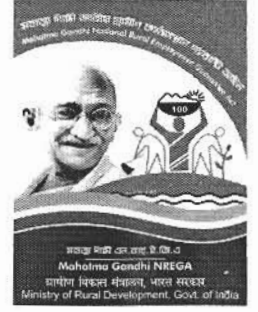




GOVT. OF WEST BENGAL
OFFICE OF THE D.P.C. (MGNREGS)
&
DISTRICT MAGISTRATE, JALPAIGURI
(MGNREGS CELL AT ROOM NO- 05, 2nd FLOOR
COLLECTORATE BUILDING, JALPAIGURI)

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Memo No. 1617(13)/ MGNREGS

Date: 06/12/2013

To: The PO & BDO
Sadar/ Rajganj/ Maynaguri/ Malbazar/ Matiali/ Nagrakata/ Dhupguri/ Falakata/ Madarihat-
Birpara/ Kalchini/ Alipurduar-I/ Alipurduar-II/ Kumargram Block
Jalpaiguri

Sub: Guideline for Construction of IHHL in convergence with MGNREGA & NBA

I. Steps to be taken up

1. Select the beneficiaries, club them suitably in each scheme and send to the district MGNREGS Cell for inclusion in the Supplementary Annual Action Plan. Say, if ten (10) schemes are sent, it is expected to include 100 beneficiaries, with 10 beneficiaries per scheme. (Para II to be followed)
2. Select the Agency to be engaged and give them work order for execution of the work. (Para III to be followed)
3. The work shall be carried out positively in accordance with the model estimate, duly vetted by District Engineer, Jalpaiguri Zilla Parishad, Jalpaiguri. (Copy enclosed)
4. NS / STP / GRS will look after the work & write the MB / M Sheet accordingly.
5. Supervisors shall be ensured for each scheme who will look after entire work including demand collection in Form 4A from job card holder, collection and filling up of eMR etc.
6. Scheme detail with expenditure incurred shall be displayed in wall writing.
7. After completion of the work, a 'work done certificate' with photograph showing the wall writing, shall be obtained from each agency.
8. It shall be ensured that all the earthen work have been done positively. If not, corresponding wage payment shall not be made.
9. For the portion of the material bill and wage paid from the MGNREGS fund, necessary MIS entry shall be done within seven days of the payment made.

II. Selection of beneficiaries & preparation of the Scheme.

1. Beneficiary shall be selected from the current Base Line Survey done under Nirmal Bharat Abhiyan.
2. Ideally each scheme shall be in a cluster of maximum 10 beneficiaries clubbed together suitably.
3. The name of each scheme shall be "Construction of Individual House Hold Latrine (IHHL) under MGNREGS, in convergence with NBA, in the house of Sri and nine others".

III. Selection of Agency:

1. The Gram Panchayat shall engage specified Sanitary MART as per the list provided by the Jalpaiguri Zilla Parishad and enclosed along with. In these GPs, execution of the works will directly be assigned to the MART.
2. In other cases, the GPs will directly assign the work to willing Self Help Groups, having adequate capacity. But before assigning the responsibility to the SHGs, the GP should verify the competency of the SHG, keeping in mind that the work should not be stopped at any time owing to financial incapacity of the group.
3. Works may also be given to private entrepreneurs, after strictly following due financial formalities.
4. In all the above cases, job card holder under MGNREGS shall only be engaged for the unskilled wage portion of the scheme. As per the provision of MGNREGA 2005 Guideline for every work of IBS, the family should have a job card and should involve in the work as a worker.
5. In all the cases, supervisors will be engaged by the Gram Panchayat.

IV. Fund Management

1. Zilla Parishad will release fund under NBA, to the GP, @ Rs. 4600/- per beneficiary which will be kept in a separate bank account. A suitable order for opening a separate bank account for the purpose will be issued shortly from the Zilla Parishad. (Order enclosed)
2. GPs will collect the beneficiary's contribution @ Rs. 900/- per beneficiary and deposit in the same account. For collection of the beneficiary's contribution, GPs may engage willing SHGs, as motivators, against payment of Rs. 50/- per beneficiary, from the NBA fund, which will be given from Zilla Parishad on demand. (Order enclosed)
3. Payment of Rs. 5500/- per beneficiary will be made from this account to the executing agency, through cheque, issued in favour of the Sanitary MART, SHG or private agency, as the case may be.

4. Rs. 4500/- per beneficiary will be paid directly from NREGS account. Out of this amount, Rs. 1782/- per beneficiary will be paid towards material and rest Rs. 2718/- will be paid for unskilled wages.
5. The material bill shall be paid through cheque only and necessary MIS entry shall be done immediately. For any payment exceeding Rs. 5000/-, TIN of the vendor shall be entered in the MIS. In cases, where TIN is not available, every single payment shall not exceed Rs. 5000/-.
6. The wages portion shall be paid directly to the savings account of the job card holder and following all other NREGS norms. Necessary entries in the Job card, Register 3 and MIS shall be done by the GP within seven days, accordingly.

Enclosed:

1. Vetted Estimate
2. Sanitary MART list
3. Beneficiary list
4. Order for separate bank account



District Programme Coordinator
MGNREGA
Jalpaiguri
&
District Magistrate
Jalpaiguri

Memo No.

1617(13)/1(5)
MGNREGS

Date: 06/12/2013

Copy forwarded to:-

1. AEO, Jalpaiguri Zilla Parishad, Jalpaiguri
2. SDO, Sadar / Alipurduar & Mal, Jalpaiguri
3. PD, DRDC, Jalpaiguri



District Programme Coordinator
MGNREGA
Jalpaiguri
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District Magistrate
Jalpaiguri