

रायपुर, दिनांक 8 फरवरी 2013

क्रमांक 101/732/2012/1-8/स्था.— श्रीमती दुर्गा देवांगन, अवर सचिव, छ.ग. शासन, संस्कृति एवं पर्यटन विभाग को दिनांक 23-11-2012 से 17-12-2012 तक कुल 25 दिवस का अर्जित अवकाश (दिनांक 18-12-2012 के शासकीय अवकाश के लाभ सहित) स्वीकृत किया जाता है।

2. अवकाश से लौटने पर श्रीमती देवांगन आगामी आदेश तक संस्कृति एवं पर्यटन विभाग में अवर सचिव के पद पर पुनः पदस्थ होंगी।
3. अवकाश अवधि में श्रीमती देवांगन को अवकाश वेतन भत्ता एवं अन्य भत्ते उसी प्रकार देय होगा, जो उन्हें अवकाश पर जाने के पूर्व मिलते थे।
4. प्रमाणित किया जाता है कि यदि श्रीमती देवांगन अवकाश पर नहीं जातीं तो अपने पद पर कार्य करती रहतीं।

रायपुर, दिनांक 14 फरवरी 2013

क्रमांक एफ 2-03/2013/1-8.— विभागीय आदेश क्रमांक-एफ 2-43/2003/8/एक, दिनांक 18-12-2003 द्वारा श्री के. सुब्रमण्यम, भा.व.से. (सी.जी. 1984) की सेवाएं मंत्रालय में ली गई थी, तत्काल प्रभाव से इनकी सेवाएं उनके पैतृक विभाग (वन विभाग) को लौटाई जाती हैं।

2. सामान्य प्रशासन विभाग के आदेश क्रमांक ई-01-02/2011/एक/2, दिनांक 20-06-2011 द्वारा श्री के. सुब्रमण्यम को अध्यक्ष, व्यावसायिक परीक्षा मंडल का सौंपा गया अतिरिक्त प्रभार यथावत् रहेगा।

रायपुर, दिनांक 22 फरवरी 2013

क्रमांक एफ 2-05/2013/1-8.— वन विभाग के आदेश दिनांक 11-02-2013 के अनुक्रम में श्री एम. टी. नंदी, (भा.व.से. : 1991), विशेष सचिव, छत्तीसगढ़ शासन, वन विभाग की सेवाएं तत्काल प्रभाव से उनके पैतृक विभाग (वन विभाग) को लौटाई जाती हैं तथा श्री आशीष कुमार भट्ट, (भा.व.से. : 1988) वन संरक्षक, दुर्ग वृत्त, दुर्ग की सेवाएं वन विभाग से लेते हुए उनके द्वारा कार्यभार ग्रहण करने के दिनांक से अस्थाई रूप से, आगामी आदेश तक, विशेष सचिव, छत्तीसगढ़ शासन, वन विभाग में पदस्थ किया जाता है।

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,  
के. सी. वर्मा, अवर सचिव.

### पंचायत एवं ग्रामीण विकास विभाग मंत्रालय, महानदी भवन, नया रायपुर

रायपुर, दिनांक 22 फरवरी 2013

क्रमांक 447/पं.ग्रा.वि.वि./22/2013.— भारत के संविधान के अनुच्छेद 348 के खण्ड (3) के अनुसरण में, इस विभाग की अधिसूचना क्र. 78 दिनांक 08-03-2006 का अंग्रेजी अनुवाद राज्यपाल के प्राधिकार से एतद्वारा प्रकाशित किया जाता है।

छत्तीसगढ़ के राज्यपाल के नाम से तथा आदेशानुसार,  
धनंजय देवांगन, सचिव.

**CHHATTISGARH RURAL EMPLOYMENT GUARANTEE SCHEME**

(A State scheme under sub-Section (1) of Section 4 of the Chhattisgarh National Rural Employment Guarantee act, 2005.)

**Chapter – I- Detail frame work and Aim**

1.1	<b>Heading</b>
	Chhattisgarh Rural Employment Guarantee Scheme, 2005
1.2	<b>Expansion</b>
	The extent of the scheme will be the rural areas of 11 districts of the state, namely- Bastar, Kanker, Dantewada, Dhamtari, Rajnandgaon, Bilaspur, Raigarh, Jashpur, Sarguja, Koriya and Kabirdham (Kawardha). This scheme will be implemented in all the 11 districts. Besides this, the scheme will also be implemented in those districts as may be notified by the Government of India under Section 3(1) of the Act in future.
1.3	<b>Aim-</b>
	To ensure livelihood to adult persons of rural families residing in rural areas, who are ready to work as unskilled human labour and to create permanent assets in rural area by making availability of employment of atleast one hundred days to one family in a financial year.
1.4	<b>Eligibility-</b>
1.4.1	All the adult members of entire rural families residing in the areas notified by the Central Government are eligible to get the benefits of this scheme. Under the scheme a family is entitled to get the benefit of getting employment atleast 100 days in a financial year. The availability of employment of 100 days can be divided among the adult members residing in a family. Hence all the adult members of the registered family, who submits their application to obtain employment, will be eligible to get employment within 100 days limit. For this;

