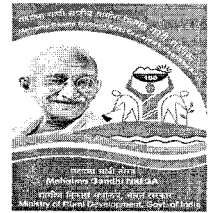


No. SMS-1/2013-14-RDD-
Government of Himachal Pradesh
Department of Rural Development



From:

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

To

All the Deputy Commissioners-cum-
District Programme Coordinators (MGNREGA),
in Himachal Pradesh

Dated: Shimla-171009, the 7th November, 2013.

Subject:
Sir/Madam,

Guidelines for "Rozgar Diwas".

As you are aware that proper capturing of Demand for work is crucial to the success of MGNREGA. Organisation of **Rozgar Diwas** at least once in a month is a significant way of capturing demand. It will also go a long way in bringing to the fore various implementation issues and create awareness among the rural masses about the programme. Ministry of Rural Development has framed suggestive guidelines on Rozgar Diwas which are being forwarded to you for implementation.

Main features of these guidelines are as under :-

1. Rozgar Diwas is at least monthly organized possibly at the ward level presided over by the ward member with representation of atleast 25% of the registered ward job card holders in the ward. The event is for registering demand for work, issue of job cards, allocation of work, disclosure of information, payment of wages, payment of unemployment allowance, etc. and to generate awareness about the programme. At this event, the Ward Panchayat should pro-actively invite applications for work from potential workers for the current as well subsequent quarters.
2. The District Programme Coordinator will ensure that Rozgar Diwas is organized accordingly.
3. Rozgar Diwas will be organized atleast once in a month as per the schedule fixed by the District Programme Coordinator, MGNREGA.
4. The date/ day/time for Rozgar Diwas will be decided by the District Programme Coordinator, MGNREGA. The District may decide either particular day or date of the month for its organisation.

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5. Rozgar Diwas will be organized at the Ward level at a public location like School building/Gram Panchayat Bhawan/Bharat Nirman Rajiv Gandhi Sewa Kendra, etc.
6. Registered MGNREGA workers, rural people without job card willing to work, elected Panchayat members, MGNREGA functionaries, representatives of implementing agencies, Banks/Post offices/BCs, officials etc. shall participate in the meeting. The Ward Sabha will be presided over by the Ward Member. The Gram Rozgar Sewak shall be the convenor of the Rozgar Diwas.
7. The expenditure relating to the organisation of Rozgar Diwas at the Ward level will be met out of 6% administrative costs.
8. To ensure that issues raised during the event are followed up and amicably resolved, GRS/Panchayat Secretary should document the proceedings related to demand for work, issue of job cards, delay in wage payments etc. and forward the same immediately to the Programme Officer with a copy to the Gram Panchayat Office. For this purpose, format is given at Annexure-I in the guidelines.
9. Photographs of Rozgar Diwas will be uploaded on the website within two days of the organisation of Rozgar Diwas.
10. The Programme Officer will ensure that sufficient number of project works are ready with technical and administrative sanction including those by way of convergence to cater to the demand made during the Rozgar Diwas.
11. The District Programme Coordinator will submit the compiled report of the District to the State Rural Development Department on a monthly basis.

You are, therefore, requested to direct all the implementing agencies in your District to take necessary steps to organize Rozgar Diwas at the Ward level and submit the compiled report to State Government regularly.

Yours faithfully,


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

Encls; as above

GUIDELINES FOR

ROZGAR DIWAS

**MINISTRY OF RURAL DEVELOPMENT
DEPARTMENT OF RURAL DEVELOPMENT
GOVERNMENT OF INDIA**

- iv. To receive work applications from interested households and provide dated receipts on the spot.
- v. To discuss potential works in the area and their time of execution.
- vi. To record grievances and submit the same to appropriate authorities for redressal.
- vii. To discuss and resolve the issues relating to wage disbursement and ensure clearance of backlog in wage disbursements in respect of different payment agencies like Banks, BCs, Post Offices, etc.
- viii. To respond to the needs of the job card holders and requirements for effective implementation of projects under MGNREGS.

4. Frequency and Schedule

- i. To be organised atleast once in a month as per the schedule fixed by the State Government.
- ii. The date/day/time for Rozgar diwas will be decided by the State as per their convenience. The State may decide either particular day or date of the month for its organization.

5. Venue

“Rozgar Diwas” will be organised at the Ward level at a public location like School building / Gram Panchayat Bhawan/ Bharat Niram Rajiv Gandhi Sewa Kendra, etc.

