

7.16 Formulation of Tamil Nadu Rural Employment Guarantee Scheme

Rural Development and Panchayat Raj (CGS I) Department

G.O.(Ms) No. 89

Dated : 2.8.2006

Read:

1. The National Rural Employment Guarantee Act, 2005 notified in the Gazette of India , dated 7.9.2005.
2. Director of Rural Development and Panchayat Raj D.O .Letter No.87877/2005/SGRY-4 dated 29.1.2006.

ORDER

The Appended Notification will be, published in the Tamil Nadu Government Gazette, Extraordinary, dated the 2nd August 2006.

(By order of the Governor)

K.ASHOK VARDHAN SHETTY
SECRETARY TO GOVERNMENT

TAMIL NADU GOVERNMENT GAZETTE EXTRAORDINARY PUBLISHED BY AUTHORITY

No. 181

Chennai Wednesday, August 2, 2006
Aadi 17, Viya, Thiruvalluvar Aandu - 2037

PART II — SECTION 2

Notifications or Orders of interest to a section of the public issued by Secretariat Departments.

NOTIFICATIONS BY GOVERNMENT

RURAL DEVELOPMENT AND PANCHAYAT RAJ DEPARTMENT

FORMULATION OF TAMIL NADU RURAL EMPLOYMENT GUARANTEE SCHEME UNDER NATIONAL RURAL EMPLOYMENT GUARANTEE ACT.

[G.O. Ms. No. 89, Rural Development and Panchayat Raj (CGS I), 2nd August 2006.]

No.II (2)/RDPR/402(b)/2006.

In exercise of the powers conferred by sub-section (1) of Section 4 of the National Rural Employment Guarantee Act, 2005 (Central Act No.42/2005), the Governor of Tamil Nadu hereby makes the following Scheme, namely, the Tamil Nadu Rural Employment Guarantee Scheme.

TAMIL NADU RURAL EMPLOYMENT GUARANTEE SCHEME

CONTENTS

CHAPTER-I

OUTLINE AND OBJECTIVE :

1. Objective
- 1.2 Status
- 1.3 Beneficiaries
- 1.4 Notified Districts
- 1.5 Funding pattern
- 1.6 Implementing Authority
- 1.7 Permissible Works
- 1.8 Special safeguards
- 1.9 Definition of Panchayats
- 1.10 Transparency and Accountability
- 1.11 Right to Information
- 1.12 Grievance redressal

Pages
4-7

CHAPTER-II

REGISTRATION :

- 2.1 Eligibility
- 2.1(a) Application
- 2.2 Registration
- 2.3 Verification
- 2.4 Job Card
- 2.5 Application of work
- 2.6 Allotment of works

7-9

CHAPTER-III

TIME BOUND EMPLOYMENT :

- 3.1 Time Bound Employment
- 3.2 Functions of Village Panchayats

9-11

3.3	Functions of Block Programme Officer	
3.4	Functions of District Programme Co-ordinator	
3.5	State Level Authority	
CHAPTER-IV		
WAGES :		
4.1	Wage Rate	11-14
4.2	Payment of Unemployment allowance	
4.3	Compensation	
4.4	State Employment Guarantee Fund	
4.5	Disentitlement	
4.6	Rural Schedule of Rates	
4.7	Muster Rolls	
4.8	(a) Social Audit	
4.8.1	(b) Physical and Financial Audit	
4.9	Record of asset created	
4.10	Facilities at work site	
4.11	Ban on Contractors and Machines	
CHAPTER-V		
ALLOCATION OF FUNDS:		
5.1	Allocation of Funds	15
5.2	Unspent Resources	
5.3	Procedure for Allocation	
CHAPTER-VI		
PLANNING AND EXECUTION		15-18
6.1	Perspective Plan	
6.2	Annual Action Plan	
6.3	Execution of Works	
6.4	Execution Authority	
6.5	Maintenance of Employment Register	
CHAPTER-VII		
MONITORING AND EVALUATION :		18
7.1	Monitoring	
7.2	Evaluation	
CHAPTER-VIII		
CONVERGENCE WITH THE OTHER PROGRAMMES:		19
8.1	Convergence with the other Programmes	
8.2	State Employment Guarantee Council	
CHAPTER-IX		
TRAINING:		20
9.1	Training	
9.2	Communication	
9.3	Removal of Difficulties	
CHAPTER-X		
QUALITY CONTROL :		21-28
10.1	Quality Control	
ANNEXURES		
I	Application for Registration	
II	Application for job	
III	Job Allotment Letter	
IV	Credit letter	
V	Social Audit – Check list	

TAMIL NADU RURAL EMPLOYMENT GUARANTEE SCHEME

[See Section 4(1) of the National Rural Employment Guarantee Act, 2005

PREAMBLE

The National Rural Employment Guarantee Act, 2005 (Central Act 42 of 2005) provides for the enhancement of livelihood security of the households in rural areas of India by providing at least one hundred days of guaranteed wage employment in every financial year to every household whose adult members volunteer to do unskilled manual work.

Accordingly, the Government of Tamil Nadu has made a scheme called the Tamil Nadu Rural Employment Guarantee Scheme (TNREGS) under sub-section (1) of Section 4 of the said Act to implement the said Act in the notified rural areas.

CHAPTER – I

OUTLINE AND OBJECTIVE

1. Objective :

The Tamil Nadu Rural Employment Guarantee Scheme (TNREGS) will be implemented as a Centrally Sponsored Scheme on cost sharing basis between the Centre and the State Government.

1.2 Status :

The objective of the Scheme is to provide livelihood security for the households in the notified rural areas of Tamil Nadu by providing at least one hundred days of guaranteed wage employment in every financial year to every household whose adult members volunteer to do unskilled manual work.

1.3 Beneficiaries :

1.3.1 The scheme is open to all rural households who are in need of wage employment and who desire to do unskilled manual work in and around their Village/habitation.

1.3.2 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 for job.

1.3.3 In case the employment is provided outside such limit, it must be provided within the Panchayat Union, and the labourers shall be paid ten per cent extra wage to meet transportation and living expenses

1.3.4 A new work under the Scheme shall be commenced only if –

- (a) at least fifty labourers become available for such work; and
- (b) the labourers cannot be absorbed in the ongoing works :

● Provided that this condition shall not be applicable for new works, to be executed in hill areas and in respect of afforestation.

1.3.5. The period of employment shall ordinarily be at least fourteen days continuously with not more than six days in a week

1.3.6. All those desirous of taking up unskilled manual work may submit their applications to the Village Panchayat or Block Programme Officer concerned for registration of their household and for allotment of job.

