



राजस्थान सरकार  
ग्रामीण विकास एवं पंचायतीराज विभाग  
(अनुभाग-3)

क्रमांक: एफ 1(2)ग्रावि/नरेगा/गाईड लाईन/2014  
जिला कलेक्टर एवं जिला कार्यक्रम समन्वयक,  
महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारंटी स्कीम राजस्थान,  
समस्त राजस्थान।

जयपुर, दिनांक

23 FEB 2015

विषय :- महात्मा गांधी नरेगा योजना में निर्मित परिसम्पत्तियों के रख-रखाव के संबंध में।

प्रसंग :- संयुक्त सचिव, एमजीनरेगा, ग्रामीण विकास मंत्रालय, भारत सरकार के पत्रांक जे-11060/6/2014 एमजीनरेगा-5 दिनांक 05.02.2015

महोदय,

उपरोक्त विषयान्तर्गत प्रासंगिक पत्र के क्रम में निवेदन है कि भारत सरकार द्वारा दिनांक 05.02.2015 को जारी पत्र महात्मा गांधी नरेगा योजना में निर्मित परिसम्पत्तियों के रख-रखाव के संबंध में पत्र संलग्न कर आवश्यक कार्यवाही हेतु प्रेषित है।

भवदीय

(कन्हैया लाल स्वामी)  
परि.निदे.एवं उप सचिव, ईजीएस

संलग्न :- उपरोक्तानुसार।

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. अतिरिक्त जिला कार्यक्रम समन्वयक एवं मुख्य कार्यकारी अधिकारी, जिला परिषद समस्त राजस्थान।
2. अतिरिक्त जिला कार्यक्रम समन्वयक, महात्मा गांधी नरेगा, जयपुर एवं बाड़मेर।
3. रक्षित पत्रावली।

परि.निदे.एवं उप सचिव, ईजीएस



J-11060/6/2014-MGNREGA V  
Government of India  
Ministry of Rural Development  
Department of Rural Development

Krishi Bhawan, New Delhi  
3<sup>rd</sup> Feb 2015

Com. EGS

16/2/15

To  
The Principal Secretaries/Secretaries of States, Department of Rural Development / Panchayati Raj (in charge of MGNREGA)

Sub: Maintenance of the assets created under MGNREGA

306  
19.2.15

With a view to ensure proper maintenance of the assets created under MGNREGA, the Schedule I of the MGNREGA provided that "Maintenance of rural public assets created under the Act" shall be a permitted activity under the Act. A study conducted on the assets created in Maharashtra by IGIDR has brought out the need for paying attention to maintenance of the assets created under the Act.

PD, EGS

2. In order to operationalise the provisions of the Schedule I pertaining to maintenance of assets, and to ensure durability of the assets created, the following guidelines are issued:

- a) Maintenance of the public assets created under MGNREGA shall be the responsibility of the Gram Panchayat.
- b) There shall be a **maintenance schedule** for each class of assets depending on the nature of the asset to be prescribed by the State Government. The following is the indicative list:
  - a. Works for maintenance of **Pucca structures**, like buildings, checkdams, irrigation structures, cement roads with high material component, shall be permitted once every 3 years depending on the actual requirement.
  - b. Works for maintenance of **Semi-pucca structures**, including metal roads, shall be permitted once every 2 years depending on the actual requirement.
  - c. Works for maintenance of **kutcha works**, which are primarily earth works including earthen roads, shall be permitted once every year depending on the actual requirement.
  - d. All **plantation and horticulture works** shall be maintained for such period as laid down under the project.

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Final copy  
20/2/15

- c) Based on the above, works required for maintaining/upkeep of the **public assets** created under the Act shall be taken up as a **new work** under MGNREGS.
- d) The GP will maintain a separate record of maintenance work carried on public assets in the GP.
- e) **The individual assets** created under MGNREGA shall be maintained by the beneficiary every year at his own cost. The beneficiary, while applying for MGNREGA work shall give an undertaking for regular maintenance of asset. Gram Panchayat shall oversee this work.

STANDARD OPERATING PROCEDURE (SOP) FOR MAINTENANCE OF MGNREGA WORKS

1. CONTEXT:

1.1 As per Para 3. Schedule I, Mahatma Gandhi NREGA, 'strengthening the livelihood base of the poor, through creation of productive assets of prescribed quality and durability' shall be an important objective of the Scheme".

1.2 The asset after creation will remain durable and strengthen the livelihood resource base of the rural poor only when it is maintained as per its schedule, kept in good shape in all times, restored in cases of damage in natural calamities. If the maintenance of asset is carried out in time as per its schedule/ and restored when damaged in natural calamities, the maintenance cost will be minimal and if it is delayed, the maintenance cost will increase and the durability of the asset will be affected adversely.

1.3 Therefore, the maintenance of assets created under MGNREGA shall be carried as per SOP for maintenance of MGNREGA works issued herewith.

