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**SOP for Sanction of Individual Assets to PIP Households under MGNREA  
from Commissioner, RD & PR and Managing Director, TNCDW**

**Roc. No.18324 /2023/MGNREGS 1.1**

**Dated: 20.06.2023**

To

The District Collector / Chairman,  
District Rural Development Agency,  
All Districts.

Sir / Madam,

**Sub : MGNREGA Implementation** - PIP Households – Provision of Job Cards – Livelihood opportunity for PIP Households – Announcement No-2 by Hon'ble Minister of RD – Assistance to 1 lakh PIP Households – Instruction of Principal Secretary, RD&PR Sanction of works – Joint Advisory issued - Regarding.

- Ref :**
1. CRD & PR letter No.18324/2023/MGNREGS-1-1 dated 27.04.2023.
  2. 2023-2024 Budget Announcement No. 2 of Rural Development and Panchayat Raj Department.
  3. PIP reports received from PD., TNSRLM.

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We invite your kind attention to the above references cited, Mahatma Gandhi National Rural Employment Guarantee Scheme (Mahatma Gandhi NREGS) is the largest social security programme that provides legal entitlements and the "Right to work" by way of a strong legal framework. The core objectives of this scheme is providing a maximum of one hundred days of unskilled manual work as guaranteed employment in a financial year to every household in rural areas on demand, resulting in the creation of productive assets of prescribed quality and durability and strengthening the livelihood resource base of the poor, proactively ensuring social inclusion and strengthening of Panchayat Raj institutions.

The Poor, very poor and Vulnerable Households have been identified through participatory identification of Poor methodology during 2007 and 2008 under PVP and subsequently in the year 2015-2016.

Now as a part of the TNSRLM the PIP database have been re-visited, and the Process of identification of new Households and deletion of Households due to death and migration have been undertaken and updated the PIP List for the village which have been categorized into Poor, Very Poor including Vulnerable, Differently abled and Widows has been approved in the Grama Sabha on 1<sup>st</sup> May 2023. The District wise details of death, migration and inclusion of new households from PIP Households are given in Annexure 1.

It has been observed from the sample data, that there are still Households in the PIP List i.e., the most deserving to get benefits under MGNREGA have been left out and do not receive the MGNREGA job cards and those having MGNREGA cards are not given 100 days of employment which is necessary to be taken up as a priority work in the districts.

You are aware that as per MGNREGA guidelines, category B-Assets i.e., (Individual Assets) have to be sanctioned for a minimum of 25% of the total expenditure of the districts / Blocks. To ensure this, the Hon'ble Minister for RD has made an Announcement No.2 on the floor of the Legislative Assembly that as follows "மக்கள் பங்கேற்பு முறையில் தெரிவு செய்யப்பட்ட இலக்கு மக்கள் பட்டியலிலிருந்து (PIP) முன்னுரிமை அடிப்படையில் ஒரு இலட்சம் கிராமப்புற ஏழை மக்களின் வாழ்வாதாரம் மேம்பட 1000 கோடி ரூபாய் மதிப்பீட்டில் தனி நபர் மற்றும் சமுதாய சொத்துக்கள் உருவாக்கப்படும்."

To comply with the instructions of the Principal Secretary (RD&PR) and fulfil Announcement No. 2 the MD., TNCDW has shared the data of 33.50 lakhs PIP Households across all the 388 Blocks, 12525 Panchayats and 37 Districts to the Commissioner RD&PR.

Also, the Project Directors, TNSRLM have tentatively identified the list of 250-300 priority households for the PIP List in the villages in each of these blocks to fulfil their requirement to provide livelihood individual and community assets to the 1 Lakh PIP Households.

