



# **FAQs MGNREGA**

**Meghalaya Society for Social Audit & Transparency**

**(MSSAT)**



**FREQUENTLY ASKED QUESTIONS ON  
IMPLEMENTATION OF MGNREGA**

**MAHATMA GANDHI NATIONAL RURAL  
EMPLOYMENT GUARANTEE ACT**



# **FAQs ON MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE ACT**

## **REGISTRATION OF FAMILIES**

1. Who can register under MGNREGS?
  - All adult members of a rural household willing to do unskilled manual labour can register under MGNREGS.
2. Can a person apply for a JOB CARD in villages where he / she is not a local domicile?
  - No
3. With whom should they register?
  - With the Secretary of their respective Village Employment Council.
4. What will happen after they register?
  - The Secretary of the Village Employment Council will forward their application to the Programme Officer. A JOB CARD is issued within 15 days of submission of an application after due verification.
5. Who is the Programme Officer (PO) under the MGNREGS?
  - The Block Development Officer (BDO) of the Block is the Programme Officer (PO).
6. What will happen after a JOB CARD is issued?
  - The registered household may apply for work under the MGNREGS.
7. Do we need to have a JOB CARD to work under MGNREGS?
  - Yes, a Job Card is a legal document valid for 5 years which enables the registered household to demand for employment under MGNREGS. It must contain family group photo and names of all adult members of the household members willing to work under the MGNREGS. The Photograph and JOB CARD are provided free of cost.
8. Will all the adult individuals in a household be given separate JOB CARD?
  - No. One household will be given one JOB CARD. One household can't exceed more than 100 days of employment in a year.
9. Is it allowed to employ person who are below 18 years under MGNREGS?
  - No.
10. Who will keep the custody of JOB CARD?
  - All Job Cards shall be in the custody of the Job Card holders to whom they are issued.
11. If Job Card is lost, can we still work under MGNREGS?
  - Yes. In case of lost of Job Card it has to be reported to the VEC Secretary for issuing of a duplicate Job Card.
12. Can a Job Card be borrowed or sold?
  - No.
13. What will happen if a Job Card is lent to others who do not have a Job Card?
  - A person who is not registered is not entitled to work and get payment. If a Job card is lent to another person then he will work and get paid in your name, even though the job card holder did not work, which is illegal.



## **APPLICATION FOR EMPLOYMENT**

1. What is meant by Demand Driven employment guaranteed?
  - Demand Driven means people should come forward to ask for employment. The demand made by the JOB CARD HOLDERS is the triggering point of MGNREGS.
2. How can one apply for work under MGNREGS?
  - The registered adult holding a Job Card should seek employment through a written application on plain paper addressed to the VEC/AEC or Programme Officer mentioning the number of days of employment sought. A dated receipt of application should be asked when such demand is made.
3. When can one get employment?
  - Within 15 days of submitting the application or from the day the work is demanded, employment will be provided to the applicant.
4. What happens if employment is not given to the eligible applicant?
  - The applicant will be entitled to UNEMPLOYMENT ALLOWANCE.
5. What is Unemployment Allowance?
  - Unemployment allowance is the amount provided to any eligible applicant who does not get employment within 15 days of the demand for work or the date from which employment is sought.
  - The rate of unemployment allowance will be 25% .i.e ¼ of the wage rate for the first 30 days and 50% .i.e. ½ of the wage rate for the remaining days subject to the household entitlements of the days of employment.
6. What happens if a person does not report for work?
  - If a person does not report for work within 15 days of being notified, he/ she shall not be entitled to Unemployment Allowance.
7. Can he/ she re-apply for work?
  - Yes.
8. Can individual application for work be submitted?
  - Yes, until the particular household does not exceed 100 days of employment, the individual members of the household can also apply for work.

## **WORKER RIGHTS AND ENTITLEMENTS**

1. How many days in a year can one get employment?
  - Each household is entitled to 100 days of employment in a year.
2. What facilities are to be made available to Workers at worksite?
  - Safe drinking water
  - Crèche
  - Shade for resting
  - Period of rest
  - First aid Box with adequate materials for emergency treatment for minor injuries.
3. Where is work to be provided?
  - Work is to be provided within 5 km radius of the applicant's residence.
4. What happens if the work is provided beyond 5 km radius?
  - In that case, the worker is entitled to receive 10% additional wages as transportation cost.



