



ABSTRACT

Mahatma Gandhi National Rural Employment Guarantee Scheme – Decision taken in the Steering Committee meeting held on 30.04.2013 – Proposal to designate one of the workers as Worksite Supervisor to supervise the MGNREGS works and Technical Training for Worksite Supervisors – Guidelines - Approved – Orders issued.

Rural Development and Panchayat Raj (CGS.1) Department.

G.O.(Ms) No. 80

Dated: 16.07.2013

Read:

Commissioner of Rural Development and Panchayat Raj, Chennai - 15
Letter Rc.No.68352/2011/ MGNREGS.II-1 dated 21.05.2013.

ORDER:

The Commissioner of Rural Development and Panchayat Raj in the letter read above, has stated that based on the Operational Guidelines of Mahatma Gandhi National Rural Employment Guarantee Scheme in existence, in Government Letter No.26367/CGS.1/ 2011-1, Rural Development and Panchayat Raj Department, dated 9.11.2011, Government had given direction to all the District Collectors to designate / nominate one of the Mahatma Gandhi National Rural Employment Guarantee Scheme workers of the concerned Village Panchayat with minimum qualification of 8th standard and above to supervise the Mahatma Gandhi National Rural Employment Guarantee Scheme works. Accordingly, one of the workers has been designated to supervise the works from October 2011 onwards and assigned with the duties like Maintenance of Nominal Muster Rolls (NMR) at the Worksite, Making Daily Entries of Attendance in Job cards and Nominal Muster Roll, Pre-Measurement / Pre-Marking in the Worksite, Formation of Groups of 20 Workers at the commencement of work and allotment of pits to the group of 20 persons and the overall Supervision of the Worksite.

2. The Commissioner of Rural Development and Panchayat Raj has also stated that these designated workers have been paid the full approved wage rate by the Village Panchayats and their wages are being booked under the Semi-Skilled component of payments under the Scheme.

3. The Commissioner of Rural Development and Panchayat Raj has further stated that meanwhile, Para 7.11.1 of the New Operational Guidelines issued by Ministry of Rural Development during 2013, permit the designation of one of the workers as Mate (Worksite Supervisor) to oversee the Mahatma Gandhi National Rural Employment Guarantee Scheme works. In Para 7.11.1 of new Operational Guidelines it has been stated that "For helping the Gram Rozgar Sahayak in managing worksite facilities including taking attendance of the workers, a mate should be appointed for

each work. Preference in appointment of mates should be given to women workers or differently abled persons who are adequately trained for performing the duties expected of mates”.

4. The Commissioner of Rural Development and Panchayat Raj has further stated that based on the New Operational Guidelines issued by Government of India during February 2013, the Commissioner of Rural Development and Panchayat Raj has revised the procedure for the designation and payment of wages to the Worksite Supervisors in order to bring in more accountability. Thus, from 01.04.2013 onwards, their wages at the full approved wage rate has to be paid from the buffer amount vested with the Panchayat Unions. In the Policy Note of Rural Development and Panchayat Raj Department pertaining to 2013-14, it is indicated that “As envisaged in operative guidelines of Government of India, detailed instructions will be issued with regard to the functioning of Worksite Supervisor (mate)”.

5. The Commissioner of Rural Development and Panchayat Raj has added that considering the dire need of worksite supervisors and the importance to make them accountable as described in the policy note, the designation of one of the workers as Worksite Supervisor / Mate should be streamlined in the form of detailed guidelines, especially the procedure for selecting, designating and payment of wages to the Worksite Supervisor and fixing their duties and responsibilities and he has sent the draft guidelines for the Selection and Designation of one of the workers as Worksite Supervisor, the Duties and Responsibilities and Remuneration of Worksite Supervisor.

6. The Commissioner of Rural Development and Panchayat Raj has stated that the need to train the worksite supervisor is also imperative for the following aspects.

- i) To create awareness among the people about their rights and duties.
- ii) Premarking the “pits” and “sections” to be undertaken by the workers.
- iii) Ensure the quantum of work to be done by the workers.
- iv) Ensure the provision of worksite facilities.

7. The Commissioner of Rural Development and Panchayat Raj has also stated that the subject of providing training to the Designated Worker / Worksite Supervisor was placed on the Agenda of the First Steering Committee. Since the Worksite Supervisors have been working in the field from October 2011 and have started learning in the field itself, the Committee approved for the conduct of 3 days training.

8. As approved by the Steering Committee, the Commissioner of Rural Development and Panchayat Raj in the letter read above, has sent the proposal for training the Worksite Supervisors for a total cost of Rs.11.50 Crores.

