

BARUN KUMAR RAY, I.A.S.

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SECRETARY  
DEPARTMENT OF PANCHAYATS &  
RURAL DEVELOPMENT  
Government of West Bengal  
Jessop Building (1st Floor)  
63, N.S. Road, Kolkata- 700 001

No. 128/SPRD/2011

Dated: 4.11.2011

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With reference to our discussion, I am to inform you that the P&RD Department has decided to accept West Bengal Agro-Industries Corporation Limited, a Corporation under your Department, as Programme Implementing Agency (PIA) for the schemes related to the works of your Department.

Necessary order may be issued from your end declaring the Assistant Engineers of the said Corporation as the 'Nodal Officers' of those schemes. It is learnt that the Corporation presently has Assistant Engineers in seven districts viz. Purulia, Paschim Medinipur, Purba Medinipur, Malda, Jalpaiguri, Bardhaman & South 24Pgs and hence, the Corporation may operate in those districts only.

The schemes should be prepared Gram Panchayat wise in a manner that the MGNREGS portion can be identified separately. Training will be imparted to the officers of your department in this regard from our end.

In this connection, the guidelines of MGNREGS, which are to be strictly observed are furnished below :

- Only job-card holders may be engaged for unskilled works;
- No contractors can be engaged;
- No concrete works can be taken up;
- Estimates of works are to be prepared as per MGNREGS schedule of rates & vetted by the competent authority;
- Works are to be included in the Annual Action Plan;
- Wage component of a particular scheme should not be less than 60%;
- Payment of wages are to be made through bank/post-office accounts of the job-card holders on basis of Muster Roll based of actual work done and payment particulars should be entered in the job-cards;
- Copy of Muster Roll should be supplied to Gram Panchayat for recording;
- Estimated fund for payment of wages for 2 months may be released in advance by the District Programme Co-ordinator and further funds will be released after receipt of the utilization certificate of 60% of the fund allotted previously;
- Entire fund related to MGNREGS should be kept in a separate account and all accounts should be maintained separately for the purpose of audit;
- As per existing rules, maximum 100 days work can be provided to a particular household in a financial year.

For better understanding of MGNREGS, the instruction guide available at the website may be followed. All concerned may be advised accordingly.

Yours sincerely,

*Sdy-*

(Barun Kumar Ray)

Shri Subrata Biswas,  
Secretary,  
Department of Water Investigation & Development,  
Writers' Buildings, Kolkata - 700001

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No. 128/1(14)/SPRD/2011

Dated: 4.11.2011

Copy forwarded for information & necessary action to:

1-7) The D.M & District Programme Co-ordinator, Purulia/ Paschim Medinipur/ Purba Medinipur/ Malda/  
Jalpaiguri/ Bardhaman/ South 24Pgs.

8-14) The D.N.O, Purulia/ Paschim Medinipur/ Purba Medinipur/ Malda/ Jalpaiguri/ Bardhaman/ South 24Pgs.

  
Secretary