1.3.7. The Village Panchayat shall register the household after making such enquiry as it deems fit and issue a job card containing such details of adult members of the household. The job card will ordinarily remain valid for a period of 5 years from the date of launch of the Scheme. This may be renewed or cancelled on the request of the applicant in writing. The job card holder is entitled to apply for unskilled manual work and for employment for as many days as he may request subject to a maximum of 100 days per household in a financial year.

- 1.3.8. The Village Panchayat shall within 15 days of receipt of an application provide unskilled manual work to the applicant.
- 1.3.9. In all cases where unemployment allowance is paid, or due to be paid, the Block Programme Officer shall inform the District Programme Co-ordinator in writing the reasons therefore.
- 1.3.10. If the Village Panchayat is satisfied at any time that a person has registered his name by furnishing false information, it may request the Block Programme Officer to direct his name to be struck off from the register. No such deletion shall be made unless the applicant has been given an opportunity of being heard in the presence of two independent persons.

1.4 Notified Districts:

The Scheme will be implemented in the following districts under Phase I and will be extended to other districts within five years.

1. Nagapattinam
2. Cuddalore
3. Villupuram
4. Tiruvannamalai
5. Dindigul
6. Sivagangai

1.5 Funding pattern :

- 1.5.1. Cost of wages, administrative cost, establishment charges of Block Programme Office with supporting staff and three fourth of material cost will be borne by Government of India.
- 1.5.2. Cost of unemployment allowance, administrative expenses of State Council and one-fourth of material cost will be borne by the State Government.

1.6.1. Implementing authority :

- (a) The Scheme will be implemented by the Panchayats at District, Panchayat Union and Village levels.
- (b) The Block Programme Officer shall allot at least 50% of works in terms of its cost under the Scheme to be implemented through Village Panchayats.
- (c) The remaining works may be allotted to other implementing agencies such as Line Departments, Public Sector Undertakings, Co-operative Societies, Non-Governmental Organisations, Self Help Groups, etc.
- (d) Every person who has done the work given to him under the Scheme shall be entitled to receive wages at the rate of minimum wages fixed for Agricultural labourers as notified by the State Government from time to time.
- (e) The Panchayat shall disburse the daily wages on a weekly basis subject to the satisfaction of quality and quantity parameters. Disbursement shall be on a weekly basis or in any case not later than a fortnight after the date on which such work was done.
- (f) The Panchayat shall make provision for giving employment to every adult member of household who is willing to do unskilled manual work.
- (g) The District Collector will be the District Programme Co-ordinator at the district level with overall responsibility of planning, implementation, Co-ordination, monitoring and supervision. He will be assisted by the Joint District Programme Co-ordinator/Project Officer, District Rural Development Agency at the district level. The Block Programme Officer, (Block Development Officer) as implementing authority at Panchayat Union level will be responsible for matching the demand for employment with employment opportunities. At the Village Panchayat level, Panchayat President shall be the implementing authority.
- (h) The Village Panchayat concerned will be the field level implementing authority for its share of resources and is responsible for planning and execution of the Scheme. The Village Panchayat may entrust the work to any Line Department or Self Help Group for execution.

1.6.2. Involvement of Self Help Groups/ Youth in the implementation :

- (a) The Panchayats may involve the Panchayat Level Federations (PLF) of Self Help Groups (SHGs) and the Youth, to assist the Panchayats in the successful implementation of the Scheme.
- (b) Panchayat Level Federations of Self Help Groups or an Self Help Group representative of all habitations of the Village Panchayats with a proven track record of working with the Panchayats can be entrusted by the Village Panchayat with the assessment of demand for work, registration, verification, issue of job cards, identification of works, monitoring and supervision, over all quality control and such other works which may be pertinent to the successful completion of works at the Village level.
- (c) An Self Help Group entrusted with responsibility under the Schme may be allowed to engage necessary skilled/ unskilled manpower on behalf of the Panchayat Expenditure towards this will be reimbursed to the Panchayat Level Federation/ Self Help Group from the administrative costs as per rules.
- (d) Every effort should be made by the District Programme Co-ordinator (DPC), Block Programme Officer (BPO) and Implementing Agencies to ensure the maximum participation of women and youth under the Scheme.

1.7 Permissible works :

The focus of the programme will be on the following works.-

- (1) Water conservation and water harvesting;
- (2) Drought proofing (including afforestation and tree plantation);
- (3) Irrigation canals including micro and minor irrigation works;
- (4) Provision of irrigation facility to land owned by households belonging to the Scheduled Castes and Scheduled Tribes or to land of beneficiaries of land reforms or that of the beneficiaries under the Indira Awaz Yojana of the Government of India;
- (5) Renovation of traditional water bodies including Desilting of tanks;
- (6) Land development;
- (7) Flood control and protection works including drainage in water logged areas;
- (8) Rural connectivity to provide all weather access; and
- (9) Any other work which may be notified by the Government of India.

In order to ensure that adequate number of persons get employment at a worksite and that the assets created are visible, durable and genuinely beneficial to the community and to guard against the resources getting wasted by being spread too thinly and to facilitate better monitoring and supervision, the State Programme Co-ordinator/ District Programme Co-ordinator shall have the right to prescribe a minimum value of the works to be taken up.

1.8. Special safeguards for the weaker sections and women :

- 1.8.1. Disabled persons shall be given preference in providing employment to suit their ability and capacity.
- 1.8.2. Efforts would be made to provide one third of employment opportunities for women who registered their names and applied for job.
- 1.8.3. Provision of irrigation facility to land owned by households belonging to the Scheduled Castes and Scheduled Tribes or to land of beneficiaries of land reforms or that of the beneficiaries under the Indira Awaz Yojana of the Government of India.

1.9. Definition of Panchayats :

- 1.9.1. "Village Panchayat" in this Scheme means the Village Panchayats.
- 1.9.2 Where the duly elected Village Panchayat is not in existence or has not been given functional authority, its share of funds will be operated by the authorised Officer. The works to be taken up would, however, be decided at the Village level itself by the Gram Sabha of the concerned Village Panchayat.

1.9.3 The onus of providing employment shall be on the Block Programme Officer of the Panchayat Union concerned, under whom all the Village Panchayats will work.

1.10. Transparency and Accountability :

The District Programme Co-ordinator and other implementing agencies in the District shall be responsible for the proper utilization and management of the funds placed at their disposal.