2. CATEGORY OF ASSETS AND LIABILITY FOR MAINTENANCE:

2.1 Current provisions

2.1.1 PUBLIC ASSETS: Assets created on common/public land are public assets. As per Para 4. (1) IV. (viii) Of schedule-1, MGNREGA, "Maintenance of rural public assets created under the Act" are permitted under the Act.

2.1.2 INDIVIDUAL ASSETS: Assets created on land or homestead owned by individual households (as per Para 4(1) II. of schedule I, MGNREGA) under MGNREGA are individual assets. The beneficiaries of the assets shall carry out the maintenance of individual assets created under MGNREGA as per the schedule of maintenance worked out for different type of individual assets. The beneficiary, while applying for MGNREGA work on his land or homestead will give an undertaking for regular maintenance of asset as per schedule of maintenance. A typical format of an application by the beneficiary for MGNREGA work on his land or homestead is annexed at Annexure-1.

2.2. Need for change:

2.2.1. Maintenance of works has to follow a specific schedule for being retained in working condition. However, release of funds for maintenance of works in State Governments is neither predictable nor adequate. As a result, many assets get damaged wasting the investments made in creation of assets. Besides, maintenance of assets also provides employment required to meet the demand for works.

2.2.2. During natural calamities, public assets get damaged and non-restoration of these in time dislocates the normal life and livelihoods. Restoration after natural calamities requires substantial investments in short periods, which State Governments do not always succeed in investing.

2.2.3. Many State Governments have requested for allowing maintenance of public assets created in MGNREGS in the shelf of works, wherein State Governments meet 25% of the cost of the material as per provisions of the Act.

**In view of the above, the following changes in the provisions are made:**

### **2.3 Provisions for Maintenance**

2.3.1 There shall be a schedule for maintenance of assets created under MGNREGA and asset once created shall necessarily be maintained as per the schedule.

2.3.2 The maintenance of individual asset created under MGNREGA will be maintained by the concerned beneficiary after completion, as per schedule for maintenance. Gram Panchayat shall oversee this work and enclose a report in each year's labour budget on the maintenance of these assets.

2.3.3 The maintenance of MGNREGA public works and public assets that have been created under MGNREGA will be funded under MGNREGA. However, the maintenance work will be considered as a separate work with pre- measurement and post-measurement, following all the norms under MGNREGA for new work like labour: material ratio etc.

2.3.4 The maintenance schedule for assets shall depend on the nature and category of asset. For this purpose, assets created under MGNREGA are classified into 5 categories:

- a. **Plantation works**, such as, horticulture, plantation and belt vegetation in coastal areas on individual land and drought proofing including afforestation and tree plantation on common/ public land shall be maintained as follows:

<b>Category</b>	<b>Period</b>
Horticulture and plantation species	Up to 3- 5 years depending on species
Forestry species	Up to 2-3 years depending on the species

Thereafter, the regular maintenance of plantation on individual land will be carried out by the beneficiary and plantation on common land under MGNREGA by the Gram Panchayat.

b. **Earth works on public lands:** Water conservation and water harvesting structures, irrigation works, land development, flood channels, traditional water bodies on public/common land, gravel/ WBM road shall be **maintained every year by the GP.**

c. **Earth works on private lands:** Dug out farm pond, land development on individual land, farm bunding, water conservation and water harvesting structures in the private lands benefiting individual farmers shall be maintained every year by the beneficiary.

d. **Works with material component on individual lands:** Works with material component on private lands which are expected to have at least 5-15 years of life - such as, NADEP composting pit, Vermi composting pit, liquid bio- manure pit, poultry shelter, goat shelter, cattle shed, fish drying yard, individual household latrines on land or homestead owned by an individual (as per Para 4(1) II. of schedule I, MGNREGA) will be maintained by the beneficiary after completion as per schedule for maintenance.

e. **Works with material components on public lands:** Works with material component on public lands which are expected to have at least 15 -25 years of life Stop dams, pucca works for rural connectivity, AWC, BNRGSK buildings on common/ public land shall be maintained once in **every 3 years after completion** by the Gram Panchayat.

**2.3.5 The damages due to natural disaster on individual land will be repaired under MGNREGA funds after duly survey, justification and approval of DPC on area/ project approach.**

**2.3.6 A detailed typical schedule of maintenance is given in Annexure-2. However, it will vary place to place depending on local agro-climatic and hydro-geological conditions**

### **3. SURVEY, PLANNING, ESTIMATION, SANCTIONING, EXECUTION AND MEASUREMENT OF MAINTANANCE WORK:**

**3.1 Typical estimates for maintenance part of execution of work** will be prepared by the respective states for different type of works based on local agro- climatic, hydro-geological conditions and design of works. The estimate for execution of MGNREGA new works will be in two parts, one part will be estimate for execution of new works and second part will be for routine maintenance to be carried out simultaneously/ in continuation of execution of works.

**3.2 Estimates for maintenance works other than routine maintenance (to be carried out simultaneously/ in continuation as a part of execution of works),** will be prepared after conducting inspection/ required sample survey.

