

# **ANDHRA PRADESH RURAL EMPLOYMENT GUARANTEE SCHEME**

**(UNDER THE NATIONAL RURAL  
EMPLOYMENT GUARANTEE  
ACT 2005)**

**OPERATIONAL  
MANUAL  
2006**



**DEPARTMENT OF RURAL DEVELOPMENT**  
Government of Andhra Pradesh

Hyderabad

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Government of Andhra Pradesh  
Hyderabad.  
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**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**Andhra Pradesh Rural Employment Guarantee Scheme (APREGS) –  
Operational Guidelines on APREGS, 2006 – Approved – Orders – Issued.**

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**PANCHAYATI RAJ AND RURAL DEVELOPMENT (RD.II) DEPARTMENT**

**G.O. Ms. No.80**

**Dated: 22-3-2006.**

Read the following:-

1. **National Rural Employment Guarantee Act, 2005.**
2. G.O. Ms. No.27, PR & RD (RD.II) Dept., dt.28-1-2006.
3. Govt. of India Lr. No.24011/5/2005-NREGA, Dt.21-2-2006.

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**ORDER:**

Government of India have passed the NREGA 2005 in September, 2005. As required under the Act, the State Government have formulated the Andhra Pradesh Rural Employment Guarantee Scheme (APREGS) which is notified vide reference 2<sup>nd</sup> read above for implementation in 13 districts of Andhra Pradesh. Vide reference 3<sup>rd</sup> above, the Government of India have communicated Operational Guidelines, 2006 on the NREGA, 2005. In consonance with the Operational Guidelines issued by Government of India, the Commissioner of Rural Development, AP Hyderabad has prepared Operational Guidelines detailing the operational frame work for implementation of Andhra Pradesh Rural Employment Guarantee Scheme (APREGS).

Government after careful examination, approve the Operational Guidelines for Andhra Pradesh Rural Employment Guarantee Scheme (APREGS). The Operational Guidelines is annexed to this G.O.

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

K. RAJU  
PRINCIPAL SECRETARY TO GOVERNMENT (RD).

## **FOREWORD**

The Operational Manual on Andhra Pradesh Employment Guarantee Scheme, under National Rural Employment Guarantee Act, gives detailed guidelines on the implementation of the Scheme in the State. The main objective of the APREGS is to enhance the livelihood security of the people in rural areas by generating wage employment. This Scheme gives a guarantee of at least one hundred days of wage employment in a financial year to a rural household, whose adult members volunteer to do unskilled manual work. The works to be taken up under the APREGS try to address causes of chronic poverty like drought, deforestation and soil erosion. Effectively implemented, the employment generated under the Act has the potential to transform the rural poverty scenario.

The Operational Manual, basing on the operational guidelines on NREGA issued by Government of India, describes APREGS objectives, strategy, implementation arrangements, planning process, registration process, execution of works, wages and its disbursement, funding pattern among others. It puts together all the important GOs and Circulars for ready reference.

The Operations Manual has been drawn up after widespread consultation, discussion and brainstorming between policy makers and officials and non-officials in the field.

The Rural Development Department and its Employment Guarantee Scheme wing had already taken several steps to bring awareness among the key players through a multi-pronged communication strategy and capacity building strategy. This manual aims at giving clarity to every functionary so as to ensure that the employment sought by the public can be delivered to them without delay and in all required details.

Rural Development Department intends to make this publication available in all the offices of the department at the State, District, Mandal and Village levels. The updates of the information held under the control of the unit and sub-unit offices can be obtained at any time in the respective offices. A copy of manual is available on the Internet and can be accessed at the address: <http://www.rd.ap.gov.in>.

We are grateful to the Honourable Minister for Rural Development and Group of Ministers for their insightful direction in formulating the AP Rural Guarantee Scheme.

We are hopeful that the manual would significantly help disseminate the Scheme and enthuse everyone to join us in our endeavor to improve the quality of life of the poor by providing guaranteed unskilled wage employment in rural Andhra Pradesh.

**K. Raju**, IAS, Principal Secretary (Rural Development)

**S. Narsing Rao**, IAS, Commissioner, Rural Development

**T. Vijay Kumar**, IAS, CEO, Society for Elimination of Rural Poverty

**C.Uma Maheswara Rao**, IAS, Commissioner, APARD

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# ABBREVIATIONS

AWPB	Annual Work Plan and Budget
CEGC	Central Employment Guarantee Council
DPC	District Programme Coordinator
DPP	District Perspective Plan
FMS	Financial Management System
GP	Gram Panchayat
GS	Gram Sabha
MP	Mandal Parishad
MORD	Ministry of Rural Development
NFFWP	National Food for Work Programme
NREGA	National Rural Employment Guarantee Act
NQM	National Quality Monitors
PO	Programme Officer
PRI	Panchayat Raj Institution
RD	Rural Development
APREGS	Andhra Pradesh Rural Employment Guarantee Scheme
SEGC	State Employment Guarantee Council
SGRY	Sampoorna Grameen Rozgar Yojana
SHG	Self-Help Group



# 1 OBJECTIVE OF THE ACT

## 1.1 OBJECTIVE OF THE ACT

- 1.1.1 The basic objective of the Act is to enhance livelihood security in rural areas by providing at least 100 days of guaranteed wage employment in a financial year to every household whose adult members volunteer to do unskilled manual work. This work guarantee can also serve other objectives: generating productive assets, protecting the environment, empowering rural women, reducing rural urban migration and fostering social equity, among others.

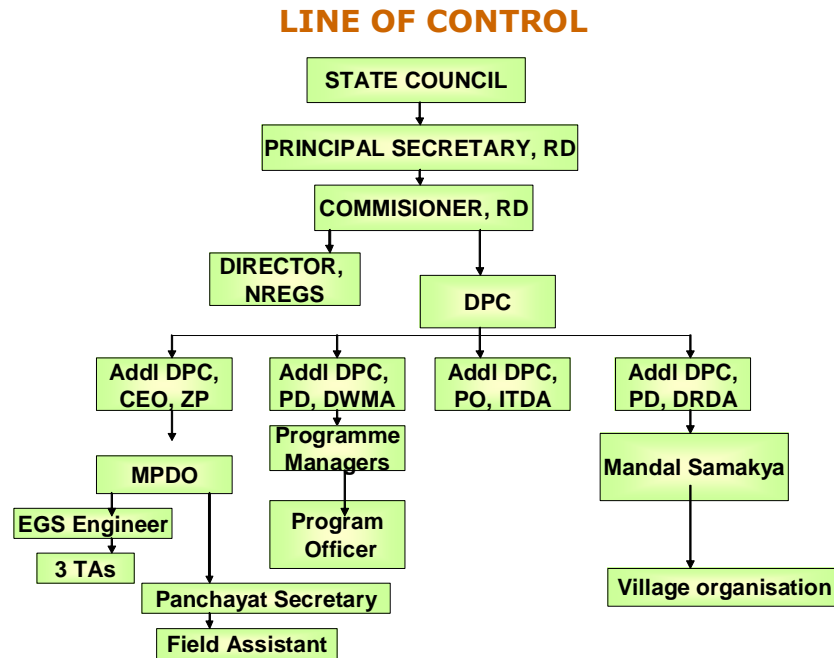
## 2 MANAGEMENT

### 2.1 BASIC IMPLEMENTATION PRINCIPLES

- 2.1.1 *Collaborative Partnership and Public Accountability:* The Act envisages a collaborative partnership between the Central Government, the State Governments, the Panchayats and the local community. Broadly, the main implementation activities are at the village and Mandal levels, while coordination activities are mainly at the Mandal and District levels. Planning, supervision and monitoring take place at all levels (village, Mandal, District and State). At each level, the concerned authorities are accountable to the community.
- 2.1.2 *Community Participation:* The Gram Sabha is the statutorily mandated institutional mechanism for community participation. In addition, other methods of community participation could be evolved: labour groups, common interest groups, self-help groups and village organisations. Active community participation is particularly important for ensuring transparency and public accountability.
- 2.1.3 *Role of Panchayats:* The Panchayats at each level will be the 'Principal Authorities for planning and implementation of the Schemes under the Act' (NREGA, Section 13(1)).
- 2.1.4 *District Programme Coordinator and Programme Officer:* The overall responsibility for ensuring that the Scheme is implemented according to the Act belongs to the District Programme Coordinator (DPC) at the District level, and to the Programme Officer (PO) at the Mandal level.
- 2.1.5 *Coordination among Agencies:* The Panchayats at different levels will need to coordinate with each other for the effective implementation of the Act. Similarly, the Panchayats and the District/Mandal administration will have to work together.

2.1.6 *Resource Support:* The Central and the State Governments will facilitate the implementation of the Act through timely and adequate resource support.

## 2.2 KEY AGENCIES AND THEIR RESPECTIVE ROLES



The key agencies involved in the implementation of APREGS, and their respective roles, are mentioned below. A detailed charter of the roles and responsibilities of these agencies is presented in Annexure A-1. The incidence of management responsibilities at different levels is also indicated in a Management Matrix at Annexure A-2.

### 2.2.1 Village Level

- (a) **Gram Sabha (GS):** The Act authorizes the Gram Sabha to identify, prioritise and recommend works to be taken up under APREGS, to monitor and supervise these works, and to conduct social audits of the implementation of the Scheme. The Gram Sabha has a crucial role to play in ensuring transparency and accountability.
- (b) **Gram Panchayat (GP):** The Gram Panchayat has a pivotal role in the planning and implementation of APREGS. It is responsible for planning of at least 75 per cent of works in terms of cost, registering households, issuing Job Cards, allocating employment, executing minimum 50 per cent of the works, and monitoring the implementation of the Scheme at the village level.

Role and responsibilities of Gram Panchayat: The planning and implementation responsibilities of the GP include:

1. Registration of households seeking wage employment
2. Issuance of Job Cards
3. Collection of applications for wage employment
4. Based on the applications received for work, the GP shall assess the labour demand
5. Facilitate Ward Sabhas and Gram Sabhas in identification of the works.
6. Facilitate Gram Sabha to give priority number to each work
7. Approval of GP EGS Plan as recommended by Gram Sabha
8. Obtain estimates for the works included in the EGS Plan
9. Submission of EGS Plan to Programme Officer
10. Report labour demand to the PO and obtain work commencement letter.
11. Issue work allotment orders to individual wage seekers by serving written individuals notice to each wage seeker / group of wage seekers.
12. Execute such works for which GP is the executing agency.
13. Maintain muster rolls for all works executed within the GP.
14. Maintain worksite facilities.
15. Close the muster rolls once in a week after reading out the entries in the muster roll and submit the muster roll to MPDO.
16. Make available the records and documents particularly muster rolls and payment orders for public scrutiny as required under RTI Act.
17. Maintain all Registers and documents prescribed.
18. Furnish information to the VO for maintenance of Village Information Wall
19. Enter into contract with the VO for providing certain services relating to implementation of EGS
20. Maintain assets executed and created under EGS by the GP.
21. Redress grievances.
22. Enquire in to applications for payment of unemployment allowances and report to programme officer.
23. Facilitate conduct of social audit.
24. Give progress reports to Programme Officer and MPDO.
25. On the recommendation of Gram Sabha, the GP shall send three names to the MPDO for the purpose of selection of Field Assistant.

### **c) Role of Village Organisation**

1. Awareness building of community
2. Mobilising and organising wage seekers.
3. Help GP in enrolling the Wage seekers and distribution of Job Cards.
4. Facilitating the filing of applications for work either by individual or group.
5. Receive payment order from MPDO and prepare and send payment notices to the individual laborer
6. Maintaining Village information wall.

#### **d) Panchayat Secretary**

- 1) The Panchayat Secretary is designated as the 'Registration Officer' for the purpose of receiving applications for issuance of Job Cards
- 2) Receive applications for wage employment from job-card holders and forward the demand to the PO for opening up of works.
- 3) Display list of works taken up and also the no of persons provided wage employment, the total wages paid to the workers, material consumed, on the Information wall specially designed for EGS.
- 4) Ensure timely payments to the wage seekers/groups by promptly submitting the muster rolls once in a week to the MPDO.
- 5) Ensure facilities at the worksite.
- 6) Maintain musters, all records and registers for accounting, annual audit and social audit.
- 7) Keep a copy of the wage pay orders available for public scrutiny at the Panchayat Office.
- 8) Prepare an annual report on the implementation of the Scheme.
- 9) Take up responsibility for maintaining the assets created.
- 10) Forge partnership with Village Organisation (VO) for mobilization, organization, awareness building of the labour and for dissemination of every information to the community as envisaged in the Right to Information Act. Towards this objective, Gram Panchayat shall enter into MOU with the VO for providing the service on payment of service cost Forward copies of the Muster rolls duly attested and recommended to Mandal Parishad Development Officer (MPDO) for securing payment orders.

#### **e) Field Assistant**

The implementation of APREGS involves a considerable organizational burden at the level of the Gram Panchayat.

At the Village Level Panchayat Secretary is assisted by Field Assistant for implementing and executing the Andhra Pradesh Rural Guarantee Scheme.

A Field Assistant (FA) will be positioned in each Panchayat. The FA shall report to Panchayat Secretary. Where there are 5 or more habitations in the GP there will be another FA. G P will short list 3 candidates for selection as FA in the GS with the facilitation support of Programme Officer and VO. The MPDO will consider the short-listed 3 candidates sent by the Gram Panchayat and other eligible candidates who apply directly to MPDO. The MPDO will finalize one person from all these

candidates duly following the rule of reservation taking mandal as unit. In any case FA selected shall belong to the same village.

### **Responsibilities**

- a. The field assistant shall assist the Panchayat Secretary in maintaining the records
- b. Take the measurements for the works identified in Gram Sabha
- c. Give mark out at worksites.
- d. Maintain Muster Rolls.
- e. Provide technical support to Labour groups.
- f. Measure the work done on weekly basis.
- g. Close the Muster Roll every Saturday and submit to the Panchayat Secretary for onward submission to the MPDO.
- h. Maintain the register of material procured and consumed.
- i. Provide information in the designated format to VO to maintain Village Information Board.

### **Registers to be maintained:**

1. EGS Registration and Job Card Register --- Form 26
2. Register of applicants seeking work --- Form 27
3. Muster roll receipt register --- Form 30
4. Employment Register --- Form 32
5. Asset Register --- Form 33
6. Grievance register --- Form 34

### **2.2.2 Mandal Level**

- (a) **Mandal Parishad:** The Mandal Parishad is the principal authority for planning and implementation of the Scheme at the Mandal level.

The planning and implementation responsibilities of the Mandal Parishad include:

1. Approve the consolidated GP EGS plans submitted by Programme Officer after adding works.
2. The works included by the Mandal Parishad shall not exceed 15% of the total value of works to be taken up in the mandal.
3. The works connecting two or more Panchayats alone shall be included at the Mandal level

4. Give priority number for the works identified by the Mandal Parishad.
5. Get the Estimates for works identified by the Mandal Parishad.
6. Submit Mandal EGS plan to Addl. District Programme Coordinator and PD, DWMA.
7. Review and monitor implementation of EGS in the Mandal.

**(b) Functionaries:**

At the Mandal Level there will be Programme Officer (PO), Mandal Parishad Development Officer(MPDO), EGS Engineer (Mandal Engineer of Panchayat Raj), 3 Technical Assistants(TAs) and 2 Accounts Asst. cum Computer Operators in Mandal Computer Centre.

**c) Programme Officer (PO):** A Programme Officer will be appointed at the Mandal level with necessary support staff for facilitating implementation at the Mandal level. The Programme Officer will be a full-time dedicated officer, and may be selected from among Departmental personnel and may also be taken on deputation. Fresh recruitment (75% of POs) may also be made on contract. He/she will be accountable to the District Programme Coordinator and Mandal Parishad. He / She shall report to Addl. DPC & PD DWMA.

**Responsibilities:** The Programme Officer is primarily responsible for matching the demand with works and ensure effective implementation of the Scheme in accordance with the provisions of the Act, the Scheme and guidelines issued by Government from time to time.

The following are the specific responsibilities of the Programme Officer:

1. Primarily responsible for matching the works with labour demand in each GP. This is ensured by constantly assessing the labour demand and facilitating the GP to come up with EGS plans to match the labour demand.
2. Receives GP EGS plans, and scrutinizes the proposals and consolidates the plans and submit to Mandal Parishad for approval.
3. If the GP EGS plan is not consistent with the provisions of APREGS, PO will return to GP for review and resubmission.
4. Maintaining a shelf of works (which are administratively and technically sanctioned) sufficient to match employment demand for at least one year, On receipt of administratively sanctioned works from the DPC & the Collector, the Programme Officer shall feed into Computer and generate work ID and maintain the shelf of works.
5. The Programme Officer is responsible to issue work commencement letters to executing agency for starting works from shelf of works, strictly following the priority assigned to each work. The work commencement letters shall be issued to the executive agency with in two working days after receipt of demand from GP.

6. Responsible to ensure that the wage seekers secure their rights and entitlements detailed in the Act.
7. Ensuring regular social audits and taking prompt action on the objections raised in the social audit and also the complaints relating to the implementation of the scheme.
8. Liaisoning between the GPs and the Mandal and also between Mandal and Addl. DPC & PD DWMA for all purposes of correspondence and communication.
9. Responsible for capacity building programmes for Field Assistants, Village Secretaries, Technical Assistance and EGS Engineers.
10. Monitoring and reviewing implementation of the scheme with the EGS engineer and technical assistants
11. Reviewing prompt and fair payment of wages every fortnight to all laborers employed under the scheme.
12. Sanctioning the payment of unemployment allowance after due enquiry into the circumstances leading to such payment.
13. Ensures the transparency in implementation of the Scheme by strictly following provisions and the Right to Information Act as detailed below:
  - a) Ensures that the GP displays information on households issued Job Cards, works started, wages paid and persons provided with wage employment etc.,
  - b) Supplies list of households issued Job Cards, copy of estimates and wage pay orders to village organizations.
  - c) Ensures that requisite information is provided to village organizations by GP for maintain village information wall.
  - d) Ensures that the Muster rolls are read out at the time of closure.
14. Liaise with Banks and Post Office in making payments to labourers regularly.
15. Having interface with the labour unions, community based organisations like VOs and Mandal Samakhyas and NGOs to solicit feedback and act upon it
16. Mobilising labour through Mandal Samakhyas, VOs etc
17. Working closely with the MSs and attend all their meetings.
18. Facilitate VO to deliver services contracted by the Panchayat and arrange payment to VOs at least once in a quarter.
19. Performing any other work as assigned to him by the Addl. District Programme Coordinator and PD DWMA.
20. Redresses grievances.
21. Issues blank muster rolls to the GP along with work commencement letter.

**Registers to be maintained:**

- |                                    |            |
|------------------------------------|------------|
| 1. Register of shelf of works      | --Form 28  |
| 2. Muster roll issue register      | -- Form 29 |
| 3. Grievance register              | --Form 34  |
| 4. Unemployment allowance register |            |

### **Mandatory Meetings:**

Fortnightly meetings have to be conducted with FAs and TAs.

### **(d) Mandal Parishad Development Officer**

The specific functions of the MPDO under APREGS are:

1. Assist the Mandal Parishad in discharging its functions under the Scheme.
2. Get the detailed estimates prepared for the Mandal EGS Plan and forward it to the PO.
3. Monitor the execution of works taken up by the Gram Panchayat and other agencies within the Mandal.
4. Scrutinize musters and vouchers and issue pass orders and cheques for all the works.
5. Make payments to material suppliers and to TAs.
6. Maintain Paid Muster Rolls.
7. Receive funds from Collector and DPC for payment for works, remuneration to the TAs, Account Asst. cum Computer Operator, maintenance of Mandal computer cell.
8. Opens accounts in the bank branches in the Mandal and deposits EGS funds received from the Collector and DPC proportionately to the number of Job Card holders in the service area of the branch.
9. Maintain proper accounts of the funds received, released and utilized at Mandal level.
10. Obtain, consolidate progress reports, work completion reports, utilization certificates from the Gram Panchayats.

### **Register and Records to be maintained:**

Files for each work should have the following documents

1. Technical Estimates.
2. Administrative sanction list can be kept in file and its number can be mentioned in other files dealing with works having same admin sanction proceedings.
3. Technical Sanctioned work estimates.
4. All paid musters.
5. All Pay orders to wage seekers & material suppliers.
6. Work completion reports.



### **Mandatory Meetings:**

Weekly meetings have to be conducted with EGS engineer every Saturday to monitor progress of works, maintaining musters, M Book sheets and payments.

### **(e) EGS Engineer:**

The Mandal Engineer shall work as EGS Engineer. His functions include:

1. Prepare detailed estimates for works more than Rs 2 lakhs .
2. Give technical sanction for works upto Rs 2 lakhs.
3. Super check all the works for final payment.

### **(f) Technical Assistants**

In a Mandal there will be three technical assistants (TAs) in-charge of two/three clusters of Gram Panchayat, who will be attached to an EGS engineer at the Mandal level. One of them will be from the agriculture stream and the other two will be from the engineering stream. They will be hired from the open market. They will be hired by the DPC and will work under the control of the MPDO. Their specific responsibilities include

1. Preparation of estimates for works upto Rs 2 lakhs in the standard templates.
2. Supervision of works and support the Field Assistants of the Gram Panchayats.
3. Check measurement (100%) on alternate weeks.
4. TA will be responsible for quality of the work taken up under EGS.

### **(g) Account Asst. cum Computer Operators**

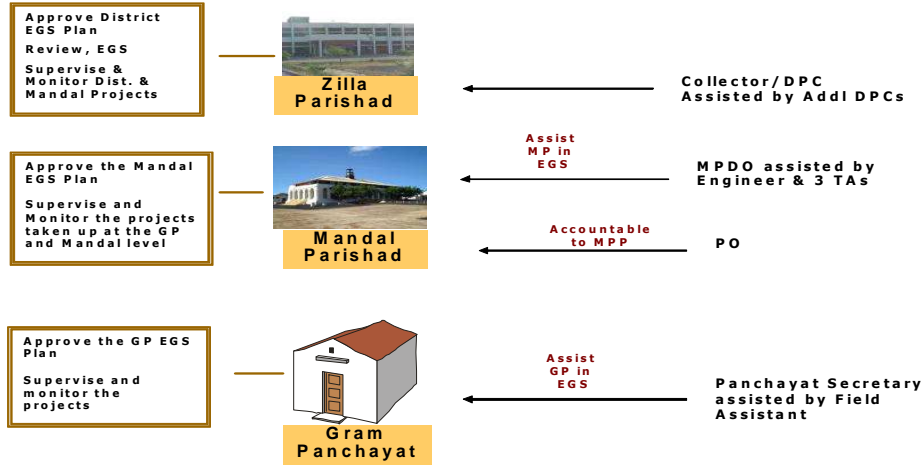
In a Mandal 2 Account Asst. cum Computer operators have to be placed. They should have data entry skills and have sufficient knowledge to trouble shoot any minor problems with the functioning of Computers. One operator shall be attached to Programme Officer and the other shall be attached to MPDO.

### **Responsibilities:**

1. Input data to print Job Cards, technical estimates, M Book sheets, payment letters etc
2. Upload data to DCC in batch mode.
3. Trouble shoot minor problems at MCC.
4. Liase with DCC to install any updates in the software.
5. Maintain Accounts Books, Registers and Files.

## 2.2.3. District Level

### IMPLEMENTATION ARRANGEMENTS-DISTRICT



- a) **Zilla Parishad** : Zilla Parishad will be responsible for finalizing the District Plans and for monitoring and supervising the Employment Guarantee Scheme in the District. It will prepare ZP EGS plans not exceeding 10% of the value of works (works covering more than one mandal).
- b) **District Programme Coordinator (DPC)**: The State Government has designated District Collector as District Programme Coordinator. The DPC shall be responsible for the overall coordination and implementation of the Scheme in the District. The District Program Coordination Office – called “EGS Unit” shall be established in each district. The EGS Unit is headed by Additional District Programme Coordinator & PD, DWMA and comprises of three functional wings viz., works, MIS, Funds.

The DPC shall perform the following functions with the assistance of EGS unit:

- a) DPC is primarily responsible for implementation of the Scheme in accordance with the provisions of the Act and guidelines issued by Government from time to time.
- b) Specific functions of DPC are:
  1. Provide supportive guidance to POs, to assess labour demand and match with works.
  2. Supervise and monitor the functioning of POs and the line departments in the implementation of the Scheme.
  3. Manage the funds and ensures proper accounting and auditing of the funds.
  4. Ensures transparency, accountability and quality control and the execution and maintenance of the works.

5. Ensures that the Additional DPCs discharges their responsibilities as envisaged in the Scheme.
6. Coordinates with PRI bodies in the planning and implementation.
7. Receive the Mandal plans from the Programme Officer and consolidate them along with Zilla Parishad project proposals received from other executing agencies for inclusion in the District EGS Plan for approval by the Zilla Parishad.
8. Prepare a labour budget by December containing the details of anticipated demand for unskilled manual work in the district and plan for engagement of labour in the works. These labour budgets will be prepared for the next financial year and submitted to the Zilla Parishad.
9. Accord administrative sanctions for the works included in the District EGS Plan and assign executing responsibilities to various agencies like panchayats, line departments etc.
10. Release funds to MPDO and Programme Officer.
11. Conduct periodical inspection of works for quality control and vigilance.
12. Maintain accounts and get periodic audit done.
13. Have interface with NGOs/ wage seekers' unions and coordinate with line departments.
14. Perform other functions like commissioning studies and impact assessments, monitoring and evaluation.
15. Redress grievances of applicants.
16. Empowers the PRI bodies for enabling them to discharge their responsibilities of planning and implementation of the Scheme.
17. Ensures that the SHGs ,VOs, MS are adequately empowered to access the Scheme to its members. This will be achieved by organising trainings to the SHGs and their federations.

**(c) Additional District Programme Coordinator – PD,DWMA:**

Project Director, DWMA is designated as the Additional District Programme Coordinator(ADPC). ADPC will work under the direction, control and superintendence of the DPC. He/she will head the EGS unit at the district level and shall be responsible for overall program management at the district level. He shall report to DPC and also SPC. The specific responsibilities of the ADPC are:

1. Responsible to disseminate all Government orders and instructions from CRD relating to EGS to all the Addl. DPCs, POs, line departments and PRI bodies.
2. Responsible for management information system.
3. Assists DPC in management of funds.

4. Maintenance of accounts and audit.
5. To report on EGS at various district level bodies such as GB of Zilla Parishad, DPC and DRDA Governing Body.
6. External relations particularly with the media on matters relating to EGS.
7. Is the drawing and disbursing officer of the EGS unit.
8. Assists the DPC in discharging his/her functions.
9. Assessment of labour demand and matching of works by directly interfacing with POs.
10. Coordination with various line departments and NGOs.
11. Conduct periodical inspection of works.
12. Redressal of grievances and enquiry into complaints.
13. Responsible for collection and sending of reports.
14. Upload information to State Computer Centre (SCC) with the help of Computer operator placed at DCC.

**Registers to be maintained:**

Grievance register --- Form 34.

**(d) EGS Unit:**

1. The EGS unit consists of an Additional Project Director (APD) of the rank of a deputy director/assistant director who will be responsible for HR matters, capacity building procurement, contracts and financial matters. The APD also performs the role of system administrator for the MCCs in his/her jurisdiction. As administrator of MCC, he/she is responsible to maintain the Master data as directed by state-level administrator for the computer programme.
2. The district EGS Unit will also have Programme Managers (as many as revenue divisions) who can be government staff on deputation (Dy.EE/Assistant Director(Ag., Forest) cadre) or recruited from open market. The Programme Managers will have territorial jurisdiction to liaise between POs and PD,DWMA. They will be responsible for technical scrutiny of works proposals, undertake field visits and will be responsible for quality control. The unit will also have one Finance Manager either from open market or from the Government (DR cadre from the Cooperative department), one Computer Programmer cum MIS analyst, four assistants(two for accounts and two for administration) and two attenders /office assistants. The open market candidates will be recruited by a committee consisting of Collector and all Additional District Programme Coordinators. The applications will be called for by newspaper advertisement.
3. In the Schedule areas, there shall be an EGS unit attached to the ITDA with a special officer(Assistant Director cadre) and one assistant.