	<p>(one) A family should be permanent resident of the gram panchayat area.</p> <p>(two) It is necessary that a family must be registered in his local gram panchayat. Details of all adult family members must be included in the registration.</p> <p>(three) Family should obtain employment family card from gram panchayat.</p> <p>(four) An application must be submitted for carrying out unskilled human labour on the basis of Employment family card.</p> <p>(five) Member of the family should have the desire to work as unskilled human labour.</p>
1.4.2	Such women, who are registered in a family and applies for employment, shall be given preference in providing employment to them. It will also be ensured that out of total registered and applications received from the applicants for employment, at least one third of the women would get benefitted.
1.4.3	If a handicapped person residing in rural area applies, then he shall be given work as per his eligibility and capability.
1.5	<b>General Provisions:</b>
1.5.1	Definitions mentioned in Section 2 of National Rural Employment Guarantee Act 2005, with reference to different terminologies used in this scheme, shall have the same effect.
1.5.2	The word "family" used in this scheme relates to "Household" as mentioned under Section (2) (f) of Chapter-I, of the Act.
1.6	<b>Chhattisgarh State Employment Guarantee Council:-</b>
1.6.1	There shall be a state employment guarantee council at the state level which will be called as "Chhattisgarh State Employment Guarantee Council". There shall be a state level General Body of the Chhattisgarh State Employment Guarantee council, which shall



	<p>consist of the following office bearers/members:-</p> <p>(i) Chief Minister, Government of Chhattisgarh. Chairman.</p> <p>(ii) Minister for Panchayat &amp; Rural Development Vice chairman</p> <p>(iii) Minister for finance, forest water Resources, Revenue , Public works, Agriculture, Scheduled Caste &amp; Scheduled Tribe welfare, labour, Law &amp; legal Department of Chhattisgarh Government Member</p> <p>(iv) Vice Chairman, State Planning Board Member</p> <p>(v) Chief Secretary, Government of Chhattisgarh Member</p> <p>(vi) Secretary, Panchayat &amp; Rural Development Member</p> <p>(vii) Commissioner, Chhattisgarh Employment Guarantee Scheme Member-Secretary</p> <p>(viii) Atleast 6 names nominated by the State government, from Non-government member, representatives from Panchayati Raj Institutes, representatives from Non- government organisations. Member</p>
1.6.2	Duties of the General Body of the State Employment Guarantee Council
	<p>(i) To advice state Government for successful implementation of the scheme in the state</p> <p>(ii) To make extensive publicity &amp; dissemination of the scheme;</p> <p>(iii) To establish necessary co-ordination with the Central Employment Guarantee Council.</p>

	<p>(iv) To supervise and monitor in relation with the implementation of the scheme;</p> <p>(v) To prepare annual report for placing before the legislative Assembly by state Government</p> <p>(vi) To execute other duties as instructed by the central council or state Government</p> <p>(vii) To construct a proper rightful administrative structure for achieving the aims of council with the help of Central and state government and Autonomous institutes;</p> <p>(viii) To make rules, make amendments in the rules according to necessity, make changes in rules and cancel the rules, for conduct of functions of the council;</p> <p>(ix) To entrust such powers and duties to state level empowered committee as the council may deem fit;</p> <p>(x) To approval Annual Report prepared by the state level empowered committee, after consideration.</p> <p>(xi) To take all such works and activities in hand which are essential for fulfilling the aims of the Council</p>												
1.6.3	There shall be a state level empowered committee of council which shall be named as Chhattisgarh state Employment Guarantee Empowered committee. The formation Of Empowered committee shall be as under:-												
	<table><tr><td>(i)</td><td>Chief Secretary</td><td>Chairman</td></tr><tr><td>(ii)</td><td>Commissioner, Agriculture product</td><td>Member</td></tr><tr><td>(iii)</td><td>Secretary, panchayat and Rural development</td><td>Member</td></tr><tr><td>(iv)</td><td>Commissioner, C.G. Employment Guarantee Scheme</td><td>Member-Secretary.</td></tr></table>	(i)	Chief Secretary	Chairman	(ii)	Commissioner, Agriculture product	Member	(iii)	Secretary, panchayat and Rural development	Member	(iv)	Commissioner, C.G. Employment Guarantee Scheme	Member-Secretary.
(i)	Chief Secretary	Chairman											
(ii)	Commissioner, Agriculture product	Member											
(iii)	Secretary, panchayat and Rural development	Member											
(iv)	Commissioner, C.G. Employment Guarantee Scheme	Member-Secretary.											

