

# National Rural Employment Guarantee Act, 2005

PUNJAB

India

## National Rural Employment Guarantee Act, 2005

### Rule NATIONAL-RURAL-EMPLOYMENT-GUARANTEE-ACT-2005 of 2005

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National Rural Employment Guarantee Act, 2005 Punjab State Rural Employment Guarantee Scheme, Government of Punjab Department of Rural Development and Panchayats, Chandigarh Introduction : The National Rural Employment Guarantee Act (NREGA) - 2005 has been passed by Government of India in September, 2005, which emphasizes legal guarantee of hundred days of wage employment in a financial year to adult members of a rural household who demand employment and are willing to do unskilled manual labour. Whole country will be covered within five years and will be applicable to the areas, notified. It provides enhancement of livelihood security of the rural masses by generating additional wage employment with infrastructural development. The State Employment Guarantee Scheme has been prepared in terms of the provision of Section 4 of the Act and State Government will provide one hundred days guaranteed employment in a financial year to every household in rural areas who adult members are willing to do unskilled manual work as per provisions of the Act which is the main objective of the Scheme.

## Chapter I

Punjab State Rural Employment Guarantee Scheme

### 1.

This scheme be called the Punjab State Rural Employment Guarantee Scheme (REGS). 1.2 The scheme shall be applicable in such rural areas in the Punjab State as may be notified by the Central Government and shall come into force from the date of notification. During the first phase the scheme will be implemented in Hoshiarpur district already stands covered under the National Food For Work programme. Whole of the State will be covered within 5 years. 1.3 Objective of the Employment Guarantee Scheme. - The objective of the Scheme would be to provide for the enhancement of livelihood security of the households in rural areas of the State of Punjab by

providing at least one hundred days of guaranteed wage employment in a financial year to every household whose adult members volunteer to do unskilled manual work.<sup>1.4</sup>**Status.** - The Scheme Will be implemented as a Centrally Sponsored Scheme on a cost-sharing basis between the Centre and the States as determined by the National Rural Employment Guarantee Act, 2005.<sup>1.5</sup>**Management.** - This Scheme shall be implemented by the Department of Rural Development and Panchayat, under the supervision of State Employment Guarantee Council.<sup>1.6</sup>**State Employment Guarantee Council.** - For the purpose of regular monitoring and reviewing the implementation of this scheme at the State level, State Government shall constitute a State Council to be known as the Punjab State, State Employment Guarantee Council with a Chairperson and such number of official members as may be determined by the State Government and not more than fifteen non-official members nominated by the State Government from Panchayati Raj institutions, organizations of workers and disadvantaged groups :Provided that not less than one third of the non-official member nominated under this clause shall be women :

**1. Provided further that not less than one third of the non-officials members shall be belonging to the Scheduled Castes, the Scheduled Tribes, the other Backward Classes and Minorities.**

**2. The terms and conditions subject to which the Chairperson and members of the State Council may be appointed and the time, place and procedure of the meetings (including the quorum at such meetings) of the State Council shall be such as may be prescribed by the State Government.**

**3. The duties and functions of the State Council shall include :-**

(a)Advising the State Government on all matters concerning the Scheme and its implementation in the State.(b)Determining the preferred works.(c)Reviewing the monitoring and redressal mechanisms from time to time and recommending improvements.(d)Promoting the widest possible dissemination of information about National Rural Employment Guarantee Act, 2005.(e)Monitoring the implementation of National Rural Employment Guarantee Act, 2005 and the Schemes in the State and co-ordinating such implementation with the Central Council.(f)Preparing the annual report to be laid before the State Legislature by the State Government.(g)Any other duty or function as may be assigned to it by the Central Council or the State Government.

**4. The State Council shall have the power to undertake an evaluation of the schemes operating in the State and for that purpose to collect or cause to be collected statistics pertaining to the rural economy and the implementation of the Schemes and programmes in the State.**

<sup>1.7</sup>**Implementation Agencies :**(a)At the village level, the Gram Sabha will be responsible for a number of functions relating to planning and monitoring.(b)The Zila Parishad at the District,

Panchayat Samiti at the Block and Panchayat at the Village levels Will be the Principal authorities for planning and implementation of the schemes made under the National Rural Employment Guarantee Act, 2005.(c)The Deputy Commissioner shall be the District Programme Co-ordinator. The District Programme Coordinator shall be responsible for overall co-ordination and implementation of the scheme. The functions of the district programme co-ordinator shall be -(a)to assist the Zila Parishad 'in discharging its functions under this Act and any scheme made thereunder;(b)to consolidate the plans prepared by the Blocks and project proposals received from other implementing agencies for inclusion in the shelf of projects' to be approved by the Zila Parishad at district level;(c)to accord necessary sanction and administrative clearance, wherever necessary;(d)to co-ordinate with the Programme Officers functioning within his jurisdiction and the implementing agencies to ensure that the applicants are provided employment as per their entitlements under this Act;(e)to review, monitor and supervise the performance of the Programme Officers;(f)to conduct periodic inspection of the works in progress; and(g)to redress the grievances of the applicants;(h)The Programme Officer appointed under sub-section (1) of Section 15 and all other officers of the State Government and local authorities and bodies functioning within the district shall be responsible to assist the District Programme Co-ordinator in carrying out his functions under this Act and the Schemes made thereunder.(i)The District Programme Co-ordinator shall prepare in the month of December every year a labour budget for the next financial year containing the details of anticipated demand for unskilled manual work in the district and the plan for engagement of labourers in the work covered under the Scheme and submit it to the Zila Parishad.(d)At the block level State Government shall appoint programme officer on contract basis who will work under the overall control and supervision of BDPO with such qualification as may be determined by the State Government. The supporting staff will also be provided to the programme officer for discharging his duties. The functions of the Programmer are :-(a)Monitoring of projects taken up by the Gram Panchayats and other implementing agencies within the Blocks.(b)Sanctioning and ensuring payment of unemployment allowance to the eligible households.(c)Ensuring prompt and fair payment of wages to all labourers employed under a programme of the scheme within the Block.(d)Ensuring the regular social audit of all works within the jurisdiction of the Gram Panchayat are carried out by the Gram Sabha and that prompt action is taken on the objections raised in the social audit.(e)Dealing promptly with all complaints that may arise in connection with the implementation of the Scheme within the Block.(f)Any other work as may be assigned to him by the District Programme Co-ordinator or the State Government.(g)The Programme Officer shall function under the direction, control and supervision of the District Programme Co-ordinator.

**1.8 Financial Powers :**At District level : All financial powers will vest with the District Programme Co-ordinator.At Block level : All financial powers will vest with the Programme Officer and BDPO jointly.At Village level : As per present policy of Department of Rural Development and Panchayat Punjab, the financial powers will vest as under : (a)Up to 10,000 rupees : Sarpanch and Panch.(b)Up to Rs. 50,000 : Sarpanch and Panchayat Secretary alongwith attested photo copy of resolution passed by the Panchayat.(c)Above Rs. 50,000 : Sarpanch and BDPO alongwith attested photo copy of resolution passed by the Panchayat.

**1.9 Administrative Powers. -** Under this Scheme the administrative powers to sanction project will be as below : (a)Village Panchayat up to ten lacs.(b)Panchayat Samiti up to twenty lacs.(c)Zila Parishad above twenty lacs.

