

**GUIDELINES ON HUMAN RESOURCE MANUAL FOR
CONTRACTUAL EMPLOYEES UNDER MGNREGA**

**RURAL DEVELOPMENT DEPARTMENT,
GOVERNMENT OF MIZORAM**

CHAPTER	INDEX	PAGE
1.	Purpose of the Manual	2
2.	Job Responsibility	3 - 12
3.	Salary & Benefits: a. Salary b. Earned leave encashment c. Gratuity	13
4.	Leave Facilities	14 -15
5.	TRAVEL (TA/DA)	16
6.	General Condition of Service	16 - 18
7.	Power to Relax	18
8.	Repeal & Saving	18
9.	Interpretation	18

P
17/5/24

Purpose of the Manual

Any Act which aims to empower people and for which processes through which the objectives are met are as important as the results itself, has to handle its most critical asset-Human Resources, well. In such cases, the role of the 'staff', their motivations and attitudes towards work and community assume critical importance along with their knowledge and skills. A project like N R E G S thus, has to invest in developing and operationalizing a Human Resource Development Policy which ensures retention and high morale of the staff.

Considering the number of employees working under MGNREGA, there require a Human Resource Development (HRD) manual to suggest policy framework and its implementation guideline for governance as well as meeting the requirement of Human Resource.

The HRD manual is prepared to meet this objective.

Preamble of HR Manual

a. The HR Policy would proactively contribute towards achieving the overall goals of MGNREGA Act by laying down principles, guidelines, and rules/norms to ensure smooth functioning of the contractual Staff.

b. The HR Policy would encourage building of a shared vision of the project among all the project staff to ensure that their respective jobs are complementing each other.

c. The Policy aims to build a culture of trust, transparency and integrity among all staff.

The State MGNREGA cell shall review the policies and procedures on a regular basis and reserves the right to amend, add or delete any policy or procedure stated in this manual at any time.

Chapter 2

Job Responsibility of different cadres employed under MGNREGA.

Village/Block Level:

SL. No.	Designation	Duties
1.	Additional Programme Officer (APO) – GROUP A	<ul style="list-style-type: none">❖ Shall be aware of all function & activities assigned to the Programme Officer for Successful Implementation of Schemes under MGNREGA under his/her Block Jurisdiction.❖ Overall management of activities of Block Programme Management Unit.❖ On Site Scheme Inspection (Including process & worksite Inspection).❖ Establishment matters of Block Programme Management Unit Staffs.❖ Petitions under RTI Act. Related to MGNREGA.❖ Co-ordination with Financial Institutions.❖ Fund management requisition of fund by Programme Officer, Village Council, Utilization Certificate of Programme Officer, and Village Council.❖ Documentation & finalization of success story in Co-ordination with Block Social Audit Co-ordinator, VLAAs & Technical Assistants.❖ Any other work assigned by authority, as & when required.❖ Co-Ordination with Line Departments at Block & village Level for Successful Implementation of Scheme under Convergence activities.

P
17/5/24

<p>2.</p>	<p>Account Assistant (AA) – GROUP B</p>	<ul style="list-style-type: none"> ❖ Management of financial matter / issue related to the village/block. ❖ Audit matters Co-ordination with audit firm & action taken report on audit. Management of fund flow at the Village/block level. ❖ Court matter (Related to MGNREGA) preparation of statement of facts, Co-ordination with Village Councils & Rural Development, Govt. of Mizoram etc. ❖ Any other work assigned by the authority, as & when required.
<p>3.</p>	<p>Technical Assistant (TA) – GROUP B</p>	<ul style="list-style-type: none"> ❖ Administrative approval of Scheme Including record Keeping of estimates and updating of Scheme register (Maintained Village Council Wise) ❖ Technical Inspection of Scheme (Including Process Inspection & worksite management). ❖ Vetting of Schemes of Villages & Block. ❖ Project preparation & Implementation of Schemes, Block Programme Setup. ❖ Supervisor related matters. ❖ Assist / guide CA/VLAAs for any data entry which is technical in nature (e.g., MB, Activities, Scheme Entry etc.) ❖ Preparation & updating of labour budget. ❖ Compilation and finalization of Annual Action Plan. ❖ Shelf of Schemes Supervision & Co-ordination. ❖ Work site facility supervision work. ❖ Monitor functioning of Block Programme Management Unit.

