

Government of India  
Ministry of Rural Development  
Department of Rural Development  
(MG NREGA-I Division)

Krishi Bhavan, New Delhi  
Dated 17<sup>th</sup> October, 2011

Order

**Subject: Work allocation among officers posted in MGNREGA Division.**

In supersession of all previous orders on the subject mentioned above, the following work allocations are made among officers posted in MGNREGA Divisions:

| Name of Joint Secretary in-charge     | Name of Dy. Secy/Director             | Sub-Division | Under secretary                      |
|---------------------------------------|---------------------------------------|--------------|--------------------------------------|
| Shri D. K. Jain, Joint Secretary      | Smt. Indu Sharma, Director            | MGNREGA-I    | Shri P. N. Shukla, Under Secretary   |
|                                       |                                       | MGNREGA-II   | Shri A. D. James, Under Secretary    |
|                                       |                                       | MGNREGA-III  | Shri R. K. Sood, Under Secretary     |
|                                       | Shri K. K. Tripathy, Joint Director   | MGNREGA-IV   | Shri M. Jayachndran, Under Secretary |
|                                       |                                       | MGNREGA-V    | Shri R. K. Makkar, Under Secretary   |
| *                                     | Research & Report Cell                | *            |                                      |
| Shri Muruganandam, N. Joint Secretary | Shri L. Fanai, Director               | MGNREGA-VI   | Shri Vijay Aind, Under secretary     |
|                                       | Shri Vashishtha, Director             | MGNREGA-VII  | Shri Masoda Lal, Under Secretary     |
|                                       | Shri Dhruv kumar Singh, Dy. Secretary | MGNREGA-VIII | Vacant                               |
|                                       | *                                     | MIS/ICT Cell | *                                    |

(\*To be supported by Experts/Consultants engaged on outsourced basis. Concerned Joint Secretary may either take works directly or allocate this to one DS or Director under his charge)


2. The works allocated among the various sub-divisions of MGNREGA Division is attached herewith as Annexure-I.

3. The matters relating to Budget including Labour Budget, revision of labour budget, release of funds in respect of Manipur, Mizoram, Goa, Lakshadweep, Daman & Diu, Sikkim, Tripura, Tamilnadu, Kerala, Bihar, Jharkhand, Madhya Pradesh and Chhattisgarh are being looked after by JS(NM). Related files emanating from different Division(s) for these States would be sent to him for necessary approvals. Similarly, files relating to remaining states would be sent to JS (DKJ) for appropriate approvals.

4. Till further orders, matters relating to Social Audit & Ombudsman would continued to be dealt with by Under Secretary in-charge of MGNREGA-III

3. This order will come into force with immediate effect.

4. The work distribution among JS (DKJ) and JS (NM) has the approval of Minister (RD).

  
(P. N. Shukla)

**Under Secretary to the Government of India**

To,

1. PPS to Joint Secretary (MGNREGA- Shri D. K. Jain) / Joint Secretary (MGNREGA-Shri N. Muruganandam)
2. All Under Secretaries / Deputy Secretary/ Joint Director/Directors in MGNREGA Division.

Copy :

1. PS to Minister (RD)/MOS (RD-PJ)/ MOS (RD-SA)/ MOS (RD-AS).
2. PPS to Secretary (RD)/PPS to AS&FA.
3. PSs to all Joint Secretaries/Adviser (Stat).
4. Estt.-I/Estt.-II/General Section/Vig. Desk/Library/IEC(RTI)/O&M/Trg/NIC(RD).

