

No.Q.13019/1/2006-AI(RD)
Government of India
Ministry of Rural Development
Monitoring Division

Krishi Bhavan, New Delhi
Dated the 6th December, 2010

Subject:- Area Officers Scheme – Guidelines, format and allocation of States to officers.

The undersigned is directed to enclose a copy of the revised guidelines, formats and allocation of States to officers under Area Officers Scheme. Under the revised guidelines, the Area Officers including Team Leaders are required to make field visits atleast twice in a year. The Team Leaders are required to furnish a status report of Area Officers under their Division to the Monitoring Division at the end of each quarter in the Proforma enclosed. Details of the scheme are available on the website of the Ministry (www.rural.nic.in).

2. This issues with the approval of Secretary (RD).

Encl: As stated

(P. Manoj Kumar)
Joint Director (Mon)

To

1. CEA
2. JS(MGNREGA)
3. JS(RC)
4. JS(SGSY)
5. JS(Admn)
6. JS(RH)
7. Adviser (Stats)

Copy also to All Area Officers

Copy for information to

PS to MRD

PPS to Secretary (RD)

GUIDELINES FOR AREA OFFICERS SCHEME

1. OBJECTIVES

Ministry of Rural Development introduced the scheme of Area Officers Scheme w.e.f. 1.1.1994 as an important monitoring mechanism for implementation of major programmes of the Ministry. The scheme was framed with a clear cut objective to monitor the programmes of the Ministry with special reference to quality of assets created, adherence to implementation schedule, flow of funds, proper utilization of funds and achievement of physical and financial targets etc. through field visits. Officers of the Department of Rural Development (up to the level of Under Secretary) are designated as Area Officer for various States.

A team approach has been adopted while allocating the States. The Team Leader will be Head of the Wing and the Team Members are from various Divisions of the Team Leader. The Team Leader will depute a Team Member(s) whenever required and also ensure that all the States assigned to the Team Leader are visited atleast twice in a year.

The Team Leaders are required to furnish a status report of Area Officers under his/her Division to the Monitoring Division at the end of each Quarter indicating the details of visits by the Area Officers of the Wing, in the proforma enclosed.

The visit of the Area Officer is not intended to be for fault finding. The visits should facilitate improvements in the efficiency and efficacy of implementation of the programs of the Ministry, through close hand-holding with the stake holders.

2. MODUS OPERANDI

The Team Leader will be primarily responsible to ensure that all the Team Members of the Wing are deputed to visit the allotted States regularly and no State is left out. The Team Leader will also be responsible to depute an Officer at an appropriate level from his Wing for the following special tasks, to be undertaken by Area Officer:

- i) Visit of Central Teams to States for on-the-spot assessment of damages due to natural calamities;
- ii) Attending State Level Vigilance & Monitoring Committee Meetings as a Member;
- iii) Leader/Member of Special Teams to be constituted for conducting enquiry on complaints of serious nature in respect of various programmes;
- iv) Any other special task relating to the State allocated.

The Team Leader will also undertake visits as Area Officer.

3. RESPONSIBILITY OF AREA OFFICERS

The Area Officers are required to perform the following functions:

- i) An Area Officer has to make field visits at least twice in a year.
- ii) An Area Officer may strive to cover two districts in each visit. Minimum of 2 Blocks selected at random and 2 Gram Panchayats in each of the Blocks

(preferably GPs where all programmes of RD are implemented) and at least one worksite (or beneficiary) of every RD programme implemented in the GP should be visited.

- iii) The Area Officer may also like to review the programmes of the other Departments of the Ministry, if implemented in the Blocks visited.
- iv) The Area Officer should inform the local MP (Chairman/Co-Chairmen of District V&MC) well before the visit and meet him to discuss about the progress of the RD programmes in the district, if feasible.
- v) Review the functioning of V&MCs in the district. If meetings are not held regularly, reasons are to be indicated in the report.
- vi) A brief assessment of the performance of the NLMs who have visited the district during the year should also be made, through interactions with officials and the public at large.
- vii) During the visit, the Area Officer will hold a review meeting with the officials of the district responsible for each of the programmes.
- viii) The Area Officer is required to collect information in the formats prescribed for each programme.
- ix) A brief District Report of 2-3 pages (excluding formats) to be made. The report should focus on relevant issues only and routine details may be avoided. Specific suggestions for improvement of the schemes, if any, should be included in the Report, scheme-wise, in two parts – Part A : For action by the Ministry; and part B: for action by the States. The Area Officer may also add anything in brief, if felt appropriate, which he has seen beyond the formats.
- x) The Report should contain an executive Summary of important observations/action points, scheme-wise.
- xi) After the field visit, the Area Officer may debrief the State Secretary in charge of the RD programmes and the Chief of the Implementing Agency in the District.
- xii) A copy of the complete Report should be e-communicated to Secretary (RD) of the State, District Collector /CEO of Zilla Panchayat. One copy should be endorsed to Monitoring Division.

