

Government of Karnataka
(Rural Development & Panchayath Raj Department)

No.RDP:39:EGS:2016

Rural Development Commissionerate
2nd Floor, 3rd Stage,
M.S. Building
Bengaluru. Dated:02.07.2016

Circular

Subject: Mahatma Gandhi National Rural Employment Guarantee Scheme-Entrustment of supervisory and Grievances Redressal responsibility to Revenue Sub Divisional Officers – Reg.

Mahatma Gandhi NREGA Scheme under the Mahatma Gandhi National Rural Employment Guarantee Act, which is a Centrally Sponsored Scheme is being implemented by the State Government. The Act mandates to provide at least 100 days of guaranteed wage employment in a financial year to every rural household whose adult members volunteer to do unskilled manual work. The details of the operational methods of the schemes are prescribed in the Mahatma Gandhi NREGA Operational Guidelines, 2013(4th Edition) and Annual Master Circular 2016. The functionaries under the scheme are having the responsibility of providing employment and ensuring payment to the wage earners with in the time prescribed following the operational procedures.

As provided in the Act & Operational Guidelines, the scheme is implemented by the Chief Executive Officer of the Zilla Panchayath as District Programme Co-ordinator at district level, the Executive Officer as Programme Officer at Taluk level, Panchayath Development Officer / Panchayath Secretary at GP level following the procedures prescribed below:

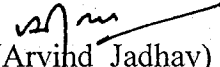
- a. Works shall be started by creating demand for work through mobilising Kayaka Sanghas having 10 to 20 worker groups and selecting Kayaka Bandhu to each village, issuing -NMRs, conducting weekly meetings, ensuring wage payment made as per works executed and the bills prepared and after completion of the works.
- b. Panchayath Development Officer is the primary stake holder in the MGNREGA Scheme responsible for issue of Job Cards, convening Gram Sabhas, / Wards Sabhas and for starting the works.
- c. Panchayath Development Officer will have to ensure the orderly maintenance of e-NMRs, participation in weekly meeting, also the action taken in up-loading of the progress of works in the Mobile App.
- d. The Engineers / Agricultural Assistant will participate in the weekly meeting and ensure the action taken in submitting works bills, correctness of the bills prepared as per the measurement of the community works by spot visit and also ensuring the closure of the muster rolls & making payment once in a week.

- e. The out-sourced Engineers, Agriculture / Horticulture / Forestry Graduates and Line Departments Implementing Agency, Technical staff will participate in the weekly meeting and explain the progress of the works coming under their purview.
- f. Assistant Directors, who are the full time supervisors of the scheme shall tour minimum of 18 days field visits in a month. Apart from that they will extend necessary assistance to the Technical Assistants and other staff. They have also to give reports on conducting of Kooli Divas (Rozgar Divas) to the officers above them.
- g. The Executive Officer of the Taluka Panchayath who is the programme Officer of the scheme is having full responsibility of ensuring unskilled employment on demand and timely payment of wages, progress of works, conducting of weekly review meetings. He/ She shall visit a minimum of 10 GPs and ensure the proper implementation of the scheme by reviewing works related files and inspecting the MGNREGA works on a regular basis.
- h. Assistant District Programme Coordinator (ADPC) will get the daily reports from the Taluk & GP Staff with regard to wages due for payment, muster rolls which have not returned in due time from the Technical Assistants, generation of person days from the concerned DMIS and TMIS and ensure that the payment of salaries are made to the staff in time.
- i. Zilla Panchayath Deputy Secretary / Project Director (MGNREGA in charge) will review the functioning of the Taluk/ GP staff, initiate disciplinary action against the erred staff, coordinate with the Bank & the State Government on the issue of payment / funds etc,. At least once in a week, he / she shall visit the taluk, reviews & inspect the works. He will also take action to send weekly reports on taluk & others staffs and also co-ordinates with the ZP, CEO in these matters.
- j. The Chief Executive Officer of the Zilla Panchayath who is the District Programme Co-ordinator of the scheme in the district will have overall responsibility of implementing the scheme in the district and resolve the issues arising regarding payment of wages, issue of muster rolls, preparation of bills and in giving administrative approvals to each GP & Implementing Agencies Action Plan.

