

Government of Meghalaya

COMMUNITY AND RURAL DEVELOPMENT DEPARTMENT

NOTIFICATION

In exercise of the powers conferred by sub section (1) of section 4 of National Rural Employment Guarantee Act 2005 (NREGA), the Governor of Meghalaya is pleased to make Meghalaya Rural Employment Guarantee Scheme (MREGS) as Follows:

1. Short Title and Commencement:

- (i) This scheme may be called Meghalaya Rural Employment Guarantee Scheme 2006.
- (ii) This scheme shall come into force in the rural areas of Meghalaya from the date of its notification.

2. Definition:

- (i) Act means the National Rural Employment Guarantee Act 2005.
- (ii) Guidelines means NREGA Operational Guidelines prescribed by the Ministry of Rural Development, Government of India.
- (iii) State Employment Council means the State Rural Employment Guarantee Council of Meghalaya constituted under sec 12 of the Act.
- (iv) Principal Authority means authority recognized by State Government for purpose of planning, monitoring and implementation of MREG Scheme, which includes Governing Body of DRDA notified as District Employment Council for this purpose at the District level, Block Employment Committee at the Block Level, Area Employment Council and Village Employment Council at the Village level.
- (v) Village means Census Village of that Block .
- (vi) Traditional Heads means Tribal Traditional Heads such as Nokma., Rangbah Shnong , Durbar Shnong etc., recognized by the District Council in the State of Meghalaya.
- (vii) Plain areas means those areas which comes under specific Mouza areas notified by Garo Hills District Council as Plain areas.
- (viii) Implementing Agency means Village Employment Council and Line Departments of the Government or any other Organisation identified by the Competent Authority.
- (ix) Nodal Department means the Community and Rural Development Department at the State Level for implementation of NREGA.
- (x) State Programme Coordinator means the Commissioner and Secretary / Secretary of Community and Rural development Department who is notified as the State Programme Coordinator at the State Level for implementing of the Scheme.
- (xi) Registered household means the members of the rural household who have been entered in the application Register as may be prescribed .

- (xii) Registered Societies means Societies, Associations or any organization registered under the Meghalaya Registration Societies Act 1983
- (xiii) Community Coordinator means any person engaged for purpose of assisting village /area employment council for implementation of MREGS
- (xiv) Technical Officer means Executive Engineer or Assistant Engineer or Junior Engineer of DRDA / Block Office or any other assistant engaged for purpose of technical supervision of works under MREGS.

3. Objectives

“The MREGS shall have the following objectives:

- (a) Providing not less than one hundred days of unskilled manual work as a guaranteed employment in a financial year to every households in rural areas as per demand, resulting in creation of productive assets of prescribed quality and durability;*
- (b) Strengthening in livelihood resource base of the poor;*
- (c) Proactively ensuring social inclusion and*
- (d) Strengthening village level institutions constituted under the Scheme.*

Provided that the said objectives are applicable where the adult members volunteer to do unskilled manual work subject to the conditions laid down by or under the Act and in the Scheme”.^[2]

4. Funding

The Scheme shall be implemented as a Centrally Sponsored Scheme (CSS) on cost sharing basis between the Centre and the State.

Government of India funds shall be utilized for the following:

- i. Cost of wages.
- ii. Three fourths of material cost.
- iii. Administrative cost.
- iv. The cost of capacity building.
- v. Establishment of Programme Officer with the supporting staff including Community Coordinators at village level.

State funds shall be spent for the following:

- i. 25% of the material and wages of skilled and semi-skilled workers.
- ii. Unemployment allowance.

- iii. Administrative expenses of the state EG Council.
- iv. Other expenses related to implementation of the scheme but not permitted by GoI guidelines.
- v. *Funds received from the State Corpus will be spent for payment of unskilled wages only.* ^[2]

5. Implementing Department

The Community and Rural Development Department shall be the implementing Department for the Scheme.

6. Non-Negotiable

1. Every registered rural household shall be provided not less than 100 days of wage employment, on demand, in a financial year.
2. The wage rate payable under this scheme shall be the *Minimum wages as notified by the Government of India* ^[2] from time to time. Under no circumstances shall the labourers be paid less than the wage rate. A person working for seven hours would earn a wage equal to the wage rate.
3. Payment of wages shall be made at least once in a fortnight.
4. Equal wages shall be paid to men and women.
5. Contractors and as far as practicable, *labour displacing machinery* ^[2] shall not be engaged.
6. The cost of material component of projects including the wages of skilled and semi skilled works taken up under this Scheme shall not exceed forty percent of total project costs.
7. Only works approved by the Local Councils/ Authorities as specified in the guidelines and the Scheme shall be taken up for implementation.
8. No provisions of this Scheme shall be inconsistent with the provisions of the National Rural Employment Guarantee Act.

7. Local Councils/ Authorities

The Guidelines for the National Rural Employment Guarantee Act state that “Where Part Nine of the Constitution does not apply; Local Councils/ Authorities as mandated by the State concerned will be invested with corresponding responsibilities”

Since Part IX of the Constitution does not apply to Meghalaya, Local Councils/ Authorities as detailed under shall be invested with corresponding responsibilities for the MREGS as under:

A Village Employment Council (VEC)

1. At the village level the Village Employment Council shall be constituted by every village.
2. The members of the VEC will consist of every male and female heads of each household.

