

संख्या:वि०ख०सु०-ग्रा०रो०गा०से०-2015- 9379-9418
कार्यालय खण्ड खण्ड विकास अधिकारी,
सुजानपुर टीहरा, जिला हमीरपुर हि०प्र० ।

सेवा में

समस्त प्रधान, ग्राम पंचायत,
विकास खण्ड सुजानपुर टीहरा ।

दिनांक: सुजानपुर टीहरा 26 जुलाई 2016

विषय:- तकनीकी सहायक व ग्राम रोजगार सेवक का जाँव चार्ट उपलब्ध करवाने बारे ।

महोदय,

उपरोक्त विषय के संदर्भ इस कार्यालय द्वारा समस्त नव निर्वाचित प्रधानों को तकनीकी सहायक व ग्राम रोजगार सेवकों की कार्य प्रणाली का जाँव चार्ट संलग्न किया जाता है । अतः संलग्न जाँव चार्ट के अनुसार उपरोक्त कर्मचारियों से कार्य लेना सुनिश्चित करें तथा ग्राम पंचायत में निर्धारित दिनों में उपस्थिति दर्ज करने पर ही इनके मासिक भत्ता बिल सत्यापित किये जायें । यदि किसी भी तकनीकी सहायक व ग्राम रोजगार सेवक के कार्य से आप संतुष्ट नहीं हैं, तो इस बारे अधोहस्ताक्षरी को लिखित रूप में अवगत करवायें ताकि आगामी कार्यवाही अमल में लाई जाये ।

संलग्न:- 02

पृष्ठांक संख्या:- 9419-45
प्रतिलिपि सेवा में:-

दिनांक: 26/7/16

भवदीय,
खण्ड विकास अधिकारी,
सुजानपुर टीहरा ।

1. समस्त पंचायत सचिव/सहायक, विकास खण्ड सुजानपुर टीहरा को सूचनार्थ एवं आगामी आवश्यक कार्यवाही हेतु ।
2. समस्त तकनीकी सहायक/ग्राम रोजगार सेवकों को पालना हेतु । (follow clart)

खण्ड विकास अधिकारी,
सुजानपुर टीहरा ।

2. कार्य सूची/जॉब चार्ट एवं उत्तरदायित्व:-

तकनीकी सहायकों की कार्य सूची/जॉब चार्ट व दायित्व निम्न प्रकार से होंगे:-

1. तकनीकी सहायकों को लिखित में यह वचन देना होगा कि वह उन्हीं कार्यों को करेंगे जो पंचायतों माध्यम से क्रियान्वित किये जा रहे हैं। उन्हें किसी और व्यवसाय या सार्वजनिक या निजी क्षेत्र में काम करने की अनुमति नहीं होगी। उन्हें पंचायतों में हाजरी लगानी होगी (प्रत्येक पंचायत में प्रत्येक सप्ताह दो दिन) वे यह सुनिश्चित करेंगे कि वे पूरे दिन ग्राम पंचायत में उपलब्ध हैं। समस्त तकनीकी सहायक ग्राम पंचायत के सभी कार्यों के तकनीकी पर्यवेक्षण के लिए उत्तरदायी होंगे। उनके द्वारा प्राकलन बनाये जायेंगे, तकनीकी स्वीकृति दी जायेगी व मूल्यांकन किया जायेगा तथा ग्राम पंचायत द्वारा किए जा रहे कार्यों की वास्तविक जांच भी की जायेगी। कार्यों की महत्वपूर्ण अवस्था पर वह अपनी उपस्थिति सुनिश्चित करेंगे। ग्राम पंचायतों के कार्यों को निष्पादित करते समय निर्धारित निर्देशन रेखाचित्र तथा डिजाईन के अनुरूप कार्य करवाना भी उनका दायित्व होगा।
2. सम्बन्धित विकास खण्ड के कनिष्ठ अभियन्ता तकनीकी सहायक के नियंत्रण अधिकारी के रूप में कार्य करेंगे। कनिष्ठ अभियन्ता तकनीकी सहायकों के कार्यों की देख-रेख करेंगे तथा यह भी सुनिश्चित करेंगे की वे प्रतिदिन ग्राम पंचायत में उपलब्ध हैं।
3. प्रत्येक तकनीकी सहायक अपनी यात्रा सम्बन्धी एवं प्रत्येक निष्पादित कार्य की प्रगति रिपोर्ट से कनिष्ठ अभियन्ता को अवगत करवाएंगे। कनिष्ठ अभियन्ता द्वारा तकनीकी सहायकों की त्रैमासिक रिपोर्ट में यह उल्लेख किया जायेगा कि तकनीकी सहायक के निरीक्षण के अधीन कितने कार्य निष्पादित किए गये तथा उनकी कैसी तकनीकी गुणवत्ता रही और वह अपने कार्यों में कितना अनुशासित रहा यदि आवश्यक हो तो, यह भी सुझाव दिया जा सकता है कि क्या तकनीकी सहायक को किसी विशेष क्षेत्र में प्रशिक्षण देने की आवश्यकता है या नहीं?
4. प्रत्येक तकनीकी सहायक को यह भी सुनिश्चित करने का उत्तरदायित्व होगा कि प्रत्येक कार्य तकनीकी स्वीकृति के बाद ही करवाया जाये तथा मापन पुस्तिका/मस्ट्रोलों का समय-2 पर मूल्यांकन किया जाये ताकि मनरेगा के लाभार्थियों को समय पर अदायगी की जा सके। इस विषय पर किसी भी देरी पर उनका व्यक्तिगत उत्तरदायित्व होगा तथा मनरेगा अधिनियम या दूसरे नियमों के अर्न्तगत उनके विस्तृत कार्यवाही की जायेगी।