**(e) Additional District Programme Coordinator -CEO,ZP:**

1. CEO,ZP assists the DPC in coordinating the Planning and implementation of the EGS with PRI bodies.
2. CEO,ZP shall assist the Zilla Parishad in approving the District EGS Plan and send to DPC the approved plan for according administrative sanction.
3. Get the technical estimates for the ZP works through the concerned line departments using the concerned MCC.
4. Provides supportive guidance to MPDOs in planning and implementation of the programme.
5. Reviews the implementation of the Scheme with MPDOs.
6. Plan, coordinate and supervise capacity building activities for the elected representatives and officials of the PRIs.

**(f) Additional District Programme Coordinator - PD,DRDA:**

1. The PD,DRDA plays a very crucial role in involving the SHGs and their federations in generating demand from the wage seeking families.
2. He/she will be responsible to orient the SHGs and their federations in this regard.
3. Responsible for planning and coordinating capacity building activities for the SHGs and their federations.
4. Encourage the SHGs/VOs to identify wage seeker friendly works and ensure that they are included in the GP EGS Plan.
5. Build the capacities of the SHG/VO to provide support services to the GP on EGS.
6. Enables the Village, Mandal and District level CBOs to constitute EGS Committees and provides continuous support to them.
7. Ensures that EGS is discussed as one of the agenda items in SHG, VO, MS and ZS meetings.
8. Ensures that Area Coordinators, APMs and CCs accord highest priority to EGS and devote their time and energies in facilitating SHGs and their federations to access the scheme.
9. Assists the VOs in facilitating the Job Card holders in opening the bank /post office accounts.
10. Enables the MS to prepare the Annual EGS capacity building plan as part of their annual works and financial plan.
11. Secures transfer of fund to MS for capacity building activities.

12. Help build groups of the wage seekers on the lines of the SHG/VO to enable them to fight for their rights and entitlements.

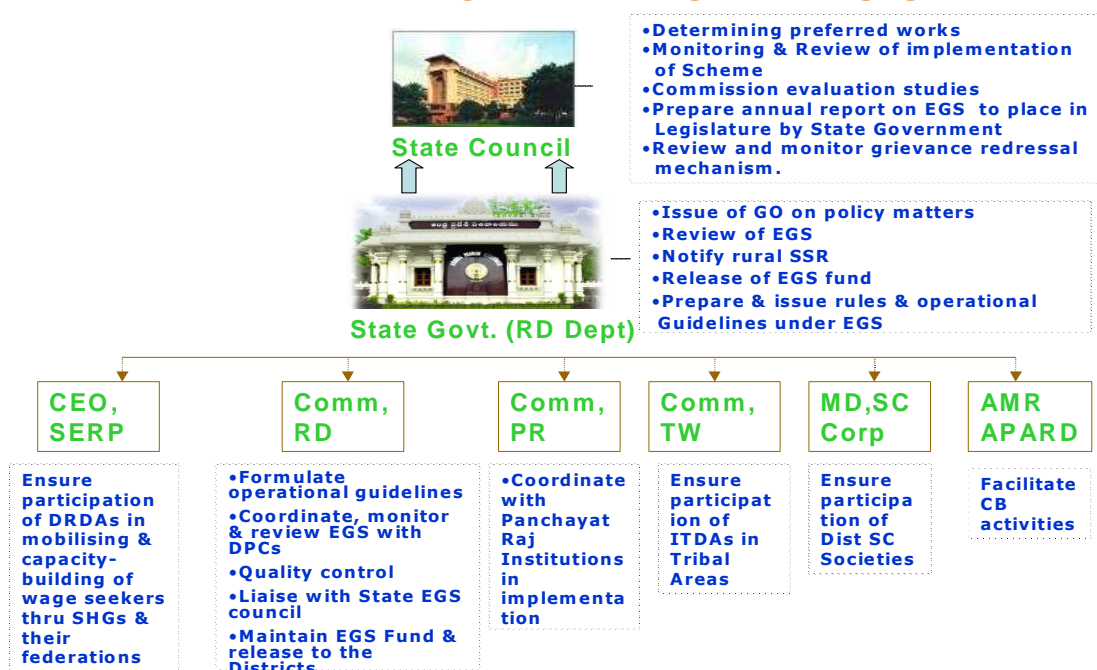
**(g) Additional District Programme Coordinator - PO,ITDA( in agency areas):**

1. The PO,ITDA shall assist the DPC in the implementation of the Scheme in Agency Areas.
2. In Agency areas, the PO,ITDA performs the following functions:
3. Assessment of labour demand and matching of works by directly interfacing with POs.
4. Develop a strategy to ensure that works that are specifically suited to the tribal areas are included in the EGS plans to ensure livelihood enhancement.
5. The PO,ITDA receives Mandal EGS plans from the MPDOs in the Agency Area, consolidates them and places before the ITDA Governing Body which is the equivalent of GB of Zilla Parishad for the agency area.
6. Shall assist the Governing Body of ITDA in approving the ITDA EGS Plan and send to DPC the approved plan for according administrative sanction.
7. Get the technical estimates for the works through the concerned line departments using the concerned MCC.
8. Provides supportive guidance to MPDOs in planning and implementation of the programme.
9. Plays a very crucial role in involving the SHGs and their federations in generating demand from the wage seeking families.
10. He/she will be responsible to orient the SHGs and their federations in this regard.
11. Responsible for planning and coordinating capacity building activities for the SHGs and their federations.
12. Encourage the SHGs/VOs to identify wage seeker friendly works and ensure that they are included in the GP EGS Plan.
13. Ensure that adequate publicity is made to motivate tribals to apply for various positions under the Scheme.
14. Coordination with various line departments and NGOs.
15. Conduct periodical inspection of works.
16. Redressal of grievances and enquiry into complaints.
17. Responsible for collection and sending of reports.

**(h) Executing Agencies:** In addition to Panchayats, Line Departments, can also be identified as Executing Agencies. The line departments shall be responsible for following the provisions of the Scheme and to ensure quality of works that they execute. For the works executed by the Executing Agencies, the Muster rolls will be maintained by the FA. Pay orders for the works will be issued by the MPDO.

## 2.2.4 State Level

### IMPLEMENTATION ARRANGEMENTS-STATE



#### (a) The Commissioner, RD

**Commissioner, Rural Development shall be the State Programme Coordinator EGS.** The Commissioner RD will be assisted by a EGS unit at state level. The composition of the EGS unit will be as under.

- 1) Director
- 2) State Program Manager
- 3) Program Manager(Tribal Areas)
- 4) Program Manager(Technical)
- 5) Program Manager IT & MIS

- 6) Program Manager, Communications and documentation.
- 7) Finance Manager(Dy.Registrar cadre)
- 8) Program Manager (Capacity Building & Training)
- 9) Supporting staff - two Accounts assistants, 1 Civil Engineer, 3 Programme Executives, 5 Programme assistants, two PS , 6 messengers-office assistants, 2 drivers & 1 Watchman .

CRD and SPC is responsible for the following functions:

1. Formulate operational guidelines for effective implementation of the Scheme
2. Coordinate with the DPCs and ensure that the Scheme is implemented so as to realize its objectives .
3. Design and manage capacity building and IEC inputs.
4. Monitoring and review with District Programme Coordinators/ADPCs.
5. Quality control and vigilance.
6. Liaise with State Employment Guarantee Council.
7. Facilitating cross-learning across districts and also at the national level.
8. Promoting innovations and developing new initiatives within the scheme.
9. To ensure that the system of grievance redressal, social audit, application of the right to information, and other measures of public accountability and transparency are effective as well as responsive to the demands of APREGS workers and the community.

### **(b) Director EGS**

Director EGS assists the SPC and CRD in the implementation of the programme. Director EGS will report to Commissioner (Rural Development) in implementation of the APREGS. Director will head the EGS unit in the office of the Commissioner Rural Development. He/She is empowered to review and monitor the implementation of the Scheme with PDs DWMA, Programme Officers. The Director is responsible for quality control and vigilance. The State Computer centre shall be under the charge of the Director EGS. The following powers, responsibilities and tasks are assigned to Director (EGS):

#### **(i) Administration**

1. Deals with all correspondence including currents.
2. Reply to all currents of routine and non policy type directly
3. Leave sanction to all program staff and other office staff
4. Identify the omissions and leakages of the implementation officers at mandal level and district level, including Programme Officers and hired



- staff and initiate appropriate disciplinary action in order to implement the program effectively and transparently.
5. Write and initiate ACRs of staff of all officers working in the project at state level EGS unit.
  6. Day to day administration of the program in the absence of the Commissioner.
  7. Any other administrative tasks as assigned by Commissioner, RD .
  8. All files from all wings about the program shall go to Commissioner through Director EGS

**(ii) Financial**

1. Purchase, procurement of any material related to program or to administration costing up to Rs. 3,00,000.
2. Sanction powers for activities such as work time motion studies, training programs, consultancy works and other expenditure up to Rs 5,00,000.
3. Support Commissioner in all financial management matters, Budget and Expenditure.
4. All files from all units of program relating to finance management shall go to Commissioner through Director EGS.
5. He/She will operate the administration funds of EGS collected from the districts or received directly from the Government.

**(iii) Programme-related**

1. Assist CRD in formulating policies and planning process.
2. Assist CRD to implement the program in qualitative manner.
3. Assist CRD in coordinating with the other programmes of the Government and other agencies in connection to EGS.
4. Any other program tasks assigned by the CRD.
5. Carry out inspections to programme districts and sites of the works and issue necessary instructions and advice the district EGS units in smooth implementation of the EGS .
6. All program files from all units of program shall go to CRD through Director EGS.

**(c) Commissioner, Panchayat Raj:**

1. The Commissioner, Panchayat Raj (CPR) shall coordinate the implementation of the Scheme with the Panchayat Raj Institutions (PRI).
2. Organise trainings for PRI bodies.
3. Organise exposure visits for the PRI bodies.
4. Orient and train Panchayat engineers in adopting the non-negotiables of the Scheme.

**(d) Chief Executive Officer, Society for Elimination of Rural Poverty (SERP):**

1. The Chief Executive Officer, Society for Elimination of Rural Poverty (SERP), shall ensure the involvement of DRDAs in mobilization and capacity building of the wage seeking families through the Self-Help Groups of women and their Federations at the Village, Mandal and District level for accessing their rights and entitlements and for delivering some services to the wage seekers.

**(e) Commissioner, AMR-APARD:**

1. The Commissioner, AMR-APARD, shall provide capacity building support to the PRIs and the line departments.
2. Will anchor appointment of staff like the POs.

**(f) Commissioner, Tribal Welfare:**

1. The Commissioner, Tribal Welfare, shall ensure the involvement of ITDAs in implementation of the Scheme in Agency Areas.

**(g) Managing Director, APSC Cooperative Finance Corporation Ltd.:**

1. The Managing Director, APSC Cooperative Finance Corporation Ltd., shall ensure the involvement of District SC Service Cooperative Societies in enabling the Schedule Castes households to access their rights and entitlements particularly in development of their lands with irrigation facilities.

**(h) State Government**

The functions of State Government are:

- 1) Provides guidance and support to the SPC and District Program Coordinators for effective implementation of the Scheme.
- 2) Coordination with relevant departments.
- 3) Monitors the implementation of the Scheme.
- 4) Evolve appropriate policy and program architecture for dealing with issues critical to the successful implementation of the Scheme.
- 5) Make rules on matters pertaining to State responsibilities under the Act (32(1)).
- 6) Provide Budget provision for release of State share.
- 7) Planning and implementing EGS.
- 8) It will establish a network of professional agencies to ensure technical support to the Implementing Agencies as well as for quality-control measures.
- 9) It will also ensure that the implementation of the Scheme at all levels is

- transparent and accountable to the public.
- 10) Depending on its economic capacity, the State Government shall pay unemployment allowance if employment is not given in 15 days.
  - 11) Conduct impact assessment and evaluation studies.
  - 12) Notify Rural SSR from time to time.

#### **(i) State Employment Guarantee Council**

The State Government shall set up Employment Guarantee Council. Andhra Pradesh State Employment Guarantee Council constituted under 12(1) of the NREGA,2005 shall be the advisory body for the purpose of the AP Rural Employment Guarantee Scheme. It shall advise the state government on all matters related to the scheme, determine the preferred works, promote dissemination of information about the Act, review the monitoring and redressal mechanisms along with the implementation and prepare the annual report to be placed before the state legislation by the state Government. It shall perform any other duty as assigned by the Central Council or the State Government.

- 1) The State Council shall have the power to undertake an evaluation of the Schemes operating in the State and for that purpose to collect or cause to be collected statistics pertaining to the rural economy and the implementation of the Schemes and Programmes in the State.
- 2) Deciding on the 'preferred works' to be implemented under APREGS, and recommending the proposals of works to be submitted to the Central Government by the State Government under Schedule I Section 1 (ix) of the Act.
- 3) Following are the Terms and conditions of the members of the State Employment Guarantee Council.
  - a) The term of the non official members appointed as the members is for a period of 5 years
  - b) The official members of the Council continue to be the members as long as they are in the office.
  - c) The non official members are entitled for sitting fee to be notified by the State Government, when ever they attend the Council meetings.
  - d) The State Council shall meet atleast once in a quarter.
  - e) 50% of the members, both official and non official members present in the meeting constitute the quorum for the Council meetings.

#### **(j) Delegation of Powers**

The administrative and financial powers are delegated as under:

1. The SPC/Commissioner,RD will have the power to give financial sanctions for capacity building, administration and IEC component for the allotted budget under the Scheme.

2. The Director,EGS will have the power to give financial sanctions for capacity building, administration and IEC component upto an amount of Rs.3.00 lakhs.
3. The DPC/Collector will have the power to accord administrative sanctions for all works in the district. He will also have the power of selection of supporting staff of ADPC and PO. He will also have financial powers to sanction for components like capacity building, administration and IEC from the allotted budget under the scheme.
4. The ADPC(PD,DWMA) will be the drawing and disbursing officer of the EGS unit. On matters having administrative approval of Collector, he/she will have the cheque-signing power upto three lakh rupees.
5. The PO will be the drawing and disbursing officer for his office. On matters of capacity building, on administrative approval from DPC, he/she has cheque-signing power upto 10 thousand rupees.
6. The MPDO will have the financial powers to sanction for payments of wages and for remuneration to Technical Assistants.

#### **(k)Role of Civil Society Organizations (CBOs, Labour groups and NGOs)**

##### **i) Community Based Organisations:**

It is expected that these organisations would protect the interests of labour in securing their wage entitlements and ensure facilities at the work sites. They can facilitate backend support for the activities taken under the Scheme to promote livelihoods for the poor.

##### **ii) Labour Groups/ Unions:**

1. Facilitate dissemination of information related to entitlements to wage seekers and help in their capacity building.
2. Represent on grievances, if any on behalf of the wage seekers to the Programme Officer.
3. Participate and help in the social audit processes.
4. Participate in the monitoring and review committees at various levels.

##### **iii) Non-Government Organisations:**

1. Take up independent programs to disseminate information and build capacities of Gram Panchayats and wage seekers.
2. Try out innovative approaches.
3. Participate in the monitoring and review committees at district and state levels.
4. Represent on the issues related to the implementation of the scheme to the Programme Officer.

## 2.3 TRAINING OF KEY AGENCIES AND INSTITUTIONS

2.3.1 All key agencies will need to be trained in discharging their responsibilities under the Act. This will include Gram Panchayats, other PRIs, CBOs, District and State-level department personnel involved in implementing APREGS.

2.3.2 The capacity building strategy aims at providing inputs on knowledge, attitude and skills required by the stakeholders. It has an initial phase which is very intensive and focused at village level, followed by reinforcing inputs as and when required.

### 2.3.3 The Objectives:

Following are the objectives of the capacity building strategy:

1. To develop networking among resource organizations.
2. To decentralize the capacity building strategy.
3. To cover all the stakeholders upto village level.
4. To provide integrated inputs on awareness, planning and handholding on certain tasks.
5. To provide mechanism for continuous monitoring and evaluation.

### 2.3.4 The Strategy:

**a) State Cell:** At the state level, a Special Cell in the O/o CRD will provide the required support in coordinating the activities. The other tasks that the special cell will handle include:

1. Identification and short-listing of resource organizations.
2. Identifying core competencies of these organizations.
3. Organise workshops.
4. Shortlist activities & agencies.
5. Receive, scrutinize and finalise proposals.
6. Issue contracts.
7. Monitor the progress of contracted activities.
8. Any other Activity required to be taken up at state level.

### **b) State Resource Persons:**

About 35 State Resource Persons will be identified from among the resource persons with various agencies which have expressed interest to work on APREGS. The SRPs would be selected based on their experience, expertise, attitude and aptitude to capacity building activities.

The responsibilities of the SRPs would be as follows:

1. Work as a team to develop capacity building modules.
2. Train the District Resource Persons.
3. Follow-up trainings at District level.
4. Consolidate learnings and provide inputs to improve modules.

The SRPs would work in teams of 4-5 members each and having following competencies.

1. Participatory Planning
2. Preparation of shelf of projects
3. Process Guidelines
4. Facilitation skills
5. Technical knowledge

Each team of SRPs would complement each other and ensure that all aspects of capacity building are covered.

The SRPs would be guided by 3-4 persons who have proven experience in the field of planning and implementation of EGS. They may include faculty of NIRD and others.

**c) District Resource Persons:**

Each of the 13 districts will select about 20 Resource Persons as DRPs. The DRPs will be trained at AMR-APARD in batches of 20-25, simultaneously in 7 batches. Each SRP team will handle one DRP team at a time. The duration of the programme will be for 2 days. Activities in this programme would include.

1. Introduction to NREG Act
2. Facilitating skills
3. Participatory Planning

4. Preparation of shelf of projects
5. Process Guidelines
6. Any other activities

The programme would include activities which are class-room based as well as practice oriented.

**d) Mandal Resource Persons:**

Each Mandal would be divided in to 3 clusters (existing IKP cluster approach would be used). The MPDO, MRO and EO (PR&RD) would be incharge of each cluster. They will be assisted by the Community Coordinator, one MRP, youth (2nos). Thus, each cluster will have a team of resource persons numbering 4 and led by MPDO/MRO/EO(PR&RD).

In a Mandal, about 15 Resource Persons (5X3 clusters) need to be trained as MRPs. The DRPs will divide into teams of 2-3 members each (10 teams per district) and organize training for the MRPs at the Divisional level. In each batch of training, MRPs of 2 mandals (30nos.) will participate. Thus, each DRP team would be organizing 2-3 training batches for MRPs based on the number of mandals in the district.

The capacity building programme for MRPs would be for 4 days. All aspects covered for DRPs would be covered here and the focus would be more on practice. Major portion of the training would be supported by audio-visual means followed by discussion.

**e) Workshops at village level:**

The MRPs in each cluster will draw up a programme of visits to each Gram Panchayat and inform in advance.

Each cluster team will have a jeep with them. The jeep will exhibit banners on APREGS and would play advertisements and songs on the audio system fitted to it.

A day before the visit of the cluster team of MRPs, Kalajatha team would visit the GP and give their performance to create awareness. The youth in the MRP team would follow it up through the jeep.

The programme in each GP would be for 3 days. The MRPs will stay in the GP for all the 3 days and carry out activities that would include:

1. Rapport building.
2. Orientation on APREGS.
3. Identification of works.
4. Conducting Gram sabha and Ward Sabha.
5. Preparing shelf of projects.
6. Obtaining Gramsabha approval for prioritized works.

The participants in the village workshops would include: Sarpanch, all Ward members, MPTCs, VO Office bearers, SHG leaders, Youth, etc.

The MRPs will move to the next GP after the programme is over. Like this, each MRP team would cover 7-8 GPs in a month's time. After completion of all the GPs in the cluster, the 3 MRP teams would meet at the Mandal level and consolidate the learnings and plans.

## **2.4 COMMUNICATION OF APREGS**

2.4.1 The Act confers entitlements upon people and puts their demand centre stage. For people to know their rights under the Act, effective communication of information about the Act and the Scheme is essential. The basic features of the Act and the Scheme is widely publicized in local languages. Critical aspects of the Act such as the process of registration and application, the entitlements of APREGS workers, social audit and grievance redressal procedures, and the roles of different agencies is communicated in clear and simple language. Multimedia communication processes appropriate for different stakeholders is designed and implemented. Intensive interpersonal communication such as discussions and conventions organized to generate awareness.

2.4.2 While intensive communication should precede the introduction of the Act, communication is also an integral part of the implementation process, aimed at making this legislation a 'People's Act'. The effectiveness of this communication process will be evident in the extent to which people who need work under this Act register and apply for work. Other signs of successful communication include the active involvement of local communities at every stage, prompt grievance redressal, vigilant social audits by the Gram Sabhas, and wide use of the right to information. The communication process so designed to help people articulate their demands and claim their entitlements.



2.4.3 Intensive multi-media communication strategy was launched on February 16th, 2006 with Gram Panchayat kits consisting of a set of publicity material being given to Sarpanches. The GP kit was sent to each GP. A set of posters was sent to each Village Organisation. The following types of campaigns should be taken up regularly in the State.

1. **AIR-DDK:** Different programmes i.e. songs, play lets, discussions, interviews, experience sharing, problems & solutions, questions etc shall be held.
2. **Short duration 35 mm film :** Short duration 35 mm Films consisting of 4-5 mins shall be produced and released in all Cinema theatres through films division.
3. **Video Spots:** Produce small Video Spots covering key features of APREGS and telecast through Citicable in all project districts.
4. **Training films:** 12 films produced for training purpose at different levels should be regularly used as and when training programmes are held.
5. **Slogan writings:** To ensure that slogans are got written on a regular basis.
6. **Wall writings:** The VOs to update wall writings periodically.
7. **Posters, leaflets & door stickers:** Posters, leaflets & door stickers to be distributed to Mandal and village level.
8. **Event based Press note:** When ever an event is planned/conducted pertaining to Scheme a press note will be issued to all news papers as part of communication strategy.
9. **Press tours and conferences:** Press tours and conferences to be conducted once in two months both at state and district level. The reporters to taken for a field visit to interact with wage seekers. The services of community reporters of IKP will be used where ever they are available for conducting individual interviews, opinion polls and collection of success stories.
10. **Publication of articles in IKP news** letters with the help of IKP community Reporters.
11. **Migrants recall cards:** With the help of Village poverty document ( IKP), the addresses of migrant labourers will be collected by EG mandal resource persons and Village organizations and communicate the message on a post card in the name of district collector mentioning about the benefits the scheme.

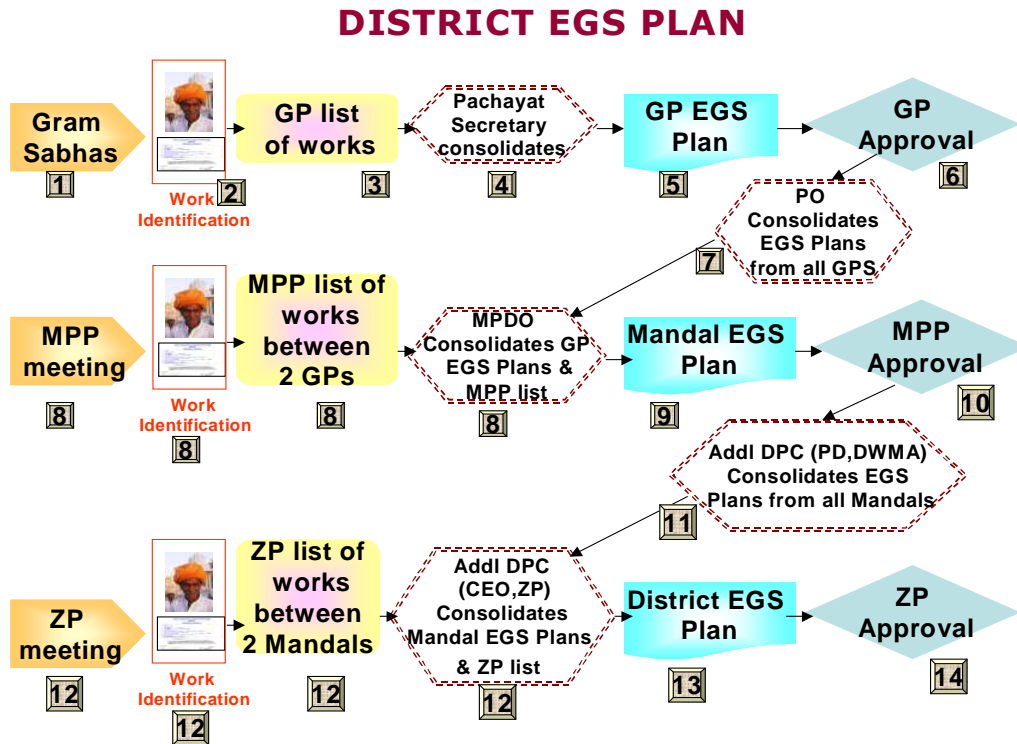
12. **Pillar Boards:** Pillar Boards to be erected on important National & ZP Highways in each district.
13. **APSRTC Bus Paintings:** Paintings on buses to be taken up periodically.

# PLANNING

## 3.1 PLANNING

- 3.1.1 Planning is critical to the successful implementation of APREGS. A key indicator of success is the timely generation of employment within 15 days while ensuring that the design and selection of works are such that good quality assets are developed. The need to act 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.
- 3.1.2 The Panchayat Raj bodies are the principal planning and implementation agencies as per NREGA. The word implementation implies monitoring and supervising the implementation of the Act. The PRI bodies also execute the works which implies that the GP, Mandal Parishad and ZP actually carry out the work.
- 3.1.3 Section 16(4) of the Act requires the Gram Panchayats to forward proposals for APREGS projects to the Programme Officer for scrutiny and preliminary approval prior to the commencement of the year in which these projects are to be executed.
- 3.1.4 The Programme Officer is responsible, under Section 15(3) of the Act, for matching the demand for work in the Mandal with the employment opportunities arising from APREGS projects. For this purpose, he/she is expected, under Section 15(4), to prepare a plan for the Mandal by consolidating the proposals of the Gram Panchayats and the Mandal Panchayats. Under Section 13(3), the Mandal Panchayat has to approve and forward the Mandal Plan to the Zilla Parishad .
- 3.1.5 Under Section 14(6) of the Act, the District Programme Coordinator is required to prepare a 'labour budget' by the end of December for the next financial year. This labour budget should contain the details of the anticipated demand for unskilled manual work in the District, and the plan for engagement of labourers in APREGS works. It should be submitted to the Zilla Parishad .
- 3.1.6 The need to coordinate different levels of planning, and to prepare a 'shelf of projects' to offer employment on demand, requires the preparation of an Annual Plan for the District. This should be done well before the commencement of the year in which the works are to be executed.
- 3.1.7 The Annual Plan will be like a rolling plan, since the approved shelf of projects will carry over from one financial year to the next. Thus, the Annual Plan cannot be seen in discrete terms. Rather, it should be seen as part of a longer-term strategy for sustainable employment generation in the District. The need to integrate work priorities with a longer-term development strategy is reflected in Schedule I of the Act, which states

that the 'creation of durable assets and strengthening the livelihood resource base of the rural poor shall be an important objective of the Scheme'. It is suggested, therefore, that Districts develop Perspective Plans to enable them to assess the causal factors of poverty and possible interventions.



## 3.2 THE DISTRICT PERSPECTIVE PLAN

3.2.1 The District Perspective Plan (DPP) is intended to facilitate advance planning and to provide a development perspective for the District. The aim is to identify the types of APREGS works that should be encouraged in the District, and the potential linkages between these works and long-term employment generation and sustained development.

3.2.2 A District Perspective Plan of five years will have the advantage of facilitating annual working plans on the basis of which annual budgets can be estimated and drawn up, and also give a continuum to plan works beyond the restriction of a financial year. The District Perspective Plan will serve as a framework of long-term planning, but it will be flexible enough to respond to the new emerging needs of the area, the experience of implementation, and the new works approved by the Central Government.

3.2.3 Generally, a District Perspective Plan will have the following features:

- a) Village-based: with the village as the unit for planning;
- b) Holistic: cover socio-economic aspects of development;
- c) Diagnostic: include a causal analysis of poverty. This will help identify gaps and needs, and indicate the nature of inputs required.
- d) Delineate baselines;
- e) Indicate outcome-based strategies;
- f) Indicate methods for measurement of outcomes; and
- g) Map resources.

3.2.4 The District Perspective Plan will enable the adoption of a project approach to works rather than just an activity approach. It will also facilitate an inter-sectoral approach, so that Districts can address certain fundamental causes of poverty in the area.