3. The VECs shall be invested with the responsibility of Gram Sabha in so far as NREGS Scheme is concerned, after approval by the DPC or his representative i.e. Programme Officer / BDO.
4. Each VEC will have a Programme Executive/Implementation Committee which will implement the scheme in the village. The PEIC will comprise of five (5) persons who are conversant with MGNREGA. Out of 5 members of the PEIC, at least 2 members shall be female members. The Chairman of the PEIC shall be either traditional Headman or a person elected by the VEC in consultation with the traditional village Headman/ Dorbar. ^{[1], [5] and [6]}

There shall be a Secretary to the PEIC who shall be one of the elected members from PEIC and he shall also be elected by the VEC. ^[6]

With effect from 2020, whenever elections are held to the post of “Secretary of the VEC”, full reservation of 100% shall be kept exclusively for women members. On completion of three (3) years term, elections to the post of Secretary shall be open to both Male and Female candidates of the VEC. Reservation shall not apply to VECs where the post of Secretary is already held by a female member. The reservation shall also be applicable to the post of “Chairperson of the VEC”, whenever the said post is not held by the Traditional Head of the Village or is already held by a female member. The Terms and Conditions notified vide No.CDD.25/2020/24 dated 17th November 2020 shall continue to apply whenever such elections/selections are conducted. ^[7]

5. The meeting of the VEC will be chaired by a Chairman of Programme Executive Committee / village headman/Traditional Village Head and a Secretary for the VEC may be elected by the members of the VEC from amongst the members. ^[1]
6. Each VEC will also have a **Natural Resource Management Committee (NRMC)** which will be responsible for the planning of NRM activities under MGNREGA, re-prioritization of Shelf of Works (SoP) and supervise the implementation and execution of NRM plans in the VEC. The NRMC shall be headed by a Chairperson who is preferably the Traditional Head of the Village or someone selected by the VEC, a Secretary who shall either be the Village Community Facilitator (VCF) who has been trained under NRM or a Water Volunteer identified under MGNREGA or any person who is well conversant with technology and can operate apps in a smartphone. Youths can also be identified for this role who shall be either elected or selected through a consensus process by the General body (Gram Sabha) of the VEC where at least two-thirds of the members of the general body should actively participate in this selection process; and the two Water Volunteers identified under JSA or the VCFs trained with the help of Soil & Water Conservation Department shall also be members of the Committee. ^[7]

7. Roles and Responsibilities:

- i. The main role of NRMC is to ensure participatory planning of NRM activities under MGNREGA. this includes mobilization and education of the people about the importance of collective community efforts around NRM for achieving sustainable development in the long run. ^[7]

- ii. The committee will engage in democratic consultation and discussion with the entire community, to ensure that projects are identified and designed in a participatory manner. VCFs and technical staff from the relevant departments will assist the committee in conducting these participatory discussions. ^[7]
- iii. The Committee shall also monitor and see that a significant amount of funds under MGNREGA are utilized optimally for addressing the issues of water scarcity, soil degradation, deforestation and other environmental problems. ^[7]
- iv. The committee shall be responsible for making recommendations to the VEC on NRM activities and projects that can be included in the Shelf of Projects (SoP) of the community. ^[7]
- v. The PEIC of the VEC will be the committee which will submit the AAP under MGNREGA. As part of AAP, the PEIC will draft two Shelves of Projects for the AAP: NRM SoP and non-NRM SoP. PEIC should ensure that NRM SoP is drafted in consultation with the NRMC. ^[7]
- vi. All members of the committee shall ***undergo rigorous training*** and orientation on NRM, sustainable livelihoods, entrepreneurship and related activities as and when required. ^[7]
- vii. The members especially the Secretary and VCF and Water Volunteers to be trained on PDA, CLART, and tools and methods such as PRA, to further assist in the preparation of NRM plans. ^[7]
- viii. It shall advise the VEC to revise and ***re-prioritize*** the SoP if enough NRM works were not included in the plans, adhering to the conditionality of the MGNREG Act. The list of permissible works under MGNREGA shall be referred at all times. Other activities such as Rural Connectivity, buildings, etc. shall be within the other 40% which is non-NRM related. ^[7]
- ix. For the Aspirational District i.e., Ri Bhoi, the Committee shall ensure that 65% expenditure is made on NRM. ^[7]
- x. The roles and responsibilities of the Village Water Resource Council (VWRC) notified by the Water Resource Department vide Notification No. WR (G)84/2011/471 dated 9th January 2020 shall also be carried out by this Committee under the supervision of the PEIC. ^[7]
- xi. The committee shall also play an important role in promoting ***Community Conservation Corps (CCC) under Green Meghalaya Movement*** to build the youths and the children/ Dorbar Khyannah in bringing about a general awareness, learning and understanding about the need to preserve and conserve nature in all its balance. ^[7]
- xii. The committee shall also assist in organizing ***exposure visits*** to other communities, so that members of the VNRMC and other community members who are interested, may learn from what neighboring villages are doing to achieve sustainable natural resource management. ^[7]
- xiii. ***Raising of Nurseries*** in each and every VEC in convergence with NRLM and other Line Departments shall be a mandatory activity to be carried out by the committee. The saplings selected should be perennial Horticulture plants, indigenous water retaining plants, etc. no seasonals are permitted. This will not only curb the need to spend umpteen amounts on purchasing of saplings from suppliers, but will also promote awareness on the need to use indigenous plants and in improving the gene pool of such plants in situ. ^[7]

- xiv. ***Convergence & Collaboration:** The committee should aim to build on existing projects when new projects are designed, and to involve other schemes and departments. In addition, the committee should look for opportunities to build projects with other neighboring VEC. ^[7]*
- xv. *The sustainable livelihood aspects of the beneficiaries will also be taken into consideration by the Committee while implementing the plans. Care should also be taken such that the natural resources are not depleted or destroyed in the long term. ^[7]*

8. Financial Implication:

- i. *There will be a clear-cut indication on the budget breakup in the ratio of 60:40 of the VEC's Annual Action Plan for the two shelves i.e., NRM and non-NRM. This shall be mandatorily carried out during the Annual Plan preparation by the VEC. The NRMC shall be entrusted with the identification of NRM works, supervision of implementation and execution of the NRM plan of the VEC. The overall AAP shall be approved at the VEC level which continue to be implemented by the PEIC. ^[7]*
- ii. *If the tentative allocation falls short of the 60% requirement, the NRMC shall advise the VEC to revise the AAP accordingly before approval is accorded. ^[7]*
- iii. *The overall maintenance of financial records, preparation of UCs, etc. shall be carried out by the Treasurer of the PEIC for purposes of auditing, etc. The NRMC will countersign the bills, voucheers, eMRs on all NRM shelf of works and submit to the PEIC for onward submission to the Block Office. ^[7]*

