



# **Standard Operating Procedure for monitoring delayed payment and compensation for delayed payment**

**MGNREGA Division  
Ministry of Rural Development  
Department of Rural Development  
Government of India**

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## Abbreviations used:

1	Accredited Bank	Bank where Ministry's account is maintained
2	AE	Asst Engineer
3	CBS	Core Banking Service
4	DSC	Digital Signature Certificate
5	DEO	Data Entry Operator
6	DoP	Department of Posts
7	e-MR	Electronic Muster Roll
8	e-MB	Electronic Measurement Book
9	FTO	Fund Transfer order
10	GP	Gram Panchayat
11	GRS	Gram Rojgar Sahayak
12	JE	Junior Engineer
13	MoRD	Ministry of Rural Development
14	MIS	Management Information System used interchangeably with NREGA Soft.
15	NIC-DRD	National Informatics Centre- Department of Rural Development
16	NREGA Soft	MIS system of MGNREGA
17	Ne-FMS	National Electronic Fund Management System
18	NPCI	National Payments Corporation of India
19	PFMS	Public Financial Management System
20	PIA	Project Implementing Agency
21	PO	Programme Officer
22	SEGF	State Employment Guarantee Fund
23	Sponsor Bank	Banks with States SEGF NeFMS account
24	TA	Technical Assistant

# **Standard Operating Procedure for monitoring Delayed Payment and Compensation for delayed payment:**

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## **1. Background:**

The Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA), 2005 under Section 3 entitles the MGNREGA worker to receive their daily wages on a weekly basis and in any case not later than a fortnight from the date of closure of Muster Roll. In case the Wage are not paid within the stipulated period of 15 days from the date of closure of Muster Roll, the MGNREGA worker are entitled to receive payment of compensation for the delay, at the rate of 0.05% of the unpaid wages per day of delay beyond the sixteenth day of closure of muster roll as per the Schedule II, para 29 (1) of the Act. The State Government shall pay the compensation upfront after due verification within the time limit and recover the compensation amount from the functionaries or agencies who is responsible for the delay in payment.

An attempt was made to analyse the delayed transactions made during the FY 2016-17. It was found that 96% of the transactions are being made by 17 States. The State specific timely payment trend was also analysed. It was found that at the national level, the trend of timely payment of wages have been in an increasing trend i.e from 27% during the FY 2014-15 to 44.5% during the FY 2016-17. During the FY 2016-17, out of the total transactions, 21% payments are generated in the 16<sup>th</sup>-30<sup>th</sup> day time while 35% of the transactions are delayed beyond 30 days of closure of Muster roll. Secondly, the delay compensation calculation are enabled in NREGA Soft since the FA 2013-14. As on date, 32% of the claims are verified and out of the approved amount of Rs. 65.52 Cr, sum of Rs. 39 Cr (60% of total approved amount) is paid as compensation towards delayed payment. In view of this, there is an urgent need for ensuring timely payment of wages and payment of compensation towards delayed payment. The Ministry has issued a guideline on Compensation for delayed wage payment during June, 2014. In addition, the Ministry has organised consultation meeting with 16 State Governments in the Month of April, 2017 to strategize timely payment of wages during the FY 2017-18. On the basis of the consultation, the Standard Operating Process for monitoring timely payment process is prepared.

## Provisions in the MGNREG Act and Schedules:

For payment of wages to workers and compensation for delayed payment, following provisions are there in the Act and Schedule-II of the Act:

**Section-3, Sub section-3:** The disbursement of daily wage shall be made on a weekly basis or in any case not later than a fortnight after the date on which such work was done.

**Para 16, Schedule-I of the Act:** Payments shall only be made based on the Measurements taken at the worksite by the authorized personnel **within three days** of closure of the muster roll.

**Schedule II, Para 29 (1):** Wage seekers are entitled to receive payment of compensation for the delay, at the rate of **0.05%** of the unpaid wages per day of delay beyond the sixteenth day of closure of muster roll.

