

## NREGA Survey 2008: Worksite Checklist

*[Investigators: Please fill this questionnaire after careful reading of the attached Guidelines.]*

Village: / \_\_\_\_\_ /      Gram Panchayat: / \_\_\_\_\_ /

Block: / \_\_\_\_\_ /      Date: / \_\_\_\_\_ /

Names of investigators: / \_\_\_\_\_ /

Name of work: / \_\_\_\_\_ /

<b>Muster Rolls</b>		
1.	Was the muster roll available at the worksite when you arrived? <i>[1 = Yes; 2 = No; 9 = Unclear]</i>	/ _____ /
2.	If not, where was the muster roll, according to the mate? <i>[1 = available within the Panchayat; 2 = available locally but not within the Panchayat; 3 = available at government offices (explain); 4 = available elsewhere (explain); 5 = not available at all; 6=not applicable (MR available at worksite)]</i>	/ _____ /
3.	If yes, was the muster roll “up to date” (including today’s attendance)? <i>[1 = Yes; 2 = No; 9 = Unclear]</i>	/ _____ /
4.	How many labourers were at the worksite today, according to the muster roll? <i>[Enter number of labourers in the box. If you can’t tell, insert a dash (--).]</i>	/ _____ /
5.	How many labourers were actually at the worksite when you arrived? <i>[Enter number of labourers in the box. If you can’t tell, insert a dash (--).]</i>	/ _____ /
6.	Did you notice any irregularities in the muster roll? (e.g. fake names, fake attendance details, signatures being taken before payments are made) <i>[1 = Yes; 2 = No; 9 = Unclear]</i>  If yes, please describe.  _____  _____	/ _____ /

<b>Work Applications</b>		
7.	Did most labourers employed at this worksite get employed in response to an application for work? <i>[1 = Yes, most labourers were employed in response to a work application; 2 = No, most labourers filled an application form after they got work; 3 = No, most labourers did not fill any application form (either before or after work commenced); 4 = Other (specify); 9 = Unclear]</i>	/____/
8.	Were these work applications generally individual applications, or team applications? <i>[1 = individual; 2 = team; 3 = both; 9 = unclear; NA = not applicable]</i>	/____/
<b>Wage Payments</b>		
9.	Have any wages been paid so far at this worksite? <i>[1 = Yes; 2 = No; 9 = Unclear]</i>  <i>[Investigators: If no wages have been paid, skip this section.]</i>	/____/
10.	How many days have passed since the last wage payment at this worksite? <i>[Enter number of days in the box, e.g. 30 days. An approximate figure will do. If you can't tell, insert a dash (--).]</i>	/____/
	<i>[Investigators: The following questions apply to the <u>last payment</u> made at this worksite.]</i>  Last time wages were paid:	
11.	Did it happen within 15 days of the work being done? <i>[1 = Yes; 2 = No, but payment was made within a month; 3 = No, and payment was not even made within a month; 9 = Unclear]</i>	/____/
12.	Did labourers get the minimum wage? <i>[1 = Everyone got the minimum wage; 2 = Most labourers got the minimum wage; 3 = Only some labourers got the minimum wage; 4 = Very few labourers got the minimum wage; 5 = No-one got the minimum wage; 9 = Unclear]</i>	/____/
13.	Was the payment made in a public space (e.g. worksite, Panchayat Bhawan)? <i>[1 = Yes; 2 = No; 9=Unclear]</i>	/____/
14.	Were all labourers paid together, or separately? <i>[1=Separately; 2=Together; 9=unclear]</i>	/____/
15.	Were the payment details (including name and amount paid) read aloud? <i>[1 = Yes; 2 = No; 9=Unclear]</i>	/____/

16.	Did the labourers sign the official Muster Roll after taking their wages? <i>[1 = Yes; 2 = Some did, some didn't; 3 = No; 9 = Unclear]</i>	/_____/
17.	Were job cards entries made in front of the labourers, at the time of payment? <i>[1 = Yes; 2 = No; 9=Unclear]</i>	/_____/
18.	“Average wage”: Try to find out how much the labourers earned on average (in rupees per day), approximately, the last time wages were paid. If you are not able to tell, insert a dash (--).  Average earnings per day (Rs):	/_____/
19.	At this worksite, what is the longest time labourers had to wait for payment, after the end of a pakhwada? <i>[Enter approximately number of days in the box, e.g. 30 days. If you can't tell, insert a dash (--).]</i>	/_____/
20.	How many days have lapsed since work was measured? <i>[Enter approximately number of days in the box, e.g. 30 days. If you can't tell, insert a dash (--).]</i>	/_____/
21.	Do the labourers have any of the following complaints regarding the payment of wages? <i>[1 = complaint applies; 2 = complaint does not apply; 3 = Unclear]</i>	
	1. Delays in wage payments	/_____/
	2. Paid less than the minimum wage	/_____/
	3. Paid less than what they were made to sign for	/_____/
	4. Task is too much	/_____/
	5. Problems in accessing post office/bank accounts	/_____/
	6. Other (Please specify)	/_____/
	<b>Worksite Facilities</b>	
22.	Were the following facilities available at the worksite, at the time of your visit? <i>[1 = Yes; 2 = No; 9 = Unclear]</i>	
	Shade for periods of rest	/_____/
	Drinking water	/_____/
	First-aid kit	/_____/
	Child care facility	/_____/

