

Vigilance Module on NREGA

Participants: Members of Vigilance and Monitoring Committee, Representatives of CBO, NGOs and Media

Duration: 2 days (Day -1 : Class Room, Day -2 : Field Visit)

Venue: Block / Mandal / Cluster level Resource Centre

Objective of the training programme: By the end of the two day training programme the Participants will be able to

- Appreciate the salient feature of NREGS
- Describe the role of VMCs
- Identify the records that are to be verified
- Recognize the deviations in the implementation process of NREGS from the guidelines
- Prepare the Monitoring reports and to know the importance of MIS
- Become familiar with the Roles and functions of the Members of VMC.

S. No	Topic	Content	Duration	Methods	Media	Performance Aid	Trainer	Assessment
1	Concept of Vigilance & Salient Features of NREGS Roles & Responsibilities of VMC Members	<ul style="list-style-type: none"> • Concept of Vigilance and Objectives of NREGS, Registration and issue of Job Card • Right and entitlement of wage seekers • Role of VMC Members in Monitoring the implementation of NREGS. 	110 min	Lecture cum Discussion	Prepared objectives chart, white board, markers	Check list, Pamphlet citing sections of Act.	PO	Questions
2.	Planning process of NREGS.	<ul style="list-style-type: none"> • Preparation of EGS plans (GP, Block / Mandal and Dist.) • Administration and Technical Sanction of works • Shelf of Projects • Implementation arrangements and Role and responsibilities of key functionaries 	90 Min	Lecture cum discussion	Prepared objectives chart white board, markers	Flow Chart, Pamphlet	PR-Engineer/ PO	Questions

S. No	Topic	Content	Duration	Methods	Media	Performance Aid	Trainer	Assessment
3.	RTI - 2005 in the context of NREGA	<ul style="list-style-type: none"> Provisions of Right to Information Act with reference to NREGA 	60 min	Lecture cum Discussion	White Board, Markers	Handouts on RTI Act	BRP / MRP	Questions
4.	Generation of Job Cards, Estimates and Payment orders using Software Packages and MIS	<ul style="list-style-type: none"> Generation of Job Cards and Estimates Generation of Pay Orders and Management Information System 	60 min	Demonstration of Model Job Card and Estimate and pay order	LCD / Marker Pens White Board	EGS Software CD	Software Person	Practice
5.	Execution of Works	<ul style="list-style-type: none"> Permissible works Executive Agencies Preparation of Estimates, Accord of Administrative & Technical Sanction Issue of work Commencement Order & Muster Roll Wage material ratio & Minimum Wages Procurement of material and implements Worksite facilities Weekly Reports on worksite 	60 min	Lecture Cum Discussion	White Board markers	-	BRP / MRP	Questions
6.	Importance of Observation and communication Skills	<ul style="list-style-type: none"> Communication Skills Observation Skills 	60 min	Lecture and Role play	White Board, Markers	-	BRP / MRP	Questions
7.	Procurement of Material & maintenance of Stock Register	<ul style="list-style-type: none"> Material procurement Stock Register Quality of material Payment procedure for material suppliers 	40 min	Lecture and verification of records	White Board, Markers	-	PO	Questions
8	Purchase & maintenance of Tools and Implements	<ul style="list-style-type: none"> Requirement of Tools and Implements Purchase and maintenance of Tools & Implements 	30 min	Lecture cum Discussion & Verification of Registers	White Board, Markers	-	PO	Questions

S. No	Topic	Content	Duration	Methods	Media	Performance Aid	Trainer	Assessment
Day - 2 Field Visit								
1.	Part - 1 Visit to Gram Panchayat and verification of NREGS related registers	<ul style="list-style-type: none"> • Work Allotment • Muster Roll Maintenance • Maintenance of Records and Registers • Payment of Wages as per Rural SSR, Mode of Payment & periodicity. • Availability of information related to works at GP Office 	90 min	Visit to Gram Panchayat	Verification of relevant registers	-	PO	Questions
2.	Part - 2 Interaction with workers at worksite	<ul style="list-style-type: none"> • Observe the Ground reality by interacting with labourer at worksite • Verifying the quality & quantity of work and worksite facilities and other related issues 	120 min	Field Demonstration, Taking the measurement of work done	Verification of Muster sheets, worksite facilities etc	15m Tape, Steel Tape, 30 cm scale	Asst. Engineer (PR)	Questions
3.	Part - 3 Visit to Block / Mandal Computer Centre	<ul style="list-style-type: none"> • Verification of all the components available at the Computer Centre and get to know the process of generating estimates, M-Sheets, payment orders and pay slips • Interaction with PO and Computer Operators cum Accountants 	120 min	Demonstration and Interaction	Different Formats, Computer Systems & Registers	-	PO and Computer Operator	Questions
4.	Wrap-up session	<ul style="list-style-type: none"> • Clarification of doubts FAQs and Feed back 	30min	Discussion and filling of feedback formats	Feedback formats			

Out come of the training programme:

The VMC members are capable to carryout the monitoring process in their village and also should be able to differentiate the Role of Vigilance and monitoring from the Social Audit for effective implementation of NREGS .

Session - I

- Topic : **Concept of Vigilance & Salient feature of NREGS, roles & responsibilities of VMC members.**
- Session Objectives : At the end of the session the participants will be able to explain the
- Concept of Vigilance
 - Objectives of NREGS
 - Rights and entitlements of wage seekers
 - Role of VMC members
- Session Duration : 110 minutes
- Methods Used : Lecture cum discussion
- Material Required : White board, Markers, OHP, Charts

Session content

S. NO	Content	Duration	Method	Training Aid
1.	Registration & Introduction of the Participants	20min	Exercise	Registration forms
2.	Concept of Vigilance	20 min	Lecture	Board, Markers, Chart papers
3.	Objectives of NREGS, Registration and issue of job cards.	30 min	Lecture	Board, Markers, Chart papers
4.	Rights and entitlements of wage seekers	20 min	Discussion	Board, Markers, Chart papers
5.	Role of VMC members in Monitoring the implementation of NREGS.	20 min	Discussion	Board, Markers, Chart papers

Leading Questions:

- What is the meaning of Vigilance?
- When did the Parliament pass the NREGA-2005?
- Do wage seekers have any rights in previous wage employment Programmes?
- When did the NREGS start in your GP/Block / Mandal?
- How many Participants have read the NREGA-2005

Facilitator's Note:

- Facilitator shall see that session will start sharp at the time specified.
- Immediately after starting the session Facilitator is expected to have familiarity with the participants through interaction and knowing the personal details of the participants and encourage them to feel free and relaxed. This environment enables the Facilitator for smooth conduct of the training programme.
- Before going into the concept of the vigilance, facilitator will brief the over view and objectives of the (2) days training programme and also tell the salient features and prominence of the Act in brief.
- Regarding concept of Vigilance, Facilitator will try to motivate participant towards the term of Vigilance by taking the incidents from the experience of participants in their native village / Block - Mandal / Dist. etc.
- Explain the objectives of the Act using simple language and also explain the process of applying for Registration and obtaining Job cards.
- Facilitator will put emphasis on the Rights and entitlements of the wage seekers as given in the Act quoting the details of previous employment schemes / programmes in which no such rights were happened to be there. Facilitator will explain the very purpose of constituting "V & M Committee" and its role in the implementation of the scheme formulated under the Act and link up to the next session.
- Facilitators will make use of the white board and chart papers where-ever necessary.

Session - I

Concept of Vigilance & Salient feature of NREGS, Roles & Responsibilities of VMC members - Reading Material

Concept of Vigilance :

To watch whether the particular thing is being done or not in accordance with the procedure / guidelines / Act meant for it.

In the context of NREGS there shall be a 'Vigilance and Monitoring' Committee for each locality / G.P/Habitation with the following criteria not exceeding 9 members to monitor the progress and the quality of the works being executed in that G.P. / locality/Habitation and to see that all the provisions contained in the Act are followed.

Composition of V & M Committee:

Women Members	-	Not Less than 3
S.C. Members	-	Not less than 2
ST Members	-	1
President of one of the VOs	-	1
Where EGS members are more (if more than one VO exists)		
Educated youth with Tenth class pass	-	1

All the above members should belong to that GP / locality / Habitation. Representation should be there from all the habitations falling under the jurisdiction of G.P.(incase of V&M Committee is constituted for Gram Panchayat)

All the above members shall be selected by Gram Sabha. Programme Officer shall facilitate to convene such Gram Sabha for the selection of members of V & M committee.

The tenure of V & M Committee will be recommended for one year. Immediately after the completion of the tenure of the present committees the Programme Officer shall see that another committee is constituted following the same procedure as stated earlier.

In case of ITDA sub – plan area all the members should belong to ST community following the above criterion for women, educated youth and the President of V.O.

Local beneficiary committee may also be constituted besides V & M Committee for effective articulation of their entitlements and their access to information. The Programme Officer will be responsible for ensuring that local V & M Committee and local beneficiary committee are constituted.

Objectives of NREGS

The following two are the main objectives of the Scheme.

1. To Provide livelihood security to the households of rural area by providing at least one hundred days of Guaranteed wage employment in a financial year to each households whose adult members volunteer to do unskilled manual work .
2. Creating durable economic assets and strengthening the livelihood resource base of the rural poor.

Registration and Issue of Job Cards :

Registration :

The adult members of rural households seeking wage employment shall register their names with the local Gram Panchayat giving details of the adult members of their family who are willing to do unskilled manual work. The application for registration may be given on plain paper or prescribed form with a tear away receipt at the bottom will be used and the receipt will be given to the registered Persons / family. The above details must contain age, sex and SC / ST status of the individuals. An individual has also provision to appear personally before Gram Panchayat and make oral request for registration.

For mobilization of labourers for registration and to give wider publicity of the scheme a Gram Sabha shall be convened.

After due verification regarding local residence in the Gram Panchayat concerned, the household an entity and the fact that the applicants are adult members of the house. Here local implies residing with in the G.P., this includes migrant families of that area including those that may have migrated some time ago but may return. Gram Panchayat will enter all these details in a Register and every household will be assigned a unique registration number.

