

F. No: J-11018/1/9/2016-MGNREGA-RE-IV (353533)

Government of India
Ministry of Rural Development
Department of Rural Development
(Mahatma Gandhi NREGA Division)

Krishi Bhawan, New Delhi
Date: 28th August, 2017

To
The Commissioner-Cum-Secretary/ Secretary/ Pr. Secretary,
Department of Rural Development and Panchayati Raj
(In-charge of MGNREGA)
All States and UTs.

Subject: Indicative Framework for Mahatma Gandhi NREGA Job Cards – Reg.

Madam/ Sir,

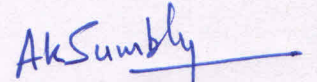
A Job Card is an entitlement card issued to rural household whose adult member demand employment under Mahatma Gandhi NREGA and show willingness to do casual manual labour. During various State visits and presentations made by States, it was observed that the design and format of the Job Cards varies across the country. The observations brought forward important learnings about the usage of existing Job Card formats in practice across States/UTs. The Job Cards being a vital document requires to be uniform and consistent across the States/ UTs.

In this regard, meetings and discussions were held with States/UTs from time to time to seek their views on Job Cards. Based on the deliberations, the Ministry has formulated an **Indicative Framework for Mahatma Gandhi NREGA Job Cards** for implementation across all States and UTs.

All States and UTs are requested to adopt the Framework for all MGNREGA Job Cards with necessary customization, if need be.

Yours faithfully,

Encl.: As Above



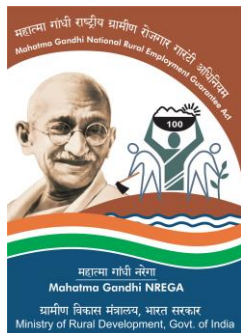
(A. K. Sumbly)

Deputy Secretary, (MGNREGA)

Ph: 011-23070129

Copy to:

1. PPS to Secretary (RD) / PPS to AS (RD) / PS to JS (RE)
2. All Directors of MGNREGA Division



Indicative Framework

Mahatma Gandhi NREGA Job Cards

Mahatma Gandhi National Rural Employment Guarantee Act
Department of Rural Development
Ministry of Rural Development
Government of India

Contents

I. Background.....	2
II. Learnings from the field.....	3
Observations	
Consultation	
III. Framework.....	4
Content	
Layout	
Cost	
Implementation	
IV. Annexures	9
Annexure I	
Annexure II	
Annexure III	
Annexure IV	
Annexure V	

I. Background

Mahatma Gandhi National Rural Employment Guarantee Act (NREGA) was launched in 2006 and today, more than 12 crore households across India benefit from the programme. While enhancing the livelihood security of rural poor is the prime objective, holistic development of the rural areas is also a priority. This is achieved through creation and renovation of durable assets at the community as well as the individual household level, works under Natural Resource Management and other works focused on improving the living standards of the rural poor.

Job Card

A Job Card is an entitlement card issued to every household whose any adult member has demanded employment under Mahatma Gandhi NREGA and has shown willingness to do casual manual labour. Every Job Card holder is entitled to 100 days of casual manual labour.

The Mahatma Gandhi National Rural Employment Guarantee Act 2005 mandates beneficiaries to possess Job card, issued by the competent authority of the respective Gram Panchayat.

Schedule II of Mahatma Gandhi NREG Act mentions:

Para 1: The adult members of every household residing in any rural area; and are willing to do unskilled manual work may submit the names, age and the address of the household to the Gram Panchayat at the village level in whose jurisdiction they reside, for registration of their household for issuance of a Job Card. If the job seeker is a single woman or disabled person or aged person or released bonded labour or belonging to Particularly Vulnerable Tribal Group, they must be given a special Job Card of a distinct colour which will ensure them a special protection in providing work, work evaluation and work site facilities, as the case may be.

Para 2: It shall be the duty of the Gram Panchayat, after making such enquiry, as it deems fit, to issue a job card within fifteen days from the date of receipt of such application, containing therein a unique Job Card number with details of the registered adult members of the household, their photos, Bank or Post Office account number, insurance policy number, and Aadhaar number, if any.

Para 3: The Job Card issued shall be valid for at least five years after which, it may be renewed after due verification.

