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अंडमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय

SECRETARIAT

NOTIFICATION

Port Blair, dated the 15th May, 2008

No. 56/2008/F.No.6-43/05-PR (PF)-Policy.—In exercise of the powers conferred by Sub-section (1) of Section 4 of the National Rural Employment Guarantee Act, 2005, the Lt. Governor, A & N Islands hereby notifies the scheme prepared under NREGA viz "Andaman and Nicobar Rural Employment Guarantee Scheme" (ANREGS) as annexed to this notification for providing not less than one hundred days of guaranteed employment in a financial year to every household in the rural area covered under the scheme and whose adult members, by application, volunteer to do unskilled manual work subject to the conditions laid down under the Act and in the scheme.

By order and in the name of the Lt. Governor,

Sd/-

(Sashikala Viswanathan)
Joint Secretary (RD/LSG)

**THE NATIONAL
RURAL EMPLOYMENT GUARANTEE
ACT 2005 (NREGA)**

**ANDAMAN AND NICOBAR RURAL
EMPLOYMENT GUARANTEE SCHEME
2008
(ANREGS)**

* * * * *

**A & N ADMINISTRATION
SECRETARIAT**

CHAPTER – I

NREGA

OBJECTIVES

The National Rural Employment Guarantee Act (NREGA) was notified on September, 2005. The Act provides a legal Guarantee of 100 days of wage employment in a financial year to every rural household whose adult members volunteer to do unskilled manual work at the minimum wage rate notified for agricultural labour prescribed in the state or else an unemployment allowance. The objective of the Act is to supplement wage employment opportunities in rural areas and in the process also build up durable assets.

The Govt. of India has extended NREGA to all rural areas of all the remaining District. Accordingly NREGA will come into force in all the Districts in A & N Islands w.e.f. 01.04.2005.

In exercise of the powers conferred under section 4(I) of NREGA 2005, the Administration of Andaman & Nicobar Rural Employment Guarantee Scheme (ANREGS) for providing not less than one hundred days of guaranteed employment in a financial year to every household in the rural areas covered under the scheme and whose adult members, by application, volunteer to do unskilled manual work subject to the conditions laid down under the NREGA 2005 and in the scheme;

The Govt. of India have passed the National Rural Employment Guarantee Act 2005 in September 2005. The Act provides for the enhancement of livelihood security of the households in rural areas of India 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.

In exercise of the powers conferred by sub-section (1) of Section 4 of the NREG Act 2005 the UT Administration of Andaman and Nicobar Islands hereby makes the **Andaman and Nicobar Rural Employment Guarantee Scheme (ANREGS)** with the primary objective to provide not less than 100 days of Guaranteed Employment in a financial year to every household whose adult members volunteer to do unskilled manual works in rural areas.

The Secondary objective is the creation of durable community, social and economic assets and infrastructural development in rural areas.

Application of the scheme

The scheme will be implemented in all the three Districts in A & N Islands w.e.f. 01.05.2008. The Deputy Commissioners of all the three Districts should complete all formalities by 30.04.2008.

Definitions:

(1) In this scheme unless the context otherwise requires;

“**ACT**” means the National Rural Employment Guarantee Act 2005;

“**Scheme**” means the Andaman & Nicobar Rural Employment Guarantee Scheme;

“**Adult**” means a person who has completed his eighteenth years of age;

“Applicant” means the head of a household or any of its other adult members who has applied for employment under the Scheme;

“Block” means a community development area within a district;

“State Council” means the State Employment Guarantee Council constituted by the Lt. Governor under sub-section (1) of section 12;

“State Govt” means the Administration of A & N Islands;

“District Programme Coordinator” means the Deputy Commissioner of the District designated under sub-section (1) of section 14 for implementation of the Scheme in a district;

“Gram Panchayat” means a Gram Panchayat constituted under the A & N Islands Panchayat Regulation, 1994 and a tribal village or group of villages as determined by the Deputy Commissioner, Nicobar;

“Panchayat Samiti” means a Panchayat Samiti constituted under the A & N Islands Panchayat Regulation, 1994 and Community Development Block in the tribal area;

“Household” means the members of a family related to each other by blood, marriage or adoption and normally residing together and sharing meals or holding a common ration card, or a single member family;

“Implementing agency” includes any department of UT Admn, a Zilla Parishad, Panchayat Samiti, Gram Panchayat, Tribal councils or non-Governmental organization authorized by the UT Administration to undertake the implementation of any work taken up under a scheme.

“Minimum wage”, in relation to any area, means the minimum wage fixed by the state Government under section 3 of the Minimum Wages Act, 1948 for agricultural labourers as applicable in that area;

“Programme Officer” means an officer appointed under sub-section (1) of section 15 for implementing the Scheme;

“Project” means any work taken up under a scheme for the purpose of providing employment to the applicants;

“Notification” means a notification published in the Official Gazette;

“Rural area” means any area in the Union Territory of A & N Islands except those areas covered by Municipal Council;

“Preferred work” means any work which is taken up for implementation on a priority basis under a scheme;

“Unskilled manual work” means any physical work which any adult person is capable of doing without any skill or special training;

“Wage rate” means the wage rate referred to in section 6 of NREGA, 2005.

1.1 BROAD OUTLINES

- 1.1.1 The ANREGS is open to all rural households who are in need of wage employment and desire to do unskilled manual work in and around his/her village.
- 1.1.2 ANREGS is not confined to BPL families.
- 1.1.3 Efforts would be made to provide one third of employment opportunities for women under the Programme.
- 1.1.4 A job card is necessary for demanding employment under the scheme.
- 1.1.5 To get a job card a family must apply for it, in writing or orally to the local Gram Panchayat for registration.
- 1.1.6 A job card will be issued to a family that applies for registration within 15 days by the Gram Panchayat after verification.
- 1.1.7 To be eligible for a job card, a family must have local residence in the area of the Gram Panchayat.
- 1.1.8 Job cards with photographs are given to a family as a whole.
- 1.1.9 Registration, job cards and photographs are free of cost.
- 1.1.10 A job card holding family may demand employment according to its choice for a total number of 100 days.
- 1.1.11 A written application by a job card holding family to the Gram Panchayat or Programme Officer is necessary for demanding employment.
- 1.1.12 Dated receipt of the application for employment must be given by the Gram Panchayat to the applicant.
- 1.1.13 Unskilled manual work is provided within 15 days of demand.
- 1.1.14 All adult members whose name is on the job card can apply for employment. The entitlement of 100 days of employment in financial year is for a household as an aggregate.
- 1.1.15 Minimum wages for agricultural labour are to be paid according to the prevalent schedule of rural rates.
- 1.1.16 If employment is not provided within 15 days of application unemployment allowance will be paid by the Gram Panchayat.

