



# புதுச்சேரி மாநில அரசிதழ்

## La Gazette de L'État de Poudouchéry The Gazette of Puducherry

### PART - I

சிறப்பு வெளியீடு

EXTRAORDINAIRE

EXTRAORDINARY

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GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT (RURAL DEVELOPMENT)

No. 38987/CS(RD)/A2/2008.

Puducherry, the 9th July 2008.

#### NOTIFICATION

The following Notification of the Ministry of Home Affairs, Government of India, New Delhi, is hereby republished in the Official Gazette for general information.

S. SUBRAMANIAN,  
Deputy Secretary to Government (RD).

**MINISTRY OF HOME AFFAIRS**

*New Delhi, the 24th April, 2008*

**NOTIFICATION**

S.O. 934 (E). - In pursuance of clause (1) of article 239 of the Constitution, the President hereby directs that the Administrator of every Union Territory (whether known as Lieutenant-Governor or Administrator) shall, subject to the control of the President and until further orders also exercise the powers and discharge the functions of the State Government under the National Rural Employment Guarantee Act, 2005 (No.42 of 2005) within the respective Union Territory.

**B. BHAMATHI,**  
Joint Secretary.  
(F.No.U-11018/3/2008-UTL)

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**GOVERNMENT OF PUDUCHERRY**  
**CHIEF SECRETARIAT (RURAL DEVELOPMENT)**

*(G.O. Ms. No. 5/RD., dated 9th July 2008)*

**NOTIFICATION**

In exercise of the powers conferred by sub-section (1) of section 4 of the National Rural Employment Guarantee Act, 2005 (Central Act 42 of 2005) read with Notification S.O.934(E), dated 24-4-2008 of the Ministry of Home Affairs, Government of India, New Delhi, the Lieutenant-Governor, Puducherry hereby makes the following Scheme, namely:-

0.1. *Short title and commencement.*— This Scheme may be called the National Rural Employment Guarantee Scheme, Puducherry.

0.2. It shall be deemed to have come into force on and with effect from 2nd May 2008.

**THE NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME**  
**PUDUCHERRY**

**PREAMBLE**

0.3. The National Rural Employment Guarantee Act, 2005 (Central Act 42 of 2005) provides for the enhancement of livelihood security of the households in rural areas of India by providing at least one hundred days of guaranteed wage employment in every financial year to every household whose adult members volunteer to do unskilled manual work.

0.4. Accordingly the Government of Puducherry has made a scheme called the National Rural Employment Guarantee Scheme, Puducherry (NREGSP), under sub-section (1) of section 4 of the said Act to implement the said Act in the notified rural areas.

CHAPTER – I  
**OUTLINE AND OBJECTIVE**

1. *Objective* : The National Rural Employment Guarantee Scheme, Puducherry shall be implemented as a Centrally Sponsored Scheme on cost sharing basis between the Central Government and the Government of Union Territory of Puducherry.

1.2. *Status* : The objective of the Scheme is to provide livelihood security for the households in the notified rural areas of the Union Territory of Puducherry by providing at least one hundred days of guaranteed wage employment in every financial year to every household whose adult members volunteer to do unskilled manual work.

1.3. *Beneficiaries* :

1.3.1. The Scheme is open to all rural households who are in need of wage employment and who desire to do unskilled manual work in and around their village / habitation.

1.3.2. As far as possible employment shall be provided within a radius of five kilometers of the village where the applicant resides at the time of applying for job.

1.3.3. In case the employment is provided outside such limit, it must be provided within the Block and the labourers shall be paid ten per cent extra wage to meet transportation and living expenses.

1.3.4. A new work under the Scheme shall be commenced only if –

- (a) at least fifty labourers become available for such work; and
- (b) the labourers cannot be absorbed in the ongoing works:

Provided that this condition shall not be applicable for new works to be executed in respect of afforestation.

1.3.5. The period of employment shall ordinarily be at least fourteen days continuously with not more than six days in a week.

1.3.6. All those desirous of taking up unskilled manual work may submit their applications to the Village Panchayat or Block Programme Officer concerned for registration of their household and for allotment of job.

1.3.7. The Village Panchayat shall register the household after making such enquiry as it deems fit and issue a job card containing such details of adult members of the household. The job card will ordinarily remain valid for a period of 5 years from the date of launch of the scheme. This may be renewed or cancelled on the request of the applicant in writing. The job card holder of the household is entitled to apply for unskilled manual work and for employment for as many days as he may request subject to a maximum of 100 days per household in a financial year.

1.3.8. The Village Panchayat shall within 15 days of receipt of an application provide unskilled manual work to the applicant.

1.3.9. In all cases where unemployment allowance is paid or due to be paid, the Block Programme Officer shall inform the District Programme Co-ordinator in writing the reasons therefor.

1.3.10. If the Village Panchayat is satisfied at any time that a person has registered his name by furnishing false information, it may request the Block Programme Officer to direct his name to be struck off from the register. No such deletion shall be made unless the applicant has been given an opportunity of being heard in the presence of two independent persons.

1.4. *Notified Districts* : The Scheme shall be implemented in the following districts:

1. Puducherry
2. Karaikal

1.5. *Funding pattern* :

1.5.1. Cost of wages, administrative cost, establishment charges of Block Programme Officer with supporting staff and three-fourth of material cost will be borne by the Government of India.

1.5.2. Cost of unemployment allowance, administrative expenses of State Council and one-fourth of material cost will be borne by the Union Territory Government.

1.6.1. *Implementing authority* : (a) The Scheme will be implemented by the Panchayats at Commune and Village levels.

(b) The Block Programme Officer shall allot at least 50% of works in terms of its cost under the Scheme to be implemented through Village Panchayats.

(c) The remaining works may be allotted to other implementing agencies such as Commune Panchayats, Line Departments, Public Sector Undertakings, Co-operative Societies, Non-Governmental organizations, Self-help Groups, etc.

(d) Every person who has done the work given to him under the Scheme shall be entitled to receive wages at the rate of minimum wages fixed for agricultural labourers as notified by the Union Territory Government from time to time.

(e) The panchayat shall disburse the daily wages on a weekly basis subject to the satisfaction of quality and quantity parameters. Disbursement shall be a week basis or in any case not later than a fortnight after the date on which such work was done.

(f) The panchayat shall make provision for giving employment to every adult member of household who is willing to do unskilled manual work.

(g) The Project Director, DRDA, Puducherry and District Collector, Karaikal will be the District Programme Co-ordinator at the Puducherry district level and Karaikal district level respectively with overall responsibility of planning, implementation, co-ordination, monitoring and supervision. They will be assisted

by the Joint District Programme Co-ordinator/Project Officer, District Rural Development Agency at the district level. The Block Programme Officer, (Block Development Officer) as implementing authority at Block level will be responsible for matching the demand for employment with employment opportunities. At the Village Panchayat level, Panchayat President shall be the implementing authority.

(h) The Village Panchayat concerned will be the field level implementing authority for its share of resources and is responsible for planning and execution of the Scheme. The Village Panchayat may entrust the work to any Line Department or Self-help Group for execution.

1.6.2. *Involvement of Self Help Groups/Youth in the implementation* : (a) The panchayats may involve the Panchayat Level Federations (PLF) of Self-help Groups (SHGs) and the youth to assist the panchayats in the successful implementation of the Scheme.

