

GOVERNMENT OF RAJASTHAN  
RURAL DEVELOPMENT & PANCHAYATI RAJ DEPARTMENT

No. PS/RD & PR/2008

Dated : 04.09.2008

All Collectors & District Programme Co-ordinators,  
National Rural Employment Guarantee Scheme,  
Rajasthan.

Sub : Annual Performance Appraisal of Project Officers, NREGA - Key Performance Indicators.

Sir/Madam,

Project Officer, NREGA is a key statutory functionary in implementation of the processes of NREGA and achieving the main objectives of NREGA i.e. (a) providing 100 days employment to each household reporting on work and (b) creation of durable assets.

Right from preparation of Annual Action Plan, Labour Budget, Starting of works, Execution of works, Supervision & Transparency, Operationalization of MIES, Payment of wages, Accounts & Audit and Monitoring & Evaluation, Project Officer, NREGA has a key role to perform.

However, experience of past two years have shown that in the absence of specific deliverables prescribed for Project Officers, most of the PO's have not focussed on key areas of the programme with the result that in many areas, the results have been sub-optimal.

In order to improve efficiency of the Project Officer and make him/her accountable for performance, key deliverables have been fixed which are enclosed herewith. Each deliverable has also been assigned marks out of which, the assessing authority i.e. DPC will give marks for each activity based on performance and then totality. The grading to be done will be as under :


A+	:	90% & above (Performance to be rated as outstanding)
A	:	Between 75 - 90% (Very Good)
B+	:	Between 60 - 75% (Good)
B	:	Between 50 - 60% (Average)
C	:	Below 50% (Adverse entry)

Project Officers on contract basis and whose scoring will be below 50%, their period of contract will not be extended. In case of regular PO's, an adverse entry would be recorded by the Reporting Officer.

This system would come into force from the year 2008-09. It would be advisable for the DPC's to issue monthly rating to PO's so that they get a chance to improve where they lag behind. All Project Officers should also be informed about this Annual Performance Appraisal system.

Encl : As above.

Yours faithfully,

  
**(Ram Lubhaya)**  
Pr. Secretary to Government

**KEY RESULT AREAS FOR PROJECT OFFICERS, NREGA FOR ASSESSMENT  
OF THEIR ANNUAL PERFORMANCE**

S. No.	Activity	Key Deliverables	Weightage assigned (marks)
1	2	3	4
1	100 days completion of work by households reporting on works	At least 80% of the households complete 100 days work in a year	20
2	Creation of durable assets	(i) The Annual Action Plan and Labour Budget Estimates is strictly prepared as per the instructions given in the letter No. PS/RD & PR/2008 dated 26 <sup>th</sup> August, 2008 from Pr. Secretary, RD & PR. (ii) 40% material component is fully utilized. (iii) The Sr. T.A. and Jr. T.A. carries out test checks of works to ensure quality of works. (iv) 100% inspection of works by PO.	15
3	Operationalization of MIES	(i) Timely submission of Fortnightly Progress Reports to DPC. (ii) 100% entry of muster roll. (iii) Operationalization of works & accounting modules of MIES fully.	10
4	Accounts & Audit	(i) Ensure 100% payment of wages through postal/bank accounts. (ii) UC's of all advances given to PIA's & Panchayats are received & adjusted within 3 months from the date of giving advance. (iii) 100% Completion Certificates of completed works to be obtained as per provisions of Grameen Karya Nirdeshika & adjusted within the prescribed time schedule. (iv) Have Social Audit done for 100% Panchayats twice in a year as per the Social Audit Manual through close co-ordination with DPC & BDO. (v) Reply all Audit Paras, Draft Paras, Factual Statements within the stipulated period.	10
5	Transparency & Accountability	(i) All complaints to be enquired & disposed off within 7 days as per Section 23(6) of NREGA. (ii) 100% compliance of instructions for display of records in the office of PO & the Panchayats. (iii) Inspect 100% works himself/herself every month & ensure prescribed touring by Technical staff under his/her control. (iv) Institutionalise the system of daily allotment of work to Groups & measurement through Mate.	15

		<ul style="list-style-type: none"> <li>(v) Boards on all worksites displaying information of works in prescribed formats and task to be performed by labourers are available on each site.</li> <li>(vi) Muster rolls &amp; Job cards are available on worksites.</li> <li>(vii) Entries of wage payment are made in Job cards (100%).</li> <li>(viii) All unused muster rolls are collected within 2 days of starts of fortnight.</li> <li>(ix) Muster rolls based on Form VI are issued in time to Panchayats.</li> <li>(x) Ensure wide publicity of the scheme through IEC with particular focus on rights of labourers.</li> </ul>	
6	Payment of wages	<ul style="list-style-type: none"> <li>(i) 100% labourers get payment within the stipulated time in Section 3(3) of NREGA.</li> <li>(ii) Ensure payment of minimum wage to maximum number of labourers through Group work allotment &amp; Group payment and supervision by Mates &amp; Technical staff.</li> </ul>	10
7	Monitoring & Evaluation	<ul style="list-style-type: none"> <li>(i) Ensure that each Panchayat has sufficient number of sanctioned works to meet demand for labour.</li> <li>(ii) All registered households get the job cards within 15 days after verification.</li> <li>(iii) On the basis of fortnightly progress report : <ul style="list-style-type: none"> <li>(a) Identify Panchayats &amp; Villages where no labour or very low labour deployment, ascertain reasons &amp; take corrective steps immediately.</li> <li>(b) Identify works where wage rate is very low and enquire into it and take steps for improvement.</li> <li>(c) Identify works which have not been completed in time and ensure timely completion.</li> <li>(d) Review requirement of funds by PIA's, balance lying with them and UC's submitted &amp; adjusted.</li> </ul> </li> </ul>	10
8	Enforce statutory labour welfare measures under NREGA Act.	<ul style="list-style-type: none"> <li>(i) Worksite facilities at 100% works.</li> <li>(ii) Timely payment of compensation to labourers admissible under the provisions of the Act.</li> </ul>	10