

[Authorised English Translation]

HARYANA GOVERNMENT

RURAL DEVELOPMENT DEPARTMENT

Notification

The 16th March,2007

No. S. O. 21/C.A. 42/2005/S. 4/2007.--- In exercise of the powers conferred by sub-section(i) of section 4 of the National Rural Employment Guarantee Act, 2005(Act 42 of 2005), the Governor of Haryana hereby makes the following scheme for providing not less than one hundred days of guaranteed employment in a financial year to every household in the rural areas covered under the scheme, namely:-

Chapter-I

- Title of scheme. 1. This scheme may be called the Haryana Rural Employment Guarantee Scheme, 2007.
- Definitions.
2. In this scheme unless the content otherwise requires, -
 - (a) “Act” means the National Rural Employment Guarantee Act, 2005 (Act 42 of 2005) ;
 - (b) “Additional District Programme Coordinator” means the Additional Deputy Commissioner-cum-Chief Executive officer of the District Rural Development Agency ;
 - (c) “Central Rules” means the rules framed by the Central Government under the Act ;
 - (d) “ Panchayat Act” means the Haryana Panchayati Raj Act, 1994(Act 11 of 1994);

- (e) “section” means the section of the Act;
- (f) “State Programme Coordinator” means the Officer of the State Government in the Rural Development Department, not below the rank of Joint Secretary, so designated;
- (g) “State Rules” means the rules framed by the State Government under the Act;
- (h) “Zila Parishad, Panchayat Samiti, Gram Panchayat, Gram Sabha” shall have the same meaning as defined in the Haryana Panchayati Raj Act, 1994(Act 11 of 1994);
- (i) words and expressions used herein but not defined in this scheme, shall have the same meaning as are respectively assigned to them in the Act.

Districts where
Programme will be
implemented
(section -1)

3. The scheme shall come into force and shall be implemented in the districts of Mahendergarh and Sirsa which have been notified by the Government of India and to any other district to be notified by the Government of India subsequently.

Objectives
(section 4)

4. The scheme shall have the following objectives:-

- (a) Primary:- The primary objective of the scheme is to provide for the enhancement of livelihood security to the households in rural areas of the notified areas of Haryana by providing round the year employment with minimum guarantee of one hundred days of wage employment in every financial year to every household whose adult members volunteer to do unskilled manual work.

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- (b) Secondary:-The secondary objective is the creation of durable community, social and economic assets and infrastructural development in rural areas.

Nodal Department of state 5. At the State level, Rural Development Department of the State Government shall be the Nodal agency for implementation of National Rural Employment Guarantee Scheme.

Funding Pattern (section 22) 6. The scheme shall be implemented as a Centrally Sponsored Scheme on cost sharing basis between the Centre and the State Governments in the following manner:-

(1) The entire cost of wages of unskilled manual workers, 75% of the cost of material and wages of skilled and semi-skilled workers, administrative expenses including salary and allowances of the Block Programme Officer and his supporting staff, work site facilities shall be borne by the Government of India.

(2) The State Government shall bear 25% of the cost of material and wages of skilled and semi-skilled workers, unemployment allowance payable under the Scheme and the state level administrative expenses, if any.

Target Group (section 5) 7(1) The scheme shall be open to all rural households who are in need of wage employment and desire to do manual and unskilled work in and around his/her village/habitation.

- (2) As far as possible, employment shall be provided within a radius of five kilometers of the village where the applicant resides at the time of applying.
- (3) A new work under the scheme shall be commenced only if :-
 - (a) atleast fifty labourers become available for such work; and
 - (b) the labourers can not be absorbed in the ongoing works; provided that this condition shall not be applicable for new works, as determined by the State Government, in hilly areas and in respect of afforestation.
- (4) In case, the employment is provided outside such radius, it must be provided within the block and the labourers shall be paid 10% of the wage rate as extra wages to meet additional transportation and living expenses.
- (5) A period of employment shall ordinarily be at least fourteen days continuously with not more than six days in a week.
- (6) Priority shall be given to works where at least one-third of wage seekers shall be women who have registered and requested for work.
- (7) All those persons desirous of taking up unskilled manual work may submit their applications to the Gram Panchayat in the jurisdiction of which they reside for registration of their household for issuance of a job card.[Annexure-(V)]
- (8) The Gram Panchayat shall register the household after making such verification as it deems fit and issue a job card containing such details of adult members of the household. The job card remains valid for a period of five years. This may be renewed or cancelled on the request of the applicant in writing. All registered persons are entitled to apply

for the unskilled manual work and the Scheme shall be applicable for employment for as many days as each applicant household may request in a financial year.