(b) Panchayat Level Federations of Self-help Groups or a Self-help Group representative of all habitations of the Village Panchayats with a proven track record of works with the panchayats can be entrusted by the Village Panchayat with the assessment of demand for work registration, verification, issue of job cards, identification of works, monitoring and supervision, over all quality control and such other works which may be pertinent to the successful completion of works at the village level.

(c) A Self-help Group entrusted with responsibility under this Scheme may be allowed to engage necessary skilled/unskilled manpower on behalf of the panchayat. Expenditure towards this, will be reimbursed to the Panchayat Level Federation/Self-help Group from the administrative costs as per rules.

(d) Every effort should be made by the District Programme Co-ordinator (DPC), Block Programme Officer (BPO) and Implementing Agencies to ensure the maximum participation of women and youth under this Scheme.

1.7. *Permissible works* : The focus of the programme will be on the following works, namely :—

- (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 under the Indira Awas Yojana of the Government of India;
- (5) renovation of traditional water bodies including desilting of tanks;
- (6) land development;
- (7) flood control and protection works including drainage in water logged areas;
- (8) rural connectivity to provide all weather access; and
- (9) any other work which may be notified by the Government of India.

In order to ensure that adequate number of persons get employment at a worksite and that the assets created are visible, durable and genuinely beneficial to the community and to guard against the resources getting wasted by being spread too thinly, and to facilitate better monitoring and supervision, the State Programme Co-ordinator/District Programme Co-ordinator shall have the right to prescribe a minimum value of the works to be taken up.

1.8. *Special safeguards for the weaker sections and women :*

1.8.1. Disabled persons shall be given preference in providing employment to suit their ability and capacity.

1.8.2. Efforts shall be made to provide one-third of employment opportunities for women who have registered their names and applied for job.

1.8.3. Provision of irrigation facility shall be made 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 under the Indira Awas Yojna of the Government of India.

1.9. Definition of Panchayats:

1.9.1. For the purpose of this Scheme "panchayat" means a panchayat constituted under the Puducherry Village and Commune Panchayats Act, 1973 (Act No. 10 of 1973).

1.9.2. Where the duly elected Village Panchayat is not in existence or has not been given functional authority, its share of funds will be operated by the authorized officer, viz., the Block Programme Officer of the concerned Block. The works to be taken up would however be decided at the village level itself by the Gram Sabha of the concerned Village Panchayat.

1.9.3. The onus of providing employment shall be on the Block Programme Officer of the Block concerned under whom the village panchayats will work.

1.10. *Transparency and Accountability :* The District Programme Co-ordinator and other implementing agencies in the district shall be responsible for the proper utilization and management of the funds placed at their disposal.

1.10.1. A list of persons who are provided with the work shall be displayed on the notice board of the Village Panchayat. A copy of the same shall be sent to Block Programme Officer and the list shall be open for inspection by any authority of the Union Territory Government and any person interested.

1.10.2. Muster Rolls shall be made available to public for scrutiny and a copy of the same will be made available on demand at a nominal price of Rs. 50. For all works taken up by the village panchayats, copies of muster rolls shall be placed before the Gram Sabha. Inspection Register shall be made available at all work sites.

1.11. *Right to Information :*

1.11.1. The objective is to make the planning, implementation and evaluation of the National Rural Employment Guarantee Scheme, Puducherry more participatory, transparent and accountable to the people by way of exercising right to information and by encouraging social audit at every stage of implementation.

1.11.2. Notwithstanding anything contained in the rules made under the Right to Information Act, 2005 (Central Act 22 of 2005), the Public Information Officer duly notified as per the Right to Information Act, 2005 shall make available the copy of documents and registers for verification and sale at a nominal price of Rs. 50 or any fee fixed by the Union Territory Government from time to time.

1.12. *Grievance Redressal :*

1.12.1. If any dispute or complaint arises concerning the implementation of this Scheme by the Village Panchayat, the matter shall be referred to the Block Programme Officer.

1.12.2. The Block Programme Officer shall enter every complaint in a complaint register maintained by him and shall dispose of the disputes and complaints within seven days of its receipt and in case it relates to a matter to be resolved by any other authority it shall be forwarded to such authority under intimation to the complainant.

1.12.3. Local Beneficiary Committee : A Local Beneficiary Committee shall be constituted by the Village Panchayat among the workers for effective articulation of their rights and entitlements and their access to them.

1.12.4. A complaint register will be maintained at all Village Panchayat Offices, Block Development Offices, Offices of the Block Programme Officer, District Programme Co-ordinator and State Programme Co-ordinator.

1.12.5. A complaint box or suggestion box shall be placed in conspicuous places in the Offices of Village Panchayat, Block Programme Officer, Joint District Programme Co-ordinator, District Programme Co-ordinator, State Programme Co-ordinator.

1.12.6. The complaints received at all levels shall be disposed of within seven days of receipt of the same.

## CHAPTER – II

### REGISTRATION

2.0. *Eligibility :* Employment Guarantee Scheme will be open to all rural households in Puducherry and Karaikal Districts of the Union Territory of Puducherry. The entitlement of hundred days Guaranteed Employment in a financial year is in terms of a household. The hundred days per household can be shared within the household with available persons in the household who have registered their names for manual work. The following is the eligibility criteria for registration under this Scheme:—

Shall be a local resident within the Village Panchayat.

Shall be willing to do unskilled manual work.

Shall be an adult member over 18 years of age.

2.0.1. The women who have registered and requested for work under this Scheme shall get priority and at least one-third of the labour shall be from among the women.

2.0.2. Preference shall be given to disabled persons who apply for work. They can be provided with job opportunities to suit their ability and capacity as an integral part of this Scheme.

2.1. *Application* : An application for registration may be given on a plain paper or in the printed format to the local Village Panchayat / Block Programme Officer. It should contain the names of those adult members of the household who are willing to do unskilled manual work and particulars such as applicant's name, father's / mother's / husband's name, Head of the family, age, sex, scheduled caste/scheduled tribe, status, disability details, address, etc.

An individual may appear personally and make an oral request for registration. The Block Programme Officer/Village Panchayat President shall make arrangements for the conversion of oral request into written application.

2.2. *Registration* :

2.2.1. Any adult member of a household\* who desires to do unskilled manual work can apply for registration to the Village Panchayat/Block Programme Officer.

2.2.2. Registration shall be made in the village panchayats throughout the year.

2.2.3. The applications from migrants shall be registered on the basis of a certificate from the Village Administrative Officer of the native village of the applicant (or) by submitting copy of Job Card received from his native panchayat.

2.2.4. The application for the registration shall be as per the Annexure I-A or I-B as the case may be.

2.3. *Verification* :

2.3.1. The Village Panchayat concerned shall verify the contents of the application and the selected applications shall be placed before the Gram Sabha / Ward Sabha for approval.

2.3.2. The process of verification shall be completed within a fortnight from the date of receipt of the applications by the Village Panchayat.

2.3.3. After verification the Village Panchayat shall enter all particulars in the registration register in the Village Panchayat.

2.3.4. Every registered household shall be assigned a registration number as per the coding system adopted for Below Poverty Line (BPL) Census 2002. Copies of Registration will be sent to Block Programme Officer for the purpose of reporting to the District Programme Co-ordinator.

2.3.5. The reasons for rejection should be recorded in writing.

2.3.6. The final list of registered applicants shall be placed before the Gram Sabha.

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\* Household means a nuclear family comprising mother, father and their children and also includes single parent/single member household.