Para 5: The State Government shall make arrangements for updating the following details in the Job Card regularly while mentioning the key entitlements under the Act are clearly listed as follows:

- i) Number of days for which work was demanded;*
- ii) Number of days of work allotted;*
- iii) Description of the work allocated along with the muster roll number;*
- iv) Measurement details;*
- v) Unemployment allowance, if any, paid;*
- vi) Dates and number of days worked;*
- vii) Date-wise amount of wages paid;*
- viii) Delay compensation paid, if any.*

Para 6: Every adult member of a registered household whose name appears in the Job Card shall be entitled to apply for unskilled manual work under the Scheme.

Continuous efforts are being made by the Ministry of Rural Development in coordination with the States to ensure proper implementation of the programme and for enhancing the transparency and accountability in the processes throughout. Job Card, being an important document possessed by a beneficiary is a tool which records the vital information of the elements of the programme.

II. Learnings from the field

Observations

During the various communication exchanges with the States/UTs viz. field visits, presentations, workshops, it was observed that the design and format of the Job Cards varies across the country. While some States/UTs have maintained a booklet, others have limited the design to a two-page document used as a Job Card. The size of the Job Card also differs from State to State. While A4 is the common size of the paper for most of the States/UTs, some have been using easy-to-manage A5 size Job Cards. Despite the variations in the design, it was also observed that the States/UTs have used the Job Card as an IEC tool for furnishing important information about the programme.

Consultation

The observations from the field brought forward important learnings about the usage of existing Job Card formats in practice across States/UTs. The Job Cards being a vital document requires to be uniform and consistent across the States. In this regard, a consultation meeting was organised by the Ministry of Rural Development (MoRD) on 10 February 2017, at Krishi Bhawan, New Delhi. Six States, namely Chhattisgarh, Meghalaya, Karnataka, Tamil Nadu, Telangana and West Bengal participated in the Consultation and presented their Job Cards for discussion before the Ministry. The design, layout and different unique features of the Job Cards deployed by States were discussed in detail.

While there were noticeable variations among the Job Cards of the different States, many innovative features were observed. During the consultation, it was pertinent to note that all the States had held thorough review of the contents of Job Card and its design.

Based on the observations from the States during field visits, the review of practices in place, and the inputs received during the Consultation, the Ministry proposes an indicative framework for standardising the Mahatma Gandhi NREGA Job Card.

III. Framework

A Job Card is an entitlement of every Mahatma Gandhi NREGA worker under the statutory provision of the Mahatma Gandhi NREG Act 2005. It not only provides an eligible individual, the right to work, but also serves as a basic identity proof. The following are the basic/ minimal requirements that should be ensured in every Mahatma Gandhi NREGA Job Card issued to beneficiaries across the country.

1. Content
2. Layout
3. Cost
4. Implementation

1. Content

The contents of the Mahatma Gandhi NREGA Job Card must be written in the respective regional language. Essential details to be included in the respective sections of the Job Card are listed below:

1. a) Front Cover Page

- i. **‘Mahatma Gandhi National Rural Employment Guarantee Act’** to be written on top.
- ii. Mahatma Gandhi NREGA Logo is mandatory and should be placed/printed on top left. State/ UT Logo (if available) should be placed on top right.
- iii. Title - ‘JOB CARD’ to be printed in between the two logos. For Vulnerable Category Job Cards, ‘SPECIAL CATEGORY’ should be mentioned just below the title.
- iv. QR Code* (if available) to be mentioned on the right.
- v. Mahatma Gandhi NREGA Job Card Number may be printed in the following format:

State Code	District Code	Block Code	Gram Panchayat Code	Household Number
------------	---------------	------------	---------------------	------------------

The Household number (last five digits) may be written separately in the last box, as that is the unique number for the beneficiary household, and may be remembered with ease.

- vi. Name of the Head of the Household.
- vii. Job Card Issue Date and Validity period.
- viii. Category of the Household: (SC/ ST/ Women headed household/ PWD/ FRA, etc.)
- ix. Address of the Household.
 - x. Name of the Village.
 - xi. Name of Gram Panchayat.
 - xii. Name of Block.
 - xiii. Name of District.
 - xiv. SECC Tin number (if available)

Two types of Job Cards are proposed: one for the “General Category” and the other for the “Special Category”.