The following Standard Operating Procedures / Guidelines are issued for sanctioning of works / creation of individual assets under MGNREGS for PIP Households :-

1. Firstly, Gap Analysis should be done between PIP Households and MGNREGA Job cards issued and new Job Cards should be issued to all the PIP households who have not been previously issued job cards under MGNREGS.
2. The District Administration shall ensure the issuance of MGNREGS Job cards to 100% of the PIP Households before 30.06.2023.
3. The provision of 100 days of employment under MGNREGS is to be provided on a priority basis to the PIP Households and these needs to be ensured by District Collector by continuous monitoring of the provision of jobs to the PIP households. For that Village wise plan should be prepared as already communicated. The average number of days of employment provided to a PIP household should be maintained higher than the District Average throughout the year. The issue of Job cards and employment provided to PIP families shall be reviewed critically during the district-level meeting with BDO's/AE's/Overseer's and APO's of both DRDA and TNSRLM.
4. The PD., DRDA shall obtain a daily report and ascertain how many PIP Households have got employment in the week while submitting the Nominal Muster Roll and Manual report on daily basis in Excel sheet from the Blocks shall be obtained and reviewed by PD., DRDA. Also, this shall be monitored during the monthly District Development review meeting by the District Collector.
5. To easily identify the Job cards issued to the PIP Households during field inspection and on MNGREGA worksites, a rubber stamp seal with a mark as 'PIP-HH' should be marked on every job card issued to the PIP Household and the PIP number of Household should be written in the Job card issued and in Register No. 1 maintained at Village Panchayats to ensure that employment is provided to these Households continuously during work site and other inspections. This should be ensured to be

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completed by the Panchayat Secretaries of Village Panchayats concerned by 30.06.2023.

6. The Managing Director, Tamil Nadu Corporation for Development of Women (TNCDW) has shared the list of PIP Households at the rate of 5-10 beneficiaries per village panchayat i.e., an average of 250-300 beneficiaries per Block along with the requirements from among the 19 categories of works / assets like Land development activity, Trench cutting, Azolla, Shelters for Cow, Farm ponds, Horticulture, Plantation Goat and Poultry, Vermi-compost shed, etc. The PD., TNSRLM shall ensure to send the consolidated proposal after collecting individual requirement letters from all the Households pertaining to their districts, with details of demand and availability of lands to the Project Directors, DRDA who shall verify the same through their field Staff including the Panchayat Secretaries.
7. After verification of the PIP Household list, some households may not possess the required land or site for land development or land-based activities for livelihood improvement under MGNREGA. In such cases community assets like work sheds, mushroom sheds, sericulture sheds etc., depending upon their livelihood activity and willingness of the Household as a group activity work sheds may be provided in the common lands (i.e. Porambokku Land) vested with the Village Panchayats.
8. The PD., TNSRLM, the BMMU team and PLFs to ensure that the PIP Household possesses sufficient land for the Livelihood activity demanded / requested by the Households. It is the joint responsibility of the Panchayat Secretary and the PLF to ensure that land is available for the creation of Livelihood assets as required for the creation of the asset.
9. The District Collector shall accord administrative sanction for the PIP Households for the creation of livelihood assets (individual / community) from the consolidated / verified list which is to be jointly signed by PD., DRDA and PD., TNSRLM before 15<sup>th</sup> July 2023.
10. Once the works are sanctioned, the commencement of the works and early completion of works shall be reviewed by PD., DRDA and District

Collector with BDO's, AE's, Overseer and PD., TNSRLM along with the APO's who shall participate in the convergence meeting for review of the PIP Households to be assisted under MGNREGA.

- 11. PD., TNSRLM have to supplement with the additional list, till the district achieves the targeted number of PIP Households for livelihood assistance.
- 12. The PD., DRDA and PD., TNSRLM will be reviewed in the State Convergence meeting by the Principal Secretary regarding the sanction of works / assets for livelihood improvement for providing sustainable income generation and the details of MGNREGA Job cards issued, number of days employment provided to them, etc.

Hence, the District Collectors are directed to bestow their special attention on the above subject in your review meetings and all the above points in your regular staff meeting with BDO's, Engineers, Overseers and DMMU staff and also during the convergence meeting with both the PD's, i.e. DRDA and TNSRLM and monitor the implementation of the above announcement (Announcement No.2) by the Hon'ble Minister for RD. You are also requested to conduct frequent field inspections for MGNREGA works, to ensure quality and timely completion of works under MGNREGA and for PIP households with special care.

**Encl:** District wise Abstract of PIP Households.

  
**Managing Director,**  
**TNCDW**

  
**Commissioner,**  
**RD&PR**

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Copy to

- 1. The Additional Collector (Dev.) / Project Director, District Rural Development Agency, All Districts.
- 2. Project Director, TNSRLM, All Districts.