The above process shall be completed as early as possible and in any case not later than a fortnight after receipt of the application in the Gram Panchayat. Copies of the registration will be sent to the Programme Officer for the purpose of reporting the same to the Intermediate Panchayat (Block /Mandal) and District Panchayat (Zilla Parishad) for further planning, tracking and recording. This must be done immediately after registration, so that the Programme Officer has a consolidated record of likely demand to enable him / her to organize resources accordingly.

This registration shall be valid for not less than 5 years and it may be renewed from time to time. Annual updating of registration shall also be taken up by the Gram Panchayat.

All the registered households shall be issued Job Cards as detailed below. Subsequent to the initial registration, the process of registration will remain perpetually open at the Grampanchayat.

Issue of Job Cards:

Job cards shall be issued to all the registered households immediately after registration i.e. within 15 days of receipt of application for registration (As per para 4.3.2 of the Operational Guidelines 2006 2nd edition of NREGA 2005)

Job cards should be issued in the presence of a local community and must contain the unique registration number assigned to the particular household as explained above.

The Photographs of the adult members (especially a group photo) of the household shall be affixed on to the space specified for it in the Job card at the time of issue or on a later date if photographs are not readily available at the time of issue. The list of Job card holders must be updated every month and be available for inspection at the GP Office.

Job cards shall be valid for a period of 5 years and will have the provisions for additions and deletions of the members eligible to work following the procedure in vogue and the same may be presented in the Gram Sabha and sent to the Programme Officer.

Job Cards contain the following features :

- Permanent information regarding the household i.e. household registration number, Age and Sex of the adult members of the household who are willing to do work.
- Details of Employment that is being provided for five years.
- The entitlements of the workers and the other basic features (These may be printed on the reverse of the Job Card to promote wider awareness of the Act)

Copies / Photo copies of all the Job cards will be maintained at the Gram Panchayat Office.

If any complaint is received in the issuance of Job Card the Programme Officer at the Intermediate Panchayat (Block / Mandal) and Dist. Programme Co-coordinator or Designated grievance redressal authority at District Level should see that these are disposed off with in 15 days.

Rights and Entitlements of Wage Seekers:

1. Every member of a registered household whose name appears in the Job card shall be entitled to apply for unskilled manual work under the Scheme.
2. All the registered persons belonging to a household shall be entitled to employment in accordance with the scheme made under the provisions of the Act, 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. The Programme Officer shall ensure that all the applicants shall be provided unskilled manual work in accordance with the provisions of the Scheme within fifteen days of receipt of an application or from the date he seeks works in case of advance application which ever is later.

Provided that priority shall be given to women in such a way that at least one third of the beneficiaries should be women who have registered and requested for work under the Act.

4. Application for work must be for at least fourteen days of continuous work.
5. There shall be no limit on the number of days of employment for which a person may apply or on the number of days of employment actually provided to him subject to the aggregate entitlement of the household i.e. 100 days.
6. Applications for work may be submitted in writing either to the Gram Panchayat or to the Programme Officer directly but the later is treated as fallback option only and the applicants have the right to an immediate, written signed and dated receipt.

7. If any incomplete application is found in any it will be the responsibility of the concerned functionary to have it completed and in any case no application should be rejected just because it is incomplete. Group applications may also be submitted.
- Applications should contain the following:
- a) Registration number of the Job Card.
 - b) Date from which employment is required
 - c) The number of days of employment required.
8. Applicants who are provided with work shall be so intimated in writing by means of a letter sent to him at the address given in the Job card and by a public notice displayed at the office of the Gram Panchayat / Intermediate Panchayat / District Panchayat.
9. As far as possible employment shall be provided within a radius of five km of the village where the applicant resides at the time of applying.
- If it is not possible within the above distance it must be provided within the Block / Mandal and labourers shall be paid 10% of the wage rate as extra to meet additional transportation and living expenses.
10. A period of entitlement shall ordinarily be at least fourteen days continuously with not more than six days in a week.
11. If the applicant is not provided employment within fifteen days of receipt of his application or from the date on which employment has been sought in case of advance application, whichever is later he / she shall be entitled to a daily unemployment allowance as stated below
- One fourth of the wage rate for the first thirty days during the financial year.
 - One half of the wage rate for the remaining period of the financial year subject to a maximum of 100 days.
12. Provisions shall be made in the Scheme for submission of multiple applications by the same person provided that the corresponding periods for which employment is sought do not overlap.
13. If any personal injury is caused to any person employed under the scheme by accident arising out of or in the course of his employment, he shall be entitled to medical treatment free of charge.
14. Where hospitalization of injured worker is necessary, the State Government shall arrange for such hospitalization including accommodation, medicines for treatment and payment of daily allowance not less than half of wage rate required to be paid had the injured been engaged in the work.

15. If a person employed under the scheme dies or becomes permanently disabled by accident arising out of or in the course of employment, he shall be paid by the implementing agency an exgratia payment at the rate of Rs. 25,000/- or as prescribed by the State Government and the amount shall be paid to the legal heirs of the deceased or the disabled as the case may be.
16. The facility of safe drinking water, shade for the children and periods of rest, first aid box with adequate material for emergency treatment for minor injuries and other hazards connected with the work being performed shall be provided at the worksite.
17. In case of number of children below the age of six years accompanying the women working at work site are five or more, one of the women workers shall be deputed to look after such children and she shall be paid usual wage rate.
18. In the case of payment of wage is not made within the period specified in the scheme, the labourer shall be entitled to receive payment of compensation as per the provisions of the payment of wages Act - 1936.
19. The wages under the Scheme may be paid either wholly in cash or in cash and kind provided that at least one fourth of the wages shall be paid in cash only.
20. In case of every employment under the Scheme there shall be no discrimination solely on the ground of gender and the provisions of the 'Equal remuneration Act 1976 shall be complied with.
21. If any personal injury caused by a child accompanying any person who is employed under the scheme. Such person shall be entitled to free of charge, such medical treatment for the child as may be specified in the Scheme and in case of death or disablement, through an exgratia payment as may be determined by the State Government.

Role of VMC members in monitoring the implementation of NREGS :

The V & M committee shall meet once in every month to discuss on the works that are going on under the scheme. The Field Assistant (GRS) and Technical Assistant shall invariably attend such meetings. The Field Assistant on behalf of Gram Panchayat shall apprise to V & M committee about the full details of the on going works or representative of the executing agency in such cases where the works are executed by other than Gram Panchayat.

- The Programme Officer shall workout a Schedule of dates with time for monthly meetings to all V & M Committees in such a way that on any given date no two meetings take place in the Mandal.

- The Programme Officer shall send a copy of work commencement letter of every work of that particular Gram Panchayat to V & M Committee.
- V & M committee may request the BDO or Mandal Parishad Development Officer to send more information regarding the works if the committee feels to have such information and the BDO / Mandal Parishad Development Officer shall invariably respond to such request.
- This committee shall organize its meetings in the premises of Gram Panchayat Office.
- This committee shall monitor the progress of works at different stages focusing on the issues like progress of work, quality of work as per specifications, completion of work, worksite facilities etc.
- This Committee has to prepare the final report of each work along with its completion report at the end of the work. This has to be sent to the PO/BDO/ Mandal Parishad Development Officer/DPC. This Committee shall also place such reports in the Gram Sabha Meetings.
- The committee will deliberate its proceedings as when its attendance is not less than 5 members.

Enclosed : Work completion report (to be used by V & M committee at the end of every work)/

WORK COMPLETION REPORT

Name of the work :
Estimated Amount :
Starting date of work :
End date of work :
Expenditure of work :

Status of work as per the observation of the committee :
(Tick one of the below)

Satisfactorily Completed
Completed with poor quality
Half completed
Not taken up at all

Signature of the V & M committee members (not less than 5 members)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Session - II

- Topic : **Planning Process of NREGS.**
- Session Objectives : At the end of the session the participants will be able to :
- Explain the process involved in the preparation of GP, Block/Mandal and District EGS Plans and how to prepare estimates
 - Role of Implementing agencies and key functionaries who involve in the implementation of NREGS and prepare model plan for a Grama Panchayat
- Session Duration : 90 minutes
- Methods Used : Lecture cum discussion
- Material Required : White board, Markers, OHP, Charts

Session content

S. NO	Content	Duration	Method	Training Aid
1.	Preparation of EGS Plan (GP, Block/Mandal and District)	30 min	Lecture	Board, Markers, Chart papers
2.	Administrative and Technical Sanction of works	15 Min	Lecture	Board, Markers, Chart papers
3.	Shelf of Works	15 min	Lecture	Board, Markers, Chart papers
4.	Implementation arrangements and role and responsibilities of key functionaries	30 min	Lecture	Board, Marker, Charts

Leading Questions:

- What is Planning?
- Why Planning is required?
- Any participant was associated in planning process under NREGS?
- What are the works that are permitted to take up under NREGS -2005?
- List out the Stake Holders in the process of planning?

Facilitators Note :

- At the outset of the session the Facilitator will explain in brief about the three tier Panchayatraj system that is in force all over India as per 73rd Constitutional Amendment Act.

- Later he will explain the implementation arrangements of the scheme at all the three tiers of Panchayats i.e. at village level(GP), Mandal / Block level (Intermediate Panchayat) and District (Dist. Panchayat) level since the programme is being implemented through P.R. Institutions.
- Later the Facilitator shall put emphasis on the concept of planning and the preparation of GP, Block / Mandal, and District EGS Plans.
- Facilitator will explain how administrative and Technical Sanction of works are accorded and how shelf of projects are prepared.
- Then the Facilitator will explain the role of P.R. Institutions in the implementation of the Scheme.
- Facilitator will explain the role and responsibilities of the key functionaries of the scheme inviting the participation of the participants by taking some of the functions of the key functionaries from them as the scheme has been in force for the past two years in some of the Districts.
- Facilitator will explain the role and importance of Gram Saba in Selecting and prioritizing the works based on their local requirements as listed in the scheme and how to mobilize the people to participate in the Gram Saba especially people of weaker sections and women while inviting the feedback from the participants in this regard.
- Facilitator will put emphasis in the role of CBO's and NGOs in mobilizing people to participate in the Gram Saba and to involve in the identification and prioritization of works and also in the preparation of peoples estimates using locally available resources.'
- Facilitator shall make use of white board and chart papers wherever necessary.

SESSION - II

Planning Process of NREGS - Reading Material

Planning is a process that contains all the ingredients to achieve intended objectives of any scheme / programme through its implementation.

