letter addressed to Secretary, the Goa Building and Other Construction Workers Welfare Board.

(*iii*) In case the aforesaid work is carried out internally without employing contractors, the 1% of the total cost shall be remitted by way of demand draft drawn in favour of the Goa Building and Other Construction Workers Welfare Board by the Government Departments/ /Public Sector Undertakings/Corporations/ /other Government bodies etc.

(*iv*) Return on the prescribed format (**Annexure**) shall be furnished to the concerned Assessing Authority within 30 days of the completion of the project or 30 days of completion of the previous financial year as prescribed under Section 4 of the Cess Act.

(*v*) So far as private constructions are concerned, all Local Authorities i.e. CCP/ /Municipalities/Panchayats etc. shall obtain estimated cost of the construction along with the building plans which are submitted to them for approval by the concerned employers i.e. owners/contractors, builders etc. Such bodies shall collect upfront an amount of 1% of the estimated cost furnished along with building plans and remit by way of demand draft drawn in favour of Secretary, the Goa Building and Other Construction Workers Welfare Board along with a forwarding letter within 30 days of its collection in terms of Rule 3 of the Cess Rules. The local bodies, before remitting the amount of cess to the Goa Building & Other Constructions Workers' Welfare Board can deduct 1% of the total amount collected for meeting their administrative expenses.

(*vi*) In case of individual residential building plans, the 1% cess shall be collected only when the estimated cost is more than Rs. 10 lakh. In respect of Group Housing Societies, the Managing Committee of the society is liable to pay the cess. Where, the building is built by the builders, builder shall be liable. In the cases of collaboration agreements where the builder is constructing or has constructed the building in collaboration with the owner of the land/original building on sharing basis, the cess would be recovered from the builder or owner or both as per the collaboration agreement. It shall be ensured that no building plan is approved by such local bodies without collecting 1% cess.

By order and in the name of the Governor of Goa.

Diwan Chand, Secretary (Labour).

Porvorim, 29th December, 2008.



ANNEXURE

(To be furnished within 30 days of completion of the project or within 30 days of the previous financial year under Section 4 of the Building & Other Constructions Workers Welfare Cess Act, 1996)

Proforma of Return to be submitted

1. Name of the owner/employer: .....
.....

2. Address of the owner/employer: .....
.....

3. Registration No. : .....
[If registered under Section 7 of Building & Other Construction Workers' (RE & CS) Act, 1996].

4. Address of the site of Construction work: .....
.....

5. Date of approval of Building plan by the local authority: .....
(Attach a copy of Approved Building Plan)

6. Date of commencement of work: Date.....
Month..... Year .....

7. Estimate period of work: Month .....
Year .....

8. Estimate cost of construction of building:
(Please attach copy of relevant documents such as Agreement, Award of Contract, Estimate etc.)

Stages	Cost of Construction
1st Year	
2nd Year	
3rd Year	
Total	

9. Amount & date of Advance cess deposited: with the local authorities
(Attach a copy of receipt)

Stages	Amount of Cess	Challan No. & Date	Advance-A Deduction at Source-D Final-F
1st Year			
2nd Year			
3rd Year			
Total			

10. Indicate if construction of building has been completed fully during the previous financial year: .....Yes/No

11. If yes, give details of cost of construction of building along with an Affidavit in the enclosed proforma:

12. For any other type of construction work covered under Section 2(*d*) of the Building & Other Construction Workers' (RE & CS) Act, 1996, (Reproduced overleaf), please give specific details and cost including in an Affidavit in the enclosed proforma:

13. Total cost of construction incurred during the previous financial year for an ongoing project (Attach audited accounts, in support):

14. Detail of payment of final amount of Cess payable during the previous financial year after adjusting advance tax deposited with the local authority: (Attach a copy of challan)

Employer's Signature
Name:
Dated:

– – –♦♦♦– – –

Department of Law & Judiciary

Law (Establishment) Division

Order

13/14/2007-LD/ESIT/1778

Sanction of the Government is hereby accorded for the revival of the post of Civil Judge, Jr. Div. & J.M.F.C., Panaji, Goa in the scale of Rs. 9000-250-10750-300-13150-350-14550 created in the District and Sessions Court in the North Goa District. The pay shall be debited to the Budget Head "2014-Administration of Justice, 105-Civil and Session Courts, 01-Civil Judge (North Goa), 01-Salaries under Demand No. 3".

This issues with the approval of Administrative Reforms Department vide U. O. No. 1251/F dated 20-10-2008 and with the concurrence of Finance (Rev. & Cont.) Department vide their U. O. No. 2997-F dated 2-12-2008.

By order and in the name of the Governor of Goa.

Vassudev N. Shetye, Under Secretary (Estt.).

Porvorim, 30th December, 2008.

1155



OFFICIAL GAZETTE — GOVT. OF GOA
SERIES I No. 28 (EXTRAORDINARY No. 2) 8TH OCTOBER, 2021

Notification

7/32/2021-LA

The Goa Panchayat Raj (Amendment) Act, 2021 (Goa Act 32 of 2021), which has been passed by the Legislative Assembly of Goa on 30-07-2021 and assented to by the Governor of Goa on 16-09-2021, is hereby published for the general information of the public.

Dnyaneshwar Raut Dessai, Joint Secretary (Law).

Porvorim, 8th October, 2021.

The Goa Panchayat Raj (Amendment) Act, 2021

(Goa Act 32 of 2021) [16-09-2021]

AN

ACT

further to amend the Goa Panchayat Raj Act, 1994 (Goa Act No. 14 of 1994).

BE it enacted by the Legislative Assembly of Goa in the Seventy second Year of the Republic of India as follows:—

1. *Short title and commencement.*— (*1*) This Act may be called the Goa Panchayat Raj (Amendment) Act, 2021.

(2) It shall come into force on such date, as the Government may, by notification in the Official Gazette, appoint.

2. *Amendment of Section 2.*— In section 2 of the Goa Panchayat Raj Act, 1994 (Goa Act No. 14 of 1994) (hereinafter referred to as the "principal Act"),—

(*i*) clauses (*1*), (*1-A*) and (*1-B*) shall be renumbered as (*1-A*), (*1-B*) and (*1-C*) and before clause (*1-A*) so renumbered, the following clause shall be inserted, namely:-

"(*1*) "alteration" means a structural change, such as removal of part of a building or a change to the structure of the building such as construction of roof with R.C.C. material;":

(*ii*) after clause (*17*), the following clause shall be inserted, namely:-

"(*17-A*) "Registered Structural Engineer" means a Structural Engineer as defined in clause (*129*) of regulation 2 of the Goa Land Development and Building Construction Regulations, 2010. Such Engineer shall be registered with the Town and Country Planning Department under the said Regulations;";

(*iii*) after clause (*20A*), the following clause shall be inserted, namely:-

"(*20-B*) "Single dwelling unit" means an independent housing unit with facility of living, cooking and sanitary requirements;".

3. *Amendment of section 7.*— In section 7 of the Goa Panchayat Raj Act, 1994 (Goa Act 14 of 1994) (hereinafter referred to as the "said Act"),—

(*i*) in sub-section (*3*), for the word "Director" the expression, "State Election Commission in consultation with the Government," shall be substituted;

(*ii*) in first proviso to sub-section (*4*) and sub-section (*5*), for the word "Government", wherever it occurs, the expression, "State Election Commission in consultation with the Government," shall be substituted.

3A. *Amendment of section 12.*— In section 12 of the principal Act, in sub-section (*2*), for the expression "clause (*b*) or clause (*c*)", the expression "clause (*b*), clause (*c*) or clause (d)" shall be substituted.

3B. *Amendment of section 15.*— In section 15 of the principal Act, after the existing proviso, the following proviso shall be inserted, namely:-



"Provided further that nothing contained in this section shall apply if,—

(a) the remainder of the term of a member in relation to a vacancy is less than one year; or

(b) the State Election Commission in consultation with the Government certifies that it is difficult to hold the bye-election within the said period.

4. *Amendment of section 66.*— In section 66 of the principal Act, after sub-section (*1*), the following proviso shall be inserted, namely:-

"Provided that alteration of a building which consists of a single dwelling unit constructed or in existence before the commencement of this Act shall be permitted to the extent of replacement of tiles roofing with the R.C.C. slab roofing upon production of certificate of stability of such building issued by the Registered Structural Engineer.".

5. *Amendment of section 119.*— In section 119 of the said Act, for the word "Government", the expression "State Election Commission in consultation with the Government," shall be substituted.

6. *Amendment of section 153.*— In section 153 of the principal Act, after sub-section (*1*) the following sub-section shall be inserted, namely:-

"(*1A*) The tax as aforesaid shall also be levied on buildings constructed without authorization within the limits of Panchayat area:

Provided that nothing in this sub-section shall amount to regularization of unauthorized construction of such building:

Provided further that nothing in this sub-section shall prevent any competent authority from taking any action against such building in accordance with law.".

Secretariat,
Porvorim, Goa.
Dated: 08-10-2021.

CHOKHA RAM GARG
Secretary to the
Government of Goa,
Law Department
(Legal Affairs).

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No.15/22/DP/Memorandum/Land-Acquition/2019/1696 Dated: -29/07/2019.
01/08

MEMORANDUM

Sub:- Regarding Land acquition proposal.

Attention of all the Block Development Officer's is drawn on the above cited subject, in this connection, it is to bring to your notice that most of the Village Panchayat Secretary's are submitting their proposal inconnection with Land Acquisition without following due procedure and due to this the proposals cannot be completed in stipulated time period.

Taking congnizance of the same, all the Block Development Officer's are hereby directed to give instruction to all the Village Panchayat Secretary's coming under their respective jurisdiction to follow the procedure i.e. through respective Block Development Officer's. On receipt of the same the Block Development Officer's shall verify the documents/proposal submitted by concerned Village Panchayat's and if proposal is completed in all respect then only the same shall be forwarded to this office for taking further necessary action in the matter. Documents required to process the Land Acquisition is enclosed for reference.

In view of the above, all the Block Development Officer's are hereby directed to follow up the procedure and bring the contents of this memorandum to the notice of all the Village Panchayat Secretary's.

This is for strict compliance.

(Gopal A. Parsekar)
Director of Panchayats
Panaji-Goa.

Encl. as above.

To,
All the Block Development Officer.

Copy to:-1) The Dy. Director of Panchayats(North), Panaji-Goa for information.
2)The Dy. Director of Panchayats(South), Margao-Goa for information.

1) Copy of Form I & XIV of the land proposed fo acquisition.

2) Survey Description.

3) Survey Report.

4) Site Plan.

5)Purpose for which the land is proposal to be transferred..

6)Any other documents if required for said proposal.



4. Illegal Constructions: Licenses & Procedures

FORMATS & CIRCULARS

A. REQUISITION FOR DEMOLITION SQUAD

1. Name of Municipal Council/ Village Panchayat requisitioning the squad. :

2. Name &address of Owner of the illegal construction/ structure. :

3. Type of Construction (residential House, Compound wall etc.). :

4. Area occupied by illegal construction. :

5. Exact location of construction. :
6. No. & date of issue of notice by Municipal council/village Panchayat, for removal of illegal construction to owner. :

7. Date of which notice was received by owner. :
8. Date of expiry of time limit granted for removal. :

9. Has the Municipal council/ village Panchayat followed legal formalities specified in relevant Act/ Regulation/ Rules. :

10. No. of labourers required for executing the work. :

11. In case Police protection is needed justification. :

12. Date and time on which squad is required. :

The Information at points 2 to 9 above are true as per our office records.

We undertake to fully bear the expense on labour, transportation and other charges from our own funds.

Place:

Date:

Date, Signature and Designation of authority
Requisitioning the Squad with office seal.



B. CIRCULAR

Sub: Instruction to be observed while submitting a report on alleged illegal construction/ health hazard.

Directorate of Panchayats, Dated: 8.3.2002.

After realizing practical difficulties being faced by the Directorate of Panchayat and to avoid duplication of work of obtaining report, panchanama, etc. on the second occasion, it is felt necessary to lay down certain guidelines to be followed while conducting panchanama:-

1. At the outset it is required to be mentioned that any complaint received in this Directorate may contain allegations of an illegal construction/ health hazard, etc. as the case may be. Before approaching the Directorate, such a complainant usually makes attempt to redress his grievance at Panchayat level and later on tries to convince the Block Development Officer.
2. In order to deal with issues, it is desirable that the facts/ contents are thoroughly examined. It is, therefore, felt necessary that such a job is performed by a team of Officials/persons consisting of E.O. (R.E.); E.O. (V.P); Village Panchayat Secretary and a member of Village Panchayat by making a site inspection after notifying to the Complainant and the Accused (Opponent). (The practice of preparing report, sketch, Panchanama by the Village Panchayat Secretary should, therefore, be discontinued hereafter).
3. The aforesaid Officials after identifying the site; address and names of the Complainant/ Accused should compare the contents of complaint with the site plan of the alleged illegal the specific description of illegalities notices; dimensions of the alleged illegal construction and the illegalities explicitly.
4. Many a times site in question is not properly identified and wrong survey number is indicated in the complaint. To overcome such issues, it is necessary to obtain cadastral survey plan and Form No. I & XIV from the Complainant/Accused and indicate the illegalities in the plan before submitting the report to this Directorate. This should be in addition to the sketch drawn by the E.O. (R.E.) on a separate sheet of paper.
5. It is necessary to obtain the details of the action taken by the Village Panchayat after receipt of the complaint; reference to resolution, if passed; correspondence made by the Village Panchayat with the Complainant and the Accused; reply/counter-reply filed, if any. (Xerox copies be obtained).
6. If the alleged illegal construction is in progress, it is necessary to mention at what stage it has reached with dimensions-length, width and height.
7. While drawing report, panchanama and sketch by the inspecting team, it should be ensured that there are no contradictions in filling the requisite information at the respective columns of the report and panchanama formats which are currently in use.
8. Panchanama, report, sketch should be drawn immediately on inspecting the site and the same be submitted expeditiously, to this Directorate through the Block Development Officer.
9. The original documents-panchanama, report/ sketch be submitted to this Directorate after retaining the Xerox copies of the said documents duly certified by the inspecting team.
10. These instructions/ guidelines shall come into force immediately and shall apply to all the pending cases on which references have been made to the Block development Officers and shall supersede all instructions/ guidelines issued on this subject matter hereinbefore and remain in force until replaced or modified.



11. Any deviation from the above said instruction/guidelines shall be viewed seriously. Receipt of Circular should be acknowledged, immediately.

C. CIRCULAR

Directorate of Panchayat, Dated: 10.7.2000.

1. The illegal construction has become a chronic Disease as the complaints are increasing day by day. It is observed that the Panchayats are not taking seriously the complaints on illegal constructions although they are fully empowered to demolish/remove the same after holding the necessary enquiry, as a result of which the illegal constructions are mushrooming.
2. It is, therefore, necessary that timely action is required to be taken by the Panchayat on receipt of the complaints. In this regard, the following guidelines/ directions are issued:

a. The panchayat shall maintain the register of all the complaints of illegal constructions indicating there in the date of the receipt of the complaint, name and address of the complainant, name and address of the person doing illegal construction, nature of construction, occasion of construction, action taken.
b. The complaint shall be acknowledged within two days.
c. Immediately, on receipt of the complaint, site inspection be carried out to verify the contents of the complaints with due notice to the parties.
d. In case Panchayat finds that the contents of the complaints are true, the Panchayat shall draw panchanama and also the sketch giving the details of the illegal construction such as length, breadth, height, nature of construction, location and also the date of commencement of construction.
e. The Sarpanch shall immediately issue the notice to the person doing illegal construction to stop the construction forthwith and simultaneously also issue show cause Notice as to why the said construction should not be demolished.
f. On receipt of reply to show cause Notice, Sarpanch shall place the matter before the Panchayat body along with complaint, panchanama, Site Inspection Report, reply of the party, etc., for appropriate decision. The Complaint may also be asked to furnish the documents to substantiate his complaint.
g. In case, the Panchayat decides to demolish the illegal construction, the decision of the Panchayat shall be communicated to the affected persons directing him to demolish the illegal construction within a reasonable period (a time may be specified by the Panchayat depending upon the nature of the Construction).
h. In case, the Panchayat decide not to demolish the construction, the decision of the Panchayat be communicated to the complainant as well as to the concerned person.
i. In case the said person fails to demolish the illegal construction, the Panchayat shall request the Block Development officer in the prescribed form for requisitioning demolition squad.
j. As and when the demolition squad is provided the Panchayat shall carry out the demolition.

3. The above instructions shall be strictly followed by the Panchayat.
4. The Block Development Officer shall also immediately stop the constructions as and when the complaints are filed to the Block Development Officer and take further action. The Block Development Officer shall also direct the Panchayat to take action for demolishing and in the event, the Panchayat fails to take action, submit the report to the Deputy Director of Panchayat.



5. The Deputy Director of Panchayat shall verify the complaints and obtain the report from the Panchayat through the Block Development Officer and after holding enquiry, pass an appropriate order. It is observed that some persons directly approach the Directorate without making any application to the Panchayat. Such person should be clearly informed that they shall file their complaints to the Panchayat and it is only when Panchayat fails to take action within a specified period, they may approach the Deputy Director of Panchayat.
6. All the Block Development Officers are also directed to review all the complaints filed before the Panchayats as well as before them in fortnightly meeting of the Village Panchayat Secretaries and a monthly report be obtained from the concerned Village Panchayat Secretaries under their jurisdiction. The Block Development Officer in turn shall submit the information to this Directorate in the following proforma.

D. CIRCULAR

COLLECTORATE OF GOA, REVENUE - BRANCH, Panaji- Goa, Dated: October 15, 1986

Sub:- Renewal /Revalidation of Conversion Sanads.

It has been observed that the local bodies such as Municipalities and the Panchayat are insisting on the renewal/ revalidation of Conversion Sanads on expiry of one year period specified in clause of the sanad in respect of large chunka of land that had been converted and developed in to plots with the approval of the competent authorities on for submission of a fresh sanad in respect of the individual plot, when the purchaser of a plot thereof approach them for building license.

It is quite common that Real Estate Developers develop vast areas of land with the intention of selling it as plots to purchasers and it is so happens that all the plots are not sold within one year. As a matter of fact, only a few plots will be sold in the first year and still fewer purchasers will be actually starting the construction within the said period of one year. Purchasers who have not started the construction within one year, when they approach the local bodies for building license, the local bodies insist on other renewal of original sanad or getting a fresh sanad in respect of the individual plot. Once the plots are sold, the Developers have no further interest in the project and as such they do not take the troubles to get the original Sanad renewed with the result that the purchaser has no alternative but to apply for fresh Sanad for his plot for which he has to comply with several formalities.

Now as per Rule 4(c) of the Goa, Daman & Diu Land Revenue Conversion of use of land and Non- Agricultural assessment rules, 1969, the Applicant has to commence the non-agricultural use within the year from the date of issue of the conversion Sanad, failing which the permission granted shall be deemed to have lapsed. To that once an area has been converted and developed into plots with the approval of the concerned authorities and a few construction have come up therein within the stipulated period of one year, the purpose of issuing the Sanad will be substantially served and therefore no renewal/ revalidation of the original Sanad or issue of a fresh Sanad in respect of the individual plot will be required for any future construction in the same area. However, if no construction has come up in the area within the specified period of one year local bodies shall be free to insist on renewal/ revalidation of original conversion Sanad before issue of any building licence.

These instructions may be noted for future guidelines.



E. PANCHANAMA

Today at_____A.M./P.M. we the undersigned, Member of panchanama named (1)-_____aged _____years. (2) Shri._____aged _____years, profe called by Shri. _____ (designation/ office) to witness the illegal construction carried out by Shri/Smt. _____ in ward No._____ of _____Village and we have witnessed the following:-

The details of the illegal construction are as follows:-

1. Nature of construction :
2. Whether new construction /reconstruction or Extension to the existing house :
3. Are occupied by structure, dimensions (length, breadth and height approx.) :
4. Location, Sr, No./ waddo :
5. Material used :
6. Nature of roof pattern :
7. Approximate estimated cost of construction :

Being asked by the _____ Shri./smt._____owner/occupier of the house stated that he/she the said structure, not the formalities prescribed under the buildings, regulation and CRZ in force have been complied with.

This Panchnama was written by _____ at the site in our presence today at _____ hours.

The contents of this panchanama have been read over and explained to us in Konkani and in correctness thereof we sign as under:

Place:-

Dated :-

Before Me

BLOCK DEVELOPMENT OFFICERS

F. **ANNEXURE 'D'(Stop Notice)**

(I) NO._____

Office of the Block Development Officer,
_____

ORDER UNDER SUB SECTION (6) OF SECTION 66 OF THE GOA PANCHAYATRAJ ACT, 1994.

WHEREAS it has been brought to my notice that Shri/Smt. _____r/o. _____ has erected/added/reconstructed without valid permission from the Village Panchayat of _____the building/ structure the details of which are as under:-

1. Nature of construction :
2. Whether new construction reconstruction or extension to existing house. :
3. Area occupied by structure dimension(length, breadth and height approx.) :
4. Location sy. No./ wadoo :
5. Material used :
6. Nature of roof pattern :
7. Approximate estimated cost of construction :

AND WHEREAS the said construction is being carried out in violations of the provision of the said Act and the building Rules in force.

I, therefore they Block Development Officer of _____Taluka in exercise of powers vested in me under sub-section (6) of section 66 of the Goa Panchayat Raj Act, 1994 hereby direct Shri/ Smt. _____ to stop the said construction immediately on receipt of this order, falling which further action as deemed fit shall be taken against the said construction.

Given under my hand and seal of this office on this_____day of_____.

( )

Block Development Officer



(II) To,
Shri/ Smt. _____
_____
_____

Through Village Panchayat Secretary_____for service and return within two days, one copy should be affixed at the structure /building and furnish the report of affixation.

Copy to the Sarpanch, Village Panchayat_____for information and further action under section 66 (3) and (4) of the said Act.

Copy to the _____Police Station. _____for information and necessary action. He is requested to ensure that no construction is continued by the addresses unless valid permission is obtained from the Village Panchayat Secretary.

G. APPLICATION FOR PERMISSION FOR REPAIRS TO BUILDING

Village Panchayat CASE NO. _____/M/Y

1.	Name of the applicant	:	
2.	Name of the ward/ locality	:	2. (a) House No (b) House Tax assessed (c) House Tax paid (d) No. & date of receipt
3.	Name of the Owner/Co owner	:	
4.	Description of existing house (whether storied)	:	
5.	Whether there is Electric supply/metre, if so, since when	:	
6.	Whether there is water supply/ metre, if so, since when	:	
7.	Specification of the material of existing house (whether it is of mud, laterite stones, plastered)	:	
8.	Plinth area of the existing Building/ House	:	
9.	Dimensions of the existing Building/ house(with) sketch	:	



10. How old is the existing Building /House :

11. Cadastral survey number :

12. Title documents (s) :

13. Photographs of existing house/ Building :

14. Full particulars with dimensions of repairs to be undertaken (whether for part of the building or entire building) :

15. Specification of material to be used in the repairs :

16. Necessity to undertake repairs :

17. Estimated cost of repairs :

18. Approximate Time required for the repairs :

Name:-



H. **INSPECTION REPORT**

Site has been inspected by the undersigned to check:

(1) Necessity to undertake repairs:
(2) The existing plinth area
Which is a under L:_____B_____ Height_____
(3) House No._____ Tax paid: Rs_____ for ____year.
(4) Cadastral Survey No._____
(5) Photographs have been produced of existing plinth area by the applicant.

Report of site inspection dated _____ has been placed hereunder:

Therefore, necessary permission may be granted/may be rejected.

Signature & Name of V.P. Secretary	Signature & Name of EO(VP)	Signature & Name of EO(RE)

The Panchayat has resolved in the meeting held on _____to grant/ to reject the permission as requested for vide Resolution No._____.

The applicant on completion of the repairs should intimate to this Village Panchayat in writing within a fortnight that repairs have been carried out as per the permission granted on_____.

Office Seal:

Date:

Place:

_____
SARPANCH

I. FORM PERMISSION FOR REPAIR

Office of the Village Panchayat_____
Permission No.
(See rule 3)

Shri/Smt/Kum._____from_____ward _____is hereby granted permission for the repairs in terms of resolution No._____adopted in the Panchayat meeting date_____as per the application for permission for repairs dated_____inwarded under No._____.

The applicant shall comply with the following conditions:

1. The repairs shall be undertaken only as per the particulars/ details mentioned in the application.
2. The Village Panchayat shall be informed on completion of repairs within eight days in writing.
3. Photograph(s) of the repaired structure for V.P. record shall be produced.
4. All the provisions of law applicable while undertaking the repairs should be observed.
5. The permission is liable to be revoked.
   (a) If the repairs are not undertaken as per the contents of application which have been duly approved;
   (b) If there is any false statement in the factual details furnished or a misrepresentation made on which permission was granted.

The permission shall be valid for a period of _____months from_____Shri/Smt/ Kum._____has paid tax/fees to the tune of Rs. _____vide receipt No. _____towards the repairs to be undertaken.

This carries the embossed seal of the Village Panchayat_____.

Date:

Place:

SARPANCH
Village Panchayat



J. MEMORANDUM

Directorate of Panchayats, Dated: 5/2/1999.

1. Attention of the Block Development Officers is invited to the Circular of even no. dated 28/9/1998 issued to all the Block Development Officers clarifying that there is no provision to issue No Objection Certificates for repairs of any buildings/ horses either in the Goa Panchayat Raj Act, 1994 or the Goa, Daman & Diu Village Panchayat (Regulation of Building) Rules.
2. During the Darbar of Hon'ble Chief Minister complaints were received that the Panchayat do not have powers to issue NOC's. The provisions of the above said circular dated 28/9/1998 have been misinterpreted and hence it is accordingly clarified that the Panchayat are fully competent to issue permission for repairs instead of NOC's only after approval by the Panchayat body.
3. It was clarified by the representatives of Town and Country Planning Department who was present at Janata Darbar at Cortalim on 27/1/1999 that no permission/ approval is required from Town "& Country Planning Department for granting permission for repair of building if the construction is restricted to the existing plinth area only. However, the approval of the Town Planning Department is required for the reconstruction.
4. Therefore it is clarified that the Panchayat body may grant the permission for the repairs of the houses without approval of Town & Country Panning Department within the existing plinth area. However the Panchayat should satisfy itself that the applicant is the owner and submit all other required documents before grant or such permission.
5. In order not to abuse or misuse the permission, the Panchayat should obtain the Sy. Plan from the licenses so that the plinth area is not extended. They should also ensure that such type of permission is issued only to the existing houses which were constructed after obtaining valid licenses or the houses recorded in the house tax for the last more than five years.
6. While granting the permission for repairs, the Panchayat should clearly indicate the nature and extent of repairs permitted by them. The details regarding the existing house such as Plinth area, description of house etc should be obtained before grant of permission.

K. ORDER

Director of Panchayat, Dated: 22nd March, 2000

In order to simplify the procedure for the grant of permission for the construction of buildings, the Government is pleased to issue the following instructions for strict compliance of the Panchayats.

1. Every person seeking permission for construction of building shall prepare four sets of building plans and drawings and submit the same to the Panchayat along with all the necessary documents as required by the Goa, Daman & Diu Village Panchayat (Regulation of Buildings) Rules, 1971.
2. The village Panchayat Secretary or any other person authorizes by Panchayat in this behalf shall acknowledge the applications. The Village Panchayat Secretary shall scrutinize the application and place



before the Sarpanch within 2 days from the date of receipt of the application. In case application is complete in all respect, the Sarpanch shall forward the plans and drawings to the Town Planner of the concerned Taluka in duplicate and simultaneously one set of plans and drawings to P.W.D./ Technical Officer.

3. In case the application is incomplete, the Panchayat Secretary shall submit the same to the applicant within a week with the directions to resubmit the application after complying with the observations raised by the panchayat.

   The town planner and the Technical Officer shall communicate their comments/ views within 2 weeks from the date of receipt of the plans and drawings from the Panchayat.

4. The Town Planner shall scrutinize the plans and drawings and convey their comments on the following aspects:-

1. The area of the plot.
2. The area allowed to be converted by the Dy. Collector.
3. The permissible FAR.
4. FAR proposed for construction.
5. Height of the buildings
6. Number of units allowed and their purpose.
7. Total built up area.
8. The area kept for car parking, open space etc.
9. Set-backs approved North, South East and West.
10. Area of the existing structure, in case of reconstruction.
11. Access to the proposed construction.
12. Whether any traditional access or footpath are existing.
13. The zone in which the proposed construction falls and any other information which may be relevant.

    In case the Town Planner fails to communicate its decision within two weeks it will be presumed that the Town Planner has no objection for the grant of permission.

5. The Technical Officer of Public works Department shall scrutinize the plans and drawings and certify the RCC drawings of the structure, cost of the buildings within 2 weeks. In case the Technical Officer fails to issue the necessary certificates, it will be presumed that the plans and drawings submitted by the Applicant duly certified by the Architect /Engineer will be taken as correct.
6. The Panchayat on receipt of the report from the Town Planner and the Technical Officer shall place the matter before the meeting of the Panchayat Body and take appropriate decision within 2 weeks from the date of receipt of the report. In case of failure of receipt of the report from the Town Planner and or from the P.W.D. the Panchayat shall also take a decision on the application submitted by the Applicant. In any case the Panchayat shall communicate its decision within a period of 30 days from the date of receipt of the application by the Panchayat.
7. This order supersedes the Government order of even number dated 21-4-99.
8. This order comes into force with effect from 1st April, 2000.



L. REPORT OF ILLEGAL CONSTRUCTION UNDER SUB-SECTION (5) OF SECT 65 OF GOA PANCHAYAT RAJ ACT, 1994

1. Name of the person and address who has undertaken illegal construction :

2. Name of and address of owner of land :

3. Details of illegal construction
   - i) Nature of construction :
   - ii) Material used for wall and Roof pattern etc. :
   - iii) Dimension area occupied by structure (LXXII) :
   - iv) Estimates cost of construction (Approx) whether new construction, Reconstruction or extension to existing structure. :
   - v) Location, Sy. No and name of hamlet where illegal construction exists. :
   - vi) Since when the illegal structure Exists or constructed approx month and year :
   - vii) At what stage the construction has reached, whether occupied or not :

4. Whether the owner of illegal structure has applied to the panchayats for grant of license. If so whether Panchayat has issued construction license. :



5. If license has been issued whether Formalities prescribed under Building Regulation if force are complied with or not :

6. Whether the person who has undertaken the illegal construction is the owner of the land tanant/ Mundkar of whether declared by Mamlatdar of recorded in form I & IV :

7. What steps the Panchayat has taken to demolish the illegal structure? Whether an notice has been issued, if so, No and date of notice. :

8. If Panchayat has issued license or permission for repair whether the construction prescribed therein are complied or not :

9. Whether Panchanama of illegal Construction has been made if so Copy thereof to be attached :

Since the above person has illegally constructed the structure the details of which are mentioned above, I request that necessary action be taken against him under section 66(5) of the Goa Panchayat Raj Act, 1994.

Signature of
B.D.O./E.O. (V.P.)/E.O.(R.E.)



M. **INDEX FOR DOCUMENTS SUBMITTED FOR HOUSE REPAIR OF**

Shri/Smt. _____

1.	Application in prescribed format	
2.	House tax receipt paid for last 5 years	
3.	Form I & XIV form including name of applicant	
4.	Cadastral survey plan	
5.	Photographs of house to be repaired	
6.	Estimates approximate Rs. Less than 1 lakh	
7.	Sketch of house to be repaired	
8.	Affidavit sworn by applicant	
9.	Death Certificated of deceased incase of death of owner	
10.	Any other documents, Bills of Electricity and Water	
11.	Files in triplicate with all relevant documents mentioned above.	
12.	All xerox copies should be self attested by the applicant	

Seal

No. 19/33/DP/CIR/02/06/ 1442
Government of Goa,
Directorate of Panchayats,
Junta House, 3rd Lift, 3rd Floor,
Panaji Goa.

Date: 03.04.2006.

CIRCULAR

A copy of the Circular No.19/33/DP/PAN/CIR/02/06 dated 31.03.2006 issued by Commissioner & Secretary(Panchayats) is enclosed herewith.

All the Village Panchayats, North/South Goa are hereby directed to strictly adhere to the instructions issued in the said Circular.

(Menino D'Souza)
Director of Panchayats,
Panaji Goa.

To,
All the Village Panchayats,
North/South Goa.

(Through the Block Development Officer concerned)

Copy to:
The Dy. Director of Panchayats, North/South Goa.

No.19/33/DP/PAN/CIR/02/06/
Government of Goa
Directorate of Panchayats
Junta House, 3rd Lift, 3rd Floor,
Panaji-Goa

Dated: 31/3/2006

CIRCULAR

It has been noticed that the Village Panchayats are issuing construction licences to the parties without the production of Conversion Sanads issued under Land Revenue Code by the Collector.

All the Village Panchayats are hereby directed not to issue any conditional construction licence unless the proper Conversion Sanad is produced as per Land Revenue Code issued by the Competent authority.

Furthermore, illegal constructions will not be eligible for water and electricity connection.

31/3/06
(Raajiv Yaduvanshi)
Commissioner &
Secretary (Panchayats)

No. 19/16/DP/CONSTRUCTIONS/07/266
Government of Goa
Directorate of Panchayats,
Junta House, 3rd Lift, 3rd Floor,
Panaji Goa

Date: 07.09.2007

CIRCULAR

The Village Panchayats are granting permissions for Constructions/ Development of land on the basis of N.O.Cs granted by various authorities under the relevant provisions of law for the time being in force. It has been brought to the notice of the undersigned that some of the Village Panchayats are issuing Construction licences/Development permissions without insisting on N.O.Cs from the concerned authorities.

For instance under the relevant Rules in force besides the approval of the Town and Country Planning Department and P.W.D. Authorities, approval of the following authorities is required:

- **Chief Inspector of Factories and Goa State Pollution Control Board**: in case of industrial buildings;
- **Chief Fire Officer:** in case of high-rise buildings;
- **Electricity Department:** in case the electric line is passing through the property;
- **Health Officer:** from sanitation point of view
- **Chief Controller of Explosives, and Chief Fire Officer:** in case of hazardous buildings;

.... 2/-



Goa Coastal Zone Management Authority: in case the Construction/Development falls within 500 mtrs. of High Tide Line of sea and 100 mtrs of river edge;

And such other approvals/N.O.Cs from the concerned authorities wherever required under the provisions of law applicable for constructions/development of land.

All the Village Panchayats are therefore directed to ensure that all the approvals/N.O.Cs. are obtained from the concerned authorities wherever required, before issue of any permission for Construction/Development of land.

(Menino D'Souza)
Director of Panchayats,
Panaji Goa.

To,
All the Village Panchayats
(Through the Block Development Officers concerned)

Copy to:
1. The Dy. Director of Panchayats, North, Panaji.
2. The Dy. Director of Panchayats, South, Margao.



No: 19/33/DP/DEM-CIR/09 /2
Government of Goa,
Directorate of Panchayats,
Junta House, 3rd lift, 3rd floor,
Panaji-Goa.

Dated:- 4.06.2010

CIRCULAR

Section 47 of the Goa Panchayat Raj Act, 1994 specifies the Executive powers and functions of the Village Panchayat Secretary. Accordingly the Village Panchayat Secretary is the Executive Officer of the Village Panchayat and it is only the Village Panchayat Secretary who can issue the license for construction/repairs, occupancy certificate in pursuance to the resolutions of the Panchayat. So also, the Village Secretary is empowered to initiate action for demolishing any unauthorized structure without the permission of the Panchayat after a resolution is passed to that effect, and to execute the resolutions passed by the Panchayat body.

It has been noticed that inspite of the above the Sarpanchas are issuing stop/demolition notices/orders under their signatures in contravention of the provisions of the Section 47 of the Goa Panchayat Raj Act, 1994.

The Hon'ble High Court of Bombay in Writ Petition No. 735 of 2009 has held that in terms of Section 47 of the Goa Panchayat Raj Act, 1994 order of demolition can only be issued under the signature of the Secretary of the Panchayat and not the Sarpanch. The order cum show cause notice therefore having been issued by the Sarpanch is without jurisdiction.

The above provisions of the law are therefore brought to the notice of the Village Panchayats for strict compliance.

(Menino D'Souza)
Director of Panchayats,
Panaji-Goa.

To,
The Village Panchayat,
.....
(Through the Block Development Officer)

No.Secy(Panchayat)/Complaint/2018/ #016
Office of the Secretary(Panchayats)
Dated 08/03/2018

Head Clerk

MEMORANDUM

This is in continuation to the previous instructions issued by the undersigned vide Circular No. Secy(Panchayats)/Complaint/2017 dated 08/06/2017 wherein the officials of Panchayat Department including Panchayat Secretaries, BDOs, Dy. Directors, etc. were directed to take action against the rampant illegal constructions going on in various villages/talukas without any valid permission or in total violation of the valid permission.

Through various complaints and surprise inspections, it is noticed that such illegal constructions remain unabated and the field officers, i.e. BDOs, Panchayat Secretaries have miserably failed to stop this menace resulting in haphazard concretization of the villages. It is also noticed that in most of the cases where the complaints are received regarding the illegal constructions, only notices/paper work is being done by the concerned officials, however, illegal constructions keep going simultaneously.

It is therefore reiterated again that following actions be taken by the concerned officials wherever illegal constructions are taking place :-

a) All Panchayat Secretaries to carry out regular field visits in their jurisdiction and to see that no illegal construction either without permission or in contravention of the permission granted is taking place in their areas.
b) In case any such unauthorized construction is noticed, either through some complaint or suo moto through site inspection, then the information regarding such illegal construction be given to the V.P. by the Panchayat Secretary in writing to take necessary action.
c) The Panchayat Secretary is not supposed to wait for any complaint to act on any illegal construction and instead is mandated to regularly do site inspection in his area and report to the V.P. suo moto about any illegal construction going on in his area.
d) If inspite of information by the Panchayat Secretary to the concerned Panchayat, no action is taken by the Panchayat within 30 days against the said illegal constructions, then it is incumbent upon the Panchayat Secretary to inform the BDO for further necessary action including issue of stop-work notice.
e) After the issuance of stop-work notice, if no documentary proof is provided by the affected person regarding valid permissions, then BDO shall forward report alongwith inspection report in a time bound manner to Deputy Director of the jurisdiction for further necessary action.
f) On receipt of report from BDO, the Dy. Director shall direct Sarpanch to place the report in the V.P. meeting and take necessary action as per rules in a time bound manner.

...2/-



g) In case V.P. fails to take action against the said illegal construction in a reasonable time inspite of directions of Dy. Director, then the Dy. Director shall assume the powers as per the Act and take necessary action including issuance of Demolition Order.

h) In cases where Panchayat has failed to issue stop notice and to issue demolition order, inspite of intimation about the same by the Panchayat Secretary and Dy. Director respectively, then the said facts be recorded in writing on every occasion and copy be signed by BDO/Dy. Director to Director(Panchayats) and the undersigned for further necessary action against the Panchayat for remission of duty as provided in the Goa Panchayat Raj Act, 1994.