B Area Employment Councils (AECs)

1. The Area Employment Councils (AECs) shall be constituted at the Cluster level comprising of villages with in a 2.5km radius.
2. *This council will consist of 3(three) selected representatives from each VEC. ^[5]*
3. *The 3 (three) selected members will consist of one female, the Chairman and the Secretary of Programme Executive Committee. ^[5]*
4. The total members of the AEC will not exceed 20 (twenty) numbers.
5. The Cluster level AECs should be identified in consultation and concurrence with the VECs and BECs.
6. 30 % of the members of the AEC must be women, and in case of any shortfall, the BEC may nominate additional women members to ensure that 30% of the AEC comprises women.
7. *The term of the AEC and VEC members will be THREE years. ^[1]*
8. *Whenever there is a requirement to implement projects requiring the involvement of more than one VEC, the role of the AEC shall include planning and implementing of works at cluster level. ^[5]*

If there are any complaints about any of the AEC members, a special meeting of the VEC (or VECs sitting jointly as the case may be) shall be convened by the BDO or his/her representative to effect any changes in the VEC as may be agreed to by the Village Employment Council(s) .

C Block Employment Councils (BEC)

- The existing Block Selection Committee shall be notified as Block Employment Councils (BECs) for every block. And shall be invested with the responsibilities of the Block Panchayat.

D District Employment Council (DEC)

- At the District level, the Governing Body of the DRDA shall be notified as the District Employment Council and invested with the responsibilities of the District/Zila Panchayat.

All references in the guidelines to the Gram Panchayat (GP) shall imply the AEC. All references to the Gram Sabha in the guidelines shall imply the VEC.

8. Rights and Entitlements

- (i) Every adult member whose name appears in the Job Card shall be entitled to apply for unskilled manual work. The format of the Job Card shall be as per Annexure I
- (ii) All persons belonging to a household and registered shall be entitled to employment under the Scheme for as many days as each applicant may request, subject to a maximum of one hundred days per household in a given financial year.
- (iii) If an applicant is not provided with such employment within 15 days of receipt of his/ her application seeking employment or from the date on which the employment has been sought in the case of an advance application whichever is later, he/ she shall be entitled to a daily unemployment allowance subject to the entitlement of the household at the rate which shall be as specified under the *Unemployment Allowance Rules notified by the State Government.* ^[2]
- (iv) As far as possible the applicant shall be provided work within the village. If an applicant is provided employment outside a radius of five kilometers of the village where he/ she resides at the time of applying he/ she shall be paid an extra 10% of the prevailing wage rate to meet additional transportation and living expenses.
- (v) Priority shall be given to women in such a way that at least one-third of the wage seekers shall be women who have registered and requested for work.
- (vi) In case the payment of wages is not made within a fortnight, the workers shall be entitled to receive *payment of compensation for the delay, at the rate of 0.05% of the unpaid wages per day of delay beyond the sixteenth*

day of closure of muster roll or as decided by the State Government. In cases where unemployment allowance is paid, or due to be paid, the Programme Officer shall inform the concerned District Programme Coordinator in writing the reason for not providing employment to the applicants. The District Programme Coordinator shall, in his Annual Report to the State Council explain as to why employment could not be provided in cases where payment of unemployment allowances is involved^[2]. Compensation Cost shall be borne by the State Government.

- (vii) Workers are entitled for work site facilities like safe drinking water, shade for children and periods of rest, first-aid box with adequate material for emergency treatment of minor injuries and other health hazards connected with the work.
- (viii) If the number of children below the age of six years accompanying the women, working at any site is five or more, one women worker shall be engaged to look after the children and she shall be paid wage rate as admissible to others working on the project.
- (ix) If any injury is caused to a person employed under the Scheme by accident arising out of and in the course of his/her employment, such person shall be entitled to medical treatment free of charge as admissible under the scheme.
- (x) Where hospitalization of the injured worker at the worksite is necessary, such arrangements shall be made including accommodation, treatment and medicines. The injured worker shall be paid a daily allowance not less than half of the wage rate required to be paid had the injured been engaged in the work.
- (xi) If any personal injury is caused by accident to a child accompanying any person who is employed under the Scheme, such child shall be entitled to, free of charge, medical treatment.
- (xii) If the person employed dies or becomes permanently disabled by accident arising out of and in the course of employment, he/ she shall be paid an ex-gratia at the rate of Rs. 25,000 or such amount as may be notified by the Central Government, and the amount shall be paid to the disabled or legal heirs of the deceased, as the case may be.

9. Implementation Arrangements

- (i) At the village-level the Village Employment Council shall be the principal authority for planning and implementation of the Scheme. The VEC assisted by the *Cluster Facilitation Team constituted at the Block level shall be responsible for identification of the works in the village area and Block officials with VEC functionaries for executing and supervising such works.*^[2]
 - (a) *In case of the dissolution of the Programme Execution/Implementation Committee (PEIC) by the District Programme Coordinator (DPC), for any reason whatsoever, the power and functions of the PEIC shall be vested with the Block Development Officer/ Programme Officer and he/she can perform the functions of the PEIC for the VEC, till such time that it is reconstituted.*^[3]

