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NOTIFICATION

No.B.110118/23/2005-RD (NREGP): the 28th April 2009. In exercise of the powers conferred by sub section (1) of section 4 of the National Rural Employment Guarantee Act, 2005 (42 of 2005), the Governor of Mizoram is pleased to make the following Scheme viz:

1. Short Title and Commencement:

- 1) These Scheme may be called The Mizoram Rural Employment Guarantee Scheme, 2009.
- 2) They shall come into force in the rural areas of Mizoram from the date of its notification.

2. Definitions: *In these Scheme, unless the context otherwise requires,*

- (i) "Act" means the National Rural Employment Guarantee Act, 2005.
- (ii) "Guidelines" means NREGA Operational Guidelines prescribed by the Ministry of Rural Development, Government of India.
- (iii) "State Employment Council" means the Mizoram State Employment Guarantee Council of Mizoram constituted under sec 12 of the Act.
- (iv) "Principal Authority" means authority recognized by the State Government for the purpose of planning, monitoring and implementation of the Mizoram Rural Employment Guarantee Scheme, which includes Governing Body of DRDA notified as District Employment Council for this purposes at the District level, Block Employment Council at the Block level and Village Employment Council at the Village level.

- (v) "Village" means Census Village at that Block.
- (vi) "Village Council" means the Village Council elected from time to time under the Lushai Hills District (Village Council) Act, 1953 as amended from time to time.
- (vii) "Implementing Agency" means Village Employment Council and Line Departments of the Government or any other Organization identified by the competent authority.
- (viii) "Nodal Department" means the Rural Development at the State Level for implementation of NREGA.
- (ix) "State Programme Coordinator" means the Secretary of Rural Development who is notified as the State Programme Coordinator at the State Level for implementing the Scheme.
- (x) "Registered household" means the members of the rural household who have been entered in the application Register as may be prescribed.
- (xi) "Registered Societies" means Societies, Association or any Organization registered under the Mizoram Registration Societies Act, 2005.
- (xii) "Village Level Administrative Assistant (VLAA)" means any person engaged for the purpose of assisting Village Employment Council for implementation of Mizoram Rural Employment Guarantee Scheme.
- (xiii) "Technical Officer" means Assistant Engineer or Junior Engineer of DRDA/ Block Office or any Assistant engaged for the purpose of technical supervision of works under Mizoram Rural Employment Guarantee Scheme.
- (xiv) "DRDA" means District Rural Development Agency

Words and expressions used but not defined in these Scheme shall have the same meanings respectively assigned to them in the Act.

3. Objectives :

The Mizoram Rural Employment Guarantee Scheme shall have the following objectives:

- 1). The primary objective of the Scheme is to provide livelihood security to the household in rural areas of the notified districts/ areas by providing not less than 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.

4. Funding :

The Scheme shall be implemented as a Centrally Sponsored Scheme (CSS) on cost sharing basis between the Centre and the State.

(a) The Central Government shall meet the cost of the following, namely :-

- i) Payment of wages for unskilled manual work.
- ii) Three-fourth of material cost including wages to skilled and semi-skilled workers.
- iii) Administrative cost.
- iv) The cost of capacity building.
- v) Establishment of Programme Officer (PO) with supporting staff including Village Level Administrative Assistant (VLAA) at the village level.

(b) The State Government shall meet the cost of the following, namely :-

- (i) One-fourth of the material cost including wages of skilled and semi-skilled workers.
- (ii) Unemployment allowance.
- (iii) Administrative expenses of the State Employment Guarantee Council (SEGC).
- (iv) Other expenses related to implementation of the scheme but not permitted by the Central guidelines.

5. Implementing Department :

The Rural Development Department shall be the Implementing Department for the Scheme.

