



Scheme of Award

for

Excellence in NREGA Administration

Government of India
Ministry of Rural Development
NREGA Division
Krishi Bhavan, New Delhi.

Scheme of Award for Excellence in NREGA Administration for District NREGA Teams.

The Award

The Government of India has decided to introduce annual awards to be known as ***Excellence in NREGA Administration*** to recognize the outstanding contribution by District NREGA Teams for promoting effective implementation of NREG Act in the country.

Objective of the Award

The award is envisaged to encourage and acknowledge the outstanding and exemplary contribution made by District NREGA Teams in the implementation of NREG Act in the country. The Act aims at providing for enhancement of livelihood security of the households in rural areas of the country by providing at least one hundred days of guaranteed wage employment in every financial year to every household whose adult members volunteer to do unskilled manual work. It also envisages payment of unemployment allowance to the households in case the work is not provided as stipulated within 15 days of demand for work, or from the date when the work is demanded. In order to protect the interests of workers, provision for social audit by Gram Sabha has been kept. Quick disposal of grievances and complaints have to be ensured. Implementing agencies have been made responsible for proper implementation of the Act and the Schemes. The District NREGA Teams need to ensure that the workers are able to access their rights under the Act. To accomplish the objectives of the NREG Act, it will be necessary to encourage District NREGA Teams in the implementation of the Act.

Accordingly, the Government of India considers it expedient to institute an annual award for the effective implementation of NREG Act.

Eligibility criteria

All District NREGA Teams will be eligible for consideration for the Award. The District Programme Coordinator shall be the head of the District Team and other implementing agencies such as Blocks (Programme Officer and his staff), Gram Panchayats, Line

Departments which are participating in the implementation of NREGA will constitute the District NREGA Team.

Details of the Award

The Award shall be given at the National level.

National Level Award : For the selection of National Award, Districts recommended by states/UTs for the Award will be considered. The number of districts to be awarded under the scheme of award for excellence in NREGA shall be decided by Government of India on the basis of number of recommendation received from states/UTs.

The awards will be distributed in a ceremonial function on 2nd February every year by Minister, Rural Development. The Award will consist of a scroll and a certificate.

Modalities

(i) Nomination

National Level Award : State and UT Governments will nominate the Award winning districts of the States/UTs for the National Level Award. The nominations should be sent to the office of Joint Secretary(NREGA), Department of Rural Development, Government of India, Krishi Bhavan, New Delhi.

Applications / Nominations must be made in the prescribed format. It should be accompanied by details of work done by the District NREGA Teams as per the description of evaluation criteria prescribed for the Award, the period and circumstances in which the work was done, the initiative taken by the District NREGA Teams, the benefits derived, and the ways in which the work represents an outstanding and exemplary contribution to the effective implementation of the Act. Mention may be made of the historical, sociological and administrative background of the case, the problems faced by the target groups/implementing agencies, interventions made by the District NREGA Teams, period involved, impact made on the target group and general society, sustainability of the impact, cost of interventions, risks

and hardships faced by the District NREGA Teams, specific details of social, economic, psychological and administrative benefits generated and number of beneficiaries with reference to the prescribed evaluation criteria and other information that may be considered relevant by the applicant.

(ii) Screening

At State Level: Preliminary screening of applications will take place in the Department dealing with implementation of NREGA in the State/UT. The eligible applications will be screened by an Expert Committee to be constituted by the State/UT Governments comprising at least seven eminent persons from the fields of administration, law, management, media, science and technology and academia. The Committee will be chaired by the Chief Secretary/APC and the Secretary of the Department concerned will act as the Member-Convenor. The District NREGA Teams short listed by the State/UT Government will be invited to make a presentation before the Expert Committee. The Expert Committee will consider the proposals and may also visit the districts for field verification. The Expert Committee will recommend the details of the nominees on the basis of which the State/UT Government will make recommendation to Central Government. The state governments will nominate not more than three districts for award.

National Level: Central Government will also effect cross-verification through NIRD of the nominations received from States/UTs. It may also shortlist the nominations. The eligible nominations will be screened by an Expert Committee to be constituted by the Central Government having at least eight members comprising of six eminent persons from the fields of administration, law, management, media, science and technology and academia who are actively associated with NREGA activity and two nominated members by MORD from Central Employment Guarantee Council. The Committee will be chaired by the Joint Secretary, Department of Rural Development, Ministry of Rural Development. The nominees short listed by the Central Government will be invited to make a presentation before the Expert Committee. The Expert Committee will recommend the details of the awardees on the

basis of which the Central Government will select the awardees.