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**Revised final Report of PIP Households - Format-I**

S.No. of District	No. of Block	No. of Panchay at	I. Existing PIP list			II. No. of HHs identified as Death & Migrated in the existing PIP list			III. Status of Migration (V.Poor / Poor to Middle / Rich)			IV. No. of HHs newly identified as PIP household				IV. Total No. of PIP Households			
			V.Poor	Poor	Total No. of Target HHs	V.Poor	Poor	Total	V.Poor to Middle / Rich	Poor to Middle / Rich	Total No. of Target HHs lefted	V.Poor	Poor	Total No. of Target HHs	V.Poor (5-(8+11)+14)	Poor (6-(9+12)+15)	Total No. of Target HHs		
1	2	3	4	5	6	7 (5+6)	8	9	10 (8+9)	11	12	13 (11+12)	14	15	16 (14+15)	17	18	19 (17+18)	
1	Arniyalur	6	201	24,567	34,700	59,267	1,175	956	2,131	1,903	3,194	5,097	131	126	257	21,620	30,676	52,296	
2	Chengalpattu	8	359	39,045	44,583	83,628	2,079	1,880	3,959	400	343	743	4,652	8,459	13,111	41,218	50,819	92,037	
3	Coimbatore	12	228	26,181	47,763	73,944	1,665	1,835	3,500	3,137	4,984	8,121	1,056	6,572	7,628	22,435	47,516	69,951	
4	Cuddalore	14	683	64,286	80,992	1,45,278	2,628	2,240	4,868	1,326	526	1,852	5,899	8,020	13,919	66,231	86,246	1,52,477	
5	Dharmapuri	10	251	48,605	62,297	1,10,902	1,964	2,110	4,074	1,214	13,611	14,825	4,800	7,875	12,675	50,227	54,451	1,04,678	
6	Dindigul	14	306	36,533	70,375	1,06,908	3,061	3,391	6,362	5,295	11,735	17,030	3,586	5,759	9,345	65,605	61,098	1,26,703	
7	Erode	14	225	39,388	71,291	1,10,679	3,826	4,281	8,107	345	1,358	1,703	3,503	4,953	8,456	38,720	70,605	1,09,325	
8	Kallakurichi	9	412	32,519	59,904	92,423	3,216	2,627	5,843	517	2,341	2,858	4,114	1,926	6,040	32,900	56,862	89,762	
9	Kanchipuram	5	274	17,296	30,750	48,046	1,542	1,855	3,407	847	1,012	1,859	3,830	5,906	9,736	18,737	33,779	52,516	
10	Kanniyakumari	9	94	18,946	33,319	52,265	2,571	3,616	6,187	8,962	14,505	23,467	969	2,804	3,773	8,382	18,002	26,384	
11	Karur	8	157	18,092	32,742	50,834	3,070	3,454	6,524	1,130	1,291	2,421	1,700	3,631	5,331	15,592	31,628	47,220	
12	Krishnagiri	10	333	48,742	63,975	1,12,717	1,932	1,521	3,453	388	644	1,032	2,886	3,222	6,108	49,308	65,032	1,14,340	
13	Madurai	13	420	36,721	58,963	95,684	1,213	1,586	2,799	1,985	2,458	4,443	2,896	3,079	5,975	36,419	57,998	94,417	
14	Mayiladuthurai	5	241	20,697	48,513	69,210	390	4,335	4,726	673	1,150	1,823	7,269	1,625	8,894	26,903	44,652	71,555	
15	Nagapattinam	6	193	18,034	35,891	53,925	2,110	2,007	4,117	92	593	685	3,604	6,918	10,522	19,436	40,209	59,645	
16	Namakkal	15	322	32,420	67,708	1,00,128	3,218	4,039	7,257	772	772	1,082	2,421	5,152	7,573	31,313	68,049	99,362	
17	Perambalur	4	121	17,851	22,216	40,067	1,485	1,325	2,811	112	86	198	1,186	1,817	3,003	17,440	22,621	40,061	
