

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Rural Development Department – Andhra Pradesh Rural Employment Guarantee Scheme (APREGS) – Orders – Issued

PANCHAYAT RAJ AND RURAL DEVELOPMENT (RD-II) DEPARTMENT

G.O.Ms.No.27

Date: 28.01.2006.

ORDER:

The following notification shall be published in the extraordinary issue of the Andhra Pradesh Gazette dated .01.2006.

NOTIFICATION

Whereas, the Government of India passed the National Rural Employment Guarantee Act, 2005 (Central Act No.42 of 2005). This Act gives legal guarantee of at least one hundred days of wage employment in a financial year to a rural household, whose adult members volunteer to do unskilled and manual work. The Act is applicable in the Districts notified by the Government of India.

And whereas, the objective of the Act is to enhance the livelihood security of the people in rural areas by generating wage employment. The choice of works suggested addresses causes of chronic poverty like drought, deforestation and soil erosion. Effectively implemented, the employment generated under the Act has the potential to transform the geography of rural poverty.

And whereas the implementation of the Act calls for the formulation of Rural Employment Guarantee Scheme by the State Governments. The Scheme so formulated would have to provide for the minimum features specified in Schedule I of the Act and may prescribe conditions, which are without prejudice to the conditions specified in Schedule II of the Act. Accordingly, the Government of Andhra Pradesh has formulated the Scheme called Andhra Pradesh Rural Employment Guarantee Scheme to provide not less than one hundred days of guaranteed wage employment in a financial year to every household in rural areas covered under the Scheme and whose adult members volunteer to do unskilled manual work subject to the conditions stipulated in the Act and notified in the Scheme.

Now, therefore, in exercise of the powers conferred under sub-section (1) of Section 4 of National Rural Employment Guarantee Act, 2005, the Government of Andhra Pradesh hereby make and notify the following Scheme for providing Guarantee of Rural Employment to households.

1. Short Title and Commencement and extent

- (1) This scheme may be called the Andhra Pradesh Rural Employment Guarantee Scheme.(APREGS)
- (2) This Scheme shall come into force with effect from 2nd February 2006 in the rural areas of the following 13 districts of Andhra Pradesh namely; (1)Adilabad, (2) Karimnagar, (3) Nizamabad, (4) Medak, (5)Mahabubnagar, (6) Ranga Reddy, (7) Khammam, (8) Nalgonda, (9) Warangal, (10) Anantapur, (11) Kadapa, (12) Chittoor and (13) Vizianagaram.

2. Objectives

The Andhra Pradesh Rural Employment Guarantee Scheme shall have the following objectives:

- (1) The primary objective of the Scheme is to provide livelihood security to the households in rural areas of the aforesaid 13 (thirteen) notified districts by providing not less than 100 (one hundred) days of guaranteed wage employment in every financial year to every household, whose adult members volunteer to do unskilled and manual work.
- (2) Creation of durable assets and strengthening the livelihood resource base of rural poor.

3. Funding

The Scheme shall be implemented as a Centrally Sponsored Scheme (CSS) on cost sharing basis between the Centre and the State in the ratio of 90:10.

4. Non-Negotiable

- (1) Every registered rural household shall be provided not less than 100 days of wage employment, on demand, in a financial year.
- (2) Payment of wages shall be made at least once in a fortnight.
- (3) Equal wages shall be paid to men and women.
- (4) Contractors and labour displacing machinery shall not be engaged.
- (5) Only works approved by the Gram Panchayat (identified in the Gram Sabha) at village level, the Mandal Parishad at Mandal level and the Zilla Parishad at District level shall be taken up.

5. Rights and Entitlements

- (1) Every adult member whose name appears in the Job Card shall be entitled to apply for unskilled manual work.
- (2) All persons belonging to a household and registered shall be entitled to employment under the Scheme for as many days as each applicant may request, subject to a maximum of one hundred days per household in a given financial year.
- (3) If an applicant is not provided with such employment within fifteen days of receipt of his/ her 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/ she shall be entitled to a daily unemployment allowance subject to the entitlement of the household at the rate which shall not be less than one fourth of the wage rate for the first 30 (thirty) days of the financial year and not less than one half of the wage rate for the remaining period of financial year .
- (4) As far as possible the applicant shall be provided work within the village. If an applicant is provided employment outside a radius of five kilometers of the village where he/ she resides at the time of applying he/ she should be paid an extra 10% of the prevailing wage rate to meet additional transportation and living expenses.
- (5) Priority shall be given to women in such a way that at least one-third of the wage seekers shall be women who have registered and requested for work.
- (6) In case the payment of wages is not made within a fortnight, the workers shall be entitled to receive payment of compensation as per the provisions of the Payment of Wages Act 1936(4 of 1936).
- (7) There shall be no discrimination solely on the ground of gender and the provisions of the Equal Remuneration Act. 1976 (25 of 1976) shall be complied with.
- (8) Workers are entitled for work site facilities like safe drinking water, shade for children and periods of rest, first-aid box with adequate material for

emergency treatment of minor injuries and other health hazards connected with the work.

