

Ayyankali Urban Employment Guarantee Scheme (AUEGS)

Operating Instructions

- **Ayyankali Urban Employment Guarantee Scheme objectives and key features**

Objectives

- The Ayyankali Urban Employment Guarantee Scheme aims to provide at least 100 days of employment in a financial year to the elderly members of each family who are willing to work unskilled labor in urban areas
- Project area

The scheme is implemented in all municipal corporations and municipalities in Kerala.

- **Key Features of the Scheme**

- a) It is the scheme of the State Government to provide employment opportunities to vulnerable families in urban areas where there is no employment or otherwise.
- b) Ensure the social rights of Urban Poor
- c) Every family registered in the municipality will be given a Job card within 15 days
- d) After receiving the Job card, each member named in the card can apply for employment in the municipality.
- e) Women will be given priority in providing employment as part of the scheme. 50% of the total employment opportunities will be for women.
- g) Women and men are entitled to equal work in the scheme.
- h) If the worker is injured / injured / ill on the job, he / she will receive free medical treatment
- i)) In the event of a hospital stay due to a work accident, the worker shall be entitled to get a daily wage of not less than half the allowable wages under the Scheme.
- j) If a worker is permanently disabled or dies as part of his employment at the workplace, his legal heir is will be paid as ex gratia of Rs. Rs. 50,000 / -
- k) The children accompanied with workers should be provided with crush facility.
- l) A grievance redressal mechanism shall be established to ensure accountability.
- m) All documents and figures that are part of the project shall be public records.
- n) Efficient implementation of the project will be carried out with the help of Online Management information System

1.4 Rights provided by Ayyankali Urban Employment Guarantee Scheme

1.4.1 Adult members of urban family who are willing to work unskilled labor have the right to register for employment under the scheme, where they reside.

1.4.2 Right to employment (for members applying for employment) for maximum 100 days of employment.

1.4.3 A person registered under the scheme shall have the right to seek employment within the municipality and receiving a receipt on the date on which he or she is entitled to employment within 15 days from the date of application; Right to receive wages.

1.4.4 To get employment within maximum 5 km from the job seeker's. Right to get 10% additional wage if force to work beyond the limit.

1.4.5 Right to avail of wages under the Ayyankali Urban Employment Guarantee Scheme at the same rate fixed from time to time in the Mahatma Gandhi National Rural Employment Guarantee Scheme.

1.4.6 The right of workers to receive wages every week (within a maximum of 14 days) and to receive compensation for delayed payment under Section 4 of the Wage Distribution Act of 1936, if there is a delay of more than 14 days for payment of wages.

1.4.7 Right to access to drinking water, resting shed, basic sanitation and first aid kit in the workplace.

1.4.8 The right to access any information and documents relating to the scheme.

2. Partners: Responsibility and Responsibility

The participants of the Ayyankali Urban Employment Guarantee Scheme are:

I. Job seekers

II. Ward council

III. Municipalities (municipal corporations and municipalities)

IV. Regional Joint Director (Urban Affairs)

V. Director of Urban Affairs

VI. State Urban Employment Guarantee Council (Minister for Urban Affairs Chairman)

VII. State Government

2.1 Job seekers

The primary stakeholders of the scheme are job seekers. Their rights are as follows.

I. Application for Employment Registration

II. Get a job card

III. Application for Employment

IV. Selection of working days and duration

V. Provide employment within 15 days of receipt of the application.

VI. Drinking water, resting place, shade, basic sanitation, primary care and crush facilities in the work place.

VII. Check the muster roll and get the job information on the job card

VIII. To get compensation if you delay to get paid within 14 days of working

2.2 Ward Sabha: Rights and Responsibilities

I. Recommending work to be done on the project

II. Social audit of project implementation

III. Sharing information about the project with the public

2.3 Municipal Council: The activities given below shall be the responsibility of the Municipal Council

I. Planning of Activities

II. Receiving, verifying and registering the application for employment registration

III. Receipt of job application and receipt of date

IV. Disposal of application within 15 days of receipt

VI. Ensuring timely administrative and technical clearance of projects

VII. Work execution

VIII. Maintenance of records

IX. Organizing ward councils for social audit

X. Planning, Direction Control and Evaluation

XI. Grievance redressal

2.4

2.4.1 Regional Program Coordinator: The Regional Program Coordinator for the Ayyankali Urban Employment Guarantee Scheme will be the Regional Joint Director (Urban Affairs).

Duties of Regional Program Coordinators

I. Coordination of information dissemination activities

II. Training

III. Oversee the sending of the municipal plans of the respective districts to the District Planning Committee approved by the Council.