23.	Is there a board at the worksite? <i>[1 = Yes; 2 = No; 9 = Unclear]</i>	/_____/
24.	Does the worksite board provide the following information? <i>[1 = Yes; 2 = No; 9 = Unclear]</i>  Total amount sanctioned (Rs)  Amount sanctioned for labour component (Rs)  Minimum wage  Task required to earn minimum wage	/_____/
	<b>Vigilance Committees</b>	
25.	Was a “vigilance committee” formed for this worksite? <i>[1 = Yes; 2 = No; 9 = Unclear]</i>	/_____/
26.	Is the Vigilance committee an active committee? <i>[1 = Yes; 2 = No; 9 = Unclear]</i>  If yes, please describe.  _____  _____	/_____/
	<b>Evidence of Irregularities</b>	
27.	Did you find any evidence, or hear any complaints, of the involvement of a contractor at the worksite? <i>[1 = yes; 2 = no; 9=unclear]</i>  If yes, please describe.  _____  _____	/_____/
28.	Did you find any evidence, or hear any complaints, of the use (at any time) of labour-displacing machines at this worksite? <i>[1 = Yes; 2 = No; 9 = Unclear]</i>  If yes, please describe.  _____  _____	/_____/

29.	<p>Did you notice any evidence, or hear any complaints, of corruption of any kind at this worksite?  <i>[1 = Yes; 2 = No; 9 = Unclear]</i></p> <p>If yes, please describe.</p> <hr/> <hr/>	/____/
	<p><b>Mates</b>  <i>[Investigators: This section should be filled based on a separate discussion with the mate.]</i></p>	
30.	<p>Did the mate employed at this worksite undergo any training?  <i>[1 = Yes; 2 = No; 9 = Unclear]</i></p>	/____/
31.	<p>If yes, how many days?  <i>[Enter number of days in the box, e.g. 3 days. If you can't tell, insert a dash (--).]</i></p>	/____/
32.	<p>Was the mate able to tell you the name of at least one member of the Vigilance Committee?  <i>[1 = Yes; 2 = No; 9 = Unclear]</i></p>	/____/
33.	<p>Does the mate do any work measurement?  <i>[1 = Yes; 2 = No; 9 = Unclear]</i></p>	/____/
34.	<p>Did the mate have the following equipment?  <i>[1 = Yes; 2 = No; 9 = Unclear]</i></p> <p>Measuring pole</p> <p>Measuring tape</p> <p>Calculator</p> <p>Measurement sheet</p>	<p>/____/</p> <p>/____/</p> <p>/____/</p> <p>/____/</p>
	<b>Other Questions (addressed to investigators)</b>	
35.	<p>What is your assessment of the economic usefulness of the asset(s) being created, maintained or repaired at this worksite?  <i>[1=Very useful; 2=Quite useful; 3=Not particularly useful; 4=Useless; 9=Unable to assess; NA = not applicable (not asset involved)]</i></p> <p>Please explain.</p>	/____/

	<hr/> <hr/>	
36.	<p>What is your assessment of the economic usefulness of the work being done at this worksite?  <i>[1=Very useful; 2=Quite useful; 3=Not particularly useful; 4=Useless; 9=Unable to assess]</i></p> <p>Please explain.</p> <hr/> <hr/>	/____/
37.	<p>Do any of the labourers employed at this worksite live further than 5km from the worksite?  <i>[1 = Yes (quite a few), 2 = Yes (only a few), 3 = No; 9 = Unclear]</i></p>	/____/

***Appendix: Worksite Details***

*[Investigators: If needed, seek the information below from the Panchayat Sachiv, Gram Rozgar Sevak or Panchayat Bhawan. It may also be on the worksite board.]*

Description of work: /\_\_\_\_\_/

Implementing Agency: /\_\_\_\_\_/

Starting date: /\_\_\_\_\_/

Amount sanctioned: (1) Total: /\_\_\_\_\_/ (2) Labour component: /\_\_\_\_\_/

Finally, please record below any further observations of interest about this worksite.

## NREGA Survey 2008

### How to Complete the “Worksite Checklist”

1. Your visit to the worksite should be unannounced, during work hours.
2. Start by observing the state of the worksite: what labourers are doing, which facilities are available, what the mate is doing, etc.
3. Count the labourers.
4. One team member should take the “mate” apart and keep him/her busy, so that the mate does not interfere with the group discussion with labourers. Ask the mate for the muster rolls and other records. Also, ask him the questions listed in the “Mates” section of the Checklist.
5. Conduct an informal group discussion with the labourers around the issues listed in the Checklist (not necessarily in the same order). Introduce yourselves carefully before the discussion begins.
6. Note any useful responses as you go along, on a draft copy of the Checklist.
7. Make sure that women participate and get a chance to speak. If possible, hold separate discussions with men and women. (The best approach is to hold separate, simultaneous discussions with men and women and then compare notes before you fill the “fair” copy of the questionnaire.)
8. Toward the end of the discussion, take this opportunity to inform workers about their rights, help them to read the “entitlements” page on the Job Card, distribute leaflets or primers, answer queries, and so on. If possible use songs, slogans, etc., to enliven the discussion.
9. If any labourers have a serious complaint, take it in writing on the “Affidavit” form. Note all relevant details, and take the signatures or thumbprints of the concerned persons as well as witnesses. Before asking anyone to sign an affidavit, please request a local person (not a team member) to read it aloud in the local language.
10. Inspect the worksite, including the worksite board and the worksite facilities. Also, try to assess the economic usefulness of the work, with the workers.
11. If needed, meet the Panchayat Sachiv or go to the Panchayat Bhawan to fill the “Worksite Details” section at the end of the Checklist.
12. After all this is over, sit together as a team and fill a fair copy of the Checklist.