

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



क्रमांक एफ 1(2)ग्रावि/नरेगा/मा.व./133428/2013

जयपुर, दिनांक :

27 NOV 2017

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

विषय:- महात्मा गांधी नरेगा योजनान्तर्गत नये जॉबकार्ड जारी किये जाने के संबंध में।
संदर्भ:- विभागीय समसंख्यक पत्रांक दिनांक 03.08.2017, 04.09.2017, अ.शा. समसंख्यक पत्रांक दिनांक 04.11.2017 तथा ग्रामीण विकास मंत्रालय, भारत सरकार का पत्रांक दिनांक 28.08.2017

महोदय,

उपरोक्त विषयान्तर्गत संदर्भित पत्रों द्वारा महात्मा गांधी नरेगा योजनान्तर्गत ग्रामीण विकास मंत्रालय, भारत सरकार द्वारा **Good Governance** के तहत की गयी पहल पर कार्यवाही करते हुए नये जॉबकार्ड जारी किये जाने बाबत निर्देशित किया गया है। ग्रामीण विकास मंत्रालय, भारत सरकार के संदर्भित पत्र द्वारा दिए गए निर्देशों के अनुरूप ही नये जॉबकार्ड जारी किये जाने है। मंत्रालय द्वारा जारी संदर्भित पत्र में जॉबकार्ड का प्रारूप अंग्रेजी में दिया गया है जिसे हिन्दी में अनुवाद करते हुए पत्र के साथ संलग्न कर प्रेषित किया जा रहा है। इसके अनुरूप निम्नानुसार कार्यवाही सुनिश्चित की जावे :-

1. योजनान्तर्गत दो प्रकार के जॉबकार्ड उपयोग में लिये जाने है। एक सामान्य श्रेणी के लिए तथा दूसरा विशेष श्रेणी के लिए। महात्मा गांधी नरेगा अधिनियम 2005 की अनुसूची 2 के पैरा 1 में वर्णित परिवार यथा एकल महिला, निशक्त व्यक्ति, वृद्ध व्यक्ति, छोड़ा गया बंधुआ श्रमिक एवं विशिष्ट दुर्बल जनजाति विशेष श्रेणी में है।
2. जॉबकार्ड का प्रथम कवर पीले रंग का होगा जिस पर उपर की तरफ सामान्य श्रेणी के नीली पट्टी तथा विशेष श्रेणी के लिए हरी पट्टी लगी होगी। रंग के संबंध में मंत्रालय द्वारा जारी पत्र दिनांक 24.08.2017 (प्रति संलग्न) में उपलब्ध प्रारूप का संदर्भ लिया जावे। यह कवर ग्लोसी पेपर पर प्रिन्ट कराया जायेगा (परिशिष्ट-1)।
3. इसके आन्तरिक पृष्ठ पर परिवार की जानकारी का विवरण प्रिन्ट होगा (परिशिष्ट-2)।
4. कवर पेज का अन्तिम पृष्ठ परिशिष्ट-3 के अनुरूप प्रिन्ट होगा, इसमें जिला कलेक्टर सह जिला कार्यक्रम समन्वयक, मुख्य कार्यकारी अधिकारी, जिला परिषद सह अतिरिक्त जिला कार्यक्रम समन्वयक तथा विकास अधिकारी पंचायत समिति सह कार्यक्रम अधिकारी के कार्यालय के दूरभाष नम्बर अंकित किये जायेंगे।
5. कवर पेज का अन्तिम आन्तरिक पृष्ठ परिशिष्ट-4 के अनुरूप होगा।
6. जॉबकार्ड के अन्दर के पृष्ठ में रोजगार शीट (कुल 20 शीट फोल्डेड) होंगे। रोजगार शीट का विवरण परिशिष्ट-5 पर संलग्न है।
7. इसके पश्चात 5 पृष्ठ मानव दिवस मैट्रिक्स के होंगे (परिशिष्ट-6)।

8. जॉबकार्ड में कोई पृष्ठ खाली ना रहे। खाली पृष्ठ उपलब्ध होने पर योजना से संबंधित अन्य जानकारी अंकित करायी जावे।
9. जॉबकार्ड जिला स्तर पर मुद्रित कराये जायें ताकि सम्पूर्ण जिले में एक जैसे कार्ड उपलब्ध हो। जॉबकार्ड नम्बर के लिए राज्य का कोड (27) तथा जिले का कोड, प्रिन्टिंग में ही सम्मिलित किया जायेगा।
10. जॉबकार्ड की साइज ए-5 रखी जायेगी।
11. जॉबकार्ड प्रिन्टिंग में होने वाला व्यय योजनानतर्गत अनुमत प्रशासनिक मद से किया जायेगा।

