

**From**  
Thiru. P.Ponniah, I.A.S.,  
Director,  
Rural Development and Panchayat Raj,  
Panagal Building, Saidapet,  
Chennai-15.

**To**  
Additional Collector (Dev.)/Project Director,  
District Rural Development Agency,  
All Districts.

**Roc.No.29731/2021/MGNREGS II.2 Dated. 04 .01.2024**

Sir/Madam,

Sub: MGNREGS- Inspection of MGNREGS Works in  
Worksites - Formats for Inspection - Communicated -  
Instructions issued - reg

Ref: DRD&PR, Chennai-15 Circular  
No.64350/2022/MGNREGS I-2 dated 09.10.2023.

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I invite your attention to the reference cited.

In the reference cited, detailed circular has been issued to all Districts regarding implementation of MGNREGS. In this circular, it is instructed that AC(D)/ PD, EE(RD), AEE, APO, BDO (VP) and Zonal Deputy.BDOs to inspect MGNREGS works continuously as per the target given.

Sl.No	Name of the Officer	Targeted VPs for inspection
1.	AC(D)/PD	10 Village panchayats (20 works)
2.	Executive Engineer	12 Village panchayats (24 works)
3.	APO(WE) / AEE(SD)	15 Village panchayats (30 works)
4.	BDO(VP)	20 Village panchayats (40 works)
5.	Zonal Dy.BDO	All Village panchayats (All works)

In this regard, the following Inspection formats are enclosed herewith for action.

- 1. Officer Inspection formats**
- 2. Work Inspection - NRM Works**
- 3. Work Inspection - Rural Infrastructure Works**
- 4. Work Inspection - Individual Asset Works**

Hence, I request you to follow the above inspection formats during inspection and the format is tentative only. During inspection, the required points may be added or unnecessary points may be ignored depending upon

the works inspected. But the inspection reports to be fulfilled all the details covered in the above inspection formats. Remarks / Suggestion should be filled in the inspection reports.

*[Signature]*  
09/01/24  
for Director

*[Signature]*  
9-1-24

Copy To:  
The District Collector,  
District Rural Development Agency,  
All Districts.

