

**ANNEXURE – I**  
**[See para 13(3)]**

**National Rural Employment Guarantee Act**  
**Application form for registration under Haryana Rural Employment Guarantee Scheme**

To

The Sarpanch  
Gram Panchayat \_\_\_\_\_.  
Block \_\_\_\_\_

Registration Number (to be filled by GP)

[a] Name of the Head of Family:

[b] Particulars of household Members:

Serial No.	Name	Father's/ husband's name	Age	Sex

[c] I / we want to do unskilled manual work and certify that the particulars given above are correct and household be registered .

Date:

\_\_\_\_\_  
Signature / Thumb impression of  
Head of the family

**ANNEXURE II**  
**[See para 14(3)]**

**National Rural Employment Guarantee Act**  
**Haryana Rural Employment Guarantee Scheme**

**Proforma for registration application register**

District:  
Block:  
Gram Panchayat:  
Village:

Serial No.	Name of Applicant	Whether Scheduled Caste, Indira Awaas Yojana/Land Reforms beneficiary	Date of receipt of application/ Request for registration	Registration No.	No. and Date of Job card issued.	Reasons, if Job card not issued and any other remarks

**ANNEXURE III**

[See para 14(5)]

**National Rural Employment Guarantee Act  
Haryana Rural Employment Guarantee Scheme**

**Registration – cum – Employment Register**

**Family-wise register for maintenance at Gram Panchayat office**

Index

Serial No.	Job Card No.	Name of Registered persons in the household	Page No.

**Performa of Pages**

**Page No.**

1. Registration No. of the Household
2. Requested period of employment

Serial No.	Name of applicant	Month and date from which employment requested	No. of days	Preference for place

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(PHGN. 25. 1928 SAKA)

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3. Period and work on which employment offered

Serial No.	Name of applicant	Month and date from which employment offered	No. of days	Name of work

4. Period and work on which employment given

Serial No.	Name of applicant	Month and date from which employment availed	No. of days	Name of work	Muster roll no.

**ANNEXURE-IV**  
**[See para 15(3)]**

Household No.

Registration No.

**National Rural Employment Guarantee Act**  
**Haryana Rural Employment Guarantee Scheme**

**JOB CARD**

**Valid for Five years**

From \_\_\_\_\_ To \_\_\_\_\_

Serial No.	Code No.	Particulars
1.	12	Haryana
2.	-	District _____
3.	-	Block _____
4.	-	Name of Gram Panchayat _____
5.	-	Name of Village _____

- Household no. should be allotted based on BPL Census, 2002.
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Performa for pages

1. Registration no. of household \_\_\_\_\_  
State \_\_\_\_\_  
Code/District \_\_\_\_\_ Code/Block \_\_\_\_\_

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Code/Village\_\_\_\_\_ Code/Family\_\_\_\_\_

(Photograph of all the adult members of household)

2. Name of Head of households \_\_\_\_\_

3. Category

- (a) Scheduled Caste \_\_\_\_\_  
(b) IAY Beneficiary \_\_\_\_\_  
(c) Beneficiary of land reforms \_\_\_\_\_  
(d) Other \_\_\_\_\_

4. Details of household members:

Serial No.	Name	Father/Husband Name	Male/Female	Relationship with Head of household	Age at the time of registration

5. Address

6. Date of Registration

Signature/Thumb Impression of Applicant

Signature of Registration official/  
Sarpanch with seal

**Details of Employment Demanded**

Serial No.	Date of Submission of application for seeking employment	Date from which employment is needed	No. of days

**Page**

**Details of Employment and wages Provided**

Serial No.	Month and year	Name of Family member to whom employment provided	No. of days and date for which employment provided		Details of work on which employment provided	Muster roll no. by which wages paid	Amount of wages paid	Signature of authorised official
			From	To				
			Date					

Note:

1. No row shall be left blank in any case.
2. Month-wise totals shall be done at the end of month for number of days of employment and amount of wages paid.
3. Details shall be entered separately for separate family member.
4. The entries for the next month shall start from next row giving total of previous month.

Page

**Details of Unemployment Allowance**

Serial No.	Date, Month and Year	Name of family Member to whom unemployment allowance given	No. of Days and Dates for which Unemployment Allowance provided			Rate at which Unemployment Allowance given	Total amount paid	Signature of Authorised officer
			Date		No. of days			
			From	To				

**ANNEXURE V**  
**[See para 7(7)]**

**National Rural Employment Guarantee Act**  
**Haryana Rural Employment Guarantee Scheme**

**Application form for work**

To

The Sarpanch  
Gram Panchayat \_\_\_\_\_  
Block \_\_\_\_\_

OR

Block Programme Officer  
\_\_\_\_\_

Sub: Application for work.

Sir,

I/we the following applicants whose particulars and details are given below want to work for the period/periods mentioned against the name(s) of the applicant(s). Kindly provide with unskilled manual work as per the rules.

Serial No.	Name	Registration No. of the Job Card	Period for which employment needed			
			From Date	No. of days	From Date	No. of days

Signature / Thumb impression of

**Date:**

**applicant**

**ANNEXURE-VI**  
**[See para7( 9)]**

**National Rural Employment Guarantee Act**  
**Haryana Rural Employment Guarantee Scheme**

**Application for work allotment**

To

Shri \_\_\_\_\_  
Village \_\_\_\_\_  
Panchayat \_\_\_\_\_

Sub:- Information regarding the Allotment of Work.

