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6.8 2002-03 and 2003-04 - Food for Work Programme under Special component of SGRY in the drought affected districts - Guidelines

Revenue Department

G.O. (Ms) No. 93

Dated: 19.2.2003

Read:

1. G.O.Ms.No.43, Revenue Department, Dated 24.01.2003
2. Guidelines of Government of India on Special Component of SGRY

ORDER

The Government have declared 28 districts of this State (ie., all districts except Chennai) as drought-affected in the reference first cited. The Guidelines issued by the Government of India on the Sampoorna Grameen Rojgar Yojana (SGRY), provide for taking up employment generation programmes (Food for Work) under the Special Component of SGRY in areas which have been affected by natural calamities, and have been notified as such by the State Government and approved by the Government of India. The Government have decided to implement Food for Work programme under the Special Component of SGRY through various departments in order to provide wage employment to the affected people and to ensure food security in all the drought-affected areas of Tamil Nadu.

- 2.1 Keeping in view the guidelines second read above, the State Government now issue the following guidelines for implementation of the Food for Work Programme under the Special Component of SGRY 2002 – 2003 and 2003-2004.
- 2.2 The Government have been closely monitoring the progress of the works designed to provide wage employment under various programmes undertaken hitherto and also the increasing intensity of drought. The Government considers it necessary that these efforts are stepped up considerably in the ensuing months to ensure adequate food security. The Government have held wide – ranging consultations with various departments and have noted that there is scope for widening and deepening the programme and for expanding the guidelines in order to effectively tackle the evolving situation.
- 2.3 Keeping in view the above, these comprehensive guidelines are issued. The departments and the District Collectors should note that overall flexibility is provided in these guidelines to meet the felt-needs of the local areas. This programme can be availed in all village in all districts except Chennai District.

3. Objectives of the Programme

- 3.1 The overall objective of the programme is to provide wage employment to every person seeking employment within the area he/she is residing. The effort is to reduce the need for unusual migration of labour from the affected villages due to the adverse conditions.
- 3.2 The District Collectors should convene a meeting of all the departments immediately and identify the works, both on-going and new, relating to each and every department village wise and scheme wise where labour component is involved, however small it may be.
- 3.3 The Collector shall endeavour to see that in case a second or third work is not feasible and the drought conditions persist, the beneficiary may be asked to move to the nearest work under execution.
- 3.4 A schedule of works with dates of commencement, location and labour needed should be available in the Block and Taluk Offices and the Grama Sabhas for directing the needy persons to move to the nearest work places.

- 3.5 To this effect funds available under different schemes of all the Departments / Local Bodies / Market Committees / Government Agencies / Corporations shall be mapped out and programmed to be used. The provisions in BE 2003-2004 may also be used from April so that there is no slackening after the end of the financial year.
- 3.6 When ongoing works are dovetailed with the FFW-Special Component of SGRY Programme, several of such works might currently be undertaken through contracts and labourers may be engaged at terms mutually agreed between them. Therefore, when such works are dovetailed with the Food for Work-Special Component Programme coupon for release of rice should be issued on weekly basis to the labourers as per the muster roll maintained at the work site through an authorised person.
- 3.7 The muster roll maintained for this purpose must be counter signed by the executing agency / authorized representative from time to time.
- 3.8 The coupon should be issued to the labourers by the Officer authorized by the Department in this regard.
- 3.9 Each labourer should be given rice coupons at the rate of 7 kgs of rice per day. The value of rice will be calculated Rs.5.65 per Kg. The remaining portion of the wages should be paid in cash to the labourers as per the contract agreement with them and cost of rice coupons so distributed must be deducted from his running bills
- 3.10 Ongoing works, being done with the use of earth moving machines may also be dovetailed with the food for work programme. In such rice coupons at the rate of 7 kgs per day at Rs. 5.65 per kg, should be only on muster rolls to the labourers actually present and working at the site. The value of the rice coupons should be deducted from the running bill in the contract.
- 3.11 Similarly, for other works, items involving labour component such as picking surface, metal and gravel spreading and also of community development works etc, rice coupons should be issued only on the basis of muster –rolls maintained for workers actually engaged for the work.
- 3.12 Where such an arrangement is just not possible, or where the contract is mainly based on machine hour rates then the original contract under machine rate should continue. District Collectors are specifically cautioned that under no circumstances rice be distributed for work executed through machines.
- 3.13 There may be several new works which would be sanctioned / which are to be taken up either by contract or by departmental execution, etc., While preparing the estimate especially where earth work is involved, due care must be taken to ensure that the classification of soil is done properly, taking into account the conditions prevailing in the area, where such excavation has to be undertaken.
- 3.14 In the case of works taken up on tenders, a mismatch between work outturn and payment to workers will not arise, because running bill are made based upon rates settled in tender.