- (9) The Gram Panchayat or Block Programme Officer shall within a period of fifteen days of receipt of application provide unskilled manual work to the applicant household. [Annexure-(VI)]
- (10) If the Gram Panchayat is satisfied at any time that a person has registered with it by furnishing false information, it may request the Block Programme Officer to direct his name to be struck off from the Employment Register.

Programme
Strategy
(section 16)

8. Village Level

- (1) The Programme shall be implemented through the Panchayati Raj Institutions (PRIs). The Block Programme Officer shall allot works in terms of its cost under the scheme to the Gram Panchayats. Every person who has done the work given to him under the Scheme shall be entitled to receive the agricultural minimum wages as notified by the State Government. The Panchayat shall disburse the wages on a weekly basis or in any case not later than a fortnight.
- (2) At the village level, the Gram Sabha shall be responsible for a number of functions relating to planning and monitoring. The Gram Panchayat is the Principal Planning and Implementation Agency and shall be responsible for identification of the works in the Gram Panchayat area as per recommendations of the Gram Sabha and for executing and supervising such works.

- (3) The Gram Sachiv or functionary engaged by Panchayat is also designated as the official of the Panchayat for the purpose of receiving applications for issuance of job cards. Gram Panchayat can engage the services of a local graduate to assist the Panchayat in maintaining the records and other related work. This arrangement shall be purely on contractual basis not exceeding 2% contingent funds or any limit prescribed by the Government of India from time to time.
- (4) Village organisations of the poor, Self Help Groups, Youth Clubs may assist the Gram Panchayats in discharging their duties particularly in awareness building, communication, mobilization of the rural households for registration and submitting applications for work, identification and prioritization of works etc.
- (5) Under section 16(4), each Gram Panchayat shall decide the size of the plan and priority of works on annual basis before beginning of each financial year. The Gram Panchayat shall prepare an annual plan upto the end of December each year and forward to the Programme Officer. The annual plan would indicate the existing demand for work, works going on and works proposed for next year, cost estimates etc.

Block Level

- (6) The Block Programme Officer shall scrutinize the annual plan for its technical feasibility. The Programme Officer shall not reject a proposal received from the Gram Panchayat. If the proposal is not within the parameters of the Act or appears technically infeasible, the Programme officer shall record his observations on the proposal and then submit a consolidated statement of proposals to the Block Samiti. The

Panchayat Samiti shall not reject a work proposed by the Gram Panchayat, if it is within the parameters of the Act.

(7) The Panchayat Samiti shall maintain the priority indicated by the Gram Panchayat. In case there is a need for works that involve more than one Gram Panchayat, such works can be included by the Panchayat Samiti. The plan for the area of the block shall be approved by the Panchayat Samiti and forwarded to the District Programme Coordinator.

(8) The whole exercise shall be completed by the Block Programme Officer before January each year.

District Level (9) The District Programme Coordinator shall implement the Scheme in his district. The Additional Deputy Commissioner-cum-Chief Executive Officer shall be designated as Additional District Coordinator to assist the District Programme Coordinator.

(10) The District programme Coordinator shall scrutinize the plan proposals of all the Panchayat Samitis, examining the appropriateness and adequacy of works in terms of likely demand as well as their technical and financial feasibility. The District Programme Coordinator shall also invite and examine work proposals from other implementing agencies, but in doing so, the priorities of the Gram Panchayat and Panchayat Samitis shall be retained. He shall consolidate all these proposals into a district plan proposal to be discussed and approved by the Zila Parishad.

(11) The whole exercise shall be completed by the District Programme Coordinator before the end of February each year.