जॉबकार्ड प्रिन्ट किये जाने, जारी किये जाने एवं अद्यतन (इस वित्तीय वर्ष से) की कार्यवाही दिनांक 10.12.2017 तक आवश्यक रूप से सुनिश्चित की जावे।

संलग्न: उपरोक्तानुसार।

भवदीय

(राजेन्द्र सिंह कौन)

परि.निदे. एवं संयुक्त शासन सचिव, ईजीएस

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. अतिरिक्त मुख्य सचिव, ग्रामीण विकास एवं पंचायतीराज विभाग।
2. शासन सचिव, ग्रामीण विकास तथा सचिव एवं आयुक्त, महात्मा गांधी नरेगा।
3. निदेशक, सामाजिक अंकेक्षण।
4. मुख्यालय के समस्त अधिकारीगण।
5. अतिरिक्त जिला कार्यक्रम समन्वयक, नरेगा एवं मुख्य कार्यकारी अधिकारी जिला परिषद, समस्त राजस्थान।
6. अतिरिक्त जिला कार्यक्रम समन्वयक जिला परिषद बाडमेर।
7. विकास अधिकारी सह कार्यक्रम अधिकारी, महात्मा गांधी नरेगा पंचायत समिति समस्त।

परि.निदे. एवं संयुक्त शासन सचिव, ईजीएस

महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारंटी स्कीम, राजस्थान
(महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारंटी अधिनियम 2005 के अन्तर्गत संचालित)



जॉब कार्ड

सामान्य श्रेणी

जॉब कार्ड नम्बर:

QR CODE

27

जॉब कार्डधारी परिवार के मुखिया
का नाम:

जारी करने की दिनांक :

श्रेणी :

पता :

गांव :

ग्राम पंचायत :

पंचायत समिति :

जिला :

एस.ई.सी.सी. टिन न.

(यदि उपलब्ध है)

मेरा गांव, मेरा महात्मा गांधी नरेगा

महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारंटी स्कीम, राजस्थान
(महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारंटी अधिनियम 2005 के अन्तर्गत संचालित)



जॉब कार्ड

विशेष श्रेणी

जॉब कार्ड नम्बर:

QR CODE

27

जॉब कार्डधारी परिवार के मुखिया

का नाम:

जारी करने की दिनांक :

श्रेणी :

पता :

गांव :

ग्राम पंचायत :

पंचायत समिति :

जिला :

एस.ई.सी.सी. टिन न.

(यदि उपलब्ध है)

मेरा गांव, मेरा महात्मा गांधी नरेगा

परिवार के सदस्यों का विवरण

पंजिकृत सदस्य का नाम :

परिवार के मुखिया से सम्बन्ध :

आयु (पंजीकरण दिनांक को) _____

लिंग _____

मोबाईल नम्बर _____

सत्यापित
फोटोग्राफ

पंजिकृत सदस्य का नाम :

परिवार के मुखिया से सम्बन्ध :

आयु (पंजीकरण दिनांक को) _____

लिंग _____

मोबाईल नम्बर _____

सत्यापित
फोटोग्राफ

पंजिकृत सदस्य का नाम :

परिवार के मुखिया से सम्बन्ध :

आयु (पंजीकरण दिनांक को) _____

लिंग _____

मोबाईल नम्बर _____

सत्यापित
फोटोग्राफ

पंजिकृत सदस्य का नाम :

परिवार के मुखिया से सम्बन्ध :

आयु (पंजीकरण दिनांक को) _____

लिंग _____

मोबाईल नम्बर _____

सत्यापित
फोटोग्राफ

पंजिकृत सदस्य का नाम :

परिवार के मुखिया से सम्बन्ध :

आयु (पंजीकरण दिनांक को) _____

लिंग _____

मोबाईल नम्बर _____

सत्यापित
फोटोग्राफ

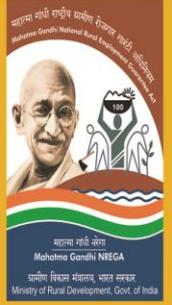
परिवार के मुखिया के
हस्ताक्षर/अंगुठा निशानी