**1.10 Technical Powers. -** The technical powers under this scheme shall vest as under :

- (a) JE            \_\_\_ 1 lac
- (b) AE(PR)    \_\_\_ 1 lac to 2 lacs
- (c) SDO (PR) \_\_\_ 2 lacs to 10 lacs
- (d) Xen (PR)   \_\_\_ 10 to 20 lacs
- (e) SE (PR)    \_\_\_ 20 lacs to 40 lacs

1.11 The Panchayati Raj Wing of the Rural Development Department shall give technical assistance under the scheme. 1.12 Under the normal circumstances the PRIs will be the implementing agencies. If the work is of special/technical nature then the Zila Parishad can appoint some other Government department as implementing agency. 1.13 Training of all key Agencies and Institutions. - All key agencies would : All key agencies would need to be trained to discharge the responsibilities under the Act. This would include PRIs, District and State level, Department Personnel involved with EGS, as well as local committees/groups formed for the purpose of vigilance, monitoring and social audit. Basic training on core issues pertinent to the Act will be arranged by the state institute of Rural Development, Punjab. District level and State level officers will also be deputed to NIRD, Hyderabad for this purpose. 1.14 Communication of the NREGA and the Employment Guarantee Scheme. - The Act confers entitlements upon people and puts their demand center-stage. For people to know their Rights under the Act, it will be necessary that Communication and Publicity is ensured so that information about the Act and the EGS will be widely disseminated, in local language. A multi media communication campaign will be designed and launched targeting different stake-holders. Local cultural forms and intensive, inter personal communication for like discussions and conventions will be organized to generate awareness about the entitlements offered by the Act, and the roles and responsibilities of the Government, local bodies and the local community. An intensive communication will precede the initial introduction of the Act, communication would be integral to the implementation process, so that this legislation becomes a 'People's' Act.

## Chapter II

Demand Mobilisation, Assessment And Planning

### 2. Demand Mobilisation and Assessment.

- The unique feature about the EGS is that it is demand-based. Therefore, Demand should be mobilized to facilitate assessment and planning as well as ensuring that the benefits intended are claimed by those in need of them. As such, the planning and implementing agencies have a proactive role in mobilizing demand. Communities dependent on casual labour works, or forced to migrate in search of work, areas with endemic destitution and poverty-related diseases deserve priority in mobilization. 2.2 Planning. - Planning is critical to the successful implementation of the EGS. A key indicator of success is timely generation of employment within 15 days while ensuring that the design and selection of works are such that good quality assets are developed. This requires well co-ordinated planning in advance with a long-term, medium-term, short term perspective. 2.3 Development Plan. - Every Gram Panchayat should prepare after, considering the recommendations of Gram Sabha, a development plan and maintain shelf of works to be taken up as and when demand arises. Gram Panchayat is also required to forward a prioritized list of projects to

Programme Officer for scrutinizing and preliminary approval prior to the commencement of the year. Panchayat Samiti will approve a Block level plan. Zila Parishad will approve block-wise shelf of projects. The block level plan is to be prepared by the Programme Officer after consolidating the Gram Panchayat plans and proposals of Panchayat Samiti and this consolidated block plan is to be got approved from Panchayat Samiti. The District Programme Co-ordinator is to consolidate block plans and proposals of other implementing agencies and get the consolidated plan approved from Zila Parishad. The District Programme Co-ordinator will present every year a labour budget to Zila Parishad for approval. The approved projects will be taken in order of priority as per Act.

Convergence with other schemes would be desirable for creation of durable assets and optimum utilisation of resources. A District Development Plan will be prepared by each district. The District Development Plan will be a Five-year Perspective Plan that attempts to estimate the need for employment and the kind of works that can be taken up to meet the need, based on an analysis of previous years and the demand that comes up through a participatory process of planning that has the village/habitation as its basic unit. The Perspective Plan will also have the bench marking and key indicators of success. If the Perspective Plan has been made under National Food For Work Programme (NFFWP) it should be revised so that it serves the purposes of the NREGA. For this purpose, the draft plan should be discussed and be approved with modifications if need be, by the Gram Sabha, Gram Panchayats, Panchayat Samiti and Zila Parishad. At the village level, effort should be made to ensure the participation of the work force of the village likely to seek work under the Scheme, their demand for work as well as their preference for nature and time of work should be elicited so that the Development Plan becomes, in fact, an instrument to give them employment according to their need. The Development Plan will serve as a framework of long term planning, but it will be flexible enough to respond to the new emerging needs of the area, the experience of implementation and the new areas of works approved by Central Government. The district which are not under NFFWP, should also prepare the 5 year Perspective Plan and may send up to Rs. 10 lacs for consultancy as per issued guidelines of Government of India.

**2.4 Annual Plan.** - As per Section 16(4) of the Act Gram Panchayats will forward a proposal of development projects to the Programme Officer. Further, the District Programme Co-ordinator is required to prepare a labour budget for the financial year containing the details of the anticipated demands for unskilled manual work in the district and the plan for engagement of labourers in the works covered under the scheme and submitted to the Zila Parishad for approval. The Programme Officer is also responsible for matching the demand for employment with the employment opportunities arising from the projects. Thus, an Annual Plan would be necessary which must flow out of the long-term Five-year development plan mentioned in the preceding paragraph. The following guidelines will be followed to prepare the Annual Plan.

**2.4.1** The size of the Plan and priority of the works should be decided annually, keeping in view the demand for employment.

**2.4.2** Every year, the Gram Panchayat shall convene a meeting of the Gram Sabha to estimate demand for labour and to propose the number and priority of works to be taken up in the next financial year. The timing of the meeting will take into consideration the work season and the migration time, in case the workforce in that area tends to migrate for work. Participation of likely beneficiaries should be ensured in the Gram Sabha so that their priorities and needs shape the Annual Plan. The time and date of the Gram Sabha meeting should be fixed well in advance and should be widely publicized so that people can participate on large numbers. The choice of works will be based on the works identified in the Perspective Plan. The Gram Sabha may recommend additional works if the works identified in the Perspective Plan

are insufficient or cannot be taken up for some reason or a new activity has been permitted under the Scheme by the Central Government. The plan formulated in the Gram Sabha will be forwarded to the Gram Panchayat. Based on the recommendations of Gram Sabha, the Gram Panchayat will forward its proposals to the Programme Officer. The Gram Panchayat will prepare an Annual Plan and forward to the Programme Officer. The Annual Plan should clearly indicate the existing demand for work, the demand in the previous year, the works taken up in the previous year, works on going and works proposed for the next year, likely costs, and proposed implementing agencies. The Gram Panchayat will also identify the 50% of the works in its area that it may wish to take UP.2.4.3The Programme Officer will scrutinize the Annual Plan for its technical feasibility and satisfy himself that it meets the likely demand for employment based on the registrations and previous experience. If the Programme Officer feels, that the list is insufficient to meet the likely demand, he should ask for a supplementary list. The Programme Officer will not reject a proposal received from the Gram Panchayat. If the proposal is not within the parameters of the Act, or appears technically infeasible, the PO will record his observations on the proposal and then submit a consolidated statement of proposals to the Intermediate Panchayat Samities. The Panchayat Samities will not reject a work proposed by the Gram Panchayat, if it is within the parameters of the Act. If it is outside the parameters of the Act, then it will be returned to the Gram Panchayat for it to replace it with a valid proposal.2.4.4The Panchayat Samiti will maintain the priority indicated by the Gram Panchayat. It is possible that there may be a need for works that involve more than one Gram Panchayat. Such works may be included by the Panchayat Samities. In identifying such works the suggestions of elected public representatives of that area, NGOs who have been working in that area for Rural Development and of line department may be considered by the Panchayat Samities. It is however reiterated that the priority of works in a Gram Panchayat will be as determined by the Gram Panchayat. On the basis of these discussions, the plan for the area of the Panchayat Samiti will be approved by the Panchayat Samiti and forwarded to the District Programme Coordinator.2.4.5The District Programme Co-ordinator will scrutinize the plan proposals of all the Panchayat Samities, examining the appropriateness and adequacy of works in terms of likely demand as well as their technical and financial feasibility. He will also invite and examine work proposals from other implementing agencies, but in doing so, the priorities of the Gram Panchayat and the priorities of inter Gram Panchayat works as indicated in the Block Plan by the intermediate Panchayat will be retained. He will consolidate all these proposals into a District Plan proposal to be discussed and approved by the Zila Parishad. The time frame for each project must be specified in the Annual Plan. The District Plan will comprise Block-wise shelf of projects, the Block-wise shelf of projects will be arranged Gram Panchayat-wise. The implementing agency for each work has to be identified, keeping in view the mandatory minimum 50% of the works to be executed by the Gram Panchayat. The Zila Parishad will examine and approve the District Plan.2.4.6The District Programme Co-ordinator will co-ordinate the preparation of detailed technical estimates and sanctions. The work of preparation of estimates will be done by the executing agency if they have the requisite expertise or from any other technical authority specified/outsourced with the general or specific approval of the State Government. The project report of each shall contain all details as may be specified in the technical/works manual of the State Government and also the outcomes like person days, specifications of the physical asset. (like length of road, size of a tank) and enduring outcomes like area irrigated, village connected.2.4.7The District Programme Co-ordinator will communicate the sanctioned Plan to the Programme Officer. The Programme Officer will forward a copy of the

