

ଓଡ଼ିଶା ସରକାର

ପଞ୍ଚାୟତିରାଜ ବିଭାଗ

Government of Orissa
PANCHAYATI RAJ DEPARTMENT

ଓଡ଼ିଶା ସଚିବାଳୟ

ସଚିବାଳୟ ମାର୍ଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧

Orissa Secretariat, Sachibalaya Marg,
Bhubaneswar-751 001

Tel. No. 0674-2392906/2562283

Fax. 0674-2391413, E-mail- prsec.or@nic.in &
nrega.odisha@nic.ir



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Date: 30/7/12

From

Smt. Chithra Arumugam, IAS
Director, Special Projects

To

All Collectors-cum-DPC/All PD, DRDAs

**Sub: Instruction on end to end Modalities for Smooth Implementation of
MGNREGS by Gram Panchayats.**

Madam/Sir,

I am directed to say that field functionaries at Gram Panchayat level are not fully acquainted with different stages on implementation of MGNREGS work. Since the scheme emanates from MGNREG Act, the procedure under the Act and operational guidelines has to be followed strictly. For quick acquaintance by field functionaries at Gram Panchayat level, instruction on end to end Modalities for Smooth Implementation of MGNREGS by Gram Panchayats are forwarded herewith which may be circulated among them and all concerned.

Yours faithfully,


Director, Special Projects

End to End Modalities for Smooth Implementation of MGNREGS by Gram Panchayat

Stage-1 (Planning):

- Planning process of next year, starts from 2nd October of current year.
- Projects intended to be taken up next year, has to be routed through Gram Sabha to be conducted on 2nd October of current year.
- Hence, village wise list of projects along with estimated cost, person days to be generated, material to be used and their cost need to be developed. A list of shelf of projects has to be prepared based on the participatory micro planning exercises to be conducted at village level. Compiled list of shelf of projects for the entire GP to be emerged out of this exercise.
- Local CBOs/NGOs support can be taken for conducting micro planning exercises for developing shelf of projects. CBOs can be VSS in case of Forest & Environment Department , Watershed Committee in case of Watershed mission, Pani Panchayat in case of Irrigation Department etc.
- If Self Help Group (SHG) or federation of SHGs are formed by NGOs /departments, their help can also be taken for similar task of formation of shelf of projects under MGNREGS.
- While choosing different projects, formation of tangible and durable assets like dugwell, farm ponds and as approved under the new permissible works under MGNREGS has to be also considered. So that these individual or community assets strengthen the livelihood base of rural poor.
- The new permissible works under MGNREGS are as follows:
 - a. Watershed related works: Contour Trench, Contour Bund, Boulder Check, Farm Bunding, Gabion Structures, Underground Dyke, Earthen Dam, Dugout Farm Ponds, Stop Dam
 - b. Agriculture related works: NADEP Composting, Vermi-Composting, Liquid Manures & Bio-Gas Plant
 - c. Livestock related works: Poultry shelter, Goat shelter, Pucca Floor, Urine tank, fodder trough, Azolla pit
 - d. Fishery related works: Fisheries in seasonal water bodies, Fish drying yard, Artificial reefs, Coastal belt vegetation, Storm water drains
 - e. Drinking water and sanitation related works: Soak pits, Recharge pits, Individual HH latrines, School toilet, Anganwadi toilets and solid & liquid waste management

- In case of individual projects a saturation approach has to be adopted. Priority has to be given to ST/SC households, then other categories like BPL, FRA & Land reform, IAY, SF and MF Households.
- The 60:40 ratio for wage and material costs should be maintained at the GP level.
- Bore wells and tube wells are not be permissible activity. Only group wells when group agreement among farmers exist to be considered and group well need to be registered only for areas declared safe zone by CGWB.

