



ଓଡିଶା ସରକାର
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ

Government of Odisha
PANCHAYATI RAJ AND DRINKING WATER
DEPARTMENT

ଓଡିଶା ସଚିବାଳୟ,
ପ୍ରତିବାଳକ ମାର୍ଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧
Odisha Secretariat, Sachibalaya Marg,
Bhubaneswar-751 001
Fax: 0674-2391413,
E-mail- nrega.odisha@nic.in

No. 17-NREG-11-9043- 15534 /PR&DW

Date: 20/8/18

**COMPREHENSIVE GUIDELINES FOR ENGAGEMENT OF MATES AS
WORKSITE SUPERVISORS.**

The Mahatma Gandhi National Rural Employment Guarantee Act, 2005 (MGNREGA) provides for enhancement of livelihood security in rural areas by providing guaranteed wage employment.

In order to accomplish the above objectives, pursuant to the provisions of MGNREGA Operational Guidelines of Ministry of Rural Development, Government of India, the State Government decided to engage a literate Mate through a fair & transparent manner for supervision of works, recording attendance at worksite and creation of awareness about rights & entitlements under MGNREGS.

Taking into consideration the representations of Mates working under MGNREGS in the State, the Government in PR & DW Department have been pleased to frame the following comprehensive guidelines pursuant to the provision in Para- 4.1.2 of MGNREGA Operational Guidelines pertaining to engagement of Mates as Worksite Supervisors under MGNREGS in supersession of all previous orders.

1. ELIGIBILITY:

- i. **Domicile:** He/she must be a permanent resident of the revenue village concerned.
- ii. **Age:** The age of the candidate should be more than 18 years and not above 35 years as on the first day of the calendar year in which the selection will be made. There will be no relaxation in age limit for any category of candidates.
- iii. **Educational Qualification:** The minimum educational qualification of a candidate to be eligible for selection as Mate is Class 5th pass.
- iv. **Other Conditions:**
 - a. There should be two mates in every revenue village.

- b. Persons engaged as Gram Rakhi/ PRI representatives/ ASHA Workers/ Anganwadi Workers/ Helper/ SSS/ Watershed/ Pani Panchayat President/ Secretary etc & other similar assignments cannot be selected as Mate.
 - c. Both husband and wife cannot be selected as Mates in one revenue village. However, those husband & wife selected to work as Mates prior to restriction imposed vide this Department Letter No.18396, dated 28.04.2008, may be allowed to continue.
 - d. The nomenclature of "Gaon Sathi"/ "Gram Sanjoyaks" has been changed and re-named as "Mate" vide this Department Letter No. 24897 dated 05-10-2013 & No.20025 dated 24-10-17.
- Vacancy of Mates shall be filled up as per the above criteria.

2. **SELECTION & ENGAGEMENT OF MATES:**

SELECTION PROCEDURE:

The Mates should be selected in a well-publicised transparent manner through Palli Sabha giving **clear 15-days' notice** for inviting application and 15 days' notice for convening Palli Sabha. The advertisement notice should be affixed in conspicuous places of the village, like Government offices, schools, AWCs etc. The proceedings of the Palli Sabha should be videographed. **Preference should be given to the most deserving families and priority should be given to women and differently abled as per Para- 4.1.2(ii) of Operational Guidelines, 2013.**

3. **ROLE AND RESPONSIBILITIES:**

- a. Mobilise job card holders, facilitate application for job cards and submit them to GP.
- b. Bring them to worksite for execution of works.
- c. Supervise work-sites and ensure worksite facilities.
- d. Capture daily attendance in muster roll.
- e. Give daily mark-outs to groups of labourers and record initial weekly measurements.



- f. Facilitate demand for work from individual workers or groups of labourers, submit them to GP and obtain dated receipt as acknowledgement.
- g. Facilitate participatory identification of works in the GP.
- h. Ensure there is no free-riding within his/her group of workers.
- i. Submit filled-in muster rolls duly certified on the attendance of workers to GRS. In the absence of GRS, they will submit the filled in muster rolls directly to GPTA/JE.
- j. Ensure that the first aid box with adequate material for emergency treatment for minor injuries and other health hazards connected with the work being executed are available at the work site.
- k. Help illiterate labourers in his/her group to learn to sign and to calculate wages earned.
- l. Create awareness about rights and entitlements under the MGNREGA.

4. ASSIGNMENT:

- I. The works under MGNREGS in the village may be entrusted to the Mates turn by turn.
- II. The Mates may be engaged in Line Department works taken up under MGNREGS.
- III. They may be entrusted with works under MGNREGS executed by both Block (Panchayat Samiti) and GP.
- IV. Effort should be made to provide at least 100 days of work to each Mate in a financial year for their sustainable livelihood.
 - If the existing 1st Mate refuses to work assigned to him/her as Mate for the allotted work, then the 2nd Mate will be engaged as Mate for the same work. In this case, the mate who has refused to work as Mate will be disengaged following due procedure like issuing show cause notice and its disposal.