#### 2.4. *Job Card :*

2.4.1. A Job Card will be issued by the Village Panchayat to each applicant who has been registered and found eligible.

2.4.2. The Job Card shall be valid for a period of five years and will have provision for addition and deletion. Deletions if any in any household owing to demise or permanent change of residence of a member are to be reported immediately by the household concerned. The Village Panchayat will also update the Job Card Register annually.

2.4.3. Any card holder may apply for a duplicate card in case of loss or damage. The Village Panchayat shall process the application and issue duplicate and after due verification on collection of a nominal charge of Rs. 5 per card.

2.4.4. Any job card holder may give an application in writing to the Village Panchayat President or Block Programme Officer requesting for job indicating the days during which he requires job as per Annexure II-A or II-B as the case may be. The receipt of application shall be acknowledged by the Village Panchayat (or) Block Programme Officer.

2.4.5. Every Job Card shall be assigned a unique number as adopted in Below Poverty Line Survey, 2002.

2.4.6. If any registration is made based on false information and the Job Card is found to be misused, it will be cancelled by the Block Programme Officer on the recommendation of the Village Panchayat or on his/her own decision after giving him / her due opportunity to explain.

2.4.7. Details of such cancellation should be placed before the Grama Sabha for information.

#### 2.5. *Application for work :*

2.5.1. Application for work should generally be submitted to the Village Panchayat, as prescribed by the Act. Workers shall have the option of submitting their application directly to the Block Programme Officer.

2.5.2. Applications should contain the following information such as the Registration number of Job Card, Name of the Head of family members, sex, age, details on disability, address, job requirement indicating the number of days and dates.

2.5.3. A single application may be given for a number of days in different periods during the year for which employment is required. Joint applications may also be given by several applicants.

2.5.4. A dated receipt for the application for work must be issued to the applicant.

2.5.5. The Village Panchayat shall inform the Block Programme Officer about new applications under two categories *i.e.* "Panchayat works" executed by the Village Panchayat and "General Works" executed by the other implementing agencies.

2.6. *Allotment of works :*

2.6.1. Item 10 under Schedule-I of the Act states that it shall be open to the Village Panchayat and Programme officer to direct any person who has applied for employment under the scheme to do work of any type permissible under it.

2.6.2. The Village Panchayat President shall match the demand of labour with the employment opportunities. The Block Programme Officer shall analyse the total demand of labour in the panchayat and also the availability of employment opportunities under panchayat works and general works to be entrusted to the other implementing agencies. Accordingly, the Block Programme Officer shall distribute the allocation of works.

2.6.3. The Village Panchayat may also allocate employment in a work to be executed by any other implementing agency in its jurisdiction that has already been approved of in the shelf of Projects/Annual plan. The implementing agency will be bound to act upon the directives of the Block Programme Officer.

2.6.4. If the Village Panchayat decides that employment cannot be given under its own panchayat works and that employment needs to be given outside the Village Panchayat, it will inform the Block Programme Officer.

2.6.5. On receipt of such intimation from the Village Panchayats, the Block Programme Officer shall allot work from the shelf of projects that include Commune Panchayats. The Block Programme Officer shall intimate the allotment of employment to both the Village Panchayats.

2.6.6. The applicants who are provided work shall be intimated by the Village Panchayat/Block Programme Officer by means of a letter sent to them at the address given in the Job Card or by a public notice displayed at the Offices of the Village Panchayats and Block Programme Officer.

2.6.7. While providing employment, priority should 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.

2.6.8. In case of disabled persons/aged, the allocation of work shall be given to suit their ability and capacity. The work allotted may be in the form of services that are identified as integral to the scheme.

2.6.9. To ensure that every applicant has work according to the legal entitlement, the Block Programme Officer shall have the power to supervise and direct the Village Panchayats and other implementing agencies to discharge their responsibilities.

CHAPTER – III

**TIME BOUND EMPLOYMENT**

3.1. *Time bound employment :*

3.1.1. The Village Panchayat shall prepare an Annual Action Plan / Shelf of Projects and keep the same ready for execution. A calendar of programmes may also be prepared indicating the name of work, nature of work and mandays to be generated which has to be displayed on the Notice Board for the benefit of applicants.

3.1.2. The duly approved Rural Schedule of Rates shall be displayed on the Notice Board of the Village Panchayat, Block Development Officer, Commune Panchayat, Office of the District Rural Development Agency and Office of the Collector, Karaikal and Directorate of Rural Development and Local Administration Department.

3.1.3. The calendar of programmes shall be prepared taking into consideration seasonal variations demand for labour and availability of resources.

3.1.4. The Village Panchayat shall be responsible for providing wage employment to the applicant within 15 days from the date of receipt of application for job.

3.1.5. The applicants shall be intimated by individual communication in writing or by public notice displayed at the Village Panchayat Office. Priority shall be given to women in such a way that atleast one-third of the labour shall be women. A model form for the communication in writing is prescribed in Annexure-III

3.1.6. The Village Panchayat shall inform the details of employment provided in the villages to the Block Programme Officer on a weekly basis in the prescribed formats.

3.2. *Functions of Village Panchayat* : (a) Preparation and approval of Annual Action Plan;

- (b) Preparation of prioritized list of works with likely cost/estimate;
- (c) Preparation of calendar of programmes;
- (d) Identification of categories of number and nature of employment opportunities;
- (e) Matching of opportunities with those who demand labour;
- (f) Receipt of applications for registration;
- (g) Registration of job seekers;
- (h) Identification and verification of applications;
- (i) Issue of Job Card;
- (j) Receipt of application for job acknowledgement;
- (k) Intimation to applicant;
- (l) Publication of list of works, calendar of Programmes and list of job seekers, etc.;
- (m) Execution of works;
- (n) Supervision and monitoring;
- (o) Disbursement of wages/payment of unemployment allowances; and
- (p) Maintenance of records/Muster roll/Household Job card/individual employment details, etc.

3.3. *Functions of Block Programme Officer* : (a) Preparation and approval of Annual Action Plan for the block;

(b) Preparation of prioritized list of works with likely cost/estimate preparation of calendar of programmes;

(c) Identification of categories of number and nature of employment opportunities;

(d) Matching of opportunities with those who demand labour;

(e) Monitoring of Projects taken up by the Village Panchayats and other implementing agencies within the Block;

(f) Sanctioning and ensuring payment of unemployment allowance to the eligible household;

(g) Dealing promptly with all complaints that may arise in connection with the implementation of the Scheme within the Block;

(h) Ensuring prompt and fair payment of wages to labourers, etc.;

(i) To look into complaints of irregularities in the execution of works and payments;

(j) To prepare in the month of December every year a labour budget for the next financial year; and

(k) Functions shall be subject to the overall supervision of the District Programme Co-ordinator.

3.4. *Functions of the District Programme Co-ordinator* : The District Programme Co-ordinator for Puducherry District shall be the Project Director, DRDA and the Collector, Karaikal shall be the District Programme Co-ordinator for Karaikal District. There will be a Joint District Programme Co-ordinator each for Puducherry and Karaikal Districts. The District Programme Co-ordinator shall have the following functions, namely:—

(a) to consolidate the Plans prepared by the Panchayati Raj Institutions and other implementing agencies;

(b) to accord administrative sanction wherever necessary;

(c) to co-ordinate the functions of the Block Programme Officers and other implementing agencies;

(d) to redress the grievances of applicants;

(e) to review/monitor /inspect works, etc;

(f) to look into complaints of irregularities in the execution of works and payments; and

(g) to prepare in the month of December every year a labour budget for the next financial year.

