



Government of Haryana/ हरियाणा सरकार  
Directorate of Rural Development  
निदेशालय ग्रामीण विकास

From

The Commissioner-MGNREGS-cum-  
Additional Chief Secretary to Govt. Haryana,  
Rural Development Department,  
Chandigarh.

To

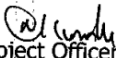
1. All the Deputy Commissioners-cum-  
Additional District Programme Coordinators,  
Mahatma Gandhi National Rural  
Employment Guarantee Scheme, Haryana.
2. All the Additional Deputy Commissioners-cum-  
Additional District Programme Coordinators,  
Mahatma Gandhi National Rural  
Employment Guarantee Scheme, Haryana.

Memo. No.MGNREGA-FM-2015/3317 Chandigarh, dated the 1.7.15

**Sub:- MGNREGA-Delays in Payment of wage-Certain initiative.**

Please find enclosed herewith a copy of letter No.J-11011/4/2015-RE-I(Efile-341648), dated 22.5.2015 along with its enclose which is received from the Deputy Secretary, Ministry of Rural Development Govt. of India, New Delhi on the subject noted above, for information and necessary action. Keeping in view of instruction's of Ministry of Rural Development, core process of responsibility of functionaries and time limit at each stage to avoid make delay payment of wages has been finalized which is enclosed for it implementation.

The format of e-MB for valuation of the work sites is communicated by MoRD is also enclosed for its compliance.


  
Project Officer,  
for Commissioner MGNREGS-cum-  
Additional Chief Secretary to Govt. Haryana,  
Rural Development Department,  
Chandigarh.

Endst. .MGNREGA-FM-2015/ 3318

Chandigarh, dated the 1.7.15

A copy is forwarded to following for information and necessary action:-

1. Chief Engineer, Panchayati Raj Department with request to circulate the above responsibility amongst there filled functionaries for compliance.
2. System analyst, Rural Development Department Haryana.


  
Project Officer,  
for Commissioner MGNREGS-cum-  
Additional Chief Secretary to Govt. Haryana,  
Rural Development Department,  
Chandigarh.



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Haryana State

S.No	Responsibility	Staff	Ideal Days Taken After closure of Muster Roll
1	Data entry of attendance into MIS	Gram Sachiv/Gram Rozgar Sahayak/Account Assistant	T+2
2	Measurement of the work in e-MB recording in the M-Book and entering the same in NREGASoft	Junior Engineer	T+5
3	Generation of wage list	Account Assistant	T+6
4	Generation of FTOs (1 <sup>st</sup> Signatory).	1 <sup>st</sup> signatory	T+7
5	Approval of FTO for payment	2 <sup>nd</sup> signatory	T+8

  
Project Officer,  
for Commissioner MGNREGS-cum-  
Additional Chief Secretary to Govt. Haryana,  
Rural Development Department,  
Chandigarh.

No.J-11011/4/2015-RE-I (Efile-341648)

Government of India  
Ministry of Rural Development  
Department of Rural Development  
(MGNREGA Division)

Krishi Bhawan, New Delhi – 110114  
22<sup>nd</sup> May 2015

O/o ACS DP

File No. 311

Dated. 5-6-15

To

The Principal Secretary (in charge of MGNREGA),  
Department of Rural Development,  
All States/UTs

ACE/DP  
3/6/15

Subject:- MGNREGA – delays in payment of wages – certain initiatives.

Sir/Madam,

I am directed to refer to this Ministry's letter No.J-11011/05/2014-RE-I dated 7<sup>th</sup> April 2015 on the above subject wherein the core process to be monitored by NREGASoft and the format of e-MB for valuation of the work-sites were proposed (copy enclosed).

DRD

2. The proposed initiatives contained in the above mentioned letter dated 7<sup>th</sup> April, 2015 have been finalized. This is for your information and necessary action.

8-6-15

Encl.:- As above.

ADDP  
DD (M)  
9.6.15

Copy to:-

NIC, MoRD for uploading in NREGA website [under (a) 'What's New (b) Circular -> Administrative]

F.M

Yours faithfully,

A.K. Sumbly

(A.K. Sumbly)  
Deputy Secretary  
Telephone: 23070129



No. J-11011/05/2014-RE-I  
Government of India  
Ministry of Rural Development  
Department of Rural Development  
(Mahatma Gandhi NREGA Division)

Krishi Bhavan New Delhi  
Dated 7<sup>th</sup> April 2015

To  
The Spl CS/PrI Secy/Secretaries of RD (incharge of MGNREGA) of all States

Subject: MGNREGA - delays in payment of wages - certain initiatives proposed.