	<p>(v) Principal Secretary /Secretary, Finance, Forest, Water Resources, Revenue, Public Work, Agriculture, Tribal, Law &amp; Legislature, General Administration Department. C.G. Government</p> <p>(vi) Commissioner, Public Relations</p> <p>(vii) Director, Panchayat and Social Welfare</p> <p>(viii) In-Charge, National Information Center.</p>	<p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p>
1.6.4	The Empowered Committee shall have all financial and administrative powers to take decision in the cases to be submitted for co-ordination and Council of Ministers under the working rules of C.G. Executive Government. All the decisions of the Empowered Committee, taken for successful implementation of Rural Employment Guarantee Scheme, shall be final.	
1.6.5	State Level Employment Guarantee Empowerment Committee shall perform following duties:	
	<p>(i) Implementation of Rural Employment guarantee scheme in perspective of guiding principals of Government of India and take action under the financial right</p> <p>(ii) To delegate necessary powers for fulfilling the objectives of the council. at various levels in which ground level is also included.</p> <p>(iii) Maintenance of funds received from the Central Government under the scheme</p> <p>(iv) To establish co-ordination among various departments for the works related to Chhattisgarh Rural Employment Guarantee Scheme</p> <p>(v) To determine procedure for speedy abrogation of complaints and give suggestion for the improvement</p> <p>(vi) To review the scheme and to take action in accordance with delegated financial powers</p>	



	<p>(vii) Publication and dissemination of the scheme;</p> <p>(viii) To make various recommendations to Central Government under the provision of the Act.</p>
<b>CHAPTER -2</b> <b>CONDUCT OF PROGRAMME</b>	
<b>2.1</b>	<b>Statutory Implementing Agency-</b>
2.1.1	Panchayat and Rural Development Department shall be nodal department for implementation of the scheme and for implementation of scheme in the Development Commissioner's office an Employment Guarantee Cell shall be constituted separately in the department, for which additional posts shall be created with consultation of Finance department. A Commissioner, Employment Guarantee shall be posted, by the State Government, for implementation of the scheme, who will be responsible for implementation of the scheme at the state level. The Commissioner Employment Guarantee shall organize meetings of the Chhattisgarh State Employment Guarantee Council and Chhattisgarh State Empowerment Committee from time to time and shall submit report about the scheme.
2.1.2	Zila Janpad and Gram Panchayat will be main institutions to prepare and implement scheme in their area.
2.1.3	The District Collector as a District Programme Coordinator and Chief Executive Officer, Zila Panchayat as an Additional District Coordinator, will be nominated.
2.1.4	District Programme Coordinator shall be fully responsible for successful implementation of the scheme in the district.
2.1.5	A separate Employment Guarantee Cell shall be constituted for implementation of the scheme in the district, in which additional posts will be created with the consultation of Finance department.
2.1.6	The Chief Executive Officer, Janpad Panchayat will function as Controlling Officer at Janpad level.

2.1.7	A Programme Officer will be posted under Chief Executive Officer, Janpad Panchayat, who will look after the implementation of work for full time. Until appointment of a separate Programme Officer, Chief Executive Officer, Janpad Panchayat is declared as Programme Officer for implementation of the scheme. Separate instructions will be issued by the Panchayat and Rural Development department in this regard.
2.1.8	Necessary financial and administrative powers will be delegated to District Programme Coordinator and Programme Officer by the Panchayat and Rural Development department for the successful implementation of the scheme.
2.1.9	Employment guarantee cell will be constituted separately at each Janpad Panchayat level selected for this scheme, in which additional posts will be created with the consultation of Finance Department.
2.1.10	50% works of the total amount allotted to District under the scheme shall be carried out by Gram Panchayat hence at each Gram Panchayat level or between two Gram Panchayats, one Assistant Employment worker will be appointed on contract basis by Chief Executive Officer, Janpad Panchayat on the recommendation of Programme Officer and with the approval of District Coordinator, who must be the resident of same village Panchayat area.
2.1.11	As per the directions of the Government of India, establishment expenditure incurred at Janpad and village level shall be met out upto 2% from the contingency fund of the scheme. But if Government of India sanctions contingency fund to 4% in place of 2% then an Assistant Employment workers will be appointed in each Panchayat.
2.2	<b>Agency for implementation of works –</b>
	Government Departments of the State Government, Panchayat Raj Institutions, Self Help groups, Non-Government Organizations, Central and State government undertakings of the state may be selected as implementing agencies for the scheme.