9. In the Steering Committee meeting under Mahatma Gandhi National Rural Employment Guarantee Scheme held on 30.04.2013, among others, the following decision has been taken:

“The Committee approved the expenditure of Rs.11.50 Crores for the training to be conducted through State Institute of Rural Development / Regional Institutes of Rural Development / Indian Technical Institutes”.

10. The Commissioner of Rural Development and Panchayat Raj has therefore requested orders of the Government on the Guidelines for Selection and Designation of Worksite Supervisors and the proposal for Training of Worksite Supervisors for 3 days.

11. The Government, after careful examination of the proposal of the Commissioner of Rural Development and Panchayat Raj, direct that one of the Mahatma Gandhi National Rural Employment Guarantee Scheme workers be designated as Worksite Supervisors / Mate. The Government approve the detailed Guidelines for selection and designation of one of the workers as Worksite Supervisors, the duties and responsibilities and remuneration of Worksite Supervisors annexed to this Government order. The Government also direct that the technical training to the Worksite Supervisors be imparted through State Institute of Rural Development / Regional Institutes of Rural Development / Indian Technical Institutes for 3 days at the expenditure of Rs.11.50 crores and it should be met from 6% administrative cost under Mahatma Gandhi National Rural Employment Guarantee Scheme.

12. This order issues with the concurrence of Finance Department vide its U.O.No. 30093/R.D/2013 dated 19.6.2013.

(BY ORDER OF THE GOVERNOR)

C.V. SANKAR,
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Director of Rural Development and Panchayat Raj, Chennai – 15,
All District Collectors (except Chennai) (Through the DRD & PR, Chennai – 15),
All Project Directors, District Rural Development Agencies
(Through the DRD & PR, Chennai – 15),
The Accountant General, Chennai – 6/18/35.

Copy to:

The Secretary,
Ministry of Rural Development,
Government of India,
Krishi Bhavan, New Delhi – 110 114.
The Senior Personal Assistant to Hon'ble Minister (MA, RD, Law,
Courts and Prisons), Chennai – 9.
The Senior Private Secretary to the Chief Secretary to Government, Chennai – 9.
Finance (RD) Department, Chennai – 9.
The Senior Private Secretary to the Principal Secretary to Government,
Rural Development and Panchayat Raj Department, Chennai – 9.
Rural Development and Panchayat Raj (OP.II) Department, Chennai – 9.
The National Informatics Centre, Chennai – 9.

//Forwarded by order//

SECTION OFFICER.

Annexure - I

Guidelines for the Selection and Designation of one of the workers as Worksite Supervisor, the Duties and Responsibilities and Remuneration of Worksite Supervisor

1. Introduction :

Mahatma Gandhi National Rural Employment Guarantee Scheme is being implemented in all the 31 Districts. Para 7.11.1 of Operational Guidelines under Mahatma Gandhi National Rural Employment Guarantee Scheme permit the designation of one of the workers as Worksite Supervisor to manage the worksite. In order to have free and fair selection and designation of Worksite Supervisors, the following guidelines are issued.

2. Selection of Worksite Supervisors :

Since more than one Worksite is available in a Village Panchayat, one Worksite Supervisor may be designated for each work. Considering the fact that the Worksite Supervisors should be selected through a fair, transparent and participatory process and to ensure adequate representation of women and disabled persons among Worksite Supervisors, the following procedure should be adopted in selecting the Worksite Supervisors.

- All Mahatma Gandhi National Rural Employment Guarantee Scheme workers of Village Panchayat who have studied 8th Standard. shall be eligible to be designated as Worksite Supervisor.
- All eligible persons shall be listed in the order of priority based on the educational qualifications.
- First preference shall be given to disabled persons.
- Since 75% of Mahatma Gandhi National Rural Employment Guarantee Scheme workers are women, women shall be given preference. **Only in case of non availability of eligible women then a male worker may be designated as Worksite Supervisor.**
- Disabled persons shall be given priority irrespective of qualification in finalizing the order.
- The list should be prepared for each and every Village Panchayat habitation wise. Preparation of habitation wise list will be helpful to designate a person as Worksite Supervisor when the work is executed in that particular habitation / cluster of habitations.
- Adequate number of Worksite Supervisors should be available in each Village Panchayat to ensure that there is a “pool” of Worksite Supervisors at all times. Hence, double the number of clusters in a Village Panchayat may be fixed as the number of Worksite Supervisors. (i.e) in a Village Panchayat, if the habitations are grouped into 4 clusters, 8 Worksite Supervisors may be selected.

- The list of Worksite Supervisors should be prepared by the Panchayat Assistant and the Deputy Block Development Officer assigned for this purpose.
- 100% verification of the list should be done by the Block Development Officer (Village Panchayat).
- 20% verification should be done by the Zonal Officers.
- This list should be placed in the Grama Sabha/Special Grama Sabha and got approved in the meeting. It should be ensured that atleast 50% of the Mahatma Gandhi National Rural Employment Guarantee Scheme workers are attending the Grama Sabha/Special Grama Sabha.