## Tamil Nadu – MGNREGS

**Name of the Block:**

**Date of Inspection:**

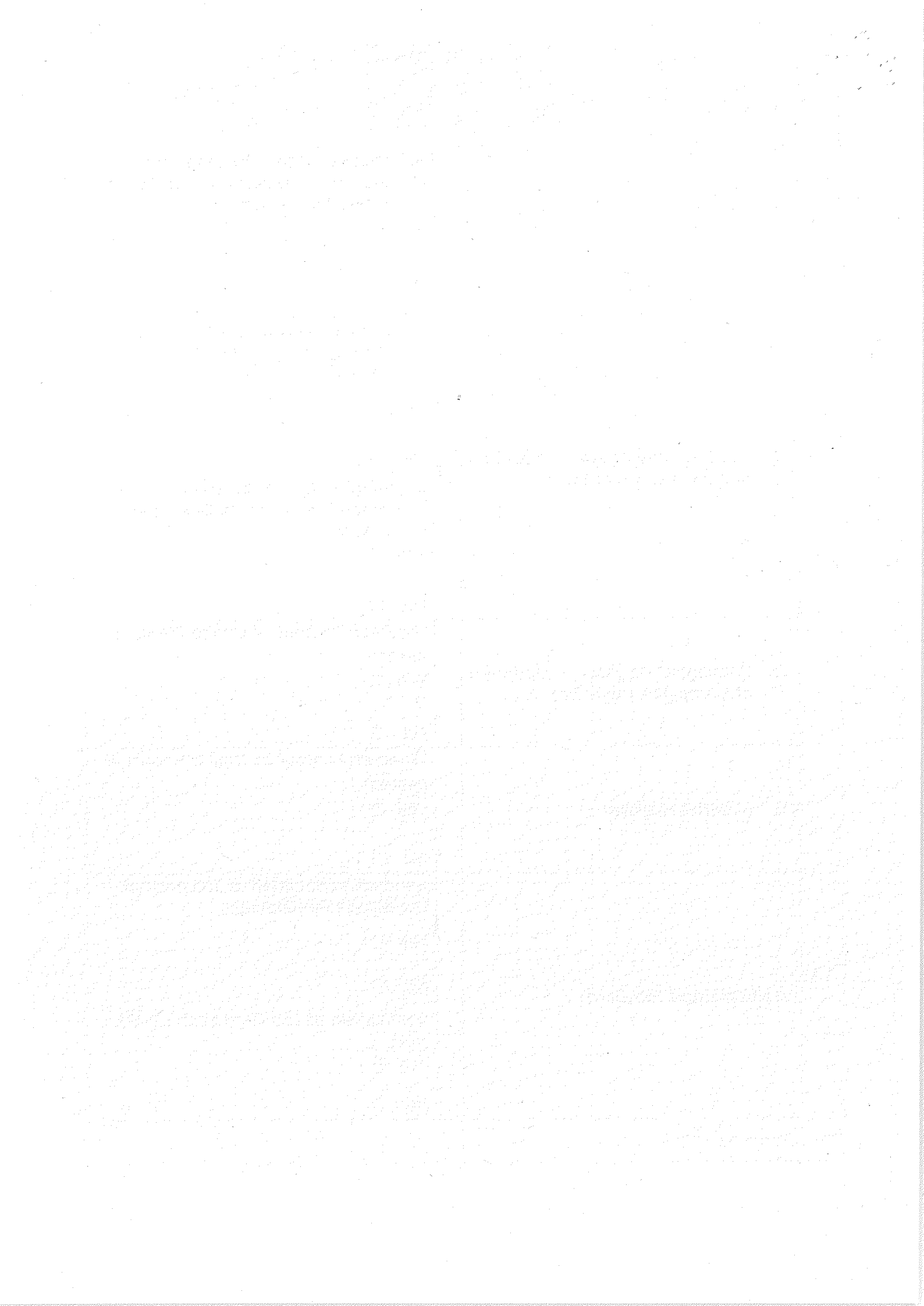
**Name of the Panchayat:**

### I. Officer Inspection

1	No of Households Registered	:	
2	No of Households provided Job Card	:	
3	Active Workers	:	
4	Total Household Provided Employment during 2022-23	:	
5	Total Worker Provided Employment during 2022-23	:	
6	Total Household Provided Employment during 2023-24 so far	:	
7	Total Worker Provided Employment during 2023-24 so far	:	
8	Total Expenditure 2023-24	:	a) Labour: Rs. b) Material: Rs. c) Total : Rs.
9	Household Demanded Employment during 2023-24 so far		
10	Household Provided Employment during 2023-24 so far		
11	PIP Families Identified in Village Panchayat	:	No of PIP Households: Job Card Provided : Balance :
12	Reason for Increase / Decrease of PD Achievement from		
13	Maintenance of 7 Registers in Village Panchayat (2022-23 and 2023-24):		

<p>I. Job Card (Application, Registration and Issue)</p>	<p>Whether details of all registered household are updated  Yes <input type="checkbox"/>  No <input type="checkbox"/></p>
	<p>No of Household Requested Job Card:  Job Card Deletion during 2022-23:  Job Card Addition during 2022-23:  i Job Card Deletion during 2023-24:  Job Card Addition during 2023-24:  Total Job card Provided :  Balance Job Card to be issued:</p>
	<p>ii New Application Pending:  Whether entry made in Register for All new application:  Whether Job Card issued:  Job Card Balance:</p>
<p>II. Gram Sabha (Meeting) – Updation of All Gram Sabha Resolution in the Register</p>	<p>i Regular Gram Sabha Register  Yes <input type="checkbox"/>  No <input type="checkbox"/></p>
	<p>ii Social Audit Gram Sabha Register  Yes <input type="checkbox"/>  No <input type="checkbox"/></p>
<p>III. Demand/Allocation of employment and payment of wages to Workers) – Updation of employment Allocation Details</p>	<p>Whether Total employment provided to each family updated at every month end:  Yes <input type="checkbox"/>  No <input type="checkbox"/></p>
<p>IV. Works Register – Updation of All Works taken</p>	<p>i. Whether the AS/TS copies are attached for all works</p>