4. Immediate action required to be taken by the Collectors

- 4.1 The District Collectors are requested to take up this programme as a mission to provide relief and employment to the people affected by drought. The District Collectors should ensure that all the Departments, Self Help Groups, Local Bodies etc, are fully involved in the implementation of the programme.
- 4.2 The District Collectors shall work out village Panchayat wise action plans under this programme in order to keep the momentum and continuity of the programme.
- 4.3 The works under Special Component of SGRY are permitted to be taken up in rural areas of all 28 districts.

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- 4.4 Indexing of old and new works in the Block wise Action Plans should be cautiously done. Generally beneficiaries from one Block shall be allowed to move to neighboring block if need arises.

5. Formation of District level relief committees.

- 5.1 The District Collector shall constitute District Level Relief Committee under his Chairmanship with the district level officials of the departments involved in the programme. This committee will be in overall charge for the purpose of supply of food grains and the need for additional employment generation under different schemes in the drought affected areas of the district.
- 5.2 Officials Committees at Block Level, Village Panchayat Level would be constituted by Districts Collectors for reviewing the relief activities.

6. Scope of the programme

- 6.1 The Food for Work Programme – under the Special Component of the SGRY is a general scheme which can form a part of any scheme of the Central or State Government being implemented.
- 6.2 This programme should be integrated with all Centrally Sponsored Schemes, State Schemes, works taken by Local Bodies, Government Departments, Self Help Groups etc.

7. Dovetailing scheme funds

- 7.1 All the District Collectors are requested to convene a review meeting immediately with the District Level Officers concerned and identify the funds available at the district level for utilizing the food grains available under Special Component of SGRY. District Collectors shall take into account the works identified in the district having labour component as mentioned in para 3.2
- 7.2 The Collectors should also identify all ongoing works of all Departments, Local Bodies and Implement the scheme.
- 7.3 Funds for material component can be dovetailed from any scheme and rice towards wage component can be drawn from the FFW- Special Component of SGRY.
- 7.4 The funds available with the Local Bodies from other sources such as Eleventh Finance Commission, State Finance Commission, State Departments, other Central and Centrally Sponsored schemes can also be dovetailed.

8. Works to be taken up

- 8.1 The objective of the Special Component of SGRY is to provide wage employment with supply of rice to the needy people in the affected rural areas. Therefore preference should be given to labour – intensive works, which contribute to drought- proofing such as moisture conservation works, watershed development works, water harvesting, digging of wells, and de-silting, renovation of traditional ponds / tanks, construction of rural link roads, farm roads linking agricultural fields, up gradation of earthen roads etc. The Agricultural Engineering Department has got Watershed based GIS schedules which can be used so that the drought works can lead to semi permanent asset creation. These data are available with the PWD, Agricultural Engineering and Forest Departments also. The Collector while identifying the works can emphasise the Important of Watershed based development works and drought proofing thereof.
- 8.2 In order to Improve ground water, check dams, percolation ponds, farm ponds etc.may be taken up.
- 8.3 Strengthening , repairing and construction of bunds and feeder channels, irrigation canals etc, to irrigation sources can be taken up. De-silting of irrigation channels, supply channels, tanks can also be taken up.