Planning is required for proper implementation of the scheme and achieving its objectives with out any distortions. Planning is critical to the successful implementation of the Scheme under the Act.

A key indicator of the success is the timely generation of employment within 15 days while ensuring the design and selection of works are such that good quality assets are developed. The need to ask within a time limit necessitates advance planning. The basic aim of the planning process is to ensure that the District is prepared well in advance to offer productive employment on demand.

Under section 14 (6) of the Act the Dist. Programme Coordinator is required to prepare a 'Labour Budget' by the end of the month of December for the next financial year based on the anticipated demand for unskilled manual work in the Dist. and the plan for engagement of labourer in REGS. It should be submitted to the District Panchayat (ZP) for approval. The labour budget is the basis for planning.

After approval of labour budget the District Programme Coordinator shall allocate work value among the Panchayat Raj Institutions directing them to identify projects / works as per the local requirements.

Annual planning is done at different levels i.e. village, Block / Mandal and Dist. for preparation of shelf of projects to offer employment on demand. This task should be completed before commencement of the financial year in which works are proposed to be executed.

Gram Panchayat EGS Plan :

The Gram Panchayat shall convene a meeting of Gram Sabha to estimate demand for labour and to propose the number of priority works to be taken up in the next financial year within the allocation indicated to it by District Programme Coordinator. The timing of meeting will take into consideration on work season and the migration

time in case of work force in that area tends to migrate for work. Participation of likely beneficiaries should be ensured in the Gram Sabha so that their participation and needs shape the Annual Plan. The time and date of Gram Sabha Meeting should be fixed well in advance and should be widely publicized so that people can participate in large number.

The recommendations formulated in the Gram Sabha (and the Ward Sabha if applicable) will be forwarded to the Gram Panchayat. Based on these recommendations Gram Panchayat will prepare a 'Annual Plan' (GP-EGS Plan) and forward it to the programme Officer' for scrutiny and preliminary approval as per section 16(4) of the Act.

The above plan should indicate clearly the existing demand for work, the demand in previous year, the work taken up in the previous year, ongoing works and work proposed for the next year, likely cost and proposed implementing agencies. It will also identify the 50% of the works in its area it may wish to take up.

As per section 15 (3) of the Act the Programme Officer is responsible for matching the demand for work in the block / mandal with the employment opportunities arising from REGS projects / works.

The Programme Officer will scrutinize the GP-EGS Plan for its technical feasibility. He will satisfy himself that it meets the likely demand for employment based on the registration and previous experience. He will ascertain that the employment opportunities arising from the projects on the area under his jurisdiction match the demand for employment. 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 it is not within the parameters of the Act or appears to be unfeasible then the Programme Officer record his remarks on the proposal and submit a consolidated statement to the Intermediate Panchayat (Block / Mandal).

The Intermediate Panchayat will also not reject any work proposed by GP with in the parameters of the Act. If it is outside the parameters of the Act then it will be returned to the GP to replace it with a valid proposal.

Block/Mandal EGS Plan :

The Programme Officer has to prepare a plan for the Block / Mandal by consolidating the proposals of all the Gram Panchayats of that Block / Mandal and also proposals for work value so allocated by the District Programme Coordinator to the Block / Mandal as per Section 15 (4) of the Act which includes the works that involves more than one Gram Panchayat.

The Intermediate Panchayat will maintain the priority indicated by Gram Panchayat. After Approving the above the Intermediate Panchayat shall forward the same to the District Programme Coordinator as per Section 13 (3) of the Act.

District EGS Plan

The District Programme Coordinator will scrutinize the plan proposals of all the Intermediate panchayat of the District examining the appropriateness and adequacy of works in terms of likely demand as well as their technical and financial feasibility. He / She also invite and examine work proposals from other implementing agencies but in doing so the prioritization of the Gram Panchayat and priority of Inter Gram Panchayat works as indicated in the Block / Mandal Plan will be retained. He / She will consolidate all the proposals into a District Plan and submit it to the District Panchayat (ZP).

The District Panchayat will examine and approve all the above including works / projects proposed by itself for the work value so allocated by the District Programme Coordinator to the District Panchayat. The time frame for each project must be specified in the Annual Plan.

Shelf of Projects:

The District EGS plan will comprise Block / Mandal wise shelf of projects eg. If a District has 50 Blocks / Mandals then there will be 50 shelves and each shelf is accommodate with proposals of a Block / Mandal, accordingly Block / Mandal wise shelf of projects will be arranged Gram Panchayat wise as was done in the case of District.

Implementing Agencies :

The implementing agencies for each work has to be identified keeping in a view the mandatory minimum 50% of the works to be executed by the Gram Panchayat and remaining will be executed by the line departments viz Agriculture, Horticulture, Irrigation etc.

Administrative and Technical Sanction :

The District Programme Coordinator will accord necessary administrative sanction for all the proposals contained in the District plan and will coordinate the preparation of detailed technical estimates.

The project report of each approved work shall contain all the details as may be specified in the technical / works manual of the State Government. It will also clarify the expected outcome such as person / Man days, specification of physical assets (Eg. Length of road, size of tank) and ending out comes. (Eg. Area irrigated, villages connected etc.)

The District Programme Coordinator will communicate the sanctioned plan to the Programme Officer. The Programme Officer inturn will forward a copy of the Block / Mandal plan to the concerned Gram Panchayat with the shelf of projects to be executed in the Gram Panchayat as well as projects that may be inter Gram Panchayat. These will carry full project cost, time frame, person / man days to be generated and the name of the implementing agency. Planning for projects must give priority to low wage area, where the demand for work at minimum wages is likely to large. This process must be completed by the December of the proceeding year.

1. Implementation Arrangements

- The Panchayats at District level (ZP), Intermediate level (Block /Mandal) and village level (GP) shall be the principal authorities for planning and implementation of the scheme made under the Act.

2. Role of Gram Sabha

- Before entering in to the role of G.P. it is better to know the role of Gram Sabha in implementing the Scheme under the Act. The Act authorizes Gram Sabha to recommend works to be taken under NREGS and to monitor and superwise these works and also to conduct Social Audit of the implementation of the Scheme. Gram Sabha shall be used to facilitating the implementation of the Scheme. It should be used as a forum for sharing information about the scheme for instance, to help the people for registration. In addition to the above Gram Sabha has a crucial role to play in ensuring transparency and accountability. This involves verifying applications for registration and conducting Social Audits.

3. Role of Gram Panchayat :

- Gram Panchayat shall be responsible for identification of works / projects to be taken up in its area as per the recommendations of the Gram / Ward Sabha
- It shall prepare a development plan and maintain shelf of possible works to be taken up under the scheme as and when demand for work arises.
- It shall forward its proposals for development projects including the order of priority between different works to the Programme Officer for Scrutiny and preliminary approval prior to the commencement of the year in which it is proposed to be executed.
- Programme Officer shall at least allot 50% of works in terms of its cost for implementation through Gram Panchayat.
- Programme Officer shall supply each Gram Panchayat with
 - a) Muster rolls for the works sanctioned to be executed by it and
 - b) A list of employment opportunities available else where to the residents of the Gram Panchayat
- The Gram Panchayat shall allocate employment opportunities among the applicants and ask them to report for work.
- The works taken up by Gram Panchayat under the scheme shall meet the required technical standards and measurements.
- There shall be one Field Asst. (GRS) engaged on contract basis to assist the G.P. in discharging REGS related issues and also involved in the execution of works including giving mark outs and taking pre and post measurements.

4. Role of Intermediate Panchayat (Block / Mandal)

- It shall be responsible for planning at Block / Mandal level and for monitoring and supervision of the projects / works being executed by the Gram Panchayats and other implementing agencies falling under its jurisdiction.
- It shall approve the Block / Mandal level plan and forward the same to the Dist. Panchayat (ZP) for approval through District Programme Coordinator.
- It can also be given the responsibility of executing some of the works from among the 50% that are not to be executed by the Gram Panchayat.
- To carryout such other functions as may be assigned to it by the State council from time to time.
- There shall be three Technical Assts. Engaged on contract bases besides Asst. Engineer to look after all the technical aspects of the works under the Scheme especially preparing estimates of below 2.00 lakh and check measurement of work done.

5. **Role of Dist. Panchayat (ZP)**

- It shall finalize and approve Block / Mandal wise shelf of projects to be taken up for implementation under the Scheme.
- To supervise and monitor the Projects taken up at the Block / Mandal level and Dist. Level and
- To carryout such other functions as may be assigned to it by state council from time to time.

6. **Role of District Programme Coordinator**

- To assist Dist. Panchayat (ZP) in discharging its functions under this Act and any scheme made there under.
- To consolidate the plans prepared by the Blocks/ Mandals and Project Proposals received from other implementing agencies for inclusion in the shelf of Projects to be approved by the Dist. Panchayat (ZP) at Dist. Level.
- To accord necessary sanction and administrative clearance wherever necessary.
- To coordinate with the Programme Officers functioning with in his jurisdiction and the implementing agencies to ensure that the applicants are provided employment as per the entitlements under this Act.
- To review, monitor and supervise the performance of Programme Officers.
- To conduct periodic inspections of the works in progress.
- To redress the grievances of the applicants.
- To prepare in the month of December, every year a labour budget for the next financial year containing the anticipated demand for unskilled manual work in the District and the plan for engagement of labourers in the works covered under the scheme and submit it to the District Panchayat.

7. **Role of Programme Officer**

- Responsible for matching the demand for employment opportunities arising from the projects in the area under his jurisdiction.
- Overall supervision and coordination of registration of applicants for employment and for providing wage employment in accordance with the provisions of the Act and the Scheme notified by the state.
- Prepare a plan for Block / Mandal under his jurisdiction by consolidating the Project proposals prepared by the Gram Panchayats and the proposals received from the Intermediate Panchayat (Block / Mandal).
- Receive resources from District Programme Coordinator and release them to the implementing agencies in accordance with the guidelines and the scheme of the State Govt.