V. Ensuring that the rights granted by the scheme are protected

V. Monitor the implementation of the project and provide necessary instructions.

VI. Co-ordination, supervision and evaluation of municipal project implementation in the respective areas

VII. Ensuring that the project implementation is done correctly

VIII. Provide monthly progress reports to the Director of Urban Affairs

IX. Grievance redressal measures

2.5 State level

2.5.1 State Urban Employment Guarantee Council:

I. Review the project implementation and advise the State Government.

II. Direction, control, analysis and review of the project

III. Determine new types of activities that can be undertaken under the Scheme and recommend to the Government

IV. Prepare annual report of the project and submit it to the government

2.5.2 Local Self Government Department

The Local Self Government Department will be responsible for the implementation of the project at the State Government level. The functions of the department are as follows.

I. Provide necessary funds for the implementation of the project to the municipalities

II. Properly evaluate project performance and make policy decisions

III. Ensuring that all urban councils in the state are managed transparently and socially by the Ayyankali Urban Employment Guarantee Scheme.

IV. Establishment of network of professional agencies to provide technical assistance and ensure project execution quality.

V. Ensuring complete functioning of the project

2.5.3 State Urban Employment Guarantee Mission:

At the state level, the Director of Urban Affairs will be in charge of the project. Duties of the State Urban Mission

I. State level coordination of project implementation

II. Support the policy making of the State Government

III. Taking steps to ensure timely transfer of state share to the municipalities for implementation of the project

IV. Overseeing project execution and orientation control

V. Taking appropriate steps to provide timely training to officials and members of the public

VI. Taking steps to ensure that the official mechanism is working for the implementation of the

project is at each level

VII. Establishment and maintenance of a web based management information system using information technology for project implementation.

3. Municipal level Project implementation Mechanism

3.1 Secretary of the Municipality:

The Additional Secretary in each Corporation and the Secretary in the Municipality shall be the executing officer of the project. At the municipal level, the executive officer is responsible for all matters related to the registration of the project, issuing of employment cards, accepting job applications, formulation of annual action plan and labor budget, providing employment, setting up of official system, timely remuneration of workers and submitting of MIS report.

3.2 Assistant:

In each municipality, the municipality may appoint an officer as an assistant to assist the Secretary.

3.3 Engineer / Overseer

Estimate preparation, technical sanction, measurement and bill preparation shall be done by Assistant Engineer / Overseer / Accredited Engineer assigned to the AUEGS

4. ICT propagation and training

4.1 There is a need for widespread dissemination of the features of the Ayyankali Urban Employment Guarantee Scheme and the rights to the workforce. A variety of information and communication technologies can be utilized for this purpose. The steps should be taken by the State Urban Employment Guarantee Mission, the Regional Joint Director, and the Secretary of the Municipality. Promote information on workers' rights, particularly registration procedures, methods of employment, employment, wage distribution, workplace amenities, unemployment wages, social security measures, transparency and social audit.

4.2 Direct action should be taken to spread information directly to the colonies and slums through newspaper, TV and radio.

4.3 Training

All representatives and officials involved in project management should be trained by the Kerala Institute of Local Administration. The above institution should prepare the training module for each category. The training program should be prepared to the capacity building of various phases, such as civil rights and social audit.

5. Planning

5.1 The planning process is the key to the success of the Ayyankali Urban Employment Guarantee Scheme. Each municipality must prepare and submit an annual action plan and labor budget for the next fiscal year before December 31 of each fiscal year. The Labor Budget and Action Plan prepared by the Secretary shall be approved by the Municipal Council, after it shall be submitted to the respective Regional Joint Directors and then submit to the approval of the DPC and shall be submitted to the Director of Municipal Affairs for the approval of State Council. The Director of Urban Affairs shall verify and submit it to the State Urban Employment Guarantee Council. The annual action plan and labor budget should include the following:

I. Calculation of labor demand and details of project.

- II. Determination of actions to provide employment in accordance with the labor demand
- III. Determine expected costs, cost of work, and work days.
- IV. Benefits of Employment

5.2 The following are the steps to prepare an annual action plan and labor budget.

Phase 1. Kudumbasree Neighborhood Discussion

Kudumbasree Neighborhood Level Discussion is the first step towards setting up the Labor Budget and the Annual Action Plan. Neighborhood discussions are important to ensure that:

- To find all the people who need employment and ensure 100 days employment
- to ensure that the type of work is undertaken by the AUEGS for the purpose of general development in the neighborhood.

Phase 2 Municipal Ward / Divisional level consolidation

The compilation of work done at Kudumbasree Neighborhood level should be done at the Ward / Division level with the help of ADSs.

Phase 3 Training of municipal level facilitators

The work has been codified at the ward level, ward sabhas should be organized.

Facilitators should be composed of a team of 10 to 15 persons with the capacity and willingness to organize 3 to 4 ward sabhas in each municipality and to assist in the management of the ward council and to present the issue in the ward sabha.

The following persons may be appointed as facilitators of the ward sabha.

- Volunteers
- Employees of transferred entities
- Retired technicians
- Resource personnel in crowd funding
 - Teachers
- Literacy practitioners
- ADS and CDS office bearers

Facilitators found by each municipality shall be given one day training on a municipal basis to assist in the organization and management of the ward council. The Chairperson and the Secretary of the Municipality should take special interest in facilitating the facilitators in this training. The municipal training program should be led by the Joint Director of Urban Affairs.

