

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



क्रमांक एफ 1(22)ग्रावि/नरेगा/टीएससी/2011-12

जयपुर, दिनांक :

14 MAY 2012

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

विषय :- महात्मा गांधी नरेगा योजना के साथ कर्नलजेन्स कर सम्पूर्ण स्वच्छता अभियान  
द्वारा व्यक्तिगत शौचालय निर्माण के संबंध में।

संदर्भ :- विभागीय समसंख्यक पत्रांक दिनांक 28.02.2011

महोदय,

संदर्भित पत्र द्वारा उपरोक्त विषय के संदर्भ में की जाने वाली कार्यवाही हेतु निर्देश जारी किये गये थे। केन्द्र सरकार द्वारा दिनांक 10.05.2012 को उक्त संदर्भ में नये दिशा निर्देश जारी किये गये हैं। जिसके अनुसार व्यक्तिगत शौचालय के निर्माण हेतु 20 मानव दिवस तक अकुशल श्रम एवं 6 मानव दिवस तक कुशल श्रम उपलब्ध कराए जाने की व्यवस्था की गई है। महात्मा गांधी नरेगा योजनान्तर्गत प्रति व्यक्तिगत शौचालय पर कुल व्यय रु. 4500/- से अधिक नहीं होगा।

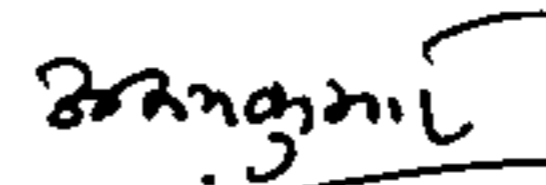
केन्द्र सरकार द्वारा जारी दिशा निर्देशों की प्रति संलग्न कर निर्देशित किया जाता है कि निम्नानुसार कार्यवाही सम्पादित कराए जाने की व्यवस्था करावें :-

- केन्द्र सरकार द्वारा जारी नये दिशा निर्देशानुसार कार्यवाही की जावे।
- पूर्व में जारी की गयी स्वीकृतियों को नये दिशा निर्देशानुसार संशोधित की जावें।

पूर्व में योजनान्तर्गत कार्य की अधिकतम स्वीकृति रु. 1190/- तक की जा सकती थी। वर्तमान में इसे बढ़ा कर अधिकतम रु. 4500/- किया गया है। यह वृद्धि 10 प्रतिशत से अधिक होने के कारण तकनीकी मार्गदर्शिका के बिन्दु संख्या 7.4.2 (viii) के अनुसार संशोधित तकनीकी स्वीकृति जारी किये जाने का अधिकार मूल तकनीकी स्वीकृति जारी करने वाले से उच्च तकनीकी अधिकारी द्वारा किये जाने के प्रावधान में छूट देते हुए इस कार्य हेतु संशोधित तकनीकी स्वीकृति मूल तकनीकी स्वीकृत अधिकारी द्वारा किये जाने की अनुमति प्रदान की जाती है।


भवदीय

संलग्न: उपरोक्तानुसार।

  
आयुक्त एवं शासन सचिव, ईजीएस

प्रतिनिधि:

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

  
परि.निदे. एवं उप सचिव, ईजीएस

**GUIDELINES  
FOR  
TAKING UP WORKS RELATING  
TO  
ACCESS TO SANITATION FACILITIES**

**INSTRUCTIONS UNDER SCHEDULE 1 PARA 1B (XV)  
OF  
MAHATMA GANDHI NREGA**

**(File No. J-11013/01/2011 MGNREGA (Pt. VI), Dated: 10-05-2012)**

**Mahatma Gandhi NREGA Division,  
Department of Rural Development,  
Ministry of Rural Development,  
Government of India**

May, 2012

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## LIST OF ABBREVIATIONS

|                      |   |
|----------------------|---|
| AS&FS                | Administrative & Financial Sanction                       |
| DPC                  | District Programme Coordinator                            |
| GOI                  | Government of India                                       |
| GP                   | Gram Panchayat  |
| Unique ID Number     | Unique Identification Number                              |
| IHHL                 | Individual Household latrine                              |
| J.EN                 | Junior Engineer   |
| Mahatma Gandhi NREGA | Mahatma Gandhi National Rural Employment Guarantee Act    |
| MGNREGS              | Mahatma Gandhi National Rural Employment Guarantee Scheme |

|      |   |
|------|---|
| MORD | Ministry of Rural Development             |
| MDWS | Ministry of Drinking Water and Sanitation |
| PO   | Programme Officer                         |
| SLWM | Solid and Liquid Waste Management         |
| SOR  | Schedule of Rates                         |
| TA   | Technical Assistant                       |
| TS   | Technical Sanction                        |
| TSC  | Total Sanitation Campaign                 |

