







**JOB/EMPLOYMENT RECORD****Demand for work Record**

S.No.	Date of submission of application for seeking employment	Date from which employment is needed	No. of days

**Details of Employment Provided**

S. No	Month & Year	Name of Family Member to whom Employment Provided	No. of Days and Date for which Employment Provided			Details of Work on which Employment Provided	Muster Roll Number by which wages paid	Signature of Authorised Officer
			Date		No. of Days			
			From	To				

**Note:**

1. No Row will be left blank in any case.
2. Monthwise totals will be done at the end of Month for number of days of employment provided.
3. Details will be entered separately for separate family member.
4. Accordingly when wage employment of 100 days have been provided to the household, it has to be entered in the next row in red ink.
5. The entries of the next month should immediately start from the next row giving total of previous month.
6. There should be 20 rows available for entries on one page. There must be at least 5 such pages having 20 rows for making entries during the 5 years.

**DETAILS OF UNEMPLOYMENT ALLOWANCE GIVEN**

S. No	Date, Month & Year	Name of Family Member to whom Unemployment Allowance given	No. of Days and Dates for which Unemployment Allowance Provided			Rate at which Unemployment Allowance given	Total amount paid	Signature of Authorised Officer
			Date		No. of Days			
			From	To				

**ANNEXURE B-3**

**SUGGESTED PROFORMA FOR MUSTER ROLL**

**SI No. of Muster Roll**  
(Every Muster Roll must have distinct Number)

**Name of work:**

Financial Approval Number: .....

Date: .....

**Period of Attendance:** .....

**Month:** .....

**Date:** .....

SI. No	Name, Name of Father/ Husband,	Job card No.	Village and G.P.	Category Skilled/ Unskilled	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
1																																							
2																																							
3																																							
4																																							
5																																							
6																																							
7																																							
8																																							
9																																							
10																																							
	Total no. of: Workers Women: Men SC/ST OBC Others	Daily Total Signature of person taking attendance																																					
					Signature of Inspecting Authority																																		

Amount Due Rs. .... (Rupees.....in words )

Actual Amount paid Rs. .... (Rupees.....in words )

Dated

**Approved by**

Sarpanch/Programme officer/Authorised officer

**ANNEXURE B-4**

**Muster Roll Issue Register to be Maintained by the Issuing Authority i.e. Programme Officer at the Block Level**

S. No.	Muster Roll No.	Name of work for which issued	Financial Sanction Number and Date of Work			Date of Issue of Muster Roll	Name of Agency to whom Muster Roll Issued	Name, Designation and Signature of the Official receiving Muster Roll
			Sanction No.	Amount (in Rs.)	Date			
1	2	3	4	5	6	7	8	9



**ANNEUXRE-B-6**

**Muster Roll Receipt Register to be Maintained by each Implementing Agency other than Gram Panchayats**

S. No	Muster Roll No.	Name of work for which issued	Financial Sanction Number and Date of Work			Date of Issue/ receipt of Muster Roll	Name, Designation and Signature of the Official receiving Muster Roll	Date on which copy of the paid Muster Roll given to the Gram Panchayat for record	Date & Signature of the receiving Gram Panchayat Official
			Sanction No.	Amount (in Rs.)	Date				
1	2	3	4	5	6	7	8	9	10

**ANNEXURE-B-7****PROFORMA FOR REGISTRATION APPLICATION REGISTER**

<b>S.No.</b>	<b>Name of applicant</b>	<b>Date of receipt of application/ Request for registration</b>	<b>No. and date of job card issued</b>	<b>Reasons, if job card not issued and any other remarks</b>

**PROFORMA OF JOB CARD REGISTER**

**INDEX OF JOB CARD REGISTER**

S.No.	Job Card No.	Name of Registered persons in the household	Page No.

Page No. : .....