P
17/5/24

		<ul style="list-style-type: none"> ❖ Assist / Guide VLAAs in technical issues. ❖ Liaison with Line Departments at Village & Block level in technical matters, for better Co-ordination & successful implementation of scheme under Convergence activities. ❖ Documentation of success stories created through MGNREGA. ❖ Preparation of prioritized list of works with likely cost/estimate. ❖ Any other works assigned by the authority, as and when required.
4.	Computer Assistant (CA) – GROUP B	<ul style="list-style-type: none"> ❖ Overall responsibility for MIS related issues within the Block including software management ❖ Any other works assigned by the authority, from time to time.


 17/5/24

<p>5.</p>	<p>Village Level Administrative Assistant (VLAA) – GROUP C</p>	<ul style="list-style-type: none"> ❖ Helps in the preparation of Annual Action Plan. ❖ Helping/Aiding in taking of measurement of works in the field. ❖ Liaison with Line Departments at Block/Village level in technical matters, for better Co-ordination & successful implementation of scheme under Convergence activities. ❖ Identification and categorization of number and nature of employment opportunities. ❖ Receipt of applications for registration. ❖ Identification and verification of Applications and registration of job seekers. ❖ Issue of Job Card. ❖ Recording work demand by Job Card Holders. ❖ Intimation to applicant allotting dates of work and work site. ❖ Supervision and monitoring of works ❖ Assist / guide T.Es for any data entry which is technical in nature (e.g., MB, Activities, Scheme Entry , e-MR etc) ❖ Maintenance and Updation of all types of statutory registers prescribed by MGNREGA Act. ❖ Any other work assigned by authority as & when required.
-----------	---	---

P
17/5/24

6.	Barefoot Technician (BFT) – GROUP C	<ul style="list-style-type: none"> ❖ Assisting Technical Assistant in all the technical matters. ❖ Perform all the duties of VLAA when required. ❖ Any other works assigned by authority as & when required.
7.	Helper/Messenger	Multi-tasking.

District Level:

SL. No.	Designation	Duties & Functions
1.	Additional Programme Officer (APO) – GROUP A	<ul style="list-style-type: none"> ❖ Shall be aware of all function & activities assigned to the Programme Officer for Successful Implementation of Schemes under MGNREGA under his Block Jurisdiction. ❖ Overall management of activities of District Programme Management Unit. ❖ On Site Scheme Inspection (Including process & worksite Inspection). ❖ Establishment matters of District Employment Guarantee Scheme Unit (DEGSU). ❖ Petitions under RTI Act. related to MGNREGA. ❖ Co-ordination with Financial Institutions. ❖ Documentation & finalization of success story in Co-ordination with Programme Officer & Block Social Audit Co-ordinator. ❖ Any other works assigned by the authority, from time to time.
2.	Account Manager (AM) – GROUP A	<ul style="list-style-type: none"> ❖ Fund management requisition of fund by District Programme Officer. Utilization Certificate of the Scheme at the District. ❖ Audit matters related to MGNREGA at the District. ❖ Any other work assigned by the authority, as & when required.