Whenever during site inspection by senior officials including the undersigned, either suo moto or based on any complaint, if it is noticed that there is evident negligence on the part of the Panchayat Secretaries and BDOs/Dy. Director to do their duties as spelt out above under Goa Panchayat Raj Act, 1994, then strict disciplinary action should be initiated against the defaulting officials.

The above instructions may be communicated to all concerned.

21/3/18

(Sanjay Goel, IAS)
Secretary(Panchayats)

To:-

1. The Director(Panchayats), Panaji Goa.
2. Dy. Director(Panchayats), North & South.
3. All the Block Development Officers

DIRECTORATE OF PANCHAYATS
GOVERNMENTOFGOA
3rd Floor,3rd Lift,JuntaHouse,Panaji-Goa
PhoneNo:(0832)-2432826,2222586,Fax:2222863e-mail:dir-panc.goa@nic.inWebsite:www.panchayatsgoa.gov.in

No.19/DP/All BDO/2021-22/ 6270 Dated: - 25/10/2021.

CIRCULAR

Sub: -Regarding assessment of tax on unauthorized house/ building/structure.

It has been observed that many structures/houses/buildings are constructed in various Village Panchayat jurisdictions without obtaining necessary permissions from competent authorities. The occupants of such houses/structures/buildings are using the infrastructure created by the respective Village Panchayat. However, the Village Panchayats are unable to collect any taxes from such occupants in spite of the fact that Village Panchayats are incurring expenditure towards various infrastructural services/facilities which are utilized by these occupants.

Attention of all the Block Development Officers is hereby invited to recent amendment carried to Section 153 of the Goa Panchayat Raj Act 1994 wherein after sub-section (1), the following sub-section 1(A) has been inserted which reads as below:

(1A). The tax as aforesaid shall also be levied on buildings constructed without authorization within the limits of Panchayat area:

Provided that nothing in this sub-section shall amount to regularization of unauthorized construction of such building:

Provided further that nothing in this sub-section shall prevent any competent authority from taking any action against such building in accordance with the law.

The above amendment empowers the Village Panchayats to levy taxes as applicable under Section 153, on unauthorized structures which have been constructed within their jurisdiction. The Village Panchayats shall ensure that a



separate register shall be maintained while allotting temporary house number to such unauthorized structures in the process of levying taxes. Also the registration number shall be prefixed with "EHN - (number)". The applicant will have to apply in the prescribed format enclosed to this Circular alongwith payment of one time non-refundable Registration fees for RCC Slab structure @ Rs. 2000/-, for tiled roofing @ Rs. 1000/- and for huts @ Rs. 500/-.

Upon scrutiny of application by the Village Panchayat Secretary and payment of necessary fees by the applicant as per "The Goa Panchayat Raj (Imposition of taxes, fees and other dues) Rules, 1998 the house number shall be issued by the concerned Village Panchayat Secretary.

In case the occupant/s of such structure produces required permission/documents in the near future, the temporary house number so allotted shall be discarded and the said structure shall be allotted regular house number which shall be used for all future process thereafter.

In view of above, all the Block Development Officers are hereby directed to bring the contents of this Circular alongwith the application format to the notice of all Village Panchayats under their respective jurisdiction for immediate implementation.

This issues with the approval of the Government.

25/10/2021.

(Siddhi Halarnakar)
Director of Panchayats,
Panaji- Goa.

Enclosed: Application format.

To
All the Block Development Officer,
Salcete Block.

Copy to:-1) OSD to Hon'ble Minister for Panchayats, Secretariat, Porvorim.
2) PA to Secretary (Panchayats), Secretariat, Porvorim.
3) Office file.
4) Guard file.

No. 19/DP/Cir./Alter.SDU/2021/7649
Government of Goa,
Directorate of Panchayats,
Junta House, 3rd lift, 3rd floor,
Panaji-Goa.

Dated:- 01/12/2021.

CIRCULAR

Sub: Regarding procedure to be followed for grant of permission for alteration of single dwelling unit.

The Government has recently carried out amendment to section 66 of the Goa Panchyat Raj Act, 1994 wherein the owner of a building which consist of single dwelling unit constructed or in existence before the commencement of the Goa Panchayat Raj Act, 1994 i.e. 09/07/1994 shall be permitted to the extent of replacement of tile roofing with R.C.C. slab roofing upon production of certificate of stability of such building issued by the Registered Structural Engineer.

The amendment to section 2 of the principal Act has been also carried out defining the term "alteration", "Registered Structural Engineer" and "single dwelling unit".

In order to establish a procedure for issue of permission by the Village Panchayat for such alteration of single dwelling unit, it is felt necessary to introduce a format for application, inspection and grant of alteration permission within the jurisdiction of the Village Panchayat.

In view of above, it is enjoined upon all the Village Panchayats to follow the process as laid down below before granting permission for alteration of single dwelling unit.

i) The applicant seeking permission of alteration of a single dwelling unit within Village Panchayat jurisdiction shall apply to the respective Village Panchayat in prescribed application enclosed to this circular as Annexure-I alongwith with necessary documents mentioned in the application.

ii) Upon receipt of application, the Village Panchayat concerned shall verify its record pertaining to the ownership/legality of the structure by placing the matter before Village Panchayat Body within a period of 15 days and if found feasible forward the application to respective Block Development Office for obtaining inspection report.

iii) The inspection team of Block Development Office consisting of E.O.(R.E.), E.O.(V.P.) in presence of the concern Village Panchayat Secretary shall inspect the site and verify the correctness of the proposal submitted by the applicant in respect of plinth area, existing/proposed height of the structure, cost of alteration and to ascertain that the proposed alteration shall not exceed the existing plinth area/F.A.R.

iv) The Block Development Officer shall submit the inspection report to the concerned Village Panchayat in a prescribed format within a period of 30 days from the date of receipt of the proposal in the office of Block Development Officer. The format of the inspection report of Block Development Office is enclosed as Annexure II.

v) Upon receipt of inspection report by the Village Panchayat the office of Block Development Officer the Village Panchayat shall take appropriate decision to grant/reject the alteration permission based on the recommendation of the Block Development Officer upon collection of such fees to be charged by Village Panchayat towards issue of construction licence.

vi) The format of alteration permission is enclosed to this Circular as Annexure III.

vii) Alteration permission shall be initially issued for 1 year which can be renewed for another 1 year, upon collection of fees.

viii) The procedure prescribed in this Circular shall be strictly adhered to while disposing the application pertaining to issuance of alteration permission.



Copy of the Circular shall be duly acknowledged with a direction to circulate the same to all the Village Panchayats coming under their respective jurisdiction.

This issues with the approval of the Government.

(Siddhi T. Halarnakar)
Director of Panchayats,
Panaji-Goa.

Encl: (1) Application format in Annexure – I.
(2) Format of Inspection Report in Annexure – II.
(3) Format of alteration permission in Annexure – III.

To,
All the Block Development Officers,
Salcete Block.

Copy to:- (1) Additional Director of Panchayats North, Junta House, 3rd lift, 3rd floor, Panaji-Goa for information and necessary action.

(2) Additional Director of Panchayats South, Mathany Saldanha Complex, South Margo-Goa for information and necessary action.

(3) Deputy Director of Panchayats North, Junta House, 2nd lift , 3rd floor, Panaji-Goa for information and necessary action.

(4) Deputy Director of Panchayats South, Mathany Saldanha Complex, South Margo-Goa for information and necessary action.

OFFICE OF BLOCK DEVELOPMENT OFFICER, _____

INSPECTION REPORT

Ref:- Application for alteration of building consisting of single dwelling unit bearing house number _____ belonging to _____ within Village Panchayat jurisdiction of _____ .

A) It has been inspected by the inspection team of Block Development Officer and particulars of inspection are as under:

(1) Observation of inspection team in respect of necessity to undertake alteration in terms of Section 66(1) of Goa Panchayat Raj Act 1994:-

_____

_____

_____

(2) Whether the dimensions of existing structure are tallying with plan prepared by Registered Structural Engineer. If yes, :-

Length_____mts. Breadth_____mts.

Height _____mts.

(3) House No._____ Tax paid Rs._____ for _____year.

(4) Survey No./Sub-Division Number _____ of Revenue Village_____

(5) Photographs have been produced of existing plinth area by the applicant as required showing overall pictorial view of from front/sides.

(6) Estimated cost of alteration of structure :- Rs._____



B) This report of site inspection is prepared by physical inspection of the structure proposed for alteration on_____ (date).

C) Alteration of the structure is recommended/ not recommended.

D) Any other recommendation of inspection team

_____

_____

_____

E) Therefore, necessary permission may be granted / rejected.

Signature and name of Secretary	Signature and name of E.O. (V.P.)	Signature and name of E.O. (R.E.)

Countersigned by :- _____

Block Development Officer

ENDORSEMENT OF VILLAGE PANCHAYAT _____

The Panchayat has resolved in the meeting held on _____ and vide resolution No. _____to grant/reject the alteration permission to the extent of replacement of tiles roofing with the R.C.C. slab roofing as requested by the applicant.

The applicant on completion of the alteration should intimate to this Village Panchayat in writing within a fortnight that alteration has been carried out as per the permission granted on _____.

Office seal of Village Panchayat Secretary

APPLICATION FOR ALTERATION PERMISSION OF STRUCTURE CONSISTING OF SINGLE DWELLING UNIT CONSTRUCTED/EXISTED PRIOR TO COMMENCEMENT OF GOA PANCHAYAT RAJ ACT, 1994.

To,

The Sarpanch/Secretary,

Village Panchayat _____,

Taluka _____

1) Name and address of Applicant :-

2 a) Name and number of the ward :-

b) House No. :-

c) Whether house tax assessed. :-

d) Latest House tax paid/Receipt No. & date. :-

3) Name of the owner :-

4) Description of existing house
(type of structure, whether laterite masonry with
Roofing type, etc. :-

5) Whether there is electricity connection to the structure,
if so, since when(enclose copy of latest electricity bill):-_

6) Whether there is water connection to the structure,
if so, since when (enclose copy of latest water bill):-

7) Specification of the material of the existing house
(whether it is of mud, laterite stone, plastered etc). :-

8) Plinth area of the existing building/house in sq.mts :-

9) Dimensions of the existing structure
(also enclose plan prepared by structural engineer) :-

10) Since when the house/building is existing :-
(mention month and year)

11) Survey Number/Sub-Division Number and
Revenue Village (enclose latest survey plan) :-

12) Title documents (s) :-

13) Photographs of the existing structure
(enclose front side photograph and both side photographs
showing overall picture of structure) :-

14) Whether alteration is to be caried out
for part of the house or entire building) :-

15) Material to be used in alteration of structure :-

16) Necessity to undertake alteration :-

17) Estimated cost of alteration. :-

18) Approximate time required for the alteration. :-

I State on oath that above particulars are correct and true to the best of my knowledge and belief and I have not concealed/misrepresented any facts.

Place:- Signature

Dated:- Name of applicant

Enclosed:-

1) Latest Form I & XIV
2) Latest Survey Plan
3) House Tax Receipt
   (latest as well as prior to commencement of
   Goa Panchayat Raj Act 1994)
4) Recent Photographs of the Structure
5) Plan and certificate of stability of structure
   issued by Registered Structural Engineer



Office of Village Panchayat _____

FORM

Permission No.

Shri/Smt/Kum _____

from _____ward _____ is herby granted permission for the alteration of structure (single dwelling unit) to the extent of replacement of tiles roofing with R.C.C. slab roofing in terms of resolution no. _____adopted in the Panchayat meeting dated _____ as per the application dated _____for permission for alteration alongwith plan and certificate of stability of structure issued by Registered Structural Engineer, inwarded under No. _____ dated _____.

The applicant shall comply with the following conditions:-

1) The alteration shall be undertaken only as per the particulars/details mentioned in the application and attached plan.
2) The Village Panchayat shall be informed on completion of alteration within fifteen days in writing.
3) Photographs of the altered structure shall be submitted for records of Village Panchayat.
4) All the provisions of laws applicable while undertaking the alteration shall be strictly adhered to.
5) The alteration work shall be executed strictly under the supervision of Registered Structural Engineer.
6) Certificate of completion of alteration as per approvals granted shall be produced from the Registered Structural Engineer before occupying the structure.
7) The permission is liable to be revoked,
    a) If the alteration is not undertaken as per the contents of application/attached plan which have been duly approved.
    b) If there is any false statement/misrepresentation of facts in the details furnished based on which permission was granted.



This permission shall be valid for a period of twelve months from _____ to _____ to Shri/Smt/Kum _____.

The applicant has paid tax/fees to the tune of Rs. _____ vide receipt No. _____ towards the proposed alteration undertaken.

This carries the embossed seal of the Village Panchayat _____

Date:-

Place:-

SECRETARY
VILLAGE PANCHAYAT _____



DAY - IV

Objectives: The participants will be:

1. Familiarized with the conceptual inputs related to panchayat funds and its Management.
2. Able to state the procedures applicable in tendering process.

Topics:

Session-1: Panchayat Funds & its Management

Session-2: Tendering Process

Session-3: Interaction with BDO & Summing Up

1. Panchayat Funds and its Management/Financial Management

Funds of the Panchayat

For every Panchayat there is a fund called "Panchayat Fund". The following shall form part of or be paid into the Panchayat fund:-

a) The amount which may be granted or passed on the Panchayat by the Government or by the Zilla Panchayat.
b) The proceeds of any tax, rate and fee imposed by the Panchayat.
c) All sums received by the Panchayat by way of loans or contributions from the Government or any other authority or person by way of gift.
d) The rent or other income from, or sale proceeds of any immovable or movable property owned by or vested in the Panchayat.
e) All other sums received from any source whatsoever

The amounts at the credit of the Panchayat Fund are to be kept in any Scheduled Bank or a Co-operative Bank situated in the Panchayat area or in the neighboring Panchayat area.

Every Panchayat is authorized to levy the following types of taxes and fees at such rates as prescribed by the Panchayat.

Taxes:

a) tax on buildings;



b) tax on vehicles other than motor vehicles
c) tax on entertainment other than cinematograph shows
d) tax on advertisement and hoardings
e) tax on lands not subject to agricultural assessment
f) tax on entertainment
g) lighting tax;
h) drainage/garbage tax;
i) Tax on professional trades, calling and employment.
j) octroi on goods other than petroleum products

Fees:

a) pilgrim fee on persons attending the jatras, festivals, etc;
b) market fee on persons who expose their goods for sale;
c) registration of cattle brought for sale;
d) buses and taxis and auto-stands;
e) grazing cattle in the grazing lands;
f) sale of goods in melas fairs and festivals
g) extraction of sand and laterite stones;
h) issue and renewal of construction permissions
i) issue of various certificates.
j) registration of Births and Deaths.
k) issue of certified copies.
l) impounding of cattle

Every Panchayat while deciding to levy a tax or fee shall observe the procedure prescribed under the Goa Panchayat Raj (Imposition of taxes, fees and other dues) Rules, 1998. The maximum rate of tax and fees that can be imposed by the Panchayats is specified in Schedule III of the Act and in the Schedules listed in the above said Rules.

House Tax:

Every occupier has to pay House Tax to the Panchayat as per the assessment made by the Panchayat. Rates of assessment tax on building used for residential purpose is shown at ***Annexure -7*** **of GPRA.**



Appeal:

Any person aggrieved by the assessment, levy or imposition of any tax or fees by the Panchayats as provided under the Act may file an appeal under *section 155* of the Act to the concerned Block Development Officer.

Exemptions:- The following buildings are exempted from levy of tax.

(a) building belonging to a local authority and used or intended to be used solely for a public purpose and not used for purposes of profit;

(b) buildings, belonging to the Government/Central Government;

(c) buildings used solely for religious, educational or charitable purpose, provided that the buildings belonging to religious, educational or charitable institutions shall be liable to pay tax wherever such buildings are used for the purpose other than religious, educational or charitable, as the case may be;

(d) "Residential building" belonging to the freedom fighters which are exclusively used for residential purpose by freedom fighters and their family members for themselves.

Memorandum- Dated 15-11-2006

Sub: The Goa Panchayat Raj(Application of Panchayat and Zilla Panchayat Funds)(conditions and limitations) Rules, 2006- Important provisions made in the above said rules are as under:-

1. **Budgetary provisions compulsory before incurring expenditure:**
   No expenditure shall be made on any item unless the provision has been made in the budget of the Panchayat.

2. **Officials responsible for control of the expenditure:**
   The Secretary of the Village Panchayat shall be held responsible if any expenditure is incurred beyond the limits prescribed and for which no provision is made in the budget.

3. **Conditions for incurring expenditure:**

- The Gram Sabha should approve the budget and the likely expenditure on various items.
- No Expenditure shall be incurred on the items beyond the amount approved by the Gram Sabha.
- Every Panchayat shall incur not less than 25% of their income for infrastructure development on the areas where majority of the members of the public belong to the Scheduled Castes, Scheduled Tribes or Other Backward Classes reside.
- Every Panchayat shall incur not less than 2.5% of their income for the subjects like health and sanitation



including garbage disposal.

- Every Panchayat shall reserve not less than 2.5% of their income as reserve fund for contributing pensionary benefits etc. to the staff working in the Panchayat.
- Every Panchayat shall not incur expenditure on unproductive items like publicity, birthday greetings, and donation in cash to unregistered clubs or institutions or groups.
- Every purchase of certain items the cost of which exceeds Rs.1000/- shall be regulated in the manner as laid down under the Goa Panchayat and Zilla Panchayat(Procedure for purchase of stores and equipment) Order,2000.

4. Limitation for incurring expenditure:

Every Village Panchayat shall restrict their expenditure limited to the amount specified against each item of the schedule appended to the said rules.

5. Procedure for obtaining sanction:

Every Block Development Officer shall adhere to the provisions contained in Rule 6 of the said Rules scrupulously. If any proposal is received from the Block Development Officer ignoring or in contravention for the provisions contained in Rule 6. Action will be taken against the Block Development Officer.

6. Time limit:

The above said Rules prescribes the time limit of seven days for the Block Development Officer to submit the proposal to the Director who in turn with his recommendation shall submit the same to the Government within a period of ten days from the date of receipt in his office. In case any of the Block Development Officer or the Director fails to submit the proposal to the government it will be presumed that such sanction is deemed to have been accorded.

7. Social audit by Gram Sabha and members of public:

Every panchayat shall exhibit on the notice board, a copy of monthly statement and receipt and payment account duly signed by the Secretary and the Sarpanch on or before & the of the month next following for the information of the members of public.

1. Matching Grants to Panchayats:

The Matching Grants are released to the village panchayats depending upon their tax collection. This is an unconditional grant which can be utilized for any purpose by the panchayat. The grants are released as per the following pattern of assistances:-

(a) Panchayats with annual income up to Rs.50,000/-	200% of the taxes collected subject to minimum of Rs.20,000/-
(b)Panchayats with annual income above Rs.50,000/-up to 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 from taxes above Rs.2,00,000/-
(e)Panchayats whose annual income is above Rs.5,00,000/-	Rs.4,25,000/- only.

If any panchayat registers a fall in the income during the year as compared to the income of the previous year, the Government reserves the right to release matching grants to such panchayats at 50% of the admissible amount.

2. GRANT-IN-AID to Financially Weaker Panchayats:

Government sanctions grant-in-aid for financially weaker panchayats for undertaking the developmental works.

3. Financial Assistance to Weaker Panchayats for Strengthening their Administration:

Weaker Panchayats whose annual income is less than Rs.10.00lakhs in order to provide them with sufficient funds to make payment of salaries to their staff. A provision of Rs. 1500.00 lakhs is made for the year 2022-23.



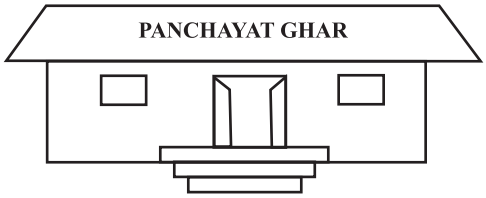
4. Assistance to the panchayats for disposal of Plastic Garbage:

A. Under the Goa Panchayat (Grant of Financial Assistance to the Village Panchayats to deal with Plastic Garbage Menace) Scheme, 2007, financial assistance is given to the Village Panchayat which are affected by plastic garbage 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.

B. Financial Assistance to the Village Panchayats to deal with Plastic Garbage menace scheme, 2005, Financial assistance is given from the Government 1) An amount of Rs. 2.00 lakhs per annum is sanctioned to each village panchayat for the door to door collection, segregation and disposal of garbage including dry plastic garbage within the jurisdiction 2) An amount of Rs. 7.00 lakhs is sanctioned to the panchayats in the vicinity of Airport to disposal of garbage 3) An amount of Rs. 5.00 lakhs per annum is sanctioned to all sub-urban panchayats that are nearby and located on the boundary of four major cities/Municipalities i.e. Mapusa, Panaji, Margao, Ponda will be eligible for the same 4) An amount of Rs. 3.00 lakhs per annum is sanctioned to the village panchayats whose having weekly village market and all the panchayats whose annual income is upto Rs. 25.00 lakhs 5) An amount of Rs. 5.00 lakhs has been sanctioned to the 10 best performing village panchayats. A provision of Rs. 350.00 lakhs is made for the year 2022-23.

5. Deendayal Panchayati Raj Infrastructure (Golden Jubilee) Development Scheme, 2013:

Under this scheme the Govt. takes up the infrastructure project in every Panchayat amounting to Rs. 2.00 Cores for one project. The Panchayat has to decide the project to be undertaken and will be executed through GSIDC, GTDC or such other agency. Funds will be allotted to the agency in 3 installments within 30 days after receiving the detail proposal. A provision of Rs. 600.00 lakhs is made for the year 2022-23 for the above said purpose.



PANCHAYAT FUND

TAXES

01) House tax
02) Lighting tax
03) Cart tax/bicycle tax
04) Trade, profession, calling & employ tax
05) Advertisement /hoarding tax
06) Entertainment tax
07) Tax on land not subject to agril assessment
08) Drainage/ garbage tax
09) Tax for supply of water for drinking and other purpose
10) Octroi other than petroleum products

FEES

01) Cosnt. Permission
02) Sale of goods in markets, melas,fairs & Festivals
03) Reg. of births & deaths
04)Certified copies
05) Reg. of cattle brought for sale
06) Grazing cattle on grazing land
07) Extraction of stones & ors.
08) Various certificates issued by Panchayat
09) Sale of premises for transfer of house tax
10) Licensing of hotels, shops etc
11) Const. permi. of factories & installation of machinery
12) Cattle pound
13) Buses & taxes & auto stands wherein adequate facilities are provided for the travelers by Panchayat
14) Pilgrims or persons attending zatras, festivals etc. provided necessary arrangement for water supply, health & sanitation are made by Panchayat
15) Garbage collection
16) Demand notices

RENT + SALE PROCEEDS

01) Sale of news papers
02) Sale of tender forms
03) Sale of number plates
04)Auction sale of garden produce
05) Auction sale proceeds for stay cattle
06) Rent for lease of premises / shope/ hall
07) Fees for occupation of public landing places
08) Rent for hiring of Panchayat goods/ vehicle.

EXTRA RECEIPTS

01) Interest on Bank deposits/ Fixed deposits
2) Penalty/fines imposed under various Provisions of the Act

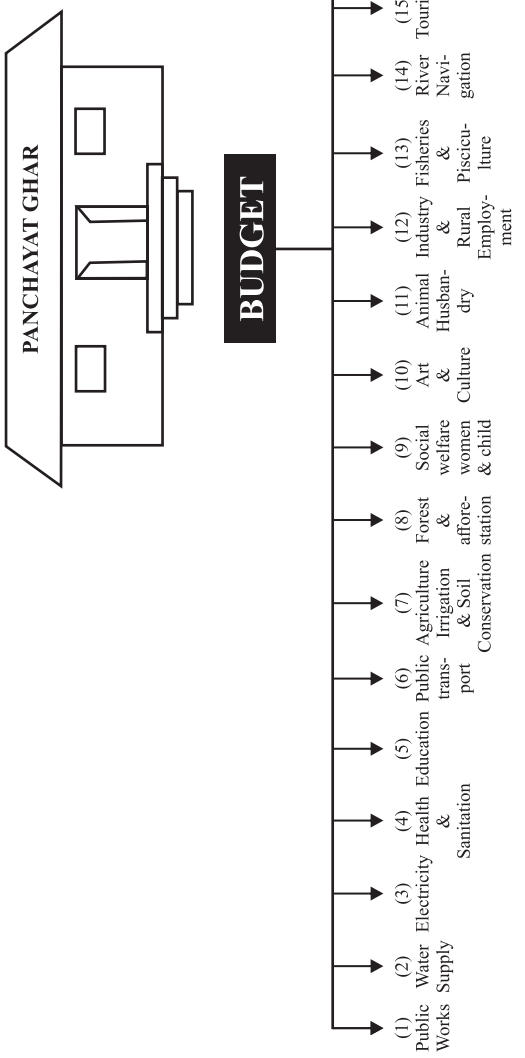
GRANTS

01) Special grants
02) Salary grants to members of Panchayat
03) Matching grants
04) Grants in lieu of octroi
05) Grants to weaker Panchayat for strengthening their administration

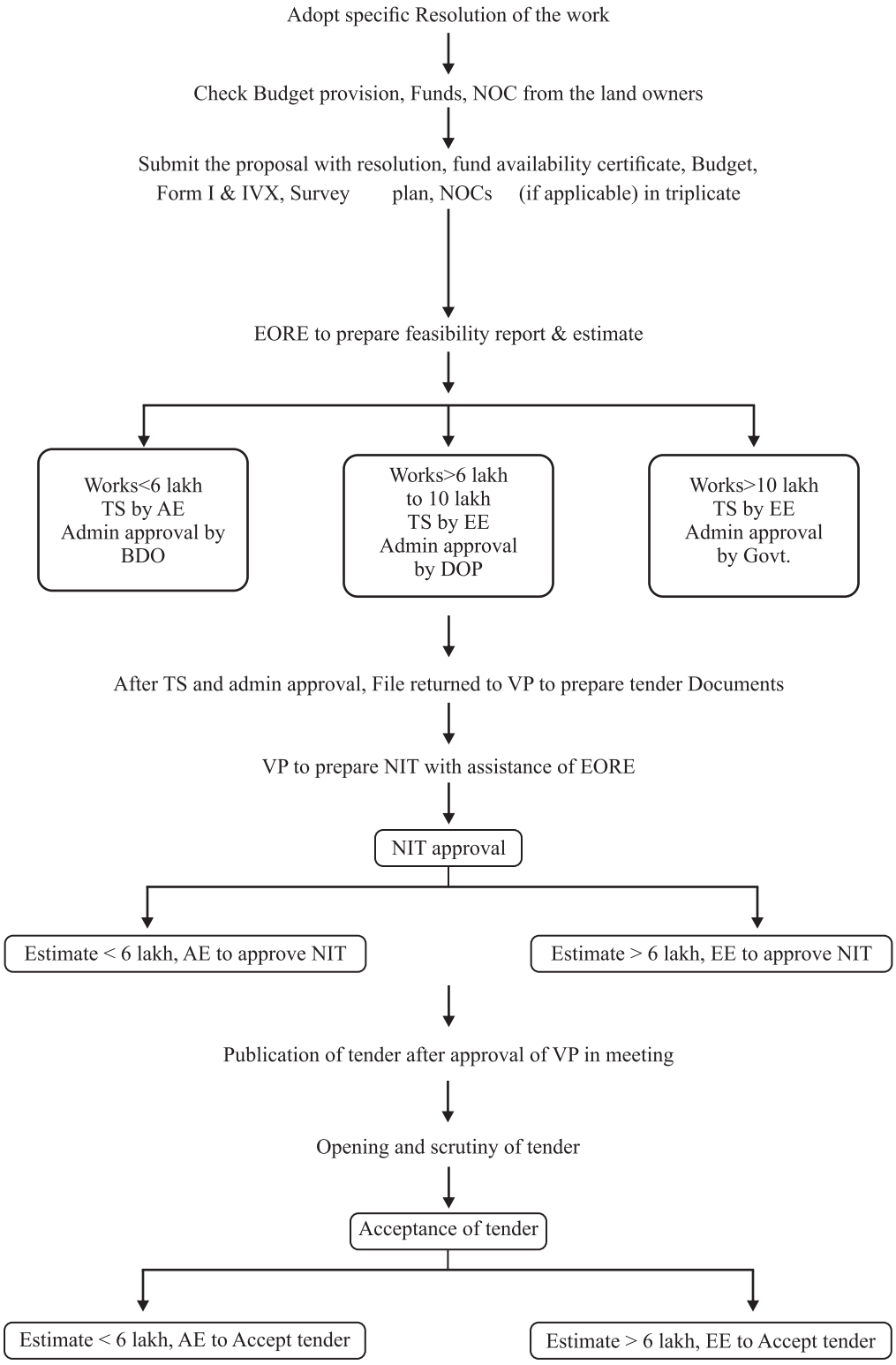
DEV. GRANTS

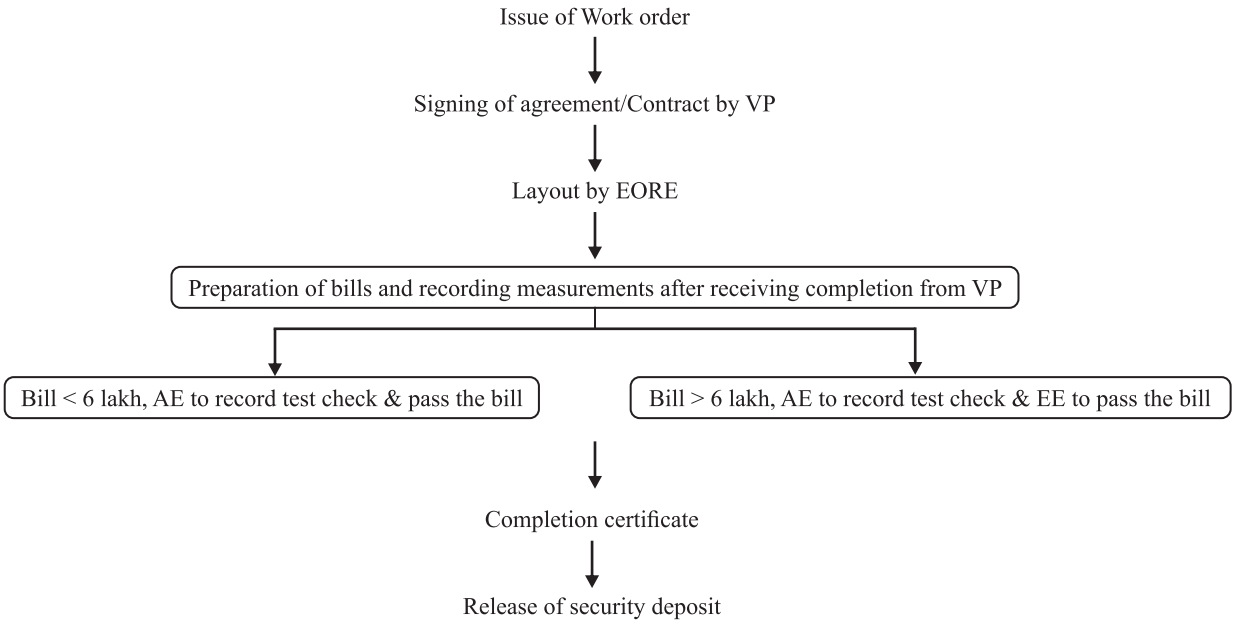
01) RDA
02) Communidades
03) Dept. of Govt.

Loans & Public contribution


PANCHAYAT GHAR
BUDGET
(1) Public Works
(2) Water Supply
(3) Electricity
(4) Health & Sanitation
(5) Education
(6) Public trans-port
(7) Agriculture Irrigation & Soil Conservation
(8) Forest & affore-station
(9) Social welfare women & child
(10) Art & Culture
(11) Animal Husban-dry
(12) Industry & Rural Employ-ment
(13) Fisheries & Pisciu-lture
(14) River Navi-gation
(15) Tourism
(16) Sports & Play-ground
(17) Natural calamity
(18) RDA & poverty allevi-ation
(19) Town & Country planning
(20) Science Infor-mation techno-logy
(21) Adminis-tration
(22) Reserve/ sinking fund
(23) Other specify

2. Tendering Procedures




Issue of Work order
Signing of agreement/Contract by VP
Layout by EORE
Preparation of bills and recording measurements after receiving completion from VP
Bill < 6 lakh, AE to record test check & pass the bill
Bill > 6 lakh, AE to record test check & EE to pass the bill
Completion certificate
Release of security deposit

No.15/1/DP/EST/Tech. Cell/2020 /6726
Government of Goa,
Directorate of Panchayats,
Junta House, 3rd floor, 3rd lift,
Panaji – Goa.

Dated: 22.10.2020

CIRCULAR

Sub: Procedure regarding tendering and manner of execution of works by the Directorate of Panchayats

In order to streamline the procedure of tendering and execution of various works to be taken up under the jurisdiction of this Directorate,the following instructions are hereby issued which should be strictly followed by the Panchayats, Panchayat Secretaries, Block Development Officers and the Technical Cell headed by the E.Es of this Directorate, with immediate effect:-

I. Technical Sanction, Administrative approval and expenditure sanction.

The Panchayat shall pass a resolution after following due procedure to carry out any developmental work distinctly with respect to expenditure to be incurred from Panchayat Funds, from G.I.A, XIVth / XVth Finance, such other Government Aid and submit a copy of the resolution along with all the relevant documents to the Block Development Office.

Works upto 6 lakhs.

The JE/EORE shall prepare the estimate along with the feasibility report andshall submit the complete proposal i.e the estimate, the fund availability certificate, and all other relevant documents to the Assistant Engineer (Technical Cell) at the Block level. The Assistant Engineer shall accord Technical Sanction. The Block Development Officer shall give administrative approval and wherever required expenditure sanction.

Works above 6 lakhs.

The JE/EORE shall prepare the estimate along with the feasibility report and shall submit the complete proposal i.e the estimate, the fund availability certificate, and all other relevant documents to the Assistant Engineer (Technical Cell) at Block level, who shall submit the same to Executive Engineer (Technical Cell) to accord Technical Sanction. The Executive Engineer shall accord Technical Sanction and forward the file to the Director of Panchayats for administrative approval and wherever required expenditure sanction.



The powers of Administrative Approval and expenditure sanction are as under :

Sr. No.	Funds	Expenditure Limit (per work)	Competent Authority for Administrative Approval and Expenditure sanction.
1	G.I.A	Upto Rs.10 lakhs	Director of Panchayats
2	XIVth/XVth Finance	UptoRs. 6 lakhs	B.D.O
		More than 6 lakhs and less than 10 lakhs	Director of Panchayats
		Above Rs.10 lakhs.	Government
3	Panchayat Fund	Upto6 lakhs	B.D.O
		Above 6 lakhs and upto 10 lakhs.	Director of Panchayats
		Above Rs. 10 lakhs.	Government

II. Preparation of Tender Documents

Works uptoRs.6 lakhs.

After obtaining Technical Sanction, Administrative Approval and Expenditure Sanction, the Panchayat shall prepare the NIT with assistance of JE/EORE and submit the same to Assistant Engineer (Technical Cell) at Block level. The Assistant Engineer shall approve the NIT and return to the Panchayat.

Works above Rs.6 lakhs.

After obtaining Technical Sanction, Administrative Approval and Expenditure Sanction, the Panchayat shall prepare the NIT with the assistance of JE/EORE and submit the same to Assistant Engineer (Technical Cell) at Block level, who shall forward the same to Executive Engineer (Technical Cell). The Executive Engineer shall approve the NIT and return to the Panchayat.

After obtaining NIT approval, the Panchayat shall place the same in Panchayat body meeting and then publish the tender notice as per norms laid down in the CPWD works Manual. The tender documents shall be supplied by the Panchayats to the eligible intending contractors along with schedule of quantities. The tender document should consist of details like EMD, form no.6,7 & 8 special conditions, performance guarantee, Security deposit, tender form fee, tender processing fee and deductions towards, GST, labour cess, income tax etc.

III. Calling of Tenders by publication of Tender Notice

The Panchayats shall follow the norms specified in CPWD manual during the tendering process.

1) **(a)** Where the estimated cost of the work is less than Rs. 2.00 lakhs, the tender notice should be displayed on the Notice Board of the respective Village Panchayat and neighboring village Panchayat, concerned B.D.O office, and one local daily newspaper widely circulated in the area.

   (b) Where the work is costing more than Rs. 2.00 lakhs and upto Rs. 5.00 lakhs, the tender notice should be published in two daily local newspapers, one in English and the other in Marathi or Konkani, widely circulated in the area.

   (c) The Tender Notice of works costing above Rs.5.00 lakhs should be published through e-tendering process and two daily local newspapers.

   (d) Minimum 7 days period shall be given from the date of publication to the last date of receiving applications for tender.

2) CPWD form No 6,7& 8, as the case may be supplied to the contractor.

3) Contingencies and lumpsum amount shown in the estimate should be excluded from the amount put for tender.

4) While applying for the tender papers, the following documents should be presented along with the application by the contractor:-
   i. Attested copy of the valid Registration Certificate of the contractor in the concerned category of work.
   ii. Attested copy of valid income tax clearance certificate.
   iii. Attested copy of valid G.S.T registration & acknowledgment of updated filed return with ARN.
   iv. A declaration of the works in hand with detailed list, indicating their present status. However, tender form shall not be issued to the person who has works in hand more than 4 times the tendering limit.
   v. Attested copy of Pan Card.
   vi. Two separate demand drafts, separately for each work drawn in favour of tendering authority towards cost of tender form and EMD.



5) The Tendering limit of work that can be executed by the Contractor shall be as follows:

	Old Registration	New Registration
i.	Class V upto Rs. 1.50 lakhs.	5 lakhs
ii.	Class IV upto Rs. 4.50 lakhs.	15 lakhs
iii.	Class III upto Rs. 15.00 lakhs.	50 lakhs
iv.	Class II upto Rs 45.00 lakhs.	150 lakhs
v.	Class 1B upto Rs. 200 lakhs	600 lakhs

IV. Opening and Scrutiny of tenders

After removing the sealed tenders from the tender box which should be kept within the visible range, the same should be opened one by one.

1) Before opening the tenders, it should be ensured that all the tender papers are properly sealed.
2) Tender papers in respect of the works to be executed should be opened in the presence of the work order issuing authority, Secretary, JE and the contractors desirous of being present.
3) All the Officials / Officers present at the time of opening the tenders should sign on the tender covers before they are opened.
4) All the envelopes should be serially numbered work wise, (e.g. if there are 4 tenders received, the numbers will be 1/4, 2/4, 3/4 and 4/4 with red ink).
5) Before opening and breaking the seal of the tender covers, the same should be shown to the members and contractors present, if any (Except in case of single tender, in which case circular issued by Finance Department should be followed).
6) All the corrections and overwriting should be noted on the tender paper and marked with red ink. If there are no corrections or overwriting it should be written clearly below the tender paper that corrections/overwriting are nil.
7) The Comparative statement should be prepared showing the percentage quoted by each Contractor.
8) After opening of tenders and preparation of comparative statement the same shall be placed in body meeting for approval. Also, in cases where there are more than one bidder who has equally quoted then Panchayat shall recommend the bidder to whom the work shall be awarded.