**GUIDELINES FOR PLANNING, EXECUTION AND MONITORING OF WORKS RELATING TO ACCESS TO SANITATION FACILITIES, INSTRUCTIONS UNDER SCHEDULE 1 PARA 3 (XV) OF MAHATMA GANDHI NREGA**

**1. CONTEXT:**

Ministry of Rural Development, Government of India had vide notification no S.O. 2265(E) & S.O. 2266(E) dated 30<sup>th</sup> September, 2011, expanded the scope of works under schedule 1 Para 1 (ix) to include Access to Sanitation facilities and issued operational guidelines for these works. As per extant guidelines, assistance under MGNREGA is available for construction of IHHL up to sub structure level. Based on the requests and feedback from States, it has been decided to revise these guidelines. In supersession of guidelines issued on 30<sup>th</sup> September, 2011, revised guidelines as follows will be applicable.

**2. OBJECTIVES:**

The objectives for including access to sanitation facilities are as follows:

- a) Improve the quality of life of the rural people and thereby strengthen the base of rural livelihood
- b) To create durable assets in rural areas and improve the infrastructure at village level.
- c) Accelerate sanitation coverage in rural areas by providing privacy and dignity to women.

**3. ACTIVITIES THAT CAN BE UNDERTAKEN UNDER MGNREGA IN ACCORDANCE WITH THESE GUIDELINES:**

- a) *Construction of Individual Household Latrines (IHHL)* as per instructions/ guidelines of "Total Sanitation Campaign" administered by Ministry of Drinking Water and Sanitation (MDWS). Assistance from MGNREGA for IHHL will however, be limited to provisions in para 7 below.
- b) Construction of Anganwadi Toilet unit and School Toilet Unit as Institutional Projects.
- c) Solid and Liquid Waste Management (SLWM) works in proposed or completed Nirmal Grams.

#### 4. DESIGNS/SPECIFICATIONS:

a) The designs/ specifications would adhere to instruction/guidelines issued by Ministry of Drinking Water & Sanitation, GOI. Local design variation depending on the geo climatic conditions and construction material will also follow instructions/ guidelines of Ministry of Drinking Water & Sanitation, GOI

b) If a beneficiary chooses to make IHHL of a superior design/ bigger dimensions, same will also be accepted. However, payment from MGNREGA will be restricted to provisions given at Para 7 of these guidelines.

#### 5. NON-NEGOTIABLES IN WORK EXECUTION:

- a) Only Job Card holders will be employed for the unskilled part of work. For IHHL, it is necessary that the beneficiary also works on his/her IHHL. If the beneficiary does not hold a job card , he/she should apply for one.
- b) Muster Rolls will be maintained on the worksite, with copies in the Gram Panchayat. All data will also be in public domain and will be entered on nrega.nic.in
- c) Wage payments will be done through banks/ post office accounts only unless exempted by MoRD.
- d) No contractor and machine will be deployed for construction of toilet units.
- e) Record of employment generated will be maintained separately.
- f) In case of IHHL, the individual household beneficiary shall be a household eligible under MGNREGA for work on private land/homestead.
- g) All sanitation facilities projects shall be part of District TSC plan, approved by the Gram Sabha and the Gram Panchayat and shall also be a part of the annual shelf of projects identified under MAHATMA GANDHI NREGS.
- h) Toilets under 3 (a) and 3 (b) above may be taken up under MGNREGA, only if these have not already been constructed under TSC.
- i) The entire IHHL unit will be treated as a MGNREGA project for the purposes of (a) giving a unique work ID (b) entry in Works & Asset register (c) Social Audit by Gram Sabha (d) evaluation by Vigilance and Monitoring Committee.
- j) Each GP will maintain a complete list of all IHHLs, School Toilets and Anganwadi Toilets whether completed by as works in MGNREGA or otherwise. In the asset register, the breakup of the assistance/incentive utilised from TSC, State incentive, beneficiary's own contribution and the expenditure from MGNREGA should be shown separately.

#### 6. CONFORMITY TO MAHATMA GANDHI NREGA PROCESSES IN PLANNING AND EXECUTION:

### 6.1 PLANNING:

- a) A combined list of all the eligible beneficiaries from a village/ ward or Gram Panchayat desirous of constructing IHHLs may be prepared. This list will be put up in the Gram Sabha for approval and inclusion in shelf of projects. A combined AS/FS will be issued for all IHHL's that are approved by Gram Sabha.
- b) Sanctions for each of the Institutional Projects and SLWM works will be accorded individually.