3.5. *State Level Authority* : The Project Director, DRDA shall also be the State Programme Co-ordinator (SPC) for the effective implementation of the scheme. He shall work under the guidance of the State Employment Guarantee Council. The functions of the State Programme Co-ordinator shall be : –

(a) The Project Director, DRDA shall release the corresponding Union Territory share to the District Programme Co-ordinator/Collector within 15 days of the release of Central share by Government of India to the districts.

(b) To implement the directions of the State Employment Guarantee Council/ State Government in all matters relating to the Scheme.

(c) Co-ordinating with Government of India and the Union Territory Government.

(d) Reviewing the monitoring and Redressal Mechanisms at the District Level.

## CHAPTER – IV

### WAGES

#### 4.1. *Wage rate :*

4.1.1. The wages under National Rural Employment Guarantee Scheme, Puducherry shall be at the rate of minimum wages for agricultural labourers as notified by the Union Territory Government from time to time, under the Minimum Wages Act.

4.1.2. Equal wages shall be paid under the programme to both men and women workers. There shall be no discrimination solely on the ground of gender and the provisions of the Equal Remuneration Act, 1976 (Central Act 25 of 1975) shall be complied with.

4.1.3. In case the number of children below the age of six years accompanying the women working at any site is five or more, provisions shall be made to depute one of such women workers to look after such children. The person deputed for the above work shall be paid agricultural minimum wage rate.

4.1.4. The wages shall be subject to the outturn of work as prescribed by the Government of Puducherry.

4.1.5. All payments of wages in cash and unemployment allowances shall be made within fifteen days directly to the person concerned and in the presence of independent persons of the community on pre announced dates. If desired by the beneficiary, payment may be made through credit order issued to the bank/post office (Annexure IV).

4.1.6. In case the executing agencies do not pay the wages for a category of employment at the rate notified for the relevant schedule of employment under the Minimum Wages Act, District Programme Co-ordinator shall withhold further release of funds to that implementing agency and take suitable action against the erring official under the Minimum Wages Act.

#### 4.2. Payment of unemployment allowance:

4.2.1. If an applicant for employment under the Scheme is not provided with employment within 15 days of the date of receipt of the 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 for unemployment allowance. The unemployment allowance payable shall be paid to the applicants of a household, subject to the entitlement of the household at the rate of one-fourth of the wage rate for the first thirty days during the financial year and not less than one-half of the wage rate for the remaining statutory period in the financial year, as envisaged under clause 4.2.2.

4.2.2. The liability of the Panchayat to pay unemployment allowance to a household during any financial year shall cease as soon as.—

(a) the applicant is directed by the Village Panchayat or the Block Programme Officer to report for work either by himself or depute at least one adult member of his household; or

(b) the period for which employment is sought comes to an end and no member of the household of the applicant had turned up for employment; or

(c) the adult members of the household of the applicant have received in total at least one hundred days of work within the financial year; or

(d) the household of the applicant has earned as much from the wages and unemployment allowance taken together which is equal to the wages for one hundred days of work during the financial year.

4.2.3. The unemployment allowance payable to the household of an applicant shall be sanctioned and disbursed by the panchayat and shall be paid in cash. If desired by the beneficiary, payment may be made through credit order issued to the bank/post office.

#### 4.3. *Compensation :*

4.3.1. In case the payment of wages is not made within the period specified under the Scheme, the labourers shall be entitled to receive payment of compensation as per the provisions of the Payment of Wages Act, 1936 (Central Act 4 of 1936)

4.3.2. If any personal injury is caused to any person employed under the Scheme by accident arising out of, and in the course of his employment, he shall be entitled to free of charge, medical treatment at the nearest Primary Health Centre/Health Sub Centre/Taluk Hospital/District Hospital till he is fully rehabilitated.

4.3.3. Where hospitalization of the injured worker is necessary, the Union Territory Government shall arrange for such hospitalization including accommodation, treatment, medicine and payment of daily allowance, not less than half of the wage rate required to be paid had the injured been engaged in the work.

4.3.4. If a person employed under this Scheme dies or becomes permanently disabled by accident arising out of and in the course of employment, he shall be paid by the implementing agency an ex-gratia payment at the rate of Rupees Twenty five thousand and the amount shall be paid to the legal heirs of the deceased or the disabled, as the case may be by the Government of India.

4.3.5. If any personal injury is caused by accident to a child accompanying any person who is employed under the scheme, such person shall be entitled to, free of charge, medical treatment for the child to enable him/her to recover fully. In case of death or disablement, an ex-gratia payment of rupees ten thousand shall be paid by the Government of India.

4.4. *U.T. Employment Guarantee Fund :*

4.4.1. The Union Territory Government may by notification, establish a fund to be called the Puducherry Employment Guarantee Scheme, Puducherry Fund for the purposes of implementation of the Scheme. The fund shall be held and administered on behalf of the Union Territory Government by the Project Director, DRDA. The cost of unemployment allowance, one-fourth of material cost and administrative expenses of the Union Territory council shall form the components of the fund.

4.4.2. As and when funds towards the cost of wages, three fourth of material cost, administrative cost and establishment charges of Block Programme Officer with supporting staff are received from the Government of India, the Union Territory Government shall release the proportionate amount to the District Programme Co-ordinator within 15 days from receipt of such funds for operating the District Employment Guarantee Fund.

4.4.3. In turn, the District Programme Co-ordinator shall release the funds to the Block Employment Guarantee Fund maintained by the Block Programme Officer.

4.4.4. The Block Programme Officer shall then release required funds to the Village Employment Guarantee Fund maintained by the Panchayat President.

4.5. *Disentitlement to receive unemployment allowance in certain circumstances :*

4.5.1. Any applicant, who—

(a) does not accept the employment provided to his household under the scheme; or

(b) does not report for work within fifteen days of being notified by the Programme Officer or the implementing agency; or

(c) continuously remains absent from work without obtaining a permission from the concerned implementing agency for a period of more than one week or remains absent for a total period of more than one week in any month ;

(d) shall not be eligible to claim the unemployment allowance payable under this Act for a period of three months but shall be eligible to seek employment under the scheme at any time.

4.5.2. If the Village Panchayat is satisfied at any time that a person has registered his/her name by furnishing false information, it may request the Block Programme Officer to direct his name to be deleted after giving due opportunity to explain.

4.6. *Schedule of rates :*

4.6.1. The works taken up under the Scheme shall meet the required technical standards and measurements stipulated under the Puducherry schedule of rates. The schedule of rates of wages for unskilled labourers shall be so fixed that a person working for seven hours would normally earn a wage equal to the wage rate.

4.6.2. The cost of material component of project including the wages of the skilled and semi-skilled workers taken up under the Scheme shall not exceed forty percent of the total project cost at the district level.

4.6.3. The standard rural schedule of rates shall be worked out by aggregating each task into its constituent activities and calculating the average time taken for the activity and then assessing its payment based on labour and time expended.

The prescribed measurement of work shall be published at work sites.

Measurement / Check measurements should be done every week by the Engineers concerned.