- (a) Any delay in payment of compensation beyond a period of fifteen days from the date it becomes payable shall be considered in the same manner as the delay in payment of wages.
- (b) For the purpose of ensuring accountability in payment of wages and to calculate culpability of various functionaries/ agencies, the States shall **divide the processes** leading to determination and payment of wages into various stages such as -
- Measurement of work;
  - Computerising the muster roll;
  - Computerising the measurement;
  - Generation of wage list; and
  - Uploading FTOs.

and specify stage-wise maximum time limits along with the functionary or agency which is responsible for discharging the specific function.

- (c) The computer system (MIS) shall have a provision to automatically calculate the payable based on the date of closure of the muster roll and the date of deposit of wages in the accounts of the wage seeker.
- (d) The State Government shall pay the **compensation upfront** after due verification within time limit and recover compensation amount from the functionaries or agencies responsible for the delay in payment.
- (e) It is the duty of the Dist. Programme Coordinator or the Programme officer to ensure that the system is operational.
- (f) The number of days of delay, the compensation payable and actually paid shall be reflected in the MIS and the Labour Budget.

## 2. The Process flow for payment of wages:

### 2.1 The process for payment of wages to wage seekers in the T+15 timeline (In Ne-FMS mode)

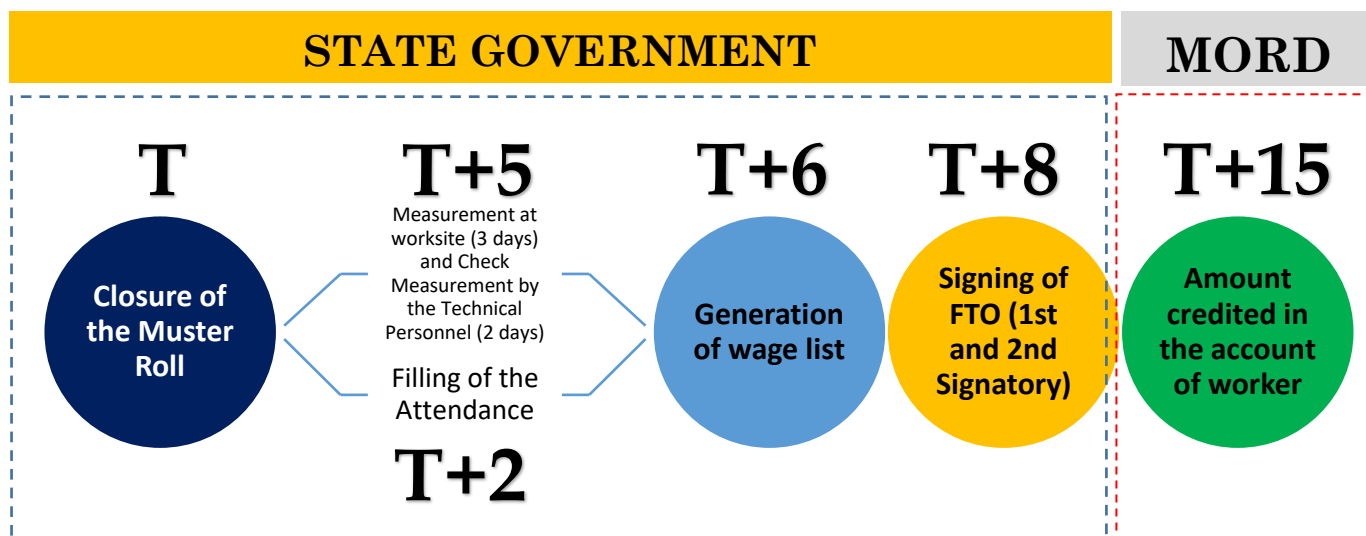


Figure 1 Process flow for the T+8 timeline

The process flow for T+8 timeline

As per Para 21 of Schedule-II of the Act, employment shall be provided for at least fourteen days continuously with not more than six days in a week. Accordingly, Muster rolls are issued for a duration of 6 days or 14 days as per the work specific requirements. The programme Officer supplies each Gram Panchayat with the Muster Rolls for the works sanctioned to be executed by it.

Muster Roll at the Programme Officer (PO) Level are electronically generated and the printed copies after authorization are given to the Gram Rojgar Sahayak (GRS) of the respective Gram Panchayats or any other person authorized by the State Government. The GRS/ authorized representative can collect the same from the PO's office or can take printouts at GP office. Further the work is opened and employment is provided to the Households demanding work. During execution of the work, the GRS records attendance every day either himself/ herself or through the mate in the prescribed muster roll. The filled in muster is collected on the date of closure of muster roll and further sent to the Panchayat office for authorization. Thereafter the GRS/ Authorized personnel brings it back to the Programme Officer for entry in NREGA Soft. In few States the entry is done at the Panchayat level itself.

