

TIME LINE OF PREPARATORY CRITICAL ACTIVITIES UNDER NREGA FOR DISTRICTS w.e.f. April 1, 2008

1.	3	4	5	6	7
Activity	NOV	DEC	JAN	Feb	March
I) Information Education Communication (I EC) for Awareness Generation					
1) Preparation of communication material on NREGA processes in simple local language	//////////				
2) One day orientation of all Sarpanchas at the Block level		//////////			
3) Convening Gram Sabhas to familiarize beneficiaries about NREGA			//////////		
4) Local vernacular Newspapers		//////////	//////////	//////////	//////////
5) Social Mobilization campaigns through local cultural forms	//////////	//////////	//////////	//////////	//////////
II) Deploying key Personnel					
1) Designating the DPC	//////////				
2) Assigning PO charge to a Block level functionary not less than ranks of BDO	//////////				
3) Deploying additional dedicated staff		//////////	//////////	//////////	
i) Gram Rozgar Sewak		//////////	//////////	//////////	
ii) Programme Officer		//////////	//////////	//////////	
iii) Engineers		//////////	//////////	//////////	
a) Block		//////////	//////////	//////////	
b) District		//////////	//////////	//////////	
iv) IT Personnel		//////////	//////////	//////////	
a) Block		//////////	//////////	//////////	
b) District		//////////	//////////	//////////	
v) Accounts Personnel		//////////	//////////	//////////	
a) Block		//////////	//////////	//////////	
b) District		//////////	//////////	//////////	
III Training					
1) Calibrating training modules in content and process according to different target groups	//////////				
2) Training of Trainers					
i) State	//////////				

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ii)District		////////			
iii)Block		////////			
3)Training of Target Groups:			//////////	////////	//////////
i) Gram Rozgar Sewak			//////////	////////	//////////
ii) Programme Officer			//////////	////////	//////////
iii) Engineers			//////////	////////	//////////
a) Block			//////////	////////	//////////
b) District			//////////	////////	//////////
iv) IT Personnel			//////////	////////	//////////
a) Block			//////////	////////	//////////
b) District			//////////	////////	//////////
v) Accounts Personnel			//////////	////////	////////
a) Block			//////////	////////	//////////
b) District			//////////	////////	//////////
ix) PRIs(GP Sarpanches on priority)					
x) Village level Vigilance Monitoring Committee members					
IV) Printing essential documents					
1) Application forms for registration,		////////	//////////		
2) Job Cards		//////////	//////////		
3) Application Form for employment with counterfoil dated receipt		//////////	//////////		
4) Muster Rolls with unique number		//////////	//////////		
5) Registers as per NREGA Guidelines, specially for registration and issue of Job Cards, Demand and provision of employment, Assets finance and complaints.		//////////	//////////		
6) Distributing documents to different levels.				////////	
V) Planning and formulating the annual shelf of projects					
1) GP to convene Gram Sabha to identify works from permissible works list of NREGA:	//////////				
2) Gram Panchayat to consolidate gram sabha recommendations into gram		////////			

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panchayat plan and forward to Programme Officer(PO)					
4) PO to consolidate GP plans into Block Plan		////////			
5) Intermediate Panchayat to approve the Block plan		////////			
6) PO to forward Block Plan to the DPC		////////			
7) DPC to consolidate block plans into district annual plan			////////		
8) District Panchayat to approve the District Plan			////////		
9) According AS/TS for approved shelf of Projects				////////	
10) Shelf of approved projects on display in GP in local language					////////
VI Operationalising the MIS					
1) Reporting on block level ICT infrastructure	////////	////////			
2) Making available dedicated computers at block/district/state level offices	////////				
3) Obtaining connectivity for block/district/state level offices			////////		
4) Recruiting full time dedicated IT personnel for operating NREGS MIS at block/district/state level offices		////////	////////		
5) Training the above personnel			////////	////////	
VII Monitoring and Vigilance					
1) Identifying internal monitoring agencies and training them on NREGA		////////	////////		
2) Identifying external Monitoring agencies and training them on NREGA		////////	////////		
3) Setting up and training local vigilance and monitoring committees		////////	////////		
VIII) Fund Management Systems					
1) Opening dedicated NREGA account in a PSU Bank at district/Block/GP levels (This	////				

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will be done by seed money that will be released for preparatory activities)					
2) Authorizing DPC/PO and GP Secretary for operating the account.	//////////				
3) Providing for State share for new districts in State EGS budget head				//////////	//////////