

GOVERNMENT OF ASSAM
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT
DISPUR :: GUWAHATI.

No. RDD.95/2006/121

Dated Dispur. the 28th June'2010.

From :- Shri K. C. Kalita, ACS
Joint Secretary to the Govt. of Assam,
Panchayat & Rural Development Deptt.

To : 1) The Principal Secretary,
BTC, Kokrajhar/ KAAC, Diphu/ NCHills, Haflong, Assam.
2) The Deputy Commissioner & District Programme Coordinator,
MGNREGA (All)Assam
3) The Project Director, DRDAs, (All)
4) The Block development Officer (All)

Sub : Guideline for empanelment and contractual engagement of mates
under MGNREGA etc.

Sir,

In inviting a reference to the subject above in modification of this office letter No. RDD.95/2006/87, dtd.4th Dec'2009 & No.RDD.95/2006/117, dtd.10-2-2010, I am directed to circulate herewith Guideline for empanelment and contractual engagement of mate under MGNREGA for your guidance and compliance.

(2) The BDO / Programme Officers will issue instruction to GP to submit a list of 20 (twenty) mates duly approved in a meeting of the GP for consideration of empanelment of mate for that particular GP. If GP fails to provide the list within 15 (fifteen) days then GP Secretary will submit the list to the Programme Officer (BDO), suggesting 3 (three) names per ward. In case of sixth schedule areas VDC/VCDC will submit the list to the Programme Officer. The Programme Officer can empanel maximum 10 mates per GP area i.e. 1 (one) mate per GP Ward on need based basis from the list prepared by the GP. For sixth schedule districts one mate may be empanelled for every 1000 population. It should be Endeavour to engage at least 1/3rd (one-third) of women as mates.

The qualifications for recommending names by G.P./G.P. Secretary shall be:

- (i) Minimum Educational Qualification of mate will be Class X Passed.
 - (ii) Age - 18 to 35 years.
 - (iii) The household of the shortlisted person should have worked for at least 7 days under MGNREGA during the last year.
- (3) The Programme Officer (BDO) will hold a Selection Committee to make an empanelment of mates in the blocks. The JE & E.O. shall be co-opted by the BDO.

BDO - Chairman, J.E.(any one) - Member, E.O (any one) - Member

B.D.O. will prepare list of empanelled mates GP wise and shortlisted mates of that GP will get preference for engagement as mate for the concerned GP. As and when required the BDO shall issue letter of contractual engagement for mate.

(4) Block Development Officer & Programme Officer on empanelment of mate under MGNREGA will get the Agreement signed as per format enclosed. They will also issue letters as per work allotment format, as and when required. The two formats are enclosed.

(5) The contractual engagement of mate shall be for a maximum period of 90 days at a time or for the period of the specific project, whichever is less. Subsequent engagement shall be with a break of one day.

(6) A 2(two) days training session for Mates shall be fixed at the Block H.Q. under the supervision of the concerned BDO. He will select resource person from amongst JE/GP Secretary well versed in the guidelines of MGNREGA. All the mates attending the training session will be provided with a basic kit (bag, writing pad, ball pen). An Officer from the DRDA, HQ, as required may be deputed during the training session of Mates.

(7) (i) Paragraphs 6.4.4(6.5.4) at pages 30 & 31 of operational Guidelines 2008 of NREGA may be looked into, for engagement of mates & guidelines thereof.


(ii) Wages shall be paid as per wage rate for semi-skilled workers as per attendance and satisfactory work, at each month end.

(iv) Operational guidelines of NREGA, 2008 may be followed.

The above Guidelines are to be strictly enforced and complied with.

Yours faithfully

Encl:- 2 (Two) formats.


Joint Secretary to the Government of Assam,
Panchayat and Rural Development Department.


Memo No. RDD.95/2006/121 - A,

Dated Dispur the 28th June 2010

Copy for kind information and necessary action to:-

1. The Commissioner, Panchayat and Rural Development, Assam, Panjabari, Juripar, Guwahati-37, along with formats.
2. OSD to Minister, P&RD Department, Dispur. As approved.
3. The Technical Director, N.I.C., Dispur. To place on site.

By order etc


Joint Secretary to the Government of Assam,
Panchayat and Rural Development Department.