9) The Comparative statement should be signed by Sarpanch, V.P Secretary, JE and A.E in case the value of work is upto6 lakhs and the Sarpanch, V.P. Secretary, J.E, A.E., E.E in case the value is more than 6 lakhs.



V. Acceptance of Tender:

Works upto Rs. 6 lakhs.

In case the work is upto 6 lakh, the Panchayat shall submit comparative statement along with all other tender related documents to the Assistant Engineer at Block level. The J.E/EORE after scrutiny shall submit the Assistant Engineer for approval and acceptance of tender. The Assistant Engineer shall approve the acceptance of tender and return the same to the Panchayat.

Works above Rs. 6 lakhs.

In case the work is above 6 lakh, the Panchayat shall submit comparative statement along with all the tender related documents to the Assistant Engineer at Block level. The J.E/EORE after scrutiny shall submit to the Assistant Engineer who shall forward the same to the Executive Engineer for approval and acceptance of tender and return the same to the Panchayat.

Tenders shall be accepted upto 5% above the estimated cost put to tender.

VI. Issue of Work Order.

The work order shall be issued to the lowest bidder by the Sarpanch once the approval for acceptance of tender is conveyed by the appropriate authority as specified above.

VII. Signing of Agreement / Contract.

1. The agreement should be executed between the work order issuing authority and the contractor in CPWD form No. 7/8, within 7 days from the date of issue of work order.

2. The agreement should be signed on every page by the parties to the agreement.

VIII. Layout inspection and supervision.

After execution of formal agreement, the contractor should submit intimation about date of commencement of work to the Panchayat and the Panchayat in turn should forward the intimation of the Contractor to the J.E./EORE and the Assistant Engineer. The J.E./E.O.R.E. should give the layout of the work at the site to the contractor. During the work in progress the A.E/E.O.R.E or their authorized representative should inspect the work for the purpose of supervision and give



appropriate direction to the contractor. The Contractor shall not be allowed in any case to carry out the work beyond its scope nor to change the Project on technical angle except within the permissible deviations prescribed under C.P.W.D Manual in force, and with the prior approval of the Director of Panchayats.

IX. Preparation of Bills and recording of measurements in M.B.

Works upto Rs. 6 lakhs.

The Contractor shall submit the R.A. bill/final bill to the Sarpanch who shall forward the same to the Block Development Office for scrutiny and recording of measurement/bills by the J.E/EORE. After recording the measurements/bills the J.E./EORE shall submit the same to Assistant engineer for recording test check and passing of bills. Thereafter, the Block Development Officer shall forward the bill to the Panchayat for release of payments.

Works above Rs. 6 lakhs.

The Contractor shall submit the R.A. bill/final bill to the Sarpanch who shall forward the same to the Block Development Office for scrutiny and recording of measurement/bills by the J.E./EORE.After recording the measurements/bills the J.E./EORE shall submit the same to Assistant Engineer for recording test check. The Assistant Engineer shall forward the same to the Executive Engineer for passing the bill for payments. Thereafter, the bills shall be forwarded to the Panchayats for payments by the Executive Engineer.

X. Completion Certificate:

Works upto Rs.6 Lakhs.

The concerned Junior Engineer and the Assistant Engineer shall record the completion certificate.

Works above Rs.6 Lakhs.

The concerned Junior Engineer, Assistant Engineer and Executive Engineer shall record the completion certificate.

XI. Execution of additional Bank guarantees.

For the tenders/items of the tender in case of being quoted abnormally below i.e. 20% below the estimated cost, than the contractor shall furnish on demand an additional performance security in the form of Bank guarantee from National/Schedule Bank for that amount which is worked out as difference

between quoted amount and reasonable amount reduced by 20%. The additional performance guarantee will be released as & when the concerned work/item/items is/are satisfactorily executed, fully completed and certified so by the concerned Engineer.

The above conditions should be strictly followed while tendering and executing the works within the purview of this Directorate.

This Circular is issued in supersession of earlier Circular No 15/1/DP/EST/Tech.Cell/2020/5543 dt 17.8.2020.

This issues with the approval of the Government.

22/10/2020

(NARAYAN GAD)
Director of Panchayats
Panaji– Goa

To

1) The Block Development Officers (All)
2) The Village Panchayat Secretaries (All)
3) The Executive Engineer (Technical Cell).

Copy To:

1) OSD to Hon'ble Minister for Panchayats, Secretariat, Porvorim.
2) P.A. to Secretary (Panchayats), Secretariat, Porvorim



OFFICIAL GAZETTE — GOVT. OF GOA

SERIES I No. 39 *24TH DECEMBER, 2020*

Department of Public Works
Office of the Principal Chief Engineer

—

Notification

13/21/PCE/PWD/EO/2020-21/104

Read:- Order No. 2-3-80-Pr.CE/PWD-Accts/ /2010-11/180 dated 6-01-2011 regarding Enhancement of fees for tender documents.

Government is pleased to revise the fees for the sale of tender documents with effect from the date of publication of Notification.

Sr. No.	Value of Works costing	Fees for tender documents
1.	Upto Rs. 1 Lakh	Rs. 1000/-
2.	Above Rs. 1 Lakh and up to Rs. 5 Lakhs	Rs. 2000/-
3.	Above Rs. 5 Lakhs and up to Rs. 25 Lakhs	Rs. 3000/-
4.	Above Rs. 25 Lakhs and up to Rs. 50 Lakhs	Rs. 4000/-
5.	Above Rs. 50 Lakhs and up to Rs. 2 Crores	Rs. 8000/-
6.	Above Rs. 2 Crores and up to Rs. 5 Crores	Rs. 15000/-
7.	Above Rs. 5 Crores and up to Rs. 10 Crores	Rs. 20000/-
8.	Above Rs. 10 Crores	Rs. 30000/-

This issues with the approval of the Government vide U. O. No. 4329/F dated 27-11-2020.

U. P. Parsekar, Principal Chief Engineer, PWD & ex officio Addl. Secretary.

Panaji, 18th December, 2020.

———♦♦♦———

Department of Sports and Youth Affairs
Directorate of Sports and Youth Affairs

—

Corrigendum

DSYA/YS/State Youth Policy/12/M-File/ /20-21/1442

Read: State Youth Award, published in Official Gazette, Series I No. 22 dated 27th August, 2015.

In the State Youth Award published in Official Gazette, Serise I No 22 dated 27th August, 2015 referred above, at page 2, (1) *Condition for eligibility for individuals, '15-35'* on the second line, may be read as '15 to 29' and '35' in fifth line of the same para, may be read as '29'.

Other contents of the Official Gazette shall remain unchanged.

By order and in the name of the Governor of Goa.

Shashank Mani Tripathi, IAS, Director of Sports & Youth Affairs & ex officio Jt. Secretary.

Panaji, 16th October, 2020.

———

Addendum

DSYA/YS/State Youth Policy/12/M-File/ /20-21/1440

Read: Goa State Youth Policy-2015 Scheme published in Official Gazette, Series I No. 19 dated 11th August, 2016.

In the scheme of the Goa State Youth Policy-2015 published in Official Gazette, Series I No. 19 dated 11th August, 2016 referred above on page 788 at (F) *Eligibility (a) (i)*, the words, "defined as a person between the ages of 15 and 29 years" may be added at the end of the said para, after the word 'youth'.

Other contents of the Official Gazette shall remain unchanged.

By order and in the name of the Governor of Goa.

Shashank Mani Tripathi, IAS, Director of Sports & Youth Affairs & ex officio Jt. Secretary.

Panaji, 16th October, 2020.

www.goaprintingpress.gov.in

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ANNEXURE-I

Programme Schedule

"Induction Training programme for PRIs (Newly Elected Representatives)"

Aim:- At the end of the programme, the participants will be:

1. Sensitized on the important provisions of The Constitution(73rd Amendment) Act, 1992, Organizational Structure of Panchayats, The Goa Panchayati Raj Act, 1994, The Right to Information Act, 2005 &The Goas (Rights of Citizen to Time Bound Delivery of Public Services) Act, 2013.
2. Familiar with role & functions of various Committees at village panchayat level.
3. Able to develop a positive attitude towards work.
4. Able to explain Central Finance Commission Grants, Gram Panchayat Development Plan (GPDP) process, importance of Sustainable Development Goals (SDGs) & role of panchayats.
5. Able to state the Centrally & State sponsored Schemes.
6. Sensitized on Swachh Bharat Mission Grameen - Phase II and Disaster Management& Prevention.
7. Familiarized with the conceptual inputs related to Building Regulations, Illegal Constructions & Panchayat Funds.
8. Able to state the procedures applicable in tendering process.

Duration:- 4 days

Registration at 9.30 a.m. to 10.00 a.m.

Sr. No.	Duration	Topic	Resource Person
		DAY –I	
1.	10.00 a.m. – 11.00 a.m.	*Introduction to the Programme* The Constitution (73rd Amendment) Act, 1992 & Schedule XI of the Constitution of India	Resource Team
2.	11.15 a.m. – 1.15 p.m.	Organizational Structure of Panchayats, The Goa Panchayati Raj Act, 1994	
3.	2.00 p.m. – 3.30 p.m.	Various Committees at Village Panchayat level	Resource Team
4.	3.45 p.m. – 5.00 p.m.	Attitude, Behaviour Change & Accountability	



DAY –II			
1.	10.00 a.m. – 11.30 a.m.	Schemes of Various Government Departments	Resource Team
2.	11.45 a.m. – 1.15 p.m.	Sustainable Development Goals(SDGs) & Role of Panchayats	
3.	2.00 p.m. – 3.30 p.m.	Central Finance Commission Grants, Decentralized Planning & Gram Panchayat Development Plan	
4.	3.45 p.m. – 4.30 p.m.	The Right to Information Act, 2005	
5.	4.30 p.m. – 5.15 p.m.	The Goa (Rights of Citizen to Time Bound Delivery of Public Services) Act, 2013	
DAY –III			
1.	10.00 a.m. – 11.30 a.m.	Building Regulations	Resource Team
2.	11.45 a.m. – 1.15 p.m.	Disaster Management & Prevention	
3.	2.00 p.m. – 3.30 p.m.	Swachh Bharat Mission Grameen-Phase II	
4.	3.45 p.m. – 5.00 p.m.	Illegal Constructions: Licenses & Procedures	
DAY –IV			
1.	10.00 a.m. – 11.30 a.m.	Panchayat funds & its Management	Resource Team
2.	11.45 a.m. – 1.15 p.m.	Tendering Procedures	
3.	2.00 p.m. – 3.00 p.m.	Interaction with Director - Dte. of Panchayats, BDO	
		Evaluation & Valediction of the Programme	

***Tea Break*:** 11.30 a.m. & 3.30 p.m. ***Lunch Break*:** 1.15 - 2.00 p.m.



ANNEXURE-II



Profile of Elected Members of Panchayats

Form I

Name:

Contact No:

Village Panchayat Name:

Taluka:

Ward No. :

Individual Status:

Category: SC / ST /GEN / PWD

Elected Category – SC / ST/ GEN /

Home Address:

Residential Ward No.

Email id :

Educational Qualification:

Gender:

Occupation /Profession:

Member if any Socio / Cultural Organisation:



Form II

1. Mention the area you want more information about (Topics names to be listed)

2. Any other not listed above

3. Do you want any additional skill training (tick mark from the below list)

a. Social Media
b. Personality Development
c. Entrepreneurship

4. Any other not listed above.



"Provided that a child who has not attained the age of five years on or before the 1st day of June of the year two thousand and one, shall not be admitted to class I, or an equivalent class or any class higher than class I in a recognised school in the year two thousand and one;";

(*ii*) after the proviso, the following provisos shall be inserted, namely:—

"Provided further that from the 1st day of June of the year two thousand and two, a child who has not attained the age of five years and six months, on or before the 1st day of June of the year two thousand and two, shall not be admitted to class I, or an equivalent class or any class higher than class I, in a recognised school in the year two thousand and two:

Provided also that from the 1st day of June of the year two thousand and three, a child who has not attained the age of six years on or before the 1st day of June of the year in which the admission of such child is sought, shall not be admitted to class I, or an equivalent class or any class higher than class I, in a recognised school.".

5. *Insertion of new section 29 A.*— After section 29 of the principal Act, the following new section shall be inserted, namely:—

"29A. *Removal of doubts.*— For the removal of doubts, it is hereby declared that notwithstanding anything contained in any law, rules, regulations, notifications, decree, order or judgement of any Court, authority or Tribunal, a permission granted prior to the coming into force of this Act in municipal areas for opening class I or class V in any school shall be construed as permission to open classes upto IV or X respectively and the same shall be applicable to Village Panchayat areas after due assessment by committee appointed by the department of the need for the higher class is carried out."

Secretariat Annexe,
Panaji.
Dated: 13-9-2000.

R. RAGHURAMAN,
Secretary to the
Government of Goa,
Law Department
(Legal Affairs).

Department of Panchayat Raj and Community Development

Directorate of Panchayats

—

Notification

36/DP/PAN/PS/99

In exercise of the powers conferred by sub-section (*1*) of section 179 of the Goa Panchayat Raj Act, 1994 (Goa Act No. 14 of 1994), the Government of Goa hereby makes the following order, namely:—

1. *Short title and commencement.*— (*1*) This Order may be called the Goa Panchayat and the Zilla Panchayat (Procedure for purchase of stores and equipment, etc.) Order, 2000.

(2) It shall come into force at once.

2. *Authorities competent to purchase stores.*— The Village Panchayat and the Zilla Panchayat, as the case may be, shall be competent authority to purchase or acquire any stores described in the Schedule hereto.

Note.— The term 'Stores' used in this Order applies generally to all articles and materials purchased or otherwise acquired for the use of Village Panchayat and the Zilla Panchayat, including not only expendable and issuable articles in use or accumulated for specific purposes but also articles of deadstock of the nature of plant, machinery, instruments, furniture, equipment, fixtures and livestock, etc., but excluding books, publications, etc., in a library.

3. *Village Panchayat and the Zilla Panchayat to assess their requirement.*— (*1*) Every Village Panchayat and the Zilla Panchayat shall before the commencement of the financial year or immediately before the commencement of the second half of the financial year shall assess the stores required for purchase, after discussion with all the members present in the meeting specially called for the purpose and after passing a resolution to that effect.

(2) Once the resolution is passed by the Village Panchayat or the Zilla Panchayat, the Sarpanch or the Secretary in case of Village Panchayat and the Chief Executive Officer in case of the Zilla Panchayat, as the case may be, shall follow the procedure to acquire the same, as per the rules



specified in the General Financial Rules, 1963, which are presently followed by all the Government Departments.

4. *Applicability of the General Financial Rules, 1963 for all purchases made by the Village Panchayat and the Zilla Panchayat.*— The rules namely 103, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, and 124 of the General Financial Rules, 1963, shall, *mutatis mutandis,* apply for the purchase of stores by the Village Panchayat and the Zilla Panchayat and the words "Officer incharge of the stores" and "the Government", wherever they appear under the Rules 103, 106, 107 and 108 thereof shall be construed as the Village Panchayat Secretary or the Chief Executive Officer and the Village Panchayat or the Zilla Panchayat, as the case may be, respectively.

5. *Procedure for inviting tenders/quotations.*— (*1*) Purchase of stores upto Rs. 1000/- (Rupees one thousand only), on each occasion, shall be made without calling quotations by the Village Panchayat or the Zilla Panchayat. Purchase of stores costing more than Rs. 1000/- and upto Rs. 10,000/- shall not be made by the Zilla Panchayat or the Village Panchayat, as the case may be, without calling tenders or purchasing through preferential purchase scheme. In such cases, quotation shall be invited and such purchase shall not exceed Rs. 10,000/- (Rupees ten thousand only) at a time, and Rs. 1,00,000/- (Rupees one lakh only), in a year.

(*2*) If the purchase exceeds Rs 10,000/- (Rupees ten thousand only) at a time, the procedure for obtaining the stores by inviting open tenders shall be followed.

(*3*) Tenders shall be invited by,—

(*i*) Advertisement (open tender);

(*ii*) Direct invitation to a limited number of contractors (limited tender);

(*iii*) Invitation to one contractor only (single tender);

(*iv*) Negotiation with one or more contractors (negotiation).

(*4*) The open tender system i. e. by public advertisement shall be used as a general rule in all cases in which the estimated value of stores is Rs. 50,000/- (Rupees fifty thousand only), and above.

(*5*) Whenever, it is not feasible to invite quotations or tenders in cases of emergency the Village Panchayat or the Zilla Panchayat as the case may be, may purchase the stores not exceeding the value of Rs. 10,000/- at a time, by recording the reasons in writing thereof.

6. The 'Limited Tender' system may, however, be adopted instead of the 'Open Tender' system even when the estimated value of the stores is not less than Rupees 50,000/- in the following circumstances,—

(*a*) When sufficient reasons exist which indicate that it is not in the public interest to invite tenders by advertisement. In every such case the reasons must be recorded by the Village Panchayat and the Zilla Panchayat, as the case may be.

(*b*) When the sources of supply are definitely known and the possibility of fresh source, beyond those being tapped is remote. In all such cases the approval of the Director of Panchayats to dispense with open tender by way of advertisement shall be taken.

7. *Issue of tender forms should not be restricted.*— When the tenders are invited by advertisement, the issue of tender forms shall not be restricted only to those whose names are on the list of approved contractors. Contractors not on the list shall, on enquiry, be informed that they are at liberty on payment of certain fees, to quote against the advertised invitation. Where the offer from the contractor who is not on the approved list is considered, suitable steps shall be taken to ascertain his/its capacity and financial standing. If, the enquiries and other matters prove satisfactory, the order or a portion of it, may be placed with the contractor subject to a Security Deposit being made by the contractor for due performance of the terms and conditions of the Agreement that may be executed with the contractor. If, the order or the portion thereof is satisfactorily executed, the contractor shall be advised to apply for registration on the list of approved contractors.

8. *Late tender, delayed tender and post tender.*— Late tenders (i.e. tenders received after specified time of opening), delayed tenders (i.e. tenders received before the time of opening but after the due date and time of receipt of tenders) and post tender offers shall not be considered at all.



9. *Procedure regarding important stores.*— Important plant, machinery and Iron and Steel works as specified in the Schedule hereto shall be obtained only from firms registered as approved contractors by the Director General, Supplies and Disposals. The intention of this clause is to ensure that plant, machinery and other engineering equipments e.g. bridge, girders, roof trusses, which form important components of a project, shall be obtained only from firms which possess workshops and appliances capable of turning out work of the desired standards.

10. *Purchase of stores restricted to budgetary provision.*—Every Village Panchayat and the Zilla Panchayat shall make sufficient budgetary provision in the financial year for purchase of stores under appropriate item. No purchase of stores shall be made unless there exists sufficient budgetary provision during the financial year or the amount required to meet the purchase of stores is obtained by re-appropriation during the same financial year under the appropriate item.

11. *Approval of Panchayat on supply of stores.*— Every offer or quotation for supply of stores received in time shall be placed for approval before the Village Panchayat in the meeting. No order shall be placed for supply of stores by the Sarpanch or the Secretary of the Village Panchayat, without the approval of Panchayat. Any stores purchased without such approval of Panchayat is void and amounts to violation of this order.

12. So far as purchase of stores by the Zilla Panchayat by calling quotation or offer is concerned, the Chief Executive Officer shall be the Head of Department, who shall be guided by the provision of the General Financial Rules, 1963 and other instructions issued by the Government from time to time.

SCHEDULE

(1) Heavy Mechanical Plant and machinery.....	Road Rollers, Tractors Bull dozers, Dumpers, Mobile Cranes, Compressors, Land and Marine Boilers, Turbines, Diesel Engines, Pumps, Pneumatic Machines, Hydraulic Jacks, Exhaust Fans, Coal Washery Plant, Coal Cutting Plant, Marine Engines, Sewage Plant, Air-Conditioning Unit, Water Treatment Plant, Hydraulic Turbines, Gas Turbines, Steam Turbines, Steel Wire Ropes, Super Heater Elements, Chains, etc.
(2) Electricals.....	Generating Sets, Transformers, Rectifiers, Motors, Switch Gears, Welding Sets, Conductors and Cables, X-Ray and Hospital Equipment, Electrical Instruments, Electric Lifts, Insulators, Light House Equipment, Train Lighting Equipment, such as Dynamos, Head Lights, etc.
(3) Electronics.....	Transmitters, Receivers, Frequency Generators Valves, Testing Instruments, Radar Navigational Aids and Instruments, etc.
(4) Structural.....	Road and Railway Bridges, Girders, Roof Trusses, Transmission Towers, Buoys and Anchors, Tanks and Stagings, Gates for Dams, Overhead Cranes, Jetty Cranes, Ladders, Signalling Equipment, Hangers and Hutments, Turnatables, Traversers, etc.
(5) Machine Tools....	Workshop Lathes, Wheel Turning Lathes, Planing Machines, Milling Machines, Pillar Drills, Shapers, Radial Drills, Presses, Moulding Machines, Grinding Machines and Grinding Wheels, Boring Machines, Roller Bearings, etc.
(6) Road Transport...	Vehicles, Motor Cars, Motor Lorries, Buses, Trailers, Cinema Vans, Mobile Dispensaries,



	Air-Conditioned Food Vans, Road Sprinkiers, Oil Tankers, etc.	(9) Iron & Steel....	Pig Iron, Steel Sections, Steel Plates, Steel Trusses, etc.
(7) Fire Fighting Equipment....	Trailer Pumps, Air Crash Tender Pumps, Ladders, Hoses, Fire Fighting Lorries, Fire Extinguisher.		
(8) River Craft & Sea Craft....	Tugs, Boats, Motor Boats, etc.		

By order and in the name of the Governor of Goa.

G. G. Kambli, Director of Panchayats and Ex-Officio Joint Secretary.

Panaji 13th September, 2000.



FORM No. 11

(See rule 4)

This is to notify for information of the public that it is proposed to hold General Elections to the ..... Zilla Panchayats. The Division of ..... Zilla Panchayat into Constituencies, extent and limits of each Constituency and reservation of seats are as per the provisions of section 118 and 119 of the Goa Panchayat Raj Act, 1994 (Goa Act No. 14 of 1994) is as shown below:—

No. of Constituency	Name of Constituency	Extent and limits of the Constituency		Whether reserved for Women/Scheduled Caste/Backward class
		Name of Village Panchayat	No. of wards of Panchayat	
(1)	(2)	(3)	(4)	(5)

Place : .....

Date : .....

STATE ELECTION COMMISSIONER

Copy for publication at the office of:—

1. The Collector .....District.
2. The Chief Executive Officer .....
3. The Mamlatdar ..... Taluka.
4. The Block Development Officer .....Taluka.
5. The .....Village Panchayat.
6. The Director, Government Printing Press, Panaji for publication in the Extraordinary Official Gazette.".

By order and in the name of the Governor of Goa.

Siddhi T. Halarnakar, Director of Panchayats & ex officio Joint Secretary.

Panaji, 15th February, 2022.

Notification

26/DP/PAN/Schedule-III/Rules/2021/766

In exercise of the powers conferred by section 241 of the Goa Panchayat Raj Act, 1994 (Goa Act No. 14 of 1994) (hereinafter referred to as the "said Act") and all other powers enabling it in this behalf, the Government of Goa hereby amends the Schedule III appended to the said Act as follows, namely:—

In Schedule III appended to the said Act,- for the existing entries at serial numbers 'A' to 'G', the following entries shall be respectively substituted, namely:—

A.	Tax on property	Maximum Rate of Tax
1	2	3
1.	*Tax on buildings:*	
(i)	Residential building	Forty rupees per square metre.
(ii)	Commercial or Industrial building	Two hundred rupees per square metre.
2.	Tax on land not subject to agricultural assessment	For every one hundred square metre, five rupees per annum.

2947



1	2	3
B.	*Tax on Entertainment other than cinematograph shows*	Two thousand rupees per entertainment.
C.	*Fees on bus stand*	One hundred rupees per bus per day.
D.	*Fees on Market:*	
	(i) For a space admeasuring an area not exceeding one square metre	Rupees fifty per day.
	(ii) For every additional space admeasuring an area of one square metre or part thereof	Rupees twenty per day.
	(iii) Per basket or bag of any commodity	One hundred rupees per day.
	(iv) Per cart load bag of any commodity	Five hundred rupees per day.
E.	*Tax on advertisement and hoardings:* For every square metre or part thereof	Five hundred rupees per month.
F.	*Fees on extraction of minor minerals:*	
	(i) Sand extraction	Fifty rupees per cubic metre.
	(ii) Laterite stones or other stone extracted	Fifty rupees per cubic metre.
G.	*Professional tax*	Two thousand five hundred rupees per annum.

This Notification shall come into force on the date of it's publication in the Official Gazette.

By order and in the name of the Governor of Goa.

Siddhi T. Halarnakar, Director of Panchayats & ex officio Joint Secretary.

Panaji, 15th February, 2022.

———♦♦♦———

The Sports Authority of Goa

—

Order

SAG/03/ADM/SR/FRR/2012 (Part File)/3063

In exercise of the powers conferred under the provisions of Clause 12 of the Sports Authority of Goa (Recruitment and Conditions of the Service) Regulations, 2021 (No. SAG/03/ADM/SR/FRR/2012/2686, dated 04-03-2021) the Sports Authority of Goa with the approval of Government is pleased to relax the educational qualifications to fill the posts of Assistant Director (Complex/ /Programme/Stadium) by promotion, in respect of the regular staff of the Sports Authority of Goa in the feeder Cadre.

This order shall be effective with immediate effect.

J. Ashok Kumar, IAS, Executive Director, Sports Authority of Goa.

Bambolim-Goa.

V. No. AP–1008/2022.

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OFFICIAL GAZETTE — GOVT. OF GOA

SERIES I No. 48 25TH FEBRUARY, 2021

Department of General Administration

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Notification

23/1/87-GA&C (Vol. V)/3138

In exercise of the powers conferred by Article 166 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Goa hereby makes the rules so as to further amend the Business of the Government of Goa (Allocation) Rules, 1987, as follows, namely:—

1. *Short title and commencement.*— (*1*) These rules may be called the Business of the Government of Goa (Allocation) (Thirty-ninth Amendment) Rules, 2020.

(*2*) They shall come into force on the date of their publication in the Official Gazette.

2. *Amendment of Schedule.*— In the Schedule appended to the Business of the Government of Goa (Allocation) Rules, 1987,

(*i*) at serial number 8, under the heading "Department of Finance", in item (V), for the existing clause (*h*), the following clause shall be substituted, namely:—

"(*h*). All matters related to Travelling Allowance Rules, General Financial Rules, etc.".

(*ii*) at serial number 28, under the heading "Department of Personnel", after clause (*t*), the following clause shall be inserted, namely:—

"(*u*) All matters related to Fundamental Rules, Supplementary Rules, Leave Rules, General Provident Fund, Leave Travel Concession, etc.".

By order and in the name of the Governor of Goa.

Shripad Arlekar, Under Secretary (GA-II).

Porvorim, 16th February, 2021.

Department of Panchayati Raj and Community Development

Directorate of Panchayats

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Notification

34/DP/PAN/ZP/2020/1324

Read:- (1) Government Notification No. 34/DP/PAN/ZP/2006 dated 2nd November, 2006 published in the Official Gazette (Extraordinary), Series I No. 31 dated 3-11-2006.

(2) Notification No. 34/DP/PAN/ZP/2015/255 dated 13th January, 2016, published in the Official Gazette, Series I No. 43 dated 21-01-2016.

Whereas the draft rules of the Goa Panchayat Raj (Application of Panchayat and Zilla Panchayat Funds) (Conditions and Limitations) (Second Amendment) Rules, 2020 was pre-published as required by sub-section (*1*) of section 240 of the Goa Panchayat Raj Act, 1994 (Goa Act 14 of 1994) in the Official Gazette, Series I No. 39 dated 24th December, 2020 under Notification No. 34/DP/PAN/ZP/2020/8082 dated 22-12-2020 of the Department of Panchayat Raj and Community Development, inviting objections and suggestions from all persons likely to be affected thereby before the expiry of fifteen days from the date of publication of the Notification in the Official Gazette.

And whereas the said Gazette was made available to the public on 24-12-2020.

And whereas no objections/suggestions have been received from the public on the said draft by the Government.

Now, therefore, in exercise of the powers conferred by sections 162, 168, sub-section (*2*) of section 184 and sub-section (*2*) of section 191 read with sub-section (*1*) of section 240 of the Goa Panchayat Raj Act, 1994 (Goa Act 14 of 1994), the Government of Goa hereby makes the following rules so as



to further amend the Goa Panchayat Raj (Application of Panchayat and Zilla Panchayat Funds) (Conditions and Limitations) Rules, 2006, namely:—

1. *Short title and commencement.*— (*1*) These rules may be called the Goa Panchayat Raj (Application of Panchayat and Zilla Panchayat Funds) (Conditions and Limitations) (Second Amendment) Rules, 2020.

(*2*) They shall come into force on the date of their publication in the Official Gazette.

2. *Substitution of Schedule.*— In the Goa Panchayat Raj (Application of Panchayat and Zilla Panchayat Funds) (Conditions and Limitations) Rules, 2006, for the existing Schedule, the following Schedule shall be substituted, namely:—

"SCHEDULE

(*See* rule 5)

(Expenditure to be incurred from Panchayat Fund or Zilla Panchayat Fund)

Sr. No.	Particulars of expenditure	Expenditure that may be incurred by Village Panchayat	Expenditure that may be incurred by Zilla Panchayat	Expenditure that may be incurred by Zilla Panchayat or Village Panchayat with previous permission from the Government
1	2	3	4	5
(1)	Payment of rent for occupation of building	Rs. 30,000/- per month	Rs. 50,000/- per month	No limit
(2)	Purchase of Furniture	Rs. 2,00,000/- per annum	Rs. 2,00,000/- per annum	No limit
(3)	Purchase of two wheelers	Rs. 80,000/- per annum	Rs. 80,000/- per annum	No limit
(4)	Purchase of Stationery	Rs. 1,50,000/- per annum	Rs. 2,00,000/- per annum	No limit
(5)	Expenditure for provisions of tea or light refreshment in the,	—	—	Upto Rs. 10,000/- per month. The amount of Rs. 10,000/- specified is in respect of expenditure to be incurred with regard to all the meetings of the month taken together.
	(i) Meeting of Panchayat or Zilla Panchayat	Rs. 3,000/- per meeting	Rs. 10,000/- per meeting	—
	(ii) Meeting of Gram Sabha and raising of Shamiyana for meeting	Rs. 10,000/- per meeting	—	—
	(iii) Meeting of Standing Committees	Rs. 3,000/- per Standing Committee Meeting	Rs. 5,000/- per Standing Committee Meeting	—
(6)	Legal charges to the Advocates	Per hearing charges shall be as per the rates as notified by the	—	Not exceeding Rs. 2,00,000/- per annum.

1993



1	2	3	4	5
		Law Department from time to time. Maximum of Rs. 50,000/- in all cases per annum to those Panchayats whose income is below five lakhs per annum and Rs. 1,00,000/- per annum in all cases whose income exceeds five lakhs per annum if the cases are of public interest		
(7)	Expenditure in connection with celebration of national festivals like Republic Day, Independence Day, etc.	Rs. 20,000/- per occasion but not exceeding Rs. 75,000/- per annum	Rs. 20,000/- per occasion but not exceeding Rs. 75,000/- per annum.	Rs. 50,000/- per occasion but not exceeding Rs. 1,00,000/- per annum.
(8)	Expenditure of receptions, presentation for addresses and laying of foundation stones including advertisement	Rs. 15,000/- per occasion but not exceeding Rs. 50,000/- per annum	Rs. 15,000/- per occasion but not exceeding Rs. 50,000/- per annum	Rs. 25,000/- per occasion but not exceeding Rs. 75,000/- per annum.
(9)	Immediate relief to the families affected by natural calamities like fire, flood, heavy rains, coastal winds, cyclone, earthquakes, tsunami, lightening, etc.	Maximum Rs. 10,000/- per family (subject to availability of funds in annual budget) but not exceeding Rs. 2,00,000/- per annum	Maximum Rs. 20,000/- per family (subject to availability of funds in annual budget) but not exceeding Rs. 2,00,000/- per annum	Rs. 50,000/- per family but not exceeding Rs. 5,00,000/- per annum.
(10)	Grants for reading room and libraries for purchase of newspaper, periodicals and books, etc.	Rs. 2,000/- in each case but not exceeding Rs. 20,000/- per annum	Rs. 5,000/- in each case but not exceeding Rs. 50,000/- per annum	—
(11)	Grants to Mahila Mandals, Self Help Groups, Balwadis/Anganwadis	Rs. 3,000/- per institution but not exceeding Rs. 30,000/- per annum	Rs. 3,000/- per institution but not exceeding Rs. 30,000/- per annum	Rs. 5,000/- per institution but not exceeding Rs. 35,000/- per annum.
(12)	Grants to Educational, cultural, service institution or organization	Rs. 10,000/- per institution, per annum	Rs. 10,000/- per institution, per annum	Rs. 50,000/- per institution, per annum.
(13)	Contribution to exhibitions, conferences or seminars, training, camps, workshops			
	(a) Within jurisdiction of Panchayats/Zilla Panchayat	Rs. 50,000/- per annum	Rs. 50,000/- per per annum	Not exceeding Rs. 1,00,000/- per annum.

1994



1	2	3	4	5
	(b) Outside jurisdiction of Panchayat	Rs. 10,000/- per annum	—	—
(14)	Awarding prizes to education competition, sports competition, etc. and aids to promote education	Not exceeding Rs. 50,000/- per annum	Not exceeding Rs. 75,000/- per annum	Not exceeding Rs. 1,50,000/- per annum.
(15)	Donations to registered clubs, societies, etc.	Not exceeding Rs. 10,000/- in each case and not exceeding Rs. 50,000/- per annum	Not exceeding Rs. 20,000/- in each case and not exceeding Rs. 1,00,000/- per annum	Not exceeding Rs. 1,50,000/- per annum.
(16)	Payment of wages to the labourers engaged for immediate development work or to attend the work of Natural Calamity/sanitation/ /disposal of dead bodies/ /pre-monsoon work.	@ 800 per day	@ 800 per day	—
(17)	Advertisement on greetings, etc. (other than birthday/obituary)	Rs. 10,000/- per annum	Rs. 20,000/- per annum	Rs. 50,000/- per annum.
(18)	Purchase of electrical goods from authorized dealers only	Rs. 3,00,000/- per annum by those Panchayats whose income is below Rs. 5,00,000/- per annum and Rs. 6,00,000/- by those Panchayats whose income exceeds Rs. 5,00,000/- per annum	Rs. 10,00,000/- per annum	No limit
(19)	Purchase of chemicals, disinfectants, pesticides, germicides, etc. for sanitation, garbage treatment, etc.	Rs. 2,00,000/- per annum by those Panchayats whose income is below Rs. 5,00,000/- and Rs. 4,00,000/- per annum by those Panchayats whose income exceeds Rs. 5,00,000/-	Rs. 5,00,000/- per annum	No limit

By order and in the name of the Governor of Goa.

Siddhi T. Halarnakar, Director of Panchayats and ex officio Jt. Secretary.

Panaji, 18th February, 2021.

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OFFICIAL GAZETTE — GOVT. OF GOA

SERIES I No. 16 *21ST JULY, 2016*

Department of Panchayati Raj and Community Development

Directorate of Panchayats

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Notification

26/DP/Guidelined/2016/4229

The guidelines on "Preparation of Gram Panchayat Development Plan" have been duly approved by the Government. It shall come into force from the date of publication of this Notification in the Official Gazette for the general information of the public.

By order and in the name of the Governor of Goa.

Gurudas P. Pilarnekar, Director & ex officio Additional Secretary (Panchayat).

Panaji, 14th June, 2016.

GUIDELINES ON ëPREPARATION OF GRAM PANCHAYAT DEVELOPMENT PLANí

Contents

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ANNEXURES

List of Abbreviations:

FFC	Fourteenth Finance Commission.
IEC	Information Education Communication.
SIRD	State Institute of Rural Development.
PRA	Participatory Rural Appraisal.
SFC	State Finance Commission.
GPRA	Goa Panchayat Raj Act, 1994.
ZP	Zilla Panchayat.
DRDA	District Rural Development Agency.
CSS	Centrally Sponsored Schemes.
SSS	State Sponsored Schemes.
MNREGS	Mahatma Gandhi National Rural Employment Guarantee Scheme.
ICDS	Integrated Child Development Scheme.
BDO	Block Development Officer.
GIPARD	Goa Institute of Public Administration and Rural Development.
VPDP	Gram Panchayat Development Plan (GPDP).
VDC	Village Development Committee.
CSMC	Co-ordination, Supervision and Monitoring Committee.
SEC	State Empowered Committee.
BEC	Block Empowered Committee.
MT	Master Trainer.
RP	Resource Person.
RT	Resource Team.

1. Introduction.

1.1 Goa, has had a history of numerous rulers who ruled from the third century onwards up to 1961. The rulers included the Bhojas, the Mauryas, the Yadavas, the Bahamanis, the Marathas and the Portuguese. In 1961, Goa was liberated from the Portuguese rule and by the 12th Amendment Act of 1962 to the Constitution, Goa, along with Daman and Diu became a part of the Indian Union. With numerous rulers changing in Goa, the local self Government institution did not undergo any major changes.

Goa has a unique history of institutions of local self government dating back to ancient times. Descendents of ancient settlers of the villages, called *Gaunkars*, organized themselves into "*Communidades*" or "Communities" which functioned as an autonomous unit of village administration. The Government was vested in the assembly of



elders of each clan or *Vangor*. Members of *Communidades* consisted of (*i*) *Zoneiros* (*ii*) *Acsaocars* (*iii*) *Gaonkars*. The primary activity of the *Communidades* was leasing out their commonly held agricultural land, orchards, ponds, through auction. The income was utilized to fund common services for the village like those of priests, barbers, construction and maintenance of markets, halls, etc. This village governance was allowed to exist alongside the Portuguese administrative machinery.

1.2 *Nature and context of decentralized planning in the state*: Goa has a population of 14.58 lakhs as per Census 2011. Goa has had a history of decentralized form of local government which existed for hundreds of years known as the gaunkari system.

1.3 *Goa, Daman & Diu Gram Panchayat Regulation, 1962*: Goa along with Daman & Diu was liberated on 19-12-1961 from Portuguese rule. After liberation, the President of India promulgated the Goa, Daman & Diu Gram Panchayat Regulation, 1962 under Article-240 of the Constitution of India. The said Regulation provided for setting up of a single tier Panchayati Raj system in the Union Territory of Goa, Daman & Diu. Thus, for the first time, the Panchayati Raj Institutions (PRIs) came into existence in the Union Territory of Goa, Daman & Diu in the year 1962. As per the said Regulation, one seat was reserved for woman in every six Gram Panchayats.