- (b) *In VECs that have at least 300 Job Card holders, the PEIC shall be strengthened to accommodate the needs of the various localities in the VEC. There shall be 2 (two) Job Card holders (including at-least one woman) from each locality to be included as members in the PEIC. These representatives shall be selected/ nominated in the general meeting of the VEC and they should assist in the implementation and execution of the works in their respective locality, under the supervision of the President/Secretary of the VEC. In such VECs, the Block Development Officer/Programme Officer shall also ensure that the Annual Action Plan would include works in all localities and multiple work orders shall be issued to the VEC in order to accommodate all Job Card holders.*^[3]
- (ii) The VEC ^[3] shall be responsible for receiving applications for registration and for issuance of Job Cards. There shall be a Community Coordinator to assist the Gram Sevak and the VEC in maintaining the records and also to assist the Technical Assistants being provided at the Block level.
- (iii) At the Block-level, the BEC shall be the principal authority for planning and implementation of the Scheme. It will finalize and approve block level plan which consists of consolidated shelf of projects to be taken up under the scheme, supervise and monitor the projects taken up in the block and perform such other functions as may be assigned by the DEC and the State Council.
- (iv) There shall be a Programme Officer (PO) at each Block level. The Programme Officer will be a full-time dedicated officer and may be taken on deputation. Fresh recruitment may also be made on contract. The PO has a critical role in coordinating implementation processes at the Block-level. He will be responsible for scrutinizing village EGS plans, ensuring that they match works with employment demand that implementing agencies start works on time, that the employment demand is met within time and workers receive their due entitlements. Among his important functions are ensuring the social audit, disposing complaints and grievance redressal. The PO will assist the BEC and the AEC in its functions under the Scheme. The Programme Officer shall function under the direction, control and superintendence of the District Program Coordinator. The PO shall be assisted by one Accountant-cum-Computer Assistant.
- (v) The Block Employment Council and all the line departments concerned and the Registered Societies of repute, SHG federations, and Watershed Committees will be responsible to mobilize and build capacities of the wage-seekers to access their rights and entitlements provided under the Scheme.
- (vi) At the District-level, the District Employment Council shall be the principal authority for planning and implementation of the Scheme. The DEC shall approve the District Employment Guarantee Scheme Plan, which includes the consolidated Block EGS plans, its own proposals and project proposals received from other line departments. It shall also review the programme implementation, supervise and monitor projects taken up at the District and Block levels and perform such other works as may be assigned by the State Council.

- (vii) The Deputy Commissioner or a district level officer of appropriate rank shall be the District Program Coordinator (DPC) for the implementation of the Scheme in the District. There shall be an EGS unit established in the office of the Project Director DRDA to assist the DPC. The DPC shall be assisted by the Project Director, DRDA or a District Program Officer designated for this purpose. The PD DRDA shall assist the DPC in overall management of the Scheme. The PD, DRDA and the Registered Societies / Government Agencies identified by District Programme Coordinator shall assist the DPC in the mobilization of wage seeking families through the Self-Help Groups of women and their Federations at Village, Block and District level.
- (viii) At the State-level, the Commissioner & Secretary, Community & Rural Development shall be the State Programme Coordinator (SPC). He/ she shall be assisted by the *State Rural Employment Society, Meghalaya*.^[2]
- (ix) The Director, SIRD, shall provide capacity building support to the Block level implementing agencies and the line departments.
- (x) Government Agencies/ Registered Societies/ SHGs, authorized by the Central or State Government shall be involved as partners in community mobilization, capacity building, social audit and monitoring of processes relating to rights and entitlements of the workers.

10. Registration and Issuance of Job Card

- (i) Any adult person of a household may on behalf of the members of the household apply to the Gram Sevak through the VEC ^[5] in the jurisdiction of which they reside, for registration of their household for issuance of a Job Card. The application can be in a printed form (Form 1) or on a plain paper containing the names of the adult members, their age, social status and address of the household. The AEC shall receive applications with the help of Gram Sevak/Community Coordinators and issue dated receipt and enter the details in the EGS Registration & Job Card Register (Form 2). After that, they shall make due enquiry and issue the Job Card.
- (ii) A Job Card (Form 3) with unique ID number will be issued to the household that has been registered. These details shall be maintained in the 'EGS Job Card Register'. *The joint photograph of the adult members of the household must be affixed to the Job Card within three months from the date of issue of the Job Card.* ^[5]
- (iii) The VEC ^[5] along with the Community Coordinator/ Gram Sevak shall update the household Job Card at the time of payment of wages. The wage-days provided and the wages paid to the workers shall be reflected in the Job Card and the Employment Register.
- (iv) Addition or deletion of members eligible to seek work shall be carried out in the Job Card as and when required or at the beginning of the financial year. The updated list shall be sent to the Program Officer.

- (v) A cardholder may apply for a duplicate card if the original card is lost or damaged. The issuing authority shall verify the case and issue a duplicate card within 7 working days of receipt of the application.

II. Application for work and work allotment

- (i) Individual/ Group of wage-seekers having Job Cards shall give individual or group application, (Forms 4 and 5) as the case may be, on a plain paper or in a printed form. Advance application giving details of the specific period of employment sought in the year may also be submitted. Same person/ group can submit multiple applications provided that the corresponding periods for which employment is sought do not overlap.
- (ii) The VEC ^[5] shall accept the applications for work. The applications shall be valid if the wage employment sought by a household is at least for 14 days and the aggregate employment provided to the household is not more than 100 days. List of all such applications shall be maintained in the 'Applications for Work Register' (Form 6).
- (iii) The VEC ^[5] shall direct the applicant or group of applicants in writing (Form 7), to work in any ongoing work or by starting a new work, within 15 days of receiving applications seeking work or from the date of work being sought in case of advance application, whichever is later. Necessary entries shall be made in the 'Applications for Work Register'.
- (iv) *Differently-abled*^[5] persons may be provided wage-employment by entrusting suitable works in the form of services that are identified as integral to the programme.
- (v) If it is not possible to provide work within the village area the applications for work shall be forwarded to the PO. The PO shall coordinate with other villages within the Block and issue letter of employment to the applicant in the village where work is available, by marking a copy to both the VEC concerned and the BDO.