- Maintain proper accounts of the resources received released and utilized.
- Monitoring of the Projects taken up by the Gram Panchayats and other implementing agencies with in his jurisdiction.
- Sanctioning and ensuring payment of unemployment allowance to the eligible house holds.
- Ensuring prompt and fair payments of wages to all the labourers employed under the programme.
- Ensuring the regular social audits of all works with in the jurisdiction of the Gram Panchayat area carried out by the Gram Sabha and the prompt action is taken on the objections raised in the social audit.
- Dealing promptly with all complaints that may arise in connection with the implementation of the Scheme with in the Block / Mandal.
- Other works as may be assigned to him by the District Programme coordinator or the State Government.
- The Programme Officer shall function under the direction, control and superintendence of the Dist. Programme Coordinator.

8. Works to be taken up under the Scheme :

The focus of the scheme shall be on the following works in their order of priority to lessen the impact of severe poverty arised due to drought, deforestation and soil erosion.

1. Water conservation and water harvesting
2. Drought proofing (including aforestation and tree plantation)
3. Irrigation canals including micro and minor irrigation works
4. Provision of irrigation facility to land owned by households belonging to SC, ST, to land of beneficiaries of land reforms, beneficiaries under the Indira Awas Yozana and land of BPL families.
5. Renovation of traditional water bodies including desilting of tanks.
6. Land development
7. Flood control and flood protection works including drainage in water logged areas.
8. Rural connectivity to provide all weather access.
9. Any other work which may be notified by the Central Govt. in consultation with the State Government.

Category wise list of works is shown below

I. Water (Soil & Moisture) conservation & water harvesting.

1. Earthen Bunds
2. Stone bunds
3. Contour Trench
4. Water Storage trenches
5. Rock Fill Dam
6. Loose boulder structure
7. Earthen Check dams
8. Gabion Structure
9. Farm pond
10. Sunkenpond
11. Checkdam
12. Mini percolation Tanks
13. Percolation Tanks
14. Diversion Channel
15. Feeder Channel
16. Sub Surface Dam
17. Staggered contour Trenches
18. Nalabund
19. Desilting of feeder Channel
20. Information wall
21. Small stone Bund
22. Facilities at worksite

II Drought proofing works

1. Raising pasture.
2. Block Plantation, Biodiesel Plantation with 3 years maintenance
3. Raising fruit gardens with 3 years maintenance
4. Nursery
5. Barenhill afforestation with 3 years maintenance
6. Avenue plantation
7. Fringe Plantation

III. Irrigation canals including Micro & Minor irrigation works Irrigation related works.

1. Feeder Channel
2. Diversion channel
3. Pickup anicut
4. Lift Irrigation
5. Irrigation wall
6. Field Channel
7. Main canal
8. Distribution Canal

IV. Irrigation facilities to SC, ST lands & lands given under land reform or IAY and Land of BPL Families

1. Desiltation
2. Repairs of Tanks
3. Lift Irrigation
4. Open wells
5. Field Channel
6. Main Canal
7. Distributory
8. Repairs to wells
9. Small tanks

V. Renovation of traditional water bodies including de-silting of tanks.

1. Desiltation of tanks & ponds.
2. Repairs to tanks & ponds.
3. Desiltation or deepening the wells.
4. Restoration of small water resources

VI. Land Development

1. Removal of Bushes
2. Removal of stones
3. construction earthen bunds
4. Construction of stone bunds
5. Construction of small stone bunds
6. Construction of vegetative bund.
7. Land smoothening & leveling

8. Compost pit for Form Yard Manure
9. Vermicompost unit with shed.
10. Silt application
11. Farm pond
12. Sunken pond
13. Sunken pit
14. Minipercolation tank
15. Feeder channel
16. Earth in check cross the gully
17. Loose boulder checks
18. Rock fill dams

VII Flood control & protection works including drainage in Water logged ares.

1. Field Diversion Channals
2. Raising the ground level of the field
3. Raising flood banks
4. Revetment of the Bund
5. Supply channels from river

VIII. Rural connectivity for all weather access

1. Gravel Road - including culverts
2. W.B.M Road - including culverts
3. Village internal roads
4. Side drains

Session – III

- Topic : **RTI Act -2005 in the context of NREGA.**
- Session Objectives : At the end of the session the participants will be able to
- Explain how useful this Act to obtain information related to NREGAS under NREGA 2005.
- Session Duration : 60 minutes
- Methods Used : Lecture cum discussion
- Material Required : White board, Markers, OHP

Session content

S. NO	Content	Duration	Method	Training Aid
1.	Right to Information Act -2005 in the context of NREGA	60 min	Lecture cum Discussion	Board, Markers, Chart papers

Leading Questions:

- When did the Parliament pass the RTI Act -2005?
- Wage seekers have any right to ask information under RTI Act-2005?
- How many Participants read the RTI Act-2005?
- Are there any cases of which information were requested under RTI-Act-2005 in your mandal/block?

Facilitators Note :

- Before entering into the details of the Right to Information Act – 2005. Facilitator will ask the participants, whether any of them have been exposed to the Act? Or benefited since the Act has been in force for the past two and half years?
- Then the Facilitator will allow the participants to tell any thing about the Act. Some of them may contribute in this regard. After completion of this interaction Facilitator will explain the Salient features of the Act not going into deep keeping in a view of the understanding levels of the participants.
- Facilitator will put emphasis on how the Act is use-full to obtain information regarding REGS as well as other Scheme/ Programmes or any other required information of the Institutions and functionaries.

SESSION - III

RTI Act -2005 in the context of NREGA - Reading Material

The Right to Information Act came into effect from may 2005. It enables the citizens of India to secure access to information under the control of public authority in order to promote transparency and accountability in the working of every public authority except the information given in section 8 of the Act.

Right to Information accessible under the Right to Information Act 2005 which is held by or under the control of public authority and includes the right to ;

- Inspection of work, document, record
- Taking notes, extracts or certified copies of documents or records
- Taking certified samples of materials
- Obtaining information in the form of diskettes, floppies, tapes, videos, cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

As per section 5(1) & (2) of the Act Public Information Officer (PIO) and Assistant Public Information Officer have to be designated for each office to provide Information / Record as requested by the applicants. The Officer above in rank of Public Information Officer will be the appellate authority.

- In the context of NREGA with reference to Andhra Pradesh. The Panchayat Secretary at Village level (Gram Panchayat) Programme Officer at Intermediate Panchayat (Mandal Parishad) level have been designated as Public Information Officers and the District Programme Coordinator is the Appellate authority of all the Intermediary Panchayats (Mandal Parishads) falling under his jurisdiction.
- As per section 4 of the Act pro active disclosure of information including list of different functionaries working in the office and the relevant information as given below should be strictly complied with at all levels viz. Village, Block / Mandal and District.

Public access to key records and key information should be ensured at all levels. Updated data on labour budget received, Registration of households and number of Job cards issued, list of people who have been given / not given employment, funds received and spent, payments made mandays generated, reports of local committee and copies of muster rolls should be made in public in a pre designated format outside all offices of all agencies involving in implementing REGS and should also be placed by the Gram Panchayat before Gram Sabha in every quarter.

All the NREGS related documents should be supplied to the applicants with in seven days and no request should be refused under any circumstances, as given in the Para 10.1.1 of the Operational Guidelines 2006 2nd Edition of NREGA 2005. In particular no information should be with held by invoking clause (8) of the Right to Information Act. All NREGA information is in the Public domain.

Necessary steps should be taken to create awareness to see that people should know to whom to apply for information and gaining access to records. There are broad time limits for gaining such information. Fees Charged for copies of NREGA related documents should not exceeding photocopying costs.

REGS related accounts of each Gram Panchayat should be pro actively displayed and updated twice in a year, summary accounts should be displayed through various means, including painting on walls at the panchayat Office, postings on notice boards and publication in Annual reports available at cost price.

Report cards on local works, employment and funds should be posted by the Gram Panchayat on it premises and the Programme Officer at the Block / Mandal parishad office / Office of the Programme Officer and for the whole District by the District Programme Coordinator at the Office of Zillaparishad / O/o. The DPC.

Session - IV

- Topic : Generation of Job Cards, Estimates and payment orders using software packages and Management Information System (MIS)
- Session Objectives : At the end of the session the participants will be able to:
- Explain the Generation and features of Job Cards, estimates and payment orders.
 - Explain the Management Information System (MIS)
- Session Duration : 60 minutes
- Methods Used : Lecture cum discussion
- Material Required : White board, Markers, OHP

Session content

S. NO	Content	Duration	Method	Training Aid
1.	Generation of job cards and Estimates.	30 min	Demonstration of Model Job Cards and Estimates	LCD / OHP
2.	Generation of Pay Order and MIS (Management Information System)	30 min	Demonstration Model Pay orders	LCD / OHP

Leading Questions:

- What does Job card contain?
- How estimates are prepared?
- What is MIS?
- Why MIS is required in NREGS?

Facilitators Note :

- At the outset of the session Facilitator will enquire with the participants whether anybody of the class have heard about Job cards, pay orders and Individual pay slips? Most of them are expected to say 'Yes' Positively.
- Then the facilitator takes lead and explain the features of the Job Cards, Pay order, estimates and their generation using available Software Packages, here

facilitator will show the model Job Card, Pay order and Estimates and also make use of LCD / OHP.

- The Facilitator shall define the terms system, 'Information' and 'Management' in brief and also explain about the importance of MIS in the implementation of NREGS under the Act and how it is useful for stake holders by giving suitable examples / case studies if any.
- Here Facilitator will tell the above using simple and plain process not touching the technical aspects, involved in the process and link up to the next session.

SESSION - IV

Generation of Job Cards, Estimates and payment orders using software packages and Management Information System (MIS) - Reading Material

The following procedure may be adopted for the generation of Job Cards, Estimates and pay orders as this has been successfully implemented in the state of Andhra Pradesh since the inception of the Scheme.

Generation of Job Cards

The adult members of the households seeking unskilled wage employment under the Scheme may apply on plain paper or in a prescribed proforma (if any) to the Gram Panchayat for registration giving the details of their household like head of the household, other members of household who are willing to do work and residential address including SC / ST status if any.

The functionaries of the Gram Panchayat shall verify the details so given in the application like local residence in the Gram Panchayat concerned the household an entity and the facts that the applicants are adults of the household and the household has any assigned land, land of land reforms, house constructed under I.A.Y and BPL status. All these details shall be entered in a register and each household is assigned a 'unique registration number'.