## Distribution of Works in MGNREGA Division

| Division   | Description of Works allocated  |
|------------|---|
| MGNREGA-I  | <ol style="list-style-type: none"> <li>1. <b>Administrative Matters</b> <ol style="list-style-type: none"> <li>(a) Preparation of Cabinet Note.</li> <li>(b) Issuing guidelines/clarification on use of 6% of administrative expenditure</li> <li>(c) Internal postings of programme division staff.</li> <li>(d) Conducting of Tests &amp; Interviews of outsourced staff.</li> </ol> </li> <li>2. <b>Central Employment Guarantee Council</b> <ol style="list-style-type: none"> <li>(a) Constitution of Council</li> <li>(b) Amendment to Central Council Rules</li> <li>(c) Organizing meetings of the Central Council</li> <li>(d) Issue of minutes and necessary follow up action</li> <li>(e) Arranging individual visit of members to districts</li> <li>(f) Coordination with State Governments/district administration to facilitate members' visit</li> <li>(g) Processing of members TA/DA bills</li> <li>(h) Sharing reports of members with States for ATN</li> <li>(i) Maintenance of Central Council Saving bank Account</li> <li>(j) Issuance of Identity cards to members of the Central Council.</li> </ol> </li> <li>3. <b>State Employment Guarantee Councils</b></li> <li>4. <b>Insurance</b> <ol style="list-style-type: none"> <li>(a) Dealing with issues of Rashtriya Swasth Bima Yojana, Janshree Bima Yojana and other such insurance schemes of different Ministries.</li> <li>(b) Examination of these issues in the light of the provisions of the Act and Guidelines.</li> <li>(c) Coordination with Ministry of Labour &amp; Employment and Ministry of Finance.</li> <li>(d) Offering comments on inclusion of the Mahatma Gandhi NREGA workers.</li> </ol> </li> <li>5. <b>Payment of Wages through Post Offices &amp; Banks</b> <ol style="list-style-type: none"> <li>(a) Coordination with Department of Posts and Department of Financial Services.</li> <li>(b) Arranging of meetings and video-conferencing with the States, Departments of Posts and Representatives of Department of Financial Services on the issue of wage payment.</li> <li>(c) Banking Correspondent Model - issues of rolling out and up-scaling.</li> <li>(d) Coordination with PMO on the issue.</li> </ol> </li> <li>6. <b>Nehru Yuva Kendra project for capacity building.</b></li> <li>7. <b>Working Groups for 12<sup>th</sup> five year Plan and on revision of Guidelines</b> <ol style="list-style-type: none"> <li>a. Setting up of working group/task force on issues approved by competent authority</li> <li>b. Examination of reports of working group/task force and effecting necessary amendments in the Act and operational guidelines</li> <li>c. Processing TA/DA bills of non official members</li> </ol> </li> <li>8. <b>Policy</b> <ol style="list-style-type: none"> <li>(a) Analysis of the issues related with policy matters received from different sources on the assigned works listed above.</li> <li>(b) Examination in the light of provisions of the Act and Guidelines.</li> <li>(c) Seeking inputs from States wherever required.</li> <li>(d) Coordination with various Ministries on those Policy issues.</li> </ol> </li> <li>9. <b>Act &amp; Rules</b> <ol style="list-style-type: none"> <li>(a) Clarifications on the issues and provisions of the Act and Rules on the assigned works listed above.</li> <li>(b) Amendment to the Act and Schedule on the assigned works listed above.</li> <li>(c) Offering comments in the light of provisions of the Act and Guidelines on various issues raised by States and Ministries on the assigned works listed above.</li> <li>(d) Seeking opinion of Ministry of Law on interpretation of Provisions of the Act on the assigned works listed above.</li> </ol> </li> <li>10. <b>Miscellaneous</b> <ol style="list-style-type: none"> <li>a. Processing bills of agencies providing outsourced staff to the division</li> <li>b. Processing of bills of outsourced security personnel posted at Baba Kharak Singh Marg</li> </ol> </li> </ol> |
| MGNREGA-II | <ol style="list-style-type: none"> <li>1. <b>Parliamentary Work</b> <ol style="list-style-type: none"> <li>(a) Preparing replies to all Starred and Unstarred questions relating to MGNREGA and note for the supplementary questions for the Starred Question</li> </ol> </li> </ol>  |

