

RTI MATTER/TIME BOUND

एफ नं K-11018/01/2025 / आरटीआई / मनरेगा) आरई -VIII)
Government of India/ भारत सरकार
Ministry of Rural Development/ ग्रामीण विकास मंत्रालय
Department of Rural Development/ग्रामीण विकास विभाग,
(MGNREGA Division)/ मनरेगा विभाग

Krishi Bhawan, New Delhi
Dated: 18/03/2025

To,

Sh Charadhar,
Near Himasekhar Jr College,
Sankar Colony, Gavarapalaem,
Ndanamdoddi, Anakapalle,
Pin:-531002 (Andhra Pradesh)

Subject: RTI applications no. MORLD/R/E/25/00504 & MORLD/R/T/25/00423 dated 04/03/2025 received from Sh Ajit Shil, West Bengal Regd.

Sir,

Please refer to your RTI applications dated 04/03/2025 on the subject mentioned above. The desired information is enclosed (10 pages).

2. If you are not satisfied with the reply/information, you may prefer an Appeal to Shri Suman Majumdar, Deputy Secretary & First Appellate Authority (MGNREGA), Ministry of Rural Development, Krishi Bhawan, New Delhi, within 30 days of receipt of information..

Encl:as above

Yours faithfully,

(Manoj Kumar Meena)
CPIO & Assistant Director(MGNREGA)

USISE-VII
SOPRE-VI

(RE-21)

Required documents are attached herewith.

SOLAR-20

USCRE-20

SPIC (MKM)

No. J-11060/58/2024-RE-VI (390405)
Government of India
Ministry of Rural Development
Department of Rural Development,
(Mahatma Gandhi NREGA Division)

Krishi Bhawan, New Delhi
Dated: January 24th, 2025

To

The Additional Chief Secretary/Principal Secretary/ Secretary/
Commissioner (in-charge of Mahatma Gandhi NREGS),
All States/UTs (except Chandigarh and NCT of Delhi)

**Subject: SOP for Job Card Deletion/Cancellation and Restoration under
MGNREGS-reg.**

Madam/Sir,

A Standard Operating Procedure (SOP) for the deletion and restoration of job cards/workers under the Mahatma Gandhi NREGA has been prepared and attached herewith for your ready reference. The SoP outlines standardized procedures to ensure compliance with the MGNREG Act, promoting transparency, accountability and fairness in the deletion or restoration of job cards and workers. The key highlights of the SOP include:

- Defined conditions and processes for deletion/cancellation of job cards/workers.
- Grievance redressal mechanisms for addressing worker concerns.
- The right to appeal to protect workers' interests.
- Mandate for clearance of pending liabilities before deletion to uphold fairness and integrity.

2. It is requested to ensure strict compliance with the SOP and implement its provisions at each level. It is requested to direct all relevant field functionaries to adhere to the guidelines specified in the document.

3. This issues with the approval of the Competent Authority.

Encl: as above

Yours faithfully,



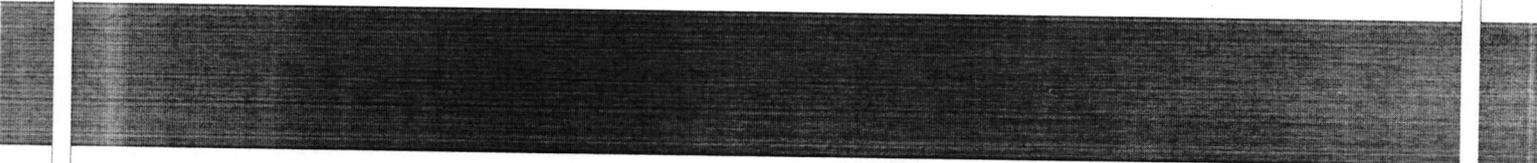
(Deepak Kumar)
Under Secretary (Mahatma Gandhi NREGA)
Email: deepak.19@gov.in
Tel. 011-23382860

Copy to: -

- (i) PPS to AS (RD)
- (ii) PS to JS (RE)



**SoP on
Job Card/Worker Deletion
and Restoration under
Mahatma Gandhi NREGS**



Standard Operating Procedure (SOP) for Deletion and Restoration of Job Card/ Worker under MGNREGA-

1. Background:

Mahatma Gandhi NREG Act to provide for the enhancement of livelihood security of the household in rural areas of the country by providing at least one hundred days of guaranteed wage employment in every financial year to every household whose adult members volunteer to do unskilled manual work and for matters connected therewith or incidental thereto.

To implement this, Job Card serves as a critical tool to ensure eligible households can demand work under the scheme.