सरपंच
हस्ताक्षर मय नाम व मोहर,
दिनांक

सचिव
हस्ताक्षर मय नाम व मोहर
दिनांक



महात्मा गाँधी राष्ट्रीय ग्रामीण रोजगार गारंटी स्कीम-राजस्थान



- प्रत्येक इच्छुक ग्रामीण परिवार को एक वित्तीय वर्ष में 100 दिनों के अकुशल काम की गारंटी ।
 - ग्राम सभा द्वारा स्थाई एवं उपयोगी परिसम्पत्तियों के निर्माण द्वारा रोजगार उपलब्ध कराने के लिये विकास योजना बनाना
 - प्राकृतिक संसाधन प्रबंधन, कृषि और आजीविका संबंधी कार्य को प्राथमिकता ।
 - महिलाओं एवं कमजोर समुदाय को आर्थिक रूप से सुदृढ़ करना ।
 - क्षेत्रीय प्राकृतिक संसाधनों का विकास
 - सामाजिक समावेश को बनाए रखने के लिए गरीब ग्रामीण को सुरक्षा प्रदान करना ।
- जमीनी स्तर पर लोकतांत्रिक संस्थानों को मजबूत करना ।

क्र.सं.	नाम अधिकारी	मो.न.

जियो-नरेगा :

अंतरिक्ष प्रौद्योगिकी और परिसम्पत्तियों के निगरानी प्रबंधन द्वारा नियोजन और उत्तरदायित्व के लिये अग्रणी कदम। कोई भी व्यक्ति www.nrega.nic.in वेबसाइट पर जियो-नरेगा पर क्लिक कर किये गये कार्य को देख सकता है।

www.nrega.nic.in

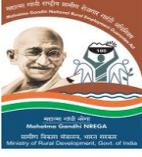
www.nrega.raj.nic.in

www.mord.geomgnrega.in

डाउनलोड:- जनमनरेगा एप

योजना से संबंधित जानकारी एवं शिकायत के लिए निःशुल्क टोल फ्री नंबर 1800-180-6627 एवं ग्राम पंचायत/पंचायत समिति/जिला स्तरीय कार्यालय पर सम्पर्क किया जा सकता है।

महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारण्टी स्कीम— राजस्थान



श्रमिकों के अधिकार

जितना काम, उतना दाम
पूरा है काम, तो पूरा है दाम

- ग्रामीण परिवारों को जॉब कार्ड पाने का अधिकार।
- एक वित्तीय वर्ष में 100 दिवस का अकुशल श्रम रोजगार की गारंटी का अधिकार।
- काम के आवेदन के पश्चात् दिनांकित रसीद पाने का अधिकार।
- काम मांगने के 15 दिन के भीतर काम पाने का अधिकार।
- काम ना मिलने पर बेरोजगारी भत्ता पाने का अधिकार।
- टास्क पूरा करने पर सरकार द्वारा निर्धारित न्यूनतम मजदूरी पाने का अधिकार।
- कार्यस्थल पर श्रमिकों को छाया, पानी, दवाईयां, क्रेच जैसी सुविधाए पाने का अधिकार।
- 15 दिवस में मजदूरी का भुगतान पाने का अधिकार। यदि इस अवधि में मजदूरी का भुगतान नहीं मिलता है तो क्षतिपूर्ति राशि पाने का अधिकार।
- कार्यो से संबन्धित सभी दस्तावेजों को देखने, निरीक्षण करने व सामाजिक अंकेक्षण का अधिकार।
- ग्राम पंचायत, पंचायत समिति व जिला स्तर पर शिकायत दर्ज कराने का अधिकार।
- ग्राम पंचायत में कराये जाने वाले कार्यो के चुनाव का अधिकार।

योजना से संबन्धित जानकारी एवं शिकायत के लिए निःशुल्क टोल फ्री नंबर 1800-180-6127 एवं ग्राम पंचायत/पंचायत समिति/जिला स्तरीय कार्यालय पर सम्पर्क किया जा सकता है।

परिशिष्ट-6

नोट:- कुल 05 पृष्ठ प्रिन्ट करने है।

उपस्थिति पत्रक

वित्तीय वर्ष :-

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150

F. No: J-11018/1/9/2016-MGNREGA-RE-IV (353533)

Government of India
Ministry of Rural Development
Department of Rural Development
(Mahatma Gandhi NREGA Division)

Krishi Bhawan, New Delhi
Date: 28th August, 2017

To
The Commissioner-Cum-Secretary/ Secretary/ Pr. Secretary,
Department of Rural Development and Panchayati Raj
(In-charge of MGNREGA)
All States and UTs.

