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16/5/08 9 MAY 2008

FAX

URGENT

Government of Orissa
Department of Water Resources

05098

No. 18635 /WR, Dated, 16-5-08
Irr.I-WB (Fot)-24/08

From: Shri Aurobindo Behera, IAS
Principal Secretary to Government.

To: All Executive Engineers of Deptt. of Water Resources.

Sub: **Guidelines for execution of works by Water Resources Department through Pani Panchayats under National Rural Employment Guarantee Scheme (NREGS).**

Sir,

As using funds under NREGS for improving irrigation projects, especially the distribution systems, has been an issue of importance for the past few months, it is now felt that the scope of undertaking works under NREGS has improved since Pani Panchayats are in position in most of the Irrigation Commands. After careful consideration, Govt. have been pleased to formulate the following guidelines for execution of works by Water Resources Deptt. under NREGS.

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1. The Pani Panchayats should have been constituted under the Orissa Pani Panchayat Act, 2002 and Corresponding Rules, 2003 and an Annual Action Plan should be prepared Pani Panchayat-wise for taking up repair and maintenance works of minor and sub-minor canals.
2. Participatory Walk Through (PWT) should be conducted by Pani Panchayat Members, their office bearers and concerned Junior Engineers to identify the priority works as per actual need.
3. Pani Panchayat-wise estimates should be prepared as per actual requirement for repair and maintenance of minor/sub-minor canals, limiting it to an amount of Rs.3.00 lakh. The norm of maintaining NREGS prescribed ratio of unskilled labour cost to material cost as 60% to 40% must be followed at the Division and District level as a whole. The wages for semi skilled, skilled labour & expenses on worksite facility, as required for the work, should be included in the material component. For preparation of the estimates, the norms and guidelines of NREGS should be followed.

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4. The proposals, alongwith the estimates after technical sanction by the Executive Engineer concerned, should be submitted to the Collector (District Project Coordinator) by 30th April, 2008 for according administrative approval.
5. Funds will be placed by the concerned Collector (District Project Coordinator) with the concerned Executive Engineers of Water Resources Department. A contingency of 2% of the total estimated cost of the 'Approved Proposals' shall also be placed with the Executive Engineers by the Collector/DRDA.
6. As soon as funds are placed with the Executive Engineer, the DRDA shall take steps to make on-line entries of each project in the NREGS-on-line MIS without which work cannot be started.
7. Work order would be issued in favour of the Secretary of Pani Panchayats by the Executive Engineers concerned and muster rolls will be issued to the concerned Junior Engineers of Water Resources Deptt. by BDO (Programme Officer) for maintenance and payment of wage. The Junior Engineer will then give the muster rolls to the Secretary of Pani Panchayats for maintenance.
8. Technical support will be provided by Officers of the Deptt.of Water Resources to the Pani Panchayats.
9. Contingency fund will be provided by the Collector/DRDA to Executive Engineers @ 2% of the estimated cost of the approved projects (over and above the project cost). Out of this, the Executive Engineer shall provide Rs.1000/- to each Pani Panchayat where works are to be taken up under NREGS for office expenses by the Pani Panchayats. The remaining amount will be retained at the level of the Executive Engineer for meeting the remuneration of 'Mates' and other expenses such as mobility, stationery, etc. For every 2 to 3 adjacent Pani Panchayats one 'Mate' may be engaged by the Executive Engineer on daily wage (semi-skilled wage) basis only for the duration of NREGS work.
10. Executive Engineers will place with the Pani Panchayats 1/3rd of the amount released to the Executive Engineer by the DRDA as the first tranche of funds to start the work.
11. After expenditure of 60% of the first tranche funds released to the Pani Panchayats, the Executive Engineer will place the remaining fund with the Pani Panchayat in a phased manner basing on the progress of work and utilization of funds as per NREGS norms.
12. Pani Panchayat will start the work by engaging wage earners of job-card holding families.