- (9) If the number of children below the age of six years accompanying the women, working at any site is five or more, one woman worker shall be engaged to look after the children and she shall be paid wage rate.
- (10) Any injury caused to a person employed under the Scheme by accident arising out of and in the course of his/her employment, such person is entitled to medical treatment free of charge.
- (11) Where hospitalization of the injured worker at the worksite is necessary, such arrangements shall be made including accommodation, treatment and medicines. The injured worker shall be paid a daily allowance not less than half of the wage rate required to be paid had the injured been engaged in the work.
- (12) If the person employed dies or becomes permanently disabled by accident arising out of and in the course of employment, he/ she shall be paid an ex-gratia at the rate of Rs. 25,000 or such amount as may be notified by the Central Government, and the amount shall be paid to the disabled or legal heirs of the deceased, as the case may be.
- (13) Any personal injury caused by accident to a child accompanying any person employed under the Scheme, such person is entitled to free of charge medical treatment for the child and in case of death or disablement, an ex-gratia as determined by the Government.

6. Implementation Arrangements

- (1) At the village level the Gram Panchayat shall be the principal authority for planning and implementation of the Scheme. The Gram Panchayat shall be responsible for identification of the works in the Gram Panchayat area as per the recommendations of the Gram Sabha and Ward Sabhas and for executing and supervising such works.
- (2) The Panchayat Secretary shall be responsible for receiving applications for registration and for issuance of Job Cards. There shall be a Field Assistant to assist the Panchayat Secretary in maintaining the records and also to assist the Technical Assistants being provided at the Mandal level.
- (3) At the Mandal level, the Mandal Parishad shall be the principal authority for planning and implementation of the Scheme. The Mandal Parishad Development Officer shall assist the Gram Panchayats and the Mandal Parishad in carrying out its functions under the Scheme. The Mandal Parishad Development Officer shall be provided with additional support of three Technical Assistants (two from Engineering and one from Agriculture/Horticulture) and one Accountant-cum-Computer Assistant to provide technical support to Gram Panchayats.
- (4) There shall be a Programme Officer at each Mandal level. The Programme Officer shall be a full-time dedicated officer and may be taken on deputation. Fresh recruitment may also be made on contract. The Programme Officer has a critical role in coordinating implementation processes at the Mandal-level. He will be responsible for scrutinizing village Employment Guarantee Scheme plans, ensuring that they match works with employment demand that implementing agencies start works on time, that the employment demand is met within time and workers receive their due entitlements. Among his important functions are ensuring the social audit by the Gram Sabha, disposing complaints and grievance redressal. The Programme Officer will assist the Mandal Parishad in its functions under the Scheme. The Programme Officer shall function under the direction, control and superintendence of the District Program Coordinator and will also be accountable to the Mandal Parishad. The Programme Officer shall be assisted by one Accountant-cum-Computer Assistant.

- (5) The Mandal Samakhya (federation of the Village Organisations of the poor) will be responsible to mobilize and build capacities of the wage-seekers through the Village Organizations and Self Help Groups to access their rights and entitlements provided under the Scheme. In addition the Mandal Samakhya may assist the Programme Officer in handling Information, Education and Communication activities relating to the Scheme. Mandal Samakhya will be facilitated to engage a Social Organizer to support them in carrying out these functions.
- (6) At the District-level, the Zilla Parishad shall be the principal authority for planning and implementation of the Scheme. The Zilla Parishad shall approve the District Employment Guarantee Scheme Plan, which includes the consolidated Mandal Employment Guarantee Scheme plans, its own proposals and project proposals received from other line Departments. It shall also review the programme implementation, supervise and monitor projects taken up at the District and Mandal levels. In Agency Areas, the Governing Body of Integrated Tribal Development Agency shall perform the functions of the Zilla Parishad.
- (7) The District Collector shall be the District Program Coordinator for the implementation of the Scheme in the District. There shall be an Employment Guarantee Scheme unit established in the office of the Project Director, District Water Management Agency to assist the District Programme Coordinator. The District Programme Coordinator shall be assisted by the Project Director, District Water Management Agency; Chief Executive Officer, Zilla Parishad; Project Director, District Rural Development Agency and Project Officer, Integrated Tribal Development Agency (in Agency Areas) as Additional District Programme Coordinators. The Project Director, District Water Management Agency shall assist the District Programme Coordinator in overall management of the Scheme. The Chief Executive Officer, Zilla Parishad shall assist the District Programme Coordinator in implementation of the Scheme by the Panchayat Raj Institutions. The Project Director, District Rural Development Agency shall assist the District Programme Coordinator in the mobilization of wage seeking families through the Self-Help Groups of women and their Federations at Village, Mandal and District level. The Project Officer, Integrated Tribal Development Agency shall assist the District Programme Coordinator in the management of the Scheme in the Agency Areas.
- (8) At the State level, the Commissioner, Rural Development shall be the State Programme Coordinator. He / She shall be assisted by an Employment Guarantee Scheme unit consisting of a Director and subject specialists and support staff.
- (9) The Commissioner, Panchayat Raj shall coordinate the implementation of the Scheme with the Panchayat Raj Institutions.
- (10) The Chief Executive Officer, Society for Elimination of Rural Poverty shall ensure the involvement of District Rural Development Agencies in mobilization and capacity building of the wage seeking families through the Self-Help Groups of women and their Federations at the Village, Mandal and District level.
- (11) The Commissioner, Aliminati Madhava Reddy – Andhra Pradesh Academy of Rural Development, shall provide capacity building support to the Panchayat Raj Institutions and the line Departments.
- (12) The Commissioner, Tribal Welfare, shall ensure the involvement of Integrated Tribal Development Agencies in implementation of the Scheme in Agency Areas.
- (13) The Managing Director, Andhra Pradesh Scheduled Castes Cooperative Finance Corporation Limited, shall ensure the involvement of District Scheduled Castes Service Cooperative Societies Limited in enabling the