4. FOLLOW UP ACTION

Specific issues, if any, under any programme should be brought to the notice of the respective Joint Secretary in the Ministry (through e-mail, with a copy to Monitoring Division), who will ensure appropriate action and convey the action taken to the Area Officer and the Monitoring Division through e-mail.

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Proforma

Status Report of Area Officers visits

Report for the Quarter ending: *April - June/July - September/October- December/January - March*

Sl. No	Name of Area Officer	Name of State/District visited	Period of visit	Report furnished to (Yes/No)		
				State Secy. (RD)	Dist. Collector/CEO	Mon. Div

Signature :
Name & Designation of Team Leader :
Date :

**States allotted to the officers of Department of Rural Development under
Area Officers Scheme updated as on 27.2.2012**

S.No.	Team Leader	Team Members *	States Allotted
1.	Shri P.P. Mitra, CEA	1. Dr.N.K.Sahu, Economic Adviser 2. Dr.Mahi Pal, JD 3. Sh.Vum Mang, US	Orissa, Jammu & Kashmir, Mizoram
2.	Shri D.K.Jain JS (MGNREGA-I) Shri N.Muruganandam JS (MGNREGA-II)	1. Smt. Indu Sharma, Dir. 2. Sh. S.P.Vashishth, Dir. 3. Sh. Lalrinliana Fanai, Dir. 4. Dr. K.K.Tripathy, JD 5. Sh.D.K.Singh, DS 6. Sh. P.N.Shukla, US 7. Sh.A.D.James, US 8. Sh.R.K.Sood, US 9. Sh.Rajesh Kr. Makkar, US 10. Sh.M.Jayachandran, US 11. Sh. Mashoda Lal, US 12. Sh.Vijay Aind, US\ 13. Sh.S.K.Verma, US	Uttar Pradesh, Madhya Pradesh, Haryana, Jharkhand, Goa, Nagaland
3.	Dr.Pramod Kumar Anand, JS (RC)	1. Sh. S.R.Meena, Dir. 2. Sh. Rohit Kumar, Dir. 3. Sh. Y. S. Dwivedi, Dir. 4. Sh. Jagdish Singh, Dir 5. Sh.D.P.Singh, US 6. Sh.Darshan Lal, US 7. Sh. Ram Raj Meena, US 8. Sh. S.D. Singh, US	Rajasthan, Chhattisgarh, Meghalaya
4.	Shri T.Vijay Kumar, JS(NRLM)	1. Smt.Nita Kejrewal, Dir. 2. Smt.Preeti Nath, Dir. 3. Sh.Sudhir Shyam, DS 4. Smt.Renuka Kumar, DS 5. Sh. J.S. Audhkhasi, US 6. Smt. Nirmala Goyal, US	Andhra Pradesh, Gujarat, Punjab, Arunachal Pradesh

		7. Dr. Manik Chandra Pandit, Asst. Commissioner	
5.	Shri Niten Chandra, JS(Admn)	1. Sh. Uday Moray, Dir. 2. Shri B.S.Negi, Dir. 3. Sh.S.K.Singh, Dir. 4. Sh.S.V.N.Pillai, DS 5. Smt.S.Rukmani, US 6. Shri S.S.Prasad, US 7. Sh. S.P.Arya, US 8. Smt.Sunita Dhavale, US 9. Sh. A.Mazumdar, DD 10. Sh.George Y, US	Bihar, Tamil Nadu, Maharashtra, Himachal Pradesh , Manipur
6.	Shri Sanjay Kumar Rakesh, JS (RH)	1. Smt.Sunita H.Khurana, Dir. 2. Shri T.Srinivas, Dir. 3. Smt.Manju Saxena, JD (OL) 4. Sh.S.R.Mehar, US 5. Smt.Alice Tete, US 6. Sh.Rama Varma K, US	Assam, West Bengal, Karnataka, Tripura
7.	Shri C.R.K.Nair, Adviser (Stat.)	1. Shri P. Manoj Kumar, Dir. 2. Sh.D.K.Singh, US	Kerala, Uttarakhand, Sikkim