Phase 4 Workers' Special Ward Sabha

A separate ward council of registered workers under the NREGS should be convened to incorporate the workers' vision and aspirations into the labor budget and the annual action plan. It can be called on a ward / division basis, ward 3 - 4 merger or municipal basis.

Phase 5 General Ward Sabha

The Ward Level Labor Budget should be considered in conjunction with the suggestions raised in the Workers' Ward sabha. Thereafter the general ward sabha should be organized in each ward and the ward level labor budget should be read and discussed in that ward sabha and any amendments should be agreed upon. The labor budget details such as these should be recorded in the Ward Sabha Minutes book. After the approval of the minutes and labor budget, the Ayyankali Urban Employment Guarantee Scheme needs to be uploaded to MIS.

Step 6: Municipal level labor budget formation

The Welfare Standing Committee of the Municipality has the responsibility of reviewing and improving the Labor Budget and the Annual Action Plan prepared by the Municipalities.

Municipal level workshops should be organized to discuss the labor budget. This workshop will discuss (i) the labor budget, the integration of the municipality's annual plan, and (ii) the training needs related to implementation. After considering the workshop's recommendations, the municipal council should approve the labor budget and annual action plan.

Municipal Labor Budget shall be submitted to the Regional Joint Directors with the approval of the Municipal Council.

Phase 7 District-level inspection and follow-up

1. The Labor Budget and the Annual Action Plan approved by the Municipal Council shall be submitted to the District Planning Committee. The Labor Budget of the Municipality and the Annual Action Plan should be given to the respective Joint Directors.

2. The Regional Joint Directors shall submit to the Municipal Director the summary of the District Budget and the Labor Plan and the Annual Action Plan.

6. Registration and Employment

6.1 Ayyankali Urban Employment registration Process

6.1.1 Any family permanently residing in the municipal area can register for the scheme. The working family is entitled to at least 100 days of unskilled employment in a financial year. This work entitlement may be from one or more members of the family.

6.1.2 All adults of the family can register for the scheme and apply for employment. To register

I. Must be a resident of the municipality.

II. Must be willing to work unskilled.

III. Application should be made to the family member of the resident municipality.

6.1.3 The family may be the mother, the father, or any person dependent on the family head apart from their children. This definition also includes a single-member family.

6.2 Application for Registration

6.2.1 The application for registration must be submitted on the white paper to the concerned Municipality. Each municipality should print the form as needed.

6.2.2 The Municipality shall provide a mechanism for registration by the person who wishes to register with the municipality.

6.2.3 The municipality where the application is lodged shall investigate it.

Registration procedures can also be done on the campaign model. Orientation training for this should be conducted by the Regional Joint Director.

6.2.5 Registration will be an ongoing process. This facility is available to municipalities on any working day.

6.2.6 Application Verification Procedures should be made as soon as possible within 14 days of receipt of the application and the information should be recorded in the Registration Register.

6.2.6 Each registered family shall be given a registration number.

6.2.7 The Additional Secretary / Municipal Secretary of the Corporation shall immediately make available the monthly codified information of the registration to the Regional Joint Directors.

Based on this, approximate fund requirements can be calculated.

6.2.10 No person shall be entitled to employment if he submits an application on false information, knowingly. In this case, the applicant should be heard by the Additional Secretary / Municipal Secretary of the Corporation or the officer in charge of them and cancel the employment card. The information should be reported to the Joint Directors of the Region and

published as public information. But the applicant can, if necessary, appeal to the Regional Joint Director against the decision of the municipality.

6.3 Job Card

6.3.1 For each registered family, a working card will be issued. The job card is a crucial document. Application for registration must be made immediately after verification. The municipal council should print the job card as needed.

6.3.2 The employment card should have a photo of all adult family members who applied for work. The cost of the work card (including the photo) may be allocated to the project fund. Photos can be taken using a web camera / digital camera available in the municipality.

6.3.3 The work card holder must always keep it. The term of the employment card is 5 years. You have the right to delete or recruit people from the job card upon request. Municipalities should take measures to do this.

6.3.4 The list of exemptions and additions made by the Municipal Councils shall be prepared and submitted to the Joint Directors from time to time.

6.3.5 In case of loss of employment card or damaged information, the duplicate card can be issued by completing the due process.

6.3.6 Complaints regarding non-availability of work cards should be submitted to the Secretary of the Urban Council. Such complaints must be resolved within 15 days.

6.4 Application for Employment

6.4.1 Application for Employment may be made to the Front Office of the Municipality and the Zonal Office of the Corporation. The secretary of the municipality should prepare a mechanism for receiving applications at zonal offices.

6.4.2 Application for employment may be submitted on white paper. The application should state clearly the job card number and the date from which the job is to be completed. However, a printed form should be available to the Municipal Council and free of charge to job applicants. Municipalities should take necessary steps to ensure that the form is printed and given in a timely manner.

6.4.3 Applications for employment for different periods of a financial year may be submitted in one form. Similarly, multiple job seekers can apply together.

