

राजस्थान सरकार
ग्रामीण विकास एवं पंचायती राज विभाग
(अनुभाग-3)



क्रमांक एफ 1(16)ग्रावि/नरेगा/वाकायो 13-14/2012

जयपुर, दिनांक :

जिला कलेक्टर एवं जिला कार्यक्रम समन्वयक
महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारंटी स्कीम राजस्थान,
समस्त राजस्थान।

07 SEP 2012

विषय:- महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारंटी योजनान्तर्गत वार्षिक
कार्ययोजना एवं श्रम बजट 2013-14 के संबंध में।

महोदय,

उपरोक्त विषयान्तर्गत लेख है कि महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारंटी योजनान्तर्गत कार्यों के संपादन हेतु कार्य का वार्षिक कार्य योजना में सम्मिलित होना आवश्यक है। वार्षिक कार्य योजना का निर्माण ग्रामीण विकास मंत्रालय, भारत सरकार द्वारा तय किये गये समयबद्ध कार्यक्रम के अनुरूप किया जाना आवश्यक है।

ग्रामीण विकास मंत्रालय, भारत सरकार द्वारा ऑपरेशनल गाईड लाईन में संशोधन किये जाने हेतु कमेटी का गठन किया गया। गठित की गई कमेटी द्वारा दी गई रिपोर्ट में वार्षिक कार्य योजना बनाने हेतु प्रत्येक स्तर पर समयबद्ध कार्यक्रम तय किया गया है, जिसके अनुसार 15 अगस्त को ग्राम सभा का आयोजन किया जाकर वार्षिक कार्य योजना का निर्माण कार्य प्रारम्भ किया जाकर 1 दिसम्बर तक जिला पंचायत स्तर तक जिले की वार्षिक कार्य योजना का अनुमोदन कराया जाना तय किया गया है। केन्द्र सरकार द्वारा यह निर्देश जारी किये है कि हालांकि 15 अगस्त की तिथि निकल चुकी है, परन्तु वार्षिक कार्य योजना का निर्माण तुरन्त प्रारम्भ इस प्रकार किया जावे कि आगे की समय सीमा तक वार्षिक कार्य योजना का निर्माण पूर्ण किया जा सके। इस संबंध में निम्नानुसार निर्देश जारी किये जाते हैं :-

1. 2 अक्टूबर तक ग्राम सभाओं का आयोजन किया जाकर वार्षिक कार्य योजना ग्राम पंचायत स्तर से अनुमोदित की जावे।
2. 20 अक्टूबर तक कार्यक्रम अधिकारी का अपने अधिकार क्षेत्र की समस्त ग्राम पंचायतों की अनुमोदित वार्षिक कार्य योजना का संकलन कर इसे पंचायत समिति को प्रस्तुत किये जाने हेतु तैयार की जावे।
3. 10 नवम्बर तक पंचायत समिति की वार्षिक कार्य योजना को पंचायत समिति से अनुमोदन कराया जाकर जिला कार्यक्रम समन्वयक को प्रेषित की जावे।
4. 10 दिसम्बर तक जिला कार्यक्रम समन्वयक द्वारा पंचायत समितियों से अनुमोदित वार्षिक कार्य योजना को संकलित कर जिला परिषद से अनुमोदित कराया जावे। जिला कार्यक्रम समन्वयक द्वारा जिले का श्रम बजट भी वार्षिक कार्य योजना के साथ ही जिला परिषद से अनुमोदन कराया जावे।

5. जिला कार्यक्रम समन्वयक द्वारा अनुमोदित वार्षिक कार्य योजना एवं श्रम बजट को 20 दिसम्बर तक एमआईएस पर अपलोड कराया जाना तथा श्रम बजट को राज्य सरकार को प्रेषित किया जाना सुनिश्चित किया जावे।

वर्ष 2013-14 की वार्षिक कार्य योजना बनाये जाने हेतु निम्नानुसार कार्यवाही किया जाना सुनिश्चित कराया जावे :-

1. कार्यक्रम अधिकारी द्वारा अपने क्षेत्र की समस्त ग्राम पंचायतों में ग्राम सभाओं के आयोजन का समयबद्ध कार्यक्रम इस प्रकार तैयार किया जावे कि 2 अक्टूबर, 2012 तक सभी ग्राम पंचायतों में ग्राम सभाओं का आयोजन किया जाकर ग्राम पंचायतों द्वारा वार्षिक कार्य योजना 2012-13 का अनुमोदन पूर्ण किया जा सके।
2. ग्राम सभा के लिए व्यापक एवं विस्तृत प्रचार-प्रसार किया जाये जिनमें पम्पलेट वितरण, दीवारों पर लेखन, स्थानीय समाचार पत्रों में ग्राम सभा की तिथि प्रसारित करना तथा लाउडस्पीकर के माध्यम से जानकारी देना इत्यादि माध्यम काम में लिये जाये। प्रचार-प्रसार द्वारा योजनान्तर्गत नये सम्मिलित किये गये अनुमत कार्यों के बारे में भी जानकारी उपलब्ध कराई जावे।
3. ग्राम सभा की तिथि से सभी जनप्रतिनिधियों यथा माननीय सांसद, विधायक, पंचायत समिति एवं जिला परिषद के सदस्य, पंच को अवगत कराया जाये।
4. ग्राम सभा की बैठक से पूर्व महात्मा गांधी नरेगा योजना के श्रमिकों, स्वयं सहायता समूहों, गावों/पंचायत के प्रबुद्ध व्यक्तियों/समूहों, अन्य विभागों के प्रतिनिधियों, जन प्रतिनिधियों आदि के साथ बैठक कर ग्राम पंचायत की ड्राफ्ट कार्य योजना तैयार की जावे, ताकि इस ड्राफ्ट पर ग्राम सभा में चर्चा की जाकर आवश्यक संशोधन कर इसे ग्राम सभा से अनुमोदन कराया जावे। (केन्द्र सरकार के दिशा-निर्देशों के बिन्दु संख्या 5.3)
5. अन्य कार्यकारी विभागों को भी ग्राम सभा की तिथि से अवगत कराया जाये तथा उन्हें यह भी निर्देशित किया जाये कि ऐसे कार्य जो कि केवल एक ग्राम पंचायत क्षेत्र के हैं उन्हें ग्राम सभा के माध्यम से वार्षिक कार्य योजना में सम्मिलित कराए जाये। इसी प्रकार एक से अधिक ग्राम पंचायत क्षेत्र के कार्य होने की स्थिति में उन्हें सभी संबद्ध ग्राम पंचायतों से अनुमोदन कराया जाना आवश्यक है।
6. सभी जनप्रतिनिधिगणों एवं विभागों को यह भी स्पष्ट कर दिया जावे कि वार्षिक कार्य योजना अनुमोदन हो जाने के उपरान्त कोई भी नया कार्य वित्तीय वर्ष 2012-13 में जोड़ा जाना अथवा कराया जाना संभव नहीं होगा।
7. सर्वप्रथम वार्षिक कार्य योजना में पूर्व वर्षों के अधूरे कार्यों को प्राथमिकता से पूर्ण कराने हेतु सम्मिलित किये जावें। तत्पश्चात ऐसे कार्य जो कि पूर्व की अनुमोदित कार्य योजना में सम्मिलित हैं परन्तु कार्य प्रारम्भ नहीं किये जा सके हैं एवं कार्य कराये जाने आवश्यक समझे जाये, को वार्षिक कार्य योजना में सम्मिलित किये जाये। इसके पश्चात "अपना खेत अपना काम" के अन्तर्गत कराये जाने वाले कार्यों को सम्मिलित किये जावें।