### 6.2 ESTIMATES:

- a) After the works are given AS/ FS,, the concerned Technical Assistant/ Junior Engineer of the Panchayat/ Line department will prepare estimates of the works as per drawing/ design/ specification for sanitation facilities and prevailing SOR for MGNREGA works in the area.
- b) Estimate of IHHL will be based on the typed design of MDWS and TS will be issued as per the list of beneficiaries approved by Gram Sabha.
- c) The TS for these works will be issued by the concerned as per norms/ power delegated for MGNREGA works.

### 6.3 EXECUTION:

- a) The concerned GP will be the Implementing Agency.
- b) On receipt of a request from the GP, the PO will issue muster rolls.
- c) Every IHHL, School Toilet Unit, Anganwadi Toilet, and SLWM project will be treated as independent work and muster roll issued accordingly.
- d) The format for these musters may be modified so as to manage this work efficiently. However, minimum features as prescribed in the Schedules of MGNREGA will need to be incorporated.
- e) A mate may be deployed for every 15-25 IHHL's (depending upon the Geographical spread of the IHHL's) proposed to be taken up in a Gram Panchayat at one time, in addition to institutional toilets proposed for construction and falling in his area. The designated mate will be responsible for the following:
  - i) Maintain muster for all the IHHL's/ Institutional Projects in the GP/Village/locality assigned to him.
  - ii) Record attendance for skilled and unskilled labour.
  - iii) Ensure that the construction is, at the least, as per the design specified by the MDWS and will certify to that effect.

- iv) Upon completion of assigned IHHL to him/her, the mate will sign the muster roll for attendance and for the quantity of work done and hand it over to the Junior Engineer/Technical Assistant for further processing.
- v) The TA/JE would then proceed to record the MB for all such units.

f) The work of IHHL should be completed by deploying a maximum of 20 unskilled person days and 6 skilled person days (mason/ plumber). For sanitation facilities other than IHHL, the work will be completed as per prevailing SoRs.

g) For sanitation facilities other than IHHL, the measurement of the work will be made weekly by the concerned TA/ J.En as per the norms under MAHATMA GANDHI NREGA. The entries of measurement with assessment of work will be entered in measurement book as well in the muster roll. For IHHL, the measurement of the work will be made on completion of unit.

h) In the construction of IHHL, Anganwadi Toilet and School Toilet unit, the GP with the help of TSC team will ensure that all activities and supply of material are planned and executed in such a way that there is continuity in execution and completion of work.

#### 7. MODE OF EXPENDITURE:

7.1 For the construction of sanitation facilities, expenditure for the following activities will be met from funds under MAHATMA GANDHI NREGA and through muster rolls as per MAHATMA GANDHI NREGA process:

- a) Unskilled labour (up to 20 person days) and skilled labour (up to 6 person days, under material component under MAHATMA GANDHI NREGS") on construction of Individual Household Latrine. The total amount to be booked under MGNREGA will however not exceed Rs.4500 per IHHL.
- b) The cost incurred in providing skilled labour will be booked under material component as per the provision of the MGNREGA.

7.2 Remaining activities required to be carried out for construction of IHHL will be funded from programme under Total Sanitation Campaign (TSC) utilizing incentive provided by MoDWS/State Government or beneficiaries' own contribution.

7.3 The payment of unskilled and skilled labour worked under MAHATMA GANDHI NREGA will be made only after measurement is taken, assessment of work made with respect to task and duly entered in Muster roll and Measurement Book by the TA/ J.En.

#### 8. MONITORING AND REPORT:



Progress of construction of sanitation facilities under MAHATMA GANDHI NREGS shall be the responsibility of the District Programme Coordinator (DPC) and the agency implementing TSC as mentioned in the respective guidelines. The construction of all sanitation facilities under MAHATMA GANDHI NREGS will be subject to social audit as per MAHATMA GANDHI NREGA and TSC regulation/guidelines. Appropriate monitoring mechanism shall be adopted for reporting of IHL constructed and expenditure incurred through convergence using funds from both TSC and MGNREGS by developing joint format in online reporting system of MGNREGS and IMIS of TSC so as to avoid duplicate and dual reporting of the physical and financial progress. The reporting shall be through district implementing agency compiling Gram Panchayat wise data on monthly basis.

These guidelines are issued in concurrence with Ministry of Drinking Water & Sanitation

  
( D.K. Jain )

Joint Secretary(MGNREGA)