Block Plan with the shelf of projects to be executed in each Gram Panchayat as well as projects that may be inter Gram Panchayat along with cost, time-frame, mandays to be generated and executing agency to every Gram Panchayat. 2.4.8 This process must be completed by December of the preceding year and the State Government should prescribe the time-frame for each level to propose, scrutinize and approve the works. 2.4.9 If the work is being executed by any other agency, the Gram Panchayat concerned in whose jurisdiction work falls shall be informed of the estimates, mandays, time-frame and main quality parameters and Gram Panchayat shall be fully competent to oversee implementation of work, ask for copies of muster rolls. After completion of every muster roll, a copy will be sent to Gram Panchayat. 2.4.10 Sanctioned works will be widely publicized.

## Chapter III

### Registration and Employment

#### 3. Eligibility.

- EGS will be open to all rural households in the areas notified by the Central Government. The entitlement of 100 days of guaranteed employment in a financial year is in terms of a household. The 100 days entitlement of a household can be shared within the household; more than one person in a household can be employed. Thus, within a household entitlement all adult members of the household who register may apply for work. To register they have to - (a) Be local residents. 'Local' will imply residents of the village who hold Ration Card of the concerned village and or age registered voters of the Gram Panchayat. (b) Be willing to do unskilled manual work. (c) Apply as a household to the local Gram Panchayat. Household will mean a nuclear family comprising mother, father and their children. 3.2 Application for Registration : 3.2.1 The application for registration may be given on a plain paper to the local Gram Panchayat which should contain the names of those adult members of the family willing to do unskilled manual work, giving such particulars as age, sex, SC/ST. The details that must be included in an application for registration are indicated at Annexure. The Zila Parishad may make printed form available but printed form will not be insisted upon. Any person may appear personally and make an oral request for registration. 3.2.2 All applications shall be verified by the Sarpanch Gram Panchayat (Lambardar) and registered after due verification. 3.2.3 Verification of applications will be regarding local residence in the Gram Panchayat concerned and household as an entity, and the fact that applicants are adult members of the household. 3.2.4 Notwithstanding the method suggested above of application, registration and verification, a gram sabha shall be convened when the Act commences for the purpose of mobilizing application, registration and verification. Door-to-door survey may also be undertaken to identify the persons willing to register for employment under the Act. The survey may be undertaken by the front line team headed by the Sarpanch of Gram Panchayat, ward member, SC/ST and women members a village-level Government functionary and the panchayat secretary. The team members may be given orientation at the block/district level. 3.2.5 The process of verification shall be completed as early as possible and not later than a fortnight after the receipt of the application in the Gram Panchayat. 3.2.6 After verification, the Gram Panchayat will enter all particulars in the Registration Register in the Gram Panchayat. 3.2.7 Every registered household will be assigned a registration number. The registration number shall be assigned in accordance with a coding

system as prescribed by the Central and State Government for BPL Census 2002.3.2.8Copies of registration will be sent to the Programme Officer for the purpose of reporting to the Panchayat Samiti and Zila Parishad for further planning, tracking and record. This must be done immediately, so that the Programme Officer has a consolidated record of demand that is likely to come to enable him to organize resources accordingly.3.2.9If it is found that a false registration has been done, it will be struck off.3.2.10To allow maximum opportunities to families that may migrate Registration will be open all through the year at the Gram Panchayat office during working hours.3.3Job Card :3.3.1A Job Card will be issued by the Gram Panchayat to the Household that has been registered. Photographs of adult members who are applicants have to be attached to the Job Card. The cost of photographs will be borne as the programme cost. The Job Card should be issued immediately after the verification is completed and should be handed over to the applicant not later than a week after registration. A copy of the Job Card will be maintained at the Gram Panchayat.3.3.2The Job Card shall be valid for a period of 5 years and will have provision for addition/deletion of members eligible to work. Deletions, if any, in any household on account of demise, or permanent change of place of a member are to be reported immediately by the household concerned. Addition desired may be applied for by the household. The Gram Panchayat will also undertake an annual updation exercise in the same manner as registration, the time for which should be fixed keeping in mind the work and migration season of the local work force. All additions and deletions made in the Registration Register will be read out in the Gram Sabha. The Gram Panchayat will send a list of additions/deletions to the Programme Officer every year in the month of October so that it may be incorporated in the Labour Budget the District Co-ordinator has to make by December.3.3.3The Job Card will be issued as per Annexure A-2 and shall contain permanent information of the Household as well as entries of work given for five years. Permanent information of the Job Card will include the family registration code number, particulars of the applicant and all members of the family regarding sex, age and the names of the adults willing to work. A card holder may apply for a duplicate card if the original card is lost or damaged. The application will be given to the Gram Panchayat and shall be processed in the manner of new application with the difference that the particulars can also be verified from duplicate copy of the Job Card in the Panchayat.3.3.4If a person has a grievance against the non-issuance of Job Card, he may bring it to the notice of the Programme Officer. If the grievance is against the Programme Officer, he may bring it to the notice of the District Programme Co-ordinator or designated grievance redressal authority at the block or district level. All such complaints shall be disposed of within 15 days.3.4Application for Work :3.4.1Section 9 of Schedule II of the Act provides that any adult member of a registered rural household may apply for work to the Gram Panchayat or the Programme Officer.3.4.2The application will be in writing on a plain paper giving the registration number of the job card, the date from which and number of days for which employment is required. A single application may be given for number of days in different periods during the year for which wage employment is required. A number of applicants may give a joint application also.3.4.3If the Application is to the Programme Officer, he will after recording its details, forward the application to the GP for further action.3.5Allocation of Employment Opportunities :3.5.1Section 16(7) of the Act vests the responsibility of allocating employment opportunities with the Gram Panchayat.3.5.2Since the Gram Panchayat is the Employment Allocation Authority, it would have the right to allocate employment in a work to be executed by any other Implementing Agency in its jurisdiction that has already been approved of in the Annual Plan. The Implementing Agency (IA) will be bound to act



upon the directive. A copy of the directive will be sent to the Programme Officer, who will ensure that the directive is complied with. The Programme Officer will also ensure that if funds are needed for that work, they are released.

3.5.3 If the Gram Panchayat decides that employment cannot be given under the shelf of works with the Gram Panchayat and employment needs to be given outside the Gram Panchayat, the Gram Panchayat will inform the Programme Officer.

