

GOVT. OF WEST BENGAL
OFFICE OF THE D.P.C, MGNREGS
&
DISTRICT MAGISTRATE, JALPAIGURI
(MGNREGS CELL AT JALPAIGURI ZILLA PARISHAD)
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Memo No. _____

/MGNREGS

Date: - _____

ORDER

The following is the allocation of duties amongst the Officers attached to Block MGNREGA Cell. The order is made in the interest of public service and will remain in force until further order.

1.	Asst. Programme Officer (APO)	<ol style="list-style-type: none"> 1. Normal assigned duties. 2. To assist the PO & BDO and Jt. BDO in discharging his / her duties regarding proper functioning of the Programme Management Unit. 3. Planning for preparation, collection & proper implementation of Annual Action Plan. 4. Overall Monitoring & Inspection of works under MGNREGS. 5. Submission of fund requisition to the District MGNREGS Cell within three (3) working days from the date of receipt of requisition. 6. Gram Panchayat wise file of fund requisition & fund sub - allotted. 7. Analytical study of the Annual Action Plan, Monthly Progress Report & other reports. 8. Deputation file. 9. Files related to Line Department. 10. Files related to Bank & Post Offices. 11. File related to SLM, NLM & Eminent Citizen. 12. File related to unemployment allowance & compensation. 13. Files related to Backward Village & Closed / Re - opened TGs. 14. Preparation of annual calendar for holding review meeting at Gram Panchayat Level and its proper implementation. 15. Preparation of annual calendar for inspection at Gram Panchayat Level and its proper implementation. 16. File related to RTI Act. 17. Planning for innovative approach & its implementation in the block. 18. Daily checking of E-mail. 19. Other duties to be assigned from time to time.
2.	Junior Programme Officer (JPO)	<ol style="list-style-type: none"> 1. Normal assigned duties. 2. Enquiry of complaints & maintaining of Complaint Register of Block MGNREGA Cell. 3. Gram Panchayat Inspection file & action taken ensuring 100% achievement. 4. Files related to Nursery raising & coordination with Gardeners & SHGs involved. 5. Monitoring of SMS based daily tracking of labour attendance & wage payment and keeping data of trained supervisors. 6. Daily checking of GOI website on MGNREGA (MIS Alerts) & uploading of the action taken thereof. 7. File related to irregularities published through media. 8. Files related to Muster Roll Verification including preparation of bills & coordination with SHGs involved. 9. Preparation of proceedings of Block review meeting. 10. Daily checking of E-mail. 11. Other duties to be assigned from time to time.
3.	Block Social Audit Coordinator (BSAC)	<ol style="list-style-type: none"> 1. Normal assigned duties. 2. Monitoring & inspection. 3. Preparation of Annual Action Plan on IEC, Awareness Programme & Training and its proper implementation. 4. Social Audit File & coordination with the Gram Panchayat Social Audit Team ensuring 100% achievement. 5. Organizing periodical training programme of Social Audit

		<p>Team members.</p> <ol style="list-style-type: none"> 6. Uploading of Social Audit data through MIS. 7. File related to IBS works & coordination with GRS. 8. Preparation of Block Annual Report & quarterly News letter. Coordination with the Gram Panchayat for preparation of Gram Panchayat Annual Report. 9. Documentation of important events & collection of success stories. 10. File related to NGOs. 11. Research works / Study on MGNREGA. 12. Daily checking of E-mail. 13. Other duties to be assigned from time to time.
4.	Programme Assistant (PA)	<ol style="list-style-type: none"> 1. Normal assigned duties. 2. To assist APO, JPO & BSAC in discharging their duties. 3. Collection of Annual Action Plan & Supplementary Annual Action Plan from the Gram Panchayats. 4. Files related to issuance of Muster Rolls / Measurement Book. 5. Files related to issuance of Technical & Administrative sanctions. 6. Dak file & receiving, issuing, docketing & dispatch of letter. 7. Maintenance of statutory registers maintained at Block level under MGNREGS. 8. Guard files & Daily checking of E-mail. 9. Other duties to be assigned from time to time.
5.	Computer Assistant (CA)	<ol style="list-style-type: none"> 1. Normal assigned duties. 2. Full operationalisation of MIS. 3. Submission of Monthly Progress Report, F-3 & other reports. 4. Preparation of Power Point Presentation during Meetings. 5. Daily checking of E-mail. 6. Organizing periodical training programme of VLEs. 7. File related to VLEs including preparation of bill. 8. Uploading of related data. 9. Daily checking of GOI website on MGNREGA (MIS Alerts) & uploading of the action taken thereof. 10. Other duties to be assigned from time to time.

The order will take effect immediately.


 24/5/11
 District Programme Co-ordinator,
 MGNREGS,

&
 District Magistrate,
 Jalpaiguri.

Memo No. 371(19) /MGNREGS

Date: - 19-05-11

Copy forwarded for information & taking necessary action to the:

1. ADPC & ADM (D), Jalpaiguri.
2. SDPC & SDO, Sadar/Mal/ Alipurduar.
3. DNO, MGNREGS, Jalpaiguri.
4. PO & BDO (All).....Block.
5. Office order file.


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