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ग्रामीण विकास मंत्रालय
ग्रामीण विकास विभाग
भारत सरकार
कृषि भवन, नई दिल्ली-110 001
Ministry of Rural Development
Deptt. of Rural Development
Government of India
Krishi Bhavan, New Delhi-110 001

D.O. No.J-11011/14/2007-NREGA(Pt)

Dated: 3rd September, 2008

Dear

Kindly refer to this Ministry's letter No.J-11011/13/07-NREGA dated 1st January, 2008 relating the process for planning of works and preparation of Labour Budget. Detailed instructions on Planning of Works and preparation of Labour Budget that are attached with this letter. The instructions and format may also be accessed in the Ministry's website www.nrega.nic.in. These instructions are being notified as Rules shortly. Pending this notification, executive instructions attached are being issued so that States may initiate prompt action. Labour Budget for 2009-10 will be prepared based on these directives.

States may kindly acknowledge this communication and initiate immediate action. In case of any clarification, kindly contact the undersigned or Shri Satyendra Kumar Singh, Director (Tel. No. 011 - 23070129).

With regards,

Yours sincerely,

(Amita Sharma)

ALL STATES / UTS
PRINCIPAL SECRETARIES/
SECRETARIES (RD)

Instructions for Planning of Works and preparation of Labour Budget for 2009-2010

Planning, approval, funding and execution of projects under NREGA shall be done as provided under Section 13, 14, 15, 16 and 22 of NREG Act 2005. Detailed instructions on the process to be followed are as follows:

1. Planning for Shelf of Works

- (a) The Gram Sabha will recommend works with priorities to the Gram Panchayat to prepare an annual shelf of works.
- (b) There shall be no delays in the approval of the shelf of works at any level. The following time limit shall be adhered to by the Agencies responsible for planning and approval of works at different levels.

(A) At the Gram Panchayat Level

It shall be the duty of Programme Officer to ensure the following activities:-

- a) Convening of Gram Sabha for recommendation of a shelf of works with priority by **2nd October of each year.**
- b) In the Gram Sabha meeting so convened, the Gram Panchayat will estimate the labour demand likely to be raised in the next financial year. The Sarpanch/ Panchayat Secretary/ Gram Rozgar Sahayak will ensure that this meeting is attended by households holding job cards and who have worked under NREGA.
- c) Gram Panchayat will indicate the works that it will execute to meet the estimated demand and also recommend executing agencies for each work. The priority in which works have to be taken up must also be mentioned. Estimated demand, works to be taken up and expenditure will be captured in the format 1 (a & b) and submitted along with the Gram Panchayat recommendations.
- d) Approval and consolidation of all Gram Panchayat recommendations into the village development plan and its submission to Intermediate Panchayat by the Gram Panchayat shall be completed within fifteen days of receiving all the Gram Sabha recommendations.

- c) Receipt of all Gram Panchayat Development Plans including copy of resolution recommending the works to be taken up in the following financial year and their priority by the Programme Officer in the 3rd week of October.
- d) The Gram Panchayat will have the power to open work be started based on the order of priority. If the executing agency is other than the Gram Panchayat, then the Gram Panchayat may request the concerned executing agency to open work within 15 days of demand received. Incase, the executing agency fails to do so within the designated timeframe, the Programme Officer will be responsible for initiating action and opening of the next prioritized work.