अतः आपको यह दिशा-निर्देश दिये जाते हैं कि इस सन्दर्भ में उपर लिखित निर्देशों का पालन अक्षरशः सम्पूर्ण निष्ठा के साथ किया जाना चाहिए। उक्त दिशा-निर्देश तुरन्त प्रभाव से लागू होंगे। परन्तु पैनाल में बने रहने हेतु न्यूनतम कमीशन की दरें दिनांक 01.04.2011 से देय होंगी।

भवदीय


(डॉ० आर० एन० बत्ता)
विशेष सचिव (पंचायती राज)
हिमाचल प्रदेश सरकार।

10 No
-4-

(4) JOB CHART OF GRAM ROZGAR SEWAK

The Gram Rozgar Sewak will perform following duties and responsibilities, namely:-

- (i) Maintenance of accounts of Gram Panchayat related to NREGS;
- (ii) Maintenance of application registration register, job cards register, employment register, assets register, muster-roll receipt register, complaint register any other register or documents related to NREGS.
- (iii) Issue of job cards to applicants and renewal thereof;
- (iv) Supervision of works executed by Gram Panchayat in relation to NREGS;
- (v) To attend grievances of public related to NREGS;
- (vi) To ensure the release of payments to labourers within stipulated period as per NREGS guidelines.
- (vii) Compilation and the entry of progress reports and other NREGS related information in the computer and further transmission / submission of the same to Programme Officer.
- (viii) To provide assistance and record in conducting Social Audit of NREGS.
- (ix) Any other function assigned by the Executive Officer, Panchayat Samiti/Gram Panchayat.


Block Development Officer
Sujanpur, Distt. Hamirpur (H.P.)

संख्या:वि०ख०सु०- 8519
कार्यालय खण्ड विकास अधिकारी,
सुजानपुर टीहरा, जिला हमीरपुर हि०प्र० ।

प्रेषित:

समस्त पंचायत सचिव, तकनीक सहायक व ग्राम रोजगार सेवक
विकास खण्ड सुजानपुर टीहरा ।

दिनांक: सुजानपुर टीहरा

01 अगस्त 2016

विषय:-

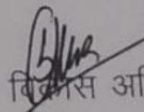
मनरेगा के अर्न्तगत दिये गये दिशा निर्देशों की अनुपालना करने के सम्बन्ध में ।

ज्ञापन:

अधोहस्ताक्षरी के ध्यान में आया है कि मनरेगा के अर्न्तगत पंचायत सचिव, तकनीकी सहायक व ग्राम रोजगार सेवक दिये गये दिशा निर्देशानुसार कार्य नहीं कर रहे हैं । पंचायत में रिकार्ड भी अपूर्ण पाया जा रहा है जोकि बड़े ही खेद का विषय है । इस सम्बन्ध में उपरोक्त समस्त कर्मचारियों को इस पत्र के साथ जरूरी दिशा निर्देश भी दिये जाते हैं और लिखा जाता है कि इन दिशा निर्देशानुसार पंचायतों में कार्यवाही अमल में लायें । अवहेलना की दशा में दोषी कर्मचारी के विरुद्ध उचित कार्यावाही अमल में लाई जायेगी । जिसके लिये आप स्वयं दोषी होंगे ।

इसे अति आवश्यक समझा जाये ।

संलग्न:-02 (Notified Dated 29.4.2015)


खण्ड विकास अधिकारी,
सुजानपुर टीहरा ।

No.SMS-3/2015-16/RDD/MGNREGA-MIS-
Rural Development Department
Government of Himachal Pradesh

From:

Pr. Secretary (RD),
to the Government of Himachal Pradesh

To

1. All the Deputy Commissioners-cum-District Programme Coordinators (MGNREGA), Himachal Pradesh
2. All the Deputy Directors -cum- Project Officers, DRDAs Himachal Pradesh
3. All the Block Development Officers-cum-Block Programme Officers (MGNREGA) In Himachal Pradesh

Dated: Shimla-171009

29th April, 2015

Subject: -

Implementation of eFMS under MGNREGA-MIS Clarification thereof.

Sir/Madam,

In pursuance of the instructions issued by Government of India, single MGNREGA eFMS account at State level has been opened. Beside this, the State Government has also decided that w.e.f. 1st April, 2015 FTOs in eFMS Blocks will be signed by concerned Accountant and BDO who have been designated as 1nd and 2nd Signatory respectively. Regarding the signing of FTOs at Block level, some BDOs have raised the issues relating to the responsibilities of 1st and 2nd Signatory for payments of wages and material cost etc.

In this context, it is intimated that the roles and responsibilities of the BDO (Programme Officer) will be the same as prescribed in the MGNREG Act and guidelines. However, the guidelines regarding the signing of FTOs at Block level and roles and responsibilities of various persons at GP /Line Departments level have been formulated as under:-

Payments of wages :- In order to ensure timely payments of wages, the time line notified for completion of various processes and sub processes after the closure of muster roll and responsibilities of each functionary vide this Department notification NoSMS16/2012-13-RDD(Misc. proceedings) dated 2nd March, 2015 is to be adhered to except that as per revised guidelines, the FTOs will now be signed by Block Accountant and BDO in place of Panchayat Secretary and Pradhan. After the closure of muster roll, it will be verified and signed by the

concerned Pradhan Gram Panchayat /Ward punch/ Beneficiary and Panchayat Secretary. Thereafter, it will be handed over to concerned Technical official for assessment. The concerned Technical official will complete the assessment of the muster roll and record it on the muster roll duly signed/verified by him. Necessary entries in the MB will also be made indicating the muster roll wise consumption of material. After measurement/ assessment and MB entry, the muster roll will be handed over to concerned Gram Rozgar Sewaks for uploading on MIS, Before uploading, the muster roll on MIS Gram Rozgar Sewaks will ensure that it is duly verified and signed by the Pradhan/Ward punch/ Beneficiary /Panchayats Secretary and Technical officials(TS/TE). If the muster roll is not verified /signed by any one of them it will not be uploaded on MIS and for delay in payments of wages, defaulting person will be held responsible. As soon as the wage list is generated it will be forwarded for payment through eFMS to Block. The concerned Accountant and BDO will digitally sign the FTOs. They can also randomly check the authentication of wage list. If they are not satisfied or have any doubt they can reject the same by giving reasons of rejection.