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|             | <p>(b) Fulfillment of Assurances given to both the houses. This involves periodic follow-up with State Governments at the level of JS/SRD for obtaining State-specific information required for fulfillment of the Assurance. Periodic extension of time for fulfilling the assurance is also sought for from the concerned House (Rajya Sabha/Lok Sabha) with the approval of Minister(RD).</p> <p>(c) All Parliamentary Standing Committees and Consultative Committee. This includes preparation of agenda notes for the Standing Committee meetings, preparation of replies to the questionnaire submitted by the Committee and there after furnishing Action Taken Report on the recommendations made by the Committee in their reports</p> <p>(d) References received under Rule 377 and Special mentions in Both Houses. This includes referring the issues raised by a Member of Parliament to the concerned State, follow-up with the State and then sending a final reply to the member from Minister(RD)</p> <p>(e) Visits of Parliamentary Committees. Includes preparations of briefs, nomination of nodal officers and furnishing action taken reports to Lok/Sabha Secretariate.</p> <p>(f) Private Member bills. This includes examination of the issues raised in the Bill, preparation of comments of the Ministry on the issues raised, seeking recommendations of the President of India for consideration of the Bill by the concerned House and intimating the House about its status.</p> <p>(g) Submission of periodical reports regarding business to be taken up in Parliament.</p> <p>(h) Short notice questions and half an hour discussions in Parliament. This includes preparation of background note on the likely issues to be raised in the House.</p> <p>(i) Examination of the issues raised in Zero-hour.</p> <p>(j) Furnishing information to other divisions of the Ministry and to other Ministries in respect of the Questions sent by them.</p> <p><b>2. Administrative Reforms Commission Reports</b></p> <p>(a) Preparation of monthly Action Taken Report on the 2<sup>nd</sup> ARC report which is exclusively on MGNREGA and contains 114 recommendations.</p> <p>(b) Follow-up with other Ministries for collection of information for fulfillment of the recommendations concerning them</p> <p>(c) Preparing briefs for the Meetings of GOM on the issues related to ARC referred to it.</p> <p>(d) Preparation of ATR on issues concerning MGNREGA in all other ARC reports.</p> <p><b>3. Notification of new districts under Mahatma Gandhi NREGA</b></p> <p>(a) Examination of the proposal from State Governments regarding creation of new districts and calling for any additional information from the State.</p> <p>(b) Issue of Executive order regarding inclusion of new district in MGNREGA.</p> <p><b>4. Savottam</b></p> <p><b>5. National Commission on SC/ST</b></p> |
| MGNREGA-III | <p><b>1. Court Cases / Litigations</b></p> <p>(a) Receipt of the Writ Petition etc.</p> <p>(b) Preparation of counter affidavit</p> <p>(c) Coordination with the legal representatives.</p> <p>(d) Compliance to the orders of the Courts.</p> <p>(e) Processing of fees etc. of the legal representatives</p> <p><b>2. Wage Rate and Wage Policy</b></p> <p>(a) Notifications of wage rates in States.</p> <p><b>3. Wage Policy</b></p> <p>a) Analysis of the issues related with policy matters received from different sources on the assigned works listed above.</p> <p>b) Examination in the light of provisions of the Act and Guidelines.</p> <p>c) Seeking inputs from States wherever required.</p> <p>d) Coordination with various Ministries on those Policy issues.</p> <p><b>4. Act &amp; Rules related to wage</b></p> <p>a) Notifications of Rules and amendments.</p> <p>b) Clarifications on the issues and provisions of the Act and Rules on the assigned works listed above.</p> <p>c) Amendment to the Act and Schedule on the assigned works listed above.</p> <p>d) Offering comments in the light of provisions of the Act and Guidelines on various issues raised by States and Ministries on the assigned works listed above.</p> <p>e) Seeking opinion of Ministry of Law on interpretation of Provisions of the Act on the assigned works listed above.</p>   |
| MGNREGA-IV  | <p><b>1. Releases to States Budget matters including Labour Budget, revision of labour budget, release of funds, in respect of Andhra Pradesh, Assam, Andaman &amp; Nicobar Islands, Himachal Pradesh, Jammu &amp; Kashmir, Jharkhand, Rajasthan, Orissa and Uttar Pradesh.</b></p> <p><b>2. State Funds in respect of above mentioned states.</b></p> <p><b>3. Drought/flood</b></p>  |

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