चारागाह विकास, हरित राजस्थान, मरुस्थलीय जिलों में कमजोर वर्गों के भूमिहीन परिवारों के आबादी क्षेत्र में स्थित रिहायशी मकानों में वर्षा जल संग्रहण हेतु टांका निर्माण, सम्पूर्ण स्वच्छता अभियान के साथ कन्वरजेन्स करते हुये शौचालय निर्माण एवं ग्राम पंचायत मुख्यालय पर श्रम सामग्री का 60:40 अनुपात संधारित करते हुये आबादी क्षेत्र में कीचड भरे मार्ग में पत्थर या इन्टरलाकिंग खरंजा एवं जल निकास की नाली निर्माण जैसे आवश्यक कार्य भी वार्षिक कार्य योजना में सम्मिलित किये जाने चाहिये।

8. श्रम सामग्री का अनुपात 60:40 प्रत्येक ग्राम पंचायत स्तर पर संधारित किया जाना आवश्यक है। अर्थात् किसी भी ग्राम पंचायत पर सामग्री मद में व्यय 40 प्रतिशत से अधिक नहीं होना चाहिये।
9. वार्षिक कार्य योजना 2013-14 को बनाते समय यह ध्यान रखा जावे कि वित्तीय वर्ष 2011-12 में हुए वास्तविक व्यय तथा 2012-13 के अनुमानित व्यय से दो गुणे से अधिक की लागत के कार्य योजनान्तर्गत प्रस्तावित नहीं किये जावें। यह सीमा ग्राम पंचायत स्तर से लेकर जिला परिषद स्तर तक लागू की जायें।
10. योजनान्तर्गत अनुमत कार्य, अधिनियम के अन्तर्गत कार्यों की प्राथमिकता के आधार पर ही वार्षिक कार्य योजना में सम्मिलित किये जाये।
11. कार्य तकनीकी दृष्टि से व्यवहारिक होने चाहिये।

श्रम बजट बनाते समय निम्न बातों का ध्यान रखा जाये एवं व्यापक प्रशिक्षण देकर ही ग्राम सभाओं का आयोजन किया जावे।

1. केन्द्र सरकार द्वारा दिए गए निर्देशों के अनुरूप श्रम बजट के लिए 4 मुख्य बिन्दुओं की आवश्यकता है – परिवारों की संख्या जिन्हे रोजगार उपलब्ध कराया जाना है, सृजित किये जाने वाले मानव दिवसों की संख्या, योजनान्तर्गत होने वाला मजदूरी भुगतान तथा सामग्री भुगतान (राशि रु. लाखों में)।
2. श्रम बजट माहवार एवं संचयी रूप से तैयार किया जाना है।
3. श्रम बजट वर्ष 2011-12 के वास्तविक आंकड़ों एवं 2012-13 के अब तक के वास्तविक आंकड़ों के अनुसार शेष अवधि के अनुमानित आंकड़ों का आंकलन के आधार पर तैयार किया जाये ताकि वित्तीय वर्ष 2013-14 का श्रम बजट का आंकलन वास्तविकता के नजदीक रहे।
4. वार्षिक कार्य योजना के साथ-साथ श्रम बजट भी तीनों स्तरों – ग्राम पंचायत, पंचायत समिति एवं जिला परिषद से अनुमोदित कराया जाना आवश्यक है। एवं ग्राम सभा तथा ग्राम पंचायत की बैठक कार्यवाही विवरण में यह उल्लेख आवश्यक रूप से स्पष्ट किया जाये कि वार्षिक कार्य योजना एवं श्रम बजट 2013-14 का अनुमोदन किया जाता है।
5. ग्राम सभा की संक्षिप्त कार्यवाही विवरण जिसमें यह स्पष्ट रूप से उल्लेखित हो कि वार्षिक कार्य योजना एवं श्रम बजट 2013-14 का अनुमोदन किया जाता है, को योजना

की अधिकृत वेबसाईट **nrega.nic.in** पर अपलोड किया जाना आवश्यक है। साथ ही ग्राम पंचायतवार श्रम बजट को भी उक्त वेबसाईट पर आवश्यक रूप से अपलोड किया जाना है। यह ध्यान रखा जायें कि श्रम बजट ग्राम पंचायतवार ही अपलोड किया जाना है, पंचायत समिति एवं जिला का श्रम बजट स्वतः ही तैयार हो जायेगा।


6. अनुमोदित श्रम बजट ऊपर दिए गए समयबद्ध कार्यक्रम के अनुरूप दिनांक 20.12.2012 तक आवश्यक रूप से एम.आई.एस. पर अपलोड किया जावे।