6.4.4 Receipt should be sent from the Municipal Council on receipt of application in real time. This is the right of the seeker. All application information must be recorded in the job register. Every municipal secretary shall appoint an officer to receive the application and register it, and shall notify the Regional Joint Director in due course.

6.4.5 The Secretary of the Municipal Council is responsible for printing of all forms and registers which are part of the Ayyankali Urban Employment Guarantee Scheme.

6.5 Granting Employment

6.5.1 Every municipality shall keep track of the employment provided to the employers in the registers. This information should be included on the employer's job card from time to time.

6.5.3 Adult member of a family are entitled to employment per year. They are all members of a job card. Care should be taken to appoint them in one act at a time.

6.5.4 A person who is facing physical and mental challenges should find work which he is capable of.

6.5.5 The relevant executive officer shall be responsible for ensuring that all persons who applied for employment are provided with unskilled employment. The Regional Joint Director shall have the authority to determine whether each executive officer fulfills this obligation and assess

whether the rights of the employer are protected.

6.6 Providing timely employment

6.6.1 A person registered in the scheme shall be provided with employment as may be prescribed by the Ayyankali Urban Employment Guarantee Scheme within the 15th day of the date of application for employment in the Municipality.

6.6.2 If any municipality fails to do so, the Regional Joint Director shall inform the Director of Urban Affairs and the Government of alternative measures to provide employment to job seekers through the Joint Director of Urban Affairs.

7. Works that can be undertaken under AUEGS

7.1

7.1.1

I. Public works related to natural resource management

- i. Constructions for water conservation and hydrology such as underground dykes, earthen ponds, dams (stop dams) and check dams, which are required to raise groundwater resources including drinking water sources;
- ii. Watershed maintenance activities such as contour trenches, terracing, contour bunds, quarries, gabion structures, and fostering of a fountain area are integral to the comprehensive management of a watershed;
- iii. Micro and minor irrigation works, construction, restoration and maintenance of canals / canals;
- iv. The restoration of conventional water sources, including the deepening of irrigation ponds and other water sources;
- v. The ownership of the proceeds from the trees, including fruit trees, along the coast, ponds, canal bunds, roads, forests and other public lands, should be given to the families working on each project;
- vi. And land development works on public land.

II. Personal assets for disadvantaged sections of society

- i. Provide infrastructure facilities for irrigation, including land development, wells, ponds and other water harvesting structures to enhance the productivity of the land;
- ii. Improvement of livelihoods through fruit cultivation, silk farming, horticulture, floriculture, and foam farming;
- iii. Development of fallow or waste land and adaptation to agriculture;
- iv. Production of non-skilled labor component and construction equipment under the Indira Awas Yojana or other housing projects of the Central / State Governments.
- v. Construction of infrastructure for promoting animal husbandry such as poultry, flock, pig hut, crib and trough;
- vi. Construction of infrastructure facilities such as fish drying centers and fish storage centers to promote fisheries activities and preparation of seasonal water bodies on public land;

III. Public infrastructure for self-help groups

- i. Work to improve agricultural productivity by creating sustainable infrastructure for post-harvest facilities and bio-fertilizers, including post-harvest storage facilities;
- ii. Construction of sheds for the public who are required for livelihood activities of self help units.

IV. Infrastructure

- i. Hygiene related activities such as personal toilets, school toilets, ankwadi toilets, freely or in

combination with other government departments, for the collection, treatment and disposal of solid and liquid waste in accordance with the prescribed standards;

ii. Construction of playgrounds;

iii. Public infrastructure, road restoration and disaster preparedness measures, including flood control protection measures, flood mitigation measures, rainwater harvesting and low level public areas (chaur renovation) and storm water drains for coastal protection;

iv. Federations of women's self-help groups, construction of buildings for the use of storm shelters, cyclone shelters, public markets, and crematoriums;

v. Construction of food storages required for implementation of the provisions of the National Food Security Act 2013 (20/2013);

vi. The production of construction materials that come under the construction work estimate under the Ayyankali Urban Employment Guarantee Act;

vii. Maintenance of urban public assets created under the Ayyankali Urban Employment Guarantee Scheme;

viii. Any other action in consultation with the State Council of Ayyankali Urban Employment Guarantee in this regard.

Repeatable tasks such as removal of grass, removal of stone, etc., which are not obvious and measurable, are not to be undertaken in this Scheme.

Priority should be given to the categories mentioned below when deciding on the priority of actions that create personal assets.

(A) SC

(B) Scheduled Tribes

(C) Nomadic Aborigines

(D) Notified tribes

(E) Other families below the poverty line

(F) Women are household heads

(G) Families where the disabled are the stewards

(H) Beneficiaries of land reforms

(I) Beneficiaries of Indira Awas Project

(J) Scheduled Tribes and Other Traditional Forest Residents

Methodology for finding work in the Ayyankali Urban Employment Guarantee Scheme

Ayyankali Urban Employment Guarantee Scheme is a project with common objectives of soil and water conservation, rain water harvesting, ground water harvesting, land development and forestry activities as part of natural resource management activities. Under the Urban Employment Guarantee Act, a comprehensive review of the permissible deeds has been undertaken and a number of activities have been identified under this scheme.