There were three types of Panchayats having 5, 7 and 9 members depending upon the population. The term of the Panchayat was for four years. The Panchayati Raj (PR) system was functioning well since its inception and elections were held regularly in Goa.

1.4 *The Goa Panchayat Raj Ordinance 1994*: In terms of Article 243-N of the Constitution of India, every State was required to amend the laws relating to PRIs within one year of the 73rd Constitutional Amendment. Therefore, to comply with the said mandatory provision of the Constitution the State of Goa promulgated an Ordinance namely, The Goa Panchayat Raj Ordinance, 1994 on 20-04-1994. The Ordinance was converted into Bill, namely the Goa Panchayat Raj Bill, 1994 and the same was introduced in the Goa Legislative Assembly on 25-05-1994.

1.5 *The Goa Panchayat Raj Act, 1994*: The Goa Panchayat Raj Act, 1994 was assented to by the Governor of Goa on 09-07-1994. The salient features of this Act are:

- Adoption of a two tier system at the District and Gram Panchayat level.
- Empowerment of Gram Panchayats and Gram Sabhas.
- Imposition of collection of taxes for financial sustainability of Gram Panchayats.
- Compulsory elections to PRIs once in five years.
- Reservation of seats and executive positions for Scheduled Castes/Scheduled Tribes (SCs/STs)/Other Backward Classes (OBC).
- Reservation for Women.
- Constitution of Goa State Finance Commission.
- Constitution of the Goa State Election Commission.
- Constitution of the District Planning Committees (DPC).

1.6 *Two tier system of Panchayati Raj in Goa:* Goa has a two tier of local bodies, at the District level and the Gram Panchayat level. There are two Zilla Panchayats and 190 Gram Panchayats in Goa. The State has two districts and twelve talukas. The Gram Panchayats are located in coastal areas, middle semi developed areas and hilly areas.

1.7 *Population at the Gram Panchayats*: The Gram Panchayats comprises of revenue villages and are constituted and classified in four categories as per the population in the villages. The classification is as under:—



Classification	Population	No. of Elected Representatives	No. of Gram Panchayats
D	1500 to 2000	5	17
C	2001 to 5000	7	96
B	5001 to 8000	9	45
A	More than 8000	11	32
		Total	**190**

1.8 *The Goa Panchayat (Constitution, Powers and Functions of Ward Development Committees and preparation of Annual Development Plan) Rules, 2008*: The Directorate of Panchayats notified The Goa Panchayat (Constitution, Powers and Functions of Ward Development Committees and preparation of Annual Development Plan) Rules, in 2008 to enable Gram Panchayats prepare their Gram Panchayat Development Plans by consolidating the sectoral/ward plans.

Under these rules, each Gram Panchayat has to constitute Ward Development Committee (WDC). Under these rules, it was provided to identify the areas/sectors in the villages such as agriculture, health, etc.; study the status of these sectors and suggest projects. Similarly it was also provided to identify the sources of funding of these activities needed and also the agency which would undertake the work. This would be a comprehensive plan for five years and break up of activities year wise had to be projected.

1.9 *The Fourteen Finance Commission (FFC) Award*:

1.9.1 *Basic Grant*: As per the Fourteenth Finance Commission, the local bodies are required to spend the grants only to the basic services within the functions assigned to them under relevant legislations. The grants that will be released under FFC shall go to Gram Panchayats without any share for other levels, that are directly responsible for the delivery of basic services such as including water supply, sanitation including septage management, sewerage and solid waste management, storm water drainage, maintenance of community assets, maintenance of roads, footpaths and street--lighting, and burial and cremation grounds. The earmarked basic grants for Gram Panchayats shall be distributed across the entities using 2011 Census population with a weight of 90% and area with a weight of 10%.

1.9.2 *Performance Grant*: The Performance Grant will be provided based on receipts and expenditure received through audited accounts and improvement in own revenues. The Performance grants shall be released the next year based on the following criteria:

(*i*) The Gram Panchayats shall utilize 80% of the Basic grants and shall submit the Utilization Certificates along with the list of activities performed and such other reliable data as may be required.

(*ii*) In case 80% of the Basic grants are not utilized, then 80% of the physical activities shall be completed.

(*iii*) The Gram Panchayat shall enhance the revenue collection at least by 5% every year.

(*iv*) Every Gram Panchayat shall update data in the IT enabled software.

(*v*) The Gram Panchayat shall submit audited annual accounts of preceding year in which they seek to claim performance grant. (Example: to claim performance grant for the year 2016-17, audited accounts for the year 2014-15 are required to be submitted).

1.10 *The need and rationale for a Gram Panchayat Development Plan through participation*: The Global Human Development Report 1993 states that 'We have to weave development around people, not people around development. And we have to ensure that development cooperation focuses directly on people, not just on nation-states'.



The Constitution Amendment relating to Panchayats for greater participation of the people and more effective implementation of rural development programmes mandates people centered and people oriented planning. Therefore Gram Panchayats shall prepare the Gram Panchayat Development Plan by participatory planning process, as is required under Fourteenth Finance Commission.

1.11 *Strategy for Gram Panchayat Planning*: The mandate for all the Gram Panchayats is to prepare their respective Gram Panchayat Development plans. The Gram Panchayats shall utilize the funds available under the resource envelop for improving the quality of basic services such as health, drinking water, sanitation. **The focus of Gram Panchayat will be on maintaining cleanliness and sanitation (liquid or solid waste management) and improving delivery of basic services.** In order to achieve this, the following steps are required to be undertaken at various levels:

1.11.1 *Gram Panchayat level*: (*a*) Constitute Standing Committees as mandated under the Goa Panchayat Raj Act, 1994.

(*b*) Activate the functional committees already constituted at the Panchayat level.

(*c*) Constitute the Village Development Committee to prepare Gram Panchayat Development Plan.

1.11.2 *At Block level*: (a) The Block Development Officer shall take steps to constitute the committees as required under para 1.13.1.

(*b*) He shall submit the compliance of constitution and functioning of the committees in the Gram Panchayats to the Directorate of Panchayats by 5th of every month.

1.11.3 *At the State level*: (*a*) Capacity building of all the stakeholders in participatory planning process and thereby assist the Gram Panchayats in preparation of the Gram Panchayat Development Plan in collaboration with Goa Institute of Public Administration and Rural Development.

(*b*) Strengthen the monitoring mechanisms at the Gram Panchayat and Block level for implementation, execution and completion of plans.

1.12 *Intensive cum universal roll out approach to preparation of Gram Panchayat Development plans at Gram Panchayat*:

1.12.1 An extensive as well as intensive roll out approach to Participatory planning will be undertaken in the process of preparing Gram Panchayat Development Plans.

1.12.2 The State Institute for Training i.e. GIPARD will create the environment for intensive and extensive approach of participatory planning through capacity building.

1.13 *Livelihood support*: The Central and State Sponsored Schemes shall form an important component of Gram Panchayat Development Plan for promoting livelihood support in rural areas.

1.14 *Legal empowerment of the Gram Panchayats*: The Goa Panchayat Raj Act, 1994 gives powers to the Gram Panchayats.

(*a*) Section 6 lays down the functions of Gram Sabha.

(*b*) Section 60 to section 115 provides the functions, duties and powers of the Gram Panchayats, Sarpanch and Dy. Sarpanch.

(*c*) Section 47, 47B and 113A provides for executive powers, functions, duties and responsibilities of the Gram Panchayat Secretary.

(*d*) Section 47A provides executive powers of the Sarpanch.

(*e*) Functions are attached to the Act in Schedule–I comprising of para 28 and para 29 which empowers them to perform functions as may be entrusted.

(*f*) Section 60 provides the functions specified in Schedule–I to be performed by the Panchayat.



(*g*) Section 62 provides that the Panchayats shall have powers to do all the acts necessary for or incidental to the carrying out of the functions entrusted, assigned or delegated to it, to exercise all powers specified under the Act without prejudice to the other powers.

1.15 *Definitions*: (*i*) 'Act' in these guidelines refers to the Goa Panchayat Raj Act, 1994.

(*ii*) "Standing Committee" means the Standing Committee constituted in terms of sub-section (*1*) of section 63 of the Act.

(*iii*) "ward" means the ward of a Panchayat formed in accordance with the provisions of sub-section (3) of section 7 of the Act.

Words and expressions used but are not defined in these guidelines shall have the same meaning respectively as assigned to them in the Act.

2. **Identifying Resource Envelope of the Gram Panchayat.**

2.1 *Mapping administrative capabilities of the GPs*:

2.1.1 *Functionaries under the Gram Panchayats*: Chapter–IV of the GPRA, 1994 contains the staff of the Panchayat. Government has specified the staffing pattern, the scales of pay and mode of recruitment of staff of Panchayat. The Panchayat may also appoint other employees of the Panchayat with the prior approval of the Chief Executive Officer of the Zilla Panchayat.

State Government provides technical support by appointing Junior Engineers at block level exclusively for panchayat works. Besides this a Gram Rozgar Sahayak from MGNREGS and Talathi from Revenue Department are appointed.

At the block level, there is a BDO, Extension officer for Gram Panchayats in a Block and other supporting staff for administration work. (Head clerk, UDC, LDCs and peons) at the District level there is one Dy Director of Panchayats and support staff.

2.1.2 *Classification of Staff Strength:* (*a*) A Class Panchayats three clerks and one peon.

(*b*) B Class Panchayats two clerks and one peon.

(*c*) C and D Class Panchayats one clerk and one peon.

In addition to above staff the Panchayat may appoint:—

(*i*) One pound keeper in case of establishment of a cattle pound by the Panchayat;

(*ii*) One driver for the vehicle, (if the Panchayat is in possession of the vehicle);

(*iii*) One Librarian and one Library Attendant, in case of establishment of Village Library by the Panchayat.

2.1.3 *Understanding the gaps in the existence of functionaries and functions*: Presently the line department staff such as the Anganwadi worker, health worker, agriculture extension officers, Programme Officers of DRDA, etc. are under the control of the respective departments. These functionaries shall assist in preparing the Gram Panchayat Development Plan and execution of projects pertaining to line departments. Hence the panchayat has no role to control or to monitor the nature of activities of these departments in the village.

2.2 *Financial powers of the Gram Panchayat to impose and collect taxes*:

2.2.1 Under the Goa Panchayat Raj Act, 1994, section 153 empowers the Village Panchayat to levy taxes, rates, etc.

2.2.2 Section 154 of the Act empowers to Panchayat to recover taxes and other dues.

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2.2.3 The Government has also framed the following rules to impose taxes, fees and other dues and its recovery.

(*a*) The Goa Panchayat Raj (Imposition of taxes, fees and other dues) Rules, 1998.

(*b*) The Goa Panchayat Raj (Recovery of taxes, fees and other dues) Rules, 1999.

2.3 *Financial Resource Envelope*:

2.3.1 *Gram Panchayat wise extent of Finances available*: The following finances are available with the Gram Panchayat.

(*a*) Own Source Revenue (taxes).
(*b*) Fees.
(*c*) Garbage Menace Tackling grants.
(*d*) Grants in Aid released by State Governments.
(*e*) Matching grants.
(*f*) Grants to Gram Panchayats with SC dominated population.
(*g*) Grants to Gram Panchayats with ST dominated population.
(*h*) Grant in lieu of octroi.
(*i*) MGNREGS funds.
(*j*) Any other funds from Centrally sponsored and State sponsored schemes.

2.3.2 Besides above, the Gram Panchayats will receive grants under the Fourteenth Finance Commission.

2.3.3 Funds from various schemes through convergence.

2.3.4 The major portion of own source revenue, fees and State Finance grants are utilized for infrastructure development of village.

2.3.5 The entire resource envelope shall be shared into Part-I, Part-II and Part-III of the Gram Panchayat Development Plan.

The taxes and non taxes at the Panchayat level will comprise of:

(*1*) Taxes;
(i) Property tax reform,
(ii) Advertisement tax,
(iii) Entertainment tax,
(iv) Enhanced ceiling on profession tax,
(v) Betterment tax.
(*2*) Non taxes;
(*i*) Revenue from productive assets,
(*ii*) Sharing income from royalties,
(*iii*) Compensation to local bodies for civic services provided to government properties,
(*iv*) Service charges.

2.3.6 Resource Envelope of Part-I shall consist of:

(*a*) Garbage Menace Tackling Grants.
(*b*) MGNREGS funds (permissible projects).
(*c*) Own Source Revenue (percentage to be determined by Village Development Committee).
(*d*) Fourteenth Finance Commission funds.
(*e*) Contributions received exclusively for Part-I of the Gram Panchayat Development Plan.

2.3.7 Resource Envelope of Part-II shall consist of:

(a) Own Source Revenue (Percentage to be determined by Village Development Committee).
(b) Fees.
(c) Grants in Aid by State Government.
(d) Contributions received exclusively for Part-II of the Gram Panchayat Development Plan.

2.3.8 Resource Envelope of Part-III shall consist of:

(a) Funds made available by line departments, such as tribal sub plan, etc.
(b) Contributions received exclusively for Part-III of the Gram Panchayat Development Plan.

2.4 *Communication of relevant flows:*

2.4.1 The resource envelope will be communicated to Village Panchayats by administrative orders.

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2.4.2 The funds received under the Fourteenth Finance Commission Grant will be made available to the Village Panchayats within fifteen days from the date of receipt by the State Government.

2.5. *The Fourteenth Finance Commission (FFC):*

2.5.1 The grants are earmarked under Fourteenth Finance Commission over a period of five years beginning from 2015-16 to 2019-20.

2.5.2 The basic grants i.e. 90% of total grants earmarked for each Gram Panchayat for the year 2015-16 will be released on approval of the Gram Panchayat Development Plan for the year 2015-16.

2.5.3 The Performance grant i.e. 10% of total grants of the year 2015-16, will be released in the financial year 2016-17 on fulfillment of criteria for release of performance grants.

2.5.4 The basic grants i.e. 90% for the year 2016-17 will be released on approval of Gram Panchayat Development Plan for the year 2016-17. The Gram Panchayats are required to prepare and get approved the Gram Panchayat Development Plan for 2016-17, by 20th March, 2016.

2.5.5 The release of Basic and Performance grant for the five year period from 2015-16 to 2019-20 will be based on the preparation and approval of Gram Panchayat Development Plan and fulfillment of criteria for release of Performance grants.

3. **Environment Generation.**

3.1 *The environment generation shall consist of two levels*:

(*a*) At the State level;

(*b*) At the village level.

3.1.1 *Overall awareness generation in the State*:

Awareness generation about participatory planning process shall be undertaken with the assistance of the Department of Information and Publicity for wide dissemination.

3.1.2 A detailed media plan will be prepared with the assistance of the Department of Information and Publicity.

3.1.3 Plan of activities and responsibility matrix is annexed to these guidelines.

3.1.4 *Specific Gram Panchayat level capacity building*: The overall awareness about the participatory planning process at Gram Panchayat shall be through the following:

(*a*) Sensitization to all Elected Representatives – both the Gram Panchayats and the Zilla panchayats.

(*b*) Sensitization to all Gram Panchayats and related line department functionaries.

(*c*) Sensitization of all committees at the Gram Panchayat level.

(*d*) Awareness in villages through hoardings, banners, pamphlets, brochures, announcements in Churches and Temples.

(*e*) Skits, plays and folk art with the help of art and cultural groups, students, NSS and academic institutions.

(*f*) Awareness sessions in all educational institutions.

(*g*) Use of technology and social networking sites wherever possible.

(*h*) Awareness of the youth and women through Self Help Groups, Mahila Mandals, Yuvak Mandals.

3.2 *Letter and advisories*:

3.3.1 The funds received under the Fourteenth Finance Commission Grant will be made available to the Gram Panchayats within fifteen days of the receipt by the State Government.



3.3.2 The Gram Panchayats shall constitute Standing Committees as provided in the Goa Panchayat Raj Act, 1994 under section 63 of the Act, if not already constituted, viz;

(*a*) Production Committee.

(*b*) Social Justice Committee.

(*c*) Amenities Committee.

3.3.3 The Gram Panchayat shall constitute Village Development Committee consisting of following members:

1. Sarpanch	... Chairman
2. Dy. Sarpanch and all other elected and co-opted members of Panchayat	...Members
3. All the members of Standing Committees constituted as per the Goa Panchayat Raj Act, 1994	... Members
4. All the members of any other Committee constituted by the Panchayat under any other Act/ /Scheme	... Members
5. Eminent persons from the concerned Gram Panchayat such as Senior Citizens, Doctors, Teachers, Youth Mandals, Mahila Mandals, Educationists, Lawyers, Artists, Social Workers, NSS Students or any other persons having interest in Village Development Plan (not exceeding 25)	... Members
6. V. P. Secretary	... Member Secretary
7. Member amongst them other than the Elected Representatives and officials	.... Convenor.

3.3.4 The tenure of the Village Development Committee shall be as prescribed.

3.4 *Activating the Functional Committees at Gram Panchayat level:*

3.4.1 The Gram Panchayat shall activate the existing functional committees such as the Village Water Sanitation Committee, the Village Education Committee, Ward Development Committee, Garbage Management Committee and such other committees constituted by Gram Panchayat under any other Act /Scheme/Guidelines.

3.4.2 The functionary of the line department shall be the member of the committee concerned.

3.4.3 The Gram Panchayat shall convene a special Gram Sabha to discuss the participatory planning to prepare Gram Panchayat Development Plan in assistance with Village Development Committee.

3.5 *Specialized agency to facilitate participatory planning:*

3.5.1 The Goa Institute of Public Administration and Rural Development (GIPARD) shall be the nodal agency for capacity building for participatory planning.

3.6 *Constitution of an Co-ordinating and Monitoring cell*: A Co-ordinating and Monitoring cell comprising of IT personnel and support staff shall be constituted at the Directorate of Panchayat for coordinating the preparation and implementation of the Gram Panchayat Plan by the Gram Panchayats.

4. **Situation Analysis**.

4.1 The VDC as constituted in para 3.3.2 shall be responsible for the preparation of the Gram Panchayat Development Plan every year.

4.1.2 The GPDP shall be prepared by the VDC through a participatory planning process in every Gram Panchayat.

4.2 *Data collection through Surveys and other reports*:

4.2.1 Initially survey will be conducted for a period of at least five days prior to commencement of the village level planning process by a team comprising of VDC members and other functionaries.



4.2.2 Predesigned format as prescribed will be used to collect household and Gram Panchayat data.

4.2.3 The data available as per the records of Gram Panchayat, Planning and Statistics Department, Census office and such other relevant authenticated records and data available in other departments/offices shall be considered to assess the village situation before commencement of the village planning process.

4.2.4 Departments/offices shall furnish data available with them to the Gram Panchayats as requisitioned by the Gram Panchayat.

4.2.5 Data will be analyzed in the formats as prescribed.

4.2.6 Based on the data collected the members of the VDC along with the resource persons/teams shall prepare the status report of each sector prior to the commencement of village participatory planning process.

4.3 *Situation analysis in Gram Panchayats.*

4.3.1 An integrated approach to village level planning process will be initiated for a period of three days in the Gram Panchayat. This process will include rapport building activities, situation analysis of various sectors such as education, women and child development, social welfare, health, sanitation, cleanliness, livelihood, etc.

4.3.2 The village level planning process using Participatory Rural Appraisal (PRA) tools will identify the gaps, list the shortfalls in services and deficiencies in human development, identify the problems in each sector and social development, as well as identify the potential areas of improvement and such other activities from point of GPDP.

4.3.3 GIPARD shall conduct training programmes to the resource teams, volunteers and VDC members.

4.3.4 The resource team and VDC members shall facilitate in situation analysis, report preparation and documentation of the village planning process.

4.3.5 Projects/works identified through the village planning process will be categorized as per para into Part–I, Part–II and Part–III.

4.3.6 The Gram Panchayat shall encourage to look at developing their villages in the areas such as 100% garbage free village, 100% enrollment of Adhar Cards, coverage of Insurance/financial inclusion schemes, 100% EPIC cards, 100% enrollment of pregnant women, renewable energy, 100% open defecation free village, etc.

4.3.7 A detailed situation analysis and PRA tools and techniques may also be conducted in Gram Panchayats to showcase them as beacon Panchayats in planning process.

4.4 *Visioning*

4.4.1 The vision of the GPDP is "Planned Village-Clean Goa" through Participatory Planning Process, with State slogan "Niyojit Amcho Gaon, Nitol Amchem Goem" (Our Planned Village–Our Clean Goa).

4.4.2 All Gram Panchayats shall strive to make their villages garbage free, beautiful and clean to boost tourism for economic development.

4.4.3 Each Gram Panchayat will identify its potential for the socio-economic, livelihood development as well as environment and improvement of governance at village level.

5. **Projectisation and finalization of Gram Panchayat Development Plan.**

5.1 *Yearly budget provision*:

5.1.1 Each Gram Panchayat shall make budgetary provision for the works/projects



to be taken under FFC in Form No. 11 of the Goa Panchayats (Accounts, Audit and Custody of Funds) Rules, 1997.

5.2 *Preparation of the Gram Panchayat Development Plan*:

5.2.1 The proposals shall be prepared by adhering to the provisions of the Goa Panchayat Raj Act, 1994 and the Rules framed thereunder, as per the guidelines and the circulars issued by the government from time to time.

5.2.2 The proposals shall be prepared as per the situation analysis report and gaps identified during the village planning process.

5.2.3 Similarly the projects proposed in the areas of Agriculture, Nutrition, Health, Sanitation and Cleanliness, Disaster Management, Tourism and allied activities shall also form the part of GPDP.

5.3 *Constitution of the Project Approval Committee*:

5.3.1 The Village Development Committee as constituted at para 3.3.3 shall be the Project Approval Committee.

5.3.2 The VDC shall appoint a member amongst them to be the Convener of VDC. The Convener shall be a person other than a member of Gram Panchayat. The powers, functions, duties and the responsibilities of the Convener shall be as prescribed.

5.3.3 The projects proposed and prepared by the Village Development Committee along with the resource envelope as per para 2.3 will be placed before the Gram Sabha.

5.3.4 The Gram Sabha shall prioritize the proposals as per the situation analysis vis-a-vis the available resource envelope and propose the GPDP for estimation.

5.3.5 All projects/works proposed and approved by the Gram Sabha shall be classified and details shall be provided in the prescribed formats.

(i) PART – I
(ii) PART – II
(iii) PART – III
(iv) Projects/works that have no cost.

5.3.6 The technical wing shall prepare estimates and accord technical sanction of the prioritized works of GPDP and put up before VDC for approval.

5.4 *Preparation of estimates*:

5.4.1 The project proposals should be prepared for a ward or for more than one ward.

5.4.2 The estimates of the projects shall be prepared by the Junior Engineers of the Panchayat or by the other functionaries of the line departments.

5.4.3 Any changes in the projects already estimated and approved shall be put up before the VDC for approval, the decision of the VDC shall be binding.

5.5 *Prioritization of projects*:

5.5.1 The Village Development Committee shall give priority to projects in the following areas:

(*a*) Gaps identified through situation analysis during the planning process.

(*b*) Cleaning of drains, tanks, wells, springs, roads, other public places, bus stops, markets, crematorium.

(*c*) Tackling garbage menace.

(*d*) Management and control of washing and bathing places.

(*e*) Development of waste and uncultivable agricultural lands.

(*f*) Repairs and maintenance of drinking water wells, tanks and ponds.



(*g*) Promotion of public awareness and poverty alleviation programmes and creation of productive assets.

(*h*) Awareness related to public health and family welfare.

(*i*) Participation in implementation of women and child development, SC and ST programmes.

(*j*) Cleanliness of public toilets, public parks, gardens, crematoriums and play-grounds.

(*k*) Projects for the operations and maintenance of assets from hygienic and cleanliness point of view.

(*l*) Income Generation programme and vocational training for self employment.

(*m*) Painting of public buildings.

(*n*) Operations and maintenance

(*o*) Maintenance of public toilets, public parks, gardens, crematoriums and play grounds.

(*p*) 10% of the FFC grants can be utilized for meeting administrative expenses.

5.5.2 The sequence of prioritization of works shall be decided by VDC.

5.5.3 The VDC should consider feasibility, time frames, well being of the inhabitants in the Panchayat area and sustainability of the projects.

5.6 *Finalization, execution and implementation*:

5.6.1 The GPDP approved by VDC shall be placed before the Panchayat for approval. Panchayat shall not alter the GPDP prepared by VDC.

5.6.2 In case of any discrepancies arising before the VDC for approval of GPDP at para 5.2.4, the same shall be put up before Gram Sabha for approval.

5.6.3 The GPDP so approved shall be executed and implemented by the Gram Panchayat after following due process of tendering/quotations. Each Gram Panchayat shall maintain a tender register in the prescribed format.

5.6.4 Administrative and technical sanction shall be obtained by February of the year preceding the proposed implementation.

6. Technical and administrative approval.

6.1 *Appraisal of projects*:

6.1.1 The Junior Engineers attached to the Office of the Block Development Officer are designated as Assisting Engineers for the purpose of issuing technical sanctions upto Rs. 2.00 lakhs under these guidelines.

6.1.2 The proposals will be sent to the office of the Block Development Officer. The BDO shall split the plan into three parts as indicated below:

(i) Proposals upto 2.00 lakhs,
(ii) Proposals above 2.00 lakhs and
(iii) Proposals requiring works to be undertaken by line departments.

6.1.3 Technical sanctions for the proposals upto Rs 2.00 lakhs will be approved and executed by the Junior Engineers after obtaining administrative approval and expenditure sanction from the Block Development Officer. Such proposals shall be prepared by Junior Engineers within week's time.

6.1.4 The Engineers shall be given assistance by the Panchayat and the VDC.

6.1.5 Administrative approval and financial sanction for the projects/works exceeding Rs. 2.00 lakhs and upto Rs. 5.00 lakhs shall be obtained from Director of Panchayats, after obtaining technical sanction from the concerned Executive Engineers of Zilla Panchayats/DRDAs/PWD/WRD.



6.1.6 The administrative and financial approval of the Government shall be obtained for the works exceeding Rs. 5.00 lakhs after obtaining technical sanction as per para 6.1.5.

6.1.7 The proposals related to Garbage Menace shall be executed as per the Goa Panchayat (Grants to Tackle Garbage Menace) Scheme, 2014.

6.1.8 The works involving collection and disposal of garbage and cleaning of public places on day to day basis may be executed by the Panchayat as provided at Serial No. (16) of the Goa Panchayat Raj (Application of Panchayat and Zilla Panchayat Fund) (Conditions and Limitations) (First Amendment) Rules, 2015. The statement of expenditure shall be submitted to the Block Development Officer every week.

6.1.9 The Gram Panchayat shall be the implementing agency for GPDP.

6.1.10 The above guidelines may be modified wholly or partially through instructions issued by the Director of Panchayats from time to time.

6.2 *Timeframe for Administrative and Financial approval:*

6.2.1 The administrative approval and financial concurrence to the proposals under Part–I of GPDP shall be accorded by end of January of the preceding year of implementation.

6.2.2 The administrative approval and financial concurrence to the proposals under Part–II of GPDP shall be accorded as per the prevailing procedure.

6.2.3 Proposals relating to line departments shall be forwarded to the concerned line department for execution and implementation of projects/works from the funds made available with line departments.

6.2.4 V. P. Secretary shall forward the complete consolidated GPDP to the office of BDO within three days from the date of approval of the GPDP by the Gram Panchayat. The availability of fund certificate shall be enclosed along with the GPDP.

6.2.5 The Block Development Officer shall verify the GPDP in all respects and:

(*a*) accord administrative approval and financial sanction to Part–I of the GPDP and convey the same to the Gram Panchayat within seven days, from the date of its receipt from the Gram Panchayat, under intimation to the Director of Panchayats.

(*b*) Forward Part II of the GPDP to the Director of Panchayats, duly verified in all respects, within seven days from the date of receipt of the GPDP from the Gram Panchayat.

(*c*) Forward Part III of the GPDP to the concerned line departments, within seven days from the date of receipt of the GPDP from the Gram Panchayat, under intimation to the Director of Panchayats.

6.2.6 In case of any flaws * in any of the projects/works of Part–I of GPDP, the Block Development Officer shall return the same to the Gram Panchayats within seven days time from the date of receipt for compliance and resubmission.

6.3 *Disputes arising between Panchayat and appraising authority:*

6.3.1 Any dispute regarding the viability or admissibility of any project/work of GPDP shall be referred to the Director of Panchayats whose decision shall be final.

6.3.2 Any dispute regarding the viability or admissibility of GPDP shall be referred to the Block Level Empowered Committee. The decision of the Block Level Empowered Committee shall be final.

**Note*: The 'flaws' means and includes:

(a) Projects/works which do not fit within the prescribed guidelines, schemes.

(b) Projects/works which do not adhere to the laid down prescribed rules and circulars issued by Directorate of Panchayats.



(c) Projects/works which have not been approved by VDC.

6.4 *Maintenance of records*:

6.4.1 The Gram Panchayat Secretary shall maintain registers as prescribed in Form No. 9 separately for Part–I, Part–II and Part–III of GPDP for the grants available/received as Resource Envelope during the year of implementation.

6.4.2 The Gram Panchayat Secretary shall intimate to the VDC, the quantum of funds available/received as Resource Envelope for Part–I, Part–II and Part–III of GPDP during the year of implementation.

6.4.3 The Gram Panchayat Secretary shall also maintain Asset Register containing the name of the project/work, ward number and location, estimate, amount sanctioned, date of its forwarding the proposal to the office of BDO, date of sanction received, date of commencement of the project, amount incurred for its execution and savings, if any, name of the agency/persons to whom the work is awarded, date of completion of the project/ /work, total amount paid to the agency/ /persons, date of social audit, and such other details required from time to time.

1. *Works Register*: This register shall contain details such as name of the project, location of implementation, details of implementing agency, starting and completion dates, total project cost, actual expenditure incurred, for every project

SN	Work	Location of work (village)	Implementing agency/ /persons	Sanction Order No. and Date		Date of commencement	Date of completion	IDs of muster roll used	Expenditure			Date of Completion of Social Audit	Date of Issue of Completion certificate	Remarks
				TS	AA & FS				Expenditure on wage	Expenditure on material	Total			

6.4.4 The Asset Register shall be maintained separately by VDC for Part–I, Part–II and Part–III of GPDP.

6.4.5 The BDO shall maintain registers Panchayat wise as under:

(*a*) The Register containing details of proposals received and sanction orders conveyed to Gram Panchayats of Part–I of GPDP.

(*b*) The Register containing proposals received and forwarded to Director of Panchayats, approvals received thereto and conveyed to the Gram Panchayats of Part–II of GPDP.

(*c*) The Register containing proposals received and forwarded to line departments of Part–III.

6.5 *Mode of payment*:

6.5.1 The mode of payment shall be done through Bank to the executing agency or to the persons engaged in execution of works directly to their bank account against the payments, bills, vouchers, acquaintance rolls prepared as the case may be.

6.5.2 The bills, vouchers, acquaintance rolls shall be prepared, approved and signed by the V. P. Secretary and Sarpanch.

6.5.3 The V. P. Secretary shall monitor proper accounting system of receipts and payments as is prevailing and as laid down by the Director of Panchayats.

7. Post plan arrangements.

7.1 *Constitution of Committees*: There shall be Empowered Committees and other committees constituted for co-ordination,



supervision and monitoring of GPDP Plans at different levels.

7.2 *Constitution of Empowered Committees*:

7.2.1 There shall be Empowered Committees constituted for the co-ordination, supervision and monitoring of GP Plans at different level.

7.3 *State Level Empowered Committee*:

7.3.1 The Chief Secretary shall be the Chairman of the Empowered Committee at State level.

7.3.2 The other members of the Committee shall be as under;

(i) Secretary, Panchayats.
(ii) Secretary, Revenue.
(iii) Secretary, Rural Development.
(iv) Director–General, GIPARD/SIRD or his representative not below the rank of Asst. Director.
(v) Chief Executive Officer – Zilla Panchayat North Chief Executive Officer – Zilla Panchayat.
(vi) Project Director, DRDA North and South.
(vii) Director of Health Services.
(viii) Director of Education.
(ix) Member–Secretary, Goa Pollution Control Board.
(x) Director of Women and Child Development.
(xi) Director of Social Welfare.
(xii) Principal Chief Engineer – PWD or his representative not below the rank of Chief Engineer.
(xiii) Principal Chief Engineer – Water Resources or his representative not below the rank of Chief Engineer.
(xiv) Principal Chief Electrical Engineer.
(xv) Director of Transport.
(xvi) Supt. of Police (HQ) North.
(xvii) Supt. of Police (HQ) South.
(xviii) Director of Fire Services.
(xix) Director of Tourism.
(xx) Director of Agriculture.
(xxi) Director of Forests.
(xxii) Director of Animal Husbandry.
(xxiii) Director of Craftsmen and Training.
(xxiv) Director of Mines.
(xxv) Director of Industries.
(xxvi) Chief Town Planner – Dept. of Town and Country Planning.
(xxvii) President of Mahila Shakti Abhiyan.
(xxviii) Director of Panchayats shall be the Member Secretary of the Committee.

Functions of the SEC:

(a) To ensure inter departmental co-ordination and support for VPDP.
(b) To issue instructions on convergence of schemes, resources and manpower support.
(c) To monitor the entire process of GPDP.
(d) To decide on the resource envelope available for GPs.
(e) To ensure that the departments make available all secondary data to the panchayats for preparing the GPDP.

7.4 *Block level Committee*:

7.4.1 The Block Development Officer shall be the Chairman of the Committee.

7.4.2 Other members of the Committee shall be as follows:

(*i*) Block President of Mahila Shakti Abhiyan.

(*ii*) Executive Engineer of line departments or his representative not below the rank of Asst. Engineer and the functionaries of line departments to be appointed/nominated by the Block Development Officer.

(*iii*) The Extension Officer of Gram Panchayats shall be the Member Secretary of this Committee.

Functions of the Block level Committee:

(*a*) To ensure departmental co-ordination at the block level.

(*b*) To ensure that the manpower and technical support is provided to panchayats in time.

(*c*) To ensure that all secondary data available with the block level functionaries is provided to panchayats.

(*d*) Monitor the progress of VPDP.

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7.5 *Panchayat Level Empowered Committee*:

7.5.1 The Sarpanch shall be the chairperson of this Committee.

7.5.2 The Village Development Committee shall be the empowered committee at the Gram Panchayat level.

7.5.3 The Convener of the VDC shall be the Member Secretary of this Committee.

Functions of the committee:

(*a*) To prepare the VPDP through a participatory approach.

(*b*) To assist the panchayat in conducting the initial gram sabha, also present the plans.

(*c*) To monitor the progress of the VPDP.

7.6 *Constitution of Co-ordination, Supervision and Monitoring Committee (CSMC)*:

7.6.1 Co-ordination, supervision and monitoring committee at the Panchayat level shall be constituted by the VDC amongst the members themselves, comprising of members not exceeding eleven.

7.6.2 The Dy. Sarpanch shall be the Chairman of the CSMC.

7.6.3 The co-opted member of the Gram Panchayat shall be the member of CSMC.

7.6.4 Elected Representatives may also be the members of CSMC not exceeding two excluding Dy. Sarpanch.

7.6.5 There shall be at least four women members of CSMC (including the co-opted and elected members).

7.6.6 The powers, functions, duties and responsibilities of CSMC shall be as prescribed.

7.7 *Meetings of Committees for review, supervision and monitoring of VPDP*:

7.7.1 The State Level Empowered Committee shall meet once in three months.

7.7.2 The Block Level Empowered Committee shall meet bi-monthly.

7.7.3 The Panchayat Level Empowered Committee shall meet monthly.

7.7.4 The Panchayat Level CSMC shall meet fortnightly.

7.8 *Reporting system*:

7.8.1 Each Gram Panchayat shall furnish monthly reports as per existing proformas prescribed by Director of Panchayats and as may be prescribed from time to time.

7.8.2 Each Gram Panchayat shall also update reports through Management Information System (MIS) regularly.

7.8.3 The release of funds shall be based on proper and timely reporting system.

7.9 *Availability of Funds*:

7.9.1 The funds shall be made available for the year as per the Resource Envelope as per para 2.3.5.

7.10 *Release of funds*:

7.10.1 The funds at Gram Panchayat shall be released in two installments each year in June and October.

7.10.2 50% of the basic grants for the year will be released as first installment of the year.

7.10.3 The remaining basic grant and full performance for the year will be released as the second installment for the year.

7.10.4 The grants shall be released to Gram Panchayats within fifteen days of its being credited to the State Government by the Union Government. In case of delay, the State Government must release the installment



with interest at the rate of 6% p.a paid from its own funds to the Gram Panchayat.

7.11 *Transparency and Accountability*:

7.11.1 The existing Garbage/Waste Management Committee shall conduct social audit of garbage/waste projects/works quarterly.

7.11.2 The existing committees constituted by the Gram Panchayat under any of the Act/ /Scheme/Rules/Regulations/Notification, etc. shall conduct social audit quarterly in their respective sectors.

7.11.3 These committees shall submit their reports to VDC.

7.11.4 The VDC shall conduct social audits of GPDP quarterly.

7.11.5 The Gram Panchayat shall maintain photographs of projects undertaken during the process of execution of projects.

7.11.6 Each Gram Panchayat shall display the list of works/projects to be executed in the different areas in detail the village on the notice board.

7.11.7 Each Gram Panchayat shall display the list of completed works/project executed in the village.

8. System Support for Participatory planning in Gram Panchayats.

8.1 *Support System*:

8.1.1 Guidelines will be issued to all Gram Panchayats on preparation of Village Development Plan under the Fourteenth Finance Commission.

8.1.2 The Director of Panchayats and GIPARD shall create the necessary environment and awareness various means such as organizing workshops, distribution of IEC material and also through print and electronic media, Doordarshan and local channels.

8.1.3 The Director of Panchayats shall appoint the charged officer for each Gram Panchayat.

8.1.4 The Director of Panchayats shall issue guidelines time to time on all areas/ /issues relating to the preparation of GP plans.

8.1.5 The Government shall constitute the committees at different level for implemen-tation, execution and monitoring of GPDP.

8.1.6 The funds under FFC shall be released to the Gram Panchayats by the State Government immediately on receipt from MoPR, Government of India.

8.1.7 The grants/support under State Government will be released by Director of Panchayats.

8.1.8 The Director of Panchayats shall release funds to GIPARD to conduct training and related activities for capacity building.

8.2 *Human Resource Support*:

8.2.1 A pool of resource persons from NGOs, Women's groups, youth groups, and academicians shall be identified as resource persons by GIPARD.

8.2.2 Gram Panchayat will be assigned a team of resource persons to act as support teams to prepare village develop-ment plans.

8.2.3 Each team will further be assisted by a Charged Officer.

8.2.4 Gram Panchayat shall also identify a group of 15 volunteers to assist the resource team and VDC in the participatory process.