		<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>ii. Whether the Expenditure and balance details of works are update for all work</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	V. Fixed Asset Register – Updation of Assets with Photos	<p>i. Whether all the works taken up so far in the FY is updated along with the Work ID:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>ii. Whether Geo Tag and Timestamp photos of work before start is enclosed:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	VI. Complaint Register – Updation of Complaint Registers	<p>Whether Printout of Online Report is pasted:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
	VII. Material Register	<p>Whether Printout of Online Report is pasted:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
13	Verification of Job Card	<p>Random Verification of Job Card at the Village Panchayat:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Verification of Job Card at the Work site:</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
14	Remarks if any	



## Work Inspection of NRM works

**Category of work:** Check dam, Gully Plug, Percolation Pond, Underground Dyke, Sand filter for open well, Recharge shaft, Sunken pond, Contour trenches, Trench cutting, Continuous trench, staggered Trench, Water Absorption Trenches, Contour bunding, Bench Terracing, Supply channel desilting, MI tank Desilting, Pond Desilting, Community dug well, Massive Tree Plantation, Avenue Tree Plantation and Nursery.

**Status of Work:** Completed/ongoing

1	Name of the Work Inspected	:	
2	Year of Execution	:	
3	Work Id No. as per NREGASoft	:	
4	Gram Sabha Resolution Obtained	:	Yes/No
5	Whether work file is maintained If Yes, were all 24 items were enclosed? If not, mention the missed documents.	:	Yes/No
6	Estimate of the Work	:	a) Labour : Rs. b) Material: Rs. c) Total : Rs.
7	Payment Made so far	:	a) Labour : Rs. b) Material: Rs. c) Total : Rs.
8	Total Persondays as per estimate	:	



<p>iii) Whether inlet and Outlet have been provided in Percolation pond Work?</p>	<p>Yes/No/NA</p>
<p>iv) Whether the bund has been formed with an offset of at least 2m from the earthwork excavation?</p>	<p>Yes/No/NA</p>
<p><b>c) Recharge Shaft and Sand Filter</b></p>	
<p>i) Whether the size of the pit is as per the estimate/M.Book?</p>	<p>Yes/No/NA</p>
<p>ii) Whether filter media have been filled as per the estimate depth?</p>	<p>Yes/No/NA</p>
<p>iii) Whether the silt trap arrangement has been provided with wire mesh at the outlet before the filter chamber in the sand filter?</p>	<p>Yes/No/NA</p>
<p><b>d) Community Dug well</b></p>	
<p>i) Whether the diameter and depth of the earthwork are as per the estimate/M.Book?</p>	<p>Yes/No/NA</p>
<p>ii) Whether a motor has been fixed and linked to a nearby OHT and put into use?</p>	<p>Yes/No/NA</p>
<p><b>e) Massive Tree Plantation work and Avenue Tree pLantation?</b></p>	
<p>i) Whether the number of plants were planted as per the estimate or M. book?</p>	<p>Yes/No/NA</p>
<p>ii) What type of plants were planted?</p>	<p>Yes/No/NA</p>
<p>iii) Whether a minimum distance of 5m to 6m has been followed between two plants?</p>	<p>Yes/No/NA</p>
<p>iv) Whether live fencing has been provided properly?</p>	<p>Yes/No/NA</p>

<p>v) Whether casualties have been replaced then and there?</p>	<p>Yes/No/NA</p>
<p>vi) At the ATP site, have plants been planted beyond the toe of the berm?</p>	<p>Yes/No/NA</p>
<p>vii) Have moisture conservation works been done at the plantation site?</p>	<p>Yes/No/NA</p>
<p>viii) Date of completion of the work?</p>	<p>Yes/No/NA</p>
<p>ix) Whether maintenance work has been prepared for the next two years from the date of completion of the work?</p>	<p>Yes/No/NA</p>
<p>x) Whether plants have been planted more than 5 to 6 feet high?</p>	<p>Yes/No/NA</p>
<p>xi) No. of plants at present?</p>	<p>Yes/No/NA</p>
<p>xii) % of survival?</p>	<p>Yes/No/NA</p>
<p>xiii) No. of workers engaged in watering work if it is maintenance work (94 plants per person)</p>	<p>Yes/No/NA</p>
<p><b>f) Nursery work:</b></p>	
<p>i) No. of saplings raised during 2022-23</p>	<p>Yes/No/NA</p>
<p>ii) No. of saplings distributed during 2022-23</p>	<p>Yes/No/NA</p>
<p>iii) Balance of saplings as per 2022-23</p>	<p>Yes/No/NA</p>
<p>iv) No. of saplings raised during 2023-24</p>	<p>Yes/No/NA</p>
<p>v) No. of saplings distributed during 2023-24?</p>	<p>Yes/No/NA</p>
<p>vi) Balance number of saplings as</p>	<p>Yes/No/NA</p>