12. Unemployment Allowance

- (i) If an applicant is not provided employment within 15 days of receipt of the application seeking work or from the date on which the employment has been sought, in case of advance application, whichever is later, he/ she can apply to the Gram Sevak for unemployment allowance. The Gram Sevak shall forward such applications to the PO who shall, after due enquiry, sanction the unemployment allowance or reject the application as the case may be.
- (ii) The liability to pay unemployment allowance to any household shall cease as soon as one or more of the following conditions are fulfilled:
 - a) The applicant is directed by the VEC ^[5] or the PO to report for work either by himself/ herself or depute at least one adult member of his/her household;

- b) Or the period for which employment is sought comes to an end and no member of the household of the applicant had turned up for employment;
 - c) Or the adult members of the household of the applicant have received in total at least one hundred days of work within the financial year;
 - d) Or the household of the applicant has earned as much from the wages and unemployment allowance taken together which is equal to the wages for one hundred days of work during the financial year.
- (iii) The rate of unemployment allowance shall be one fourth of the wage rate rounded off to the next rupee for the first thirty days during the financial year and shall be one half of the wage rate rounded off to the next rupee for the remaining period of the financial year.
 - (iv) In all cases where unemployment allowance is paid or due to be paid, the PO shall inform the DPC in writing the reasons why it was not possible to provide employment or cause to provide employment to applicants.

13. Type of Works:^[2]

The focus of the Scheme shall be on the following works as categorized below:

I. Category A: PUBLIC WORKS RELATING TO NATURAL RESOURCES MANAGEMENT –

- (i) Water conservation and water harvesting structures to augment and improve groundwater like underground dykes, earthen dams, stop dams, check dams with special focus on recharging ground water including drinking water sources;
- (ii) Watershed management works such as contour trenches, terracing, contour bunds, boulder checks, gabion structures and spring shed development resulting in a comprehensive treatment of a watershed;
- (iii) Micro and minor irrigation works and creation, renovation and maintenance of irrigation canals and drains;
- (iv) Renovation of traditional water bodies including desilting of irrigation tanks and other water bodies and conservation of old step wells or baolis.^[3]
- (v) Afforestation, tree plantation and horticulture in common and forest lands, road margins, canal bunds, tank foreshores and coastal belts duly providing right to usufruct to the households covered in Paragraph 13B; and
- (vi) Land development works in common land.

II. Category B: INDIVIDUAL ASSETS FOR VULNERABLE SECTIONS (ONLY FOR HOUSEHOLDS IN PARAGRAPH 13B)

- (i) Improving productivity of lands of households specified in Paragraph 13B through land development and by providing suitable infrastructure for irrigation including dug wells, farm ponds and other water harvesting structures;
- (ii) Improving livelihoods through horticulture, sericulture, plantation, and farm forestry;
- (iii) Development of fallow or waste lands of households defined in Paragraph 13B to bring it under cultivation;
- (iv) Unskilled wage component in construction of houses sanctioned under the Indira Awaas Yojana or such other State or Central Government Scheme;
- (v) Creating infrastructure for promotion of livestock such as, poultry shelter, goat shelter, piggery shelter, cattle shelter and fodder troughs for cattle; and
- (vi) Creating infrastructure for promotion of fisheries such as, fish drying yards, storage facilities, and promotion of fisheries in seasonal water bodies on public land;

III. Category C: COMMON INFRASTRUCTURE FOR NRLM COMPLIANT SELF HELP GROUPS

- (i) Works for promoting agricultural productivity by creating durable infrastructure required for bio-fertilizers and post-harvest facilities including pucca storage facilities for agricultural produce; and
- (ii) Common work-sheds for livelihood activities of self-help groups.

IV. Category D: RURAL INFRASTRUCTURE:

- (i) Rural sanitation related works, such as, individual household latrines, school toilet units, Anganwadi toilets either independently or in convergence with schemes of other Government Departments to achieve 'open defecation free' status and solid and liquid waste management as per prescribed norms
- (ii) Providing all-weather rural road connectivity to unconnected villages and to connect identified rural production centres to the existing pucca road network; and construction of pucca internal roads or streets including side drains and culverts within a village;
- (iii) Construction of play fields and compound walls for Government run schools in the villages. ^[5]
- (iv) Works for improving disaster preparedness or restoration of roads or restoration of other essential public infrastructure including flood control and protection works, providing drainage in water logged areas, deepening and repairing of flood channels, chaur renovation, construction of storm water drains' for coastal protection;
- (v) Construction of buildings for Village level institutions, women self-help groups' federations, cyclone shelters, Anganwadi centres, village haats and crematoria at the village or block level.

- (vi) *Construction of Food Grain Storage Structures for implementing the provisions of The National Food Security Act 2013 (20 of 2013);*
- (vii) *Production of building material required for construction works under the Act as a part of the estimate of such construction works.*
- (viii) *Maintenance of rural public assets created under the Act; and*
- (ix) *Any other work which may be notified by the Central Government in consultation with the State Government in this regard.*

13A *The order of priority of works shall be determined by each implementing agency in its meetings keeping in view potential of the local area, its needs, local resources.*

13B *Works which are non-tangible, not measurable, repetitive such as, removing grass, pebbles, agricultural operations, shall not be taken up.*

13C *Works creating individual assets shall be prioritized on land or homestead owned by households belonging to the:*

- a. *Scheduled Castes*
- b. *Scheduled Tribes*
- c. *Other families below the poverty line*
- d. *Women-headed households*
- e. *Physically handicapped headed households*
- f. *Beneficiaries of land reforms*
- g. *Beneficiaries under the Indira Awas Yojna.*

14. Planning and Approval for Shelf of Works

- (i) *There shall be a systematic, participatory planning exercise at each VEC, conducted between August to December month of every year by the Cluster Facilitation Team, as per a detailed methodology laid down by the State Government^[2], including approval of the plan by the DRDA. The shelf of projects at the village level shall be recommended and forwarded by the VEC to the PO^[3]. The shelf of projects for the block as a whole shall be placed before the BEC for approval. The shelf of projects for the district as a whole shall be placed before the DEC for approval. Provided that where the Village EGS plan is not approved by the BEC or the DEC within 30 days of submission and the Block EGS plan is not approved by the DEC within 30 days of submission, the same shall be deemed to have been approved. The DPC shall prepare a labour budget for the next financial year containing the details of the anticipated demand for unskilled manual work in the district, which shall be the basis for the planning.*