Scheduled Castes households to access their rights and entitlements particularly in development of their lands with irrigation facilities.

- (14) State Government shall make rules to carry out the provisions of the Act pertaining to State's responsibilities under the Section 32 (1) of the National Rural Employment Guarantee Act, 2005. The State Government shall set up the Employment Guarantee Fund, provide Budget provision for and release the State share, notify Rural Standard Schedule of Rates from time to time, conduct impact assessment and evaluation studies. The State Government shall set up Andhra Pradesh State Employment Guarantee Council under Section 12 (1) of the National Rural Employment Guarantee Act, 2005. The Andhra Pradesh State Employment Guarantee Council shall be the advisory body for the purpose of the Andhra Pradesh Rural Employment Guarantee Scheme. The Chief Minister shall be as Chairman, Minister (Rural Development) as Vice-Chairman, Principal Secretary (Rural Development) as Member Convenor, with fifteen non-officials and eight official members.
- (15) Non-Governmental Organizations shall be involved as partners in community mobilization, capacity building, social audit and monitoring of processes relating to rights and entitlements of the workers.

7. Registration and issuance of Job Card

- (1) Any adult person of a household may on behalf of the members of the household apply to the Gram Panchayat, in the jurisdiction of which they reside, for registration of their household for issuance of a Job Card. The application can be in a printed form (Form 1) or on a plain paper containing the names of the adult members, their age, social status and address of the household. The Panchayat Secretary shall receive applications and issue dated receipt and enter the details in the Employment Guarantee Scheme Registration and Job Card Register (Form 2). After that, he/she shall make due enquiry and issue the Job Card.
- (2) A Job Card (Form 3) with unique ID number will be issued by the Gram Panchayat to the household that has been registered. The Panchayat Secretary shall also maintain these details in the 'Employment Guarantee Scheme Job Card Register'. The joint photograph of the adult members of the household must be affixed to the Job Card within three months from the date of issue of the Job Card.
- (3) The Panchayat Secretary shall update the household Job Card at the time of payment of wages. The wage-days provided and the wages paid to the workers shall be reflected in the Job Card and the Employment Register.
- (4) Addition or deletion of members eligible to seek work shall be carried out in the Job Card as and when required or at the beginning of the financial year. The updated list shall be sent to the Program Officer.
- (5) A cardholder may apply to the Gram Panchayat for a duplicate card if the original card is lost or damaged. The Panchayat Secretary shall verify the case and issue a duplicate card within seven working days of receipt of the application.

8. Application for work and work allotment

- (1) Individual/ Group of wage-seekers having Job Cards shall give individual or group application, (Forms 4 and 5) as the case may be, on a plain paper or in a printed form. Advance application giving details of the specific period of employment sought in the year may also be submitted. Same person/ group can submit multiple applications provided that the corresponding periods for which employment is sought do not overlap.
- (2) The Secretary shall accept the applications for work. The applications shall be valid if the wage employment sought by a household is at least for fourteen days and the aggregate employment provided to the household

is not more than hundred days. List of all such applications shall be maintained in the 'Applications for Work Register' (Form 6).

- (3) The Gram Panchayat shall direct the applicant or group of applicants in writing in Form 7, to work in any ongoing work or by starting a new work, within fifteen days of receiving applications seeking work or from the date of work being sought in case of advance application, whichever is later. He/She shall make necessary entries in the 'Applications for Work Register'.
- (4) Disabled persons may be provided wage-employment by entrusting suitable works in the form of services that are identified as integral to the programme.
- (5) If it is not possible to provide work within the Gram Panchayat area the Gram Panchayat Secretary shall forward the applications for work to the Programme Officer. The Programme Officer shall coordinate with other Gram Panchayats within the Mandal and issue letter of employment to the applicant in the Gram Panchayat where work is available, by marking a copy to both the Panchayat Secretaries concerned and the Mandal Parishad Development Officer.