6. Non – Negotiables :

- (i) Every registered rural household shall be provided not less than hundred days of wage employment, on demand, in a financial year.
- (ii) The wage rate payable under this scheme shall be the State's Minimum Wage as notified by the Labour & Employment Department of the State from time to time. Under no circumstances shall the labourers be paid less than the wage rate. A person working for eight hours would earn a wage equal to the wage rate.
- (iii) Payment of wages shall be made at least once in a fortnight.
- (iv) Equal wages shall be paid to men and women.
- (v) Contractors and as far as practicable, machinery shall not be engaged.
- (vi) The cost of material component of projects including the wages of skilled and semi-skilled workers taken up under this Scheme shall not exceed forty per cent of total project costs.
- (vii) Only works approved by the Local Councils/ Authorities as specified in the Guidelines and the Scheme shall be taken up for implementation.
- (viii) No provisions of this Scheme shall be inconsistent with the provisions of the National Rural Employment Guarantee Act.

7. Local Councils / Authorities :

The Guidelines for the National Rural Employment Guarantee Act state that "Where Part Nine of The Constitution does not apply, Local Councils / Authorities as mandated by the State concerned will be invested with corresponding responsibilities". Since Part IX of the Constitution does not apply to Mizoram, Local Councils / Authorities as detailed under shall be invested with corresponding responsibilities for the Mizoram Rural Employment Guarantee Scheme as under:

A. Village Employment Council (VEC)

- (1) At the Village level, the Village Employment Council shall be constituted by every village.
- (2) The members of the Village Employment Council will consist of every male and female heads of each household.
- (3) The Village Employment Council's shall be invested with the responsibility of Gram Sabha in so far as National Rural Employment Guarantee Scheme is concerned, after approval by the District Programme Coordinator or his representative i.e. Programme Officer / BDO.
- (4) There shall be three Office Bearers elected from amongst the members including the President of Village Council and female member.
- (5) The meeting of the Village Employment Council shall be chaired by the Village Council President and a secretary for the Village Employment Council shall be elected by the members of the Village Employment Council from amongst the members.

B. Block Employment Council (BEC)

The existing Block Development Committee (BDC) shall be notified as Block Employment Councils (BEC's) for every Block and shall be invested with the responsibilities of the Block Panchayat.

C. District Employment Council (DEC)

At the District level, the Governing Body of DRDA shall be notified as the District Employment Council and invested with the responsibilities of the District / Zilla Panchayat.

All references to the Gram Panchayat and Gram Sabha in the guidelines shall imply VEC.

8. Rights and Entitlements :

- (1) Every adult member whose name appears in the Job Card shall be entitled to apply for unskilled manual work. The format of the Job Card shall be as per Annexure-I.
- (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 15 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 be as specified under this scheme.
- (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 shall 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 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). Compensation cost shall be borne by the State Government.
- (7) 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.
- (8) If the number of children below the age of six years accompanying the women, working at any site is five or more, one women worker shall be engaged to look after the children and she shall be paid wage rate as admissible to others working on the project .
- (9) If any injury is caused to a person employed under the Scheme by accident arising out of and in the course of his/her employment, such person shall be entitled to medical treatment free of cost as admissible under the Scheme.
- (10) Where hospitalization of injured worker at the work site 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.
- (11) If any person 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 cost, medical treatment.
- (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.

9. Implementation Arrangements :

- (1) At the village-level, the Village Employment Council (VEC) shall be the principal authority for planning and implementation of the Scheme. The Village Employment Council assisted by the Village Level Worker / Village Level Administrative Assistant shall be responsible for identification of works in the village area and for executing and supervising such works.
- (2) The Village Employment Council shall be responsible for receiving applications for registration and for issuance of Job Cards. There shall be Village Level Worker/ Village Level Administrative Assistant to assist the Village Employment Council in monitoring the records and also to assist the Technical Assistants being provided at the Block level.
- (3) At the Block-level, the Block Employment Council shall be the principal authority for planning and implementation of the Scheme. It will finalise and approve block level plan which consists of consolidated shelf of projects to be taken up under the scheme, supervise and monitor the projects taken up in the Block and perform such other functions as may be assigned by the District Employment Council and the State Council.
- (4) There shall be a Programme Officer (PO) at each Block level. The Programme Officer will 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 Block-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 received their due entitlements. Among his important functions are ensuring the social audit, disposing complaints and grievance redressal. The Programme Officer will assist the Block Employment Council and the Village Employment Council in its functions under the Scheme. The Programme Officer shall function under the direction, control and superintendence of the District Programme Coordinator. The Programme Officer shall be assisted by one Accounts Assistant, Computer Assistant and Technical Assistant.
- (5) The Block Employment Council and all the line Departments concerned and the Registered Societies of repute, Self Help Group federations, and Watershed Committees will be responsible to mobilize and build capacities of the wage-seekers to access their rights and entitlements provided under the Scheme.

