

(Comments on the draft **Guidelines for Implementation of works on Individual land under NREGA** can be communicated before 13th January 2010 on the e-mail, rohit.kumar@nic.in or gnsarma123@yahoo.com)

GUIDELINES FOR IMPLEMENTATION OF WORKS ON INDIVIDUAL LAND UNDER NREGA

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DRAFT

Ministry of Rural Development, GOI

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1. INTRODUCTION:

▪ NREGA came into force on September 7, 2005 and its implementation was notified in a phased manner. In phase I, it was introduced in 200 most backward districts of the country on February 2, 2006. 130 districts were further included under NREGS in phase II with effect from April 1, 2007. The scheme was extended to the remaining 274 districts of India from April 1, 2008.

▪ The objective of the act is to enhance livelihood security in rural areas by providing at least 100 days of guaranteed wage employment in a financial year to every household whose adult members volunteer to do unskilled manual work.

▪ The primary objective of the Act is augmenting wage employment. Its auxiliary objective is strengthening natural resource management through works that address causes of chronic poverty, like drought, and so encourage sustainable development.

▪ Schedule I, Para 1 lists permissible works in their order of priority:

(i) water conservation and water harvesting;

(ii) drought proofing (including afforestation and tree plantation);

(iii) irrigation canal including micro and minor irrigation works;

(iv) provision of irrigation facility to land owned by households belonging to the Scheduled Castes and Scheduled Tribes or to land of beneficiaries of land reforms or that of the beneficiaries under the Indira Awas Yojana of the Government of India;

(v) renovation of traditional water bodies including desilting of tanks;

(vi) land development;

(vii) flood control and protection works including drainage in water logged areas;

(viii) rural connectivity to provide all-weather access; and

(ix) any other work which may be notified by the Central Government in consultation with the State Government.

Para (iv) of Schedule I permits work on individual land “provision of irrigation facility to land owned by households belonging to the Scheduled Castes and Scheduled Tribes or to land of beneficiaries of land reforms or that of the beneficiaries under the Indira Awas Yojana of the Government of India”.

This was amended to include horticulture plantation, land development and Below Poverty Line families vide Notification dated March 6, 2007 i.e. “provision of irrigation facility, **horticulture plantation and land development facilities** on land owned by households belonging to the Scheduled Castes and the Scheduled Tribes or **to Below Poverty Line families** or to beneficiaries of land reforms or to the beneficiaries under the Indira Awas Yojana of the Government of India”.

This was further amended vide Notification dated July 24, 2009 to add small and marginal farmers i.e. “provision of irrigation facility, horticulture plantation and land development facilities to land owned by households belonging to the Scheduled Castes and the Scheduled Tribes or below poverty line families or to beneficiaries of land reforms or to the beneficiaries under the Indira Awas Yojana of the Government of India or that of the **small farmers or marginal farmers as defined in the Agriculture Debt Waiver and Debt Relief Scheme, 2008**”.

- NREGS thus provides an opportunity for the households from SC/ST/ BPL families, beneficiaries of land reforms /IAY and of SF/ MF to take up land development, irrigation facility, and horticulture plantation on their land to mitigate drought, enhance agricultural productivity and generate steady income.
- In the last three years, most of the NREGA works were carried out on common land i.e. water conservation and water harvesting; drought proofing (including afforestation & plantation); irrigation canals including minor irrigation works; renovation of traditional water bodies including desilting of tanks; land development; flood control and protection works including drainage in water logged areas; and rural connectivity to provide all weather access.
- Over the years there is increase in individual based works but concentrated in few states only. Number of field studies carried out in the field also show that there is increase in production on the individual land treated under NREGA. Therefore, there is need for the guidelines to facilitate the works on individual lands to have some standard norms with flexibility to cater the local needs, so that the positive impact of such works is maximized.