Stage-2 (Approval of Projects):

- After approval at GP level, the projects have to be approved by panchayat samiti with or without modification and next it has to move to Zilla parishad. Steps should be taken so that GP's projects have found a place in the district Annual action plan. Preparation of district action plan should be completed by end Jan every year. So that projects can be started in the next financial year.
- Once the District Annual Action plan is prepared and approved by Zilla parsihad, GP should be also provided with the administrative and technical sanction to keep the records ready for claiming under monthly /quarterly fund requirement for the GP to DPC.
- All technical sanction reports need to be e-updated in the MGNTREGS soft, a print out of hard copy can be sent to DPC for final sanction in the month of feb. The annual action plan, technical sanction, financial sanction exercise should be completed latest by end of mar.
- The financial sanction by DPC also to be entered online in MGNREGS Soft.

Stage-3 (Execution of work):

- Critical awareness need to be created among Job card holders for initiating the work under MGNREGS. For this purpose, micro planning exercise is crucial in stage-1, in case of stage -3 a project initiation meeting(PIM) has to be conducted at the worksite or in the same village.
- In the PIM, probable workers need to be explained about the nature of work, it's future utilization & livelihood generation ability need to be explained along with the project estimate, person days, wage, material ratio etc. willingness of job card holders for engaging themselves or their family members can be collected in C1 form (this is job demand form) and subsequently just before start of the project C2 form (offer of the job against the project) can be given within 15 days by the panchayat.
- CBOs and NGOs can be engaged for mobilization of job card holders for PIM meeting and subsequent engagement of workers at worksite.
- BDO cum PO can be requested for issuance of e-muster roll and the same will be issued within 1 day of request by BDO cum PO. In case of non availability the notice of DPC cum collector or PD DRDA has to be brought. Weekly e-muster roll should be collected regularly for ongoing work.

- Actual work will be started after receive of e muster roll and a transparency board (TB) to be erected at the site. TB will show name of the project, cost of project, person days to be generated, year of project initiation and completion.
- At site basic facilities like drinking water, first-aid kit, rest shed, crèche for kids etc. to be provided for the workers.
- Photographs of the Project before initiation, during project and after completion should be taken and uploaded in the MGNREGS soft website and reflected in the case record.
- Attendance on daily basis and measurement details on weekly basis has to be updated regularly. E-muster roll has to be completed within seven days, hence all details like cost of materials and wages etc. to be also completed in seven days
- Ensure entry of e-muster roll and other details of MB book at website on 7th-8th day from start of e muster roll.

Stage-4 (Payment):

- Generate e-wage list using MGNREGS soft, send wage list to bank/post office with fund transfer order / advice or cheque details and ensure that wages are transferred to the accounts of the beneficiaries by 13th /14th day of start of muster roll.
- Enter details of forwarding of wage list, transfer advice/cheque details & date of transfer of fund to job card holders account in online portal latest by 16th day of start of muster rolls.

Stage-5 (Completion of project):

- On completion of the project, prepare project completion certificate, place in the case record and update in website.
- Upload the different stages of project completion photographs in the website, after one year of completion, take one more photograph and upload the same in the website.
- Ensure linking of the project/asset to the livelihood of the people through convergence support of different line department and their schemes ex: fisheries, agriculture, horticulture, forestry for adequate use of resource/asset created under MGNREGS
- Ensure preparing of case record using following documents
 - a. Copy of approved plan
 - b. Estimate signed by competent authority
 - c. Technical sanction report by competent authority
 - d. Financial sanction report by competent authority
 - e. PIM proceedings

- f. Request letter to BDO cum PO for issuance of muster roll
- g. Copy of e muster roll, C1, C2 forms signed by competent authority
- h. Photograph of display board, stages of completion of works.
- i. Bills, order of pass of payment, bank advice, date of payment, MB No. and page no., level measurement before work
- j. MB Books to be linked to Bills and money receipt
- k. Order sheet explaining details of day to day events, progress, payment etc. duly signed by competent authority.

Stage-6 (Social audit):

- It is mandatory to conduct social audit two times every year at Gram Sabha level in the month of April and October.
 - Panchayat will help the social audit team in accessing all the information, case record to conduct smooth social audit in village/gram Panchayat level.
 - The date of social audit will be advertised using different communication media to create public awareness for participation of wage workers.
 - The Sarpanch, Executive Officer and GRS should attend the Social Audit with relevant records and documents.
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