	<p>of now.?</p> <p>vii) Whether the number of saplings has been raised as per the estimate for the year 2023-24?</p> <p>viii) Whether the details of the saplings raised have been entered in the nursery app?</p> <p>ix) Whether register has been maintained properly?</p> <p>ix) Does the nursery have green net arrangements, a water supply, and fencing?</p> <p>x) Whether the nursery has been handed over to an SHG member if it is a moringa, horticulture, or additional block nursery?</p> <p>xi) If yes, what is the name of the SHG?</p> <p>Xii) Whether the SHGs were aware of the maintenance of the nursery?</p>	<p>Yes/No/NA</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p>
14	Remarks (if any)	:



## Work Inspection of Rural Infrastructure Work

**Category of work:** Panchayat office, Anganwadi, Food Grain Godown, Milk Producers Co-Operative Society, Direct Purchase Centre, Kitchen Shed, SHG Federation, SHG Working Shed, Mushroom Shed, Sericulture Shed, CC road, Paver Block, WBM road, 1.50m Culvert, 3m Culvert, Minor Bridge, Causeway, Storm Water Drain, Community Soak Pit, Horizontal Soak Pit, Vertical Soak pit, School Compound Wall and Village Haat

**Status of Work:** Completed/ongoing

1	Name of the Work Inspected	:	
2	Year of Execution	:	
3	Work Id No. as per NREGASoft	:	
4	Gram Sabha Resolution Obtained	:	Yes/No
5	Whether work file is maintained If Yes, were all 24 items were enclosed?  If not, mention the missed documents.	:	Yes/No
6	Estimate of the Work along with Convergence fund details	:	a) Labour : Rs. b) Material: Rs. c) Total : Rs. d) Convergence fund (if any) : Rs

7	Payment Made along with convergence amount paid details	:	a)Labour : Rs. b)Material: Rs. c)Total : Rs. d)Convergence Amount ( If Any): RS
8	Total Persondays as per estimate		
9	Persondays Generated so far		
10	If it is ongoing work, No. of workers assigned as per e-MR	:	1.Men : 2.Women : 3.Total :
11	No. of workers working in Site	:	1.Men : 2.Women : 3.Total :
12	Whether CIB is erected in the Worksite If yes, were all 11 items written?	:	Yes/No Yes/No
13	<b>Quality of Work</b> <b>a) Building works:</b> i) Whether the size of the building is per type design? ii) Have column boxes been used for framed structures? iii) Whether the mortar thickness for brick work exceeds 12mm?		Yes/No Yes/No/NA Yes/No/NA

iv) Is there any honeycomb in RCC concrete?	Yes/No/NA
v) Whether any seepages were found in the roof slab?	Yes/No/NA
vi) Are the doors and windows properly installed?	Yes/No/NA
vii) Whether glass has been fixed at ventilators?	Yes/No/NA
viii) Whether ramp and verandah floor level are equal?	Yes/No/NA
ix) Whether anti-skid tile has been provided for the toilet unit?	Yes/No/NA
x) Whether an RWH structure has been provided?	Yes/No/NA
xi) Whether the ramp structure has been grooved and a proper slope (1 in 12) has been provided?	Yes/No/NA
xii) Whether the building has been completed along with electrical and water supply arrangements?	Yes/No/NA
xiii) Whether the overall quality of work is satisfactory?	Yes/No/NA
xiv. Whether quality control tests have been conducted and records are to be maintained?	Yes/No/NA
<b>Additional Remarks :</b> <b>I-Anganwadi:</b>	
i) Whether two openings have been provided for toilets and a half door has been fixed from inside the hall? (Before 2023-24)	Yes/No/NA
ii) Whether the baby basin has been fixed at the toilet along with the EWC?	Yes/No/NA