- (6) At the District-level, The District Employment Council shall be the principal authority for planning and implementation of the Schemes. The District Employment Council shall approve the District Employment Guarantee Scheme Plan, which includes the consolidated Block 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 Block levels and perform such other works as may be assigned by the State Council.
- (7) The Deputy Commissioner or a District Level Officer of appropriate rank shall be the District Programme Coordinator (DPC) 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, DRDA to assist the District Programme Coordinator. The District Programme Coordinator shall be assisted by the Project Director, DRDA or a District Programme Officer designated for this purpose. The Project Director, DRDA shall assist the District Programme Coordinator in overall management of the Scheme. The Project Director, DRDA and the Registered Societies / Government Agencies identified by the District Programme Coordinator 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, Block and District Level.
- (8) At the State-Level, the Secretary, Rural Development shall be the State Programme Coordinator (SPC). He / she shall be assisted by a Employment Guarantee Scheme Unit with support staff.
- (9) The Director, State Institute of Rural Development, shall provide capacity building support to the Block level implementing agencies and the line Departments.
- (10) Government Agencies / Registered Societies / Self Help Groups / NGOs authorized by the Central or State Government shall be involved as partners in community mobilization, capacity building, social audit and monitoring of processes relating to rights and entitlement of the workers.

10. 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 Village Level Worker / Village Level Administrative Assistant for registration of their household for issuance of Job Card. The application can be in a printed form (Annexure II) or on a plain paper containing the names of the adult members, their age, social status and address of the household. The Village Level Worker/ Village Level Administrative Assistant shall receive applications and issue dated receipt and enter the details in the Employment Guarantee Scheme Registration & Job Card Register (Annexure III). After that, they shall make due enquiry and issue the Job Card.

- (2) A Job Card with unique ID number will be issued to the household that has been registered. These details shall be maintained 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 issue of the Job Card.
- (3) The Village Level Worker / Village Level Administrative Assistant 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 Programme Officer.
- (5) A cardholder may apply for a duplicate card if the original card is lost or damaged. The issuing authority shall verify the case and issue a duplicate card within 7 working days of receipt of the application.

11. Application for work and work allotment :

- (1) Individual/Group of wage-seekers having Job Cards shall give individual or group application (Annexure IV), 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 Village Employment Council shall accept the applications for work. The applications shall be valid if the wage employment sought by a household is at least for 14 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 'Application for Work Register' (Annexure V).
- (3) The Village Employment Council shall direct the application or group of applications in writing in Annexure VI, to work in any on-going work or by starting a new work, within 15 days of receiving applications seeking work or from the date of work being sought in case of advance application, whichever is later. Necessary entries shall be made in the 'Application 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 village area, the applications for work shall be forwarded to the Programme Officer. The Programme Officer shall coordinate with other villages within the Block and issue letter of employment to the applicant in the village where work is available, by marking a copy to both the Village Employment Council concerned and the BDO.