1.10.1. A list of persons who are provided with the work shall be displayed on the notice board of the Village Panchayat. A copy of the same shall be sent to Block Programme Officer and the list shall be open for inspection by any authority of the State Government and any person interested.

1.10.2. Muster Rolls shall be made available to public for scrutiny and a copy of the same will be made available on demand at a nominal price of Rs. 50. For all works taken up by the Village Panchayats, copies of muster rolls shall be placed before the Gram Sabha. Inspection Register shall be made available at all work sites.

1.11. Right to Information :

1.11.1. The objective is to make the planning, implementation and evaluation of the Tamil Nadu Rural Employment Guarantee Scheme more participatory, transparent and accountable to the people by way of exercising right to information and by encouraging social audit at every stage of implementation.

1.11.2. The Public Information Officer duly notified as per the Right to Information Act, 2005 shall make available the copy of documents and registers for verification and sale at a nominal price of Rs. 50 or any fee fixed by the State Government from time to time.

1.12. Grievance Redressal :

1.12.1. If any dispute or complaint arises concerning the implementation of a Scheme by the Village Panchayat, the matter shall be referred to the Block Programme Officer.

1.12.2. 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.

1.12.3. **Local Beneficiary Committee: A Local Beneficiary Committee** shall be constituted by the Village Panchayat among the workers for effective articulation of their rights and entitlements and their access to them.

1.12.4. A complaint register will be maintained at all Village Panchayat Offices, Panchayat Union Offices of the Block Programme Officer, District Programme Co-ordinator and State Programme Co-ordinator (Director of Rural Development and Panchayat Raj).

1.12.5. A complaint box or suggestion box shall be placed in conspicuous places in the offices of Village Panchayat, Block Programme Officer, Joint Programme Co-ordinator, Joint Director (Rural Development), District Programme Co-ordinator, State Programme Co-ordinator.

1.12.6. The complaints received at all levels should be disposed of within seven days of receipt.

CHAPTER-II

REGISTRATION

2.1. Eligibility :

Employment Guarantee Scheme will be open to all rural households in Tamil Nadu. The entitlement of hundred days Guaranteed Employment in a financial year is in terms of a household. The hundred days per household can be shared within the household with the available persons in the household who have registered their names for manual work. The following is the eligibility for the registration under the Scheme :-

- Be a local resident within the Village Panchayat
- Be willing to do unskilled manual work
- Be an adult member over 18 years of age.

2.1.1. The women who have registered and requested for work under the Scheme will get priority and atleast one-third of the labour shall be from among the women.

2.1.2. Preference shall be given to disabled persons who apply for work. They can be provided with job opportunities to suit their ability and capacity in the form of an integral part of the Scheme.

2.1(a). Application :

The application for Registration may be given on a plain paper or in the printed format, to the local Village Panchayat / Block Programme Officer. It should contain the names of those adult members of the household who are willing to do unskilled manual work, and particulars such as applicant's name, father's/mother's/husband's name, Head of the family, age, sex, Scheduled Caste/Scheduled Tribe status, disability details, address, etc.

An individual may appear personally and make an oral request for registration. The Block Programme Officer / Village Panchayat President shall make arrangements for the conversion of oral request into written application.

2.2. Registration :

2.2.1 Any adult member of a household* who desires to do unskilled manual work can apply for registration to the Village Panchayat/Block Programme Officer.

*Household means a nuclear family comprising mother, father and their children which includes single parent/ single member household.

2.2.2. Registration shall be made in the Village Panchayats throughout the year.

2.2.3. The applications from migrants shall be registered on the basis of a certificate from the Village Administrative Officer of the native village of the applicant (or) by submitting copy of Job Card received from his native panchayat (or) in case of a migrant must be a resident in the village for atleast three consecutive months prior to his registration.

2.2.4 The application for the registration shall be as per the Annexure 1-A and 1-B as the case may be.

2.3. Verification :

2.3.1 The Village Panchayat concerned will verify the contents of the application and the selected applications shall be placed before the Gram Sabha/Ward Sabha for approval.

2.3.2 The Process of verification shall be completed within a fortnight from the date of receipt of the applications by the Village Panchayat.

2.3.3 After verification the Village Panchayat will enter all particulars in the registration register in the Village Panchayat.

2.3.4 Every registered household will be assigned a registration number as per the coding system adopted for Below Poverty Line (BPL) census, 2002. Copies of Registration will be sent to Block Programme Officer for the purpose of reporting to other tiers of Panchayat Raj Institutions and District Programme Co-ordinator.

2.3.5 The reasons for rejection should be recorded in writing.

2.3.6 The final list of registered applicants shall be placed before the Grama Sabha / Ward Sabha.

2.4. Job Card :

- 2.4.1 A Job Card will be issued by the Village Panchayat to each applicant who has been registered and found eligible.
- 2.4.2 The Job Card shall be valid for a period of five years and will have provision for addition and deletion. Deletions if any in any household owing to demise, or permanent change of residence of a member are to be reported immediately by the household concerned. The Village Panchayat will also update the Job Card Register annually.
- 2.4.3 Any card holder may apply for a duplicate card in case of loss or damage. The Village Panchayat shall process the application and issue duplicate and after due verification on collection of a nominal charge of Rs. 5.00 per card.
- 2.4.4 Any job card holder may give an application in writing to the Panchayat President or Block Programme Officer requesting for job indicating the days during which he requires job as per **Annexure II-A and II-B**. The receipt of application shall be acknowledged by the Village Panchayat / Block Programme Officer.
- 2.4.5 Every Job Card shall be assigned a unique number as adopted in Below Poverty Line survey, 2002.
- 2.4.6 If any registration is made based on false information and the Job Card is found to be misused, it will be cancelled by the Block Programme Officer on the recommendation of the Village Panchayat or on his/her own decision after giving him/ her due opportunity to explain.
- 2.4.7 Details of such cancellation should be placed before the Grama Sabha for information.

2.5. Application for work :

- 2.5.1 Application for work should generally be submitted to the Village Panchayat, as prescribed by the Act. Workers shall have the option of submitting their application directly to the Block Programme Officer.
- 2.5.2 Applications should contain the following information such as the Registration number of Job Card, Name of the Head of family, Name of the family members, Sex, age, details on disability, address, job requirement indicating the number of days and dates.
- 2.5.3 A single application may be given for a number of days in different periods during the year for which, employment is required. Joint applications may also be given by several applicants.
- 2.5.4 A dated receipt for the application for work must be issued to the applicant.
- 2.5.5 The Village Panchayat shall inform the Block Programme Officer about new applications under two categories, i.e., “**Panchayat works**”, executed by the Village Panchayat and “**General Works**” executed by the other implementing agencies.