The background colour for the front cover page of the Job Card for General category is proposed as Yellow with text printed in Blue with a Blue band on top. The Job Cards for Special Category may have a Green band on top for easier identification of those households.

Para 1 (Schedule II) of the Mahatma Gandhi NREGA 2005 mentions of special protection in providing work, work evaluation and work site facilities if the job seeker is a single woman or disabled person or aged person or released bonded labour or belonging to Particularly Vulnerable Tribal Group.

The colour specifications and other details are illustrated in the sample of the front cover page attached as **Annexure I**.

***QR Code (Quick Response Code)** is a new feature introduced on the Mahatma Gandhi NREGA Job Card by few States. This advanced feature enhances the transparency in the implementation process. The QR code may incorporate details like the Job Card number, details of work demanded and received by the household, status of payment for work etc. thus supporting better monitoring of processes on ground in less time.

1. b) Front Cover Page (Inner side)

The content on the inner side of the cover page is for the details of all members of the Household who are eligible and willing to work under Mahatma Gandhi NREGA. The details of the Head of the Household should be mentioned first, followed by the details of the rest of the members who are eligible and willing to work under Mahatma Gandhi NREGA.

Title of the page – HOUSEHOLD DETAILS

- i) **Name of the Head of the Household:**
- ii) Age on date of registration:
- iii) Gender:
- iv) Mobile Number (if available):
- v) Photograph (attested by Programme Officer) on the right side

The above provision is for the Head of the Household, and the below provision is for rest of the members in the Household who are willing to work under Mahatma Gandhi NREGA. The inner side of the front cover of the Job Card should include provision for filling in details of Head of the Household + 3 to 4 members.

- i) **Name of the member of the Household:**
- ii) Relationship with the Head of the Household:
- iii) Age on date of registration:
- iv) Gender:
- v) Mobile Number (if available):
- vi) Photograph (attested by Programme Officer) on the right side

There should be space for the thumb impression/ signature of the head of the family, and the signature of the Programme Officer (with seal) at the bottom of the inner side of the front cover.

The background colour for the front cover page (inner side) of the Job Card is proposed as Yellow, and the text in Blue. A sample of the front cover page (inner side) is attached as **Annexure II**.

1. c) Inner pages

Work is provided to any eligible person who demands work and is willing to do casual manual labour. The Mahatma Gandhi NREGA 2005 mandates the provision of work within 15 days of the demand being registered. A Job Card being an entitlement card also records the details of work demanded by the beneficiaries, work allocated and wages paid for the same.

The first page of the Job Card should provide basic information of Mahatma Gandhi NREGA. Following are the pages that should be included as inner pages after the introductory page:

- i) Employment Sheet (20 sheets / folded)
- ii) Person-days Matrix / Attendance Sheet (5 sheets for 5 years / folded)

Formats of the pages are explained below:

i. Employment Sheet

Title: EMPLOYMENT SHEET

Wage Rate: _____ Financial Year: _____

The following details may be mentioned in a tabular format. The sample illustration is attached as **Annexure III**.

- a) Name of registered member demanding work:
- b) Date of demand:
- c) Period of demand (including from and to dates):
- d) Period of work (including from and to dates):
- e) Number of days worked:
- f) E-muster roll number:
- g) Wage Amount:
- h) Signature of Gram Rozgar Sahayak/ authorized functionary:
- i) Wage payment date:
- j) Unemployment allowance, if any:

The details of work demanded and work provided may be written side by side for easy understanding of the workers and monitoring by the officials. As the Mahatma Gandhi Job Card is prepared for a period of five years, it is proposed to devote a minimum of 20 employment sheets (4 pages for each Financial Year) for recording the above-mentioned details.

ii. Person-days Matrix / Attendance Sheet

A unique feature observed in the Job Cards of a few States is a matrix which keeps a count of the total days of work provided to the household. The matrix includes boxes with numbers 1 to 150 which denotes the 150 days (100 + additional 50 for special circumstances such as droughts, etc.) of employment that can be received in a year. On receiving the day's work, the column is marked.