3.5.4 Upon receiving this intimation from the G.P., the P.O. will allot work. Such work would be selected from the shelf of Projects that include inter Gram Panchayat works. The P.O. will intimate the G.P. concerned of the employment allotted so that the employment data is consolidated in the Employment Register at the G.P.

3.5.5 The applicants Who are provided work shall be intimated by the Gram Panchayat/P.O. by means of a letter sent to the applicant at the address given in the job card and by a public notice displayed at the office of the Gram Panchayat/P.Os. Office and Panchayat Samities.

3.5.6 If some persons have to be directed to report for work beyond 5 Kms. persons older in age and women shall be given preference to work on the worksites nearer to their residence.

3.5.7 While providing wage employment, priority shall be given to women in such a way that atleast one-third of the beneficiaries shall be women who have registered and requested for work under the Scheme.

3.5.8 If a rural disabled person applies for work then work suitable to his ability and qualification will have to be given. This may also be in the form of services that are identified as integral to the programme.

3.5.9 The Gram Panchayat will inform the Programme Officer of the employment allotments made in a prescribed proforma on a fortnightly basis.

3.5.10 Schedule II, Section 6 vests the P.O. with the responsibility of ensuring that every applicant is provided unskilled manual work. Thus while the Gram Panchayat under Section 16(7) would be responsible for the allocation of employment, co-ordination and resource support to the G.P. and other Implementing Agencies concerned. The P.O. would also be responsible for allocating employment to an applicant/applicants in case the matter is referred by the G.P. To ensure that every applicant has work as per the entitlement, the P.O. would be have the power to supervise and direct the G.P. and the other implementing agencies to discharge their responsibilities. If there is a default in this, the P.O. would ensure that the applicants for work are not aggrieved and make arrangements for their employment, while also reporting the matter to be D.P.C. for appropriate action.

3.6 Time-Bound Employment

3.6.1 The Gram Panchayat shall be responsible for providing wage employment to the applicant from the date that the employment has been sought, if an advance application is given or within 15 day's from the date of receipt of application, whichever is a later date.

3.6.2 If a Gram Panchayat does not allot employment within 15 days, the Programme Officer will allot employment to the persons concerned. The employment allotted will be intimated to the Gram Panchayat.

3.6.3 If an implementing agency is not able/does not start work on time, or does not employ the persons directed to it for work by the G.P., the P.O. will make arrangements to ensure employment for those applicants.

3.7 Record of Employment

3.7.1 Every person making payment of wages must record without fail the amount paid and the number of days for which payment has been made on the passbook portion of the job card or the relevant column. A copy of the muster roll of every work will be sent to the Gram Panchayat from which workers are employed and in the jurisdiction of which the work is executed. The Gram Panchayat will consolidate employment data household wise and enter in the employment register, the format of which is given in Annexure A-3.

3.7.2 The responsibility of co-ordination of employment data will lie with the Gram Panchayat at the Gram Panchayat level and for the Block with the P.O. Therefore, a mechanism for timely sharing of information between these two levels has to be ensured. The Programme Officer will be responsible

for ensuring that this co-ordination mechanism is functional. Any problems in this regard will be immediately addressed by the District Programme Co-ordinator.

## Chapter IV

### Works and Their Execution

#### 4. Works Permissible under the Act.

-(i)Water Conservation and water harvesting;(ii)Drought proofing (including afforestation and tree plantation);(iii)Irrigation canals including micro and minor irrigation works;(iv)Provision of irrigation facility to land owned by households belonging to the Scheduled Castes and Scheduled Tribes or to land beneficiaries of land reforms or that of the beneficiaries under the Indira Awas Yojana of the Government of India.(v)Renovation of traditional water bodies including desalting of tanks;(vi)Land development;(vii)Flood control and protection works including drainage in water-logged areas;(viii)Rural connectivity to provide all weather access; and(ix)Any other work which may be notified by the Central Government in consultation with the State Government.Under (ix) above, State Governments may formulate projects to address local needs and send them through their State Employment Guarantee Council to the Government of India for consideration and notification.4.2Execution of Works :4.2.1Atleast 50% of the works in terms of cost in a Gram Panchayat will be allotted to Gram Panchayat for execution. This is the statutory minimum and the Programme Officer or the District Programme Co-ordinator may allot more if deemed feasible.4.2.2The other executing agencies can be Panchayat Samities and Zila Parishad, line departments of Government, Public Sector Undertakings of Central and State Government, Co-operative Societies with majority share-holding of Central or State Government a and reputed N.G.Os. having proven track record of performance. Self Help Groups formed under S.G.S.Y may also be considered for entrusting works.4.2.3The selection of executing agency will be based on technical expertise and resources, capacity to handle work within the for work and overall interest of beneficiaries, the selection of Agency would have to be indicated in the Annual Plan.4.2.4Since the Gram Panchayat is the Employment Allotment Authority, it may direct an approved implementing agency to start a work approved on its shelf of projects. The G.P. will inform the P.O. so that if need be the P.O. may direct the implementing agency concerned to start the work and ensure that it has the necessary funds to do so.4.2.5If any executing agency including a Gram Panchayat is unable to execute the works allotted within 15 days, for some reasons, it will immediately inform the Programme Officer, who will entrust it to another agency, from a panel of agencies approved Project wise for that Block in the Annual Plan for the district. If a Gram Panchayat does not execute a work within 15 days, the Programme Officer will direct the applicants to a work under execution by another implementing agency. Time for various activities must be fixed according to the migrant workers' needs.4.3Measurement of Work :4.3.1The measurement of work done shall be recorded in a measurement book maintained by the Block Junior Engineer as required by paras the Public Works Department Code, who shall also record the completion certificate in respect of works executed wholly or partly from the Government grant and Gram Fund.4.3.2The voucher number and cheque number, - vide which payments have been made shall be recorded in the M.B. The relevant page of M.B. for which payment has been made should be crossed with red ink. All bills and

vouchers etc. shall remain in the Panchayats record. Atleast 25% entries of the bill/muster roll should be got checked by the S.D.O. (P.R.). After the completion of work the M.B. shall be checked and verified by the S.D.O. (P.R.).

4.3.3 All payments of works and supplies should be entered into the measurement, book alongwith the entries of the vouchers. While spending a grant it must be ensured that before issuing a cheque the expenditure details of the previously issued cheques should be obtained.

4.4 Issue of Utilization Certificate

4.4.1 Sarpanch and Panchayat Secretary shall prepare five copies of utilization certificates within 15 days of the utilization of grant separately in the enclosed Appendix 'A-4'. They should maintain file for each grant separately which should contain the following documents :-(a) Copy of sanction order of the grant. (b) Copy of the estimate giving technical sanction. (c) Details of expenditure. (d) Measurement Book numbers with name of Junior Engineer. (e) Resolution of Gram Panchayat regarding completion of work/utilization of grant. (f) Consumption statement of material. (g) Copy of utilization certificate.

4.4.2 Utilization certificate shall be countersigned by the concerned Block Development and Panchayat Officer who will check the following before signing the same:- (a) That the work has been physically executed on the spot. (b) That the details of expenditure of the work completed as recorded in the Muster Roll/Work Register/Cash Book Stock Register (Material at Site register) has been maintained by the Panchayat Secretary concerned. (c) That the record of measurement of work done has been kept and that final Muster Roll has been verified by the Junior Engineer. (d) That Panchayat has maintained all relevant record in a file.

4.4.3 Block Development and Panchayat Officer shall send the utilization certificate to the sanctioning authority with a copy to Gram Panchayat and Zila Parishad concerned after countersignatures. One copy of such certificates shall be kept in his office.