3.2.5 If the Perspective Plan has been made under the National Food for Work Programme (NFFWP), it should be revisited in order to serve the purposes of NREGA. For this purpose, the draft Plan should be discussed and approved, with modifications if need be, by the Gram Sabha, Gram Panchayat, Mandal Panchayat and Zilla Parishad . At the village level, efforts should be made to ensure the participation of those who are likely to seek work under the Act. Their demand for work as well as their preference for the nature and time of work should be elicited, so that the Plan becomes an instrument to give them employment according to their need. Each village should develop its Perspective Plan, so that it can benchmark the incremental improvements associated with APREGS.

### **3.3 THE ANNUAL PLAN**

3.3.1 The Annual Plan will be the working plan that identifies the activities to be taken up on priority in a year. The Perspective Plan will provide the framework for facilitating this identification. If new activities need to be taken up, their justification should be indicated in terms of needs and outcomes. The process for this will be as stipulated in the Act, based on the participation of the community, with a principal role assigned to the Panchayats.

3.3.2 The annual planning process for the next financial year should be completed by December end of every year, including approval of the plan by the Zilla Parishad. The DPC shall prepare a labour budget for the next financial year containing the details of the anticipated demand for unskilled manual work in the district, which shall be the basis for the planning.

**3.3.3** The DPC shall arrive at the value of all works that need to be taken up to meet the anticipated labour demand and communicate the proportionate value of works to be identified by the PRIs in the ratio of 75:15:10 among Gram Panchayats, Mandal Parishads and Zilla Parishad.

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

**3.3.5** The steps in the planning process are as follows:

**(a) Gram Sabha(GS)**

(i) The shelf of works should be identified in the Ward Sabhas. The Ward Sabhas should be invariably conducted in weaker section localities (SC/ST localities) of the village preferably in the evening hours to ensure presence of potential wage seekers. All the proposals received in the Ward Sabhas are to be consolidated and put up for the approval in the GS.

(ii) Village Organisation (V.O) should be fully involved in the process of identification of shelf of works in the Gram sabha.

iii) It is required to form three teams per Mandal each consisting of four functionaries as given below to facilitate conducting gram sabhas: one CC of IKP, one engineer(PR,RWS,R&B, one CRP/MRP of IKP & one youth of the Mandal.

iv) These teams will visit villages as per schedule and shall help /assist the Sarpaches and secretary of the Gram Panchayat in conducting Gram sabhas as per EGS norms. This team will visit villages allotted to them as per the schedule prepared by the MPDOs. The team will be staying in each Gram Panchayat for

two days to facilitate identification of the works and approval in the Gram sabha.

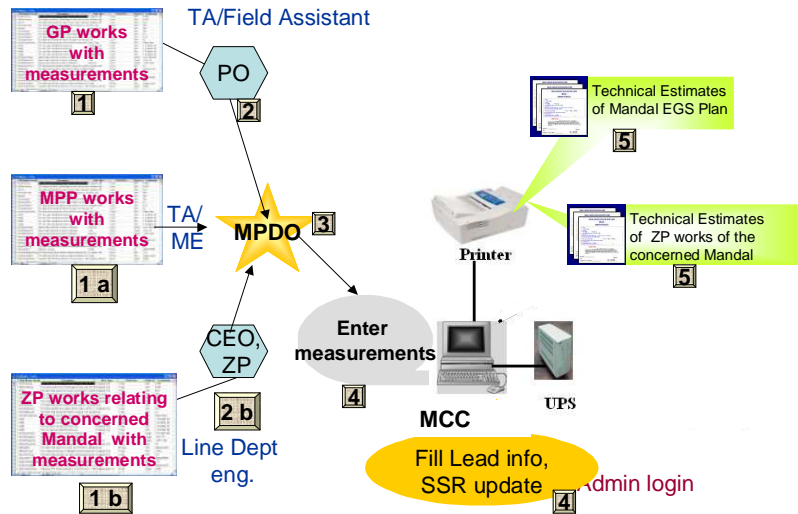
- 3.3.6 The recommendations formulated in the Gram Sabha and the Ward Sabhas, will be forwarded to the Gram Panchayat. Gram Panchayat shall prepare proposals in the 60:40 wage material ratio by taking 150% of the estimated demand. In case insufficient works are identified, the Gram sabha may recommend additional works. Based on these recommendations, the Gram Panchayat will prepare an Annual Plan and forward it to the Programme Officer. The Annual Plan should indicate clearly the existing demand for work, the demand in the previous year, the works taken up in the previous year, ongoing works and works proposed for the next year, likely costs and the proposed Executing Agencies. The GP can execute all the works contained in the approved in the GP EGS Plan or chose to entrust not more than 25% of value of works to other executing agencies.
- 3.3.7 The Programme Officer will scrutinize the Annual Plan for its technical feasibility. He/she will satisfy himself/herself that it meets the likely demand for employment based on the registrations and previous experience. He/she will ascertain that the employment opportunities arising from the projects in the area under his/her 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.
- 3.3.8 The Programme Officer will not reject a proposal received from the Gram Panchayat. If the proposal is not within the parameters of the Act, or appears technically unfeasible, the Programme Officer will record his observations on the proposal and returne to the Gram Panchayat for this body to replace it with a valid proposal.
- 3.3.9 The Mandal Parishad will maintain the priority indicated by the Gram Panchayat. It is possible that there may be a need for works that involve more than one Gram Panchayat. The Mandal Parishad shall hold consultations at its level to invite suggestions for works that may involve more than one Gram Panchayat. Suggestions of elected public representatives of that area, NGOs, Mandal Mahila Samakhyas, labour unions, women organisations and line departments will be considered by the Mandal Parishad. The MPDO shall get detailed estimates prepared for the proposed works at the Mandal level, taking care that if a work cuts across two Gram Panchayats, then it may be split into two parts and estimates prepared Gram Panchayat wise. The consolidated GP proposals ie the Mandal EGS Plan (F7), shall be approved by the Mandal Parishad and forwarded to the Additional District Programme Coordinator & PD,DWMA. It is, however, reiterated that the priority of works in a Gram Panchayat will be as determined by the Gram Panchayat.
- 3.3.10 The Addl. District Programme Coordinator will scrutinize the Mandal

EGS plan of all the Mandal Parishads, examining the appropriateness and adequacy of works in terms of likely demand as well as their technical and financial feasibility. He/she will consolidate all these proposals into a District EGS Plan proposal to be discussed and approved by the Zilla Parishad . The time frame for each project must be specified in the Annual Plan. The District EGS Plan will comprise Mandal-wise list of works. The Mandal-wise list of works will be arranged Gram Panchayat-wise. The Zilla Parishad shall hold consultations with the executing agencies to invite suggestions for works that may involve more than one Mandal Parishad. The Zilla Parishad will examine and approve the District EGS Plan(F8).

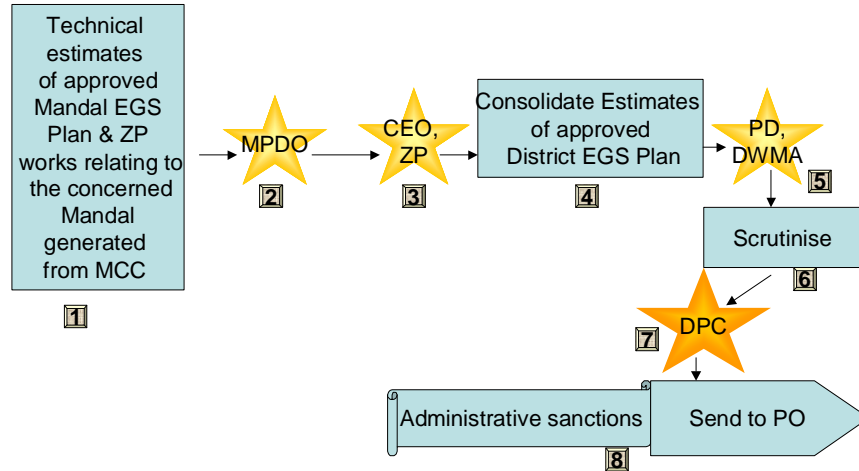
3.3.11 The District Programme Coordinator will coordinate the preparation of detailed technical estimates(taking care that if the work cuts across two gram Panchayats/Mandals, then the work may be divided into two parts and estimates prepared Gram Panchayat wise) and accord administrative sanctions. The District Programme Coordinator shall scrutinize the District EGS Plans examining the appropriateness and adequacy of works in terms of likely demand as well as their technical, and financial feasibility. DPC need not wait till estimates for all the works approved by the ZP are obtained. Administrative sanctions shall be accorded for all such works for which detailed estimates are available. Each work administratively sanctioned shall be assigned a unique identification number. The administrative sanction proceedings of the DPC shall clearly show the priority number of the work as indicated by the GP/ Mandal Parishad/ ZP and also the details of the executing agency(F9). The project report of each approved work shall contain all details as may be specified in the technical/works manual of the State Government. It will also clarify the expected outcomes such as person days of employment, specifications of the physical assets (e.g. length of road, size of a tank) and enduring outcomes (e.g. area irrigated, villages connected).



## TECHNICAL ESTIMATES

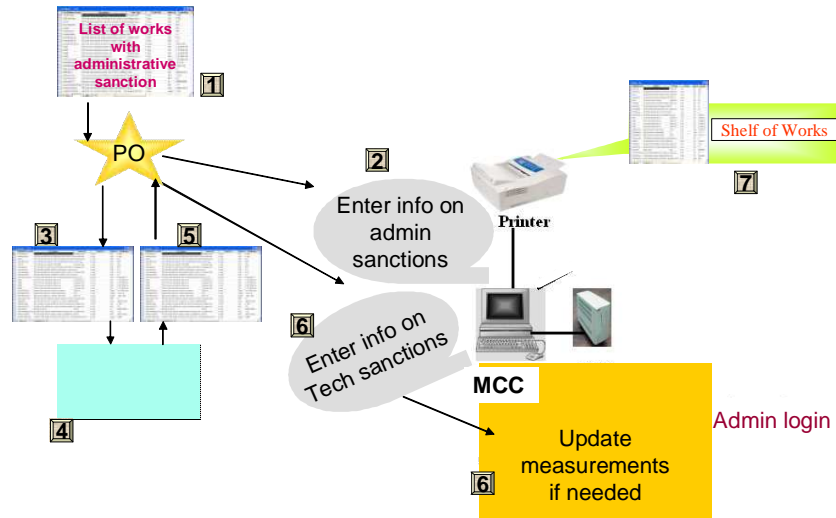


## ADMINISTRATIVE SANCTIONS



3.3.12 The works administratively sanctioned should be sorted Mandal wise and Panchayat wise at the EGS Unit and forwarded to the Programme Officer who shall maintain these as Shelf of Works(F28). Planning for projects must give priority to low-wage areas, where the demand for work at minimum wages is likely to be large. This process must be completed by December of the preceding year.

## SHELF OF WORKS



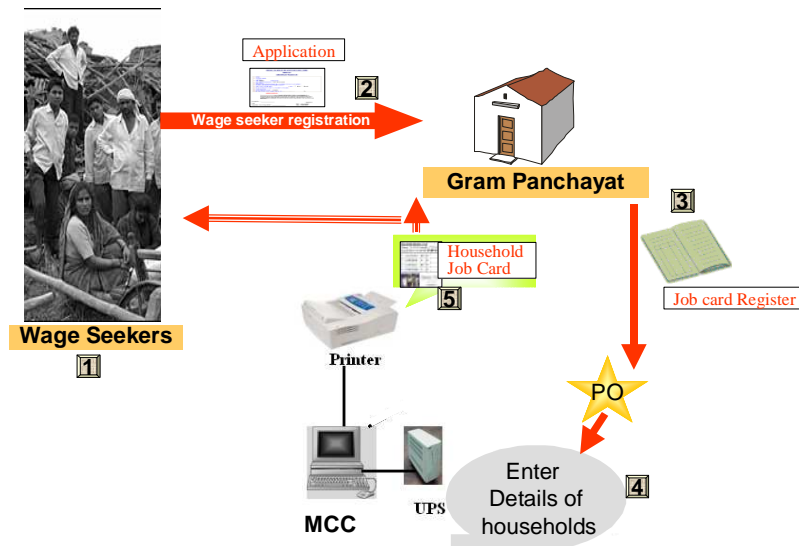
3.3.13 Approved works should be widely publicized.

# 4 REGISTRATION AND EMPLOYMENT

## 4.1 ELIGIBILITY

- 4.1.1 The APREGS will be open to all rural households in the areas notified by the Central Government. The entitlement of 100 days of guaranteed employment in a financial year is in terms of a household. This entitlement of 100 days per year can be shared within the household; more than one person in a household can be employed (simultaneously or at different times).
- 4.1.2 All adult members of the household who register may apply for work. To register, they have to:
- a) Be local residents: 'Local' implies residing within the Gram Panchayat. This includes migrant families of that area, including those that may have migrated some time ago but may return.
  - b) Be willing to do unskilled manual work.
  - c) Apply as a household at the local Gram Panchayat.
- 4.1.3 **'Household'** will mean a nuclear family comprising of mother, father, and their dependent children, and may include any person wholly or substantially dependent on the head of the family. In case of joint families the members may decide about the number of households within their family. This would apply even if the family has a common ration card. Household will also mean a single-member family. Care should be taken not to exclude single women households

## Registration & Job card



## 4.2 APPLICATION FOR REGISTRATION

4.2.1 The application for registration may be given on prescribed form(F1)/plain paper to the local Gram Panchayat. It should contain the names of those adult members of the household who are willing to do unskilled manual work, and particulars such as age, sex and SC/ST status. The State Government may make a printed form available, but a printed form will not be insisted upon. The Panchayat Secretary shall receive applications for Registration and give a receipt to the applicant duly mentioning the serial number and date of application. The Gram Panchayat shall accept applications for Job Cards throughout the year. However, Gram Panchayats shall ensure that within one month of notification of the Scheme, through an effective communication campaign, most of the rural households , whose adult members volunteer to do manual and unskilled work, are mobilized to file applications.

4.2.2 The Panchayat Secretary will give a receipt to each applicant.

4.2.3 Verification of applications will be regarding local residence in the Gram Panchayat concerned, the household as an entity, the fact that applicants are adult members of the household and duplication of application.

- 4.2.4 Notwithstanding the method of application, registration and verification suggested above, a Gram Sabha shall be convened when the Act commences. The purpose of the Gram Sabha will be to explain the provisions of the Act and mobilize applications for registration.
- 4.2.5 VO and the Panchayat Secretary should mobilize applications for Job Cards. A door-to-door survey may also be undertaken to identify persons willing to register under the Act. The survey may be conducted by a team headed by the Sarpanch of the Gram Panchayat and involving Ward members, SC/ST and VO functionaries and the Gram Panchayat Secretary. The team members may be given orientation at the Mandal/District level.
- 4.2.6 To allow maximum opportunities to families that may migrate, registration will be open throughout the year at the Gram Panchayat office during working hours.
- 4.2.7 The process of verification shall be completed as early as possible, and in any case, not later than a fortnight after the receipt of the application in the Gram Panchayat.
- 4.2.8 After verification, the Panchayat Secretary will enter all particulars in the EGS Registration & Job Card Register (F26) in the Gram Panchayat.
- 4.2.9 Every registered household will be assigned a unique registration number.
- 4.2.10 Details of the registration will be sent to the Programme Officer for the purpose of reporting to the Mandal Parishad and Zilla Parishad for further planning, tracking and recording. This must be done immediately, so that the Programme Officer has a consolidated record of likely demand to enable him/ her to organize resources accordingly.
- 4.2.11 If it turns out that a person who applies for registration has submitted incorrect information regarding his/her name, residence or adult status, he/she will become ineligible. In such cases, the Gram Panchayat will refer the matter to the Programme Officer. The Programme Officer, after independent verification of facts and giving the concerned person an opportunity to be heard, may direct the Gram Panchayat to cancel such registration and Job Card. Such cancellation lists will have to be made public and should be presented to the Gram Sabha.

## 4.3 JOB CARDS

- 4.3.1 Each household that has been registered shall be issued a Job Card (F2), with a unique serial number that is valid for 5 years by Panchayat Secretary. The Panchayat Secretary shall also maintain these details in the 'Registration and Job Card Register'. The Job Cards(bar coded) should be given in sufficient number well in advance to the Panchayat Secretary. The Job Card shall have the details of the actual days of employment and wages provided to the family members under the scheme. A copy of the Job Card will be maintained at the Gram Panchayat.

The Job Card should be updated every month by the Panchayat Secretary. The work done by the individual in the entire year should reflect in the Job Card and the Employment register.

**4.3.2. Photographs** of adult members who are applicants have to be attached to the Job Card. The cost of photographs will be borne as the programme cost. The photographs must be affixed within six months from the date of issue of Job Cards. The Job Cards have a provision for addition or deletion of members eligible to work. The household should immediately report any deletions in the form of demise or permanent change of place of a member to the Panchayat Secretary. Household can apply for any additions; it should go through the same process of registration. The Panchayat Secretary shall make necessary changes of additions or deletions in the Job Card after due enquiry within 7 days after receipt of the application. The Gram Panchayat will also undertake an annual updating exercise in the same manner as registration, the time for which should be fixed keeping in mind the work and migration season of the local workforce. The additions and deletions made in the 'Registration and Job Card register' shall be read out in a gram Sabha specially convened annually for the purpose at the beginning of the financial year. The updates list shall be sent to the Programme Officer.

**4.3.3** If a person has a grievance against the non-issuance of Job Card, he may bring it to the notice of the Programme Officer. If the grievance is against the Programme Officer, he may bring it to the notice of the District Programme Co-ordinator. All such complaints shall be disposed of within 15 days.

**4.3.4** A cardholder may apply to the Gram Panchayat for a duplicate card if the original card is lost or damaged. The Panchayat shall verify the case and issue a duplicate card within 7 days of receipt of application.

## **4.4 APPLICATION FOR WORK AND WORK ALLOTMENT**

**4.4.1** Individual members belonging to a household having a Job Card or Group of wage seekers having Job Cards shall give an individual application or joint application, as the case may be on a plain paper or in a prescribed format (F3) & (F4). Applications should be given in writing on plain paper, stating the registration number of the Job Card; the date from which employment is required; and the number of days of employment required. Advance application giving details of the specific period of employment sought in the year may also be submitted. Same person can submit multiple applications provided that the corresponding periods' for which employment is sought do not overlap.

**4.4.2** The Panchayat Secretary shall accept the valid applications and give a dated receipt to the applicant. The applications shall be valid if the wage employment sought is at least 14 days and the aggregate employment provided to the household is not more than 100 days. The Panchayat Secretary shall maintain a list of the applications for work in the "Application for Work Register" (F27). In case of a person, without having a Job Card, applies for work, the Panchayat Secretary shall direct him to apply for registration.

- 4.4.3 The Gram Panchayat shall direct the applicant or group of applicants to work (F5) in any ongoing work or by starting a new work, with a work commencement letter, within 15 days of receiving applications seeking work or from the date of seeking work in case of advance application. If some applicants have to be directed to report for work beyond 5 km. of their residence, women (especially single women) and older persons should be given preference to work on the worksites nearer to their residence.
- 4.4.4 The work entitlement of '100 days per household per year' may be shared between different adult members of the same household. If several members of a household who share the same Job Card are employed simultaneously under the Scheme, they should be allowed to work on the same worksite. If unusual circumstances arise whereby members of the same household have to be allocated work on different worksites, the Gram Panchayat should ensure that the Job Card is duly processed at both worksites.
- 4.4.5 A household with disabled persons shall be entitled to wage employment for a period of 150 days per year.
- 4.4.6 To simplify process of applying for work and work allotment Gram Panchayat may take initiative to call for a meeting of the registered wage seekers to seek applications and discuss allotment of work sites. The Village Organisation or any labour organisations can be trained to take initiative in mobilizing labour for such meetings.
- 4.4.7 If it is not possible to provide work within the GP area the Panchayat Secretary shall forward the applications to the Programme officer. The PO shall coordinate with other Gram Panchayats within the Mandal and issue letter of employment to the applicant, in the GP where work is available, by marking a copy to both the Panchayat Secretaries and the MPDO.
- 4.4.8 While providing employment, priority shall be given to women in such a way that at least one-third of the beneficiaries shall be women who have registered and requested for work under the Scheme (NREGA, Schedule II, Section 6).
- 4.4.9 If a rural disabled person applies for work, work suitable to his/her ability will have to be given. This may also be in the form of services that are identified as integral to the programme. Tasks such as water-carrying, ayah, village information wall writing, shade arrangements and nurseries may be given to the disabled persons.

## **4.5 TIME-BOUND EMPLOYMENT**

- 4.5.1 The Gram Panchayat/Programme Officer shall be responsible for providing wage employment to the applicant within 15 days of the date of receipt of the application. In the case of advance applications, employment will be provided from the date that employment has been sought, or within 15 days of the date of application, whichever is later.
- 4.5.2 If a Gram Panchayat is unable to provide employment within 15 days, it

will be the responsibility of the Programme Officer to do so. The employment allotted by the Programme Officer will be intimated to the Gram Panchayat.

- 4.5.3 If an Executing Agency directed by the Programme Officer does not start work on time, or does not employ the persons directed to it for work by the Gram Panchayat, the Programme Officer will make alternative arrangements to ensure employment for those applicants.
- 4.5.4 As per Section 14(d) of the Act, the District Programme Coordinator will coordinate with the Programme Officers and the Executing Agencies to ensure that applicants are provided employment as per their entitlements. If a Programme Officer fails to provide employment, the District Programme Coordinator will intervene to make appropriate arrangements for employment.

#### **4.5.5 Unemployment Allowance**

If an applicant for employment is not provided employment within 15 days of receipt of the application seeking work, he can apply to the Programme Officer for unemployment allowance. The Programme Officer shall after due enquiry sanction or reject the applications as the case may be. If unemployment allowance is sanctioned, the MPDO shall make the payment through Secretary in such a way as determined under:

- 1) Shall not be less than one fourth of the wage rate for first thirty days of the financial year
- 2) Not less than one half of the wage rate for the remaining period of the financial year

- 4.5.6 The liability of the Panchayat to pay unemployment allowance to any household shall cease as soon as the applicant is directed by the Gram Panchayat or the Programme Officer to report for work either by himself or depute at least one adult member of his household; or the period for which employment is sought comes to an end and no member of the household of the applicant had turned up for employment; or the adult members of the household of the applicant have received in total at least one hundred days of work within the financial year; or the household of the applicant has earned as much from the wages and unemployment allowance taken together which is equal to the wages for one hundred days of work during the financial year.



# 5 WORKS AND THEIR EXECUTION

## 5.1 PERMISSIBLE WORKS

5.1.1 As per Schedule I of the Act, the focus of the APREGS shall be on the following works:

- (i) water conservation and water harvesting;
- (ii) drought proofing, including afforestation and tree plantation;
- (iii) irrigation canals, including micro and minor irrigation works;
- (iv) provision of irrigation facility to land owned by households belonging to the SC/ST, or to land of the beneficiaries of land reforms, or to land of the beneficiaries under the Indira Awas Yojana;
- (v) renovation of traditional water bodies, including de-silting of tanks;
- (vi) land development;
- (vii) flood-control and protection works, including drainage in waterlogged areas;
- (viii) rural connectivity to provide all-weather access. The construction of roads may include culverts where necessary, and within the village area may be taken up along with drains;
- (ix) any other work that may be notified by the Central Government in consultation with the State Government.
  - a. Investing on SC/ST lands for irrigation and land development duly fulfilling SCP/TSP norms in each mandal.
  - b. In order to ensure that the adequate investments under EGS are channelised for plantation programme, it is proposed that 20% of the value of works taken up in Village shall be on plantation programme.
  - c. Roads can be taken up as last priority not exceeding 10% of the value of all types of works taken up. No cement concrete roads should be taken up.

5.1.2 The above list of permissible works represents the initial thrust areas. In some circumstances, locations or seasons, it may be difficult to guarantee

employment within this initial list of permissible works. In such circumstances, the State Governments may make use of Section 1(ix) of Schedule I, whereby new categories of work may be added to the list on the basis of consultations between the State Governments and the Central Government. Proposals for new categories of work should be framed by the State Employment Guarantee Council and referred to the Ministry of Rural Development.

- 5.1.3 The maintenance of assets created under the Scheme (including protection of afforested land) will be considered as permissible work under NREGA. The same applies to the maintenance of assets created under other programmes but belonging to the sectors of works approved in Schedule I of the Act (see above).
- 5.1.4 Care must be taken to ensure that the improvements envisaged under APREGS works benefit the weaker sections in the area. In particular, land development works should begin with the land of small and marginal farmers.
- 5.1.5 To avoid duplication, a unique identity number should be given to each work.
- 5.1.6 To ensure sustainable assets and a holistic approach to planning, a Project approach should be adopted towards defining a Work. This will enable subsuming a number of works as activities under an umbrella Work or Project. The Project may be formulated with the Mandal as a unit so that the Programme Officer may coordinate the activities under it at sub Mandal levels. Inter Mandal Projects may also be formulated at the District level.
- 5.1.7 Standard designs should be put together as a document at the District level and should be made available to Panchayats and other Executing Agencies.
- 5.1.8 Projects in low-wage areas, where the demand for work at minimum wages is likely to be large, must be formulated on a priority basis.

## **5.2 EXECUTING AGENCIES**

- 5.2.1 An Executing Agency in the operational guidelines means an agency which undertakes the execution of work. The Implementing Agency will supervise and monitor execution of works.
- 5.2.2 At least 50 per cent of the works in terms of costs will be allotted to the Gram Panchayat for execution. This is the statutory minimum, and the Programme Officer or the District Programme Coordinator may allot more if deemed feasible.
- 5.2.3 The other Executing Agencies can be Mandal and Zilla Parishad and line departments of the Government.
- 5.2.4 If any Executing Agency (including a Gram Panchayat) is unable to

execute the works allotted within 15 days, it will immediately inform the Programme Officer, who will entrust it to another agency, chosen from a panel of agencies approved project-wise for that Mandal in the Annual Plan for the District. If a Gram Panchayat does not execute a work within 15 days, the Programme Officer will direct the applicants to a work being executed by another Executing Agency. The time for various activities must be fixed according to the needs of workers, particularly migrant workers.

5.2.5 As stated in the Act (Schedule I), contractors cannot be engaged in any manner in the execution of works.

## 5.3 SANCTIONING OF WORKS

5.3.1 All works will be required to obtain Administrative Sanction and Technical Sanction in advance, by December of the year preceding the proposed implementation.

5.3.2 For Panchayat works, the Gram Panchayats are the appropriate authorities empowered to 'start' works (after receiving work commencement orders from the Programme Officer) and to allocate employment among persons who have applied for work. Residents of the Gram Panchayat will be given priority in the allocation of work.

5.3.3 **Muster Rolls:** Muster rolls for all APREGS works shall be issued by the Programme Officer. Each muster roll shall have a unique identity number. A detailed record of muster rolls will be maintained in the registers . Before starting a work, the Gram Panchayat shall inform the Programme Officer, so that the Programme Officer may issue the required muster rolls.

## 5.4 THE WAGE-MATERIAL RATIO

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

## 5.5 RURAL STANDARD SCHEDULE OF RATE

5.5.1 As required in National Rural Employment Guarantee Act vide Clause 7 of Schedule I, it is mandatory to fix the rates for tasks to be taken up under this Scheme to enable the labour to get minimum wage. For APREGS Government has fixed the minimum wage at Rs. 80/- per day.

5.5.2 158 works were taken up for collection of data for Work Time Motion Studies with technical support from Engineering Staff College of India, to evolve the rates for Rural SSR for the works to be taken up under APREGS.

5.5.3 Based on the results of the study, Government has notified the Rural SSR(Annexure - G.O.No.43).

## **5.6 Estimation and Technical Sanctions**

5.6.1 For all works of value up to Rs. 2.00 lakh, Technical Assistant shall prepare the estimates.

5.6.2 Estimates for works of value above Rs. 2.00 lakh shall be prepared by Mandal AE/FRO/AO or any other equivalent officer of the line departments of the State Government.