कृपया उपरोक्तानुसार कार्यवाही सम्पादित करावें एवं यह सुनिश्चित कर लिया जाये कि वार्षिक कार्य योजना एवं श्रम बजट 2013-14 समयबद्ध कार्यक्रम के अनुसार ही तैयार किया जा रहा है।

केन्द्र सरकार द्वारा वार्षिक कार्य योजना एवं श्रम बजट के निर्माण के संबन्ध में जारी दिशा निर्देशों की प्रति केन्द्र सरकार की वेबसाईट पर उपलब्ध है एवं प्रति संलग्न है।


भवदीय

संलग्न: उपरोक्तानुसार।


(अभय कुमार)
आयुक्त एवं शासन सचिव

प्रतिलिपि:

1. अतिरिक्त जिला कार्यक्रम समन्वयक प्रथम महात्मा गांधी नरेगा तथा मुख्य कार्यकारी अधिकारी, जिला परिषद समस्त राजस्थान।
2. अतिरिक्त जिला कार्यक्रम समन्वयक, महात्मा गांधी नरेगा, जयपुर/जोधपुर।
3. रक्षित पत्रावली।


अतिरिक्त आयुक्त प्रथम, ईजीएस

J- 11013/01/2011 MGNREGA-I (Pt VI)
Government of India
Ministry of Rural Development
MGNREGA Division

Krishi Bhawan, New Delhi
Dated 24-08-2012

To

Principal Secretary/ Secretary
(Incharge-MGNREGA)
All States and UTs

Subject: Framework for "Planning for Works and Preparation of Labour Budget" and "Work and Execution"

Sir/Madam,

As you may be aware that a Committee to revise the MGNREGA Operational Guidelines was constituted under the Chairmanship of Dr. Mihir Shah, Member, Planning Commission. The copy of the Report was forwarded to all State Governments and placed on website for comments / suggestions.

2. The Committee has recommended a timeline for one of the important MGNREGA processes viz., planning for the MGNREGA works and preparation of labour budget. As these timelines are important for successful implementation of MGNREGA, a framework for "Planning for Works and Preparation of Labour Budget" and "Work and Execution" have been finalised and is enclosed for necessary action.

3. You are requested to initiate the process for preparation and approval of MGNREGA Annual Plan for the financial year 2013-14. Even though, the date for the first step on the planning process may have been missed, it is suggested that the time lines for the remaining processes are adhered to, by taking appropriate measures.

Yours sincerely,



(D. K. Jain)

Joint Secretary (MGNREGA)

Tel: 23385027
Fax: 23384703

Enclosure: As above

PLANNING FOR WORKS AND PREPARATION OF LABOUR BUDGET

As per the Act, prior assessment of the quantum of work likely to be demanded and to ascertain the timing of such demand are prerequisites for successful implementation of MGNREGA. Under MGNREGA a shelf of projects¹ is to be prepared and prioritized by Gram Panchayat in meetings of the Gram Sabha and the Ward Sabha. This matching of demand and supply of work is the process of planning under MGNREGA and this is to be achieved through the preparation of a Labour Budget (LB). The LB thus covers two aspects viz. assessment of quantum and timing of demand for work and preparation of a shelf of projects to meet demand for works within the time prescribed in the Act.

1. LABOUR BUDGET

1.1. A Labour Budget (LB) must, therefore, include

- a. Anticipated quantum of demand for work;
- b. Precise timing of the demand for work, as also :
- c. A plan that outlines the quantum and schedule of work to be provided to those who demand work.

This will also ensure that implementing agencies can open work in a manner that is synchronized with the pattern of migration in that area so as to pre-empt distress migration. It must also be incumbent upon implementing agencies to pro-actively inform job-seekers well in advance about the works that can be provided so that they do not need to migrate in distress. Ideally, job-seekers should be provided work allotment letters that also specify the quantum of work to be performed by them.

1.2. Labour Budget (LB) entails planning, approval and funding under MGNREGA. Sub-section 6 of Section 14 of the MGNREGA mandates that the District Programme Coordinator (DPC) under MGNREGA shall prepare in the month of December every year, a labour budget for the next financial year containing the details of anticipated demand for unskilled manual work in the district and the plan for engagement of workers in the works covered under the programme.

1.3. It is mandated that LBs be prepared in accordance with the process prescribed in sections 13 to 16 of MGNREGA. This process is detailed in later parts of this chapter. The DPC has to ensure strict adherence to the principles of bottom-up approach from planning to approval of the selected shelf of projects by each of the Gram Sabhas (GSs) in the district.

¹ As per Section 2(n), 'Project' means any work taken up under a Scheme for the purpose of providing employment to the applicants.

2. BASELINE SURVEY TO ASSESS QUANTUM AND TIMING OF DEMAND FOR WORK

- 2.1. A survey of job card holders is to be mandatorily conducted in every Gram Panchayat (GP), in order to prepare a base line to assess the quantum and timing of demand for employment in the GP. The survey will elicit information on the seasonal demand for labour from each job card holder in the GP. Expert institutions may be empanelled to finalise the framework and methodology for the pilots for the baseline survey and once the methodology is finalised, these institutions will train teams from each District to conduct the surveys. Leading Civil Society Organizations (CSOs) could also assist in this process. The State Rural Development Secretary and the DPCs will ensure that the pilots for baseline survey are done in FY 2012-13 so that the baseline surveys for all GPs are completed in FY 2013-14.
- 2.2. Reassessment of the base year LB/demand for work, on the basis of household survey should be done once every five years to account for changes in the local pattern of livelihoods and opportunities for work in production activities.
- 2.3. The baseline assessment will be a mandatory component of the development plan² of the GP and the District. Annual Labour budgets for the year 2014-15 will be approved only when the LB is formulated on the basis of a survey of job card holders as given above.