<b>2.3</b>	<b>Process of Implementation- wide publicity of scheme</b>
	Wide publicity must be made through study material in local language easy to read, multimedia communication, through different local cultural and folk arts and through meetings and seminars at local level.
<b>2.4</b>	<b>Evaluation of Employment demand-</b>
2.4.1	By evaluating the demand for employment and deploying the works beneficiaries will be benefitted.
<b>2.5</b>	<b>Process of registration-</b>
2.5.1	The process of registration of the families living in rural area shall be done on the basis of BPL survey of the year 2003, by the registration officer/ Gram Panchayat sarpanch.
2.5.2	The process of registration shall be determined by the Panchayat and Rural Development Department under administrative directives
<b>2.6</b>	<b>Family employment card (Job card)</b>
2.6.1	Family employment card (Job card) will be issued to registered families by Gram Panchayat which will contain complete details of the concern. Family employment card shall be valid for five years from the date of its issue and shall be renewed within a month after the expiry of every 5 years, by the Gram Panchayat.
2.6.2	Procedure for preparing draft of family Employment card and procedure for issuance of card shall be determined by Panchayat and Rural Development Department under Administrative directions
2.6.3	The BPL survey 2003 will be the base for Registration of Employment card (job card) Gram Panchayat will be competent for its modification. The modified family Employment card will be issued by the signature of Sarpanch/ Registration officer (Development Expansion officer/ Assistant Development Expansion officer) if any changes are proposed by the Village then the amended family employment card shall be provided to head of the family after having made amendment in the family employment card on the recommendation of Gram Panchayat

2.6.4	Any person objecting for not receiving family employment card or having objection on any family employment card, can submit his objection before Sarpanch of the concerned Gram Panchayat, and the Sarpanch shall arbitrate the objection within a week and shall intimate the person making objection accordingly.
2.6.5	On being dissatisfied with the decision of Sarpanch, an appeal may be submitted to Tahsildar District Tahsil Office within 15 days. And the appeal shall be arbitrated within a week after carrying out proper investigation. The Tahsildar shall forward the decision to Tehsil and District Tahsil Office.
2.6.6	Information of disputes arising out of the amended rules made by Gram Panchayat shall be provided to Tahsildar District Tahsil Office. Tahsildar District Tahsil Office shall forward the amended rules that he shall forward before Sub-Divisional Officer (Revenue) for final orders. The decision of Sub-Divisional Officer (Revenue) shall be final and valid.
2.7	<b>Application for Employment</b>
2.7.1	An adult male person who is registered in Census Panchayat whose name in employment letter has been listed shall be eligible to apply for the employment under the scheme.
2.7.2	An adult male person of each family who resides in rural area and willing to be self-employed, manual labour, shall submit an application to Gram Panchayat mentioning his name, age including his address.
2.7.3	On receipt of application form for employment, necessary instructions shall be issued by the Panchayat and Rural Development Department, to take action within stipulated time.
2.8	<b>Availability of Employment</b>
2.8.1	The availability of employment shall be made on the principle of "First come first serve".



2.8.2	After scrutiny of applications received by Gram Panchayat and after ensuring that the registration has already been done by the applicant, he shall direct the applicant to present at approved work-site.
2.8.3	On the basis of application received by Gram Panchayat for Employment and also on the basis of information received from other sources from rural area, appraisal of demand for employment shall be carried out by Gram Panchayat
2.8.4	On receipt of application for employment, the applicant shall be directed to present at the pre-issued employment oriented works within gram Panchayat area, otherwise work commencing from self-off-project available at Panchayat level, or shall take action to provide employment at the ongoing works through other implementing agency.
2.8.5	Decision can be taken by the gram panchayat to begin work after receiving applications for employment. The labourer while presenting at work site, can also submit an application to the implementing agency, whose information shall be made available to Gram Panchayat by the implementing agency and shall make entry in the family employment card.
2.8.6	It is bound to start this type of labour oriented work within 15 days of getting demanded for employment by at least 50 families in any Gram Panchayat, in which at least 14 days of work should be made continuously available at single site to applicant families, but the above mentioned condition shall not be applicable to the hilly and forest areas as per section 13(b) of schedule 2 of National Employment guarantee Act. A separate guideline will be issued by Rural Development Department in this context for which of the areas does come under hill area of the state
2.8.7	Efforts will be made to provide employment to the applicant within 5 km radius of residential village as mentioned by him, but if the said employment is not available then Gram Panchayat shall submit the said application before Janpad level programme officer who in turn shall inform the applicant to present at employment worksite available under Janpad area. An additional payment of 10% of the minimum wages shall be paid to the applicant towards conveyance and other expenses.



