

**Personal Attention**  
**MOST URGENT**

No.SMS-1/2009-10- RDD- Vol. I  
Rural Development Department  
Government of Himachal Pradesh

From:

The Secretary (RD),  
to the Government of Himachal Pradesh

To

1. All the Deputy Commissioner-cum-District Programme Coordinators (NREGA), Himachal Pradesh.
2. All the Project Officers, DRDAs, in Himachal Pradesh.
3. All the Block Development Officer-cum-, Block Programme Officers (NREGA), In Himachal Pradesh

Dated: Shimla-171009, the *01* February, 2010

Subject :-

Construction of Bharat Nirman Rajiv Gandhi Sewa Kendra (BNRGSK) under NREGS.

Sir/ Madam,

I am directed to inform you that the Ministry of Rural Development, Government of India has expanded the scope of works under schedule 1(g) to include construction of Bharat Nirman Rajiv Gandhi Sewa Kendra at the Gram Panchayat and Block level vide notification no. S.O. 2877 (E) dated 11.11.2009. This has been prompted by the demands from several States to strengthen the infrastructure at the Gram Panchayat and the block level to enable an efficient implementation of NREGA and to provide space for greater and more transparent interactions with the citizens. The quality of construction and timely completion of BNRGSK building shall be the responsibility of the District Programme Coordinator. The construction of BNRGSK will be subject to social audit as per NREGA. Construction of BNRGSK shall be taken on priority under schedule 1, Para 1 (ix). A time bound plan for the completion of all BNRGSKs at GP and block level may also be submitted to this Department. Priority as per schedule 1, Para 1(ix) may be accorded to the BNRGSK in preparing the shelf of projects. The Labour Budget for 2010-2011 should estimate the number of such works planned to be taken up and indicate their location.

The detailed guidelines specifying the (i) objectives of BNRGSK (ii) nature of activities to be taken (iii) designs (iv) funding pattern (v) conformity to NREGA processes in planning and execution (vi) monitoring and

report and (vii) priority etc. have been formulated by the Government of India (copy of the same is enclosed).

You are, therefore, requested to disseminate these guidelines to all the field level offices as well as to the concerned implementing agencies and also ensure that BNRGSK at GP and Block level are constructed as per these guidelines.

Yours faithfully,



Special Secretary (RD),  
to the Government of Himachal Pradesh.

Encls: as above

**Guidelines on expanding the scope of works under Schedule 1 Para 1(g) to include construction of Bharat Nirman Rajiv Gandhi Sewa Kendra (BNRGSK)**

1. **Context** : Ministry of Rural Development, Government of India has expanded the scope of works under schedule 1 Para 1(g) to include construction of Bharat Nirman Rajiv Gandhi Sewa Kendra (BNRGSK) at the Gram Panchayat (GP) and Block level vide notification no S.O.2877(E) dated 11.11.09. This has been prompted by the demands from several states to strengthen the infrastructure at the Gram Panchayat and the programme office level to enable an efficient implementation of NREGA and to provide space for greater and more transparent interactions with the citizens.
2. **Objectives** : The objectives of Bharat Nirman Rajiv Gandhi Sewa Kendra (BNRGSK) are as follows :
  - a) Provide space to facilitate the functioning of the NREGA office at the GP/Block levels,
  - b) Function as a Knowledge Resource Centre to facilitate
    - i). Citizens access to information on NREGA and other Rural Development Programmes
    - ii). Provide space for facilitating dissemination of technologies and good practices for effecting convergence for durability and productivity enhancement of rural assets.
    - iii). Operation of ICT facilities both to support GP and block office of Programme Officer (PO) as well as public access to information and online transaction related to development process.
3. **Nature of Activities to be undertaken** : The Bharat Nirman Rajiv Gandhi Sewa Kendra (BNRGSK) may be used following activities :
  - a. Providing space for citizens to exercise their rights under NREGA, specially,
    - i) Submit applications for job cards,
    - ii) Submit applications for work,
    - iii) Muster roll scrutiny
    - iv) Complaints
    - v) Use ICT facilities for scrutinizing their rights and entitlements under NREGAA section of the building will be dedicated towards facilitating interactions with NREGA workers and local communities.
  - b. Providing space for establishing a dedicated office for NREGS at the GP and block levels. At the GP level, a section of the building will house the GP Office wherever the GP does not have a building. Where there is adequate infrastructure for the GP, the BNRGSK will be constructed as a citizen-centric Knowledge Resource Centre. As far as possible, this will be structurally connected to the GP building, or near it, to facilitate proper management and control of the resources created for NREGA. At the block level, the Programme Officer's office will be located in the BNRGSK building at block level. As far as possible, this will also be structurally connected to the Block building, or near it, to facilitate proper management, coordination and