This simple yet effective tool helps in calculating the total number of days of work provided in a year and in the process, helps the beneficiary household in monitoring and keeping track of their entitlement. It is suggested that a total of five matrices denoting one for each Financial Year is provided in the last 5 pages of the Job Card booklet. A sample matrix is attached as **Annexure IV**.

A Person-days and Wage Table detailing each financial year's total person-days provided and the respective wage received can also be drawn in the Job Card. This information summarises the participation of the household under Mahatma Gandhi NREGA.

1. e) Back-Cover Page (Inner and outer side)

A Mahatma Gandhi NREGA Job Card is an important document in possession of a beneficiary. It is not only an entitlement cum identity card, but can additionally be used as an IEC tool. Important information related to the programme can be furnished, which will be useful for the beneficiary to know his/ her entitlements as well as salient features of the programme.

The Back-Cover page (inner and outer side) can be utilised for generating awareness about Mahatma Gandhi NREGA. Some of the details that can be mentioned in this space are as follows:

- List of individual works permissible under Mahatma Gandhi NREGA
- Various processes of Mahatma Gandhi NREGA
- Details of grievance redressal procedure
- Contact details of Ombudsman
- Additionally, other local emergency contact details may be included.

The Mahatma Gandhi NREGA Toll Free Help Line Number may be essentially provided on the outer side of the back-cover page. The background of the cover page (inner and outer side) may be yellow in colour. A sample of the back-cover page (outer side) is attached as **Annexure V**.

1. f) **Additional Information**

In addition to the mandatory information and the suggestive details mentioned above, States may include any information they find important. The Mahatma Gandhi NREGA Job Card is widely accepted as a proof of identity. Details of Life Insurance, other State schemes, BPL number, area of farm field possessed by the household, major source of income of the household, etc. may be added as per the choice and requirement of the State, and without affecting the key purpose of the Mahatma Gandhi NREGA Job Card.

2. **Layout**

A booklet format is proposed for the Job Card under Mahatma Gandhi NREGA. A Job Card is valid for five years from the date of issue, and hence factors such as the durability and proper provision for filling up of information for 5 years must be ensured by providing enough space.

A booklet of A5 size (portrait layout) with a minimum of 25 pages excluding the cover pages is proposed.

2. a) **Cover pages**

Considering the durability of the Job Card, it is suggested that the Cover Pages (front and back) may be of 300 GSM glossy paper. The inner and outer portions of the front and back cover pages may be laminated, and multi-colour printing is suggested for these pages. Variable data printing may be enabled on the cover pages. Background colour of the cover pages on the front and back may be Yellow in colour and the text may be in Blue (Illustration in **Annexure I**).

2. b) **Inner pages**

The Job Card booklet may include a minimum of 25 pages of 90 GSM maplitho paper with single colour printing, and 85 percent brightness. The inner pages may be White in colour and the printed text may be in Black.

2. c) **Binding**

The booklet should be centrally stapled with 2 SS (Stainless Steel) pins.

3. Cost

The State shall ensure that the cost of the Job Card is kept at minimum and may be borne from the Administration Cost Component.

4. Implementation

The States/ UTs may incorporate the indicative guidelines into the new Job Cards being issued under Mahatma Gandhi NREGA from May 2017. However, those States which have already issued new Job Cards post the Job Card verification process undertaken during FY 2016-17 may continue with the newly issued job cards, and ensure that the indicative guidelines are incorporated during the next round of Job Card updation/ verification process in the State/ UT.

The State IEC Nodal Officer (or the person in charge) is responsible for incorporating the indicative framework into the State's framework/ guideline for Mahatma Gandhi NREGA Job Cards. The responsibility for implementation is entrusted upon the Programme Officer/ District Programme Coordinator/ the State Government. S/he may ensure the printing and distribution of Mahatma Gandhi NREGA Job Cards to all the beneficiaries with suggested standard information. The Technical Assistants and the Gram Rozgar Sahayak (or the authorized functionary) may support the BDO in the implementation process at the Gram Panchayat level.

