

F.No.J-11017/6/2016-MGNREGA-VII  
Government of India  
Ministry/Deptt. of Rural Development  
(MGNREGA Division)

Krishi Bhawan,  
New Delhi- 110 001.  
May 12, 2016.

The Principal Secretary/Commissioner,  
(In charge of MGNREGA),  
Government of All states/UTs.

Subject:- Typical Check list/Contents for work files under MGNREGA.


Sir/Madam,

For the purpose of transparency and to ensure that in execution of work all the features and conditions laid down in Mahatma Gandhi NREGA and guidelines issued time to time, have been followed, it is advisable to do systematic record keeping in the work file.

2. Work file, is initiated before starting a work. In this work file, to ensure that all the required documents have been placed, if a check list/content is placed on the first page of the work file, it will help the field staff as well as supervisory staff.

3. A typical check list/content covering almost all the features and conditions laid down in Mahatma Gandhi NREGA and presently being followed successfully in Karnataka State, are enclosed herewith. It is requested to please ensure that this check list/contents with local specific changes, if required, are made compulsory for every work file in your State/UT.

Yours faithfully,

  
(Aparajita Sarangi)  
Joint Secretary (MGNREGA)

Encl: As Above.

12/5/16

**MAHATHMA GANDHI NREGS WORK FILE: CHECK LIST/ CONTENTS**

SL. NO.	PARTICULARS	PAGE NO.
1	Copy of approved Action Plan	
2	Copy of Technical Sanction, with survey sheet (if any), detailed design, drawing and estimate	
3	Form -6 (work Demand Application)	
4	Copy of Administrative Sanction	
5	Copy of Work Order	
6	Form-8, Personal Notice, issued to applicants asking them to report to work	
7	Form-9, Public Notice, issued to applicants asking them to report to work	
8	Blank Muster roll details	
9	Filled Muster details	
10	MB, Xerox Copy (Wage & Material)	
11	Quotation Invitation for material procurement	
12	Quotations details and comparative statement	
13	Copy of Material Supply Order	
14	Materials Vouchers and Bills	
15	Copy of Stock and Issue register	
16	Tax Paid Receipts	
17	3 Stages, Photo Graphs of work	
18	Details of Display Board placed at work site	
19	Copy of Wage & Material Payment FTO	
20	Work Completion Certificate	