



Standard Operating Procedure

on

Implementation of Mahatma Gandhi NREGA

to meet the challenges arising out of #COVID-19 pandemic

World is at a crucial juncture in its fight against COVID-19. The state of Assam has responded with urgency and determination. The department of Panchayat and Rural Development, Assam has also aggressively stepped up various response measures - find, isolate, provide one time financial assistance etc. The officials, PRIs, field level functionaries stand together in solidarity with the rural poor in-order to resolve this unprecedented challenge.

Keeping in view of the distressed situation among the rural poor and labourers erstwhile migrated to cities and even outside the State of Assam, now have returned to their own villages and in order to provide handholding support in terms of livelihood security to these people as well as the targeted vulnerable sections such as **landless** and **manual casual labour** or **deprived** section as per the SECC 2011 & households of **SC families, ST families, PMAY-G beneficiaries, SHG's members, Women headed families & Differently-abled headed families.** Mahatma Gandhi NREGA can be the best available options to provide wage employment and thereby creating sustainable individual and community assets for enhancing livelihood security directly linked to livelihood i.e. Agriculture, Horticulture, Sericulture, Fishery and livestock. The department has decided to implement various Individual and community schemes under Mahatma Gandhi NREGA by way of following due process on war footing basis in order to provide wage employment to the rural poor so that the rural poor gets the complete benefit of this flagship schemes in this distress situation.

To ensure the co-ordination amongst the officials responsible for proper and timely implementation of Mahatma Gandhi NREG Schemes, an activity calendar for inter-se allocation of responsibilities pertaining to the activities or sub-activities to be carried out has been framed.

Activity Calendar to meet the challenges arising out of #COVID-19 pandemic

Date/Period	Regular Activities for the year	Who will do	Who will Supervise & provide Guidance	Who will Monitor <small>whether activities are being performed at levels prescribed</small>
All working days	Receive applications of demand ¹ for work with period	GRS	G.P. Secretary	PO, MGNREGA

¹ PO, MGNREGA must take proactive steps to register demand and provide work to needy households that are listed as **landless** and **manual casual labour** or **deprived** as per the SECC 2011 & also households of **SC families**, **ST families**, **PMAY-G beneficiaries**, **SHG's members**, **Women headed families** & **Differently-abled headed families**, who are willing to work.

Instantly	Allocation [#] of the works ² to the applicants who demanded for work	GRS & AE	Assistant Engineers	PO, MGNREGA
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² As per the provisions of Para 9, Schedule I of the Mahatma Gandhi NREGA, “adequate shelf of works shall be maintained by every Gram Panchayat to meet the expected demand for work in such a way that at least one labour intensive public work with at least one work which is suitable for **particularly Vulnerable Groups especially the aged and the disabled** which shall be kept open at all times to provide work as per demand.” **PO, MGNREGA and DPC, MGNREGA must ensure that an adequate shelf of works is approved and made available in every Gaon Panchayat/ VCDC at all times to meet the demand for work of the job seekers.**

Labour-intensive works creating Public Assets will include

- (1) Land Development works (Waste lands/Fallow Lands/Waterlogged Areas) for improving agriculture activities,
- (2) Bench Terrace (Level/Upland),
- (3) Embankments (Flood control/Rural Connectivity),
- (4) Bunds (Peripheral/farm/field/Contour/Graded of Earthen/Pebble/Stone),
- (5) Check Dams (Brushwood/Earthen/Boulder/Masonry/CC),
- (6) Underground Dykes,
- (7) Gully Plugs (Earthen/Stone boulder),
- (8) Spurs (Wire Crate-Gabion/Stone/Earthen),
- (9) Trenches (Staggered/Continuous Contour/Water Absorption),
- (10) Canals (Feeders/Distributaries/Minors/Sub-Minors/Water Courses),
- (11) Channels (Flood/Diversion/Soakage),

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- (12) Drains (Diversion/Intermediate & Link),
- (13) Ponds (Fisheries/Fish Breeding/Water Harvesting/Stabilization),
- (14) Mini Percolation Tanks,
- (15) Line Plantations (Horticulture/Farm Forestry Trees/Shelter Belt Trees),
- (16) Block Plantations (Biodrainage/Horticulture/Farm Forestry Trees/Forestry Trees/Sericulture,
- (17) Development of Silviculture Grasslands,
- (18) Recharge Pits,
- (19) Play fields.

#Allocation of works should be done such a way so that social distancing could be maintain in the workplaces.

