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Ministry of Rural Development  
Deptt. of Rural Development  
Government of India  
Kilishi Bhawan New Delhi 110 001

D.O. No. PS/JS(S)/NREGA

Dated: 1<sup>st</sup> May, 2007

**Dear Shri**

**Subject: Time-bound campaign for muster roll verification under NREGA by the districts in June 2007**

The National Rural Employment Guarantee Act (NREGA) has now been under implementation for over a year and 113 additional districts have been notified with effect from April 1, 2007.

2. The Central Government funds 90% of the Programme. Central funds are released on the basis that the processes as laid down in the Act are being followed by the Districts. Financial assistance from the Centre to the States for implementing the legal Guarantee under the Act requires transparency and accountability in the processes through which this Guarantee is fulfilled.
3. The National Guidelines on NREGA stipulate a two fold method for ensuring transparency: through social audit by the Gram Sabha and proactive disclosure whereby States are bound to place all vital information regarding all aspects of NREGA processes in the public domain.
4. The most critical information that needs to be proactively made available for public scrutiny is contained in the muster rolls. The fidelity of the entire process of providing employment to the Job Card holders who apply for work and wage payment to them depends on the way in which the muster roll is maintained.
5. Instructions for muster roll verification were given to State Governments and DPCs in the DPC conference in November 1<sup>st</sup>, 2006. However, action taken report by States is still awaited.
6. In view of the utmost importance of bringing about complete transparency in the muster rolls of NREGA works, it has been decided that all States will undertake a time-bound campaign for muster roll verification beginning from June 1<sup>st</sup>, 2007.
7. In all cases, the process for muster roll verification will involve the following activities:
  - i) A plan for Muster roll verification indicating the schedule of dates, Gram Panchayat-wise, in a district has to be prepared by each district by the 15<sup>th</sup> of May and be placed on the [www.nrega.nic.in](http://www.nrega.nic.in). It should be made widely known in the local newspapers and posted outside the DPC's/ PO's/GP offices so that there is a good participation of civil society in muster roll verification.
  - ii) District Teams will be constituted for each Gram Panchayat.

iii) The muster rolls of the works completed and in progress will be read out at the Gram Panchayat on the fixed date in the presence of the workers, the district teams and the GP members.

8. Muster Rolls will be verified on the following aspects:

- i) Are the muster rolls used numbered Muster rolls issued for each sanctioned work by Programme Officer
- ii) Do muster rolls mention Job Card numbers of workers
- iii) Do muster rolls mention: days worked, quantum of work done, amount paid
- iv) Do entries of muster roll correspond to the entries recorded in the job cards of the workers
- v) Do muster roll entries for work measurement tally with measurement books
- vi) Do entries in muster rolls tally with the actual workers and work done

9. All discrepancies will be noted, responsibility fixed for aberrations identified and action taken to rectify them.

10. A detailed report on muster roll verification and action taken will be placed on [www.nrega.nic.in](http://www.nrega.nic.in) by the district administration by the end of June. A summary report on action taken will be sent by the district to the Ministry by June end.

With regards,

Yours sincerely,

  
( Amita Sharma )

To  
Pr. Secy/ Secy (RD) of NREGA States

**SHRI K. RAJU**  
Principal Secretary  
Rural Development Department  
Government of Andhra Pradesh  
**HYDERABAD-500001.**

**MUSTER ROLL VERIFICATION PROCESS REPORT FOR WORKS TAKEN UP BY IMPLEMENTING AGENCIES**

STATE: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

No. of BLOCKS: \_\_\_\_\_

No. of GPs: \_\_\_\_\_

Sno	Name of the Implementing Agency	Number/Type of Works opened								Total
		Water Conservation and Water Harvesting	Drought Proofing (Plantation, etc)	Micro Irrigation Works	Provision of Irrigation facility to Land Owned by	Renovation of Traditional Water bodies	Land-Development	Flood Control and Protection	Rural Connectivity	
1	2	3	4	5	6	7	8	9	9	10
1										
2										
3										
4										
5										
<b>TOTAL</b>										

No of muster rolls issued by PO work wise/agency wise	No of muster rolls verified and read out in the gram sabha	Major discrepancies noted	Action taken
11	12	13	14

## MUSTER ROLL VERIFICATION PROCESS REPORT FOR WORKS TAKEN UP BY GPS

STATE:

DISTRICT:

No. of BLOCKS:

No. of GPs:

Number/Type of Works opened								Total
Water Conservation and Water Harvesting	Drought Proofing (Plantation,etc)	Micro Irrigation Works	Provision of Irrigation facility to Land Owned by	Renovation of Traditional Water bodies	Land-Development	Flood Control and Protection	Rural Connectivity	
1	2	3	4	5	6	7	8	9

No of muster rolls issued by PO	No of muster rolls verified and read out in the gram sabha	Major discrepancies noted	Action taken
10	11	12	13