4.7. *Muster rolls :*

4.7.1. Muster Rolls shall bear a unique identity number to avoid misuse or duplication.

4.7.2. The Block Programme Officer shall supply each Village Panchayat/ other Implementing Agencies with —

(a) the muster rolls for the works sanctioned for execution; and

(b) a list of employment opportunities available elsewhere to the residents of the Village Panchayat;

(c) Muster rolls shall be maintained for every work separately showing the details of wages paid to workers. The muster rolls for all works should have entries showing the number and details of Scheduled Castes/Scheduled Tribes/ Women and others who have been provided employment. Those who prepare muster rolls should be held responsible for the correctness of entries;

(d) The Block Programme Officer shall supply Nominal Muster Roll (NMR) formats in triplicate for placing one with the Bills, one with the Block Programme Officer and the third copy in the Village Panchayat Office;

(e) To prevent non-payment or under payment of wages or any other manipulation, muster rolls should be maintained in stitched forms and all its pages must be numbered;

4.7.3. The Village Panchayat shall allocate employment opportunities among the applicants and ask them to report for work through public notice.

4.7.4. Unique identity number shall be given to each and every work.

4.7.5. A photo copy of the Muster roll shall be kept in the Village Panchayat Office for public inspection and scrutiny.

4.7.6. Any muster roll that is not issued from the Office of the Block Programme Officer shall be considered unauthorized.

4.8. *(a) Social Audit :*

4.8.1. Grama Sabha shall monitor the execution of works within the village Social audit by Grama Sabha shall be conducted regularly for all the projects taken up in the Village Panchayat.



4.8.2. The Village Panchayat shall make available all relevant documents including photographs taken before during and after the work, muster rolls, bills, vouchers, measurement books, copies of sanction orders and other connected books of account to the Grama Sabha for the purpose of conducting the social audit.

4.8.3. Sign Boards shall be erected at all work sites showing relevant information of the works.

4.8.4. Format for social audit check list shall be as per Annexure-V.

(b) *Physical and Financial Audit :*

4.8.5. Both physical and financial audit of the works under the scheme are compulsory. The audit shall be done either by Local Fund Auditors or the Accountant – General for Tamil Nadu and the Union Territory of Puducherry. Alternately, a Chartered Accountant empanelled by the AG (Tamil Nadu & Puducherry) for this purpose can do the Audit. The audit report together with action taken on the auditor's observations is required to be submitted along with the proposal for release of second instalment of funds.

4.8.6. Details of all demand registration employment cards, list of people who have been given employment/not given payments, duration of work, expenditure, material, man days generated, reports of local committee, copies of muster roll, etc. shall be placed before Grama Sabha/Special Grama Sabha meetings which shall be convened, as and when necessary for the purpose of special audit or social audit.

4.9. *Record of the assets :* Each Block, Commune Panchayat and Village Panchayat shall maintain complete inventory of the assets created under the programme giving details of the execution of the project cost involved, benefits obtained, employment generated and other relevant particulars. Sign boards should be displayed at work sites showing all relevant details. Photographic record of the work may also be created at every stage of implementation *i.e.* before during and after the execution of works.

4.10. *Facilities at work site :*

4.10.1. The facilities of safe drinking water, shade for children and periods of rest, first-aid box with adequate material for emergency treatment for minor injuries and other health hazards connected with the work being performed shall be provided at the work site.

4.10.2. In case, the number of children below the age of six years accompanying the women working at any site is five or more; provision shall be made to depute one of such women workers to look after such children.

4.11. *Ban on contractors and labour displacing Machines :*

4.11.1. Contractors are not permitted to be engaged for execution of any of the works under the scheme. No middlemen or any other intermediate agency shall be employed for executing works under the Scheme.

4.11.2. In case, it is reported that contractors and labour displacing machines are being engaged, the District Programme Co-ordinator shall withhold further release of funds to the executing agencies and initiate suitable action against the erring official/implementing agencies for misuse of funds.

## CHAPTER – V

### ALLOCATION OF FUNDS

5.1. *Allocation of funds* : The funds would be allocated based on the estimated demand of labour

- (1) Village Panchayats – At least 50% of the allocation.
- (2) Other agencies such as the Departments, Public Sector Undertakings, Non-Governmental Organisations, Self Help Groups, etc. may be allotted works by Block Programme Officer and District Programme Co-ordinator.

There will be no sectoral earmarking of resources under the National Rural Employment Guarantee Scheme, Puducherry except for the development of land belong to Scheduled Castes/Scheduled Tribes, Indira Awas Yojana Beneficiaries / Land Reform Allottees by providing irrigation facilities and water conservation facilities to their lands.

5.2. *Unspent Resources of Administrative/Contingent and Maintenance expenditure* : Efforts should be made by Village Panchayats to incur only such expenditure on maintenance of assets, which are absolutely necessary. Strict economy should be observed in incurring such expenditure. Unspent balances under these heads will form part of the programme resources of the National Rural Employment Guarantee Scheme, Puducherry and will be brought to the District Employment Guarantee Fund.

5.3. *Procedure for Allocation/Release of Resources* : The District-wise allocations will be demand based and made by the Ministry of Rural Development, Government of India. The District Programme Co-ordinator will allocate funds to the Block Programme Officer. The Block Programme Officer will make the allocation to each panchayat based on the requirement of labour.

## CHAPTER – VI

### PLANNING AND EXECUTION

6. *Perspective Plan* :

6.1.1. A five year perspective plan for the district and shelf of projects-village panchayat-wise, Block-wise incorporating the village development plan will be prepared under the scheme covering the estimate of labour demand and estimates of workers expected to respond to the demand. The perspective plan will map the existing infrastructure facilities and also list out the requirements of infrastructures in rural areas as against the labour demand. The perspective plan will serve the frame work for long term planning. But it will be flexible

enough to respond to the new emerging needs of the area, the experience of the implementation and the new areas of works indicated by the Central and the Union Territory Governments.

6.1.2. The expected resources inflow under various programmes and the requirement of panchayat-wise resources for the creation of demand of labour and creation of missing infrastructure shall be listed out in the respective sections.

6.1.3. The draft plan shall be discussed and approved with modification if need be by the Grama Sabha.

6.1.4. The Priority will be determined by the Village Panchayat so as to match the employment opportunities with the demand for labour.

6.1.5. The works which can be undertaken within the resources available under other ongoing Central Schemes or Union Territory Schemes falling within the perspective plan will be taken up under the respective schemes.

6.1.6. The consolidated perspective plan consisting of perspective plans of all Village Panchayats shall be compiled at the block level and all block level plans at the district level.

6.1.7. The Line Departments works will be incorporated in the perspective plan after the approval of Village Panchayat concerned, wherever necessary.

#### 6.2. *Annual Action Plan :*

6.2.1. The Annual Action Plan must flow out of long term perspective plan. The size of the plan and priority of the work shall be decided annually keeping in view the demand for employment.

6.2.2. Every year the Village Panchayat shall convene a Special Gram Sabha meeting in December to estimate the demand for labour to propose the number and category of works on priority basis to be taken up in the next financial year. Based on the recommendation of the Gram Sabha, the Village Panchayat shall forward its proposal to the Block Programme Officer before 31st of January. The choice of work that shall be identified in the perspective plan. The Gram Sabha may recommend additional work in addition to the works identified in the perspective plan if they are insufficient and found not appropriate to suit the need of the hour. The proposal of Village Panchayat shall contain the details of existing demand for work, the demand in the previous year, the works taken up in the previous year, works ongoing and works proposed for the next year, the likely cost, and proposed implementing agencies.

