

No. J-11013/1/2008-NREGA
Government of India
Ministry of Rural Development
Department of Rural Development

Krishi Bhavan, New Delhi
12th February, 2008

To :

Secretary/Principal Secretary
Rural Development Department
Government of _____

CIRCULAR

Subject: Directive under Section 27(1) of NREGA regarding Job Cards under NREGA.

The key document under NREGA recording the workers' entitlements is the Job Card, which is issued under Schedule II, Paras 1-4, of the Act. The Job Card is the registered household's legal instrument for applying for work and recording details of his/her employment demand and allocation, attendance and wage payment. It is the basic safeguard that the worker has to assert and protect his/her rights under the Act.

2. It is, therefore, necessary to ensure that the Job Card is in the custody of the person concerned, and that it does not contain information that is extraneous to the purpose of the Job Card, or not related to the job card holder for the purpose of the Act or that makes the Job Card liable to misuse.

3. Accordingly, the following directive is issued under Section 27(1) of NREGA:

The Job Card will be in the custody of the Job Card holder. The Job Card will contain details of registered adult members of the household. In particular, it will contain essential information regarding Job Card number, household member-wise work demand and allocation, description of the work done, dates and days worked, muster roll numbers by which wages have been paid, amount of wages paid and unemployment allowance, if any paid. It may also include the postal account/bank account No., insurance policy No. and EPIC No. (Voters ID), if any. The entries should be duly authenticated by means of signature of an authorized officer. The Job Card will bear the photograph of only the registered adult members of the household to whom the Job Card has been issued. No photograph, name, or details of any person other than that of the registered adult members of the household to whom that Job Card belongs will be affixed or recorded in the Job Card.

4. It must be ensured that all new Job Cards conform to the directive above. In case existing job cards have to be changed, it should be done at the earliest, ensuring however, that this does not disrupt existing work.

(AMITA SHARMA)
Joint Secretary (NREGA)
Tele: 23385027

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