AGREEMENT FOR EMPANELLED MATE UNDER MGNREGS

SRI/MRS/MISS S/D/W of SHRI/LATE.....
 RESIDENT OF VILLAGE UNDER P.S. IN THE
 DISTRICT OF is hereby empanelled as Mate. His/ Her services will be called
 for purely on a contractual basis for specific time periods, under the overall supervision of the
 B.D.O. and Programme Officer of Development Block. He/ She will be
 required to perform work as assigned from time to time and as per terms and conditions as
 follows.

TERMS & CONDITIONS:

- 1) Contractual Nature of Engagement: The engagement as may be required shall be purely contractual in nature, and depend on the ongoing specific works in the Gaon Panchayat areas. The empanelment is G.P. specific. However, BDO & Programme Officer may utilize them in other areas of the Block if need be.
- 2) Work: As assigned from time to time as per provision under NREGS for Mates.
- 3) Duration of work: The duration of his/her work will depend on demand of works and performance. So, engagement cannot be claimed as a matter of right engagement may cease as when demand will cease. No notice of cessation of work shall be given to the Mates. The engagement can last for 90 days at a stretch, or for the duration of the work whichever is less.
- 4) Wage: His/her wage will be equivalent to semi-skilled labourers, as presently provided in the guidelines of MGNREGS, and for the days worked.
- 5) Fresh Empanelment / Cancellation: The BDO(Programme Officer) reserves the right of cancellation of empanelment at any point of time, or to hold a fresh empanelment process at any point of time.
- 6) Self Learning: The contractual staff undertakes to go through various guidelines of NREGS related to his/her job himself/ herself and always be updated. Lack of knowledge shall not be treated as a genuine ground if some anomaly is noticed in his / her job performance.
- 7) Non Disclosure of information: The contractual staff shall undertake not to disclose, divulge or make public, except on legal obligations any information that he/she may acquire in course of his/her work without the written consent of the DRDA.
- 8) No. claim for regularization in DRDA /other Agency or Govt. job: The contractual staff shall have no right or claim or preference either for regular employment in DRDA/other Agency or for regular employment in any Govt. job or for regularization or for extension of the period of the contract, on account of his / her engagement on contract basis as detailed in these terms and conditions and the contractual staff undertakes not to make any such claim at any point of time. It is expressly stated and agreed that the contractual staff shall not claim any right to be treated as a Government servant or be absorbed in Government service or in the DRDA/other Agency at any future point of time.

9) Leave: No leave shall be admissible as the contractual agreement is essentially for daily wage rate engagement and payment shall be made for the days worked.

10) Code of conduct: The contractual staff undertakes to act and function with professionalism, utmost care, skill, diligence, honesty, good faith and integrity as well as high moral and ethical standards. The contractual staff also undertakes to compensate any losses sustained by the Agency on account of his/her actions/inactions.

11) Not to sign on behalf of the Agency: The contractual staff is not authorized to sign for or on behalf of the Agency, BDO of GP concerned.

Programme Officer

..... Block.

Dated

Copy for information and necessary action to:-

1. The Project Director, DRDA District
2. The Gram Panchayat Secretary GP.
3. Person concerned, To sign and return in token of acceptance of empanelment and willingness subsequent contractual work thereof.

Programme Officer

..... Block.

WORK ALLOTMENT FORM

Letter No.

Date

To,

Shri / Smti

Village

Gram Panchayat

Block

District

SUBJECT INFORMATION REGARDING THE ALLOTMENT OF WORK AS MATE.

You are hereby notified under paragraph 6.4.4(6.5.4) & page 30 of Operational Guidelines 2008 of NREGA to report for work for
..... (project name) at
..... (village) Gram Panchayat
..... Block under the supervision of G.P. Secretary / BDO
(name of GP/name of Block which is executing agency).

2. You are informed that the work allotment is purely for this particular scheme and of a daily wage nature. Even if the scheme work continues and there is requirement of mate, a different mate shall be engaged after a period of 90 days, or completion of this scheme whichever is earlier. This allotment does not in any manner vest a right for regular employment under the Government of Assam or any office Agencies.

4. You are also informed that you shall be paid wages after a fortnight as per the rate of wage for semi-skilled workers as per attendance and subject to satisfactory work.

Office Stamp

Signature of the Programme Officer.....

Name

Designation

Date

Number.....

Date

A copy forwarded to the Gram Panchayat for information and necessary action.

Signature of the Programme Officer.....

Name

Designation

Date