

बिहार सरकार  
ग्रामीण विकास विभाग

पत्रांक 203206 पटना, दिनांक 26-09-2014  
शा0वि0- अनु0को0- 79/2014

प्रेषक,

एस0 एम0 राजू,  
सचिव ।

सेवा में,

सभी जिला पदाधिकारी-सह-जिला कार्यक्रम समन्वयक,  
सभी उप विकास आयुक्-सह-अपर जिला कार्यक्रम समन्वयक  
बिहार ।

विषय:- मनरेगा वार्षिक पुरस्कार हेतु प्रस्ताव भेजने के संबंध में ।

प्रसंग ग्रामीण विकास मंत्रालय, भारत सरकार के पत्रांक- file No- J11060/10/2014 /01/14  
दिनांक- 08.09.2014 ।

महाशय,

उपर्युक्त विषयक एवं प्रासंगिक पत्र के संबंध में कहना है कि ग्रामीण विकास मंत्रालय, भारत सरकार द्वारा प्रत्येक वर्ष मनरेगा दिवस के अवसर पर मनरेगा अंतर्गत विभिन्न श्रेणियों में पुरस्कार दिये जाते हैं । इस वर्ष भी भारत सरकार द्वारा मनरेगा वार्षिक पुरस्कार प्रदान करने हेतु Awards for district teams for effective initiatives in MGNREGA Implementation विषय पर जिलों को पुरस्कार देने का निर्णय लिया गया है ।

पुरस्कार हेतु ग्रामीण विकास मंत्रालय, भारत सरकार द्वारा मापदंड का निर्धारण किए गए हैं जिसकी प्रति पत्र के साथ संलग्न है । भारत सरकार द्वारा निर्धारित मापदंड के आधार पर ही जिलों से प्राप्त प्रस्ताव की State Screening committee के द्वारा इसका मूल्यांकन कर अल्प सूचीबद्ध किया जाएगा ।

पुरस्कार हेतु नामांकन के लिए इस विषय पर किये जाने वाले प्रस्तुतीकरण (Power Point Presentation) soft copy एवं प्रस्ताव का प्रारूप पत्र के साथ संलग्न प्रपत्र में दिनांक- 10.10.2014 तक आवश्यक रूप से भेजा जाए ताकि इस विषय पर प्रस्ताव भारत सरकार को ससमय भेजा जा सके ।

अनु0- यथोक्त ।

विश्वासभाजन

(एस0 एम0 राजू)  
सचिव  
26/9/14

OSd (MGNREGA)

CAI-165350/14 ①

File No J 11060/10/2014  
Government of India  
Ministry of Rural Development  
Department of Rural Development  
(Mahatma Gandhi NREGA Division)

Krishi Bhawan, New Delhi  
8<sup>th</sup> September 2014

Rajendraji  
M. S. Gant

The Principal Secretaries/Secretaries  
Rural Development/Panchayat Raj Development  
(Incharge MGNREGA)

circulate to all  
DM & DDC's E also

to P.O. for n/a

**Subject: Proposal for MGNREGA Annual Award**

14/9/14

Ans  
19.8.14  
Sir/Madam

Like previous years, MGNREGA Annual Award will be distributed on MGNREGA Diwas. The National Awards will be given for effective initiatives under five categories:-

- a) State Award for effective initiatives under Mahatma Gandhi NREGA in three spheres a) Sustainable Livelihood through Convergence b) Transparency and Accountability c) Social Inclusion
  - b) Award for District Teams for Effective Initiative in MGNREGA Implementation
  - c) Award for Effective Initiative in MGNREGA Administration (Financial Inclusion)
  - d) Rozgar Jagrukta Puraskar to recognize the outstanding contributions by Civil Society Organisations (CSO)
  - e) Award for best performing Gram Panchayats
2. I request you to initiate the process of inviting nominations for State teams and District teams for categories (a) and (b) for 2013-14, get them screened by the State Screening Committee and forward the duly recommended nominations to the Ministry
  3. The Proposal should reach the Ministry by **15.10.2014** in the prescribed format as given in the Scheme. Ministry shall be intimating the schedule of presentation to be made by the State and District Teams in the Ministry subsequently
  4. For the other categories of Awards, the nodal Ministries/Department will contact you with detailed guidelines and timelines.
  5. The details of the Scheme are posted on the Mahatma Gandhi NREGA website [www.nrega.nic.in](http://www.nrega.nic.in)