2. WORKS THAT MAY BE TAKEN UP ON INDIVIDUAL LAND UNDER NREGA:

Works on individual land permitted under NREGA are irrigation facility, horticulture plantation and land development. The works under these facilities can be taken up are-
Irrigation facility: Construction of Dug well, Farm pond, Diggi, Tanka, Water hose and Tank cum Dug well, Ground water recharge structure, Construction/ lining of water courses/ Irrigation channel and other works of irrigation facility measurable and popular in the area as irrigation facility.

Land development facilities: Construction of contour/ graded bund, land leveling & shaping, reclamation of saline/ alkaline land, construction of drainage channels, full package of on farm development, soil cover on waste land by transporting silt from nearby tank, development of waste land/ fallow land.

Horticulture, Plantation: all activities related to horticulture including sericulture and plantation and nursery raising.

3. CONDITIONS FOR TAKING UP NREGA WORKS ON INDIVIDUAL LAND:

GENERAL:

▪ In order to ensure due compliance with the amendment notified by MORD vide Notification dated 22nd July 2009 and creation of durable assets and strengthening the livelihood resource base of the rural poor, the following directions were issued in accordance with Section 27(1) of NREGA vide MORD letter No. 11060/3/2009-NREGA dated 1st September 2009 shall be followed.

i) Works on the land of Scheduled Castes and Scheduled Tribes households will be taken on priority. Once works on the lands of Scheduled Castes and Scheduled Tribes are saturated in a Gram panchayat, works on lands of small and marginal farmers may be considered.

▪ Following conditions as notified vide Notification dated 18th June 2008 shall be fulfilled.

- a) The individual land owner shall be a Job card holder and also work in the project.
- b) For each such project, the labour material ratio of 60:40 shall be maintained at the Gram Panchayat level.

- c) Projects shall be approved by the Gram Sabha and the Gram Panchayat and shall be part of the annual shelf of projects.
- d) No contractors or machinery shall be used in the execution of work.
- e) No machinery shall be purchased.

Other conditions:

- Only registered job card holders to be employed on the work.
- Social audits through gram sabhas will be an integral feature.
- The responsibility of maintenance of NREGA works on individual land will rest with the beneficiary household.
- The ceiling of NREGA works on individual land shall be rupee 1.5 lakh per Job Card holder. In some areas because of strata and ground water level, the cost of excavating dug well will be more than 1.5 lakh. In such cases, the justification will be recorded while preparing labour budget with duly endorsement by the DPC. However, beyond this ceiling, more work under convergence with other ongoing schemes will be planned for value addition.
- Generally there should be one time investment on an individual land on the activities selected. The effort will be to meet out the demand of works on an individual land by all eligible categories of NREGA workers than only the initial set of beneficiaries under this category should be considered for second round of investment for the work on their land. This is to ensure fair distribution of benefits under this category as well as to maintain balance of work on individual land and works on common property resources.
- **TECHNICAL:** conditions required to be fulfilled shall be:
 - a) For horticulture plantation, adherence to seasonality for planting, distribution of inputs and other inter culture operations (a typical illustration at **Annexure- IV**)
 - b) Construction of Dug well shall be taken up only after water availability and clearance from State Ground water department.

c) The required survey, planning and designing will be carried out as required and prescribed in the technical manual prepared at the State level for such works.

4. PROCESS OF INCLUSION OF NREGA WORKS ON INDIVIDUAL LAND IN THE ANNUAL ACTION PLAN AND SHELF OF PROJECTS:

▪ The households, who wish to take up NREGA works on their land, may approach Gram Panchayat with his application for demand of work as well as for carrying out NREGA work on his land in the format (**Annexure-1**) with following document.

a) Caste certificate in case of SC, ST.

b) Certificate/ copy of the land record.

▪ The Rozgar sahayak/ Gram Panchayat Secretary will assist in preparation of the application to interested households and will verify/ collect and attach following documents and will fill up the data input sheet (**Annexure-II**) for the eligible household beneficiary. The Patwari will verify the ownership of land proposed for development.

a) If house hold is BPL, then this will be verified from the BPL list issued by the competent authority.

b) For construction of dug well, will collect and attach water availability certificate from concerned Ground Water Department.

