

**No.B.13016/6/14-RD(MGNREGS)
GOVERNMENT OF MIZORAM
RURAL DEVELOPMENT DEPARTMENT**

Dated Aizawl, the 28th Feb 2014

OFFICE MEMORANDUM

Subject: GUIDELINES FOR ROZGAR DIWAS for implementation of MGNREGS in Mizoram

For creation of awareness among rural people about the MGNREGA, and to facilitate Job Card Registration process, record grievance and redressal of the issues through appropriate authorities etc, the following Guidelines are published for general information.

1. Background

Pursuance to the Guidelines and Instructions of Ministry of Rural Development and to meet the primary objective of Mahatma Gandhi NREGA i.e. guaranteeing at least one hundred days of wage employment to every registered rural household, it is necessary that the demand for work is captured and rural people are made aware of the provisions of MGNREG Act and its implementation process.

In spite of taking various number of initiatives for effective implementation of MGNREGA were taken up, there is still a need to capture the full demand and provide work as mandated in the Act i.e., within 15 days from the date of work application (Para 6, Schedule II). The Mahatma Gandhi NREGA Operational Guidelines, 2013 (Para 3.3.) has suggested organization of "Rozgar Diwas" as a means of demand capture.

2. Rozgar Diwas

i) Rozgar Diwas will be observed as a monthly event organized at the block level and to be presided over by the Village Level Administrative Assistant with representation of at least 25% of the registered job card holders in the Block or area of that village and the first Monday of every month shall be observed as Rozgar Diwas. The event is for registering demand for work, issue of job cards, allocation of work, disclosure of information, payment of wages, payment of unemployment allowance, etc. and to generate awareness about the programme. At this event, the Programme Officer or Village Employment Council should pro-

actively invite applications for work from potential workers for the current as well subsequent quarters.

ii) The District Programme Coordinator will make instruction to the Addl DPC or Programme Officers under MGNREGA to organise Rozgar Diwas in a well-defined manner at every village or block.

3. Objectives

i) To make the communities aware about MGNREGS employment opportunities in the concerned villages.

ii) To cater to the needs and requirements of the vulnerable groups of wage seekers i.e., Persons With Disabilities, identified / liberated manual scavengers, bonded labourers, victims of human trafficking, etc.

iii) To facilitate Job Card registration process for inclusion of new families/ adult members.

iv) To receive work applications from interested households and provide dated receipts on the spot.

v) To discuss potential works in the area and their time of execution.

vi) To record grievances and submit the same to appropriate authorities for redressal.

vii) To discuss and resolve the issues relating to wage disbursement and ensure clearance of backlog in wage disbursements in respect of different payment agencies like Banks, Banking Correspondences, Post Offices, etc.

viii) To respond to the needs of the job card holders and requirements for effective implementation of projects under MGNREGS.

4. Frequency and Schedule

i) Rozgar Diwas shall be observed at all block levels on the first Monday of every month.

ii) The time for Rozgar Diwas will be decided by the Programme Officer or Village Employment Council as per their convenience.

5. Venue

“Rozgar Diwas” will be organised at a public location like School building or Community Hall or BNRGSK Buildings etc.

6. Participants

Registered MGNREGA workers, rural people without job cards willing to work, elected Village Council members of that area concerned, MGNREGA functionaries, representatives of implementing agencies, Banks/Post Offices/Banking Correspondences, officials, etc are allowed to participate in the observance of Rozgar Diwas. The gathering will be presided over by the Village Level Administrative Assistant.

7. Preparatory Activities

i) Sensitization of MGNREGA functionaries: To sensitize the MGNREGA functionaries about the significance of Rozgar Diwas, a one / two day(s) training cum orientation workshop will be conducted at the local level, preferably at the Block/ District level by District Programme Coordinator or Addl District Programme Coordinator or Programme Officer.

ii) Awareness campaign:

a) District Programme Coordinator or Addl District Programme Coordinator or Programme Officer can use electronic and print media (local newspapers, etc) on the significance of Rozgar Diwas in addressing MGNREGA workers" issues. He shall prepare important points and issues to be discussed during the Rozgar Diwas.

b) In order to ensure participation of maximum number of MGNREGA workers, wide campaign using IEC materials, wall writings, etc. should be carried out at Village level about the significance of Rozgar Diwas.

c) Programme Officer will ensure all workers reach the venue, and he will conduct door to door campaign to make rural people aware of the date/day, time and the venue. Bharat Nirman Volunteers (BNVs), SHG groups, CSOs, etc. may be actively engaged in the process.

d) At the worksite, mate should inform workers about the significance of Rozgar Diwas on a routine basis and especially on the day before Rozgar Diwas.

e) To make workers aware of the significance of Rozgar Diwas, a banner should be put up at the venue stating its importance and the kind of activities likely to be carried out during the day.

f) All writings as part of awareness campaign should be in local or vernacular languages.

g) Different means of creating awareness like street plays, drum beating, documentary films, etc. may also adopted by the District Programme Coordinator or Addl District Programme Coordinator or Programme Officer.

iii) Wall writing about Rozgar Diwas: Day/date/, venue and time for Rozgar Diwas shall be written/ printed on a prominent wall.

iv) Rozgar Diwas details on website: Details about Rozgar Diwas preparation and the outcomes should be sent to the Administrative Department for uploading on the website by the State.

v) Adequate number of Work Applications: As one of the main objectives of Rozgar Diwas is to register application for work and issue dated receipt, it is necessary that the Executive Members of the Village Employment Council or the Village Level Administrative Assistant should ensure that adequate number of application forms for work is made available at the venue. However, applications for work can also be accepted on a plain paper. The receipt may be signed by the Village Level Administrative Assistant/Gram Rozgar Sahayak or Executive Members of the Village Employment Council or President of the Village Council of the area concerned.

vi) Availability of records: As any issue related to implementation is likely to be discussed, it is necessary that all records are made available at the venue.