(B) At Block level

Scrutiny of Gram Panchayat's Development Plans

- (a) Programme Officer shall complete scrutiny and coordination of Gram Panchayat Development Plans into a Block shelf of projects ensure its submission for approval to Intermediate Panchayat by the week of 3rd week of November.
- (b) Intermediate Panchayat shall maintain the priority among different works indicated by the Gram Panchayat. It is possible that there may be a need for works that involve more than one Gram Panchayat. Only such works shall be included by the Intermediate Panchayat. The Intermediate Panchayat will not include works those are limited in their scope to an area within the jurisdiction of one Gram Panchayat.
- (c) Intermediate Panchayat shall approve Block Plan **within 15 days of the** submission by Programme Officer.
- (d) Based on the Block Plan and the labour estimate and shelf of works of Gram Panchayats submitted, the Programme Officer will consolidate Gram Panchayat wise Labour. Estimate and Shelf of Works into Block Labour Estimate & Shelf of Works as per Format II(a & b).
- (e) The Programme Officer shall submit the Block Plan and Block Labour Estimate and Shelf of Works to the District Programme Coordinator by the **end of November.**

(C) At District level

- (a) **Consolidation of Block Plans into District Plan & maintenance of priority of works**

- i. District Programme Coordinator shall consolidate Block Plans into a District Plan **within a fortnight** of receiving all the Block Plans. Only works that are inter-Block may be taken up. District Programme Coordinator shall scrutinize the Block Plans; examine the appropriateness, adequacy of works in terms of likely demand as well as their technical and financial feasibility. However, while doing so, the priorities of the Gram Panchayat and the priorities of inter Gram Panchayat works as indicated in the Block Plan by the Intermediate Panchayat shall be maintained. The District Plan will indicate the executing agencies for each work.
- ii. Based on the Block Plans and proposals received from the blocks (format II a & b), the District Programme Coordinator will formulate District Labour Estimate and Shelf of works as per format III(a & b). It may be noted that the option finalized must be based on realistic estimate for the number and kind of works to be taken up, as derived from the annual shelf of projects in the Development plan to be prepared by Panchayats. If a sharp rise in the employment demand is estimated, a proper justification for this should be clearly presented by the district in a narrative form along with the Labour Budget. Labour Budget cycle shall be from April to March. All works proposed in the District Plan and in the Labour Budget shall be entered in the MIS by December.

(b) Block wise shelf of projects, Labour Budget and their approval

- i. District Programme Coordinator shall submit Block wise shelf of projects and the Labour Budget based on it to District Panchayat **by 3rd week of December**. District Panchayat shall approve Block wise shelf of projects and the Labour Budget by **December 31st**. Approval of projects shall also include technical sanction and administrative sanction of projects.
- ii. No additional works would be permissible after approval of the labour budget for a particular year. Only in exceptional and unforeseen circumstances like natural calamities- drought, floods, heavy snowfall, etc. works besides those included in Shelf of Projects may be considered only after satisfactory justification provided by the District Programme Coordinator and after approval of the Zilla Parishad.
- iii. The entire exercise shall be undertaken and completed by 31st December of the year preceding the year for which shelf of projects and the Labour Budget are being formulated.
- iv. Timely scrutiny and approval at each level is essential to ensure that adequate numbers of works with administrative and technical approvals are available to meet the demand for employment. All efforts shall therefore be made by concerned implementing agency to scrupulously and strictly adhere to the time limit. However, if a level fails to approve the plan proposal within the time limit

prescribed above, it shall be deemed to have been approved and the next level of implementing agency shall be free to act upon and take necessary action.

- v. District Programme Coordinator shall forward the Labour Budget to the State Government shall also certify that the Labour Budget has been approved by Zilla Panchayat.
- vi. The State shall certify while sending the Labour Budgets of all the Districts shall be furnished to the Central Government to the effect that all Statutory Provisions as envisaged in the Act have been taken care of in the implementation of the Act. Labour Budget along with the recommendations shall be forwarded to the Ministry of Rural Development by State Government by the end of **January**.
- vii. After approval of the Labour Budget by the Ministry of Rural Development, the District Programme Coordinator will be responsible for intimating to the Programme Officers and all Gram Panchayats, the approved labour budgets and shelf of projects along with technical and administrative sanctions by **February** end.