Subject: Indicative Framework for Mahatma Gandhi NREGA Job Cards – Reg.

Madam/ Sir,

A Job Card is an entitlement card issued to rural household whose adult member demand employment under Mahatma Gandhi NREGA and show willingness to do casual manual labour. During various State visits and presentations made by States, it was observed that the design and format of the Job Cards varies across the country. The observations brought forward important learnings about the usage of existing Job Card formats in practice across States/UTs. The Job Cards being a vital document requires to be uniform and consistent across the States/ UTs.

In this regard, meetings and discussions were held with States/UTs from time to time to seek their views on Job Cards. Based on the deliberations, the Ministry has formulated an **Indicative Framework for Mahatma Gandhi NREGA Job Cards** for implementation across all States and UTs.

All States and UTs are requested to adopt the Framework for all MGNREGA Job Cards with necessary customization, if need be.

Yours faithfully,

Encl.: As Above

Ak Sumbly

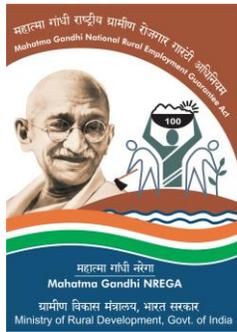
(A. K. Sumbly)

Deputy Secretary, (MGNREGA)

Ph: 011-23070129

Copy to:

1. PPS to Secretary (RD) / PPS to AS (RD) / PS to JS (RE)
2. All Directors of MGNREGA Division



Indicative Framework

Mahatma Gandhi NREGA Job Cards

Mahatma Gandhi National Rural Employment Guarantee Act
Department of Rural Development
Ministry of Rural Development
Government of India

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I. Background

Mahatma Gandhi National Rural Employment Guarantee Act (NREGA) was launched in 2006 and today, more than 12 crore households across India benefit from the programme. While enhancing the livelihood security of rural poor is the prime objective, holistic development of the rural areas is also a priority. This is achieved through creation and renovation of durable assets at the community as well as the individual household level, works under Natural Resource Management and other works focused on improving the living standards of the rural poor.

Job Card

A Job Card is an entitlement card issued to every household whose any adult member has demanded employment under Mahatma Gandhi NREGA and has shown willingness to do casual manual labour. Every Job Card holder is entitled to 100 days of casual manual labour.

The Mahatma Gandhi National Rural Employment Guarantee Act 2005 mandates beneficiaries to possess Job card, issued by the competent authority of the respective Gram Panchayat.

Schedule II of Mahatma Gandhi NREG Act mentions:

Para 1: The adult members of every household residing in any rural area; and are willing to do unskilled manual work may submit the names, age and the address of the household to the Gram Panchayat at the village level in whose jurisdiction they reside, for registration of their household for issuance of a Job Card. If the job seeker is a single woman or disabled person or aged person or released bonded labour or belonging to Particularly Vulnerable Tribal Group, they must be given a special Job Card of a distinct colour which will ensure them a special protection in providing work, work evaluation and work site facilities, as the case may be.

Para 2: It shall be the duty of the Gram Panchayat, after making such enquiry, as it deems fit, to issue a job card within fifteen days from the date of receipt of such application, containing therein a unique Job Card number with details of the registered adult members of the household, their photos, Bank or Post Office account number, insurance policy number, and Aadhaar number, if any.

Para 3: The Job Card issued shall be valid for at least five years after which, it may be renewed after due verification.

Para 5: The State Government shall make arrangements for updating the following details in the Job Card regularly while mentioning the key entitlements under the Act are clearly listed as follows:

- i) Number of days for which work was demanded;*
- ii) Number of days of work allotted;*
- iii) Description of the work allocated along with the muster roll number;*
- iv) Measurement details;*
- v) Unemployment allowance, if any, paid;*
- vi) Dates and number of days worked;*
- vii) Date-wise amount of wages paid;*
- viii) Delay compensation paid, if any.*

Para 6: Every adult member of a registered household whose name appears in the Job Card shall be entitled to apply for unskilled manual work under the Scheme.

Continuous efforts are being made by the Ministry of Rural Development in coordination with the States to ensure proper implementation of the programme and for enhancing the transparency and accountability in the processes throughout. Job Card, being an important document possessed by a beneficiary is a tool which records the vital information of the elements of the programme.