3.	MIS Nodal Officer – GROUP A	<ul style="list-style-type: none"> ❖ Overall responsibility for MIS related issues within the District. ❖ Implementation of Nregasoft at different PIA level and training of end-user of the software. ❖ Implementation and monitoring of e-MR and e-FMS ❖ Liaison with RD department of Mizoram regarding technical issues. ❖ Nrega database maintenance. ❖ Error detection and debugging within scope and escalation of problem to higher authorities, if problem cannot be solved locally. ❖ Preparation of various reports for office monitoring and analysis. ❖ MIS data analysis. ❖ Convergence of BPL, RSBY & UID Database with MGNREGA. ❖ Monitoring of MIS performance of BLOCK, GP, and Other line department. ❖ Maintenance of IT Infrastructure of DEGSU. ❖ Any other work, assigned by authority as & when required.
4	Works Manager – Group A	<ul style="list-style-type: none"> ❖ Technical approval of Scheme including Secure. ❖ Overall in charge of all technical matters related to MGNREGA including Area apps Officer monitoring and inspection. ❖ Compilation of Annual Action Plan & Labour Budget received from the Blocks. ❖ Convergence of MGNREGA with other line department. ❖ Any other works assigned by the authority, as and when required.

P
17/5/24

5	Technical Assistant (TA) – GROUP B	<ul style="list-style-type: none"> ❖ Assisting Work manager in all the technical related matters. ❖ Documentation of all MGNREGA related works at the District. ❖ Any other works assigned by the authority, as and when required.
6	Computer Assistant (CA) – GROUP B	<ul style="list-style-type: none"> ❖ Assisting District MISNO to all the IT related matters at the District. ❖ Any other works assigned by the authority, as and when required.
7	Programme Assistant – GROUP B	<ul style="list-style-type: none"> ❖ Assisting Additional Programme Officer in all MGNREGA related matters. ❖ File dealing with all the matter under MGNREGA & any other works assigned by the authority, from time to time.
8	Account Assistant – GROUP B	<ul style="list-style-type: none"> ❖ Assisting Account Manager in all the account related matters. ❖ Maintaining cash book and all the account related vouchers and documents at the District. ❖ Any other works assigned by the authority, as and when required.
9	Lower Division Clerk (LDC) – GROUP C	<ul style="list-style-type: none"> ❖ File dealing with all the matters related to MGNREGA and any other works assigned by the authority, from time to time.
10	Date Entry Operator (DEO) – GROUP C	<ul style="list-style-type: none"> ❖ All the data entering related to MGNREGA at the District. ❖ Any other works assigned to the authority, as and when required.
11	VLAA – GROUP C	<ul style="list-style-type: none"> ❖ Helps in the preparation of Annual Action Plan. ❖ Helping/Aiding in taking of measurement of works in the field. ❖ Liaison with Line Departments at Block/Village level in technical matters, for better Co-ordination & successful implementation of scheme under Convergence activities. ❖ Identification and categorization of number and nature of employment opportunities. ❖ Receipt of applications for registration.

		<ul style="list-style-type: none"> ❖ Identification and verification of Applications and registration of job seekers. ❖ Issue of Job Card. ❖ Recording work demand by Job Card Holders. ❖ Intimation to applicant allotting dates of work and work site. ❖ Supervision and monitoring of works ❖ Assist / guide T.Es for any data entry which is technical in nature (e.g., MB, Activities, Scheme Entry , e-MR etc) ❖ Maintenance and Updation of all types of statutory registers prescribed by MGNREGA Act. ❖ Any other work assigned by authority as & when required.
12	Helper/Messenger - GROUP D	Multi -Tasking

State Level:

SL · N o.	Designation	Duties & Functions
1.	MIS NODAL OFFICER - GROUP A	<ul style="list-style-type: none"> ❖ Overall responsibility for MIS related issues for the State. ❖ To co-ordinate and assist in operationalization of MIS under MGNREGS ❖ To assist in preparation of reports related to MIS under MGNREGS ❖ To actively support the initiative under the programme in the form of implementation of e- FMS, e-Musters and other functions connected with the MIS ❖ To co-ordinate the Pilot initiative under MGNREGS in the form of support provided to the project