If one looks at the performance of the NREGS in recent years, it is clear that the scope of the comprehensive development vision has not been utilized as desired. New municipalities should therefore be vigilant about incorporating the urban employment guarantee program.

What steps should be taken to achieve agricultural development, natural resource management and infrastructure development through the employment guarantee program, addressing the socio-economic and geographical factors of the urban area? The following information must be

collected.

1. Local geographic characteristics
2. Stream information
3. Rainfall Information
4. Roughness
5. Temperature
6. Geographic characteristics
7. Groundwater level
8. Existing irrigation systems
9. Social economic status of the people
10. Population
11. Public health status
12. Education level
13. Agriculture and Land Use
14. Animal Husbandry
15. Erosion

In the context of the massive data collection mentioned above, the next step is to determine what the needs of the people are. This includes neighborhood discussions, special efforts to include the preferences of those in the SC / ST category. Focused group discussions, transactional word making, resource map building and participatory prioritization can be adopted to find solutions for people's needs and solutions.

According to the geography of Kerala, urban areas are located along the coastal belt, Midland and the highlands. Every urban area has its own unique features. It is advisable that each municipality prepare detailed projects to identify the activities that can be carried out under this project.

Water conservation

1. Recharging the well
2. Gullyplugging, Block Brush Wood Block, Gable Block, Gabon Block, Rain Door, Rainwater Harvesting, Waterproof Trench, ContourTrench, Contour Manbond, Staggered Contour Bund, Stone Pitched Bundle, HDPE (High Density) Preventive, pond restoration (dredging), side walls and conservation of traditional water bodies.

Drinking water

Recharge pits, wells, and construction

Drought resistance

1. Environmental restoration of forests
2. Forestry
3. Conservation of forest land
4. Sylvie Pasteur
5. Establishment of Agricultural Nursery
6. Forestry on government land
7. Forestry on road and canal sides
8. Land development

Micro irrigation

1. Construction of canal and water supply channels
2. Lift Irrigation

3. Lining the canal side walls to prevent leakage
4. Construction of public wells for irrigation

Land development activities

Kallikayala, Manvarambu, Kalbund, Teresing (reconstruction) fallow development

Interactions on private land

1. Pond excavation for cultivation purposes
2. Nourishing the well
3. The stone dam
4. Contour bund construction
5. Gully plugging
6. Water treatment pits
7. Toilet pit construction
8. Steam and tile construction
9. Bunting in the yard
10. wells pits
11. Stone handkerchief
12. Interventions to improve the barren land
13. Construction of contour bunds
14. Construction of Graded Bunds
15. Waterproofing trenches
16. Land reconstruction
17. Lining to seal drains
18. Crossbund
19. Depth of flood mitigation channels
20. Diversion Channel
21. Implementation of drainage system in the waterfront area
22. Peripheral bunting
23. Planting of fruit trees of the last 15 to twenty five years
24. Sealing with wood to reduce the impact of sea erosion on the coasts
25. Expansion of nurseries and organic farming
26. Planting of tree varieties which can last for 15 to 25 years at the boundary of the plot
27. A plantation of fruit trees that last for fifteen to twenty-five years
28. Silk farming, floriculture, medicinal cultivation
29. Farming of wasteland
30. Making the land arable by removing alkaline / saline tracts
31. Compost pits
32. Planting Compost
33. Burk li Compost
34. Vermicompost
35. Housing (Life Plan)
36. Azolla farming
37. crib
38. flock
39. Piglet
40. Calicut

Land development activities (public land)

1. Stone lining
2. Expansion of barren land
3. Land Reclamation

Building construction

1. Workshed with neighborhood livelihood activities
2. Construction of Anganwadi Building
3. Building for ADS / CDS
4. Center for Agricultural Production Storage
5. The building where the schools cook lunch
6. Shelters for disaster prevention activities
7. Cemetery construction

Toilet

1. Compost pit
2. Construction of Anganwadi Toilet
3. Toilet construction in schools
4. Sockage Channel / Pit Making
5. Construction of tiles
6. Waste collection and treatment

Flood control

1. Construction of canals for drainage
2. Increasing and maintaining the depth of the flow channels
3. Drainage system of watertight areas
4. Strengthening of the side walls of steam canals
5. Protection of public assets

Fishing zone

1. Construction of fish drying floors
2. Construction of ponds

Coast Guard

Fish drying sheds / floors

Other works

1. Maintenance of public assets
2. Construction of playgrounds
3. Production of building materials
4. Infrastructure for planting vermi composts
5. Surrounding Government Schools
6. Waste collection and treatment
7. Cleaning of puddles on both sides of PWD road as part of rainy season pre-sanitation activities, removal of waste plants and others.