Procurement of Material and Payment of material cost:- To ensure procurement of material in an efficient and prudent manner, the procedure specified in chapter VIII in the Himachal Pradesh Panchayati Raj(Finance, Budget , Accounts, Audit, works, Taxation and Allowances) Rules ,2002 amended up to December,2012 is to be followed. Material shall be purchased according to the requirements and shall not ordinarily be purchased in large quantities above than the immediate requirement.

- (2) The immediate requirements of the Material shall be determined and approved by the Panchayat.
- (3) For the purpose of purchase of the procurement of the Material, Gram Panchayat shall constitute a sub-committee consisting the Pradhan, the Up-Pradhan, two ward members to be nominated by the Gram Panchayat, and the Secretary of the Gram Panchayat;
- (4) Material shall ordinarily be purchased either from the Controller of the Printing and Stationary department of the State government or from persons or firms who are the approved rate contractors on the list of the controller of stores. Himachal Pradesh, without inviting any tender or quotation.
- (5) Material may also be purchased and procured by the Panchayats from the open market in the following circumstances/manner, namely:-

- (a) when the value of Material to be purchased is more than fifty thousand rupees, by inviting tenders through advertisement in at least two newspapers having wide circulation in the area: or
- (b) when the value of Material is less than fifty thousand but more than one thousand rupees, by inviting quotations from at least three personel/firm; or
- (c) when the value of material is less than one thousand rupees, from the open market:
Provided that when a person or firm, as the case may be, quoting lowest ^{rates} ~~rates~~ is unable to supply the material by the specified date and the same are urgently required and it is more convenient and without much extra expenses to purchase material from the person or firm who has quoted next higher rates, the same may be purchased from such person or firm by assigning reasons for the same, in writing, so that the said reasons are available at the time of audit of accounts.

It may be noted that as per decision of the State Government cement will be purchased only from the HP State Civil Supply Corporation. The line Departments will procure the material as per the prescribed procedure/ norms of their respective Departments.

The bills/ vouchers pertaining to the procurement of material shall be duly signed/ verified by the respective Pradhan gram Panchayat, Panchyat Secretary and the official incharge of store/material. Stock entry of the material procured is to be made in the stock register and reference of stock register is to be made on the bills/vouchers of material. The bills/ vouchers pertaining to the procurement of material by the Line Departments shall be duly signed/ verified by the respective Nodal officer and incharge of store/material.

Before uploading, the bills/ vouchers of material on MIS, Gram Rozgar Sewaks will ensure that the bills/ vouchers of material procured by Gram Panchyat is/are duly verified and signed by the respective Pradhan Gram Panchayat, Panchyat Secretary and the official incharge of store/material and in case of bills/ vouchers of material procured by Line Departments is/are be duly signed/ verified by the respective Nodal officer and incharge of store/material.

If the bills/vouchers are not verified /signed by any one of them it will not be uploaded on MIS. As soon as the material list is generated it will be forwarded for payment through eFMS to Block. The concerned Accountant and BDO will digitally sign the FTOs. They

can also randomly check the authentication of material list. If they are not satisfied or have any doubt. they can reject the same by giving reasons of rejection.

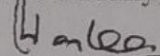
If any irregularities in the muster rolls, bills/vouchers is found, the persons who are authorised to verify and sign muster rolls and bills/vouchers shall be responsible for the same.

The Block Development Officers shall randomly check the authentication of vendors details entered in the MIS and in case bogus vendors are found, strict action may be initiated against the persons responsible for giving the details of such bogus vendors.

Some BDOs have also raised the issues that owing to other assignments, they will not be able to devote much time in the office to sign the FTOs. In this context, it is clarified that for signing the FTOs only laptop and dongle is required, which is available with all the BDOs, and FTOs can be signed even during the field visits.

Regarding the maintenance of cash book, it is clarified that the cash book on day to day basis or monthly basis is automatically generated by the NregaSoft at each level i.e. State, district, Block and GP level. The copy of the cashbook can be downloaded on daily or monthly basis and maintained at each level.

Yours faithfully,



(Dr. Ajay Sharma)

Director -cum- Special Secy (RD)
to the Govt. of Himachal