5. What are the provisions for workers?
  - **In case of accidents:** If any labourer gets injured and needs medical attention during the course of employment at worksite, the person is entitled to free medical treatment.
  - **In case of hospitalisation of the injured labourers:** If any labourer sustains injury during the course of employment at work site requiring hospitalization, the labourer will be entitled to free hospitalization viz., free treatment, medicines, hospital accommodation. The injured labourer will be entitled for daily allowance which shall not be less than 50% of the wage rate as applicable.
  - **In case of death or permanent disablement:** The State Government will pay an ex- gratia of Rs 25,000/- or as prescribed by the Central Government, to the legal heir of the deceased or to the disabled as the case may be.
  - What is the minimum wage a worker is entitled to receive?
  - The worker is entitled to a minimum wage applicable to agricultural workers in the State and as notified by the State Labour department or by Government of India, Ministry of Rural Development under NREGA.
6. What is the minimum wage a worker is willing to received?
  - The worker is entitled to a minimum wage applicable to agricultural workers in the state and as notified by the state labour department or by Government of India, Ministry of Rural Development under Mahatma Gandhi NREGA. The minimum wage for the year 2015- 16 as laid down by the Government of India is Rs 163/- (Rupees One Hundred and sixty three only) per day.
7. When will wages be paid?
  - Wages are to be paid every week, and not later than a fortnight after the date on which such work was done.
8. What happens in case there is delay in payment of wages to the worker?
  - Under Schedule II, Rule 30 of MGNREGA, a worker is entitled to receive compensation if payment of wages is delayed in accordance with the provision of the Payment of Wages Act (POWA), amounting to maximum payment of 3000 and not less than Rs 1500, which the State Government has to bear.

## **PROJECT PLANNING AND IMPLEMENTATION**

1. Who are entrusted with the identification of project?
  - Section 16 of the Mahatma Gandhi NREGS mandates the Panchayat (VEC/AEC) as the principal authorities for Planning. Every VEC/AEC shall prepare an Annual Development Plan by identifying projects to be taken up in a year and maintain a shelf of projects through participatory planning involving the Job Card holders. A copy of the resolution of the VEC recommending the works to be taken up and their priority will be sent to the Programme Officer ( at the Block).
2. What type of work will be given?
  - Works that lead to the creation of durable assets in the community and strengthening the livelihood base of the rural poor will be given. Creation of durable asset and providing employment of rural poor are the two broad objectives of the Scheme.
3. Are there any non negotiable rules under MGNREGS?



➤ Yes, there are non-negotiable rules that are to be complied without deviation:.

**Rule no 1:** CONTRACTORS are not permitted.

**Rule no 2:** 60:40 ratio of Wage and Material should be maintained. Material component should not in any circumstances exceed beyond the allotted 40%.

**Rule no 3:** Equal wages shall be paid to men and women.

4. What kinds of works are permissible under MGNREGS?

➤ Permissible works that can be taken up under MGNRES in the order of priority are as follows;

- i. Water conservation and Water harvesting including contour trenches, contour bunds, boulder checks, gabion structures, underground dykes, earthen dams, stop dams and springshed development;
- ii. Drought proofing including afforestation and tree plantation;
- iii. Irrigation canals including micro and minor irrigation works;
- iv. Provision of irrigation facility, horticulture plantation and land development on the land owned by households belonging to SC/ST, beneficiaries of land reforms, beneficiaries under the Indira Awas Yojana ( IAY) and on the land of BPL;
- v. Renovation of traditional water bodies including desiltation of tanks;
- vi. Land Development;
- vii. Flood control and flood protection works including drainage in waterlogged areas including deepening and repairing of flood channels, chaur renovation, construction of storm water drains for coastal protection;
- viii. Rural Connectivity to provide all weather access, including culverts and roads within a village, whenever necessary;
- ix. Construction of Bharat Nirman Rajiv Gandhi Kendra as Knowledge Resource Centre at the Block level and as Gram Panchayat Bhawan at the Gram Panchayat level;
- x. Agriculture related works, such as NADEP composting, Vermi- composting, liquid bio-manures;
- xi. Livestock related works, such as , poultry shelter, goat shelter, construction of pucca floor, urine tank and fodder trough for cattle, azolla as cattle-feed supplement.
- xii. Fisheries related work, such as fisheries in seasonal water bodies on public land.
- xiii. Works in coastal areas, such as drying yards, belt vegetation;
- xiv. Rural drinking water related works, such as, soak pits, recharge pits;
- xv. Rural sanitation related works, such as, individual household latrines , school toilet units, Anganwadi toilets, solid and liquid waste management;
- xvi. Any other work which may be notified by the Central Govt. In consultation with the State Government.