** The Team will include all officers at the level of Dir/DS/US working under the Team Leader. The allocation of States to such officers, who may join in future, will also be deemed accordingly.*

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Gram Panchayat level Format – MGNREGA

District		Block	
Gram Panchayat			

1. Awareness on MGNREGA in the village to enable the wage seekers to seek job under the Act?
(Use Code: 1- To a large extent, 2-Only to some extent, 3-No not at all)
2. Mode of payment under MGNREGA in the village (Multiple response possible)
33 Cash Post Office Account Bank Account Any other: (specify)
3. Delay in payments (Yes-1, No-2)
If delayed, average no. of days of delay
4. Whether Social audit of all works being done?
(Use Code: 1- Yes, 2 – Not all the works, 3-No social audit conducted)
5. No. of families whose demand for employment not met during the year

Work site inspection

Work I

Work II

6. Type of the work
(Use Code: 1- Water conservation/ Drought proofing, 2-Plantation, 3- Roads/culverts , 4 – irrigation works, 5- Land development, 6– Renovation/de-silting of tanks/ponds, 7- Flood control & protection works, 8 – Other works)
7. Wage material ratio : wage component (in percentage)
8. Status of the work at the time of inspection
(Use Code: 1- On-going, 2-Completed, 3- Temporarily Abandoned, 4 – Permanently abandoned)
9. Whether the muster roll made available for inspection?
(Use Code: 1- Yes, 2-No)
10. Whether the Muster roll complete and up to date?
(Use Code: 1- Yes, 2-No)
11. Whether any evidence of involvement of contractors and machinery? (Use Code: 1- Yes, 2-No, 3- N/A since work completed)
12. Whether all the necessary work site facilities available?
(Use Code: 1- Yes, 2-No, 3- N/A since work completed)
13. No. of workers of this site, interviewed by Area Officer
14. No. of interviewed workers having Job Card (As verified)
15. No. of Job cards (As verified) not having photographs
16. No. of Job cards (verified) found with incomplete entries
17. No. of Job cards not tallying with information in muster rolls
18. No. of Job cards where information filled does not match with the Worker’s statement
19. Whether any complaint received from public (Yes/No)

(If 'yes', briefly mention it in the text Report, indicating nature)

Gram Panchayat level Format - IAY

District		Block	
Gram Panchayat			

1. Are eligible households aware of the unit assistance (amount) provided under IAY? *(Use Code: 1- most of them, 2-Some of them, 3- Only few of them, 4-Not at all)*
2. Whether Permanent IAY Waitlist has been prepared in the Gram Panchayat? *(Use Code: 1- Yes, 2-No)*
If yes, respond to (i) to (v)
- i Is it based on BPL list 2002? *(Use Code: 1- Yes, 2-No)*
- ii Are the families with least score in the BPL list placed on top in the waitlist? *(Use Code: 1- Yes, 2-No)*
- iii Is the waitlist approved by the Gram Sabha? *(Use Code: 1- Yes, 2-No)*
- iv Is the waitlist displayed at a public place in the Gram Panchayat? *(Use Code: 1- Yes, 2-No)* v Whether the wait lists for the previous years exhausted? *(1=yes, 2-No)*
- vi Is the selection of beneficiaries during the current year made from the wait lists for the previous years? *(Use Code: 1- Yes, 2-No)*
3. Method of disbursing funds to beneficiaries.
(Use Code: 1- Bearer cheque, 2-Crossed cheque, 3- Cash, 4- Bank account, 5- Post office Account)
4. Were any incidents of corruption/biased selection reported/observed during the visit of the Officer? *(Use Code: 1- Yes, 2-No). If 'Yes, details to be provided in the report*

Inspection of IAY Houses *(use codes provided below)*

S. No	Name of Beneficiary	Year of sanction	Status	Reasons if not completed	Other facilities	Amount Received
1						
2						
3						
4						
5						