The Ombudsman Selection Committee chaired by the Additional Chief Secretary to Government, DPAR in its meeting held on 23.02.2016 while reviewing the progress of the NREGA scheme felt the necessity of implementing the scheme more effectively, decided to involve the Revenue Sub Divisional Officers by entrusting the responsibility of redressal of grievance and complaints pertaining to MGNREGA scheme in their jurisdictional area.

In pursuance with the decision of the Ombudsman Selection Committee, the Revenue Sub Division Officers, in addition to their statutory responsibility, they are further entrusted with the responsibility of supervising the Scheme Implementation & redressal of the following issues relating to Mahatma Gandhi NREGA scheme:

- a. The Revenue Sub Division Officers, in addition to the supervision of the works of implementation of Mahatma Gandhi NREGA scheme in their jurisdictional area, they will also function as Gram Panchayath Ombudsman.
- b. The Revenue Sub Division Officers shall take necessary action on redressal of the grievances and complaints received with regard to implementation of scheme. He / She shall also send reports on the action taken thereon to Commissioner Rural Development in the Rural Development & Panchayath Raj Department, M.S.Building Bengaluru and also inform the Deputy Commissioner concerned.
- c. The Revenue Sub-Divisional Officers shall review & ensure the proper implementation of the scheme in accordance with the procedures prescribed under the Act / Guidelines pro-actively and make a report thereon to the Commissioner, Rural Development, regarding any lapses and misappropriation of funds in the scheme.


(Arvind Jadhav)
Chief Secretary
Government of Karnataka.

To.

All the Revenue Sub Divisional Officers in the State

Copy:

1. The Additional Chief Secretary to Government, Department of Personnel & Administrative Reforms, Vidhana Soudha, Bengaluru.
2. The Additional Chief Secretary to Government and Development Commissioner, Government of Karnataka, Vidhana Soudha, Bengaluru.
3. The Principal Secretary to Government, Rural Development & Panchayath Raj Department.

4. The Principal Secretary to Government, Revenue Department, M.S.Building, Bengaluru.
5. The Principal Secretary to Government, Department of Personnel & Administrative Reforms, Vidhana Soudha, Bengaluru.
6. The Commissioner Rural Development, Rural Development & Panchayath Raj Department.
7. The Regional Commissioner, Bengaluru, Mysuru, Belagavi & Kalaburagi.
8. Special Commissioner, MGNREGA, Rural Development, Rural Development & Panchayath Raj Department.
9. All the Deputy Commissioners in the State
10. All the Chief Executive Officers of Zilla Panchayaths in the State.
11. The Chief Operating Officer, Rural Development commissionerate. Rural Development & Panchayath Raj Department.
12. All the Chiefs of the Implementing Agencies:
 - i. Principal Chief Conservator of Forest (~~Head of Forest Force~~); Aranya Bhavana, Malleswaram, Bengaluru.
 - ii. Commissioner, Watershed Development Department, Kaveri Bhavan, Bengaluru.
 - iii. Commissioner, Agriculture Department, Sheshadri road, Bengaluru.
 - iv. Commissioner, Sericulture Development, M.S.Building Bengaluru.
 - v. Director, Horticulture Department, Lalbhag road, Bengaluru.
 - vi. Director, Fisheries Department, V.V. Tower, Bengaluru.
 - vii. Chief Engineer, (Minor Irrigation), North Division, Vijayapura/South Division K.R.Circle, Bengaluru.
 - viii. Chief Engineer, PRED, Bengaluru.
 - ix. Chief Operating Officer, Karnataka Rural road Development Agency, Bengaluru.
 - x. Commissioner, Karnataka Rural Water Supply & Sanitation, Kaveri Bhavan, Bengaluru.
13. Commissioner, Veterinary Department, V.V. Tower, Bengaluru.
14. Internal Financial Advisor, Rural Development & Panchayath Raj Department.
15. All the MGNREGA Ombudsmans in the State.
16. Joint Director (Admin)/ (Tech) (Horti), Rural Development commissionerate.
17. Special Officer, Computer cell, Rural Development & Panchayath Raj Department.
18. Private Secretary to the Hon'ble Minister for Rural Development & Panchayath Raj, for information.
19. SGF/Office copy.