2.8.8	As per the provision of the Act, on the receipt of application for employment, it is bound to provide employment in any area or in any season, but the applicant will not be eligible to get unemployment allowance under the condition for not providing employment to him within 15 days during 15 June to 15 October because of onset of monsoon and requirement of labour in agricultural works.
2.8.9	The determination of process for making availability of employment by Gram Panchayat and programme officer shall be made under the administration directions by Panchayat and Rural Development department.
<b>2.9</b>	<b>Maintenance of necessary records</b>
2.9.1	Registration/family employment card register, employment application register, employment Register, muster roll, assets register, labour payment register, social audit register, inspection register at worksite, complaint book, register of unemployment allowance shall be maintained by Panchayat and Rural Development Department in a prescribed formats.
<b><u>CHAPTER -3- IMPLENTATION OF SCHEME</u></b>	
<b>3.1</b>	<b>Work to be taken under the scheme</b>
	The following works are to be taken on priority basis under the scheme:-
	<ul style="list-style-type: none"> <li>(i) Water Augmentation and conservation.</li> <li>(ii) Drought Proofing ( including Afforestation and plantation)</li> <li>(iii) Irrigation canal ( including Micro and Mini-irrigation works )</li> <li>(iv) Providing irrigation facilities to beneficiaries of Indira Awaas Yojana, or beneficiaries of Land reforms or land possessing to people belonging to Scheduled Caste/ Scheduled Tribes.</li> <li>(v) Renovation of Traditional water resource structure. (including digging out soil from ponds)</li> <li>(vi) Land Development works.</li> </ul>

	<p>(vii) Work related to flood control and water clearance.</p> <p>(viii) Construction of village approach road/ construction of pucca road in village lanes throughout the year..</p> <p>(ix) Any other works notified by Central Government with consultation of state Government.</p>
<b>3.2</b>	<b>IMPLEMENTATION</b>
3.2.1	As per section 13(1) of the Act, Village/Janpad/District Panchayat shall be the principal institutes for implementation and planning of the scheme. Under the scheme at least 50% work, on cost basis shall be carried out by Gram Panchayat. Remaining work will be carried out by other agencies. Other agencies like government departments of state, Self Help Groups, Non-government organizations, Central and State Government's undertakings will be selected as implementation agencies.
3.2.2	At least 50% of the work, on the basis of total cost of work in a district shall be implemented by Gram Panchayat.
3.2.3	If any implementing agency is incapable to start the work and provide employment within 15 days then the programme officer shall have right to give the responsibility to any other agency from the selected panel of agencies prepared in the Annual plan for Janpad Panchayat.
3.2.4	If the work is not executed by village Panchayat within 15 days then it will be the responsibility of Programme officer that he should make work available to applicants through any other implementing agency but the District Coordinator will ensure that the work of at least 50% amount allotted is implemented through Panchayats.
3.2.5	<p><b><u>Effective control on implementing agencies by District Programme Coordinator:-</u></b></p> <p>District Programme Coordinator will be fully responsible for successful implementation of the scheme. All the officers of state government and Zila Panchayat and all officers of other local institutions working within the district shall be responsible towards District Programme Coordinator.</p>

3.2.6 Entire Implementing agencies working at the district level shall implement the schemes under the supervision of District programme Coordinator.

3.2.7 District Programme Coordinator can change any implementing agency if it fails to start the work and appoint another agency. Under special circumstances District Programme Coordinator is competent to take decision to assign work to any implementation agency in the district in its annual work plan.

3.2.8 If any District officer found careless in execution of directions issued by District Programme Coordinator, for the successful implementation of scheme or if he is here and not specified then it shall be treated as negligence towards his designated duties.

### 3.3 Ban on contracting practice/Machines :-

This contracting practice will be banned in implementation of scheme. Ensuring safety and quality of structure. Use of machines working is ban of human labour (Labour Disposal Machine) shall be banned.

3.4 Provision of staff and compensation :-

3.4.1 Minimum staff of 05. During start up for machine work, staff should be working during at least 10.

3.4.2 A provision will be of Rs. 150/- per day for staff working in the field. This provision will be for the target and expires if the staff persons are not working in the field. The amount will be given to the staff if it is not scrapped, then.

3.4.3 The staff of the field will be provided by the District Programme Coordinator. The staff facility shall be provided by the District Programme Coordinator. The staff shall be an external agency.

3.4.4 A detailed guideline will be issued by the District Programme Coordinator, Rural Development Department.

### 3.5 Payment of Wages



3.5.1	Every person working under scheme will be entitled to receive wages prescribed by the state government or wages sanctioned by competent authority under Minimum wages for Agriculture Labour Act 1948.
3.5.2	There will be no differentiation in labour payment between men and women.
3.5.3	Labour payment will be made weekly or maximum to fortnightly.
3.5.4	It will be necessary to bring Family employment card during labour payment. Without the family employment card labour payment will not be made.
3.5.5	The details of labour payment made by the Gram Panchayat/ implementing agency must be entered in the family employment card and it will be the responsibility of the payer.
3.6	<b>Unemployment Allowance</b>
3.6.1	As much as possible efforts will be made to provide 100 days of employment to every registered rural family after deducting the days of employment made available in different programmes of government departments in a year. Every department will stand in line to provide employment to the registered rural family before other schemes.
3.6.2	It will be compulsory to make entries in the family employment card about labour days made available in the departmental schemes by all the government departments.
3.6.3	The total sum of amount to provide unemployment allowance should not be more than 100 days labour wages including total amount of wages paid to any family at minimum wage rate in a financial year.
3.6.4	Unemployment allowance shall be not less than one-fourth of the wage rate for the first thirty days and not less than one-half of the wage rate for the remaining period of the financial year.