II. Learnings from the field

Observations

During the various communication exchanges with the States/UTs viz. field visits, presentations, workshops, it was observed that the design and format of the Job Cards varies across the country. While some States/UTs have maintained a booklet, others have limited the design to a two-page document used as a Job Card. The size of the Job Card also differs from State to State. While A4 is the common size of the paper for most of the States/UTs, some have been using easy-to-manage A5 size Job Cards. Despite the variations in the design, it was also observed that the States/UTs have used the Job Card as an IEC tool for furnishing important information about the programme.

Consultation

The observations from the field brought forward important learnings about the usage of existing Job Card formats in practice across States/UTs. The Job Cards being a vital document requires to be uniform and consistent across the States. In this regard, a consultation meeting was organised by the Ministry of Rural Development (MoRD) on 10 February 2017, at Krishi Bhawan, New Delhi. Six States, namely Chhattisgarh, Meghalaya, Karnataka, Tamil Nadu, Telangana and West Bengal participated in the Consultation and presented their Job Cards for discussion before the Ministry. The design, layout and different unique features of the Job Cards deployed by States were discussed in detail.

While there were noticeable variations among the Job Cards of the different States, many innovative features were observed. During the consultation, it was pertinent to note that all the States had held thorough review of the contents of Job Card and its design.

Based on the observations from the States during field visits, the review of practices in place, and the inputs received during the Consultation, the Ministry proposes an indicative framework for standardising the Mahatma Gandhi NREGA Job Card.

III. Framework

A Job Card is an entitlement of every Mahatma Gandhi NREGA worker under the statutory provision of the Mahatma Gandhi NREG Act 2005. It not only provides an eligible individual, the right to work, but also serves as a basic identity proof. The following are the basic/ minimal requirements that should be ensured in every Mahatma Gandhi NREGA Job Card issued to beneficiaries across the country.

1. Content
2. Layout
3. Cost
4. Implementation

1. Content

The contents of the Mahatma Gandhi NREGA Job Card must be written in the respective regional language. Essential details to be included in the respective sections of the Job Card are listed below:

1. a) Front Cover Page

- i. **‘Mahatma Gandhi National Rural Employment Guarantee Act’** to be written on top.
- ii. Mahatma Gandhi NREGA Logo is mandatory and should be placed/printed on top left. State/ UT Logo (if available) should be placed on top right.
- iii. Title - ‘JOB CARD’ to be printed in between the two logos. For Vulnerable Category Job Cards, ‘SPECIAL CATEGORY’ should be mentioned just below the title.
- iv. QR Code* (if available) to be mentioned on the right.
- v. Mahatma Gandhi NREGA Job Card Number may be printed in the following format:

State Code	District Code	Block Code	Gram Panchayat Code	Household Number
------------	---------------	------------	---------------------	------------------

The Household number (last five digits) may be written separately in the last box, as that is the unique number for the beneficiary household, and may be remembered with ease.

- vi. Name of the Head of the Household.
- vii. Job Card Issue Date and Validity period.
- viii. Category of the Household: (SC/ ST/ Women headed household/ PWD/ FRA, etc.)
- ix. Address of the Household.
 - x. Name of the Village.
 - xi. Name of Gram Panchayat.
 - xii. Name of Block.
 - xiii. Name of District.
 - xiv. SECC Tin number (if available)

Two types of Job Cards are proposed: one for the “General Category” and the other for the “Special Category”.

The background colour for the front cover page of the Job Card for General category is proposed as Yellow with text printed in Blue with a Blue band on top. The Job Cards for Special Category may have a Green band on top for easier identification of those households.

Para 1 (Schedule II) of the Mahatma Gandhi NREGA 2005 mentions of special protection in providing work, work evaluation and work site facilities if the job seeker is a single woman or disabled person or aged person or released bonded labour or belonging to Particularly Vulnerable Tribal Group.

The colour specifications and other details are illustrated in the sample of the front cover page attached as **Annexure I**.

***QR Code (Quick Response Code)** is a new feature introduced on the Mahatma Gandhi NREGA Job Card by few States. This advanced feature enhances the transparency in the implementation process. The QR code may incorporate details like the Job Card number, details of work demanded and received by the household, status of payment for work etc. thus supporting better monitoring of processes on ground in less time.

1. b) Front Cover Page (Inner side)

The content on the inner side of the cover page is for the details of all members of the Household who are eligible and willing to work under Mahatma Gandhi NREGA. The details of the Head of the Household should be mentioned first, followed by the details of the rest of the members who are eligible and willing to work under Mahatma Gandhi NREGA.