(All activities mentioned in items (iv), (x),(xi), (xiii),(xiv) and (xv) shall be allowed on land or homestead owned by households belonging to SC/SC/BPL/ IAY beneficiaries/ Small or marginal farmers / other Traditional Forest Dwellers.

5. Can we take up three or more projects in a year?

➤ Yes, provided that there are sufficient members of job seekers in the village. It is encouraged to complete one project before the next one is taken up.

6. Due to non availability of Public land can we take up work on private land?

➤ Yes, provided the land owner belongs to SC/ST / BPL/ IAY beneficiaries.



7. Can we construct a road that will link the village to a water source which is located in the outskirts of the village?
- Yes, provided that nearby village has not taken any project linking to the same water source. If there is an overlap, the Programme officer should be consulted.

### **INSTITUTIONAL ARRANGEMENT**

1. What kind of institutional arrangement is made in Meghalaya for the implementation of MGNREGS?
  - In the absence of Panchayati Raj System in Meghalaya, the State formulated a four tier system for the implementation of MGNREGS in Meghalaya viz.,
    - i) Village Employment Council (VEC) which is formed at the Village level.
    - ii) Area Employment Council (AEC) which is formed at the Cluster level comprising of villages with in 2.5 km radius
    - iii) Block Employment Council (BEC) which is formed at the Block level.
    - iv) District Employment Council (DEC) which is formed at the District level
2. Who will be eligible as members of the Village Employment Council?
  - Every male and female heads of each household are eligible to be members of the Village Employment Council.
3. What happens once the Village Employment Council is formed?
  - The members of the Village Employment Council will then form a PROGRAMME EXECUTIVE / IMPLEMENTATION COMMITTEE (PEIC) to implement the Scheme.
4. What is the composition of Programme Executive / Implementation Committee?
  - Programme Executive/ Implementation Committee (PEIC) comprises of 5 (five) members, out of whom a Chairman and Secretary will be elected by the members of VEC and the remaining members will be decided by the General Body meeting of VEC. At least one woman member should be members of the PEIC.
  - Who will chair the meeting of VEC?

The meeting of the VEC will be chaired by a Chairman of Programme Executive/ Implementation Committee/ Village Headman/Traditional Village Head and by a Secretary elected by the members of the VEC.
5. How long is the term of PEIC and AEC?
  - The term of members of PEIC and AEC members will be THREE YEARS.
6. What are the roles and responsibilities of Village Employment Council (VEC)?
  - a. At the Village level the Village Employment Council (VEC) shall be the principal implementing agency/ authority for planning and implementation of the Scheme
  - b. To implement the Scheme. (50% of work in term of cost will be implemented by the Village Employment Council (VEC))
  - c. Recommend Shelf of projects at the village level
  - d. Ensure that all committee are formed like Social Audit Committee for conduct of Social Audit, Vigilance and Monitoring Committee to monitor works under the Scheme, Purchase Committee for procuring material.
  - e. Maintenance of Registers under MGNREGS.
  - f. Mobilised members to attend Public Hearing/ Social Audit Forum



