

Office Order

For successful implementation of MGNREGA through line departments as executing agencies, Nodal Officers like AE's (HPPWD), AE's (IPH), RO (Forests), ADO's, HDO's, etc. have been designated by the respective departments.

The functions and responsibilities of the Nodal Officers have been summarized as under:

- 1 To present a Shelf of Projects consisting of works permissible under MGNREGA alongwith the technically sanctioned estimates to the concerned District Programme Coordinator-cum-Deputy Commissioner for approval in the Zila Parishad and inclusion in the Labour Budget.
- 2 To maintain Accounts relating to MGNREGA in Banks and operation thereof as per the financial norms and procedures.
- 3 To place demand for funds and muster-rolls with unique identification no. to the concerned Block Development Officer-cum-Block Programme Officer (MGNREGA).
- 4 To enter the details of the muster-rolls in the 'Muster-roll Receipt Register'.
- 5 To ensure that the provisions of the working hours and holidays as per the directions of the Rural Development Department are followed verbatim.
- 6 To ensure that the wage : non-wage ratio is maintained as 60:40.
- 7 To ensure that the worksite facilities like shade, drinking water, crèche (if required) and first-aid-kit are available at every worksite.
- 8 To ensure timely assessment of the work.
- 9 To ensure weekly payment of wages @ notified by the Rural Development Department and in any case not later than fifteen days.
- 10 To ensure that only the registered Job Card holders are engaged for the work.
- 11 To oversee the execution of the sanctioned works through periodic monitoring and inspections.
- 12 To ensure monthly submission of reports to the concerned BDO-cum-BPO alongwith the copies of muster-rolls, bills/ vouchers etc.

SE(W)/IFC
2/11/10

2/11/10
A/S (IPM)

1. The worthy Chief Secretary, H.P for information please.
2. The Additional Chief Secretary (Forests) to the Govt. of H.P for information and n/a
3. The Principal Secretary (AR) to the Govt. of H.P. for information.
4. The Principal Secretary (HPPWD) to the Govt. of H.P for information and n/a
5. The Principal Secretary (IPH) to the Govt. of H.P for information and n/a
6. The Principal Secretary (Finance) to the Govt. of H.P for information and n/a
7. The Secretary (Agriculture) to the Govt. of H.P for information and n/a
8. The Secretary (Horticulture) to the Govt. of H.P for information and n/a
9. The Director (Industries), H.P for information and n/a
10. All the Deputy Commissioners-cum-CEO, DRDA in H.P for information and n/a.
11. The Principal Chief Conservator of Forests, H.P for information and n/a
12. The Engineer-in-Chief (HPPWD) for information and n/a
13. The Engineer-in-Chief (IPH) for information and n/a The Engineer-in-Chief (HPPWD) for information and n/a
14. The Director (Horticulture), H.P. for information and necessary action.
15. The Director (Agriculture), H.P. for information and necessary action.
16. All the ADC/ADM's-cum-PD, DRDA in H.P for information and n/a
17. The Additional Director, (RD&PR) for information and n/a
18. The Additional Director (RD) for information and n/a.
19. All the Programme Officers, Rural Development Department, State Headquarter for information and n/a.
20. All the Executive Engineers (RDD) for information and n/a.
21. **All the PO's, DRDA in Himachal Pradesh for information and n/a and with the request to provide copies of relevant correspondence to all the district level officers of the concerned line departments for further n/a.**
22. **All the Block Development Officers in H.P. for information and n/a and with the request to provide copies of all relevant correspondence to all the block level officers of the concerned line departments for further n/a.**
23. Sh. Robin George, Media Manager (RD& PR) for information and n/a.
24. The Private Secretary to the Hon'ble RD&PR Minister for information.
25. The Private Secretary to the Secretary (RD&PR) for information.



Joint Secretary(RD)

to the Govt. of H.P.

- 13) To ensure that the details required to be uploaded on the MGNREGA-MIS are supplied to the concerned officials at regular intervals.
- 14) To ensure disposal of complaints within a week as envisaged under the provisions of the MGNREG Act.
- 15) To ensure that Social Audit of all the completed works is done.
- 16) To bolster the convergence initiatives and dovetailing of funds..

Although DDO powers have been delegated to the designated Nodal Officers by most of the departments, yet some of the issues still need to be resolved. The Rural Development Department being responsible for the implementation of MGNREGA in the State deems it expedient to issue the following directives to be followed by the all concerned line departments, if not done earlier:

- I. All the concerned line departments should designate Nodal Officers and direct them to discharge the duties and responsibilities enumerated as above.
- II. Adequate administrative, financial and technical powers should be delegated to the designated Nodal Officers.
- III. It has been experienced that some of the Nodal Officers have not been vested with the authority for procurement of material required for the execution of the sanctioned works. The material procurement powers shall be deemed to have been vested in all the Nodal Officers, who have been given the DDO powers by the respective departments for the specific purposes of MGNREGA. All codal formalities prescribed by the H.P Financial Rules and directions of the Government imparted from time to time need to be observed before placing the supply orders and at the time of passing the bills/ vouchers for the same.
- IV. The Nodal Officers must be imparted adequate trainings by liaising with the Rural Development Department / SIRD (HIPA).
- V. All the Nodal Officers should be directed to maintain close liaison with the DC-cum-DPC, BDO-cum-BPO and to participate in the meetings convened by them.

Secretary (RD&PR)

to the Govt. of H.P.