Evaluation criteria

Final selection will be based on the marks scored by the applicants against predetermined criteria given below :

Sl. No.	Criteria	Description	Max. Marks
1.	Information, Education and Communication	Measures taken for dissemination of information and creation of awareness in the rural areas in regard to the entitlement of the workers, NREGA processes and outcomes.	100
2.	Training and orientation	Steps taken for training and orientation of the NREGA functionaries to equip them with the required knowledge about their roles and responsibilities and to enable them to discharge their obligations in a proper manner.	100
3.	Finance, Accounts and Audit	Timeliness in the release of funds by the DPCs to the lower level spending units and implementing agencies including Blocks and Gram Panchayats. Proper maintenance of accounts, reconciliation with banks. Timely submission of audit reports for ensuring release of funds. Timely compliance to the findings of the auditors of C&AG and other auditors.	100
4.	Record maintenance	Quality of maintenance of NREGA records such as job cards, muster rolls, measurement books, cash books and prescribed registers.	100
5.	Planning	Quality of planning for projects and timeliness of its completion. This includes perspective planning, annual shelf of projects and formulation of labour budget. Maintaining at least 60:40 ratio in the expenditure on labour and material.	100
6.	Management of Information System	Use of ICT in management of information including generation, transmission, sharing, storage and retrieval of documents and publication of information in public domain on the web.	100

		The application of MIS in capturing the processes of NREGA such as registration, work demand, work allocation, wage payment, muster rolls, flow of funds, grievances, social audit, works, etc. Submission of Monthly Progress Reports through MIS.	
7.	Worksite management	Provision of worksite facilities such as shade, first-aid, crèche, drinking water. Setting up of transparency pillar/Citizen Information Board containing details of the work. Maintenance of muster rolls and job cards. Timely measurement and payment of wages to the workers. Ensuring proper quality in execution of works. Use of properly identified and trained Mates.	100
8.	Inspection	Regular inspection of works – 10% by districts and 100% by the block level officers – to be completed during the year. Use of District level Quality Monitors. Verification of muster rolls and implementation of transparency safeguards.	100
9.	Gram Sabha	Measures taken to effectively involve Gram Sabhas in planning, monitoring and social audit of projects.	100
10.	Media management	Quality and timeliness of response of the district to major adverse news reported in the media shown in terms of conducting enquiries and taking corrective action, including requesting media for issue of corrigendum and other legal action in case of news reports found to be incorrect. Number and quality of press notes issued, briefing of media persons done.	100
11.	Vigilance and Monitoring Committees	Training of members of Vigilance and Monitoring Committees. Activeness of the District and Village level Vigilance and Monitoring Committees in ensuring that the irregularities and corruption in implementation of the programme is checked. Action taken on the suggestions of the Vigilance and Monitoring Committees.	100
12.	Social Audit	All completed projects under NREGA should be subject to social audit. Findings of the social audit should be published in the NREGA website and follow up action taken. During social	200

		audit, muster rolls should be read out and verified, tallied with entries in the job cards. Recorded measurement of works needs to be checked physically. Workers should be interviewed to check the entries in the Muster rolls and payment of wages.	
13.	Disclosure of Information	Timeliness and adequacy of disclosure of information, both <i>suo motu</i> and on demand. Display of the list of works and workers in Gram Panchayats and submission of annual reports by the Districts, Blocks and Gram Panchayats.	100
14.	Grievances Management and disposal of complaints	Satisfying the complainants to settle their grievances within the prescribed time limit. Effective operation of Help lines and complaint boxes. Proper maintenance of complaint register in the Gram Panchayats, Blocks and Districts. Corrective action taken against wrong doers under Indian Penal Code, Prevention of Corruption Act, Service Rules, etc.	100
15.	Convergence	Achieving convergence of NREGA with other development and welfare programmes of the Government in the fields of rural development, agriculture, environment & forestry, fishery, animal husbandry, watershed management, horticulture, pension, health, education, Public Distribution System, nutrition, roads, water resources and other infrastructure development with the objective of providing maximum feasible benefit to the rural households in terms of sustainable increase in their standard of living.	100
16.	Coordination with Banks and Post offices	Opening of the accounts of the NREGA workers in banks and post offices and payment of wages through such accounts. Use of mobile telephony based technology to deliver banking services in remote areas.	100
17.	Outcomes	Number of person days generated per household, coverage of women and job card holding rural households, gender empowerment, impact on distress migration, wage negotiation capacity of workers.	1800
18	Presentation	Quality of presentation, documentation, use of films, photographs, media	100

	clippings, interviews, success stories, etc.	
	Total Marks	3600

Districts will be selected in order of merit determined by the marks obtained as per the number given in the Schedule. While awarding the marks consideration should be given to the innovative measures that may have been taken by the District NREGA Teams in the fields specified in the evaluation criteria. The Districts adjudged as best performers in States/UTs will be considered for National Level Awards. .