3. Designation of Worksite Supervisor:

- Detailed proceedings indicating the name of the worker for each Worksite should be issued by the Block Development Officer(Village Panchayat) concerned.
- The designation of a Worksite Supervisor for a particular work should be done only at the commencement of work.
- The designated Worksite Supervisor is eligible to act as Worksite Supervisor for that particular work only (i.e.) for the period from commencement to completion of that work.
- In case of absence of the designated Worksite Supervisor on certain days, then one of the trained Worksite Supervisors from the pool available within the Village Panchayat may be permitted to act as Worksite Supervisor. To facilitate this, the name of alternate Worksite Supervisor shall be mentioned in the Proceedings of Block Development Officer (Village Panchayat).
- When a new work is commenced then another worker who is trained as Worksite Supervisors shall be designated as Worksite Supervisor. The worker so designated should preferably belong to the habitation where the work is to be executed.

4. Job Chart of Worksite Supervisors :

The Worksite Supervisors shall be assigned with the following duties and Responsibilities:

- a) Recording and Registering the demand of the workers on the 1st day of the commencement of work in a week.
- b) Formation of groups of 20 workers at the commencement of work every week.
- c) Pre-Marking the area of work execution for each group to earn the daily prescribed wage of the Financial Year(as per the Rural Schedule of Rates)
- d) Making proper attendance entries in the Job Card of every worker daily.

- e) Entering the total number of days worked by the worker in the job card every month.
- f) Obtaining Nominal Muster Roll (NMR) from the Village Panchayat on the first day of the week.
- g) Maintenance of Muster Rolls at the worksite including recording the names of workers on the first day of work and marking attendance every day.
- h) Measuring the task done by each group on a daily or weekly basis.
- i) Ensuring provision of worksite facilities: provision of shelter, designating labourers for provision of child care facilities, supply of water and medicine kit.
- j) General worksite supervision
- k) Dealing with emergencies, e.g. accidents at the worksite.
- l) The Worksite Supervisors will be directly responsible for ensuring the authenticity of data entered in the muster rolls and the quality in the execution of works.

5. Remuneration to Worksite Supervisors:

The wages of Worksite Supervisors should generally be similar to those of semi-skilled workers, and in any case not less than those of unskilled workers. The wage rate for the Worksite Supervisors may be fixed as equal to the approved daily wage rate of unskilled workers that is in existence. For all practical purpose the worksite supervisors are considered as “semi-skilled workers”. Hence the wage rate should be paid fully without any deduction (unlike in the case of unskilled worker where the payment is based on the outturn). The wages for the Worksite Supervisors shall be paid on a weekly basis.

Their payment shall be undertaken by the Block Development Officer (Village Panchayat) from out of the buffer amount available in the Panchayat Union.

The payment details of worksite supervisors shall be entered as the “semi-skilled worker” in www.nrega.nic.in and booked into the semi – skilled category.

C.V. SANKAR,
PRINCIPAL SECRETARY TO GOVERNMENT.

SECTION OFFICER.

Annexure – II
Training for Worksite Supervisors

1. Need for Technical Training to the Worksite Supervisors :

As envisaged in the Operational Guidelines of Mahatma Gandhi National Rural Employment Guarantee Scheme, the Worksite Supervisor (Mate) should be trained for the better management of worksites. The need to train the Worksite Supervisors is pertinent due to the following reasons:

- The Government has now permitted more than one worksite in a Village Panchayat and it is not possible for an overseer, who is allotted 4 or 5 Village Panchayats, to take measurement in nearly 10 worksites (5x2) within two days. Hence, technical assistance has to be extended to overseers by involving another worker, herein, the Worksite Supervisor, as a support and supplementary mechanism.
- As the measurement of works is to be taken up in the presence of workers, the Worksite Supervisor has to take the measurement during the working hours of Mahatma Gandhi National Rural Employment Guarantee Scheme works. At present the overseers are not able to take measurements in the presence of workers.
- If the technical knowhow is known to the Worksite Supervisor who supervise the work, it will be easy for him/her to explain the technical details to the workers so as to have the prescribed quantum of outturn for the work.
- The Government of India revises the approved wage rate on a yearly basis. The new wage rate adopted during current financial year 2013-14 is Rs.148/- and in order to facilitate the workers to get the full wage of Rs.148/-, proper pre-marking and proper daily measurement has to be done in the work site.
- Further, from December 2012 onwards labour groups have been introduced wherein work is allotted to a fixed group of 20 labourers every week and measurement under taken and wages disbursed for each of the labour groups. This increases the work of the overseer and thereby causes delay in the measurement and disbursement of wages.