The date of closure of Muster roll is termed as "T". As per the processes outlined in the Schedule-II, para 29, 1 (b), the following process is followed:

- Data Entry Operator fills the attendance in MIS;
- Technical Assistant receives the filled in muster and moves to the site for measurement;
- Technical Assistant takes the measurement and fills the MB;

- Data Entry operator enters the measurement value in MIS giving reference to the Measurement Book number and date of measurement;
- Data entry operator generates the Wage list and the Accountant/ Asst Programme Officer authenticates the wage list;
- The 1<sup>st</sup> signatory generates the FTO and send it to the Programme Officer/ authorised personnel for 2<sup>nd</sup> signature.
- The 2<sup>nd</sup> signatory approves the FTO and pushes to the FTO to PFMS.
- Amount is credited in the bank account of the worker and response of PFMS is sent to NREGA soft for record.

The above process should be completed in 15 days timeline. In order to ensure that the wage is credited in the account of wage seeker, the Ministry has issued the guideline of Ne-FMS dated 25<sup>th</sup> May, 2016. The ideal timeline for pushing the FTO after signing by the second signatory is illustrated below.

*Table 1 Suggestive timeline (T+15) and processes*

<b>SUGGESTIVE TIMELINES</b>	
<b>PROCESSES</b>	<b>MAX. PERIOD</b>
Last date of Muster roll as per e-muster	<b>T</b>
Data entry of attendance into MIS	<b>T+2</b>
Measurement of the work and entering the same in NREGASoft	<b>T+5</b>
Generation of wage list.	<b>T+6</b>
Generation of FTOs (1st Signatory).	<b>T+7</b>
Approval of FTO for payment (2nd Signatory).	<b>T+8</b>
Wage credited in to the account of the wage seeker	<b>T+15</b>

The table lists the ideal processes involved till the time Muster is closed to the time wage is credited in the account of the wage seeker.

## **2.2 Role of different functionaries/ Institutions in the wage payment process:**

For payment of wages, following Stakeholders are involved:

*Table 2 Internal and External Stakeholders in the payment process*

<b>Internal Stakeholders</b>	<b>External Stakeholders</b>
1. Ministry of Rural Development	1. PFMS
2. State Government	2. NPCI
3. District Programme Coordinated	3. Banks
4. Programme Officer, Asst Prog. Officer.	4. DOP/ Post Offices
5. Line Department acting as Project Implementing Agency	
6. Junior Engineer/ Asst Engineer	
7. Technical Assistant/ Barefoot technicians	
8. Data Entry Operator	
9. Gram Rojgar Sahayak	

10. Mates/ worksite supervisor  
 11. Gram Panchayat officials such as Panchayat President/ Panchayat Secretary

In order to ensure timely payment of wages (Within 15 days of closure of MR) to the workers, it is essential that all stakeholders in the system adhere to the suggestive timeline. This broadly categorized into the following:

- Field functionaries involved up to the generation of FTOs;
- MoRD officials involved in release of Fund order (In case of Ne-FMS);
- Agencies (PFMS/Banks/NPCI/DoP/NIC-DRD) involved in the movement and processing of FTOs and crediting in to the accounts of the workers.

The role of each stakeholder in the process of payment of wages and delay compensation is described in the following table:

Table 3 Role matrix for various stakeholders

Time Line	Responsible functionary	Works to be Done	Do's and Do Not's
Before start of Work	Gram Rozgar Sahayak (GRS)	<ul style="list-style-type: none"> <li>Collect e-MR duly authorized by PO Office</li> <li>Verify the e-MR against the Job Card and the Wage Seekers name.</li> <li>Visit to the Work site</li> <li>Inform the Wage Seekers applied for job</li> <li>Select a mate from the labour group working for the Muster Period and handover the Muster for daily attendance.</li> </ul>	
T (Closure of MR)	Gram Rozgar Sahayak (GRS)	<ul style="list-style-type: none"> <li>Visits to the work site</li> <li>Check the attendance of workers filled in the e-MR by the mate.</li> <li>Collect completed e-MRs from the mate.</li> <li>Submit the filled in muster to the GP office for authorization and submit the signed copy to the data entry operator placed in GP/ Block office for entry.</li> </ul>	
T+2 (within 2 days from the closure of MR)	Gram Rozgar Sahayak (GRS)	<ul style="list-style-type: none"> <li>Submit the MR copy to the data entry operator placed in GP/ Block office for entry.</li> </ul>	Not to delay beyond 1 day of closure of MR.
	Data Entry Operator (DEO)	<ul style="list-style-type: none"> <li>Receive e-MRs from the GRS.</li> <li>Check the completeness of the manual attendance entries made in the e-MRs submitted by GRS.</li> <li>Mark attendance entries in the e-MR in the NREGA MIS.</li> </ul>	Not to delay entry of attendance in MIS beyond 2 days of closure of MR.



Time Line	Responsible functionary	Works to be Done	Do's and Do Not's
		<ul style="list-style-type: none"> <li>• Handover the copies of the e-MRs to Technical Assistant/ Junior Engineer for measurement.</li> </ul>	
T+5 (between 3 <sup>rd</sup> to 5 <sup>th</sup> day from the date of closure of MR.	Technical Assistant/ Junior Engineer	<ul style="list-style-type: none"> <li>• Collect e-MR from DEO</li> <li>• Visits to the work site</li> <li>• Take the measurement of the work done for the muster period</li> <li>• Calculate the wage to be paid based on work done as per the SOR.</li> <li>• Calculate the volume of materials used on the work as per SOR for the muster period</li> <li>• Complete the recording of the measurement in the back side of the e-MR</li> <li>• Complete the recording of the measurement in the Measurement Book/ e-MB</li> <li>• Submit the e-MR and MB to the Junior Engineer/ Assistant Engineer for check measurement (case to case basis)</li> </ul>	The Measurement to be completed within 3 days of closure of MR and check measurement within 5 days of closure of MR.
	Junior Engineer/ Assistant Engineer	<ul style="list-style-type: none"> <li>• Collect the e-MR and MB from the TA/ JE.</li> <li>• Visit to the work site</li> <li>• Check the measurements recorded in the back side of the e-MR and MB by the TA/ JE</li> <li>• Correct the measurement taken, if there is a discrepancy in the measurement by the TA/ JE</li> <li>• Certify the measurement in the back side of the e-MR and MB</li> <li>• Submits the e-MR and MB/e-MB to the DEO for data entry into the NREGA MIS</li> </ul>	
T+6 (on 6 <sup>th</sup> day from the closure of MR	Data Entry Operator (DEO)	<ul style="list-style-type: none"> <li>• Collect the e-MR and MB/ e-MB from the TA/ JE/ AE.</li> <li>• Make entries of the measurements taken into the NREGA MIS</li> <li>• Generate the wage list for the muster period and push the wage list for the generation of the FTO.</li> </ul>	Wage list to be generated within 1 day of measurement entry in MIS.
T+7 (on 7 <sup>th</sup> day from the	First Signatory	<ul style="list-style-type: none"> <li>• Receives the wage list generated from the NREGA MIS.</li> </ul>	

Time Line	Responsible functionary	Works to be Done	Do's and Do Not's
closure of MR)		<ul style="list-style-type: none"> <li>• Verify the wage list for correctness of the Job Card number, Worker's bank account number etc.</li> <li>• Prepare FTO combining single/multiple wage lists.</li> <li>• Digitally sign the FTO and send to the second signatory for approval.</li> </ul>	
T+8 (on 8 <sup>th</sup> day from the date of closure of MR)	Second Signatory	<ul style="list-style-type: none"> <li>• Receives the FTO after duly signed digitally by the first signatory.</li> <li>• Verify the FTO vis-à-vis the wage list compiled for generating the FTO.</li> <li>• Digitally sign to approve the FTO.</li> <li>• Push the FTO to the Ne-FMS server for payment.</li> </ul>	
T+15 (9 <sup>th</sup> day to 15 <sup>th</sup> day of closure of MR)	PFMS, NIC DRD, Accredited bank, Sponsor bank, NPCI and MoRD.	<ul style="list-style-type: none"> <li>• PFMS to take the FTO files from NREGA soft server, processes it for making the sanction order in the PFMS window for Programme Division of MoRD.</li> <li>• Official in Programme Division of MoRD to push the release and Sanction order.<sup>1</sup></li> <li>• Accredited bank to release the sanctioned amount to SEGF-Ne-FMS account with the State Sponsored bank/ Post Office.</li> <li>• Sponsor banks/ Post office to process the FTOs on real time basis and credit the amount in the workers bank account and share the response to NREGA soft confirming the credit of wage in the workers account.</li> </ul>	