12. Unemployment Allowance

- (1) If an applicant is not provided employment within 15 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 Village Level Worker/Village Level Administrative Assistant for unemployment allowance. The Village Level Worker/Village Level Administrative Assistant shall forward such application to the Programme Officer who shall, after due enquiry, sanction the employment 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 to pay unemployment allowance to any household shall cease as soon as one or more of the following conditions are fulfilled :
 - (a) The applicant is directed by the Village Employment Council or the Programme Officer to report for work either by himself/herself or depute at least one adult member of his / her household,
 - (b) 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,
 - (c) 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,
 - (d) 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,
- (3) The rate of unemployment allowance shall be one-fourth of the wage rate rounded off to the next rupee for the first thirty days during the financial year and shall be one half of the wage rate rounded off to the next rupee for the remaining period of the financial year.
- (4) In all cases where unemployment allowance is paid or due to be paid, the Programme Officer shall inform the District Programme Coordinator in writing the reasons why it was not possible to provide employment or cause to provide employment to applicants.

13. Type of works :

- 1) The focus of the Scheme shall be in the following works in the order of priority:
 - (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 household belonging to the Schedule Castes and Schedule Tribes or to land of beneficiaries of land reforms or that of the beneficiaries of land reforms or that of the beneficiaries of Indira Awas Yojana Program.
 - (v) Renovation of traditional water bodies including desilting of tanks.
 - (vi) Land Development.
 - (vii) Flood control and protection works, including drainage in water logged areas.
 - (viii) Rural connectivity to provide all-weather access.
 - (ix) Any other work, which may be notified by the Central Government in consultation with the State Government.

14. Planning and Approval for Shelf of Works :

- (1) The annual planning process for the next financial year should be completed by December of every year, including approval of the plan by the DRDA. The shelf of projects at the village level shall be recommended by the Village Employment Councils forwarded to the Programme Officer. The shelf of projects for the Block as a whole shall be placed before the Block Employment Council for approval. The shelf of projects for the district as a whole shall be placed before the District Employment Council for approval. Provided that where the Village Employment Guarantee Scheme plan is not approved by the Block Employment Council or the District Employment Council within 30 days of submission, the same shall be deemed to have been approved. 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 DPC shall arrive at the value of all works that needs to be taken up to meet the anticipated labour demand and communicate the proportionate value of works to be identified by the Villages, Blocks and the District in the ratio of 50:25:25 among Village Employment Council, Block Employment Council and District Employment Council.
- (3) The proportion between wage and material component in the ratio of 60:40 shall be maintained in respect of the works proposed. The material component shall include material and skilled / semi-skilled labour.

- (4) The Programme Officer shall facilitate conduct of General Body meeting of Village Employment Councils for identification and prioritization of works within the allocations indicated to it by the District Programme Coordinator.
- (5) The Village Employment Councils shall recommend approval as the Village Employment Guarantee Scheme plan duly showing the priority of the works.
- (6) The Village Employment Council shall forward its Employment Guarantee Scheme plan to the Programme Officer through Village Level Worker / Village Level Administrative Assistant along with the indication of works proposal from the Village Employment Council.
- (7) If the identified works are not sufficient to meet the anticipated wage demand, the Programme Officer can call for additional proposal from the Village Employment Council.
- (8) The Programme Officer shall scrutinize the Annual Plan received from the Village Employment Council for its technical feasibility and satisfy himself / herself that the plan meets the likely demand for employment based on the registration and previous experiences.
- (9) The Programme Officer shall examine the proposals in the Annual Plan and record his / her observations on the proposal and submit a consolidated statement of proposals to the Programme Officer /BDO.
- (10) The Block Employment Council shall propose works that may involve more than one village within the allocations indicated by the District Programme Coordinator. The Block Employment Council shall assign priority to the works proposed by it. The Block Employment Council shall not change the priorities indicated by the villages. The Programme Officer shall consolidate the Employment Guarantee Scheme plan received from the Village Employment Councils along with the proposals from the Block Employment Council . Then the Programme Officer shall submit the consolidated Employment Guarantee Scheme plan for the Block and submit the proposal to the District Programme Council through the Programme Officer /BDO.
- (11) The District Programme Coordinator shall scrutinize the plan proposals of all the Blocks 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 District Employment Council. The District Employment Council shall not change the priorities indicated by the Village and the Block in their Employment Guarantee Scheme plans. The District Employment Council shall propose works that may involve more than one Block within its allocation

and approve the District Employment Guarantee Scheme plan. The District Programme Coordinator shall accord administrative sanction 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 Village Employment Council / Block Employment Council / District Employment Council and also detail of the executing agency.