- If the existing two Mates refuse to work assigned to them as Mate for the allotted work, then two fresh candidates may be selected as Mate for the concerned work through Palli Sabha following due procedure. In this case, both the Mates who have refused to work as Mate will be disengaged following due procedure like issuing show cause notice and its disposal.
- V. A person working as "Mate" should not be a worker on the same worksite at the same point of time.
- VI. They will maintain Muster Roll for community based and individual beneficiary works. In respect of beneficiary oriented work, the Muster Roll may be maintained by the beneficiary himself/herself. But if the beneficiary is not able to maintain the Muster roll, then the Mate of the concerned village can be engaged for beneficiary oriented work within the revenue village to maintain Muster roll. In such cases, the Mate will get group remuneration for a group of beneficiary oriented works in the village & not for a single beneficiary oriented work.

5. **REMUNERATION:**

The Mates engaged under MGNREGS will be paid the wages either equal to the wage of the semiskilled labourer per day as notified by Labour & ESI Department or wage for unskilled workers under MGNREGS notified by the MoRD, whichever is higher.

The remuneration of the Mate should be based on actual person-days of work rendered by him/her and should be included in the cost estimate under material component of the scheme.

6. **ACCOUNTABILITY:**

- The Mate will be accountable to GPTA/JE in discharging their responsibilities.
- **Redressal of Grievances:** The Mates may approach the concerned BDO for redressal of any grievance relating to their job assignment.



7. **ENGAGEMENT OF MATES AS Bare Foot Technician (BFT):**

As per Para 4.1.2(IV) of MGNREGA Operational Guidelines 2013, Mates can function as certified Barefoot Engineers capable of taking initial measurements of works executed.

As per Para 16.1.3 of Annual Master Circular 2018-19, Active worker household/ Mate/Supervisor with minimum 10th Standard Pass Qualification and have worked in the last two years will be eligible for selection of Bare Foot Technician (BFT) which has been communicated to Collectors of concerned Districts vide this Department Letter No.18330 dated 23-09-2017.

Eligible Mates as per this Department Letter No. 18330 dated 23-09-2017 may be encouraged to participate in the selection process of Bare Foot Technician for engagement as BFT.

8. **TRAINING:**

The Mates will be imparted training as per the technical need. The training will be imparted as per the Standard Training Module developed by SIRD & PR for capacity building of mates to discharge their functions as prescribed in the para 4.1.2 of MGNREGA Operational Guidelines 2013.

This Guidelines supersede all previous instructions & guidelines and is given effect to immediately.

By orders of the Governor


Principal Secretary to Government

Memo No. 17-NREG-11-9043- 15535 /PR&DW

Date: 20/8/18

1. PS to Hon'ble Minister, PR & DW for kind information of Hon'ble Minister, PR & DW.
2. OSD to the Principal Secretary for kind information of Principal Secretary.
3. PS to Director Special Projects & Special Secretary for kind information of Director Special Projects & Special Secretary.
4. Copy to All Collector-cum-DPCs/ All PD, DRDAs for information and necessary action.
5. Copy to all BDO-cum-POs for information and necessary action.


Additional Secretary to Government

P. J. Jha
19-08-2020



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Government of Odisha
Panchayati Raj & D.W Department

ଓଡିଶା ଲୋକସେବା ଭବନ
ସଚିବାଳୟ ମାର୍ଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧
Odisha Lok Seva Bhawan,
Sachibalaya Marg,
Bhubaneswar – 751001
Fax. 0674 – 2391413
E-mail-prsec.or@nic.in

No. PR-NREG-ESTT-0003-2019

13065

Date: 19.08.2020

**COMPREHENSIVE GUIDELINES FOR ENGAGEMENT OF WOMEN
MATES PREFERABLY MEMBERS OF WSHG AS WORKSITE
SUPERVISORS.**

In order to improve participation of women in MGNREGS works and to facilitate their assimilation into the socio-economic mainstream & pursuant to the provision in Para 4.1.2 of MGNREGA Operational Guidelines of Ministry of Rural Development, Government of India, the State Government has decided to create a panel of Women Mates in each Revenue Village through a fair & transparent selection process for mobilization of women Job cardholders to worksite, supervision of works, recording attendance at the worksite and creating awareness among them their rights & entitlements under MGNREGS.

It is pertinent to mention here that the state has more than seven lakh SHG groups. This huge social capital can be leveraged for rural transformation by engaging them in gainful employment and creating durable livelihood assets. They can be a facilitating factor to create the required mobilization for enhancing a higher level of participation of members of WSHG in particular and women in general under MGNREGS. Members of WSHG should be given priority in the selection of Women Mates to leverage this social capital as well as to mainstream their socio-economic condition.

There should be two Mates in every Revenue village as per the Comprehensive Guidelines communicated vide of this Department letter No. 15534 dated 20.08.2018. Additionally, each revenue village shall have a panel of maximum **two Women Mates** preferably the members of WSHG.