8.2.5 State Resource teams will be constituted at the State Level and their role and functions shall be as prescribed.



8.3 *Role of District level Panchayat (Zilla Panchayat)*:

8.3.1 *Technical support*:

8.3.1.1 The services of the existing Asst. Engineers deputed at the respective Zilla Panchayats, Department of Rural Development, from technical line departments will be utilized for preparing estimates and granting technical sanctions for the projects under FFC.

8.3.1.2 The services of the existing Junior Engineers and Assistant Engineers from the DRDAs will be utilized for preparing estimates and granting technical sanctions for the projects under FFC.

8.4 *Technology support*:

8.4.1 Computer applications already available such as the Plan Plus, E-FMS, asset mapping, GIS applications shall be used for local asset mapping and also linking households to services available in the villages.

8.4.2 Management Information System (MIS).

8.5 *Knowledge support*:

8.5.1 GIPARD shall provide the capacity building and training support the participatory training process.

8.5.2 Handbooks, manuals, checklists for trainers as well as for trainees shall be provided by GIPARD. Each Gram Panchayat shall be provided with a tool-kit on participatory planning.

8.5.3 GIPARD will help refine training material.

8.5.4 It will act as an expert resource agency.

8.6 *Role of line departments in supporting GPDP*:

8.6.1 The Chief Executive Officers of Zilla Panchayats, Project Directors of DRDAs and Heads of line Departments shall extend their support in the process of preparation and execution of GPDP.

8.6.2 The Block Development Officer shall monitor, co-ordinate and supervise the overall planning process of the GPDP at block level.

8.6.3 The Block Development Officer shall be responsible for according the administrative approval and financial expenditure sanction.

8.6.4 The technical section in the Office of the BDO and the line departments shall be responsible for providing technical support.

8.6.5 The Gram Panchayat and the VDC shall be responsible for environment generation, participatory planning, plan formulation, projectisation, prioritization of GPDP and implementation, monitoring and social audit of the projects/works executed.

8.7. *Approval of Projects*:

8.7.1 The projects/works will be approved as per existing schemes, rules, guidelines and instructions in force and as may be prescribed.

8.7.2 The projects/works shall be approved by the authorities as per para 6.2.5.

8.8 *Institutional support for Capacity building*:

8.8.1 Training support shall be provided by the Goa Institute of Public Administration and Rural Development (GIPARD).

8.9 *Transparency and accountability*:

8.9.1 The social audit shall be conducted periodically by the committees as per para 7.9.

8.9.2 The Gram Panchayats shall use IT based software such as Plan Plus, Priasoft, etc.



8.9.3 The Gram Panchayat shall maintain photographs of projects/works undertaken and executed under GPDP.

8.9.4 Projects/works undertaken shall be proactively displayed by the Gram Panchayats on their notice boards and other public places.

8.10 *Grievance redressal mechanism:*

8.10.1 Any query arising with regard to preparation and implementation of any project/ /work of GPDP shall be addressed to the Director of Panchayats and the decision of the Director of Panchayat shall be final.

8.10.2 The Director of Panchayats shall dispose such query within a period of thirty days by affording reasonable opportunity of being heard to the parties concerned.

8.10.3 The hearing of any issue arising at 8.7.1 and 8.7.2 shall not affect the preparation and implementation of GPDP.

8.10.4 Any query arising with regard to preparation and implementation of the VPDP shall be addressed to the Block Level Empowered Committee and the decision of the Block Level Empowered Committee shall be final.

8.10.5 The Block Level Empowered Committee shall dispose the query at 8.7.4 within a period of fifteen days.

8.10.6 The preparation and implementation of GPDP shall not affect merely because the query is pending before the Block Level Empowered Committee.

9. **Capacity Building.**

9 *Training and capacity building:*

9.1 Awareness and environment building shall be taken up at all levels of preparation and implementation of GPDP.

9.1.2 GIPARD will be the nodal institution for awareness generation, providing training and capacity building.

9.1.3 GIPARD shall develop annual schedule of training and capacity building programmes for all the Elected Representatives, all committees and the functionaries involved in preparation and implementation of GPDP.

9.1.4 Campaigns, state workshops, discussions, meetings and necessary guidelines, notifications, shall be issued by the Director of Panchayats and GIPARD.

9.1.5 GIPARD will prepare manuals, training modules, reading material and shall also train resource teams, master trainers at all levels of preparation with the assistance of senior officers from line departments, NGOs, academic institutions, etc.

9.1.6 GIPARD will carry out research studies in the area of participatory planning and development process and publish the same.

9.1.7 GIPARD will document the best practices in participatory planning process at Gram Panchayat level.

9.2 *Third party evaluation of training programmes:*

A third party evaluation of the training programmes conducted by GIPARD.

ANNEXURE–II

Activities to be undertaken during the three day village level planning process:

(*a*) Day–I: Rapport building through MASHAL FERY, public announcements, general discussions, transect walks, resource cum social map in the village.

(*b*) Day–II: Focused group discussions with the various sections of people such as the youth, senior citizens, farmers, artisans, adolescent girls, women groups, marginalized sections, etc.

(*c*) Sector wise data collection through visits and discussions with the staff of the ICDS, health centre, PDS, primary school, etc. Similarly areas such as tourism, drug menace, disaster



management, etc. would be focused for gap identification. Visits to health centres, anganwadis, PDS will be conducted in groups consisting of the elected representatives, citizens, and standing and functional committee members. These activities will help to verify the secondary data, identify the gaps and throw possibilities for addressing the same.

(*d*) *Day–III*: Discussion with line departments such as Agriculture, Animal Husbandry, Women and Child Development, Health, Water Resources, etc. These discussions will help to give suggestions on the proposals identified by the people based on the gaps identified, providing rough estimates, feasibility, timelines, etc.

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Department of Sports & Youth Affairs

Directorate of Sports & Youth Affairs

Addendum

DSYA/PES/Awards of P.E.Tr/2016-17

Read: Notification No. DSYA/PES/SCHEME/ /State Award for P.E.Ts/2015 dated 16-7-2015 published in the Official Gazette, Series I No. 16 dated 16-7-2015.

The said Amendment may please be incorporated under sub head *Subsission of proposal*, after the fourth para, following paras may be added.

- The State Award for best Physical Education Teacher will be given exclusively for their one year Sports performance/ /achievements and merit of the school for the preceding academic year only. However, assessment on other parameters will be done for the entire career of the Physical Education Teacher.

- Once a particular Physical Education Teacher has received the State Award his/ /her name should not be recommended for second time by the concerned Secondary School or Higher Secondary School.

- In case, two Physical Education Teachers are working in the same school, the Head of the Institution shall recommend only one name of their Physical Education Teacher after justifying his/her work and after assessing as to whose performance is superior among the two Physical Education Teachers.

By order and in the name of the Governor of Goa.

V. M. Prabhu Desai, Director & ex officio Joint Secretary (Sports & Youth Affairs).

Panaji, 12th July, 2016.

———♦♦♦———

Department of Tribal Welfare

Directorate of Tribal Welfare

Notification

DTW/STAT/UAY Forms/2016-17

Read: Notification No. DTW/STAT/Exhibitions/ /2015-16/54/14777 dated 16-12-2015.

The Government is pleased to issue addendum of the above read Notification regarding scheme titled "Financial Assistance to Participate and Organize Exhibition-cum--Sale, Fairs and Workshop Camps as Udyog Aadhar Yojana".

By order and in the name of Governor of Goa.

Sandhya Kamat, Director & ex officio Joint Secretary (Tribal Welfare).

Panaji, 14th July, 2016.





GOA@60

OFFICE OF THE BLOCK DEVELOPMENT OFFICER
PONDA BLOCK
2nd floor Govt. Complex Bldg., Tisk, Ponda-Goa
Phone No:(0832) 2312019 **e-mail:**bdo-ponda.goa@nic.in

No.4/EOVP/BDO-PON/Proposal/2021/332 Dated:- 04/06/2021

CIRCULAR

It is observed that files pertaining to any proposal (Admin/ Developmental/ Financial etc) submitted in this office by Village Panchayat are incomplete and lack requisite documents and therefore it is difficult to clear the files and the same remain pending in this office for compliance on the part of Village Panchayat.

Therefore all the V.P. secretaries of this block are hereby informed that before submitting the any proposals, they shall verify the files and ensure that the files are complete in all aspect and required documents are attached.

It is also brought to the notice of all the V.P. secretaries that incomplete files shall not be considered henceforth and will be returned accordingly to the concern Panchayats.

All the V.P. secretaries are hereby directed to take a note of the above instructions and act accordingly.

(Ashwin K. Dessai)
Block Development Officer
Ponda – Goa.

To,
All the V.P. Secretaries,
Ponda Block

V.P._____.
_____.

Copy to:
1) All the Sarpanchas, Ponda Block.....for information.
2) E.O.R.P Section of this office.



Mandatory Documents required.

Developmental work:

1. Resolution copy duly attested by Sarpanch/Secretary.
2. Certificate regarding proposed work is included in GPDP in case of XIV and XV F.C.
3. Certificate that work is not proposed to any other Govt. Dept./Agency.
4. Possession certificates/NOC of the owner.
5. Photograph of site where work is proposed duly signed by concerned Sarpanch & Secretary
6. Funds Availability Certificate

Administrative Approval:

1. Resolution copy duly attested by Sarapanch/Secretary.
2. Form X.
3. Budget Copy.

OFFICIAL GAZETTE — GOVT. OF GOA

SERIES I No. 43 25TH JANUARY, 2018

Department of Panchayati Raj and Community Development

Directorate of Panchayats

Notification

26/126/DP/Scheme-Plastic Menace/2017/665

Whereas section 4 of the Goa Non-Biodegradable Garbage (Control) Act, 1996 (Act of 1997) enjoins a duty upon the local authority or any officer authorized by it to place or provide or place in proper and convenient situation the public receptacles for temporary deposit or collection of non-biodegradable garbage within its jurisdiction. It also lays down that local authority shall provide separate dust bins for different types of garbage and arrange for removal of the contents of receptacles/dust bins and arrange for recycling of non-biodegradable garbage;

And whereas, the collection and disposal of garbage within the jurisdiction of Panchayats needs to be given top priority so as to ensure the protection of the environment and ecosystem.

And whereas, the Government has decided to extend the validity of the said scheme by another five years w.e.f. 01-01-2018 to 31-12-2023.

Now, therefore, Government of Goa, in public interest and for empowering the Panchayats by providing financial support to tackle garbage menace, is pleased to frame the following scheme, namely:—

1. *Short title and commencement.*— (*1*) This Scheme may be called the Goa Panchayats (Grants to Tackle Garbage Menace) Scheme, 2017

(2) It shall come into force from the date of its publication in the Official Gazette.

2. *Definitions* — In this Scheme, unless the context otherwise requires,—

(*a*) "Act" means the Goa Panchayat Raj Act, 1994 (Goa Act 14 of 1994);

(*b*) "Block Development Officer" means the Block Development Officer as defined in clause (1-A) of section 2 of the Act;

(*c*) "Director" means the Director as defined in clause (*9*) of section 2 of the Act;

(*d*) "Panchayat" means a Village Panchayat established under section 3 of the Act;

(*e*) "Government" means the Government of Goa;

(*f*) "Secretary" means the Secretary of the Panchayat, as defined in clause (*2*) of section 2 of the Act;

(*g*) Words and expressions used but not defined in this Scheme, shall have the same meaning as assigned to them in the Act.

3. *Purpose.*— The Scheme is aimed at empowering the Panchayats by providing financial assistance as grant-in-aid to enable the local bodies to more effectively discharge their duties and functions regarding collection, segregation, treatment and disposal of garbage within their jurisdiction.

4. *Adoption of resolution and submission of proposal by Panchayat.*— Any Panchayat which is desirous of availing financial assistance under this Scheme to tackle garbage menace shall adopt a resolution to that effect at its fortnightly meeting requesting the Director to sanction grants. Once the Panchayat adopts the resolution, within ten days therefrom, the Secretary shall prepare and submit to the Block Development Officer a complete proposal consisting of:—

(*a*) application in the form as per Annexure-'A' appended to this Scheme;

(*b*) certified copy of resolution requesting for grant of financial assistance under this Scheme;

2005



(c) certified copies of Annual Budgets of Panchayat for last three financial years;

(d) a detailed statement listing all the developmental works or some community services which were hitherto provided/or are provided by the Panchayat within its jurisdiction;

(e) details of total number of dwelling houses in the Panchayat area and plan for door to door collection of dry garbage, showing details of manpower/equipments required, etc. as may be felt necessary.

5. *Procedure to be followed by the Block Development Officer.*— Upon receipt of the proposal from the Secretary, the Block Development Officer shall scrutinize the same with assistance of Extension Officer (Rural Engineering)/Junior Engineer and submit the same to the Director either with or without his/ /her recommendations within fifteen days from the date of its receipt in the office of the Block Development Officer.

6. *Block Development Officer to certify whether applicant Panchayat is affected by garbage menace.*— While recommending the proposal under this Scheme, the Block Development Officer shall recommend to the Director whether the applicant Panchayat is affected by menace of garbage/plastic garbage and the priority for sanctioning grants to Panchayat under this Scheme.

7. *Scrutiny by Director.*— Upon receipt of the proposal from the Block Development Officer under clause 5 above, the Director shall scrutinize the same and may approve the proposal and sanction the grants under this Scheme or may reject the proposal and inform the applicant Panchayat accordingly.

8. *Director shall be the grants sanctioning authority.* — The Director shall be the grants sanctioning authority and shall consider every proposal received under this Scheme and shall scrutinize and take decision whether the proposal is to be approved or rejected and shall decide on the sanction of grants under this Scheme. The decision of the Director shall be final.

9. *Amount of grants that may be sanctioned under the Scheme.*— (1) The grants of Rs. 2,00,000/- (Rupees two lakhs only) per annum may be sanctioned to the Panchayat which shall be used by the Panchayat for the work of door to door collection, segregation and disposal of garbage including dry plastic garbage within its jurisdiction.

(2) All the Panchayats in the vicinity of Airport i.e. periphery of 12 kms. of Airport will be eligible for additional financial assistance of Rs. 7.00 lakhs for proper disposal of garbage in addition to clause 9(1).

(3) All the Panchayats in the coastal belt and all the Panchayats with Tourism potential having tourism importance will be eligible for additional financial assistance of Rs. 5.00 lakhs each per annum in addition to clause 9(1).

(4) All the sub-urban Panchayats that are nearby and located on the boundary of four major cities/Municipalities i.e. Mapusa, Panaji, Margao, Ponda will be eligible for additional financial assistance of Rs. 5.00 lakhs each per annum in addition to clause 9(1).

(5) All Village Panchayats having weekly Village Market and all the Panchayats whose annual income is upto Rs. 25.00 lakhs will be eligible for additional financial assistance of Rs. 3.00 lakhs each per annum in addition to clause 9(1).

(6) In addition to the above, the 10 best performing Village Panchayats out of total 191 Village Panchayats will be eligible for additional incentive/award of Rs. 5.00 lakhs each in the next year if they effectively collect and dispose off the garbage.

(7) 30% of total eligible grants shall be released as first installment in the month of April/May of the year which will be 30% of total eligible grant.

(8) Second instalment of 30% shall be released in the month of September of the year after the production of the certificate of Goa Solid Waste Management Corporation stating that Village Panchayat is carrying out the work of garbage disposal as per the requirement.

(9) Final installment of 40% shall be released by January of next year subject to certificate issued by Goa Solid Waste Management Corporation as mentioned at clause 8.

10. *Utilization of grants.*— The grants shall be sanctioned by the Director in advance, so as to enable the applicant Panchayat to utilize the sanctioned grants for the work of door to door collection, segregation and disposal of garbage including dry plastic garbage within its jurisdiction within a period of one year from the date of sanction of grants.

11. *Director to convey approval.*— Once the proposal is approved, the Director shall issue an order conveying the approval and sanction of the grants to the concerned Panchayat through the respective Block Development Officer.

12. *Block Development Officer to draw and disburse the grants.*— Upon receipt of grants sanctioning order from the Director, the Block development Officer shall prepare and submit necessary bill to the Directorate of Accounts and draw and disburse the grants to the concerned Panchayat.

13 *Grants shall be one time grants during one financial year.*— The grants sanctioned under this Scheme shall be a one time financial assistance during one financial year and applicant Panchayat shall not be eligible for any further grants under this scheme during same financial year.

14. *Panchayat to follow normal procedure for utilization of grants.*— The concerned Panchayat shall follow the normal procedure/ /codal formalities as otherwise followed by the Panchayat for execution of developmental works or for such other activities in their routine functioning and the codal formalities and the General Financial Rules shall be followed for utilization of the grants sanctioned under this Scheme.

15. *Grants shall be tied grants.*— The grant--in-aid sanctioned to any Panchayat under this Scheme shall be tied grants and shall be utilized only for the purpose for which it is sanctioned. The Panchayat shall utilize the grants for the purpose sanctioned within twelve months and shall submit Utilization Certificate within eighteen months from the date of sanction of grants under this Scheme.

16. *Utilization of grants and tackling garbage menace.*— (1) The Panchayat to whom grants are sanctioned under this Scheme shall utilize the grants within a period of one year from the date of sanction of grants. The grants may be utilized for the following works in connection with collection, segregation treatment and disposal of garbage and after determining the workload and frequency of collection required for each ward based on the amount of non – biodegradable garbage it generates and broadly following the norms of one daily wage labourer for seventy-five houses each working day, employing the labour for collecting the garbage, and for separating it into non--biodegradable and biodegradable garbage.

(2) The bio-biodegradable garbage shall be disposed to any outside agencies/contractor after following the prescribed procedure:—

(a) Panchayat may get prepared estimates of work of door to door collection of garbage from its ward-wise jurisdiction and after obtaining technical sanction may follow prescribed tendering procedure to award these works to any outside agency/ /contractor by issuing work order. Panchayat shall ensure that work is executed properly by the agency as per terms and conditions of work order;

(b) whenever, due to natural calamities or such other urgency situation it is not

2007



possible to follow prescribed tendering procedure, the Panchayat may utilize the grants sanctioned under this Scheme for payment of daily wages to labourers engaged for the work of door to door collection of garbage from its ward-wise jurisdiction, for transportation charges, for providing tools like gloves, polythene bags, etc. for said work;

(*c*) the Secretary shall be personally responsible and liable to justify the urgency situation as mentioned in sub-clause (*b*) above;

(*d*) the grants so released under this Scheme shall also be utilized for making cages for collection of plastic, tricycles for collecting garbage, etc. However, purchase of baling machines under this Scheme is prohibited.

17. *Grants not to be claimed as of right.*— The grants under this Scheme cannot be claimed as of right and it shall be the sole discretion of the grants sanctioning authority as to whether or not to sanction the grants.

18. *Panchayat to be made garbage free.*— Panchayat shall after utilizing the grants sanctioned under this Scheme, ensure that all households within its jurisdiction segregate garbage at source and the dry plastic garbage is collected by the Panchayat daily/alternate days/weekly basis from door to door and the Panchayat area becomes free from dry plastic scattered in drains, gutters, bus stand, road sides or other public places. The Panchayat shall then inform the Block Development Officer that grants have been properly utilized for the purpose for which they were sanctioned and that the Panchayat has become dry plastic garbage free.

19. *Block Development Officer to inspect Panchayat area and certify.*— The Block Development Officer, upon receiving intimation under clause 18, may within 15 days visit the Panchayat area alongwith Extension Officer (Rural Engineering)/Junior Engineer and inspect to find out whether dry plastic garbage is being properly collected by the Panchayat or not and shall accordingly submit the report to the Director on implementation of this Scheme and utilization of sanctioned grants by the Panchayat.

20. *Submission of utilization certificate and report pre-condition for sanctioning of subsequent grants.*— The Panchayat to whom grants are sanctioned under this Scheme during one financial year shall not be eligible for any subsequent grants during same financial year. However, any such Panchayat may apply for subsequent grants under this Scheme in next financial year enclosing utilization certificate of previous grants and report from Block Development Officer prepared under clause 19 certifying that the Panchayat has become free from dry plastic scattered in drains, gutters, bus stands, road sides or other public places. No application for subsequent grants in next financial year shall be considered in absence of utilization certificate of previous grants and report from Block Development Officer prepared under clause of this Scheme.

21. *Power to remove difficulties.*— The Director shall be empowered to take such decisions as may be deemed fit to remove any practical difficulties faced in implementation of this Scheme.

22. *Applicability and validity of the Scheme.*— This Scheme shall apply to all Village Panchayats in the State of Goa which are recommended by Block Development Officer as affected by menace of garbage/ /plastic garbage. The Scheme shall remain in force till 31-12-2023. However, the Government may extend the validity of the Scheme for such further period and on such terms and conditions, as may be decided by the Government from time to time.

23. This Scheme shall supersede the earlier Scheme notified vide Notification No. 17/137/ /DP-ACCT/Scheme/Plastic free Village/2014 dated 26-09-2014, published in the Official

Gazette (Extraordinary No. 2), Series I No. 26 dated 26-09-2014.

By order and in the name of the Governor of Goa.

Sandhya Kamat, Director and ex officio Joint Secretary (Panchayat).

Panaji, 23rd January, 2018.

ANNEXURE "A"

(*See* Clause 4)

Application for sanction of grants under the Goa Panchayats (Grants to Tackle Garbage Menace) Scheme, 2014.

(1) Name of Panchayat: .....

(2) Address of Panchayat: .....

(3) Category of Panchayat and number of elected Panchayat members: .....

(4) Details of amount spent on garbage collection work during last 3 years: .....

(5) Whether Panchayat as acquired garbage segregation site under GRGD Scheme, 2005; Give details of site/efforts made so far .....

(6) Detailed estimates of work of door to door garbage collection proposed to be undertaken from the grants which may be sanctioned under this Scheme: .....

(7) Enclose certified copies of Annual Budget, Estimates.

This application is submitted as per resolution number ..... adopted at fortnightly meeting held on ..... by the Panchayat (certified copy enclosed)

Date:-

Place:-

Village Panchayat Secretary Sarpanch

VERIFICATION

I, the undersigned Shri/Smt. ....., Secretary of the Panchayat ..... do hereby verify on oath that all information furnished in this application is true to my own personal knowledge and is in accordance with records available in Panchayat Office. I further undertake to ensure that any grants which may be sanctioned under this Scheme shall be utilized in accordance with the terms of this Scheme and I shall abide by all terms and conditions of the Scheme

Village Panchayat Secretary

Endorsement/Recommendation by Block Development Officer

Application is recommended by Block Development ..... Office ..... on .....

Signature of Junior Engineer Signature of Block Development Officer

Seal

DECISION BY DIRECTOR OF PANCHAYATS

Application is received in Directorate of Panchayats, Panaji on .....

Application is approved/rejected for following reasons:–

Date;

Place:

Director of Panchayats

Grants sanctioned vide Order No. ..... dated .....

ANNEXURE "B"

List of Village Panchayats eligible for additional financial assistance as categorized below

(*a*) The Panchayats in the periphery of 12 kms. of Airport.

2009

Formation of VDC & GPDP for Purpose

स्वच्छ भारत नितळ गोयं

No.4/EOVP/BDO-PON/XIV-F.C./17-18/ 07
Office of the Block Development Officer,
Ponda Block, 2nd Floor, Govt. Office complex,
Tisk-Ponda, Goa.
Dated: - 29 /03/2018
2747

Sub:- Grants released under XIVth Finance Comission.
Ref: Memorandum No. 17/88/DP-Acct/XIV.F.C./2017/1994 dated 20/03/2018 issued by Director of Panchayats, Panaji.

MEMORANDUM

A copy of Memorandum referred above received from the Directorate of Panchayats, Junta House Panaji is enclosed herewith which is self explanatory.

All the Village Panchayat Secretaries of Ponda Block are hereby directed to submit the detail of formation of Village Development Committee and preparation of Gram Panchayat Development Plan for the year 2017-18 and 2018-19 respectively. The desired information should be submitted on or before 04/04/2018 for onward submission to higher authority.

Block Development Officer
Ponda- Goa.

Encl.: As above.

To,
Village Panchayat Secretary,
Village Panchayat _____
Ponda, Goa

Copy to: - The Director, The Directorate of Panchyayats, Junta House, Panaji for favour of information.

DIRECTORATE OF PANCHAYATS
GOVERNMENT OF GOA
3rd Floor, 3rd Lift, Junta House, Panaji- Goa
Phone No: *(0832) - 2432826, 2222586,* ***Fax:*** *2222863* ***e-mail:*** *dir-panc-goa@nic.in* ***Website:*** *www.panchayatsgoa.gov.in*

No.17/88/DP-Acct/XIV.F.C/2017/1947 Date:-20.03.2018

MEMORANDUM

Sub: **Grants released under XIVth Finance Commission.**

The Ministry of Finance, Government of India has released grants under 14th Finance Commission for developmental purpose to the State of Goa and the same has been released to all the PRIs at the ratio of 90.10. The said amount was released with a condition to utilize with in a period of one year and utilization certificates should be submitted to this office after the works under taken on time bound basis.

However, it has been noticed by the undersigned that most of the Village Panchayat have not utilized the said amount nor submitted the utilization certificates. Due to non submission of utilization certificates of the amount allocated further grants from the Ministry of Finance, New Delhi, will not be released.

All the Block Development Officers are directed to verify the records of each Panchayat, whether the grants released to them from the year 2015-16 of Rs. 14.44 crores and Rs. 20.00 crores in 2016-17 and 2017-18 as Basic Grants and Rs.2.62 crores as Performance Grants respectively are fully utilized or not. If the same are utilized, utilization certificates completed in all respect may be submitted in along with the details of amount received and expenditure incurred Panchayat wise, and if the said amount is not utilized the reason for non utilization of funds to this office without further delay in the enclosed proforma along with Utilization Certificate.

Further they are directed to submit the details of formation of Village Development Committee and preparation of Gram Panchayat Development Plan for the year 2017-18 and 2018-19 respectively.

The above report should reach this office on or before **05.04.2018** without fail.

It is to also state that those Panchayats who will not utilize the amount sanctioned to them and not submit the Utilization Certificates will not be entitled to receive any further Grants.

This is for strict compliance.

(Ajit Panchwadkar)
Director of Panchayats
Panaji-Goa.

To,
The Block Development Officer,
_____Block.



(Form (G.F.R. 19-A)

(See government of India's Decision (1) below Rule-150)

UTILISATION CERTIFICATE

Certify that out of Rs._____ _____) of XIVth Finance Commission Grants sanctioned during the year _____ in Favour of Village Panchayat _____ taluka _____ Goa under order No._____ _____ _____from _____ and paid Vr. No._____ dated_____ of the Directorate of Accounts _____

A sum of Rs. _____has been utilized in the year _____ for the purpose of

1.

2.

3.

i) That the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to the Govt. Vide Challan No._____ dated

ii) Will be adjusted towards the grant-in aid payable during the next year and has been accounted for at Page No_____ of constitutional Grant-in-Aid Register Form No.9

Certified that I have satisfied myself that the conditions on which the Grant - in-aid was sanctioned have been duly fulfilled / are being fulfilled and that have exercised the following checks to see that the money was actually utilized for the purpose it was sanctioned.

KINDS OF CHECKS EXCERSIED

1. Inspection and measurement of work has been carried out from time to time and at the time of final valuation of the work.
2. Measurement recorded in M.B No._____ and at pages _____ for work

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Secretary

Block Development Officer

Extension Officer (R.E)

File No.15 (2) FC-XV/FCD/2020-25
Ministry of Finance, Dept of Expenditure
Finance Commission division

Block No. 11,5th Floor,
CGO Complex, Lodhi Road,
New Delhi-110003
Dated:-14 /07/2021

To

The Chief Secretary,
(All State Governments)

Subject: Operational guidelines for the implementation of the Fifteenth Finance Commission recommendations on Rural Local Bodies grants during the period 2021-22 to 2025-26.

Sir,

The recommendation of the Fifteenth Finance Commission (FC-XV) for the award period 2021-22 to 2025-26, inter-alia, include release of grant-in-aid to State Governments for Rural Local Bodies.

2. In this regard, the undersigned is directed to forward herewith a copy of the guidelines for release and utilization of Grants recommended by the Fifteenth Finance Commission (FC-XV) for **Rural Local Bodies** for information and further necessary action.

Yours faithfully,

Enel.: as above

(Abhay Kumar)
Director(FCD)

Copy to:-

(i)The Secretary, Ministry of Panchayati Raj, Krishi Bhawan, New Delhi.
(ii)The Secretary, DDW&S, Ministry of Jal Shakti, C.G.O. Complex, New Delhi.

No. 15(2) FC-XV/FCD/ 2020-25
Government of India
Ministry of Finance
Department of Expenditure
(Finance Commission Division)
....

Operational Guidelines for implementation of the recommendations of the Fifteenth Finance Commission (FC-XV) on Rural Local Bodies (ULB) grants contained in Chapter 7 of FC-XV report (Empowering Local Governments).

Introduction

The Fifteenth Finance Commission (FC-XV) in its Final Report contained in Chapter 7 (Volume I) 'Empowering Local Governments' has recommended a total grant of Rs. 4,36,361 crore for Local governments for the award period 2021-22 to 2025-26. Out of this Rs. 2,36,805 crore has been recommended for rural Local bodies(RLBs) and Rs. 43,928 crore for strengthening the primary health infrastructure and facilities in rural areas under the supervision of Panchayati Raj institutions. FC-XV in Volume-II of the Final Report have also provided year-wise and State-wise allocation under different components of rural Local body grants.

The Union Government vide 'Explanatory Memorandum as to the Action Taken on the Recommendations made by the Fifteenth Finance Commission in its Report for the award period 2021-22 to 2025-26 has inter-alia accepted the recommendations of the FC-XV contained in Chapter 7 'Empowering Local Governments'.

2. **Grants recommended** :-

The Fifteenth Finance Commission (FC-XV) has recommended a total of Rs. 2,36,805 crore for duly constituted Rural Local Bodies(RLBs) in 28 States for the period 2021-26 including for those areas which are not required to have Panchayats (Fifth and Sixth Schedule areas and Excluded Areas). Out of the total grant earmarked for Panchayati Raj institutions, 60 percent is earmarked for national priorities like drinking water supply, rainwater harvesting and sanitation(referred hereafter as **tied grants**), while 40 percent is



untied and is to be utilized at the discretion of the Panchayati Raj institutions for improving basic services as per component-wise details given below:

Untied Grants:- FC-XV has recommended Rs. 94,721 crore (40% of total RLBs grant) as untied(Basic) grant as per State-wise & Year-wise details given in Annexure-I.

Tied Grants:- FC-XV has recommended a total of Rs. 1,42,083 crore as Tied grant as per State-wise & Year-wise details given in Annexure-II out of which (i) Rs. 71,042 crore (30 % of the total RLBs tied grant) shall be earmarked for '**Drinking water, rainwater harvesting and water recycling' and** (ii) Rs. 71,042 crore (30 % of the total RLBs tied grant) shall be earmarked for '**Sanitation and maintenance of ODF status, and this should include management and treatment of household waste, and human excreta and faecal sludge management in particular.**

However, if any RLB has fully saturated the needs of one category and there is no requirement of funds for that purpose, it can utilize the funds for the other category. Such saturation shall be certified by the respective village assembly/Gram Sabha and duly confirmed by the supervising authority of the Panchayats or the State Government.

3. **Distribution of RLB grants by the States** :-

(i) The Fifteenth Finance Commission (FC-XV) has recommended distribution of Rural Local body grants to all the tiers in the Panchayats i. e. Gram Panchayats, Block/Taluk Panchayats and District/Zila Panchayats and to areas which are not required to have Panchayats (Fifth and Sixth Schedule areas and Excluded Areas). The inter se distribution among all the tiers shall be done by the concerned State Government on the basis of accepted recommendations of the latest State Finance Commission (SFC) and in conformity with the following bands:

Range for distribution	Gram Panchayats	Block Panchayats	District Panchayats
Minimum	70%	10%	5%
Maximum	85%	25%	15%



States which have a two-tier system with only village and district panchayats, the allocation shall be in the followings bands:

Range for distribution	Gram Panchayats	District Panchayats
Minimum	70%	15%
Maximum	85%	30%

However, in the event of SFC recommendations not being available, the inter se distribution among all the tiers shall be decided by the concerned State Government within the bands indicated above.

(ii) Once the State-level grants are earmarked for each tier, the intra-tier distribution among the relevant entities across the State shall be on the basis of population **(as per *Census of 2011*)** and area in the ratio of 90:10 or as per the accepted recommendations of the latest SFC.

(iii) Step-wise distribution of grant to all entities and detailed modus-operandi to be adopted for distribution is given below;

Step-I:-In respect of allotment of grants for Excluded Areas in a State exempt from the purview of Part IX & IXA of the Constitution, the concerned State Government shall make allocations based on the weightage of 90% to population (as per *Census of 2011*) and 10% for Area. *The concerned State Government shall allot the year-wise grants to these areas out of the total RLB grants due to a State in a year/award period of five years (as per year-wise allocation given in Annexure-I&II) at the beginning of award period i. e. in 2021-22 itself and intimate the same to the Department of Expenditure, Ministry of Finance and the Ministry of Home Affairs.*

Step-II:-The States shall workout **inter-se share of all tiers of Panchayats** as per the directions given above in para 3(i) and **intra-tier distribution**(within each tier) among the relevant entities across the State as per the directions given above in para 3(ii).

Step-III:- The State Governments(State Finance Department) shall transfer each installment of the RLBs grants received from the Department of Expenditure(Finance Commission Division), Ministry of Finance, Government of India (hereafter referred to as Union Government) to all the concerned entities [GP/BP/ZP & Excluded Areas, if and without any deduction under intimation to their nodal Department on PFMS.

Government Department Schemes

Index

- Directorate of Women and Child Development
- Directorate of Health Services
- Directorate of Social Welfare
- Directorate of Tribal Welfare
- Directorate of Agriculture
- Directorate of Education
- Department of Animal Husbandry and Veterinary Services
- Directorate of Fisheries
- Directorate of Panchayats
- Directorate of Rural Development

Directorate of Women and Child Development

State Scheme 1

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
1	Laadli Laxmi Scheme	• To reduce the financial burden on the family • Helping arrest the decling female sex ratio • Improving Health and Education status of the girls	Applicable to between the age of 18 to 45yrs	Assistance of Rs.1lakh to a goan girl child on attaining 18yrs of age or on occasion of her marraige whose parental income does not exceed Rs 3 lakhs p.a	Certificate Application form • Birth • Residence • Marraige • Income • Passing certificate if applicable before marraige

State Scheme 2

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
2	Griha Aadhar Scheme for House wifes	Provides support to Housewives / Homemakers from middle lower middle and poor section of the society	Only goans whose income is below 3 lakhs	A monthly support grant of Rs.1500 to housewives	Certificate • Residence • Income • Aadhar card • Passbook • Marraige



State Scheme 3

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
3	Mamta Scheme	Aimed at improving the female child sex ratio	• Available to all irrespective of social/ economic status • Available to mothers who delivers live girl child(max 2 deliveries) • Apply within 45 days • Mother resident of Goa or married to goan	One time financial support of Rs. 10000 is given to mother who delivers girl child	Certificate • Application form • Residence • Birth of the Child • Bank details

State Scheme 4

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
4	Swawlambhan Scheme	Women are encouraged to start livelihood activity with minimum financial burden	Mahila mandals/Self help groups having minimum 20 members	• Scheme provides grants of Rs. 20000/- to Mahila Mandals/ Self Help Groups • Additonal assistance of Rs. 10000/- for raw material and course instructor for training /orientation of members of the mahila mandals/ self help groups for generating thier own activity for self employment	-

State Scheme 5

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
5	The Internship Scheme for Students	Offer aspiring post graduates opportunity of internship facility-hands on job training experience	MA in MSW/SW /Psychology/ Home science/ Diploma in Counselling	Stipend of Rs. 15000 p.m is paid for the period of 12 months	-

State Scheme 6

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
6	Foster Care Scheme (VATSALAYA)	To provide temporary/ substitute care for children in difficult circumstances, whose parents are unable to care for them due to illness, death, and desertion of one parent or any emotional crisis.	Children from age group 0-18 years	Rs. 2500 p.m	-

State Scheme 7

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
7	Village & Child Committee Scheme	To set up village & municipal child committees for the betterment of the children under Rule 7 of Goa Children's Home Rules 2004	Those committees which are functioning for carrying on the work satisfactorily shall be eligible	An annual financial grants of Rs 10,000/- towards administrative expenses incurred on organizing the activities of the committee	Meet atleast once in 3 months

Central Scheme 1

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
8	Integrated Child Development Scheme	• To improve the nutritional and health status of children in the age group 0-6 years. • To lay the foundation for proper psychological, physical and social development of the child	Under the scheme children in the age group of 0-6 years and pregnant women and nursing mother can avail benefits	Ration provided for lactating & pregnant women. • Children Rs 9/- • Women Rs12.5/- • Malnourished Rs 15/-	-

Central Scheme 2

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
9	Pradhan Mantri Matru Vandana Yojana	Providing partial compensation for the wage loss in terms of cash incentives so that the women can take adequate rest before and after delivery of 1st living child	• All PW and LM except PW and LM in regular, employment with central or state govt for the 1st live child	Rs. 5000/- 3 installments • Rs 1000/- early registration • Rs 2000/- after one ante natal checkup(atfer 6months) • Rs 2000/- after child's birth and childs 1st immunasation (after 3 and half months of birth)	• Application form • Addhar card of husband and wife • Pass book • Pregnancy report for 1st installments • ANC report for 2nd installment • Immunasation card of child and birth certificate for 3rd installment

Central Scheme 3

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
10	One stop centre scheme "Sakhi"	Support to women affected by violence	Distressed women who needs services like medical, legal, psychological and councelling under one roof.		

Directorate of Health Services



Scheme 1

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
1	Deen Dayal Swasthya Seva Yojana"	• DDSSY scheme provides Universal Health Cover through Insurance for all goans • It gives quality medical care, a financial protection against high medical expenses of goans	• It provides health coverage to the entire resident population of the State who resides in Goa for five and more years • No income limit	As per annual coverage:- • Cover of upto Rs.2.50 lakhs p.a for a family of three or less members • Cover of upto Rs. 4.00 lakhs for a family of four or more members. • The insurance can be availed individually or collectively	• Application form • Aadhar card of all members • Ration card • Goa Electronic Ltd(GEL) will provide cards (Family of 3 or less Rs. 200/-, Family of 4 and above Rs. 300/-, 50% concession for OBC/SC/ ST/ Differentially abled head of family



Scheme 2

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
2	Goa Mediclaim Scheme	To provide financial assistance under Mediclaim Scheme to every permanent resident residing in Goa for last 15 years for availing super speciality treatments that is not available in the Government Hospitals in the State of Goa.	• 15yrs Resident of Goa • Income below Rs.1.5 lakhs	• Under Mediclaim Scheme financial assistance Rs.1.50 lakhs per illness for availing super specialities not available under State Government Hospitals • Open heart Surgery, Kidney transplant, Neuro Surgery(including medicines for post operative care – Rs 3.00 lakhs • Cancer upto Rs.5.00 lakh • Bone Marrow Transplant Rs. 8 lakh	• Passport photo • Form(C and D) • Ration card of patient • Election card of either parent • M.C form A (Annexure V) from M.S GMC • Income Certificate form B

Scheme 3

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
3	Janani Suraksha Yojana	To promote Institutional deliveries which will contribute towards reduction of maternal and neonatal deaths.	Women belonging to BPL family or any women of the SC/ST community irrespective of their income.	Women can avail monetary benefit i.e. Rs.700/- for rural and Rs.600/- for urban area if they belong to the BPL family or any women of the SC/ST community irrespective of their income.	• Aadhar card • Caste certificate • Ration card (BPL)

Scheme 4

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
4	Nikshay Poshan Yojana	To give nutritional support to TB patient on treatment.	All TB patients.	An amount of Rs. 500/- per month is given to patient on treatment for tuberculosis.	Bank Account details.