4.4.4 The Sarpanch and Panchayat Secretary shall be responsible for every expenditure incurred out of the Gram Panchayat Fund. The Junior Engineer shall be responsible for the contents of all the entries made in the Measurement Book.

4.5 Worksite Facilities : Worksite facilities are to be ensured by the implementing Agency. Medical Aid, Drinking Water, Shade, Creche if there are more than five children below six years, will have to be provided. A person engaged to attend to children will be deemed to be a worker under the E.G.S. The cost of worksite facilities as indicated in the Act will be included as part of programme cost and therefore has to be included in the cost estimate for each project.

## Chapter V

### Payment of Wages, Unemployment Allowance And Grievance Redressal

#### 5. Payment of Wages.

5.1 Every person working under the Scheme shall be entitled to wages, as per minimum wage rate fixed by the State Government/competent authority concerned for agricultural labour under Minimum Wages Act, 1948.

5.2 Equal wages shall be paid to both men and women workers and the provisions of Equal Remuneration Act, 1976 shall be complied with.

5.3 The payment of wages will be made on weekly basis but not later than a fortnight.

5.4 A part of the wage rate may be given to the labour in cash on a daily basis to help them support their daily needs.

5.5 If the minimum wage rate fixed is linked to the task performed, the workers will be entitled to receive wages as per task performed. However, the District Programme Co-ordinator shall ensure that the schedule of rates is

so designed that a person working for seven hours would normally earn a wage equal to the wage rate.<sup>5.6</sup>The programme authorities shall make all efforts to publicise the wage rate/task-based rates in simple language and by means easily accessible to the rural population. Wage rates shall also be displayed prominently on every worksite.<sup>5.7</sup>The Programme Officer, the District Programme Co-ordinator and the State Government shall keep a watch on the average wages earned under task-based system and if necessary, the schedule of rates may be revised to ensure that the earnings are near to the wage rate. The district wise average wage earned on task basis and paid to men and women shall also be brought to the notice of the State Council every year.<sup>5.8</sup>Unemployment Allowance :<sup>5.8.1</sup>Payment of Unemployment Allowance : If an applicant for employment under the Scheme is, not provided such employment within fifteen days of receipt of his application seeking employment or from the date on which the employment has been sought in the case of an advance application, whichever is later, he shall be entitled to a daily Unemployment Allowance in accordance with this section.<sup>5.8.2</sup>The rate of Unemployment Allowance shall not be less than one-fourth of the wage rate for the first thirty, days during the financial year and not less than one-half of the wage rate for the remaining period of the financial year.<sup>5.8.3</sup>The liability of the State Government to pay Unemployment Allowance to a household during any financial year shall cease as soon as -(a)the applicant is directed by the Gram Panchayat or the Programme Officer to report for work either himself or depute atleast one adult member of his household; or(b)the period for which employment is sought comes to an end and no member of the household of the applicant had turned up for employment; or(c)the adult members of the household of the applicant have received in total atleast one hundred days of work within the financial year; or(d)the household of the applicant has earned as much from the wages and Unemployment Allowance taken together which is equal to the wages for one hundred days of work during the financial year.<sup>5.8.4</sup>The unemployment allowance payable to the household of an applicant jointly shall be sanctioned and disbursed by the Programme Officer/through Gram Panchayats.<sup>5.8.5</sup>Every payment of unemployment allowance under sub-section 5.8 shall be made or offered not later than fifteen days from the date on which it became due for payment.<sup>5.8.6</sup>Every Gram Panchayat which does not provide employment to the registered house holder within fifteen days will inform the Programme Officer regarding the liability of unemployment allowance. The Programme Officer after verifying genuineness of the claim will issue unemployment allowance to the concerned Gram Panchayat from the funds placed at his disposal for the purpose.<sup>5.8.7</sup>If the house hold is not given the unemployment allowance within fifteen days by the Gram Panchayat then the house holder can apply directly to the Programme Officer.<sup>5.8.8</sup>The responsibility for payment of unemployment allowance shall be with the Programme Officer.<sup>5.8.8.1</sup>If the Programme Officer is not in a position to disburse the unemployment allowance in time or at any reason beyond his control he shall report the matter to the District Programme Coordinator and announce such reason in a notice to be displayed on his notice board and the notice board of the Gram Panchayat and such other conspicuous places as may be deemed necessary.<sup>5.8.8.2</sup>Every case of non-payment or delay payments of unemployment allowance shall be reported in the annual report submitted by the District Programme Co-ordinator to the State Government alongwith the reasons for such non-payment or delayed payments.<sup>5.8.9.3</sup>The State Government shall take all measures to make the payment of unemployment allowance reported to be concerned household as expeditiously.<sup>5.8.9.4</sup>The applicant will not be entitled to receive unemployment allowance in certain circumstances :-(i)An applicant who does not accept the employment provided to his household under a scheme.(ii)Does not report for work within 15 days

of being notified by the Programme Officer or the implementing agency to report for the work or; (iii) Continuously remain absent from work without obtaining a permission from the concerned implementing agency for a period of more than one week or remains absent for a total period of one week in any month shall not be eligible to claim the unemployment allowance under the Act for a period 3 month but shall be eligible to seek employment under the scheme at any time. 5.9 Grievance Redressal mechanisms. 5.9.1 The Programme Officer will be the Grievance Redressal Officer at the block level and the District Programme Coordinator at Me District Level for disposal of grievances. 5.9.2 Gram Sabha will provide a forum for public hearings so that grievances may be redressed at appropriate levels. 5.9.3 Appeal against the Gram Panchayat will be to the PO. Appeal against the PO will be to the DPC. Appeal against the DPC will lie with the Joint Development Commissioner (IRD), Punjab, Chandigarh. If the GIR has a grievance against the PO, it may refer the matter to the DPC, since under the Act, the Controlling Officer of the PO is the DPC

## Chapter VI

### Funding

#### **6. Financing Pattern.**

-The Central Government will bear the costs on the following items :

- 1. The entire cost of wages of unskilled manual workers.**
- 2. 75% of the cost of material and wages of skilled and semi-skilled workers.**
- 3. Administrative expenses as maybe determined by the Central Government, which will include inter alia, the salary and allowances of the Programme Officer and his supporting staff and worksite facilities.**
- 4. Expenses of the National Employment Guarantee Council.**

6.2 The State Government will bear the costs on the following items : (a) 25% of the cost of material and wages of skilled and semi-skilled workers. Unemployment allowance payable in case the State Government cannot provide wage employment on time. (b) Administrative expenses of the State Employment Guarantee Council. 6.3 Management of EGS Funds 6.3.1 National Employment Guarantee-Fund : The Central Government shall, establish a fund to be called the National Employment Guarantee Fund to be managed according to the Rules made for this purpose. The Grants to the State Governments/District in the State for implementation of National Employment Guarantee Scheme shall be released out of the National Employment Guarantee Fund. 6.3.2 State Employment Guarantee Fund : The State Government may by notification, establish, a fund to be called the State Employment Guarantee Fund to be expended and administered according to the Rules. 6.3.3 Separate Saving Bank Accounts shall be opened for funds under the scheme at the

District, Block and Gram Panchayat Levels. The Accounts shall be opened in a nationalized bank.