- (12) New works except those relating to afforestation and in hilly areas shall be commenced only if :
 - (a) At least fifty labourers become available for such work.
 - (b) The labourers cannot be absorbed in the on-going works. For the purpose of commencement of new works, the entire State shall be classified as a hilly area and will require only 15 numbers of labourers.
- (13) Each work administratively sanctioned shall be assigned a unique identification number.
- (14) 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 shall be sent back to the Programme Officer, who shall maintain these as Shelf of Works.

15. Estimates and Technical Sanctions :

- (1) For all works of value upto Rs.2.00 lakh, Village Level Worker / Village Level Administrative Assistant with the technical assistance available at block level shall prepare the estimates
- (2) Estimate for works value above Rs.2.00 lakh shall be prepared by Block Assistant Engineer or any other works department of the State Government.
- (3) For all works upto Rs.2.00 lakh technical sanction shall be accorded by Block Assistant Engineer.
- (4) Above Rs.2.00 lakhs and upto Rs.5.00 lakhs, technical sanction shall be accorded by the Assistant Engineer of DRDA or equivalent Officer of any other works department of the government.
- (5) Above Rs. 5.00 lakhs and upto Rs. 20.00 lakhs, technical sanction shall be accorded by the Executive Engineer of Directorate of Rural Development or any other work department of the government.

16. Execution of Works :

- (1) At least 50% of the works in terms of cost will be allotted to Village Employment Councils for execution. Based on the demand for employment from the wage seekers, the Village Employment Council shall request Programme Officer to issue

work commencement letter for opening of works. The Programme Officer shall issue work commencement letter to the Village Employment Council or other line departments, strictly following the order of priority indicated in the administrative sanction proceedings issued by the District Programme Coordinator. Every Village Employment Council shall maintain a Register of Works for which work -- commencement letters are received for the financial year. On receiving the work-commencement letter, the executing agencies shall start the work immediately.

- (2) While executing the works, the norms under the Scheme shall be followed.
- (3) The Muster Rolls shall be supplied from District Employment Guarantee Scheme Unit to the 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.

17. Wages :

- (1) 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 State Government in the Labour and Employment Department 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. The Village Employment Council will be the single window for wage-payment, irrespective of the executing agency.
- (2) The Village Level Worker / Village Level Administrative Assistant shall measure the work done and record in M-Book and close the Muster Roll at the end of each week. He / she shall read out the entries in the M-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 Village Employment Council shall submit M-Book and closed Muster Rolls to the Programme Officer within 24 hours of closure of the Muster Rolls. The Technical Officer shall check / measure the work done and Muster Roll every alternate week. The Programme Officer shall issue the pass order for payment of wages to the workers and send cheque / draft directly to the Bank Account of Village Employment Council which will be operated as a joint account with two designated signatories from the Village Employment Council. They in turn shall ensure payment of wages to the workers and to suppliers of material based on M-Book. Where the Village Employment Council makes payment to the workers, 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 village level. It may be noted that the Village Employment Council shall operate the bank account on the basis of a resolution by the Village Employment Councils and a Statement of Account shall be presented to the Village Employment Council annually.

18. Closing of Works and Data Management :

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

19. Medium of payment :

All payment of wages or the unemployment allowance under the Scheme shall be made in cash as per the procedure prescribed in these guidelines. As a transitional arrangement, carry over stocks of rice component shall not exceed 50% of the wages payable.

20. Fund flow system :

Each DRDA shall open a separate bank account for the Employment Guarantee Scheme. All contributions from the Government of India and the State Government shall flow into this account.

21. Provision for Administrative Cost :

The total administrative cost shall be as specified by the Government of India and shall not exceed 4% 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.