6. Participants

Registered MGNREGA workers, rural people without job cards willing to work, elected Panchayat members, MGNREGA functionaries, representatives of implementing agencies, Banks/Post Offices/BCs, officials, etc. The Ward Sabha will be presided over by the Ward member. The Gram Rozgar Sahayak shall be the Convenor of the Rozgar Diwas.

7. Preparatory Activities

- i. **Sensitization of MGNREGA functionaries:** To sensitize the MGNREGA functionaries about the significance of Rozgar Diwas, a one / two day(s) training cum orientation workshop be conducted at the local level, preferably at the Block/ District level.

1. Background

To meet the primary objective of Mahatma Gandhi NREGA i.e. guaranteeing at least one hundred days of wage employment to every registered rural household, it is necessary that the demand for work is captured and rural people are made aware of the provisions of MGNREG Act and its implementation process.

The Ministry of Rural Development and States have taken a number of initiatives for effective implementation of MGNREGA but still much remains to be done to capture the full demand and provide work as mandated in the Act i.e., within 15 days from the date of work application (Para 6, Schedule II). The Mahatma Gandhi NREGA Operational Guidelines, 2013 (Para 3.3.) has suggested organization of 'Rozgar Diwas' as a means of demand capture.

2. Rozgar Diwas

- (i) Rozgar Diwas is at least a monthly event organized possibly at the ward level presided over by the ward member with representation of at least 25% of the registered ward job card holders in the ward. The event is for registering demand for work, issue of job cards, allocation of work, disclosure of information, payment of wages, payment of unemployment allowance, etc. and to generate awareness about the programme. At this event, the Ward Panchayat should pro-actively invite applications for work from potential workers for the current as well subsequent quarters.
- (ii) The District Programme Coordinator will ensure that Rozgar Diwas is organized accordingly.

3. Objectives

- i. To make the communities aware about MGNREGS employment opportunities in the concerned GPs.
- ii. To cater to the needs and requirements of the vulnerable groups of wage seekers i.e., PWDs, identified / liberated manual scavengers, bonded labourers, victims of human trafficking, etc.
- iii. To facilitate Job Card registration process for inclusion of new families/ adult members.

- iv. To receive work applications from interested households and provide dated receipts on the spot.
- v. To discuss potential works in the area and their time of execution.
- vi. To record grievances and submit the same to appropriate authorities for redressal.
- vii. To discuss and resolve the issues relating to wage disbursement and ensure clearance of backlog in wage disbursements in respect of different payment agencies like Banks, BCs, Post Offices, etc.
- viii. To respond to the needs of the job card holders and requirements for effective implementation of projects under MGNREGS.

4. Frequency and Schedule

- i. To be organised atleast once in a month as per the schedule fixed by the State Government.
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6. Participants

Registered MGNREGA workers, rural people without job cards willing to work, elected Panchayat members, MGNREGA functionaries, representatives of implementing agencies, Banks/Post Offices/BCs, officials, etc. The Ward Sabha will be presided over by the Ward member. The Gram Rozgar Sahayak shall be the Convenor of the Rozgar Diwas.

7. Preparatory Activities

- i. **Sensitization of MGNREGA functionaries:** To sensitize the MGNREGA functionaries about the significance of Rozgar Diwas, a one / two day(s) training cum orientation workshop be conducted at the local level, preferably at the Block/ District level.

- ii. **Awareness campaign:**
- a. Wide use of the electronic and print media (local newspapers, etc.) on the significance of Rozgar Diwas in addressing MGNREGA workers' issues. It should clearly spell out issues to be discussed during the Rozgar Diwas.
 - b. To ensure that maximum number of MGNREGA workers participate, wide campaign using IEC materials, wall writings, etc. should be carried out at Gram Panchayat level about the significance of Rozgar Diwas.
 - c. To ensure that all workers reach the venue, door to door campaign should be carried out to make rural people aware of the date/day, time and the venue. Bharat Nirman Volunteers (BNVs), SHG groups, CSOs, etc. may be actively engaged in the process.
 - d. At the worksite mate should inform workers about the significance of Rozgar Diwas on a routine basis and especially on the day before Rozgar Diwas.
 - e. To make workers aware of the significance of Rozgar Diwas, a banner should be put up at the venue stating its importance and the kind of activities likely to be carried out during the day.
 - f. All writings as part of awareness campaign should be in regional language.
 - g. Different means of creating awareness like street plays, drum beating, documentary films, etc. may be considered to be adopted.
- iii. **Wall writing about Rozgar Diwas:** Day/date/, venue and time for Rozgar Diwas may be written/ printed on a prominent wall.
- iv. **Rozgar Diwas details on website:** Details about Rozgar Diwas preparation and the outcomes should be uploaded on the website by the State.
- v. **Adequate number of Work Applications:** As one of the main objectives of Rozgar Diwas is to register application for work and issue dated receipt, it is necessary that the Ward Panchayat should ensure that adequate number of application forms for work are made available at the venue. However, applications for work can also be accepted on a plain paper. The receipt may be signed by the Ward member or Gram Rozgar Sahayak.
- vi. **Availability of records:** As any issue related to implementation is likely to be discussed, it is necessary that all records are made available at the venue.