1.2. DETAILS OF EMPLOYMENT

- 1.2.1 As far as possible, employment shall be provided within a radius of five kilometres of the village where the applicant resides at the time of applying.

1.2.2 A new work under the Scheme shall be commenced only if:-

- a) at least twenty labourers become available for such work; and
- b) the labourers cannot be absorbed in the ongoing works:

Provided that this condition shall not be applicable for new works, as determined by the State Government, in hilly areas and in respect of afforestation.

1.2.3 A period of employment shall ordinarily be at least fourteen days continuously with not more than six days in a week.

1.2.4 Every Panchayat/Tribal council shall provide employment to every household whose adult members volunteer to do unskilled manual work for seven hours a day, not less than one hundred days of such work in a financial year.

1.2.5 Every person who has done the work given to him under the scheme shall be entitled to receive the Agricultural Minimum Wages as notified by the Andaman and Nicobar Administration under section 3 of the Minimum Wages Act 1948 for agricultural labourers.

1.2.6 The Panchayat/Tribal Council shall disburse wages on a weekly basis or in any case not later than a fortnight.

1.2.7 The wages can be paid either in cash or through Bank or Post Offices, in accordance with the preference of the wage earners.

1.2.8 To ensure transparency in payment of wages all efforts would be made to pay the wages through Bank or Post Offices wherever such facilities exist.

1.3 FUNDING PATTERN

1.3.1 The Programme will be implemented as a Centrally Sponsored Scheme as cost sharing basis between the Centre and the Administration.

1.3.2 The Central Government will bear the cost on the following items:

- (a) The amount required for payment of wages for unskilled manual workers under the scheme;
- (b) Upto 75% of the material cost and wages of skilled and semi-skilled workers;
- (c) Administration expenses towards the salary of the Programme Officers and his supporting staff, Gram Rozgar Sevak and work site facilities.

1.3.3 The Administration will bear the costs on the following items under Additional Central Assistance of UT Administration.

- (a) Unemployment allowance payable in case the Administration cannot provide wage employment on time;
- (b) 25% of the cost of material and wages of skilled and semiskilled workers;
- (c) Administrative expenses towards salary of the officials at District and State levels appointed under MGNREGA.
- (d) Administrative expenses of the State Employment Guarantee Council.

1.4 FUND FLOW

- 1.4.1 Government of India will release its share of funds to District Programme Coordinator. Corresponding Administration's share to the District will be released by the Commissioner for Rural Development & Local Self Govt. to the District Programme Coordinator.

CHAPTER 2 MANAGEMENT

2.1 KEY BODIES AND FUNCTIONARIES RESPONSIBLE FOR IMPLEMENTATION OF ANREGS

- 2.1.1 Panchayats and Tribal Councils at each level will be the "Principal Authorities" for planning and implementation of the scheme.
- 2.1.2 The overall responsibility for ensuring that the scheme is implemented according to the Act belongs to the State Guarantee Commissioner at State level, to the District Programme Coordinator at the District level and to the Programme Officer at the Block level.

2.2 Implementing Departments at State level and functions of various agencies at State, District, Block and Village levels

- 2.2.1 Village level:

- (a) Gram Sabha

The Gram Sabha is the grass root level institution to ensure community participation for implementation of the scheme. The Gram Sabhas are convened to discuss and recommend list of permissible works to be taken up within a year. The number of works recommended should be adequate to meet estimated demand for employment for a year and a half. The Gram Sabha shall monitor and supervise these works and conduct the social audit of the implementation of the scheme. The Gram Sabha shall be a forum for sharing information about the Scheme so that people may come forth for registration as well as for verification of applicants and for reporting each aspect of the implementation of the Scheme.

(b) Gram Panchayats/Tribal Council

The Pradhan of the respective Gram Panchayat and the Chief of the Village Tribal Council will be the implementing authority. The Gram Panchayat and the Tribal Council shall consolidate the Gram Sabha recommendation into a village plan and forward to the Programme Officer. The Gram Panchayat has to prepare a shelf of projects adequate to meet the estimated demand for employment for 100 days in a year. The number of works that may be required in a year in a village may be estimated by taking the village average of BPL families and deriving the total person days that will be generated by providing 100 days of employment to all these families. The number of works to be taken up may be planned for twice that number of person days. Its duties are as follows:

- Planning of work.
- Registering households.
- Preparation of prioritized list of works with likely cost/estimate.
- Preparation of calendar of programme for their own work.
- Identifications and categorisation of number and nature of employment opportunities.
- Matching of opportunities with those who demand for labour.
- Receipt of applications for registration.
- Identification and verification of Applications and registration of job seekers.
- Issue of Job Card.
- Intimation to applicant allotting dates of work and work site.
- Publication of list of works, calendar of programmes and list of job seekers etc.
- Execution of 50% works on cost terms
- Supervision and monitoring.
- Disbursement of wages.
- Maintenance of Records/Muster roll/ Household Job Card/ individual employment details etc.
- Payment of unemployment allowances.

The Deputy Commissioner of South Andaman and Mayabunder will appoint a Gram Rozgar Sevak (GRS) in each Gram Panchayats in their District on contract basis. In the Nicobar District, DC, Nicobar will appoint 19 Gram Rozgar Sevaks for the tribal areas. The distribution of GRS in tribal areas will be done by the DC, Nicobar as per the need. These GRS will attend to the following works:

- a) Registration.
- b) Verification of applications registered.
- c) Issue of Job cards.
- d) Receiving applications for employment.
- e) Issue of dated receipts for employment applications.
- f) Reporting demand to the Programme Officer so that work may be allotted to the implementing agency.
- g) Informing the applicants to report for work.
- h) Ensuring payments are made on time to the workers.

- i) Reporting work progress and all other matters to the Programme Officer on a regular weekly basis.

