Chapter2 - Section 4 (1)(b)(ii) of the Right to Information Act, 2005

Powers and Duties of all Elected Representatives and Employees

I. Powers and Duties of the Sarpanch

The Powers and Duties of the Sarpanch are as follows:

General Power (Section 64):

(i) To convene the meeting of the Panchayat

(ii) To have access to the records of the Panchayat

(iii) To exercise supervision and control over the acts of the officers and employees of the Panchayat

(iv) To incur expenditure not exceeding rupees five thousand per month on any matter in an emergency and in the public interest

(v) To recommend or not sanction any kind of leave to all the officers and employees of the Panchayat, including the Gram Sevak

(vi) To place all the correspondence received from the Government, Director, and Chief Executive Officer before the meeting of the Panchayat

(vii) To hold regular Gram Sabha and other meetings of the Panchayat

(viii) To recover the tax, fees, and other dues from the defaulters of the Panchayat

(ix) To place the audit report before the meeting of the Panchayat and ensure its due compliance

(x) To stop any unauthorised construction erected in the Panchayat area notwithstanding anything contained in sub-section (3) of section 66 of the Goa Panchayat Raj Act, 1994 and place the matter immediately before the ensuing meeting of the Panchayat for taking a suitable decision

(xi) To remove encroachment and obstruction upon public property, streets, drains, and open sites not being private property

(xii) To ensure due compliance with the provisions of the Goa Panchayat Raj Act, 1994

(xiii) To comply with the directions/instructions issued by the Director, Chief Executive Officer, Deputy Director, or Block Development Officer

(xiv) To convene a meeting with a notice of twenty-four hours if, in his opinion, the immediate execution of any work or doing of any act which requires the sanction of a committee or of the Panchayat is necessary for the public interest

Executive Powers (Section 47-A):

(xv) To implement the programme of welfare schemes and other developmental works

(xvi) To execute and implement the resolution passed by the Panchayat on the matters not specified in section 47 of the Goa Panchayat Raj Act, 1994

II. Powers and Duties of the Deputy Sarpanch:

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

III. Powers, Duties and Responsibilities of Village Panchayat Secretary

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

General Powers (Section 113-A):

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

(ii) To write the proceeding of every meeting in the minutes book

(iii) To place all the correspondence received by him, especially various schemes of the Government, instructions issued by the Director and other authorities

(except those of confidential nature) before the Sarpanch and also for the information of all members during the meeting

(iv) To receive all correspondence, scrutinize the same, and dispose of after having satisfied that the same are complete in all respects

(v) To finalize the agenda of every meeting in consultation with the Sarpanch

(vi) To report within seven days to the Block Development Officer any vacancy in the office of the Sarpanch or Deputy Sarpanch or a member caused due to death, resignation, or continuous absence for more than three consecutive ordinary meetings of the Panchayat

(vii) To report to the Block Development Officer any illegal act or misconduct or misuse or abuse of powers, any infringement of the provisions of this Act by the Sarpanch or Deputy Sarpanch or the members of the Panchayat as soon as the same comes to his knowledge

(viii) To report, as soon as possible, to the Block Development Officer if any member of the Panchayat attracts disqualification under section 10 of the Goa Panchayat Raj Act, 1994

(ix) To maintain all the registers prescribed under various Rules and other Registers as may be directed by the Block Development Officer

(x) To be responsible for safe custody of Panchayat funds, assets of Panchayat and all the Registers maintained by the Panchayat

(xi) To comply with the instruction issued by the Block Development Officers and superior authorities from time to time

(xii) To maintain cordial relations with the elected representative

(xiii) To ensure that the grants released by the Government under Grant-in-Aid for specific purposes are not spent by the Panchayat for any purpose other than the purpose for which it is sanctioned.

Executive Powers and functions of secretary (Section 47):

(i) To issue the licences for construction, repairs, modification, and alteration so, also occupancy certificates in pursuance of the resolution of the Panchayat.

(ii) To issue the permission / license for trade, business, Industry, Hotel, restaurant, eating house, coffee house, sweetmeat, shop, bakery, boarding, house or lodging house other than a hostel recognised by the Government or a dharmashala or for manufacturing ice or aerated water or any other permission / license under section 68, 69, 70 or 71 of this Act, in pursuance of the resolution of the Panchayat.

(iii) Upon an order of the Block Development Officer to issue permission/ License for construction, repairs, modification, alteration or to issue permissions / license for trade, business, industry, hotel, restaurant, eating house coffee house, sweetmeat shop, bakery, boarding house, or lodging house (other than hostel recognised by the Government) or a dharmashala or for manufacturing ice or aerated water or any other permission / license under section 66, 68, 70 or 71 of this Act, or an occupancy certificate .

(iv) To initiate action for stopping and or demolishing an unauthorized structure/ /building constructed without the permission of the Panchayat after the resolution is passed to that effect.

(v) To execute the resolution passed by the Panchayat body.

Execution of order by the secretary(Section 47-B)

Notwithstanding anything contained in Section 47, the Secretary shall execute the order passed by any Authority in any appeal or petition made before such Authority under the provisions of this Act or Rules framed thereunder, if the Panchayat fails to execute the same within the time limit as specified in such order and in case no time limit has been specified, within one month of passing of such order.