6.2.3. The Block Programme Officer shall scrutinize the village development plan and fulfill the technical feasibilities and consolidate them into the block plan so as to submit the same to the District Programme Co-ordinator for approval. The Block Programme Officer shall also incorporate in the block plan, the consolidated village plans and place them before the Council for approval.

6.2.4. The District Programme Co-ordinator will examine the plan proposals of all the Village Panchayats with reference to adequacy, likely demand of labour, financial commitment and technical feasibilities. He will consolidate all the block plans into the district plan.

6.2.5. The exercise of approval of Annual Action Plan should be completed by the end of February of the preceding financial year.

6.2.6. To ensure meaningful utilization of resources under the National Rural Employment Guarantee Scheme, Puducherry, routine division of resources among the wards of the Village Panchayat is prohibited. Works included in the Perspective Plan should be need based and properly prioritised. However, it will be ensured that all deserving areas are given a fair treatment in the matter of allocation of resources.

6.2.7. Works selected by Village Panchayats, Commune Panchayats and by Blocks wherever allocations have been made to them shall be labour intensive. Works requiring larger component of materials like cement, steel, etc. should not be sanctioned unless the excess cost on material component is provided from other sectoral programme funds. However, the procedure prescribed in National Rural Employment Guarantee Scheme, Puducherry to the effect that material component at the rate of 40% shall be strictly adhered to at District level.

6.2.8. The Commune Panchayats and Blocks shall suggest works involving more than one Village Panchayat. The Commune Panchayats may also take up works involving more than one Village Panchayat.

6.3. *Execution of works :*

6.3.1. *Administrative Sanction :* The works taken up under the scheme shall be in rural areas only. The administrative sanction for all works in a shelf of projects will be given by the District Programme Co-ordinator. To avoid duplication, a unique identity number shall be assigned to each work. The administrative sanction can be accorded for works under two categories-

- (A) Panchayat works executed by the village panchayat and
- (B) General works executed by other implementing agencies

6.3.2. *Technical Sanction :* (a) The technical sanction for works would be accorded as per procedure in vogue in the Rural Development / Local Administration Department.

6.3.3. The Joint District Programme Co-ordinator (Puducherry) / Joint District Programme Co-ordinator (Karaikal) would be responsible for the overall Co-ordination and supervision of the works. The Block Programme Officer will be key implementing authority at block level.

6.3.4. Subject to the overall control of the District Programme Co-ordinator viz. Project Director DRDA for Puducherry and Collector for Karaikal, the Village Panchayat, Commune Panchayats and Blocks shall supervise execution of works by the Village Panchayats – II.

6.3.5. Works taken up under the Programme should meet technical standards and specifications, if any for the concerned work / area.

6.3.6. Efforts should be made to utilize local materials and cost effective and disaster resistant technology developed by various institutions and as applicable to the area.

6.3.7. In order to facilitate the technical scrutiny of the works, authorities at the Joint programme Co-ordinator level, may prepare and approve standard designs and cost estimates of those items of works, which are common in nature.

6.3.8. While creating rural infrastructure emphasis should be given to labour intensive works. Purely material oriented works are not to be taken up.

6.4. *Executing Authority :*

6.4.1. The District Programme Co-ordinator shall be the "Implementing Authority" under National Rural Employment Guarantee Scheme, Puducherry at the District Level.

6.4.2. The Block Programme Officer at the Block concerned shall be the implementing authority at the block level.

6.4.3. At the village level, the entire responsibility relating to co-ordination, review, supervision and monitoring of the scheme will be that of Village Panchayat.

6.4.4. At the District level, the District Programme Co-ordinator and at the intermediate level, the Blocks will have overall responsibility for guidance, co-ordination, supervision, periodical reporting and monitoring the implementation of the scheme.

6.4.5. District Programme Co-ordinator will also be accountable to the Union Territory Government and ensure that the returns/reports in respect of the works taken up for execution in the district are furnished in time.

6.4.6. The Block Programme Officer shall be provided required assistance for the implementation of the scheme at Block level and Village Panchayat level in the form of services.

6.4.7. The District Programme Co-ordinator shall be responsible for overall supervision and Co-ordination of works and furnishing of necessary reports to the State/Central Governments and Puducherry Employment Guarantee Council/ Central Employment Guarantee Council.

6.5. *Maintenance of Employment Register :*

6.5.1. Each Village Panchayat shall maintain an Employment register for the works being implemented within its jurisdiction under its own component which would contain the details of number of persons employed including the number of scheduled castes / scheduled tribes, gender of the workers and number of mandays generated for each work under the National Rural Employment Guarantee Scheme, Puducherry. This information should be based on the Muster Rolls and maintained work-wise. This register would be open to the public for scrutiny. Copies of this register shall be made available to public on demand, after charging a nominal fee, if necessary.

6.5.2. Works taken up under the scheme should be of durable nature and should satisfy technical standards and specifications. The Village Panchayats may also take technical advice from the block officials / line departments or from reputed Non-Governmental Organisations in the area, if needed.

6.5.3. Use of cost effective technology and local materials shall be encouraged.

6.5.4. While fixing technical specifications, efforts should be made to utilize, to the maximum extent, local materials and low cost technology developed by various institutions.

6.5.5. The items of works approved by the Village Panchayat/Grama Sabha in the manner prescribed above shall not be allowed to be changed either at the Block or the District level. Block and Commune Panchayats may suggest new works for the consideration of the Grama Sabha.

6.5.6. In order to facilitate the technical scrutiny of Development Plan – shelf of projects of the Village Panchayat, the authorities at the District Programme Co-ordinator may prepare and approve standard designs and cost estimates of those items of works, which are generally taken up by the Village Panchayats. It will help in preparation of the Development Plan by the Village Panchayats and also quicker approval by the Grama Sabha.

## CHAPTER – VII

### MONITORING AND EVALUATION

#### MONITORING OF THE PROGRAMME

7.1.1. *Monitoring* : The Union Territory Government shall monitor the Programme.

7.1.2. *Schedules for Inspection of works* : For effective implementation of the Programme, the Union Territory Government will ensure that the Officers at the Union Territory, District and Block Levels, closely monitor all aspects of the Programme through visits to work sites in the interior areas. A schedule of inspection, which prescribes the minimum number of field visits for each supervisory level functionary, shall be drawn up by the Union Territory Government and strictly adhered to. The schedule so drawn shall ensure that National Rural Employment Guarantee Scheme, Puducherry works in atleast 10% Panchayats are inspected by District-Level Officers and 2% panchayats by the State-Level Officers. In addition, the Union Territory Government shall advise the Monitoring Officers, Collectors, and Sub-Divisional Officers to inspect some works during their field tours.

7.1.3. The Officers dealing with Rural Development / National Rural Employment Guarantee Scheme, Puducherry at the Union Territory Headquarters shall visit Districts regularly and ascertain through field visits that the Programme is being implemented satisfactorily and that execution of works is in accordance with the prescribed procedures and specifications. The Union Territory Government will designate Area Officers for each district of the Union Territory and ensure that they undertake regular field visits to the area assigned to them.