Immunization Schedule



Be Wise!
Get your child fully immunized

Pregnant Women	TT
• Early in pregnancy	
• 4 weeks after 1st dose	

If pregnant women have received 2 doses of TT within last 3 years, then only one booster dose is given.

Ideally TT 2 or booster dose should be given before 36 weeks of pregnancy. However, it may be given even if more than 36 weeks have passed.

For infants	BCG	Hepatitis B	Pentavalent (Hepatitis B, DPT & Hib)	OPV	IPV	Measles	JE
• At birth							
• 1 ½ months (6 weeks)							
• 2 ½ months (10 weeks)							
• 3 ½ months (14 weeks)							
• 9 (completed) – 12 months							

For children	DPT	OPV	MMR	JE	TT
• At 15 months					
• At 16 – 24 months					
• At 5 – 6 years					
• At 10 years & 16 years					
• At 10 years & above	**Rubella vaccine** is to be given for Adolescent Girls only				

Vitamin A Supplementation:- Total 9 prophylactic doses of Vitamin A are given with a gap of 6 months between doses. 1st dose is given along with Measles vaccine at 9-12 months and 2nd to 9th doses to children from 16 months to 5 years of age twice a year with minimum of 6 months gap between two doses.

Birth dose of Hepatitis B is given onlywithin 24 hours after birth and zero dose of OPV is given up to 15 days after birth

Directorate of Social Welfare

Central Sector Scheme

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
1	Post Matric scholarship SC/OBC Students	To provide financial assistance to SC and OBC Students studying at Post matriculation	• Income below Rs 1.00 lakhs p.a • Scholarship will be given to all recognized post-matriculation courses pursued in recognized institutions	• Assistance will be given as per groups A/B/C/D for Hostellers and Day scholars pursuing Degree courses/other professional courses/vocatio nal courses etc.	• Caste certificate • Income certificate • Marksheet, fee receipt • Bank passbook copy • Aadhar Card

State Sector Scheme 1

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
2	SARAL VIDYA SAHAY SCHEME (Stipend to SC/ OBC Students)	To improve the educational status, avoid school drop outs SC/OBC Student by way of providing financial assistance to the family of such students	• The applicant should be a bonafide resident of the State of Goa. • The applicant should be regular student of an Institution.	SC • Std V to VIII - Rs325/-p.m.(for 11 months) • Std IX to X - Rs 375/-pm. (For 11 months) OBC • Std V to VIII - Rs 225/-p.m. • Std IX to X - Rs 275/- p.m. (For 11 months)	• Caste certificate • Income certificate • Marksheet • Bank passbook copy • Aadhar Card

State Sector Scheme 2

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
3	Meritorious Scholarship To SC/OBC students	• To encourage students who obtain 50% & 60% marks • Min 50% in Std V to VII • Min 60 % in Std VIII to X	• The applicant should be a bonafide resident of state of Goa. • The applicant should be regular of an institution	SC • Std V &VI - Rs 900/-p.a StdVII & VIII- Rs1000/-p.a Std IX - Rs 1,100/-p.a Std X - Rs 1600/-p.a OBC • Std V&VI - Rs 800/-p.a Std VII&VIII - Rs 900/-p.a Std IX - Rs 1,000/-p.a Std X - Rs 1,500/-p.a	• Caste certificate • Marksheet, fee receipt • Aadhar Card

State Sector Scheme 3

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
4	Kanya Dhan for SC	To promote educational status of SC girl child	Only for SC students who passed Xth std and taken admission in XIth Std income below Rs.1.20 lakhs p.a	Rs. 25000/- as fixed deposit	• Caste certificate • Income certificate • Application in prescribed form • Aadhar Card

State Sector Scheme 4

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
5	Awards for Intercaste marriages for SC	To curtail the evil of untouchability and caste conflicts	• The applicant should be bonafide resident of the state of Goa. • Both the husband and wife should live together for more than 1 year and apply within 3yrs • One of the spouse should be SC.	• 50 % in cash • 50% National Saving Certificate Rs. 1.00 lakh	• Caste certificate • Marriage certificate • Residence certificate • To be applied after 1 year of marriage and within 3yrs • Aadhar card (Apply through Taluka BDO)

State Sector Scheme 5

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
6	Scholarship To Nursing Students	To pursue nursing education	Income limit Rs. 1.50 lakh p.a.	• Certificate course of 6 months: Rs. 3500/- actual or whichever is less. • Diploma course of 1 year or more: Rs. 5,000/-actual or less • Degree nursing course for 3 years fees: Rs.10,000/- actual or less • Health Worker Course duration for one year or more: Rs.3,500/- • Books, uniforms & stationery etc.: 1. Rs. 1,000/- for six month course 2. Rs. 2,000/- for one year diploma course 3. Rs. 3,000/- for degree course for 3 years	• Caste certificate • Income certificate • Application in prescribed form • Aadhar Card

State Sector Scheme 6

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
7	Antya Sanskar Sahay Yojana(SC/ Dhangar)	To grant financial assistance for conducting funerals and religious ceremonies related to last rites of the deceased	• Any SC family whose income is less than Rs.1.50 lakhs per annum can apply. • Residence 15yrs	Maximum financial assistance under this scheme for funeral is 20,000/-	• Caste certificate • Income certificate • Death certificate of deceased • Receipt of bills/proof of expenditure • Aadhar card (apply through DSW)

State Sector Scheme 7

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
8	Atal Asra Yojana for SC / OBC (Application form to be submitted to DSW)	To provide supplementary financial assistance for construction and repair & reconstruction of house to Scheduled Caste / Other Backward Class	• Any Scheduled Caste family whose income is less than Rs. 3.00 Lakhs pa. • Families who have been sanctioned benefit/eligible under the scheme of Rajiv Awas Yojana or Indira Awas Yojana will be entitled for the balance additional financial subject to the limit of maximum financial assistance prescribed under this Scheme.	Maximum financial assistance construction of new house is upto Rs.3.00 Lakhs and for repair of existing house is upto Rs. 1,50,000/-	• Affidavit • Sanction order under IAY or RAY • Detailed estimate • Form I and XIV • Ownership documents • Income • OBC • Aadhar card • Copy of passbook • Ration card



State Sector Scheme 8

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
9	Support to Orphan Child/ Children Of A Widow (SC/OBC/ Dhangar) (Application to be submitted to the DSW)	To give financial support to the orphan children and the children' of widows for meeting the expenditure on food, clothing and shelter till the children attains age of 18 years	• Any widow who is a DSSS beneficiary belonging to SC/OBC/Dhangar having minor children is eligible, subject to the benefit being limited to 2 children • Any orphan who is under the care of a guardian,	• Fixed maintenance allowance of Rs. 1,500/- per month per child of a widow. • Fixed maintenance allowance of Rs. 2,000/- per month per child who is an orphan.	Certificate • Marraige • Death • SC • Income • DSSS beneficiary evidence • Aadhar card

State Sector Scheme 9

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
10	Issue of Identity Cards to Senior Citizens.	To avail the benefits meant for Senior Citizens	A senior citizen above 60 yrs is eligible for identity cards	50% concession is given in KTCL Buses within Goa state	• Application in prescribed form • 2 recent photographs • Birth certificate • 15yrs residence certificate • Election/ration card as address proof • Aadhar card (application through Social Welfare)



State Sector Scheme 10

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
11	Ummid (Apply to DSW)	• Objectives of the scheme for keeping good physical and mental health Day Care Centre	• All citizens above 60yrs and residence of the state for last 15yrs • Income should not exceed Rs.60000/- per annum	• Rs. 30000/- as installation grants Regular Grants • Honorarium to attendant Rs. 48000/-p.a • Newspapers/periodicals grants Rs. 5000/- p.a • Electricity/ water supply charges Rs. 12000/- p.a • Telephone charges Rs. 6000/- p.a • Sweeping/ clearing charges Rs. 30000/-p.a • Miscellaneous charges Rs. 5000/- p.a • Providing light refreshment/ tea to the members Rs. 72000/- p.a • Rent of the premises Rs.500/- p.m	• Application • N.O.C - V.P / house owners (rented premises) • 3yrs Audit report • 3yrs annual report • Registration certificate • Memorandum of Association and Bye laws • Aadhar card

State Sector Scheme 11

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
12	Dayanand Social Security Scheme (Apply to DSW)	To provide financial assistance to the needy Senior citizen, Single Women and disabled persons, mental illness immune deficiency persons	• Senior citizen • Single women above 18yrs(deserted, widow,divorce, judicially seperation) • Unmarried women above 50yrs • Person with disability	• Rs. 2000/- p.m for Senior citizens, Widow and Adult disabled person etc. • Rs.500/- p.m for disabled children • Rs. 3500/-p.m whose disablity is 90% to 100% • Rs.1lakh is provided to DSSS beneficiaries belonging to persons with Disabilities category fpr purchase of aids and appliances	• Birth certificate • 15ys residence certificate • Income certificate • Ration card • Aadhar card • Disability certificate of spouse

State Sector Scheme 12

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
13	Awards for marriage with the disabled (Apply to DSW through BDO)	To encourage a normal person to accept the disabled as life partner	• Applicant should be bonafide resident of Goa 15yrs. Apply within 3yrs of marriage • One of the partner to be handicapped person • Family income to be below Rs. 1,20,000/- p.a	Rs. 50000/-	• Disability certificate • Marriage certificate • Income certificate • 15yrs Residence certificate • Aadhar card

Directorate of Trible Welfare



Centrally Sponsored Scheme 1

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
1	Pre-matric Scholarship	• Childrens studying in ix and x in order to reduce drop-outs(ST) • To improve participation of students in class IX and X to perform better to the post matric stage	• Student should belong to ST • Income below 2lakh p.a • Student should not be getting any other centrally sponsored pre matric scheme • Student should be regular and full time • Should not be a repeater	For Day Scholars • @ Rs.225/- p.m for 10 months • Books and Adhoc Grant @ Rs. 750/- p.a Hostellers • @ Rs.525/- p.m for 10 months • Books and Adhoc grant @ Rs.1000/- p.a	Certificate • Income • Caste • Bank passbook copy • Marksheet • Aadhar Card

Centrally Sponsored Scheme 2

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
2	Post matric Scholarship	To provide financial assistance to ST students to complete studies	• Income below Rs. 2.50 lakh p.a • Post matriculation courses in recognised institutions	• Students will be paid compulsory all non refundables fees • Maintenance Allowance for 10mnts as per group I ,II, III and IV.	Certificate • Caste • Income • Marksheet • Receipt of fees paid • Bank passbook • Aadhar Card



State Government Scheme 1

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
3	Pre Matric Scholarship Scheme- Vth to Xth	To improve educational status and reduce school dropouts on account of poverty	• Applicant should be ST and bonafide resident of state of Goa • Regular student • Parents/Guardians income should not exceed Rs 300000 p.a • Applicant will not be eligible to receive stipends/scholarship from any other source • Student shall not be eligible for scholarship/ stipend in the same standard	Scholarship Amount • V – VIII – Rs. 3575/-p.a • IX – X – Rs.4125/-p.a • Meritorious Scholarship 50% marks and above • V – VI – Rs.900/- • VII – VIII – Rs.1000/- • IX –Rs. 1100/- • X – Rs.1600/-	-

State Government Scheme 2

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
4	Vidya Laxmi	Vidya Laxmi is to promote education among the girl children	• The girl child who gets admission in the 11th standard any stream • Annual income below Rs. 300000/- p.a	• An amount of Rs. 25000/- benefit will be provided by way of fixed deposit in the name of the girl child and the officer nominated by the government • The amount will be given to the beneficiaries only when she passes 12th standard Board Examination or its equivalent examination on 3 attempts or within 2yrs of 1st attempt • • In case the beneficiary dropout, the money will be forfited in favour of Government of Goa	Certificate • ST • Income • Passing Certificate along with marksheet of Xth Std/SSC • Bank Account details • Aadhar Card



State Government Scheme 3

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
5	Home Nursing Courses	To Provide financial assistance to the poor and meritorious students belonging to ST to pursue Home Nursing Courses	• Students belonging to ST pursue Home Nursing Course • Regular student born and domiciled in Goa for atleast 15yrs • Income below Rs. 6 lakhs	• Maintenance allowance Day scholars – Rs 5500/- Hostellers – Rs 8800/- for(11 months) • Course fees: 6 months – 12 months – Rs.3500/- + Books, Uniform etc Rs 1000/- • Diploma Courses(1year) Rs 5000/- + Books, Uniform Rs 2000/- • Degree courses(3yrs) Rs. 10000/- + Books, etc Rs. 3000/- • Health worker(1year) Rs. 3500/- + Books, Stationary etc Rs. 2000/-	Certificate • Caste • Income • Marksheet • Receipt of fees paid • Birth • Domiciled • Residence

State Government Scheme 4

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
6	Gagan Bharari Shiksha Yojana	To provide additional financial assistance as the maintenance allowance to students under Post Matric Scholarship for food and travel by state	• Eligibe for students availing Post Matric Scholarship(Central) • Income below Rs.300000 p.a • Regular student	• Day scholars Rs. 7500/- • Hostellers –Rs. 15000/-(for 10 months)	Certificate • Caste • Income • Marksheet • Receipt of fees paid • Bank passbook • Aadhar card

State Government Scheme 5

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
7	Merit based award and recognition of high performance in SSC and HSSC in the State of Goa	To motivate students by giving merit based award for good performance	• First five rank holder of SSC, First rank holder of HSSC board exams (seperately for all the streams of Science, Arts, Commerce and Vocational) felicitated in public function • Income below Rs. 500000/- p.a	• First 5 rankers of SSC and HSSC Rs.20000/- • SSC and HSSC Board Exams • 50% to 59.99% - Rs. 5000/- • 60% to 69.99% - Rs. 8000/- • 70% to 74.99% - Rs. 10000/- • 75% and above – Rs. 15000/-	Certificate • Caste • Income • Marksheet • Receipt of fees paid • Bank passbook • Aadhar card



State Government Scheme 6

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
8	Antya Sanskar Sahay Yojana	The financial assistance for performance of funeral and religious ceremonies	• Income below Rs.300000 p.a • Claim within 12 months by family	• Financial assistance is up to Rs.20000/- or actual cost whichever is less	Certificate • Caste • Death • Income • Ration Card • Election card • Any document to prove relationship with deceased • Aadhar card • Vouchers receipts • Bank passbook



State Government Scheme 7

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
9	Financial Assistance for Constuction/ Re-Construction and Repairs of House under Atal Asra Yojana	Assistance for construction/ re-construction and repairs of house	• Income below Rs 3 lakhs p.a	• Financial assistance will be provided for construction of new house/ re-construction of existing house of Rs.3 lakhs and for repairs existing house upto Rs. 1.50 lakhs	• Affidavit in prescribed form • House Tax receipt • Income Certificate • Ration Card • ST Certificate • Sanction order under IAY/RAY(if any) • Estimate from Registered Engineer/Contractor registered under PWD/Government Department • Photograph of the existing along with the applicant • Aadhar card • Mandate Form • Bank passbook • Ownership documents or NOC from land owners • Construction Licence issued by competent authority

State Government Scheme 8

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
10	Support children of widow/orphan child	Financial support to the orphan Children and the children of widows for meeting the expenditure on food, clothing,and shelter till the children attains the age of 18 yrs	• Any widow having minor children is eligible (benefit limited to 2) • Non ST widow for children belonging to ST (below 18yrs) • Widow income- Rs.3.00lakhs • Orphan no income limit	• Fixed maintenance allowance of Rs. 2500/- per month, per child of a widow • Fixed maintenance allowance of Rs. 3000/- per month, per child who is an orphan	Certificate Children of widow• **Marriage** • Death of the husband. • ST • Birth of children • Copy of DSS (Income) • Aadhar card • Joint account bank pass book **Orphan** • Death of parents inaddition to Sr.no. 3, 4, 6, 7 and ration card/election card for additional proof

State Government Scheme 9

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
11	Matrutva Yojana	• Financial assistance to ST couples who failed to conceive even after 3yrs	• All ST couples who have no living issue • No income criteria	• A financial assistance upto Rs. 5.00 lakh shall be given to avail medical treatment • The Benefit will be given for the birth of first born child only.	Certificate • ST • Marraige • Aadhar Card • Birth • Medical Papers

Directorate of Agriculture



KRISHI CARD

Required documents for Krishi Card

For individual Farmer (Occupant/Inherited/Tenant/Lessee/Caretaker)

- Farmer Registration form with passport size photo copy
- Land Detail form
- I and XIV forms (latest)
- Sale Deed/Gift Deed/Power of Attorney/N.O.C/Court Judgement/Lease Agreement/Death certificate (If required)
- Self declaration with passport size photo (format available in zonal offices)
- Aadhar card copy
- Election card copy
- Ration card copy
- Caste certificate (applicable for ST/SC)
- Mandate form and Bank pass book copy (1st page copy)
- Nominee ID proof and bank pass book copy

For Group of Farmers (Institution/NGO/Self Help Group/Company)

- Group Registration form with passport-size photo copy of authorised person
- Land Detail form
- I and XIV form of all land parcel in the name of group(latest)
- Authority Letter to authorised person with ID proof
- Sale Deed/Power of Attorney/N.O.C/Partnership Deed/Lease Deed/Death certificate(If required)
- Registration Certificate
- Resolution/Memorandum of Association/Declaration(whichever applicable)
- Mandate form and Bank pass book copy of group(1st page copy)

Note: Submit a file only at your Zonal Agricultural Office to register yourself as an Agriculture farmer/Group under Krishi Card Scheme

Scheme 1

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
1	State Agriculture Awards	To encourage farmers every year on Goa Liberation Day in the field of Agri/Allied activities	Farmers of Goa	• Krishi Bhusan Rs. 0.50 lakhs • Krishi Vibhusan of Rs. 1 Lakh. • Krishi Ratna- Rs 2 Lakhs. • Fr. Inacio Almeida Rs. 0.50 lakhs	Selction by District and State

Scheme 2

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
2	Promotion of Mechanizatio n in Agriculture (CENTRE AND STATE)	To overcome the shortage and high cost of manual labour.	• Individual or group of farmers/NGOs to purchase Machinery and equipments	• Purchase of tractors, power tiller, mini tiller, harvestor 50% • 75% cost for approved Agri machineries and equipment weed cutter sprayers • 90% for ST farmers	-

Scheme 3

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
3	Assistance for quality certifed seed(STATE)	• To make available certified seeds for higher productivity (food security of the state)	Farmers in Goa	50% subsidy on seed limited for cultivation of max 2 h.a area	-

Scheme 4

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
4	SSS promoting improved technology in food grain crop	• Promote (SRI) system of Rice Intensification • To improve rice productivity	Farmers of Goa	Incentive @ Rs 10,000/- per ha – min assistance 0.1 hac(1000 sq.mt)	-

Scheme 5

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
5 a b	Assistance for fencing Barbed wire chain link, stone wall etc Solar Battery fencing(90% subsidy-Rs.2.00 lakhs	To assist individual farmers/com. Farmers to save the crops from domestic and wild animals	-	• 75% for General and 90% SC/ST on actual cost • Max. subsidy for individual farmers Rs.2.00 lakhs • Group farmers no limit	Krishi survey plan showing marking area for fencing

Scheme 6

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
6	Promotion of Bee keeping for Honey production (STATE)	Assistance for Bee keeping	-	• Subsidy 75% for General farmers limited to Rs. 2.07 lakhs and 90% for ST/SC famers limited to Rs.2.48 lakhs	-

Scheme 7

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
7	Development of Horticulture and National Horticulture Mission (CENTRAL/STATE)	Assistance for cultivation of loose flowers	Individual or SHGs	75% subsidy Rs. 75000/- h.a min 0.05 and max 4 ha cultivated by Individual or SHGs	Krishi card

Scheme 8

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
8	Development of Kitchen Gardens (STATE)	Assistance for development of kitchen garden	Schools/Colleges or Educational Institute having area for cultivation with available fresh water	• Vegetable kit worth Rs. 5000/- each	School

Scheme 9

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
9	Assistance for Vegetable cultivation by SHG/Groups/Individual (STATE)	Assistance for cultivation of vegetables	SHGs, Groups and Individuals	• Rs. 80000/- for development of infrastructure for cultivation max. 5 h.a for SHG and 1 h.a for individual implemented through GSHCL	-

Scheme 10

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
10 a	Bachelor of Science (Agriculture)	Opportunity to youths	• XII pass (Science) PCB • 15 yrs Residence • Appear for ICAR- AIEEA, UG- Course	11 seats – 1 ST, 1 SC, 1EWS, 3 OBC and 5 General	Apply to the Directorate of Agriculture for answering the exams
b	Bachelor of Science (Horticulture)	Opportunity to youths	• XII pass (Science) PCB • 15 yrs Residence • Appear for ICAR- AIEEA, UG- Course	4 seats- 1 OBC and 3 General	Apply to the Directorate of Agriculture for answering the exams
c	B. Tech Agri-Engineering	Opportunity to youths	• XII pass PCM	2 General	Apply to Directorate of Technical Education Porvorim

Scheme 11

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
11	Community Farming	Assistance to provide group to create infrastructure (fencing, irrigation well pumps)	Minimum 10000/- sq. mtrs (1h.a)	90% subsidy for com. farming	Register the group with ZAO open A/C in Bank

Directorate of Education



Scheme 1

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
1	Supply of Note Books (State) Commencement of acedemic year	To provide incentives to students from poor families	Students enrolled in Std. II, III and IV of Government Primary Schools and Government Aided Primary Schools	The students will be provided a set of 4 note books 2note books of 200 pages and 2 note books of 100 pages	-

Scheme 2

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
2	Supply of free Raincoats (State) Commencement of the academic year	To provide incentives to students from poor families	Students enrolled in Std I and III of Govt. Primary Schools	Distribution of free raincoats	-

Scheme 3

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
3	Supply of free Stiched Uniforms (State) Commencement of the academic year	To provide incentives to students from poor families	Applicable to I and III Std. Students of Govt. Primary Schools	Supply of uniforms to students of I and III of Government Primary Schools and the students of Std I and III of Aided schools will be given cash @Rs.150/- per student	-

Scheme 4

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
4	State Award to Teachers	• To grant maximum 10 State Awards to Teachers of Primary, Secondary and Higher Secondary Level	• In service teachers who have the required academic and professional qualifications as per cadre only are eligible • In service teachers with atleast 20yrs of regular teaching service in the state of Goa • Teachers serving in particular cadre, Heads of institution and Special Educators are eligible	Award of Rs. 100000/- in cash every year on Teachers day	-

Scheme 5

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
5	Rajiv Gandhi Shikshan Sahaya Yojana Scholarship For EBC students	Students studying from Vth to Xth from Economically Backward Classes	Income below Rs. 1.50lakh	Vth to VIIth – Rs.250p.a VIIIth to Xth Rs. 400/-p.a through E.C.S mode	Time limit of disposal before the end of Financial year



Scheme 6

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
6	Scheme for Children with Special Needs, 2018 (28 special schools and 49 regular schools)	To provide a better educational environment to children with special needs studying in special schools/ regular schools	The institutions desirous of implementing this Scheme should have minimum 20 students enrolled	• Grant of Rs. 1500/- p.a towards Books/ Note Books and stationary per child. • Travelling allowance of Rs. 550/- p.m per child(not availing school bus) based on the attendance of the students • Expenses on equipment and therapeutic needs/medical expenses (certified by Competent Authority) upto maximum of Rs.10000/- once in 3yrs per child(to be given in the 1st year)	-

Scheme 7

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
7	Mid Day Meal Scheme	To provide nutritious meal	Students in Primary and Upper Primary Schools	Serving mid day meal. The scheme is funded as per 60;40 ratio i.e 60% Central Share and 40% State Share	-

Directorate of Animal Husbandry & Veterinary Services

Scheme 1

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
1	Kamdhenu Scheme (Sudharit)	• To provide self employment to youth • Any person willing to start Dairy farm (Cross breed cows/ improved she buffaloes) • Boost milk production and livelihood	• Resident of Goa for atleast 5yrs or more • Land for fodder cultivation desirable • Have Pucca Cattle shed • Knowledge in Cattle or Buffaloes farming • Farmers who had availed the purchase of animals under Kamdhenu Scheme	• 1 to 5 (Grade A) –Rs.63000/-(SC/ ST/Dhangar 90%), Rs.56000/- (General 80%) • 6 to 10 (Grade B) – Rs.63000/- (SC/ST/Dhangar 90%), Rs.56000/- (General 80%) • 11 to 20 (Grade C) – Rs. 52500/- (SC/ST/Dhangar 75%) and Rs. 35000 (General 50%) • 21 and above (Grade D) – Rs 35000/- (SC/ST/Dhangar 50%) and Rs. 28000 (General 40%)	• Residence • Form 1 and XIV- Affidavit • Passport size photo • Aadhar card • Caste • Letter from financial institution(Bank) having ECS



Scheme 2

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
2	Pashupalan Scheme – consists of 3 phases • 1st- deals with A.I of the cows and Buffaloes • 2nd Phase confirmation of Pregnancy and feeding incentive • 3rd Phase rearing of the calf birth to 27 months (refer amt. Expenses and subsidiary chart)	• To encourage cross breeding of cows and buffaloes • To encourage rearing of cross breed calves from birth to 27 months • To uplift SC/ST community • To improve sustain the productivity of cattle and buffaloes through artificial insemination	• All farmers availing artificial insemination facility for cattle and buffalo registered with local Govt. AH&VS • No income limit • Farmers have cross breed female calves born through A.I or born through existing cows/buffaloes • Animals under Kamdenu Scheme	• After confirmation of Pregnancy 3rd month, from 4th month onwards feed fodder, mix exp. Rs 2000/- p.m on submission of monthly progress report by VO/A.I • Feed allowance discontinued incase of absorbtion, death of animal (refer next slide for details) • • On Birth of female cross breed calf- Rs 4000/- for encouragement	• Application in prescribed form • 2 recent photographs • Birth certificate • 15yrs residence certificate • Election/ration card as address proof • Aadhar card (application through Social Welfare) • Farmers entitled for benefit only for on A.I pr cycle and nothing for repeat i.e Rs. 500/- per A.I for 1st and Rs.200/- 2nd A.I for 2nd

Here below is the chart showing estimated expenditure and subsidy component

Age of Calf	Anticipated expenditure(in Rs)	Subsidy component(in Rs)
1-3 months	7500/-	5625/-
4-6 months	3500/-	2625/-
7-9 months	4500/-	3375/-
10-12 months	4500/-	3375/-
13-15 months	6400/-	4800/-
16-18 months	6400/-	4800/-
19-21 months	6400/-	4800/-
22-24 months	6400/-	4800/-
25-27 months	7200/-	5400/-

Scheme 3

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
3	Dairy Equipment Scheme	• To assist farmers to procure dairy equipment • To reduce the practical difficulties of the farmers to purchase the needed dairy equipments • To give boost to dairy industry	• All the farmers having dairy Milch animals • Resident of Goa for atleast 5yrs • Own a cattle shed with Milch animals	75% subsidy limited to Rs. 2.00 lakh only on the total dairy equipments purchased	• Residence certificate • Ration or election card or any other proof of identity • Affidavit and Agreement signed and completed in all respects • 2 passport size photos • Quotations of the items to be purchased

Scheme 4

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
4	Financial Assistance for Rearing Broilers, Layers and Low Input Technology Poultry Birds (2018)	-	Any individual farmer who wishes to start poultry farm within Goa	• Broiler Birds- Feed components Rs.24000/- Chicks Components Rs. 32000/- Total- Rs.56000/- • Layer Birds- Feed components Rs.40000/- Chicks components Rs.8000/-Total- Rs.48000/- • LTT Birds- Feed components Rs 1600/- Chicks components Rs 2400/-Total- Rs. 4000/-	• Original purchase bills within 30 days through Area Officer • Bank passbook copy • Livestock register indicating purchases – countersigned by Area VO/AD • Poultry feed Register indicating relevant purchases countersigned by Area VO/AD



Scheme 5

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
5	Varahpalan Scheme (Piggery Scheme) (Run the unit for 5yrs)	• To provide financial assistance for purchase and rearing of exotic/cross bred pigs • To make State self sufficient in pork production • To provide subsidiary employment to unemployed youth	• Any farmer residing minimum 5yrs • Should have undergone training in piggery Management • Applicable to any individual in the state residing in V.P area	Subsidy component • @ 62.5% for male maximum Rs.9000/- each • @ 74% for female Rs.8000/- each • Subsidy available max 20 females and 2 male • For construction of shed max. Of Rs.2000/- per pig – Max. Rs.44000/-	• Residence Certificate • Training Certificate • Aadhar card • Survey plan of proposed unit • NOC from V.P • Form I and XIV • Caste Certificate • Photo • Bills • Utilisation Certificate from V.O

Scheme 6

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
6	Dairy Kits Scheme (For SC/ST)	To support the families	• The proposed beneficiaries/Farmer should have atleast one Milch animal (Local Cow or Buffaloes)	• Dairy kits are provided to the Dairy farmers free of cost of Rs.5000/- per kit • Assistance is a one time assistance per family	• Application form accompanied with caste/tribe certificate • SC/ST Certificate from Sarpanch or Mamlatdar • Copy of Ration card

Directorate of Fisheries

State Scheme 1

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
1	Financial assistance for construction/ purchase of wooden / FRP fishing vessel (canoe) for fishermen	For general Category-50% of the actual cost of the wooden/ FRP fishing vessel (canoe) limited to Rs. 60,000/- For SC/ST Category-50% of the actual cost limited to Rs. 80,000/-	Applicant • Possess Certificate of Vessel Registration issued by fisheries dept. • Valid fishing Vessel license Certificate • Produce original GST bill from authorized dealer towards construction of Wooden/ FRP craft • Valid Caste Certificate(ST/ SC)	-	• Application in the prescribed form • Certificate • Vessel Registration • Fishing Vessel License • Original GST bill • Self Declaration • Caste • Aadhar or Election card

State Scheme 2

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
2	Financial assistance to fishermen for purchase of fisheries requisites (gill net/ River gillnet with accessories)	For general Category-50% of the actual cost limited to Rs. 30,000/- For SC/ST Category-50% of the actual cost limited to Rs. 40,000/-	Applicant • Possess Certificate of Vessel Registration issued by fisheries dept. Under Merchant Shipping Act 1958 • Valid fishing Vessel license Certificate • Produce original GST bill from authorized dealer towards construction of Wooden/ FRP craft • Valid Caste Certificate(ST/ SC)	-	• Application in the prescribed form • Certificate • Vessel Registration • Fishing Vessel License • Original GST bill • Self Declaration • Caste • Aadhar or Election card



State Scheme 3

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
3	Financial assistance for purchase of Fuel (Petrol) to the fishermen for Operation of Out Board Motors	Fishermen using Petro lOBM shall be eligible for subsidy of Rs.30/- litre on a maximum consumption of 1000 litres of Petrol per year. For SC/ST, maximum consumption of 1100 litres of Petrol per year	Applicant • Certificate of Vessel Registration issued by fisheries dept. Under Merchant Shipping Act 1958 • Member of Registered Fisheries Co-op. Societies/ Associations or individuals • Valid fishing Vessel license Certificate • Original Bill from Petrol Pump • Subsidy will be given every year only for one fishing vessel	-	• Application in the prescribed form • Certificate • Vessel Registration • Fishing Vessel License • Original Petrol bill • Self Declaration • Caste • Aadhar or Election card • Petrol consumption passbook and varified consumption certificate by field officer



State Scheme 4

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
4	Financial assistance to purchase Singel Net/Small Rampon Net & its accessories	The beneficiary will be entitled for subsidy to the extent of 50% of the actual cost limited to Rs.50,000/-for purchase Single Net/ Small Rampon Net & its accessories	• Fisherman should belong to OBC(Kharvi) community(valid certificate) • Should be resident of Goa for 15 yrs • Grandfather/ Grandmother of the applicant should be born and resident of Goa • Applicant or his family members should not possess registered fishing canoe or trawler • Fisherman can avail benefit of the scheme after every 5yrs	-	• Application in the prescribed form • Certificate • OBC (kharvi) • 15yrs Residence • Original GST bill • Self Declaration • Valid fishing net license • Aadhar or Election card

State Scheme 5

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
5	Natural calamity relief to fishermen of State	To give financial assistance to active fisherman who contribute to fisherman Corpus Relief Fund who suffer loss due to natural calamity(flood, fire)(as per the scheme)	• Member of F.C.R.F • Fishing vessel/Trader should be registered • Should not operate during ban period • Fishing vessel should have valid licence • Applicant should not be defaulter • Claim within a week • Loss damage should be verified	-	• Application in the prescribed form • Certificate of Vessel Registration and Vessel License • Statement of Contribution for fisherman corpus relief fund by applicant • Panchanama/ F.I.R/Post mortem/missi ng report/ Death certificate (Photographs) • Assessment weather report by marine surveyor from Meteorologic al dept. on the day of incident



State Scheme 6

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
6	Financial Assistance for setting up of Crab farming Unit in Goa	To encourage setting up of crab farming	• Resident of Goa for 15yrs • Applicant should undergo training programme on Crab farming(fisheries dept).	• To set up unit 25% of actual cost limited to Rs.1,50,000/- p.a (eligible 2 ha) • Purchase seeds and feed 50% of actual cost limit Rs 75000/- per ha(limit 2 ha)	• Application in prescribed form. • Joint Photograph • Survey Plan • Engineering layout. • Project Report • Affidavit. • Form I&XIV • N.O.C. from V.P • Proof of existence of traditional farm. • Ownership/ leased document. • 15 yrs Residence Certificate • Training completion certificate of crab farming from Directorate

State Scheme 7

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
7	Supply of Insulated Boxes	To maintain hygiene in selling and marketing fish	• Fisherman selling fish- 1 insulated box 50ltrs -subsidy 75% of the cost limited to Rs.1500/- • Fishing at sea with canoe - one insulated box of 100 litres- subsidy 75% limited to Rs. 3000/- and one box of 220 litres subsidy 75% limited to Rs. 4,000/-. • Fishing with mechanized fishing vessel -1 insulated box of 220 litres and 1 insulated box of 400 litres and subsidy 75% limited to Rs. 15000/-		• 50 ltrs capacity- Certificate • V.P/Fisheries Surveyor stating applicant is actively engaged in selling fish(retail) • 100 ltrs and 220 ltrs capacity- • VRC of fishing vessel • Fishing licence fee receipt • Net licence fee receipt • Ration card



State Scheme 8

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
8	Construction of Fish Market	The scheme provides the financial assistance by way of subsidy to the Panchayat/Municipality	• Panchayat/ Municipality having annual income upto Rs. 2.00 Lakh, grants to the tune of 100% of the estimated cost limited to Rs. 5.00 Lakh. • Panchayat/ Municipality having annual income above Rs. 2.00 Lakh, grants to the tune of 75% of the estimated cost limited to Rs. 5.00 Lakh.		• Panchayat/ Municipality Resolution. • Land documents complete in all respects. Estimates duly approved by P.W.D. • Site Plan duly approved by respective authority. • Annual Income Certificate of Municipality/ /Village Panchayat.

Directorate of Panchayats



Scheme 1

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
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 utilised by the panchayat for any purpose	• Panchayats with annual income upto Rs. 50000 • Panchayats with annual income above Rs.50000/- upto Rs. 100000/- • Panchayats with annual income over Rs.100000/- upto Rs. 200000/- • Panchayats with annual income over Rs. 200000/- upto Rs. 500000/- • Panchayats with annual income above Rs.500000/-	• 200% of the taxes collected subject to a minimum of Rs. 20000/- • Rs. 100000/- and 150% of the additional income from taxes above Rs.50000/- • Rs. 175000/- and 100% of the additional income from taxes above Rs. 100000/ • Rs. 275000/- and 50% of the additional income for taxes above Rs. 200000/- • Rs.425000/- only	-

Scheme 2

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
2	Grant-in-aid to financially weaker Panchayats	Government sanctions grant-in-aid	To financially weaker panchayat for undertaking development works	-	-



Scheme 3

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
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. 12000/-for Adhakshya Rs. 11000/- for Upadhakshya Rs. 10000/- for Z.P. Members Rs. 4000/- for Sarpanch Rs. 3500/- for Dy. Sarpanch Rs. 3000/- for Panchayat members and Co-opted members	-

Scheme 4

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
4	Goa Panchayats (Grant to tackle Garbage Menace) Scheme (Submission of Proposal with Resolution to BDO (refer notification – 26/126/DP/Scheme-Plastic Menace 2017/665	To empower the V.Ps by providing financial assistance as grant in aid to enable local bodies for effective discharge of duties (collection, segregation, treatment and disposal of garbage)	-	• Door to door collection/segregation/disposal Rs 2 lakhs/- p.a • Airport vicimity eligible for additional Rs 7 lakhs p.a (Periphery of 12kms) • Coastal belt V.P having Tourism importance additional Rs. 5 lakhs p.a • V.P's having weekly market whose annual income upto 25 lakhs eligible, additional Rs 3 lakhs p.a	-



Scheme 3

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
5	Deendayal Panchayat Raj Infrastructure (Golden Jublee) Development Scheme, 2013	To Strengthen the village Panchayats and to upgrade the infrastructure in the rural areas by taking up of major projects	-	To provide Rs.3.5 crores for one project	-

Directorate of Rural Development

Scheme 1

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
1	Pradhan Mantri Awas Yojana-Grameen (Apply through BDO)	To provide Pucca house to living in katcha/dilapi dated house	Name should be in Socio Economic and Caste Census(SECC-2011)	Rs. 1.20 lakhs for construction	• Prescribed appliction form along with photograph • Aadhar card • Bank passbook • Gram sabha resolution • Socio Economic Caste Censes (SECC) serial no. • Job card of MGNREGA • Consent form • I and XIV form and NOC from the owner • Inspection report of the B.D.O



Scheme 2

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
2	National Social Assistance Programme (Apply through BDO)	Financial benefit whose bread winner expired	• Age 18 to 59yrs • BPL family	Rs 20000/-	• Prescribed application form • Birth and Death of deceased • Bank passbook • Gram sabha resolution • Marraige registration certificate • Bread winner certificate issued by V.P • Ration card

Scheme 3

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
3	Mahatma Gandhi National Rural Employment Guarantee Act(MGNREGA) (Apply through BDO)	To give 100 days guaranteed wage employment	• Job Card holder • Wage seekers	• 100 days wage employment @ Rs. 315/- p.m • Enhanced rate from Rs 294/- p.m to Rs. 315 p.m – w.e.f 1st April 2022 (unskilled manual work)	• Prescribed form with photograph • Residence proof: Epic card/ Aadhar card etc • Gram sabha resolution

Scheme 4

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
4	Goa State Rural Livelihood Mission(GSRLM)	• To reduce poverty • Gainful self employment opportunities	SHGs	• Revolving fund Rs. 15000/- • Loan upto Rs. 12.00 lakhs if V.O – Rs. 1.5 lakhs per SHGs	• Profile of SHG members • Aadhar card of all • Resolution of SHG • Bank A/C no. of Individual and SHG

Scheme 5

Sr. no	Name of the scheme	Objective	Eligibility	Financial assistance	Documents required
5	Goa Grameen Samrudhi Yojana	Creation of infrastructure assets- panchayat ghar, community halls, crematoriums, rural roads etc	Proposal should resolve in the panchayat meeting	-	• V.P resolution • Land document of proposed area and NOC • Form I and XIV • Survey plan • Undertaking from the V.P that this work not proposed earlier/ scheme • TCP clearance if necessary







DIRECTORATE OF PANCHAYATS
GOVERNMENT OF GOA
3rd Floor, 3rd Lift, Junta House, Panaji- Goa
Phone No:(0832) - 2432826, 2222586, Fax: 2222863 e-mail: dir-panc.goa@nic.in Website:www.panchayatsgoa.gov.in

No.26/DP/SBM/(G)/2019-20/260 Dated: - 03/01/2020
07

MEMORANDUM

SUB: Engaging labours for solid and liquid waste management.