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Focus Areas-
Type of works
(section 4)

9. The focus of the programme shall be on the following works in their order of priority:-
- (j) Water conservation and water harvesting ; e.g. excavation and construction of tanks, check dams, percolation tanks, ponds, rain water harvesting structures.
 - (ii) Drought proofing. Afforestation and tree plantation; e.g. all components of watershed development, afforestation and tree plantations, labour intensive fencing, nursery raising, horticulture in community lands and other related activities.
 - (iii) Irrigation canals including micro and minor irrigation works such as desilting of minor irrigation channels, canals, distributaries, construction of minor irrigation tanks, feeder channels and creation of labour intensive irrigation structures.
 - (iv) Provision of irrigation facility to land owned by households belonging to Scheduled Castes or to land beneficiaries of land reforms or that of the beneficiaries under Indira Awaas Yojana of the Government of India.
 - (v) Renovation of traditional water bodies including desilting of tanks; renovation of water bodies including community drinking water wells, dug wells, bore wells and desilting/excavation of tanks.
 - (vi) Land development of land owned by Gram Panchayat or households belonging to Scheduled Castes, beneficiaries of land reforms, the beneficiaries under Indira Awaas Yojana, development of play grounds, development of land for rural markets and for creating other durable community assets.

- (vii) Flood control and protection works including drainage in water logged areas including creation of temporary drainage labour intensive structures during rainy season.
- (viii) Rural connectivity to provide all weather access. The construction of roads may include culverts where necessary and within the village area may be taken up along with drains.
- (ix) The State Government may notify any other work in consultation with the Central Government.

Grievance
Redressal
(section 19)

- 10(1) If any dispute or complaint arises concerning the implementation of a Scheme by the Gram Panchayat, the matter shall be referred to the Block Programme Officer.
- (2) The Block Programme Officer shall enter every complaint in a complaint register maintained by him and shall dispose of the disputes and complaints within seven days of its receipt and in case it relates to a matter to be resolved by any other authority it shall be forwarded to such authority under intimation to the complainant.
- (3) A complaint cell shall be constituted at State, District and Block Levels to address the grievances.
- (4) Local Beneficiary Committee shall be constituted for effective articulation of their rights and entitlement and their access to them.
- (5) A complaint register shall be maintained at all Gram Panchayat offices/Block offices and District Programme Coordinator office.
(Annexure-XIV)
- (6) Due acknowledgement to be given for any grievance.

Right to
information
(section 4)

- 11(1) The objective is to make the planning, implementation and evaluation of the Scheme more participatory, transparent and accountable through facilities of exercise of people's Right to Information and by encouraging social audit and involving citizens in vigilance and enforcing accountability in every stages of implementation.
- (2) The Block Programme Officer shall be the Public Information Officer and shall make available the copy of the documents/register for the verification and sale of such documents on price, which shall be fixed by the District Programme Coordinator.

Chapter-II

Registration

Eligibility
(section 5)

12(1) The scheme shall be open to all rural households of the districts in Haryana State notified by the Central Government. The entitlement of hundred days guaranteed employment in a financial year is in terms of a household. The following is the eligibility for the registration under the scheme:-

- (a) Be a local resident within the Panchayat
- (b) Register themselves as a household with the local Gram Panchayat
- (c) Obtain a household Job Card from the Gram Panchayat
- (d) Apply for work on the basis of the Job Card
- (e) Be willing to do unskilled manual work

1. The women who have registered and requested for work under the scheme shall get priority and one-third of the labourers shall be from among the women.

2. Preference shall be given to any disabled person from the rural areas who applied for work. They can be provided with job opportunities in the form of services as an integral part of the scheme.

Registration
(section 5)

13(1) Any adult member of a household whose members desire to do unskilled manual work can apply for registration to the Gram Panchayat or Block Programme Officer.

(2) Registration shall be made throughout the year.

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Verification
(section 5)

- (3) The application for the registration shall be as per the Annexure I.
- 14(1) The Gram Panchayat concerned shall verify the contents of the application and selected applications shall be placed before the Gram Sabha for getting its approval.
- (2) The process of verification shall be completed within a week from the date of receipt of the applications by the Gram Panchayat.
- (3) After verification the Gram Panchayat shall enter all particulars in the Registration Register in the Gram Panchayat with date of receipt. (Annexure-II).
- (4) Every registered household shall be assigned a registration number as per coding system prescribed by the State Government. Copies of registration shall be sent to Block Programme Officer for the purpose of reporting to other tiers of Panchayati Raj Institutions and District Programme Officer.
- (5) Gram Panchayat shall enter all the particulars in the Registration-cum-Employment Register in the format shown at Annexure-III.

