

---

(Comments on the draft L O K S E V A K / L O K K A R M I S c h e m e c a n b e  
c o m m u n i c a t e d b y 15<sup>t h</sup> F e b r u a r y o n e - m a i l  
g o y a l n i r m a l a @ y a h o o . c o m )

---

## DRAFT

### L O K S E V A K / L O K K A R M I S C H E M E

Ministry of Rural Development, GOI

**DRAFT**

MAHATMA GANDHI NATIONAL RURAL  
EMPLOYMENT GUARANTEE ACT



---

LOK SEVAK/LOK KARMi

---

Terms of Reference & Evaluation Criteria

## **Introduction:**

MGNREGA is distinct in its Rights Based Framework that distinguishes it from all earlier wage employment programmes and its demand based entitlements set it apart from all other cash conditional transfers, as well as just social safety nets dependent on Government benefaction. This is why transparency and public accountability are central to the law. Nevertheless, disparities in rural social structures and inequalities in functional capabilities sets of rural communities constrict the exercise of rights, especially those who are poor and marginalised.

The success of MGNREGA depends on enabling MGNREGA workers to access and assert their rights under the Act, as well as to leverage the Act to avail of development opportunities through other schemes and programmes and to promote greater opportunities for the sustainable development of their environment.

MGNREGA workers are largely non-literate, poor and at the bottom of the social hierarchy and so don't have either the formal literacy skill to record their rights or to articulate their demands in a written form. This is why absence of written applications for employment, non-issuance of dated receipts, non-payment of unemployment allowances or compensation for delay in wages are indication of not just administrative lapses in record keeping, but a more serious wedge between workers' rights and the Gram Panchayat

Towards this end, it is proposed to enable MGNREGA workers to identify from among themselves or from their local community a person who will assist and support them in the realisation of their MGNREGA entitlements and opportunities under other development programmes. Such a person will be designated as Lok Karmi who will be in every Gram Panchayat.

## **Selection of NGOs/ Agency (LOK SEVAK)**

Lok Sevak will be selected by a transparent process by a Selection Committee at the State level under the chairpersonship of Secretary (dealing with MGNREGA) in the State with the following Members:

- (i) One eminent person as a nominee of Ministry of Rural Development
- (ii) One representative from CAPART
- (iii) One representative from NIRD
- (iv) Any other representative of State Government
- (v) One reputed NGO/Agency not involved in the implementation of Lok Sewak /Lok Karmi Scheme.

State Government will call for Expression of Interest (EOI) and the Selection Committee will screen the proposals. Terms of Reference and Request for Qualifications for Lok Sevak will be drawn up. The Selection Committee will recommend the Lok Sevak for engagement by the District Programme Coordinator. The Lok Sevak will be assigned territorial jurisdiction (not more than 4 blocks) by the Selection Committee. DPC will engage the Lok Sevak with clear terms of reference including a penalty clause for negligence or malafide action.

## **Evaluation Criteria**

- (i) The Lok Sevak should have been operating for a minimum of two years and have worked with rural development related activities for a minimum one year.
- (ii) The Lok Sevak should have annual turnover of over Rs. 20 Lakhs [past one year] and should have accounts audited by Chartered Accountant.
- (iii) The Lok Sevak should be in the active list of Government approved NGOs/Agencies.
- (iv) The Lok Sevak should have well established and transparent governance and management structures and processes.
- (v) The Lok Sevak should be able to commit qualified and experienced personnel for the duration of the project.
- (vi) The Lok Sevak should be familiar with the project area conditions or should have handled similar type of people and regions elsewhere in India. However, the

NGO/Agency approved by the State Government working in the same district may be preferred.

- (vii) The Lok Sevak should be willing to provide continuing guarantee for the project duration.