Attention of all the Block Development Officer's is drawn towards the above mentioned subject regarding Engaging Labours to carry out works related to Solid and Liquid Waste Management within jurisdiction of village Panchayats.

As per direction issued by Hon'ble National Green Tribunal in the OA No. 606/2018 dated 10/04/2019, and the Hon'ble High Court of Bombay at Goa in Writ Petition No. 2/2007 with various responsibilities on the local bodies including all Village Panchayats to comply with the Solid Waste Management Rules and other environmental norms latest by April 2020.

The major task for streamlining the Waste Management and other allied activities is the segregation, collection and scientific disposal of waste including cleaning of streets, roads etc. which require daily wage labourers on almost daily basis.

Therefore necessary approval is conveyed by the Government to allow 11 member Village Panchayats to appoint 6 labourers, 9 Member Village Panchayat to appoint 4 labourers, and 7 & 5 member Village Panchayat to appoint 2 labourers for initial period of 1 year after entering into an agreement to work for said period on fix payment as prescribed from time to time.

In the review meetings, the Block Development Officer's has raised issues that engaging casual labours on daily basis would be difficult as they do not report to the work regularly and had requested that Panchayats may be allowed to engaged daily wages labours for a full year.

In order to appoint Solid Waste Management labour/worker Village Panchayat should follow procedure as below.

a) The details of Labourers appointed for said work should be prepared including Name, Address, Contact Number, Age etc.

b) An agreement duly signed by all the Labourers and verified and signed by Secretary and Sarpanch and further counter signed by the BDOs.

c) Submission of details about the payments and utilisation of amount from which funds. Proposal should be with amount calculating monthly wages, yearly wages, and fund availability certificate.

d) BDO after due verifications of proposal should submit the same for necessary approval to this directorate.

e) V.P. Secretary should submit monthly performance report of labourers to BDO for further verifications.

As regards to payment /salary to the workers so appointed by the Village Panchayats, the V.P. Secretary should strictly follow as below.

a) The Labours so appointed by the village Panchayats for SLWM should be paid from their **Own funds, Central Finance commission grants** or amount received under the **Goa Garbage control menace scheme** etc.

b) As regard to weaker Panchayat, they shall utilize **Central Finance commission grants** or amount received under the **Goa Garbage control menace scheme.**

All the village Panchayats who are willing to appoint the labourers for proper management of SLWM should obtain prior approval from the office of Director of Panchayat. The proposal should contain all the details as mentioned above and concerned BDO should verify the same and submit proposal along with recommendation after due verification at Block level.

Further all the labourers so appointed for SLWM should also work for pre and post monsoon cleanliness including Desilting of Drains, Gutters, Bushes cutting, cleaning of streets etc and no other estimation should be prepared for this works.

The proposals for such appointment should reach to this office latest by 20th January 2020 to convey necessary approvals.

The approvals granted for appointment of labours will be for initial period of 11months and same will be re-granted as per requirement and based on the recommendation of BDOs.

(Narayan Gad)
Director of Panchayats,
Panaji-Goa.

To,

The Block Development Officer's (All)

DIRECTORATE OF PANCHAYATS
GOVERNMENT OF GOA
3rd Floor, 3rd Lift, Junta House, Panaji- Goa

Phone No:(0832) - 2432826, 2222586, Fax: 2222863 e-mail: dir-panc.goa@nic.in Website:www.panchayatsgoa.gov.in

No.26/8/DP/SBM(G)/2018-19/5230 Dated: 23/08/2019

CIRCULAR

Sub: Scheme for supply and installation of Individual House hold Bio-Digester toilets in the State of Goa.

Ref.: Order No.44/11/2019-I/PHD/1984 Dated 23/08/2019

In exercise of powers vested upon the Government under section 94 A of the Goa Public Health Act, 1985, the Government has issued the following directions:

(a) The Director of Panchayats shall consider construction of community toilets, regardless of the availability of NOC/Consent of the private land Owners, Devasthan, Mosque, Churches, Landlords for the purpose of attaining ODF status.

(b) In the event of any dispute as regards to land, building appointment, encroachment, including, legality or illegality of structure or occupation of any structure by any person or any question related or incidental thereto, such dispute, lis, proceedings, right, privilege, shall remain unaffected and shall not prejudice any person in any way whatsoever.

All the Block Development Officer are hereby directed to take a note of above directions of the Government while dealing with the Installation/Construction of Community Sanitary Complex Toilets.

(Gopal A. Parsekar)
Director of Panchayats,
Panaji-Goa.

To:

1. All The Block Development Officers.
2. All Village Panchayat Secretaries.

Cc to:

1. The Secretary (Panchayats) Secretariat, Porvorim-Goa
2. The Nodal Officer, ODF & SBM, Secretariat, Porvorim-Goa
3. The Director Municipal Administration, Panaji Goa
4. The Managing Director, Goa Waste Management Corporation

DIRECTORATE OF PANCHAYATS
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No.26/8/DP/SBM(G)/2018-19/2746 Dated: 21/05/2019

CIRCULAR

Sub: Scheme for supply and installation of Individual House hold Bio-Digester toilets in the State of Goa.

Ref.: Order No.44/11/2019-I/PHD/1209 dated 09/05/2019.

In exercise of powers vested upon the Government under section 94 A of the Goa Public Health Act, 1985, the Government has issued the following directions:

(a) The Director of Panchayats and Director of Municipal Administration as the case may be shall consider all such applications which are received without NOC/consent of the owner/land lord and sanction benefits under the said scheme if the applicant is otherwise eligible.

(b) The Goa Waste Management Corporation (GWMC), the implementing agency of the said scheme shall supply and install toilets in all such households so communicated by Director of Panchayats and Director of Municipal Administration.

(c) Providing Bio-Digester Toilets to the applicants without NOC/Consent of the owner/landlords under the scheme, shall not in any way be taken to have regularized, validated or legalized any such structure, premises, house, hut, area or occupation of or by any such person.

21/05/

(d) In the event of any dispute as regards land, building, apportionment, encroachment, including legality or illegality of the structure or occupation of any structure by any person or any question related or incidental thereto, such dispute, lis, proceedings, right, privilege shall remain unaffected and shall not prejudice any person in any way whatsoever.

All the Block Development Officer are hereby directed to take a note of above directions of the Government while dealing with the applications/ proposals for Bio-Digester toilets.

(RajanSatardekar)
Director of Panchayats,
Panaji-Goa.

To:

1. The Block Development Officer (All)
2. The Managing Director, Goa Waste Management Corporation

Cc to:

1. The Secretary (Panchayats) Secretariat, Porvorim-Goa
2. The Nodal Officer, ODF & SBM, Secretariat, Porvorim-Goa
3. The Director Municipal Administration, Panaji Goa

GWMC
GOA WASTE MANAGEMENT CORPORATION
Government of Goa Undertaking

GOA@60

Ref: GWMC/Tech/220/Part-1/2021-22/1265 Date: 17/12/2021
01/2022

Sir/Madam,

The Goa Waste Management Corporation on completion of all codal formalities and approval has finalized a rate contract for a period of 3 years for Waste Management Equipment for all Government Department/Corporation/Autonomous bodies.

List of equipment and pricing are as under:

Sr. No.	Items details	Amount (incl of taxes)
1	Heavy Duty Baler to compress solid waste into compact bales. (10 HP Motor) Model 1	Rs.607700.00
2	Heavy Duty Baler to compress solid waste into compact bales (20 HP) Model 2	Rs.767000.00

Goa Waste Management Corporation in its 9th meeting of Board of Directors held on 21.10.2019 has resolved to levy service charge as given below on the items under rate contract by GWMC as processing and administration charges with immediate effect.

1. Service Charge @ 4% for order upto 20 Lakhs.
2. Service Charge @ 3% for order from 20 Lakhs to 50 Lakhs.
3. Service Charge @ 2% for order from 50 Lakhs and above.

Any local body/Department/Organozation/Agency may approach the Goa Waste Management Corpoartion, Saligao-Plateau, Saligao-Bardez Goa for procurement of above equipment.

Alternatively request for desired quantity of material may be mailed to contact@zerowastegoa.com or Mr. Saiel Kamat (Mob. No. 9604216283) or Mr. Samir Natekar (Mob. No. 9922815596) may be contacted for any assistance.

Yours Faithfully,

(Levinson Martins)
Managing Director

To,

1. The Director, Department of Municipal Administration, Ground floor, Collectorate Building, Panaji-Goa
2. The Director, Directorate of Panchayat, Junta House 3rd floor, Panaji, Tiswadi -Goa.

A: Saligao Plateau, Saligao, Bardez, Goa - 403511 | T: 0832-6712396 | W: www.zerowastegoa.com | E: contact@zerowastegoa.com

DIRECTORATE OF PANCHAYATS
GOVERNMENT OF GOA
3rd Floor, 3rd Lift, Junta House, Panaji- Goa

Phone No:(0832) - 2432826, 2222586, Fax: 2222863 e-mail: dir-panc.goa@nic.inWebsite:www.panchayatsgoa.gov.in

No.26/DP/19/ SBM(G)/2020-21/ 5638 Dated: 19/08/2020

CIRCULAR

Sub:- Enhancement of daily wages to labourers engaged in Solid and Liquid Waste Management.

Attention of all the Block Development Officers is hereby invited to this Directorate Order No. 19/DP/WASTE COLL/2014/1364/1373 dated 28/02/2014 permitting Village Panchayats to engage daily wage labourers for the work of collection and disposal of garbage from respective Village Panchayat jurisdiction at the rate of Rs. 350/- per day per labourer, only during situations when tendering procedure is not practicable. Also, concern was raised that many Village Panchayat Members/Officials are facing difficulty to work for proper management of garbage at grassroot level due to unavailability of labourers to work for handling garbage at present minimum wages which is Rs. 307/- per day as prescribed by the Government.

During discussions held on issues related to garbage management, it was expressed by many Village Panchayat members as well as officials of the Directorate of Panchayats requesting this Directorate to enhance the wage rate to Rs 500/- per day per labour for those labourers engaged in Solid Waste Management work on similar lines to the Department of Municipal Administration, Government of Goa wherein all Urban Local Bodies are permitted to pay Rs 500/- per day to the workers who are engaged in work of collection, segregation, transportation, sorting and composting of waste. Accordingly, the proposal of the Directorate of Panchayats has been examined

by the Government and conveyed its approval for proposed enhancement of labour wages.

In view of above, in partial modification to this Directorate Order No. 19/DP/WASTE COLL/2014/1364/1373 dated 28/02/2014, the Village Panchayats are permitted to pay labour wages of Rs. 500/- per day per labourer for those labourers who are involved in the work of collection, segregation, transportation, sorting, composting in connection with garbage management. The expenses towards the same shall be borne by Village Panchayats through their own funds/ garbage menace schemes/ grants/ Finance Commission grants, as the case may be.

This issues with the approval of the Government vide U.O. No. 4839/F dated 10/08/2020.

19/8

(Narayan Gad)
Director of Panchayats,
Panaji-Goa.

To:

1. All the Block Development Officers.
2. All Village Panchayat Secretaries.

Cc to:

1. The OSD to Hon'ble Minister for Panchayats, Secretariat, Porvorim, Goa.
2. The Secretary (Panchayats) Secretariat, Porvorim-Goa



Government of Goa
Directorate of Panchayats
3rd Lift, 3rd Floor, Junta House,
Panaji – Goa.

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Notification

No.26/DP/SBM/Committees/2017/7615

Government is pleased to constitute a District Swachh Bharat Mission Management Committee (DSBMMC) at District level & Sub-Distrcit level Swachh Bharat Mission Management Committee (SDSBMMC) under Swachh Bharat Mission, Ministry for panchayati Raj.

The committee shall consist of following members:-

1. District Swachh Bharat Mission Management Committee (DSBMMC)

1) District Collector	Chairman
2) Dy. Director of Panchayats	Member Secretary
3) CEO, Zilla Panchayat	Member
4) Director /Nominee, School Education Department	Member
5) Director/Nominee, Health Department	Member
6) Project Director/Nominee, DRDA	Member
7) Chief Engineer/Nominee, Public Works Department	Member
8) Director/ Nominee, Tribal Welfare Department	Member
9) MD/Nominee, Sewerage Corporation	Member
10) MD/Nominee, Solid Waste Management Authority	Member
11) Director/Nominee, Agriculture Department	Invitee
12) Director/Nominee, Social Welfare Department	Invitee
13) Director/Nominee, Animal Husbandry & Veterinary Services	Invitee
14) Director/Nominee, Higher Education Department	Invitee
15) Director/Nominee, Technical Education Department	Invitee

2. Sub-District Swachh Bharat Mission Management Committee (SDSBMMC)

1) Deputy Collector/SDM	Member
2) Block Development Officer	Member Secretary
3) Nominee, School Education Department	Member
4) Nominee, Health Department	Member
5) Nominee, DRDA	Member
6) Nominee, Public Works Department	Member
7) Nominee, Tribal Welfare Department	Member
8) Nominee, Sewerage Corporation	Member
9) Nominee, Solid Waste Management Authority	Member
10)Nominee, Agriculture Department	Invitee
11) Nominee, Social Welfare Department	Invitee
12) Nominee, Animal Husbandry & Veterinary services	Invitee
13) Nominee, Higher Education Department	Invitee
14) Nominee, Technical Education Department	Invitee



Government of Goa

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The function of the above committees shall be as under:-

1. Coordinate with various Government Departments to facilitate smooth implementation of projects/activities under Swachh Bharat Mission (SBM).
2. Resolve legal/administrative issues in construction of toilets in Mundkar/unauthorized/rented habitations as per the provisions of Mundkar Act and Health Act.
3. Monitor the progress of SBM activities in the District to ensure that activities under various components of SBM are completed in stipulated timeline.
4. Identify NGOs/CBOs/ SHGs/Rotary Clubs/Lions Clubs and other social organizations and utilize their outreach potential in planning and implementation of IEC and public awareness activities.
5. Identify companies/Institutions/donors and other agencies that can support Village Panchayats in financial construction of toilets, sanitation complexes and other activities planned under SBM.
6. Prepare a District level communication and mass awareness plan focusing on communicating key messages on sanitation to all sections of society.

There shall be two committees constituted in the State of Goa in two Districts i.e. North Goa & South Goa. In the same manner at every Talukas , i.e. are called sub-District will be constituted 12 committees i.e. 1) Pernem 2) Bardez 3) Tiswadi 4) Bicholim 5) Sattari 6) Mormugao 7) Salcete 8) Ponda 9) Dharbandora 10) Sanguem 11) Quepem 12) Canacona.

This order has been issued with the approval of the Government.

By Order and in the name of the Government of Goa.

(Sandhya Kamat)
Director of Panchayats &
Ex-Officio Jt. Secretary &
Mission Director (SBM (G))
Panaji-Goa

DIRECTORATE OF PANCHAYATS
GOVERNMENT OF GOA
3rd Floor, 3rd Lift, Junta House, Panaji- Goa
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No. 26/DP/SBM(Gramin)/19/2018 3453 *Dated:06.06.2018.*

ORDER

Whereas as per the guidelines of the Swatch Bharat Mission (Gramin) a District Swatch Gramin Mission (DSGM) is to be formed at District Level. For this purpose an appropriate mechanism needs to be in place.

And whereas the role of DSGM is to plan and advice on implementation of SBM (G) in the district with appropriate IEC strategies and conversion mechanism with all line departments.

And whereas the roles and responsibilities of the District Co-ordinators are as follows:

1) Plan resource mobilization at district level.
2) Social and behavior change communication
3) Effective toilet construction
4) Monitor and evaluate Open Defecation Free Status

And whereas for the above purpose at the implementation level of the district, it is essential that a district co-ordinator for each district shall be appointed

Now, therefore, I Shri. Ajit Panchwadkar, Mission Director , Swachh Bharat Mission(Gramin) hereby appoint the Dy. Director of Panchayats North and South as District Co-ordinator of SBM(G) within their respective districts for the purpose of implementation of the Schemes.

The SBM District Coordinator shall undertake field visits and coordinate activities related to assignment in all blocks and Gram Panchayats.

Cont....



This issues with the approval of the Secretary (Panchayats) vide U.O. No. 1716/F dated 01.06.2018.

(Ajit Panchwadkar)
Mission Director
Swachh Bharat Mission (G)
Goa

To,
The Dy. Director of Panchayats (North)
Panaji Goa

The Dy. Director of Panchayats (South)
Margao Salcete Goa.

Copy to
1) The Secretary (Panchayats), Secretariat, Porvorim for information.
2) Office copy.

GOVERNMENT OF GOA,
PUBLIC HEALTH DEPARTMENT
SECRETARIAT, PORVORIM-GOA

No. 44/11/2019-I/PHD / 1209 Dated: 09/5/2019

ORDER

Whereas the Government vide Notification No. 1/2018/DMA/ODF/SBM/BIOTOILETS/1600 Series I No. 22 dated 30th August, 2018 had notified the scheme "Supply and Installation of Individual Household Bio-Digester Toilets in the State of Goa" with the objective of achieving "Open Defecation Free Goa".

And whereas the scheme provides for installation of toilets in any household not having an individual sanitary toilet without prejudice to the dispute of ownership/title/possession, if any pending before any authority or court of law.

And whereas the Director (Panchayat) has informed that a number of applications received under the said scheme are without NOC/consent of the owner/landlord and sought the intervention of the Government under the Goa Public Health Act, 1985.

Now therefore in exercise of powers vested upon the Government under Section 94A of the Goa Public Health Act, 1985, the Government hereby issues the following directions:

a. The Director of Panchayats and Director of Municipal Administration as the case may be shall consider all such applications which are received without NOC/consent of the owner/landlord and sanction benefits under the said scheme if the applicant is otherwise eligible.

b. The Goa Waste Management Corporation (GWMC), the implementing agency of the said scheme shall supply and install

toilets in all such households so communicated by Director of Panchayats and Director Municipal Administration.

c. Providing Bio-Digester Toilets to the applicants without NOC/consent of the owner/landlord under the scheme, shall not in any way be taken to have regularised, validated or legalised any such structure. premises, house, hut, area or occupation of or by any such person.

d. In the event of any dispute as regards land, building, apportionment, encroachment, including legality or illegality of structure or occupation of any structure by any person or any question related or incidental thereto, such dispute, lis, proceedings, right privilege shall remain unaffected and shall not prejudice any person in any way whatsoever.

By order and in the name of
the Governor of Goa

(Maria Seomara Desouza)
Under Secretary (Health-II)

To,
The Director, Printing & Stationery, Government Printing Press, Panaji for favour of publication in the Official Gazette.

Copy to:-
1. The Director of Health Services, Campal, Panaji, Goa.
2. The Director of Panchayats, Panaji, Goa.
3. The Director of Municipal Administration, Panaji, Goa.
4. The Managing Director, Goa Waste Management Corporation, Saligao, Goa
5. P.A. to Secretary (Health), Secretariat, Porvorim, Goa.
6. Guard file.
7. O/C.

GOVERNMENT OF GOA,
PUBLIC HEALTH DEPARTMENT
SECRETARIAT, PORVORIM-GOA

No. 44/11/2019-I/PHD / 1981 Dated: 23/08/2019

ORDER

WHEREAS, under the Swacch Bharat Mission implemented in the State, the Open Defecation Free (ODF) status is being proposed to be attained by the Village Panchayats by constructing Individual Household Latrines (IHHLs), as well as Community Toilets.

AND WHEREAS, it has been informed by the Director of Panchayat that they are finding it difficult to install/construct the Community toilets on account of inability to obtain NOCs from private owner, Devasthan, Mosques, Churches thereby putting the Public Health at risk.

NOW THEREFORE, in exercise of the powers vested upon the Government under Section 94A of the Goa Public Health Act, 1985, the Government hereby issues the following directions.

a. The Director of Panchayat shall consider construction of Community Toilets, regardless of the availability of NOC/consent of the Private Land owner, Devasthan, Mosques, Churches and landlord for the purpose of attaining ODF status.

b. In the event of any dispute as regards land, building appointment, encroachment, including legality or illegality of structure or occupation of any structure by any person or any question related or incidental thereto, such dispute, lis, proceedings, right, privilege shall remain unaffected and shall not prejudice any person in any way whatsoever.

By order and in the name of the
Governor of Goa,

(Trupti B. Manerkar)
Under Secretary (Health-II)

Copy to.

1. The Director of Health Services, Panaji-Goa
2. The Director, Directorate of Panchayat, Panaji-Goa.
3. The Director of Accountss, Panaji-Goa
4. The Sr. Dy. Accountant General (Audit), Alto Porvorim.
5. Guard File.
6. O/c.

Swachh Bharat Mission

Phase II Operational Guidelines
May 2020



Looking Beyond...SBM

- The first sanitation program for rural India was introduced in 1954 as a part of the First Five Year Plan of the Government of India (GOI).
- Given that the 1981 Census revealed that rural sanitation coverage was only 1%, a greater emphasis was then given to rural sanitation during the International Decade for Drinking Water and Sanitation (1981-90).
- The GOI introduced the Central Rural Sanitation Program (CRSP) in 1986 with the primary objective of improving the quality of life of rural people and to provide privacy and dignity to women.
- From 1999, a "demand-driven" approach under the "Total Sanitation Campaign" (TSC) was adopted. It emphasized Information, Education and Communication (IEC), Human Resource Development (HRD) and Capacity Development to increase awareness regarding safe sanitation leading to demand generation for sanitary facilities.
- This enhanced people's capacity to choose appropriate options through alternate delivery mechanisms as per their economic condition. Financial incentives were provided to Below Poverty Line (BPL) households for construction and usage of individual household latrines (IHHL), in recognition of their achievements.
- The 'Nirmal Bharat Abhiyan' (NBA), the successor program of the TSC, was launched from April 1, 2012. The objective was to accelerate the sanitation coverage in the rural community through renewed strategies and saturation approach. NBA worked towards achieving necessary outcomes to create Nirmal Gram Panchayats. Under the NBA, the incentives for IHHLs were enhanced and further support was obtained in convergence with MGNREGS.
- The Swachh Bharat Mission was launched on 2nd October 2014 by the Honourable Prime Minister, Shri Narendra Modi, with an aim to achieve an Open Defecation Free India by 2nd October 2019, a tribute to Mahatma Gandhi on his 150th birth anniversary.
- The world's largest behaviour change programme, the Swachh Bharat Mission (Grameen) {SBM (G) achieved the seemingly impossible task by transforming itself into a Jan andolan (people's movement), with 130 crore people from all spheres of life contributing to make the programme a success. As a result, the rural sanitation coverage increased from 39% in 2014 to 100% in 2019 with over 10.28 crore toilets built across 36 States/Uts. As of 2nd October 2019, all districts across India had declared themselves Open Defecation Free(ODF)
- The Government of India, in February 2020, approved the Phase-II of the SBM (G) with a total outlay of Rs.1,40,881 crores to focus on the sustainability of ODF status and Solid and Liquid Waste Management (SLWM). SBM (G) Phase II is planned to be a novel model of convergence between different verticals of financing and various schemes of the Central and State Govt. Apart from budgetary allocations from the Department of Drinking Water and Sanitation and the corresponding State share, remaining funds will be detailed from the 15th Finance Commission grants to Rural Local Bodies, MGNREGS, CSR funds, and revenue generation models, etc., particularly for SLWM.



Looking Beyond...SBM

- The impact of the SBM (G) has been articulated by various global agencies, estimating significant economic, environmental, health and social impacts. Having achieved the important milestone of an ODF India, the work on sanitation and the behaviour change campaign continues in order to sustain the gains made under the programme during the last five years (2014-2019), to ensure that no one is left behind, and to transform all villages from ODF to ODF Plus.
- The Swachh Bharat Mission (Grameen), arguably the world's largest behaviour change programme, has been a source of inspiration to countries around the world. It was, indeed, a social revolution that transformed the lives of our people, bringing significant improvement in terms of economic, environmental, health and social benefits, and enhanced the safety and dignity of our women.
- With all villages and states in the country having declared themselves Open Defecation Free (ODF), it is time now for us to sustain the gains made so that all villages in the country become ODF plus during Phase II of Swachh Bharat Mission Grameen, i.e. that all villages sustain their ODF status and ensure effective management of solid and liquid waste.



ODF INDIA

- Having achieved the milestone of an ODF India in a time bound manner in the last 5yrs from 2014 to 2019, the work on sanitation and the behaviour change campaign has to continue to sustain gains made under the programme and also to ensure no one is left behind and all overall cleanliness (Sampoorn Swachhata) in villages as well.
- To pursue these objectives, its planning had begun sometime back – in the beginning of the year 2019. Extensive discussions with all States/UTs and other stakeholders were held. Feedback from evaluation of the programme based on three rounds of National Annual Rural Sanitation Survey {NARSS}, umpteen numbers of video conference with States and Districts and also interactions with general public and field functionaries during field visits of our officers and consultants in the Ministry was useful.
- Extensive discussions were held with other ministers in GoI and also NITI Aayog and Ministry of Finance and the result was that the Government of India, in February, 2020 approved Phase-II of the SBM (G) with a total outlay of Rs.1,40,881 crores to focus on the sustainability of ODF status and Solid and Liquid Waste Management (SLWM). Timely release of report of XV Finance Commission for the year 2020-21 on the 1st February 2020 was helpful in providing the much needed and asked for tied grants (tied for the first time) for sanitation to Rural Local Bodies.
- These Operational Guidelines are intended to provide specific guidance to managers at State, District and Gram Panchayat Levels.
- Various components of ODF plus- sustainability of ODF status, bio-degradable waste management, plastic waste management, grey water management, faecal sludge management, and modalities for convergence with other schemes have been outlined extensively.
- Implementers need to use them for community based interventions to facilitate hygiene promotion and sanitation in all areas
- The importance of ODF Sustainability and Solid and Liquid Waste Management cannot be overemphasized. While ODF Sustainability helps us preserve the gains we have made in the first phase of the Swacch Bharat Mission Grameen (SBM-G), proper waste management can contribute significantly to the environment and human health. With a view of keeping our villages clean and open defecation free, and ensuring Solid and Liquid Waste Management in all villages of the country, the Government of India is implementing Phase II of the SBM-G.
- Also implemented in mission mode like Phase I, the second phase of the SBM-G will be monitored on the basis of the outcome in key areas viz. ODF sustainability and improvement in visual cleanliness of villages – minimal litter and minimal stagnant water. Intensive efforts will also be made to ensure that all households continue to have access to toilets and that no one is left behind.



PREVIOUS PROGRAMES

- While the above mentioned programs made some progress for the rural sanitation landscape of the country, in the census of 2011, rural sanitation coverage (households with individual latrines) was found to be only 33%.
- Swachh Bharat Mission (2014-2019)
- The SBM has two sub-Missions, the Swachh Bharat Mission (Grameen) under the Department of Drinking Water and Sanitation (formerly the Ministry of Drinking Water and Sanitation), and the Swachh Bharat Mission (Urban) [SBM(U)] under the Ministry of Housing and Urban Affairs. The overall Mission is coordinated by the Department of Drinking Water and Sanitation. In rural areas, the program aimed towards achieving Open Defecation Free (ODF) villages and improve the levels of overall cleanliness through SLWM activities.

Swachh Bharat Mission (Grameen)
Phase II (2020-21 / 2024-25)

- Swachh Bharat Mission (Grameen) Phase II (2020-21 / 2024-25)
- With the key objective of SBMG Phase I attained, the Government of India renewed its commitment to further enhance the sanitation and hygiene status in rural areas with the approval of Phase II of the program.
- SBMG Phase II has been uniquely designed to leverage the capacity of individuals and communities in rural India to create a people's movement to ensure that the ODF status of rural areas is sustained, people continue to practice safe hygienic behaviour and that all villages have solid and liquid waste management arrangements.
- SBMG Phase-II will be implemented from 2020-21 to 2024-25 in mission mode with a total estimated outlay of Rs.1,40,881 crores. This will be a novel model of convergence between different verticals of financing and various schemes of Central and State Governments to saturate the sanitation facilities for achieving the ODF Plus villages. Apart from budgetary allocations from DDWS and the corresponding State share, remaining funds will be dovetailed from 15th Finance Commission grants to Rural Local Bodies, MGNREGS and revenue generation models, etc., particularly for SLWM.

Objectives

- An ODF Plus village is defined as a village which sustains its Open Defecation Free (ODF) status, ensures solid and liquid waste management and is visually clean.
- This includes:
- ODF-Sustainability
- Solid Waste Management
- Liquid Waste Management
- Visual cleanliness



GUIDING PRINCIPLES FOR IMPLEMENTATION

- Ensuring that no one is left behind
- Community assets for SLWM to be prioritized and financed
- Utilization of existing SLWM infrastructure wherever possible
- SLWM activities related to Reuse to be promoted
- Convergence with other schemes
- Use of business models/Creating self-sustainable revenue models
- Operation and maintenance as an obligatory component of planning
- Encouragement of technologies with low operation and maintenance costs
- Flexibility to States
- Clustering of villages for maximum economic efficiency
- Priority to villages on the banks of Ganga and other water bodies.
-



COMPONENTS OF SBMG PHASE II

- Construction of Individual Household Latrines

following order of preference

- BPL
- APL
  - SC/ST
  - Persons with disability (Divyangjan friendly toilet to be ensured)
  - Landless labourers with homestead
  - Small farmers
  - Marginal farmers
  - Women headed households
- During construction of household and community toilets, it should be ensured that there is no contamination of ground water and water sources. For this, standard design specifications such as pit depth etc. and safe distance from water sources should be adhered to.
- Retrofitting of toilets
- Construction of Community Sanitary Complexes (CSCs)
- Works for solid waste management
  - o Bio-degradable waste management
- Composting
  - Household level Compost pit
  - Community level Compost pit

Selection of site for compost pit

- The site for the pit should not be located in low-lying areas and areas prone to water stagnation or areas near water bodies.
- The site should be easily accessible for transportation of waste and manure.
- The site should not be selected where the water table is high and closer to the surface.
- Site should be selected taking into consideration the wind flow direction, so that inhabited areas don't get any foul odour.
- A bund around the periphery of the pit should be formed to prevent draining of water into the pit.
- The sides of the pit shall be vertical or sloped as per the soil conditions.



- The number and size of the pits are permitted to be altered as per site requirements and land availability and quantity of biodegradable waste generated.
- If there are industrial/ commercial/ market centres, the volume of the garbage generated shall also be calculated and additional number of pits shall be provided.
- It is advisable that suitable modification of clusters should be done as per the requirements depending upon the quantum of waste generated, number of habitations and number of households and space availability for digging up the compost pits. The distance between the pits should be at least 1.5m.
- Wherever possible, the pits should be dug up considering one habitation as the unit. Pits should be dug up for a cluster of two or more habitations only if the population of the habitations is very low.
- **GOBAR-dhan (Galvanizing Organic Bio- Agro Resources–dhan)**
- GOBAR-dhan is an integral component of SWM for ensuring cleanliness in villages by converting bio-waste including animal waste, kitchen leftovers, crop residue and market waste into biogas and bio slurry to improve the lives of villagers. This is also useful in providing economic and resource benefits to farmers and households.
- **Plastic waste management**
- Plastic waste management refers to the collection, storage, transportation, and disposal of plastic waste in an environmentally safe manner. For plastic waste management in rural areas, the following functions need to be carried out:
- Segregation, collection, storage, transportation of plastic waste and channelization of recyclable plastic waste fraction to recyclers having valid registration; ensuring that no damage is caused to the environment in the process
- Awareness generation among all stakeholders about their responsibilities
- Prevention of open burning of plastic waste
- **Implementation of Plastic Waste Management would involve the following**
- Storage Facility at Village level
- Material Recovery Facility/ Plastic Waste Management Unit at District / Block level



PREPARATION OF ACTION PLAN AT VILLAGE LEVEL – GUIDANCE NOTE

Within the overall action plan of a village, following needs to be noted for solid waste at GP level:

- Assessment of waste (type and quantity) generated at various levels viz. household level, institutions, health care centres, commercial areas and market areas.
- Segregation of waste in every household, commercial centres, institutions and handing over to the collection facility at the GP.
- Establishment of collection and aggregation centres (sheds at village level): Linkages may be established with existing and upcoming aggregation centres to systematically reduce transport costs. This will make collection viable for local entrepreneurs / GP / SHGs.
- All forward linkages to be established and mentioned clearly in the plan document.
- Transportation of plastic waste from these collection and aggregation centres (sheds at village level) to Block or district level, where Plastic Waste Management Centres (PWMC) will be set up. Such a centre will have one shredding and bailing machine to reduce the volume of the plastic waste collected.
- For collection and transportation of plastic waste, the same vehicles with partition of bio-degradable and non-bio-degradable waste may be used.
- List of scrap dealers in the district to be prepared and included in the plan. If possible, the name and details of cement industries in vicinity or within 150-200 KM to be enlisted.
- The shredded and bailed plastic waste can be used for road construction (ref. using plastic in construction of roads in the Indian Roads Congress code SP 98-2013) or for co-processing in cement industries.
- Formalize collection through entrepreneurs in rural areas. States must encourage individual or SHG oriented last-mile entrepreneurs for plastic waste collection and provide them with formal contracts at the village or GP level as well as connecting them to plastics aggregation points.

Works for liquid waste management

- Greywater Management
- Villages with less than 5000 population
  - Villages with more than 5000 population
- Bigger villages (with population above 5000) should be given priority
  - Faecal Sludge Management Faecal Sludge Management Systems (FSMS)
  - Faecal Sludge Management Faecal Sludge Management Systems (FSMS)
- Faecal Sludge Management Systems
- Deep row entrenchment (Trenches)
- Faecal Sludge Treatment Plant – Unplanted / Planted drying bed
- District FSM Plan
- Identification of site for location for FSM
- Identification of the agency for construction and management
- Operation and Maintenance
- Faecal Sludge Management Faecal Sludge Management Systems (FSMS)



Faecal Sludge Management Systems

- Deep row entrenchment (Trenches)
- Faecal Sludge Treatment Plant – Unplanted / Planted drying bed

FSM IMPLEMENTATION APPROACH MATRIX

Type of Containment	Context or Issue	Remedy	Alternative option
Twin pit system	Leaks in the Y-junction Less than 1m between pits Rim of pits are allowing rainwater to enter pit In high water table area or too close to groundwater source	Retrofit Retrofit Retrofit Retrofit	Co-composting or solar drying with long storage is recommended for material recovered from pit emptying Implement FSM
Single pit	All single pits will be considered for upgradation; those in high water table areas or too close to groundwater sources will be given high priority	Upgrade to in-situ treatment	Implement FSM
Septic tank	Applicable for census towns or peri-urban areas	De-sludge every 3-5 years (as required)	Implement FSM

- District FSM Plan
- Identification of site for location for FSM
- Identification of the agency for construction and management
- Operation and Maintenance



INFORMATION,EDUCATION AND COMMUNICATION (IEC)

Role of States for IEC

- Fund allocation
- BCC/IEC Strategy Planning
- Operationalise State Level Activities
- Other roles of the States

Role of Districts for IEC

- Planning
- Funding
- Staffing
- Use of social media

IEC channels available for use by States, Districts and Gps

- Interpersonal Communication
- Mass Media
- Development of new Creative Material
- Use of social media
- Regular felicitation of local champions and leveraging local celebrities
- Collaboration with other agencies

Key IEC Messages for ODF Plus

- Waste Segregation at Source
- Plastic Waste Management
- Greywater Management
- Bio-degradable Waste Management
- Faecal Sludge Management
- Retrofitting
- Menstrual Waste Management
- Hygiene Promotion



CAPACITY BUILDING

Training and orientation of all stakeholders

- State level
- District level
- Gram Panchayat / Village level

SWACHHAGRAHIS

- The massive success of Phase I of the SBMG may be attributed to the large army of Swachhagrahis who mobilized and empowered communities to achieve ODF status in their villages. The Swachhagrahis will continue to be the frontline human resource for taking forward the ODF Plus initiatives.

- Swachhagrahis are the foot soldiers of the Swachh Bharat Mission (Grameen) and the motivators for bringing about behavior change with respect to key sanitation practices in rural India. Every village should ideally have at least one Swachhagrahi, with preference given to women candidates. A Swachhagrahi is a volunteer who can come from any background, including a local ASHA worker, ANM, Anganwadi worker, and staff, water line man, pump operator, member of NCO/CSOs, youth organisations or from the general public living in villages

In this, the following will be critical:

- Sustained engagement with the Swachhagrahis
- Systems for continued capacity building and motivation of Swachhagrahis
- Appropriate incentives for this sustained engagement

Role of Swachhagrahis

- The role and responsibilities of Swachhagrahis can be grouped as given below during the implementation phase.
- Facilitating Toilet Construction
- Retrofitting and improvisation of assets
- Facilitating sustained behavior change
- Promoting Public health and hygiene
- Supporting rollout of SLWM activities



CAPACITY BUILDING

Swachhagrahis shall undertake the 5- day Swachh and Sujal Gaon training to begin with and shall also undertake other training/ orientation/ skill building courses recommended by the department from time to time.

INCENTIVES FOR SWACHHAGRAHIS

For supporting the rollout of initiatives in the Phase-II of the programme, Swachhagrahis will undertake the above activities and receive payment of incentives from IEC & Capacity Building budget subject to confirmation on achievement of the same and as per the incentive structure advised by GoI (Annexure - VII).

