## ANNEXURE – I [See para 13(3)]

## National Pural Employment Cuarantee Act

То		Applicati	on forn		tration under Haryana Rural Employment Guarantee Scheme
10	The Sarpanch Gram Pancha Block	ayat	.•		
[a]		Head of Famil	•	Registra	ation Number (to be filled by GP)
[b]	Particulars of	f household M	lembers:		
Serial No.	Name	Father's/ husband's name	Age	Sex	
[c]	I/we want t	to do unskilled	manual v	work and cert	tify that the particulars given above are correct and household be registered.
	Date:			Sign	nature / Thumb impression of d 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	Whether	Date of receipt	Registration	No. and Date of	Reasons, if Job
	Applicant	Scheduled	of application/	No.	Job card issued.	card not issued
		Caste, Indira	Request for			and any other
		Awaas	registration			remarks
		Yojana/Land				
		Reforms				
		beneficiary				

### **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

### 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.

ANN	EXUI	RE-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

		vanu 101 11	ive years
		FromTo	_
Serial	No. Code No. 12	Particulars Haryana	
2.	-	District	
3.	-	Block	
4.	-	Name of Gram Panchayat	
5.	_	Name of Village	
•	Household no. should be a	llotted based on BPL Census, 2002.	
		Performa fo	or pages
1.	Registration no. of househo	old	
	State		
	Code/District	Code/Block	

<u> </u>		(11101(12011)	
	Code/Village	Code/Family	
	(Photograph of all the adult m	nembers of household)	
2.	Name of Head of households		
3.	Category		
	<ul><li>(a) Scheduled Caste</li><li>(b) IAY Beneficiary</li><li>(c) Beneficiary of land reforms</li><li>(d) Other</li></ul>		

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

**Page** 

### **Details of Employment and wages Provided**

Serial	Month	Name of	No. of	days	and	date	for	which	Datails	Muster	Amount	Signature
No.	and year	Family	employm	employment provided					of work	roll no.	of wages	of
		member to							on which	by which	paid	authorise
		whom							employm	wages		d
		employme							ent	paid		officiaal
		nt							provided			
		provided										
				Date	;							
			From		To		No.	. of				
							day	'S				

#### 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	Name of family Member to	•	ys and Dates ment Allow		Rate at which Unemplo	Total amount paid	Signature of Authorised officer	
	Year	whom	D	ate		yment	para	officer	
		unemployment allowance given	From	То	No. of days	Allowan ce given			

### **ANNEXURE V** [See para 7(7)]

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

				Appli	cation for	m for work	
То	The Sarpanch Gram Panchayat Block		OR	Block	Programme	Officer ——	
	Sub: Application for	r work.					
Sir,							
applica	I/we the following a ant(s). Kindly provide				en below wa	nt to work for the p	period/periods mentioned against the name(s) of the
Serial No.	Name	Registration No. of the Job Card	Period for w	hich employme	nt needed		
			From Date	No. of days	From Date	No. of days	

Signature / Thumb impression of applicant Date:

# ANNEXURE-VI [See para7(9)]

### National Rural Employment Guarantee Act Haryana Rural Employment Guarantee Scheme

## **Application for work allotment**

To		
	Shri	
	VillagePanchayat	
Sub:-	Information regarding the A	lotment of Work.
	With reference to your applie	cation 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	:
Dated:		(Signature of Sarpanch/ Gram Panchayat Official)

## ANNEXURE-VII (See para 26)

### National Rural Employment Guarantee Act Haryana Rural Employment Guarantee Scheme

### Proforma for asset register

#### **INDEX**

Serial	Scheme	Name of	Order No.	Total	Unskilled	Date of	Date of	Page No.
No.	no.	Scheme	and date	Cost	Mandays	Commence	Completi	
			of		generated	ment	on	
			Sanction					

## Page No. 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	No. of persons on work	
		persons given		
		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	Name of	Code	Mandays generated				Total Expenditure (Rs.					rolld	Date of sending	Remarks
No.	Project	No.										S	the copy of	
											used		Muster Rolls to	
			Unskilled	Semi	Skilled	Unskilled	Other	Material	Conting	Total	From	To	Gram	
				skilled		wages	wages		ency				Panchayat (if	
													1A other than	
													Gram	
													Panchayat)	
_														

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

			Year
		Month	
	Muster Roll		
		No	_
me of Block			
me of Gram Panchayat			
me of Village			
me of work			
th estimated cost)			
plementing Agency			

Serial No	Name, Name of Father/ Husba nd	Job Card No.	Caste and age	Village and Gram Panchay at	Skill ed/U nskil led	Man days 1 to 31 rows	Total man days	Rate of Minimu m 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	
Signatu attenda	ure of Person taking ance	Signature of Inspecting Authority
	nt due Rs.in words 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	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
		issued	Sanction no.	Amount (in Rs.)	Date			Muster Roll
1	2	3	4	5	6	7	8	9