9. Unemployment Allowance

- (1) If an applicant is not provided employment within fifteen days of receipt of the application seeking work or from the date on which the employment has been sought, in case of advance application, whichever is later, he/she can apply to the Panchayat Secretary for unemployment allowance. The Panchayat Secretary shall forward such applications to the Programme Officer who shall, after due enquiry, sanction the unemployment allowance or reject the application as the case may be.
- (2) The liability of the Panchayat to pay unemployment allowance to any household shall cease as soon as one or more of the following conditions are fulfilled:
 - (i) The applicant is directed by the Gram Panchayat or the Programme Officer to report for work either by himself/ herself or depute at least one adult member of his/her household;
 - (ii) Or 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;
 - (iii) Or the adult members of the household of the applicant have received in total at least one hundred days of work within the financial year;
 - (iv) Or 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.

10. Type of Works

- (i) The focus of the Scheme shall be on the following works in the order of priority:
 - (1) Water conservation and water harvesting.
 - (2) Drought proofing (including afforestation and tree plantation).
 - (3) Irrigation canals, including micro and minor irrigation works;
 - (4) Provision of irrigation facility to land owned by households belonging to the Scheduled Castes and Scheduled Tribes or to land of beneficiaries of land reforms or that of the beneficiaries of Indira Awas Yojana program.

(5) Renovation of traditional water bodies including desilting of tanks.

Land development.(7) Flood control and protection works, including drainage in water-logged areas.

(8) Rural connectivity to provide all-weather access.

Any other work, which may be notified by the Central Government in consultation with the State Government.(ii) Investing on Scheduled Caste / Scheduled Tribe lands for irrigation and land development duly fulfilling Special Component Plan / Tribal Sub-Plan norms in each Mandal.

In order to ensure that the adequate investments under Employment Guarantee Scheme are channelised for plantation programme, it is proposed that 20% of the value of works taken up in Village shall be on plantation programme.(iv) Roads can be taken up as last priority not exceeding 10% of the value of all types of works taken up.

11. Planning for Shelf of Works (1). The annual planning process for the next financial year should be completed by the December end of every year, including approval of the plan by the Zilla Parishad. The District Programme Coordinator shall prepare a labour budget for the next financial year containing the details of the anticipated demand for unskilled manual work in the district, which shall be the basis for the planning.

(2). The District Programme Coordinator shall arrive at the value of all works that need to be taken up to meet the anticipated labour demand and communicate the proportionate value of works to be identified by the Panchayat Raj Institutions in the ratio of 75:15:10 among Gram Panchayats, Mandal Parishads and Zilla Parishad.

(3). The Panchayat Raj Institutions i.e., Gram Panchayat, Mandal Parishad and Zilla Parishad shall be the units for maintaining the proportion between wage and material component in the ratio of 60:40 in respect of the works proposed by them. The material component shall include material and skilled / semi-skilled labour.

(4). The Gram Panchayat shall facilitate conduct of Ward Sabha and Gram Sabha for identification and prioritization of works within the allocations indicated to it by the District Programme Coordinator.

(5). The Gram Panchayat shall approve it as the Gram Panchayat Employment Guarantee Scheme Plan duly showing the priority of the works.

(6). The Gram Panchayat shall forward its Employment Guarantee Scheme Plan to the Programme Officer along with the indication of works it proposes to execute by itself.

(7). If the identified works are not sufficient to meet the anticipated wage demand, the Programme Officer can call for additional proposals from the Gram Panchayat.

(8). The Programme Officer shall scrutinize the annual plan received from the Gram Panchayat for its technical feasibility and satisfy himself / herself that the plan meets the likely demand for employment based on the registrations and previous experience.

(9). The Programme Officer shall examine the proposals in the annual plan and record his / her observations on the proposals and submit a consolidated statement of proposals to the Mandal Parishad.

(10). The Mandal Parishad shall propose works that may involve more than one Gram Panchayat within the allocations indicated by the District Programme Coordinator. The Mandal Parishad shall assign priority to the works proposed by it. The Programme Officer shall consolidate the Employment Guarantee Scheme plans received from the Gram

Panchayats along with the proposals from the Mandal Parishads. Then the Programme Officer shall submit the consolidated Employment Guarantee Scheme plan for the Mandal to the Mandal Parishad for approval. The Mandal Parishad shall maintain the priority indicated by the Gram Panchayats. It shall not reject the work proposed by the Gram Panchayats, 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 Panchayats for replacing it with a valid proposal. The Mandal Parishad shall forward the approved Mandal Employment Guarantee Scheme plan to the District Programme Coordinator duly marking a copy to the Programme Officer.

