

No. G-31011/4/2011-MGNREGA
Government of India
Ministry of Rural Development
Department of Rural Development

Krishi Bhawan, New Delhi
Date: 13.12.2011

To,
The Principal Secretary/Secretary/Commissioner
Rural Development/Panchayat Raj Department
All States/UTs

Sub: Submission of Labour Budget under Mahatma Gandhi NREGA for the FY 2012-13.

Madam/Sir,

Sub-section 6 of Section 14 of the MGNREGA 2005 mandates that the District Programme Coordinator (DPC) under MGNREGA shall prepare, in the month of December every year, a Labour Budget (LB) for the next financial year containing the details of anticipated demand for unskilled manual work in the district and the plan for engagement of workers in the works covered under the programme. The LB is to be prepared in a bottom up approach by each Gram Panchayat (GP) which should be approved by the respective Gram Sabha (GS). The broad procedure to be followed for preparation of LB is enclosed (*Annexure I*) for ready reference.

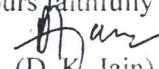
2. The proforma for preparation of LB in which it has to be submitted to the Ministry of Rural Development is available on MGNREGA MIS. While preparing LB, it should be ensured that all the columns and rows are duly filled in, especially, month-wise projection of labour demand during FY 2012-13. This is an important tool for the Ministry to assess the demand of the State/district in advance while releasing Central share of funds. To assess adequate and advance budget requirements for the MGNREGA and smooth and timely release of central share of funds to your State, GP-wise online entry should be completed for all the districts of your State. MIS instructions for LB preparation are at *Annexure II*.

3. LB is an essential annual work plan document that entails planning, approval, funding and project execution modalities. Since the LBs are prepared in accordance with the provisions made in sections 13 to 16 of MGNREGA, the DPC has to ensure a strict adherence to the principle of bottom-up approach from planning to approval of the selected shelf of projects by each of the gram sabha in village panchayats of the district. Further, proceedings of each Gram Sabha in which respective LB and the shelf of projects have been approved have to be uploaded as an attachment to the respective LB in the MIS. The State Government is also required to furnish a certificate to the effect that the provisions made in the MGNREGA for preparation of LB have been satisfied and a bottom-up approach has been adhered to in the preparation of LB for 2012-13.

4. A meeting of the Empowered Committee in the Ministry is tentatively scheduled in the second week of February 2012. It is, therefore, requested to submit LBs for FY 2012-13 online for each district of your State following afore-mentioned instructions **latest by 15.01.2012**. A checklist for States for making presentation before the Empowered Committee for finalization of district-wise LBs for FY 2012-13 is at *Annexure III*.

5. This may be treated as MOST URGENT.

Yours faithfully


(D. K. Jain)

13/12

LB Preparation and Approval Process

- The Panchayats at district, intermediate and village levels are the key authorities for planning, strategizing, recommending and executing works under MGNREGA. GPs are to forward Gram Sabha approved Development Plans along with shelf of projects to the Programme Officer for preliminary scrutiny and approval prior to the commencement of a FY in which these are scheduled to be executed. The Programme Officers consolidate the GP level proposals and the proposals of the Intermediate Panchayats into a block development plan after the approval of the Intermediate Panchayat. The Block Development Plans are forwarded to the District for preparation, consolidation and approval of district level plans. The DPC , at the district level, consolidates the Block Plans and proposals from other implementing agencies and forward a consolidated plan to the District Panchayats for examination and approval of block-wise shelf of projects.
- The Labour Budget should be based on a realistic estimate for execution of approved prioritised works as derived from the annual shelf of projects in the Development Plans.
- The DPC should formulate an LB based on the assessment of labour demand, identification and prioritisation of works and their estimated cost (wages and material) as indicated in Gram Panchayat Development Plans.
- Labour Budgets should be submitted to the Government of India latest by January 31 each year for the next financial year. State Secretaries should ensure timely submission of Labour Budgets for all NREGA districts in their States to avoid delay in fund release. For this, it is important that the district follow time bound coordination at each level in the planning process from Gram Panchayat to District Panchayat.
- Detailed information on parameters viz. projected labour demand, expected number of households demanding work, anticipated person-days to be generated, probable distribution of permissible works in each of the implementing districts and estimated cost of such works need to be uploaded onto the NREGA-Soft.
- LBs received online will be examined in the Ministry and issues, if any, will be communicated to the State for clarification/review. The States would be expected to respond to the issues raised so that the LB approval process is initiated.
- An Empowered Committee, under the chairmanship of Secretary, Ministry of Rural Development, will assess and approve the State specific LBs in consultation with the State Secretaries. The Empowered Committee will take a decision on the amount to be sanctioned

Labour Budget: MIS instructions

1. LBs are to be filled in the NREGA MIS for the FY 12-13. All the works with Administrative and technical approvals are to be entered into the MIS.
2. While entering the details of the work “priority” as decided in the Gram sabha should be maintained even when selecting the works for the LB preparation.
3. ***Signed scanned copy of the minutes of Gram Sabha meeting held for the planning of works should be uploaded in to MIS while uploading the LB.***
4. In the data entry page there is a section “**Labour Budget**” which has two forms:
 - i. *Labour projections (Enclosed as Format-1)*
 - ii. *Work projections(Enclosed as Format-2)*
5. ***Labour projection form:*** Following information has to be filled:
 1. Projected Employment Demand for Next Year.
 2. Projected Persondays generated for Next Year.
 3. Projected Expenditure for Next Year (In lakh).
 4. Projected Families completing 100 days Next Year
6. ***Work projection form:*** Following information has to be filled:
 1. Total No. of Spill over Works from Previous year.
 2. Total No. of New Works Taken up in Current Year.
 3. No. of Works Likely to Spill over from Current Financial Year to Next financial year.
 4. No. of New Works Proposed for next financial year
 5. Volume/Area/ Distance unit ie benefit to be created.
 6. Persondays To be Generated
 7. Estimated Cost (RS. In Lakhs):-
 - On Unskilled Wage
 - On Material Including Skilled and Semiskilled Wages
7. *The Total Cost & Persondays to be generated should tally with the figures in the two formats mentioned above.*
8. *Submit the details of works with AS & TS which will be taken up in the next financial year in the given sample MIS work format (Format-3) given below*