- (ii) The DPC shall arrive at the value of all works that need to be taken up to meet the anticipated labour demand and communicate the proportionate value of works to be identified by *the Villages, Blocks and the District in the ratio of 50:25:25 among VEC, BEC and DEC.*
- (iii) The proportion between wage and material component in the ratio of 60:40 shall be maintained in respect of the works proposed. The material component shall include material and skilled / semi-skilled labour.
- (iv) The VEC ^[5] shall facilitate conduct of General body meeting of VEC(s) for identification and prioritization of works within the allocations indicated to it by the DPC.
- (v) The VEC(s) shall recommend approval as the Village EGS Plan duly showing the priority of the works.
- (vi) The VEC ^[5] shall forward its EGS Plan to the Program Officer through Gram Sevak along with the indication of works it proposes to execute by itself.
- (vii) If the identified works are not sufficient to meet the anticipated wage demand, the PO can call for additional proposals from the AEC.
- (viii) The PO shall scrutinize the annual plan received from the VEC ^[5] for its technical feasibility and satisfy himself / herself that the plan meets the likely demand for employment based on the registrations and previous experience.
- (ix) The PO shall examine the proposals in the annual plan and record his/ her observations on the proposals and submit a consolidated statement of proposals to the BDO.
- (x) The BEC shall propose works that may involve more than one Village within the allocations indicated by the DPC. The BEC shall assign priority to the works proposed by it. The BEC shall not change the priorities indicated by the villages. The PO shall consolidate the EGS plans received from the AECs along with the proposals from the BEC. Then the PO shall submit the consolidated EGS plan for the Block and submit the proposal to DPC through BDO.
- (xi) The DPC shall scrutinize the plan proposals of all the Blocks examining the adequacy and appropriateness of works in terms of likely demand as well as their technical and financial feasibility. He/ she will also invite and examine work proposals from other executing agencies. He/ she will consolidate all these proposals and place before the DEC. The DEC shall not change the priorities indicated by the Villages and the Blocks in their EGS plans. The DEC shall propose works that may involve more than one Block within its allocation and approve the District EGS plan. The DPC shall accord administrative sanctions for all the works approved under the District EGS plan. The administrative sanction proceedings of the DPC shall clearly show the priority number of the work as indicated by the VEC/ BEC/ DEC and also the details of the executing agency.

- (xii) New works except those relating to afforestation and in hilly areas shall be commenced only if:
 - a. at least fifty labourers become available for such work
 - b. the labourers cannot be absorbed in the ongoing works

For the purpose of commencement of new works, the *entire State except Mouza No. VI -1, 2, 3 VII-2, 3 and VIII-1, 2, 3* shall be classified as a hilly area and will require only 15 numbers of labourers.

- (xiii) Each work administratively sanctioned shall be assigned a unique identification number.
- (xiv) The list of works administratively sanctioned should be forwarded to the PO who will send it to the concerned executing agencies for technical sanctions. The technically sanctioned works shall be sent back to the PO, who shall maintain these as Shelf of Works.

15. Estimates and Technical Sanctions

- (i) For all works of value up to Rs. 2.00 lakh, Gram Sevak with the technical assistance available at block level shall prepare the estimates.
- (ii) Estimates for works of value above Rs. 2.00 lakh shall be prepared by Block Assistant Engineer or any other Works department of the State Government.
- (iii) For all works up to Rs.2.00 lakh technical sanction shall be accorded by Block Assistant Engineer.
- (iv) Above Rs. 2.00 lakh and up to Rs. 5.00 lakh technical sanction shall be accorded by the *Assistant Engineer / Executive Engineer of DRDA* or equivalent officer of any other Works department of the Government.
- (v) Above Rs.5.00 lakh and up to Rs. 20.00 lakh technical sanction shall be accorded by the Executive Engineer of DRDA or any other Works department of the Government.

16. Execution of Works

- (i) 50% of the works in terms of cost will be allotted to VECs for execution. Based on the demand for employment from the wage seekers the AEC shall request PO to issue work commencement letter for opening of works. The PO shall issue work commencement letter to the VEC/AEC or other line departments, strictly following the priority indicated in the administrative sanction proceedings issued by the DPC. Every AEC/VEC shall maintain a Register of Works for which work commencement letters are received for the financial year.
- (ii) While executing the works, the norms under the Scheme shall be followed.
- (iii) The Muster Rolls shall be supplied from District EGS cell to PO. Each Muster Roll shall be uniquely numbered. The PO will issue the duly numbered Muster Rolls to executing agencies, which shall maintain such Muster Rolls for every work. The executing departments shall maintain a stock register of the Muster Rolls. The Muster Rolls shall be closed once a week.