- (11). The District Programme Coordinator shall scrutinize the plan proposals of all the Mandal Parishads examining the adequacy and appropriateness of works in terms of likely demand as well as their technical and financial feasibility. He/ she will also invite and examine work proposals from other executing agencies. He/ she will consolidate all these proposals and place before the Zilla Parishad. The Zilla Parishad shall not change the priorities indicated by the Gram Panchayats and the Mandal Parishads in their Employment Guarantee Scheme plans. The Zilla Parishad shall propose works that may involve more than one Mandal within its allocation and approve the District Employment Guarantee Scheme plan. The District Programme Coordinator shall accord administrative sanctions for all the works approved under the District Employment Guarantee Scheme plan. The administrative sanction proceedings of the District Programme Coordinator shall clearly show the priority number of the work as indicated by the Gram Panchayat / Mandal Parishad / Zilla Parishad and also the details of the executing agency.
- (12). Each work administratively sanctioned shall be assigned a unique identification number.
- (13). The list of works administratively sanctioned should be forwarded to the Programme Officer who will send it to the concerned executing agencies for technical sanctions. The technically sanctioned works are sent back to the Programme Officer, who shall maintain these as Shelf of Works.

12. Rural Standard Schedule of Rates

There shall be a separate Rural Standard Schedule of Rates prepared for the works taken up under the Scheme. The unit rates for different types of tasks shall be so fixed, that a worker -- man or woman -- will be able to earn Rs.80 per day through seven hours of work.

13. Estimation and Technical Sanctions

- (1) For all works of value up to Rs. 2.00 lakh, the Technical Assistant shall prepare the estimates.
- (2) Estimates for works of value above Rs. 2.00 lakh shall be prepared by Mandal Assistant Engineer or any other Works department of the State Government.
- (3) For all works up to Rs.2.00 lakh technical sanction shall be accorded by Mandal Assistant Engineer.
- (4) Above Rs. 2.00 lakh and up to Rs. 5.00 lakh technical sanction shall be accorded by the Deputy Executive Engineers of Panchayat Raj or any other Works Department of the Government.
- (5) Above Rs.5.00 lakh and up to Rs. 20.00 lakh technical sanction shall be accorded by the Executive Engineer of Panchayat Raj or any other Works department of the Government.

14. Execution of Works

- (1) At least 50% of the works in terms of cost will be allotted to Gram Panchayats for execution. Based on the demand for employment from the wage seekers the Panchayat Secretary shall request Programme Officer to issue work commencement letter for opening of works. The Programme Officer shall issue work commencement letter to the Gram Panchayat or other line departments, strictly following the order of priority indicated in the administrative sanction proceedings issued by the District Programme Coordinator. Every Gram Panchayat shall maintain a Register of Works for which work-commencement letters are received, for the financial year. The copies of the work-commencement letter issued to the Gram Panchayat should also be sent to the Village Organization or Village Organizations concerned.
- (2) On receiving the work-commencement letter, the executing agencies shall start the work immediately.
- (3) While executing the works, the norms under the Scheme shall be followed.
- (4) The Muster Rolls shall be supplied from District Employment Guarantee Scheme Cell to Programme Officer. Each Muster Roll shall be uniquely numbered. The Programme Officer will issue the duly numbered Muster Rolls to executing agencies, which shall maintain such Muster Rolls for every work. The executing departments shall maintain a stock register of the Muster Rolls. The Muster Rolls shall be closed once a week.

15. Wages

- (1). Equal wage shall be paid to both men and women. The payment of wages shall be made atleast once in a fortnight. The Programme Officer, the District Programme Coordinator and the State Programme Coordinator shall keep a watch on the average wages earned. If necessary, the schedule of rates may be revised to ensure that the wage per day is equal to the minimum wages notified by the Government under Minimum Wages Act, 1948. The district-wise average wage earned by the workers shall also be brought to the notice of the State Council every year. Gram Panchayat will be the single window for wage-payment, irrespective of the executing agency.
- (2). The Field Assistant shall measure the work done and record in Measurement Book and close the Muster Roll at the end of each week. He/she shall read out the entries in the Measurement Book and Muster Roll to the workers at the worksite. The entries in the Muster Roll are to be attested by three representatives of the workers. The Panchayat Secretary shall submit the Measurement Book and closed Muster Rolls to the Mandal Parishad Development Officer within 24 hours of closure of the Muster Rolls. The Technical Assistant shall check-measure the work done and Muster Roll every alternate week. The Mandal Parishad Development Officer shall issue the pay order for payment of wages to the workers and send it to the Bank / Post Office or the Panchayat Secretary as the case may be. The Mandal Parishad Development Officer shall issue cheques to suppliers of material based on M-Book. Where the Panchayat Secretary makes payment to the workers, it shall be ensured that it is done at a public place after reading out the Muster Roll. It shall be ensured that the number of days of work and payment are entered in the household Job Card and the same shall also be entered in the Employment Register maintained at the Gram Panchayat level. In respect of all villages where there is a Bank branch or a Post Office within the village, the workers shall be assisted to open an account so that their wages can be adjusted to their accounts once a week.

16. Closing of Works and Data Management

The work shall be closed by the executing agency with a completion report. Each Gram Panchayat and every executing agency shall maintain a register of all works sanctioned, executed and completed.