FORMAT – 1

LABOUR BUDGET ENTRY FORM

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LABOUR PROJECTION

STATE : ODISHA

DISTRICT : ANGUL

Block : ANUGUL

FOR FINANCIAL YEAR : 2012-2013

Panchayat : ANGARBANDHA

| PHASE II | Total Rural Households | 0 | Total Rural BPL Households | 0 |
|-----------|------------------------------------|--|---|--|
| Part-I | Total Job Card Issued | 0 | Notified Wages (In Rs.) | 0 |
| Month | Projected Employment For Next Year | Projected Persondays Generated For Next Year | Projected Expenditure For Next Year In (Lakh) | Projected Families Completing 100 Days Next Year |
| April | 0 | 0 | 0 | 0 |
| May | 0 | 0 | 0 | 0 |
| June | 0 | 0 | 0 | 0 |
| July | 0 | 0 | 0 | 0 |
| August | 0 | 0 | 0 | 0 |
| September | 0 | 0 | 0 | 0 |
| October | 0 | 0 | 0 | 0 |
| November | 0 | 0 | 0 | 0 |
| December | 0 | 0 | 0 | 0 |
| January | 0 | 0 | 0 | 0 |
| February | 0 | 0 | 0 | 0 |
| March | 0 | 0 | 0 | 0 |

!!!!Note: All value should be cumulative upto the month!!!!

Kindly upload the Minutes of meeting of Gram Sabha for Planning of works

FORMAT – 2

WORK PROJECTION ENTRY FORM

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State : ODISHA District : ANGUL Block : ANUGUL
 Select Execution Level: GP Panchayat : ANGARBANDHA Financial Year 2012-2013

Only gram panchayat level Works

| Shelf of works Through Which Employment to be Provided | Total No. of Spill over Works From Previous year | Total No. of New Works Taken up in Current Year | No. of Works Likely to Spill Over From Current Financial Year to Next financial | No. Of New Works Proposed for next financial year | Volume/Area/ Distance unit | Persondays To be Generated | Estimated Cost (RS. In Lakhs) | |
|--|--|---|---|---|----------------------------|----------------------------|-------------------------------|---|
| | | | | | | | On Unskilled Wage | On Material Including Skilled and Semiskilled Wages |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Rural Connectivity | 0 | 0 | 0 | 0 | 0 Km | 0 | 0 | 0 |
| Flood Control and Protection | 0 | 0 | 0 | 0 | 0 Km | 0 | 0 | 0 |
| Water Conservation and Water Harvesting | 0 | 0 | 0 | 0 | 0 Cu.Mts. | 0 | 0 | 0 |
| Drought Proofing | 0 | 0 | 0 | 0 | 0 Hactare | 0 | 0 | 0 |
| Micro Irrigation Works | 0 | 0 | 0 | 0 | 0 Hactare | 0 | 0 | 0 |
| Provision of Irrigation facility to Land Owned by | 0 | 0 | 0 | 0 | 0 Hactare | 0 | 0 | 0 |
| Renovation of Traditional Water bodies | 0 | 0 | 0 | 0 | 0 Cu.Mts. | 0 | 0 | 0 |
| Land Development | 0 | 0 | 0 | 0 | 0 Hactare | 0 | 0 | 0 |
| Any Other activity Approved by MRD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bharat Nirman Rajiv Gandhi Sewa Kendra | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

FORMAT – 3

Water Conservation

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State : ODISHA

District : ANGUL

Block : ANUGUL

Panchayat : ANGARBANDHA

Fields marked by * are mandatory

| | | |
|---|--|---|
| Financial Year * 2011-2012 ▾ | Priority <input type="text"/> | Proposal Date * <input type="text"/> DD/MM/YYYY |
| Work Name * <input type="text"/> | Water Body Name * <input type="text"/> | |
| Water Body Type * ---Select--- ▾ | Water vol. in cu.mt. * <input type="text"/> | |
| Village * --Select-- ▾ | | |
| Khata No. <input type="text"/> | Plot No. <input type="text"/> | |
| Longitude <input type="text"/> | Latitude <input type="text"/> | |
| Sources * --Select-- ▾ | | |
| Present status * ---Select--- ▾ | End Status * ---Select--- ▾ | |
| Execution Level * : Gram Panchayat | Executing Agency * --Select-- ▾ | |
| Work Status * --select-- ▾ | Work start date * <input type="text"/> DD/MM/YYYY | |
| Whether included in annual plan <input type="radio"/> Yes <input checked="" type="radio"/> No | Whether included in perspective plan <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| Will this work Spill to next year | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| Is it a convergence work (Other than MGNREGA) | <input type="radio"/> Yes <input checked="" type="radio"/> No | |
| | | |
| Sanctioned Work Code (if any) | <input type="text"/> | |
| Work Code * | 2421004001/WC/ <input type="text"/> 1310326 | |
| <input type="button" value="Save"/> | | |