2.2.2 Block level

- a) The Panchayat Samiti/Tribal Council will be responsible for planning at the Block level and for monitoring and supervision of scheme at Block level. It has to approve the Block Level Plan for forwarding it to the District Programme coordinator.
- b) The Deputy Commissioner will appoint a Programme Officer, an Assistant Engineer, one Accountant and one Data Entry Operator on contract basis for each Block in his District. The Educational qualification and the remuneration for these functionaries given in the Annexure to Order No. 448 dt. 06.02.08 be followed in this regard. The Programme Officer appointed shall be responsible for all the works specified under section 15 of NREGA and shall function under the direction, control and superintendence of the District Programme Coordinator. The NREGA unit at Block level will function from the respective Block or Panchayat Samiti office as the case may be. The Block Development Officers will render all official support to this unit at the Block level. In the absence of Programme Officers the respective Block Development Officer will be responsible and accountable to the District Programme Coordinator.

2.2.3 District level

- a) District Panchayat

The Zilla Parishad will be responsible for approving the District Plan under the scheme and for monitoring and supervising the Employment Guarantee Scheme at the District. Wherever District Panchayat is not there, the Deputy Commissioner will be responsible for finalizing the District Plans and for monitoring and supervising the scheme in the District.

- b) District Programme Coordinator (DPC)

The Deputy Commissioners designated as District Programme Coordinator shall be responsible for the overall coordination and implementation of the scheme in the District in accordance with the provisions of the Act and shall carryout the functions specified under section 14 of NREGA.

- c) The District Programme Coordinator shall ensure that each village has a shelf of projects adequate to meet the estimated demand for employment for 100 days in a year. The plot number of sites where works are to be executed should be mentioned so that each work has a unique location code.

- d) The District Programme Coordinator shall prepare in the month of December every year a labour budget for the next financial year as specified

under section 14(6) of the Act and submit to the District Panchayat/District Administration.

2.2.4 State Level

a) State Employment Guarantee Council (SEGC) constituted by the Lt.Governor under section 12(1) of the Act, vide order No. 552 dt.13.02.08 shall carry out the duties and functions given under section 12(3) NREGA, 2005.

b) Employment Guarantee Commissioner

Secretary (Rural Development & Local Self Govt) designated as the State Rural Employment Guarantee Commissioner will be responsible for ensuring that all activities required to fulfil the objectives of the Act are carried out. The State Rural Employment Guarantee Commissioner is authorized to hear appeals that may lie against the decisions or actions of the District Programme Coordinator. He will be responsible to ensure that the system of grievance redressal, social audit, application of the right to information and the measures of public accountability and transparency are effective as well as responsive to the demands of REGS workers and the community.

c) The Department of the Directorate of Rural Development and Local Self Govt. will be the nodal Department at State level for implementation of NREGA. The Director (RD/LSG) will be the State Programme Coordinator responsible for the overall coordination and for providing of information on the scheme at the state level.

2.3 Technical approval of works

The Engineers identified/appointed for ANREGS will accord technical approval of the works under the scheme. They will exercise the powers as that of an Assistant Engineer of APWD.

CHAPTER 3

PLANNING

3.1 DISTRICT PERSPECTIVE PLAN

3.1.1 The District Perspective Plan (DPP) is intended to facilitate advance planning and to provide a development perspective for the District. The aim is to identify the types of ANREGS works that should be encouraged in the District, and the potential linkages between these works and long-term employment generation and sustained development.

3.1.2 A District Perspective Plan of five years will have the advantage of facilitating annual working plans on the basis of which annual budgets can be estimated and drawn up, and also give a continuum to plan works beyond the restriction of a financial year. The District Perspective Plan will serve as a framework of long-term planning, but it will be flexible enough to respond to

the new emerging needs of the area, the experience of implementation, and the new works approved by the Central Government.

3.1.3 Generally, a District Perspective Plan will have the following features:

- a) Village-based: with the village as the unit for planning;
- b) Holistic: cover socio-economic aspects of development;
- c) Diagnostic: include a casual analysis of poverty. This will help identify gaps and needs, and indicate the nature of inputs required.
- d) Delineate baselines;
- e) Indicate outcome-based strategies;
- f) Indicate methods for measurement of outcomes; and
- g) Map resources.

3.1.4 The District Perspective Plan will enable the adoption of a project approach to works rather than just an activity approach. It will also facilitate an inter-sectoral approach, so that Districts can address certain fundamental causes of poverty in the area.

3.2 Annual Plan

The Annual Plan must flow out of the long-term Perspective Plan. The Annual Plan will be the working plan that identifies the activities to be taken up on priority in a year. The Perspective Plan will provide the framework for facilitating this identification. If new activities need to be taken up, their justification should be indicated in terms of needs and outcomes. The process for this will be as stipulated in the Act, based on the participation of the community, with a principal role assigned to the Panchayats.

3.2.2 Every year, the Gram Panchayat/Village Council shall convene a meeting of the Gram Sabha to estimate the demand for labour and to propose the number and priority of works to be taken up in the next financial year. The timing of the meeting will take into consideration the work season and the migration time, in case the workforce in that area tends to migrate for work. Participation of likely beneficiaries should be ensured in the Gram Sabha. The time and date of the Gram Sabha meeting should be fixed well in advance and should be widely publicized so that people can participate in large numbers. The choice of works in the annual plan will be based on the works identified in the Perspective Plan. The Gram Sabha may recommend additional works; if the works identified in the Perspective Plan are insufficient or cannot be taken up for some reason or a new activity has been permitted under the Scheme by the Central Government.

3.2.3 The recommendations formulated in the Gram Sabha will be forwarded to the Gram Panchayat. Based on these recommendations, the Gram Panchayat/Village Council will prepare an Annual Plan. The Annual Plan should contain the following (a) the existing demand for unskilled manual work, (in Man Days) (b) Works proposed in the order of priority (c) Estimated cost with labour and material component (d) Time Frame. This Annual Plan of the Gram Panchayat shall be forwarded to the Programme Officer.