7.1.2 Haritha Keralam Scheme and Ayyankali Urban Employment Guarantee Scheme

The government has approved the Haritha Keralam Scheme. The Haritha Keralam project aims to achieve interventions in three broad areas namely sanitation, watershed development and organic farming.

1. Watershed Development Program and Ayyankali Urban Employment Guarantee Scheme:

The activities of Ayyankali Urban Employment Guarantee Scheme include the management of

natural resources in public places, involvement in private land, construction of basic infrastructure and infrastructure for self-help groups. There are many activities underway in the project to facilitate intervention in those four sectors.

More than 100 of these are related to natural resource management.

Underground dykes, earthen ponds, dams (stop dams), check dams, contours, terracing, contour bunds, contour bunds, contour bunds, contour bunds, groundwater ponds, including drinking water sources. Minor irrigation works, construction and restoration of canals / canals, rehabilitation of conventional water sources, including deepening of irrigation ponds and other water sources, legal action on private lands, forest land and other public lands including beaches, ponds, canal bunds, roads, private lands Provide infrastructure facilities for irrigation including land development, dug wells, farm ponds and other water harvesting structures to increase the productivity of the land. Improvement of livelihoods of livestock, agronomy, silk farming, horticulture and farm forestry, development of fallow or waste land, adaptation to agriculture, expansion in organic farming, animal husbandry, livestock farming, poultry farming Promotional infrastructure such as fish drying centers and fish rearing centers, and the provision of basic aquaculture facilities for seasonal water bodies on public land.

All the above mentioned activities can be integrated by the Panchayats into the Watershed Development Program of the Green Kerala Project.

2. Activities in the sanitation sector and the Ayyankali Employment Guarantee Scheme:

Domestic waste management is one of the major problems facing Kerala today. For this reason, the government has included the sanitation sector and its related activities as another important intervention in the Haritha Keralam project. The Hon'ble Chief Minister of Kerala has declared Kerala Open- Defecation -Free State.

The Ayyankali Urban Employment Guarantee Scheme has been sanctioned for the acquisition of compost pits, Anganwadi sanitary warehouses, tanks, personal hygiene workshops, school toilets, sausage pits, sewage storage and treatment facilities. In this context, the possibility of integrating the activities that can be undertaken into the Ayyankali Urban Employment Guarantee Scheme should be taken advantage of when each municipality is creating a sanitation plan.

3. Organic Agriculture and Ayyankali Urban Employment Guarantee Scheme:

The government has made significant strides in the agriculture sector over the next five years and intends to adopt healthy organic farming practices through the Haritha Keralam program. Land clearance, dredging and bund construction as per the norms of AUEGS can be undertaken for the cultivation of the existing barren land. Nursery preparation of planting material may be undertaken.

Horticulture is another important area in the state of agriculture. Tamarind, mangosteen, coconut and cashew nuts can be considered. Similarly tree species such as bamboo, teak, mahogany, lemongrass and neem can be planted to make our lands green.

The Ayyankali Urban Employment Guarantee Scheme covers the maintenance of the above mentioned Horticulture activities for a period of 5 years from ground up, excavation and planting.

Municipalities should

Municipalities should ensure that the maximum amount of employment is utilized in each of the aforementioned selective activities. With this, better planning and employment along with the

creation of tangible assets has become a reality. All interventions required for projects in the three areas mentioned above, including the employment guarantee scheme, should be included in a plan. In other words, a municipality needs only one project for development.

Other departments should provide adequate technical support for the implementation and implementation of the AUEGS. The cooperation of the Departments of Agriculture, Animal Husbandry, Dairy Development, PWD, District Sanitation Committee, Forest and Water Resources is very important in the formulation of the plan of the municipalities. The departmental resources can be integrated into the development plan of the municipality with the technical assistance.

.7.1.3 Assets repaired under Ayyankali Urban Employment Guarantee Scheme.

7.1.4 The Ayyankali Urban Employment Guarantee Scheme shall not be used for Land acquisition cost.

7.2 Wage-to-Goods ratio

7.2.1 The wage attainment ratio of the work undertaken as part of the Scheme shall generally be 60:40. This means that the wage factor should not be less than 60%. However, for each year, the ward / division of the municipality will be the level to calculate the wage-to-goods ratio. Inventory-only works should not be undertaken as part of the project. The responsibility of ensuring this shall be with the Executive Officer (Additional Secretary / Municipal Secretary of the Corporation) and the concerned Engineer.

7.3.1 Administrative sanction and technical approval of actions undertaken each financial year must be given before December of the previous year.

7.3.2 Each work must be provided with an identification number to avoid duplication of actions.

7.4 Work Execution

7.4.1 MUSTER ROLL: The MUSTERROLL must be assigned for the work before each action is initiated. Muster roll must be signed by the Executive Officer (Additional Secretary / Municipal Secretary of the Corporation). The Municipal Secretary may, by necessity, appoint an Officer of the Municipality, if necessary. Each Masterroll must have a Unique Identification Number.