3. PREPARING SHELF OF PROJECTS TO MATCH DEMAND

- 3.1. A shelf of projects (SoP) consists of those projects that have been given administrative and technical sanctions and can be opened up immediately upon receipt of demand for employment. For preparing the SoP, Gram Sabha will recommend projects following principles detailed below.
- 3.2. The projects recommended for inclusion in the SoP must not be like a disparate list of works. These must also be part of an integrated plan for local development based on the basic principles derived from some foundational approaches to Natural Resource Management including watershed development, sustainable surface and groundwater management, flood protection and drainage management, on-farm development and creation of sustainable livelihoods
- 3.3. The Cluster Facilitation Team (CFT), wherever such teams are positioned, will assist each GS and GP as well as the other PIAs within the GP to prepare a development plan based on a holistic perspective. In other places suitable Task Force may be set up for a Gram Panchayat or a cluster of Gram Panchayats.
- 3.4. This process of planning and identification of projects must start in a participatory manner at the habitation level, reflecting the needs and aspirations of the local people, while ensuring maximum participation of women, SCs/STs and the poor. These habitation-level proposals will be collated at the GP level, incorporating inter-habitation works that will also need to be identified, again in a participatory manner.

² Development Plan is an Annual Plan for MGNREGA which is prepared by every GP after considering the recommendations of Gram Sabha and Ward Sabhas.

- 3.5. All attempts should be made for convergence with other schemes, such as Integrated Watershed Management Programme (IWMP), Rashtriya Krishi Vikas Yojana (RKVY), Command Area Development and Water Management (CAD&WM), National Horticulture Mission (NHM) etc in order to attain sustainable livelihoods. Convergence with Total Sanitation Campaign (TSC) and National Rural Drinking Water Programme (NRDWP) will help improve Human Development Indicators.
- 3.6. A paradigm shift from Relief Works approach to Integrated Natural Resource Management (INRM) approach is required in implementation of MGNREGS. The works taken up in MGNREGS should change from taking up individual, stand-alone works in a typical 'relief works mode' to an INRM perspective. Planned and systematic development of land and harnessing of rainwater following watershed principles should become the central focus of MGNREGS works across the country to sustainably enhance farm productivity and incomes of poor people.
- 3.7. The INRM shall include total quality management of natural resources with specific focus on in-situ rainwater harvesting to minimize rainwater run-off, bringing fallow lands into cultivation, putting common lands to productive use, developing the lands of SC/ST and small and marginal farmers(SMF) so as to enhance their productivity and strengthen livelihoods.
- 3.8. Individual works can be logically sequenced and packaged together on the principles of INRM, to form projects. Even works on private lands should be taken up following the principles of watershed management in an integrated manner. Systematic identification and implementation of projects is highly recommended as it leads to creation of sustainable and productive assets for the community.
- 3.9. It is possible that some projects from the list recommended by GS donot finally get approved for some reason. Therefore, the list should contain enough number of projects so that the SoP that emerges through this process is more than adequate to meet the projected demand for work for at least two years. A SoP covering at least two years of implementation will enable (a) adequate time for required technical scrutiny before granting technical sanctions and (b) eliminate delays in providing employment because of lack of requisite approvals. In case a PIA's proposal is found technically inadequate or incorrect then a two year SoP will provide adequate time to PIAs to make modifications and corrections for sanction and inclusion of their proposals in the SoP. It must also be ensured that the GP adds new projects to the SoP every year to replace the components that have been completed and prioritize the same with the approval of Gram Sabha.
- 3.10. The GP is the custodian of the SoP and all PIAs working within the GP must report their plans to the GP, which should duly incorporate them into the Annual Plan for MGNREGA after the approval of the GS.
- 3.11. Since the GP is the custodian of the SoP, all works to be taken up at inter GP level within a block or inter-block level within a district must also be ratified by each of the GPs concerned and appropriately reflected in their respective GP Annual Plans.
- 3.12. The order of priority of projects shall be determined by each GP in meetings of the GS and the Ward Sabha and will be reflected in the Annual Plan.

4. STEPS IN THE PREPARATION OF THE DEVELOPMENT PLAN

- 4.1. GPs will be assisted by CFT (wherever positioned) and for remaining GPs, Task Force consisting of officials, stakeholders, experts, representatives of Civil Society Organisations etc for a cluster of GPs will be formed.
- 4.2. Task Force members responsible for the preparation of Development Plan will be trained on the basic principles of INRM.
- 4.3. Consultations with stakeholder groups especially MGNREGS workers, SHGs, small and marginal farmers, agricultural Labourers etc will be organised for the preparation of Development Plan.
- 4.4. To ensure that views of all stakeholders are incorporated in the Development Plan, watershed approach using participatory techniques like mapping of onsite works, priority setting, key informants interviews, focus group discussions etc. will be adopted.
- 4.5. Gram Sabha meetings will be held in which presentations of draft development plan by key members of the Task Force will be made. This will be followed by discussions and suggestions. In the meeting itself the suggestions including modifications will be incorporated and the development plan finalised.

5. APPROVAL OF ANNUAL PLAN BY GRAM SABHA

- 5.1. Annual Plans are currently supposed to be presented by GP for approval of the GS on 2nd October each year. It is experienced that this date is far too late to enable completion of the consolidation process of LBs for all GPs in a state and submission of the same to the Central Government by 31st December (the date by which LBs for each state are required to be submitted to the Ministry). It has therefore been decided to advance the date to 15th August. Advancing the date for holding the GS on 15th of August would also help in preparation of a revised LB for the current year, if the need arises. This would help prevent distress migration of households because decisions on migration are normally taken during the monsoon season. In the absence of a timely work guarantee, many are likely to migrate after the harvest of the kharif crop. It is important, therefore, for the GP to inform potential workers of available employment and the timing of this employment well in advance of the kharif harvest. The Programme Officer will ensure that (i) a GP-wise calendar of meetings of GS is drawn up well in time and (ii) meetings of GSs are held on 15th August for this purpose.
- 5.2. All implementing agencies including line departments, District Panchayat, Intermediate Panchayats etc. will send their list of projects to be included in the SoP well before 15th August of each year to the respective GP. This will enable the GP to include these works in the plan to be presented to the GS in the meeting of the GS to be held for the purpose of approving the Annual Plan.
- 5.3. In the meeting of the GS, the plan presented by the GP will be discussed. If required, GPs will modify the plan to bring the same in conformity with the decision of the GS. The revised plan thus prepared will be approved by the GS in the form of a resolution. The priority in which the works have to be taken up must also be mentioned in the resolution of the GS.