- 3.2.4 The Programme Officer will scrutinise the Annual Plan Proposals of all the Gram Panchayat in the following criteria (1) that the proposals are within the parameters of the Act. (2) that the works are adequate in terms of likely demand (3) that the works are technically and financially feasible. If the Programme Officer feels that the list is insufficient to meet the likely demand he should ask the Gram Panchayat for a supplementary list of works.
- 3.2.5 The Programme Officer will not reject a proposal received from the Gram Panchayat. If the proposal is not within the parameters of the Act, or appears technically not feasible, the Programme Officer will record his observations on the proposal and then submit a consolidated statement of proposals to the Panchayat Samiti.
- 3.2.6 The Panchayat Samiti will discuss the Gram Panchayat Plan. The Panchayat Samiti will not reject a work proposed by the Gram Panchayat, if it is within the parameters of the Act. If it is outside the parameters of the Act, then the Panchayat Samiti will return it to the concerned Gram Panchayat for rectification or to replace with a valid proposal.
- 3.2.7 The Panchayat Samiti will maintain the priority indicated by the Gram Panchayat. The Panchayat Samiti shall prepare the Plan for the area of the Panchayat Samiti by consolidating Gram Panchayat Plans. It may be possible that there may be a need for works that involve more than one gram Panchayat. Such works may be included by the Panchayat Samiti. The Panchayat Samiti plan will be approved by the Panchayat Samiti and forwarded to the District Programme Coordinator (DPC).
- 3.2.8 The Zilla Parishad shall formulate their proposals for 20% of the funds in cost terms. Such proposals shall include works that involve more than one Panchayat Samiti. The works so selected should be in conformity with the order of priorities as indicated in the Act. The Zilla Parishad EGS Plan shall be forwarded to the District Programme Coordinator.
- 3.2.9 The District Programme Coordinator shall scrutinise the Plan Proposals of all the Panchayat Samitis and Zilla Parishad in the following criteria (1) that the proposals are within the parameters of the Act. (2) that the works are adequate in terms of likely demand (3) that the works are technically and financially feasible.
- 3.2.10 The DPC shall consolidate all the Panchayat Samiti EGS Plans alongwith the proposals of the Zilla Parishad EGS Plan into a District plan and forward to the Zilla Parishad. The District Plan will comprise Block/Panchayat samiti-wise shelf of projects. The Block/Panchayat samiti-wise shelf of projects will be arranged in Gram Panchayat-wise.
- 3.2.11 The Zilla Parishad/District Administration shall discuss the District Plan and after approval it shall be returned to the District Programme Coordinator. The District Programme Coordinator will submit Annual work plan and Budget proposal to the Nodal Department in Annexure B-15 before December every year which in turn will submit the same to the Ministry.

- 3.2.12 The work of preparation of detailed estimates will be done by the executing agency. The project report of each work shall contain all details as may be specified in the technical/works manual of the State Government and also the outcomes like man days, specifications of the physical asset (like size of a tank) and enduring outcomes like area irrigated, etc.
- 3.2.13 The District Programme Coordinator will communicate the Zilla Parishad component of the District Plan to the Zilla Parishad for execution. The District Programme Coordinator shall also communicate the Panchayat Samiti component of the District plan to the Programme Officers.
- 3.2.14 The Programme Officer shall communicate the Panchayat Samiti component to the Panchayat Samiti and the Gram Panchayat component to the concerned Gram Panchayats for execution.
- 3.2.15 This planning process shall be completed by December of the preceding year and sanctioned works will be widely publicized.

CHAPTER 4

REGISTRATION AND EMPLOYMENT

4.1 Eligibility

- 4.1.1 The Rural Employment Guarantee Scheme will be open to all rural households in the UT. The persons/households who are willing to do unskilled manual work, with the age not less than 18 years, shall be registered in the Gram Panchayat where he/she is residing. The entitlement of hundred days Guaranteed Employment in a financial year is in terms of a household. The entitled hundred days of employment per household can be shared with the available persons in the household who register their names for manual work.
- 4.1.2 All adult members of the household who register may apply for work. To register they have to:-
- a) Be local resident;
 - b) Be willing to do unskilled manual work;
 - c) Apply as a household at the local Gram Panchayat.
- 4.1.3 If a rural disabled person applies for work, work suitable to his/her ability will have to be given.

4.2 Application for Registration

- 4.2.1 Any adult member of a household whose members are willing to do unskilled manual work can apply for registration to the Gram Panchayat/Village Council. An individual can also appear in person and make an oral request for registration.

- 4.2.2 Those who are willing to do unskilled manual work may submit an application containing their names, age and the address of the household to the Gram Panchayat in the jurisdiction in which they reside for registration of their households and for issuance of a job cards. The application for the registration shall be as per the **Annexure-I**.
- 4.2.3 Verification of applications will be regarding local residence in the Gram Panchayat concerned, household as an entity, and the fact that applicants are adult members of the household.
- 4.2.4 After verification of the application the Gram Panchayat will enter all particulars in the Registration Register in the Gram Panchayat. (**Annexure-II**).
- 4.2.5 Every registered household will be assigned a unique registration number. Registration number shall be assigned as per the coding system prescribed by the Government for the BPL census 2002. This number will be given on the job card of the household. Copies of the registration will be sent to the Programme Officer for the purpose of reporting to the Panchayat Samiti and Zilla Parishad and District Programme Co-ordinator for further planning, tracking and record.
- 4.2.6 If the Gram Panchayat found at any time that a person has registered with it by furnishing false information, it may request the Block Programme Officer to delete his name from the register, provided that no such action under this paragraph shall be initiated, unless the applicant has been given an opportunity of being heard in the presence of two independent persons.
- 4.2.7 The final list of registered applicants shall be placed before the Gram Sabha.

4.3. Job Card

- 4.3.1 The Gram Panchayat will issue the Job Card (**Annexure-III**) to each household who has been registered. The Gram Panchayat shall maintain a copy of the Household Job Cards and enter the same in the Job Card register. Photo of the applicant and photos of adult members who are willing to do unskilled manual labour shall be affixed in the household job card.
- 4.3.2 The Job Card shall be valid for a period of five years and will have provision for addition/deletion of members eligible to work. Deletions of any household on account of demise or permanent change of residence, of a member are to be reported immediately by the household. Additions desired may be applied for by the household.
- 4.3.3 Any cardholder may apply for a duplicate card in case of loss or damage. The Gram Panchayat shall process the application and issue duplicate on cost after due verification.

4.4 Providing Employment

- 4.4.1 Any job cardholder may give his application as in the format in **Annexure I** to the Panchayat requesting for job indicating the days during which he

requires job, advance application giving details of the specific period of employment sought in the year may also be submitted. Multiple applications, if submitted by the applicants may also be accepted provided that the corresponding periods for which employment is sought do not overlap.