Job Card
(section 5)

- 15(1) The Gram Panchayat shall issue the Job Card to each applicant who has been registered. The Gram Panchayat shall maintain a household Job Card.
- (2) The Job Card shall be valid for a period of five years and shall have provision for addition and deletion of members eligible to work. Deletion, if any, in any household in the form of demise or permanent change of resident of a member are to be reported immediately by the household concerned. The Gram Panchayat shall also undertake an

annual updation exercise in the same manner as registration. The number of all the additions and deletions made in the Registration Register shall be reported to the Programme Officer.

- (3) The Job Card shall be as per Annexure IV.
- (4) Any card holder may apply for a duplicate card in case of loss or damage. The Gram Panchayat shall process the application and issue duplicate card after due verification.
- (5) All the payments made shall be entered in the original Job Card only. No payment shall be made without the Job Card.

Chapter III

Wages and Programme Management

Wages under
programme
(section 6)

- 16(1) The wages under the scheme shall be paid at the rate of agricultural minimum wages as notified by the State Government from time to time.
- (2) Equal wages shall be paid to men and women workers.
- (3) In case the number of children below the age of six years accompanying the women working at any site is five or more, provisions shall be made to depute one of such women worker to look after such children. The person deputed for the above work shall be paid the agricultural minimum wage.
- (4) The wages shall be subject to the outcome of work as determined by the rural schedule of rates.
- (5) The payment of wages shall be made on weekly basis or in any case not later than a fortnight after the date on which such work was done.
- (6) Arrangements for providing facilities like drinking water, shade for children and workers, first aid box with adequate material for emergency treatment for minor injuries and other health hazards connected with the works shall be made available at each work site. The cost of work site facilities as indicated in the Act shall be included as part of programme cost and therefore, has to be included in the cost estimate for each project.

Payment of
unemployment
allowance
(section 7)

- 17(1) If an applicant for employment under the Scheme is not provided with employment within a period of fifteen days of the receipt of the application seeking employment or from the date on which the employment has been sought in the case of an advance application, whichever is later, he shall be entitled for unemployment allowance. The unemployment allowance payable shall be paid to the applicants of a household subject to the entitlement of the household @ one-fourth of the wage rate for the first thirty days during the financial year and not less than one half of the wage rate for the remaining period of the financial year.
- (2) The liability of the Gram Panchayat to pay unemployment allowance to a household during any financial year shall cease as soon as-
- (a) the applicant is directed by the Gram Panchayat or Block Programme Officer to report for work either by himself or to depute at least one adult member of his household; or
 - (b) the period for which employment is sought comes to an end and no member of the household of the applicant had turned up for employment; or
 - (c) the adult members of the household of the applicant have received in total at least one hundred days of work within the financial year; or
 - (d) the household of the applicant has earned as much from the wages and unemployment allowance taken together which is equal to the wages for one hundred days of work during the financial year.

(3) The unemployment allowance payable to, the household of an applicant shall be sanctioned and disbursed by the Gram Panchayat and paid in cash.

(4) Every payment of unemployment allowance shall be made or offered not later than fifteen days from the date on which it became due for payment.

Compensation
(section 5)

18(1) If any personal injury is caused to any person employed under the Scheme by accident arising out of and in the course of his employment, he shall be entitled to, free of charge, such medical treatment as is admissible under the Act.

(2) Where hospitalization of the injured worker is necessary, the State Government shall arrange for such hospitalization including accommodation, treatment, medicines and payment of daily allowance not less than half of the wage required to be paid had the injured been engaged in the work.

(3) If a person employed under a Scheme dies or becomes permanently disabled by accident arising out of and in the course of employment, he shall be paid by the State government an ex-gratia payment at the rate of twenty-five thousand rupees and the amount shall be paid to the legal heirs of the deceased or the disabled, as the case may be.

Funds Flow
(section 21)

19(1) The State Government shall, by notification, establish a fund to be called "the State Employment Guarantee Fund" to be expended and administered according to the rules. The State Employment Guarantee

Fund shall be held and administered on behalf of the State Government by the Secretary, Rural Development.