▪ The Gram Panchayat will put up his application for demand of work and carrying out NREGA work on his land for inclusion in the AAP and shelf of projects.

5. PROJECTISATION:

▪ After approval of the works of individual household and inclusion in the Annual Action Plan, the concerned Junior Engineer/ Technical Assistant with the help of concerned department will carry out the required Survey and will prepare project with design and estimates. The consent of the beneficiary worker will also be taken on the design and estimate.

▪ The technical and financial norms of different possible models of works on individual land will vary from state to state. Therefore at state level, State Technical Resource Group will frame technical and financial norms of different possible model of works on individual land. A typical estimate for horticulture plantation has been detailed at **Annexure-III**.

- The detailed estimate will be prepared as per the schedule of rates (SORs) of the Rural Development department in the district. Items for which the rates are not available in schedule of rates of rural development; the schedule of rates of the concerned department in the district will be followed.
- NREGA works on individual land will be planned and carried out on project approach. While planning NREGA work on individual land, it shall be done as full package of works/ bundle of activities in order to optimise the productivity with internal and external linking. For external linking convergence of ongoing schemes of other departments/ ministries with NREGS shall be made.

Convergence: The preparation of project on an individual land should be done with a view to maximise benefit through convergence with other departmental ongoing schemes e.g. - if a farm pond is created under NREGS on the individual land, then fish culture should be promoted under convergence.

Guide lines on convergence with NREGS have been issued by the Ministry. For gap filling and value addition, convergence of ongoing schemes of other departments/ ministries with NREGS on individual land is also very much required. A few illustrations are as follows-

Irrigation facilities:

S.NO.	Work	Activity	Activity under the scheme
1.	Irrigation facility	Dug well	NREGS
2.		Recharge structure	Dug well recharge scheme of MOWR.
3.		Pump set	SGSY of MORD or NFSM of MOA
4.		Sprinkler/ Drip irrigation system	NHM of MOA
1.		Farm pond	NREGS
2.		Pump set	SGSY of MORD or NFSM of MOA

Land development:

S.NO.	Work	Activity	Activity under the scheme
1.	Land Development	Construction of bunding/ land levelling/ reclamation	NREGS
2.		Nutrient Management, Integrated Pest Management, Farm Mechanization and Crop demonstration	NFSM of MOA
1.		Construction of pond	NREGS
2.		Fish culture	DIFA or RKVY of MOA

Horticulture plantation:

S.NO.	Work	Activity	Activity under the scheme
1.	Horticulture plantation	Horticulture plantation	NREGS
2.		Micro irrigation, Micro nutrients, Plant protection, Inter crops and processing,	NHM of MOA

6. SANCTIONING OF WORKS:

- The Junior Engineer/ T.A. will submit the project proposal with detailed design and estimates to the competent authority.
- Administrative/ Financial/ Technical sanction will be issued by the competent authorities as prescribed by the state government.
- The estimate with design, drawing & copy of AS/ FS will be prepared in two copies and after duly sanctions one copy shall be given to PIA/ GP and second copy shall be given to the beneficiary household.

7. PROCUREMENT OF MATERIALS:

Procurement of material would be done by PIA following the financial norms and utmost care should be taken for ensuring transparent procurement of material. Timely procuring of quality material in transparent manner shall be the responsibility of the District Programme Co-ordinator.

For specific procurement, the following procedure should be followed.

Planting Material:

The choice of fruit plants will vary area to area depending on the agro-climatic conditions and demand. Therefore, the State Horticulture department will supply area wise list of choice of fruits plants.

Planting material shall be procured from:

- **Government nurseries:** Horticulture department shall enlist the nurseries (fruit crop wise) and number of saplings ready for delivery. Horticulture department shall instruct the nursery in charge in advance to sort out quality saplings for lifting by the PIA in month of June-July.
- **Nursery raised under NREGS:** Nursery raising shall be taken up by the households eligible for NREGA works on their land with required technical input from the Horticulture department, so that the planting material is available locally and the beneficiary household is converted from unskilled labour to skilled labour.