In case of works executed by the Line Department (Project Implementing Agency), the entire process i.e starting from closure of MR to pushing of FTOs need to be completed by the authorised personnel of the PIA. In NREGA soft, provision is being enabled to track the process/ stage of pendency in works executed by PIAs.

### 3. Delay Compensation:

#### 3.1 Calculation of compensation:

As per the provisions mentioned in Schedule-II of the Act, wage seekers are entitled to receive payment of compensation for the delay, at the rate of **0.05%** of

<sup>1</sup> In case of E-FMS, the step i.e MoRD officials signing daily sanction against the FTOs generated is not followed.

the unpaid wages per day for the duration of delay beyond the sixteenth day of closure of muster roll. The NEGA Soft has a provision to automatically calculate the compensation payable to the MGNREGA worker based on the date of closure of muster roll and the date of generation of pay order for paying wages. The delay wage payment logic of NREGA soft examines the following in order to arrive at the compensation payable to MGNREGA workers:

- (a) Date of payment of wages
- (b) Date of closure of muster roll
- (c) The duration of such delay
- (d) Total wage payable
- (e) Rate of compensation (i.e 0.05%)

### **3.2 Prompt verification of the delay compensation:**

Every programme officer (PO) shall within 15 days from the date of the delay compensation became due, decide whether the compensation that has been automatically calculated by the NREGA soft is payable or not. The POs will ensure that compensation claims are settled during this time and such claims will not be allowed to be accumulated without decision. The DPC will monitor this regularly. For the above purpose, compensation payable shall be decided by the PO except the following circumstances:

- (a) Compensation not due i.e wages have been paid in time but details not entered in MIS;
- (b) Natural calamities;
- (c) Funds are not available at the paying authority level (Only in case of States where payments are made through e-FMS platform)

In case of rejection, the PO shall give detailed reasons for rejection in the MIS. All cases approved for payment of compensation as stated above shall be moved for generation of wage slip followed by uploading of FTO in the same manner as the wages are paid.

### **3.3 Responsibility for operationalizing the system:**

The State Government shall be responsible for identifying various processes to be completed between the time muster is closed and wage payment is made and **notify**

- a. The Process;
- b. Functionary/ agency responsible for completing the process; and
- c. Timeline for completing the process

These details are to be uploaded in NREGA soft so that the IT system automatically calculates the liability of each functionary/ agency in case of delayed payment.

### **3.4 Financing Compensation:**

The Compensation shall be paid by the State Government upfront from the available fund subject to recovery from the functionary/ agency concerned. For accounting for the compensation paid, a separate account within SEGF shall be maintained and reflected in MIS under e-FMS. It shall be the duty of the designated DPC or PO to

follow the extent recovery procedure to recover the compensation amount so paid under the system from the functionaries/ agencies responsible for such delay in payment of wages. The amount so recovered shall be deposited into the account opened for the purpose of payment of compensation.

#### **4. Reasons for delay in wage payment, payment of compensation and the Strategy to increase timely payment of wages:**

Although both the Central Government and State Governments have taken steps for timely payment of wages, only 47% payments are generated within 15 days of time limit. In order to understand the reasons for delayed transactions, the Ministry has recently consulted with 16 State governments. It was found that following are the major reasons which causes delay in generation of pay orders.