8. Stakeholders

As any issue related to implementation can be raised by workers, it is necessary that all local MGNREGA functionaries, PRI members, representatives of implementing agencies, Line Department officials, Bank and post officials etc. are present throughout the day with all records. Some of the important functionaries whose presence should be made mandatory are:

- i. Ward member.
- ii. Panchayat Secretary, Gram Rozgar Sahayak, Technical Assistant, etc.

9. Organizing Rozgar Diwas

- i. To begin with, Ward member, Gram Rozgar Sahayak/ Panchayat Secretary should speak about the significance of Rozgar Diwas, provisions of MGNREGA and the guidelines & advisories issued by the MoRD and the State Government and in brief, provide details on outcomes, works in progress and those completed, number of persons provided employment and details of wage payment. Updates/initiatives (if any) taken by the Central / State Government be also shared with the workers.
- ii. Ward member/ Gram Rozgar Sahayak should facilitate the demand registration and issuance of dated acknowledgement receipts to the applicants. All application for registration should be received. The entire demand for work will be recorded and dated receipts should be provided on the spot.
- iii. Immediately on receipt of demand for work and its registration in the register, Gram Rozgar Sahayak shall input the demand in NREGASoft. For this, State may make arrangements for data input with mobile technology.
- iv. To process job card applications including updation and carry out related activities such as disclosure of information about the scheme especially those related to allocation of work, payment of wages and payment of unemployment allowance and compensation for delay in wage payment..
- v. Gram Rozgar Sahayak should discuss the new works to be taken up and the timing of execution of those works.

- vi. As during the event, implementation issues may be discussed, it is necessary for the Junior Engineer/ Technical Assistant to ensure that all measurements or payments, that were due till Rozgar Diwas, are done.
- vii. For all jobseekers who asked for work, works shall be allocated during Rozgar Diwas. After allocation, the same may be entered in NREGASoft with mobile module.

10. Funding

The expenditure relating to the organization of Rozgar Diwas at the Ward level will be met out of 6% administrative costs.

11. Follow-up

- i. To ensure that issues raised during the event are followed up and amicably resolved, Gram Rozgar Sahayak/ Panchayat Secretary should document the proceedings related to demand for work, issue of job cards, delay in wage payments etc. and forward immediately to the Programme Officer with a copy to the Gram Panchayat office (format attached).
- ii. Photographs of Rozgar Diwas will be uploaded on the website within two days of the organization of Rozgar Diwas
- iii. The Programme Officer will ensure that the sufficient number of projects works are ready with technical and administrative sanction including those by way of convergence to cater to the demands made during Rozgar Diwas and also to achieve the equally important objective of creating productive and durable assets and thus contributing to the Gross Domestic Product (GDP).
- iv. The District Programme Coordinator (DPC) will submit the compiled report of the district to the State Rural Development Department on a monthly basis. The District report should contain the details of demand received, receipts provided, payments made, issues resolved, etc.

Note: *Activities that would be taken up during Rozgar Diwas should not be restricted to Rozgar Diwas. Demands for works should be accepted through many means already conveyed by the MoRD and also applications for work should be accepted at any time.*

Format for Recording Proceedings of Rozgar Diwas

S. No.	Particular	Details filled during Rozgar Diwas
1	Name of the Ward/ Gram Panchayat/ Block/ District	
2	Date of Rozgar Diwas	
3	Total number of people turned out on Rozgar Diwas	
4	Number of new households registered during the Rozgar Diwas and how many belonged to SC/ST and vulnerable groups	
5	Number of households demanded for employment	

6	Number of dated receipts handed over	
7	Total number of households provided employment against the demand	
8	Number of projects initiated as per the demand	
9	Number of wage disbursements made (number of families)	
10	Total number of grievances recorded	
11	Total number of grievances redressed	
12	Number of officials with designation present during Rozgar	

	Diwas	
13	Any other matter	

Signature

Name

Designation