- g. Work distribution and allotment during the course of employment under MGNREGS.
  - h. Disclosure of all documents/information on any matter related to MGNREGS for the conduct of Social Audit as and when required.
  - i. Ensure that work site facilities are provided and Worker's Right and Entitlements are upheld.
  - j. Maintenance of Information wall with list of approved work and name of Workers.
7. What is Area Employment Council?
- Area Employment Council (AEC) is formed at the cluster level comprising of villages within 2.5 km radius. The AEC is vested with the responsibility of that of the Gram Panchayat. Its members consist of three elected members 'of PEIC namely chairman, secretary and one female representative from each Village Employment Council, where the total members of AEC shall not exceed more than 20.
8. What are the roles and functions of AEC?
- a. The Area Employment Council (AEC) is competent to carry out Social Audit and each AEC shall form a Social Audit Committee comprising of three or four members to carry out Social Audit for the works done within their jurisdiction at regular intervals as and when directed by the Programme officer or by the District Programme Co-ordinator.
  - b. Accept application for registration and for issuance of JOB CARDS
  - c. Updating of household job card at the time of payment of wages along with the Gram Sevaks/ Community Co-ordinators.
  - d. The AEC shall facilitate conduct of General Body meeting of VECs for identification and prioritization of works and facilitate Social Audit Forums to the Public.
  - e. The AEC shall forward recommendation of Shelf of projects by VEC to the Programme Officer.
  - f. Accept applications for work and maintained all list of application for work in the 'Application for Work Register'
9. What is Block Employment Council (BEC) and its functions?
- The Block Employment Council which is the notified name of Block Selection Committee is formed at the level of each block which is vested with the responsibilities as that of Block Panchayat.
10. What are the functions of BEC?
- a. BEC finalises and approves the block level plan consisting of consolidated shelf of projects to be taken up in the block.
  - b. Identifies 25 % of the total entitled allocation of works and implement with the help of the VECs.
  - c. Performs other functions as assigned by the District Employment Council or by the State Council.
11. What is District Employment Council (DEC)?
- District Employment Council (DEC) is constituted at each district level. It is the authority for planning and implementation of the scheme. The governing body of District Rural Development Agency (DRDA) is notified as the DEC.





12. What are the functions of DEC?
- DEC approves the District Employment Guarantee Scheme Plan, which includes the consolidated Block EGS Plans.
  - Approve projects proposal from other line departments apart from its own projects proposal.
  - Supervise and review the programme implementation.
  - Monitoring of projects taken up at the level of the district and blocks.
  - Other functions as assigned by the State Council.
13. What is Meghalaya State Employment Guarantee Council and its composition?
- Meghalaya State Employment Guarantee Council (MSEGC) is constituted as an advisory body for the purpose of the National Rural Employment Guarantee Scheme.

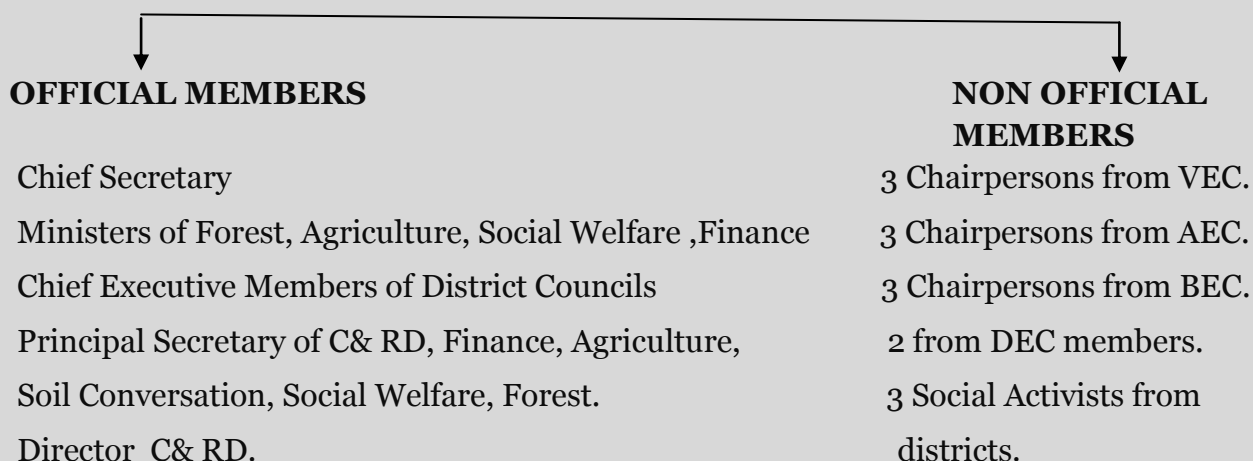
## **COMPOSITION OF MEGHALAYA STATE EMPLOYMENT GUARANTEE COUNCIL**

**CHAIRMAN**  
(Chief Minister)

**VICE- CHAIRMAN**  
(Minister Community and Rural Development)

**MEMBER SECRETARY**  
(Commissioner & Secretary, C&RD)

### **MEMBERS**



14. How often should MSEGC meet?
- MSEGC shall meet as often as necessary. However, it shall meet at least once in every half year.
15. Where is the headquarters of MSEGC?
- The headquarters of MSEGC is at Shillong.
16. Are non official members entitled for TA/DA to attend MSEGC meeting?