- (iv) *Each Village Employment Council shall be entitled to a Project Management Charge for effective implementation of the projects at the village level. The Project management Charge shall be 2% (two percent) of the project cost subject to maximum of Rs. 20, 000/- per project and shall be utilized by the PEIC to meet the administrative costs in the execution of the projects. This amount shall be booked within the permissible limit for material component.* ^[3] and ^[4]

17. Wages

- (i) The PO, the District Programme Coordinator and the State Programme Coordinator shall keep a watch on the average wages earned. If necessary, the schedule of rates may be revised to ensure that the wage per day is equal to the minimum wages notified by the *Ministry of Rural Development, Government of India* ^[2]. The district-wise average wage earned by the workers shall also be brought to the notice of the State Council every year. VECs will make payments for implementation of the scheme in the village and AECs will make payments for works executed at its level. ^[1]
- (ii) *The Technical Assistant/ Barefoot Technician shall measure the work done and record in M-Book and close the Muster Roll after every fortnight. He/she shall read out the entries in the M-Book and Muster Roll to the workers at the worksite. The entries in the Muster Roll are to be attested by three representatives of the workers. The AEC shall submit the M-Book and closed Muster Rolls to the PO within 24 hours of closure of the Muster Rolls. The Technical Officer shall check-measure the work done and Muster Roll every alternate week. The PO shall issue the pass order for payment of wages to the workers by Fund Transfer Order directly to the Bank Account of the beneficiary(s).* ^[1] and ^[5]

In case payment of wages is not made within fifteen days from the date of closure of the muster roll, the wage seekers shall be entitled to receive payment of compensation for the delay, at the rate of 0.05% of the unpaid wages per day of delay beyond the sixteenth day of closure of muster roll. Any delay in payment of compensation beyond a period of fifteen days from the date it becomes payable, shall be considered in the same manner as the delay in payment of wages. ^[2]

18. Closing of Works and Data Management

The work shall be closed by the executing agency with a completion report. Each executing agency shall maintain a register of all works sanctioned, executed and completed.

19. Medium of payment

Efforts shall be made to ensure that the payments due under this Scheme shall be sent to the bank accounts of the beneficiaries in designated Banked locations. The DPC shall also explore the Micro Financial Extension Services/Business Correspondent Model involving the VECs/Self Help Groups (SHGs) for disbursal of the wages in

remote and unbanked locations. To ensure transparent and accountable systems in the distribution of wages under the Scheme, Payment Committees shall be formed at the District, Block and Village level as per directives issued by the Department.^{[3] and [5]}

20. Fund Flow system

Each DRDA & Block shall open a separate account. All contributions from the Government of India and the State Government shall flow into this account.^{[3] and [5]}

21. Provision for Administrative Cost

The total administrative cost shall be as specified by the Government of India and shall not exceed 6% for the district^[5]. The administrative cost includes expenditure relating to Information, Education and Communication, capacity building, staff cost, Management Information System and Operations & Maintenance.

22. Audit of Accounts

Audit of the accounts under the Scheme shall be compulsory. Regular audit of accounts at District, Block and Village level shall be done by Auditors or by registered Chartered Accountants empanelled by the State Government. The audit by the Accountant General shall be carried out as per the rules in vogue. Annual accounts at the village level shall be presented to the VEC.

23. Vigilance and Quality Assurance

Independent Vigilance and Quality Assurance teams shall be engaged to monitor the implementation of EGS. The AEC will be responsible to function as local Vigilance and Monitoring Committee which will comprise of at least six members and will not include Office Bearers, two will be women and 50% of members should be workers of NREGA.^[1]

24. Social Audit and Right to Information

- (i) Social audit shall be taken up to make the planning, implementation and evaluation of EGS more participatory, transparent and accountable. Social audit shall not be retrospective but an ongoing process of participation to ensure that legal guarantees and entitlements flow to the workers in a legitimate way. Social audit shall be done in three stages - pre, during and post implementation. Social audit shall be integrated into the critical activities of EGS. The VEC will be competent to carry out Social Audit. Each VEC will constitute Social Audit Committee comprising of three or four persons of which at least two members shall be women and conduct social audit for the works done within their jurisdiction at regular intervals as per direction of the Programme Officer and District Programme Coordinator and submit reports to the office of the Programme Officer. VEC will also facilitate Social Audit Forums to the public.^{[1] and [5]}

- (ii) An Information Wall shall be built in every village. One side of the Wall shall be painted with long-term information like task-wise wage rates to be adopted for the year, non-negotiables, important guidelines, shelf of works identified etc. The other side of the wall shall be updated with weekly information like work-wise number of labour working; materials procured and consumed, expenditure etc.

The PO shall be the Public Information Officer (PIO) for the Scheme, under the Right to Information Act at the Block level and the Gram Sevak shall be the Public Information Officer at the village level. The DPC shall be the appellate authority under the Scheme. The PIO shall make available the copies of the documents/ registers for verification and sale on cost as per the provisions of the RTI Act. The PO shall make available to the village level executing agencies the estimates of the works commenced, copies of Muster Rolls, pay orders for facilitating public scrutiny and to ensure transparency, accountability and facilitate social auditing.

25. Monitoring and Evaluation

- (i) At least 10% of the EGS works shall be inspected by District level officers and at least 2% of the works by State level officers. The State Government shall designate Area Officers for each District for effective monitoring.
- (ii) The village level executing agency shall fill the MIS format and send to BDO and PO. PO shall compile, analyze this data and take appropriate remedial actions. He /she shall forward the reports to DPC with specific remarks. The DPC shall send the reports to SPC at quarterly intervals. SPC shall also submit quarterly reports to the Government of Meghalaya and Government of India. State EG Council shall submit an annual report to the State Legislature.

SPC shall empanel reputed agencies to carry out impact assessment. The DPC shall engage agencies to carry out studies specific to district, which are not covered by the agencies employed by SPC. The Impact Assessment Reports shall be put before the State EG Council and also be submitted to Government of Meghalaya and Government of India. SPC shall take appropriate remedial measures based on the reports of the above studies.

26. Grievance Redressal Mechanism

Any grievance shall be enquired and action initiated within 7 days by the Gram Sevak or any staff authorized by the PO at village level, BDO or any officer appointed for the purpose by the DPC at the Block level and DPC at the district level. Details of all the grievances received and disposed at each level should be maintained in the Grievance Register. Acknowledgement shall be given for any grievance received. *All the grievances shall be handled as per the standard procedures defined in the Grievance Redressal Mechanism Rules notified by the State Government.*^[2]

27. State Employment Guarantee Council

A Meghalaya State Employment Guarantee Council (MSEGC) shall be constituted, provided that not more than fifteen nonofficial members nominated by State Government and less than one third of non official members nominated shall be women. The MSEGC shall be the advisory body for the purpose of the National Rural Employment Guarantee Scheme. Following shall be the composition of the Meghalaya Rural Employment Guarantee Council which shall be notified in official gazette.