22. Audit of Accounts :

Audit of the Accounts under the Scheme shall be compulsory. Regular audit of accounts at the District, Block and Village level shall be done 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. Annual Accounts at the Village level shall be presented to the Village Employment Council.

23. Vigilance and Quality Assurance :

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

24. 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 viz. pre, during and post implementation. Social Audit shall be integrated into the critical activities of Employment Guarantee Scheme. The Village Employment Council shall be competent to carry out Social Audit.

- (2) An information wall shall be built in every village. 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 identifies, etc. The other side of the wall shall be updated with weekly information like work-wise number of labour working, material procured and consumed, expenditure, etc.
- (3) The Programme Officer shall be the Public Information Officer (PIO) for the Scheme under the Right to Information Act at the Block level and the Village Level Worker / Village Level Administrative Assistant shall be the Public Information Officer at the Village level. The District Programme Coordinator shall be the Appellate Authority under the Scheme. The Programme 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. The Programme Officer shall make available to the village level executing agencies the estimates of the works commenced, copies of Muster Rolls, pay orders for facilitating public scrutiny and to ensure transparency, accountability and facilitate social audit.

25. 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 the State level Officers. The State Government shall designate Area Officers for each District for effective monitoring.
- (2) The village level-executing agency shall fill the Management Information System format and send to BDO and Programme Officer. The Programme Officer shall compile, analyse this data and take appropriate remedial actions. He/ She shall forward the reports to the District Programme Coordinator with specific remarks. The District Programme Coordinator shall send the report to the State Programme Coordinator at quarterly intervals. The State Programme Coordinator shall also submit quarterly report to the Government of Mizoram and Government of India. The State Employment Guarantee Council shall submit annual reports to the State Legislature.
- (3) The 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 the State Programme Coordinator. The Impact Assessment Report shall be put before the State Employment Guarantee Council and also be submitted to Government of Mizoram and Government of India. The State Programme Coordinator shall take appropriate remedial measures based on the report of the above studies.

26. Grievances Redressal Mechanism :

Any grievances shall be enquired and action initiated within 7 days by the Village Level Worker / Village Level Administrative Assistant or any staff authorised by the Programme Officer at village level. Block Development Officer or any officer appointed for the purpose by the District Programme Coordinator at the Block 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 and acknowledgement shall be given for any grievance received.

27. Staff complement for Scheme implementation :

It shall be the endeavor of Government to provide full time officers and staff for the implementation of the Scheme whose salaries shall be met from the administrative expenditure admissible under the Scheme as per Government of India guidelines. To begin with, Block Development Officers shall act as the Programme Officer at the Block level who shall be assisted by the Block staff and other Village Level Administrative Assistant as may be mobilized under the Scheme. The State Government shall issue necessary instruction to the District Programme Coordinator for this purpose.

Vanengmawia,
Secretary to the Govt. of Mizoram
Rural Development Department.

ANNEXURE - II

APPLICATION FORM FOR WORK

(See section 3(1) and paragraph 9 of schedule II of NREG Act, 2005)

To,
Sarpanch
Gram Panchayat.....
Block:.....
District:.....

To,
The Programme Officer
Block:.....
District:.....

Date:.....

Application Code:.....
(To be filled by Office)

SUBJECT: APPLICATION FOR WORK

Sir/Madam,

I hereby submit my application for work under Section 3(1) and Paragraph 9 of Schedule-II of National Rural Employment Guarantee Act. The details of my request and the period for which work is required are:

Sl. No.	Name of the Applicant with Father's or Husband's name	Address	Job Card Number	Period(s) from which employment is needed		Requirement of Creche (Yes/No)
				From	To	

I am willing to work for at least 14 continuous days in the work allotted to me.

Signature/LTI Thumb Impression of the Applicant.....

ACKNOWLEDGEMENT RECEIPT (for office use only)

Received application for work from Sri.....s/o / w/o..... of village.....whose Job Card No. is..... on date.....(dd/mm/yy).