6. CONSOLIDATION OF ANNUAL PLANS AT BLOCK AND DISTRICT LEVEL

- 6.1. Once approved by the GS, each GP will submit its Annual Plan along with a copy of the resolution of the GS to the Programme Officer. The Programme Officer, will
 - a. scrutinize the GP Annual Plans against the list of permissible works as specified in MGNREGA;
 - b. collate all works within the Block and
 - c. present the Block Plan before the Block Panchayat by 15th September.
- 6.2. The Block Panchayat will not reject a proposal received from the GP. If the proposal is not within the parameters of the Act or appears technically infeasible, the Programme Officer will record his/her observations on the proposal and then submit along with a consolidated statement of proposals to the Block Panchayat by the 15th of September. The Block Panchayat will not reject a work proposed by the GP if it is within the parameters of the Act. If it is outside the parameters of the Act, then it will be returned to the GP with a request to recast the proposal in accordance to the provisions of the MGNREGA.
- 6.3. The Block Panchayat will maintain the priority indicated by the GP while accepting the proposals of GPs for preparation and consolidation of a block level annual development plan.
- 6.4. The Block Panchayat will then submit the Block Annual Development Plan to the District Panchayat by 2nd October every year, failing which the plan submitted by PO will be deemed to be approved.
- 6.5. The DPC will
 - a. scrutinize the Block Annual Development plan of works against the list of permissible works as specified in MGNREGA;
 - b. collate all works within the District into the District Annual Development Plan
 - c. ensure that the District Annual Development Plan has adequate number of schemes to meet work demand in all seasons in all panchayats.
 - d. present District Annual Development Plan and District Labour Budget by 15th November before the District Panchayat

The District Panchayat shall approve the District Annual Development Plan and Labour Budget within 15 days of their presentation, i.e. by 1st December, failing which it will be deemed to have been approved

- 6.6. After approval of Labour Budget by the District Panchayat, month-wise projections of (i) Number of Households to be provided employment, (ii) persondays to be generated, (iii) estimated expenditure on works and (iv) list of works to be undertaken would be disaggregated, GP-wise and sent to respective GPs for data entry. The data entry in the MIS should be completed by 15th December of each year. For making an entry in MIS following steps should be followed:

Home page → Panchayat (GP / PS / ZP) → Gram Panchayat → Data entry →
Select State → Log in page → Select FY, District, Block, GP → enter username,
password → data entry page → Labour Budget

Under Labour Budget, there will be separate links, one for labour projection and the other for works.

- **For Labour projection**, following details, month-wise, are required to be entered in:
 - i. Projected demand (number of Households)
 - ii. Projected person-days required to be generated
 - iii. Projected expenditure (in lakh)

All values to be entered in are to be cumulative (upto the end of that month).

For works proposed for next financial year, following procedure is to be adopted for data entry

- a. Select the category of work from GP data entry screen
- b. Upon selection of the category of work, another screen will open in which details of the work are required to be entered in.
- c. The fields required to be entered in will depend upon the category of work in respect of which the MIS entry is being made. However, some common fields for all categories are as given below:
 1. Financial Year
 2. Priority of work
 3. Work Name
 4. Village Name
 5. Khata No and Plot No.
 6. Longitude and Latitude
 7. Level of work [GP level/ IP level/ ZP level]
 8. Implementing Agency
 9. Expected work Start date
 10. Is it a convergence work [if yes, details are required to be filled]

It is necessary to capture all physical and financial parameters such as (1) ownership of land (2) Details of the land on which the work is proposed (3) category and sub-category of work proposed (4) the dimension of the work proposed (volume, length and/or area or the numbers)

(5) the outcomes in terms of the number of families that will be benefited or the area that would be benefitted upon completion of work (6) estimated generation of persondays and (7) estimated expenditure on wages and material. These fields have been provided in NREGASoft and should be necessarily filled in. The details required to be entered in are given in *Annexure-1*.

A unique work code for the entered work will be assigned by the system thereafter.

7. Consequences of not entering work details in MIS:

- The PO/DPC will not be able to allocate the work not entered in MIS.
- As no muster roll can be issued against such work(s), no expenditure can be booked against it.

8. Administrative and Technical Sanction of works approved

All the works approved under District Annual Development Plan shall be accorded administrative sanctions by the DPC or as per norms set by State Government. In parallel, the DPC will coordinate the preparation of detailed technical estimates and sanctions. The project report for each approved work shall contain all details as may be specified in the technical / works manual of the State Government. It will also contain the expected outcomes such as person days of employment, specifications of the physical assets (e.g length of road, size of the reservoir etc) and enduring outcomes (e.g. area to be irrigated, villages/ population to be connected). All the works that are accorded administrative and technical sanctions will enter into 'Shelf of Projects'.

9 Submission of Labour Budget to Ministry of Rural Development and its scrutiny

The MIS entry made in regard to the LB at GP level will get aggregated at different levels. The aggregated LB at District level is required by the Ministry by 31st December each year in format as per *Annexure-2*. Therefore, it needs to be ensured that all data entry work for LB is completed in all respects by 31st December for all GP's in State. The LB entered in the MIS (as given in para 6 above) will be analysed by the Ministry and put up to the Empowered Committee chaired by Secretary, Ministry of Rural Development. The Empowered committee will discuss the projected LB with the Secretary of the Rural Development of the concerned State and a final LB for the state as a whole will be agreed to. The implication of this is that district/ Block/ GP wise LBs as prepared earlier and submitted to the Ministry are required to be revised by the State Government and communicated to respective districts/ blocks and GPs. The LB agreed to, disaggregated district and month wise shall be entered at the State/District level in the MIS appropriately. States are required to complete this exercise within 15 days from the date the decision regarding agreed to LB is conveyed to them.