18	Pudukottai	13	497	30,502	74,159	1,04,661	1,845	1,873	3,718	2,043	4,906	6,949	2,636	7,066	9,702	29,250	74,446	1,03,696	
19	Ramnad	11	429	35,267	48,658	83,925	4,206	4,928	9,134	199	217	416	5,450	5,556	11,006	36,312	49,069	85,381	
20	Ranipet	7	288	26,367	35,797	62,164	1,575	2,034	3,609	2,533	3,867	6,400	137	467	604	22,396	30,363	52,759	
21	Salem	20	385	60,903	1,09,803	1,70,706	9,258	11,708	20,966	17,435	33,223	50,658	9,920	10,704	20,624	44,130	75,576	1,19,706	
22	Sivagangai	12	445	25,936	52,285	78,221	3,769	4,810	8,579	3,131	3,546	6,677	6,724	13,132	19,856	25,760	57,061	82,821	
23	Tenkasi	10	221	20,013	40,667	60,680	3,138	3,428	6,566	287	377	664	2,987	3,103	6,090	19,575	39,965	59,540	
24	Thanjavur	14	589	43,865	81,727	1,25,592	2,850	2,765	5,636	2,822	4,390	7,212	2,849	6,641	9,490	41,042	81,192	1,22,234	
25	The Nilgiris	4	35	7,841	19,202	27,043	1,137	2,630	3,767	485	1,396	1,881	1,626	1,995	3,621	7,845	17,171	25,016	
26	Theni	8	130	14,686	28,284	42,970	1,653	1,874	3,527	3,099	6,744	9,843	1,696	2,509	4,205	11,630	22,175	33,805	
27	Thirunelveli	9	204	21,263	35,988	57,251	3,903	1,967	5,870	2,716	5,176	7,892	2,517	2,477	4,994	17,161	31,322	48,483	
28	Thiruvallur	14	526	61,370	72,509	1,33,879	9,385	3,310	12,695	8,689	3,560	12,249	1,362	5,522	6,884	44,658	71,161	1,15,819	
29	Thiruvannamalai	18	860	64,828	1,04,477	1,69,305	5,693	5,590	11,283	1,596	1,615	3,211	6,407	9,923	16,330	63,946	1,07,195	1,71,141	
30	Thiruvavur	10	430	36,978	57,966	94,946	7,305	2,580	9,885	2,876	2,799	5,675	8,850	4,962	13,812	35,647	57,551	93,198	
31	Thoothukudi	12	403	35,431	65,004	1,00,435	4,622	16,179	22,801	8,275	6,920	15,195	4,340	5,141	9,481	26,874	45,046	71,920	
32	Tirupathur	6	208	30,838	39,864	70,702	2,084	2,254	4,338	1,300	1,813	3,113	1,051	1,167	2,218	28,505	36,964	65,469	
33	Tiruppur	13	265	25,066	59,846	84,912	2,753	2,358	5,111	2,688	7,652	10,340	5,075	9,196	14,271	24,700	59,032	83,732	
34	Trichy	14	404	39,049	73,985	1,13,034	1,318	2,822	4,140	1,353	2,779	4,132	2,370	4,864	7,234	38,748	73,248	1,11,996	
35	Vellore	7	247	25,188	58,065	83,253	6,325	1,955	8,281	2,675	1,563	4,238	7,546	4,269	11,815	23,734	58,815	82,549	
36	Villupuram	13	688	63,423	1,06,021	1,69,444	5,898	6,187	12,085	847	1,093	1,940	9,171	8,823	17,994	68,849	1,07,564	1,73,413	
37	Virudhunagar	11	450	25,719	52,059	77,778	3,209	5,133	8,342	1,406	6,367	7,773	5,056	1,419	6,475	26,160	41,978	68,138	
<b>Total</b>		<b>388</b>	<b>12,524</b>	<b>1,23,34,456</b>	<b>20,82,350</b>	<b>33,16,806</b>	<b>1,19,071</b>	<b>1,31,387</b>	<b>2,50,458</b>	<b>95,091</b>	<b>1,60,606</b>	<b>2,55,697</b>	<b>1,42,272</b>	<b>1,86,780</b>	<b>3,29,052</b>	<b>11,96,408</b>	<b>19,77,137</b>	<b>31,73,545</b>	