- 4.4.2 The Gram Rozgar Sewak shall accept the applications for work. The applications shall be valid if the wage employment sought by a household is at least for 10 days and the aggregate employment provided to the household is not more than 100 days. List of all such applications shall be maintained in the Employment register.
- 4.4.3 The Gram Rozgar Sewak shall direct the applicants in writing to work in any ongoing work or by starting a new work, within 15 days of receiving applications seeking work or from the date of work being sought in case of advance application, whichever is later, in the format shown in **Annexure IV**. The Secretary shall make necessary entries in the 'Employment Register'.
- 4.4.4 While providing employment, priority shall be given to women in such a way that at least one third of the beneficiaries shall be women who have registered and requested for work.
- 4.4.5 Physically handicapped persons may be provided wage employment by entrusting suitable works in the form of services that are identified as integral to the programme. Provisions of the persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1975 will be kept in view.
- 4.4.6 If it is not possible to provide work within the Gram Panchayat area, the Gram Rozgar Sewak shall forward the applications for work to the PO. The PO shall coordinate with other Gram Panchayats within the Block or Panchayat Samiti or Zilla Parishad and issue letter of employment to the applicant in the Gram Panchayat where work is available, by marking a copy to the Gram Rozgar Sewak concerned.

4.5 TIME BOUND EMPLOYMENT

- 4.5.1 The Programme Officer shall prepare a list of projects from the approved shelf of Projects in consultation with the PRIs and keep ready for execution. A calendar of programme may also be prepared indicating the name of work and nature of work, which has to be published in the Notice Board of all PRIs, office of the Programme Officers and in the office of the District Programme Coordinator. The calendar of programme shall be prepared taking into consideration seasonal variations and demand of labour, availability of resources.
- 4.5.2 The Gram Panchayat is responsible for providing wage employment to the applicant within 15 days on any ongoing work or by starting a new work, if the Gram Panchayat does not allot the employment within 15 days the Programme Officer will allot employment to the persons concerned and will be intimated to the Gram Panchayat concerned.

4.5.3 Gram Panchayat will inform the Programme Officer of the employment allotments made in the prescribed Proforma on a fortnightly basis.

4.6 PAYMENT OF UNEMPLOYMENT ALLOWANCE

4.6.1 If an applicant for employment under the scheme is not provided with employment within 15 days of the receipt of the application seeking employment or from the date on which the employment has been sought in the case of an advance application, whichever is later, he/she shall be entitled for unemployment allowance.

4.6.2 Provided that no such rate shall be less than one-fourth of the wage rate for the first thirty days during the financial year and not less than one-half of the wage rate for the remaining period of the financial year.

4.6.3 The liability to pay unemployment allowance to a household during any financial year shall cease as soon as:-

- the applicant is directed by the Gram Panchayat or the Programme Officer to report for work either by himself or depute at least one adult member of his household; or
- the period for which employment is sought come to an end and no members of the household of the applicant had turned up for employment; or
- the adult members of the household of the applicant have received in total at least one hundred days of work within the financial year; or
- the household of the applicant has earned as much from the wages and unemployment allowance taken together which is equal to the wages for one hundred days of work during the financial year.

4.6.4 The unemployment allowance payable to the household of an applicant shall be sanctioned by the Programme Officer and disbursed by the Gram Panchayat through Banks or Post Office.

4.6.5 Every payment of unemployment allowance shall be made or offered not later than fifteen days from the date on which it became due for payment and the same may be got entered in the Job Card.

4.6.6 In all cases where unemployment allowance is paid, or due to be paid, the Programme Officer shall inform the District Programme Co-ordinator in writing the reasons thereof.

4.7 DISENTITLEMENT TO RECEIVE UNEMPLOYMENT ALLOWANCE IN CERTAIN CIRCUMSTANCES

4.7.1 Any applicant who:-

- a) Does not accept the employment provided to him or to his household under the Scheme; or

- b) Does not report for work as notified by the Programme Officer or the implementing agency to report for the work; or
- c) Continuously remains absent from work, without obtaining a permission from the concerned implementing agency for a period of more than one week or remains absent for a total period of more than one week in any month, shall not be eligible to claim the unemployment allowance payable under this Act for a period of three months but shall be eligible to seek employment under the Scheme at any time.

CHAPTER – 5

EXECUTION

5.1. Administrative Sanction

The administrative sanction for the works under the scheme will be issued by the PRIs concerned

5.2 Technical Sanction

5.2.1 The Technical Sanction for the works taken up under the scheme shall be issued by the Engineers appointed under NREGA. The Engineers so appointed shall have the financial powers equivalent to that of the Assistant Engineer.

5.3 Focus Area

- 5.3.1 The focus of the scheme will be on following works in their order of priority:
- i. Water and soil conservation and water harvesting;
 - ii. Drought proofing (including afforestation and tree plantation);
 - iii. Irrigation canals including micro and minor irrigation works;
 - iv. Provision of irrigation facility to land owned by households belonging to the Scheduled Castes and Scheduled Tribes or to land of beneficiaries of land reforms or that of the beneficiaries under the Indira Awas Yojana of the Government of India;
 - v. Renovation of traditional water bodies wells/ponds including Desilting of tanks;
 - vi. Land development
 - vii. Flood control and protection works including drainage in water logged area;
 - viii. Rural road connectively by all weather roads;
 - ix. Any other work, which may be notified by the Central Government in consultation with the State Government.
- 5.3.2 Works taken up under the programme should be of a durable nature and should meet technical standards and specifications, if any, for the concerned work/area with a labour material of 60:40. The works should be such that they do not involve high level of technical inputs.

- 5.3.3 Efforts should be made to utilize local materials and cost effective and disaster resistant technology developed by various institutions and as applicable to the area.
- 5.3.4 While creating rural infrastructure, emphasis should be given on labour intensive works. Material component shall be restricted to the minimum and not to exceed 40% of the estimate cost.
- 5.3.5 With regard to the works to be taken up in the forest land where the Forest Department doesn't permit any other agencies to implement the schemes, the Gram Panchayat and Block Panchayat shall entrust the execution of the works to the Forest department keeping in view of the ANIREGS guidelines and Forest (Conservation) Act, 1980, as amended from time to time.

