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Government of West Bengal
Office of the District Magistrate & District Programme Co-Ordinator
NREGS-Cell, Burdwan.
Unnayan Bhavan (3rd floor), Kachari Road, Burdwan.

Memo No. NREGS/III/09/3982 (c)

Date : 30/11/2009

From : Shri Rajesh Kumar Sinha, IAS
District Magistrate & District Programme Co-ordinator
NREGS, Burdwan

To : 1-6. The Sub-Divisional Officer
Burdwan Sadar (North) / Burdwan Sadar (South) /
Kalna / Katwa / Durgapur / Asansol Sub-Division.

Sub : Purposeful inspection of NREG works.

Ref. : Memo No. 7422(18)-RD.NREGA/18N-11/08 dt. 12-11-09 of the Principal Secretary,
Govt. of West Bengal

Enclosed please find herewith the above referred Memo of the Principal Secretary to the Govt. of West Bengal wherein he enclosed a note towards achieving purposeful inspection of NREGS works.

Hope it would improve the number and quality of inspection and Monitoring and enable us to achieve the goal of smooth and effective implementation of NREGS in the District.

Encl : As Stated


District Magistrate &
District Programme Co-ordinator
NREGS, Burdwan.

Memo No. NREGS/III/09/3982 (c) 1/1/9

Date : 30/11/2009

Copy forwarded for information & taking necessary action to the :

1. Principal Secretary to the Govt. of West Bengal, P & RD Department, Jessop Building, 63, Netaji Subhas Road, Kolkata-700001.
2. Commissioner, NREGA, Govt. of West Bengal P & RD Department, Jessop Building, 63, Netaji Subhas Road, Kolkata-700001.
3. Sri Sekhar Sengupta, Jt. State Programme Co-ordinator & Jt. Secretary to the Govt. of West Bengal, P & RD Department, Jessop Building, 63, Netaji Subhas Road, Kolkata-700001.
4. Additional District Magistrate & Additional Executive Officer, Burdwan Zilla Parishad.


District Magistrate &
District Programme Co-ordinator
NREGS, Burdwan.

GOVERNMENT OF WEST BENGAL
Panchayats & Rural Development Department
63, N.S. Road, Kolkata – 700001

No. 7422(18)– RD/NREGA/18M-11/08

Dated 12.11.2009

From : Dr. M. N. Roy
Principal Secretary
to the Government of West Bengal

To : The District Magistrate
All districts

Sir/Madam,

The need for improvement of number and quality of inspection and monitoring has been urgently felt for smooth and effective implementation of NREG programme. In order to achieve this the entire block level team needs to be entrusted with the function of monitoring and inspection. Provision of mobility support for members of the teams engaged in inspection of NREG works has been recently made. It was thought that it would consequently increase the number of inspection in the block level. Unfortunately recent reports show no such trends. A bar graph showing the district-wise inspections made as percentage of what is due is enclosed.

It has been made mandatory that 10% inspection at district level and 100% inspection at the block level be made. It is therefore necessary that inspection be geared at the block level with greater efforts at the higher level. The ADM-in-charge(NREGA) of the districts are required to submit tour diaries of their monthly visits of NREG sites to the Principal Secretary of this department as well as to the District Magistrate of the district, which may be ensured. Inspection of NREG worksites by the SDOs should also be ensured as this would increase the quality of implementation of NREGA. All those inspections by senior officers should focus on observance of various processes prescribed for implementation of NREGA and establishing right of the citizen under the Act. The note enclosed may be referred to achieve purposeful inspection of NREG works.

Yours faithfully

Sd/-

Principal Secretary

No. 7422(18)– RD/NREGA/18M-11/08

Dated 12.11.2009

Copy forwarded for information and necessary action to all ADM-in-charge of NREGA

Joint Secretary
Govt. of West Bengal

Note on Inspection Related to Proper Implementation of NREGA

The officer must be acquainted with the guidelines and latest orders related to implementation of NREGA issued by this department. All those orders are available in the website of the Panchayat & RD Department (wbprd.nic.in). Those will be seen from the notification section by searching with the key word "nrega". Particularly the orders dated 26.5.2008 on Management of NREGA and that dated 23.6.09 related to Improvement of works under NREGA should be specially referred to. The main purpose of the visit is to check whether the system for implementation of NREGA from work site level to that of the Block Offices are in place. For that purpose the inspecting officers should enquire on whether every one is being able to exercise their rights under the Act, reason for lapses in not honouring the rights, difficulty in following the prescribed procedures/guidelines, availability and capacities of persons entrusted with the works and how the overall management of the works can be improved for ensuring proper implementation of the Act.