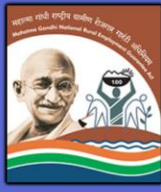
IV. Annexures

ANNEXURE I

PAGE SIZE - A5

FRONT SIDE COVER PAGE GENERAL CATEGORY


**MAHATMA GANDHI NATIONAL
RURAL EMPLOYMENT GUARANTEE ACT**



JOB CARD

STATE
LOGO

GENERAL CATEGORY



JOB CARD NO:

NAME OF THE HEAD OF HOUSEHOLD : _____

ISSUE DATE : _____

CATEGORY : _____

ADDRESS : _____

VILLAGE : _____

GRAM PANCHAYAT : _____

BLOCK : _____

DISTRICT : _____

SECC TIN NO. : _____
(if available)


MERA GAON, MERA MGNREGA

COLOUR VALUES

YELLOW	BLUE	BROWN												
<table border="1" style="border-collapse: collapse; width: 50px; height: 50px;"> <tr><td>C: 6 %</td></tr> <tr><td>M: 1 %</td></tr> <tr><td>Y: 81 %</td></tr> <tr><td>K: 0 %</td></tr> </table>	C: 6 %	M: 1 %	Y: 81 %	K: 0 %	<table border="1" style="border-collapse: collapse; width: 50px; height: 50px;"> <tr><td>C: 73 %</td></tr> <tr><td>M: 64 %</td></tr> <tr><td>Y: 0 %</td></tr> <tr><td>K: 0 %</td></tr> </table>	C: 73 %	M: 64 %	Y: 0 %	K: 0 %	<table border="1" style="border-collapse: collapse; width: 50px; height: 50px;"> <tr><td>C: 27 %</td></tr> <tr><td>M: 73 %</td></tr> <tr><td>Y: 83 %</td></tr> <tr><td>K: 18 %</td></tr> </table>	C: 27 %	M: 73 %	Y: 83 %	K: 18 %
C: 6 %														
M: 1 %														
Y: 81 %														
K: 0 %														
C: 73 %														
M: 64 %														
Y: 0 %														
K: 0 %														
C: 27 %														
M: 73 %														
Y: 83 %														
K: 18 %														

FRONT SIDE COVER PAGE
SPECIAL CATEGORY

**MAHATMA GANDHI NATIONAL
RURAL EMPLOYMENT GUARANTEE ACT**




JOB CARD

STATE
LOGO

SPECIAL CATEGORY

JOB CARD NO:

--	--	--	--	--	--	--	--	--	--	--	--



NAME OF THE HEAD OF HOUSEHOLD : _____

ISSUE DATE : _____

CATEGORY : _____

ADDRESS : _____

VILLAGE : _____

GRAM PANCHAYAT : _____

BLOCK : _____

DISTRICT : _____

SECC TIN NO. : _____
(If available)

MEERA GAON, MEERA MGNREGA

COLOUR VALUES

YELLOW	<table border="1" style="font-size: 0.8em;"> <tr><td>C:</td><td>6</td><td>%</td></tr> <tr><td>M:</td><td>1</td><td>%</td></tr> <tr><td>Y:</td><td>81</td><td>%</td></tr> <tr><td>K:</td><td>0</td><td>%</td></tr> </table>	C:	6	%	M:	1	%	Y:	81	%	K:	0	%	GREEN	<table border="1" style="font-size: 0.8em;"> <tr><td>C:</td><td>62</td><td>%</td></tr> <tr><td>M:</td><td>0</td><td>%</td></tr> <tr><td>Y:</td><td>81</td><td>%</td></tr> <tr><td>K:</td><td>0</td><td>%</td></tr> </table>	C:	62	%	M:	0	%	Y:	81	%	K:	0	%	BROWN	<table border="1" style="font-size: 0.8em;"> <tr><td>C:</td><td>27</td><td>%</td></tr> <tr><td>M:</td><td>73</td><td>%</td></tr> <tr><td>Y:</td><td>83</td><td>%</td></tr> <tr><td>K:</td><td>18</td><td>%</td></tr> </table>	C:	27	%	M:	73	%	Y:	83	%	K:	18	%	BLUE	<table border="1" style="font-size: 0.8em;"> <tr><td>C:</td><td>99</td><td>%</td></tr> <tr><td>M:</td><td>97</td><td>%</td></tr> <tr><td>Y:</td><td>4</td><td>%</td></tr> <tr><td>K:</td><td>1</td><td>%</td></tr> </table>	C:	99	%	M:	97	%	Y:	4	%	K:	1	%
C:	6	%																																																					
M:	1	%																																																					
Y:	81	%																																																					
K:	0	%																																																					
C:	62	%																																																					
M:	0	%																																																					
Y:	81	%																																																					
K:	0	%																																																					
C:	27	%																																																					
M:	73	%																																																					
Y:	83	%																																																					
K:	18	%																																																					
C:	99	%																																																					
M:	97	%																																																					
Y:	4	%																																																					
K:	1	%																																																					