## Chapter VII

### Monitoring, Evaluation and Research

#### 7.

Gram Sabha will monitor all works at the village level and the employment provided to each household who is registered and requested for work. It will also monitor registration and issue of job cards and timely payment of wages.7.2The Gram Panchayats shall make available all relevant documents including the muster rolls, Bills, Vouchers, measurement books, copies of sanction orders and others connected books of account and papers to the Gram Sabha for the purpose of conducting the social audit.7.3Gram Panchayat will monitor the works implemented by the other implementing agencies and the muster rolls maintained by them at work sites and the payments made.7.4Panchayat Samiti and the Programme Officer will monitor registration, employment provided to each household, unemployment allowance paid, social audit, flow of funds, timely and correct payment of wages, progress and quality of works.7.5Programme Officer shall be responsible to send all reports and returns to the District Programme Co-ordinator who in turn shall send report to the state and the Central Government.7.6Zila Parishad and the District Programme Co-ordinator Will monitor all aspects of implementation including registration, employment, unemployment allowance, social audit, funds flow, progress and quality of works and qualitative aspects of implementation timely and correct payment of Wages and timely payment of unemployment allowance.7.7State Government shall monitor the performance of all districts on the quality and pace of implementation.7.8The State Government will send consolidated reports and returns to the Government of India and other concerned department of State Government.7.9The performance of Districts shall be monitored through a comprehensive monitoring system which may be in addition to the reports and returns specified in these guidelines. The Government of India shall monitor the programme on the basis of monitoring system evolved by the Central Employment Guarantee Council. An on-line monitoring system for key performance indicators will be evolved and all programme implementation authorities from Programme Officer to District and State-level shall report regularly on this system.7.10Periodic Evaluation and Research Studies on the implementation of the Programme will be conducted from time to time. National Employment Guarantee Council and State Employment Guarantee Councils may conduct evaluation studies from time to time. Evaluation studies may be entrusted to the reputed institutions and organizations, on issues meriting detailed studies. These studies may be initiated by the Centre as well as the UTs. Copies of the evaluation studies conducted by State should be furnished to the Central Government.7.11Remedial action shall be taken by the States on the basis of the observations made in these evaluation studies.7.12The Zila Parishad may also conduct studies from time to time. The Zila Parishad shall report the outcome of the studies to the State Government and the Central - Government from time to time.

## Chapter VIII

### Management of Data and Maintenance of Records

#### 8. Records to be maintained.

-8.1Registration Application Register. Every Gram Panchayat will maintain a register of applications/requests received for registration giving the name, of the applicant, date of receipt of application or request and the date on which the job card is issued. The proforma is given in Annexure A-5.8.1.2Job Card Register. - Every Gram Panchayat shall maintain a Job Card Register and a duplicate thereof in the computerized form shall be maintained in the office of the Programme Officer. The proforma is given in Annexure A-6.8.1.3Employment Register at Gram Panchayat Level. Every Gram Panchayat shall maintain a register that records the demand received for employment and the employment allotted and employment availed. The proforma for the register is given in Annexure A-3.8.1.4Employment Register at Programme Officer Level :Every Programme Officer shall maintain 6 register of applications for demand for employment received by him. All such applications shall be entered in the register and forwarded to the Gram Panchayat concerned for allotment of employment after retaining a copy of the application at Programme Officer Level.8.1.5Muster Rolls : All muster rolls duly numbered will be issued by the District Programme Co-ordinator to Programme Officer. Who will further issue to Gram Panchayats and all executing agencies. Gram Panchayat and other executing agencies shall maintain such muster rolls for every work in which name of the person on work, his job card number, days of work and absence, payment made shall be entered. Payment made and number of days of work will be entered in the household job card of every worker. Signature or thumb impression of the payee will be obtained on the muster roll. The original muster roll will form part of the expenditure record of the executing agency. A photocopy of the muster roll will be kept/sent for public inspection in every Gram Panchayat and in the office of Programme Officer. Any muster roll which is not issued from the office of the District Programme Co-ordinator shall be considered unauthorized.8.1.6Muster roll issue register will be maintained by the muster roll issuing authority District Programme Co-ordinator and Programme Officer, muster roll receipt register shall be maintained by the Gram Panchayats and implementing agencies on the proforma given in Annexure A-8 respectively The Gram Panchayat shall also maintain a record of copies of muster rolls received from other implementing agencies in the relevant column of proforma given in Annexure A-9.8.1.7Asset Register at the levels of the Gram Panchayat and other implementing agencies on the proforma given Annexure-A-10.8.1.8Each Gram Panchayat and every implementing agency shall maintain a register of all works sanctioned, executed and completed in the proforma given in Annexure A-10. The information in the register will be reported by the Gram Panchayat and all other implementing agencies to the Programme Officer on the same proforma. The Programme Officer shall compile the date in the computer and supply a copy to the District Programme Co-ordinator. The implementing agencies which are executing works within the jurisdiction of more than one Programme Officer shall send the data on the same proforma to the District Programme Coordinator. The District Programme Coordinator shall Compile the data received from Programme Officers and other implementing agencies who have reported the data of assets failing within the jurisdiction of more than one Programme, Officer and shall generate monthly and annual reports in the proforma given

at Annexure A-11 and send it to the State Programme Coordinator and the Ministry of Rural Development through an electronic copy, e-mailed or online reported and a hard copy duly signed by the State Programme Coordinator. 8.1.9 Complaint Register. - Complaint Register will be maintained at all the Panchayat levels and in the offices of the Programme Officer and the District Programme Coordinator. The proforma for complaint register is given in Annexure A-12. 8.1.10 Programme Officer and District Programme Coordinator should install a complaint box at a conspicuous place in their offices and personally open it at regular intervals. The complaints received in such boxes should be entered in the complaint register. 8.1.11 Apart from the above record the following record must be maintained separately for this scheme. Cash Book, Resolution, Work Register, Receipt Book, Voucher File, Medical Facility Register (Family-wise) and Inspection Book. All records will be supplied by the concerned Zila Parishad.

## Chapter IX

### Transparency and Accountability Audit

#### 9.

Both physical and financial audit of the works under the scheme are compulsory. This must be carded out at the end of the financial year by each district. The audit will be done by the Chartered Accountants appointed by the Zila Parishad. Copy of the audit note will be sent to the State Government. 9.2 The Accountant General will also conduct the Audit of Accounts of NREGS in addition to the audit conducted by the Chartered Accountant. The audit team of the AG shall be made available a copy of the audit conducted by the Chartered Accountant. 9.3 The Audit Report and the Utilisation Certificate for previous year must be submitted latest by September next year. The Programme Officer will be fully responsible for submission of timely and complete audit Report and UCs to State Government and Government of India. 9.5 Applying Right to Information and Social Audit : 9.5.1 The objective is to make the planning, implementation and evaluation of the employment guarantee scheme (EGS) more participatory, transparent and accountable through facilitating the exercise of people's right to information and by encouraging social audits it involves ordinary citizens in vigilance and enforcing accountability in a very tangible and direct manner. The emphasis will be on self governance through gram sabhas. Social Audit will not be retrospective, but an on going process of participation to ensure legal guarantees and entitlements flow to the beneficiaries in a legitimate way. As such, there are at least four stages at which social audit will be inbuilt. These are the pre-planning stage of communication and mobilization, planning implementation, monitoring and evaluation. At each stage, social audit has to be integrated into the critical activities that constitute the EGS process. 9.5.2 A broad Check-List for Social Audit should be drawn up and a Format for a summary Sheet for Social, Audit must be developed and be made part of procedure and file. A check-fist is given below : (a) Some Planning Tasks

#### 1. Identification of productive works at appropriate locations.



- 2. Procurement of-materials and other non-labour inputs.**
- 3. Identification of required skilled and semi-skilled personnel.**
- 4. Development of action plans.**
- 5. Imparting required training and orientation.**
- 6. Organising the required facilities for the workers.**
- 7. Registering, applicants.**