1. Delay in filling of attendance sheet on account of delayed submission of filled in muster by the GRS or non entry of attendance by DEO within 2 days of closure of muster;
2. Delay in measurement of work due to inadequate number of Technical Assistants/ barefoot technicians.
3. Delay on Check Measurement by Junior engineer/ Asst Engineer on the Measurement submitted by TA.
4. Delay in generation of wage list by DEO and authorisation by APO.
5. Delay in signing of FTOs by Signatories exceeding the T+8 timeline.
6. Lack of IT infrastructure at GP level for which the GRS has to bring the filled in MR to Block office for entry. On account of difficulty in physical movement of filled in MR to Block office, the delay happens.
7. Inadequate CBS based banking facility.
8. Mismatch of wage seekers account information due to wrong entry of account particulars in NREGA soft.
9. Internet issues
10. Unavailability of fund in case of States where the payment is made in e-FMS mode.

Among the above reasons, Sl. 1-5 pertains to the process of generating FTOs and Sl 6-9 are service level gaps. Despite all these difficulties, efforts need to be made to complete the process of generating FTOs in the T+8 timeline so that payments can be credited into the account of the wage seekers within 15 days of closure of MR.

In order to increase the timely payment of wages, following strategy is suggested:

- a. Tracking the Muster Roll and ensuring the suggested timelines are adhered to during the FY 2017-18. Ensuring that no MR is pending for payment beyond 15 days

- b. Verification of the Delay Compensation cases within 15 days the compensation becomes due and payment to eligible cases. The Compensation to be recovered from the functionary institution concerned causing the delay.
- c. Rationalization of staffing strength.

#### **4.1 Monitoring the wage payment process and capacity building of staffs:**

The NREGA Soft has provisions for generating report to track the status of the e-MR across the T+8 Timeline, so that appropriate action can be taken for timely payment of wages. In order to monitor the entire process, following reports will be useful:

- a) **Report R 4.1** (Muster rolls issued Vs Muster filled): This report enables to count the number of e-MRs and physical musters issued, filled in a particular month and in the year. In order to see the number of E-Musters generated for unskilled workers and the number of e-MRs pending entry, deleted musters etc, the report R.4.2 can be referred.
- b) **Report R 14.3**: In the Delay Monitoring dash board, the stage wise pendency of MR across the T+8 Timeline can be seen. It also has a provision to see as on date, the list of e-MRs pending for fulfilling the timeline of T+8. This report can be used to send alert to the functionaries to complete their task before the due date.
- c) **Report R 14.2**: In this report, the list of Musters pending for payment beyond T+15 days can be viewed. The complete list of e-MRs are available in this report. This will help the functionary to prioritise generation of FTOs for those musters which are already delayed.
- d) **Report R 8.1.1** : This report helps to see No. of FTOs pending for signature at 1<sup>st</sup> and 2<sup>nd</sup> Signatory level.
- e) **Report R 7.2.2**: This report provides the count of number of transactions which are already delayed with duration of delay i.e between 15-30 days, 30-60 days, 60-90 days, 90 days and above.

An analytical report may be generated taking status of the MR, Process delay, delay transaction etc and the staffs such as GRS, DEO, TA, JE, AE, APO and PO may be sensitized on the processes and sub processes and the need for timely generation of FTOs.

#### **4.2 100% verification of delay compensation calculated by NREG Soft:**

Provision is made in the NREGA soft to automatically calculate the compensation payable to the wage seeker. The **Report R 14.1** helps to understand the delay compensation amount payable, amount verified, amount pending for verification, amount paid etc. All claims should be verified within 15 days the amount becomes payable. The eligible claims should be paid after verification. State Government should issue a comprehensive guideline/ notification detailing

the process/ sub processes to be followed and the functionary/ institution responsible for completing the processes.

### **4.3 Rationalization of staffing under MGNREGA:**

The timely completion of the T+8 process is largely dependent on the availability of adequate staff such as Gram Rojagar Sahayak, Data Entry Operator, Technical Asst, JE/AE, Programme Officers etc. The vacancy positions in respect of above posts may be filled by the State Government. Analysis may be done to understand the different works assigned to respective staff and the corresponding work load, geographical coverage by the staffs, commuting time etc. The delay at each staff level may be monitored and adequate staff may be deployed to carry out the processes in time.