17. State Employment Guarantee Fund

The State Government shall, by notification, establish a Fund to be called the State Employment Guarantee Fund to be expended and administered according to the Rules.

18. Funding Pattern

- (1). The Government of India funds shall be utilized for the following:
 - (i). Cost of wages
 - (ii). Three fourths of material cost.
 - (iii). Administrative cost.
 - (iv). The cost of capacity building.
 - (v). Establishment of Programme Officer with the supporting staff.
- (2). The State Employment Guarantee Fund shall be spent for the following:
 - (i). 25% of the material and wages of skilled and semi-skilled workers.
 - (ii). Unemployment allowance.
 - (iii). Administrative expenses of the State Employment Guarantee Council.
 - (iv). Other expenses related to implementation of the scheme but not permitted by Government of India guidelines.

19. Provision for Administrative Cost

The total administrative cost shall not exceed 6% of the annual allocation for the district. The administrative cost includes expenditure relating to Information, Education and Communication, capacity building, staff cost, Management Information System and Operations and Maintenance.

20. Audit of Accounts

Audit of the accounts under the Scheme shall be compulsory. Regular audit of accounts at District, Mandal and Gram Panchayat level shall be done by Local Fund Auditors or by registered Chartered Accountants empanelled by the State Government. The audit by the Accountant General shall be carried out as per the rules in vogue.

21. Vigilance and Quality Assurance

Independent Vigilance and Quality Assurance teams shall be engaged to monitor the implementation of Employment Guarantee Scheme.

22. Social Audit and Right to Information

- (1) Social audit shall be taken up to make the planning, implementation and evaluation of Employment Guarantee Scheme more participatory, transparent and accountable. Social audit shall not be retrospective but an ongoing process of participation to ensure that legal guarantees and entitlements flow to the workers in a legitimate way. Social audit shall be done in three stages - pre, during and post implementation. Social audit shall be integrated into the critical activities of Employment Guarantee Scheme.
- (2) An information Wall shall be built by the Gram Panchayat at Gram Panchayat headquarters. One side of the Wall shall be painted with long-term information like task-wise wage rates to be adopted for the year, non-negotiables, important guidelines, shelf of works identified etc. The other

side of the wall shall be updated with weekly information like work-wise number of labour working; materials procured and consumed expenditure etc.

- (3) The Programme Officer shall be the Public Information Officer for the Scheme, under the Right to Information Act, 2005 at the Mandal level and the Panchayat Secretary shall be the Public Information Officer at the Gram Panchayat level. The District Programme Coordinator shall be the appellate authority under the Scheme. The Public Information Officer shall make available the copies of the documents/ registers for verification and sale on cost as per the provisions of the Right to Information Act, 2005. The Programme Officer shall make available to the Gram Panchayats and the Village Organizations, the estimates of the works commenced, copies of Muster Rolls, pay orders for facilitating public scrutiny. The Village Organizations and the Mandal Mahila Samakhya shall maintain registers containing information on Employment Guarantee Scheme and discuss in their monthly meetings to ensure transparency, accountability and facilitate social auditing.

23. Monitoring and Evaluation

- (1) At least 10% of the Employment Guarantee Scheme works shall be inspected by District level officers and at least 2% of the works by State level officers. The State Government shall designate Area Officers for each District for effective monitoring.
- (2) The Panchayat Secretary shall fill the Management Information System format and send to Mandal Parishad Development Officer and Programme Officer. Programme Officer shall compile, analyse this data and take appropriate remedial actions. He/She shall forward the reports to District Programme Coordinator with specific remarks. The District Programme Coordinator shall send the reports to State Programme Coordinator at quarterly intervals. State Programme Coordinator shall also submit quarterly reports to the Government of Andhra Pradesh and Government of India. State Employment Guarantee Council shall submit an annual report to the State Legislature.
- (3) State Programme Coordinator shall empanel reputed agencies to carry out impact assessment. The District Programme Coordinator shall engage agencies to carry out studies specific to district, which are not covered by the agencies employed by State Programme Coordinator. The Impact Assessment Reports shall be put before the State Employment Guarantee Council and also be submitted to Government of Andhra Pradesh and Government of India. State Programme Coordinator shall take appropriate remedial measures based on the reports of the above studies.

24. Grievance Redressal Mechanism

Any grievance shall be enquired and action initiated within seven days by the Panchayat Secretary at village level, Programme Officer at the Mandal level and District Programme Coordinator at the district level. Details of all the grievances received and disposed at each level should be maintained in the Grievance Register. Acknowledgement shall be given for any grievance received.

This GO is available in <http://www.rd.ap.gov.in/> and <http://www.aponline.gov.in/>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K. RAJU
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner, Printing, Stationery and Stores Purchase (Printing wing), Government Printing Press, Chanchalguda, Hyderabad with a request to publish the Notification in the next issue of extraordinary Gazette and furnish 1000 copies to PR & RD (RD-II) Department.