<p>iii) Whether the floor of the toilet and ramp are equal?</p>	<p>Yes/No/NA</p>
<p>iv) Whether handrails have been provided in physically challenged toilet?</p>	<p>Yes/No/NA</p>
<p>v) Whether exhaust fan have been fixed in the kitchen?</p>	<p>Yes/No/NA</p>
<p>vi) Whether a low-level blackboard has been provided in Hall?</p>	<p>Yes/No/NA</p>
<p><b>II-PDS outlet:</b></p>	
<p>i) Whether the type design has been followed according to the number of ration cards?</p>	<p>Yes/No</p>
<p>ii) Whether the counter window has been fixed in the office room?</p>	<p>Yes/No/NA</p>
<p>iii) Has a ramp been provided separately for the kerosene room and verandah?</p>	<p>Yes/No/NA</p>
<p>iv) Whether all the ventilators have been fixed with fixed glass?</p>	<p>Yes/No/NA</p>
<p><b>III-Milk Collection Centre:</b></p>	
<p>i) Whether a new type design has been followed for the Milk Collection Centre?</p>	<p>Yes/No</p>
<p><b>IV-Kitchen Shed:</b></p>	
<p>i) Whether type design has been followed based on students strengths?</p>	<p>Yes/No</p>
<p>ii) Whether a separate store has been provided for the breakfast and noon meal kitchens?</p>	<p>Yes/No</p>

**V-SHG working shed/Mushroom shed/Sericulture Shed:**

i) Whether the type design has been followed in the SHG working shed according to the activities and requirements of SHG groups?

Yes/No

ii) Does the height of the building meet the requirements?

Yes/No/NA

iii) Whether turbo ventilators have been fixed to the roofing sheet?

Yes/No/NA

iv) Whether the building has been handed over to PLF?

Yes/No/NA

v) Whether SHG activities have been started in the working shed, mushroom shed, or sericulture shed?

Yes/No/NA

**b) Storm water drain:**

i) Whether the site selection is correct?

Yes/No

ii) Whether the width and depth of the drain as per the quantity of grey water to be generated from the HHs?  
(Grey water = 35 litres per head)

Yes/No/NA

iii) Whether a proper slope has been provided for drain work?

Yes/No/NA

iv) Whether the end point has been connected to the proper disposal point?

Yes/No/NA

**Community soak pit, Vertical filter and Horizontal filter:**

i) Whether the site selection is correct?

Yes/No

<p>ii) Whether the width and depth of the soak pit as per the quantity of grey water to be generated from the HHs?</p> <p>iii) Whether holes are provided in the rings at the community soak pit work?</p> <p>iv) Whether the bottom of the rings has been sealed at the community soak pit work?</p> <p>v) Whether the filter media has been filled to the required depth?</p> <p>vi) Whether the filter media has been put into proper use?</p>	<p>Yes/No/NA</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p>
<p><b>c)CC road, Paver Block Road, WBM road:</b></p>	
<p>i) Whether the CC/Paver Block road has residential units on both sides of the pavement?</p> <p>ii) Whether the riding surface of the road is below the floor level of the building?</p> <p>iii) Are expansion joints provided on every 5m of CC road?</p> <p>iv) Whether carriage way width is as per standards? (3m/3.75m)</p> <p>v) Whether side berms have been provided on both sides of the carriageway?</p> <p>vi) Whether quality control tests have been conducted and records are maintained?</p>	<p>Yes/No</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p>
<p><b>d)Culverts, Minor Bridge and causeway</b></p>	
<p>i) Whether the site selection is correct?</p>	<p>Yes/No</p>

