

**GOVERNMENT OF TRIPURA
DEPARTMENT OF RURAL DEVELOPMENT**

NOTIFICATION NO

In exercise of the powers conferred by sub section(1) of section32 of the National Rural Employment Guarantee Act, 2005, the Governor of Tripura is pleased to make the following Rules to carry out the provisions of this Act namely:

1. Short Title & Commencement:

- (1) This scheme may be called the **Tripura Rural Employment Guarantee Rules (TREGR), 2006.**
- (2) The Rules shall come in force on the date of notification of the act in the Government Gazette

2. Definitions :

- (1) In these rules, unless the context otherwise requires,
 - (a) "**The Act**" means the National Rural Employment Guarantee Act, 2005 (NATIONAL RURAL EMPLOYMENT GUARANTEE ACT)
 - (b) "**Block**" means a community / rural / tribal development area within a district comprising a group of Gram Panchayats or Village Committees.
 - (c) "**Central Rules**" means the rules framed by the Government of India under the Act.
 - (d) "**District Program Coordinator**" means District Magistrate & Collector.
 - (e) "**Notification**" means a notification published in the Official Gazette of Tripura.
 - (f) "**Panchayat Act**" means the Tripura Panchayats Act, 1993.

(g) “**State Program Coordinator**” means the officer of the State Government in the Rural Development Department, not below the rank of the Deputy Secretary, so designated.

(h) “**State rules**” means the rules framed by the State government under the act.

(i) “**Semi skilled and Skilled manual work**” means any physical work which any adult person is capable of doing with any skill or special training.

- (2) The words and expressions used in this scheme and not otherwise defined shall have the same meaning(s) assigned to them in the act.

3. Eligibility to receive unemployment allowance:

- (1) A person who is registered under the scheme and who has given a letter asking for employment shall be entitled to receive unemployment allowance at the rate as may be specified by the State Government, by notification from time to time, in consultation with the State council subject to the provisions of the act.
- (2) The liability of the Panchayat to pay unemployment allowance to any household shall cease as per the provisions of the Sub-section 3 of Section 7 of the act.

4. Procedure for payment of unemployment allowance:

- (1) A person claiming unemployment allowance shall make an application in the prescribed Form to the Panchayat Secretary after the last day of the period for which unemployment allowance is claimed.
- (2) The period for which unemployment allowance is claimed in an application may be as specified by the State Government from time to time. Separate applications shall be made for each continuous period for which unemployment allowance is claimed.
- (3) No unemployment allowance shall be claimed for a period beyond the date of application for unemployment allowance i.e., claims cannot be made for future days.

- (4) A copy of the acknowledgement received while handing over the application seeking employment shall be attached to the application.
- (5) On receipt of the application, the Panchayat Secretary shall make necessary enquiries and if he is satisfied that the applicant is registered for employment under the scheme and is entitled for payment of unemployment allowance, he shall forward the application to the Program Officer along with his remarks.
- (6) The Program Officer based on the contents of the application and the justification by Panchayat Secretary shall issue an order to that effect in separate Form indicating the period for which the unemployment allowance is payable and shall make payment of the unemployment allowance to the applicant through Panchayat Secretary of the concerned Gram Panchayat.
- (7) If the Program Officer rejects the demand for unemployment allowance, he shall record the reasons for rejecting the same and intimate the applicant in separate Form.
- (8) Every payment of unemployment allowance shall be made or offered not later than 15 days from the date on which it became due for payment.
- (9) The Panchayat Secretary making payment of unemployment allowance shall do so in the presence of a witness and shall obtain the signature or thumb impression of the person receiving unemployment allowance and also the witness in token of the payment in prescribed form after making necessary entries.
- (10) The Panchayat Secretary shall submit monthly statement to the Program Officer regarding the payment of unemployment allowance made by him.