The crucial issues in this regard will be to meet the ordinary citizen and to judge their level of awareness and how they exercise their rights and difficulties faced by them, whether the GP and Block Offices have any lapses in denying those rights like getting employment within a fortnight and receiving payment within a fortnight of first day of the work. Whether people are applying for employment and whether they are being issued receipt should also be enquired. This may be accomplished only when fund is made available and there are adequate schemes ready with vetting for implementation with the GP and copies of vetted estimates are available with the Block Office for giving clearances to start the work. Those estimates should be available in GP-wise folders in the block offices. Once the work is started the same should be entered in to Scheme Register, which is the most important register to monitor management and implementation works under NREGA. Availability of the same, filling up prescribed entries and using the data entered for monitoring by the BDO and officers of that level is very crucial and not being done satisfactorily. The register should show the progress of each work permitted to be taken up by the Block office. The work related information to be entered will be available from the Form through which fund is to be claimed. That shows the work wise expenditure and fund needed for completing existing works and taking up new works to be started. Only that much amount of fund should be recommended which will be sufficient to meet the need for the next two months or so. This is not done always and fund is asked on a lump sum basis without referring to work wise progress and requirement. The Register will also show the extent of inspection made and observations related to those inspections, which may be verified.

All the Block offices have been asked to earmark one room where all officials like the APO, TAs and Computer Assistant will be required to sit and work like a Project Management Unit. The room should have separate telephone and computer for management of the programme. Existence of such arrangement or difficulties, if any, should be looked in to and necessary measures may be taken for effective functioning of the unit. The BDO and the Joint BDO must inspect some schemes and GP offices every month for being able to properly managing the programme and taking corrective steps. It

should be checked to what extent they are associated with the inspection and monitoring process. Attendance in the monthly review meeting, participation of GPs and effectiveness of those meetings and follow up actions being taken should also be looked in to for any possible improvement.

At the GP level, the important things to be looked in to are the handling of application forms for receiving employment, issuing receipt, system of recording and disposal of grievances, verification of Muster Rolls and Social Audit, identification of Individual Benefiting Schemes, readiness to start work, numbers of schemes which are in progress, system of claiming fund and the planning process for identification of schemes etc. The system of supervision of works, taking measurement, preparation of Muster Rolls, passing of the amount to be paid and the payment arrangement as well as difficulties in making timely payment may be looked in to in details. There may be need to follow up with identified bank branches and Post Offices, which may be worked out. The Annual Plan and Labour Budget for the coming year is to be prepared by the month of December. The list of works and labour demand is to be assessed Sansad wise by interacting with the villagers, which will also increase awareness about the programme and compiled with the help of Supervisor of the Sansad. Processes being followed and progress made in this regard should also be reviewed.

There is need to identify the small and marginal farmers for development of land taking up works like improvement of land, tank excavation, minor irrigation, horticulture etc since NREGA allows creation of assets on private land of those category of people. Preparatory steps taken in this regard may be reviewed during the field visit. Large numbers of such schemes are to be implemented to provide employment as per need. To be able to manage such huge volume of works the trained SHGs have been allowed to measure and implement such schemes for which the order dated 15.10 09 may be consulted. Every GP has been asked to develop one or more nursery of ordinary tree species including horticultural plants and the SHGs who will raise the nurseries are to be trained. Progress being made in this regard may also be reviewed.

At the work site the system of supervision, recording attendance, quality of works, preparation of Muster Rolls in prescribed manner, provision of facilities for the workers, availability of Citizen Board and overall satisfaction of the people and workers in implementation of the works and creation of assets may also be looked in to. The inspecting officer, apart from interacting with the labourers, should also meet a few potential workers and preferably Job Card holders to know about their perception about NREGA and difficulties, if any, being faced by them in receiving employment and wage.

The system of pro-active disclosure of information and awareness building related to implementation of the NREGA also deserves to be strengthened and the inspection may include keeping an eye on the steps taken at the field level on those issues. Notifying the monthly progress (updated up to the last month) in the walls of the GP and PS are essential features of the disclosure mechanism. The officer concerned should also identify good practices and arrange exposure visits and exchange of ideas in review meetings/workshops etc so that people are encouraged to improve their practices related to implementation of the NREGA.