7.4.2 Separate muster rolls must be used for each week (6 business days).

7.4.3 The execution officer shall not use the signature, seal and numbered muster roll of the Additional Secretary / Municipal Secretary of the Corporation.

7.4.4 Muster rolls must be available in the workplace and attendance must be recorded in real time.

7.4.5 The Master Roles shall be kept by the executing officer as part of the municipal expenditure records and photocopy work file.

7.4.6 The details of the Master Roles to be issued shall be kept in the register of the Municipality

7.4.7 Only the work card holder and the card holder are entitled to perform the work. No person under the age of 18 and any person to be employed shall be allowed to work. The responsibility lies with the concerned Engineer / Overseer who is in charge of the work.

7.4.8 Maite: A Maite shall be trained and assigned from the Kudumbasree Area Development Society to oversee the activities, record the attendance and organize the work. The secretary of the municipality must ensure that adequate mates are identified and trained in each municipality. The supervision of the training will be given to the respective Municipal Secretaries.

7.4.9 The Mate Worker Ratio of Work Area shall be 1: 40. If a workplace has fewer than 40 workers, a person must be hired from the work force and assigned to perform the work. If there are more than 40 workers in multiple workshops organized nearby, one may be assigned.

7.4.10 Records of the Master Roll shall be in charge of the Mate. No corrections should be made in the Master role.

7.4.11 Mate -Qualification -

I. the Mate must be at least 8th grade educated. SC / ST, Widows, Abandoned Women and Disabled Women will be given priority to be Mait.

II. The Mate must be changed every two weeks. That means no permanent mate.

III. General duties of the Mate

a. Divide the work into tasks to get the minimum wage for those assigned.

b. Prepare and maintain the Masterroll, ensuring the integrity of the information on the Masterroll and ensuring the quality of the work.

c. Ensuring workplace amenities

d. Public supervision of work

IV. Mate's wages: 40 people or more Mates will be eligible to receive an unskilled labourer's wage per day for his assigned work. The wages of the mates must be separately incorporated into the work estimate.

7.4.12 If it is found that there have been any mismanagement on the part of Maite, the enforcement officer shall immediately take action to remove and appoint another.

7.5 Project Commencement

The following activities must be undertaken before each activity can begin.

7.5.1 Every work shall consist of a estimate and an estimate report prepared in the local language which the general public may read. This should be prepared by the Assistant Engineer / Overseer in charge of the work. You must record each work item in the estimate. The cost of preparation for the workplace, primary care kit, health and hygiene facilities, etc. shall be included in the appropriations for construction equipment hire. As the contractor does not intervene at any stage of the work and the main purpose is to create employment, there is no need for contractor profits, tax and contributions as part of the estimate. The estimate report should include the following facts:

- Human labor days and wages created for unskilled workers.
- Human labor days and wages created for skilled workers
- Quantity and cost of goods and where to store them (storage)

7.5.2 Based on the preparation and measurement of the existing schedule of rate estimates in the State. This can be attributed to the implementation of special data and schedule of rate for the Mahatma Gandhi National Rural Employment Guarantee Scheme.

7.5.3 All workers participating in the work shall organize a participatory project initiation meeting. At this meeting, the details of the work estimate, the schedule of rates, the relationship between work performance and wages should be discussed, such as workplace amenities, workers' rights, measurement methods, and wages.

7.5.4 Employees should be grouped into groups of 3 to 4 to ensure that they are able to perform the task effectively.

7.5.5 Ensure that all employees have a bank or post office account.

7.5.6 The board shall display the details of the work to the public. The board should include the name of the work, a summary of the work estimate and how many people are working.

7.5.7 Tools: Workers must bring the tools needed to perform the work. The rent proposed by the District Program Coordinator for the Mahatma Gandhi National Rural Employment Guarantee Scheme can also be accepted for the Ayyankali Urban Employment Guarantee Scheme. The

engineer shall calculate the rental cost of the equipment and record it in the bill and pay the worker who owns the tool, along with the wages.

7.6 Measurement of Work

7.6.1 The Assistant Engineer / Overseer shall take the measurement of the works on time. Measurements must be made each week to provide workers with wages. The Assistant Executive Engineer must perform the check measurement in real time.

7.6.2 The running contract bills currently in use by local bodies do not have to be used to prepare the works bill that is part of the Ayyankali employment guarantee scheme. Once the bill description is entered in the Measurement Book, the assessment certificate should be prepared and kept in file.

7.7 Work Place Facilities

7.7.1 The Municipal Council shall be responsible for the provision of work and facilities. Facilities include first aid kit, clean drinking water, shade and crush (if more than 5 children under 6 years of age arrive at the workplace).

7.7.2 In the case of a crush facility, a registered woman may be charged to look after the child (s) and receive the same wage as the unskilled laborer. These costs can be calculated separately and made into part of the work volume. If the child is handicapped, the family of the disabled child should be assigned to look after the children.