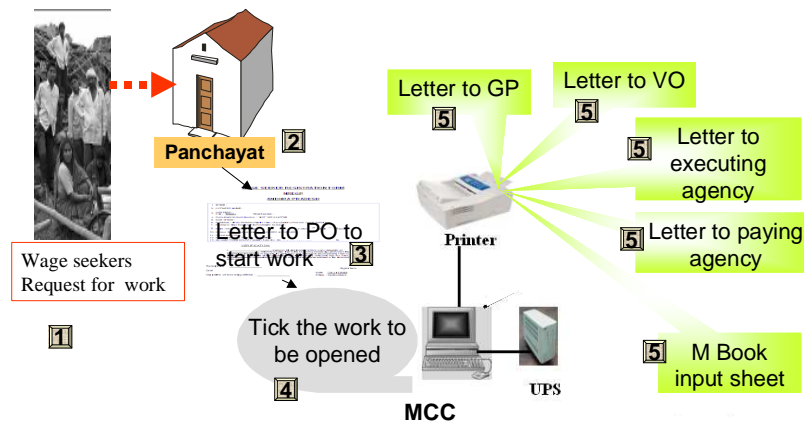
5.6.3 For all works up to Rs.2.00 lakh technical sanction shall be accorded by Mandal AE/FRO/AO or any other equivalent officer of other line departments.

5.6.4 Above Rs. 2.00 lakh and up to Rs. 5.00 lakh technical sanction shall be accorded by the Deputy Executive Engineers of PR/ACF,Forest/AD,Agriculture or any other equivalent officer of other line departments of the Government.

5.6.5 Above Rs.5.00 lakh and up to Rs. 20.00 lakh technical sanction shall be accorded by the Executive Engineer, of PR/DFO/JD,Agriculture or any other Works department of the Government.

## **5.7 Execution of Works**

## Starting of Work



5.7.1 At least 50% of the works in terms of cost will be allotted to Gram Panchayats for execution. Based on the demand for employment from the wage seekers the Panchayat Secretary shall request PO to issue work commencement letter for opening of works. The PO shall issue work commencement letter(F10) to the Gram Panchayat or other line departments, strictly following the order of priority indicated in the administrative sanction proceedings issued by the DPC. Every Gram Panchayat shall maintain a Register of Works for which work-commencement letters are received, for the financial year. The copies of the work-commencement letter issued to the Gram Panchayat should also be sent to the VO or VOs concerned.

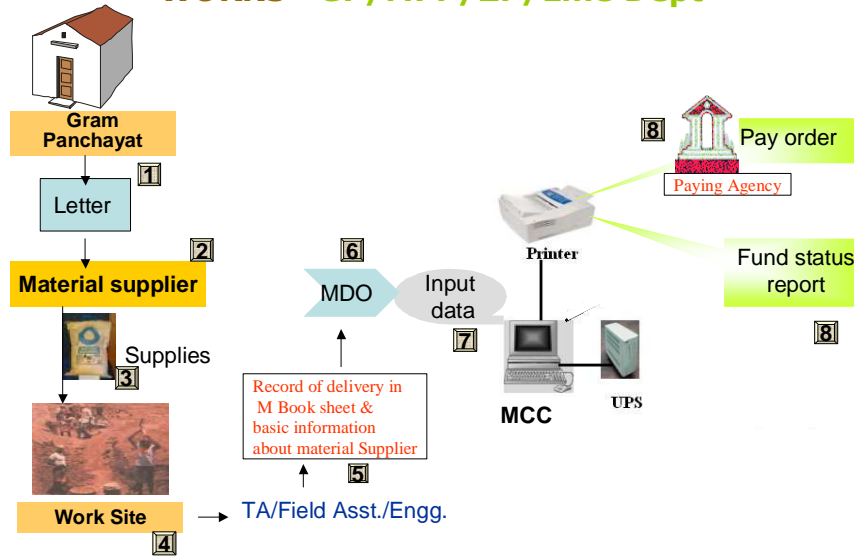
5.7.2 On receiving the work-commencement letter, the executing agencies shall start the work immediately.

5.7.3 While executing the works, the norms under the Scheme shall be followed.

5.7.4 The Muster Rolls (F11) shall be supplied from District EGS cell to PO. Each Muster Roll shall be uniquely numbered. The PO will issue the duly numbered Muster Rolls to executing agencies, which shall maintain such Muster Rolls for every work. The executing departments shall maintain a stock register(F31) of the Muster Rolls. The Muster Rolls shall be closed once a week.

5.7.5 Material Procurement: Based on the requirement, Panchayat Secretary will indent the material from the nearest supplying agency. After receiving the material, the information will be given to MPDO along with muster rolls and vouchers. MPDO will make payments to the supplying agency through the bank. MPDO shall ensure that the quantities procured are not more than the material required as per the print out from Mandal Computer. The Secretary shall maintain the account of material with the help of Field Assistant.

## PAYMENT TO MATERIAL SUPPLIERS FOR ALL WORKS –GP/MPP/ZP/Line Dept



5.7.6 The tools and implements used by the labourers need regular sharpening and sharpening charges at such rates as may be fixed by the State Government from time to time in the Rural SSR may be paid to the workers.

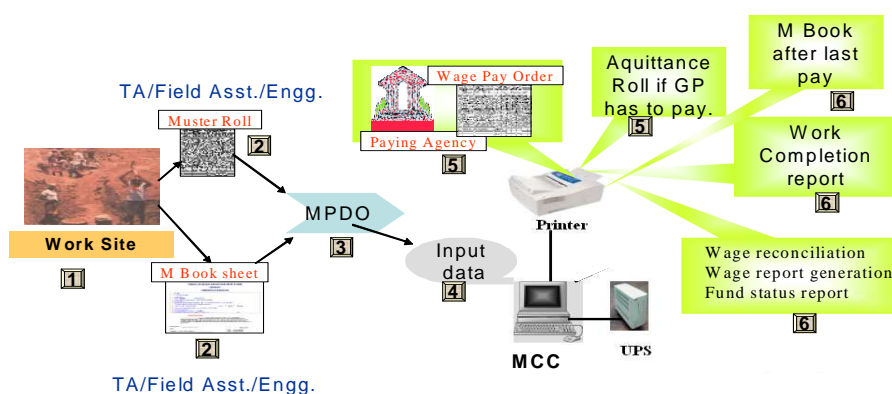
## 5.8 WORKSITE FACILITIES

- 5.8.1 Worksite facilities are to be ensured by the Executing Agency. first aid box, drinking water and shade will have to be provided (NREGA, Schedule II, Sections 27 and 28) to the workers.
- 5.8.2 If more than five children below the age of six years are present at the worksite, a person (preferably a disabled woman) should be engaged to look after them. Suitable provisions should be made for this in the cost estimates.

# PAYMENT OF WAGES AND UNEMPLOYMENT ALLOWANCE

## 6.1 PAYMENT OF WAGES

### PAYMENT TO WAGE SEEKERS FOR ALL WORKS – GP/MPP/ZP/Line Dept



6.1.1 Every person working under the Scheme shall be entitled to wages at the minimum wage rate fixed by the State Government (or the competent authority concerned) for agricultural labourers under the Minimum Wages Act, 1948, unless the wages have been notified by the Central Government under Section 6(1) of the Act.

6.1.2 As stated in the Act (Schedule I, Section 6), labourers shall not be paid less than the above-mentioned wage rate (hereafter 'the minimum wage') under any circumstances.

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

6.1.5 Wages should be paid atleast once in a fortnight.

6.1.6 Wages shall be paid through Bank or Post Office.

6.1.7 The details of wages paid through Bank/Post Office should be displayed on the notice board of the GP.

6.1.8 In Agency areas, wages shall be paid by the Panchayat Secretary. It should be paid in a public place, on a pre-specified day in each Gram Panchayat with muster rolls being read out aloud and displayed at the time of payment.

- 6.1.9 It is essential to ensure that wages are paid on time. Workers are entitled to being paid on a weekly basis, and in any case within a fortnight of the date on which work was done (NREGA, Section 3(3)).
- 6.1.10 If workers are willing, dovetailing of wage payments under APREGS with social security arrangements can be thought of. With the consent of the worker, a proportion of the wages may be earmarked and contributed to welfare schemes organized for the benefit of APREGS workers such as health insurance, accident insurance, survivor benefits, maternity benefits and other social security arrangements. Such a social security cover will be purely voluntary. No such contributions from the wages received by the worker will be made without the consent of the worker concerned. The relevant procedures shall be spelled out by the State Government and reviewed regularly by the State Council.

## **6.2 DAILY WAGES AND PIECE RATES**

- 6.2.1 Wages may be paid on a piece-rate basis.
- 6.2.2 Where wages are paid on a piece-rate basis the work norms must be such that any person working at a normal pace for seven hours earns no less than the minimum wage, as per the Rural Schedule of Rates. Measurements must be recorded in a transparent manner whereby individuals may verify their measurements as and when they are recorded. The payment of wages is based on the outturn.
- 6.2.3 The DPC shall make all efforts to publicize the minimum wage and the task-based rates in simple language and by means easily accessible to the local community. Wage rates shall also be displayed prominently at every worksite.
- 6.2.4 The Programme Officer, the District Programme Coordinator and the State Government shall keep a watch on the average wages earned under a task-based system. If necessary, the State Government will revise the Schedule of Rates to ensure that workers earn the minimum wage. The District-wise average wage earned on a task basis and paid to men and women shall also be brought to the notice of the State Council every year.

## **6.3 UNEMPLOYMENT ALLOWANCE**

- 6.3.1 If a worker who has applied for work under APREGS is not provided employment within 15 days from the date on which work is requested, an unemployment allowance shall be payable by the State Government at the rate prescribed in the Act. This entitlement comes into effect as soon as the Act is notified in a particular District or area.
- 6.3.2 The Programme Officer shall be responsible for the prompt payment of unemployment allowances throughout the Mandal.



- 6.3.3 The payment of unemployment allowances should follow the same pattern as the payment of wages. In particular, it is recommended that unemployment allowances should be paid on a fortnightly basis at the Gram Panchayat level.
- 6.3.4 The payment of unemployment allowance shall be made no later than 15 days from the date on which it becomes due for payment (NREGA, Section 7(5)).

# 7 FUNDING

## 7.1 Financing Pattern

7.1.1 The Central Government will bear the following costs:

- (a) The entire cost of wages for unskilled manual workers
- (b) 75 percent of the cost of material and wages for skilled and semi-skilled workers.
- (c) Administrative expenses as may be determined by the Central Government. These will include, inter alia, the salary and allowances of staff related to EGS and work site facilities
- (d) Administrative expenses of the Central Employment Guarantee Council

7.1.2 The State Government will bear the following costs:

- (a) 25 percent of the cost of material and wages for skilled and semi-skilled workers.
- (b) Unemployment allowance payable in case the State Government cannot provide wage employment within 15 days of application.
- (c) Administrative expenses of the State Employment Guarantee Council.

## 7.2 Government of India Level

### 7.2.1. Constitution of National Employment Guarantee Fund (NEGF):

Government of India shall constitute National Employment Guarantee Fund (NEGF) for the purpose of carrying out various tasks under the National Employment Guarantee Act.

GoI constitutes a Committee with Secretary, Rural Development GoI, as Chairman to manage the fund. The committee will receive the proposals from State / District, examine, review the performance of States/ Districts in implementation of Act, approve the amount of the fund to be released to the State / District and transfer the funds to the State / District.

### 7.2.2 Basis for release of funds to the State / Districts:

1. Government of India releases funds based on State Annual Work Plan and Budget Proposals (AWPB). The State will formulate and submit a State Annual Work Plan and Budget Proposals (AWPB) to the NEGF Committee. The Committee will decide and sanction the budget likely to be used by the State / District in that year. The AWPB received from the State / District shall reflect the Labour Budgets approved by the District Panchayats

2. The AWPB will provide an opportunity for the State / Districts to submit proposals for works other than the ones specified in Schedule-I. This will enable the Central Government to examine their proposals under Section-1 (ix) of Schedule-I of the Act and to notify them on time.

3. The AWPB will also reflect use of the funds received in the previous year by the State / Districts as well as on the key performance indicators determined under the Scheme. This helps the Committee to decide the quantum of assistance to be released for a financial year.

### 7.2.3 Release of first installment by GoI:

The initial installment as seed money in the form of Revolving Fund under the scheme will be released to the Receipt Fund of the District. Before the beginning of the financial year, GoI releases 90% of the anticipated expenditure for at least 6 months to the District Programme Coordinator towards Central share.

### 7.2.4 Release of next installment by GoI:

Proposals for release of next installment shall be submitted on a prescribed proforma to the Chairman, Committee for NEGF, GoI. The release will be subject to following conditions:

- (i) Utilization of 60% of the funds released or funds available for the year,
- (ii) Submission of Certificate regarding receipt of State Share within 15 days of release of Central Funds,
- (iii) Submission of copy of sanction order of the State Share,
- (iv) Submission of certified copy of the Bank Statement indicating credit of the State Share duly authenticated by the Branch Manager and the Accounts Officer in charge of the EGS account at the District Level,
- (v) Submission of No diversion and Non-embezzlement certificate, and
- (vi) Any other condition indicated from time to time.

#### *1.6. Release of Central Share for the Next Financial year:*

- (i) The Central Government will normally release funds equal to the expenditure incurred and admissible under the Scheme on the basis of the actual utilization pattern.
- (ii) If, it is felt that the initial installment approved is not adequate for meeting the District's Half-Yearly requirements, the Central Government may release a larger installment of funds to the District.
- (iii) If the pace of utilization is slow, the Central Government may release a smaller amount.

## 7.2.5 Conditions for release of funds by Govt. of India:

(i) **Submission of Audit Report of previous financial year.**

The release of Central Share of funds during the next financial year would depend on the submission of Audit Report of the Chartered Accountant and Utilization Certificate of the previous year, which must be submitted latest by 30<sup>th</sup> September of next year by the District Program Coordinator.

***Illustration:** The Audit Report of 2005-06 should be submitted by 30<sup>th</sup> September 2006 for release of funds for the year 2007-08.*

(ii) **Attending to Audit Observations:**

If the Audit Report is not received, or if the observations of the Auditor and of the Ministry on the Audit Report are not properly attended to, or complied with, to the satisfaction of the Ministry within the financial year, the Ministry will be within its right to stop the funds for the next financial year. The responsibility for payment of unemployment allowances arising out of the non-availability of funds for this reason shall be on the State Government.

(iii) **Submission of Utilization Certificate with Opening and Closing Balances:**

The District Programme Coordinator will ensure that the Opening and Closing Balances are included and tallied both in the Audit Report and Utilization Certificate. In case of variation due to any unavoidable reasons, it has to be clearly explained with the reasons to the satisfaction of the Ministry, with documentary support, if any. If this is not done, the Ministry may stop further release of funds in the next year.

(iv) **Certificate of Non-embezzlement of funds:**

The Central Government may suspend assistance to an Implementing Agency for improper use of funds. Assistance will be restored after remedial measures have been affected. In such cases, the District Programme Coordinator / Programme Officer will allocate alternative employment to the workers affected.

(v) **Certificate of Compliance with the provisions of the Act:**

The Central assistance to REGS will be subjected to the Works and Processes permissible under the Act and the Guidelines communicated.

## 7.3 State Government Level:

### 7.3.1 Release of State government share under the EGS:

State Government shall release its 10% share **within 15 days** from the date of release of funds by Central Government.

### 7.3.2 Designating of District Programme Coordinator:

State Government will designate District Collector as District Programme Coordinator as **RECEIVER** of the Central funds as well as State share for implementation of the scheme. The District Programme Coordinator shall be responsible for ensuring all the activities required to fulfill the objectives of the Act are carried out.

## 7.4 District Level:

### 7.4.1 Preparation of Annual Work Plan and Budget Proposals:

1. The District Programme Coordinator will prepare Annual Work Plan and Budget Proposals (AWPB) for the District as per the Labour Budget approved by the District Panchayats. The AWPB may also include the proposals for the works other than the once specified in the Schedule-I. The AWPB will reflect on the use of previous funds received by the Districts as well as on the key performance indicators determined under the Scheme.
2. District Collector / District Programme Coordinator shall receive 90% of the Project Cost from NEGF as Central Share and 10% of the Project Cost as State share to the Receptacle Fund.
3. DPC shall send 0.2% of funds received from GOI and state share to CRD to meet expenditure on State EGS unit and other activities at state level.

### 7.4.2 Heads of Expenditure:

#### 1. The funds under EGS shall be spent under 3 heads:

- (i) **Works Cost** includes for wages paid to the labourer both unskilled and skilled, the cost of material and cost of facilities provided at the Work-site,
- (ii) **Administrative Cost** includes payment of Salaries to the staff employed under the Scheme, cost of stationary and contingencies, cost of unemployment allowances, and
- (iii) **Awareness, Communication and Publicity Cost** includes cost of training, publicity and awareness.

### 7.4.3 Operation of EGS fund at the District level:

1. The District Programme Coordinator will receive the funds from Center and the State and deposit in the nationalized banks for further releasing to the Mandals.
2. The District Programme Coordinator will allot and release funds to the Mandals basing on the approved Mandal EGS Plans in proportion to the demand.
3. The District Programme Coordinator will deposit seed money with the Head Post Office which is equal to the disbursement of wages through all the

Post Offices in the District in a month. This deposit will enable the Sub Post Offices / Branch Post Offices to make payment immediately on receipt of Pay Orders without waiting for clearing of the cheque issued by the MPDO along with the Pay Order.

#### **7.4.4 Delegation of powers to MPDO to issue Pay Orders:**

The District Programme Coordinator will authorize **Mandal Parishad Development Officer** to release payments through Banks and Post Offices for all the works sanctioned and carried out in accordance with the provisions of the Act.

#### **7.4.5 Daily Monitoring of Payments:**

The District Programme Coordinator will monitor the payments made by each MPDO on daily / weekly basis.

#### **7.4.6 Maintaining of Financial Registers:**

The District Programme Coordinator will maintain the following Financial Registers through EGS Cell

- (i) Bank Book,
- (ii) Cash Book,
- (iii) Cheque Issue Register,
- (iv) Bank Reconciliation Register,
- (v) Journal Register,
- (vi) General Ledger,
- (vii) Register of Cheque Books,
- (viii) Advance watch Register, and
- (ix) Stock Register.

The Format for these Registers is given in the Annexure.

#### **7.4.7 Monthly Coordination Meeting with the Banks and Post Offices:**

The District Programme Coordinator will hold monthly meeting with Officials of Principal Banks and Head Post Office to review the disbursements and sort out the issues for timely release of payments to the labour. Reconciliation with Banks and Post Offices can also be made during the meeting.

## 7.5 Mandal Level:

### 7.5.1 Designation of RECEIVER of funds under EGS at Mandal level:

Mandal Parishad Development Officer (MPDO) shall be designated as the **RECEIVER** of the funds under EGS at Mandal level.

### 7.5.2 Delegation of powers to MPDO :

Mandal Parishad Development Officer (MPDO) will be authorized by the District Programme Coordinator to issue Pay Orders and cheques and operate the funds allotted to the Mandal under the Scheme for payment of Works Cost, Administrative Cost, Awareness, Communication and Publicity Cost.

### 7.5.3 The authorized expenses under Works Cost:

- (i) Wages, additional wages paid to skilled and unskilled labour,
- (ii) Cost of sharpening of tools paid to unskilled and skilled labour,
- (iii) Cost of Materials,
- (iv) Payment to Gram Panchayat towards the cost of survey by Field Assistant,
- (v) Payment to CBOs for the work of service of Pay Orders and wage slips to individual labour,
- (vi) Cost of drinking water at the work site
- (vii) Cost of temporary sheds at the work site,
- (viii) Cost of First Aid kit at the work site,
- (ix) Cost of services of Aya,
- (x) Cost of payment of medical expenses to the workers / children injured in course of employment,
- (xi) Cost of payment of hospitalization charges,
- (xii) Cost of conveyance of injured to the hospital,
- (xiii) Cost of Payment of Ex-gratia, and
- (xiv) Cost of Payment of daily allowances in case of hospitalization.

### 7.5.4 The authorized expenses under Administrative Cost:

- (i) Salaries and allowances to the staff employed under the scheme at Mandal, District and State,
- (ii) Cost of Computers, Printers and other peripherals and their maintenance,
- (iii) Printing and stationary,
- (iv) Traveling allowances,

- (v) Cost of meetings,
- (vi) Cost of Monitoring and Review,
- (vii) Cost of Conduct of Grama Sabhas,
- (viii) Cost of Service charges paid to banks and post offices,
- (ix) Cost of preparation of EGS Plans,
- (x) Cost of compensation paid to labour for delayed payments,
- (xi) Cost of unemployment allowances, and
- (xii) Cost of Other contingences.

**7.5.5 The authorized expenses under Awareness, Communication and Publicity Cost:**

- (i) Cost of IEC Campaign, and
- (ii) Cost of Training and Capacity building.

**7.5.6 Payment procedure at the Mandal Level:**

- (i) All payments shall be made by the MPDO through Pay Orders,
- (ii) Every payment shall be release to the savings account of the receiver in a Bank or Post Office,
- (iii) MPDO will deposit funds in the banks in proportion to number of accounts of the labour opened by the bank under APREGS,
- (iv) MPDO will issue Pay Order along with cheque for the amount ordered to be paid,
- (v) MPDO shall arrange to hand over the Pay Order and the cheque to the concerned Bank or Sub Post Office,

**7.5.7 Issue of Pay Orders:**

- (i) Mandal Parishad Development Officer (MPDO) shall issue Pay Orders in Quadruplicate in case of payment through banks and six copies in case of payment through Post Offices,
- (ii) The Pay Order shall have the details of Purpose of Expenditure, Name of the Receiver, Amount, Account Number of the Receiver and Name of the Disbursing Institution.
- (iii) Every Pay Order shall have unique number with provisions for entry of Voucher Number and Head of Account at the District level by EGS Cell.



- (iv) All payments except payment to individual wage seekers of a Village disbursed through Post Office shall be made through Bank. For example Payment to supplier of material, establishment charges etc., shall be made through Bank.

#### **7.5.8 Time limit for issuance of Pay Orders by MPDO:**

- (i) Payment of wages shall be made to the labour every week and in any case not later than a fortnight.
- (ii) Musters Roll will be closed every week and sent to the MPDO along with details of the work done by the same labour mentioned in the Muster Roll.
- (iii) Mandal Computer Center will process the amount to be paid to each individual labour depending on the number of days worked and the quantity of the work turned out.
- (iv) MPDO will issue village-wise Pay Orders to Bank / Sub Post Office and Branch Post Office for payment of wages and additional wages to the labour giving the details of Name of the labour, Period of work, Number of days worked, Amount payable and Account Number of the labour along with the cheque for the amount mentioned in the Pay Order.
- (v) MPDO will send the soft copy and two copies of Pay Order (Original and Duplicate) in case of disbursement through Banks and 5 copies in case of disbursement through Post Office to SPM within 2 days of receipt of Muster Roll.
- (vi) MPDO will send one copy of the Pay Order to the Secretary, Gram Panchayat for display on the notice board / village information wall.
- (vii) MPDO will send one copy of Pay Order to EGS cell of District Programme Coordinator.
- (viii) Separate Pay Order will be issued on Banks for payment of materials and salaries to the staff.

#### **7.5.9 Maintaining of Financial Registers:**

The MPDO will maintain the following Financial Registers

- (i) Bank Book,

- (ii) Cheque Issue Register,
- (iii) Bank Reconciliation Register,
- (iv) Journal Register,
- (v) General Ledger,
- (vi) Register of Cheque Books,
- (vii) Advance watch Register, and
- (viii) Stock Register.

The Format for these Registers is given in the Annexure.

#### **7.5.10 Uploading of daily transactions to DPC server:**

Mandal Parishad Development Officer shall upload all the Pay Orders to DPC Server on daily basis and conform with the Accounts Officer / Computer Operator of the EGS Cell. Alternatively, MPDO will send soft copies of Pay Orders in a CD form along with the Quadruplicate copy by courier.

#### **7.5.11 Coordination Meetings:**

Mandal Parishad Development Officer shall convene meeting of Officials of Banks and Post Offices every month to sort out issues relating to timely disbursement of wages and reconcile the disbursements with reference to Pay Orders issued.

### **7.6 Opening of Account in Banks and Post Offices:**

- (i) Initially, Individual Savings Account of the wage seekers of a village will be opened in a Bank or Post Office located in that village or within 2 Kilometers distance.
- (ii) Every wage seeker of a family will have an Individual Savings Account in a Bank or Post Office. If there are 4 adult wage seekers in a family, each one of them will have a separate Savings Account.
- (iii) There can be about 500 Savings Accounts in a Bank or Post Office.
- (iv) If, two agencies i.e. Bank and Post Office are located in a village, the labourers will be given option to choose any one of it. There should be One Disbursing Agency for any village.
- (v) Wherever Bank or Post Office is not located, such labourers will be given an option to go to nearest Bank or Post Office. In ITDA areas, labourers will be given the option to have a common account for the village in the

name of Gram Panchayat or VO or any Other Agency as may be opted by them. The amount will be deposited to this Common Account by the MPDO and the person authorized by them shall draw and disburse the amount to the wage seekers in the presence of community in the village.

## **7.7 Banks:**

7.7.1 All nationalized banks and their sponsored Banks have agreed for disbursement of wages to the labour through their branches.

### **7.7.2 Procedure of opening of Savings Account:**

1.MPDO will send the list of labourers of a village who have reported to the work to the bank convenient to the village for opening of individual SB accounts.

2. The Branch Manager of a concerned Bank will supply sufficient number of Account Opening Forms and also in soft copy.

3. Immediately on receipt of list from the MPDO the Bank Manager will engage a photographer for taking photographs (digital) of the labourer for the purpose of opening of SB account.

4. The actual cost of the photograph will be paid by the MPDO through a cheque for all SB accounts opened by the bank.

5.The MPDO hand over the forms to Secretary, Gram Panchayat and get them filled up by the labour with assistance of members of VO / SHG within 4 days.

6. Panchayat Secretary will bring the filled up Account Opening Forms to MCC and assists the Computer Operator for computerization.

7. MPDO will handover both hard and soft copies of Account Opening Forms to Branch Manager within 6 days of labour reporting to the work.

8. The Bank Manager will take introduction from the Secretary, GP / members of SHGs / VO and open the account as per simplified KYC norms without initial deposit.

### **9. Time limit for payment of wages by the Banks:**

(i) Immediately on receipt of the Pay Order along with cheque, the Branch Manager shall credit amount to individual's SB account either manually or through soft copy and Debit the amount to MPDO's a/c.

(ii) The Branch Manager will send back the duplicate copy of the Pay Order to the MPDO within 2 days certifying that the amounts ordered have been credited to individual accounts of the labour.

- (iii) The Branch Manager will allow the labour to draw the money through withdrawal form from the same day of receiving the Pay Order and the cheque.
- (iv) Branch Manager can segregate the payments into 2 days if the Pay Order is issued for more than 200 labourer.
- (v) The Branch Manager will update the passbook on every payment.

## 7.8 Post Offices:

7.8.1 Each MPDO will prepare Branch Post Office-wise list of wage-seekers in each village and hand over to concerned Sub Post Office with the help of Branch Post Master. The list should contain the details of

i) Name of the village, ii) Name of the Branch Post Office, iii) Name of the Sub Post Office iv) Pin Code of Sub Post Office vi) Name of the Head Post Office vii) PIN Code of Head Post Office. The Nodal Officers of the Postal Divisions will assist the respective MPDOs in the above process and obtain the lists of labours to whom post office SB accounts are to be opened in each Village and Mandal.

1. The Sub Post Master will liaise with the M.P.D.O.s and B.O.s and ascertain approximate number of S.B. accounts to be opened in the Mandal and villages under the jurisdiction of Sub Post Office and indent for sufficient number of account opening forms
2. The MPDOs will provide necessary assistance to the labourer to whom accounts are to be opened through Gram Panchayat Secretary in approaching the Branch Post Office located in their village and in filling up the required forms, giving of introduction, specimen signatures and attestation of LTIs etc. Job Card can also be produced at the time of opening of accounts, if it is already issued.
3. Leaders of Village / Mandal CBO can also guide and assist the wage seekers in opening of accounts
4. The Branch Post Master will accept the applications for opening of SB accounts, Pay-in-slip, Specimen Signature Slips etc. from the wage-seekers without insisting for initial deposit.

