

1. Awareness Generation through Information Education Communication

- ❖ Are Sarpanch/ward members aware of the key provisions and procedures of the Act
- ❖ Did Sarpanches/ Ward members attend Block orientation Conventions
- ❖ Were Gram Sabhas held on NREGA ?
- ❖ Are there needy household who do not know about NREGA?
- ❖ Are Wage Seekers are aware of the key provisions and procedures of the Act?

2. Demand Process:

2.1 Registration and Job Card

- ❖ Are wage seekers able to register freely and easily for job cards?
- ❖ What is the time gap between registration and issue of Job Card (should not be more than two to three weeks and not more than a month)
- ❖ Are Job Cards freely given? Are there cases of job cards being obtained on price?
- ❖ Are minors on Job Cards
- ❖ Do job cards have photograph of the House hold members registered
- ❖ Are photographs free of Cost
- ❖ Who has custody of Job cards

2.2 Application for Employment

- ❖ Are applications submitted for employment
- ❖ Is dated receipt issued by Gram Panchayat
- ❖ Is work allotted in 15 days

3. Works Process

3.1 Planning

- ❖ Were Gram Sabhas convened to select works
- ❖ Have priorities of Gram Sabha been maintained in the formulation of GP development Plan
- ❖ Are local people happy with choice of works?

3.2 Shelf of Projects

- ❖ The Village has an approved shelf of projects of at least five works with technical and financial estimates ready to start when employment demand is received?
- ❖ Only permissible works have been taken up?
- ❖ What kind of works have been given priority?
- ❖ Are the works taken up useful? What does their quality look like?
- ❖ List of approved works on public display in Gram Panchayat ?

3.3 Execution

- ❖ Does the GP have at least 50% of works selected for execution.
- ❖ Are the Muster Rolls being properly maintained?
- ❖ Are workers without job cards working on work sites?
- ❖ Is there evidence of contractors and machinery?
- ❖ Is measurement of works done on time within a fortnight?
- ❖ Are works in progress being technically supervised regularly?
- ❖ Are the adequate work site facilities available

*** Additional questions on work execution and worksite can be referred in the worksite questionnaire and Muster Roll verification*

4. Wage Payment

- ❖ What is the average amount of wage paid per day per labourer?
- ❖ Are the worker able to earn the notified wages for agri labourers.
- ❖ Are the workers earning the full task rate notified in the Schedule of rates (SOR).
- ❖ In the task rate earned equal to the minimum wages.
- ❖ Are separate wage rates applicable to NREGA works? Or are they the same as the notified minimum wages for agricultural labourers?
- ❖ Is the Schedule of rates (SOR) applied to NREGA also applied to similar works executed by unskilled manual labour that does not use contractor and machinery? Or is an exclusive SOR applied to NREGA?
- ❖ Are their different task rates for men and women?
- ❖ Are wages paid within 15 days? If not what is the time lag between work completion and payment?
- ❖ Is the muster roll read out when wages are paid?

5. Records

- ❖ Muster Roll entries match with the job cards? Specially in term of days worked and amount paid.
- ❖ Work completed is recorded in the Asset Register?

6. Staff and Training

- ❖ Is Gram Rozgar Sewak available for each GP?

- ❖ Is there a technical assistant(junior engineer) for a group of Gram Panchayats to supervise, measure ?
- ❖ Have the following been trained?
 - ❖ - Gram Rozgar Sewak
 - ❖ - Panchayat Secretary (if he is handling NREGA)
 - ❖ -Sarpanches/Ward members
 - ❖ -Vigilance Monitoring Committee Members

7 Monitoring

- ❖ Have works been inspected by district/ Block/ State functionaries?
- ❖ Does the VMC monitor and certify works completion?

8 Social audit

- ❖ Has social audit of all works been done? Who did social audit? Was the Gram Sabha and the workers involved?

9. Grievance Redressal

- ❖ Are complaints register available at GP level? Are Complaints disposed?