2.6. Allotment of works :

- 2.6.1 Schedule 1 Section 10 of the Act, states that it shall be open to the Village Panchayat and Programme Officer to direct any person who has applied for employment to do work of any type permissible under the Act to the Village Panchayat.
- 2.6.2 The Village Panchayat President, shall match the demand of labour with the employment opportunities. The Block Programme Officer shall analyse the total demand of labour in the panchayat and also the availability of employment opportunities under panchayat works and general works to be entrusted to the other implementing agencies, accordingly the Block Programme Officer should distribute the allocation of works.
- 2.6.3 The Village Panchayat may also allocate employment in a work to be executed by any other implementing agency in its jurisdiction that has already been approved of in the shelf of project / annual plan. The implementing agency will be bound to act upon the directives of the Block Programme Officer.
- 2.6.4 If the Village Panchayat decides that employment cannot be given under its own panchayat works, and that employment needs to be given outside the Village Panchayat it will inform the Block Programme Officer.
- 2.6.5 On receipt of such intimation from the Village Panchayats, the Block Programme Officer will allot work from this shelf of projects that include inter-Village Panchayats. The Block Programme Officer will intimate the allotment of employment to both the Village Panchayats.

- 2.6.6 The applicants who are provided work shall be intimated by the Village Panchayat / Block Programme Officer by means of a letter sent to them at the address given in the job card or by a public notice displayed at the offices of the Village Panchayats and Block Programme Officer.
- 2.6.7 While providing employment, priority should be given to women in such a way that atleast one third of the beneficiaries shall be women who have registered and requested for work.
- 2.6.8 In case of disabled persons / aged the allocation of work shall be given to suit their ability and capacity. The work allotted may be in the form of services that are identified as integral to the scheme.
- 2.6.9 To ensure that every applicant has work according to the legal entitlement, the Block Programme Officer shall have the power to supervise and direct the Village Panchayats and the other implementing agencies to discharge their responsibilities.

CHAPTER – III

TIME BOUND EMPLOYMENT

3.1. Time bound employment :

- 3.1.1 The Village Panchayat shall prepare an annual action plan/ shelf of projects and keep ready for execution. A calender of programme may also be prepared indicating the name of work, nature of work and mandays to be generated which has to be published in the Notice Board for the benefit of applicants.
- 3.1.2 The duly approved rural schedule of rates shall be displayed in the Notice Board of the Village Panchayat, office of the Programme Officer, office of the Assistant Director (Panchayats), office of the District Rural Development Agency and office of the District Programme Co-ordinator / Collector and Director of Rural Development and Panchayat Raj office.
- 3.1.3 The calender of programme shall be prepared taking into consideration seasonal variations, demand for labour and availability of resources.
- 3.1.4 The Village Panchayat shall be responsible for providing wage employment to the applicant within 15 days from the date of receipt of application for job.
- 3.1.5 The applicants shall be intimated by individual communication in writing or by public notice displayed at the Village Panchayat office. Priority shall be given to women in such a way that atleast one-third of the labour shall be women. A model form for the communication in writing is in **Annexure-III**.
- 3.1.6 The Village Panchayat will inform the details of employment provided in the villages to the Block Programme Officer on a weekly basis in the prescribed formats.

3.2. Functions of Village Panchayat :

- (a) Preparation and approval of Annual Action Plan.
- (b) Preparation of prioritised list of works with likely cost/estimate.
- (c) Preparation of calender of programme.
- (d) Identification, categories of number and nature of employment opportunities.
- (e) Matching of opportunities with those who demand labour.
- (f) Receipt of applications for registration.
- (g) Registration of job seekers.
- (h) Identification and verification of applications.
- (i) Issue of Job Card.
- (j) Receipt of application for Job and acknowledgment.
- (k) Intimation to applicant.
- (l) Publication of list of works, calendar of programmes and list of job seekers, etc.
- (m) Execution of works.
- (n) Supervision and monitoring.
- (o) Disbursement of wages / payment of unemployment allowances and
- (p) Maintenance of Records/Muster Roll/ Household Job card / individual employment details, etc.

3.3. Functions of Block Programme Officer :

- (a) Preparation and approval of Annual Action Plan for the block.
- (b) Preparation of prioritised list of works with likely cost/estimate.
- (c) Preparation of calendar of programme.
- (d) Identification, categories of number and nature of employment opportunities.
- (e) Matching of opportunities with those who demand labour.
- (f) Monitoring of Projects taken up by the Village Panchayats and other implementing Agencies within the Block.
- (g) Sanctioning and ensuring payment of unemployment allowance to the eligible household.
- (h) Dealing promptly with all complaints that may arise in connection with the implementation of the Scheme within the Block.
- (i) Ensuring prompt and fair payment of wages to labourers, etc.
- (j) To look into complaints of irregularities in the execution of works and payments.
- (k) To prepare in the month of December every year, a labour budget for the next financial year.
- (l) Shall work under the overall supervision of the District Programme Co-ordinator.

3.4. Functions of the District Programme Co-ordinator :

The Collector will be the District Programme Co-ordinator (DPC) and the Project Officer, District Rural Development Agency shall be designated as Joint District Programme Co-ordinator (JPC). The District Programme Co-ordinator shall have the following functions: -

- (a) To Consolidate the Plans prepared by the Panchayat Raj Institutions and other implementing Agencies.
- (b) To accord administrative sanction wherever necessary.
- (c) To co-ordinate the functions of the Block Programme Officers and other implementing agencies.
- (d) To redress the grievances of applicants.
- (e) To review, monitor, inspect works etc.
- (f) To look into complaints of irregularities in the execution of works and payments.
- (g) To prepare in the month of December every year, a labour budget for the next financial year.

3.5. State level Authority :

The Director of Rural Development and Panchayat Raj will be the State Programme Co-ordinator (SPC) for the effective implementation of the scheme. He shall work under the guidance of the State Employment Guarantee Council. The functions of the State Programme Co-ordinator shall be-

- (a) The Director of Rural Development and Panchayat Raj shall release the corresponding State share to the District Programme Co-ordinators / Collectors within 15 days of the release of Central share by Government of India to the districts.
- (b) To implement the directions of the State Employment Guarantee Council / State Government in all matters related to the Scheme.
- (c) Co-ordinating with Government of India and the State Government.
- (d) Reviewing the monitoring and Redressal Mechanisms at the District Level.