7.1.4. During the course of inspection, if any official comes across any irregularity, he/she should immediately bring it to the notice of the District Collector/ Joint Programme Co-ordinator, Karaikal or the Jt. Programme Co-ordinator, Puducherry/ Project Director, District Rural Development Agency who would then take further appropriate action in the matter.

7.1.5. The representatives of the Blocks and Commune Panchayats shall also inspect.

7.2. *Evaluation :*

7.2.1. Periodic evaluation studies on the implementation of the Programme shall be conducted from time to time.

7.2.2. Evaluation studies may be entrusted to reputed institutions and organizations, on issues meriting detailed studies. Copies of the evaluation studies conducted by the Union Territory shall be furnished to the Central Government.

7.2.3. Remedial action shall be taken by the Union Territory Government on the basis of the observations made in these evaluation studies.

7.2.4. The District Programme Co-ordinator may also conduct studies from time to time. The District Programme Co-ordinator shall report the outcome of the studies to the Union Territory Government and the Central Government from time to time.

## CHAPTER – VIII

### CONVERGENCE WITH THE OTHER PROGRAMMES

8.1. *Convergence with the other programmes :*

8.1.1. *Contributions by the Village Community :* The Village Community may be encouraged to contribute either in cash or kind for the development of rural infrastructure. The Panchayati Raj institutions may subject to relevant laws, even raise additional resources through appropriate cess / tax to ensure people's participation by inculcating in them the feeling of community ownership of public assets.

8.1.2. *Acceptance of Donations :* The District Programme Co-ordinator may accept donations from charitable institutions. Non-governmental Organisations, Non-Resident Indians (NRIs) and individuals to the District employment guarantee fund either to expand the programme or to ensure the durability of the assets requiring funds. These funds should be treated as additional funds and dovetailed with the National Rural Employment Guarantee Scheme, Puducherry funds to complete the works taken up under the Programme.

8.1.3. *Convergence / dovetailing with other programmes :* Funds available from other sources like Market Committees, Co-operatives, Non-governmental Organizations, Non-Resident Indians and other Institutions could also be dovetailed with the National Rural Employment Guarantee Scheme, Puducherry Funds for similar purposes. The funds available with the Panchayat Raj Institutions from other sources such as Union Finance Commission, State Finance Commission, Union Territory Government Departments, other Central and Centrally Sponsored Schemes such as Swarnajanti Gram Swarozgar Yojana (SGSY) etc. can also be dovetailed for construction of durable community assets. However, National Rural Employment Guarantee Scheme, Puducherry funds should not be used as a substitute for Departmental Plan funds of different Departments and agencies.

Funds from other programmes for the works permissible under the National Rural Employment Guarantee Scheme, Puducherry can be dovetailed with National Rural Employment Guarantee Scheme, Puducherry funds and not *vice versa*. Such works are required to be part of the perspective plan.

8.2. *State Employment Guarantee Council :*

8.2.1. The Puducherry Employment Guarantee Council shall be constituted and shall have the following duties and functions, namely:—

(a) advising the Union Territory Government on all matters concerning the Scheme and its implementation of National Rural Employment Guarantee Scheme, Puducherry Fund in the Union Territory;

(b) determining the preferred works;

(c) reviewing the monitoring and redressal mechanisms from time to time and recommending improvements;

(d) prompting the widest possible dissemination of information about the National Rural Employment Guarantee Act, 2005 (Central Act 42 of 2005) and the Schemes made thereunder;

(e) monitoring the implementation of this Act and the Schemes in the Union Territory and co-ordinating such implementation with the Central Council;

(f) preparing the annual report to be laid before the Legislative Assembly by the Union Territory Government;

(g) any other duty or function as may be assigned to it by the Central Council of the Union Territory Government.

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

## CHAPTER – IX

### TRAINING

9.1. *Training :*

9.1.1. *Provision for training / capacity Building :* Allocation based on the Government of India guidelines can be utilized by the District Programme Co-ordinator from the District Employment Guarantee Fund for training/capacity building of officials/non-officials of the Panchayati Raj Institutions involved in the implementation of the National Rural Employment Guarantee Scheme, Puducherry.

9.1.2. Training on the right to information / social audit shall be organized for the benefit of the elected representatives of Panchayati Raj Institutions, functionaries of Rural Development Department and the Members of Beneficiary Committee, Village / District level Vigilance and Monitoring Committee.

9.2. *Communication :*



9.2.1. Communication and publicity shall be ensured for everyone to know about the Act and the National Rural Employment Guarantee Scheme, Puducherry Information about the Act and National Rural Employment Guarantee Scheme, Puducherry in easy to read materials in Tamil shall be developed and widely disseminated.

9.2.2. The District Programme Co-ordinator shall arrange to publicise the scheme throughout the district.

9.3. *Removal of difficulties :*

9.3.1. If any Village Panchayat President refuses to register applications, the District Programme Co-ordinator/Programme Officer may direct the Village Panchayat President to register the applicants after due enquiry.

9.3.2. The District Programme Co-ordinator is empowered to stop the work in progress in case of irregularities after making alternative arrangements to provide work to the labourers in any other Village Panchayat.

9.3.3. The District Programme Co-ordinator may issue appropriate orders after due enquiry and verification on the complaints against the cancellation of registration by the Village Panchayat/Block Programme Officer concerned.

9.3.4. In case of denial of employment wages or unemployment allowance by the Village Panchayat / Programme Officer, the District Programme Co-ordinator shall be the Appellate Authority.

## CHAPTER – X

### QUALITY CONTROL

10.1. *Quality Control :* In the process of planning, designing, estimation, monitoring, evaluation and quality control of the scheme, a network of resource institutions shall be involved at District and State level to satisfy the technical aspects. The technical resource network shall assist the department in the following areas, namely:—

- (1) to identify labour intensive technologies;
- (2) to standardize the estimation procedures to prepare standard model estimates;
- (3) to prepare manuals for estimation;
- (4) to prepare software manuals, charts for the use of Panchayats/Vigilance Committees;
- (5) to propose quality parameters for various types of works;
- (6) to prepare people's manuals for quality checking;
- (7) to undertake quality appraisal in different worksites on sample basis;
- (8) to suggest ways and means for removal of deficiency in quality;
- (9) to train the Technical Staff of Rural Development/ Local Administration Department and Staff of Panchayati Raj Institutions and Members of the Vigilance and Monitoring Committee.

## ANNEXURE I (A)

(See clause 2.2.4)

**NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME, PUDUCHERRY  
(NATIONAL RURAL EMPLOYMENT GUARANTEE ACT, 2005)****APPLICATION FOR REGISTRATION AND INDIVIDUAL JOB CARD**

1. Name of applicant :
2. Name of Head of the family :
3. Father's/Mother's/Husband's name :
4. Age :
5. Sex :
6. SC/ST :
7. Ration Card No. :
8. Address :
9. Village Panchayat :
10. Details of disabilities if any :

To

The Panchayat President  
 ..... Panchayat  
 .....  
 ..... District.

Sir,

I want to work under the National Rural Employment Guarantee Scheme, Puducherry. Therefore, I request that my name may kindly be registered and individual Job Card may be issued to me.

**Declaration**

I ..... want to work under the National Rural Employment Guarantee Scheme, Puducherry and will work continuously for 14 days / 6 days in a week as directed by the Village Panchayat President and I will not discontinue the work in the middle and I will abide by the Rules and Regulations as per the Scheme. I also assure that the above information furnished by me are true to the best of my knowledge.