With reference to your application no. \_\_\_\_\_, dated \_\_\_\_\_, you are provided manual unskilled work in the following schemes/works:-

1. Place of Work site allotted :
2. Village :
3. Name of work :
4. Distance from village :

(Signature of Sarpanch/ Gram Panchayat Official)

Dated:



**PROFORMA FOR ASSET REGISTER (PAGES)**

1. Name of work
2. Nature of work
3. Scope of work
4. Location of work  
Village  
Gram Panchayat  
Block  
District
5. No. and date of sanction
6. Whether included in five year Perspective Plan                      Yes/No
7. Whether work approved in Annual Plan by DP                      Yes/No
8. Estimated cost Rs.....
9. Estimated completion time
10. Expenditure incurred (in Rs.)

Labour unskilled	Labour semi-skilled	Labour skilled	Material	Contingency	Total

11. Employment generated

	Persondays	Total no. of persons given work	No. of persons on work	
			Highest	Lowest
Unskilled				
Semiskilled				
Skilled				

12. Distinct numbers of muster rolls used
13. Date of start of work
14. Date of completion
- 15. Whether local vigilance committee forms.                      Yes/No.**

**ANNEXURE-VIII**  
**[See para 33(2)]**

**National Rural Employment Guarantee Act**  
**Haryana Rural Employment Guarantee Scheme**

**Monthly Employment data to be sent to Programme Officer by the Gram Panchayat and other Implementing Agency**

**Financial Year**

**Month**

**Name of the Implementing Agency**

**Name of the District**

**Name of the Block**

**Name of the Gram Panchayat**

Serial No.	Name of Project	Code No.	Mandays generated			Total Expenditure (Rs.)					Muster rolld numbers used		Date of sending the copy of Muster Rolls to Gram Panchayat (if 1A other than Gram Panchayat)	Remarks
			Unskilled	Semi skilled	Skilled	Unskilled wages	Other wages	Material	Contingency	Total	From	To		

Signature of the competent authority of the Implementing Agency/Gram Panchayat

**ANNEXURE-IX**  
[See para 23(2)]

**National Rural Employment Guarantee Act**  
**Haryana Rural Employment Guarantee Scheme**

Month \_\_\_\_\_ Year \_\_\_\_\_

**Muster Roll**

No. \_\_\_\_\_

Name of Block \_\_\_\_\_  
Name of Gram Panchayat \_\_\_\_\_  
Name of Village \_\_\_\_\_  
Name of work \_\_\_\_\_  
(with estimated cost)  
Implementing Agency \_\_\_\_\_

Serial No	Name, Name of Father/Husband	Job Card No.	Caste and age	Village and Gram Panchayat	Skill ed/U nskil led	Man days 1 to 31 rows	Total man days	Rate of Minimum wages	Total amount of wages paid	Date of payment	Signature/Thumb impression of person receiving payment

1. Total No. of workers: \_\_\_\_\_

2. Workers  
Men  
Women  
Scheduled Caste  
Others

Signature of Person taking  
attendance

Signature of Inspecting Authority

Amount due Rs.in words\_\_\_\_\_

Actual amount paid Rs. in words\_\_\_\_\_

Approved by Sarpanch/Authorized  
official

**ANNEXURE -X**  
**[See para 23(2)]**

**National Rural Employment Guarantee Act**  
**Haryana Rural Employment Guarantee Scheme**

**Muster Roll Issue Register to be Maintained by the Issuing Authority i.e. Programme Officer at the Block Level**

Serial No.	Muster Roll no.	Name of the work for which issued	Financial Sanction Number and date of work			Date of Issue of Muster Roll	Name of Agency to whom Muster Roll Issued	Name, Designation and Signature of the Official receiving Muster Roll
			Sanction no.	Amount (in Rs.)	Date			
1	2	3	4	5	6	7	8	9







**Annexure-XIII**  
**[See para 37(5)]**

**National Rural Employment Guarantee Act**  
**Haryana Rural Employment Guarantee Scheme**  
**PART-I**  
**Monthly Progress Report**

**EMPLOYMENT GENERATION UNDER THE NREGA DURING THE YEAR ..... UP TO THE MONTH OF .....**  
**NAME OF THE STATE :**

Serial No.	District	No. of registered households (cumulative for the district)	No. of applicants for work in the month	No. of persons at work in the month			Employment Generated (In lakh Mandays) (Cumulative for the year)						
				Max.	Min.	Average					Out of Column 10		
							S C	S T	Other	Total (7+8+9)	Women	Land Reform/IA Y beneficiary	Others
	1	2	3	4	5	6	7	8	9	10	11	12	13
1													
2													
3													
4													
5													
6													
7													
8													
Total													

Note :

Col.2 No. of registered households should be cumulative since the inception

Col.3 This should be number of persons who have requested for work to be made available during the month.

Col.4-6 Give number of persons actually on work as per muster rolls

Col.7-13 Give employment generated in persondays cumulative for the financial year.







**Annexure- XIV**  
[See para 10(5)]

**Complaint Register to be maintained at Panchayat, Block and District level**

Serial No.	Date	Name and address of complainant	Name of Gram Panchayat and block	Action taken	Date of final disposal

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RAJ KUMAR  
Financial Commissioner & Principal Secretary to Government  
Haryana, Rural Development and Panchayats Department,  
Chandigarh.