P
17/5/24

		<p>for Biometric authentication and Aadhar seeding in MGNREGS in the State.</p> <ul style="list-style-type: none"> ❖ To manage, troubleshoot and address issues connected with management of data and database related to MIS ❖ To develop and maintain a State Level database under the programme ❖ Conduct / Manage Training/meeting / Workshop in different level. ❖ Liaison with various authorities to manage / assist for overall progress of the programme. ❖ Escalate issue with NIC, Delhi. ❖ To discharge any other responsibilities that may be assigned from time to time for effective implementation of the programme.
2.	WORKS MANAGER (IEC AND GRIEVANCES) – GROUP A	<ul style="list-style-type: none"> ❖ Maintaining of Training related file. ❖ Maintaining inspection and monitoring reports of SQM ❖ Preparation of all types of Documentation under MGNREGA. ❖ Looking after the convergence activities under MGNREGA. ❖ Preparation and publishing of newsletter of State
3.	Programme Assistant – GROUP B	File dealing with all matters under MGNREGA & any other works assigned by the authority, from time to time.
4	Computer Analyst - GROUP B	<ul style="list-style-type: none"> ❖ Assisting State MIS Nodal officer to all the IT related matters at the State Level. ❖ Any other works assigned by the authority, as and when required.
5.	Date Entry Operator – GROUP C	Data entry related to MGNREGA & any other works assigned by the authority, from time to time.
6.	Helper Messenger – GROUP D	Multi-tasking.

Prescribed Staff Strength under MGNREGA in Mizoram:

Sl. No	DESIGNATION	SANCTIONED STRENGTH	REMARKS
1	Additional PO	1 for each District & Block	Filling of the post will be done on actual requirement of staff in the Districts and Blocks.
2	MIS Nodal Officer	1 for each District	
3	Acct. Manager	1 for each District	
4	Work Manager	1 for each District	
5	Computer Asst.	1 for each District 2 for each Block	
6	Account Asst.	1 for each Block	
7	Program Asst.	3 for each District	
8	Tech Asst.	As per para 2.3 of this manual	
9	DEO	1 for each District and Block	
10	LDC	1 for each District	
11	VLAA	As per para 2.3 of this manual	
12	BFT	As per AMC	
13	Helper / Messenger	As per the O.M No.11016/1/19 -RD (NREGS) dated 05.11.2019	

2.1 There will be classification of post as:

i) Hard posting ii) Normal posting iii) Soft Posting

2.2 The Office Memorandum No.A.12031/2/09-RD (NREGS) dated 10.02.2011, which delineate the distribution of Technical Assistants and Village Level Administrative Assistants will be read as - the ratio for calculation of required Technical Assistant and VLAAs at the Village/Block level will be trifurcated based on the classification of post i.e. Hard, Normal & Soft.

2.3 The ratio for Technical Assistant will be 1:8 for Hard Post, 1:9 for Normal Post & 1:10 for Soft Post. And for the VLAAs, it will be 1:2 for Hard Post, 1:3 for the Normal & 1:5 for the Soft Post.

2.4 The Hard Post comprises of Chawngte R.D Block, Lungsen R.D Block, Tlabung R.D Block, Zawlnuam R.D Block excluding Zawlnuam II, Bungmun R.D Block, Bungtlang South R.D Block, Tipa R.D Block, Sangau RD Block and any other remote places that may be specified by the Department from time to time. Normal posting shall be posting in all other Village/Block Hqrs. other than hard and soft posting. The Soft Post comprises of Tlangnuam R.D Block, Aibawk R.D Block, Thigsulthliah R.D Block, Serchhip R.D Block, Thingdawl R.D Block and Bilkhawthlir R.D Block.

Chapter 3

Salary & Benefits - Components

3.1 Salary

The basic salary for each position will take into account applicable competencies, job responsibilities and current market trend (Public & Private sector) and most importantly, the availability of fund. This is applicable to each employee. (Scale structure for each category of post is attached separately.)