### **Terms of Reference**

- (i) The Lok Sevak should provide the CVs of its key staff, who are likely to be assigned the responsibility.
- (ii) Recruit and deploy adequate staff in conformity with project requirements.
- (iii) Lok Sevak should ensure that the designated staff works full time and as agreed under the agreement.
- (iv) Apply project resources for the purposes intended and deploy them in a manner that produces desired outcomes.
- (v) Ensure that the required capacities and skill sets of staff, target group and their institutions are built up and upgraded on a regular basis.
- (vi) Keep all the concerned project related agencies informed of developments in the project on a regular basis.
- (vii) Cooperate and participate in assessments, monitoring and evaluations as may be required within the project.
- (viii) Ensure that the projects objectives are realized in an efficient and effective manner and agreed TOR are adhered.
- (ix) Maintain a rapport and coordination with government agencies so as to ensure convergence of resources and schemes.

### **Management cost**

Lok Sevak will be paid a consolidated fee on a monthly basis (or quarterly basis). The calculation of the fee will be done on the basis of wage paid to Lok Karmi (which should not be less than the agriculture minimum wage for the skilled labour in the State) and 10-15% of this as

agency charges. The Lok Sevak agency will undertake and disburse fully the wage component of the fee.

## **Selection of Lok Karmi.**

- a) One Lok Karmi will be appointed in every GP.
- b) Lok Karmi will be, inter alia, from among SC/ST, minorities and preferably be a woman. In case suitable woman candidate is not available, then male candidate may be appointed. However, every Lok Sevak must ensure that not less than 50% of the selected candidates are women.
- c) The Lok Karmi should be a resident of the same Gram Panchayat taking into account the opinion of the NREGS workers.
- d) The Lok Karmi should be at least 12<sup>th</sup> Class pass. In case of non-availability of 12<sup>th</sup> Class pass candidates, candidates up to 8<sup>th</sup> Class pass may be considered.
- e) Lok Karmi should not be a person having affiliation with communal or political organization.

## **Terms of Reference**

- a) Lok Karmi will disseminate widely information about Government schemes/ NREG and how the benefits can be availed by the people.
- b) Lok Karmi will assist the beneficiaries in assessing the schemes-writing applications, interfacing with Panchayats/Banks etc. on their behalf etc.
- c) Lok Karmi regularly report through established channels status of implementation at the grass-roots level and the need for higher level intervention where necessary.
- d) Lok Karmi should have no criminal antecedents; reasonable understanding and be physically active and capable of conducting field visits and inspections.
- e) Lok Karmi will also be trained to manage the ICT point of transaction that may be set up under MGNREGS with Central assistance in accordance with Central Guidelines.
- f) MGNREGA Related: Disseminate information about the Act among MGNREGA workers and potential workers.

Facilitate workers in enforcing MGNREGA processes:

1. Workers' participation in selection of works through Gram Sabhas.

2. Application for and receipt of the job card with photographs free of cost.
3. Written application for employment and receipt of dated acknowledgement.
4. Work allocation within fifteen days, else filing of unemployment claims.
5. Worksite facilities and Citizen Board.
6. Concurrent scrutiny of material purchased.
7. Proper maintenance of muster rolls.
8. Timely measurement.
9. Wage payment within fifteen days of work completion, else payment of compensation for delayed payment.
10. Lok Karmi will facilitate the Social Audit and ascertain grievance of workers and seek redressal.

g) Other Development Programmes

1. Disseminate information of other development programmes among MGNREGA workers.
2. Coordinate with functionaries of other development programmes, particularly literacy, education, health, nutrition, skill development, livelihood promotion, financial institutions, agriculture, animal husbandry, fishery, forest and other allied activities so that the MGNREGA workers may avail of benefits under these programmes.

h) The Lok Karmi may operate as the business correspondent.

**Honorarium of Lok Karmi**

- a) Honorarium of Lok Karmi will be incurred under 6% administrative expenditure available under the scheme with the DPC.
- b) Honorarium should be given through a Bank / Post Office Account only.