Provisions of Job Card under Mahatma Gandhi NREG Act:

- Section 1 of Schedule II of the MGNREG Act states that "The adult member of every household residing in any rural area and willing to do unskilled manual work may submit the names, age and the address of the household to the Gram Panchayat at the village level, in whose jurisdiction they reside, for registration of their household for issuance of a job card. If the job seeker is a single woman or disabled person or aged person or released bonded labour or belonging to Particularly Vulnerable Tribal Group, they must be given a special job card of a distinct colour which will ensure them a special protection in providing work, work evaluation and work as site facilitates, as the case may be."
- Section 2 of Schedule II of the MGNREG Act states that "It shall be the duty of the Gram Panchayat, after making such enquiry, as it deems fit, to issue a job card within fifteen days from the date of receipt of such application, containing therein a unique job card number with details of the registered number, insurance policy number and the Aadhaar numbers if any."

- Section 3 of Schedule II of the MGNREG Act states that “The job card issued shall be valid for atleast five years after which, it may be renewed after due verification.”
- Subsequently, Section 4 of Schedule II of the MGNREG Act states that “No job card can be cancelled except where it is found to be a duplicate, or if the entire household has permanently migrated to a place outside the Gram Panchayat and no longer lives in the village.”

2. Why is the Job Card Essential?

A Job Card is a critical document under the MGNREGA. It ensures that eligible rural households can exercise their legal right to demand work and access wage employment opportunities under the scheme.

Key Reasons for its Importance-

- **Proof of Eligibility:** The Job Card establishes the identity of a rural household and confirms its eligibility to seek employment under MGNREGA.
- **Demand for Work:** Only households possessing a valid Job Card can demand work.
- **Preventing Exclusions:** The Job Card serves as an official record, ensuring that eligible households are not arbitrarily excluded from the scheme.
- **Tracking Employment and Wages:** It provides a mechanism to track employment days worked, wages earned and payment disbursals, promoting transparency in scheme implementation.

3. Need for the SOP:

This SOP outlines the standardized process for deleting job cards/ workers under the MGNREGA to maintain transparency, accountability and compliance with the program's objectives. The process aims to achieve the following benefits:

- i. **Compliance with the MGNREG Act:**To ensure that any action of cancellation/deletion should not violate the provisions.
- ii. **Protection of Rights:** Safeguarding the rights of workers by avoiding arbitrary or wrongful deletions.
- iii. **Transparency:**Establishing a clear, participatory process for job card/worker deletions, ensuring every worker has the opportunity to be heard and to register grievances either orally or in writing. All grievances must be addressed in accordance with the Grievance Redressal Mechanism provisions under the scheme.
- iv. **Accountability:** Defining roles and responsibilities of stakeholders to prevent misuse of authority.
- v. **Right to Appeal:** Provides workers an opportunity to contest wrongful deletions.

4. Process Flow for Cancellation of Job Card or Worker:

The State to comply the above provisions of the Act and to ensure that no deserving or eligible job card/ worker under MGNREGA is deleted. While it is expected that job cards will be renewed every five years, it shall be the responsibility of the State Government to carry out the renewal process and follow due process for any deletions during the renewal process. All job cards shall be deemed to be valid unless specifically cancelled as per the process outlined below.

This protocol shall be followed for deletion of specific names (workers) from an existing job card, or for deletion of the entire job card.

4.1 Publishing a Draft List of workers/Job Cards flagged for deletion :

- i. All job cards/ workers deletions shall only take place after due verification in the Gram Sabha held for approving the shelf of works under MGNREGA, or in the social audit Gram Sabha, or in a Special Gram Sabha called for the purpose

- ii. It shall be the responsibility of the Programme Officer to proactively publish in the public domain the draft list of job cards/ workers flagged for deletion atleast 30 days before the Gram Sabha, which may only be for the following reasons:
 - a. The household has migrated permanently to urban areas or resides in a Gram Panchayat area subsequently declared a municipality.
 - b. The household has permanently migrated from Gram Panchayat or migrated to a different Gram Panchayat
 - c. It is proved to be a duplicate
 - d. It has been registered based on forged documents (i.e. not issued by authorised personnel and/ or issued to non-existent person or to a person on the basis of fake identity), or
 - e. If the worker/ or all workers in a Job Card have died
 - f. Voluntary Surrender- Job cardholders formally request deletion- prior written request received from the concerned household/worker is required
- iii. The above list must be proactively published through each of the following modes atleast 30 days before the Gram Sabha where the proposed deletions must be verified:
 - a. Disclosed as a notice in the Gram Panchayat Office, in the Anganwadi Center, Post Office, every ration shop in the gram panchayat.
 - b. Informed through SMS/voice call to the phone number of the concerned Job Card Holder, if available.
- iv. The draft list of proposed job cards/workers to be deleted/cancelled will be in the public domain for at least 30 days and concerned workers should have a right to submit objections, if any.
- v. All objections shall be submitted to the Gram Rozgar Sahayak/ Gram Panchayat Office/ Programme Officer in writing and workers can attach any documents

they deem fit to justify their objections. All objections received must be acknowledged by a dated acknowledgement receipt.