10. Time lines for various steps involved in preparation and finalization of LB

Date	Action to be taken
15 th August	Gram Sabha to approve GP Annual Plan and submit to PO
15 th September	PO submits consolidated GP Plans to Block Panchayat
2 nd October	Block Panchayat to approve the Block Annual Plan and submit to DPC
15 th November	DPC to present District Annual Plan and LB to District Panchayat
1 st December	District Panchayat to approve District Annual Plan
15 th December	DPC to ensure that shelf of projects for each GP is ready
31 st December	Labour Budget is submitted to Central Govt.
January	Ministry scrutinizes the Labour Budget and requests for compliance for deficiencies, if any
February	Meetings of Empowered Committee are held and LB finalized

February, March	Agreed to LB communicated to States. States to feed data of Month wise and District wise breakup of "Agreed to" LB in MIS and communicate the same to Districts/ blocks/ GPs
Before 7 th April	States to communicate OB, Center to release upfront / 1 st Tranche.

11 Consequences of not adhering to the processes or timelines:

The sequence of approvals laid down under the Act necessitates time bound coordination between different levels so that the spirit and intent of the Act is maintained especially in terms of retaining the works priorities. It is therefore legally imperative that there are no delays in the approval of the development plan at any level and equally necessary to ensure that the priorities of the GS are maintained. The absence of an approved SoP affects the pace at which employment demand has to be met. Delay in finalizing the development plan will delay the discussion in proposed labour budget which in turn will affect fund release and flow of funds to the States/ districts as financial requirement of the State/ districts is assessed through the agreed to LB and 1st installment of central share/ upfront release is released to the State/District, after adjustment of unspent balance at the close of previous financial year as per the figures in the NREGASoft MIS.

ANNEXURE-1

NOTE ON PARAMETERS OF WORKS UNDER DIFFERENT CATEGORY OF WORKS

S.No.	COLUMN	TO BE MENTIONED
1.	Column No. (2)	OWNERSHIP OF LAND: i.e. Panchayat (P) / Government (G)/ Forest (F)/ Individual (IL), if individual than name of beneficiary with his father's name and category of beneficiary i.e. SC/ST/ BPL/ Beneficiary of LAND REFORM/ IAY/OTHER TRADITIONAL FOREST DWELLERS/SF/MF)
2.	Column No. (3)	KHASRA NUMBER: on which work is being carried out.
3.	Column No. (4)	CATEGORY OF WORKS: There are 16 categories of works i.e. (i) water conservation & water harvesting; (ii) drought proofing including afforestation and tree plantation; (iii) irrigation canals including micro and minor irrigation; (iv) Provision of irrigation facility, dug out farm pond, horticulture, plantation, farm bunding and land development; (v) renovation of traditional water bodies including desilting of tanks; (vi) land development; (vii) flood control; (viii) rural connectivity; (ix) construction of BNRGSK; (x) agriculture related works; (xi) livestock related works; (xii) fisheries related works; (xiii) works in coastal areas; (xiv) rural drinking water related works; (xv) rural sanitation related works; (xvi) any other work notified by the GOI
4.	Column No. (5)	Name of works which can be carried out under different categories, as given in column No. 4.
5.	Column No. (6)	Ownership of the land on which work can be carried out i.e. PUBLIC LAND (PL)/ INDIVIDUAL LAND (IL)
6.	Column No. (7-I)	Estimated Physical Quantity of work in MKS (meter-kilogram- second) units.
7.	Column No. (7-II)	Estimated unskilled person days to be generated.
8.	Column No. (7-III)	Estimated output from the work in MKS (meter-kilogram- second) units.
9.	Column No. (8-I)	Estimated cost on wages i.e. on unskilled labour.
10.	Column No. (8-II)	Estimated cost on material including, cost on material, skilled and semiskilled labour, and on mate.

DETAILED PARAMETERS OF WORKS TO BE CAPTURED UNDER DIFFERENT CATEGORY OF WORKS PERMITTED UNDER MGNREGA

S. No.	OWNE--RSHIP OF LAND	KHA-SRA NO.	CATEGORY OF WORKS	NAME OF WORK	LAND ON WHICH WORK CAN BE CARRI-ED OUT	PHYSICAL PARAMETERS			FINANCIAL PARAMETER			
						(7)	(7-I)	(7-II)	(7-III)	Estimated cost (in lakh)	On Wages (8-I)	On material (8-II)
1.			1. <u>water conservation & water harvesting</u>			Estimated physical Quantity of work (Unit in Cum/ Sqm./Km.)	Estimated unskilled man days (in No.)	Estimated outcome				
1a.				CONTINUOUS CONTOUR TRENCHES/ FURROWS, STAGGERED TRENCHES, BOX TRENCHES	PL	----Cum of earth work.		Will benefit - Ha. area				
1c.				SUNKEN PONDS,	PL	----Cum of earth work.		Will create -- -Cum. Storage capacity				
1d.				GULLY PLUGS	PL & IL under land development	----Cum of earth work.		Will bring ---- Ha. area under cultivation				

(1)	(2)	(3)	(4)	(5)	(6)	(7-I)	(7-II)	(7-III)	(8-I)	(8-II)
1e.				BOULDER CHECK	---do---	-----Cum. of dry stone masonry		Will benefit - ---Ha. area		
1f.				GABION STRUCTURES	PL	---Cum. of dry stone masonry with gabion		-----do---		
1g.				PONDS, TANKS, PERCOLATION TANKS ETC.	PL	-----Cum. of earth work		will create -- -Cum. Storage capacity		
1h.				UNDERGROUND DYKE	PL	-----Cum. of earth refill.		Will benefit -- --Ha. area		
1i.				EARTHEN DAM	PL	-----Cum. of earth work		will create -- -Cum. Storage capacity		
				SPRINGSHEDED DEVELOPMENT	PL &	a) -----Cum. of earth work b) -----No. of plants planted		Will develop ---Ha. area		
1j.				CHECK DAM, ANICUT, STOP DAM	PL	-----Cum. of masonry work		Will create --- Cum. Storage capacity & will benefit -- -Ha. area		
1k.				ARTIFICIAL RECHARGE OF WELL THROUGH SAND FILTER.	PL & IL under irrigation facility	-----Cum size of pit with filter.		Will recharge -----cum. runoff water to well		