The above details shall be sent to the Block / Mandal Computer Centre where Job Cards are to be printed as explained below.

The Block / Mandal Computer Centre shall be supplied with required number of empty Job Cards with a unique code number of the District concerned by the District Programme Coordinator well in advance. The computer operators of the Block / Mandal Computer Centre shall feed the details of each household that has been registered as stated above into the Computer and the same got printed on to the empty Job Cards.

Then all these printed Job Cards shall be sent back to the concerned Gram Panchayat where the details of all these are to be entered in a register and issue to the concerned head of household duly taking acknowledgement.

The photographs of all the adult members especially a group photo shall be affixed on to the space specified for it in the Job Card before issue or on a later date if the said photograph is not readily available. (Annexure B2 of the National Rural Employment Guarantee Act 2005 – 2nd Edition of Operational Guidelines 2006). The entire process has to be facilitated by the Programme Officer.

Generation of Estimates

The District Programme Coordinator shall see that the requisite number of pre-designed input data sheets intended for taking measurements of all types of possible works to be executed under the scheme are printed and supplied to each Block / Mandal for preparation of estimates as explained below.

The Programme Officer of the Block / Mandal shall inturn issue these input data sheets to the concerned Technical Assistant / Asst. Engineer for taking pre-measurements of the work, accordingly the Technical Assistant along with the Field Asst (GRS) of the Gram Panchayat visit the proposed worksite and take the Physical measurements in input data sheet and handover the same to the Mandal / Block Computer Centre.

Soon after receiving the input data sheet containing pre-measurements of the works the computer operator shall feed the same into the computer containing software package with template for each type of work arriving all the man power, material requirement estimates and complete engineering calculations (As per Rural SSR in force). Using the Aove package (solution) the time taken to generate estimates has been reduced from 15 to 20 times involving cumber some procedure to barely minutes.

The responsibility of preparing estimates using input data sheets will be assigned to the concerned Technical staff as given below.

Technical Assistant	:	Upto 2.00 lakh
Asst. Engineer / Line Dept.	:	Above 2.00 lakh

Generation of Payment Order

The Computer Operator of the Block / Mandal Computer Centre shall generate the measurement sheet of the concerned work at the time of generation of work commencement order from the computer as instructed by the Programme Officer and issue to the concerned Field Asst. / Technical Assistant for taking the measurements of

the work. This measurement sheet contains empty material procurement sheet and abstract and detailed estimate.

The concerned Field Assistant of the Gram Panchayat along with the line department authorities (if applicable) shall take the Physical measurements of the work done against the data given in the estimate on weekend especially on Saturday and to see that muster rolls of the particular work are prepared with the assistance of the Mate (if any) who has been at work site since inception of the work.

Muster Roll contain name of the work, details of Administrative Sanction, list of workers, number of days of each worker has attended. It also contain the signatures / Thumb impressions of all the workers, signature of the person (Mate) taking attendance of workers and this should also be counter signed by the Panchayat Secretary and Programme Officer and inspecting authority if any (As Given in Annexure B3 of the operational guideline 2006 2nd Edition of NREGA - 2005)

The measurement sheet prepared by the Field Assistant, Check Measured by the Technical Assistant / Line Department authority and super checked by the Assistant Engineer / Line Department authority if necessary along with the Muster Rolls shall be handed over to the Block / Mandal Computer Centre where all these details have to be fed in to the computer and payment order is generated accordingly.

Payment order contains the details as in the case of Muster Roll including daily average wage in cash and total amount of wages to be paid to the each worker corresponding to the number of days worked and also other payments like material cost including wages of skilled and semi skilled workers and payments towards the work site facilities etc.

This payment order shall be submitted to the BDO / MPDO for issuing cheques if the payment is being made through the Block / Mandal or the payment order shall be sent to the concerned Gram Panchayat if payment is being made through the Gram Panchayat.

Management Information System (MIS)

The term MIS stands for Management Information System. It allows Officers / Functionaries of all levels to make decisions for the successful implementation of the

Programme / Project in the context of development Programmes / Projects as it delivers information to the various levels of management.

Here it is pertinent to know the definitions of the system, Information and Management.

Management: management is usually defined as planning, organizing, directing and controlling the business operation. It is the process of allocating organization inputs by planning, organizing, directing and controlling for the purpose of producing goods and services desired by customers so that organizational objectives are accomplished.

Information: Information is what is used in the act of information, or state of being informed. It includes knowledge acquired by some means.

System: System is a combination of an arrangement of parts to form an integrated whole. It also include an orderly arrangements according to some common principle or rule. A system is a plan or method of doing something.

In the context of NREGS there is a net work from village to state and Central Government. The Panchayat Secretary of the Gram Panchayat shall fill the MIS format and send to Block Development Officer or MPDO / Programme Officer.

The Programme Officer shall compile and analyze the data of all Gram Panchayats of the Block / Mandal and take appropriate remedial actions. He / She forward the reports to the District Programme Coordinator with specific remarks. The District Programme Coordinator shall send the same to the state project coordinator monthly / quarterly intervals or as specified by the concerned state Government.

The State Project coordinator shall also submit the same to the concerned State Government and Government of India. The State Government EGS Council shall submit an annual report to the state legislature. The Central EGS Council shall also submit its report to the parliament.

The relevant data received from Gram Panchayat which includes details of Job Card holders, household employment, works that have been commenced and their overall status Muster Rolls and also details pertaining to the payment made to the workers incorporating the Post Office / Bank accounts to which payment has been made shall be uploaded by the Programme Officer at Block / mandal Level to the state

server through a data net work, dial up connection or even physical media.

Since the solution is web enabled, irrespective of location, beneficiaries and all Stake Holders concerned can browse information about their villages, work status and wage employment. By making the data available for public scrutiny, the web versions to facilitates social auditing of NREGA implementation and displays the progress in accordance also with the RTI Act.

Session -V

Topic : Execution of Works
 Session Objectives : At the end of the session the participants will be able to Explain
 • How the works are being executed
 Session Duration : 60 minutes
 Methods Used : Interaction cum discussion
 Material Required : White board, Markers, OHP

Session content

S. NO	Content	Duration	Method	Training Aid
1.	Permissible works and Executing Agencies	20 min	Lecture cum Discussion	Board, Markers, Chart papers
2.	Preparation of Estimates & Accord of Administrative & Technical Sanctions - Issue of work commencement order & Muster rolls	20 min	Lecture cum Discussion	Board, Markers, Chart papers
3.	Procurement of material & Implements	20 min	Lecture cum Discussion	Board, Markers, Chart papers
	-Worksite facilities, report of worksite	20 min	Lecture cum Discussion	Board, Markers, Chart papers

Leading Questions:

- What is Work Commencement Order?
- How Estimates are prepared?
- How to maintain Muster Rolls?
- What are the worksite Facilities?

Facilitators Note :

- At the outset the session the Facilitator shall attempt to provide overview on the execution of works by showing flow diagram
- Later he will explain the Maintenance of Muster Rolls, Measurement & Check Measurement Process.
- Facilitator will also explain the Generation of pay orders along with individual pay slips & payment of wages.

SESSION - V

Execution of works - Reading Material

Permissible works :

- The intention of the NREGS is to provide a basic Employment Guarantee in rural area, works shall be taken up as listed in the Schedule-I of the Act (Referred page no.22-25).
- As per section 1 (IX) of Schedule –I new category of works may be added to the list, in such cases where it is found difficulty to provide wage employment from the initial list of permissible works. This shall be done on the basis of consultations between State Government and Central Government and proposals for new category of works should be framed by the State EGS Council and referred to the Ministry of RD (State).
- The maintenance of works created under the scheme will also be considered as permissible works and same is also applicable to the assets created under other programmes but belonging to the sector of works approved in schedule-I of the Act.
- To avoid duplication each work should be assigned a unique identity number.
- Projects / Works in low wage areas, where the demand for work at minimum wage is likely to be large must be formulated on a priority.

Executing Agencies :

- As per section 16(5) of the Act 50% of works in terms of cost will be allotted to the Gram Panchayats for execution by the Programme Officer. This is the statutory minimum, the Programme Officer may allot more if deemed feasible.
- Remaining works shall be executed by the remaining PRIs (Intermediate panchayat and District Panchayat), line departments of the Government, Public Sector undertakings of state and Central Government and NGOs having proven record of performance. SHGs may also to be considered as implementing agency.
- The selection of implementing agency will have to be identified in the Annual EGS Plan. A panel of agencies approved in order of priority may be considered to ensure that alternative options are available in the event where an agency fails to execute the work. This will ensure that works do not suffer because of implementing agency failure and wage seekers get employment on time.

If any implementing agency (including G.P.) is unable to execute the works allotted within 15 days it will immediately be informed to the Programme Officer who will entrust it to another agency chosen from a panel of agencies approved project wise for a Block / Mandal in Annual EGS plan for the District.

If a Gram Panchayat does not execute the work within 15 days, the Programme Officer will direct the applicants to a work being executed by another executing agency. The time for various activities must be fixed accordingly to the need of workers particularly migrant workers.

The works that are entrusted to the Gram Panchayat are called Panchayat works (50%) and the remaining works being executed by other agencies are called ' General Works'

All the above will be required to obtain Administrative Sanction by District Programme Coordinator and Technical Sanction by the Asst. Engineer / Executive Engineer (PR) and line department officers of the same cadre by December of the year proceeding the proposed implementation.

Preparation of Estimates : Estimates for works up to 2.00 lakh will be prepared by the Technical Assistant and above 2.00 laksh will be prepared by the Asst. Engineer (PR) / Line Department Officer equal in the cadre of Assistant Engineer i.e. Agriculture Officer, FRO etc.

Accord of Technical Sanctions :

- Technical Sanction for works upto 2.00 lakh will be accorded by the Assistant Engineer (PR) / Line Department Officer Viz., Agriculture Officer / FRO etc.
- For works above 2.00 lakh and upto 5.00 lakhs will be accorded by the Dy. Engineer (PR) / Line department Officials viz., A.D. (Agril.) DFO etc.
- For works above 5.00 lakh and upto 20 lakh will be accorded by the E.E. (PR) / Line department officials viz., JD (Agril.), A.C.F. etc.
- People friendly formats must be used for Technical Estimates, Sanction Orders and work Commencement Orders to avoid scope for misinterpretation and the same may be put on public display, so that people can access this information and understand the details of work.