control of the resources created for NREGA. The buildings at both levels should serve the following purposes:

- i. Providing ample space for the functioning of dedicated personnel
  - ii. Enabling meetings, assemblies, gram sabhas at GP level
  - iii. Supporting ICT infrastructure for MIS
  - iv. Maintaining office records,
  - v. Grievance redressal.
  - vi. Enabling social audits at GP level
  - vii. Training and Capacity Building
  - viii. Operationalising ICT based NREGS MIS.
  - ix. Providing a single window for information on NREGS and other rural development programmes which would ensure transparency and accountability.
- c. BNRGSK as a Knowledge Resource Centre will become the hub for :
- i. facilitating convergence of all the schemes of rural development, as well as of convergence between RD schemes and other development programmes related to rural areas/communities.
  - ii. backward and forward linkages which will be required for convergence for creating more productive and durable assets.
  - iii. collection and sharing of knowledge, awareness and information about other related schemes for the purpose of convergence.
  - iv. dissemination and use of new technology
  - v. capacity building and skill development
4. **Designs :** *Structurally*, the BNRGSK will reflect two fold objectives : (a) infrastructure support for locating the NREGA office at the GP and Block levels and strengthening their functioning through appropriate equipment including ICT; (b) space for interactions with citizens/ local community/NREGA workers including enabling citizen access to ICT based information. This space can also be used for training and resource support to NREGA workers, PRIs and beneficiaries of other programmes. These two spaces would be functionally distinct but be interconnected for coordinated use and space optimization. At the GP level, where there is adequate Gram Panchayat infrastructure, the knowledge resource centre section should be constructed and as far as possible, be built in a spatially contiguous area for coordinated resource management.

Proto-type designs the BNRGSK are being developed at the National level. The prototype designs can be adapted to local conditions, subject to the basic functional spatial concept of the prototype design. The cost norms would be as per the State SoRs and there would be local design variations depending on the geo climatic conditions and the availability of construction material and skills. Designs and detailed manual would be sent to State Governments in due course. Broadly, the BNRGSK envisages the following structural elements:

- i) At the GP level, there will be a meeting hall to accommodate approximately 50 people, a room to accommodate the GP office requirements and another room for public interface and ICT services. The toilet will be located outside the building. A stepped, low cost

open amphitheatre is proposed near the BNRGSK building to be used for public functions, IEC, large assemblies. On a broad estimate the covered area for the BNRGSK is approximately 130 sq.metre ( inclusive of toilet) The overall cost of the GP level BNRGSK should not exceed Rs.10.00 lakh under NREGS budget.

- ii) At the Block level there will be a meeting hall to accommodate approximately between 80-100 persons, a room to accommodate the Programme Officer's office, another room for public interface and ICT services. The toilet will be located outside the building. The structure should allow future construction on the first floor. On a broad estimate the covered area for the BNRGSK is approximately 290 sq.metre ( inclusive of toilet). The overall cost of the Block level BNRGSK should not exceed Rs.25.00 lakh under NREGS budget.

