

Process of Application/Registration:

- **How to apply for Registration?**
Applications should be given in writing and should include the registration number of the Job Card, date from which employment is required & the number of days of employment required. It should contain the names of those adult members of the household who are willing to do unskilled manual work, and particulars such as age, sex and SC/ST status.
- **Where to apply?**
Applications for work should generally be submitted to the Gram Panchayat. An individual may appear personally and make an oral request for registration.
- **What are the timings?**
The application for registration may be given on plain paper to the local Gram Panchayat authority on any working day between 10 AM and 5 PM. To allow maximum opportunities to families that may migrate, registration is open throughout the year at the Gram Panchayat office during working hours.
- **Who are the target audience?**
Rural household whose adult members volunteer to do unskilled manual work.
- **What are the benefits?**
The scheme ensures guaranteed employment for people in rural areas for hundred days in a financial year.

Verification of applications will be based upon local residence in the Gram Panchayat concerned, the household as an entity, and the fact that applicants are adult members of the household. After verification, the Gram Panchayat will enter all particulars in the Registrations Register in the Gram Panchayat. Every registered household will be assigned a unique registration number.