Issue of Work Commencement Order:

- Gram Panchayat is the appropriate authority to issue work order and to allocate employment among wage seekers who have applied for work in case of 'Panchayat works'. In some states like A.P. the Programme Officer is the authority to issue work commencement order for all the works.
- Regarding general works the Programme Officer is the authority empowered to

issue work commencement order. In such cases priority will be given to the works/ projects that are located in or near the Panchayat where application for work are pending. Information for new applications for work shall be conveyed at least once a week, to the Programme Officer this also includes that how many of the new applicants are being employed on panchayat works and on General works.

- In the event where the programme Officer is unable to meet all the applications for work in a particular area because of the list of general works in the shelf of projects is too short, then he may direct some Gram Panchayats in that area to proceed with the implementation / execution in the panchayat list.

Issue of Muster Rolls :

- Based on the request of the Gram Panchayat / Other implementing agencies, the Programme Officer shall issue required number of Muster Rolls having unique identity member for each muster roll. A detailed record of Muster rolls will be maintained in the Register as per Annexure B3, B4, B5 and B6 by the implementing agencies (as per Operational Guidelines of NREGS 2nd Edition 2006 under NREGA 2005).

Wage Material Ratio :

- The wage costs to material costs should be no less than the minimum norm of 60:40 stipulated in the Act wages of skilled and semi skilled labour and mate should be included in the material cost.

Minimum Wages :

As per Schedule I (7) of the Act the labourer engaged in the execution of works under the Scheme should be paid minimum wage of Rs. 60/- or as specified by the concerned State Government.

Procurement of Material :

For Procurement of material the concerned Panchayat Secretary (GPS) will place indent based on the requirement to the nearest supplier. After the supply of material the relevant information including bills and vouchers should be sent to the Block Development Officer / MPDO for payment. The BDO / MPDO will in turn pay the amount to the supplier duly following the procedure specified by the concerned State Government or the bills for the material may be paid by the concerned GP in case of payments are being made through GP.

Procurement of Tools and Implements:

Procurement of Tools and implements to be supplied to the labourer engaged under the scheme will be done as specified by the concerned State Government.

Work Site Facilities :

Worksite Facilities like safe drinking water shade for children and periods of rest. First aid box with adequate material etc. should be provided by the implementing agency as per section 27 of Schedule II of NREGA – 2005.

In case of number of children below the age of 6 years accompanying the women working at work site are five or more, one of the women workers shall be deputed to look after the children and she will be paid usual wage rate. Suitable provision should be made for this in the cost estimate.

Weekly Report on Work site :

The Programme Officer should attempt to arrange to collect data on labour employed and material received on a weekly basis from each REGS worksite. This information should be collected in a prescribed format and displayed at the office of Programme Officer.

While finalizing the accounts of each work and authorizing its final closure, the Programme Officer will check and satisfy himself / her self that the final expenditure reported by the implementing agency is found to be correct.

The concerned executing agency should send work completion report of each work to the BDO / MPDO immediately after completion of the work.

Session -VI

- Topic : Importance of Communication and Observation
Skills to interact with the Community
- Session Objectives : At the end of the session the participants will be able to
- Explain the benefits of observation and communication skills required for members of V & M Committee to interact with the stake holders of the Scheme effectively.
- Session Duration : 60 minutes
- Methods Used : Interaction cum discussion
- Material Required : White board, Markers, OHP

Session content

S. NO	Content	Duration	Method	Training Aid
1.	Communication Skills	30 min	Lecture and Role play	Board, Markers, Chart papers
2.	Observation Skills	30 min	Lecture and Role play	Board, Markers, Chart papers

Leading Questions:

- What is Observation and why it is needed for the members of V&M Committee?
- Why Communication Skills are required for the members of V & M Committee?

Facilitators Note:

- At the beginning of the session Facilitator will ask the participants that being the members of V & M Committee why do you acquire knowledge on observation and communication skills? Then he may get little response not much
- Then the Facilitator takes lead and explain the benefits in discharging their functions as the members of V & M committee if they are familiar with such skills? Facilitator may also encourage the participants in such a way that this is also one of the ways to serve the public.

- Later the Facilitator will explain the types of observations quoting simple examples being noticed in and around.
- He will also explain about the communication skills for effectively transferring / conveying views or information to the targeted people so as to enable the targeted people to respond positively.
- Here the facilitator will make use of role play technique for propagation of subject into the participants.

SESSION -VI

Importance of Communication and Observation Skills to interact with the Community - Reading Material

1. **Communication Skills :**

Communication is the process of exchanging ideas, feelings and information. It is one aspect that sets apart human beings from rest of the God's creation. The heart of the communication is to convey one's feelings or inter change of ideas or information. What ever may be the content it should be finally vented through or it should be communicated. Communication can be either in the forms of speech or in writing or by gesture.

Of all the three communication by speech is prominently used because of its simplicity. It can make or mar the image of a person or an organization depending upon how effectively it is used. If we want to communicate properly and effectively we should take note of the following.

For any kind of communication there should be at least two people. First one is the communicator and he should have a subject to be communicated. Second one is the listener. The subject should be such that it concerns the listener. Unless the listener can empathize with the subject, he cannot get involved in the conversation and it cannot be fruitful. If the listener is no way connected with the subject, he may not be interested in it and there is very little chance that it is received, exempling is one thing that can help the communicator in this regard. Examples should be chosen carefully such that every one is familiar with them and can easily identify themselves with those situations.

The following are found to be crucial for effective communication and the communicator is expected to have these inputs.

Clarity of Ideas :

Before starting the conversation the communicator should know what is to be communicated and how it should be done. One should thoroughly study the subject and should feel confident that one knows better than the listener about the subject. Situations where the listener knows better can be quite embarrassing when there is something to be conveyed and all the relevant information is gathered set into a pattern.

Language: Language plays an important role in the process of communication, simpler you are, more clear you are, choose words and phrases carefully. They should be as simple and straight as possible. As the purpose of conversation is to communicate something there is no point in using pompous words and confusing the listener. Unless the communicator comes down to the level of the listener it is not possible to exchange anything.

Two way communication : Communication is effective as dialogue rather than as monologue. When the listener is allowed to express his ideas it helps the communication a lot. First it tells us the listener is paying attention to us and he is interested in it. It gives us feed back whether the intended message is properly received or not. Finally basing on the feed back of the listener the communicator can improvise, if required. Once we know what to tell, how to tell half and the listener is ready to receive message, our job is almost done.

Gestures : Gesture plays an important role in the process of oral communication one of them is eye contact, keeping eye contact with the listener helps us to have constant attention of the listener, to know whether the listener is interested or not, whether he does understand the content or not and finally it makes the listener feel that he is the part of the conversation. Similarly facial, hand and body movements of the communoicator are the gestures which helps the listener visualize what is being said and get involved in the conversation.

Attire : Confidence level of the communicator is very important during the process of communication, especially during public speaking, the way you dress got nothing to do with the process of communication. But it has a lot to do with your confidence level. Dress according to the situation and more importantly comfortably, it makes you feel at home and it gives the listener an idea that you are on your job.

Practice before you deliver : Practice makes man perfect. However clear you are, in your ideas, it may not be feasible to you deliver everything perfectly, unless you go through everything in advance. Practice is one thing that helps you to correct your self and boosts your confidence. It makes you clear what you are going to communicate and how you are going to do it. It brings outs the short falls and the areas of difficulty. It helps you to improve the content and the way you deliver it. Before delivering something it helps to got acquainted with the place and the people you are going to interact with.

In the context of NREGS the members of V & M Committee are expected to follow at least some of the above for effectively communicating their views and ideas for better implementation of the programme.

2. Observation :

Observation has been part of human evolution right from pre-historic days till now and it plays pivotal role in each and every stage of human development. It continues to play the same role, as far as the scientific development goes, creating fire using rocks is result of observation that friction causes fire and invention of helicopter is result of an observation of birds. Most of the observations that comfort the life of human beings today are results of some kind of observations of the nature. Observation is the basis on which science built and science cannot move an inch without the process of observation. Coming to the modern day science all the scientific process whether it is weather forecasting or space exploration, every where observation plays an important role.

In case of any organization or a task, observation plays a key role. Every organization has a plan and there should be a constant vigil whether the execution is according to the plan or not. This requires constant observation of the process of execution and results, constant observation of the process helps to find out whether the process followed is correct or not. It helps to improvise the process similarly when the results are monitored it shows us the deviations if any. This observation, when analyzed, form feed back and input for improvisation. Thus the purpose of observation is to gather information about different process involved collect empirical data, compare them with theoretical ones, analyze the data so gathered and to finally to suggest corrective steps.

Normally observation involves studying any process or performance and collection of numerical data. Patience plays an important role in this process. In case of scientific observations care should be taken so as to avoid malfunctioning of equipment and in case of others the source of data are reliable. The data so collected should be classified properly and be arranged in a systemic manner. If the data collected is not presented properly it becomes a waste. As the accuracy of data collected finally influences the result of the study utmost care should be taken in reporting the data. So, the data collected should be reported without any modifications.

The available information should be analyzed properly and all the possible conclusions should be drawn. These form part of the feed back mechanism or results of the tasks undertaken.

In the context of NREGS the members of V & M committee should develop some of the above qualities hence these will be in a position to monitor the quality and progress of the works being implemented under the scheme.

Session -VII

- Topic : Process of material procurement and maintenance of Stock Register.
- Session Objectives : At the end of the session the participants will be able to
- Explain how to procure material
 - Explain mode of payment.
- Session Duration : 40 minutes
- Methods Used : Interaction cum discussion
- Material Required : White board, Markers, OHP

Session content

S. NO	Content	Duration	Method	Training Aid
1.	Process of Material Procurement, Stock Register	20 min	Verification of records and lecture	Records, and Registers
2.	Quality of Material, Payment Procedure for material Suppliers	20 min	Lecture	Records,

Leading Questions:

- List out the material being used in the execution of works under REGS ?
- How do we know the details of material procured and utilized?
- How the material so procured is measured and check measured.
- What is the procedure for payment of material
- What does stock register contain.