CHAPTER-IV

WAGES

4.1. Wage rate :

- 4.1.1 The wages under Tamil Nadu Rural Employment Guarantee Scheme shall be at the rate of minimum wages for Agricultural labourers as notified by the State Government from time to time.
- 4.1.2 Equal wages shall be paid under the programme to both men and women workers. There shall be no discrimination solely on the ground of gender and the provisions of the Equal Remuneration Act, 1976 (Central Act 25 of 1976) shall be complied with.
- 4.1.3 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 workers to look after such children. The person deputed for the above work shall be paid Agricultural Minimum wage rate.
- 4.1.4 The wages shall be subject to the out-turn of work as prescribed by the competent authority.
- 4.1.5 All payments of wages in cash and unemployment allowances shall be made within fifteen days directly to the person concerned and in the presence of independent persons of the community on pre announced dates. If desired by the beneficiary payment may be made through credit order issued to the bank/post office (Annexure IV)
- 4.1.6 In case, the executing agencies do not pay the wages for a category of employment at the rate notified for 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.

4.2. Payment of unemployment allowance :

- 4.2.1 If an applicant for employment under the Scheme is not provided with employment within 15 days of the date of 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/she 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 at the rate of 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.
- 4.2.2 The liability of the panchayat to pay unemployment allowance to a household during any financial year shall cease as soon as-
 - (a) the applicant is directed by the Village Panchayat or the Block Programme Officer to report for work either by himself or 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.
- 4.2.3 The unemployment allowance payable to the household of an applicant shall be sanctioned and disbursed by the Panchayat and paid in cash, if desired by the beneficiary payment may be made through credit order issued to the bank/ post office.

4.3. Compensation:

- 4.3.1 In case the payment of wages is not made within the period specified under the Scheme, the labourers shall be entitled to receive payment of compensation as per the provisions of the Payment of Wages Act, 1936 (4 of 1936).
- 4.3.2 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, medical treatment at the nearest Primary Health Centre/Health Sub Centre/Taluk Hospital/District Hospital till he is fully rehabilitated.

- 4.3.3 Where hospitalization of the injured worker is necessary, the State Government shall arrange for such hospitalization including accommodation, treatment, medicine and payment of daily allowance not less than half of the wage rate required to be paid had the injured been engaged in the work.
- 4.3.4 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 implementing agency, an ex-gratia payment at the rate of Rupees Twenty-five thousand, and the amount shall be paid to the legal heirs of the deceased or the disabled, as in the case may be by Government of India.
- 4.3.5 If any personal injury is caused by accident to a child accompanying any person who is employed under the scheme, such person shall be entitled to, free of charge, medical treatment for the child to enable him/her to recover fully. In case of death or disablement, an ex-gratia payment of Rupees ten thousand shall be paid by Government of India.

4.4. State Employment Guarantee Fund:

- 4.4.1 The State Government may, by notification, establish a fund to be called the Tamil Nadu Employment Guarantee Fund for the purposes of implementation of the Scheme. The State Fund shall be held and administered on behalf of the State Government by the Director of Rural Development and Panchayat Raj. Cost of unemployment allowance, one fourth of material cost and administrative expenses of state council will form the components of the fund.
- 4.4.2 As and when funds towards the cost of wages, three fourth of material cost, administrative cost and establishment charges of Block Programme Officer with supporting staff are received from Government of India the State Government shall release the proportionate amount to the District Programme Co-ordinator within 15 days from receipt of such funds for operating the District Employment Guarantee Fund..
- 4.4.3 In turn the District Programme Co-ordinator shall release the funds to the Block Employment Guarantee Fund maintained by the Block Programme Officer.
- 4.4.4 The Block Programme Officer shall then release required funds to the Village Employment Guarantee Fund maintained by the Panchayat President.
- 4.5. Disentitlement to receive unemployment allowance in certain circumstances :
- 4.5.1 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 or the implementing agency.
 - (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 this Act for a period of three months but shall be eligible to seek employment under the Scheme at any time.
 - (d) If the Village Panchayat is satisfied at any time that a person has registered his/her name by furnishing false information, it may request the Block Programme Officer to direct his name to be deleted after giving due opportunity to explain.

4.6. Rural Schedule of rates :

- 4.6.1 The works taken up under the Scheme shall meet the required technical standards and measurements stipulated under the rural schedule of rates prescribed exclusively for the implementation of this scheme. The schedule of rural rates of wages for unskilled labourers shall be so fixed that a person working for seven hours would normally earn a wage equal to the wage rate.
- 4.6.2 The cost of material component of projects including the wages of the skilled and semi-skilled workers taken up under the Scheme shall not exceed forty per cent of the total project cost at the district level.
- 4.6.3 The standard rural schedule of rates shall be worked out by aggregating each task into its constituent activities and calculating the average time taken for the activity and then assessing its payment based on labour and time expended.

- The prescribed measurement of work will be published at work sites ;
- Measurements / Check measurements should be done every week by the Engineers concerned.

4.7 Muster rolls :

4.7.1. Muster Rolls shall bear a unique identity number to avoid misuse or duplication

4.7.2 The Block Programme Officer shall supply each Village Panchayat/other Implementing Agencies with—

- (a) the muster rolls for the works sanctioned for execution and;
- (b) a list of employment opportunities available elsewhere to the residents of the Village 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 should have entries showing the number and details of Scheduled Castes/ Scheduled Tribes/ Women and others who have been provided employment. Those who prepare muster rolls should be held responsible for the correctness of entries.
- (d) The Block Programme Officer shall supply Nominal Muster Roll (NMR) formats in triplicate for placing one with the Bills, one with the Block Programme Officer and the third copy in the Village Panchayat Office.
- (e) To prevent non-payment or under payment of wages or any other manipulation, muster rolls should be maintained in stitched forms and all its pages must be numbered.

4.7.3 The Village Panchayat shall allocate employment opportunities among the applicants and ask them to report for work through public notice.

4.7.4 Unique identity number given to each and every work.

4.7.5 A photo copy of the Muster roll shall be kept in the Village Panchayat Office for public inspection and scrutiny.

4.7.6 Any muster roll that is not issued from the office of the Block Programme Officer shall be considered unauthorized.

4.8 (a) Social Audit :

4.8.1 Grama Sabha/ Ward Sabha shall monitor the execution of works within the village. Social Audit by Grama Sabha shall be conducted regularly for all the projects taken up in the Village Panchayat.