- (2) As and when funds are received from Government of India, the State Government shall release the proportionate amount to State Employment Guarantee Fund within a period of fifteen days of the release of the Central funds. Secretary, Rural Development shall release the required funds to the District Programme Coordinator.
- (3) In turn the District Programme Coordinator shall release the funds to the Block Programme Officer and to the Gram Panchayat Employment Guarantee fund maintained at the bank by the Block Programme Officer and Gram Panchayat for this purpose.
- (4) The District Programme Coordinator shall retain a portion of the fund to be called the "District Guarantee Fund". The District Programme Coordinator shall be incharge of this fund and for its proper utilization.
- (5) In case the executing agencies do not pay the wages for a category of employment at the rate notified in the relevant schedule of employment under the Minimum Wages Act, District Programme Co-ordinator shall withhold further release of funds to that implementing agency and take suitable action against the erring official under the Minimum Wages Act and also inform the State Government.
- (6) After utilising 60% of the funds earlier released, the District Programme Coordinator shall claim the next instalment of Central and State funds. The proposal shall be submitted on a prescribed performa

and the release shall be subject to the conditions laid down by the Central and State Governments from time to time.

Administrative, technical, approval, execution and technical supervision of works (section 4)

- 20(1) The Gram Panchayat shall be empowered to accord administrative sanction for the works upto Rs.3.00 lacs.
- (2) The Panchayat Samiti shall be competent to accord administrative sanction for the works in their jurisdiction upto Rs.5.00 lacs for individual works.
- (3) Similarly, Zila Parishad shall be empowered to accord administrative sanction for individual work upto Rs.10.00 lacs.
- (4) In case the work is to be executed by the other department or organisation, the administrative sanction shall be issued by the Panchayati Raj Institutions in their above mentioned areas of jurisdiction.
- (5) The Sarpanch, Gram Panchayat functionary and one Panch to be nominated by the Panchayat shall be authorized to sign cheques for drawal of funds upto Rs.3.00 lacs.
- (6) The Block Programme Officer, Chairman, Panchayat Samiti and Sub Divisional Officer, Panchayati Raj shall be authorized to sign cheques for drawal of funds upto Rs.5.00 lacs.
- (7) District Programme Coordinator and Additional District Programme Coordinator shall be authorized to sign cheques for drawal of funds upto Rs.10.00 lacs.
- (8) All technical aspects including the technical sanction, execution and technical supervision of works shall be the responsibility of the

Engineering Wing of the department and not of the Panchayati Raj Institutions at any level.

Disentitlement
(section 9)

- 21(1) Any applicant who -
- (a) does not accept the employment provided to his household under the Scheme; or
 - (b) does not report for work within fifteen days of being notified by the Programme Officer of the implementing agency to report for the work; or
 - (c) continuously remains absent from work, without obtaining a permission from the concerned implementing agency for a period of more than one week or remains absent for a total period of more than one week in any month, shall not be eligible to claim the unemployment allowance payable under the Act for a period of three months but shall be eligible to seek employment under the Scheme at any time;
 - (d) if the Gram Panchayat is satisfied at any time that a person has registered by furnishing false information, it may request the Block Programme Officer that the name shall be deleted after giving due opportunity of being heard.

Wage & non-
wage ratio
(section 4)

- 22 The cost of material including the wages of the skilled and semi-skilled workers under the Scheme shall not exceed 40% of the total project cost at the district level during the financial year.

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Muster roll
(section 4)

- 23 (1) The Block Programme Officer shall supply each Gram Panchayat and other Implementing agency with-
- (a) the muster rolls for the works sanctioned to be executed by it; and
 - (b) a list of employment opportunities available elsewhere to the residents of the Gram Panchayat;
 - (c) muster rolls shall be maintained for every work separately, showing the details of wages paid to workers. The muster rolls for all works shall have entries showing the number and details of Scheduled Castes/Women and others who have been provided employment. Those responsible for the preparation of muster roll shall be responsible for these entries also;
- (2) To prevent non-payment or under payment of wages or any manipulation, muster rolls shall be maintained in stitched forms and all its pages must be serially number (Annexures IX to XII)

Social audit
(Section 17)

- 24(1) Gram Sabha shall monitor the execution of works within the village. Social audit of panchayat work by Gram Sabha shall be conducted regularly. All the projects under the Scheme shall be taken up within the Gram Panchayat.
- (2) The Gram Panchayat shall make available all relevant documents including the muster rolls, bill, vouchers, measurement books, copies of sanction orders and other connected books of account and papers to the Gram Sabha for the purpose of conducting the social audit.