	<p>ii) Whether both sides of the vents were cleared without vegetation or siltation?</p> <p>iii) Have weep holes been provided on body walls?</p> <p>iv) Whether quality control tests have been conducted and records are to be maintained?</p> <p><b>e) School Compound wall?</b></p> <p>i) Whether the site selection is correct?</p> <p>ii) Is the height of the compound wall as per standards?</p> <p>iii) Whether the quality of work is good?</p>	<p>Yes/No/NA</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p> <p>Yes/No</p> <p>Yes/No/NA</p> <p>Yes/No/NA</p>
14	Remarks (if any)	:

## Work Inspection of Individual Asset works

**Category of work:** Farm Pond, Earthen bunding, Stone bunding, Land Development work, Individual Dug Well, Cattle Shelter, Goat Shelter, Poultry Shelter, Individual Soak pit and Horticulture plantations on individual land

**Status of Work:** Completed/ongoing

1	Name of the Work Inspected	:	
2	Year of Execution	:	
3	Work Id No. as per NREGASoft	:	
4	Name of the Beneficiary		
5	Whether the beneficiary selection as per the guidelines?		
6	Gram Sabha Resolution Obtained	:	Yes/No
7	Whether work file is maintained If Yes, were all 24 items were enclosed? If not, mention the missed documents.	:	Yes/No
8	Estimate of the Work	:	a) Labour : Rs. b) Material: Rs. c) Total : Rs.
9	Payment Made so far	:	a) Labour : Rs. b) Material: Rs. c) Total : Rs.

10	Total Person days as per estimate		
11	Persondays generated so far		
12	If it is ongoing work, No. of workers assigned as per e-MR	:	1.Men : 2.Women : 3.Total :
13	No. of workers working in Site	:	1.Men : 2.Women : 3.Total :
14	Whether CIB is erected in the Worksite	:	Yes/No
	If yes, were all 11 items written?	:	Yes/No
15	Quality of Work  <b>a)Farm Pond</b>  ii) whether the site selection is correct?  ii) Size and depth of the work as per the estimate/M. Book?  iii) Whether bund sectioning has been done properly?  iii? Whether inlet and outlet have been provided in percolation pond work?  iv) Whether the bund has been formed with an offset of at least 2m from the earthwork excavation?  <b>b)Earthen Bunding and Stone bunding :</b>  i) Is the chosen location barren land?	:	Yes/No  Yes/No/NA  Yes/No/NA  Yes/No/NA  Yes/No/NA  Yes/No

<p>ii) Whether bund sectioning has been done properly in earthen bunding?</p> <p>iii) Whether stones have been used for stone bunding from the concerned barren land?</p>	<p>Yes/No/NA</p> <p>Yes/No/NA</p>
<p><b>c) Horticulture plantations on individual land and Land Development work</b></p>	
<p>i)) No. of horticulture plants planted and name of species?</p>	<p>Yes/No</p>
<p>ii) Whether proper spacing has been followed between the plants?</p>	<p>Yes/No/NA</p>
<p>iii) Whether water conservation works have been taken up along with plantation work?</p>	<p>Yes/No/NA</p>
<p><b>d) Individual Dug Well</b></p>	
<p>i) Whether the diameter and depth of the earthwork are as per the estimate?</p>	<p>Yes/No</p>
<p>ii) Whether a motor has been fixed and used for irrigation purposes?</p>	<p>Yes/No/NA</p>
<p>iii) Whether the georeference of this site matches the georeference of the before geotag photo?</p>	<p>Yes/No/NA</p>
<p><b>e) Cattle/Goat/Poultry Shelters:</b></p>	
<p>i) Is the number of cattle, goats, or chickens in accordance with the AS?</p>	<p>Yes/No/NA</p>
<p>ii) Whether fabrication work has been done as per the standards?</p>	<p>Yes/No/NA</p>

	iii) Whether civil work has been completed satisfactorily?  <b>Individual Soak pit</b>  i) Has the work been constructed as per the type design?  ii) Whether the size of filter media and depth are as per the standards?	Yes/No/NA  Yes/No/NA  Yes/No/NA
16	Remarks (if any)	

Additional Director/Chief Engineer/Superintending Engineer

//for approval//

*[Handwritten Signature]*  
 04/01/24  
 for Director  
*[Handwritten Signature]*  
 6-1-24