8. Stakeholders

District Programme Coordinator or Addl District Programme Coordinator or Programme Officer shall ensure that all local MGNREGA functionaries, PRI members, representatives of implementing agencies, Line Department officials, Bank and post officials etc. are present throughout the day with all records. The participation of the following functionaries shall be mandatory:

i) Village Council members/Village Employment Council.

ii) Village Council Secretary, Executive Members of the Village Employment Council and Gram Rozgar Sahayak (Supervisor) or Village Level Administrative Assistant, Technical Assistant etc.

9. Organizing Rozgar Diwas

i) To begin with, Village Council members, Gram Rozgar Sahayak/Village Level Administrative Assistant and Village Council Presidents or Executive Members of the Village Employment Council should speak about the significance of Rozgar Diwas, provisions of MGNREGA and the guidelines & advisories issued by the MoRD and the State Government and in brief, provide details on outcomes, works in progress and those completed, number of persons provided employment

and details of wage payment. Updates/initiatives (if any) taken by the Central / State Government be also shared with the workers.

ii) Village Council President/Gram Rozgar Sahayak or Village Level Administrative Assistant should facilitate the demand registration and Issuance of dated acknowledgement receipts to the applicants.

All application for registration should be received. The entire demand for work will be recorded and dated receipts should be provided on the spot.

iii) Immediately on receipt of demand for work and its registration in the register, Gram Rozgar Sahayak/Village Level Administrative Assistant shall input the demand in NREGASoft. For this, State may make arrangements for data input with mobile technology.

iv) To process job card applications including updation and carry out related activities such as disclosure of information about the scheme especially those related to allocation of work, payment of wages and payment of unemployment allowance and compensation for delay in wage payment..

v) Gram Rozgar Sahayak/Village Level Administrative Assistant should discuss the new works to be taken up and the timing of execution of those works.

vi) As during the event, implementation issues may be discussed, it is necessary for the Junior Engineer/ Technical Assistant to ensure that all measurements or payments, that were due till Rozgar Diwas, are done.

vii) For all job seekers who asked for work, works shall be allocated during Rozgar Diwas. After allocation, the same may be entered in NREGASoft with mobile module.

10. Funding

The expenditure relating to the organization of Rozgar Diwas at the Block level shall be paid out of 6% administrative costs.

11. Follow-up

i) To ensure that issues raised during the event are followed up and amicably resolved, Recording Secretary, which will be selected from the Executive SMembers of the Village Employment Council should document the proceedings related to demand for work, issue of job cards, delay in wage payments etc and hand over to Village Level Administrative Assistant for onward submission to the Programme Officer with a copy to the Village Council Office (format attached in Annexure I).

ii) Photographs of Rozgar Diwas shall be uploaded on the website by District Programme Coordinator/Addl District Programme Corrdinator/Programme Officer within two days of the organization of Rozgar Diwas

iii) The Programme Officer will ensure that the sufficient number of projects works are ready with technical and administrative sanction including those by way of convergence to cater to the demands made during Rozgar Diwas and also to achieve the equally important objective of creating productive and durable assets and thus contributing to the Gross Domestic Product (GDP).

iv) The Programme Officer shall make report of Rozgar Diwas to District Programme Coordinator/Addl District Programme Coordinator and the District Programme Coordinator/Addl District Programme Coordinator will submit the compiled report of the district to the State Rural Development Department on a monthly basis in Form 1 at Annexure II. The District report should contain the details of demand received, receipts provided, payments made, issues resolved, etc.

Note: Activities that would be taken up during Rozgar Diwas should not be restricted to Rozgar Diwas. Demands for works should be accepted through mobile phones, internet, in writing and orally. Applications for work should also be accepted at any time.

Sd/-R. LALVENA
Secretary to the Govt. of Mizoram
Rural Development Department

Memo No.B.13016/6/14-RD(MGNREGS)

Dated Aizawl, the 28th Feb 2014

Copy to:

1. PS to Hon'ble Minister, Rural Development Deptt
2. PS to Hon'ble Parliamentary Secretary, Rural Development Deptt
3. Sr PPS to Chief Secretary, Govt of Mizoram
4. Director, Rural Development Deptt, Mizoram
5. District Programme Coordinators, MGNREGA for information and necessary action
6. Project Directors, DRDA for information and necessary action
7. Block Development Officers for information and necessary action
8. Web Administrator, RD Deptt for uploading at mizorural.nic.in and mizonrega.nic.in
9. Guard File



(V.LALENGMAWIA)
Deputy Secretary to the Govt. of Mizoram
Rural Development Department

Annexure-I

Format for Recording Proceedings of Rozgar Diwas

Sl.No	Particular	Details filled during RozgarDiwas
1	Name of the Ward/ Gram Panchayat/ Block/ District	
2	Date of Rozgar Diwas	
3	Total number of people turned out on Rozgar Diwas	
4	Number of new households registered during the Rozgar Diwas and how many belonged to SC/ST and vulnerable groups	
5	Number of households demanded for employment	
6	Number of dated receipts handed over	
7	Total number of households provided employment against the demand	
8	Number of projects initiated as per the demand	
9	Number of wage disbursements made (number of families)	
10	Total number of grievances recorded	
11	Total number of grievances redressed	
12	Number of officials with designation present during RozgarDiwas	
13	Any other matter	

Signature
Name
Designation

