

ANNEXURE – I
[See para 13(3)]

National Rural Employment Guarantee Act
Application form for registration under Haryana Rural Employment Guarantee Scheme

To

The Sarpanch
Gram Panchayat _____.
Block _____

Registration Number (to be filled by GP)

[a] Name of the Head of Family:

[b] Particulars of household Members:

Serial No.	Name	Father's/ husband's name	Age	Sex

[c] I / we want to do unskilled manual work and certify that the particulars given above are correct and household be registered .

Date:

Signature / Thumb impression of
Head of the family

ANNEXURE II
[See para 14(3)]

National Rural Employment Guarantee Act
Haryana Rural Employment Guarantee Scheme

Proforma for registration application register

District:
Block:
Gram Panchayat:
Village:

Serial No.	Name of Applicant	Whether Scheduled Caste, Indira Awaas Yojana/Land Reforms beneficiary	Date of receipt of application/ Request for registration	Registration No.	No. and Date of Job card issued.	Reasons, if Job card not issued and any other remarks

ANNEXURE III

[See para 14(5)]

**National Rural Employment Guarantee Act
Haryana Rural Employment Guarantee Scheme**

Registration – cum – Employment Register

Family-wise register for maintenance at Gram Panchayat office

Index

Serial No.	Job Card No.	Name of Registered persons in the household	Page No.

Performa of Pages

Page No.

1. Registration No. of the Household
2. Requested period of employment

Serial No.	Name of applicant	Month and date from which employment requested	No. of days	Preference for place

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3. Period and work on which employment offered

Serial No.	Name of applicant	Month and date from which employment offered	No. of days	Name of work

4. Period and work on which employment given

Serial No.	Name of applicant	Month and date from which employment availed	No. of days	Name of work	Muster roll no.

ANNEXURE-IV
[See para 15(3)]

Household No.

Registration No.

National Rural Employment Guarantee Act
Haryana Rural Employment Guarantee Scheme

JOB CARD

Valid for Five years

From _____ To _____

Serial No.	Code No.	Particulars
1.	12	Haryana
2.	-	District _____
3.	-	Block _____
4.	-	Name of Gram Panchayat _____
5.	-	Name of Village _____

- Household no. should be allotted based on BPL Census, 2002.
-

Performa for pages

1. Registration no. of household _____
State _____
Code/District _____ Code/Block _____

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Code/Village_____ Code/Family_____

(Photograph of all the adult members of household)

2. Name of Head of households _____

3. Category

(a) Scheduled Caste _____

(b) IAY Beneficiary _____

(c) Beneficiary of land reforms _____

(d) Other _____

4. Details of household members:

Serial No.	Name	Father/Husband Name	Male/Female	Relationship with Head of household	Age at the time of registration

5. Address

6. Date of Registration

Signature/Thumb Impression of Applicant

Signature of Registration official/
Sarpanch with seal

Details of Employment Demanded

Serial No.	Date of Submission of application for seeking employment	Date from which employment is needed	No. of days

Page

Details of Employment and wages Provided

Serial No.	Month and year	Name of Family member to whom employment provided	No. of days and date for which employment provided		Details of work on which employment provided	Muster roll no. by which wages paid	Amount of wages paid	Signature of authorised official
			From	To				
			Date					

Note:

1. No row shall be left blank in any case.
2. Month-wise totals shall be done at the end of month for number of days of employment and amount of wages paid.
3. Details shall be entered separately for separate family member.
4. The entries for the next month shall start from next row giving total of previous month.

Page

Details of Unemployment Allowance

Serial No.	Date, Month and Year	Name of family Member to whom unemployment allowance given	No. of Days and Dates for which Unemployment Allowance provided			Rate at which Unemployment Allowance given	Total amount paid	Signature of Authorised officer
			Date		No. of days			
			From	To				

ANNEXURE V
[See para 7(7)]

National Rural Employment Guarantee Act
Haryana Rural Employment Guarantee Scheme

Application form for work

To

The Sarpanch
Gram Panchayat _____
Block _____

OR

Block Programme Officer

Sub: Application for work.

Sir,

I/we the following applicants whose particulars and details are given below want to work for the period/periods mentioned against the name(s) of the applicant(s). Kindly provide with unskilled manual work as per the rules.

Serial No.	Name	Registration No. of the Job Card	Period for which employment needed			
			From Date	No. of days	From Date	No. of days

Signature / Thumb impression of

Date:

applicant

ANNEXURE-VI
[See para7(9)]

National Rural Employment Guarantee Act
Haryana Rural Employment Guarantee Scheme

Application for work allotment

To

Shri _____
Village _____
Panchayat _____

Sub:- Information regarding the Allotment of Work.