Facilitators Note :

- At the outset of the session the Facilitator will ask the participants what are the works being executed under the Scheme in your village, Block / Mandal ? then he will get the names of some of the works, he again ask them whether any of these works require material like sand, cement, metal etc.
- Some of the participants will say 'Yes', then he takes the lead and explain how they are being procured and also explain transparency involved in the procurement of the same.

- Then he will explain the process of assessment of quality of the material and also how payment is being made in this regard.
- Facilitator will show the Material Requisition Sheet, material procurement sheet and stock register.
- If there are any questions in this regard by the participants, they should be answered by the facilitator quoting suitable examples.
- Facilitator will allow some of the educated participants to verify the relevant registers available with him to have more clarity then facilitator conclude the session linking up to the next session.

SESSION - VII

Process of Material Procurement and Maintenance of Stock Register - Reading Material

Though the Scheme is intended mainly for unskilled manual work, but certain works as listed in the list of possible works under the scheme require materials like stone (PR Stone, CR Stone) Metal (65 mm, 40mm) sand and cement especially for the following works.

- Mini Percolation Tank
- Farm Pond
- M.I. Tanks (Restoration / Renovation)
- Roads

The following procedure may be adopted for procurement of material which also includes wages of skilled, semi-skilled labour and tractor etc.

- The Technical Assistant / Assistant Engineer will identify the material to be procured based on the information given in the abstract estimate and also actual requirement at site and the same may be given to the Sarpanch of that Gram Panchayat in Proforma - I (Material Requisition Sheet) to procure the same.
- Based on the material requisition sheet furnished by the TA / AE the Gram Panchayat shall procure materials and the Sarpanch on behalf of Gram Panchayat will send the bill for the material procured with an undertaking with his / her signature in the Proforma - II to the BDO / MPDO for Payment to the supplier.
- The Field Assistant (GRS) shall maintain a Stock Register for materials received and consumed in the Proforma IV. The register shall be kept open for stock verification by the Inspecting Officers. The Technical Asst. shall invariably check transaction of material received and consumed.. For every work one to two pages may be allotted in the stock register. The Field Asst. will also enter the page number of stock register in the material procurement sheet.
- Some of the material which are perishable and prone to clodding like cement should not be bought the total quantity at a time, it should be procured in the installments keeping in view of the progress of the work.
- The procurement bills from Gram Pranchayat shall be recorded only when the related items / task is completed. (Enclosed Proforma I, II, III,IV)

Quality of Material - Payment Procedure for material suppliers.

The procurement of material shall be based on rates as per estimates which are prepared, based on Rural SSR. Wherever rates are not given in Rural SSR, the rates from Engineering SSR or Forest SSR as applicable shall be used.

The Field Assistant will record the quantity of material received in material procurement sheet and the same shall be check measured by Technical Asst. / Asst. Engineer and submit it to the MPDO / BDO for arranging payment

On receipt of Bill of Cost from the Sarpanch and material procurement sheet from Technical Assistant / Assistant Engineer the MPDO / BDO shall arrange payment through pay order in such away the amount is deposited in the official account of Gram Panchayat which inturn pay the same to the actual supplier

PROFORMA - I
MATERIAL REQUISITION SHEET

To
The Sarpanch
Gram Panchayat

Work Name :

Location :

Survey No. :

Work ID :

Sir / Madam,

You are requested to arrange to supply and deliver the following material at works site of the above mentioned work and produce the bills for arranging payment

Sl. No.	Name of Material	Unit	Quantity to be supplied	Remarks
1	2	3	4	5

Yours faithfully

Signature of TA / AE :

Name of TA / A.E.:

Date :

* Note : The Technical Assistant / Asst. Engineer shall give requisition of material to the Gram Panchayat based on the information given in the Abstract estimate and also based on the Actual requirement at site.

PROFORMA - II

BILL OF COST

To
The MPDO / BDO
Mandal / Block :
Gram Panchayat :
Village :
Work ID :
Work Name :

Ref : Material requisition sheet of Technical Assistant dated :.....

Please arrange payment to Gram Panchayat to enable payment in turn to the actual supplier

S.

No.	Name of the Material	Unit	Qty. material for which supply of order is given	Actual Qty. of material supplied	Rate	Amount	Name of Supplier

Amount in Words : _____

Certify that the material is supplied in good condition.

Signature of Sarpanch / Supplier

Gram Panchayat / Supplier Name :

Date :

PROFORMA - III
MEASUREMENT SHEET FOR MATERIALS

Mandal / Block : _____ Name of the Work : _____
 Gram Panchayat : _____ Location : _____
 Habitation _____ Survey No.: _____
 Work ID : _____
 Date of recording : _____

Material and Tractor Supplier Details

Supplier Name :

Materials : _____ Account No.: _____

S. No.	Name of the Material	Qty.	Rate	Per	Amount (Rs.)
1					
2					
3					
4					
5					

Name of person who received material _____

SKILLED WORKER DETAILS

Sl. No.	Name of the Worker	Skill type	From	To	Duration	Paying Agency	Account No.
1.							
2.							

Certificate

Certified that material received is in good condition and is taken into stock register on page No.of stock register.

Recorded by : _____
 Signature : _____
 Name : _____
 Designation : _____
 Date : _____

Check Measure by _____
 Signature : _____
 Name : _____
 Designation : _____
 Date : _____

PROFORMA - IV

STOCK REGISTER WORK WISE/MATERIAL WISE

Work Done :

Work ID :

Village :

Name of the Material : CEMENT

S. No.	Opening Balance in bags	Qty. Received	Qty. Issued	Closing Balance in Bags	Name & designation of the person	Signature of receiver	Remarks
1	2	3	4	5	6	7	8
1)	Nil	100	50	50	—		
2)	50	100	-	150	—		
3)	150	—	100	50	—		

Session -VIII

Topic : Purchase and maintenance of Tools & Implements

Session Objectives : At the end of the session the participants will be able to

- Explain the mode of Purchase of Tools and Implements and their maintenance.

Session Duration : 30 minutes

Methods Used : Interaction cum discussion

Material Required : White board, Markers, OHP, Charts

Session content

S. NO	Content	Duration	Method	Training Aid
1.	Requirement of tools and implements	10 min	Lecture cum Discussion	Records, chart showing Materials.
2.	Purchase of Tools and implements	10 min	Verification of vouchers, receipts and Discussion	Registers, Board, Markers
3.	Maintenance of tools & implements	10 min	Lecture & verification of Stock Register	Board, Markers, Chart papers and Registers

Leading Questions:

- Why tools and Implements are required?
- What are the problems being faced in the maintenance of Implements?
- How Tools and Implements are purchased.

Facilitators Note :

- Facilitator will start the session by asking the following questions. What are the Majority number of works that are being executed under the Scheme? He will get the answer unanimously that most of them are executed by unskilled manual labour
- Then he will quote some of the above works and ask again whether these works are executed manually or using implements, then he will receive positive reply that workers should in variably require some Implements then he take the names of those implements from the participants.
- He will again ask the participants whether all the workers are having their own implements? Then he will receive a sharp reply that 90% of the workers do not have implements.
- Then he can take the lead and how the tools and implements are being purchased and kept at the disposal of labourers and also explain their maintenance.
- Here the facilitator will show the model stock register containing the particulars of Tools and implements and conclude the session.

SESSION - VIII

Purchase and maintenance of Tools and Implements - Reading Material

1) Purchase of Tools and Implements :

As most of works under the scheme are executed by the unskilled manual labour, there is every need to supply Tools and implements to them since most of them do not have such implements.

Hence the following tools and implements may be purchased for the purpose of usage of the labour for the works being taken up under REGS.

- I. Crowbars : 1. Chisel Steel Crowbars of 22mm size, 1650 mm long, weighing 5.1 kg
2. Crowbars of 25mm size, 1650mm long, weighing 6.7 kg
- II. Spades : 1) 215mm length, 230mm breadth, weighing 1.2 kg
2) 230 mm length, 240mm breadth, weighing 1.4 kg.
- III. Hammers : 1) Hammers for breaking small stones
2) Hammers Weighing 10 pounds for breaking bigger stones.
- IV. Axes of local made
- V. Baskets made of local material and locally available
- VI. Any other tools and implements suitable to local requirement

The above measurements may be varied in accordance with the local requirements based on the nature of soil.

If working labour is 100 the following numbers may be preferred

Crowbars	-	33
Spades	-	33
Local made Baskets	-	50
Axes	-	10
Hammers	-	5

Regarding Crowbars 22 mm range may be bought for 25% of the Total requirement in the Village and 25 mm range of Crowbars may be bought for remaining 75% of requirement.

- As per existing Govt. rules, no taxes are levied on these tools and implements as they come under agriculture implements and hand operated tools.
- A survey may be carried out at Block /Mandal level and feasibility may be observed whether those implements in Block /Mandal markets are available for Gram Panchayats to procure them.

Based on the Survey, if sufficient number of tools and implements are available in local market, the Dist. Programme Coordinator may ask Gram Panchayats to purchase implements directly from local markets duly following Gram Panchayat Procurement guidelines. Funds sufficient for procuring actual number of tools basing on the combination as explained above may be released.

- In case of non availability of the sufficient quantity and standard tools at mandal level market, the Dist. Programme Coordinator / Dist. Collector may constitute a Procurement Committee of tools at Dist. level to procure the required tools and implements at Dist. level duly calling open tenders. The Committee may be constituted with the following District Officers.

- I. Superintending Engineer (PR)
- II. Joint Collector
- III. Chief Executive Officer (ZP)
- IV. Project director, DWMA

- The following may be incorporated in tender notice.
 - only manufacturing companies are eligible to participate in bidding
 - 0.2% of the total requirement at random will be subjected to quality control tests like yield strength, impact strength and hardness. The tests shall be conducted by National Metallurgical Laboratory.
 - The material shall confirm to BSI Standards 1759 etc.
 - Material composition for Crowbar :
 - a) Carbon content = 0.5 to 0.6
 - b) Manganese content = 0.5 to 0.99
 - c) Chisel end hardness = 320-480 BHN
 - d) striking end hardness = 302 – 450 BHN

- Material composition of spades :
 - Carbon content = 0.30 to 0.60
 - manganese content = 0.5 to 0.90

II) Maintenance of Tools and implements :

Stock register at District level, Mandal / Block level and Gram Panchayat level shall be maintained invariably as given below

- | | | |
|-----------------|---|---|
| At Dist. Level | - | Additional Programme Coordinator (EGS)
(Preferably P.D., DWMA) |
| At Mandal Level | - | Programme Officer |
| At G.P. Level | - | Panchayat Secretary (GPS) |

At worksite, the tools bank should be maintained by Gram aPanchayat Secretary and see that tools get turned back after the labour complete the work. All tools and implements steel made and alloy made are one time procurement. Only the wooden handles of spades, hammers and baskets are replaceable.