FRONT SIDE COVER INSIDE PAGE

HOUSEHOLD DETAILS	
NAME OF THE HEAD OF FAMILY : _____ AGE (as on date of registration) : _____ GENDER : _____ MOBILE NO. : _____	PHOTOGRAPH (ATTESTED)
REGISTERED MEMBER : _____ RELATION WITH HEAD OF THE HH: _____ AGE (as on date of registration) : _____ GENDER : _____ MOBILE NO. : _____	PHOTOGRAPH (ATTESTED)
REGISTERED MEMBER : _____ RELATION WITH HEAD OF THE HH: _____ AGE (as on date of registration) : _____ GENDER : _____ MOBILE NO. : _____	PHOTOGRAPH (ATTESTED)
REGISTERED MEMBER : _____ RELATION WITH HEAD OF THE HH: _____ AGE (as on date of registration) : _____ GENDER : _____ MOBILE NO. : _____	PHOTOGRAPH (ATTESTED)
_____ HEAD OF THE HH's SIGNATURE / THUMB IMPRESSION	_____ PROGRAMME OFFICER SIGNATURE (WITH SEAL)

COLOUR VALUES

YELLOW

C:	6	%
M:	1	%
Y:	81	%
K:	0	%

BLUE

C:	73	%
M:	64	%
Y:	0	%
K:	0	%

BROWN

C:	27	%
M:	73	%
Y:	83	%
K:	18	%

Note: The Mobile Number if available, may be provided.

ANNEXURE III

EMPLOYMENT SHEET

WAGE RATE :		FINANCIAL YEAR :																
SL. NO.	NAME OF REGISTERED MEMBER DEMANDING WORK	DATE OF DEMAND	PERIOD OF DEMAND (FROM DATE, TO DATE)	PERIOD OF WORK (FROM DATE, TO DATE)	NUMBER OF DAYS WORKED	E-MUSTER ROLL NUMBER	WAGE AMOUNT	SIGNATURE OF GRS/ AUTHORIZED FUNCTIONARY	WAGE PAYMENT DATE	UNEMPLOYMENT ALLOWANCE, IF ANY								