Place :

Date :

*Signature of Applicant / Thumb Impression*

VERIFICATION FORM

A. Recommended :—

The particulars furnished by the applicant was verified in the field and found to be correct.

B. Not recommended for the following reasons :

- 1. Not residing in the village
- 2. Total disability
- 3. Insane condition
- 4. Unwilling to do unskilled manual work
- 5. Any other reasons –

Signature .....  
*Verification Officer*

Accepted / Rejected

Place : Signature .....  
Date : *Village Panchayat President*

ANNEXURE – I (B)  
(See Clause 2.2.4)

**NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME, PUDUCHERRY  
(NATIONAL RURAL EMPLOYMENT GUARANTEE ACT, 2005)**

**APPLICATION FOR REGISTRATION AND FAMILY JOB CARD**

From  
.....  
.....  
.....

\*(Name of the Head of the Family should be in the first Sl.No.)

Sl. No.	Name	Age	Sex	Relation	Disability if any
---------	------	-----	-----	----------	-------------------

SC/ST :

Ration Card No. :

To

The Panchayat President,

..... Panchayat,

..... Block

..... District.

Photograph of  
Adult members  
willing to work

Sir,

We want to work under National Rural Employment Guarantee Scheme, Puducherry (NREGSP). Therefore we request that our names may kindly be registered and Family Job Card may be issued to us.

#### Declaration

We will work continuously for 14 days/6 days in a week as directed by the Village Panchayat President and we will not discontinue the work in the middle and we will abide by the rules and regulations under National Rural Employment Guarantee Scheme, Puducherry. We also assure that the above information furnished by us are true to the best of our knowledge.

*Signature of the applicants/Thumb Impression*

1. ....
2. ....
3. ....
4. ....

Place :

Date :

#### VERIFICATION FORM

A. Recommended :—

The particulars furnished by the applicants was verified in the field and found to be correct.

B. Not recommended for the following reasons :

1. Not residing in the village
2. Total disability
3. Insane condition
4. Unwilling to do unskilled manual work
5. Any other reasons

Sl. No.	Name of individual	Reasons for rejecting
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Signature .....

*Verficiation Officer*

Accepted / Rejected

Place : Signature .....

Date : *Village Panchayat President*

ANNEXURE – II (A)

(See Clause 2.4.4)

**NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME, PUDUCHERRY  
(NATIONAL RURAL EMPLOYMENT GUARANTEE ACT, 2005)**

**APPLICATION FOR JOB (INDIVIDUAL)**

- 1. Application No. :
  - 2. Name :
  - 3. Father's / Mother's / Husband's Name :
  - 4. Individual Job Card No. : Date
  - 5. Address
    - Door No. :
    - Street :
    - Post :
    - Village :
    - Panchayat :
  - 6. Age :
  - 7. Sex :
  - 8. Details on disability, if any :
  - 9. Job requirement : days
- (Specify the days and dates) from to

*Signature of Applicant*

Place :

Date : *Signature of the Village Panchayat President*

## ANNEXURE II (B)

(See Clause 2.4.4)

**NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME, PUDUCHERRY  
(NATIONAL RURAL EMPLOYMENT GUARANTEE ACT, 2005)****APPLICATION FOR JOB (FAMILY)**

1. Application No. :

2. Name of the Family Head :

3. Name of the family members :

Sl. No.	Name of the Adult member	Sex	Age	Disability if any
---------	--------------------------	-----	-----	-------------------

4. Family Job Card No. and Date :

5. Address

Door No. :

Street :

Post :

Village :

Panchayat :

6. Job requirement] : for ..... Days

(specify the days and dates) : From ..... To .....

Sl. No.	Name of the Adult member	From	To	Number of days of job requirement
---------	--------------------------	------	----	-----------------------------------

*Signature of Family Head / Others*

1. ....

2. ....

3. ....

Place :

Date :

*Signature of the Village Panchayat President*

## ANNEXURE – III

(See Clause 3.1.5)

**NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME, PUDUCHERRY  
(NATIONAL RURAL EMPLOYMENT GUARANTEE ACT, 2005)****JOB ALLOTMENT LETTER**

Job Allotment Lr. No.

Dated :

Dear Applicant,

*Ref:* 1. Your Registration No. Dated  
2. Your job application letter No. Dated

\*\*\*\*\*

As per section 5 of the National Rural Employment Guarantee Act, you have registered your name and applied for Job in your application dated.

Your application has been examined and based on verification, you are requested to attend the following works as per the conditions prescribed below:

..... Village ..... Village Panchayat  
Name of work .....  
Job identification No. .... Date from which Job available  
From ..... To .....

Conditions.—

1. As requested in your application you are requested to attend the work from ..... (Date) and continue to work for a minimum of 14 days @ 6 days a week. (Except Holidays).
2. .... will be paid as daily wage on fortnightly basis.
3. Working hours will be 7 hours a day.
4. Payment will be subject to the measurement/check measurement for the stipulated out turn.
5. The rules of National Rural Employment Guarantee will be final in any decision.

*Signature :*

Place :

Name :

Date :

Panchayat President :

## ANNEXURE – IV

(See Clause 4.1.5)

**NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME, PUDUCHERRY  
(NATIONAL RURAL EMPLOYMENT GUARANTEE ACT, 2005)****PAYMENT OF WAGE THROUGH BANK /POST OFFICE S.B. ACCOUNT**

To

The Branch Manager / Post Master  
..... Bank / Post Office.

Sir / Madam,

I am enclosing a cheque bearing number ..... dated .....  
for Rs. .... I request you to credit the wages as detailed below to the  
S.B. Account of the individuals.

Sl. No.	Name	S.B. Account	Amount
		Total	Rs.

*Village Panchayat President*

Seal and Date:

Place :

*Copy to :*

The individuals

## ANNEXURE – V

(See Clause 4.8.4)

**NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME, PUDUCHERRY  
(NATIONAL RURAL EMPLOYMENT GUARANTEE ACT, 2005)****SOCIAL AUDIT CHECK LIST****1. Planning tasks :**

- Identification of works and locations.
- Procurement of materials and non-labour inputs.
- Identification of required skilled and semi-skilled personnel.
- Development of Action Plan.
- Imparting training and orientation.



Organising required facilities for workers.  
Registering applicants.  
Information Education and Communication (IEC) activities.  
Process of demand of work.  
Ensuring that women participate.  
Ensuring that the Physically Challenged are included.  
Formation of Beneficiary Committee.  
Creating computerized data base.  
Approval of list of workers by Grama Sabha.

**2. Implementation tasks :**

Acknowledgement of registration to applicant.  
Issued of job card.  
Allocation of work to applicants.  
Intimation to applicants.  
Verification.  
Ensuring timely supply of material components.  
Quality control of work.  
Ensuring timely completion.  
Sign boards at work site.  
Ensuring the welfare of worker.  
Ensuring full and timely payment of wages ensuring proper maintenance of records.  
Ensuring provision of 100 days of employment per family.  
Operating grievance redressal mechanism.  
Ensuring transparency.  
Identification of applicants who could not be provided employment.  
Payment of unemployment allowance.  
Online monitoring.  
Reporting progress to each level.  
Ensuring ban on contractors and machinery.  
Maintaining record of assets created.

(By order of the Lieutenant-Governor)

**S. SUBRAMANIAN,**  
Deputy Secretary to Government (RD).