The Commissioner, Rural Development, AP., Hyderabad

The District Collectors and District Programme Coordinators of Adilabad, Mahabubnagar, Ranga Reddy, Khammam, Warangal, Nalgonda, Ananthapur, Cuddapah, Karimnagar, Vizianagaram, Chittoor, Nizamabad and Medak (13 APREGS Districts)

The Project Directors, DWMAs and Addl. Dist. Programme Coordinators of 13 APREGS Districts

The Project Directors, DRDAs and Addl. Dist. Programme Coordinators of 13 APREGS Districts

The Chief Executive Officers, ZPs and Addl. Dist. Programme Coordinators of 13 APREGS Districts

The Project Officer, ITDA and Addl. Dist. Programme Coordinators of Warangal, Khammam, Adilabad and Vizianagaram, Mahabubnagar Districts

The District Panchayat Officers of 13 APREGS Districts

The Mandal Development Officers through Chief Executive Officers of 13 APREGS Districts

The Panchayat Secretaries of Gram Panchayats through Dist. Panchayat Officers of (13) APREGS Districts.

The Commissioner, Panchayat Raj, AP., Hyderabad

The Commissioner, Tribal Welfare, AP., Hyderabad

The Commissioner, Social Welfare, AP., Hyderabad

The Managing Director, AP State SC Coop. Fin. Corp. Ltd., Hyderabad

The Commissioner, AMR APARD, Rajendranagar, Hyderabad

Copy to:

The Special Chief Secretaries/Principal Secretaries / Secretaries in the Secretariat

All Heads of the Departments

The Executive Directors of District Scheduled Castes Cooperative Societies Limited
(13 APREGS Districts)

The Accountant General, AP, Hyderabad.

The Director of Treasuries and Accounts, A.P. Hyderabad.

The Special Secretary to Hon'ble Chief Minister.

PS to Minister (RD, RWS & EG).

Private Secretaries to all Ministers

PS to Chief Secretary to Government.

Law (A) Department

PS to the Principal Secretary to Government (RD).

The PR&RD (Genl) Department, (2 copies).

// Forwarded By Order //
Assistant Secretary to Government (RD)

ANNEXURE TO G.O.Ms.No. 27, PR & RD (RD-II) DEPARTMENT, DATED:
28.01.2006

ANDHRA PRADESH RURAL EMPLOYMENT GUARANTEE SCHEME

Form 1

APPLICATION FOR REGISTRATION AND JOB CARD

<p>To</p> <p>The Panchayat Secretary</p> <p>.....Habitation</p> <p>.....Gram Panchayat,</p> <p>..... Mandal</p> <p>.....District</p>	<p>Date: __ _ _ _</p>																																			
<p style="text-align: center;">I, (father/ husband's name) am a resident of the</p> <p>My particulars are:</p> <p>Caste: BC/ SC/ ST/PH others:</p> <p>Landholding if any in acres :</p> <p>IAY beneficiary: Yes/No</p> <p>Beneficiary under ceiling land: Yes/No</p> <p>I request for registration of the following family members of my household as wage seekers under AP Rural Employment</p>																																				
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 5%;"></th><th style="width: 35%;">Name</th><th style="width: 10%;">Sex</th><th style="width: 10%;">Age</th><th style="width: 40%;">Relationship with the Head of the family</th></tr></thead><tbody><tr><td>1.</td><td>(Head of the family)</td><td></td><td></td><td></td></tr><tr><td>2.</td><td></td><td></td><td></td><td></td></tr><tr><td>3.</td><td></td><td></td><td></td><td></td></tr><tr><td>4.</td><td></td><td></td><td></td><td></td></tr><tr><td>5.</td><td></td><td></td><td></td><td></td></tr><tr><td>6.</td><td></td><td></td><td></td><td></td></tr></tbody></table>			Name	Sex	Age	Relationship with the Head of the family	1.	(Head of the family)				2.					3.					4.					5.					6.				
	Name	Sex	Age	Relationship with the Head of the family																																
1.	(Head of the family)																																			
2.																																				
3.																																				
4.																																				
5.																																				
6.																																				
<p>Kindly register us in the program and issue Job Card along with the enrollment number.</p> <p>Signature or left thumb impression of the Applicant</p>																																				

(This application can be made even on a plain paper giving all the details indicated in the above)

Note: Please leave 3 or 4 lines between each family to take care of additions within the time span of 5 years.

Form 3

HOUSEHOLD JOB CARD:

Page 1

Household Identification					<div style="border: 1px solid black; padding: 5px; width: 100px; margin: 0 auto;"> Photo of Head Of family </div>	
Unique HH ID:					Date of Issue:	
Name of the head of the household:						
Surname:..... Name:.....						
Husband/ Wife's name:						
Caste (SC/ ST/ BC):						
Land Reform/ IAY beneficiary						
Names of the working members in the family:						
S.No.	Individual No.	ID	Name	Father's/Husband's Name	Male/ Female	Age on Date of Registration
1. *						
2.						
3.						
4.						

* In this Row Head of the House Hold should be mentioned.