5.5. Types of works

The types of the works implemented under the Scheme shall be on the following order of priority:

1. **Water conservation and water harvesting** e.g. Earthen Bunding, Stone Bund, Continuous Contour Trench, Water Absorption Trench, Loose Boulder Structure, Mini Percolation Tank, Percolation Tank, Diversion Drain, Feeder Channel, Sub Surface Dam, Staggered Trench.
2. **Drought proofing (including afforestation and tree plantation)** e.g. Pasture Development, Block Plantation, Horticulture Plantation, Barren Hill Plantation, Avenue Plantation.
3. **Irrigation canals, including micro and minor irrigation works** e.g. Feeder Channel, Diversion Drain, Pick Up Anicut, Supply Channel, Open Wells, Field Channels, Main Canal, Distributor Canals, Lift Irrigation.
4. Provision of irrigation facility to land owned by households belonging to the Scheduled Castes and Scheduled Tribes or to land of beneficiaries of land reforms or that of the beneficiaries of Indira Awas Yojana programme.
5. **Renovation of traditional water bodies including desilting of tanks** e.g. Desilting Of Tanks, Repairs To Tanks, Rehabilitation of MI source.
6. **Land development** e.g. earthen Bunding, Stone Bund, Loose Bolder Structure, Earthen Gully Plugging, Land levelling, Stone terracing, Boulder removal, Pebble Bunding.
7. **Flood control and protection works, including drainage in water-logged areas** e.g. Drains in the open field, filling the low lying areas, revetment to bunds, diversion drains in meandering streams.
8. **Rural connectivity to provide all-weather access-** Roads can be taken up as last priority not exceeding 10% value of all types of works taken up.
9. Any other work, which may be notified by the Central Government in consultation with the State Government.

5.6. Technical Norms

5.6.1 The works taken up under the Scheme shall meet the required technical standards and measurements. Separate technical norms and schedule and rural rates shall be worked out for the implementation of this scheme. Till that time the existing PWD technical norms and schedule of rates shall be applicable.

5.7. SCHEDULE OF RURAL RATES

5.7.1 The schedule of rural rates of wages for unskilled labourers shall be so fixed in such a way that a person working for seven hours would normally earn a wage equal to the prevailing minimum wage rate.

5.7.2 The standard schedule of rural rates shall be worked out by desegregating each task into its constituent activities and calculating the average time taken for the activity and then assessing its payment based on labour and time expended.

5.7.3 The cost of material component of projects including the wages of the skilled and semi-skilled workers taken up under the Scheme shall not exceed 40% (forty percent) of the total project costs at each Gram Panchayat, Panchayat Samiti and Zilla Parishad levels.

5.7.4 Measurement and check measurement should be done within a week/fortnight to ensure timely payment of wages to the beneficiaries.

5.7.5 The Technical staff shall measure the work done and record in M-Book shall read out the entries in the M-Book and Muster Roll to the workers at the work site. The entries in the Muster Roll are to be attested by three representatives of the workers. The Technical Officer who has issued the Technical Sanction shall check-measure the work done.

5.8 MUSTER ROLL

5.8.1. The Programme Officer shall supply to each Gram Panchayat, Panchayat Samiti and Zilla Parishad with:-

- a. The muster rolls for the works sanctioned to be executed by them;
- b. Register for Muster Roll;
- c. A list of employment opportunities available elsewhere to the residents of the Gram Panchayat.

5.8.2 Muster rolls shall be maintained for every work separately, showing the details of workers and wages paid to them. The muster rolls for all works should have entries showing the number and details of Scheduled Castes/Scheduled Tribes/women and other who have been provided employment. Those responsible for the preparation of muster rolls should be responsible for these entries also.

5.8.3 To prevent non-payment or under payment of wages or any manipulation, muster rolls should be maintained in stitched form and all its pages must be numbered.

5.9. RECORDS OF THE ASSETS CREATED

5.9.1 Each Gram Panchayat, Panchayat Samiti and Zilla Parishad shall maintain Asset Register. It shall contain complete inventory of the assets created under the programme giving details of the date of the commencement and the date of completion of the projects, cost involved, benefits obtained, employment generated and other relevant particulars. Sign boards should be displayed near the work sites showing these details. Photographic record of the work may also be kept of the various stages of implementation i.e. before commencement, during implementation and after completion.

5.9.2 Maintenance of Employment Register

Each Gram Panchayat, Panchayat Samiti and Zilla Parishad shall maintain an employment register for the works being implemented within its jurisdiction under its own component which would contain the details of number of persons employed including the number of SCs/STs, gender of the workers and number of mandays generated for each work under the ANIREGS. This information should be based on the Muster Rolls to be maintained work-wise. This register would be open to the public for scrutiny. Copies of this register shall be made available to public on demand, after charging a small fee. The State shall fix the fee.

5.10. FACILITIES AT WORK SITE

5.10.1 Work site facilities are to be ensured by the Implementing Agency. Medical aid, drinking water, shade, and crèche, if there are more than five children below the age of six years, will be provided.

5.10.2 In case the number of children below the age of six years accompanying the workers, working at any site are five or more, provision shall be made to depute one woman worker to look after such children.

5.11. BAN ON CONTRACTORS

5.11.1 On no account contractors or middlemen, use of labour displacing machinery is permitted. Stringent disciplinary and even criminal action is liable to be taken against those officials and non-officials who are found to have allowed contractors or middlemen or machinery in the implementation of the scheme. The pre and the post measurements and photographs of the work before, during and after the work is over should be taken in all cases.

5.12 LABOUR DISPLACING MACHINES

5.12.1 Labour displacing machines are banned in this programme.

5.13. In case it is found that contractors and Labour displacing machines are being engaged, the District Programme Co-ordinator shall withhold further

release of funds to the executing agencies and initiate suitable action against the erring officials/non-officials.

CHAPTER – 6

WAGES UNDER THE PROGRAMME

- 6.1.1. The wages under ANIREGS shall be paid at the rate of Agricultural Minimum Wages as notified by the Andaman and Nicobar Administration from time to time.
- 6.1.2 Equal wages shall be paid to both men and women workers and the provisions of the Equal Remuneration Act, 1976 (25 of 1976), shall be complied with.
- 6.1.3. Wages should be paid on a weekly basis on a pre-specified day of the week in each Gram Panchayat as decided by the Programme Officer and it should be paid in a public place. Muster rolls should be read out aloud and displayed at the time of payment. In case wages are paid through the Bank/Post office, the details of wages paid should be made public.
- 6.1.4 In case the number of children below the age of six years accompanying the workers working at any site is five or more, provision shall be made to depute one woman worker to look after such children. The person deputed for the above work shall also be paid the Agricultural Minimum Wage rate.
- 6.1.5 The wages shall be subjected to on the out-turn of work as determined by the PWD schedule of rates till the finalization of rural schedule of rates.
- 6.1.6 The Andaman and Nicobar Administration and the programme authorities shall make all efforts to publicise the wage rate/task-bases rates in simple language and by means easily accessible to the rural population. Wages rates shall also be displayed prominently on every work site.