5. Tripura Rural Employment Guarantee Council:

For the purposes of regular monitoring and reviewing the implementation of the Act at the State level, the State government constitutes a State Council to be known as the Tripura Rural Employment Guarantee Council (**Annexure 1**). The number of official members; special invitees; time, place and procedure of the meetings (including the quorum at such meetings) of the State council shall be as may be prescribed by the State government from time to time.

6. Utilization of Tripura Rural Employment Guarantee Fund:
Section 32 (2) (e) read with Section 21 (2)

The Tripura Rural Employment Guarantee Fund shall be expended for the purpose of implementing the scheme, which shall include administrative expenses of the State Council, payment of unemployment allowance, one fourth of the material cost of the scheme including payment of wages to skilled and semi-skilled workers subject to the provisions of Schedule II of the Act and other expenditure as prescribed by the act and as may be determined by the State Government from time to time.

7. Grievance Redressal Mechanism:

Section 32 (2) (d) read with Section 19

- (1) The District Program Coordinator shall depute officer(s) equivalent to a Deputy Collector & Magistrate at the District level as Complaint Officer.
- (2) At the State level, an Officer not below the rank of an Under Secretary can be made as a Complaint Officer.

8. Administration of State Employment Guarantee Fund:

Sec.32 (2) (f) of the Act read with Section 21 (3):

- (1) The Fund shall be held and administered, on behalf of the State Government, by the Secretary to Government in the Rural development Department.
- (2) No sums from the Fund shall be paid or applied, except for the purposes that are approved by the Secretary to Government, Rural Development Department or by any officer authorised by him on his behalf.

9. Maintenance of Accounts of employment of labourers and expenditure: Sec.32 (2) (g) of the Act read with Section 23 (2)

- (1) Program Coordinator shall maintain the account of employment and expenditure.
- (2) Each Gram Panchayat and every implementing agency shall maintain a register of all works sanctioned, executed and completed. The information in the register will be reported by the Gram Panchayat and all other implementing agencies to the Program Officer in the same proforma.
- (3) The Program Officer shall compile the data in the computer and supply a copy to the District Program Coordinator.

- (4) The implementing agencies which are executing works in the jurisdiction of more than one Program Officer shall send the data in the same proforma to the District Program Coordinator.
- (5) The District Program Coordinator shall compile the data received from Program Officers and other implementing agencies who have reported the data of assets falling within the jurisdiction of more than one Program Officer and shall generate monthly and annual reports in the proforma given for MIS Formats and send it to the Rural Development Department, Government of Tripura and the Ministry of Rural Development, Government of India through an electronic copy, e-mailed or online reported and a hard copy duly signed by the State Program Coordinator.

10. Execution arrangements: Section 32(2) (h) read with Section 23 (3)

- (1) At State level, the Secretary, Rural Development will be assisted by an Employment Guarantee Scheme unit. The Employment Guarantee Scheme unit shall be supported by requisite no. of Subject Specialists and staff.
- (2) At the District level, the DM & Collector will be the District Program Coordinator and he shall be supported by necessary officers and supporting staff.
- (3) At the block level, the post of Additional Block Development Officer may be created for implementing the scheme.
- (4) At the Gram Panchayat level, the Panchayat Secretary is assisted by additional staff depending on the volume of work and necessity.
- (5) Junior Engineers/ Panchayat Secretaries would be appointed for properly implementing the scheme at Gram Panchayat / Block level on contract basis as specified by the State Government from time to time.
- (6) The cost of appointing the new functionaries would be met from the funds of the Scheme.
- (7) DM & Collector shall select and appoint the Program Officers and the supporting staff within his District.
- (8) ***Procedure for making application for employment:***