Chief Minister as Chairman, Community & Rural Development Minister as Vice-Chairman, Ministers of Agriculture, Finance, Social Welfare, Forests, Chief Executive Members of District Councils. Non Official members will consist of 3 chairpersons from VECs, 3 chairpersons from AECs, 3 chairpersons from BEC, 3 Social Activists from the districts and 2 from DEC members. The Official members will consist of Commissioner & Secretary/ Secretary C & RD shall be the Member Secretary, members will be Chief Secretary, Principal Secretary (Rural Development), Principal Secretary Planning, Finance, Agriculture, Soil Conservation, Social Welfare and Forest, Director, C & RD. *This is subjected to amendments notified by the department from time to time*^[3]. Non official members shall be entitled to TA/DA as applicable to State Government employees of the first class. The headquarters of the MSEGC shall be at Shillong and it shall meet as often as necessary. However, it shall meet at least once in every half year.

The Community and Rural Development Department shall present a performance report annually to the MSEGC.

28. Staff complement for scheme implementation

It shall be the endeavor of Government to provide full time officers and staff for the implementation of the scheme whose salaries shall be met from the administrative expenditure admissible under the scheme as per Government of India guidelines. To begin with, the Block Development Officer shall act as the PO at the Block level who shall be assisted by the block staff and other Community Coordinators as may be mobilized under the Scheme. The State Government shall issue necessary instruction to the DPCs for this purpose.

29. Monitoring

(i) *The DPC shall ensure that the PO will carry out 100% monitoring of all the projects undertaken under the Programme and quality of work is maintained at all times. The works should be inspected at three stages i.e. before, during and after implementation of the works.*^[3]

30. *Whosoever contravenes to the provision of the MGNREG Act, 2005 and the MREGS, 2006 shall be on conviction be liable to a fine which may extend to Rs. 1000/- (Rupees One Thousand).*^[3]

(J. M. Mauskar)

Principal Secretary to the Government of Meghalaya
Community & Rural Development Department, Shillong

Note: The MREGS notified vide No. CDD.122/2006/3 Dated Shillong, the 28th July 2006 was amended vide the following numbers:

- i. NREGS Cell.19/2010/66 dated 23rd March, 2010
- ii. CDD.122/2006/283 dated 24th April, 2014
- iii. CDD.122/2006/317 dated 13th December, 2016
- iv. CDD.122/2006/329 dated 8th January, 2018
- v. CDD/122/2006/336 dated 28th September 2018
- vi. CDD/122/2006/337 dated 28th February 2019 and
- vii. CDD/122/2006/369 dated 18th January, 2022

Memo No. CDD.122/2006/3-A

Dated: Shillong the 28th July 2006

Copy forwarded for information and necessary action to:

1. The Director, Community & Rural Development Department, Meghalaya, Shillong for necessary action
2. The Deputy Commissioner, East Khasi Hills, Shillong / West Khasi Hills, Nongstoin/ Jaintia Hills, Jowai/ Ri Bhoi, Nongpoh, / East Garo hills, Williamnagar/ West Garo Hills, Tura/ South Garo Hills, Baghmara
3. All Members, Legislative Assembly / Members of Parliament (Meghalaya)
4. P.S. to the Chief Minister, Meghalaya for kind information of the Chief Minister
5. P.S. to Minister, Community & Rural Development for kind information of the Minister
6. P.S. to all Ministers / Parliament Secretary
7. The Chief Secretary, Meghalaya, Shillong
8. The Principal Secretary/Commissioner & Secretary / Secretary to the Government of Meghalaya, Finance / Planning/ Programme Implementation Department
9. The Secretary to the Govt. of Meghalaya, Public Works (R) Department, Shillong for information and necessary action
10. All Commissioner & Secretaries to the Government of Meghalaya
11. All Departments
12. All Heads of Departments
13. Planning Department
14. Finance Department (ECII)
15. The Examiner of Local accounts, Meghalaya Shillong
16. All Chairman, District Planning & Development Council
17. All Deputy Commissioner Cum Chairman, District Rural Development Agencies
18. All Project Directors, District Rural Development Agencies
19. The Block Development Officer, _____ Development Block, P.O. East Khasi Hills / West Khasi Hills/Jaintia Hills /Ri Bhoi/ East Garo Hills/ West Garo Hills/ South Garo Hills
20. The Chief Engineer, PWD (Roads/Buildings) Meghalaya, Shillong.
21. All Addl. Chief Engineers/Superintending Engineers, PWD(Roads/Buildings)

[1] Amended vide notification No.NREGSCell.19/2010/66 dated 23rd March 2010

[2] CDD.122/2006/283 dated 24th April 2014

[3] CDD.122/2006/317 dated 13th December 2016

[4] CDD.122/2006/329 dated 8th January 2018

[5] CDD.122/2006/336 dated 28th September 2018

[6] CDD.122/2006/337 dated 28th February 2019

[7] CDD/122/2006/369 dated 18th January, 2022

22. All Sub Divisional Officers (Civil)
23. The Assistant Development Commissioners, Shillong/ Jowai/ Williamnagar/ Tura
24. The Under Secretary to the Government of Meghalaya, Printing and Stationery Department, Shillong
25. The Director of Printing & Stationery , Meghalaya Shillong with a request to publish this Scheme under NREGA in the Gazette Extra Ordinary of date and to furnish this Department with 500 copies

By Order etc.,

Officer on Special Duty to the Government of Meghalaya
Community and Rural Development Department

Annexures

- Form 1: Application Form for Registration
- Form 2: Job Card Register
- Form 3: Job Card Format
- Form 4: Application Form for Work
- Form 5: Application Form for Work (Group)
- Form 6: Applications for Work Register
- Form 7: Intimation on Work