**PROFORMA OF PAGES IN THE JOB CARD REGISTER**

1. Registration Number of the Household:
2. Name(s) of the Applicant
3. SC/ST/IAY/LR beneficiary
4. Details of the applicants of the Household willing to work

S.No.	Name	Father's/Husband's Name	Male/ Female	Age on Date of Registration	P.O/Bank A/c No. (if any)	P.O/Bank Code

4. Address
5. Date of Registration:

**Joint Photograph of  
Household duly attested  
by Sarpanch and  
Panchayat Secretary**

**Signature/Thumb  
impressions of applicants**

**Seal & Signature of  
Registering Authority**

**ANNEXURE-B-9****EMPLOYMENT REGISTER AT GRAM PANCHAYAT LEVEL****INDEX**

S.No.	Job Card No.	Name of Registered persons in the household	Page No.

**PROFORMA OF PAGES**

Page No.: .....

1. Registration Number of the Household :

2. Requested period of employment

Sl. No.	Name of applicant	Month and date from which Employment Requested	No. of days	Preference for place

3. Period and work on which employment offered

Sl. No.	Name of applicant	Month and date from which Employment Offered	No. of days	Name of work

4. Period and work on which employment given

Sl. No.	Name of applicant	Month and date from which employment availed	No. of days	Name of work	Muster roll No. vide which employment

**ANNEXURE-B-10****PROFORMA FOR ASSET REGISTER****INDEX**

Sl.No.	Name of work	Date of Start	Page No.

**PROFORMA FOR ASSET REGISTER (PAGES)**

1. Name of Work
2. Nature of work
3. Scope of work
4. Location of work  
Village  
Gram Panchayat  
Block  
District
5. No. and date of sanction
6. Whether included in five year Perspective Plan Yes/No
7. Whether work approved in Annual Plan by DP Yes/No
8. Estimated cost Rs. ....
9. Estimated completion time
10. Expenditure incurred (in Rs.)

Labour unskilled	Labour semi-skilled	Labour skilled	Material	Contingency	Total

11. Employment generated

	Persondays	Total No. of persons given work	No. of persons on work	
			Highest	Lowest
Unskilled				
Semiskilled				
Skilled				

12. Distinct Numbers of muster rolls used
13. Date of start of work
14. Date of completion
15. Whether local vigilance committee formed. Yes/No



**MONITORING FORMATS FOR MONTHLY PROGRESS REPORT UNDER  
NATIONAL RURAL EMPLOYMENT GUARANTEE ACT (NREGA)**

**MONTHLY PROGRESS REPORT**

**Employment Generation Under NREGA During the Year ..... Up to the Month of .....**

**NAME OF THE STATE :**

S.No	District	No. of registered households (cummulative for the district)	No. of applicants for work in the month	No. of persons at work in the month			Employment Generated ( In Lakh Mandays) (Cummulative for the year)						
				Max.	Min.	Average					Out of Column 10		
							SC	ST	Other	Total (7+8+9)	Women	Land Reform/ IAY beneficiary	Others
1	2	3	4	5	6	7	8	9	10	11	12	13	
1													
2													
3													
4													
5													
6													
7													
8													
Total													

**Note:**

Col.2 No. of registered households should be cummulative since the inception

Col.3 This should be number of persons who have requested for work to be made available during the month.

Col.4-6 Give number of persons actually on work as per muster rolls

Col.7-13 Give employment generated in persondays cummulative for the financial year.



**PHYSICAL PERFORMANCE UNDER NREGA DURING THE YEAR ..... UP TO THE MONTH OF .....**

**NAME OF THE STATE :**

S.N.	District	NO. OF WORKS										Total Nos. of Works (add 2 to 11)
		Water Conservation		Drought proofing and plantation		Flood control		Rural Connectivity		Other works		
		Completed	In progress	Completed	In progress	Completed	In progress	Completed	In progress	Completed	In progress	
	1	2	3	4	5	6	7	8	9	10	11	12
1												
2												
3												
4												
5												
6												
7												
8												
	Total											

**ANNEXURE-B-13**

**DETAILS OF WORK**  
(To be displayed at site of work)

Name of Work : Vill./G.P: .....  
 Details :  
 Project (Yojna): Year :  
 Executing Agency:  
 Sanctioned Amount : Material                  Labour  
 Date of Start : Completion Period:

MATERIAL REQUIRED			Technical Specifications of Work
Name of Material	Qty. with local Unit	Rate per unit	
<b>Labour Required</b>			
Skilled			
Semiskilled			
Unskilled			

**Documents available at site :**

**For further information contact :**