- (i) A person who is registered for employment under the Scheme and who is in need of employment shall apply in the prescribed Form to the Panchayat Secretary.
 - (ii) This application shall be handed over by the applicant to the Gram Panchayat office.
 - (iii) It shall not be insisted that the application shall be in the prescribed printed Form, provided all the details mentioned in the prescribed Form are given.
 - (iv) The Panchayat Secretary receiving the application shall acknowledge receipt of the same.
 - (v) The Panchayat Secretary shall maintain a register in prescribed Form regarding the applications received by him.
- (9) **Work allotment:**
- (i) The Panchayat secretary shall consider each application seeking employment received by him and shall, after satisfying himself that the applicant is already registered for employment, direct him immediately by a letter in prescribed Form to a work sanctioned under the Scheme within the Gram Panchayat area.
 - (ii) If it is not possible to provide work within the Gram Panchayat area, the Panchayat Secretary shall forward the applications to the Program officer.
 - (iii) The Program Officer shall coordinate with other Gram Panchayats within the Block and issue letter of employment to the applicant, in the Gram Panchayats where work is available, by marking a copy to both the Panchayat Secretaries of different Gram Panchayats / Villages.
 - (iv) If Program officer is also not able to provide work within his block, he shall inform the District Program Coordinator, who shall arrange to provide the work within the district as far as possible in the nearby blocks. In such case, makeshift staying arrangements shall be made by the Implementing agency and the cost will be borne out of the program fund.

11. Transparency and Accountability

The Tripura Rural Employment Guarantee Scheme demarcates clear accountability with regards to key responsibilities as follows:

- (1)** Registration of the workers; issuing of job card; preparation of Muster rolls etc is to be done by the Gram Panchayats.
- (2)** Timely payment of wages, timely payment of unemployment allowances etc is to be overseen by the Program Officer.
- (3)** The responsibility of monitoring rests with the higher level. If the registration of an adult member of the household has not been done in the prescribed format at the Gram Panchayats level, then the Program Officer can direct the particular Gram Panchayats to accept the application for registration.
- (4)** The transparency of implementing the act is to be ensured by proper dissemination of information in the field, by taking the photographs of the worksite before the commencement, during the course of execution and after completion of works; providing online monitoring system of key performance indicators, audit reports by internal Audit teams / Chartered Accountant (as appointed by the State Government), put up online. The information would be made available to all who seek the information under Right to Information Act.
- (5)** A person who is found to have claimed and accepted unemployment allowance while already provided with any employment under NATIONAL RURAL EMPLOYMENT GUARANTEE ACT (NREGA) will not be entitled to unemployment allowance for a period of 3 months from the last day on which he is so found to have claimed and accepted unemployment allowance.

ANNEXURE 1

Tripura Rural Employment Guarantee Council (Sec.32 (2)(c) of the Act)

Composition: Following shall be the composition of the Tripura Rural Employment Guarantee Council:

Chief Minister of Tripura	Chairperson
Minster, Rural Development	Member
Minister, Industries	Member
Minister, Agriculture	Member
Minister, Finance	Member
Minister, Tribal Welfare	Member
Minister, SC Welfare	
Minster, Forests	Member
Chief Executive Member, TTAADC	Member
Executive Member, RD, TTAADC	Member
Executive Member, Agriculture, TTAADC	Member
Non officials: *	
Pradhan, Gram Panchayat	3 Members
Chairperson, Village Committee	3 Members
Chairperson, BAC	3 Members
Chairperson, Panchayat Samiti	3 Members
Sabhadhipati, Zilla Parishad	2 Members
Officials:	
Chief Secretary	Member
Commissioner, Finance	Member
Commissioner, Social Welfare	Member
Commissioner, Tribal Welfare	Member
Commissioner, PWD	Member
Commissioner, Agriculture	Member
Commissioner, Fisheries	Member
Commissioner, ARDD	Member
Commissioner, Rural Development	Member
Commissioner, Industries	Member
Commissioner, SC Welfare	Member
PCCF	Member
CEO, TTAADC	Member
Additional Secretary or Joint Secretary or Deputy Secretary, RD (i/c of NREGP)	Member Secretary

***Provided that not less than one third of non-official members nominated shall be women and one third shall be belonging to scheduled Castes, scheduled Tribes, other backward classes and minorities.**