6.2 COMPENSATION

- 6.2.1. If any personal injury is caused to any person employed under the Scheme by accident arising out of and in the course of his employment, he/she shall be entitled to, free of charge, such medical treatment as is necessary.
- 6.2.2. Where hospitalization of the injured workers is necessary, the District Administration shall arrange for their hospitalization, treatment, medicines and payment of daily allowance not less than half of the wages rate required to be paid had the injured been engaged in the work.
- 6.2.3. If a person employed under a Scheme dies or becomes permanently disabled by accident arising out of and in the course of employment, as per the request of the Programme Officer/DPC the State Government may give *ex-gratia* payment at the rate of Rs. 25000/- and the amount shall be paid to the legal heirs of the deceased or to the disabled person as the case may be.

- 6.2.4. If any personal injury is caused by accident to a child accompanying any person who is employed under a scheme, such person shall be entitled to, free of charge, such medical treatment for the child as may be necessary. In case of death or disablement, of the child an *ex-gratia* payment as determined by the Andaman and Nicobar Administration shall be made.

CHAPTER – 7

FUNDING

7.1 Employment Guarantee Fund

- 7.1.1 The Directorate of Rural Development shall open a separate account called the “State Employment Guarantee Fund”. The State Employment Guarantee Commissioner will be the joint holder of account at state level alongwith the Director (RD/LSG). The fund released by Govt. of India under NREGA for A&N Islands will be credited in this account. The funds to Districts for implementation of NREGA will flow from this Fund.
- 7.1.2 Separate bank accounts shall be opened for funds under the Scheme at the District, Block and village levels. The account shall be opened in the public sector banks. The District Programme Coordinator Programme Officer and the Panchayat Secretary will operate the account.
- 7.1.3 Funds allocated to REGS should not be used for other purposes under any circumstances.

CHAPTER – 8

AUDIT

8.1.1 SOCIAL AUDIT

The objective is to make the planning, implementation and evaluation of the employment guarantee scheme (EGS) more participatory, transparent and accountable through by encouraging social audits. Social Audit will not be retrospective, but an on-going process of participation to ensure legal guarantees and entitlements flow to the beneficiaries in a legitimate way. As such, there are at least four stages at which social audit have to be inbuilt. These are the pre-planning stage of communication and mobilization, planning, implementation, monitoring and evaluation. At each stage, audit has to be integrated in to the critical activities that constitute of ANREGS process.

- 8.1.2 Social audit of Panchayat work by Gram Sabha shall be conducted regularly of all the projects under the Scheme taken up within the Gram Panchayat, Panchayat Samiti and Zilla Parishad. The timing of the Social Audit should be communicated. The quorum and other procedures should be the same as that of Gram Sabhas.

- 8.1.3 The Gram Panchayat, Panchayat Samiti and Zilla Parishad shall make available all relevant documents including the muster rolls, bills, vouchers, measurement books, copies of sanction orders and other connected books of account and papers to the Gram Sabha for the purpose of conducting the social audit.
- 8.1.4 Details of all demand, registration, employment cards, list of people who have been given employment/not given, payments made, duration of work, expenditure material, mandays generated, reports of local committee, copies of muster roll shall be placed before Gram Sabha for Social Audit. All officials responsible for implementation must be present at the Social Audit Forum to answer queries from members of the Gram Sabha.

8.2 FINANCIAL AUDITS

- 8.2.1 The financial audit is mandatory. This must be carried out at the end of the financial year by each District. The audit will be done by the Chartered Accountants appointed for the purpose by the District Programme Coordinator.
- 8.2.2 The Accountant General will also conduct the Audit of accounts of ANREGS in addition to the Audit conducted by the Chartered Accountant. The Audit team of the Accountant General shall be supplied with a copy of the audit conducted by the Chartered Accountant.
- 8.2.3 The Audit report of the Chartered Accountant and the Utilization Certificate for the previous year must be submitted latest by September next year by the District Programme Coordinator to the Government of India through the Nodal Department for the release of second instalment of funds for the current year.
- 8.2.4 The District Programme Coordinator will ensure that the Opening and Closing Balance included in both the Audit Report and Utilization Certificate tally.

8.3 PHYSICAL AUDIT

- 8.3.1 A Physical Audit of the works undertaken will be conducted to verify the quality of works and to check that the expenditures incurred have led to the creation of durable assets.

8.4. TRANSPARENCY AND ACCOUNTABILITY

- 8.4.1 The District Programme Coordinator and all implementing agencies in the district shall be responsible for the proper utilization and management of the funds placed at their disposal for the purpose, of implementing the Scheme.
- 8.4.2 The State Programme Coordinator shall prescribe the manner of maintaining proper books and accounts of employment of labourers and the expenditure incurred in connection with the implementation of the provisions of this Scheme.

- 8.4.3 A list of persons who are provided with the work shall be displayed on the notice board of the Gram Panchayat. A copy of the same shall be sent to Programme Officer and the list shall be open for inspection by the Andaman and Nicobar Administration and any person interested.
- 8.4.4 Muster rolls shall be made available to public for scrutiny and a copy of the same will be made available on demand on nominal price. For all works taken up by the District, Block and Gram Panchayats, copies of muster rolls shall be placed before the Gram Sabha.
- 8.4.5 Inspection Book shall be available at all work sites.

8.5 Right to Information

- 8.5.1 The Right to Information Act should be followed both in letter and in spirit in all matters relating to ANREGS. Section 4 of the Act which concerns proactive disclosure of information, should be strictly complied with at all levels.
- 8.5.2 Public access to key records and key information should be ensured at all levels.
- 8.5.3 Requests for copies of ANREGS- related documents should be complied with within seven days. No request should be refused under any circumstances.
- 8.5.4 ANREGS-related accounts of Gram Panchayat, Panchayat Samiti and Zilla Parishad should be Proactively displayed and updated twice a year.
- 8.5.5 The Programme Officer shall be the Public Information Officer under the Right to Information Act 2005, and he shall make available the copy of the documents/Registers for the verification and sale of such documents on a price which will be fixed by the State Government.