Yours sincerely

(Aparajita Sarangi) 8/9/14  
Joint Secretary (MGNREGA)  
Tel: 011-23383553

**Scheme of National Awards to District Teams**

**for**

**“Effective Initiative in Mahatma Gandhi NREGA  
Implementation”**

Government of India  
Ministry of Rural Development  
NREGA Division  
Krishi Bhavan, New Delhi.

Scheme of National Awards to District Teams for Effective Initiative in Mahatma Gandhi in  
NREGA Implementation

### 1. The Award

Government of India has decided to introduce annual National awards to be known as *Effective Initiative in Mahatma Gandhi NREGA Implementation* to recognize outstanding contributions by District MGNREGA Teams for promoting effective implementation of MGNREG Act in the country.

### 2. Objective of the Award

Mahatma Gandhi NREG Act aims at providing for enhancement of livelihood security of the households in rural areas of the country by providing at least one hundred days of guaranteed wage employment in every financial year to every household whose adult members volunteer to do unskilled manual work. It also envisages payment of unemployment allowance to the households in case the work is not provided as stipulated within 15 days of demand for work, or from the date when the work is demanded. In order to protect the interests of workers, provision for social audit by Gram Sabha has been kept. Quick disposal of grievances and complaints have to be ensured. Implementing agencies have been made responsible for proper implementation of the Act and the Schemes. The District MGNREGA Teams need to ensure that the workers are able to access their rights under the Act. To accomplish the objectives of the MGNREG Act, it is necessary to encourage District MGNREGA Teams in the implementation of the Act.

Accordingly, the Government of India considers it expedient to institute annual National Awards to district teams for the effective implementation of MGNREG Act.

### 3. Eligibility criteria

All District MGNREGA Teams will be eligible for consideration for the Award. The District Programme Coordinator shall be the head of the District Team and other implementing agencies such as Blocks (Programme Officer and his staff), Gram Panchayats, Line Departments which are participating in the implementation of MGNREGA will constitute the District MGNREGA Team.

- The district teams who have already received an award under MGNREGA will not be considered for three years from the year in which they have received an award
- The member of team who represented the district for submission of proposal and who interacted with the committee during screening process should only be eligible to receive the award
- The Award is to recognize contribution made by the district team and not by individuals

### 4. Categories of Award

There will be two categories of Award

4.1 First category is for overall performance among competing districts implying balanced achievement in largest number of evaluation criteria as given below

**Evaluation Criteria:** Final selection will be based on the marks scored by the applicant team against predetermined criteria given below :