- Yes, non official members are entitled for TA/DA as applicable to State Government employees of the first class.
17. What is the purpose of setting up State Employment Guarantee Fund (SEGF)?
- In order to curtail fund constraint faced by the districts, SEGF is set up to provide financial assistance to the districts on need basis. Fund is provided to the districts as a revolving fund, and is managed by State Rural Employment Society (SRES).
18. What is the functioning of State Rural Employment Society?
- The State Rural Employment Society (SRES) was established in the year 2011 to act as the nodal agency for the implementation of MGNREGS in the State. SRES oversee the programme implementation in the State apart from managing the fund. It also conducts regular monitoring and evaluation of works under the Scheme and organises training programmes for VEC /AEC functionaries under MGNREGS.
19. Where is the office of State Rural Employment Society located?
- It is located in Dhankheti, Shillong near Bawri Mansion , opposite to Monfort Building.

### **CONVERGENCE**

1. What is convergence?
  - Convergence in simple terms means the occurrence of two things coming closer together.
2. Can we take up projects on convergence mode with other Scheme?
  - Yes, provided that the work to be taken up under convergence leads to creation of durable assets to enhance productivity and comes under MGNREGA Permissible Works. It should also come within the parameters of MGNREGA, which should be labour intensive and ensure that there is complete ban on contractors.

### **TRANSPARENCY AND ACCOUNTABILITY**

1. What do you mean by Social Audit and Social Audit Forum/ Public Hearing? Is it the same?
  - Social Audit in simple terms means a continuous process of public vigilance where as Social Audit Forum/Public Hearing means a periodic assemblies convened by the VEC where the finding of Social Audit is read out and subsequent decision / action is taken up. Social Audit Forum/ Public Hearing is a part of the process of Social Audit.
2. Who will constitute Social Audit Committee and what is its composition?
  - Each AEC will constitute Social Audit Committee to conduct Social Audit for the works done within their jurisdiction at regular intervals as per direction of the Programme Officer and District Programme Co ordinator and submit a reports to the Programme Officer.
  - Social Audit Committee is comprised of three to four persons.
3. How is it possible that the people audit for themselves and what is its purpose?
  - The AEC is made competent to carry out Social Audit. Social audit implies both financial audit as well as non financial audit. Social Audit checks on whether Worker's Rights and Entitlements are upheld, if there are any irregularities in the implementation and execution of the Scheme and to see if the intended benefits



reach the right persons. As such it is necessary to form Social Audit Committee in each AEC to conduct Social Audit.

4. How will people's voice be heard through Social Audit?
  - When Social Audit is completed, report on the findings of the social audit will be submitted to the Block office. A Social Audit Forum/ Public Hearing will be called where all the findings will be read out in the public. Action will be taken by the concerned officials or authority based on the report, within a specific period of time which is to be decided during the Public Hearing.
5. How many times do we need to conduct Social Audit?
  - Once in every six months.
6. How are Programme Functionaries (VEC office Bearers, Block Level officials etc) accountable for what they do?
  - All programme functionaries under MGNREGS are accountable through continuous monitoring and evaluation and audit of the programme by internal and external evaluators. Village level Vigilance and Monitoring Committee is to be set up at every AEC to oversee each work. Moreover, any contravention of the Act shall, on conviction is liable to fine which may extend to one thousand rupees. Also, each district is to set up Grievance Redress Mechanism.
7. Is it necessary to form Village level Vigilance and Monitoring Committee (VMC)? What is the function of VMC?
  - Yes, it is needed to form Vigilance and Monitoring Committee (VMC).  
Functions of VMC:
    - a) Visit worksites and interact with workers.
    - b) Verify records and onsite facilities.
    - c) Assess quality of materials and cost.
    - d) Provide end – of – work report on its satisfactory completion including a qualitative assessment of the nature of the work and its usefulness.
8. What is the composition of Vigilance and Monitoring Committee (VMC) and who are eligible to be members of VMC?
  - Vigilance and Monitoring Committee will comprise of at least 10 (Ten) members half of whom shall be women with representation for Scheduled Castes and Scheduled Tribes in proportion of their population. Members of the VMC may be identified from among local school teachers, aganwadi workers, Self Help Group Members, Social Audit Volunteers, member of various community base organisations user groups, youth clubs etc.
  - The VMC Team should be appointed / nominated / elected by the VEC for a period of six months but not exceeding one year.