8.6. GRIEVANCE REDRESSAL

- 8.6.1 The Programme Officer will be the Grievance Redressal Officer at the Block Level, the District Programme Coordinator at the District Level and the State Programme Coordinator at the State Level.
- 8.6.2 The following shall be the mechanism for the redressing of grievances at various levels. Appeal against the Gram Panchayat will be to the Panchayat Samiti. Appeal against the Panchayat Samiti will be to the Zilla Parishad and appeal against the PO will be to the District Programme Coordinator and appeal against the District Programme Coordinator will be to the State Programme Coordinator. If the GP has a grievance against the PO, it may refer the matter to the District Programme Coordinator.
- 8.6.3 Name and Address of the petitioner and nature and date of the petition are to be entered in a register at **Annexure**, which will also be uploaded on to the format on a weekly basis.

- 8.6.4 The person registering the grievances is to be given a receipt with number and date so that he/she can follow up the status of disposal of his/her grievance from the counter in the office of the Programme Officer.
- 8.6.5 Once the grievance is disposed of, the date and nature of disposal should be communicated to the petitioner.

CHAPTER – 9

MONITORING AND EVALUATION

9.1. Monitoring and Evaluation of the Programme

- 9.1.1 **Monitoring** : The Department of Directorate of Rural Development & Local Self Government shall monitor the Scheme at the State level and will be responsible to the State Rural Employment Guarantee Commissioner. The Director (RD/LSG) who is the State Programme Coordinator shall be the Reporting Officer to the State Employment Guarantee Council and will furnish the reports regarding the overall implementation of the Scheme.
- 9.1.2 The District Programme Coordinator will be responsible for monitoring the Schemes at the District Level and will be responsible to the State Programme Coordinator. The District Programme Coordinator shall mobilize various district and block level officials at his disposal and draw up a schedule of inspections in such a manner that every work taken up under ANREGS is inspected atleast once a week. A running inspection register should be maintained in the Gram Panchayat offices for each work and the notes of all the Inspecting Officers should be recorded only in this register.
- 9.1.3 The Block Programme Officer will be responsible for monitoring the schemes at the Block Level and will be responsible to the District Programme Coordinator.

9.2. Schedules for Inspection of Works

- 9.2.1 For the effective implementation of the Programme, the State Programme Coordinator shall ensure that the officers at the State, District and Block levels closely monitor all aspects of Programme through visits to work sites in the interior areas. A schedule of inspection, which prescribes the minimum number of field visits for each supervisory level functionary, shall be drawn up by the Commissioner of Rural Development and shall be strictly adhered to.
- 9.2.2 The State Guarantee Commissioner (Commr. RD/LSG) and the State Programme Coordinator (Director of Rural Development and Panchayat Raj) shall visit Districts regularly and ascertain through field visits that the Programme is being implemented satisfactorily and that execution of works is in accordance with the prescribed procedures and specifications. The Commr. (RD/LSG) will designate Area Officers for each district of the State

and ensure that they undertake regular field visits to the area assigned to them.

9.2.3 During the course of inspection, if any Inspecting Officer finds any irregularity, he/she should immediately bring it to the notice of the District Programme Coordinator/Programme Officer, who would then take further appropriate action in the matter.

9.3. Evaluation

9.3.1 Periodic Evaluation Studies on the implementation of the Programme shall be conducted from time to time.

9.3.2 Evaluation studies may be entrusted to reputed institutions and organizations. Copies of the evaluation studies conducted shall be furnished to the DPC, SPC, State Guarantee Commissioner and the State Government.

9.3.3 On the basis of the observations made in the evaluation studies the District Programme Coordinator, State Programme Coordinator and the State Government shall take remedial actions

9.3.4 The District Programme Coordinator may also conduct studies from time to time. The District Programme Coordinator shall submit the evaluation reports to the State Programme Coordinator and State Government.

CHAPTER – 10

INFORMATION, EDUCATION AND COMMUNICATION ACTIVITIES

10.1.1 Information, Education and communication activities should be undertaken in all the villages to create awareness about the provisions of the Act and the ANREGS among the elected representatives and rural households, to make them understand the Act and the scheme fully. In this regard the following activities shall be undertaken:

- a) Publicity about the concepts of the scheme by the Deputy Commissioners through press releases, media interaction, Mass Contact Programme;
- b) To ensure that by March 20th NREGA charts are displayed in each of the Gram Panchayats and other prominent places within the villages such as Public Distribution Shops, markets etc;
- c) To inform the salient features of the scheme in the Gram Sabha.

Information about the Act and ANREGS shall be made available in Hindi and English and shall be widely disseminated. NGOs can be enlisted to facilitate awareness generation.

CHAPTER – 11

1.1 TRAINING OF KEY AGENCIES AND INSTITUTIONS

- 1.1.1 Training Programme for all key agencies like PRIs, Tribal Councils, Village & Block level functionaries involved in implementing ANREGS and other stake holders will be arranged at District, Block and Village levels.
- 1.1.2 The Directorate of RD/LSG and the Deputy Commissioners will coordinate the training programmes. They can take the help of reputed training institutions, NGOs etc. If needed. District resource persons should be trained at State level and these persons will train the Block Resource Group that in turn will train resource persons at Gram Panchayat levels.
- 1.1.3 Training on social audit shall be organized for the benefit of the elected representatives of PRIs, functionaries of Rural Development Department and the members of beneficiary committee, Village Level Committee, District Level Vigilance and Monitoring Committee.

CHAPTER – 12

CONVERGENCE WITH OTHER PROGRAMMES

12.1 Convergence/Dovetailing with other programme

- 12.1.1 Plan funds and own fund of the PRIs can be dovetailed with the ANREGS. Funds from other sources such as Finance Commission, State Departments and other Centrally Sponsored Schemes etc. can also be dovetailed for construction of durable community assets/works. However, ANREGS funds should not be used as a substitute for departmental plan funds of different Departments and Agencies. Funds from other programme for the work permissible under the ANREGS can be dovetailed with ANREGS funds and not vice-versa. Such works should be included in the perspective plan.