Address:

Date of Registration

Name of the labour group, if member of any:

Signature of the Village Secretary (Panchayat Secretary):

Village:

Gram Panchayat

Details of employment provided and wages paid.

Name of the Family						
Number of days employment provided						
S.No	Date and month on which wages pad	No. of days for which wages pad	Amount paid Rs.	Muster Roll No.	S.No. in the Muster Roll	Signature of the authorised Officer.
1	2	3	4	5	6	7

Cumulative Number of days worked

05-06	06-07	07-08	08-09	09-10

Inside pages (Page 2 & 3):

Demand For Work Record

Sl No	Date of submission of application for seeking employment	Date from which employment is needed	No of Days

Details of employment provided

Sl No	Month & Year	Name of family Member to whom Employment Provided	No of days for which Employment Provided	Details of work on which Employment is Provided.	Muster Roll Number by which wages paid	Signature of authorised officers

NOTE:

i. No Row will be left Blank in any case

ii. Month-wise totals will be done at the end of the month for number of days of employment provided.

iii. Details will be entered separately for separate family members.

iv. 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

Page 4: Basic Information on Entitlements (back page)

Entitlements for labour as per the act/ Scheme

-

Contact persons/ address/ telephone numbers – for Redressal of grievances

Name of the Registration Officer/Gram Panchayat Secretary:

Address:

Telephone Number:

Name of the Programme Officer:
Address:
Telephone Number:

Form 4

INDIVIDUAL APPLICATION FOR WORK

To

The Panchayat Secretary.

----- Habitation

----- Gram Panchayat,

-----Mandal

----- District

Date: __ __ __ __

Dear Sir/ Madam,

I, father/ husband's name with Household Job card No
request you to provide unskilled wage work for (number) of days from(date) to(date)
Rural Employment Guarantee Act.. My Individual ID No is.....

I also undertake that I will work for a continuous period of at least 14 days on the work to which I will be directed by
Secretary.

Signature or Left Thumb Impression of the Applicant

Address:

(To be filled in by the Panchayat Secretary)

Application NO:

Application Received By:

Name of the functionary receiving the application:

Designation:

Date of Receipt of application:

Job Card No: (verified in the register)

Wage sought is for atleast 14 days : Yes/ No

The household has not completed 100 days within the financial year: Yes /No

Employment to be provided by the date:

Signature of Gram Panchayat Secretary:

------(To be cut & given to the applicant)-----

Acknowledgement

Received application Noseeking wage employment from
individual Job Card No. HH Job Card No..... on date.....

(In case the application is not valid please tick the relevant reason)

Your application is not valid for the following reasons

1. The applicant has not asked for at least 14 days of work
2. The household of the applicant has completed 100 days of employment within the financial year -----

Signature of the Panchayat Secretary

Gram Panchayat:

Mandal:

District:

Form 5**GROUP APPLICATION FOR WORK**

To

The Panchayat Secretary

----- Habitation

----- Gram Panchayat,

-----Mandal

----- District

Date:___ _ _ _

Dear Sir/ Madam,

We, request you to provide unskilled wage as per the Rural Employment Guarantee Act.. Our details are as follows:

Sl No	Name	HH Job cad No	Individual ID No	No of days	Period	
					From date	To date

We also undertake that we will work for a continuous period of at least 14 days on the work to which we will be c
Panchayat Secretary.

Signatures or the Left Thumb Impressions of the applicants

(To be filled in by the Panchayat Secretary)

Application NO:

Application Received By:

Name of the functionary receiving the application:

Designation:

Date of Receipt of application:

Job Card No: (verified in the register)

Wage sought is for atleast 14 days : Yes/ No

The household has not completed 100 days within the financial year: Yes /No

Employment to be provided by the date:

Signature of Gram Panchayat Secretary:

------(To be cut & given to the applicant)-----

Acknowledgement
<p>Received application Noseeking wage employment on</p> <p>Signature of the Panchayat Secretary</p> <p>Gram Panchayat:</p> <p>Mandal: District:</p>

Form 6

REGISTER FOR APPLICATIONS FOR WORK:

Sl No	Application no	Date of application	Individual ID Card no	Valid Yes/No	If Valid						
					Letter to applicant directing for employment		Work allotted at the site				
					Letter no	date	Site Name	Village/ habitation	Work name	Work ID	Distance from habitation

Form 7

LETTER DIRECTING EMPLOYMENT SEEKER TO A WORK UNDER THE APREGS.

To,

Date:

Individual ID.No.....

Village....., Panchayat Mandal:

Ref.: Your application no, dated.....for employment under the REGs.

With reference to your application seeking wage employment, you are allotted work at the following work site:

Work allotted at the site				
Site Name	Village/habitation	Work name	Work ID	Distance from the habitation*

Please report at the worksite for employment within 7 days of the receipt of this letter. As the place of work is below / above 5 km, you are not eligible/ eligible for an additional wage of 10% of the wage rate.

Signature of Panchayat Secretary:

Date-