If the planting material is not available in the Government Nursery and Nursery raised under NREGS, in such cases the line department can procure as per their financial rules.

Building material:

Building material for construction of Dug well, farm pond etc. required as per estimate shall be procured by the Project Implementation Agency (PIA) as per PIA norms and procedures.

8. EXECUTION OF WORKS:

- The name of beneficiary worker appearing in Administrative, Financial and Technical sanction will be put up on the notice board of the Gram Panchayat.
- The execution priority of sanctioned works will be decided by the Gram Panchayat and will be put up on the notice board of the Gram Panchayat.
- **Maintenance of muster roll:**
 - For each work on individual land, muster roll will be issued to PIA. The PIA will issue muster roll to Gram Rozgar Sahayak/ Gram Sevak.
 - The muster roll shall be maintained on the worksite by the mate as per NREGS guidelines.
 - The verification of muster roll shall be made by the officials as per NREGS norms.
- On the work site, display board depicting the name of beneficiary farmer/ users group, name of work with its size and costing, date of start and date of completion, will be installed. (**Annexure-V**)
- **Measurement of works:**
 - The measurement of work will be made by the concerned Junior Engineer/ Technical Assistant of PIA in presence of beneficiary worker or his representative and will record in the measurement book. Every expenditure made on particular work shall be recorded in the measurement book by the concerned Junior Engineer/ Technical Assistant.
- Households carrying out horticulture plantation, shall be given activity calendar for horticulture (**Annexure-IV**), format of monitoring register for horticulture plantation (**Annexure-VII**) showing the details of works.
- Monitoring register for horticulture plantation (**Annexure-VII**) will be maintained at Gram Panchayat level to monitor the plantation & maintenance of plantation.
- It will be ensured that the work of irrigation facility like Farm Pond, Dug well etc. are completed before onset of monsoon.

- After completion of project, the completion certificate shall be issued by the PIA. This record of completion shall be maintained at Gram panchayat/ Block level.
- Work of irrigation facility and horticulture plantation will be entered in the revenue record by the concerned Patwari.
- Asset register for all works on individual land will be maintained at Gram panchayat level to monitor the works on individual land (**Annexure-VI**).

9. FUND FLOW:

NREGS: For the labour part of works, like construction of bunds, pond, digging of pits etc. the amount goes directly into the workers account as per muster roll passed by the PIA.

The expenditure on material component would go to the project implementing agency (PIA) as per their rules and regulation against their purchases.

Other Agencies: The amount for the material under convergence, like NHM shall be released by the concerned officer as per programme and concerned departmental norms and procedures.

Utilisation Certificate: As soon as the activities are completed the PIA with duly verification will submit U.C. with vouchers to P.O for adjustment.

Installation Certificate: For installation of pump set, drip irrigation system etc. under convergence the installation certificate shall be given by the farmer, signed by the concerned agency, which supplied the equipment and verified by the authorised officer of the concerned department as per norms/ procedures.

10. RECORD KEEPING:

Gram Panchayat/ PIA level-

- Works register B-10(i) (as per operational guidelines, 2008 issued by MORD)
- Cash book,
- Asset register for NREGA works on individual land (Annexure-VI)
- Monitoring register for horticulture plantation (Annexure-VII)

- Record of inclusion of works on individual land in the AAP & Shelf of projects.
- Administrative, Financial and Technical sanctions,
- Work commencement letters
- Muster rolls and material procurement sheets.
- Monthly allotment and Utilization Certificate Watch Register B-16(A) (as per operational guidelines, 2008 issued by MORD)
- Survival report
- Work file

Block level-

- Works register B-10(i) (as per operational guidelines, 2008 issued by MORD)
- Asset register B-10(ii) (as per operational guidelines, 2008 issued by MORD)
- Administrative, Financial and Technical sanctions,
- Work commencement letters
- Sanction letters from other departments of convergence,
- Muster rolls
- Release of advances and vouchers for settlement of advances
- Survival report of plantation
- Monthly allotment and Utilization Certificate Watch Register B-16(A) (as per operational guidelines, 2008 issued by MORD)

