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सचिव
NAGENDRA NATH SINHA, IAS
SECRETARY



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Subject: Advisory for CLF as Programme Implementing Agency (PIA) for general plantation (including Moringa Plantation) and nursery raising (including Moringa) at block level and for Individual beneficiary project of eligible beneficiary from NRLM compliant SHG household -reg.

Dear Chief Secretary,

As you are aware that Mahatma Gandhi NREG Act to provide for the enhancement of **livelihood** security of the household 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 and for matters connected therewith or incidental thereto.

2. As per the guidelines the Cluster Level Federations (CLF) constituted under the NRLM could also act as the Programme Implementing Agencies (PIA). This could be especially helpful for livelihood enhancing category B (individual) assets. The selection of eligible individual beneficiary is based on the provision under para 5 of the Schedule-I of the Act.

3. For enhancing participation of women in Mahatma Gandhi NREGA, efforts should be made to progressively engage NRLM compliant CLF for individual beneficiary plantation work particularly Horticulture plantation (**including Moringa Plantation**), Nursery raising (**including Moringa**) at block level and Individual beneficiary project of eligible beneficiary from NRLM compliant SHG household under Mahatma Gandhi NREGS. Works creating individual assets shall be prioritized on land or homestead owned by household belonging to the:

- (a) Scheduled Castes
- (b) Scheduled Tribes
- (c) Nomadic tribes
- (d) denotified tribes
- (e) other families below the poverty line
- (f) women-headed households
- (g) physically handicapped headed households
- (h) beneficiaries of land reforms
- (i) the beneficiaries under the Pradhan Mantri Awas Yojana-Gramin

contd....

- (j) beneficiaries under the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006 (2 of 2007), and After exhausting the eligible beneficiaries under the above categories, on lands of the small or marginal farmers as defined in the Agriculture Debt Waiver and Debt Relief Scheme, 2008 subject to the condition that such households shall have a job card with at least one member willing to work on the project undertaken on their land or homestead.

4. For all such individual plantation works (particularly Horticulture plantation) and Nursery raising at block level, where CLF as programme implementing Agency, this will be the duty of BPM/DPM of SRLM to propose/place works to the Panchayat at intermediate level (Block Level) through Programme Officer (PO), Mahatma Gandhi NREGA, to be included and finalized in the Annual Action Plan.

5. It has further been decided that the request for individual beneficiary work from a NRLM compliant SHG household may be collected by CLF through its SHGs and village organization all such applications (request) may be placed before Panchayat at intermediate level (Block Level) by the BPM/DPM of SRLM through Programme Officer (Mahatma Gandhi NREGA) for their inclusion in Annual action plan, after the due approval of Block Panchayat.

6. The decision of Panchayat at intermediate level (Block Level) with respect to the activities at para 4 and 5 will be final.

7. The Role of PO and BPM/DPM of SRLM is detailed below:

Role of PO –

- (i) PO will scrutinize the proposals as received from BPM/DPM as per the provision of para 5 of Schedule-I of the Act before submitting to the block Panchayat.
- (ii) To facilitate Social Audits for such works.
- (iii) To ensure that the service of Technical Assistant as required for preparation of technical estimate and also the measurement of works executed by CLF as PIA till a JTA engaged by the CLF.
- (iv) All other roles as specified in the Act.

Role of BPM/DPM of SRLM –

- (i) Listing of eligible beneficiary as per para 5 of the Schedule-I of the Act.
- (ii) To propose/place the list of eligible beneficiaries before the Panchayat at intermediate level (Block Level) Governing Council through PO and also to attend the meeting of Governing Council of Block Panchayat for approval of Annual action plan.
- (iii) Inspection of technical Agency to ensure quality.
- (iv) Monitoring of works in coordination with PO (Mahatma Gandhi NREGA)
- (v) To ensure Social Audit for such works.

8. The technical estimates may be prepared by the CLF in consultation with the line Department of States and (or) State Agriculture University and Tissue Lab of the State and till the Technical Assistant for CLF is not available, the Technical Assistant of Mahatma Gandhi NREGS of Rural Development Department of the concerned state will prepare the technical estimate and also the measurement of all such works taken up by CLF as PIA.
9. An Engineer / Consultant Technical Assistant (CTA) of CLF-PIA, whose function would be comparable to the Junior Technical Assistant under Mahatma Gandhi NREGS at the block level, to prepare technical estimates of the work in beneficiary households and measures labour and material on completion of work, as per Schedule of power of the concerned State Government. The Engineer / Consultant Technical Assistant (CTA) of CLF-PIA may be hired and paid by CLF. Administrative fund entitlement based on their engagement for implementation of Mahatma Gandhi NREGS will be made available by State Govt. will assist CLFs by provision for the same. SRLM and/or DPC may also assign departmental or other engineers or persons qualified to measure and certify work to the CLFs.
10. The beneficiary's household would submit demand i.e., Form-6 to the CLF. The CLF has to ensure that the demand of all eligible beneficiaries who wishes to work on a particular individual beneficiary work may be placed before the PO in the form of a demand for employment application (Form-6). Thereafter the PO (Mahatma Gandhi NREGA) will issue muster roll for all such eligible beneficiary for the same work as per the provision of the Act.
11. On completion of period (fortnightly/weekly) of a Muster Roll, the JTA/Engineer of the CLF will measure the task perform as well as material consumed and will record on the Muster Roll as a part of Measurement Book and put up her/his signature. Thereafter the Muster Roll (MR) needs to be passed/signed by CLF President and Secretary (CLF) like it is being done in case of GP as PIA (sarpanch and GRS/Gram sewak). Based on the Muster Roll and Measurement Book dully signed and submitted by the Engineer, the accountant would prepare a financial estimate by calculating the wages and material cost. The information in Measurement Book and material vouchers would be verified by CLF President, Cluster Project Manager (CPM), Engineer/CTA and accountant of the CLF before final release of payment by PO (Mahatma Gandhi NREGA).
12. The details would be entered online by the CLF as PIA for wage-list preparation following which final FTO(fund transfer order) for payment for wage as well as material would be generated by PO (Mahatma Gandhi NREGA) within 8 days of completion of work as per the guidelines of Mahatma Gandhi NREGA.
13. **The CLF as PIA will ensure the compliance of all non-negotiables under Mahatma Gandhi NREGA.**
14. **The Programme Officer (Mahatma Gandhi NREGS) will act as Programme Officer for the works taken up by CLF as PIA under Mahatma Gandhi NREGS.**

15. As per the provisions in the Act and the Annual Master Circular that at least 50% of the works in terms of cost shall be allotted to Gram Panchayats for implementation. The CLFs would be provided works, without reducing the prescribed 50% works entitlement for the Gram Panchayats.

16. In the light of above, I would like you to request you to instruct the concerned officers for appropriate action.

With warm regards,

Yours sincerely,



(Nagendra Nath Sinha)

**The Chief Secretaries/Advisors to Administrators of all States and Union Territories
(Except Delhi and Chandigarh)**