**5. Conformity to NREGA processes in planning and execution :** The construction of BNRGSK, in so far as it is funded under NREGA, will be subject to all NREGA processes, through job card holders, and without the use of machinery and contractor. Muster rolls will be maintained for public scrutiny on site. Clear record should be maintained on the employment generated in the process of construction of BNRGSK. Material procurement will be through a transparent procurement process whose details will be placed on NREGA MIS. Wage Material ratio of 60:40 may be maintained at the district level.

**6. Funding :** The source of funding for the construction would be:

- i) For the BRGF districts – the material component may be met from BRGF and the labour component from NREGS. In case, the material resource support from BRGF is inadequate, the same can be incurred under NREGS provided the material component does not exceed 40% at the district level.
- ii) For the non-BRGF districts, NREGS would be the main source. The material component can also be supplemented by other schemes.  
The maximum expenditure that can be incurred under NREGS to construct BNRGSK building at block and gram panchayat level would be Rs.25 and Rs.10 lakhs respectively. Expenditure over these ceiling would be borne by the State Governments. The labour material ratio of 60:40 is to be maintained at district level.

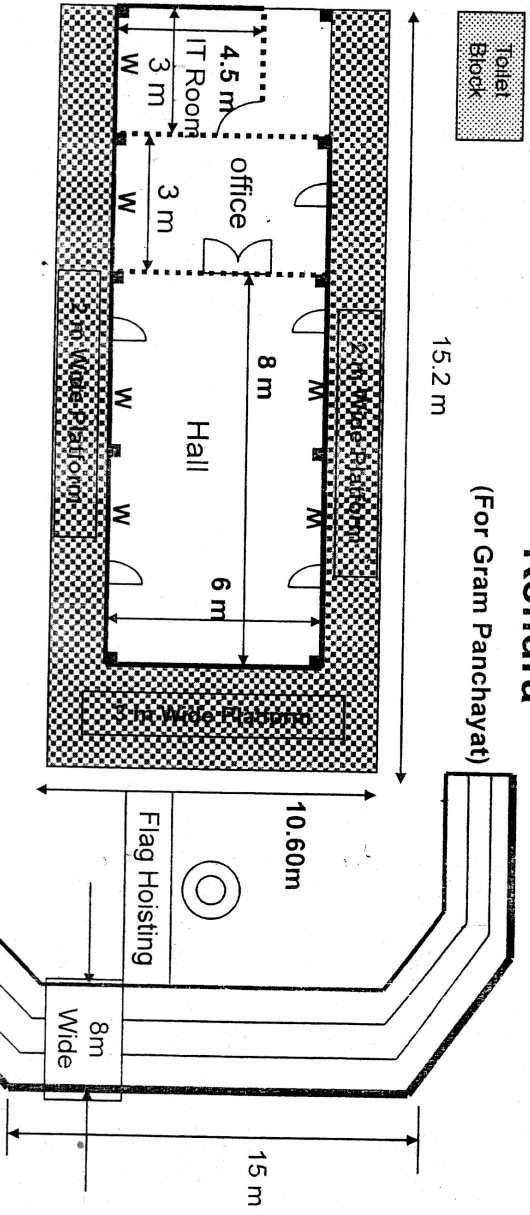
**7. Monitoring and Report :** Progress of construction of Bharat Nirman Rajiv Gandhi Sewa Kendra will be reflected in the NREGA MIS. Concurrent evaluation should be undertaken to assess the quality of the asset created.

The quality of construction and timely completion of Bharat Nirman Rajiv Gandhi Sewa Kendra building shall be the responsibility of the District Programme Coordinator. The construction of BNRGSK will be subject to social audit as per NREGA.

**8. Priority :** Construction of BNRGSK shall be taken on priority under schedule 1, Para 1(ix). A Time-bound Plan for the completion of all BNRGSKs at GP and Block level may also be submitted to the Ministry. Priority as per schedule 1, Para 1(ix) may be accorded to the BNRGSK in preparing the shelf of Projects. The Labour Budget for 2010-2011 should estimate the number of such works planned to be taken up and indicate their location.