## **5. Improvements in NREGA Soft reports for timely monitoring and easing the process of generating FTOs:**

During the consultation meetings held with 16 State Governments, the user requirements were listed and following improvements in NREGA Soft are being done to facilitate smooth generation of FTOs and monitoring of the delay processes:

- i. A report on day wise tracking of musters is enabled in NREGA Soft so that alerts can be sent to functionaries to meet the T+8 timeline (R 14.3). A separate report is enabled, showing the complete list of Dist, Block and GP where the T+8 timeline is exceeded.
- ii. SMS based alert to GRS, TAs, POs is being put in place for daily update on the pendency of MR at their level.
- iii. Provision to print blank e-MB is provided in the system against a Muster, so that engineers can do the measurement independently and are not depend on the filled in muster.
- iv. E-MR generated have provision for digital signature and digitally signed Musters can be treated as authentic. This will reduce the travel time of GSR to collect from Block office.
- v. While generating FTOs, "Select All" option is enabled, which will save time.
- vi. In case of rejected transactions, the reasons for rejection is not reflected and hence, corrective action cannot be taken. Banks/ PO may be advised to send the reasons for rejection. Even there are cases, where the transactions are rejected multiple times for a worker. A report detailing the list of workers whose transactions are rejected multiple times is enabled in the system to know the reasons for such rejections.
- vii. Separate login provisions is enabled for Line Departments (PIA), so that all entry can be done at their level.
- viii. In case of delay compensation, the PIAs are authorized to verify the delay and make concerned officials accountable for the delay.
- ix. The report R 14.2 is improvised showing the number of MRs deleted.

- x. The reset password option for GP log in, PO Login is provided at District level. This may reduce the time for activating the GP and Block log in.
  - xi. Alternate arrangement for DSC (Link officer) provision is enabled in the system so as to reduce the time taken for handing over the DSC.
  - xii. The analytical report combining the 3 reports (R 14.1, 14.2 and R 4.1) is enabled as R 14.4 for generating monitoring reports for the District, Block and GP level.
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# Frequently Asked Questions (FAQs):

## 1. What do you mean by timely payment of wages?

The Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA), 2005 under Section 3 entitles the MGNREGA worker to receive their daily wages on a weekly basis and in any case not later than a fortnight from the date of closure of muster. This means, payments credited into the account of the wage seeker within 15 days of closure of muster roll is treated as timely payment of wages.

## 2. What happens when the Wage not paid in Time?

In case the Wage are not paid within the stipulated period of 15 days from the date of closure of Muster Roll, the MGNREGA worker are entitled to receive payment of compensation for the delay, at the rate of 0.05% of the unpaid wages per day of delay beyond the sixteenth day of closure of muster roll.

## 3. What is the Process Involved for payment of Wages to MGNREGA Worker?

The payment transaction is generated by completing these five processes:

- Measurement of work;
- Computerising the muster roll;
- Computerising the measurement;
- Generation of wage list; and
- Uploading FTOs

The above processes need to be completed within 8 days of closure of Muster roll.

## 4. What is the T+8 and T+15 timeline?

The ideal process for payment of wages to workers within 15 days of closure of Muster Roll requires pushing of FTOs signed by 2<sup>nd</sup> Signatory in T+8 days and amount credited in the account by T+15 days. The process wise time line is as follows:

SUGGESTIVE TIMELINES	
PROCESSES	MAX. PERIOD
Last date of Muster roll as per e-muster	T
Data entry of attendance into MIS	T+2
Measurement of the work and entering the same in NREGASoft	T+5
Generation of wage list.	T+6
Generation of FTOs (1st Signatory).	T+7
Approval of FTO for payment (2nd Signatory).	T+8
Wage credited in to the account of the wage seeker	T+15



**5. How the muster rolls are filled in the work site?**

Once the GRS carries the E-MR to the worksite, the Mate (One of the Worker among the group of workers working during a muster period), physically mark the attendance in the e-MR. In the last day of the Muster Period, the GRS visits the worksite and collect the e-MR from the Mate, verify the e-MR to ensure completeness of the filling of attendance in the e-MR and collects the e-MR from the Mate and submit it to the Data Entry Operator (DEO) based at the PO office.

**6. What happens after the submission of the e-MR by GRS?**

After the GRS submits the filled in e-MR at the PO office, the DEO enters the data in the NREGA MIS and mark the attendance against the workers. Once the attendance are marked in the MIS, the e-MRs are given to the Technical Assistant/ Junior Engineer (JE) for measurement of the work done for the Muster Period.