(1)	(2)	(3)	(4)	(5)	(6)	(7-I)	(7-II)	(7-III)	(8-I)	(8-II)
2.			2. drought proofing including afforestation and tree plantation							
2a.				NURSERY RAISING	PL & IL under plantation	-----No. of saplings raised		Will produce-----No. of plants		
2b.				ECO RESTORATION OF FOREST	PL	-----No. of plants planted and -----Ha. area covered		Will cover-----Ha. area		
2c.				AFFORESTATION- TO COVER DEGRADED FOREST & BARREN LAND UNDER AFFORESTATION	PL	----do----		----do----		
2d.				GRASS LAND DEVELOPMENT & SILVIPASTURE.	PL	----do-----		----do----		
2e.				-ROAD/CANAL SIDE PLANTATION,	PL	--No. of plants planted &--- Km. length covered		Will protect ----Km. road/ canal		
2f.				-BLOCK PLANTATION	PL	-----No. of plants planted in ---Ha. area		Will cover----- Ha. area		
3.			3. irrigation canals including micro and minor irrigation							
3a.			all irrigation canals	CONSTRUCTION OF CANAL, DISTRIBUTORY & MINOR	PL	-----Cum. of earth work &---Km. length constructed		Will bring ----- Ha. under command		

(1)	(2)	(3)	(4)	(5)	(6)	(7-I)	(7-II)	(7-III)	(8-I)	(8-II)
3b.				- LINING OF CANALS	PL	---Cum. of lining & Km. length covered		Will create --- Ha. additional irrigated area		
3c.				REHABILITATION OF MINORS, SUB MINORS	PL	---Cum. of earth work / masonry & --- Km. length covered		---do---		
3d.			b) Minor irrigation works	- COMMUNITY WELL FOR IRRIGATION	PL	---M. Dia. and ---M depth --- & ---Cum. lining		Will irrigate - ---Ha. area		
3e.				- LIFT IRRIGATION	PL	---cum. masonry work		---do---		
4.			4. provision of irrigation facility, horticulture, plantation and land development on individual land							
			provision of irrigation facility:							
4a.				-CONSTRUCTION OF WATER COURSES/ FIELD CHANNEL	IL	---Sq.m. Cross section and --- Km. length		Will benefit -- --Ha area		
4b.				-LINING OF WATER COURSES/ FIELD CHANNEL	---do---	---do---		---do---		
4c.				-DUG WELL	---do---	---M. Dia. and ---M depth & ---Cum. lining		Will irrigate - ---Ha area		
4d.				- DUG OUT FARM POND/ DIGGI/ TANKA	---do--	---Cum. earth work/ masonry		Will store --- Cum. water		

(1)	(2)	(3)	(4)	(5)	(6)	(7-I)	(7-II)	(7-III)	(8-I)	(8-II)
4e.			Horticulture plantation							
				- HORTICULTURE PLANTATION,	---do-	---No. of plants & in --- ---Ha area.		---Ha area under plantation		
			Plantation							
4f.				-BOUNDARY PLANTATION,	IL	---No. of plants & in --- M. Length		Will protect - ---Ha. area		
4g.				-BLOCK PLANTATION	---do--	---No. of plants & in --- -Ha area		Will cover ---- Ha area		
4h.				- SERICULTURE (land development and mulberry plantation),	IL, under land development & plantation	---No. of plants, & in --- -Ha. area.		Will develop -----Ha. area		
			Land development							
4i.				-CONSTRUCTION OF CONTOUR/ GRADED BUND/FARM BUNDING,	IL	-----Sqm. Average C.S. &-----M length		Will benefit -- --Ha area		
4j.				-LAND LEVELING & SHAPING,	---do--	-----Cum. earth cutting & ----Ha. area leveled.		-----Ha. area will be leveled.		
4k.				--RECLAMATION OF SALINE/ ALKALINE LAND,	---do--	-----Ha. area		Will reclaim - ---Ha. area.		

(1)	(2)	(3)	(4)	(5)	(6)	(7-I)	(7-II)	(7-III)	(8-I)	(8-II)
4I.				-CONSTRUCTION OF DRAINAGE CHANNELS,	--do--	-----Sqm. Av. C.S. & -----M. length		Will benefit -- --Ha area		
4m				-SOIL COVER ON WASTE LAND by transporting silt from nearby tank,	--do--	-----Cum. soil & in --Ha. area		-----% Increase in production		
4n.				-DEVELOPMENT OF WASTE/FALLOW LAND.	---do---	-----Cum. soil work & in --Ha. area.		---Ha. area will come under cultivation		
5.			5. renovation of traditional water bodies including desilting of tanks							
5a.				-DESILTING OF TANKS, TALAB AND PONDS AND OTHER TRADITIONAL WATER BODIES.	PL	-----Cum. earth work		Increase in --- ----Cum storage capacity.		
5b.				-REPAIR, RENOVATION AND RESTORATION OF TANKS, TALAB, PONDS, CHECK DAM, ESCAPE, WEIRS AND CONTROL STRUCTURES.	PL	As per technical estimate/sanction		Will irrigate - --Ha. additional area		
6.			6. land development							
6a.				- RECLAMATION OF SALT AFFECTED LAND for production measures like tree plantation/ silvipasture.	PL & IL under land development	Quantity of activity carried out.		-----Ha. area will come under production		

(1)	(2)	(3)	(4)	(5)	(6)	(7-I)	(7-II)	(7-III)	(8-I)	(8-II)
6b.				-DEVELOPMENT OF WASTE LAND.	--do--	----do----		----do----		
7.			<u>7. flood control</u>							
7a.				- DIVERSION CHANNEL,	----do--	----Cum. of earth work & --Km. length		Will protect ----Ha. area		
7b.				DIVERSION WEIR	PL	----Cum. masonry		----do----		
7c.				- PERIPHERAL/ CROSS BUND,	PL & IL under land developement	----Cum. of earth work & --Km. length		----do----		
7d.				- DRAINAGE IN WATER LOGGED AREAS.	PL & IL under land developement	----do----		----do----		
7e.				- DEEPENING AND REPAIR OF FLOOD CHANNELS	PL & IL under land developement	----Cum. of earth work & - ----m. length		Will benefit -- --Ha. area		
7f.				-CHAUR RENOVATION	PL	----cum of mud excavated & --m. length of embankment.		----do----		
7g.				-CONSTRUCTION OF STORM WATER DRAINS FOR COASTAL PROTECTION	PL	----Cum. of earth work/ -- --Cum. of RR masonry &----m. length		----do----		