Title of the page – HOUSEHOLD DETAILS

- i) **Name of the Head of the Household:**
- ii) Age on date of registration:
- iii) Gender:
- iv) Mobile Number (if available):
- v) Photograph (attested by Programme Officer) on the right side

The above provision is for the Head of the Household, and the below provision is for rest of the members in the Household who are willing to work under Mahatma Gandhi NREGA. The inner side of the front cover of the Job Card should include provision for filling in details of Head of the Household + 3 to 4 members.

- i) **Name of the member of the Household:**
- ii) Relationship with the Head of the Household:
- iii) Age on date of registration:
- iv) Gender:
- v) Mobile Number (if available):
- vi) Photograph (attested by Programme Officer) on the right side

There should be space for the thumb impression/ signature of the head of the family, and the signature of the Programme Officer (with seal) at the bottom of the inner side of the front cover.

The background colour for the front cover page (inner side) of the Job Card is proposed as Yellow, and the text in Blue. A sample of the front cover page (inner side) is attached as **Annexure II**.

1. c) Inner pages

Work is provided to any eligible person who demands work and is willing to do casual manual labour. The Mahatma Gandhi NREGA 2005 mandates the provision of work within 15 days of the demand being registered. A Job Card being an entitlement card also records the details of work demanded by the beneficiaries, work allocated and wages paid for the same.

The first page of the Job Card should provide basic information of Mahatma Gandhi NREGA. Following are the pages that should be included as inner pages after the introductory page:

- i) Employment Sheet (20 sheets / folded)
- ii) Person-days Matrix / Attendance Sheet (5 sheets for 5 years / folded)

Formats of the pages are explained below:

i. Employment Sheet

Title: EMPLOYMENT SHEET

Wage Rate: _____ Financial Year: _____

The following details may be mentioned in a tabular format. The sample illustration is attached as **Annexure III**.

- a) Name of registered member demanding work:
- b) Date of demand:
- c) Period of demand (including from and to dates):
- d) Period of work (including from and to dates):
- e) Number of days worked:
- f) E-muster roll number:
- g) Wage Amount:
- h) Signature of Gram Rozgar Sahayak/ authorized functionary:
- i) Wage payment date:
- j) Unemployment allowance, if any:

The details of work demanded and work provided may be written side by side for easy understanding of the workers and monitoring by the officials. As the Mahatma Gandhi Job Card is prepared for a period of five years, it is proposed to devote a minimum of 20 employment sheets (4 pages for each Financial Year) for recording the above-mentioned details.

ii. Person-days Matrix / Attendance Sheet

A unique feature observed in the Job Cards of a few States is a matrix which keeps a count of the total days of work provided to the household. The matrix includes boxes with numbers 1 to 150 which denotes the 150 days (100 + additional 50 for special circumstances such as droughts, etc.) of employment that can be received in a year. On receiving the day's work, the column is marked.

This simple yet effective tool helps in calculating the total number of days of work provided in a year and in the process, helps the beneficiary household in monitoring and keeping track of their entitlement. It is suggested that a total of five matrices denoting one for each Financial Year is provided in the last 5 pages of the Job Card booklet. A sample matrix is attached as **Annexure IV**.

A Person-days and Wage Table detailing each financial year's total person-days provided and the respective wage received can also be drawn in the Job Card. This information summarises the participation of the household under Mahatma Gandhi NREGA.

1. e) Back-Cover Page (Inner and outer side)

A Mahatma Gandhi NREGA Job Card is an important document in possession of a beneficiary. It is not only an entitlement cum identity card, but can additionally be used as an IEC tool. Important information related to the programme can be furnished, which will be useful for the beneficiary to know his/ her entitlements as well as salient features of the programme.

The Back-Cover page (inner and outer side) can be utilised for generating awareness about Mahatma Gandhi NREGA. Some of the details that can be mentioned in this space are as follows:

- List of individual works permissible under Mahatma Gandhi NREGA
- Various processes of Mahatma Gandhi NREGA
- Details of grievance redressal procedure
- Contact details of Ombudsman
- Additionally, other local emergency contact details may be included.

The Mahatma Gandhi NREGA Toll Free Help Line Number may be essentially provided on the outer side of the back-cover page. The background of the cover page (inner and outer side) may be yellow in colour. A sample of the back-cover page (outer side) is attached as **Annexure V**.

1. f) **Additional Information**

In addition to the mandatory information and the suggestive details mentioned above, States may include any information they find important. The Mahatma Gandhi NREGA Job Card is widely accepted as a proof of identity. Details of Life Insurance, other State schemes, BPL number, area of farm field possessed by the household, major source of income of the household, etc. may be added as per the choice and requirement of the State, and without affecting the key purpose of the Mahatma Gandhi NREGA Job Card.