According to Para 10 of Schedule I of the Mahatma Gandhi NREGA, “while opening works in public works category, it shall be ensured that the **ongoing or incomplete works should be completed first.**”

Works creating Assets for SHGs will include

- (1) Work-sheds for Livelihood activities,
- (2) Storage Buildings for Agricultural produce,
- (3) Raising of Nursery,
- (4) Composting Pits (Vermi/NADEP),
- (5) Infrastructure for Liquid Bio Manure.

PO, MGNREGA and DPC, MGNREGA are also advised to take up need based individual assets on the land holdings of

- (1) SC families,**
- (2) ST families,**
- (3) PMAY-G beneficiaries,**
- (4) SHG’s members,**
- (5) Women headed families**
- (6) Differently-abled headed families**
- (7) FRA beneficiaries**
- (8) Small & Marginal Farmers** living in villages on a priority basis.

The thrust shall be on creation of individual assets that lead to sustainable increase in incomes.

Focus should be given in creating Individual Assets where social distancing norms can easily be maintained.

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Works creating Individual Assets will include

- (1) Development of Waste land/Fallow land/Waterlogged Areas for improving agriculture activities,
- (2) Bench Terrace (Level/Upland), Peripheral/farm/field Bunds,
- (3) Irrigation facilities such as Farm Ponds & Canal (Feeders/Distributaries/Minors/Sub-Minors/Water Courses),
- (4) Fish farming Ponds,
- (5) Plantations (Horticulture/Sericulture/Farm Forestry trees),
- (6) Raising of Nurseries,
- (7) Composting pits (Vermi/ NADEP),
- (8) Infrastructure for Azola Cultivation/Liquid Biomanure,
- (9) Animal sheds (Cattle/Goat/Pig/Poultry),
- (10) Soak pits,
- (11) IHHL (Single Unit) *only if funding under SBM (G) is not used.*
- (12) Roof-top Rain Water Harvesting.

Special Note : Care should be taken in (1) Maintaining a distance of 2 meters or 6 feet from each others in panchayats/work places.

(2) Providing Hand washing facilities in panchayats / work places.

(3) Educating the wage seekers for personal protective measures such as wearing a face mask etc..

Instantly	Generating e-MRs ³ from the lists of demand for works duly signed by GRS & G.P. Secretary	CA	Accountant	PO, MGNREGA
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³ For the FY 2020-21, all schemes, the 1st e-MR should be generated for 2 days, 2nd e-MR should be generated for 3 days, 3rd e-MRs should be generated for 4 days, 4th e-MRs should be generated for 5 days & subsequently all e-MRs should be generated for 6 days so that job-seekers get their wages early and regularly.

Before start of work	Installation of Citizen Information Board	AE	JE	PO, MGNREGA
	Activation of VMCs & Conducting an Project Initiation Meeting by ensuring Social Distance	GRS	G.P. Secretary	PO, MGNREGA

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Date/Period	Regular Activities for the year	Who will do	Who will Supervise & provide Guidance	Who will Monitor <small>whether activities are being performed at levels prescribed</small>
Day-1 to Day-2 ³ -6 ³ (T)	Giving attendance using NMMS app / in Muster Roll	GRS	G.P. Secretary	PO, MGNREGA
	Updation the physical Job Cards	GRS	G.P. Secretary	PO, MGNREGA
Day3 ³ -7 ³ (T+1)	Recording of measurements of works in MB	AE	JE	Assistant Engineers
Day4 ³ -8 ³ (T+2)	Management of Muster Rolls and Measurement Books in NREGAs oft	CA	Accountant	PO, MGNREGA
Day5 ³ -9 ³ (T+3)	Generation of Wage slips & FTOs ⁴	Accountant	-	PO, MGNREGA
Day6 ³ -10 ³ (T+4)	Approval and sending of FTOs ⁴ to Bank for the Payment of Muster Rolls	PO, MGNREGA	-	DPC, MGNREGA

⁴ All FTOs must be done in order of date of closing of Muster Roll ensuring prompt and fair payment of wages to the job seekers.

Min 10 days before start of work	Placing requisition for Goods (Materials) and Services (Semi-Skilled & Skilled Labour) against the construction works to PO, MGNREGA on behalf of GP & AP	AE	JE	Assistant Engineers
Min 8 days before start of work	Preparation & Issuing of supply orders for the Goods and Services following public procurement procedures and principles indicated in the General Financial Rules (GFRs)	Accountant	Assistant Engineers	PO, MGNREGA
Within 7 days before start of work	Received Goods and Services at the construction site as per supply order issued	AE	JE	Assistant Engineers
Within 2 days before date of supply	Maintenance of Site Accounts for supply of Goods / Services (Semi-Skilled & Skilled Labour) & Recording measurements of Goods & Services supplied as per supply order issued	AE	JE	Assistant Engineers

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Date/Period	Regular Activities for the year	Who will do	Who will Supervise & provide Guidance	Who will Monitor whether activities are being performed at levels prescribed
Within 1 day after preparation of MB	Management of Bills of supplied Goods & Services including MB in NREGAssoft	CA	Accountant	PO, MGNREGA
Within 2 days after preparation of MB	Generation of Metrical lists & FTOs ⁵	Accountant	-	PO, MGNREGA
Instantly ⁶	Approval and sending of FTOs ⁵ to Bank for the Payment of Bills	PO, MGNREGA	-	DPC, MGNREGA

⁵ All FTOs must be done in order of date of supply of Goods & Services ensuring prompt and fair payment of supplies to the vendors.