While awarding the marks, due consideration shall be accorded to the special constraints faced by the District NREGA Teams such as natural disasters (floods, cyclone, snow fall, etc.), sensitivity of the law and order situation in the district, remoteness of the place, special hardships faced by the personnel in working in the district, peculiarities of soil, climate and terrain, availability of infrastructure, affected by Left Wing Extremism and any other factor that may be deemed to be relevant. Due regard may also be had to the Phase (i.e. Phase I, II, III) to which the districts may belong.

(iii) Calendar of Activities for selection

The selection of the awardees will be based on their performance during a particular financial year ending 31st March. Accordingly the time table for the selection of the awardees will be the following:-

Sl. No.	Particulars of Activity	Due Date of Completion
1	Submission of Applications/Nominations by District NREGA Teams to the State/UT	1 st June
2	Recommendation after scrutiny and verification of Applications/ Nominations by State/UT to central government.	1 st September
3.	Preliminary verification of Nominations through NIRD by Central Government.	1 st November
4.	Short listing of selected nominations by Central Government.	1 st December
5.	Final Selection by the Central Government on the recommendation of the Expert Committee.	15 th January
6.	Award Ceremony	2 nd February

Power of Central Government

Ministry of Rural Development, Government of India may issue directions from time to time for the proper administration of the Award.

Schedule

Form for Application/Nomination for Award (State/UT level or National level) to District NREGA Teams under NREG Act for the year _____.

1. Name of Applicant/Nominee
2. Address of Applicant/Nominee
Address Line 1
Address Line 2
Address Line 3
District
State
Pin Code
3. Telephone Nos.
Office
Residence
Fax
Mobile
4. Email address
5. Details of Activity taken up by District NREGA Team.

(please furnish a narrative of work done, soft and hard copy)

[Mention historical, sociological and administrative background of the case, territorial area of activity, the problems faced by the target groups/implementing agencies, interventions made by District NREGA Team, period involved, impact made on target group, and general society, sustainability of the impact, cost of interventions, risks and hardships faced by District NREGA Team, specific details of social, economic, psychological and administrative benefits generated and beneficiaries with reference to the prescribed evaluation criteria, and other information that may be considered relevant by the applicant]

6. Details of works on the basis of which the District NREGA Team is making claim for award.
(please furnish in numbered paragraphs point wise summary of the basis of claim, in around 250 words)
7. Verifiable evidences (oral or documentary) for claims made by the applicant.
(please furnish photographic, video graphic, statistical, textual, press clippings and other documentary or oral

- evidences in support of the claims)*
8. Details of the institutions/individuals nominating the District NREGA Team.
Name
Address
Address Line 1
Address Line 2
Address Line 3
District
State
Pin Code
Telephone Nos.
Office
Residence
Fax
Mobile
Email address
9. Mention details of awards received earlier by the applicant, if any.
10. Submit your views with justifications on the strength and weaknesses of NREG Act, Schemes and Projects taken under the Act (in not more than 1000 words).

Signature and Stamp of the Head of District NREGA Team

Place:

Date :

**Signature and Stamp of the Head of the Nominating
Institution (s) /Individual (s)**

Place:

Date:

Important:

1. Hard copies of all reports should be submitted in MS Word in 12-size Arial font in numbered paragraphs in A4 size paper. The report should have page numbers, table of contents, list of abbreviations, synopsis of dates and events, an executive summary, full description of events, facts, problems and interventions made. All annexures should be properly referenced with respect to the report.
2. For the purpose of presentation, PowerPoint may be used.
3. Electronic copy of documents should also be provided.
4. Applications/Nominations for State level Award may be submitted to the Secretary of the Department dealing with implementation of NREGA in the State/UT.
5. Nominations for National level Award may be submitted to the Secretary, Department of Rural Development, Government of India, Krishi Bhavan, New Delhi along with a self-addressed envelop.