PAGE SIZE - A5 BOTH SIDE

+ FOLD HERE

COLOR - BLACK & WHITE

ANNEXURE IV

ATTENDANCE SHEET

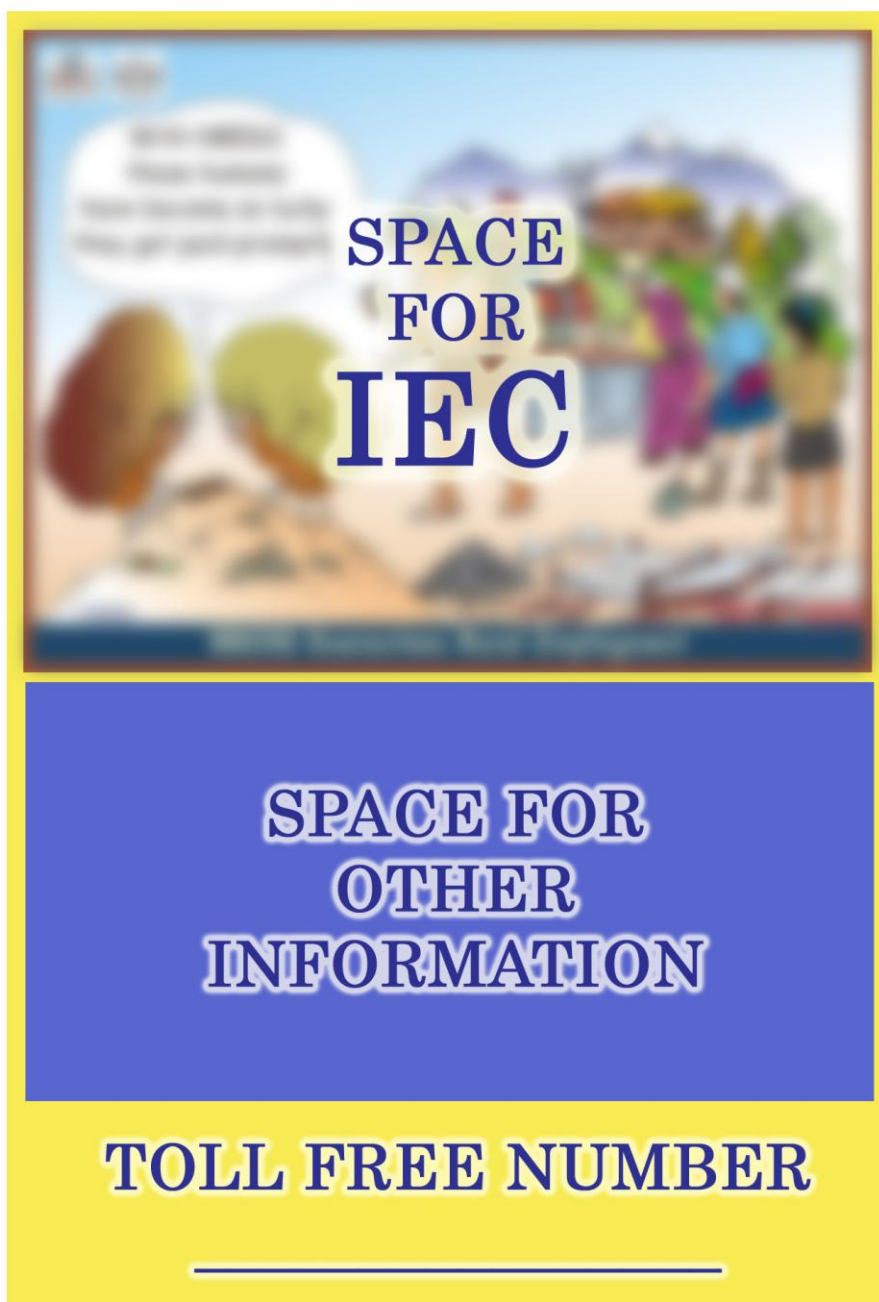
FINANCIAL YEAR :														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150

COLOR - BLACK & WHITE

+ FOLD HERE

PAGE SIZE - A5 BOTH SIDE

BACK SIDE COVER OUTSIDE PAGE



COLOUR VALUES

<p>YELLOW</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td>C:</td><td>6</td><td>%</td></tr> <tr><td>M:</td><td>1</td><td>%</td></tr> <tr><td>Y:</td><td>81</td><td>%</td></tr> <tr><td>K:</td><td>0</td><td>%</td></tr> </table>	C:	6	%	M:	1	%	Y:	81	%	K:	0	%	<p>BLUE</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td>C:</td><td>73</td><td>%</td></tr> <tr><td>M:</td><td>64</td><td>%</td></tr> <tr><td>Y:</td><td>0</td><td>%</td></tr> <tr><td>K:</td><td>0</td><td>%</td></tr> </table>	C:	73	%	M:	64	%	Y:	0	%	K:	0	%	<p>BROWN</p> <table border="1" style="border-collapse: collapse; text-align: center;"> <tr><td>C:</td><td>27</td><td>%</td></tr> <tr><td>M:</td><td>73</td><td>%</td></tr> <tr><td>Y:</td><td>83</td><td>%</td></tr> <tr><td>K:</td><td>18</td><td>%</td></tr> </table>	C:	27	%	M:	73	%	Y:	83	%	K:	18	%
C:	6	%																																				
M:	1	%																																				
Y:	81	%																																				
K:	0	%																																				
C:	73	%																																				
M:	64	%																																				
Y:	0	%																																				
K:	0	%																																				
C:	27	%																																				
M:	73	%																																				
Y:	83	%																																				
K:	18	%																																				

Note: The layout, design and content suggested above have been adapted after deliberations and discussions with many States. We sincerely thank all the States for their valuable inputs and suggestions.