

MAHATHMA GANDHI NREGS WORK FILE: CHECK LIST/ CONTENTS

SL. NO.	PARTICULARS	PAGE NO.
1	Copy of approved Action Plan	
2	Copy of Technical Sanction, with survey sheet (if any), detailed design, drawing and estimate	
3	Form -6 (work Demand Application)	
4	Copy of Administrative Sanction	
5	Copy of Work Order	
6	Form-8, Personal Notice, issued to applicants asking them to report to work	
7	Form-9, Public Notice, issued to applicants asking them to report to work	
8	Blank Muster roll details	
9	Filled Muster details	
10	MB, Xerox Copy (Wage & Material)	
11	Quotation Invitation for material procurement	
12	Quotations details and comparative statement	
13	Copy of Material Supply Order	
14	Materials Vouchers and Bills	
15	Copy of Stock and Issue register	
16	Tax Paid Receipts	
17	3 Stages, Photo Graphs of work	
18	Details of Display Board placed at work site	
19	Copy of Wage & Material Payment FTO	
20	Work Completion Certificate	