With reference to your application no. _____, dated _____, you are provided manual unskilled work in the following schemes/works:-

1. Place of Work site allotted :
2. Village :
3. Name of work :
4. Distance from village :

(Signature of Sarpanch/ Gram Panchayat Official)

Dated:

PROFORMA FOR ASSET REGISTER (PAGES)

1. Name of work
2. Nature of work
3. Scope of work
4. Location of work
Village
Gram Panchayat
Block
District
5. No. and date of sanction
6. Whether included in five year Perspective Plan Yes/No
7. Whether work approved in Annual Plan by DP Yes/No
8. Estimated cost Rs.....
9. Estimated completion time
10. Expenditure incurred (in Rs.)

Labour unskilled	Labour semi-skilled	Labour skilled	Material	Contingency	Total

11. Employment generated

	Persondays	Total no. of persons given work	No. of persons on work	
			Highest	Lowest
Unskilled				
Semiskilled				
Skilled				

12. Distinct numbers of muster rolls used
13. Date of start of work
14. Date of completion
- 15. Whether local vigilance committee forms.** Yes/No.

ANNEXURE-VIII
[See para 33(2)]

National Rural Employment Guarantee Act
Haryana Rural Employment Guarantee Scheme

Monthly Employment data to be sent to Programme Officer by the Gram Panchayat and other Implementing Agency

Financial Year

Month

Name of the Implementing Agency

Name of the District

Name of the Block

Name of the Gram Panchayat

Serial No.	Name of Project	Code No.	Mandays generated			Total Expenditure (Rs.)					Muster rolld numbers used		Date of sending the copy of Muster Rolls to Gram Panchayat (if 1A other than Gram Panchayat)	Remarks	
			Unskilled	Semi skilled	Skilled	Unskilled wages	Other wages	Material	Contingency	Total	From	To			

Signature of the competent authority of the Implementing Agency/Gram Panchayat

ANNEXURE-IX
[See para 23(2)]

National Rural Employment Guarantee Act
Haryana Rural Employment Guarantee Scheme

Month _____ Year _____

Muster Roll

No. _____

Name of Block _____
Name of Gram Panchayat _____
Name of Village _____
Name of work _____
(with estimated cost)
Implementing Agency _____

Serial No	Name, Name of Father/Husband	Job Card No.	Caste and age	Village and Gram Panchayat	Skill ed/U nskil led	Man days 1 to 31 rows	Total man days	Rate of Minimum wages	Total amount of wages paid	Date of payment	Signature/Thumb impression of person receiving payment

1. Total No. of workers: _____

2. Workers
Men
Women
Scheduled Caste
Others

Signature of Person taking
attendance

Signature of Inspecting Authority

Amount due Rs.in words_____

Actual amount paid Rs. in words_____

Approved by Sarpanch/Authorized
official

ANNEXURE -X
[See para 23(2)]

National Rural Employment Guarantee Act
Haryana Rural Employment Guarantee Scheme

Muster Roll Issue Register to be Maintained by the Issuing Authority i.e. Programme Officer at the Block Level

Serial No.	Muster Roll no.	Name of the work for which issued	Financial Sanction Number and date of work			Date of Issue of Muster Roll	Name of Agency to whom Muster Roll Issued	Name, Designation and Signature of the Official receiving Muster Roll
			Sanction no.	Amount (in Rs.)	Date			
1	2	3	4	5	6	7	8	9

Annexure-XIII
[See para 37(5)]

National Rural Employment Guarantee Act
Haryana Rural Employment Guarantee Scheme
PART-I
Monthly Progress Report

EMPLOYMENT GENERATION UNDER THE NREGA DURING THE YEAR UP TO THE MONTH OF
NAME OF THE STATE :

Serial No.	District	No. of registered households (cumulative for the district)	No. of applicants for work in the month	No. of persons at work in the month			Employment Generated (In lakh Mandays) (Cumulative for the year)						
				Max.	Min.	Average					Out of Column 10		
							S C	S T	Other	Total (7+8+9)	Women	Land Reform/IA Y beneficiary	Others
	1	2	3	4	5	6	7	8	9	10	11	12	13
1													
2													
3													
4													
5													
6													
7													
8													
Total													

Note :

Col.2 No. of registered households should be cumulative since the inception

Col.3 This should be number of persons who have requested for work to be made available during the month.

Col.4-6 Give number of persons actually on work as per muster rolls

Col.7-13 Give employment generated in persondays cumulative for the financial year.

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Annexure- XIV
[See para 10(5)]

Complaint Register to be maintained at Panchayat, Block and District level

Serial No.	Date	Name and address of complainant	Name of Gram Panchayat and block	Action taken	Date of final disposal

RAJ KUMAR
Financial Commissioner & Principal Secretary to Government
Haryana, Rural Development and Panchayats Department,
Chandigarh.