2nd Day : FIELD VISIT

The participants viz members of V & M Committee, Representatives of CBO's and NGOs along with one or two facilitators as provided by the Institution where the training is being imparted visit one of the near by Gram Panchayats where works under the scheme are comparatively more.

Part - I

Time : 9.00 a.m. – 10.30 a.m.

Participants along with the facilitators visit Gram Panchayat Office and interact with the functionaries working there i.e. Panchayat Secretary (Gram Panchayat Sevak) and Field Assistant (Gram Rozgar Sevak) and also elected representatives i.e. Sarpanch and Ward members since the Gram Panchayat is the Principal authority for planning and implementation of the Scheme at village level and the above mentioned functionaries especially Panchayat Secretary, Field Assistant and Gram Panchayat Sarpanch are key functionaries in implementing the Scheme at Village level.

After obtaining the following information in the form of questionnaire / Check list the team members shall verify the Registers / Records in connection with the REGS available at the Gram Panchayat Office.

1. GP EGS Plan / Shelf of Projects
2. Register containing details of wage seeking households.
3. Register containing list of wage seekers who have applied for work.
4. Folder containing copies of Job cards.
5. Folder containing Muster Rolls & Muster Rolls receive register (Annexure B5 of the Operational Guidelines of NREGS 2nd edition 2006 of NREGA 2005)
6. Works Register
7. Folder containing work commencement orders
8. Folder containing payment orders
9. Folder containing measurement Sheets (If GP is the paying authority)
10. Register containing details / particulars of Account numbers of wage seekers in post offices and Banks (if any).
11. Bank Pass Books, Cash Books and Cheque Books, Acquittances and Register of funds received expended and balance available if payment of wages are being done at the Gram Panchayat itself as in the case of Jharkhand State

12. Assets Register.
13. Stock Register
14. Register of Tools and Implements purchased and distributed.
15. Grievances Register
16. Register of Shelf of Work
17. Employment Register
18. Register containing letters to wage seekers to report for work.

Expenditure details towards wages of unskilled labour material including wages of skilled and semi skilled labour, administrative expenses, unemployment allowance have also to be verified if payments are being made at village level through Gram Panchayat.

Check List for obtaining information from Gram Panchayat

1. Names of Habitations falling under the jurisdiction of the Gram Panchayat.
2. Population of the Gram Panchayat including SC, ST and Women.
3. No. of households, BPL households and SC/ST households.
4. No. of households registered under the scheme as on date.
5. No. of households to which Job cards were issued.
6. No. of registered wage seeking individuals (Adults) as per Job cards as on date.
7. No. of households to which employment provided as on date.
8. No. of wage seekers to whom provided with wage employment as on date.
9. No. of person days/man days generated as on date.
10. Average no. of man days to each household as on date.
11. Average payment made towards wages to each household as on date.
12. Average payment made towards wages to each wage seeker as on date.
13. Average daily wage per each wage seeker.
14. Total no. of projects/works sanctioned for the financial year.
15. No. of works/projects taken up as on date.
16. Whether all the above were identified in the Gram Sabha.
17. Estimate value of the works sanctioned.
18. Estimate value of the works executed / being executed.
19. No. of projects/works completed as on date.
20. Value of work done.
21. Summary of works/projects completed.
22. Amount paid towards wages as on date.
23. Amount paid towards material (including wages of skilled and semiskilled labour).
24. Periodicity of wages paid (Weekly / Fortnightly / or more) .
25. Whether worksite facilities are provided
26. Details of unemployment allowance paid (if any)
27. What are the regular employment sources for unskilled workers in that Gram Panchayat other than works under REGS.
28. What are the other means of earnings
29. Particulars of CBOs and NGOs
30. Whether Vigilance and Monitoring Committee constituted
31. Whether all the members of V & M Committee are selected by Gram Sabha

32. Names of the V & M Committee members
33. No.of meetings conducted by V & M Committee as on date
34. Whether Field Assistant and Technical Assistant are attending to the meetings of V & M Committee
35. No.of works inspected by the V & M Committee as on date
36. Reports on the inspection of V & M Committee being sent to BDO / MPDO / P.O. / DPC.
37. Whether Gram Sabhas are being conducted.
38. Whether any steps taken up by the V & M Committee to improve quality and to speed up the progress of works at the time of its inspection.
39. Whether quality of material and implements being inspected by the V & M Committee.
40. Whether Social Audit are conducted regularly.
41. Whether follow up action on social audit by Programme Officer is being done.
42. Whether people's estimates are prepared.
43. Any other Methods for Vigilance, Monitoring, Quality Control and evaluation are being followed.
44. Whether individual pay slips are distributed by Field Assistant / Mate / V.O.
45. Whether participation of women, SC, ST and representatives of CBOs and NGOs in Gram Sabha are noticed.
46. Whether CBOs and NGOs are participating in mobilization and capacity building of wage seekers (for Registration, Applying for work, applying for unemployment allowance if situation arises etc.)
47. Whether Grievances Register maintained.

Part -II

Time : 11.00 AM to 1.00 PM

The team proceeds to the site where work under the scheme is being executed along with Sarpach, Panchayat Secretary and Field Assistant and interact with the workers and Mate at work and obtain the following information.

Check list for obtaining information from Wage Seekers.

1. Whether work site facilities viz safe drinking water, first aid equipment, shade and Aaya facility etc, provided.
2. Name of the work.
3. Estimate value.
4. Date of commencement of work.
5. No.of workers engaged as on date.
6. Average pay of a worker per day.
7. No. of person/ mandays generated as on date.
8. Value of work done as on date.
9. Whether muster rolls maintained properly.
10. Whether tools/ implements available.
11. Whether workers are facing/ have faced problems regarding the following
 - Registration.
 - Issue of Job Cards.
 - Execution of work.
 - Payment of wages.
 - Distribution of individual pay slips.
 - Involvement of middle men.
 - Any functionary demand for money.
 - Shortage in wages if any.
 - Payment of Unemployment allowance if any.
 - Measurement of work done.
 - Withdrawal of wages from Post office/ Bank.
12. Whether at least 3 to 5 labourer signing on muster rolls.
13. Any bhogus/ ghost names found in muster rolls.
14. Whether V& M Committee inspected the work and its findings if so available.
15. Whether check measurement and super check measurement done regularly.
16. Besides V&M committee is there any agency / NGO which has been assigned the task of Vigilance.
17. Whether the quality of the work found satisfied as per the specifications contained in the Estimate.

Part - III

Time : 2.00 PM to 4.00 PM

The team members along with facilitators proceed to the Mandal / Block Head Quarters where computer centre is located and interact with the Programme Officer, Computer Operator cum Accountants about the functioning of Mandal / Block Computer Centre as given below.

Checklist for obtaining information from Block/Mandal Computer Centre

- What are the components available in the computer centre
- How Job cards are generated
- How Muster rolls are maintained
- How input data sheets and Estimates are generated.
- How work commencement orders are generated
- How measurement sheets are generated.
- How payment orders and Individual pay slips are generated
- Maintenance of Cash Books, Bank Pass Books, Cheque Books and other related registers.
- Tallying of Muster Roll and its payment order is done properly
- What is the average time taken for generating payment order from the date of receipt of Muster roll and measurement sheet.
- What is the average time taken for issuing cheque for wages of unskilled labourers from the day of receipt of payment order from Mandal / Block Computer Centre by the Block Development Officer / Mandal Parishad Development Officer / GP.
- Whether Stock Register is maintained.
- What is the Process followed to book Administrative expenditure
- Whether Tools and Implements register is maintained if they are purchased at Block / Mandal Level.
- Financial embezzlements noticed if any.
- To findout whether all the Registers and Records are maintained and updated properly.
- Whether Grievances Register maintained.

The Team will also verify the following Registers :

- Register containing Mandal EGS Plan
- Folder containing Administrative sanction proceedings

- Register of Shelf of works of all the GPs of the Mandal / Block
- Muster Roll Issue Register
- Muster Roll Receipt Register
- Assets Register (GP Wise)
- Employment Register (GP Wise)
- The team shall ask the functionaries of the Computer Centre to explain the features and importance of the above mentioned items.
- The team may also notice is there any discrepancy/ deviation / loopholes in the functioning of computer centre and the same may be brought to the notice of Block Development Officer / Mandal Parishad Development Officer.

The educated members of the team and facilitator may jointly note these findings and hand over the same to the Institution along with the checklists and notes on interaction with the workers at work site.

Wrap-up Session:

After coming back to the venue the participants will get their doubts clarified by the facilitator and also being exposed to FAQ and to fill the feed back formats. With this the two days training programme will be concluded.

INDEX

Sl.No.	Name of the Topic	Page No.
1.	Task Sheets	1-3
2.	Concept of Vigilance & salient Features of NREGS, Roles & Responsibilities of VMC Members	4-13
3.	Planning Process of NREGS	14-25
4.	RTI Act - 2005 in the context of NREGA	26-28
5.	Generation of Job Cards, Estimates and Payment Orders	29-35
6.	Execution of Works	36-40
7.	Importance of Communication and Observation Skills	41-46
8.	Process of Material Procurement and Maintenance of Stock Register	47-54
9.	Purchase and Maintenance of Tools	55-59
10.	Field Visit	60-64
11.	Check List for obtaining information from Gram Panchayat	62-63
12.	Checklist for obtaining information from Wage Seeker & Block / Mandal Computer Centre	64-66
13.	Wrap-up Session	66

National Rural Employment Guarantee Scheme under NREGA - 2005

Vigilance and Monitoring Module on NREGS



**Centre for Natural Resource Management
AMR-A.P. Academy of Rural Development
Rajendranagar, Hyderabad - 500 030.**



**United Nations Development Programme
(UNDP)
55, Lodhi Estates, New Delhi**