4.8.2 The Village Panchayat shall make available all relevant documents including photographs taken before, during and after the work, muster rolls, bills, vouchers, measurement books, copies of sanction orders and other connected books of account to the Grama Sabha for the purpose of conducting the social audit.

4.8.3 Sign Boards shall be erected at all work sites showing relevant information of the works

4.8.4 Format for social audit check list shall be as per ANNEXURE-V

(b) Physical and Financial Audit :

4.8.5 Both physical and financial audit of the works under the scheme are compulsory. The audit will 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 instalment of funds.

4.8.6 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 etc., shall be placed before Grama Sabha/Ward Sabha. Special Grama Sabha / Ward Sabha meetings shall be convened, as and when necessary for the purpose of special audit or social audit.

4.9. Record of the assets :

Each District Panchayat, Panchayat Union or Village Panchayat shall maintain complete inventory of the assets created under the programme giving details of the execution of the project, cost involved, benefits obtained,

employment generated and other relevant particulars. Signboards should be displayed at work sites showing all relevant details. Photographic record of the work may also be created at every stage of implementation i.e. before, during and after the execution of works.

4.10. Facilities at work site :

4.10.1 The facilities of safe drinking water, shade for children and periods of rest, first-aid box with adequate material for emergency treatment for minor injuries and other health hazards connected with the work being performed shall be provided at the work site.

4.10.2 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.

4.11. Ban on Contractors and Labour displacing Machines :

4.11.1 Contractors are not permitted to be engaged for execution of any of the works under the Scheme. No middleman or any other intermediate agency should be employed for executing works under the Scheme.

4.11.2 In case it is reported that contractors and Labour Displacing Machines are being engaged, the District Programme Co-ordinator shall withhold further release of funds to the executing agencies and initiate suitable action against the erring official/implementing agencies for misuse of funds.

CHAPTER – V

ALLOCATION OF FUNDS

5.1. Allocation of Funds :

*The funds would be allocated based on the estimated demand of labour.

- Village Panchayats – At least 50 % of the allocation.
- Other agencies such as line departments, public sector undertakings, Non Governmental Organisations, Self Help Groups, etc. may be allotted works by Block Programme Officer and District Programme Co-ordinator.

There will be no sectoral earmarking of resources under the Tamil Nadu Rural Employment Guarantee Scheme, except for the development of lands belong to Scheduled Caste/Scheduled Tribe-Indira Awas Yojana beneficiaries / Land reform allottees by providing irrigation facilities and water conservation facilities to their lands.

5.2. Unspent Resources of Administrative/ Contingent and Maintenance expenditure :

Efforts should be made by Village Panchayats to incur only such expenditure on maintenance of assets, which are absolutely necessary. Strict economy should be observed in incurring such expenditure. Unspent balances under these heads will form part of the programme resources of the Tamil Nadu Rural Employment Guarantee Scheme and will be brought to the District Employment Guarantee Fund.

5.4 Procedure for Allocation/Release of Resources :

The District-wise allocations will be demand based and made by the Ministry of Rural Development, Government of India. The District Programme Co-ordinator will allocate funds to the Block Programme Officer. The Block Programme Officer will make the allocation to each panchayat based on the requirement of labour.

CHAPTER-VI

PLANNING AND EXECUTION

6. Perspective Plan :

6.1.1 A five year perspective plan for the district and shelf of projects – Village Panchayatwise, Blockwise incorporating the village development plan will be prepared under the scheme covering the estimate of labour demand and estimates of workers expected to respond to the demand. The perspective plan will map the existing infrastructure facilities and also list out the requirements of infrastructures in rural areas as against the labour demand. The

perspective plan will serve the frame work for long term planning. But it will be flexible enough to respond to the new emerging needs of the area, the experience of the implementation and the new areas of works indicated by the Central and State Governments.

- 6.1.2 The expected resources inflow under various programmes and the requirement of panchayatwise resources for the creation of demand of labour and creation of missing infrastructure shall be listed out in the respective sections.
- 6.1.3 The draft plan shall be discussed and approved with modification if need be by the Grama Sabha
- 6.1.4 The priority will be determined by the Village Panchayat, so as to match the employment opportunities with the demand for labour.
- 6.1.5 The works which can be undertaken within the resources available under other ongoing Central Schemes or State Schemes falling within the perspective plan will be taken up under the respective schemes.
- 6.1.6 The consolidated Perspective Plan consisting of Perspective Plans of all village Panchayats should be compiled at the block level and all block level plans at the district level.
- 6.1.7 The Line Departments works will be incorporated in the Perspective Plan after the approval of Village Panchayat concerned, wherever necessary.

6.2. Annual Action Plan :

- 6.2.1 The Annual Action Plan must flow out of long term perspective plan. The size of the plan and priority of the work should be decided annually keeping in view the demand for the employment.
- 6.2.2 Every year the Village Panchayat shall convene a SPECIAL GRAM SABHA meeting in December to estimate the demand for labour to propose the number and category of works on priority basis to be taken up in the next financial year. Based on the recommendation of the Gram Sabha, the Village Panchayat will forward its proposal to the Block Programme Officer before 31st of January the choice of work that will be identified in the perspective plan. The Gram Sabha may recommend additional work in addition to the works identified in the perspective plan if they are insufficient and found not appropriate to suit the need of the hour. The proposal of Village Panchayat shall contain the details of existing demand for work the demand in the previous year, the works taken up in the previous year, works ongoing and works proposed for the next year, the likely cost and proposed implementing agencies.
- 6.2.3 The Block Programme Officer will scrutinize the village development plan and fulfill the technical feasibilities and consolidate them into the block plan so as to submit the same to the District Programme Co-ordinator for approval. The Block Programme Officer will also incorporate in the block plan the consolidated village plans and place them before the council for approval.
- 6.2.4 The District Programme Co-ordinator will examine the plan proposals of all the Village Panchayats with reference to adequacy, likely demand of labour, financial commitment and technical feasibilities. He will consolidate all the block plans into the district plan and incorporate them with the plan prepared by the District Panchayat.
- 6.2.5 The exercise of approval of Annual Action Plan should be completed by the end of February of the preceding financial year.
- 6.2.6 To ensure meaningful utilization of resources under the Tamil Nadu Rural Employment Guarantee Scheme, routine division of resources among the wards of the Village Panchayat is prohibited. Works included in the Perspective Plan should be need based and properly prioritised. However, it will be ensured that all deserving areas are given a fair treatment in the matter of allocation of resources.
- 6.2.7 Works selected by Village Panchayats and by Panchayat Unions and District Panchayats wherever allocations have been made to them should be labour intensive. Works required larger component of materials like cement, steel, etc., should not be sanctioned unless the excess cost on material component is provided from other sectoral programme funds. However, the procedure prescribed in Tamil Nadu Rural Employment Guarantee Scheme that material component at the rate of 40% shall be strictly adhered to at District level.
- 6.2.8 The Panchayat Unions should suggest works involving more than one Village Panchayat. Similarly the District Panchayat should suggest works involving more than one block.