5. The Branch Post Master will forward the Applications to the Sub Post Office with an entry in the BO daily account on the date of receipt itself.
6. The MPDOs will arrange for initial deposit of Rs.50/- per account through a cheque drawn in favour of the Sub Post Master of the SO concerned. for opening of Post Office Savings Bank Accounts in the names of individual wage seekers.
7. The SPM will immediately process the applications for opening of SB accounts on the same day of receipt of applications by making entries in the Long Book, Ledgers and all connected records and allotting the Account Numbers and issue Pass Books on receipt of cheque from MPDO towards initial deposit of Rs.50/- per account.
8. The SPM will send the Pass Books to the BPM concerned after entry in the BO Slip for delivery to the account holders through Branch Post Office.
9. The SPM will send a copy of the list of wage seekers with their account numbers to MPDO.
10. Immediately on receipt of Pass Books from SO, the BPM will deliver the same to the individual account holders under acknowledgement.
11. The time frame for delivery of passbooks to the account holders will be **FOUR** days from the date of receipt of applications in the Branch Office or **THREE** days from the date of receipt of cheque from MPDO towards initial deposit.
12. Post Office will not allow closure of the SB accounts opened under the Scheme without the prior permission from the MPDO.

#### 7.8.2 Deposit of amount by the dpc in the head post office:

1. The District Programme Coordinator / Project Director (DWMA) will assess the probable amount of wages to be paid through Post Office in a month and deposit an equal amount with the Head Post Office located at the District Headquarters.

2. The above deposit will enable the Post Offices to arrange for immediate payment to wage seekers as per the Pay Order without waiting for the clearance of the cheque issued along with the Pay Order.

### 7.8.3 Receipt of pay order in sub post office:

1. Each MPDO will generate village-wise and Branch Post Office-wise Pay Order in FIVE copies along with list of labourer and send to Sub Post Office. The Pay Order should contain: Name of the village, Name of the Branch Post Office, Name of the Sub Post Office and Name of the Head Post Office on top and i) Name of the labour ii) Account Number of individual labour iii) Amount to be credited to his/her account.
2. MPDO will send the Pay Order to concerned Sub Post Office along with the cheque for the total wage amount in favour of Sub Post Master.
3. MPDO will send another cheque in favour of Sub Post Master towards service charges @ 2% of the wage amount.
4. The MPDO will send Five copies of the Pay Order to the Sub Post Master. SPM will return one copy to MPDO as acknowledgement of the cheque and crediting of the amount to the individual account holder. SPM will retain the second copy and forward Third and Fourth copies to concerned Branch Post Office.
5. The Branch Post Master will display the Third copy on the Post Office notice board and Fourth copy will be used as office record.
6. SPM will send the Fifth to the Head Post Office for posting in SB Ledgers and for information of the Savings Bank Control Organisation.

### 7.8.4 Action at branch post office:

1. Immediately on receipt of Third and Fourth copies of Pay Order from SPM, the Branch Post Master will make necessary entries in individual SB accounts in the SB journal on the same day of receipt.
2. The BPM will also display a copy of the Pay Order on the notice board for information of the account holders.

### 7.8.5 Cash-flow:

- i) The Pay Order will be issued by the concerned MPDOs once in a week / fortnight.

1. The Nodal Officer in the Head Post Office and SPM will make arrangements for remittance of cash to the Sub Post Office and Branch Post Office respectively through Special Carriers. Head Post Masters / Sub Post Masters will make cash arrangements on the assumption that the entire amount credited will be withdrawn by the labourer.

#### 7.8.6 S.B. Withdrawals:

1. The amounts credited to the individual accounts will earn interest as applicable from time to time.
2. The amounts from the individual SB accounts can be withdrawn by the account holders in the same manner as prescribed for any other withdrawal from SB account by submission of withdrawal form and pass book.
3. Withdrawal will commence from the date of receipt of Pay Order by Sub Post Office / Branch Post Office.
4. Payments can be staggered in 2 - 3 days so that at least 200 withdrawals are allowed on each day. In any case, all payments should be completed within three days from the date of receipt of Pay Order.

#### 7.8.7 S.B. Withdrawals at branch post offices:

1. The Branch Post Master will make payment to labourer immediately on receipt of cash from the Sub Post Office or through special carriers who approach with the application for withdrawal, passbook etc.
2. The BPM will allow withdrawals upto Rs.2000/- per account on each occasion as per the existing PO SB Rules.
3. Withdrawals beyond Rs.2000/- will be referred to the Sub Post Office for sanction by SPM. The SPM will dispose of such applications on priority basis, in any case, within two days of receipt of the application from the BO.

#### 7.8.8 Time line:

Day 1 - The SPM will credit the amount to individual accounts immediately on receipt of Pay Order along with the cheque from MPDO.

- SPM will draw / indent for cash from Bank / Head Post Office.
- SPM allows withdrawal at Sub Post Office level.
- SPM will send Pay Order to BOs after crediting the amount to individual a/cs.

Day 2 - Branch Post Master receives the Pay Order from SPM.

- BO receives the cash from S.O. / H.O.
- BO allows withdrawal.

Day 3 - BO allows withdrawal for the remaining labourer.

### 7.8.9 Coordination meetings with dpc and mpdos:

1. The Project Director (DWMA) will convene a monthly co-ordination meeting with the Divisional Nodal Officers of the Postal Divisions at District level for reviewing the implementation, identifying the problems and finding out the solutions.
2. MPDO / Mandal Program Officer will convene a Fortnightly co-ordination meeting with the Postal Sub Divisional heads and Sub Postmasters for reviewing the implementation, identifying the problems and finding out the solutions.

## 7.9 Gram Panchayat

- 7.9.1
1. Gram Panchayat will open a Savings Account in a Bank.
  2. Gram Panchayat will arrange to draw and disburse the wages to Field Assistants.
  3. Gram Panchayat shall maintain following Financial Registers:
    - (i) Cash Book
    - (ii) Project Cost Register with the details of work-wise expenditure on completion of every work.
    - (iii) Stock Register

### 7.9.2 Services by VO in Distribution of Individual Wage Slips and Withdrawal :

- (i) MPDO will send individual wage slips to the Gram Panchayat along with the Triplicate copy of the Pay Order
- (ii) Secretary, Gram Panchayat will take the services of the VO for distribution of individual wage slips.
- (iii) The Village Organization will keep sufficient number of withdrawal forms of Banks and Post Offices to supply to labour.
- (iv) VO will help in filling up the withdrawal forms for drawal of wages.
- (v) VO will give identity of the labour witness to the Post Office at the time of withdrawal of money.



(Formats for the Registers are given in the Annexure A-6.)

## **7.10 Monthly Squaring of Accounts:**

### **7.10.1 Reconciliation of accounts with banks:**

The District Programme Coordinator and Mandal Parishad Development Officer shall carry out reconciliation of the financial transactions every month.

### **7.10.2 Preparation of Statement of Accounts:**

1. The District Programme Coordinator and Mandal Parishad Development Officer shall prepare Statement of Account under following 3 heads and verify.

- (i) Money held in the Banks,
- (ii) Advances released, and
- (iii) Value of Expenditure Vouchers.

### **7.10.3 Public display of accounts:**

The District Programme Coordinator and Mandal Parishad Development Officer shall make the accounts available to public on the Internet at all levels of aggregation.

## **7.11 Financial Audit:**

### **7.11.1 Annual Audit:**

- a). Each District and Mandal shall compulsorily carry out Annual Audit at the end of the financial year. The Audit will be done either by Local Fund Auditors or by the Chartered Accountant appointed by the State Government. A copy of the Audit Note will be sent to the State Government.
- b.) Accountant General will also conduct the Audit of Accounts of NREGS in addition to audit conducted by the Chartered Accountants. The Audit Team of the Accountant General shall be supplied with a copy of the Audit Conducted by the Chartered Accountants or Local Fund Audit.

### **7.11.2 Concurrent Audit:**

Concurrent Audit will also be under taken in addition to Annual Audit for reducing the risk of financial leakages and to initiate appropriate action in time.

### **7.11.3 Submission of Audit Reports to State Government:**

- 1) A consolidated Audit Report of the District, whether conducted by the Chartered Accountant or the Local Fund Auditor or the Internal Audit Cell and Auditors of the Accountant General or Comptroller and Auditor General and Social Audit Report will be sent State Government.
- 2) Action on Audit Reports by the State Government:

- 3) The State Government will ensure speedy action against the concerned Officials / non-officials for misappropriation of funds, frauds, incorrect measurements, falls entries in the muster rolls and other irregularities of a serious nature, result in the leakage of government / public funds / resources and the denial of entitlements to the workers. The State Government will also take appropriate steps to prevent such irregularities.

## **8 USE OF INFORMATION TECHNOLOGY**

**8.1** Use of Information Technology in implementing A P Rural Employment Guarantee Scheme becomes necessary to

- 1) Maintain transparency and accountability in
  - a) Registration of Wage seekers
  - b) Estimation of works
  - c) Matching the demand with shelf of works
  - d) Disbursement of wages
  - e) Maintenance of accounts
  - f)Monitoring
- 2) Disclose information as required under Right to information Act.
- 3)Facilitate social audit.
- 4)Generate required reports/ estimates/ proceedings to save time for the field officials to concentrate more on field inspections.

**8.2** In this regard TCS has developed software application on the work flows in Rural Employment Guarantee Scheme. It has 3 levels ie Mandal (Mandal Computer Centre – MCC), District (District Computer Centre – DCC), & State (State Computer Centre – SCC). This will be integrated into the NREGA software package developed by NIC at GOI level from the back end. (See also Annexure A-5).

## **8.3 EMPLOYMENT GUARANTEE WEBSITE**

1. As a part of RD website ([www.rd.ap.gov.in](http://www.rd.ap.gov.in)), APREGS information will be maintained in an exclusive link. The entire information of wages seekers registered and issued Job Card, works planned, under execution, Muster rolls, M Books, Payment orders to wage seekers and material suppliers will be available in the website as drill down reports. Apart from this all the Government orders, instructions, reports to be submitted to GOI and special analysis reports will be available in the website.

# ANNEXURES

## A-1 ROLES AND RESPONSIBILITIES OF KEY AGENCIES

### 1. Central Government

- Make Rules.
- Issue Guidelines.
- Notify areas of application of Act.
- Communication.
- Budget Provision for and Release of Central share.
- Set up Central Employment Guarantee Council.
- Set up Central Employment Guarantee Fund
- Facilitate technical support.
- Monitoring and Evaluation and Research.

### 2. Central Employment Guarantee Council

- Establish a central evaluation and monitoring system.
- Advise the Central Government on all matters concerning the implementation of this Act.
- Review the monitoring and redressal mechanisms from time to time and recommend improvements required.
- Promote the widest possible dissemination of information about the Schemes made under this Act.
- Monitor the implementation of this Act.
- Prepare of annual reports to be laid before Parliament by the Central Government on the implementation of this Act.
- Any other duty or function as may be assigned to it by the Central Government.
- The Central Council shall have the power to undertake evaluation of the various Schemes made under this Act and for that purpose
- Collect or cause to be collected statistics pertaining to the rural economy and the implementation of the Schemes.

### 3. State Government

- Make Rules on matters pertaining to state responsibilities under the Act(32(1)).
- Make and notify the Rural Employment Guarantee Scheme.
- Communication.
- Set up the State Employment Guarantee Council.
- Set up the State Employment Guarantee Fund.
- Budget Provision for and Release of State share.
- Planning and implementation of Rural Employment Guarantee Scheme.
- Provide technical support.
- Training.
- Pay Unemployment Allowance if employment is not given within 15 days despite adequate funds being available.
- Monitoring and Evaluation and Research.

#### **5. State Employment Guarantee Council**

- Advising the State Government on all matters concerning the Scheme and its implementation in the State.
- Determining the preferred works.
- Reviewing the monitoring and redressal mechanisms from time to time and recommending improvements.
- Promoting the widest possible dissemination of information about this Act and the Schemes under it.
- Monitoring the implementation of this Act and the Schemes in the State and coordinating such implementation with the Central Council.
- Preparing the annual report to be laid before the State Legislature by the State Government
- Any other duty or function as may be assigned to it by the Central Council or the State Government.
- The State Council shall have the power to undertake an evaluation of the Schemes operating in the State and for that purpose to collect or cause to be collected statistics pertaining to the rural economy and the implementation of the Schemes and Programmes in the State.
- Terms and conditions of the Chairperson and Members of the State Employment Guarantee Council shall be prescribed by the State Government.

## **4. District**

### **4.1 Gram Sabha**

- Assist in identification of beneficiaries.
- Recommend developmental works.
- Social audit of all projects within the Gram Panchayat jurisdiction.

### **4.2 Panchayati Raj Institutions**

- The Village, Mandal and Zilla Parishads shall be the principal authorities for planning and implementation of the Scheme.
- The Panchayats at all levels can be the Executing Agencies under the Act.
- At least 50% of the works in terms of cost will be allotted to Gram Panchayats for execution.
- The Gram Panchayat shall be responsible for identification of the proposals to be taken up in its area under the scheme as per the recommendations of the Gram/ward Sabha and the same shall be forwarded to Programme Officer for scrutiny and preliminary approval.
- The Gram Panchayat shall prepare an EGS plan.
- The Mandal Panchayat shall approve the Mandal level plan and forward the same to the Zilla Parishad for approval.
- The Zilla Parishad shall finalise and approve Mandal-wise EGS plans to be taken up for implementation under the Scheme.
- The plan approved by Zilla Parishad will assign execution responsibilities to various agencies like Panchayats, line departments etc.

### **4.3 Programme Officer**

- Responsible for matching the demand for employment with the employment opportunities arising from 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 the Mandal under his jurisdiction by consolidating the proposals prepared by the Gram Panchayats.
- Maintain proper accounts of the resources received, released and utilized.
- Sanctioning and ensuring payment of unemployment allowance to the eligible households.
- Ensuring prompt and fair payment of wages to all labourers employed under a programme of the Scheme within his jurisdiction.
- Ensuring that regular social audits of all works within the jurisdiction of the Gram Panchayat are carried out by the Gram Sabha and that prompt

action is taken on the objections raised in the social audit.

- Dealing promptly with all complaints that may arise in connection with the implementation of the Scheme within the Mandal.
- Other work as may be assigned to him by the District Programme Coordinator or the State Government.
- The Programme Officers shall-function under the direction, control and superintendence of the District Programme Coordinator and shall also be accountable to the Mandal Parishad.

#### 4.4 District Programme Coordinator

- To consolidate the EGS plans prepared by the Mandals and proposals received from other implementing agencies for inclusion in the proposals to be approved by the Zilla Parishad.
- To accord necessary administrative sanction.
- To coordinate with the Programme Officers functioning within his jurisdiction and the implementing agencies to ensure that the applicants are provided employment as per their entitlements under this Act.
- To review, monitor and supervise the performance of the Programme Officers.
- To conduct periodic inspection 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 details of 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 Zilla Parishad.

## ANNEXURE-A-2

### SUMMARY OF MAIN TASKS UNDER THE NATIONAL RURAL EMPLOYMENT GUARANTEE ACT (NREGA)

Function	Implementation Activity	Centre	State	Levels of						
				District		Mandal		Gram Panchayat		
				ZP	DPC	MP	PO	GP	GS	GS
Policy &	Core rules formulation	###								
Standards formulation	Notification of Areas to be	###								

	covered under the NREGA								
	State APREGS formulation		###						
	Formulation of State rules & Guidelines on implementation of NREGA		###						
	Creation of NEGC/SEGC	###	###						
	Designation of District Programme Coordinator		###						
	Appointment of Programme Officer at Mandal level		###						
	Time motion studies		###						
	Norms for measurement of work		###						
	District Schedule of Rates formulation		###						
	Fixation of wage rates		###						
Planning	Mobilization of demand		###			###	###		###
	Estimation of demand						###		###
	Activity selection						###		###
	Preparation of Annual Plan			## #	## #	###	###	###	
	Perspective Plan Approval		###		## #		###		
	Annual Plan approval			## #		###			###
	Preparation of labour budget				## #				
Communication and Publicity	Communication Strategy	###	###						
	Communication & Publicity in local language		###	## #	## #	###	###	###	
Financial	Setup National	###							



management	Employment Guarantee Fund (NEGF)								
	Setup State Employment Guarantee Fund (SEGF)		###		##				
	Open Bank Accounts in APREGS Districts & Mandals		###		##		###		
	Fund flow from DRF to PO to Implementing Agency		###		##		###		
Training	State level personnel	###							
	Training of State level & District level officials, PRIs and other Stakeholders		###						
	Training on RTI/Social Audit		###						
	Develop training module/ material		###						
	Training of trainers		###						
	Organising training programs for PRIs/ government functionaries		###		##		###		
Operation	Mobilisation of application						###	###	
	Registration of application						###		
	Registration & verification of application						###		###
	Issuance of Job Card						###		
	Annual updation of employment seekers register						###		###
Implemen- Tation	Preparation of estimates				##	###		###	
	Technical & financial sanction				##	###			
	Selection of				##			###	

	executing agency				#					
	Allotment of work to agencies				## #					
	Application of work							###		
	Provision of wage employment						###	###		
	Provision of muster roll					###				
Wage Payment	Fixation of wages		###							
	Publicity of wage rate		###	## #	## #	###	###	###		###
	Display of wage rates						###	###		
	Payment of wages							###		
Measurement of works	Formulation of norms of measurement		###							
	Time motion studies		###							
	Prepare District Schedule of Rate (DSR)		###							
	Publicity of DSR in vernacular language		###		## ##		###	###		
Social audit	Conduct of Social Audit							###		###
	Integration of Social Audit in 4 stages of implementation i.e. pre planning, planning, implementation and monitoring & evaluation		###							
	Monitoring of registration, employment provided, unemployment allowance paid, social audit & payment of correct wages	###	###	## #	## #	###	###	###		

Grievance Redressal	Grievance against PO			###					
	Grievance against GP		###	##	###	###			
	Action against irregularities		###						
	Helpline for grievance redressal		###	##	###	###	###		
Transparency & Accountability	Yearly Physical & Financial Audit		###		###		###		
	Accountant General's Audit		###		###				
	District Internal Audit			##	###	###	###		
Monitoring & Evaluation	Setup National Monitoring System	###							
	Report of Local Vigilance Committee							###	###
	MIS for management of Data	###	###						
	Yearly average wage earned data to be presented before SEGC		###		###				
	Verification & Quality Audit by external Monitors		###	##					
	Periodic evaluation & Research studies on implementation		###	##					

### A-3 IT APPLICATIONS IN IMPLEMENTING APREGS

The Government has developed an Internet based MIS that would enhance transparency and ensure that information is available in the public domain. As a part of this initiatives TCS has developed comprehensive application that has the following modules:

MCC (Mandal Computer Centre) has the following modules-

- Wage seeker module to generate Job Cards.
- Work proposal module to generate technical estimates, shelf of works, and work commencement order.
- Work execution module to generate payment order for wage seekers and M Book.

- Material management module to generate payment order for material suppliers.
  - Fund management module for tracking, getting the allocations as per the need, generating UCs and tie up with banks/Post Offices.
  - Analysis module for MIS and other analytical reports.
  - Facility to upload the files to District server in batch mode.
- DCC (District Computer Centre) has the following modules-
- Aggregate analysis module for MIS and other analytical reports.
  - Facility to upload the files to State server in batch mode.
- SCC (State Computer Centre) has the following modules.
- Aggregate analysis module (MIS)
  - Web enabling the analysis reports.
- Grievance Redressal module from admin login.

## **Wage seeker module**

### **Inputs**

Village household registration register and applications for registration.

### **Outputs**

Template of Identity Card of the household without photograph

- o Details given in the register
- o Household ID with Barcode

## **Works Proposal module**

### **Technical estimates**

#### **Inputs**

Measurements for the works identified in the Gram Panchayat as per the input sheets given for each type of work

#### **Outputs**

- GP wise Works list
- Detailed technical estimates

### **Administrative & technical sanction**

**Input:** Administrative sanction no & technical sanction no

**Output:** GP wise shelf of works

### **Work start up:**

**Input:** As per the request for starting the work tick the work

### **Output:**

Work commencement letter to GP, executing agency, Paying agency, VO.

M Book sheet to capture progress

### **Work execution module**

#### **Inputs**

- o Muster roll
- o M book sheet

#### **Outputs**

- Wage payment proceedings to GP, executing agency, bank/Post Office,
- Wage reconciliation
- Work completion report (by taking inputs from material supply module also)
- Fund updation (**done by the Fund Management Module**)
- Utilisation certificate.

### **Material management module**

#### **Inputs**

M Book sheet indicating the type of material, its supply and basic information of the material supplier

#### **Outputs**

- o Material Payment order to the concerned bank

### **Funds management module**

#### **Inputs**

- Material Payment order (generated by the Material Management Module)
- Wage Pay Order (generated by the Work Execution Module)
- Wage Disbursement note
  - o Amount payable
  - o Amount paid

- Fund allocation/de-allocation order
  - Amount of fund allocated/de-allocated
  - Allocating department
  - Date of allocation

### **Outputs**

- Fund Status Report
  - All transactions in chronological order are shown.

### **Triggers that require supervision**

1. Employment Demand - Supply match at each level.
2. Payment - Work done at each level.
3. Fund availability at each level.
4. Availability of technically approved and administratively sanctioned estimates ready for activation at short notice.
5. Availability of technical support personnel at each level.
6. Availability of non technical staff and Programme Officers at each level.
7. Amount as advance with Implementing Agency that remains to be booked in an MB is kept to a minimum.
8. Grievance redressal is prompt.

At the MCC a cupboard should be placed with index pasted on its front about places and subjects for which records are maintained. 4 types of records have to be maintained. GP wise Box files, a box file on printout of daily log, Outward Register & a box file on GOs, Memos, Circulars, proceedings, orders etc on APREGS communicated to Mandal/GP. The GP wise box file should have the following documents printed from Computer package.

1. INDEX
2. List of wage seekers issued Job Cards.
3. GP EGS Plan
4. Technical Estimates
5. Administrative sanction proceedings
6. Technical sanction proceedings.
7. List of Shelf of works.
8. Work commencement order
9. Muster rolls
10. M book sheets
11. Wage payment order
12. Material Payment order

13. Work completion report
14. Utilisation Certificate.

#### PROCESSES THROUGH SOFTWARE:

Wage seeker module: Issue of Job Cards--

##### Manual Process:

1. The PO will place the blank Household Job Cards with MCC.
2. The Panchayat Secretary/ Filed Assistant will write the EGS Registration & Job Card Register and bring the Register to MCC.

##### Computer Process:

1. The Computer operator will feed the information into the Wage Seeker module and print the first page of the blank Job Card.
2. The computer operator will print the individual cards.

##### Manual Process:

The Panchayat Secretary/ Field Asst will take the Job Cards/ individual cards and distribute the same with the help of EGS Activist.

Work Proposal Module:

Plans, Technical estimates, Admin approval, technical approval, shelf of works, opening of works .

##### Plans & technical estimates:

##### Manual Process:

1. The works will be identified, approved in GP and forwarded the list to PO.
2. MDO will coordinate with the Mandal Parishad to identify works between GPs and forward the list to PO.
3. The EGS Engineer/Field Assistant/ TA will bring the measurements of the works at GP and Mandal parishad level in given templates (duly signed) to the MCC to get technical estimates
4. The CEO, Zilla Parishad will coordinate with Zilla Parishad to propose works between Mandals with the help of line Departments.
5. The CEO will identify the Mandals involved in the works and get the measurements from line Depts in the given templates (duly signed by engineers of Line Dept.) habitation wise and forward it to the concerned MCC to get the technical estimates generated.

##### Computer Process:

1. Once in a year or whenever there is a change the authorized admin user will input/update data on Rural SSR, leads, prices, specification etc in the input screens specially designed for this purpose.
2. The Computer operator will input the data got from GP, Mandal Parishad & ZP.
3. He will generate the technical estimates.

4. He will generate the Mandal EGS Plan

**Manual Process:**

1. PO will put the Mandal EGS Plan before Mandal Parishad for approval
2. MPDO will forward the Mandal EGS Plan along with estimates to DPC.
3. PO will forward the technical estimates of ZP works that CEO referred to his MCC.
4. The CEO will forward the list of ZP works along with estimates after consolidating from all MCCs.
5. The DPC will consolidate the Mandal EGS Plan with ZP works and place this District EGS Plan before ZP for approval.

Admin & technical sanction & shelf of works:

**Manual Process:**

The DPC will give administrative sanction to all works in District EGS Plan and forward them to the concerned PO.

The PO will forward the technical estimates for works with admin sanction to the concerned engineers for technical sanction.

**Computer Process:**

The Computer Operator will input data on admin sanction.

The computer operator will input data on technical sanction to generate shelf of works.

Print the shelf of works.

**Work commencement:**

**Manual process:**

1. Wage seeker will apply to Panchayat Secretary requesting for work.
2. If Panchayat Secretary cannot adjust them in any existing work, he will request PO to open a new work.
3. PO will decide the work to be opened based on the priority.

**Computer Process:**

1. The computer operator will tick the work to be opened.
2. He will print a letter to the executing agency, Paying agency, GP, VO, MPDO
3. He will print M Book sheets to capture progress.

Work Execution module: Payments, M Book, Completion Certificate

**Manual Process:**

The PO will sign the letters that are printed in MCC and send them to the concerned.

He will send the M Book sheets to the Panchayat Secretary.

He will send the muster rolls to the Panchayat Secretary.

The Panchayat Secretary/Field Asst will group the wage seekers and start the work.

The Muster Rolls will be closed every week, M Book sheets will be filled and TA/ Field Asst will bring them to MCC.



### Computer process:

The Computer operator will feed the information on Muster Rolls and M Book sheet to generate payment letter to Banks/Post Offices/ GPs as the case may be, based on the attendance and outturn. In case of payments through GPs, Acquittance Roll will also be generated.

Once the work is completed the Computer operator will print the M Book and completion certificate.

### Manual Process:

The Panchayat Secretary will pay to the wage seekers at a designated place and take their signature in Acquittance roll. He will forward this to PO.

If the payment is through banks/post offices then the Principal bank/post office have to give branch wise account adjustment statement to PO.

### Material Payment module:

#### Computer Process:

Depending on the necessity of procuring material from a supplier, the supply order will be generated to the concerned material supplier, payment agency and the executing agency.

#### Manual Process:

The material supplier will supply the material and get the signature of the Field Asst/ Panchayat Secretary .

#### Computer Process:

The Computer operator will input the details of material supplied and generate payment order to the material supplier.

### Grievance Redressal module

From the admin login grievance module can be accessed..

Name, address, nature and date of petition will be inputted into the system along with date and nature of disposal.

Data generated by classifying petitions will be analysed for region and type so that it is used as a tool to identify areas that require senior management attention.

### Funds management module

This module does the following:

Monitor payment of wages

Track transfer of funds to the Districts and to the Implementing Agencies.

Monitor and reconcile expenditures incurred by the Districts.

### Admin module

This module provides special administrative features, which are accessible only to privileged user like the Program Control Officer and system administrator. This module handles following features: -

- User management

This feature handles specification of authorized users and their privileges. There will be two levels of users namely, 'operator' who can operate the system and 'administrator' who can also specify various system settings and configurable parameters.

- System Setup

This feature is used to specify, modify and delete system settings, configurable parameters like village/mandal information, default values, threshold settings etc.

- Material Supplier Management

This feature is used to enter details of authorized material suppliers, material used in various works and their specifications etc.

- Complaint Management

This feature is used to enter the complaints received from various stakeholders into the system. This feature can carry out management of these complaints. They include entry, forwarding to respective departments/officials, progress monitoring and closure of the complaint.

- Authorised Approver Management

Information that includes authorized approvers, paying agencies, and this feature manages authorized inspectors.

- Work Category Management

This feature is used to include new work categories that may be included into the system. Any modification to the standards and rates of payments for various categories of tasks are handled in this feature.

## Analysis Module

This module is used to analyse the available data in the database and generate reports for monitoring the successful implementation of the program. This module will be useful in identifying undesirable trends to take corrective actions.