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Physical and
financial audit
(section 24)

- 25 (1) Both physical and financial audit of the works under the Scheme are compulsory. This must be carried out at the end of the financial year by each District Programme Coordinator. The audit shall be done either by Local Fund Auditors or by the Chartered Accountants listed in the panel of the State Government or Accountant General of the State. The audit report together with action taken on the Auditor's observations is required to be submitted along with the proposal for release of second installment of funds. Auditor shall authenticate such action taken note.
- (2) Details of all demand, registration, employment cards, list of people who have been given employment/not given, payments made, duration of work, expenditure, material, man days generated, reports of local committee, copies of muster roll shall be placed before Grama Sabha once in three months.

Records of the
assets created
(section 4)

- 26 Each Zila Parishad/Panchayat Samiti/Gram Panchayat shall maintain complete inventory of the assets created under the programme giving details of the date of the start and the date of completion of the project, cost involved, benefits obtained, employment generated and other relevant particulars. Signboards shall be displayed near the works giving these details. Photographic record of the work may also be kept of the various stage of implementation before start, during implementation and after completion in Annexure VII.

Ban on contractors
and labour
displacing
machines
(section 4)

- 27 (1) Engagement of contractors for execution of any of the works under the programme is banned. No middleman or any other inter- mediate

agency shall be employed for executing works under the programme.

The full benefit of wages to be paid shall reach the workers and the cost of the works shall not involve any commission charges payable to such contractors, middlemen, or intermediate agency. Use of labour displacing machines is not allowed under the programme.

- (2) In case it is reported that contractors and labour displacing machine are being engaged, the District Programme Coordinator shall withhold further release of funds to the executing agencies and initiate suitable action against the erring official/non-official for misutilisation of funds.

Convergence/
dovetailing with
other programmes
(section 4)

- 28 Convergence of Scheme with funds from other sources is permissible to create durable assets. Hence the funds available with Panchayati Raj Institutions from other sources such as National and State Finance Commissions, State departments, Haryana Rural Development Fund Board Administration and Centrally Sponsored Rural Development Schemes shall be dovetailed, as far as practicable, for construction of durable community assets/works permissible under the National Rural Employment Guarantee Act.

Powers to issue
clarifications
(section 4)

- 29 The State Government shall have power to amend, modify this scheme, issue supplementary notifications, executive instructions and clarification related to the Scheme for smooth implementation of the Act.

Chapter –IV

Planning, Works And Execution

- Perspective Plan
(section 14)
- 30(1) A five year perspective plan for the district and shelf of project-Gram Panchayat-wise, Block- wise incorporating the village development plan shall be prepared under the Scheme covering the estimate of labour demand and estimates of works to respond to the demand. The perspective plan shall map the existing infrastructure facilities and also list out the requirements of infrastructure in rural areas as against the labour demand. The perspective plan shall serve the framework of long term planning. But it shall be flexible enough to respond to the new areas of works indicated by the Central and State Government.
- (2) The expected resources inflow under various programmes and the requirements of Panchayat wise resources for the creation of demand of labour and creation of missing infrastructure shall be listed out in the perspective plan.
- (3) The draft plan shall be discussed and approved with modification if need be by the Gram Sabha
- (4) The Gram Panchayat shall determine the priority, so as to match the employment opportunities with the demand of labour.
- (5) The works, which can be undertaken within the resources available under any other ongoing Central Schemes or State Schemes falling within the perspective plan, shall be taken up under the respective schemes.

- (6) The consolidated perspective plan consisting of perspective plans of all Gram Panchayats shall be compiled at the block level and all block level plans at the district level.
- (7) All works proposed to be dovetailed with State and/or other Schemes shall be included in the perspective plan. In that case the material component shall be met fully from those Schemes and the wage component involving unskilled labour from the National Rural Employment Guarantee Scheme fund, thus enabling creation of further assets with the extra funds thus made available.