- 3.5.5 Administrative directives regarding eligibility/ non eligibility for employment allowance and payment procedure shall be issued by the Panchayat and Rural Development department.

#### CHAPTER -4-

#### EMPLOYMENT AND EXECUTION OF WORKS

##### 4.1 Construction of Work plan.

Each District Programme Co-ordinator shall get prepared five year plan for the district, in which the following activities will be included on priority basis :-

- (i) Water Augmentations and conservation.
  - (ii) Drought Proofing ( including Afforestation plantation )
  - (iii) Irrigation canal ( including Micro and Mini-irrigation works )
  - (iv) Providing irrigation facilities to beneficiaries of Indira Awaas Yojana, or beneficiaries of Land reforms or land possessing to people belonging to Scheduled Caste/ Scheduled Tribes
  - (v) Renovation of Traditional water resource structure. (including digging out soil from ponds)
  - (vi) Works related to land development.
  - (vii) Work related to flood control and water clearance.
  - (viii) Construction of village approach road/construction of pucca road in village lanes throughout the year.
- Any other work notified by central Government with the consultation of state Government.

##### 4.2 Procedure for making five year plan :-

A long term plan for every district shall be made for the next 5 years. Keeping in view at the demand for employment, selection of works should be made with the help of Gram sabha, Gram Panchayat, and representatives from Zila Panchayat level, Hon. Member of Parliament, Member of Legislative Assembly, and experts. Area wise selection of works should be made in such a way that the demand of employment could be fulfilled immediately from the proposed works on receipt of demand for employment in every area of the district.

4.3	<p><b><u>Assessment of labour (Labour Budget) :-</u></b></p> <p>A Labour budget shall be prepared every year by the District Programme Coordinator under the provision of Section 14 (6) of the Act and a work plan shall be submitted to the Zila Panchayat for providing employment to labour.</p>
4.4	<p><b><u>Annual Action plan-</u></b></p> <p>An annual Action plan shall be prepared on the basis of five year plan and labour budget submitted by District programme Coordinator. Assessment of programme structure and works priority shall be done on basis of employment demand.</p>
4.5	<p>Major part of the state falls under forest area where the provisions of Forest Conservation Act are applicable. When there is a demand for employment in the forest area, the employment shall be made available after implementing works with the consultation of forest Department only.</p>
4.6	<p>By the end of December of each year Annual action plan of the district for the next financial year shall be prepared. The state has to be intimated after having completed the action plan by 10th January. Selection of works in the work plan will be done with consultation of gram sabha, Gram Panchayat, Janpad Panchayat, District Panchayat and local MLAs/MPs.</p>
4.7	<p>The Administrative and financial rules issued from time to time by the Rural Development Department shall be applicable for implementation of works. Technical sanction will be given on the basis of Schedule of Rate sanctioned by Rural Development Department from time to time.</p>
4.8	<p>The ratio of wages and materials shall be 60:40 in total cost of the works, implemented under the scheme during the financial year in the district.</p>



## CHAPTER - 5

### FINANCIAL MANAGEMENT

5.1	<p>National Rural Employment Guarantee Council has been established separately by the Government of India for successful implementation of National Rural Employment through which funds will be provided to all states by Government of India under National Rural Employment scheme. The states will receive the fund under the rules of government of India from time to time. Maintenance of Employment Guarantee funds, Accounting and Audit system of National Rural Employment Guarantee scheme at State, District, Janpad and Village Panchayat will be as under.</p>
5.2	<p><b><u>STATE LEVEL :-</u></b></p> <p>There will be Chhattisgarh State Employment Guarantee council at state level. A Chhattisgarh Employment Guarantee fund of Chhattisgarh State Employment Guarantee council shall be constituted at the state level. In this fund amounts will be received from following sources-</p> <ol style="list-style-type: none"> <li>a. Amount to be released from government of India or through National Employment guarantee council.</li> <li>b. Amount to be released as states share and as establishment grant through budget.</li> <li>c. Other income.</li> </ol> <p>A bank account will be opened in a prescribed Public Sector bank/Nationalized bank in the name of Chhattisgarh Employment Guarantee Fund by the Council and shall deposit the amounts to be received from Central and State governments in the account. The account will operated jointly by the Commissioner and Accounts Officer of the employment guarantee cell by joint signature. Fund will be released for the head quarter expenses and district implementing agency according to their sanctioned scheme and demand. A separate cash book, voucher, debit ledger, credit ledger, cheque register, bank reconciliation register, Income-Expenditure statement, balance sheet and all registers related to this account shall be maintained. The Auditing of these records will be carried out by the Accountant General,</p>