INSTITUTIONAL ARRANGEMENTS

- National Scheme Sanctioning Committee
- State Water and Sanitation Mission
- Apex Committee
- State Mission or SSBMG
    - Staffing
    - Accounting arrangements for the SBMG
- District Swachh Bharat Mission
- Block Water and Sanitation Committee
- Gram Panchayat / Village Water and Sanitation Committee
    - Village Water and Sanitation Committee (VWSC)

ROLE OF PANCHAYATI RAJ INSTITUTIONS

- Planning
- Fund Flow
- Coordination
- Monitoring
- ROLE OF COMMUNITY BASED ORGANISATIONS / NON-GOVERNMENTAL / SELF HELP GROUPS / ORGANISATIONS SUPPORT ORGANISATIONS



ROLE OF COMMUNITY BASED ORGANISATIONS / NON-GOVERNMENTAL / SELF HELP GROUPS / ORGANISATIONS SUPPORT ORGANISATIONS

RURAL SANITARY MARTS

- CORPORATE SOCIAL RESPONSIBILITY

MARKET LINKED SLWM INTERVENTIONS

- Infrastructure creation
- Operation and Maintenance
- Creation of market linkages

- ROLE OF COMMUNITY BASED ORGANISATIONS / NON-GOVERNMENTAL / SELF HELP GROUPS / ORGANISATIONS SUPPORT ORGANISATIONS

CORPORATE SOCIAL RESPONSIBILITY

- Allocation of CSR fund by CPSEs for Swachh Bharat activities

Role of Panchayat in Disaster Management

WHAT IS DISASTER ?

- Disaster can be defined as any event human or natural, sudden or progressive causing widespread human material or environmental losses, which exceeds the ability of the community to cope using its own resources.

Types of Disaster

Natural Disasters

- Meteorological
- Topographical
- Environmental

Man-made Disasters

- Technological
- Industrial accidents
- Security related



Natural Disasters

Meteorological Disasters	Topographical Disasters	Environmental Disasters
• Floods • Tsunami • Cyclone • Hurricane • Typhoon • Snow storm • Blizzard • Hail storm	• Earthquake • Volcanic Eruptions • Landslides and Avalanches • Asteroids • Limnic eruptions	• Global warming • El Niño-Southern Oscillation • Ozone depletion-UVB Radiation • Solar flare

Types of Disaster

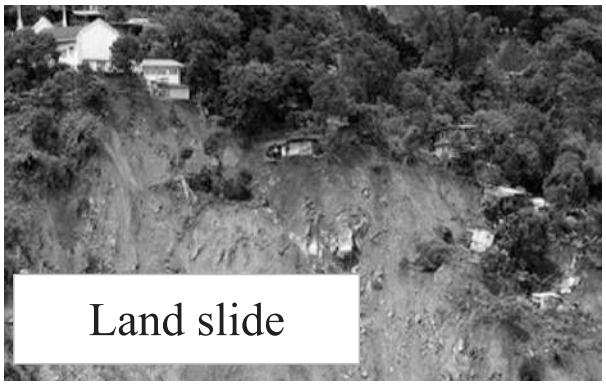
Natural Disaster	Man-made Disasters
• Flood	Air crash
• Cyclone	Accidents
• Earthquake	Bridge collapse
• Tsunami	Bomb blast
• Epidemics	Building collapse

(and many more)

Disaster vulnerability profile of Goa

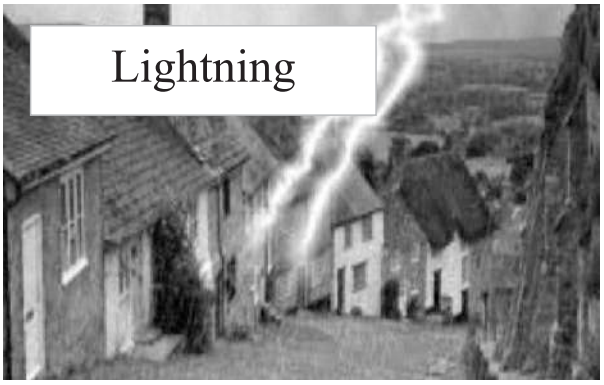
- Floods
- Cyclonic storms
- Landslides
- Sea Erosion
- Mining hazards
- Major fire
- Industrial accidents
- Terrorist attack


Floods

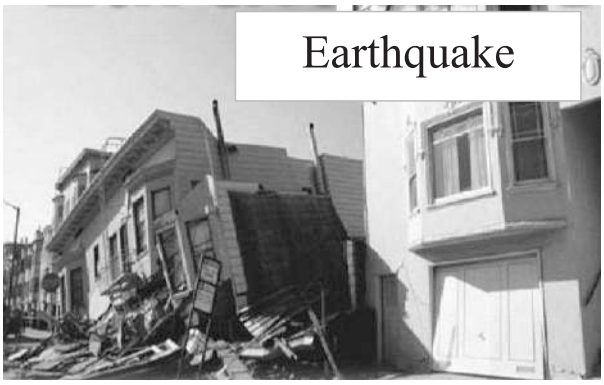

Land slide


Accidents


Chemical disaster


Lightning


Cyclone


Earthquake


Fire



State specific Disasters in Goa

- Heavy rains
- Gusty winds
- Thunder and lightening
- Waterlogging in low lying areas
- Land slides
- Accidents (aircraft/railway/road)
- Death due to drowning

What is Disaster Management ?

- Disaster management is a process of effectively preparing for and responding to disasters. It involves strategically organizing resources to lessen the harm that disasters cause. It also involves a systematic approach to managing the responsibilities of disaster prevention, preparedness, response, and recovery.

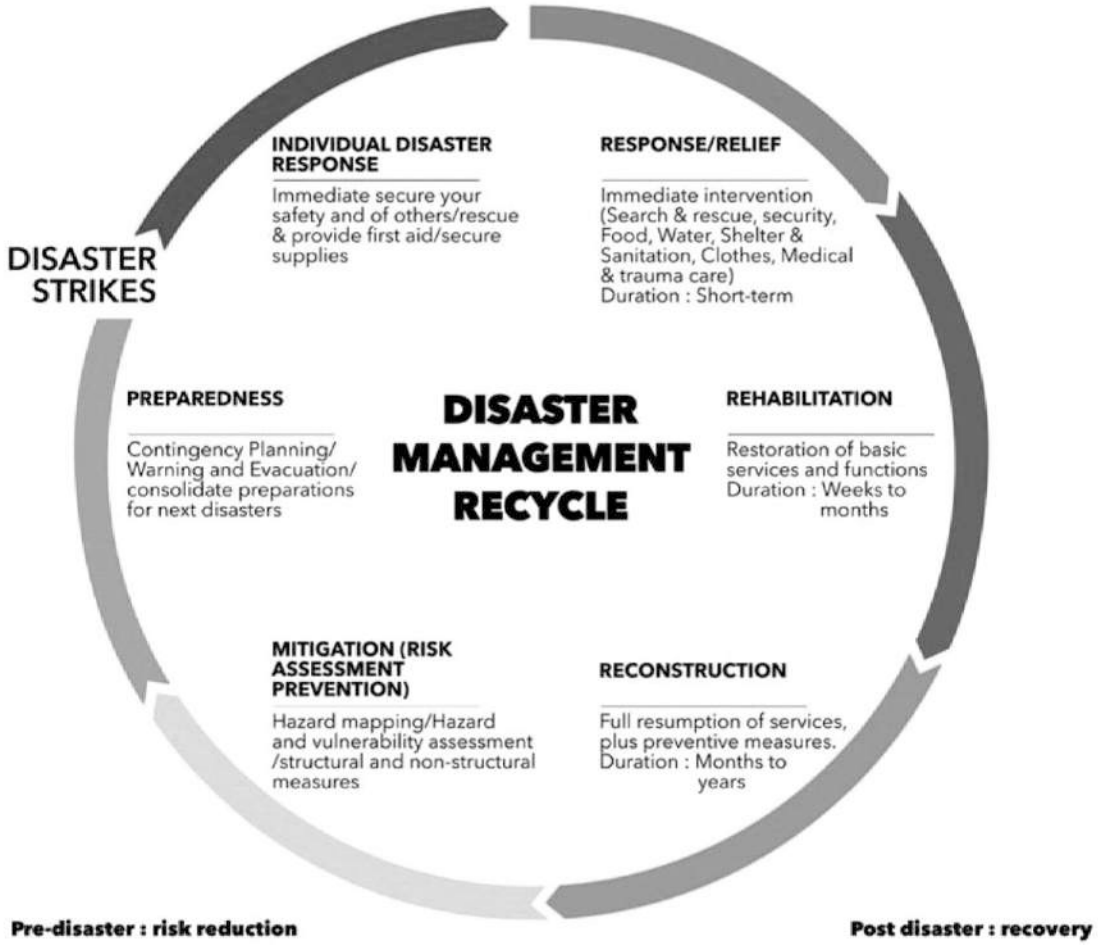
Authorities under DMA

- National Disaster Management Authority.
- State Disaster Management Authority.
- District Disaster Management Authority.
- Executive Committees.
- National Institute of Disaster Management.
- National Disaster Response Force.
- Penalties:
  - For obstruction, False Claim, misappropriation of money or material etc, false warning.

Plan and Policy

- North /South Goa District Disaster Management Plan.
- State Plan under approval.
- Communication plan,
- Evacuation Plan,
- Transportation Plan,
- Rehabilitation Plan.

Disaster management cycle





Role of Panchayat in Disaster Management

- Spreading awareness and gaining cooperation and ensure peoples participation
- participating in organizing capacity building activities in the community
- Ensuring better relief operations
- Handling disasters at grass-root level
- Coordinate / and maintain relation with the field level officers of different Govt. departments

Pre disaster

- Organizing awareness campaign and promote community education on disaster preparedness.
- Articulation of community need for developing preparedness plan through community involvement and Panchayats ownership.
  - Identifying the resource gaps both physical and manpower and replenish the same through capacity building.
- Establishing synergy with local agencies including Non-Government Organizations / Community Based Organizations.
- Dovetailing Risk Reduction into various development programs d state governments.
- Encouraging people to insure assets and livestock.
- Establishing convergence with local institutional structures created for implementing education, health, livelihood and social justice and so on.
- Activating the Disaster Management Plans with the participation of the community.
- Formation of task forces and their capacity building.



DURING DISASTER

- Arranging emergency communication through available resources.
- Evacuation to temporary shelter and running relief camps.
- Supplementing rescue and relief efforts in coordinating different agencies monitoring of Relief distribution.
- Safe disposal of carcass and arranging safe drinking water and sanitation.

POST DISASTER

- Damage assessment particularly assisting in identifying victims for compensation and its distribution.
- Formulating rehabilitation and reconstruction plan of houses and other local infrastructures.
- Enforce minimum specification for safe construction.
- Supervise and monitor long term reconstruction and mitigate projects.
- Mobilizing special funds to use disaster resistant construction technology in vulnerable areas.

GUIDELINES FOR CUTTING OF HILL SLOPES

	Committee/ Team	Role/ Function		
		Before Disaster	During Disaster	After Disaster
1	Early warning, forecasting and transport	• Listen to news • Inform the villagers	• Warn the villagers • Send information to other departments	• Link with the block and district
2	Infrastructure, shelter and food management	• Maintain records of available food grains • Identify shelters	• Arrange shelters • Make arrangements for vulnerable people	• Collect relief materials from block and district • Make necessary repairs
3	Sanitation, health and first aid	• Make necessary arrangement for pregnant women, children, old and disabled persons • Arranging the health camp	• Take immediate steps for injured people • Get ready for distribution of food and drinking water	• Reach the spot and give support • Support other teams
4	Search, rescue and evacuation	• Repair damaged portion • Organizing awareness for the villagers • Acquire training	• Rescue the injured people • Search missing people	• Help villagers to get back their homes • Maintain proper communication facilities • Contact other members



- FOR INFORMATION ON DISASTERS DIAL TOLL FREE No. 1070
- Log on to http://www.ndmindia.nic.in
- Emergency no. 1077

TRAINING PROGRAMME
on

THE GOA (REGULATION OF LAND DEVELOPMENT AND BUILDING CONSTRUCTION) ACT, 2008 AND THE GOA LAND DEVELOPMENT AND BUILDING CONSTRUCTION REGULATIONS, 2010

For:
Goa Institute of
Public Administration and
Rural Development, Old Goa.

By:
Town & Country Planning Department,
Government of Goa

EVOLUTION OF ACTS, RULES and building regulations IN GOA.

- Interim Building Bye-Laws and Zoning Regulations, 1965.
- Goa Municipalities Act, 1968.
- Goa Daman & Diu Village Panchayats Regulation Act, 1969.
- Goa Daman & Diu Village Panchayats (Regulation of Buildings) Rules, 1971.
- Goa Town & Country Planning Act, 1974.
- Municipal council Building Bye-Laws and Regulations, 1987.
- Planning & Development Authority (Development Plan) Regulations, 1989.
- Goa Panchayat Raj Act, 1994.
- Planning & Development Authority (Development Plan) Regulations, 2000.
- City of Panaji Corporation Act, 2002.
- Goa (Regulation of Land Development and Building Construction) Act, 2008.

OTHER ACTS /RULES CONTROLLING BUILDING AND LAND DEVELOPMENT OPERATION

- Forest Conservation Act, 1980.
- Environmental Protection Act, 1986.
- Goa Land Revenue Code 1969.
- Goa Public Health Act, 1985.
- Goa Highways Act, 1974.
- Goa Ground Water Regulation Act, 2002.
- Goa Command Area Development Act, 1997.
- Ancient Monuments & Archeological Site and Remains Act, 1978.

Other PERMISSIONS related to BUILDING OPERATIONS IN GOA

- NOC from Health Department from sanitation point of view.
- Environmental Clearance from Goa Coastal Zone Management Authority in case of CRZ areas.
- Electricity Department in case electric line is passing through the property.
- Conversion Sanad under LRC.
- NOC from PWD (National Highway Division) in case of construction within the control zone of NHs.
- NOC from National Authority in case of construction within 30 mts. from Railway property.
- NOC from Goa State Pollution Control Board depending on uses.
- NOC from Chief Fire Officer in case of high rise buildings.
- NOC from Archeology Department in case of construction within 100 mts. distance from monuments listed under State Act and within 300mts. distance from monuments listed under Central Act.

THE GOA (REGULATION OF LAND DEVELOPMENT AND BUILDING CONSTRUCTION) ACT, 2008

PURPOSE OF THE ACT

- "An Act to provide for the regulation and control on building construction and land development in the State of Goa and other incidental and ancillary matters connected therewith"

SCOPE

- All land development and building construction in the State shall, subject to the provisions of section 9, be in accordance with the provisions of this Act and the rules and regulations made under the provisions of this Act.
- Any law in force in the State governing land development and building construction, in so far as it is inconsistent with the provisions of this Act or the rules and regulations made under the provisions of this Act, shall stand repealed.
- TCP Act Provision under section 134 regarding validly undertaken constructions.
- The Act has made regulations providing for:
  - Zoning of the and it's use;
  - General requirements for land development;
  - Group housing;
  - Sub-division of land including amalgamation of plots;
  - Preservation and conservation;
  - Procedure for seeking development permission from Corporation, Municipal Council, Panchayat and Planning & Development Authority;
  - Any other aspect of relating to planning and development.

SUB COMMITTEE

- Steering Committee constituted by the Government of Goa for the purposes of Sub-Section 2 of Section 6 of the Act:

1	The Director of Municipal Administration (Panaji – Goa)	Member
2	The Director of Panchayats (Panaji – Goa)	Member
3	Chairman/Member of Goa Chamber of Commerce & Industry	Member
4	Chairman/Member of Goa Chamber of Housing Industry	Member
5	Representative of Institute of Town Planners of India – Goa RC	Member
6	Representative of Institute Engineers – Goa Centre	Member
7	Representative of India Institute of Architects – Goa Chapter	Member
8	The Senior Town Planner (HQ) – T&CP Dept. Panaji – Goa	Member Secretary

THE GOA LAND DEVELOPMENT AND BUILDING CONSTRUCTION REGULATIONS, 2010

PLANNING CONSIDERATIONS FOR RECOMMENDING A CONSTRUCTION

- Conformity with the zoning classification in the Regional plan /ODPs/Zoning Plans as the case may be.
- Applicability of other Acts requirements.
- Accessibility conditions
- Sub-division details
- Coverage
- FAR
- Setbacks
- Parking and internal circulations
- Open space requirement if applicable
- Height of the buildings
- Distance between buildings
- Nature of land (Slopping or low lying)
- Distance from cemetery / crematorium etc.

BUILDING BYE-LAWS

- Minimum Ceiling Height of Rooms
- Minimum size of Rooms
- Lighting and Ventilation of Rooms
- Bath Room and Water Closet
- Kitchens
- Shops
- Lofts, Mezzanines, Basements and Attics
- Staircase, Corridors & Passages
- Lifts
- Building Services: Water Supply & Sanitary Installation, Electric Supply, Other Services (RWH, Solar Energy), Fire Safety & Lift Installation

SECTIONS & ITS BRIEF

Section 6. & its sub-sections [Pg.no. 47]

Zoning Regulations and Use provisions-

- Mentions about the Regulations applicable to various zones, Land use zone, Provisions governing the uses, Calculations of Building Height, Special Zones, Conservation zone (F), General Regulations, Preservation Area, Relaxations, Procedure for obtaining permission for Renovations/ Repairs/ Re-construction/ New Development in Conservation Zone, Archaeological Sites, Other Regulations
- Also talks about the Coastal Regulation Zone (under Environment Protection Act, 1986).

Section 11. & its sub-sections [Pg.no. 76]

Compound Wall and Gates-

- Mentions about the permission for construction of Compound Wall and Gates & its basic design

Section 12. & its sub-sections [Pg.no. 77]

Sub-Division Regulations-

- Specifies various Regulations regarding roads, Surface and Storm water Drainage, Sloping Sites, Open Spaces, General Requirements regarding Development of Plots, Open Spaces and Roads.
- Also mentions about Regulations regarding minimum size of the Plot, Frontage, Means of Access and Right of Way of Roads and Other Regulations etc.

Section 13. & its sub-sections [Pg.no. 83]

Building Bye-laws-

- Specifies the Minimum Ceiling Height of Rooms, Size of Rooms, Lighting and Ventilation of Rooms, Bath Room and Water Closet Compartment, Kitchens, Shops, Minimum Accommodation to be provided, Lofts, Mezzanines, Basements and Attics , Height of Plinth , Staircase, Corridors and Passages and Lifts.

Section 14. & its sub-sections [Pg.no. 90]

Building Services-

- Talks about the provisions of Water Supply and Sanitary Installation, Water Supply, Wells, Drainage and Sanitation, Electric Supply, Other Services, Rain Water Harvesting.

Section 17. [Pg.no. 104]

Control on Erection of Hoardings on Roads and roof of buildings-

Mentions about the provisions & control on Erection of Hoardings on Roads and roof of buildings

Section 20. & its sub-sections [Pg.no. 106]

Registration of Architect / Engineer / Structural Engineer / Town Planner / Landscape Architect / Urban Designer-

- Talks about the provisions of Registration of Architect / Engineer / Structural Engineer / Town Planner / Landscape Architect / Urban Designer.

Procedure for obtaining permission

For Planning Areas

- In respect of areas, which are declared as planning areas under section 18 of the Goa Town and Country Planning Act, 1974 (Act 21 of 1975), Development Permission shall be necessary to be obtained from PDA's from planning point of view.

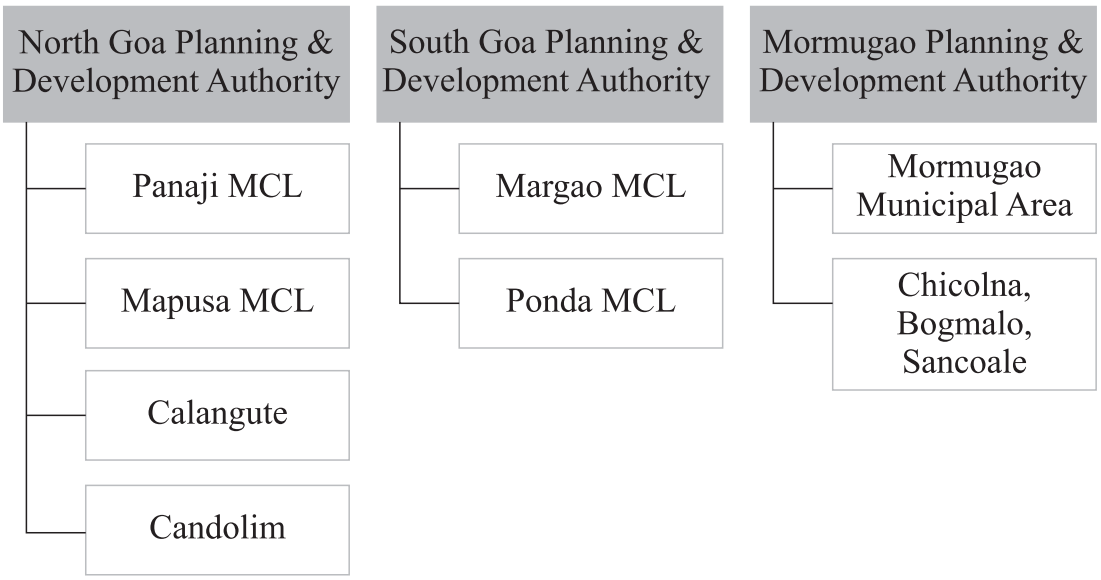
For Non-Planning Areas

- In respect of areas, which are not declared as planning areas under section 18 of the Goa Town and Country Planning Act, 1974 (Act 21 of 1975), Technical Clearance Order shall be necessary to be obtained from TCP Department from planning point of view.

Jurisdiction

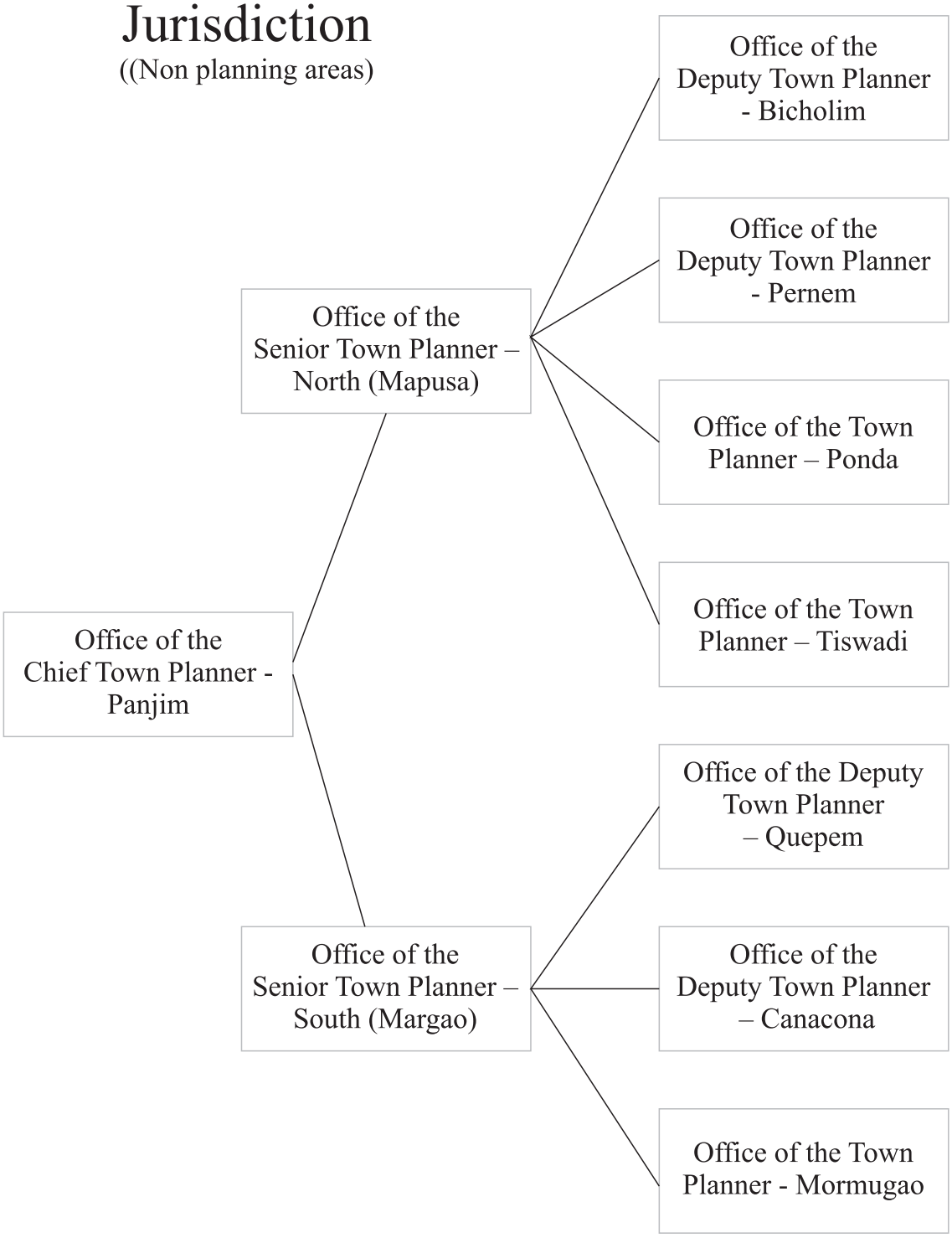
(for obtaining different permission)

Planning areas



Jurisdiction

((Non planning areas)



Delegation of powers

- Built up areas of 2000 sq mts. and above.
- Sub division areas of 20000 sqt. Mts and above.

PROCEDURE & REQUIREMENTS

PROCEDURE TO OBTAIN PERMISSIONS

Areas under PDA Jurisdiction	Areas under Town Planning Dept.
To apply first to PDA for Development Permission, and for recommendation of conversion of land use. Enclosures – 5 sets of Drawings and 1 set of Documents.	To apply first to TP Dept. for Technical Clearance, and for recommendation of conversion. Enclosures – 5 sets of Drawings and 1 set of Documents.
To apply thereafter to Municipal Council/VP/Corporation for License/Permit. Enclosures – Technical Clearance/Development Permission and 3 sets of drawing duly stamped by Town Planning Officer and 1 set of Documents.	

PROCEDURE & REQUIREMENTS

DOCUMENTS

Following documents shall be submitted along with the application:

- Right of ownership or interest in the land sufficient to enable the applicant to carry out the intended development supported by following documents:
  - Original survey plan or Approved sub-division plant
  - Copy of Index of Land in Form III/Form I & XIV of Records of Rights or any other forms of City Survey Register
  - Copy of Sale/Gift/Lease/Mortgage deed and/or any other instrument assignment

PROCEDURE & REQUIREMENTS

FOR BUILDING APPROVALS

APPLICATIONS

- Application in prescribed format. See Appendix.
  - A1 – For Development Permission from PDA/TCP
  - A2/3 – For Building License from MCL/VP

DRAWINGS

- Site Plan
  - Scale 1:500 for plot up to 4000 m2, else 1:1000
  - Boundaries & Dimensions
  - North Direction
  - Proposed & Existing Structures
  - Means of Access & its width
- Road Widening Line (if any)
- Setbacks or Open Spaces around Buildings
- Distance b/w buildings on same plot
- Area Statements
- Natural Features
- Location of Septic Tanks/ Water Wells /Water Sumps

DETAILED PLANS

- Floor plans of all floors (1:100 or 1:50)
- Use of spaces in all buildings
- Elevation from all streets
- Section/ sections at least one through staircase
- Roof plan, showing rainwater drainage from roof
- Drawings of septic/soak pits

OTHER PLANS

- **Location** Plan (not to scale) with nearest prominent landmarks
- **Parking** Layout Plan (1:500) showing size/exact location/ number of car parks
- **Plans** & Sections of areas where cutting or filling more than 1.5 meters height
- **Contour** Plan at 1 meter interval prepared by Chartered Surveyors.

QUESTIONNAIRE

- Questionnaire prescribed under these regulations. See Appendix B1. (Common for MCL/VP

PROCEDURE & REQUIREMENTS

FOR SUB – DIVISION OF LAND

SITE PLAN

- Scale 1:500 for plot up to 50,000 m2, else 1:1000
- Boundaries & Dimensions
- Means of Access to the plot
- North Direction
- Layout plan of proposed internal roads/ building footprints/ open spaces and subdivided plots; Area and dimensions of each such area
- Existing Buildings
- Area Statements
- Natural Features
- Cross section of proposed roads showing carriageway/footpath/shoulders and drains with materials
- Location, size and cross section of cross drains proposed
- Layout and Construction details of service duct for infra

LOCATION PLAN

Not to Scale, but with dimensions

Shows prominent landmarks for Competent Authority

PLANS & SECTIONS

Where cutting or Filling of more than 1.5 meters is taking place from existing ground level

CONTOUR PLAN

Prepared by Chartered Surveyor with intervals of 1 meter

FOR FINAL APPROVAL:

All site plans as executed on site, with all details pertaining to as executed. All the NOC's stipulated in Provisional Approval.

REGISTRATION
OF
PROFESSIONALS



Professionals include Architect, Engineer, Structural Engineer, Town Planner, Landscape Architect, Urban Designer according to Section 20 of the Act.

- **Every professional to be able to sign plans and documents related to the development permission/building permissions shall be required to be registered with the Registering Authority under the provisions of these regulations.**
- **Requisite qualifications for the registration of professionals shall be given as per respective definition.**
- **TCP Dept. shall be Registering Authority and shall register all such professionals for purpose of registration. Validity of registrations will be 5 years, and be renewable every 5 years**.
- Registration shall be liable to be revoked temporarily or permanently if registered person is found guilty of negligence or default in discharge of his responsibilities and duties or any other breach of these regulations. Provided that he shall be given a show cause notice and afforded reasonable opportunity of being heard by the Registering Authority.
- Every such professional shall submit the application to CTP – TCPD, Government of Goa, who after scrutiny and on payment of prescribed fees shall register and allot a registration number. A registration certificate shall also be issued.

CERTIFICATE OF CONFORMITY WITH REGULATIONS

APPENDIX – B2

I_____, having been appointed by_____ do hereby certify that I have designed the project of_____ in Plot No._____, chalta No._____of P.T. Sheet No._____/Survey No._____ in _____city/village and that the same is in conformity with the Goa land Development and building Construction Regulations, 2010.

Place:-

Date:-

_____

Signature of the Architect/Engineer/

Structural Engineer

STRUCTURAL LIABILITY CERTIFICATE
APPENDIX – B3

I, _____ having been duly appointed as Engineer by Shri_____for carrying out structural design and supervision of then proposed construction of_____.

The plans for which have prepared by_____, in Plot No._____/Survey No._____/Chalta No._____of P.T. Sheet No._____, within the jurisdiction of Municipal Council of_____ /Village Panchayat of _____.

I do hereby certify as under:-

That I shall be responsible for the structural design and stability of the said building.

That the structural work shall be executed buy the owner, as per the structural drawings prepared by me and under my supervision.

The provisions of the following BIS codes are made in the proposals;

_____

This certificate is issued in respect of plans, one set of which is enclosed herewith, duly signed by the Architect/Engineer/Structural Engineer who has prepared the same.

Place:-

_____

Date:- Signature of the Structural Engineer

I,Shri_____

I have appointed the Engineer, Shri_____to carry out the structural design and supervision of above mentioned project.

I further undertake to intimate him at the appropriate stage of construction of my project _____ to enable him to perform his functions as given in the above certificate.

_____

(Signature of Owner or his authorized representative)

SIMPLIFICATION OF CONVERSION PROCESS

- To simplify the process of conversion of land under Section 32 of Land Revenue Code, 1968, the Department has issued Order to all District level offices, Taluka level offices and Planning and Development Authorities to generate conversion report along with Development Permission or Technical Clearance as the case may be.
- One copy of the conversion report generated along with a copy of site plan shall be forwarded to respective Additional/Deputy Collector's office and one copy along with site plan shall be issued to the applicant at the time of issuing Development Permission/Technical Clearance two additional sets of site plans clearly indicating area proposed for conversion are to be submitted along with application
- The applicants shall submit a copy of the suo-moto generated conversion report along with site plan to the Additional Collector/Deputy Collector at the time of making an application for conversion of use of land.
- Hence there is no need for any separate conversion application to be referred to Town & Country Planning Department by Additional Collectors/Deputy Collectors.

APPEAL PROVISION



DURATION OF SANCTION

- Development Rights or Building Permits granted under these Regulations will be valid for an initial period of 3 years, which will be renewable for next 3 years on submission of a request letter.

DEVIATION DURING DEVELOPMENT & REVOCATION

- In case deviation occurs which, in the opinion of the owner and his Architect (or other such professional) is within the framework of these regulations, the owner can carry out such developments after obtaining revised approvals as soon as possible or at the time of applying for occupancy certificate.
- If competent authority founds that the development are violating the regulations or any respective acts, the development permission can be revoked. The authority may also proceed against the holder of the permission in the manner laid down in the respective Act.

However, this deviation or permission does not apply to Conservation Zone, where prior approval of Conservation Committee will be required.

APPLICATION FOR OCCUPANCY CERTIFICATE

- STEP 1. To apply first for Completion Order. Enclosing – Completion Certificate from competent professional, structural stability certificate and revised drawings showing deviations (carried out during construction).
- STEP 2. To apply thereafter for Occupancy Certificate to M.C. or V.P. Enclosing – Completion Order from PDA/TP Dept. and all the documents submitted earlier duly stamped and signed by competent authority.

STRUCTURAL STABILITY CERTIFICATE

APPENDIX – B5

I_____ having been duly appointed as Engineer by Shri_____ for carrying out structural design and supervision of the construction of_____ in Plot No._____ /Survey No._____/Chalta No._____of P.T. Sheet No. _____, within the jurisdiction of Municipal Council of_____/village Panchayat of_____ and having given the Structural Liability Certificate at the time of obtaining building permission, do hererby certify as under:-

That I have carried out the structural design of the above referred project with the following BIS Codes;

_____

That the structural work has been executed by the owner, as per the structural drawings prepared by me and under my supervision.

That the building is structurally safe and fit for occupation.

I am enclosing complete set of structural "as built" drawings for your records.

Place:-

_____

Date:-

Signature of the Structural Engineer

Seal with Name, Address, Reg. No.



COMPLETION CERTIFICATE
APPENDIX – B6

I,_____, having been appointed by_____ and having designed the project of _____in Plot No.____, Chalta No._____ of P.T.Sheet No. _____/ Survey No. _____ in _____ city/village, do hereby certify that the said project has been supervised by me and has been built in accordance with the Licence No._____ dated_____ and the same is complete and fit for occupation.

Place:-

Date:-

_____

Signature of the Architect/Engineer/
Structural Engineer/Town Planner/
Landscape Architect/Urban Designer
Seal with name, Address, Reg. No.

POST-OCCUPANCY AUDIT

- The licencing Authority will carry out random checks from time to time for Group Housing and Residential Multi Dwelling Buildings, but only within 5 years of issue of Certificate

- Licensing Authority shall issue notices to the Owner/Developer to remove any misuse of areas of buildings ensuring that circulation spaces and parking areas are as per the approved plans.
- On finding any changes in the use of buildings or part thereof, LA will ensure the cancellation of Shop and Establishment License of such areas on designated parking spaces, if any.

AUDIT CHECKLIST

- Availability of Clear Circulation Spaces as per approved plan.
- Change of use of building, esp. diversion of parking spaces if any.

CONSERVATION ZONE

- Conservation Zone = an area, precinct or group of buildings which are considered to be having Heritage Value.
- Heritage Building = individual/religious/institutional building/structure/site/piece of street/furniture that is considered to be of some values such as architectural, cultural associated with a person or event of local importance as may be decided by the government with approval of Conservation Committee.
- Heritage Precinct = group of buildings or an area or site, skylines, vistas for the community thereof that is considered to be of architectural, cultural, social, archaeological and other such values associated with a person or event of local/regional/national importance as may be decided by the government with approval of Conservation Committee.

CONSERVATION ZONE

APPLICATION PROCEDURE

- Existing skyline/roofing patterns shall be generally followed.
- Existing landform, along with vegetation or landscape features which lend character to certain areas should not be drastically or materially altered.
- External elevation features could be discretely used to integrate the new development with existing façade and streetscape in general.

GUIDELINES FOR IMPLEMENTATION OF SECTION 17A

Guidelines for Cutting of Hill Slopes

Slope	Development Permissions
More than 25%	No Development
10% to 20%	Permission would depend on site condition; In case of terrace formation, maximum cutting shall be restricted to 2 to 2.5 meters for 10 to 15 meters terrace width. For roads, slope of 1:10 is to be strictly followed.
20% to 25%	Cutting or excavation limited to digging of foundation/footing and opening of foundation and for providing drainage/electricity and other such lines.

GUIDELINES FOR IMPLEMENTATION OF SECTION 17A

- Guidelines for Permitting Filling up of Low Lying Lands
- Filling up of "low lying land" having a depth of 50 cms. or More below the adjoining land is only to be dealt under the provisions of 17A of Goa Town and Country Planning Act.
  - If filling up involves:
    - Damaging of Mangroves then not allowed.
    - Drainage channels/springs and other water bodies then consultation with the Irrigation Department.
    - Khazan Lands, and Garden Lands (only for specialized crops such as Medicinal Plants) then not allowed.
    - Irrigated Crop Lands, not allowed; without prior approval from TCP Board.
    - Morod Paddy Fields, Scrub Jungles and other such areas allowed if general gradient of land is between 15% to 25%.

GUIDELINES FOR IMPLEMENTATION OF SECTION 17A

- Documents to be furnished:
- Form I & XIV
- Ownership documents
- Certified copy of Survey Plan
- Contour Plan of the property and Blue print signed by Engineer/Owner.
- Site Plan showing the existing drainage pattern and proposed drainage pattern. (Scale of1:500 or more)
- Plan & Cross-section showing extent of cutting/filling in relation along with proposed structure/building if any. (Scale of 1:200)
- Longitudinal and cross section explaining the central topography of land. (Scale of 1:200)
- Design of proposal for construction of retaining wall with plans, elevations & sections. (Scale of 1:200)
- Proposed landscape plan (Location of existing trees within the plot)
- Photographs of the site from 2 to 3 different angles with date.
- Valid Conversion Sanad

THE GOA TCP (PUBLIC PROJECTS/ SCHEMES/DEVELOPMENT WORKS BY GOVT.) RULES, 2008

- "Public projects/Schemes/development works" means and includes works undertaken by the Central Government and the Government such as
  - State highways, major district roads, other roads;
  - Educational institutions/complexes, libraries;
  - Community halls, Court buildings, sports complexes with supporting allied/auxiliary facilities;
  - Fisheries complexes and facilities for allied uses;
  - Tourism infrastructure,
  - Public toilets, rain or cyclone shelters, hospitals, panchayat ghars, dispensaries, police stations, police out posts, fires stations, markets, bus terminals, parking lots, rehabilitation colonies;
  - State sponsored schemes under 20 point programme, Government offices, operational construction, etc.

[but shall not include Information Technology parks, industrial estates/areas, industries, projects under private partnership (PPP), housing schemes of Housing Board/Corporations]



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