Some reports of reports that have been identified are: -

- **Work ageing** (details like elapsed days since start and scheduled completion)  
This analysis compares the planned start and completion of the sanctioned works with that of the actual start and completion dates. This analysis helps in identifying delays in starting a work or its completion. Accordingly the Program Control Officer can take remedial actions.
- **Worker ageing** (From the date of registration, elapsed days without work)  
This analysis compares the date of registration or application for work with the first date of work. Any delay in providing work to wage seekers can be identified and remedial actions may be taken to sanction works to the village or identifying the problem for the household in finding work in the village.
- **Household work days completion analysis**  
This analysis compiles the details of number of days worked by a household for the year till date. This statistics enables the calculation of status of the wage provision to the wage seekers. This also helps the PCO and the district administration to sanction more works and coordinate the implementation more rigorously.
- **Household wage earning analysis**  
This analysis compiles the details of wage earned by the household for the year till date. This statistics enables the calculation of status of the wage earning capacity of the household. Action may be taken if the per day wage rate is below certain acceptable level. This also helps the PCO and the district administration to sanction more works and coordinate the implementation more rigorously.
- **Caste / community based analysis**  
This analysis compiles the details of wage earned and working days of households based on community and caste. This statistics enables the calculation of status of the wage earning capacity of the household based on community and caste. Action may be taken if the per day wage rate is below certain acceptable level. This also helps the PCO and the district administration to take remedial actions if the distribution is improper.
- **Gender based work and wage analysis**  
This analysis compiles the details of wage earned and working days of households based on gender. This statistics enables the calculation of status of the wage earning capacity of the household based on gender. Action may be taken if the per day wage rate of male/female is below certain acceptable level. This also helps the PCO and the district administration to take remedial actions if the distribution is improper.
- **Nature of work analysis**  
This feature analyses the distribution of works taken up by a village or Mandal. This statistics enables the study of the types of works being carried out and adherence of developmental activity as per policy. This also helps the administration to take remedial actions if the distribution is improper.
- **Wage and material distribution analysis**

This feature analyses the distribution of works taken up by a village or Mandal based on the wage and material components. This statistics enables the study of the types of works being carried out and adherence of development of as per policy that stipulates higher utilisation of funds as wage. This also helps the administration to take remedial actions if the distribution is improper.

- **Work Jurisdiction analysis**

This feature analyses the distribution of works taken up by a village or Mandal based on jurisdiction. This statistics enables the study of number of works carried out as per jurisdiction. As per the law, a Panchayat is authorised to carry out at-least 50% of the total works allocated to the village. This also helps the administration to take remedial actions if the distribution is improper.

- **Dash Board**

Information that is readily required by the Program Control Officer is presented on the main screen of the system using the Dash Board. System analyses various aspects of the implementation of the program and updates the dashboard periodically. User can access the related information directly by clicking the hyper link provided on the dashboard.

- **Reports**

A provision to view various kinds of reports related to wage seeker, work registration, work execution, materials management will be provided.

## **Annexure A-4**

### **LIST OF DOCUMENTS TO BE DISPLAYED ON THE APREGS WEBSITE**

- (1) Shelves of projects, at the Gram Panchayat and Mandal levels.
- (2) Lists of works sanctioned and their current status.
- (3) Sanctioned estimates.
- (4) Muster-roll registers.
- (5) Financial audit reports of each project.
- (6) Social audit reports of each Gram Panchayat.
- (7) Periodic reports of the Programme Officers and District Programme Coordinators.
- (8) Annual reports of the State Employment Guarantee Council.
- (9) Complaints registers and “action taken” reports.
- (10) Details of Utilization Certificates.
- (11) Annual District rankings.
- (12) Evaluation reports.
- (13) Lists of grievance redressal officials and appellate authorities.
- (14) Lists of vigilance committees and their members.
- (15) Details of the “monthly squaring of accounts” at all levels

# **Important GOs & Circulars**



**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

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

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**PANCHAYAT RAJ AND RURAL DEVELOPMENT (RD-II) DEPARTMENT**

G.O.Ms.No.27

Date: 28.01.2006.

**ORDER:**

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

**NOTIFICATION**

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

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

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

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

**1. Short Title and Commencement and extent**

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

## **2. Objectives**

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

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

## **3. Funding**

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

## **4. Non-Negotiable**

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

## **5. Rights and Entitlements**

- (1) Every adult member whose name appears in the Job Card shall be entitled to apply for unskilled manual work.
- (2) All persons belonging to a household and registered shall be entitled to employment under the Scheme for as many days as each applicant may request, subject to a maximum of one hundred days per household in a given financial year.
- (3) If an applicant is not provided with such employment within fifteen days of receipt of his/ her application seeking employment or from the date on which the employment has been sought in the case of an advance application whichever is later, he/ she shall be entitled to a daily unemployment allowance subject to the entitlement of the household at the rate which shall not be less than one fourth of the wage rate for the first 30 (thirty) days of the financial year and not less than one half of the wage rate for the remaining period of financial year .
- (4) As far as possible the applicant shall be provided work within the village. If an applicant is provided employment outside a radius of five kilometers of the village where he/ she resides at the time of applying he/ she should be paid an extra 10% of the prevailing wage rate to meet additional transportation and living expenses.
- (5) Priority shall be given to women in such a way that at least one-third of the wage seekers shall be women who have registered and requested for work.



- (6) In case the payment of wages is not made within a fortnight, the workers shall be entitled to receive payment of compensation as per the provisions of the Payment of Wages Act 1936(4 of 1936).
- (7) There shall be no discrimination solely on the ground of gender and the provisions of the Equal Remuneration Act. 1976 (25 of 1976) shall be complied with.
- (8) Workers are entitled for work site facilities like safe drinking water, shade for children and periods of rest, first-aid box with adequate material for emergency treatment of minor injuries and other health hazards connected with the work.
- (9) If the number of children below the age of six years accompanying the women, working at any site is five or more, one woman worker shall be engaged to look after the children and she shall be paid wage rate.
- (10) Any injury caused to a person employed under the Scheme by accident arising out of and in the course of his/her employment, such person is entitled to medical treatment free of charge.
- (11) Where hospitalization of the injured worker at the worksite is necessary, such arrangements shall be made including accommodation, treatment and medicines. The injured worker shall be paid a daily allowance not less than half of the wage rate required to be paid had the injured been engaged in the work.
- (12) If the person employed dies or becomes permanently disabled by accident arising out of and in the course of employment, he/ she shall be paid an ex-gratia at the rate of Rs. 25,000 or such amount as may be notified by the Central Government, and the amount shall be paid to the disabled or legal heirs of the deceased, as the case may be.
- (13) Any personal injury caused by accident to a child accompanying any person employed under the Scheme, such person is entitled to free of charge medical treatment for the child and in case of death or disablement, an ex-gratia as determined by the Government.

## **6. Implementation Arrangements**

- (1) At the village level the Gram Panchayat shall be the principal authority for planning and implementation of the Scheme. The Gram Panchayat shall be responsible for identification of the works in the Gram Panchayat area as per the recommendations of the Gram Sabha and Ward Sabhas and for executing and supervising such works.
- (2) The Panchayat Secretary shall be responsible for receiving applications for registration and for issuance of Job Cards. There shall be a Field Assistant to assist the Panchayat Secretary in maintaining the records and also to assist the Technical Assistants being provided at the Mandal level.
- (3) At the Mandal level, the Mandal Parishad shall be the principal authority for planning and implementation of the Scheme. The Mandal Parishad Development Officer shall assist the Gram Panchayats and the Mandal Parishad in carrying out its functions under the Scheme. The Mandal Parishad Development Officer shall be provided with additional support of three Technical Assistants (two from Engineering and one from Agriculture/Horticulture) and one Accountant-cum-Computer Assistant to provide technical support to Gram Panchayats.

- (4) There shall be a Programme Officer at each Mandal level. The Programme Officer shall be a full-time dedicated officer and may be taken on deputation. Fresh recruitment may also be made on contract. The Programme Officer has a critical role in coordinating implementation processes at the Mandal-level. He will be responsible for scrutinizing village Employment Guarantee Scheme plans, ensuring that they match works with employment demand that implementing agencies start works on time, that the employment demand is met within time and workers receive their due entitlements. Among his important functions are ensuring the social audit by the Gram Sabha, disposing complaints and grievance redressal. The Programme Officer will assist the Mandal Parishad in its functions under the Scheme. The Programme Officer shall function under the direction, control and superintendence of the District Program Coordinator and will also be accountable to the Mandal Parishad. The Programme Officer shall be assisted by one Accountant-cum-Computer Assistant.
- (5) The Mandal Samakhya (federation of the Village Organisations of the poor) will be responsible to mobilize and build capacities of the wage-seekers through the Village Organizations and Self Help Groups to access their rights and entitlements provided under the Scheme. In addition the Mandal Samakhya may assist the Programme Officer in handling Information, Education and Communication activities relating to the Scheme. Mandal Samakhya will be facilitated to engage a Social Organizer to support them in carrying out these functions.
- (6) At the District-level, the Zilla Parishad shall be the principal authority for planning and implementation of the Scheme. The Zilla Parishad shall approve the District Employment Guarantee Scheme Plan, which includes the consolidated Mandal Employment Guarantee Scheme plans, its own proposals and project proposals received from other line Departments. It shall also review the programme implementation, supervise and monitor projects taken up at the District and Mandal levels. In Agency Areas, the Governing Body of Integrated Tribal Development Agency shall perform the functions of the Zilla Parishad.
- (7) The District Collector shall be the District Program Coordinator for the implementation of the Scheme in the District. There shall be an Employment Guarantee Scheme unit established in the office of the Project Director, District Water Management Agency to assist the District Programme Coordinator. The District Programme Coordinator shall be assisted by the Project Director, District Water Management Agency; Chief Executive Officer, Zilla Parishad; Project Director, District Rural Development Agency and Project Officer, Integrated Tribal Development Agency (in Agency Areas) as Additional District Programme Coordinators. The Project Director, District Water Management Agency shall assist the District Programme Coordinator in overall management of the Scheme. The Chief Executive Officer, Zilla Parishad shall assist the District Programme Coordinator in implementation of the Scheme by the Panchayat Raj Institutions. The Project Director, District Rural Development Agency shall assist the District Programme Coordinator in the mobilization of wage seeking families through the Self-Help Groups of women and their Federations at Village, Mandal and District level. The Project Officer, Integrated Tribal Development Agency shall assist the District Programme Coordinator in the management of the Scheme in the Agency Areas.

- (8) At the State level, the Commissioner, Rural Development shall be the State Programme Coordinator. He / She shall be assisted by an Employment Guarantee Scheme unit consisting of a Director and subject specialists and support staff.
- (9) The Commissioner, Panchayat Raj shall coordinate the implementation of the Scheme with the Panchayat Raj Institutions.
- (10) The Chief Executive Officer, Society for Elimination of Rural Poverty shall ensure the involvement of District Rural Development Agencies in mobilization and capacity building of the wage seeking families through the Self-Help Groups of women and their Federations at the Village, Mandal and District level.
- (11) The Commissioner, Aliminati Madhava Reddy – Andhra Pradesh Academy of Rural Development, shall provide capacity building support to the Panchayat Raj Institutions and the line Departments.
- (12) The Commissioner, Tribal Welfare, shall ensure the involvement of Integrated Tribal Development Agencies in implementation of the Scheme in Agency Areas.
- (13) The Managing Director, Andhra Pradesh Scheduled Castes Cooperative Finance Corporation Limited, shall ensure the involvement of District Scheduled Castes Service Cooperative Societies Limited in enabling the Scheduled Castes households to access their rights and entitlements particularly in development of their lands with irrigation facilities.
- (14) State Government shall make rules to carry out the provisions of the Act pertaining to State's responsibilities under the Section 32 (1) of the National Rural Employment Guarantee Act, 2005. The State Government shall set up the Employment Guarantee Fund, provide Budget provision for and release the State share, notify Rural Standard Schedule of Rates from time to time, conduct impact assessment and evaluation studies. The State Government shall set up Andhra Pradesh State Employment Guarantee Council under Section 12 (1) of the National Rural Employment Guarantee Act, 2005. The Andhra Pradesh State Employment Guarantee Council shall be the advisory body for the purpose of the Andhra Pradesh Rural Employment Guarantee Scheme. The Chief Minister shall be as Chairman, Minister (Rural Development) as Vice-Chairman, Principal Secretary (Rural Development) as Member Convenor, with fifteen non-officials and eight official members.
- (15) Non-Governmental Organizations shall be involved as partners in community mobilization, capacity building, social audit and monitoring of processes relating to rights and entitlements of the workers.

## **7. Registration and issuance of Job Card**

- (1) Any adult person of a household may on behalf of the members of the household apply to the Gram Panchayat, in the jurisdiction of which they reside, for registration of their household for issuance of a Job Card. The application can be in a printed form (Form 1) or on a plain paper containing the names of the adult members, their age, social status and address of the household. The Panchayat Secretary shall receive applications and issue dated receipt and enter the details in the Employment Guarantee Scheme Registration and Job Card Register (Form 2). After that, he/she shall make due enquiry and issue the Job Card.
- (2) A Job Card (Form 3) with unique ID number will be issued by the Gram Panchayat to the household that has been registered. The Panchayat Secretary shall also

maintain these details in the 'Employment Guarantee Scheme Job Card Register'. The joint photograph of the adult members of the household must be affixed to the Job Card within three months from the date of issue of the Job Card.

- (3) The Panchayat Secretary shall update the household Job Card at the time of payment of wages. The wage-days provided and the wages paid to the workers shall be reflected in the Job Card and the Employment Register.
- (4) Addition or deletion of members eligible to seek work shall be carried out in the Job Card as and when required or at the beginning of the financial year. The updated list shall be sent to the Program Officer.
- (5) A cardholder may apply to the Gram Panchayat for a duplicate card if the original card is lost or damaged. The Panchayat Secretary shall verify the case and issue a duplicate card within seven working days of receipt of the application.

#### **8. Application for work and work allotment**

- (1) Individual/ Group of wage-seekers having Job Cards shall give individual or group application, (Forms 4 and 5) as the case may be, on a plain paper or in a printed form. Advance application giving details of the specific period of employment sought in the year may also be submitted. Same person/ group can submit multiple applications provided that the corresponding periods for which employment is sought do not overlap.
- (2) The Secretary shall accept the applications for work. The applications shall be valid if the wage employment sought by a household is at least for fourteen days and the aggregate employment provided to the household is not more than hundred days. List of all such applications shall be maintained in the 'Applications for Work Register' (Form 6).
- (3) The Gram Panchayat shall direct the applicant or group of applicants in writing in Form 7, to work in any ongoing work or by starting a new work, within fifteen days of receiving applications seeking work or from the date of work being sought in case of advance application, whichever is later. He/She shall make necessary entries in the 'Applications for Work Register'.
- (4) Disabled persons may be provided wage-employment by entrusting suitable works in the form of services that are identified as integral to the programme.
- (5) If it is not possible to provide work within the Gram Panchayat area the Gram Panchayat Secretary shall forward the applications for work to the Programme Officer. The Programme Officer shall coordinate with other Gram Panchayats within the Mandal and issue letter of employment to the applicant in the Gram Panchayat where work is available, by marking a copy to both the Panchayat Secretaries concerned and the Mandal Parishad Development Officer.

#### **9. Unemployment Allowance**

- (1) If an applicant is not provided employment within fifteen days of receipt of the application seeking work or from the date on which the employment has been sought, in case of advance application, whichever is later, he/ she can apply to the Panchayat Secretary for unemployment allowance. The Panchayat Secretary shall forward such applications to the Programme Officer who shall, after due enquiry, sanction the unemployment allowance or reject the application as the case may be.

- (2) The liability of the Panchayat to pay unemployment allowance to any house hold shall cease as soon as one or more of the following conditions are fulfilled:
- (i) The applicant is directed by the Gram Panchayat or the Programme Officer to report for work either by himself/ herself or depute at least one adult member of his/her household;
  - (ii) Or the period for which employment is sought comes to an end and no member of the household of the applicant had turned up for employment;
  - (iii) Or the adult members of the household of the applicant have received in total at least one hundred days of work within the financial year;
  - (iv) Or the household of the applicant has earned as much from the wages and unemployment allowance taken together which is equal to the wages for one hundred days of work during the financial year.

### **10. Type of Works**

- (i) The focus of the Scheme shall be on the following works in the order of priority:
  1. Water conservation and water harvesting.
  2. Drought proofing (including afforestation and tree plantation).
  3. Irrigation canals, including micro and minor irrigation works;
  4. Provision of irrigation facility to land owned by households belonging to the Scheduled Castes and Scheduled Tribes or to land of beneficiaries of land reforms or that of the beneficiaries of Indira Awas Yojana program.
  5. Renovation of traditional water bodies including desilting of tanks.
  6. Land development. Flood control and protection works, including drainage in water-logged areas.
  8. Rural connectivity to provide all-weather access.

Any other work, which may be notified by the Central Government in consultation with the State Government. Investing on Scheduled Caste / Scheduled Tribe lands for irrigation and land development duly fulfilling Special Component Plan / Tribal Sub-Plan norms in each Mandal.
- (iii) In order to ensure that the adequate investments under Employment Guarantee Scheme are channelised for plantation programme, it is proposed that 20% of the value of works taken up in Village shall be on plantation programme. Roads can be taken up as last priority not exceeding 10% of the value of all types of works taken up.

### **11. Planning for Shelf of Works**

- (1). The annual planning process for the next financial year should be completed by the December end of every year, including approval of the plan by the Zilla Parishad. The District Programme Coordinator shall prepare a labour budget for the next financial year containing the details of the anticipated demand for unskilled manual work in the district, which shall be the basis for the planning.
- (2). The District Programme Coordinator shall arrive at the value of all works that need to be taken up to meet the anticipated labour demand and communicate the

proportionate value of works to be identified by the Panchayat Raj Institutions in the ratio of 75:15:10 among Gram Panchayats, Mandal Parishads and Zilla Parishad.

- (3). The Panchayat Raj Institutions i.e., Gram Panchayat, Mandal Parishad and Zilla Parishad shall be the units for maintaining the proportion between wage and material component in the ratio of 60:40 in respect of the works proposed by them. The material component shall include material and skilled / semi-skilled labour.
- (4). The Gram Panchayat shall facilitate conduct of Ward Sabha and Gram Sabha for identification and prioritization of works within the allocations indicated to it by the District Programme Coordinator.
- (5). The Gram Panchayat shall approve it as the Gram Panchayat Employment Guarantee Scheme Plan duly showing the priority of the works.
- (6). The Gram Panchayat shall forward its Employment Guarantee Scheme Plan to the Programme Officer along with the indication of works it proposes to execute by itself.
- (7). If the identified works are not sufficient to meet the anticipated wage demand, the Programme Officer can call for additional proposals from the Gram Panchayat.
- (8). The Programme Officer shall scrutinize the annual plan received from the Gram Panchayat for its technical feasibility and satisfy himself / herself that the plan meets the likely demand for employment based on the registrations and previous experience.
- (9). The Programme Officer shall examine the proposals in the annual plan and record his / her observations on the proposals and submit a consolidated statement of proposals to the Mandal Parishad.
- (10). The Mandal Parishad shall propose works that may involve more than one Gram Panchayat within the allocations indicated by the District Programme Coordinator. The Mandal Parishad shall assign priority to the works proposed by it. The Programme Officer shall consolidate the Employment Guarantee Scheme plans received from the Gram Panchayats along with the proposals from the Mandal Parishads. Then the Programme Officer shall submit the consolidated Employment Guarantee Scheme plan for the Mandal to the Mandal Parishad for approval. The Mandal Parishad shall maintain the priority indicated by the Gram Panchayats. It shall not reject the work proposed by the Gram Panchayats, if it is within the parameters of the Act. If it is outside the parameters of the Act, then it will be returned to the Gram Panchayats for replacing it with a valid proposal. The Mandal Parishad shall forward the approved Mandal Employment Guarantee Scheme plan to the District Programme Coordinator duly marking a copy to the Programme Officer.
- (11). The District Programme Coordinator shall scrutinize the plan proposals of all the Mandal Parishads examining the adequacy and appropriateness of works in terms of likely demand as well as their technical and financial feasibility. He/ she will also invite and examine work proposals from other executing agencies. He/ she will consolidate all these proposals and place before the Zilla Parishad. The Zilla Parishad shall not change the priorities indicated by the Gram Panchayats and the Mandal Parishads in their Employment Guarantee Scheme plans. The Zilla Parishad shall propose works that may involve more than one Mandal within its allocation and approve the District Employment Guarantee Scheme plan. The District Programme Coordinator shall accord administrative sanctions for all the works

approved under the District Employment Guarantee Scheme plan. The administrative sanction proceedings of the District Programme Coordinator shall clearly show the priority number of the work as indicated by the Gram Panchayat / Mandal Parishad / Zilla Parishad and also the details of the executing agency.

- (12). Each work administratively sanctioned shall be assigned a unique identification number.
- (13). The list of works administratively sanctioned should be forwarded to the Programme Officer who will send it to the concerned executing agencies for technical sanctions. The technically sanctioned works are sent back to the Programme Officer, who shall maintain these as Shelf of Works.

## **12. Rural Standard Schedule of Rates**

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

## **13. Estimation and Technical Sanctions**

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

## **14. Execution of Works**

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



- (4) The Muster Rolls shall be supplied from District Employment Guarantee Scheme Cell to Programme Officer. Each Muster Roll shall be uniquely numbered. The Programme Officer will issue the duly numbered Muster Rolls to executing agencies, which shall maintain such Muster Rolls for every work. The executing departments shall maintain a stock register of the Muster Rolls. The Muster Rolls shall be closed once a week.

## **15. Wages**

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

## **16. Closing of Works and Data Management**

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

## **17. State Employment Guarantee Fund**

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

## **18. Funding Pattern**

- (1). The Government of India funds shall be utilized for the following:
  - (i). Cost of wages



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

#### **19. Provision for Administrative Cost**

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

#### **20. Audit of Accounts**

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

#### **21. Vigilance and Quality Assurance**

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

#### **22. Social Audit and Right to Information**

- (1) Social audit shall be taken up to make the planning, implementation and evaluation of Employment Guarantee Scheme more participatory, transparent and accountable. Social audit shall not be retrospective but an ongoing process of participation to ensure that legal guarantees and entitlements flow to the workers in a legitimate way. Social audit shall be done in three stages - pre, during and post implementation. Social audit shall be integrated into the critical activities of Employment Guarantee Scheme.
- (2) An information Wall shall be built by the Gram Panchayat at Gram Panchayat headquarters. One side of the Wall shall be painted with long-term information like task-wise wage rates to be adopted for the year, non-negotiables, important guidelines, shelf of works identified etc. The other side of the wall shall be updated with weekly information like work-wise number of labour working; materials procured and consumed expenditure etc.
- (3) The Programme Officer shall be the Public Information Officer for the Scheme, under the Right to Information Act, 2005 at the Mandal level and the Panchayat Secretary shall be the Public Information Officer at the Gram Panchayat level. The District Programme Coordinator shall be the appellate authority under the Scheme. The Public Information Officer shall make available the copies of the documents/ registers for verification and sale on cost as per the provisions of the

Right to Information Act, 2005. The Programme Officer shall make available to the Gram Panchayats and the Village Organizations, the estimates of the works commenced, copies of Muster Rolls, pay orders for facilitating public scrutiny. The Village Organizations and the Mandal Mahila Samakhya shall maintain registers containing information on Employment Guarantee Scheme and discuss in their monthly meetings to ensure transparency, accountability and facilitate social auditing.

### **23. Monitoring and Evaluation**

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

### **24. Grievance Redressal Mechanism**

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

This GO is available in [www.rd.ap.gov.in](http://www.rd.ap.gov.in) and [www.aponline.gov.in](http://www.aponline.gov.in).

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

**K. RAJU  
PRINCIPAL SECRETARY TO  
GOVERNMENT**

**To**

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

The Commissioner, Rural Development, AP.,Hyderabad

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

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

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

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

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

The District Panchayat Officers of 13 APREGS Districts

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

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

The Commissioner, Panchayat Raj, AP., Hyderabad

The Commissioner, Tribal Welfare, AP.,Hyderabad

The Commissioner, Social Welfare, AP.,Hyderabad

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

The Commissioner, AMR APARD, Rajendranagar, Hyderabad

**// Forwarded By Order //**

**Assistant Secretary to Government (RD)**

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

**ANDHRA PRADESH RURAL EMPLOYMENT GUARANTEE SCHEME**

**Form 1**

**APPLICATION FOR REGISTRATION AND JOB CARD**

To The Panchayat Secretary .....Habitation .....Gram Panchayat, ..... Mandal .....District	Date:_____
---	------------

I, ..... (father/ husband's name ..... ) am a resident of the village .....

My particulars are:  
Caste: BC/ SC/ ST/PH others:  
Landholding if any in acres :  
IAY beneficiary:                      Yes/No  
Beneficiary under ceiling land:    Yes/No

I request for registration of the following family members of my household as wage seekers under AP Rural Employment Guarantee Scheme.

	Name	Sex	Age	Relationship with the Head of the family
1.	(Head of the family)			
2.				
3.				

4.				
5.				
6.				

Kindly register us in the program and issue Job Card along with the enrollment number.

Signature or left thumb impression of the Applicant

For Gram Panchayat's Use :

Application No -----

Date:.....

Signature of Panchayat Secretary:

Village:

Gram Panchayat:

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



	1/2		Seetam ma												
	1/3		Gopal												
2	2/1														
	2/2														
	2/3														

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

### Form 3

#### HOUSEHOLD JOB CARD:

<i>Page 1</i>	
Household Identification	Photo of **
Unique HH ID:	Date of Issue:

Name of the head of the household: Surname:..... Name:.....						
Husband/ Wife's name:						
Caste (SC/ ST/ BC):						
Land Reform/ IAY beneficiary						
Names of the working members in the family:						
S.No.	Individual No.	ID	Name	Father's/Husband's Name	Male/ Female	Age on Date of Registration
1. *						
2.						
3.						
4.						
* In this Row Head of the House Hold should be mentioned.						
Address:						
Date of Registration						
Name of the labour group, if member of any:						



Signature of the Village Secretary (Panchayat Secretary):

Village:

Gram Panchayat

Details of employment provided and wages paid.

Name of the Family

Number of days  
employment provided

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

Cumulative Number of days worked

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

<p>Inside pages (Page 2 &amp; 3):</p>						
<b>Demand For Work Record</b>						
SI No	Date of submission of application for seeking employment		Date from which employment is needed	No of Days		
<b>Details of employment provided</b>						
SI No	Month & Year	Name of family Member to whom Employment Provided	No of days for which Employment Provided	Details of work on which Employment is Provided.	Muster Roll Number by which wages paid	Signature of authorised officers

--	--	--	--	--	--	--

NOTE:

- i. No Row will be left Blank in any case
- ii. Month-wise totals will be done at the end of the month for number of days of employment provided.
- iii. Details will be entered separately for separate family members.
- iv. Accordingly when wage employment of 100 days have been provided to the household, it has to be entered in the next row in red ink

Page 4: Basic Information on Entitlements (back page)

Entitlements for labour as per the act/ Scheme

•

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

Name of the Registration Officer/Gram Panchayat Secretary:

Address:

Telephone Number:

Name of the Programme Officer:

Address:

Telephone Number:

**INDIVIDUAL APPLICATION FOR WORK**

To

The Panchayat Secretary.

----- Habitation

----- Gram Panchayat,

-----Mandal

----- District

Date: \_ \_ \_ \_

Dear Sir/ Madam,

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

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

Signature or Left Thumb Impression of the Applicant

Address:

*(To be filled in by the Panchayat Secretary)*

Application NO:

Application Received By:

Name of the functionary receiving the application:

Designation:

Date of Receipt of application:

Job Card No: ..... (verified in the register)

Wage sought is for atleast 14 days : Yes/ No

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

Employment to be provided by the date: .....

Signature of Gram Panchayat Secretary:

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

Acknowledgement

Received application No .....seeking wage employment from .....(Name) with individual Job Card No. .... HH Job Card No..... on date.....

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

Your application is not valid for the following reasons

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

Signature of the Panchayat Secretary

Gram Panchayat:

Mandal:

District:

**Form 5**

**GROUP APPLICATION FOR WORK**

To  
The Panchayat Secretary  
----- Habitation  
----- Gram Panchayat,  
-----Mandal  
----- District

Date:\_\_\_\_\_

Dear Sir/ Madam,

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

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

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

Signatures or the Left Thumb Impressions of the applicants

*(To be filled in by the Panchayat Secretary)*

Application NO:

Application Received By:

Name of the functionary receiving the application:

Designation:

Date of Receipt of application:

Job Card No: ..... (verified in the register)

Wage sought is for atleast 14 days : Yes/ No

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

Employment to be provided by the date: .....

Signature of Gram Panchayat Secretary:

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

Acknowledgement

Received application No .....seeking wage employment on .....

Signature of the Panchayat Secretary

Gram Panchayat:

Mandal:

District:



**REGISTER FOR APPLICATIONS FOR WORK:**

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

**Form 7**

**LETTER DIRECTING EMPLOYMENT SEEKER TO A WORK UNDER THE APREGS.**

To,

Date:

Individual ID.No.....

Village....., Panchayat ..... Mandal: .....