	<p>Government of India and Local Fund Audit. Balance Sheet and statutory audit will be done by Chartered Accountant.</p> <p>A separate account in the name of Unemployment Allowance fund will be operated in a Public Sector Bank/Nationalized Bank at the state level, In which amounts received from state government will be deposited and will be disbursed to districts from time to time as necessary.</p>
5.3	<p><b>ZILA PANCHAYAT LEVEL-</b></p> <p>Collector will be the Programme Coordinator at the District level. Chief Executive Officer, Zila Panchayat will be Additional District Programme Coordinator, for implementation of the scheme, by whose designation an account will be opened in a public sector bank/Nationalized bank. This account will be operated by the Additional District Programme Coordinator and Accounts Officer with their signature. Amounts released by Chhattisgarh State Employment Guarantee Council/ Government of India/ others, will be deposited in this account. Fund will be disbursed to the implementing agencies according to their sanctioned scheme and demand.</p> <p>A separate account in the name of Unemployment Allowance fund will be operated in a Public Sector Bank/Nationalized Bank at the district level and In which amounts received from state government will be deposited and disbursed to Janpad Panchayats from time to time as necessary.</p>
5.4	<p><b>JANPAD PANCHAYAT LEVEL-</b></p> <p>Chief Executive Officer will be the controlling officer at Janpad Panchayat Level. A separate bank account will be opened and maintained in the name of Janpad Employment Guarantee Fund by Rural Employment Guarantee Scheme. The amount received from District Programme Coordinator/Council/ Government of India/ Others, for implementation of the scheme, shall be deposited in this account. The account will be operated with the joint signature of Chief Executive Officer and Programme Officer. Funds will be disbursed to the implementing agencies according to their sanctioned scheme and demand on the recommendation of Programme officer.</p>



A separate account in the name of Unemployment Allowance and will be operated in a Nationalized Bank at the Block level and in which amounts received as unemployment allowance from district will be deposited and disbursed to beneficiaries from time to time as necessary.

A separate cash book, voucher, debit ledger, credit ledger, cheque register, bank reconciliation register, Income-Expenditure statement, balance sheet and all related account books shall be maintained at the Janpad level. The Auditing of these records will be carried out by the Accountant General, Government of India, Auditor of Panchayat department and Local Fund Audit. Balance Sheet and statutory audit will be done by Chartered Accountant appointed by the Programme Officer.

A separate account in the name of Employment Guarantee Scheme shall be operated at the Gram Panchayat level. Funds received from Janpad Panchayat/ Zila Panchayat/ Council / Government of India/ other for implementation of rural employment guarantee scheme shall be deposited in this account. This account will be operated with the joint signature of Sarpanch and Secretary of gram panchayat at Panchayat level. Amounts will be withdrawn with the joint signature of Sarpanch and gram panchayat secretary on recommendation of Programme officer.

A separate cash book, voucher, debit ledger, credit ledger, cheque register, bank reconciliation register, Income-expenditure statement, muster roll and all sort of assets register for the assets generated under the scheme shall be maintained at the village level. The Auditing of these records will be carried out by the Accountant General, Government of India, Auditor of Panchayat department and Local Fund Audit. Balance Sheet and statutory audit will be done by Chartered Accountant appointed by the Programme Officer.

For maintaining accounts/ accounts examination directions will be issued by the Panchayat and Rural Department. For maintaining accounts for every gram panchayat or between two gram Panchayats one panchayat assistant will be provided.



5.6	<p>Following information relating to income and expenditure incurred under National rural employment guarantee scheme shall be submitted every month in the prescribed formats:-</p> <p><b>Gram Panchayat -</b> Statement of total income and expenditure of previous month must be submitted by 10<sup>th</sup> of every next month by gram panchayat to Janpad Panchayat.</p> <p><b>Janpad Panchayat-</b> Reconciliation of income and expenditure statement, received from gram panchayat, shall be done by Janpad panchayat and after including expenditure incurred by Janpad panchayat, shall submit its income and expenditure statement by 20<sup>th</sup> of every month to Zila panchayat.</p> <p><b>Zila Panchayat -</b> Reconciliation of income and expenditure statement, received from Janpad Panchayats/ departments, shall be done by Zila Panchayats and after including expenditure incurred by Zila Panchayat shall submitted its income and expenditure statement by 25<sup>th</sup> of every month to the head office (Chhattisgarh State Employment Guarantee Council).</p> <p><b>State Level Head Quarter –</b> Information received from all district shall be compiled by the Chhattisgarh State Employment Guarantee Council and shall be sent to National Employment Guarantee Council on prescribed date and intervals.</p>
<p style="text-align: center;"><b>CHAPTER – 6</b></p> <p style="text-align: center;"><b>QUALITY, MONITORING AND EVALUATION</b></p>	
6.1	<p><b>Chhattisgarh State Employment Guarantee Council-</b></p> <p>Successful implementation of works, continuous inspection and supervision of schemes will be done by the Chhattisgarh State Employment Guarantee Council.</p>