(1)	(2)	(3)	(4)	(5)	(6)	(7-I)	(7-II)	(7-III)	(8-I)	(8-II)
7h.				- CONSTRUCTION OF INTERMEDIATE AND LINK DRAINS.	PL	----Cum. of earth work & ----m. length		----do-----		
7i.				-SPURS AND TORRENT CONTROL MEASURES STRENGTHENING OF EMBANKMENT	PL	----Cum. of earth work & Cum. masonry &--m. length		----do-----		
8.			8. rural connectivity							
8a.				-MITTI MURRAM ROAD	PL	----Cum. of earth work &-- Cum. murrum &--Km. length		----NO. of villagers will be benefited		
8b.				-GRAVEL ROAD	PL	----Cum. of earth work &--Cum. gravel &--Km. length		----do-----		
8c.				WBM ROAD	PL	----do--		----do-----		
8d.				-C.C. ROAD	PL	----Cum. of earth work & -Cum. cement concrete &---- Km. length		----do-----		
8e.				-INTERLOCKING CEMENT BLOCK ROAD	PL	-Cum. of earth work &-- Cum. cement concrete and -Sqm. block area &--Km. length		----do-----		

(1)	(2)	(3)	(4)	(5)	(6)	(7-I)	(7-II)	(7-III)	(8-I)	(8-II)
8f.				-BRICK KHARANJA	PL	-----Cum. of earth work & - -Sqm. brick area &---Km. length		---do---		
8g.				-STONE KHARANJA	PL	-----Cum. of earth work&-- -Cum. C.C.& -- --Sqm. Stone area &---Km. length		---do---		
8h.				CROSS DRAINAGE	PL	As per estimate		---do---		
9.				<u>9. BNRGSK</u>						
9a.				NEW CONSTRUCTION	PI	---Sqm. plinth area constructed		---do---		
9b.				EXTENSION OF PANCHAYAT BHAWAN	PL	---Sqm. plinth area extended		---do---		
10.				<u>10. agriculture related works</u>						
10 a.				NADEP COMPOSTING	IL	-----Cum. size.		will produce ---- tone of manure/ year		
10 b.				VERMI COMPOSTING	IL	-----Cum. size		---do---		
10c				LIQUID BIO-MANURES: SANJEEVAK OR AMRIT PANI	IL	-----Cum. size		will produce -- - liter manure/ Yr.		

(1)	(2)	(3)	(4)	(5)	(6)	(7-I)	(7-II)	(7-III)	(8-I)	(8-II)
11.			<u>11. livestock related works</u>							
11 a.				POULTRY SHELTER	IL	-----Sqm. area		-- number of birds will be kept		
11 b.				GOAT SHELTER	IL	-----Sqm. area		----number of Goat will be under shelter & will produce -- tone manure		
11c				CATTLE SHED	IL	-----Sqm. area		----number of cattle will be under shed & will produce -- tone/liter manure/ Amrit Pani		
11 d.				AZOLLA AS CATTLE- FEED SUPPLEMENT	IL	-----Cum. size		will harvest -- --- Kg. of Azolla /day		
12.			<u>12. fisheries related works</u>							
12 a.				FISHERIES IN SEASONAL WATER BODIES ON PUBLIC LAND a)excavation of pond b) fish drying platform	PL	a)-----Cum. of earth work b) -----Sqm. platform		will produce -----tone fish / year		

(1)	(2)	(3)	(4)	(5)	(6)	(7-I)	(7-II)	(7-III)	(8-I)	(8-II)
13.			<u>13. Works in coastal areas</u>							
13a.				FISH DRYING YARDS	PL & IL	-----Sqm. platform		will dry ----- tone fish / year		
13				-BELT VEGETATION	PL & IL under plantation	---No. of plants & in ---Km. length		Will protect ----Ha. area		
b.										
14.			<u>14. rural drinking water related works</u>							
14				SOAK PITS	PI & IL	----Cum. size (specification as per NRDWP)		will recharge --cu. water/Yr		
a.										
14				RECHARGE PITS (FOR POINT RECHARGE)	PI & IL	RECHARGE PITS (FOR POINT RECHARGE) (specification as per NRDWP)		---do--		
b.										
14				DUG WELLS	PL	----M. Dia. and --M depth		Will benefit-- -families		
c.										
15.			<u>15. Rural Sanitation Related works</u>							
15				-INDIVIDUAL HOUSEHOLD LATRINES (IHHL) (specification as per TSC)	IL	As per TSC specification		Will benefit-- -No. family members		
a.										

(1)	(2)	(3)	(4)	(5)	(6)	(7-I)	(7-II)	(7-III)	(8-I)	(8-II)
15 b.				SCHOOL TOILET UNITS	PL	As per TSC specification		Will benefit -- -No. children		
15c				-ANGANWADI TOILETS	PL	---do---		---do---		
15 d.				SOLID AND LIQUID WASTE MANAGEMENT (SLWM) a)compost pit b)drainage channel c)soakage channel/ pit d) stabilization pond	PL	a)---cum of earth work b)---cum of earth work &-- -m. length c)---do----- d)---cum of earth work		Will benefit ---No. villagers		
16.			<u>16. any other work approved by MORD</u>	Units to be specified when approved.						

ANNEXURE - 2

LABOUR BUDGET FORMAT

District

State

S. No	Month	Projection of HHS to be provided employment in the next financial year	Projected persondays to be generated in the next financial year	Projected wage expenditure in the next financial year	Projected material expenditure in the next financial year.
1	April				
2	May				
3	June				
4	July				
5	August				
6	September				
7	October				
8	November				
9	December				
10	January				
11	February				
12	March				
	Total				