District level-

- Administrative, Financial and Technical sanctions
- Monthly allotment and Utilization Certificate Watch Register B-16(A) (as per operational guidelines, 2008 issued by MORD)

11. MONITORING:

Technical assistant/ Junior Engineer and APO to inspect all works in the Block at the time of giving layout and carrying out different activities of the work, for illustration in case of Horticulture plantation at the time of mark out, pit digging and planting during the planting season and once in two months during rest of the year. PO shall inspect 25% of the works in the Block. STA/ A.En working in the Blocks shall inspect 25% of the works randomly. Ex. En. (NREGA) shall inspect 5% works. Additional

DPC and DPC shall inspect 3% and 1% of the works, respectively. PO shall review the works on private land on schedule monthly meetings. PD Zila panchayat and District level officer of the department whose programme is converging with NREGS shall conduct common monthly meeting of BDO/ PO and Block level officers of the concerned departments.

Annexure-1:

(Application Form for work and for NREGA works on individual land

To,
Sarpanch
Gram Panchayat-----,
Block -----,
District-----

To,
The Programme Officer,
Block -----
District-----

Date----- Application Code----- (To be filled by Office)

Subject: Application for work and NREGA work on my land.

Sir/Madam,

I hereby submit my application for work under section 3(1) and Paragraph 9 of Schedule-II of NREGA. The details of my request and the period for which work is required are:

S.No.	Name of the applicant with Father's Husband's name	Address	Job Card Number	Period(s) from which employment is needed		Requirement of Crèche (Yes/No)
				From	To	

I am willing to work for at least 14 continuous days in the work allotted to me.

Signature/ LTI Thumb Impression of the Applicant-----

I also want to get Land Development/ Irrigation Facility/ Horticulture Plantation work carried out on my land. The photo copy of khasra map of my land is enclosed herewith. The other required details are as follows-

1. **Total land holding, Area (khasra No.)** : -----Hectare (Khasra No.----)

2. **Land holding, Area(Khasra No.) on**

Which work is to be carried out : ----- Hectare (Khasra No. -----)

Proposed work : Land
Development/ Irrigation Facility/
Horticulture Plantation

3. For Land Development/ Irrigation Facility:

i) Estimated length/ Area/ Size-----

ii) **Declaration** that the maintenance of land development work carried out will be my responsibility.

7. For Horticulture Plantation:

i) Details of fruit plants proposed with number-----

ii) Details of irrigation facility available with applicant-----

iii) **Declaration** that the maintenance of land development work carried out will be my responsibility

Signature/ LTI Thumb Impression of the Applicant-----

ACKNOWLEDGEMENT RECEIPT (for office use only)

Received application for work from Shri -----s/o / w/o-----
of village-----whose Job Card Number is-----
On date----- (dd/mm/yy).

Date:

Signature of Sarpanch/ Programme Officer

Annexure- II

DATA INPUT SHEET FOR ELIGIBILITY OF BENEFICIARY, FOR: Horticulture Plantation/ Irrigation Facility/ Land Development facility

S.No.	Name of beneficiary farmer (owner of land)	Gram Panchayat / village	Total holding of beneficiary farmer with Khashra numbers	Holding with Khashra number on which work has been requested	Work requested, Irrigation facility/ land development/ horticulture plantation	If requested for horticulture plantation			If requested for Irrigation facility, Existing cropping pattern and proposed change in cropping pattern	Eligible with respect to conditions required / Remarks
						Source of irrigation	Area in hectare can be covered under present source of irrigation	Horticulture crop proposed		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Name of Patwari & Signature

Name of Rozgar sahayak / Gram panchayat Secretary,

Designation & Signature

Date-----

Date-----

Annexure-III

TYPICAL ESTIMATE FOR HORTICULTURE PLANTATION:

S.NO. (1)	Activity (2)	Rate (In Rs.) (3)	Quantity (4)	Cost (In Rs.)		Total (In Rs.) (7)	Remarks (8)
				Labour (5)	Material (6)		
1.	Collection of soil sample and testing						
2.	land development, including bush clearance						
3.	Fencing, a)Bio fencing b)Excavation of Ditch cum bund						
4.	Excavation of pits, 0.75x 0.75 x 0.75 meter						
5.	Digging of compost pit, 5.2x 2x 1 meter						
6.	Supply of manure						
7.	Plant material cost						
8.	Transportation of plant						
9.	Mixing manures, fertiliser & soil and filling pits						
10.	Supply of micronutrients						
11.	Planting, Staking & initial watering.						
12.	Hoeing, weeding & spray of medicine including thanwla construction and shade in summer.						
13.	Supply of horticulture implements i.e. Sprayer pump and Skater						
14.	Trench cutting for installation of micro irrigation(if convergence made with NHM)						
	Total cost						
	Proportion of labour & material						

ACTIVITY CALENDER FOR HORTICULTURE PLANTATION

S.No.	ACTIVITIES	DATE/ MONTH FOR COMPLETION	REMARKS
(1)	(2)	(3)	(4)
1.	Field inspection by J. En. / TA. and resource group	Dec. of previous year.	
2.	Inclusion of such works in the Annual Action Plan by the District	January	
3.	Preparation of design, estimate & proposal by TA/ J.En. after carrying out required survey & submission to Gram panchayat	February	
4.	Sanction of the works as per annual action plan by competent authority.	April	
5.	Placing indent for supply of planting material & inputs	May mid	
6.	Work commencement letters/ Issue of muster roll	May end	
7.	Collection of soil sample & testing	May end	
8.	Earth work for excavation of pits, ditch cum bund and compost pit	May-June	1 mile stone
9.	Receipt of inputs	May-June	
10.	Pit filling with mixture of soil, manure & fertilizer	May-June	
11.	Transportation of planting material from nursery to site	June-July	
12.	planting saplings	July & August	2nd mile stone
13.	Inter culture operations, <ul style="list-style-type: none"> ▪ Hoeing &weeding ▪ watering ▪ Application of fertilizer & pesticides (as per requirement) 	August onwards	3rd mile stone

❖ **The above calendar may be amended by the State Government/ DPC/ Horticulture Department as per the onset of monsoon/ other geographical conditions.**

FORMAT FOR DISPLAY BOARD ON WORK SITE OF WORKS ON INDIVIDUAL LAND

Village-----, Gram Panchayat-----Block-----,

Name of Farmer/ Members of Users group (1)	Name of PIA (2)	Khasra No. with area (ha) (3)	Name of work (4)	Activities carried out with details (5)	Size of activity (6)	Costing (Rs. in lakh) (7)	Name of scheme under which covered (8)	Date of start (9)	Date of completion (10)

ASSET REGISTER FOR NREGA WORKS ON INDIVIDUAL LAND

VILLAGE-----, GRAM PANCHAYAT-----, BLOCK -----, DISTRICT-----

S.NO.	Beneficiary name with father name	Beneficiary category (Sc/ST/BPL/Beneficiary of IAY/land reform/SF/MF)	Total holding (ha) with Kh.No.	Holding (ha) with Kh. No. on which work executed.	Name of work executed								
					Land development facility			Irrigation facility			Horticulture plantation		
					Activity	Quantity	Expenditure (Rs. in lakh)	Activity	Quantity	Expenditure (Rs. in lakh)	Species	Quantity (number of plants)	Expenditure (Rs. in lakh)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

MONITORING REGISTER FOR HORTICULTURE PLANTATION

Beneficiary name-----, Khasra No. -----, Gram Panchayat-----, Block-----, Fruit crop-----

S.No.	Activity	MONTH											
		Apr	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Alignment												
2.	Collection of soil sample and testing												
3.	Earth work for excavation of pits, ditch cum bund and compost pit.												
4.	Fencing												
5.	Pit filling with mixture of soil, manure and fertilizer												
6.	Planting												
7.	Application of fertilizers												
8.	Application of manures												
9.	Plant protection												
10.	Intercultural operation												
11.	Causality replacement												
12.	Survival%												