6.2.9 The Line Department works will be incorporated with the approval of Village Panchayat concerned initially and by Block Programme Officer and District Programme Co-ordinator wherever necessary.

6.3. Execution of works :

6.3.1. Administrative Sanction :

The works taken up under the Scheme shall be in Rural areas only. The administrative sanction for all works in a shelf of projects will be given by the District Programme Co-ordinator. To avoid duplication a unique identity number shall be assigned to each work. The Administrative Sanction can be accorded for works under two categories :-

- (A) Panchayat works executed by the Village Panchayat, and
- (B) General works executed by other Implementing Agencies.

6.3.2 Technical Sanction :

(a) The technical sanction for works would be accorded as per procedure in vogue in the Rural Development and Panchayat Raj Department.

6.3.3 The joint Programme Co-ordinator/Joint Director of Rural Development and Panchayat Raj would be responsible for the overall Co-ordination and supervision of the works. The Block Programme Officer will be the key implementing authority at block level

6.3.4 Subject to the overall control of the District Programme Co-ordinator/Collector, the Village Panchayat, Panchayat Unions and District Panchayats shall supervise execution of works by the Village Panchayats.

6.3.5 Works taken up under the Programme should meet technical standards and specifications, if any for the concerned work/area.

6.3.6 Efforts should be made to utilize local materials and cost effective and disaster resistant technology developed by various institutions and as applicable to the area.

6.3.7 In order to facilitate the technical scrutiny of the works, authorities at the Joint Programme Co-ordinator level may prepare and approve standard designs and cost estimates of those items of works, which are common in nature.

6.3.8 While creating rural infrastructure, emphasis should be given to labour intensive works. Purely material oriented works are not to be taken up.

6.4. Executing Authority :

6.4.1. The District Programme Co-ordinator shall be the "Implementing Authority" under Tamil Nadu Rural Employment Guarantee Scheme at the District level.

6.4.2. The Block Programme Officer at the Block concerned shall be the Implementing Authority at the block level.

6.4.3. Forest Department in the district shall in consultation with the District Programme Co-ordinator, implement the scheme in forest villages adhering to the Tamil Nadu Rural Employment Guarantee Scheme Guidelines and Forest (Conservation) Act, 1980, as amended from time to time.

6.4.4. At the village level, the entire responsibility relating to Co-ordination, review, supervision and monitoring of the scheme will be that of Village Panchayat.

6.4.5. At the district level, the District Programme Co-ordinator and at the intermediate level, the Panchayat Unions will have overall responsibility for guidance, Co-ordination, supervision, periodical reporting and monitoring the implementation of the scheme.

6.4.6. District Programme Co-ordinator will also be accountable to the State Government and ensure that the returns / reports in respect of the works taken up for execution in the district are furnished in time.

6.4.7. The Block Programme Officer shall be provided required Assistance for the Implementation of the Scheme at Block Level and Village Panchayat Level in the form of services.

6.4.8. The District Programme Co-ordinator shall be responsible for overall supervision and Co-ordination of works and furnishing of necessary reports to the State / Central Governments and State Employment Guarantee Council/ Central Employment Guarantee Council.

6.5. Maintenance of Employment Register :

- 6.5.1. Each Village Panchayat shall maintain an Employment register for the works being implemented within its jurisdiction under its own component which would contain the details of number of persons employed including the number of Scheduled Castes/ Scheduled Tribes, gender of the workers and number of mandays generated for each work under the Tamil Nadu Rural Employment Guarantee Scheme. This information should be based on the Muster Rolls and maintained work-wise. This register would be open to the public for scrutiny. Copies of this register shall be made available to public on demand, after charging a nominal fee, if necessary.
- 6.5.2. Works taken up under the scheme should be of durable nature and should satisfy technical standards and specifications. The Village Panchayats may also take technical advice from the block officials/line departments or from reputed Non-Governmental Organisations in the area, if needed.
- 6.5.3. Use of cost effective technology and local materials shall be encouraged.
- 6.5.4. While fixing technical specifications, efforts should be made to utilize, to the maximum extent, local materials and low cost technology developed by various institutions.
- 6.5.5. The items of works approved by the Village Panchayat/Gram Sabha in the manner prescribed above shall not be allowed to be changed either at the block or the district level. Panchayat Union and District Panchayat may suggest new works for the consideration of the Grama Sabha/Ward Sabha.
- 6.5.6. In order to facilitate the technical scrutiny of Development Plan – shelf of projects of the Village Panchayat, the authorities at the District Programme Co-ordinator may prepare and approve standard designs and cost estimates of those items of works, which are generally taken up by the Village Panchayats. It will help in preparation of the Development Plan by the Village Panchayats and also quicker approval by the Gram Sabha.

CHAPTER – VII

MONITORING AND EVALUATION

7.1. Monitoring of the Programme :

- 7.1.1 Monitoring: The State Government shall monitor the Programme.
- 7.1.2 Schedules for Inspection of Works.

For effective implementation of the Programme, the State Government will 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 interior areas. A schedule of inspection, which prescribes the minimum number of field visits for each supervisory level functionary, shall be drawn up by the State Government and strictly adhered to. The schedule so drawn shall ensure that Tamil Nadu Rural Employment Guarantee Scheme works in atleast 10% Panchayats are inspected by district-level officers and 2% Panchayats by the State-level officers. In addition, the State Government shall advise the Monitoring Officers, Collectors, Additional Collectors and Sub-Divisional officers to inspect some works during their field tours.

- 7.1.3. The officers dealing with Rural Development/Tamil Nadu Rural Employment Guarantee Scheme at the State headquarters shall visit Districts regularly and ascertain through field visits that the Programme is being implemented satisfactorily and that execution of works is in accordance with the prescribed procedures and specifications. The State Government will designate Area Officers for each district of the State and ensure that they undertake regular field visits to the area assigned to them.
- 7.1.4. During the course of inspection, if any official comes across any irregularity, he/she should immediately bring it to the notice of the District Programme Co-ordinator, District Panchayat and the Project Director, District Rural Development Agency who would then take further appropriate action in the matter.
- 7.1.5. The representatives of the Panchayat Unions and District Panchayats shall also inspect.