2. **Layout**

A booklet format is proposed for the Job Card under Mahatma Gandhi NREGA. A Job Card is valid for five years from the date of issue, and hence factors such as the durability and proper provision for filling up of information for 5 years must be ensured by providing enough space.

A booklet of A5 size (portrait layout) with a minimum of 25 pages excluding the cover pages is proposed.

2. a) **Cover pages**

Considering the durability of the Job Card, it is suggested that the Cover Pages (front and back) may be of 300 GSM glossy paper. The inner and outer portions of the front and back cover pages may be laminated, and multi-colour printing is suggested for these pages. Variable data printing may be enabled on the cover pages. Background colour of the cover pages on the front and back may be Yellow in colour and the text may be in Blue (Illustration in **Annexure I**).

2. b) **Inner pages**

The Job Card booklet may include a minimum of 25 pages of 90 GSM maplitho paper with single colour printing, and 85 percent brightness. The inner pages may be White in colour and the printed text may be in Black.

2. c) **Binding**

The booklet should be centrally stapled with 2 SS (Stainless Steel) pins.

3. Cost

The State shall ensure that the cost of the Job Card is kept at minimum and may be borne from the Administration Cost Component.

4. Implementation

The States/ UTs may incorporate the indicative guidelines into the new Job Cards being issued under Mahatma Gandhi NREGA from May 2017. However, those States which have already issued new Job Cards post the Job Card verification process undertaken during FY 2016-17 may continue with the newly issued job cards, and ensure that the indicative guidelines are incorporated during the next round of Job Card updation/ verification process in the State/ UT.

The State IEC Nodal Officer (or the person in charge) is responsible for incorporating the indicative framework into the State's framework/ guideline for Mahatma Gandhi NREGA Job Cards. The responsibility for implementation is entrusted upon the Programme Officer/ District Programme Coordinator/ the State Government. S/he may ensure the printing and distribution of Mahatma Gandhi NREGA Job Cards to all the beneficiaries with suggested standard information. The Technical Assistants and the Gram Rozgar Sahayak (or the authorized functionary) may support the BDO in the implementation process at the Gram Panchayat level.

FRONT SIDE COVER INSIDE PAGE

HOUSEHOLD DETAILS	
NAME OF THE HEAD OF FAMILY : _____ AGE (as on date of registration) : _____ GENDER : _____ MOBILE NO. : _____	PHOTOGRAPH (ATTESTED)
REGISTERED MEMBER : _____ RELATION WITH HEAD OF THE HH: _____ AGE (as on date of registration) : _____ GENDER : _____ MOBILE NO. : _____	PHOTOGRAPH (ATTESTED)
REGISTERED MEMBER : _____ RELATION WITH HEAD OF THE HH: _____ AGE (as on date of registration) : _____ GENDER : _____ MOBILE NO. : _____	PHOTOGRAPH (ATTESTED)
REGISTERED MEMBER : _____ RELATION WITH HEAD OF THE HH: _____ AGE (as on date of registration) : _____ GENDER : _____ MOBILE NO. : _____	PHOTOGRAPH (ATTESTED)
_____ HEAD OF THE HH's SIGNATURE / THUMB IMPRESSION	_____ PROGRAMME OFFICER SIGNATURE (WITH SEAL)

COLOUR VALUES

YELLOW

C:	6	%
M:	1	%
Y:	81	%
K:	0	%

BLUE

C:	73	%
M:	64	%
Y:	0	%
K:	0	%

BROWN

C:	27	%
M:	73	%
Y:	83	%
K:	18	%

Note: The Mobile Number if available, may be provided.

