

**Annexure – A**  
**MGNREGS - Inspection Details**

\_\_\_\_\_ **District**

**Date of Inspection**

Designation of Inspecting Officer:  
Name :

1. Block :
2. Village Panchayat :
3. Habitation :
4. Name of the Work :
5. Administrative Sanction No. :  
& date
6. Estimate Cost (in Rs.) :
7. Proposed Persondays :
8. Cost of Persondays (in Rs.) :
9. Cost of Material (in Rs.) :

**Details of attendance/NMR Verification:**

SI.No.	NMR No.	Male	Female	Total	No. of Differently-abled workers
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total</b>					

- a) No. of workers as per Head Count :
- b) Reasons for variation from NMR (if any) :
- c) Details of Defects in entry (if any) :
- d) Whether all the differently-abled workers :  
have been formed into separate groups of  
5 or 10 members for earth work activities  
or they have been given specially assigned  
work (care of children, supply of water,  
writing of NMR etc.,)

- e) Whether all the differently-abled have been paid :  
the full wage rate of Rs.183/-
- f) If adequate implements are available with each :  
group of workers to undertake work (for example:  
for 20 workers, 7-8 spades, 4 crow bars/pick-axe  
and 10 iron pans)

### **Verification of Job Cards**

(at least 10 Job Cards have to be randomly verified for each work)

Sl. No.	Job Card No	Name of worker	Whether Entry Details given upto date? (Yes/No)		Remarks
			Attendance?	Payment?	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

### **Technical Observations:**

• Whether Pre-marking is correctly done for each Labour Group?	:	
• Whether Measurement correctly done for previous week?	:	
• Other Technical Details (if any) (such as bund consolidation, slope of bund etc.,)	:	
• Special Remarks after interaction with workers	:	1. 2. 3....

## Verification of Registers at Village Panchayats

<u>Register</u>		<u>Remarks</u>
• Register No.1 (Registration of Job Cards Register) (Is it updated periodically & photos of all beneficiaries taken?)	:	
• Register No.2 (Receipt & Expenditure Register)	:	
• Register No.3 (House hold employment Register) (Is it updated manually or using computerised data?)	:	
• Register No.4 (Job card stock Register)	:	
• Register No.5 (NMR Stock Register)	:	
• Asset Register	:	

## Verification to be done at Block Level

Details of pendency of MIS entry (All the weeks for which MIS entry is pending from April 1,2015 should be indicated)

Sl.No.	Details	Week				
		From to	From to	From to	From to	
1	No. of Works Executed					
2	No. of works for which measurement done					
3	No. of NMRs handed over to Computer Assistant					
4	Details of Entry	No. of NMRs entered in MIS				
		Wagelist Generated				
		FTO signed by 1st Signatory				
		FTO signed by 2nd Signatory				

**Verification of Block Level Register**

<b><u>Register</u></b>		<b><u>Remarks</u></b>
• Register No.1 (Bill Passed Register)	:	
• Register No.2 (Village Panchayat-wise Expenditure Register)	:	
• Register No.3 (Job Card Stock Register)	:	
• Register No.4 (NMR Stock Register)	:	
• Estimate Allotment Register	:	

**Other Remarks if any:-**

**Signature of  
Inspecting Officer**

## **Annexure -B**

### **MGNREGS – Details to be Inspected**

#### **1. Technical Details to be verified**

- Whether estimate prepared?
- Whether estimate is comprehensive or just two page abstract estimate?
- Whether estimate is in conformity with field condition?
- Whether the expenditure is within the proposed estimate?
- If the expenditure exceeds the AS amount, the details of revised AS to be checked.

#### **2. IAY / GREEN HOUSE**

- 90 mandays permitted for the value of Rs.16470/- (90 X Rs. 183.00)
- Preparation of NMR for each stage of work/ payment of NMR in time

#### **3. IHHL**

- Sanction of Village Panchayat under saturation approach.
- Work order to the IHHL work.
- Proper entry in NMR (Special NMR of IHHL) and payment in time.

#### **4. VPSC / BPSC and other Building works**

- Stage-wise preparation of NMR and payment in time.
- Stage-wise preparation bill for material component and payment in time.

#### **5. Plantation Works**

- Survival rate of the plants already planted :
  - Number planted Vs Number surviving
- Pitting / planting / watering provisions made.
- Provision for continuous watering and its execution
- Provision of the tree guards for protection

#### **6. Farm Pond works**

- Selection of farmers to the stipulated target
- Progress of works in tune with the target

## **7. Plantation activities on individual farmers land**

- Identification of beneficiaries for Horticulture plants and Farm bunding.

## **8. Verification of Registers pertaining to Village Panchayats** **Register No.1**

1. Whether updated upto the date?
2. Whether hard copy of the online Register maintained in a bound volume – Village Panchayat-wise?
3. Whether abstract details entered in the last page of entry?

### **Register No.3**

1. Whether household wise employment details entered upto date?

### **Register No.4**

1. Whether entry updated upto date?
2. Whether stock entry matches with Job card issued as per Register No.1?

### **Register No.5**

1. Whether entry updated upto date?
2. Whether NMR issued to the worksite supervisor / works taken up?

## **9. Verification of Registers pertaining to Village Panchayats**

### **Bill Passed Register**

- i. Whether each and every bill entered every week?
- ii. Whether updated upto the current week?

### **Village Panchayat Expenditure Register**

- i. Whether updated upto the current week?

### **Job Card Stock Register**

- i. Whether updated upto the current week?

### **NMR Stock Register**

- i. Whether updated upto the current week?

### **Estimate and Allotment Register**

- i. Whether all the approved works entered along with the details of payments made?