**3.3 Administrative & financial sanction** for maintenance work other than **routine maintenance (to be carried out simultaneously/ in continuation as a part of execution of works)** will be issued by the authority, authorised for new MGNREGA works and **technical sanction** will be issued by the one higher authority, authorised to issue technical sanction for new MGNREGA works.

**3.4 Measurement** will be taken before maintenance and after maintenance and will be recorded in the M/B and accordingly quantum of work carried out will be worked out and payment will be made after due checking by the competent authority.

**3.5 Task of different type of maintenance works** to be carried out by MGNREGA worker will be worked out by carrying out systematic time motion studies.

**3.6 Maintenance team** of 4 Job Card holders households willing to carry out maintenance work for a group of **public** assets will be formed, so that each of these 4 job card holder households can be assigned maintenance work for 100 days in a year in rotation. This will help in continuity of availability of labour, in fixing the responsibility of particular households and quality in maintenance.

**3.7 Asset maintenance registers** the GP will maintain record of maintenance work carried on public assets and individual assets in the public asset maintenance register and individual asset maintenance register separately, in the format prescribed at **Annexure 3 & 4** respectively.

**APPLICATION FORM FOR DEMAND OF WORK AND INDIVIDUAL ASSET**

To,  
Sarpanch  
Gram Panchayat-----,  
Block -----,  
District-----

To,  
The Programme Officer,  
Block ----- District-----

Date----- Application Code----- (To be filled by Office)

**Subject:** Application for work and MGNREGA work on my land.

**Sir/Madam,**

I hereby submit my application for work under section 5(1) and Paragraph 9 of Schedule-II of MGNREGA. The details of my request and the period for which work is required are:

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

I am willing to work for at least 14 continuous days in the work allotted to me. Under section 4(3) and Paragraph 1C of Schedule-I of MGNREGA, I also want to get Land Development/ Irrigation Facility/ Horticulture/ Plantation/ NADEP composting pit/ Vermi composting pit/ liquid bio- manure pit/ poultry shelter/ goat shelter/ cattle shed/ fish drying yard/ work to be carried out on my land/ homestead. The photo copy of khasra map of my land/ homestead is enclosed herewith. The other required details are as follows-

- Total land holding, Area (khasra No.):** -----Hectare (Khasra No.----)
- Land holding, Area(Khasra No.) on which work is to be carried out:** ----- Hectare (Khasra No. -----)
- My Job Card No. is**-----
- Declaration** that the maintenance of asset created under MGNREGA on my land/ homestead, as per the prescribed schedule of maintenance by the State will be my responsibility.

(Signature/ LTI Thumb Impression of the Applicant)

**ACKNOWLEDGEMENT RECEIPT** (for office use only)

Received application for work from Shri -----s/o / w/o-----of village-----who's Job Card Number is-----On date----- (date/month/year).

(Signature of Sarpanch/ Programme Officer)

MAINTENANCE SCHEDULE FOR WORKS UNDER MGNREGA

S. No.	Type of work	Routine maintenance	Natural calamity maintenance
1.	Plantation work	<p>(a) Weeding, hoeing, watering, manuring, insect/ pest control for 3-5 years in case of horticulture plantation and 2-3 years in case of forestry plantation as a part of execution of works.</p> <p>(b) Thereafter, post plantation maintenance as per species wise model estimates.</p>	<p>(c) Because of drought, flood, typhoon etc., based on inspection/ survey and estimation.</p>
2.	Kachha work	<p>(a) 1<sup>st</sup> year after completion of work and after 1<sup>st</sup> rain i.e. repairing rills &amp; gullies, ruts &amp; potholes, backfills, clearing drainage system, clearing and cutting weeds, repairing designed slopes as a part of execution of works.</p> <p>(b) Thereafter, post construction maintenance after every rainy season, based on inspection/ survey.</p>	<p>(c) Because of flood, cloud burst,</p>



			typhoon etc., based on inspection/survey and estimation.
3.	Pucca work	<p>(a) In case of water harvesting structures and building repairing after 1<sup>st</sup> rainy season as per need based on survey, like repairing leakages/ dampness, earthen refill etc. as a part of execution of works.</p> <p>(b) Thereafter, post construction maintenance after every 3 years based on inspection/ survey.</p>	<p>(c) Because of flood, cloud burst, typhoon etc., based on inspection/survey and estimation.</p>

Annexure-3

**PUBLIC ASSET MAINTENANCE REGISTER**

S. No.	Name of asset	Year of creation	Entered in asset register at page number	Post plantation/ construction maintenance due on (month/ year)	Post plantation/ construction maintenance work		
					AS & FS No./ TS No.	carried out in (month/ year)	Amount spent
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**INDIVIDUAL ASSET MAINTENANCE REGISTER**

S. No.	Name of asset	Year of creation	Name of Beneficiary / Job Card No.	Entered in asset register at page number	Post plantation/ construction maintenance due on (month/year)	Post plantation/ construction maintenance work	
						carried out in (month/year)	Amount spent
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)