1. ELIGIBILITY:

- i. **Domicile:** She must be a permanent resident of the revenue village concerned.
- ii. **Age:** The age of the candidate should be more than 18 years and not above 35 years as on the first day of the calendar year in which the selection will be made. There will be no age relaxation in the age limit for any category of candidates.

iii. **Educational Qualification:** The minimum educational qualification of a candidate to be eligible for selection as Mate is Class 5th pass. Preference shall be given to members of Women Self Help Groups.

iv. **Other Conditions:**

- a. If the Husband of the candidate or any family member is a Mate in a particular revenue village, the wife shall not be selected as Mate in that village.
- b. If more than two projects are taken up in that village, women mate out of the Panel will be assigned with supervision of the project preferably individual beneficiary oriented / small projects such as Nutri-Garden, Land Development, Recharge pit, Vermi/ NADEP Compost Pit, livestock shelters, etc. However, this doesn't bar them from supervising other big projects.
- c. Women mates will be given work turn by turn keeping in view the number of workers engaged & projects taken up.

2. **SELECTION & ENGAGEMENT OF WOMEN MATES:**

The Panel of Women Mates comprising a maximum of two women should be selected in a well-publicized transparent manner through Pallisabha giving **clear 10-days notice** for inviting application and 10 days' notice for convening Pallisabha. The advertisement/ notice should be affixed in the conspicuous places of the village, like Government offices, schools, AWCs, community centers, and may also be circulated among all WSHGs. The proceedings of the Pallisabha should be videographed. **Preference should be given to the member of Women SHGs.**

3. **ROLE AND RESPONSIBILITIES:**

- a. Mobilize job cardholders especially women, to facilitate submission of application for job cards and submit to the GP.
- b. To facilitate issue of job cards & to bring them to the worksite for the execution of works.
- c. Supervise work-sites and ensure the provision of worksite facilities.
- d. Capture daily attendance in muster roll.
- e. Give daily mark-outs to groups of laborers and record initial weekly measurements.
- f. Facilitate demand for work from individual workers or groups of laborers, submit those to GP and obtain a dated receipt as acknowledgment.
- g. Facilitate participatory identification of works in the GP.
- h. Ensure there is no free-riding within her group of workers.



- i. Submit filled-in muster rolls duly certified on the attendance of workers to GRS. In the absence of GRS, they will submit the filled-in muster rolls directly to GPTA/JE.
- j. Ensure availability of First Aid Box with adequate materials at the worksite for emergency treatment for minor injuries and other health hazards connected with the process of execution.
- k. Help illiterate laborers in her group to learn to sign and to calculate wages earned.
- m. Create awareness about rights and entitlements under MGNREGA.

4. ASSIGNMENT:

- I. The works under MGNREGS in the village may be entrusted to the Mates turn by turn.
- II. The Women Mates may also be engaged in Line Department works taken up under MGNREGS.
- III. They may be entrusted with works under MGNREGS executed by both Block (Panchayat Samiti) and GP.
- IV. If adequate nos. of projects are taken up in the revenue village, the Women Mate out of the panel may be assigned works of not more than 100 days.
- V. **Works** shall be allotted to the Mates on a rotational basis.
- VI. If all the existing Mates refuse to work assigned to them as Mate for the allotted work, then the Women Mates in the panel in the order of priority may be assigned the said work. In case, the existing Mates or the women Mates in the panel refuse to work as Mate, they will be disengaged following due procedure like issuing show cause notice and its disposal.
- VII. A **person working as "Mate" should not be a worker on the same worksite** at the same point of time.
- VIII. They will maintain Muster Roll for community-based and individual beneficiary works. In respect of beneficiary oriented work, the Muster Roll may be maintained by the beneficiary himself/herself. But if the beneficiary is not able to maintain the Muster roll, then the Mate of the concerned village can be engaged for beneficiary oriented work within the revenue village to maintain Muster roll. In such cases, the Mate will get group remuneration for a group of beneficiary oriented works in the village & not for a single beneficiary oriented work

5. REMUNERATION:

The Women Mates engaged under MGNREGS will be paid the wages **either equal to the wage of the semiskilled laborer per day as notified by the Labour & ESI Department or wage for unskilled workers under MGNREGS notified by the MoRD, whichever is higher.**



It is hereby made clear that the remuneration of the mate is linked with the work executed under her supervision. At no point in time, any fixed monthly or annual remuneration will be given to them.

The remuneration of the Women Mates should be based on actual person-days of work rendered by her and should be included in the cost estimate under the **material component of the project**.

6. ACCOUNTABILITY:

- Women Mates will be accountable to GPTA/JE in discharging their responsibilities and answerable to GP through GRS/PEO.
- **Redressal of Grievances:** The Women Mates may approach before the concerned BDO to redress any grievance relating to their job assignment.


Principal Secretary to Government

Memo No. PR-NREG-ESTT-0003-2019 13066 /PR&DW Date 19.08.2020

1. PS to Hon'ble Minister, PR & DW for kind information of Hon'ble Minister, PR & DW.
2. OSD to the Principal Secretary for kind information of Principal Secretary.
3. Copy to All Collector-cum-DPCs/ All PD, DRDAs for information and necessary action.
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Director, Special Projects