Status : 1- Completed& Occupied, 2- Completed but not occupied, 3- Not completed , 4- Construction not taken up so far Reasons if not completed: 1- Shortage of Funds, 2 - Shortage of Material, 3- Other Reasons Other facilities: 1- Yes, 2-No (check if facilities such as smokeless chulha, sanitary latrine etc are provided)

1. If any other scheme has been dovetailed with IAY,
Name of the Scheme:
Amount of Assistance:

Gram Panchayat level Format - SGSY

District

	Block	
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Gram Panchayat

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1. No. of SHGs and GP : Total formed since inception Currently Active
2. Is the Gram Panchayat actively involved in monitoring SGSY groups/ beneficiaries in the village? (Yes - 1, No - 2)
3. Is any NGO/Facilitator/CBO etc. involved in development of the SHGs (Yes - 1, No - 2)
4. Are the SHGs facing any major problem in dealing with the Banks? (Yes - 1, No - 2)
5. Satisfaction of beneficiaries with the support provided by the DRDA for their enterprise. (Fully Satisfied - 1, Somewhat Satisfied - 2, Not at all -3)
6. Are the Swarozgaris of the village provided adequate skill up-gradation / technical training under SGSY? (Perception of the beneficiaries to be recorded) (Yes-1, No-2)
7. Are the SHGs facing any major technical or financial problem in production of their goods? (Yes - 1, No - 2)

If yes, describe in not more than 3-4 sentences in the main report

SHGs visited

	I	II
i. Name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
ii. Key Activity	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
iii. Status (Active, Dormant, Dismantled)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
iv. No. of Members	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
v. No. of Members who feel to have come up above poverty level because of the SHG	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Any success story: Not more than 6-7 sentences to be included in the Main Report

Gram Panchayat level Format - NSAP

District

	Block	
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Gram Panchayat

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1. **Whether NSAP was discussed in any Gram Sabha meetings during the last 12 months**
(Use Code: 1- Yes, 2-No)

2. **Are there any eligible persons still not covered under IGNOAPS in the GP?**
(Use Code: 1- Yes, 2-No)

If yes, how many of them had attained 65 years of age by November 2007? *(Nos.)*

3. **Are the potential target beneficiaries aware of the procedures and entitlements under IGNOAPS?***(Use Code: 1- Yes most of them, 2-Some of them, 3- Only few of them, 4-Not at all)*

4. **Mode of payment to the beneficiaries.** *(1- Cash, 2-Post Office, 3-Bank A/c, 4 – Money Order)*

5. **Whether the pension is received on time every month.**
(1-Yes always, 2-Delays some time, 3-Delayed mostly, 4– Delayed always)

6. **Whether any complaint made by villages** *(Use Code: 1- Yes, 2-*

No If yes, List the details in 2-3 sentences in the main report
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Gram Panchayat level Format - PMGSY

District

	Block	
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Gram Panchayat

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1. Name of the inspected road:
- i Date of award of works:
- ii Completion/stipulated completion date:

2. Whether Field Laboratory established by the contractor? (Use Code: 1- Yes, 2-No)
3. Whether Quality Control Registers are being maintained and countersigned by JEs/AEs? (Use Code: 1- Yes, 2-No)
4. Whether the State Quality Monitor has inspected the work: (Use Code: 1- Yes, 2-No)
5. Number of inspection

6. Percentage of work completed
7. Whether the road shows any potholes, cracking, depressions/ settlements in the pavement? (Use Code: 1- Yes, 2-No)
8. General observation about riding comfort (Use code: 1 – Excellent, 2- Good, 3- Poor, 4- Very Poor)
9. Whether the road has adequate camber(cross slope)to ensure that water does not accumulate on road pavement? (Use Code: 1- Yes, 2-No)
10. Provision of drainage and shoulder : Drainage Shoulder
(Use Code: 1- Yes, 2-No)
11. Whether road furniture provided? (Use Code: 1- Yes, 2-No)
12. Whether Citizen Information Board fixed with correct information in local language?
13. Whether the number of Public or Private Passenger vehicles serving the habitation has increased? (Use Code: 1- Yes, 2-No)
14. Whether the number of Public or Private Goods Transport vehicles serving the habitation has increased? (Use Code: 1- Yes, 2-No)

If the work is not complete and the work is suspended, reasons to be stated in the main report
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