

**Rural Development Department  
Government of Himachal Pradesh**

No.SMS-16/2012-13-RDD (Misc. proceedings) dated: Shimla-9- March, 2015

**Notification**

In pursuance of provisions contained in para-29 of schedule-II of MGNREG Act-2005 and guidelines on compensation for delayed wage payment notified by Government of India on 12.6.2014, Governor Himachal Pradesh is pleased to notify the processes to be completed alongwith the functionary or agency which is responsible to discharge specific function to ensure the payment of wages to the MGNREGA workers within 15 days from the date of closure of muster roll as per Annexure A.

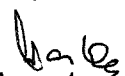
By order

(Manisha Nanda)

Pr. Secretary (RD & PR) to the,  
Government of Himachal Pradesh.

Endst No. As above                      dated : Shimla-171009                      2<sup>nd</sup> March, 2015  
Copy forwarded for information and necessary action to :-

- 1            The Secretary, Ministry of Rural Development, Government of India, Krishi Bhawan, New Delhi.
- 2            All the Deputy Commissioners-cum-District Programme Coordinators (MGNREGA) in Himachal Pradesh.
- 3            The Joint Director-cum-Deputy Secretary, Panchayati Raj Department, HP, Shimla-9.
- 4            All the Deputy Director-cum- Project Officer, DRDAs in Himachal Pradesh.
- 5            All the District Panchayat Officer-cum-Secretary Zila Parishad in Himachal Pradesh.
- 6            All the Block Development Offices-cum-Block Programme Officers (MGNREGA) in Himachal Pradesh.
- 7            The Controller, Printing and Stationery Department, HP, Shimla-5 with the request that the above notification may kindly be published in Rajpatra (extra-ordinary)
- 8            MIS Nodal Officer to upload the process of delay compensation in nregasoft.

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

## Annexure A

**Processes for determination and payment of wages to the MGNREGA workers  
within 15 days from the date of closure of the muster rolls**

Sr. No.	Process	No.	Activity	Time limit	Person responsible	Remarks
I	Measurement of work	1	Handing over of muster roll on its closure to Takniki Sahayak / JE	Within two day after the date of closure of muster roll	Ward Panch / Pradhan / Up-Pradhan / individual beneficiary	Takniki Sahayak / JE will record the date on the muster roll on which muster roll is received from Ward Panch / Pradhan / Up-Pradhan / individual beneficiary. Dated counter signed by persons handing over the muster roll.
		2	Measurement of work	Within four days from the date of handing over of muster roll.	Takniki Sahayak / JE	Takniki Sahayak / JE will record the date on which the muster roll and MB are handed over to GRS. Dated counter signed by concerned GRS.
II	Entering the muster rolls and measurements into the National Rural Employment Guarantee Act Soft (NREGASoft	1	Uploading of assessed muster roll and MB on nregasoft	Within three days of the receipt of muster roll and MB	Gram Rozgar Sewak.	Panchayat Secretary / Sahayak will check wage list accounts daily.

*Pal*

III	Generation of wage lists	1	Generation of wage list.	A day after the uploading of muster roll and MB on NREGASoft.	Gram Rozgar Sewak.
		2	Transfer of wage list to first signatory (Panchayat Secretary / Sahayak)		
IV	Uploading fund transfer orders (FTOs)	1	Signing of FTO by 1 <sup>st</sup> signatory on the date of receipt of wage list.	Signing of FTO by 1 <sup>st</sup> signatory on the same day.	Panchayat Secretary / Sahayak
		2	Signing of FTO by 2 <sup>nd</sup> signatory on the date of receipt of wage list	A day after the receipt of FTO from 1 <sup>st</sup> signatory.	Pradhan
		3	Submission of FTOs to bank / post office	On the day of the signing of FTO by the 2 <sup>nd</sup> signatory.	
		4	Processing of FTOs by bank / post office	Within two days of the receipt of FTO	Bank / post office

**Note: - Process indicated at Sr. No. IV (e.g. uploading fund transfer orders cannot be followed in non eFMS districts). Hence, In case of non eFMS district/ Block / Panchayat, the processes indicated at Sr. No. I to III will be followed and Gram Rozgar Sewak will hand-over the wage lists to the concerned Panchayat Secretary / Sahayak on the same day in which the wage list is generated and Panchayat Secretary / Sahayak shall ensure that wage amount is transferred to the worker's bank / post office saving accounts within two days from the receipt of wage list.**

*Wals*