LABOUR ESTIMATE AND PREPARING A SHELF OF WORKS FOR THE NEXT FINANCIAL YEAR (2009-10)

Format I (a)

State _____ *District* _____

Block _____ *Gram Panchayat* _____

Phase _____ *Total Rural Households* _____ *Total Rural BPL HHs* _____
 (as per census 2001) (as per census 2001)

Total Jobcards issued _____ *Minimum Wages* Rs. _____

PART-I

MONTH	Number of Households likely to demand employment in Next Financial Year	Estimated number of days of employment to be provided per Household	Number of Total Persondays likely to be generated in Next Financial Year	Estimated Total Expenditure in Next Financial Year (in lakhs)	Number of Households likely to complete 100 days in Next Financial Year
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					
TOTAL					

Format I b

Shelf of works Through which employment to be provided	Total Number of Spill over Works from previous Years	Total Number of New Works Taken up in Current Year	Number of Works likely to spill over from current Financial Year to next Financial	Number of new Works Proposed for Next Financial Year	Unit (Cu. Mts./ Hectare/ Km.)	Persondays To be Generated	Estimated Cost (Rs. In Lakhs)		
							On Unskilled Wage	On Material including skilled and semiskilled wages	Total
Water Conservation and Water Harvesting (Cu. Mts.)									
Drought proofing including afforestation (Hectare)									
Micro Irrigation Works (Hectare)									
Provision of irrigation facility to land owned by SC/ST beneficiaries of land reform & IAY allottees (Hectare)									
Renovation of traditional water bodies (Cu. Mts.)									
Land development including plantation (Hectare)									
Flood control and protection (Km.)									
Rural Connectivity (Km.)									
TOTAL									

NOTE:

Water Conservation and Water Harvesting: { Digging of new tanks/Ponds , percolation tanks , Small Check Dams , Others }

Drought proofing: { Afforestation and tree plantation , Others }

Micro Irrigation Works: { Minor Irrigation canals , Others }

Provision of irrigation facility to land owned by SC/ST beneficiaries of land reform & IAY allottees

Renovation of traditional water bodies: { Desilting of tanks/ponds, Desilting of old canals, Desilting of traditional open well, Others }

Land development: { Plantation , Land leveling , Others }

Flood control and protection: { Drainage in water logged areas , Construction & repair of embankment , Others }

Rural Connectivity: { Rural Connectivity }

LABOUR ESTIMATE AND PREPARING A SHELF OF WORKS FOR THE NEXT FINANCIAL YEAR (2009-10)

Format 2(a)

State _____ *District* _____

Block _____

Phase _____ *Total Rural Households* _____ *Total Rural BPL HHs* _____
 (as per census 2001) (as per census 2001)

Total Jobcards issued _____ *Minimum Wages* Rs. _____

PART-I

MONTH	Number of Households likely to demand employment in Next Financial Year	Estimated number of days of employment to be provided per Household	Number of Total Persondays likely to be generated in Next Financial Year	Estimated Total Expenditure in Next Financial Year (in lakhs)	Number of Households likely to complete 100 days in Next Financial Year
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					
TOTAL					

Format II b

Shelf of works Through which employment to be provided	Total Number of Spill over Works from previous Years	Total Number of New Works Taken up in Current Year	Number of Works likely to spill over from current Financial Year to next Financial	Number of new Works Proposed for Next Financial Year	Unit (Cu. Mts./ Hectare/ Km.)	Persondays To be Generated	Estimated Cost (Rs. In Lakhs)		
							On Unskilled Wage	On Material including skilled and semiskilled wages	Total
Water Conservation and Water Harvesting (Cu. Mts.)									
Drought proofing including afforestation (Hectare)									
Micro Irrigation Works (Hectare)									
Provision of irrigation facility to land owned by SC/ST beneficiaries of land reform & IAY allottees (Hectare)									
Renovation of traditional water bodies (Cu. Mts.)									
Land development including plantation (Hectare)									
Flood control and protection (Km.)									
Rural Connectivity (Km.)									
TOTAL									

NOTE:

Water Conservation and Water Harvesting: { Digging of new tanks/Ponds , percolation tanks , Small Check Dams , Others }

Drought proofing: { Afforestation and tree plantation , Others }

Micro Irrigation Works: { Minor Irrigation canals , Others }

Provision of irrigation facility to land owned by SC/ST beneficiaries of land reform & IAY allottees

Renovation of traditional water bodies: { Desilting of tanks/ponds, Desilting of old canals, Desilting of traditional open well, Others }

Land development: { Plantation , Land leveling , Others }

Flood control and protection: { Drainage in water logged areas , Construction & repair of embankment , Others }

Rural Connectivity: { Rural Connectivity }

LABOUR ESTIMATE AND PREPARING A SHELF OF WORKS FOR THE NEXT FINANCIAL YEAR (2009-10)

Format 3(a)

State

District

Phase

Total Rural Households

Total Rural BPL HHs

Total Jobcards issued

(as per census 2001)

Minimum Wages

Rs. _____

(as per census 2001)

PART-I

MONTH	Number of Households likely to demand employment in Next Financial Year	Estimated number of days of employment to be provided per Household	Number of Total Persondays likely to be generated in Next Financial Year	Estimated Total Expenditure in Next Financial Year (in lakhs)	Number of Households likely to complete 100 days in Next Financial Year
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					
TOTAL					

Format III b

Shelf of works Through which employment to be provided	Total Number of Spill over Works from previous Years	Total Number of New Works Taken up in Current Year	Number of Works likely to spill over from current Financial Year to next Financial	Number of new Works Proposed for Next Financial Year	Unit (Cu. Mts./ Hectare/ Km.)	Persondays To be Generated	Estimated Cost (Rs. In Lakhs)		
							On Unskilled Wage	On Material including skilled and semiskilled wages	Total
Water Conservation and Water Harvesting (Cu. Mts.)									
Drought proofing including afforestation (Hectare)									
Micro Irrigation Works (Hectare)									
Provision of irrigation facility to land owned by SC/ST beneficiaries of land reform & IAY allottees (Hectare)									
Renovation of traditional water bodies (Cu. Mts.)									
Land development including plantation (Hectare)									
Flood control and protection (Km.)									
Rural Connectivity (Km.)									
TOTAL									

NOTE:

Water Conservation and Water Harvesting: { Digging of new tanks/Ponds , percolation tanks , Small Check Dams , Others }

Drought proofing: { Afforestation and tree plantation , Others }

Micro Irrigation Works: { Minor Irrigation canals , Others }

Provision of irrigation facility to land owned by SC/ST beneficiaries of land reform & IAY allottees

Renovation of traditional water bodies: { Desilting of tanks/ponds, Desilting of old canals, Desilting of traditional open well, Others }

Land development: { Plantation , Land leveling , Others }

Flood control and protection: { Drainage in water logged areas , Construction & repair of embankment , Others }

Rural Connectivity: { Rural Connectivity }

Sample of MIS works format
Format 4

State :		District :		Block :		Panchayat :	
Financial Year*	<input type="text" value="Financial Year"/>	Priority	<input type="text"/>	Proposal Date *	<input type="text"/>	(DD/MM/YYYY)	
Work Name*	<input type="text"/>						
Village*	<input type="text" value="--Select Village--"/>						
Khata No.	<input type="text"/>	Plot No.	<input type="text"/>				
Sources *	<input type="text" value="-----Sources-----"/>	Give the name of the local nallah/stream*		<input type="text"/>			
Present status *	<input type="text" value="----select--"/>	End Status *	<input type="text" value="----select--"/>				
Execution Level :				Executing Agency *	<input type="text" value="----select--"/>		
WorkStatus*	<input type="text" value="----select--"/>			Expected Work start date *	<input type="text"/>	(DD/MM/YYYY)	
Whether included in annual plan		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Whether included in perspective plan	
		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		