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

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

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

--	--	--	--	--

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

Signature of Panchayat Secretary:

Date-

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Andhra Pradesh Rural Employment Guarantee Scheme (APREGS) - Bio-diesel Plantations - Implementation arrangements – Orders - issued.

**PANCHAYAT RAJ AND RURAL DEVELOPMENT (RD.II) DEPARTMENT**  
**G.O.Ms.No.29**

**Date: 31.01.2006**

Read the following:

1. Govt.Memo.No.1315 RS-IV /2005-2 of RSAD Dept. dt.23.11.05.
2. G.O.Ms.No.27, PR & RD (RD-II) Department Dated 28.01.2006.
3. CRD's Lr.No.4017/Bio-diesel/2005-06 Dated 30.01.2006.

\* \* \*

**ORDER:**

The Andhra Pradesh Rural Employment Guarantee Scheme has been prepared under the provisions of NREG Act, 2005 vide reference 2 cited above.

2. The primary objective of the Scheme is to provide Livelihood security to the house holds in rural areas of the thirteen notified Districts by providing not less than one hundred days of Guaranteed wage employment in every financial year to every house hold whose adult members volunteer to do unskilled and manual work.

3. The Act. and the Scheme focus on water conservation, water harvesting and drought proofing including afforestation and Tree plantation. The scheme provides for taking up plantations to the tune of 20% of the value of the works taken up in the Gram Panchayats. Special focus of the plantations shall be on Bio-diesel plantations particularly Pongamia species and Jatropaha apart from Horticulture and Pulp Wood plantations.

4. Further, Government have decided to take up Bio-diesel plantations as an important initiative under the National Mission on Bio-diesel to ensure energy security to the nation apart from providing sustainable source of income to rural poor by converting the un-utilised marginal lands into productive lands in the rural areas.

5. So far the Department of Rain Shadow Area Development (RSAD) was implementing the Programme of Bio-diesel plantations. The Government after careful examination have decided that RSAD Dept will take care of the policy matters like Bio-diesel policy, procurement price, Marketing, promoting Entrepreneurship and other technical matters. The Rural Development Department will be responsible for implementation and Monitoring of the plantation programme on the field.

6. The Commissioner Rural Development has forwarded detailed guidelines on implementation arrangements vide reference 3<sup>rd</sup> cited and requested for issue of Government orders on the same.

7. Government after careful examination of the proposal made by the Commissioner Rural Development issue orders on implementation arrangements for taking up Pongamia plantations under Andhra Pradesh Rural Employment Guarantee Scheme.

**I. Implementation arrangements**

**State Level**

At the Secretariat, the Department of Rural Development will deal with policy issues related to implementation of Bio Diesel plantation and guide the Commissioner Rural Development. The Commissioner Rural Development will be the Head of the Department

for the implementation and Monitoring of Bio-diesel plantation programmes particularly Pongamia supported by a Technical Unit. The Technical Unit will be headed by a Director with other supporting staff.

### **District Level**

The Project Director, DWMA shall be the implementing authority at the District level and will be assisted by a Plantation unit with Technical and supporting staff.

### **Mandal Level**

One of the three Technical Assistants positioned under APREGS shall provide Technical support to the Pongamia plantation activities in the Mandal through the other two Technical Assistants. Each Technical Assistant will be personally responsible for the programme in his/her cluster. They will support the farmers and SHGs at Gram Panchayat Level through the Field Assistant.

### **Village Level**

Gram Panchayat shall be the implementing authority at the village level. The Field Assistant provided under APREGS shall guide farmers to take timely action as per the calendar of operations by visiting their fields, facilitate timely payment to the farmers and submit progress reports to the Technical Assistant. Every GP shall identify one SHG/VO which will take up the responsibility of raising nursery of Pongamia Plantation to whom all technical inputs will be provided. The SHG/VO will also help the Gram Panchayat in Mobilizing and motivating farmers to take the Pongamia plantations.

## **II. Capacity Building:-**

The AMR-APARD will provide training to the trainers and Secondary stakeholders and also act as a resource centre to provide relevant information on Pongamia Plantations including Training modules, and Training manuals. The DLRCs / CLRCs under AMR-APARD shall conduct all training programmes to the primary stakeholders. For this purpose, one Resource Person will be positioning at each CLRC and one at DLRC to coordinate trainings on Pongamia plantation. The support of DFO (SF) will be taken to identify Resource persons and provide technical guidance in training and nursery raising.

## **III. Raising of Nurseries:-**

The VO will help the Gram Panchayat in identifying Self Help Group for raising nursery. Seed should be procured locally as far as possible as per rates under FSR of Forest Department. In case it has to be procured from outside, the District Social Forestry Committee chaired by the Collector shall take necessary decisions. The DFO (SF) will provide technical support to test viability of seed and poly bags.

Nursery raising must be matched with area to be planted. To ensure that seedlings are not wasted, they should be raised in poly bags and also in primary beds. The DFO(SF) shall provide technical estimates with details of activities to be carried out, in telugu for adoption by SHGs. The field assistant shall supervise the activities as per estimates and prepare muster accordingly.

Since the raising of nurseries involve advance activities viz., identifying the site for the nursery, paying rent to the land owner, purchase of seed, polybags, soil mixture, FYM etc., the Project Director DWMA shall release the cost towards collection of seeds and procurement of poly bags to DFO(SF). The estimate for raising nursery shall be sanctioned and the labour component should be released through the Gram Panchayats concerned.

#### **IV. Pitting and Planting:-**

The SHG and VO shall take up the responsibility of motivating the small and marginal farmers, beneficiaries of assigned lands to take up Pongamia plantations in their lands. They will collect the applications from the farmers, consolidate as a proposal and submit to the Gram Panchayat as a project to be taken up under APREGS under priority 2 of schedule 1 of the Act.,

Alignment and staking for pits is done at the spacing of 5 X 4 mts. and pits of 45 cu.cm., will be dug @ 200 pits per acre. All norms under the APREGS scheme shall be followed while executing the works. The muster rolls (Uniquely numbered) supplied by the Programme Officer shall only be used. The muster rolls are closed once in a week by the Field Assistant duly attested by a member of the identified SHG, two representatives of workers. Measurement is made and recorded in M-book by the Field Assistant and the Panchayat secretary shall submit the M-book and closed muster rolls to the MPDO. Payment of wage component to the workers and material cost to the suppliers of the material is done as per the procedure envisaged in the APREG scheme.

Planting of seedlings is done during monsoon season (July & August) by the farmers. Mulching the top 1/4<sup>th</sup> pit with locally available agro waste will help in conserving the soil moisture and reduces the number and frequency of irrigations. The DFO(SF) will train SHGs/VO to identify the plus trees for collecting the scion material and also on situ grafting. Once the planted seedlings are established, in - situ grafting is done in the month of October. The scion twigs of the plus trees are collected after pre-curing (about ten days prior to grafting). The payment towards these activities will be made based on the number of grafts done. (about 50 – 75 grafts will be done by a trained grafter per day).

Water storage tanks (sump of 1000 Lts. capacity) will be constructed using prefabricated rings @ one for every one acre of land. Water tanks (sumps) are filled once in a fortnight and plants are pot irrigated depending upon the need.

#### **V. Unit Cost:-**

The unit cost for nursery and plantations is given at Annexure. The unit cost per acre of Pongamia is Rs. 10800 of which Rs. 3500 is material component and Rs. 7300 is towards labour component for 3 years. One acre of plantation provides 91 person days of employment. Maintenance up to third year is provided in the unit cost.

#### **VI. Cost sharing:-**

In case of plantation raised outside assigned lands, the farmer's contribution / Bank loan is Rs. 3500 and Government support under APREGS is Rs. 7300. Government shall provide 100% subsidy for raising Pongamia plantation on assigned lands under APREGS.

#### **VII. Credit flow and Marketing:-**

The RSAD department shall be responsible for the selection and positioning of facilitators / entrepreneurs in APREGS Districts. The empanelled facilitators / entrepreneurs shall enter into an MOU with the District Collectors and the Representative of Farmers organization. They shall also be responsible to liaison with Bankers for smooth flow of credit to farmers, providing market linkages and co-ordinate R & D activities.

#### **VIII. Role of Entrepreneur / Facilitator:-**

1. Shall facilitate the implementation of the programme as a link between the farmers and district administration.
2. Shall promote the concept of Bio-diesel plantations among the farmers
3. Shall conduct awareness building/motivation camps/training for the farmers.
4. Shall ensure bank tie up for all the eligible farmers.
5. Shall place sufficient trained manpower for providing technical support to the farmers especially for production and distribution of good quality seedlings.
6. Shall provide technical guidance to Bio-diesel farmers continuously
7. Shall provide buy back guarantee for bio-diesel seeds at the prevailing market rates, not below the MSP declared by the Government.

#### **IX. Monitoring Mechanism:**

The field assistant under APREGS shall monitor the nursery and plantations at Gram Panchayat level. The identified SHG shall provide nursery support and grafting. The SHG shall be paid supervision charges @ 2% of the estimate. They will get training twice in a year apart from the initial training on nursery raising and in situ grafting (with thorough practice). The Technical assistant at the cluster level shall be responsible for check measurement of all the activities. The Gram Panchayat field assistant shall place the closed musters before the Gram Panchayat for verification and transmission to the MPDO. The Project Director DWMA shall ensure that the details related to Pongamia plantations are consolidated separately and reported to the office of Commissioner Rural Development on monthly / quarterly basis.

The District Collectors are directed to initiate necessary action to launch the massive campaign to promote pongamia plantations. They should make necessary arrangements to identify the lands suitable for taking up pongamia plantations, consult the farmers and take preparatory activities like seed collection procurement of poly bags etc., utilizing NFFWP, EGS funds already made available to the Districts and be all readiness to achieve the plantations targets in the coming monsoon season.

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

**K. RAJU**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

**To:-**

The Commissioner, Rural Development, A.P. Hyderabad.  
 The Secretary, RSAD Department, A.P. Hyderabad.  
 The Principal Secretary, EFS & T Department, AP.,Hyderabad.  
 The Principal Chief Conservator of Forests, A.P.,Hyderabad.  
 The Commissioner AMR-APARD, A.P. Hyderabad.  
 The District Collectors and District Programme Coordinators of 13 APREGS Districts.  
 The Project Directors, DWMA and Addl. District Programme coordinators of 13 APREGS Districts.  
 The Project officers, ITDA and Addl. District Programme coordinators of Warangal, Khammam, Adilabad, and Vizianagaram Districts.  
 The Project Directors, DRDAs and Addl. District Programme Coordinators of 13 APREGS Districts.

**Annexure**

<b>Unit cost for raising Pongamia nurseries (200 plants / acre)</b>						
<b>Sn</b>	<b>Item of work</b>	<b>Total cost(Rs)</b>	<b>Material cost (Rs)</b>	<b>Labour cost (Rs)</b>	<b>Labour cost Rs.</b>	<b>Manday @Rs.80/- per day</b>
1	Preperation of soil mixture and filling of bags	100.91	0.00	100.91		1.26
2	Transportaion of sand, red earth etc	100.00	60.00	40.00		0.50
3	Farm yard manure	18.40	12.00	6.40		0.08
4	Sowing of seed in bags and pretreatment	5.60	0.00	5.60		0.07
5	Cost of seed	6.00	6.00	0.00		0.00
6	Cost of water & land rent for 6 months	22.20	22.20	0.00		0.00
7	Watering and protection for 6 months	69.60	0.00	69.60		0.87
8	Weeding	1.52	0.00	1.52		0.02
9	Weeding cum shifting(two times)	12.44	0.00	12.44		0.16
10	Maintenance for 6 months	39.40	20.00	19.40		0.24
11	Cost of polythene bags(5 X 9) inches) 250 gauge	80.00	80.00	0.00		0.00
12	Grafting charges including cost of material	500.00	150.00	350.00		4.38
	<b>Total:</b>	<b>956.08</b>	<b>350.20</b>	<b>605.88</b>		<b>7.57</b>

**// Forwarded By Order //**

**Section Officer**

Unit cost -Pongamia plantation in rainfed areas. (200 plants / acre)							
Sl.no.	Activity	Total cost(Rs)	Bank support	Govt Support	Material cost(Rs)	Labour cost(Rs)	Mandays @ Rs. 80/day
1	2	3	4	5	6	7	8
<b>Ist Year operations</b>							
1	Raising of seedlings including seed cost	956.00	Bank		350.20	605.88	7.57
2	Transportation to planting site upto 20 km	71.60		Govt.	48.00	23.60	0.60
3	Alignment & stacking for pits including cost of stakes	75.00		Govt.	0.00	75.00	0.94
4	Digging of pits	1200.00		Govt.	0.00	1200.00	15.00
5	Internal transportation of seedling	23.20		Govt.	0.00	23.20	0.29
6	Planting & refilling	126.00		Govt.	0.00	126.00	1.58
7	Basal dressing with superphosphosphate	10.00	Bank		5.00	5.00	0.06
8	Casualty replacement 10%	220.00		Govt.	0.00	220.00	2.75
9	Mulching with locally available agro waste and FYM(0.5 cft/plant)	800.00		Govt.	400.00	400.00	5.00
10	Soil working	254.20		Govt.	0.00	254.20	3.17
11	Cost of Ring for storing water	500.00	Bank		500.00	0.00	0.00
12	Labour cost for fixing of rings	400.00		Govt.	0.00	400.00	5.00
13	Transportation of water (10 times)	400.00	Bank		400.00	0.00	0.00
14	Watering (10 times)	400.00		Govt.	0.00	400.00	5.00
15	Monitoring by Laison workers & Mandal Plantation Supervisor@ Rs 25/year for LW and Rs 35/year for MPS	28.00		Govt.	0.00	28.00	0.70
<b>Cost/ acre</b>		<b>5464.00</b>			<b>1703.20</b>	<b>3760.88</b>	<b>47.66</b>
<b>2nd year Operations</b>							
16	Transportation of water	900.00	Bank		900.00	0.00	0.00
17	Watering	1200.00		Govt.	0.00	1200.00	15.00
18	Pruning & Stacking	320.00		Govt.	0.00	320.00	4.00
19	Soil working	220.00		Govt.	0.00	220.00	2.75
20	Monitoring	28.00		Govt.	0.00	28.00	0.35
<b>Cost/ acre</b>		<b>2668.00</b>			<b>900.00</b>	<b>1768.00</b>	<b>22.10</b>
<b>3rd year Operations</b>							
21	Transportation of water	900.00	Bank		900.00	0	0
22	Watering	1200.00		Govt.	0	1200.00	15.00
23	Pruning & Stacking	320.00		Govt.	0	320.00	4.00
24	Soil working	220.00		Govt.	0	220.00	2.75
25	Montoring	28.00		Govt.	0	28.00	0.35
<b>Cost/ acre</b>		<b>2668.00</b>			<b>900.00</b>	<b>1768.00</b>	<b>22.10</b>
<b>Cost/acre (for 3 years)</b>		<b>10800.00</b>			<b>3503.20</b>	<b>7296.88</b>	<b>91.86</b>



**GOVERNMENT OF ANDHRA PRADESH  
PANCHAYAT RAJ AND RURAL DEVELOPMENT DEPARTMENT**

**Memo No.10063/RD.II/2005**

**Date: 13.02.2006**

**Sub:** APREGS- Planning for Shelf of Works- VOs to prepare their EGS plans and incorporate them in the GP EGS Plan- Reg.

\*\*\*

The AP Rural Employment Guarantee Scheme, formulated under the National Rural Employment Guarantee Act 2005, is notified in the Official Gazette on 30<sup>th</sup> January, 2006 and is launched on 2<sup>nd</sup> February, 2006. The objective of the Act is to enhance the livelihood security of the people in rural areas by generating wage employment and also creation of durable assets and strengthening the livelihood resource base of rural poor.

2. The Self Help Groups, which primarily have the poor households as their members should be able to fully access APREGS as the Scheme provides them opportunity to secure investment to move towards livelihoods security. The SHGs and the Federations of the SHGs play a key role in implementation of the APREGS both as beneficiaries under the Scheme and also as the service providers to the wage seekers.

3. In order to facilitate the SHGs and their federations to access the Scheme the Government of AP has clearly articulated their role in the implementation of APREGS. Sub para 5 of Para 6 of the Scheme mentions that the Mandal Samakhya will be responsible to mobilize and build capacities of the wage seekers through the VOs and SHGs to access their rights and entitlements provided under the Scheme in addition to providing assistance to the Programme Officer in handling IEC activities relating to the Scheme.

4. The SHGs and their federations have demonstrated commendable drive and initiative in enabling their members to file applications for issuance of Job Cards. This could happen thanks to the intensive facilitation and training support provided by the DRDAs. This is to be seen as the beginning of many more processes that have to be facilitated to enable the SHGs to access their rights and entitlements provided under the Scheme.

5. The APREGS has also clearly defined the role of the Chief Executive Officer of SERP who shall ensure the involvement of DRDAs in mobilization and capacity building of the wage seeking families through the SHGs of women and their federations at the Village, Mandal and District level. The State Government has designated the PDs, DRDA as Additional District Programme Coordinators to carry out the above activities.

6. The Government is very keen that the SHGs should not miss this opportunity to derive individual as well as collective benefits from the Scheme. Hence concerted efforts shall be made towards this end.

7. The Village Organizations, apart from their communication role would essentially perform the following functions.

- a. VOs will take the responsibility to ensure that every member household which is willing to do unskilled manual labor gets the job card.
- b. VOs will facilitate discussions in the SHGs on identification of works, which benefit their members both individually and collectively and incorporate their plans in the GP EGS Plan to be approved in the Gram Sabha.

8. As the process of preparation of Shelf of Works is going to start from 21<sup>st</sup> February, 2006, the following are the steps to be taken immediately in this regard.

- a. VO office bearers to be members of the cluster teams: Each Mandal is divided into 4 clusters for carrying out the activity of preparation of shelf of works. A Cluster Team is positioned in each cluster. These Teams are going to visit villages and spend a minimum of 3 days in each Gram Panchayat covering all the habitations. They will facilitate the community in identifying works as per the priority given in the Scheme and take measurements for generating estimates. This will culminate in conduct of Gram Sabha on the 3<sup>rd</sup> day for approval of the GP EGS Plan. The office bearers of the VO will be the members of these cluster teams and will be paid facilitation cost for 3 days of fieldwork. The VO office bearers will be trained along with the other cluster team members on 18<sup>th</sup> February, 2006.
- b. Preparation of Micro Plans by the SHGs: A discussion has to be facilitated in each SHG on the works that can be taken up under EGS that will benefit their individual as well as community assets. Each SHG prepares its own micro plan and presents it to the VO.
- c. Training of the VOs: Apart from the training given to the VO office bearers as members of the Cluster Teams on 18<sup>th</sup> February, 2006 the PDs, DRDA will organize separate trainings to the VOs on preparation of their EGS Plans through the Community Coordinators.
- d. EGS Plan of the VO: The VO consolidates the Micro Plans of its member SHGs and prepares its EGS Plan.
- e. Technical Support: The technical member of the cluster team will provide support to the VO in taking measurements for the works identified by the VO and filling in the Input Data Sheets for generating estimates.
- f. VO EGS Plan to be part of the GP EGS Plan: On the last day of the whole exercise in a Gram Panchayat, Gram Sabhas are going to be conducted for approving the GP EGS Plan. The Cluster Teams will ensure that the EGS plan of the VO is incorporated in the GP EGS plan. The GP EGS Plan will be discussed and approved in the Gram Sabha after which the GP resolution recommending the Plan to the Mandal Parishad will be obtained by the Cluster Teams before proceeding to the next Panchayat.
- g. Works that can be identified by the VO: The VO can identify works, which can benefit their member families both individually and collectively like
  - i. Farm ponds
  - ii. Development of lands belonging to its small and marginal farmer members
  - iii. Irrigation facilities to lands assigned to SCs/STs/other assignees
  - iv. Raising nurseries for biodiesel plantation
  - v. Biodiesel plantation on waste lands
  - vi. Silt removal from water bodies and silt application in the lands belonging to their member households
  - vii. Improving feeder channels etc.

9. Keeping the time frame in view, the Chief Executive Officer, SERP is advised to finalize the strategy with clear time frame for capacity building of the Village Organisations for enabling them to prepare EGS plan covering the works identified by their member.

10. The District Collectors and District Programme Coordinators shall ensure that the VOs are facilitated to prepare their EGS plans and also that these plans are incorporated in the Gram Panchayat EGS plan.

11. The Project Directors, DRDA shall take immediate steps to ensure that the VOs are well trained in the above processes and are ready with their EGS plans by the time the cluster teams visit their villages. The VOs shall not let go the opportunity provided by the Scheme to benefit their poor member households.

A copy of this memo is available on the Internet and can be accessed at the address: <http://www.rd.ap.gov.in> and <http://www.aponline.gov.in>

**K. Raju**  
**Principal Secretary to Government**

**To**

1. The Chief Executive Officer, SERP, AP, Hyderabad.
2. The District Collectors and District Programme Coordinators of Rangareddy, Mahabubnagar, Warangal, Khammam, Nalgonda, Adilabad, Karimnagar, Medak, Nizamabad, Kadapa, Anantapur, Chittoor and Vizianagaram (13 APREGS Districts)
3. The Project Directors, DRDAs and Additional District Programme Coordinators of 13 APREGS Districts

**//Forwarded by Order//**

**Section Officer**

## ఆంధ్ర ప్రదేశ్ ప్రభుత్వం

### సంక్షిప్త

గ్రామీణాభివృద్ధి శాఖ - ఆంధ్ర ప్రదేశ్ గ్రామీణ ఉపాధి హామీ పథకం - పథకం అమలులో గ్రామ సంఘాల మరియు మండల సమాఖ్యల పాత్ర - ఆదేశాలు జారీ.

పంచాయితీ రాజ్ మరియు గ్రామీణాభివృద్ధి ( గ్రామీణాభివృద్ధి II) శాఖ

జి.ఓ.ఎం.ఎస్.సంఖ్య:199

తేది: 15-02-2008

కింది వాటిని చదవండి

1. ఆంధ్ర ప్రదేశ్ రాజపత్రం సంఖ్య 5 తేది: 30, జనవరి, 2008.

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### ఆదేశం

పైన ఉదహరించిన నిర్దేశంలోని ఆంధ్ర ప్రదేశ్ రాజ పత్రం ద్వారా జారీయ ఉపాధి హామీ చట్టం 2005 ను రాష్ట్రంలో అమలు చేయడానికి రాష్ట్ర ప్రభుత్వం ఆంధ్ర ప్రదేశ్ గ్రామీణ ఉపాధి హామీ పథకం ప్రకటించడం జరిగింది.

ఈ చట్టం ప్రకారం గ్రామ, మండల, జిల్లా స్థాయిలలో ఉపాధి హామీ ప్రణాళికలు తయారుచేసి అమలు చేసే ప్రధాన బాధ్యత పంచాయితీ రాజ్ సంస్థలకు అప్పగించబడింది. వార్డు సభ లేక గ్రామ సభ సభ్యుల మేరకు గ్రామంలో పనుల ఎంపికకు గ్రామ పంచాయితీ బాధ్యతవహిస్తుంది. గ్రామ పంచాయితీ ఉపాధి హామీ ప్రణాళికలో ప్రతిపాదించబడిన పనుల ప్రాధాన్యతా క్రమాన్ని కూడా గ్రామ సభ నిర్ణయిస్తుంది.

చట్టంలో సూచించిన ప్రకారంగా గ్రామ పంచాయితీలు తమ బాధ్యతలను నిర్వర్తించడానికి, గ్రామ ప్రజల పూర్తి భాగస్వామ్యంతో గ్రామ పంచాయితీ గ్రామీణ ఉపాధి హామీ ప్రణాళికలను తయారుచేసుకోవడానికి, ఉపాధి హామీ పథకం అమలులో సమాచార

2. పని కోసం దరఖాస్తు:

సంఘాల సభ్యులు ఉపాధి కార్డును పొందాక పని కావాలని దరఖాస్తు చేసుకునేలాగా గ్రామ సంఘాలు చూడాలి. గ్రామ సంఘాల సమావేశాలలో ఎంతమంది సభ్యులు ఉపాధి కార్డులు పొందారు, ఎంతమందికి పని కల్పించడం జరిగింది అనే అంశాలను సమీక్షించాలి.

3. గ్రామ పంచాయితీ ఉపాధి హామీ ప్రణాళిక తయారుచేయడం:

జాతీయ గ్రామీణ ఉపాధి హామీ చట్టం 2005 సెక్షన్ 18(1) ప్రకారం వార్డుసభ లేదా గ్రామసభ సిఫారసుల ప్రకారం ఈ పథకం క్రింద గ్రామ పంచాయితీ పరిధిలో పనులు గుర్తించడానికి, ఈ పనుల అమలు, పర్యవేక్షణకు గ్రామ పంచాయితీ బాధ్యత వహిస్తుంది. సెక్షన్ 18(3) ప్రకారం గ్రామ సభ, వార్డుసభల సిఫారసులను పరిగణనలోకి తీసుకొని ప్రతి గ్రామ పంచాయితీ అభివృద్ధి ప్రణాళికను తయారుచేయాలి.

గ్రామసభ గ్రామానికి ఉపయోగపడే పనులను ఎంపిక చెయ్యాలంటే పంచాయితీ పరిధిలోని ప్రతి ఆవాస ప్రాంతంలోనూ గ్రామ ప్రజలతో, ముఖ్యంగా స్వయం సహాయక సంఘాలతో చర్చలు జరగడం అవసరం. చట్టంలో ఇవ్వబడిన ప్రాధాన్యతా క్రమాన్ని అనుసరించి పనులు గుర్తించే విధంగా ఈ సంఘాల సామర్థ్యాలను పెంపొందించడం అతి ముఖ్యమైన అంశంగా రాష్ట్ర ప్రభుత్వం భావిస్తోంది.

గ్రామంలో పనులను ఎంపిక చేయగలిగే విధంగా గ్రామ సంఘాల సామర్థ్యాలను పెంచడం కోసం ప్రభుత్వం జిల్లా ప్రోగ్రామ్ కోఆర్డినేటర్లకు, డి.ఆర్.డి.ఎ ప్రాజెక్టు డైరెక్టర్లకు ఆదేశాలు జారీ చెయ్యడం జరిగింది. స్వయం సహాయక సంఘాలు, గ్రామ సంఘాల ద్వారా గుర్తించబడిన పనులు గ్రామ పంచాయితీ ఉపాధి హామీ ప్రణాళికలో పొందుపరచబడి, గ్రామ సభలో చర్చించబడి, గ్రామసభ గ్రామ పంచాయితీకి సిఫారసు చేసేలా చూడడానికి ఈ క్రింది ప్రక్రియలు అనుసరించాలి.

(ఈ). పనుల గుర్తింపు:

ప్రత్యేక క్లస్టర్ బృందాలు గ్రామాలలో గ్రామ ప్రజలతో జరిపే చర్చలలో మండల సమాఖ్యల, గ్రామ సంఘాల ప్రతినిధులు, కమ్యూనిటీ రిసోర్సు పర్సన్లు, ఆ గ్రామానికి సంబంధించిన కమ్యూనిటీ కో ఆర్డినేటర్ పాల్గొని ఈ ప్రత్యేక బృందాలు చేసే ప్రకృతి వనరుల, వివిధ రకాల భూముల క్షేత్ర పరిశీలనలో పాల్గొని గ్రామానికి ఉపయోగపడే పనుల ఎంపికలో ముందుకైన పాత్ర పోషిస్తారు. ఈ పనులు గ్రామంలోని పేద ప్రజల, సన్నకారు, చిన్నకారు రైతుల జీవనోపాధులను పెంపొందించే విధంగా ఉండేలా చూడడం వీరి బాధ్యత.

(ఉ). గ్రామ పంచాయితీ ప్రణాళికలో గ్రామ సంఘాల పనుల చేర్పు:

గ్రామ సంఘాలతో ప్రత్యేక చర్చలు జరిపి వారు ఎంపిక చేసుకున్న పనులు గ్రామ పంచాయితీ ప్రణాళికలో పొందుపరచబడేలా గ్రామ సంఘాలకు ప్రత్యేక క్లస్టర్ బృందాలు సహకరించాలి.

(ఊ). గ్రామ సభలో హాజరు:

గ్రామ సభలో గ్రామ పంచాయితీ ఉపాధి హామీ ప్రణాళిక చర్చ జరిగినప్పుడు గ్రామ సంఘ పరిధి లోని స్వయం సహాయక సంఘ సభ్యులందరూ తప్పని సరిగా హాజరయ్యి, తాము ఎంపిక చేసుకున్న పనుల జాబితా గ్రామ సభలో ఆమోదం పొందేలా చూడాలి.