Sir/Madam,

You are aware that delay in payment of wages has been a major problem in MGNREGA requiring immediate attention of all stakeholders. Whereas the issues pertaining to the fund flows are being addressed separately, the field level processes that required to be streamlined still need to be addressed by the States.

2. In this context, States have been requested vide Ltr No. J-11011/02/2010-RE-1 (35731) Dated 30<sup>th</sup> April, 2013 to sub-divide the processes from the closure of muster-roll till generation of FTO (process), fix time limit for completion of the process (period) and specify the person responsible for completion of the process (person). Although some States have completed this work, the impact of this is yet to be felt in the field as can be seen by the worsening performance in timely payments.

3. With a view to use the NREGASoft to standardize the core processes and to generate SMS alerts to the defaulting personnel, it is proposed that the system as in **Annexure - I** will be implemented with effect from 1<sup>st</sup> May 2015. It is essential that these time limits are communicated to the field functionaries, and the details of the responsible persons are to be captured in the NREGASoft in the Staff Registration Module at the earliest. Further technical staff authorized to take the measurement (Viz.TA/JEs,etc.) of a particular work needs to be mapped in the NREGASoft at the time of generation of the e-MR.

4. Further, to streamline the technical measurement of the work done, a system of electronic measurement book (e-MB) would be introduced as per the Format in **Annexure - II**. The eMB would help the technical personnel like Technical Assistants to programme their visits in advance so as to complete the verification/valuation of the work done in the field without depending on the completed muster rolls reaching them. The eMB system would be implemented from 1<sup>st</sup> May onwards.

5. It is requested that comments and suggestions if any in the above initiatives may be communicated within 10 days to Sri Satish Sinha ([satishrsinha@gmail.com](mailto:satishrsinha@gmail.com)).

Yours faithfully

  
(R. Subrahmanyam)  
JS, MGNREGS (RE-I)

*OIC*  
*I. S. S. S.*  
*9/4/15*

**Annexure - I**

**Core processes that would be monitored by NREGASoft**

<b>3 Core Ps → PROCESSES, PERSONS &amp; PERIOD</b>			
<b>SN.</b>	<b>PROCESSES</b>	<b>PERSON</b>	<b>PERIOD</b>
	Last date of Muster roll as per e-muster	<i>IT System</i>	<b>T</b>
<b>1.</b>	Data entry of attendance into MIS <u>OR</u> upload attendance in case of Mobile Monitoring System (MMS)	<i>GRS</i>	In case of e-MR: <b>T+2</b> In case of MMS: <b>T+1</b>
<b>2.</b>	Measurement of the work in e-MB recording in the M Book and entering the same in NREGASoft	<i>TA or equivalent</i>	In case of e-MR: <b>T+5</b> In case of MMS: <b>T+3</b>
<b>3.</b>	Generation of wage list.	<i>PO/as identified by States</i>	In case of e-MR: <b>T+6</b> In case of MMS: <b>T+4</b>
<b>4.</b>	Generation of FTOs (1st Signatory).	<i>Identified by states</i>	In case of e-MR: <b>T+7</b> In case of MMS: <b>T+5</b>
<b>5.</b>	Approval of FTO for payment (2nd Signatory).	<i>Identified by states</i>	In case of e-MR: <b>T+8</b> In case of MMS: <b>T+6</b>

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**Annexure - II**

**Format of e-MB for valuation of the work sites**

- e-MB is an abstract of the all the e-Musters issued in a day generated from NREGASoft for all the e-musters issued on each day in the following format:
- The first format is to be pre-filled by the system and the second part is to be filled by the TA:

**Part - I (pre-printed from the system)**

1. e-Muster no:
2. Last date for closure of the muster (T):
3. Detail of the work:
4. WORK ID:
5. Name of the work:
6. To be measured on or before: (T+5)

**Part II (to be filled by the Technical Assistant)**

7. Date of measurement:
  8. Total Value of work done:
  9. Unskilled Wage:
  10. Skilled / Semi skilled wage: Activity name with units, Unit Price, Quantity
  11. Material: Item-wise with its unit, Quantity and unit price
- It will be the responsibility of the Measurement staff to carry the printed e-MB on the worksite, take and record the measurements into the e-MB and submit the same for data entry.

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