S. No.	Criteria	Description	Max. Marks
1.	Information.	Measures taken for dissemination of information	100

	Education and Communication	and creation of awareness in the rural areas in regard to the entitlement of the workers, MGNREGA processes and outcomes.	
2.	Training and orientation	Steps taken for training and orientation of the MGNREGA functionaries to equip them with the required knowledge about their roles and responsibilities and to enable them to discharge their obligations in a proper manner.	100
3.	Finance, Accounts and Audit	Timeliness in the release of funds by the DPCs to the lower level spending units and implementing agencies including Blocks and Gram Panchayats. Proper maintenance of accounts, reconciliation with banks. Timely submission of audit reports for ensuring release of funds. Timely compliance to the findings of the auditors of C&AG and other auditors.	100
4.	Record maintenance	Quality of maintenance of MGNREGA records such as job cards, muster rolls, measurement books, cash books and prescribed registers.	100
5.	Planning	Quality of planning for projects and timeliness of its completion. This includes perspective planning, annual shelf of projects and formulation of labour budget. Maintaining at least 60:40 ratio in the expenditure on labour and material.	100
6.	Management of Information System	Use of ICT in management of information including generation, transmission, sharing, storage and retrieval of documents and publication of information in public domain on the web. The application of MIS in capturing the processes of MGNREGA such as registration, work demand, work allocation, wage payment, muster rolls, flow of funds, grievances, social audit, works, etc. Submission of Monthly Progress Reports through MIS.	100
7.	Worksite management	Provision of worksite facilities such as shade, first-aid, crèche, drinking water. Setting up of transparency pillar/Citizen Information Board containing details of the work. Maintenance of muster rolls and job cards. Timely measurement and payment of wages to the workers. Ensuring proper quality in execution of works. Use of properly identified and trained Mates.	100
8.	Inspection	Regular inspection of works – 10% by districts and 100% by the block level officers – to be completed during the year. Use of District level Quality Monitors. Verification of muster rolls and implementation of transparency safeguards.	100
9.	Gram Sabha	Measures taken to effectively involve Gram Sabhas in planning, monitoring and social audit of projects.	100
10.	Media management	Quality and timeliness of response of the district to major adverse news reported in the media shown in terms of conducting enquiries and taking corrective action, including requesting media for issue of corrigendum and other legal action in case of news reports found to be incorrect. Number and quality of press notes	100

		issued, briefing of media persons done.	
11.	Vigilance and Monitoring Committees	Training of members of Vigilance and Monitoring Committees. Activeness of the District and Village level Vigilance and Monitoring Committees in ensuring that the irregularities and corruption in implementation of the programme is checked. Action taken on the suggestions of the Vigilance and Monitoring Committees.	100
12.	Social Audit	All completed projects under MGNREGA should be subject to social audit. Findings of the social audit should be published in the MGNREGA website and follow up action taken. During social audit, muster rolls should be read out and verified, tallied with entries in the job cards. Recorded measurement of works needs to be checked physically. Workers should be interviewed to check the entries in the Muster rolls and payment of wages.	200
13.	Disclosure of Information	Timeliness and adequacy of disclosure of information, both <i>suo motu</i> and on demand. Display of the list of works and workers in Gram Panchayats and submission of annual reports by the Districts, Blocks and Gram Panchayats.	100
14.	Grievances Management and disposal of complaints	Satisfying the complainants to settle their grievances within the prescribed time limit. Effective operation of Helplines and complaint boxes. Proper maintenance of complaint register in the Gram Panchayats, Blocks and Districts. Corrective action taken against wrong doers under Indian Penal Code, Prevention of Corruption Act, Service Rules, etc.	100
15.	Convergence	Achieving convergence of MGNREGA with other development and welfare programmes of the Government in the fields of rural development, agriculture, environment & forestry, fishery, animal husbandry, watershed management, horticulture, pension, health, education, Public Distribution System, nutrition, roads, water resources and other infrastructure development with the objective of providing maximum feasible benefit to the rural households in terms of sustainable increase in their standard of living.	100
16.	Coordination with Banks and Post offices	Opening of the accounts of the MGNREGA workers in banks and post offices and payment of wages through such accounts. Use of mobile telephony based technology to deliver banking services in remote areas.	100
17.	Outcomes	Number of persondays generated per household, coverage of women and job card holding rural households, gender empowerment, impact on distress migration, wage negotiation capacity of workers.	1800
18	Presentation	Quality of presentation, documentation, use of films, photographs, media clippings, interviews, success stories, etc.	100
	<b>Total Marks</b>		<b>3600</b>

4.2 Second category of Awards would be in recognition of notable performance and innovation in one or more of the following areas of programme implementations

- Equity in terms of coverage and outcomes
- Participation
- Quality, Utility, Sustainability and Cost effectiveness of assets
- Accountability including inspections, grievance redressal and monitoring
- Office and financial management including MIS, Staffing, Training and Reporting
- Innovation which promotes effective implementation of programme
- Initiative in tackling challenging work and social environment
- Information, Education and Communication
- Convergence
- Work site Management
- Planning, Coordination and Leadership

The awards will be distributed in a ceremonial function on 2<sup>nd</sup> February every year by Union Minister for Rural Development. The Award will consist of a scroll and a certificate.