2. Training to Worksite Supervisors:

- Every Worksite Supervisor should receive training about the Scheme including “on-site” training.
- Joint trainings with Panchayat Assistants shall also be organised.
- Worksite Supervisors training should cover the following topics:
 1. Main provisions of Mahatma Gandhi National Rural Employment Guarantee Act and Operational Guidelines.
 2. Entitlements of Mahatma Gandhi National Rural Employment Guarantee Scheme workers;
 3. Muster Roll Maintenance;

4. Work Measurement;
 5. Transparency and Accountability in implementation of the scheme;
 6. Worksite facilities;
 7. Safeguards at the worksite;
 8. Training related to accident care and First aid.
- Each trained Worksite Supervisor should be equipped with a “kit” including Measuring Tape and Diary for recording Daily Measurements and a Ready Reckoner of Rural Schedule of Rates.
 - Worksite Supervisors should also be given Helpline (1299) and emergency Phone numbers like 108 Ambulance services.

2.1 Details of Training :

As resolved in the meeting of the First Steering Committee, the proposal for the Technical Training to Worksite Supervisors shall be as follows :

- State Institute of Rural Development will be the Nodal Agency for facilitating the training.
- The Training Module shall be prepared by a Team consisting of Director, State Institute of Rural Development, Additional Director of Rural Development (MGNREGS), Assistant Director (MGNREGS), one Project Director, District Rural Development Agency, One Executive Engineer, Two Assistant Engineers (RD), Two Overseers and one Block Development Officer (Village Panchayat).
- Regional Institutes of Rural Development and Government Indian Technical Institute located in the Districts shall impart the training.
- The Training will include:
 - 1 Day Classroom Training
 - 2 Days of Field level Training
- The Training Schedule shall be prepared by Director State Institute of Rural Development in consultation with Director of Rural Development and Panchayat Raj.

2.2 Training Kits :

- The Worksite Supervisors will be provided with Field Training Kit costing around Rs.750/-.

The Field Training Kit will contain:

Measurement Tape (30 Mts.)	-	Rs.350/-
White Thread (42 Mts.)	-	Rs.150/-
Pre-marking Rods (4 Nos.)	-	Rs. 50/-
Measurement Scale(1 No.)	-	Rs. 50/-
Hammer	-	Rs. 60/-
Colour Powder	-	Rs. 40/-
Kit Bag	-	<u>Rs. 50/-</u>
Total	-	<u>Rs.750/-</u>

- The Field Training Kit given during the training can be used by these Worksite Supervisors for their regular work also.

3. Fund Requirement :

The fund requirement for Training has been worked out as follows :

A) Cost for Training Kits, Refreshment and Wage Compensation

Training Materials	: Rs. 100
Field Training Kit	: Rs. 750
Wages @ Rs.148/- per day for 3 Days	: Rs. 444
Lunch and other Refreshment @ Rs.200/- per day for 3 Days	: Rs. 600

	Rs. 1,894

The fund requirement per Worksite Supervisor will be approximately : Rs.1894/-per individual

Total Fund Requirement (50,000 x Rs.1,894) : Rs.9.47 Crores

B) Common / Institutional Support Cost

Travel Expenses for 2 days	: Rs. 10,000
Honorarium to Staff & Resource Person	: Rs. 1,000
Institutional Support Cost	: Rs. 1,000

	Rs.12,000

- There are around 24,000 work clusters in all the 12,524 Village Panchayats. Training is to be provided to 2 persons per cluster (24,000 clusters x 2 persons) which works out to 50,000 Worksite Supervisors. They are to be trained in Batches.
- A Batch size of 30 will be ideal for proper training. Thus training is to be imparted in 1667 batches.

The total requirement for Institutional Support : 1,667 x 12,000 : Rs.2.00 crores

Thus, Total fund requirement for the training is worked out as follows:

A) Cost for Training Kits and Wage compensation to individuals	: Rs. 9.47 Crores
B) Support cost	: <u>Rs. 2.00 Crores</u>
Total Fund Requirement or approximately	: <u>Rs.11.47 Crores</u> : Rs.11.50 Crores

The fund requirement of Rs.11.50 Crores has already been earmarked from the 6% administrative expenditure under Mahatma Gandhi National Rural Employment Guarantee Scheme.

Apart from the one-time training proposed above, powers shall be given to the District Collectors to conduct training for the newly designated Worksite Supervisors as and when the need arises. In such cases, the training shall be conducted under intimation to the Director of Rural Development and Panchayat Raj in writing. The cost of such training shall be borne under 6% administrative cost of Mahatma Gandhi National Rural Employment Guarantee Scheme provided to the Districts.

C.V. SANKAR,
PRINCIPAL SECRETARY TO GOVERNMENT.

SECTION OFFICER.