Page

# Annexure-XI [See para 23(2)]

### National Rural Employment Guarantee Act Haryana Rural Employment Guarantee Scheme

### Muster Roll Receipt Register to be maintained by Gram Panchayats

Serial No.	Muster Roll No.	Name of work for which issued	Financial Sanction Date of V		Gram Panchay	s of Works for which at is the Executing gency	For Muster Rolls of Works for which Executing Agencies are other than the Gram Panchayat		
			Sanction No. and Amount (In Rs.)	Date	Date of Issue of Muster Roll by Programme Officer	Name, Designation and Signature of the Official receiving Muster Roll	Date on which copy of the paid Muster Roll given to the Gram Panchayat	Date and Signature of the receiving Gram Panchayat Official	
1	2	3	4	5	6	7	8	9	

# Annexure-XII [See para 23(2)]

### National Rural Employment Guarantee Act Haryana Rural Employment Guarantee Scheme

### Muster Roll Receipt Register to be maintained by each Implementing Agencies other than Gram Panchayats

Serial	Muster Roll	Name of work for which	Financial Sanction		Date of	Name, Designation	Date on which copy	Date and
No.	No.	issues	Number and Date of		Issue/receipt	and Signature of the	of the paid Muster	Signature of
			Work		of Muster	Official receiving	Roll given to the	the receiving
			Sanction No.		Roll	Muster Roll	Gram Panchayat for	Gram
			and	Date			record	Panchayat
			Amount (In Rs.)					Official
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 :

DOI INDUINIE.																
Serial	Distri	No. of	No. of			rsons at	Employment Generated (In lakh Mandays)									
No.	ct	registered	applican	work	in th	e month			(	Cummula	ative for the year)					
		household	ts for	Ma	Mi	Avera					Ou	Out of Column 10				
		S	work in	х.	n.	ge	S	S	Oth	Total	Wom	Land	Othe			
		(cumulati	the				C	T	er	(7+8+	en	Reform/IA	rs			
		ve for the	month							9)		Y				
		district)										beneficiary				
	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.

#### **PART-II**

## MONITORING FORMATS FOR MONTHLY PROGRESS REPORT UNDER NATIONAL RURAL EMPLOYMENT GUARANTEE ACT (NREGA)

(Haryana Rural Employment Guarantee Scheme)

## FINANCIAL PERFORMANCE UNDER NREGA DURING THE YEAR ...... UPTO THE MONTH OF ......

#### NAME OF THE STATE

Serial	Distri	Actu	Releas	Relea	Misc.	Total	Cumulative Expenditure							
No.	ct	al	e of	se	Recei	Availabili	On	On	On	On	Tot			
		O.B.	last	Durin	pt	ty	Unskill	semi	materi	contingen	al			
		as on	year	g		(2+3+4+5	ed wage	-	al	cy				
		1 <sup>st</sup>	but	Curre		)		skille						
		April	receive	nt				d and						
		of	d	Year				skille						
		the	during					d						
		year	the					wage						
			current											
			year											
	1	2	3	4	5	6	7	8			9			
1														
2														
3														
4														
5														
Total														

Phy	sical	<b>Performance</b>	under NREGA	during the	vear	ip to the month of

### (Haryana Rural Employment Guarantee Scheme)

### Name of the State

Serial	Distri				Total nos. of works							
No	ct	Water		Drough	ıt	Flood Control		Rural		Other works		(add 2 to 11)
		Conser	vation	proofin	g and			Connectivity				
				plantati	on							
		Comp In		Comp	In	Comp In		Comp In		Comp	In	
		leted	progr	leted progr		leted	progr	leted	progr	leted	progr	
			ess	ess		ess			ess		ess	
	1	2	3	4	5	6	7	8	9	10	11	12

## $Monitoring\ Format\ for\ monthly\ Progress\ Report\ under\ EGS\ up to\ the\ month.$

1.	Name of the district
2.	No. of Registered Household
3.	Total Number of adult persons registered
4.	Number of Household provided with work
5.	Number of Household paid unemployment allowance:
6.	Total amount of unemployment allowance paid:

Sr. No.	Category of Works	Nos. of Works Executed	No. of Works in Progress	Area covere d (in Ha/ K.M.)		No. of Mandays Generated				No. of Persons Employed						Funds Utilised (Rs. in lakhs)									
					s C	S T	Others	Tota 1 (Col .4+ 5+6	Wome n (out of Col.7)	Landl ess Out of Col. 7)	Disabl ed	s C		Others	Tota 1 (Col .10+ 11+ 12)	Wome n (out of Col.13	Landl ess Out of Col. 13)	Disabl ed	S C		Others	Total (Col.1 6+ 17+18	Wome n (out of Col.19	Landl ess Out of Col. 19)	Disabl ed
(1)	(2)	(3)	(4)	(5)	(6)	7	(8)	(9)	(10)	(11)	(12)	1 3	1 4	(15)	(16)	(17)	(18)	(19)	0	2	(22)	(23)	(24)	(25)	(26)
1.	Water Conservation												,						,						
2.	Drought Proofing																								
3.	Flood Control/ Protection.																								
4.	Connectivity (Roads)																								
5.	Other Works																								
	Total::																								

#### **Annexure-XIV**

[See para 10(5)]

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

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

RAJ KUMAR

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