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No.19/113/DP/PAN/MEET-AGEND
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 of the Village Panchayats complaining that the Agenda of the fortnightly meetings is incomplete and is not circulated in detail. In spite of no mention on the Agenda the Village Panchayat Secretaries place before the meetings of the Panchayats number of files of building permissions which create doubts in the minds of the members of the Village Panchayat while discussing/deciding the matter in the meetings. Complaints are also received by this Directorate from the members of the Village Panchayats that the Sarpanchas are not taking them into confidence or do not consult them in the matters of audit and accounts of the Panchayats nor do they inform them of any important correspondence made by the Panchayats with the Government or received from the Government Departments.

In this connection, it is pointed out that the Government in the past has issued Memorandum No. CDP/VPT/703/65 dated 14.05.1965 in this 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 deciding Panchayat matters.

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

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

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

The receipt of this Circular should be acknowledged.

(P. M. BORKAR)
Director of Panchayats
Panaji - Goa

To:
All the Village Panchayat Secretaries in the North and South Goa District

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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.