Annual action plan
(section 14)

- 31 (1) The size of the annual action plan and priority of works shall be decided annually keeping in view the demand for employment.
- (2) The Gram Panchayat shall convene meeting of Gram Sabha every year to estimate the demand for labour to propose the number and category of works on priority basis to be taken up in next financial year. Based on the recommendation of the Gram Sabha, the Gram Panchayat shall forward its proposal to the Block Programme Officer before 30th December each year. The proposal of the Panchayat shall contain the details of existing demand of work, the demand in the previous year, the works taken up in previous year, ongoing works and works proposed for the next year, cost estimates and proposed implementing agencies.
- (3) The Block Programme Officer shall scrutinize the plan of the Gram Panchayat and consolidate them into the block plan so as to submit to

the District Programme Coordinator for approval. This exercise shall be completed before January.

- (4) The District Programme Coordinator shall examine the plan proposals of all the Gram Panchayats with reference to financial commitment and technical feasibility. He shall consolidate all the block plan into the District Plan. The exercise of approval of annual action plan shall be completed by the end of February each year.
- (5) The Panchayat Samiti can suggest works involving more than one Gram Panchayat. Similarly, the Zila Parishad can suggest works involving more than one block.
- (6) Works to be selected shall be labour intensive. Works requiring larger component of material shall not be sanctioned unless the excess cost on material component is provided from other programme funds.

Implementing
Authority
(section 14)

- 32(1) At the district level, the District Programme Coordinator shall be the implementing authority under the Scheme.
- (2) At the Block level, the Block Programme Officer shall be the implementing authority.
- (3) The Gram Panchayat concerned shall be the field level implementing authority for its share of resources and responsible for planning and execution of the Scheme. At least 50% of the works in terms of cost in a Gram Panchayat shall be allotted to Gram Panchayat for execution.
- (4) The other executing agencies can be Block Samitis, Zila Parishads, other departments of the Central and State Governments, Cooperative Societies, Public Sector undertakings. The selection of executing

agency shall be based on technical expertise, resources, capacity to handle work, reputation of work and overall interest of the beneficiaries.

Maintenance of
employment
register
(section 5)

- 33(1) Each Gram Panchayat shall maintain an employment register for the works being implemented within its jurisdiction under its own component which shall contain the details of number of persons employed, gender of the worker and number of mandays generated for each work under the Scheme. This information shall be based on the muster rolls to be maintained work-wise. The register shall be open to the public for scrutiny.
- (2) Similarly, other implementing agencies shall also maintain an employment register for the works being implemented by them within their jurisdiction under their own component. Copies of the details of employment provided are to be supplied to the concerned Gram Panchayat and Block Programme Officer in Annexure-VIII.

Chapter-V

Management level

State level
(section 12)

- 34(1) The Secretary, Rural Development shall act as Commissioner at the State level to implement Haryana Rural Employment Guarantee Scheme. He shall be responsible for ensuring all other activities required to fulfill the objectives of the Act.
- (2) Director, Rural Development shall assist the Secretary in all matters pertaining to the Scheme.
- (3) For the purpose of regular monitoring and review the implementation of the Act at the State level, the State Government shall constitute Haryana Rural Employment Guarantee Scheme Council with the following broad duties and functions:-
- (a) advising the State Government on all matters concerning Scheme and its implementation in the State;
 - (b) determining the preferred works;
 - (c) reviewing the monitoring and redressal mechanisms from time to time and recommending improvements;
 - (d) promoting the widest possible dissemination of information about the Act and the schemes under it;
 - (e) monitoring the implementation of the Act and the schemes in the State and coordinating such implementation with the Central Council;
 - (f) preparing the annual report to be laid before the State Legislature by the State Government;

(g) any other duty or function as may be assigned to it by the Central Council or the State Government;

(h) to undertake an evaluation of the schemes operating in the State and for that purpose to collect or cause to be collected statistics pertaining to the rural economy and the implementation of the schemes and programmes in the State.

(4) The composition of the Council along with terms and conditions shall be issued later on by the State Government.

District level
(section 14)

35 Duties and functions of District Programme Coordinator shall be as under:-

(a) To assist the Zila Parishad in discharging its functions under the Act and any Scheme made thereunder.

(b) To consolidate the plans prepared by the blocks and project proposals received from other implementing agencies for inclusion in the shelf of projects to be approved by the Panchayat at district level.