6.2	<p><b>Quality Control-</b></p> <p>A panel of Quality Monitors (specialists) at the state level will be set up for quality evaluation and maintenance of work being implemented under the programme. Quality monitors will ensure that the quality of the works is maintained upto the specification. Apart from the quality control maintained by the Panchayati Raj institutions and other implementing agencies, quality monitors will also have the responsibility to maintain quality control work. The state level quality monitors shall report to the State Government.</p> <p>Detailed guidelines for selection of Quality Monitors will be issued by the Panchayat and Rural Development Department.</p>
6.3	<p><b>Panchayat Raj Institutions-</b></p>
6.3.1	<p>Zila Janpad and Village level Panchayat Raj Institutions will play important role for monitoring the schemes.</p>
6.3.2	<p>A Vigilance and Valuation Committee shall be constituted for each work at gram panchayat level, who will execute quality, supervision and evaluation of works from time to time</p>
6.3.3	<p>It will be the responsibility of Gram Sabha that he will carry out continuous monitoring of the works being implemented by Gram Panchayat and also conduct Social Audit of the works done. It will be the responsibility of Gram Panchayat and concerned implementing agency to make the availability of necessary documents like muster roll, bill, voucher, measurement book etc, in the gram sabha meeting.</p>
6.3.4	<p>Programme officer shall prepare action plan of works costing below rupees 5 lakhs of the selected schemes. at Janpad Panchayat level, this will be taken up by the gram panchayat, and shall obtain approval from District Programme Coordinator (Collector) through Zila Panchayat. After the approval of District Programme Coordinator, sanction orders will be issued by the Chief Executive officer of Janpad Panchayat. Continuous monitoring and supervision of works of Janpad Panchayat level shall be carried out by the State level Officer, District level officer/ Zila panchayat. Apart from this other works related to scheme shall be carried out by Janpad panchayat through state council and Zila panchayat given to them from time to time.</p>



6.3.5	Action plan regarding selection of works from those action plan which are to be carried in the district through implementing agencies, shall be prepared by the Assistant Programme Coordinator (Chief Executive Officer, District Panchayat) at Zila panchayat level, and shall obtain sanction from District Coordinator and the sanction order shall be issued by the Chief Executive Officer of Zila Panchayat.
6.3.6	It will be the responsibility of District Panchayat that after duly finalizing the Janpad level development schemes, shall submit to the District Programme Coordinator (Collector) for approval. He shall keep doing regular inspection and supervision of ongoing works in the district and shall execute other works handed over by the state council.
6.3.7	<b>Other Implementing Agency-</b>  A regular monitoring and valuation of employment oriented works, being carried out by various departments, shall be done as per departmental manual by the concerned department only. This work will be executed guidelines of employment guarantee scheme.
6.4	<b>Supervision by the District Programme Coordinator-</b>
	It will be the responsibility of District Programme Coordinator for successful implementation of scheme in the district. Review of implementation of schemes every fortnightly will be done at his level, and will give proper instructions to his subordinate officers and implementing agencies. If any case regarding payment of unemployment allowance, comes to his notice, then after analyzing the reasons he will take proper action.
6.4	<b>Transparency and Responsibility-</b>
6.4.1	<b>Audit-</b>
6.5.1.1	It is compulsory to make arrangement for physical and financial auditing of entire works under the scheme. This should be carried out by each district at the close of financial year.



6.5.2.3	It will be compulsory to read out details of enlisted laborers' name in the muster roll, amount paid, man days, non-working days before the gram sabha.
6.5.3	<p><b>Action on Audit Report by Chhattisgarh employment guarantee Council-</b></p> <p>It is necessary to submit each Audit report to Chhattisgarh employment guarantee council whether it is audited by Chartered Accountant, Local Fund Audit, Internal Audit Cell, Auditors of Accountant General or by Social Audit. The council will ensure that action is taken regarding economic irregularities, forgery, wrong measures, false entries in muster roll and other serious irregularities by means of which governments resources have been misused, as early as possible to take appropriate action to stop such kind of wrongdoing.</p>
6.6	<p><b>Coordination between Janpad Panchayat level implementing agency and Programme Officer-</b></p> <p>It will be the responsibility of entire Janpad Panchayat level implementing agencies that they must render all possible help and cooperation to Programme Officer for successful implementation of schemes</p>
6.7	<p><b>Right of Information-</b></p> <p>As per administrative directions issued by the Panchayat and Rural Development department, the requisite information shall be made available under Right of Information to the applicant at each level.</p>
6.8	<p><b>Training-</b></p> <p>Necessary trainings must be made available to concern office bearers/ officers/ staff for successful implementation of National Rural employment guarantee scheme by the Panchayat and Rural Development department at each level.</p>