(b)Some Implementation Tasks

- 8. Appropriately, allocating work to applicants.**
- 9. Ensuring that the applicants are informed of allocated work and schedules in time.**
- 10. Verifying the identities of the applicants.**
- 11. Ensuring the timely supply of materials and other required inputs.**
- 12. Quality control of the work.**
- 13. Ensuring that work is done on time.**
- 14. Ensuring workers welfare.**
- 15. Ensuring full and timely payment of wages.**
- 16. Ensuring proper maintenance of records, including the accurate filling in of job cards.**
- 17. Operating a grievance redressal mechanism.**
- 18. Ensuring transparency and social audits, as prescribed in the law.**

(c)Some Other Tasks

## **19. Identification of applicants who could not be provided employment.**

## **20. Payment of unemployment allowance.**

## **21. Maintenance of relevant records.**

9.7 Social Audit will need certain facilitating structures : (a) For every work sanctioned under the scheme, there will be a local vigilance and monitoring committee of the villagers of the area belonging to the locality/village where the work is undertaken to monitor the progress and quality while work is in progress. The Gram Sabha will elect the members of this committee and ensure that SC/ST representatives and women are represented on it. This committee would be apprised by the implementing agency about the estimate of the work, time-frame and quality parameters. The final report of the committee would be attached along with the completion certificate of the work and would also be placed in the next meeting of the Gram Sabha of the Panchayat where work has been executed. A copy of the report, will also be sent to the Programme, Officer and the District Programme, Coordinator. (b) Local beneficiary committees may also be considered for effective articulation of their entitlements and their access to them. It will be the responsibility of the Programme Officer to ensure that local monitoring committees/beneficiary committees are constituted. 9.8 Public access to key records and key information will be ensured at all levels. Updated data on demand received, registration, number of Job Cards issued, list of people who have demanded and been given/not given employment, funds received and spent, payments made, works sanctioned works started, cost of works and details of expenditure on it, duration of work, person days generated, reports of local committees, copies of muster rolls will be made public in a pre-designated format outside all offices of all agencies involved in implementing the EGS and also be placed by the Gram Panchayat before the Gram Sabha once in every quarter. A summary of Muster Rolls should be read out for sample check. 9.9 There should be wide dissemination of information specially at the local level. Village equivalents of Websites should be prepared. Use of Boards on Panchayats/Offices of PO and DPC to display information should be ensured. 9.10 People should know whom to apply to for information and gaining access to records and there should be broad time limits for giving such information. The names and contact addresses of such key persons should be made known to the public. Only nominal cost may be charged for supplying photocopies and no cost should be charged for mere examination of the document. 9.11 All information should be web enabled. 9.12 Report Cards on local works, employment and funds should be pasted by the GP on its premises and by the PO on the Intermediate Panchayat/Programme Officer's office/and for the whole district by the District Programme Coordinator on the DPC/ZP office. 9.13 Training on Right to Information Act/Social Audit would be necessary. (a) Developing training modules and materials for government and the public. (b) Training trainers. (c) Organising training and orientation programmers for government and people's representatives, including hands on training in using RTI and conducting social audits. (d) Setting up a network of individuals, groups and movements that can assist the government and the people to monitor the planning and implementation of the EGS in a participatory manner. 9.14 Action on Audit Reports (including Social Audit) By The District Programme Coordinator : A copy of every audit report, whether conducted by the Chartered Accountant, Local Fund Auditor or Internal Audit Cell and Auditors of AG or CAG, and Social Audit reports will be sent to the State Government by the District Programme Coordinator. State

Government will ensure speedy action against concerned officials/non-officials for misappropriation of funds, frauds, wrong measurement, false entries in muster rolls and other irregularities of serious nature resulting in leakage of Government/public funds/resources and denial of entitlements of workers. The State Government will also take appropriate steps to prevent such irregularities.9.15Annual Reports :(a)Every State Employment Guarantee Council is required to prepare an Annual Report to be laid before the State Legislature by the State Government.Annexure A-1Form of application for Registration

**1. (a) Name of Applicant/House Holder**

(b)Age\_\_\_\_\_ (c)Sex\_\_\_\_\_

**2. Name of Village\_\_\_\_\_**

**3. Name of Gram Panchayat**

**4. Block**

**5. Category (SC/ST/BC/Gen.)**

**6. Ration Card No. & Date of Issue**

**7. Vote No. (GP/PS/ZP List)**

**8. Name of the Adult Members willing to work**

Sr. No. Name S. No. in Ration Card Age Sex Signature/Thumb Impression of Member

Joint Photograph of Household duly attested bySarpanch and Panchayat Secretary.

Date\_\_\_\_\_Signature/Thumb Impression of applicant/House HolderVerification  
:-Verified that the applicant is bona fide resident of the Gram Panchayat and Particulars supplied are correct.Date\_\_\_\_\_Sarpanch Gram PanchayatEntered in registration register at page No.\_\_\_\_\_Sr. No.\_\_\_\_\_Dated\_\_\_\_\_Sarpanch Gram PanchayatReceipt of ApplicantI have received the above said application from\_\_\_\_\_  
S/o\_\_\_\_\_Village\_\_\_\_\_Date\_\_\_\_\_Signature of Sarpanch/Panchayat Secretary.Annexure-A-2 Page No. 1Proforma for Job CardProforma For Job Card(Cover Page)Registration/Job Card No.\_\_\_\_\_State Code/District Code/Block Code/G.P. Code/Registration No.)Identity Card-cum-Job Card of the Household seeking Wage Employment under NREGS valid for Five Years from 2005-06 to 2009-2010Annexure A-2 Page No. 2Identity CardState Code/District Code/Block Code/G.P. Code/Registration No.

## 1. Registration Number of the Household

## 2. Name of the Applicant

## 3. SC/ST/IAY/LR beneficiary

## 4. Details of the applicants of the Household willing to work

Sr. No. Name Father's/Husband's Name Male/Female Age on Date of Registration

## 4. Address

## 5. Date of Registration :

Joint Photograph of Household duly attested by Sarpanch and Panchayat Secretary

Signature/Thumb Seal & Signature of impression of applicants Registering Authority. Annexure A-2

Page 3 Job/employment Record Demand for work Record

Sr. No.	Date of submission of application for seeking employment	Date from which employment is needed	No. of days	Signature of Sarpanch/Panchayat Secretary
---------	--	--------------------------------------	-------------	---

Sr. No.	Month and Year	Name of Family Member to whom Employment Provided	No. of Days and Date for which Employment Provided	Details of Work on which Employment Provided	Must Roll Number by which wages paid	Signature of Authorised Officers
		Date from To	No. of Days			

Note :

**1. No Row will be left blank in any case.**

**2. Monthwise totals will be done at the end of Month for number of days of employment provided.**

- 3. Details will be entered separately for separate family member.**
- 4. Accordingly when wage employment of 100 days have been provided to the household, it has to be entered in the next row in red ink.**
- 5. The entries of the next month should immediately start from the next row giving total of previous month.**
- 6. There should be 20 rows available for eateries on one page. There must be 5 such pages having 20 rows for making entries during the 5 years.**

Appendix (A-4) Form of Utilization Certificate

Sr. Letter  
No. No. and Amount  
Date

Certified that out of Rs. \_\_\_\_\_ of grant-in-aid in favour of \_\_\_\_\_ under this Department letter No. given in the margin and Rs. \_\_\_\_\_ on account of unspent balance of the previous year, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of \_\_\_\_\_

Total

**1. For which it was sanctioned and that the balance of Rs. \_\_\_\_\_ remaining unutilized at the end of the year has been surrendered to Government (vide No. \_\_\_\_\_ date \_\_\_\_\_)/will be adjusted towards the grant-in-aid payable during the next year.**

**2. Certified that we have satisfied ourselves that the condition on which the grants-in-aid was sanctioned have been duly/fulfilled/are being fulfilled and that we have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.**