7.2. Evaluation :

- 7.2.1. Periodic Evaluation Studies on the implementation of the Programme shall be conducted from time to time.
- 7.2.2. Evaluation studies may be entrusted to reputed institutions and organizations, on issues meriting detailed studies. Copies of the evaluation studies conducted by any State shall be furnished to the Central Government.
- 7.2.3. Remedial action shall be taken by the State Government on the basis of the observations made in these evaluation studies.
- 7.2.4. The District Programme Co-ordinator may also conduct studies from time to time. The District Programme Co-ordinator shall report the outcome of the studies to the State Government and the Central Government from time to time.

CHAPTER-VIII

CONVERGENCE WITH THE OTHER PROGRAMMES

8.1. Convergence with the other programmes :

8.1.1. Contributions by the Village Community :

The Village Community may be encouraged to contribute either in cash or kind for the development of rural infrastructure. The Panchayat Raj institutions may, subject to relevant laws, even raise additional resources through appropriate cess/ tax to ensure people's participation by inculcating in them the feeling of community ownership of public assets.

8.1.2. Acceptance of Donations :

The District Programme Co-ordinator may accept donations from charitable institutions, Non-Governmental Organisations, Non-Resident Indians (NRIs) and individuals to the District Employment Guarantee Fund either to expand the programme or to ensure the durability of the assets requiring funds. These funds should be treated as additional funds and dovetailed with the Tamil Nadu Rural Employment Guarantee Scheme Funds to complete the works taken up under the Programme.

8.1.3. Convergence/Dovetailing with other programmes :

Funds available from other sources like market committees, Co-operatives, Non-Governmental Organisations, Non-Resident Indians and other institutions could also be dovetailed with the Tamil Nadu Rural Employment Guarantee Scheme Funds for similar purposes. The funds available with the Panchayat Raj Institutions from other sources such as Union Finance Commission, State Finance Commission, State Departments, other Central and Centrally Sponsored Schemes such as Swarnjayanti Gram Swarozgar Yojana (SGSY), etc., can also be dovetailed for construction of durable community assets. However, Tamil Nadu Rural Employment Guarantee Scheme Funds should not be used as a substitute for Departmental Plan Funds of different Departments and agencies. Funds from other programmes for the works permissible under the Tamil Nadu Rural Employment Guarantee Scheme can be dovetailed with Tamil Nadu Rural Employment Guarantee Scheme Funds and not vice versa. Such works are required to be part of the Perspective Plan.

8.2. State Employment Guarantee Council :

Tamil Nadu State Employment Guarantee Council shall be constituted and shall have the following duties and functions namely

- (b) advising the State Government on all matters concerning the Scheme and its implementation of Tamil Nadu Rural Employment Guarantee Scheme Fund in Tamil Nadu;
- (c) determining the preferred works;
- (d) reviewing the monitoring and redressal mechanisms from time to time and recommending improvements;
- (e) promoting the widest possible dissemination of information about this Act and the Schemes under it;
- (f) monitoring the implementation of this Act and the Schemes in the State and co-ordinating such implementation with the Central Council;

- (g) preparing the annual report to be laid before the State Legislature by the State Government;
- (h) any other duty or function as may be assigned to it by the Central Council or the State Government.
- (i) The State Council shall have the power 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 in the State.

CHAPTER – IX

TRAINING

9.1. Training :

9.1.1. Provision for training/capacity building :

Allocation based on Government of India guidelines can be utilized by the District Programme Co-ordinator from the **District Employment Guarantee Fund** for training/ capacity building of officials/non-officials of the Panchayat Raj Institutions involved in the implementation of the Tamil Nadu Rural Employment Guarantee Scheme.

9.1.2 Training on right to information/social audit shall be organized for the benefit of the elected representatives of Panchayat Raj Institutions, functionaries of Rural Development Department and the members of beneficiary committee, Village Level Committee, District Level Vigilance and Monitoring Committee.

9.1.3 A Task Force will be created at State Institute of Rural Development to guide the implementation of training programme, comprising academicians, Non-Governmental Organisations, educational institutions, retired administrators, etc.

9.2. Communication :

9.2.1 Communication and publicity shall be ensured for everyone to know about the Act and the Tamil Nadu Rural Employment Guarantee Scheme. Information about the Act and Tamil Nadu Rural Employment Guarantee Scheme in easy to read materials in Tamil shall be developed and widely disseminated. The State Institute of Rural Development shall be vested with the responsibility by the State Employment Guarantee Council to prepare such publicity materials.

9.2.2 The District Programme Co-ordinator shall arrange to publicise the scheme throughout the district.

9.3. Removal of difficulties :

9.3.1 If any Village Panchayat President refuses to register applications, the District Programme Co-ordinator/Programme Officer may direct the Village Panchayat President to register the applicants after due enquiry.

9.3.2 The District Programme Co-ordinator is empowered to stop the work in progress in case of irregularities after making alternative arrangements to provide work to the labourers in any other Village Panchayat.

9.3.3 The District Programme Co-ordinator may issue appropriate orders after due enquiry and verification on the complaints against the cancellation of registration by the Village Panchayat/Block Programme Officer concerned.

9.3.4 In case of denial of employment, wages or unemployment allowance by the Village Panchayat/ Programme Officer, the District Programme Co-ordinator shall be the Appellate Authority.

CHAPTER – X
QUALITY CONTROL

10.1. Quality Control :

In the process of planning, designing, estimation, monitoring, evaluation and quality control of the scheme a net work of resource institutions shall be involved at District and State level to satisfy the technical aspects. The technical resource net work will assist the department in the following areas namely—

- (1) to identify labour intensive technologies
- (2) to standardise the estimation procedures to prepare standard model estimates
- (3) to prepare manuals for estimation
- (4) to prepare software manuals, charts for the use of Panchayats/Vigilance Committees
- (5) to propose quality parameters for various types of works
- (6) to prepare people's manuals for quality checking
- (7) to undertake quality appraisal in different worksites on sample basis
- (8) to suggest ways and means for removal of deficiency in quality
- (9) to train the technical staff of Rural Development & Panchayat Raj Department and staff of Panchayat Raj Institutions and members of the Vigilance and Monitoring Committee.

K.ASHOK VARDHAN SHETTY
SECRETARY TO GOVERNMENT