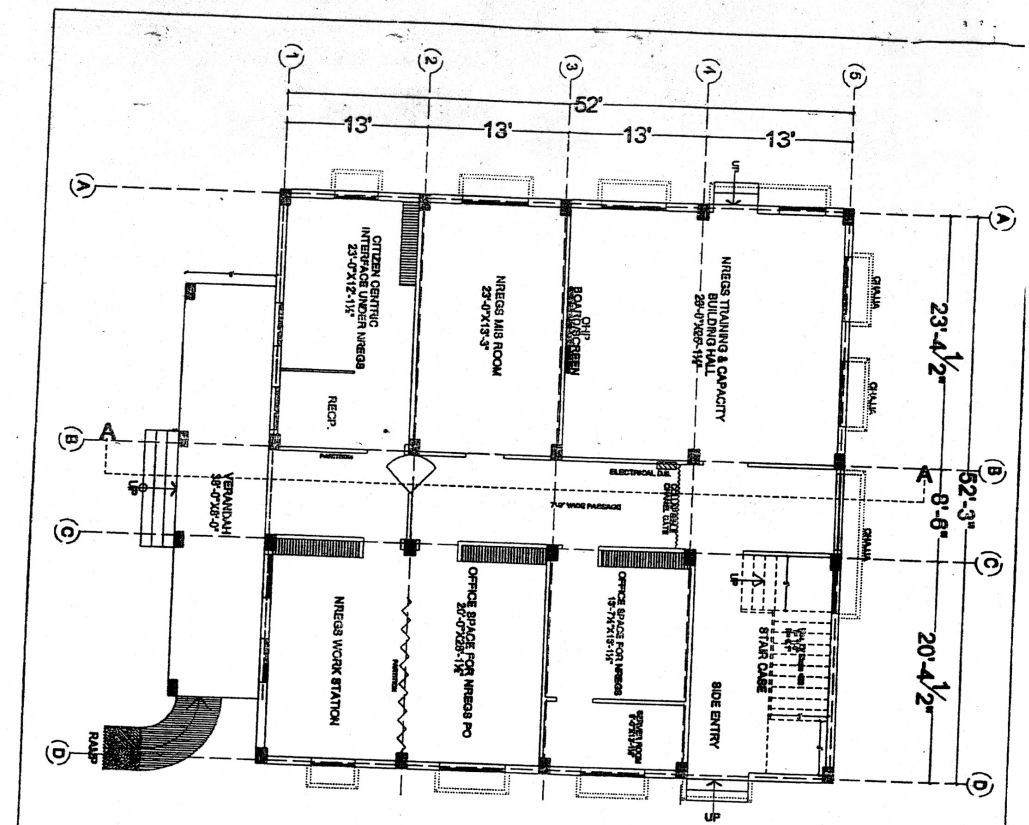
# Line Sketch of Bharat Nirman Rajiv Gandhi Sewa Kendra

(For Gram Panchayat)



- Covered area: 115 Sq-m
- Platform area: 95 Sq-m
- Toilet Block: 15 Sq-m
- Open Theater with Brick walls: 300 Sq-m

Not to Scale



Line Work of B.V. Siva or Good Luck

(Date)

NAME OF PROJECT:  
 BHARAT NIRMAL RAINI GANDHI SEVA KENDRA  
 AT BLOCK H, ALLEVEEL  
 (TYPE DESIGN)  
 UNDER NREGS.

DRAWING TITLE:  
 GROUND FLOOR BASIC PLAN

PROJECT NO. \_\_\_\_\_ DRAWING NO. AR-01

DATE: \_\_\_\_\_ SCALE: NTS DATE: 17/12/09

REVISION NO.	DATE	BY	REASON
1	17/12/09	AR-01	ISSUED FOR CONSTRUCTION