ANNEXURE IV

ATTENDANCE SHEET

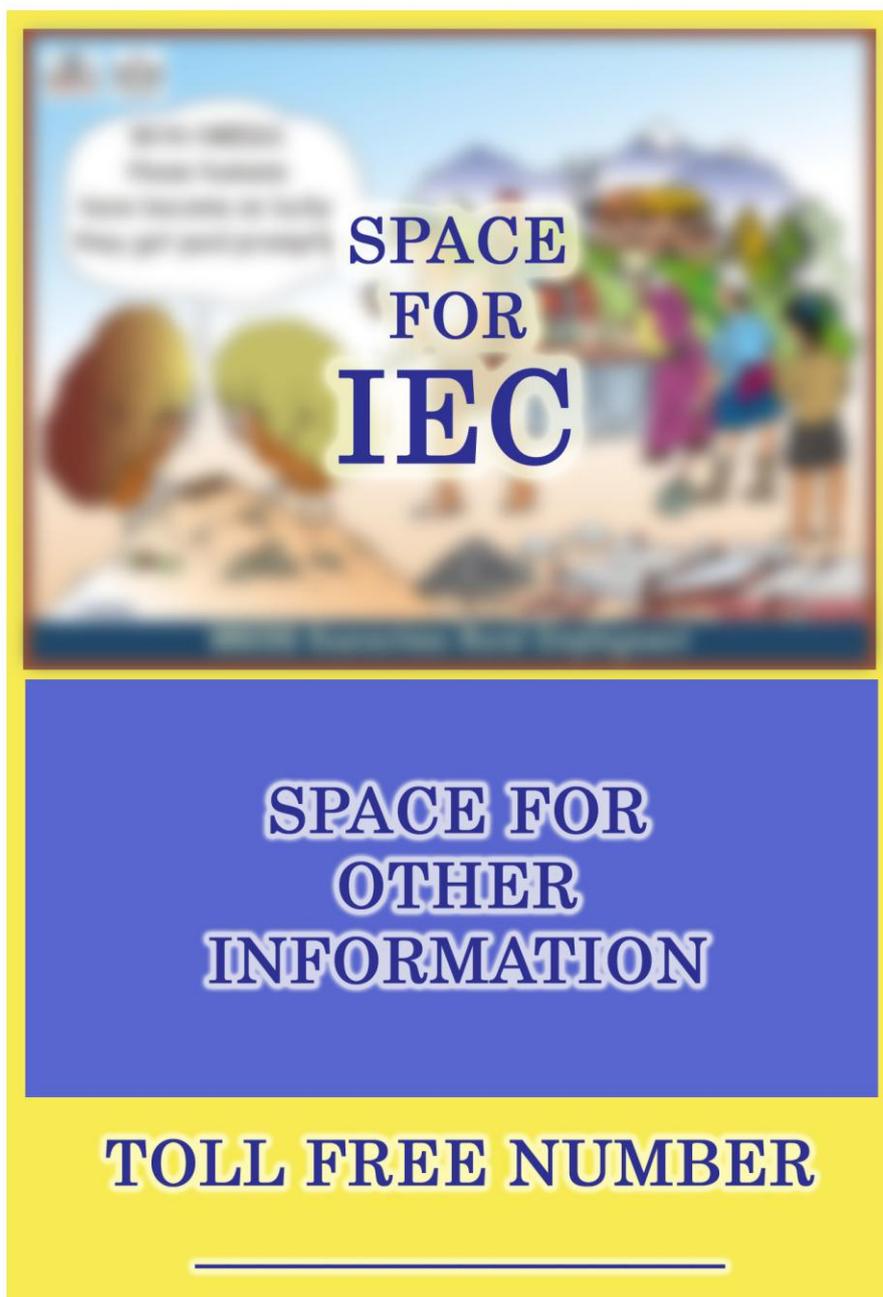
FINANCIAL YEAR :														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150

COLOR - BLACK & WHITE

+ FOLD HERE

PAGE SIZE - A5 BOTH SIDE

BACK SIDE COVER OUTSIDE PAGE



COLOUR VALUES

<p>YELLOW</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td>C:</td><td>6</td><td>%</td></tr> <tr><td>M:</td><td>1</td><td>%</td></tr> <tr><td>Y:</td><td>81</td><td>%</td></tr> <tr><td>K:</td><td>0</td><td>%</td></tr> </table>	C:	6	%	M:	1	%	Y:	81	%	K:	0	%	<p>BLUE</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td>C:</td><td>73</td><td>%</td></tr> <tr><td>M:</td><td>64</td><td>%</td></tr> <tr><td>Y:</td><td>0</td><td>%</td></tr> <tr><td>K:</td><td>0</td><td>%</td></tr> </table>	C:	73	%	M:	64	%	Y:	0	%	K:	0	%	<p>BROWN</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td>C:</td><td>27</td><td>%</td></tr> <tr><td>M:</td><td>73</td><td>%</td></tr> <tr><td>Y:</td><td>83</td><td>%</td></tr> <tr><td>K:</td><td>18</td><td>%</td></tr> </table>	C:	27	%	M:	73	%	Y:	83	%	K:	18	%
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Note: The layout, design and content suggested above have been adapted after deliberations and discussions with many States. We sincerely thank all the States for their valuable inputs and suggestions.