- vi. It shall be the responsibility of the Gram RozgarSahayak to compile all objections received on the draft list of job cards/workers flagged for deletions and furnish them at the designated Gram Sabha or a Special Gram Sabha organized to review the same.

4.2 At every Gram Sabha/ Special Gram Sabha, designated to review Job Cards

- i. At every MGNREGA Gram Sabha held at least twice a year, the following agenda shall be added to accomplish the following:
 - a. Share draft list of job cards/workers flagged for deletions and the respective objections received
 - b. Right to Appeal for Job Card/worker Restoration- Ensuring households are informed of their right to appeal job card cancellations, with clear guidelines on the appeal process.
- ii. The Gram RozgarSahayak must announce publicly in the Gram Sabha the cause of deletion of each job card/worker flagged in the draft list, announce objections received if any. Each cause of deletion must be confirmed by the Gram Sabha and all inputs and decisions must be minuted.
- iii. Based on a Gram Sabha endorsement for deletion of a name or a job card, copy of Gram Sabha resolution with approved list of job cards/workers to be deleted should be communicated to respective PO within 15 days for deletion.

4.3 Based on the proceedings of the Gram Sabha/ Ward Sabha, revised list of job cards/ workers flagged for deletion shall be deleted from NREGASoft following these processes-

- i. The flagged Job Cards/Workers shall be marked for deletion through the Gram Panchayat (GP) or Programme Officer (PO) login and subsequently forwarded to the Block Admin for final deletion.
- ii. If an entire Job Card is deleted, the physical Job Card must be stamped with "CANCELLED" and signed by the authorized official. Additionally, a note indicating the reason for deletion must be recorded on the Job Card.
- iii. If a worker is deleted from a Job Card, the name of the said worker must be marked as "DELETED/CANCELLED" on the physical Job Card, along with the signature and stamp of the appropriate authority.
- iv. It must be ensured that all cancelled Job Cards are collected from the respective households under the supervision of the Programme Officer (PO) to prevent misuse of the cancelled Job Cards.

4.4 Special Case: Automatic Cancellation in Newly Declared Urban Areas:

If a Gram Panchayat is reclassified as a Municipality or Municipal Corporation:

- All Job Cards in the area are automatically cancelled.
- The District Programme Coordinator (DPC) ensures immediate implementation.
- The State Government updates the MIS and notifies the Ministry of Rural Development.

4.5 Clearance of Pending Liabilities Before Deletion of Job Card/Worker:

Before initiating the deletion of any Job Card or worker under MGNREGA, it is mandatory for the State Government to ensure the clearance of all pending liabilities associated with the concerned Job Card or worker. This includes the disbursement of unpaid wages for work already undertaken, unemployment allowance and payment of compensation for delays, if applicable.

To ensure compliance, a check will be implemented in NREGASoft to prevent deletion of any Job Card or worker if there are pending liabilities. However, Job Cards or workers can be marked for deletion, but final deletion by the Block Admin will only be permitted once all liabilities have been fully cleared. This ensures fairness, transparency and protection of workers' rights under the scheme.

4.6 Clearance of Pending Liabilities in Case of Death of a Worker:

If a worker who has performed work under the Scheme passes away, the pending wage payment for that worker must be disbursed to their legal heir. A provision will be enabled in NREGASoft to capture the details of the legal heir, including their account information, to facilitate the payment process.

In cases where no legal heir exists, a provision is available in NREGASoft to cancel the wage liabilities associated with the deceased worker.

In both scenarios, the worker's death certificate is mandatory and must be uploaded in NREGASoft to process the payment.

5. Process Flow for Restoration of deleted Job Card/ Worker:

5.1 Appeal Process:

- i. Ensure an accessible platform through Gram RozgarSahayak/ Panchayat Secretary/Mukhiya/Pradhan/Sarpanchfor grievances related to deletions.
- ii. All those Job Card Holders / workers,who wish to appeal against the decision of Programme Officer that led to the deletion of their Job Card/worker, can file an appeal with Block Development Officer within 90 days of the deletion.
- iii. All appeals must be acknowledged by a dated receiptand the endorsement of the Panchayat Secretary shall be forwarded to the Block Development Officer for further action.