(c) To accord necessary sanction and administrative clearance, wherever necessary.

(d) To coordinate with the Programme Officers functioning within his jurisdiction and the implementing agencies to ensure that the applicants are provided employment as per their entitlement under the Act.

(e) To review, monitor and supervise the performance of the Programme Officers.

(f) To conduct periodic inspection of the works in progress.

- (g) To redress the grievances of the applicants.
- (h) To prepare a labour budget every year before the end of February for the next financial year containing the details of anticipated demand for unskilled manual work in the district and the plan for engagement of labourers in the works covered under the Scheme and submit it to the Zila Parishad.

Block level
(section 15)

- 36 (1) Duties and functions of Block Programme Officer shall be as under:-
- (i) Responsible for matching the demand for employment with the employment opportunities arising from projects in the area under his jurisdiction.
 - (ii) Overall supervision and coordination of registration of applicants for employment and for providing wage employment in accordance with the provisions of the Act and the Scheme notified by the State.
 - (iii) Prepare a plan for the block under his jurisdiction by consolidating the project proposals prepared by the Gram Panchayats and the proposals received from Panchayat Samitis.
 - (iv) Receive resources from District Programme Coordinator and release them to the implementing agency in accordance with these guidelines and the Scheme of the State Government.
 - (v) Maintain proper accounts of the resources received, released and utilized.
 - (vi) Monitoring of projects taken up by the Gram Panchayats and other implementing/executing agencies within his jurisdiction.

- (vii) Sanctioning and ensuring payment of unemployment allowance to the eligible households.
 - (viii) Ensuring prompt and fair payment of wages to all labourers employed under a programme of the Scheme within his jurisdiction.
 - (ix) Ensuring that regular social audits of all works within the jurisdiction of the Gram Panchayat are carried out by the Gram Sabha and that prompt action is taken on the objections raised in the social audit.
 - (x) Dealing promptly with all complaints that may arise in connection with the implementation of the Scheme within the Block.
 - (xi) Any other work as may be assigned to him by the District Programme Coordinator or the State Government.
- (2) The Programme Officers shall function under the direction, control and superintendence of the District Programme Coordinator.

Chapter-VI

Monitoring and Evaluation

Monitoring and
evaluation of the
programme
(section 4)

- 37(1) Continuous monitoring and evaluation shall be undertaken to ensure that the outcomes envisaged are being attained and any mid course corrections needed are effected towards that end. Monitoring and evaluation shall be both internal and external and at all levels. The State Rural Development Department shall monitor the programme. The department shall ensure that the officers at the State, District, Sub-Divisional and Block levels closely monitor all aspects of the programme through visits to work sites in the areas. A Schedule of inspection for field visits for each supervisory level functionary shall be drawn by the State Government. In addition, the State Government shall advise the Monitoring Officers, Deputy Commissioners, Additional Deputy Commissioners, Sub Divisional Magistrates and other officers to inspect some works during the field tours.
- (2) The Gram Sabha shall monitor all the works at the village level and the employment provided to each household who is registered and has requested for work. It shall also monitor registration and issue of job cards and timely payment of wages. The Gram Panchayat shall monitor the works implemented by the other implementing agencies and muster rolls maintained by them at work sites and payments made.
- (3) The Panchayat Samiti and the Block Programme Officer shall monitor registration, employment provided to each household, unemployment allowance paid, social audit, flow of funds, timely and correct payment

of wages, progress and quality of work. The Block Programme Officer shall be responsible to send all reports and returns to the District Programme Coordinator who in turn shall send reports to the State and Central Governments.

- (4) The Zila Parishad and District Programme Coordinator shall monitor all aspects of implementation including registration, employment, unemployment allowance, social audit, funds flow, progress and quality of works and qualitative aspects implementation, timely and correct payment of wages.
- (5) The State Rural Development Department shall send consolidated reports and returns to the Government of India in Annexure XIII.
- (6) The State Government may appoint State Quality Monitors with the approval of the State Council. The terms and conditions to be laid down by the Government of India shall be followed to engage State Quality Monitors.
- (7) Online comprehensive management information system to facilitate monitoring for all levels shall be followed.
- (8) Periodic Evaluation and Research Studies on the implementation of the programme shall be got conducted as and when required.