The unexhausted earned leave should be carried over to the next year and at time of leaving the Job/ Completion of tenure, she/he should be allowed to encash up to 300 day's her/his unexhausted earned leave, subject to fund availability. (As per the leave encashment formulae)

3.2 Death-cum-Retirement Gratuity

All contractual employees, with a minimum of three years of continuous service on the date of severance, shall be entitled to receive gratuity, calculated on the basis of the last salary drawn and at the rate mentioned below:

- a) On completion of 8 (eight) years' continuous service or more, but less than fifteen years' continuous service – 1/2 of month's gross salary for each completed year of service.
- b) On or after completion of fifteen years' of continuous service - 3/4 of month's gross salary for each completed year of service.
- c) The benefits under Death-cum-Retirement Gratuity shall not be accorded/granted to MGNREGA employees whose services have been terminated due to resignation, dismissal, removal etc.

3.3 Compassionate/Humanitarian Appointment

The dependent family/ relatives of member of MGNREGA employee dying in harness or who is retired on Medical Ground cannot claim for Compassionate/ Humanitarian appointment as of right.

The employees who are in receipt of Gratuity under Para 3.2; the family members shall make no claims for appointment under MGNREGA on retirement, death or retirement on medical ground of the MGNREGA employee.

3.4 Increments

Increment maybe provided/extended to all staff employed under MGNREGA at all Levels (State, District, Block and Village). The rate of

increment shall be as decided by the Competent Authority from time to time.

Chapter 4

Leave facilities

The leave rules shall apply to all employees working at different levels under MGNREGA.

4.1 General Conditions

Leave is to be regarded as a privilege, and not as a right. It is allowed both in the interest of the employee and that of the organisation. The employee cannot claim leave as an unqualified right.

The leave year runs from 1 January to 31 December i.e. as per the Calendar Year.

An employee's claim for leave is regulated by the rules in force at the time the leave is applied for and granted.

An employee on leave shall not take up any other service or accept any temporary employment.

Leave can be taken only in mutual consultation with his/her controlling authority. Any leave may be refused or revoked if the exigencies at work so require.

4.2 Leave procedure

Under normal circumstances, the leave applications should be duly approved by his/her controlling authority prior to the commencement of leave.

The leave request must be submitted in writing (it will be applied through digital platform **only**, after the on-line leave application platform is developed for MGNREGA Staff)

4.3 Casual Leave

All contractual employees employed at all levels under MGNREGA is eligible of 8 days casual leave in a calendar year subject to the approval of the appropriate authority.

4.4 Earned Leave

P
17/5/24

All contractual employees engaged under MGNREGA is eligible for earned leave of 30 days in a calendar year.

4.5 Medical Leave

All contractual employees engaged under MGNREGA is entitled to 10 days medical leave. Any absence because of sickness must be notified to the authority and as early as is practically possible. A medical certificate by a Registered Medical Practitioner must support sickness absence.

The leave application along with the medical certificate should be submitted immediately upon resuming duty, for approval by the authority.

Sick Leave cannot be carried forward under any circumstances.

4.6 Maternity Leave

All women employees will be eligible for continuous maternity leave of 180 days with full pay, for a maximum of two children.

In the event of complications arising as a result of abortion/miscarriage, in keeping with the exigency, women staff would be granted 42 days leave with full pay. Such requests need to be supported by a medical certificate.

All women contractual employees under MGNREGA will be eligible for CCL (Child Care Leave) subject to the approval of appropriate authority, as per the extant rule of the regular employee under the State Government.

4.7 Paternity Leave

Male staff, within the first month of becoming a father, may avail paternity leave up to a maximum of 15 working days. This leave is permitted for a maximum of 2 children.

P
17/5/24

Chapter 5

Travel

5.1. TA/DA shall be paid for the journeys made by contractual staff for official duty only, and the rate of TA/DA shall be as per the entitlement ascribed in **O.M. No. A 11016/1/19 – RD (NREGS) Dt. 21.12.2020**, and the subsequent amendment.

5.2 Compensation for lost or damaged personal property

The Department shall not be responsible for any loss or damage to the personal property of the employees during official travel.

Chapter 6

General Conditions of Service:

6.1 The hours of work of all MGNREGA Staff shall be as per the timing Notified by the State Government, from time to time.