- 8.4 The programme can be extended to all afforestation works taken up by the Forest Department in the Government lands / Forest lands.
- 8.5 Construction of houses for weaker sections viz. Adi Dravidars, Backward Classes, Most Backward Classes, fishermen, etc and construction of group houses under programmes like Indira Awaaz Yojana (IAY) may also be brought under this Programme.
- 8.6 Construction of toilets under total sanitation campaign / RCRSP can also be taken up.
- 8.7 The maintenance work of roads can also be dovetailed with Special Component of SGRY.
- 8.8 The list of works indicated here is illustrative and not exhaustive Collectors / District Level Committees may add to this list and take up works with a substantial labour component.

9. Sanction of works

- 9.1 The administrative sanction of the work shall be given by the Competent Authority under respective programme / works.

10. Sanction of rice

- 10.1 The District Collectors will scrutinize the indent received from the concerned department implementing the programme and make available rice as a matching share for all programmes / works.
- 10.2 Preference shall be given for sanction of works where the Government Departments / Local Bodies are coming forward for utilizing the rice along with matching cash mobilization to provide immediate relief as per the felt needs of the local people.

11. Implementing agency

- 11.1 The FFW – Special component of SGRY should be implemented by all departments of the Government / Local Bodies, Self Help Groups, water users association.
- 11.2 The works for the special component will be executed in accordance with the guidelines of that particular scheme under which they are taken up.

12. Rates for labour to be followed

- 1.1 Each worker under the programme shall be paid a wage of Rs.54/- per manday and this shall be in the form of Rice and Cash as given below.:-

7 Kgs of Rice + Rs.14.45	=	Rs.54.00
Rice Component	:	7 Kgs x 5.65 = Rs.39.55
Cash Component	:	Rs 54.00-39.55 = Rs. 14.45

Wherever, the approved wages are higher than Rs.54 per day the over and above this amount should be paid in cash.

13. Transportation of rice and storage by the T.N.C.S.C.

- 13.1 The Tamil Nadu Civil Supplies Corporation has to take delivery of rice intended for this scheme at free of cost from Food Corporation of India godowns and transport it to taluk godowns. Transportation from taluk godown to Public Distribution System outlets run by them and by Tamil Nadu Civil Supplies Corporation for the Public Distribution System outlets run by it.
- 13.2 The Co-operatives / Tamil Nadu Civil Supplies Corporation are entitled to retail margin of Rs.45/- per quintal as in the case of Public Distribution System.
- 13.3 The Transport cost incurred by Tamil Nadu Civil Supplies Corporation for liftment of rice intended for this scheme from Food Corporation of India godowns to taluk godowns will be borne by the Government. The Tamil Nadu Civil Supplies Corporation

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shall send a detailed claim, Districts-wise to the Special Commissioner and Commissioner of Revenue Administration for settlement. The expenditure shall be debited to the head of account to be indicated by the Finance Department and not under Public Distribution System head.

- 13.4 Rice shall be distributed in the respective fair price shops to the labourers on production of coupons specially intended for this scheme.

14. Issue of coupons

- 14.1 The District Collectors should issue Rice Coupons to the implementing agencies depending upon the works sanctioned under the programme. The implementing agencies would in turn issue the coupons to the labourers.
- 14.2 The coupon should be printed in a colour other than that of the regular SGRY programme.
- 14.3 The cost of the coupons should be debited to agencies implementing the works.
- 14.4 The price of Rice should not be printed on the coupons.
- 14.5 The Competent Authority under respective programme / works is authorized to issue coupons to the labourers.

15. Maintenance of Muster roll

- 15.1 A Muster Roll shall be maintained for every work separately showing the details of wages paid to the workers and food grains distributed. To prevent non-payment or under payment of wages or any manipulation, muster rolls should be maintained in stitched forms and all its pages numbered.
- 15.2 These muster rolls should be available at the work spots and produced for inspection / checking by any authority / public representative or by the workers themselves.

16. Rice distribution on Production of coupons only

- 16.1 Rice shall be delivered to the labourers only on production of coupon at the Fair Price Shop.
- 16.2 As soon as any work is proposed to be taken up under the special component of SGRY the likely requirement of food grains for wage payment should be calculated and informed to Civil Supplies / District Collectors by the implementing agency along with the location of the most convenient Fair Price Shop. The Collector in turn will ensure that this volume of rice is placed at that particular Fair Price Shop or work Place. The coupon – holders should collect their entitled rice on production of coupons.
- 16.3 After delivery of the rice to the labourers, the Rice coupon should be cancelled and surrendered with due account to the Civil Supplies Corporation or to the person authorized by the District Collector.

