

**A Checklist for critical activities to be completed on priority by additional districts notified under NREGA on 1.4.2008**

- 1. Name of State**
- 2. Name of District**
- 3. No of Blocks**
- 4. No of GP**
- 5. No Villages**

1	2.	3	4	5	6
Activity	Target ( give numbers where there is a target group)	Achievement	Starting date	Completion date	Remarks
<b>A Information Education Communication(I EC)</b> 1.)Preparation of communication material on NREGA processes in simple local language  2). Information dissemination Campaigns through <ul style="list-style-type: none"> <li>• TV</li> <li>• Radio</li> <li>• Newspapers</li> <li>• Social Mobilization                          campaigns through local                          cultural forms</li> </ul> 3) One day orientation of					

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all Sarpanchas at the Block level 4.) Convening Gram Sabha to familiarize beneficiaries about NREGA					
<b>B Training</b>  1) Developing training materials according to different target groups (State/District)  2) Training of Trainers (TOT) -State( State) -District(State) -Block (District)  3) Training of Target Groups: (District) * Gram Rozgar Sewak/Panchayat Secretary *Programme Officer/BDO *Engineers -Block					

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-District *IT Personnel -Block -District *Accounts Personnel -Block -District *PRIs GP Sarpanches( Priority) * Vigilance Monitoring Committee members					
<b>C Printing and making essential documents</b> 1) Application forms for registration, 2) Job Cards that must have the space for details like: - Unique registration number - Days of employment demanded - Days worked - Amount paid -Bank/Post acct no. -Photo identity number of the voters card 3) Application Form for					

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<p>employment</p> <p>4) Muster Rolls with unique number</p> <p>5) Registers as per NREGA Guidelines, specially for registration and issue of Job Cards, Demand and provision of employment, Assets register, finance and complaints.</p> <p><b>All printed documents under NREGA will have the words National Rural Employment Guarantee Scheme, on top, followed by the name of the states( State)</b></p>					
<b>D Planning and selection of Works</b>					

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Activity	Target ( give numbers where there is a target group)	Achievement	Starting date	Completion date	Remarks
<p>1.) Convening Gram Sabha (GP)</p> <p>2)Identifying works from permissible works list: Water Conservation -Drought Proofing( including plantation and afforestation) -Flood Protection -Land Development -Minor Irrigation, horticulture and land development on the land of SC/ST/ -BPL/IAY and Land reform beneficiaries -Rural connectivity ( Gram Sabha/GP)</p> <p>3) The number of works selected for a village is 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</p>					

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<p>planned for twice the number of person days. ( Technical Staff to facilitate GP)</p> <p>4) The plot numbers of the sites where works are to be executed are mentioned, so that each work has a unique location code. ( Technical Staff to facilitate GP)</p> <p>5) Outcomes expected from work are indicated as estimated benefits in terms of: - person days - physical improvement envisaged for community use( land/water conservation etc) ( Technical Staff to facilitate GP)</p>					

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<p>6) Consolidating recommendation at each level – GP/Block/District</p> <p>7) Maintaining <b>60:40 ratio of wages and materials</b> at district level (DPC)</p> <p>8) Finalizing the Annual Plan with Technical estimates (DPC/ZP)</p> <p>9) Earmarking at least 50% work for GP More may be given to GP (DPC/ZP)</p> <p>10) Identifying other implementing agencies for balance works (DPC/ZP)</p> <p>11) Making available the approved works list with technical estimates and</p>					

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estimated manday generation with the PO and the GP (DPC/PO)					
<p><b>E Deploying Key Personnel</b></p> <p>1) DPC designated( Indicate whether Collector/CEO/any other equivalent district officer)</p> <p>2. PO s ( full time)</p> <p>3. Gram Rozgar Sewak for each GP</p> <p>4) Additional dedicated full time Technical persons deployed for NREGS</p> <p>a)Engineers</p> <p>i) Block</p> <p>ii)District</p> <p>b))IT Personnel</p> <p>i)Block</p> <p>ii)District</p> <p>c)Accounts Personnel</p> <p>i) Block</p>					

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ii)District					
<b>F Operationalising the MIS</b> 1) Placing Computers with NREGA software at Block level 2) Placing trained personnel at Block level 3) Procuring connectivity at Block level					
<b>G Establishing Monitoring Mechanisms</b> 1)Identifying internal monitoring agencies and training them on NREGA 2) Identifying external Monitoring agencies and training them on NREGA 3) Setting up and training local vigilance and monitoring committees					

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<p><b>H Fund Management Systems</b></p> <p>1. Opening separate dedicated NREGA account in a PSU Bank at district/Block/GP levels (This will be done by advance money to be released for preparatory activities)</p> <p>2. Authorizing DPC/PO and GP Secretary for operating the account.</p> <p>3. Providing for State share for new districts in State EGS budget head (State) (PO)</p>					

- **To be filled by Districts**
- **Name of the DPC:**