6.2 Code of Conduct

6.2.1. The employees employed under MGNREGA expected to conduct themselves with the objectives and principles of the department at all times.

6.2.2. During the course of their employment with the Department, the employees shall devote all of their professional time exclusively to the work assigned in their job description or such other duties assigned to them by the appropriate authority.

6.2.3. He/She will behave in a disciplined manner in all interactions with colleagues and Outsiders which will operate on basis of trust and mutual respect.

6.2.4. He/She will not indulge in any activities prejudicial to the interests and reputation of the Department. He/She will abide by all the Department rules and regulations.

6.2.5. He/She will show respect to the dignity of all colleagues, particularly women, Minorities, differently abled and other marginalized groups. He/She shall not use authority to undermine a colleague's sense of pride or dignity.

6.2.6. He/ She will show due frugality in the matter of use of all resources (funds and assets) at their Disposal.

6.3 Transfer & Posting:

6.3.1. Tenure of posting at the District & Block shall be as shown here under:-

6.3.2. The Tenure of posting exempting to any post in general shall not exceed 5 years at the Block/Districts, except in the case where there is no other to relieve such officer on the ground of his/her special qualities of performance.

6.3.3. The minimum tenure of posting of **Group A, B & C** employees to any duty post shall be 2(two) year except in the case of the incumbent is required to be placed under suspension or who has to be transferred on ground of disciplinary proceedings against him/her before completion of 2 (two) year service. Nevertheless, the transfer and posting of Group C employees shall be initiated, only within the Rural Development Blocks of the mother District.

6.3.4. The normal tenure of posting in a hard posting place shall be 2 (two) years.

6.3.5. Any employee who is posted in hard posting place shall not be retained for more than 2(two) years tenure in the same station except with his own consent.

6.3.6. General Principles: Posting of MGNREGA Staff at the District and Block shall be determined as below:-

6.3.7. There shall be job-wise and station-wise rotational transfer of officers irrespective of gender.

6.3.8. No employee shall be posted to the remote and same hard posting place for 2(two) consecutive tenure except with the consent of the officer.

6.3.9. There shall be Inter-District transfer/ Inter-Block Transfer of employees **except for Group D employees**, between the employees recruited for Aizawl, Kolasib, Saitual, Mamit; Champhai and Khawzawl; Siaha and Lawngtlai; Lunglei, Hnahthial & Serchhip with the exceptions of the APOs.

6.3.10. The Transfer of employees within the district is permissible purely on the interest of scheme implementation, and as per the guidelines laid out from time to time.

6.4 Changes in personal particulars

6.4.1. Any change in address, telephone numbers, marital status, educational or professional attainments, etc. recorded with the District/Block should be duly informed in writing to the concerned authority, and approval be taken

6.5 Hospitality

6.5.1. No employee of the Department should, either directly or indirectly, accept any gifts, reward or benefit from any person or organisation with whom he/she has or might have official dealings concerned with the Department's affairs.

6.5.2. A hospitality of business nature in the interest of the Foundation, e.g., to attend the conferences, trade exhibitions, equipment demonstrations, etc. involving free travel and accommodation may be accepted only with the prior permission of the appropriate authority.

7. Power to relax

Where the Government in Rural Development Department is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these manual.

8. Repeal & Saving:

Any Order/OM/Notification issued by the Rural Development Department which contravenes with the matter/subject highlighted in this manual shall stand modified to the extent indicated in the above paragraphs.

Any decision that has been made, pertaining to the subject highlighted in this Manual and approved by the Government in Rural Development Department before the commencement of these Manual, in any manner other those specified in these rules, shall not be invalidated after the coming into force of these Manual.

9. Interpretation

If any question arises relating to the interpretation of these rules, it shall be decided by the Government in Rural Development Department.

A handwritten signature in blue ink, consisting of a stylized 'P' followed by a horizontal line, with the date '17/5/24' written below it.