Date :

Signature of Sarpanch/Programme Officer

**PROFORMA OF JOB CARD REGISTER
INDEX OF JOB CARD REGISTE**

Sl. No.	Job Card No.	Name of Registered persons in the household	Page No

1. Registration Number of the Household.
2. Name(s) of the Applicant
3. SC/ST/LAY/LR beneficiary/BPL
4. Details of the applicants of the Household willing to work

Sl. No.	Name	Father's/Husband's Name	Male/Female	Age on Date of Registration	P.O/Bank A/c No. (if any)	P.O/Bank Code

5. Address
6. Date of Registration

Signature/Thump
Impression of applicant

Joint Photograph of Household duly attested by Sarpanch and Panchayat secretary
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ANNEXURE - IV

JOINT APPLICATION FORM FOR WORK

(See section 3(1) and paragraph 9&10 of schedule II of NREG Act, 2005)

To,
Sarpanch
Gram Panchayat.....
Block:.....
District:.....

To,
The Programme Officer
Block:.....
District:.....

Date:.....

Application Code:.....
(To be filled by Office)

SUBJECT: JOINT APPLICATION FOR WORK

Sir/Madam,

We the following applicants submit our joint application for work under Section 3(1) and Paragraph 9 of Schedule-II of National Rural Employment Guarantee Act. The details of our request and the period for which work is required are:

Sl. No.	Name of the Applicant with Father's/ Husband's name	Address	Job Card Number	Period(s) from which employment is needed		Require-ment of Creche (Yes/No)	Signature or LTI of Applicant
				From	To		

We are willing to work for at least 14 continuous days in the work allotted to us.

DATED RECEIPT OF WORK APPLICATION
(See Paragraph 10 of Schedule-II of NREG Act, 2005)

(For issue to every individual applicant separately by the Gram Panchayat/
Programme Officer in case of joint application for work)

To,

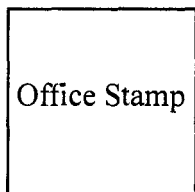
Shri/Smt.....
Job Card No.....
Village:.....
Gram Panchayat.....
Block.....
District.....

Sir/Madam,

This is to acknowledge the receipt of application for work dated (dd/mm/yyyy) under Paragraph 10 of Schedule-II of NREG Act, 2005 from you. The applicant code is.....

- 2. This is to promise that you will be provided employment at the latest by.....(date), that is, within 15 days of the date of submitting this application or from the date when work is sought.
- 3. In the event of failure to provide you employment as in paragraph 2 above, you will be given a daily unemployment allowance as per the Act.

Signature of the Authorised Officer.....



Name.....

Designation.....

Date.....

WORK ALLOTMENT FORM

Letter No.
To,
Shri/Smt.
Job Card No.....
Village :
Grant Panchayat
Block
District

Date

SUBJECT : INFORMATION REGARDING THE ALLOTMENT OF WORK

With reference to your work application of (date) bearing application code no you are hereby notified under paragraph 11 of Schedule-II of NREG Act to report for work to..... (project name).

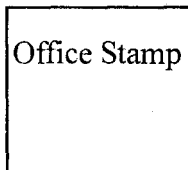
(a) on..... (date of seeking work, in case of advance application),
or

(b) within 15 days of the date of application
(Strike out (a) or (b) whichever is not applicable)

at (village),..... (Gram Panchayat,.....
(Block),..... (District).

2. You are also informed that in the case you fail to report to work within 15 days of the receipt of this letter, you shall not be eligible to claim the unemployment allowance for a period of three months as per Section 9 of the NREG Act. However, you shall be eligible to seek employment at any time.

3. You are also informed that you shall be paid wages every week, or in any case not later than a fortnight after the date on which work is done as per Section 3(3) of the NREG Act.



Signature of the Authorized Person*

Name
Designation
Date

**Authorized person may be either the Sarpanch or Programme Officer or any other person authorized on their behalf*

Number

Date

Copy forwarded to the Authorized Person (Gram Panchayat)/Programme Officer
(Block), for information and necessary action.

Signature of the Authorized Person*

Name
Designation
Date