13. Payment after work shall be made after due measurement/check measurement by concerned Junior Engineer/Asst.Engineer of Water Resources Department.
14. For making labour payment (unskilled), Pani Panchayats will follow the prevalent practice in that Gram Panchayat area. If cash payment system is followed, Pani Panchayats will make necessary payment as per muster roll entries to the labourers in presence of some Pani Panchayat representatives. If Bank/Post Office system is followed, then Pani Panchayats will deposit the required cash in the concerned Bank/Post Office for crediting the same to the respective accounts of the labourers.

However, when Bank/Post Office system of labour payment is made mandatory in the entire State by the Panchayati Raj Department, the same shall have to be mandatorily followed by all Pani Panchayats.

In any case, wage payment following whichever system shall be made within 15 days of work done.

15. Pani Panchayats will reflect receipt and expenditure of NREGS fund in the Cash Book. They shall open a case record for NREGS work where all work related documents such as correspondences with the Executive Engineer/Gram Panchayat/Block, plan and estimate, muster rolls, vouchers, etc. shall be kept.
16. The Gram-Sathis engaged for the work will collect authenticated copy (photo copy) of paid muster rolls for the Pani Panchayat and submit to Gram Panchayats within seven days of making wage payment. Another authenticated copy of muster roll and copy of other expenditures shall be collected by the Water Resources Deptt. Junior Engineer from Pani Panchayats for submitting the same in the Block.
17. For each Pani Panchayat where NREGS work is taken up, there will be a Vigilance Monitoring Committee for ensuring requiring supervision for good quality of work as per guidelines under the NREGS Act, 2005. The members of the Vigilance Monitoring Committee will be the members of the works sub-committee of Pani Panchayat, except the Secretary of the Pani Panchayat in whose favour the work order is issued for NREGS works.
18. For the purpose of NREGS works, minimum membership of 75% of total land owners in the Pani Panchayat area having paid participatory fee, as required for availing grants-in-aid by Pani Panchayats, shall be mandatory.
19. Two 'Gram-Sathis' in every revenue village have been identified by the Bolck Development Officers for NREGS work. Only one of them may be engaged for NREGS

work by the Pani Panchayats. The Junior Engineer of Water Resources Department with due consultation with the Block Development Officer shall identify the Gram-Sathis to be engaged for the said work.

The Gram-Sathis will mobilize job-card holding wage seekers for the work, help in maintaining muster roll/payment of wages/work-site facilities and general supervision related to NREGS.

The Gram-Sathis will be paid incentive @ Rs.4/- per person-day (estimated person-day or actual person-day, whichever is less). This expenditure shall be booked against the non-wage component. The incentive to Gram-Sathis may preferably be paid at monthly intervals depending on actual progress of work.

20. All other terms and conditions as laid down under Operational Guidelines of NREGS Act, 2005 shall be scrupulously followed.
21. This will come into force with immediate effect.
22. Consultation with Panchayati Raj Department of Government of Orissa has been made for issue of these instructions and guidelines.

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Yours faithfully,

f. *[Signature]*

Principal Secretary to Government.

Memo No. 18630

/Dated,

10.3.08

Copy forwarded to all Revenue Divisional Commissioners/ Collectors/Engineer-in-Chief (WR)/ Engineer-in-Chief, P&D/all CE & BMs/CEs/SEs/Director, O&M/Joint Director, CAD for information & necessary action.

Memo No.

18637

/Dated,

10.3.08

Principal Secretary to Government

Copy forwarded to the Commissioner-cum-Secretary to Government, Panchayati Raj Deptt for information & necessary action.

[Signature]
Principal Secretary to Government

Memo No. 10272 /WR, Dated,

16.5.08

Copy forwarded to ^{F.D.} Flood Control Branch/Monitoring Branch/M.I./L.I.Branch/F.A.Cell for information and necessary action.

[Signature]
Principal Secretary to Government.