**7. What does the Technical Assistant/ Junior Engineer do after receiving the e-MR from the DEO?**

The Technical Assistant/ Junior Engineer visits to the work site along with the e-MR for measurement of work done. Measurement of work done includes the calculation of the volume of work completed based on the Schedule of Rate (SOR). This also calculates the amount of wage to be paid to the workers for the volume of works completed and volume of materials used in the work during the muster period. These calculations are recorded in the Measurement Book for future reference. The Measurement of Work shall be completed within 5 days of the closure of Muster Roll.

**8. What is Check Measurement and why it is needed?**

Check Measurement is a process of re checking the volume of work done for a muster period. This could be done in a sample basis by the Junior Engineer/ Assistant Engineer/ Executive Engineer based on the amount of work done. Different States have kept different threshold limits for such Check Measurements.

**9. How the work measurement are entered into the NREGA MIS?**

After completion of the measurement of work by the TA/ JE and check measurement by JE/ AE (if needed), the e-MR along with the Measurement Book (MB) deposited to the DEO at the PO office. The DEO enters the measurement recording into the NREGA MIS and give reference to the Measurement Book number and date of measurement. This process shall be completed by 5<sup>th</sup> of from the closure of Muster Roll.

**10. How the Wage List is generated?**

The Wage List is the document prepared after the attendance and measurement/ check measurement filled into the NREGA MIS. This is a process of rechecking the entries, comparing the work done against the total bill of wages and material generated, checking the worker details such as job card, bank account number etc. After completion of these verifications, the wage list is created within the NREGA MIS

for a particular duration and pushed in the system for preparation of the Fund Transfer Order (FTO).

#### 11. How Fund Transfer Order (FTO) are generated and pushed for payment?

The FTOs are prepared by consolidating the Wage Lists generated for a particular Muster Period. FTOs can be generated for a single Wage List or for multiple Wage Lists in the NREGA MIS. Once the FTOs are prepared has to be digitally signed by the first signatory duly authorising the payment. Once the first signatory completes the process the FTO is pushed to the second signatory for approval by 7<sup>th</sup> day from the closure of Muster Roll. The second signatory authenticates the FTO by his/ her digital signature and push it to NeFMS site for payment of wages to the bank accounts of the NREGA Worker listed in the FTO.

#### 12. How the Delay Compensation is calculated?

As per the provisions under Para 29(b) of the Schedule II of the MGNREGA, the delay compensation are paid to the NREGA worker in case the wage payment are not made to the worker within 15 days from the closure of Muster Roll. From the 16<sup>th</sup> day till the date of payment of wages, the worker entitled to receive delay compensation at the rate of 0.05% of the unpaid wage. The delay compensation is calculated by the NREGA MIS automatically and displayed in the public portal of NREGA.

#### 13. Who pays the Delay Compensation?

As per the MGNREG Act, the State Government has to pay the Delay Compensation to the worker and subsequently recovers the amount from the responsible functionary/ institution who have caused the delay. For example if the delay is caused due to the late submission of the measurement of work done, the delay compensation has to be recovered from the Technical Assistant/ Junior Engineer who made the measurement.

#### 14. How to monitor whether the functionaries are adhering to the T+8 Timeline or not in NREGA Soft?

The NREGA Soft has provisions for generating report to track the status of the e-MR across the T+8 Timeline to ensure Timely Payment of Wages to the NREGA Workers. Following are the reports which needs to be reviewed in daily basis to ensure timely payment of wages

1. **Report R 14.3:** Delay Monitoring dash board to stage wise pendency of MR across the T+8 Timeline.
2. **Report R 14.2:** No. of Musters pending for payment beyond T+15 days
3. **Report R 4.1 :** Muster rolls issued Vs Muster filled
4. **Report R 8.1.1 :** FTO Status report to see No. of FTOs pending for signature at 1<sup>st</sup> and 2<sup>nd</sup> Signatory level
5. **Report R 7.2.2:** Status of Delayed payment
6. **Report R 14.1:** Delay Compensation (Amount payable, Amount verified, Pending for verification, Amount paid etc