#### 5. Selection Process

- The State/UT Governments will call for nomination from district and shortlist the proposal. The shortlisted proposal will also be examined by the Expert Committee.
- The State/UT Governments will nominate the deserving districts for the National Awards.
- Central Government will conduct a preliminary verification of the nominations received & prepare a shortlist
- Shortlisted, nominations will be screened by an Expert Committee to be constituted by the Central Government comprising at least eight eminent persons from the fields of administration, law, management, media, science and technology, academia & social activist engaged in implementation of the programme
- The Committee will be chaired by the Secretary, Department of Rural Development & the Joint Secretary of the Department will act as the Member-Convenor.
- The nominees shortlisted by the Central Government will be invited to make a presentation before the Expert Committee.
- The Expert Committee will evaluate the proposals and further shortlist.
- The Expert Committee will visit the shortlisted district for field verification.
- The Expert Committee will make suitable recommendation on the basis of which the Central Government will select the awardees.

Form for Application/Nomination for Award to District NREGA Teams under MGNREG Act for the year \_\_\_\_\_.

1. Name of Applicant/Nominee
2. Address of Applicant/Nominee  
*Address Line 1*  
*Address Line 2*  
*Address Line 3*  
*District*  
*State*  
*Pin Code*
3. Telephone Nos.  
*Office*  
*Residence*  
*Fax*  
*Mobile*
4. Email address
5. Details of Activity taken up by District MGNREGA Team.

*(please furnish a narrative of work done, soft and hard copy)*  
*[Mention historical, sociological and administrative background of the case, territorial area of activity, the problems faced by the target groups/implementing agencies, interventions made by District MGNREGA Team, period involved, impact made on target group, and general society, sustainability of the impact, cost of interventions, risks and hardships faced by District NREGA Team, specific details of social, economic, psychological and administrative benefits generated and beneficiaries with reference to the prescribed evaluation criteria, and other information that may be considered relevant by the applicant]*

6. Details of works on the basis of which the District MGNREGA Team is making claim for award.  
*(please furnish in numbered paragraphs pointwise summary of the basis of claim, in around 250 words)*
7. Verifiable evidences (oral or documentary) for claims made by the applicant.  
*(please furnish photographic, videographic, statistical, textual, press clippings and other documentary or oral evidences in support of the claims)*
8. Details of the institutions/individuals nominating the District NREGA Team.  
*Name*  
*Address*  
*Address Line 1*  
*Address Line 2*  
*Address Line 3*  
*District*  
*State*  
*Pin Code*  
*Telephone Nos.*  
*Office*  
*Residence*  
*Fax*  
*Mobile*  
*Email address*
9. Mention details of awards received earlier by the applicant, if any.
10. Submit your views with justifications on the strength and weaknesses of NREG Act, Schemes and Projects taken under the Act (in not more than 1000 words).



**Signature and Stamp of the Head of District NREGA Team**

**Place:**

**Date :**

**Signature and Stamp of the Head of the Nominating Institution (s) /Individual (s)**

**Place:**

**Date:**

**Important:**

1. Hard copies of all reports should be submitted in MS Word in 12-size Arial font in numbered paragraphs in A4 size paper. The report should have page numbers, table of contents, list of abbreviations, synopsis of dates and events, an executive summary, full description of events, facts, problems and interventions made. All annexures should be properly referenced with respect to the report.
2. For the purpose of presentation, PowerPoint may be used.
3. Electronic copy of documents should also be provided.
4. Applications/Nominations for State level Award may be submitted to the Secretary of the Department dealing with implementation of NREGA in the State/UT.
5. Nominations for National level Award may be submitted to the Secretary, Department of Rural Development, Government of India, Krishi Bhavan, New Delhi along with a self-addressed envelope.