### **BANK PAYMENT, SMART CARD, CSP, BC ETC**

1. What is Bank Business Correspondent Model under MGNREGA?
  - Business Correspondent is an intermediary appointed by the bank, well equipped with appropriate technological capable to capture transaction and will deliver the service of payment of wages directly to the beneficiaries of all the villages. Business Correspondence Model (BC Model) is a branchless banking with the intended aim to increase outreach of the banks in areas where banks services are



limited, especially in rural areas with the objective of ensuring greater financial inclusion.

2. What are the duties of the BC under MGNREGA?
  - The prior duties of the BC is to ensure that the payment of wages reach into the hand of all the beneficiaries after an easy procedure of verification. Appointing CSPs depending on the geographic/demographic profile of the Block/AEC/VEC, enrolment of beneficiaries of MGNREGS, issuing biometric smart cards and payment of wages through CSPs.
3. What are the advantages of BC Model?
  - Under BC Model it will ensure payment of wages in timely manner as per mandated in the provision of the Act. It will also ensure payment of exact amount to beneficiaries and reduce leakages of funds and malpractices. Unlike in the case of cash payment, beneficiaries can have the option of saving some amount of their wages without withdrawing the entire amount of their wages. Also, through BC Model, beneficiary save time and money as they don't have to travel to the nearest bank branch to withdraw their wages.
4. What is Electronic Benefit Transfer?
  - Electronic Benefit Transfer (EBT) is a kind of system through which payment or disbursement of worker's wages under MGNREGS is done through biometric smart card issued to the workers. Wages will be electronically deposited into the workers' bank accounts; the workers can then use the EBT cards to withdraw wages in which business correspondences of various banks will go to the villages to disburse the wages electronically to the MGNREGS workers.
5. What is a biometric smart card?
  - A biometric smart card is a card which will enable MGNREGS beneficiaries to withdraw money. It is similar to ATM card with slight difference where fingerprints of beneficiaries are used instead of password. After enrolment and processing of data, beneficiaries will receive a smart card from the concerned business correspondent. Payment of wages will be made using these smart cards.
6. Who is eligible to apply for smart card?
  - Any person working under MGNREGS and have a JOB CARD is eligible to apply for Smart Card.
7. Is there any cost of smart card?
  - No, smart card is provided free of cost. However, photograph and fingerprints of beneficiaries will be collected by the Customer Service Provider (CSP).
8. What is Customer Service Provider (CSP)?
  - Customer Service Provider or CSP are agents appointed by BC which will work on behalf of the BC. CSPs are generally people from the same or nearby area covered by BC, so as to enable the beneficiaries to meet them at any time.
9. What if the smart card received is not correct as per the data given by the beneficiary?
  - If the smart card received is not correct, then the same can be corrected by the concerned Business Corresponding and no charges will be levied for this purpose.
10. What happens in case the Smart Card is lost or damaged?



- Beneficiaries should inform the concerned Customer Service Provider (CSP), so that duplicate smart card can be issued by the concerned Business Corresponding (BC), through CSP at minimal charge.
11. What is the uniqueness of Smart Card?
- Only the owner of the Smart Card can withdraw the money by swiping the card after due authentication of his/her fingerprints. Beneficiaries can also withdraw the entire or half of the amount from their account.
12. Will it generate payment slip after withdrawal of money?
- Yes, two copies of payment slip will be generated by the machine; one for the concerned beneficiaries and the other for CSP agent for maintaining records.
13. Can we open an account with zero balance/no frill account?
- Yes, account can be opened with zero balance.