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

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

IV. Duties of Other Employees

As per rules to be added

Sr. No.	Name of the Employee	Designation	Duties/Responsibilities
1	Shri. Subhash S. Talkar	V. P. Clerk	1. To received all correspondence / letters from general public as well as Govt. Authorities or any others and give acknowledgement wherever required. 2. Maintain/ write inward and outward registered. 3. To do all clerical typing work through computer. 4. To maintain all records files and register and also work allotted by V.P. Secretary on time to time. 5. To maintain R.B.D. Records. 6. To abstract the meeting proceedings/ resolution copy. 7. To prepare all type of certificates / N.O.C etc. 8. To maintain all correspondence as well as all records of Village Panchayat. 9. If any information asked by general public under RTI Act 2005which records should be kept ready and such application should be placed to the P.I.O on same day. 10. To collect all types of taxes and fees and issue receipt to the payee. 11. In absence of V.P. Secretary handle general public and maintain good relation with general public as well as elected representative. 12. No secret or confidential matter of Village Panchayat

			should be disclosed to anyone. 13. Any other work allotted by V.P. Secretary as per direction of Higher Authority or as per work load of Village Panchayat. 14. Follow the all type of direction given by V.P. Secretary, V.P. Sarpanch or Higher Authority as per Panchayat Raj Act and Rule. 15. To maintain inventory of Records. 16. To maintain all V.P. old files, registers and records. 17. To maintain and safeguard all assets and all records of Village Panchayat. 18. Any other work entrusted by Higher Authority on time to time.

2	Shri. Deepak Vengurlekar	V.P. Peon	1. In absence of V.P. Clerk received all correspondence / letters from general public as well as Govt. Authorities or any others and give acknowledgement wherever required. 2. To serve all type of notices to elected representative or general public on time as per direction given by the V.P. Secretary or Higher Authority. 3. To clean and update V.P. Office. 4. Filling all type of correspondence and to maintain records. 5. To maintain all records files and register and also work allotted by V.P. Secretary and V.P. Clerk on time to time. 6. Follow all direction given by V.P. Secretary, Sarpanch or by Higher Authority. 7. In absence of V.P. Secretary follow the direction issued by V.P. Clerk. 8. To maintained all correspondence as well as all records of Village Panchayat. 9. To open V.P. Office on all working days on time i.e 9:30 a.m to 5:30 p.m. 10. Not to misuse Panchayat Office letterheads, Office stamps and Office seal. 11. In absence of V.P. Secretary and V.P. Clerk handle general public and maintain good relation with general public as well as elected representative. 12. No secret or confidential matter of Village Panchayat

			should be disclosed to anyone. 13. Any other work allotted by V.P. Secretary and V.P Clerk as per direction of Higher Authority or as per work load of Village Panchayat. 14. Follow the all type of direction given by V.P. Secretary, V.P. Sarpanch , V.P. Clerk or Higher Authority as per Panchayat Raj Act and Rule. 15. To keep all the files and registers safely and properly in the locker/cupboard and should handle it with care for future need. 16. To maintain all V.P. old files, Registers and records. 17. To maintain and safeguard all assets and all records of Village Panchayat. 18. Any other work entrusted by Higher Authority on time to time.
3	Shri. Rajaram C. Mathkar	V.P. Librarian	1. To keep all the files and registers safely and properly in the locker/cupboard and should handle it with care for future need 2. To keep all the record of books and maintained registers safely and properly in the locker/cupboard and should handle it with care for future need 3. Any other work entrusted by Higher Authority on time to time 4. Follow the all type of direction given by V.P. Secretary, V.P. Sarpanch , V.P.

			Clerk or Higher Authority as per Panchayat Raj Act and Rule
4	Amita Ajay Thakur	Gram Rojgar Sahayak	1. To keep all records related to MGNREGA 2. To keep all the record of books and maintained registers safely and properly in the locker/cupboard and should handle it with care for future need 3. Any other work entrusted by Higher Authority on time to time 4. Follow the all type of direction given by V.P. Secretary, V.P. Sarpanch , V.P. Clerk or Higher Authority as per Panchayat Raj Act and Rule
5	Uday Shetkar	Field worker	1. To keep all records related to Social Welfare Department 2. To keep all the record of books and maintained registers safely and properly in the locker/cupboard and should handle it with care for future need 3. Any other work entrusted by Higher Authority on time to time 4. Follow the all type of direction given by V.P. Secretary, V.P. Sarpanch , V.P. Clerk or Higher Authority as per Panchayat Raj Act and Rule
6	Shri. Vinayak Pednekar	Fisheries Surveyor	1. To keep all records related to Fisheries Department 2. To keep all the record of books and maintained

			registers safely and properly in the locker/cupboard and should handle it with care for future need 3. Any other work entrusted by Higher Authority on time to time 4. Follow the all type of direction given by V.P. Secretary, V.P. Sarpanch , V.P. Clerk or Higher Authority as per Panchayat Raj Act and Rule