17. Signboards

- 17.1 The details of each Department's programme shall be displayed at the panchayat.
- 17.2 Signboards shall be displayed at the worksite giving the details of the cost of work, fund utilized, rice utilized, date of completion, name of the implementing agency etc.

18. Progress Reports

- 18.1 Keeping in mind the information required by Government of India and State Government a detailed Reporting and Monitoring format has been designed as given in the Annexure. Work wise details shall be collected on a continuous basis by the implementing department. The District Collector should make arrangements to post and update the information on daily basis.
- 18.2 Abstract of the progress report shall be sent in hard copy to the State Relief

Commissioner i.e Special Commissioner and Commissioner of Revenue Administration every fortnight by the District Collectors.

19. Monitoring

- 19.1 The successful implementation of the programme lies in effective monitoring and interaction among implementing agencies as often as possible. Therefore, implementation of the programme in the districts should be monitored and reviewed effectively by the District Level Committee.
- 19.2 Such monitoring and review shall be undertaken at least once a fortnight.
- 19.3 At the State level, the Special Commissioner and Commissioner of Revenue Administration, will coordinate and monitor the effective implementation of this programme.
- 19.4 A Committee under the Chairmanship of the Hon'ble Minister (PWD, P & E & REV) will monitor the progress of implementation of this programme. The Committee will have the following composition.

(i)	Hon'ble Minister (PWD & REV)	-	Chairman
(ii)	Hon'ble Minister (Finance)	-	Member
(iii)	Hon'ble Minister (LA)	-	Member
(iv)	Hon'ble Minister (L & E)	-	Member
(v)	Hon'ble Minister (H & UD)	-	Member
(vi)	Hon'ble Minister (Agri)	-	Member
(vii)	Chief Secretary to Government	-	Member
(viii)	Development Commr & Fin.Secy	-	Member
(ix)	Principal Secretary (L & E)	-	Member
(x)	Secretary (R.D)	-	Member
(xi)	Secretary (Agri)	-	Member
(xii)	Secretary (Rev.)	-	Member
(xiii)	Secretary (H & UD)	-	Member
(xiv)	Secretary (PWD)	-	Member
(xv)	Secretary (Highways)	-	Member
(xvi)	Secretary (Food & Cooperation)	-	Member
(xvii)	The CMD, TNCSC,	-	Member
(xviii)	The Registrar, Co-op. Societies	-	Member
(xix)	SC & CRA	-	Member Secretary

The committee shall meet as frequently as necessary.

20. Vigilance

- 20.1 The District Collectors would form a cell under their direct supervision to inspect the works at random and for receipt of complaints. The District Vigilance Cell must ensure that the rice supplied under the programme is not mis-utilised.

21. Wide Publicity to be given to these guidelines

- 21.1 The Government is committed to provide employment to all people affected by drought, wherever they reside. Therefore, it is imperative to extend wide publicity to these comprehensive guidelines.
- 21.2 The Collectors should take all necessary steps and arrange for wide publicity of this programme and ensure that this message is reached to the public and to all the needy people in rural areas.

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22. This order issues with the concurrence of Finance Department vide its U.O.No.11625/Fin. (Rev) 2003 dated:19.2.2003.

(By order of the Governor)

LAKSHMI PRANESH
CHIEF SECRETARY TO GOVERNMENT

ANNEXURE

Name of District :

Sl No	Name of the Executing Agency	Name of the Department Agency / Local body	Name of the work	Location of the work (Village)	Scheme Name under which funds sanctioned
1	2	3	4	5	6

Estimated Cost			Date of Administrative Sanction	Date of Starting	Cumulative Expenditure
Material	Wage	Total			
7a	7b	7c	8	9	10

Quantity of foodgrains tied up	Foodgrains distributed	Mandays Generated	Date of Completion / likely date of completion	M.Book. No
11	12	13	14	15