4. సమాచార హక్కు చట్టం అమలులో గ్రామ సంఘాల పాత్ర:

గ్రామీణ ఉపాధి హామీ పథకం అమలు సమాచార హక్కు చట్టాన్ని అనుసరించి పారదర్శకంగా జరిగేలా చూడడంలో గ్రామ సంఘాలు ఈ క్రింది పాత్ర నిర్వహిస్తాయి.

(అ). సమాచార వ్యాప్తి:

పథకం అమలుకు సంబంధించిన ప్రతి సమాచారం ప్రజలందరికీ, ముఖ్యంగా పని చేసే కుటుంబాలన్నిటికీ తెలియచేయవలసిన బాధ్యత గ్రామ సంఘాల మీద ఉంచబడింది.

డైరెక్టర్, గ్రామీణ ఉపాధి హామీ పథకం, హైదరాబాద్.

13 జిల్లాల జిల్లా సమాఖ్యలకు, మండల సమాఖ్యలకు, గ్రామ సంఘాలకు  
కాపీ

డైరెక్టర్, స్వయం సహాయక సంఘాలు, హైదరాబాద్.

రాష్ట్రంలోని 13 జిల్లాల కలెక్టర్లకు

రాష్ట్రంలోని 13 జిల్లాల డి.ఆర్.డి.ఎల ప్రాజెక్టు డైరెక్టర్లకు

రాష్ట్రంలోని 5 జిల్లాల ఐ.టి.డి.ఎల ప్రాజెక్టు అధికారులకు

రాష్ట్రంలోని 13 జిల్లాల డి.డబ్ల్యూ.ఎం.ఎల ప్రాజెక్టు డైరెక్టర్లకు

రాష్ట్రంలోని 13 జిల్లాల జిల్లా పరిషత్ ముఖ్య నిర్వహణ అధికారులకు

స్పెషల్ ఆఫీసర్స్ (ఇ.జి.ఎస్), గ్రామీణాభివృద్ధి శాఖ కమిషనరీట్ మరియు సెర్ప్,  
హైదరాబాద్.

స్టేట్ ప్రాజెక్టు మేనేజర్లు, సెర్ప్, హైదరాబాద్.

// ఆదేశానుసారం పంపడమైనది //

జి. శ్రీధర యూజి  
సహాయ కార్యదర్శి

**GOVERNMENT OF ANDHRA PRADESH  
OFFICE OF THE COMMISSIONER, RURAL DEVELOPMENT**

From,  
Sri S.Narasinga Rao, IAS  
Commissioner  
Rural Development,  
Hyderabad.

To,  
All Dist Collectors & DPCs  
A.P.R.E.G.S. Districts.

**Circular No: 558//APREGS/Guideliens/2006**

**Dated: 23-02-06**

Sub: APREGS – Certain Guidelines on works to be taken up under  
APREGS– regarding

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Regarding the works to be taken of under APREGS the following further guidelines  
are issued for more clarification.

1. The works mentioned in the NREG Act 2005 shall be taken up as follows

Sl No	Name of Category of the works as per NREGA	Lands/Beneficiaries	Remarks
1	Water conservation and water harvesting.	Small and Marginal Farmers and Common Property resources	Priority should be given to lands of SCs, STs and assignees
2	Drought proofing (including afforestation and tree plantation).	Small and Marginal Farmers and Common Property resources	Priority should be given to lands of SCs, STs and assignees
3	Irrigation canals, including micro and minor irrigation works	Community Irrigation systems (Govt tanks and canals)	
4	Provision of irrigation facility to lands owned by households belonging to the Scheduled Castes and Scheduled Tribes or to land of beneficiaries of land reforms or that of the beneficiaries of Indira Awas Yojana program	Lands owned by households belonging to the Scheduled Castes and Scheduled Tribes or to land of beneficiaries of land reforms (Assigned) or that of the beneficiaries of Indira Awas Yojana program	
5	Renovation of traditional water bodies including desilting of tanks.	Desiltation should be in Govt tanks. Application of silt should be in the lands of Small and Marginal	Priority should be given to lands of SCs, STs and



		Farmers	assignees
6	Land development.	Small and Marginal Farmers and Common Property resources	Priority should be given to lands of SCs, STs and assignees
7	Flood control and protection works, including drainage in water-logged areas.	All lands in case of flood control, and Small & marginal farmers in case of drainage in water – logged areas	
8	Rural connectivity to provide all-weather access.	Only to the villages and habitations which are not connected already.	Priority should be given to habitations and wards of SCs & STs

2. Grama Sabhas / Habitation Sabhas should be facilitated to identify and prioritise the works as mentioned above.
3. Investment on SC/ST lands for irrigation and land development and other works should be fulfilled (Special Component Plan for SCs) SCP/ (Tribal Sub Plan) TSP norms taking mandal as unit.
4. In order to ensure that the adequate investments under EGS are channelised for plantation program, it is proposed that 20% of the value of works taken up in Village shall be on plantation program.
5. Roads can be taken up as last priority not exceeding 10% of the value of all types of works taken up. In the areas of hilltop tribal habitations roads may be prioritised as decided by the habitation sabha/Grama sabha.
6. Cement Concrete roads should not be taken up under APREGS.
7. Metal roads with water bound macadam may be taken up where ever there is no all weather link road to habitations/villages. The Black topping may be dovetailed with other programs like Bharath Nirman , PMGSY, NABARD, RRM etc.. Small CD works such as road dams, slab culverts can be taken up, but no bridges should be taken up. In any case 60:40 ratios should be maintained between labour and material components taking GP as unit. Where ever landowners are willing to give land to formation of link road , written consent should be taken. Land acquisition costs are not allowed in APREGS
8. In case of works cut across more than two GPs, estimates should be prepared grama panchayath wise by splitting the work taking village boundaries into consideration.

9. Disabled and pregnant women should be given the lighter tasks as follows under APREGS
- a. Nurseries – watering, weeding, filling soils in bags, mulching, etc.
  - b. Watering for plants in plantation where ever possible
  - c. Water persons to fetch and provide drinking water at work sites for labour.
  - d. Aaya to look after the children (under 5 years) of women labour at work site.
10. Gram Panchayat shall provide Drinking water for labour at every work site. GP shall procure sufficient pots from local potteries and plastic glasses for this purpose. Secretary shall identify disable person (who can able to do) to fetch the drinking water and keep it at site in hygienic condition.
11. Every GP shall possess sufficient number of first aid boxes and made available at work site. Dist Collector shall procure at district level duly following the procedures of Medical & Health department. These boxes shall be procured at the rate of 2 per each habitation. These first aid boxes should be handed over to Aaya or water person or one of the responsible labour on the first day of the work. The secretary of GP shall collect back the boxes after completion of the work and accounted for.
12. Transportation of the materials used for the works under EGS shall be done by engaging a tractor. The Secretary of GP shall hire the tractor based on the requirement as demanded by the work. The weekly Payments to the tractor shall be recorded by the Field Asst/TA in the measurement book and submit to MPDO for payment to the owner.
13. The Secretary GP shall maintain one 'stock book of work site facilities' for accounting of all materials procured under EGS such as Shade/floor sheets, First aid boxes, pots and glasses etc. Technical Asst shall check the stock books once in three months. If any discrepancy TA shall report to Program officer.
14. The Field Asst shall also maintain one 'stock book for every work site' for accounting all materials procured under EGS such as cement, sized stone, metal ( kankara), sand, bricks, iron mesh, steel etc. The TA shall check this worksite stock book every fortnight. If any discrepancy TA shall report to Program officer. If any embezzlement is found a case should be booked in police station against the FA and other concerned persons.
15. Dist Collector shall procure sufficient number of measuring equipments and tools as follows at district level duly following the procurement procedure.

Sl No	Name of Equipment/tool	Requirement	Remarks
1	Measuring Ivory tape 30 m size	1 for FA + one for TA + one for AE PR	
2	Measuring tape steel 3 m size	1 for FA + one for TA + one for AE PR	
3	Leveling instrument	1 for mandal	Instrument will be under the control of Program Officer
4	Level staff for leveling instrument	1 for mandal	Instrument will be under the control of Program Officer
5	Compass	1 for mandal	Instrument will be under the control of Program Officer

Yours faithfully  
Sd/- S. Narsinga Rao

Copy to :

All Project Directors , DWMA and Addnl Dist Program Coordinators

All Project Officers , APREGS – ITDAs

All Special Officers – APREGS

PS to Commissioner , RD

PS to Director EGS

// Attested//

Programme Manager (T)

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Andhra Pradesh Rural Employment Guarantee Scheme (APREGS) –Bio-diesel Plantations –  
Amendment to the Unit Cost – Orders – Issued.

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**PANCHAYAT RAJ & RURAL DEVELOPMENT (RD.II) DEPARTMENT**

**G. O. Ms. No.54**

**Dated: 25.02.2006**  
**Read the following:-**

1. G.O.Ms.No.29, PR&RD (RD.II) Dept., Dated 31.1.2006.
2. G.O.Ms.No.2, RSAD (III) Dept., Dated 01.02.2006.
3. CRD AP Hyd Lr.No.4017/Bio-diesel/2005-06, Dt.18.2.06

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**ORDER:**

In the reference 1<sup>st</sup> read above, Government have issued orders on implementation of Bio-diesel Plantation Programme. The Annexure containing unit cost for raising nurseries apart from other things indicated cost for transportation of water at Rs.400/-, cost of casualty replacement at Rs.220/-. The Commissioner, Rural Development in the reference 3<sup>rd</sup> read above has reported that the transportation of water cost may be enhanced to Rs.600/- and casualty replacement may be reduced to Rs.20/-.

Government after careful consideration hereby issue orders for amending unit cost given in the annexure to the G.O. 1<sup>st</sup> read above as detailed below:-

- a) Casualty replacement at Rs.20/-
- b) Transportation of water at Rs.600/-

The revised unit cost for nursery and plantations is given at Annexure.

**Cost sharing:**

In case of plantation raised outside assigned lands, the farmer's contribution / Bank loan is Rs.3700/- and Government support under APREGS is Rs.7100/- Government shall provide 100% subsidy for raising Pongamia plantation on assigned lands under APREGS.

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

**K. RAJU**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

**To:-**

The District Collectors and District Programme Coordinators  
Rangareddy, Mahabubnagar, Warangal, Khammam, Nalgonda, Adilabad,  
Karimnagar, Medak, Nizamabad, Kadapa, Anantapur, Chittoor and Vizianagaram  
(13 APREGS Districts)

The Project Directors, DWMA and Addl. District Programme coordinators of Rangareddy, Mahabubnagar, Warangal, Khammam, Nalgonda, Adilabad, Karimnagar, Medak, Nizamabad, Kadapa, Anantapur, Chittoor and Vizianagaram (13 APREGS Districts).

The Project Directors, DRDAs and Addl. District Programme Coordinators of Rangareddy, Mahabubnagar, Warangal, Khammam, Nalgonda, Adilabad, Karimnagar, Medak, Nizamabad, Kadapa, Anantapur, Chittoor and Vizianagaram (13 APREGS Districts).

The Chief Executive Officers, Zilla Parishad and Addl. District Programme Coordinators of Rangareddy, Mahabubnagar, Warangal, Khammam, Nalgonda, Adilabad, Karimnagar, Medak, Nizamabad, Kadapa, Anantapur, Chittoor and Vizianagaram (13 APREGS Districts).

The Project officers, ITDA and Addl. District Programme coordinators of Warangal, Khammam, Adilabad, and Vizianagaram Districts.

**// Forwarded by Order //**  
SECTION OFFICER.

**Annexure to G.O. Ms. No.54, PR & RD (RD.II) Dept., dt.25-2-2006**

<b>Unit cost for raising Pongamia nurseries (200 plants / acre)</b>					
Sl. No	Item of work	Total cost(Rs)	Material cost (Rs)	Labour cost (Rs)	Manday @Rs.80/- per day
1	Preparation of soil mixture and filling of bags	100.91	0.00	100.91	1.26
2	Transportation of sand, red earth etc	100.00	60.00	40.00	0.50
3	Farm yard manure	18.40	12.00	6.40	0.08
4	Sowing of seed in bags and pretreatment	5.60	0.00	5.60	0.07
5	Cost of seed	6.00	6.00	0.00	0.00
6	Cost of water & land rent for 6 months	22.20	22.20	0.00	0.00
7	Watering and protection for 6 months	69.60	0.00	69.60	0.87
8	Weeding	1.52	0.00	1.52	0.02
9	Weeding cum shifting(two times)	12.44	0.00	12.44	0.16
10	Maintenance for 6 months	39.40	20.00	19.40	0.24
11	Cost of polythene bags (5 X 9 inches) 250 gauge	80.00	80.00	0.00	0.00
12	Grafting charges including cost of material	500.00	150.00	350.00	4.38
	<b>Total:</b>	<b>956.08</b>	<b>350.20</b>	<b>605.88</b>	<b>7.57</b>

Unit cost -Pongamia plantation in rainfed areas. (200 plants / acre)							
S.No.	Activity	Total cost(Rs)	Bank support	Govt Support	Material cost(Rs)	Labour cost(Rs)	Mandays @ Rs. 80/day
1	2	3	4	5	6	7	8
<b>Ist Year operations</b>							
1	Raising of seedlings including seed cost	956.00	Bank		350.20	605.88	7.57
2	Transportation to planting site upto 20 km	71.60		Govt.	48.00	23.60	0.60
3	Alignment & stacking for pits including cost of stakes	75.00		Govt.	0.00	75.00	0.94
4	Digging of pits	1200.00		Govt.	0.00	1200.00	15.00
5	Internal transportation of seedling	23.20		Govt.	0.00	23.20	0.29
6	Planting & refilling	126.00		Govt.	0.00	126.00	1.58
7	Basal dressing with superphosphate	10.00	Bank		5.00	5.00	0.06
8	Casualty replacement 10%	20.00		Govt.	0.00	20.00	0.75
9	Mulching with locally available agro waste and FYM(0.5 cft/plant)	800.00		Govt.	400.00	400.00	5.00
10	Soil working	254.20		Govt.	0.00	254.20	3.17
11	Cost of Ring for storing water	500.00	Bank		500.00	0.00	0.00
12	Labour cost for fixing of rings	400.00		Govt.	0.00	400.00	5.00
13	Transportation of water (10 times)	600.00	Bank		600.00	0.00	0.00
14	Watering (10 times)	400.00		Govt.	0.00	400.00	5.00
15	Monitoring by Liaison workers & Mandal Plantation Supervisor @ Rs 25/year for LW and Rs 35/year for MPS	28.00		Govt.	0.00	28.00	0.70
<b>Cost/ acre</b>		<b>5464.00</b>			<b>1903.20</b>	<b>3560.88</b>	<b>45.66</b>
<b>2nd year Operations</b>							
16	Transportation of water	900.00	Bank		900.00	0.00	0.00
17	Watering	1200.00		Govt.	0.00	1200.00	15.00
18	Pruning & Stacking	320.00		Govt.	0.00	320.00	4.00
19	Soil working	220.00		Govt.	0.00	220.00	2.75
20	Monitoring	28.00		Govt.	0.00	28.00	0.35
<b>Cost/ acre</b>		<b>2668.00</b>			<b>900.00</b>	<b>1768.00</b>	<b>22.10</b>
<b>3rd year Operations</b>							
21	Transportation of water	900.00	Bank		900.00	0	0
22	Watering	1200.00		Govt.	0	1200.00	15.00
23	Pruning & Stacking	320.00		Govt.	0	320.00	4.00
24	Soil working	220.00		Govt.	0	220.00	2.75
25	Monitoring	28.00		Govt.	0	28.00	0.35
<b>Cost/ acre</b>		<b>2668.00</b>			<b>900.00</b>	<b>1768.00</b>	<b>22.10</b>
<b>Cost/acre (for 3 years)</b>		<b>10800.00</b>			<b>3703.20</b>	<b>7096.88</b>	<b>89.86</b>

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Andhra Pradesh Rural Employment Guarantee Scheme (APREGS) – Implementation arrangements at village level – Fixed Traveling Allowance to Gram Panchayat Secretary – Orders – Issued.

**PANCHAYATI RAJ AND RURAL DEVELOPMENT (RD.II) DEPARTMENT**

**G.O.Rt. No.341**

**Dated: 14-3-2006.**

Read:

G.O. Ms. No.27, PR & RD (RD.II) Dept., dt.28-1-2006.

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**ORDER:**

As part of implementation arrangements for Andhra Pradesh Rural Employment Guarantee Scheme (APREGS), the Gram Panchayat Secretary has certain role to play in implementation of the scheme. The Gram Panchayat Secretary shall in person submit the weekly Muster Roll and weekly measurement sheet for all the groups of works under Employment Guarantee Scheme in the Gram Panchayat Jurisdiction to MPDO for arranging payment.

For this purpose, the Commissioner of Rural Development, AP Hyderabad has submitted a proposal to consider Rs.250/- towards Fixed Traveling Allowance for all the Gram Panchayat Secretaries, where in works under Employment Guarantee Scheme are taken up.

After careful consideration, the Government has issued the following orders.

1. The Gram Panchayat Secretary shall be paid Rs.250/- as FTA every month, whenever the works are in progress. In the off season when the works are not in progress, those months the FTA need not to be paid.
2. The expenditure shall be made from Administrative Head of Account under APREGS.

**(By Order and in the name of the Governor of Andhra Pradesh)**

**K. RAJU  
PRINCIPAL SECRETARY TO GOVERNMENT (RD).**

**To**

The Commissioner of Rural Development, AP Hyderabad.  
The District Collectors and District Programme Coordinators of APREGS Districts (Ranga Reddy/Mahabubnagar/ Warangal/ Khammam/ Nalgonda/ Adilabad/ Karimnagar/Medak/ Nizamabad/ Kadapa/ Ananthapur/ Chittoor/ Vizianagaram.)

// Forwarded by Order //  
SECTION OFFICER.





**GOVERNMENT OF ANDHRA PRADESH  
PANCHAYAT RAJ & RURAL DEVELOPMENT (RD-II) DEPARTMENT**

**Memo. No.10063/RD-II/2006**

**Dt. 23-03-2006.**

**Sub :-** APREGS – Implementation arrangements – Providing work site facilities and services rendered by Village Organizations – Certain orders – Issued.

**Ref :-** G.O.Ms. No. 27, PR & RD (II) Dept. Dt. 28-01-2006

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The National Rural Employment Guarantee Act provides certain work site facilities to labour on works to be taken up under Andhra Pradesh Rural Employment Guarantee Scheme. The scheme also contemplates that certain services are to be provided by Self Help Groups and their Village Organizations to implement the scheme smoothly. The following services and work site facilities to Gram Panchayat shall be provided by local Village Organizations.

1. Engaging aaya for taking care of children at work sites
2. Engaging water persons for supply of drinking water at worksites.
3. Procurement of material for water supply such as pots, glasses, covers.
4. Supply and providing shades and floor sheets of size 12' x 9' at work site using empty polythne, urea bags, sticks, rope etc.,
5. Facilitation of wage seekers to form into labour groups for EGS work
6. Serving work related notices such as work commencement, wage slips etc., to all labour under EGS.
7. Facilitating labour to open accounts in post offices and banks
8. Facilitating monthly meetings with all EGS labour
9. Updating village information board with works related progress (only for Head quarters village of Gram Panchayats )
10. Facilitating social audit meetings.
11. Maintaining first aid box at work sites.

A work is created in the software for providing these services by the Village Organizations. A copy of the estimate is enclosed in annexure.

The Project Directors, DRDA & Additional District Programme Coordinators of APREGS shall ensure that the Village Organizations provide these services at village level. Every weekend, like any other work, the Field Assistant shall close the Muster Roll and

Measurement Sheet for this work also and send to the Mandal Parishad Development Officer for arranging payment to the Village Organizations.

To generate this work in the computer, the Filed Assistant with the help of Village Organizations shall fill the input data sheet meant for this purpose and send to Mandal Parishad Development Officer.

The attendance of Aaya and Water Person shall be recorded in Muster Roll and other tasks will be recorded in Measurement Sheet and Material Procurement Sheet, every week as and when it arises.

The item No. 3,5,7,11 for which the tasks will be recorded in the first Muster Roll itself, so that, the Village Organizations draw the money in advance and keep all the services ready. All other items shall be recorded as per actuals where and when provided at work site or in the Village.

This estimate is basically assessment of services to be provided by the Village Organizations. The actual expenditure shall be based on actuals carried out at work site and in the Village. The Mandal Parishad Development Officer and Programme Officer shall ensure that these services are provided by the Village Organizations. The Project Directors, DRDA and Additional District Programme Coordinators shall ensure that the Village Organizations are sensitized and trained on these issues through Indira Kranthi Pathakam functionaries at Mandal level.

**K.Raju,**

**PRL. SECRETARY TO GOVERNMENT**

**To**

The Commissioner, Rural Development Dept. Hyderabad.

All the District Collectors & Dist. Programme Coordinators of APREGS Districts.

All the Project Directors (D.W.M.A.) & Addl. Dist. Programme Coordinators of APREGS Districts.

All the Project Directors (D.R.D.A.) & Addl. Dist. Programme Coordinators of APREGS Districts.

All the Project Directors (I.T.D..A ) & Addl. Dist. Programme Coordinators of APREGS Districts.

All the Chief Executive Officers & Addl. Dist. Programme Coordinators of APREGS Districts.

**// Forwarded by order //**

**Asst Secretary to Govt**

**VILLAGE ORGANIZATION SERVICES IN APREGS**

**Name of the work : Providing work site facilities to labour for all water conservation and water harvesting works.**

**ESTIMATE :**

Sl. No.	Name of the task	Qty.	Units	Rate	Amount	Remarks
1	Engaging aaya for taking care of children at work sites	100	Days	80	8000	
2	Engaging water persons for supply of drinking water at worksites.	200	Days	80	16000	
3	Procurement of material for water supply such as pots, glasses, covers.	1	Year	300	300	
4	Supply and providing shades and floor mats of size 12 * 9 at work site using empty polythene, urea bags, sticks, rope etc.,	10	Nos.	150	1500	
5	Facilitation of wage seekers to form into labour groups for EGS work	1	No.	500	500	
6	Serving work related notices such as work commencement, wage slips etc., to all labour under EGS.	52	Weeks	40	1040	
7	Facilitating labour to open accounts in post offices and banks	1	No.	500	500	
8	Facilitating monthly meetings with all EGS labour	12	Nos.	50	600	
9	Updating village information board with works related progress (only for Head quarters village of Gram Panchayats )	52	Weeks	20	1040	
10	Facilitating social audit meetings.	2	Once in 6 months	1000	2000	
11	Maintaining first aid box at work sites including purchase of recovering material, but exclusive of initial cost of purchase box.	1	No.	300	300	Dept. shall supply the first aid boxes to all Village Organizations for this purpose
	<b>TOTAL :</b>				<b>31780</b>	

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Andhra Pradesh Rural Employment Guarantee Scheme (APREGS) – Implementation arrangements – Technical sanction – Grounding of the works under APREGS – Guidelines – Issued.

**PANCHAYAT RAJ & RURAL DEVELOPMENT (RD-II) DEPARTMENT**

**G.O.Rt.No.405**

**Dated: 25-03-2006.**

Read the following :

1. G.O.Ms. No. 27, PR & RD (II) Dept. Dt. 28-01-2006
2. Fax Message No.10063/RD.II/2005, Dated:16.03.2006 of PR&RD (RD.II) Dept.

**ORDER:**

The Government is contemplating to start the works under APREGS from 1<sup>st</sup> April 2006. In this regard, the following guidelines are issued to ground the works from 1<sup>st</sup> April, 2006:-

1. After the administrative sanction by the District Programme Coordinators, one or two works for every village input data sheets should be filled and estimates be generated using computer software package.
2. After satisfying the estimates generated by the computer, the Mandal Panchayat Raj Engineer, Panchayat Raj or Dy. Executive Engineer or Executive Engineer Panchayat Raj as the case may be shall accord technical sanctions. The technical sanction powers of engineers and other officers are as follows for all works under APREGS.

<b>Value of works</b>	<b>Power of technical sanctions for Engineering works</b>	<b>Powers of technical sanctions for Agriculture / Horticulture / Forestry works</b>
Up to 2 lakhs	Mandal Asst. Engineer of Panchayat Raj	A.O. / H.O./FRO
2 to 5 lakhs	Dy. Executive Engineer Panchayat Raj	AD (Ag) / AD(Hort) / ACF
5 lakhs to 20 lakhs	Executive Engineer Panchayat Raj	Dy. Direct (Agr) / Jt. Director (Agr) / Dy., Director (Hort) / D.F.O.

3. The District Collector can also authorize Engineers or officers of other Departments of equivalent cadre to accord technical sanctions as per above monetary limits.
4. After Technical sanctions of generated estimates, the Programme Officer shall send the technical sanction works into shelf of works duly following the process of “technical approvals” and “administrative sanctions” in the Software package. Then generate the work commencement letter by operating the process in the software for all the villages. The Programme Officer need not wait for demand from the Gram Panchayats in this year.
5. Along with work commencement letter, the computer also will generate blank measurement sheets with tasks, blank material procurement sheets, detailed estimates, abstract estimates and drawings etc.,

6. The programme officer shall send all this documents and blank pre-printed muster rolls along with work commencement letter to Gram Panchayats to open the works.
7. The Gram Panchayat Secretary and Field Assistant with the help of the Village Organizations shall mobilize labour and start the works in the villages.
8. Gram Panchayat Secretary and Field Assistant shall ensure that appropriate matching and batching of labour and works takes place.
9. While matching and batching the Gram Panchayat Secretary shall ensure that appropriate number of labor are engaged for each work ,in such a way that, the works will be sufficient for the labour for atleast one month.
10. Groups of sizes from 20 to 40 numbers may be engaged on the above works.
11. One or more groups may be engaged on one work and each of these groups shall be shown part of works or full work. They shall be explained the rates to be paid for each of the tasks.
12. Each group shall be enrolled in one muster roll and the work turned out by each group shall be measured in one Measurement Sheet. At the end of the week the Measurement Sheet and Muster Roll will be closed for that group and that will be sent to the Mandal Parishad Development Officer for arranging payment.
13. After receipt of this group wise muster rolls and group wise measurement sheets from Gram Panchayat, the Mandal Development Officer will ensure the information in the Measurement Sheet and Muster Roll shall be entered into computer and ensure generating pay orders.
14. The Measurement Sheet generated by the computer and pre-printed Muster Roll supplied by the department shall only be used for the works.
15. A separate sheet with details of the accounts in Post Offices / Banks will be attached to the Muster Roll for one time. The details of the Village Organizations account may also be given in case of tribal areas where Banks and Post Offices do not exist. The format for this purpose is shown in Annexure to this order.
16. Along with pay order the wage slips for each individual labour will also be generated in the computer, which should be sent to the Village Organization along with copy of the pay order.
17. The Village Organization shall hand over the wage slips to the labour at their door step.

The District Collectors shall arrange a training programme to all the Mandal Parishad Development Officers explaining about one full cycle of works under APREGS.

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

**K.RAJU  
PRINCIPAL SECRETARY TO GOVERNMENT**

**To**

The District Collector / District Programme Coordinator (EGS) of Rangareddy, Mahabubnagar, Warangal, Khammam, Nalgonda, Adilabad, Karimnagar, Medak, Nizamabad, Kadapa, Anantapur, Chittoor and Vizianagaram.

The Project Director DWMA / Addl.District Programme Coordinator (EGS) of Rangareddy, Mahabubnagar, Warangal, Khammam, Nalgonda, Adilabad, Karimnagar, Medak, Nizamabad, Kadapa, Anantapur, Chittoor and Vizianagaram.

//Forwarded by Order //  
SECTION OFFICER.

**ANNEXURE TO G.O.Rt.No.405, dt.25-3-2006 of PR & RD (RD.II) Dept.**

**DETAILS OF ACCOUNTS OF WAGE SEEKERS**

**(TO BE ENCLOSED WITH MUSTER ROLL FOR ONE TIME)**

Name of the Labour	Name of Family / Mother / Husband	Account No.	Name of the Bank / Name of the Post Office
1	2	3	4

Village Organization Account No. :

Name of the Bank :

**Signature of the Field Assistant / Secretary (G.P)**

**K.RAJU**  
**PRINCIPAL SECRETARY TO GOVERNMENT**