⁶ Subject to availability of fund.

NOTE : (1) Payment in Creation of Individual Assets : Full money spent on procurement must be reimbursed in beneficiary's bank account directly.

(a) In case of individual beneficiaries, engaged in horticulture and plantation, the procurement of planting material will be made by the beneficiary from Government nurseries, Approved Private nurseries at the rate fixed by the committee headed by the DPC.

(b) Materials required for the individual works on private lands must be procured by the beneficiary households at the approved rates from any vendor having TIN number.

(2) Programme Officer, MGNREGA & District Programme Coordinator, MGNREGA must ensure that while making payment to Mahatma Gandhi NREG Schemes, the following three mandatory mandates should be strictly maintained :

(1) At least 60 % of expenditure is on payment of Unskilled Wages.

(2) At least 60 % of expenditure is on creation of productive assets directly linked to agriculture and allied activities.

(3) At least 65 % of expenditure is on NRM works in the identified 172 Blocks (24 Districts) under Mission Water Conservation (MWC).

(3) Wherever plantation is done on public lands, the usufruct benefits of these plants should be allocated to vulnerable households.

(4) An individual work should be taken for implementation only after an application received from the eligible household in the prescribed format annexed herewith and the same should be duly approved by the Gaon Sabha and a part of Annual Action Plan.

Application Form for work demand and for MGNREGA work(s) on Individual Land

To, President & G.P. SecretaryGaon PanchayatDev. BlockDistrict	To, Block Development OfficerDev. BlockDistrict	Application Code ----- (To be filled by Office)
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Subject: Application for work and MGNREGA work(s) 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:

Name of the Applicant : -----
Father's / Husband's Name : -----
Address : -----
Job Card Number : -----
Period(s) from which employment is needed : -----
Requirement of Crèche (Yes/No) : -----

I am willing to work for at least 14 continuous days in the work allotted to me. I also want to get :

- (i) Land Development for improving productivity of land / Fallow / Waste Land Development
- (ii) Irrigation Facility - Farm Pond, Dug Well (iii) Fish farming pond / Fish drying yard with Storage
- (iv) Horticulture / Sericulture / Plantation / Farm forestry / Nursery
- (v) Silvopasture /Azolla cultivation (vi) NADEP / Vermi composting / Liquid Bio-Manure pit
- (vii) Soak Pit / Recharge Pit (viii) Poultry shelter/Goat shelter/Pig shelter/Cattle shed

work carried out on my land / homestead.

The required details are as follows :

1. Total land holding, Area : -----Hectare
2. Dag No./ Patta No. : -----/
3. Area on which work is to be carried out : -----Hectare
4. Map of Land / Homestead enclosed : Yes / No
5. The details of Individual Asset(s) already allotted (if any) : -----

I hereby declare that the maintenance of asset created under MGNREGA on my land / homestead, as per the prescribed schedule of maintenance by the Programme Officer, MGNREGA will be my responsibility.

[Signature/ Thumb Impression (LTI /RTI) of the Applicant]

ACKNOWLEDGEMENT RECEIPT

(for office use only)

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

Household belonging to :
5a / 5b / 5c / 5d / 5e / 5f / 5g / 5h / 5i / 5j / 5k

[Signature of G.P. Secretary / Programme Officer]

Households belonging to :

[as defined in Paragraph 5 of Schedule I of Mahatma Gandhi NREG Act' 2005]

- 5a : Scheduled Caste
- 5b : Scheduled Tribe
- 5c : Nomadic Tribe
- 5d : De-notified Tribe
- 5e : Other family below poverty line
- 5f : Women-headed household
- 5g : Physically handicapped headed household
- 5h : Beneficiary of Land reforms
- 5i : Beneficiary under Indira Awaas Yojana / PMAY-G
- 5j : Beneficiary under
Scheduled Tribes and other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 (2 of 2007)
- 5k : Small / Marginal farmer as defined in the
Agriculture Debt Waiver and Debt Relief Scheme, 2008