Kind of check exercised :

**1. that the work has been physical executed on the spot.**

**2. that the details of expenditure of the work completed as recorded in the Muster Roll/Work Register/Cash Book, Stock Register/Material at Site Register has been maintained by the Panchayat Secretary concerned.**

**3. that the record of measurement of work done has been kept and that final Muster Roll has been verified by the Junior Engineer and checked by the Sub-Divisional Officer, Panchayati Raj and expenditure is within 5% of the sanctioned estimates.**

**4. that Panchayat has maintained all relevant records in a file.**

**5. any other.**

Date\_\_\_\_\_

Signature of Panchayat Secretary    Signature of JE    Signature of Sarpanch GP

**6. Entered in Central "k" Register at page No. \_\_\_\_\_**

Superintendent, Panchayat Samiti \_\_\_\_\_ Counter Signatures Block Development and Panchayat Officer. Annexure A-6 Muster Roll Issue Register To Be Maintained By The Issuing Authority I.E. Programme Officer At The Block Level

Sr. No.	Muster Roll No.	Name of work for which issued	Financial Sanction Number and Date of Work	Date of issue of Muster Roll	Name of Agency to whom Muster Roll issued	Name, Designation and Signature of the official receiving Muster Roll
(Amount in Rs.)	Date					
1	2	3	4	5	6	7
						8

Annexure A-8 Muster Roll Receipt Register To Be Maintained By Gram Panchayats

Sr. No.	Muster Roll No.	Name of work for which issued	Financial Sanction Number and Date of Work	For Muster Rolls of works for which Gram Panchayat is the Executing Agency	For Muster Rolls of Works for which Executing Agencies are other than the Gram Panchayat
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Amount (In Rs.)	Date	Date of issue of Muster Roll by Programme Officer	Name, Designation and Signature of the official receivingMuster Roll	Date on which copy of the paid Muster Roll given to the GramPanchayat	Date and Signature of the receiving Gram Panchayat Official	7	8	9
1	2	3	4	5	6			

**Annexure A-9Muster Roll Receipt Register To Be Maintained By Each Implementing Agencies  
Other Than Gram Panchayats**

Sr. No.	Muster Roll No.	Name of work for which issued	Financial Sanction Number and Date of Work	Date of issue/receipt of Muster Roll	Name, Designation and Signature of the official receivingMuster Roll	Date on which copy of the paid Muster Roll given to the GramPanchayat for record	Date and Signature of the receiving Gram Panchayat Official	
Amount	Date							
(in Rs.)								
1	2	3	4	5	6	7	8	9

**Annexure A-5Proforma For Registration Application Register**

Sr. No.	Name of applicant	Date of receipt of application/request for registration	No. and date of job card issued	Reasons, if job card not issued and any other remarks
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**Annexure A-6Index of Job Card Register**

Sr. No.	Job Card No.	Name of registered persons in the household	Page No.
---------	--------------	---	----------

Annexure A-6 - Page No. 2Page No. \_\_\_\_\_Proforma of Pages in The Job Card Register

**1. Registration Number of the Household :**

**2. Name(s) of the Applicant :**

**3. SC/ST/IAY/LR beneficiary :**

**4. Details of the applicants of the Household willing to work :**

Sr. No. Name Father's/Husband's Name Male/Female Age on Date of Registration

**4. Address :**

**5. Date of Registration :**

Joint Photograph of Household duly attested bySarpanch and Panchayat Secretary  
Signautre/Thumb impressions of applicantsSeal and Signature of Registering AuthorityAnnexure  
A-3 - Page No. 1Employment Register At Gram Panchayat LevelIndex  
Sr. No. Job Card No. Name of Registered persons in the household Page No.

Annexure A-3 Page No. 2Page No. \_\_\_\_\_PROFORMA OF PAGES

**1. Registration Number of the Household :**

**2. Requested period of employment :**

Sl. No.	Name of applicant	Month and date from which employment requested	No. of days	Preference for place of work, if any
---------	-------------------	--	-------------	--------------------------------------



### 3. Period and work on which employment offered

Sl. No.	Name of applicant	Month and date from which employment offered	No. of days	Name of work
---------	-------------------	--	-------------	--------------

### 4. Period and work on which employment given

Sl. No.	Name of applicant	Month and date from which employment availed	No. of days	Name of work	Muster Roll No., - vide which employment given
---------	-------------------	--	-------------	--------------	--

Annexure A-10 Page No. 1 Proforma For Asset Register Index

Sl. No.	Name of work	Date of Start	Page No.
---------	--------------	---------------	----------

Annexure A-10 Page No. 2 Proforma For Asset Register (Pages)

#### 1. Name of Work

#### 2. Nature of work

#### 3. Scope of work

#### 4. Location of work

(a) Village (b) Gram Panchayat (c) Block (d) District

5. No. and date of sanction	Yes/No
-----------------------------	--------

6. Whether included in five year Perspective Plan	Yes/No
---	--------

7. Whether work approved in Annual Plan by DP	Yes/No
---	--------

#### 8. Estimated cost,

**9. Estimated completion time,****10. Expenditure incurred (in Rs.),**

Labour unskilled   Labour semi-skilled   Labour skilled   Material Contingency   Total

**11. Employment generated**

	Person days	Total No. of persons given work	No of Persons on work Highest	Lowest
Unskilled				
Semiskilled				
Skilled				

**12. Distinct numbers of muster rolls used****13. Date of start of work****14. Date of completion**

Whether local vigilance committee formed. Yes/No

Annexure A-11PART-IMonthly Progress ReportEmployment Generation under the NREGA during the year\_\_\_\_\_ up to the month of\_\_\_\_\_ Name of the State :

Sr. No.	District	No. of registered households (cumulative for the district)	No. of applicants for work in the month	No of persons at work in the month
Max.	Min.	Average		
	1	2	3	4
				5 6

1

Employment Generated (In Lakh Mandays) (Commulative for theyear)

		Out of Column 10				
SC	ST	Other	Total (7+8+9)	Women	Land Reform/IAY beneficiary	Others
7	8	9	10	11	12	13

Note :-Col. 2 No. of registered households should be commulative since the inception.Col. 3 This should be number of persons who have requested for work to be made available during the month.Col. 4-6 give number of persons actually on work as per muster rolls.Col. 7-13 Give

employment generated in person days commulative for the financial year. Monitoring Formats For  
Monthly Progress Report Under National Rural Employment Guarantee Act (Nrega) Annexure  
A-11 PART-II Financial performance under the NREGA during the year \_\_\_\_\_ up to the  
Month of \_\_\_\_\_ Name of the State :

S. No.	District	Actual O.B. as on 1st April of the year	Release of last year but received during the current year	Release During Current Year	Misc. Receipt	Total Availability (2+3+4+5)
	1	2	3	4	5	6
1						
n						
	Total					
Cumulative Expenditure Total						
On unskilled wage		On semi-skilled and skilled wage		On material	On contingency	
7		8		9	10	11

Annexure A-11 PART-III Physical performance under the Nrega during the year \_\_\_\_\_ up to  
the Month of \_\_\_\_\_ Name of the State :

Sr. No.	District No. of works		Water Conservation	Drought proofing and plantation	Flood control	In progress	Completed	In progress
	1	2	Completed	In progress	Completed	In progress	Completed	In progress
1								
2								
7								
n								
	Total							
No. of works			Total Nos. of work (9 + 10)					
Rural Connectivity			Completed	Other works	In progress	Completed	In progress	
						4	5	

Annexure A-12 Complaint Register To Be Maintained At Block And District Level

Sr. No.	Date	Name and address of complainant	Name of Gram Panchayat and Block	Action taken	Date of final disposal
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