7.8 Project Completion Report

The details of each project should be recorded in the work register (Appendix 7). Upon completion of the work, the work completion report should be prepared and kept in the work register (Appendix - 11) and verified. The Engineer / Overseer is responsible for preparing and completing the work report. The photo graphs of each activity should be present at the beginning and middle of the work and after completion.

8. Wages and unemployment wages

8.1 Payment of wages

8.1.1 Anyone who works in the Ayyankali Urban Employment Guarantee Scheme is entitled to receive the same wage as the Mahatma Gandhi National Rural Employment Guarantee Scheme.

8.1.2 Women and men will be entitled to equal pay for work in the scheme.

8.1.3 Workers must be paid a maximum of 14 days' wages per week. If it is delayed within 14 days of receipt of wages, the workers will receive compensated delayed payment under Section 4 of the Wage Distribution Act, 1936.

In order to avoid delays in the payment of wages in a timely manner, the following steps should be taken.

Serial no	Function	Timing
1	Completion of Master Roll Writing	Work began on the 7th day
2	Obtaining the Muster Roll, Measurement Book and Assessment Certificate	8th day
3	1. MUSTER ROLL INFORMATION IN MIS 2. Preparation of Pay-Order	9th & 10th day

4	I. Checking and passing by the enforcement officer II. Preparation of wage statement III. Issuing checks to the concerned Bank / Post Office IV. Deposit wages into workers' accounts	The 13th day
5	Records of salary distribution information to MIS	The 16th day

8.1.4 All employees engaged in the work must have a Savings Bank Post Office Account. The Administrative Officer (Additional Secretary / Municipal Secretary of the Corporation) shall take necessary steps to ensure that the workers' salaries are periodically credited to their account. The Municipal Council's Ayyankali Urban Employment Guarantee Scheme should adopt an electronic fund transfer method to transfer funds from the bank account to the bank accounts of the concerned workers.

8.1.5 All employees should open a zero balance account. A special meeting of the Banks should be convened for this purpose

8.1.6 The Regional Joint Director shall monitor the timely distribution of wages in municipalities.

8.1.7 The details of wage distribution should be recorded on the job card.

8.2 Unemployment Wages

8.2.1 A person registered in the scheme shall be entitled to obtain employment within 15 days from the date of submission of application to the municipality for employment or from the date on which he applies for employment. If he does not get a job within 15 days, he / she will be

8.2.2 An unemployed wage worker must be paid wages within 15 days.

8.2.3 Unemployment wages shall not be borne by the Ayyankali Urban Employment Guarantee Fund. Unemployment wages must first be paid from the municipality's own fund and then credited to the account within 7 days from the employer who failed to provide employment.

9. Funding of Ayyankali Urban Employment Guarantee Scheme

9.1 The following expenditure will be borne by the State Government for the implementation of the Scheme:

I. 100% of the wages of unskilled workers

II. 75% of the wage and wage component of semi-skilled and skilled workers

III. 100% of Mates wages

IV. Administrative costs: Salaries and allowances and worksite facilities, registry and printing costs, monitoring costs, and training costs.

9.2 Employment Guarantee Fund

9.2.1 The funds allocated for the project in the State Budget shall be kept by the Director of Urban Affairs and deposited in the Urban Employment Guarantee Account. The Director should monitor the utilization of municipal funds.

9.2.2 Opening of a special bank account at Municipality level for the Ayyankali Urban Employment Guarantee Scheme.

9.2.3 The funds allocated for the Ayyankali Urban Employment Guarantee Scheme shall not be spent on anything other than as stipulated in the Guidelines. If the plan is found to be used to disallow any authorized position, the government will take legal action against the said authority by treating it as a public money laundering.

9.3 Funding

9.3.1 The amount of money required for the initial cost of the project shall be allotted by the Director of Urban Affairs to the municipalities. The municipal councils prepare a labor budget and annual action plan and submit it to the Director of Urban Affairs through the Regional Joint Director. According to the Labor Budget approved by the State Employment Guarantee Council, the amount of money in the TSB account of the Director of Urban Affairs is given to the municipalities in a phased manner.

9.4 First Installment

I. The Approval will be granted after the Labor Budget is reviewed at the state level. The approval of the Labor Budget on labor demand and the computation of manpower days are determined after determining whether they are objective and realistic.

II. The first installment will be proportional to the percentage of man-made days allocated in the labor budget for the first six months. That is, in principle, not more than 50% or more of the approved labor budget.

III. In the event that the municipality exceeds the first installment amount allocated to the municipality, the government will take appropriate decision on the amount of the second installment.

IV. The audit report (prepared by the Chartered Accountant) up to the year immediately preceding the previous year has to be submitted for the first installment.

V. The Chartered Accountant will look at the figures of the municipalities, compare the office figures and the bank figures, and verify that there are any improvements in the municipal council's financial utility. The interest on the fund invested in the bank should be treated as program funds.

9.5 Allocation of Second Installment

9.5.1 If a municipality expends 60% of its first allotment (with initial allocation), the municipality shall be entitled to the second installment.

9.5.2 Applications for the second installment shall be prepared by the municipalities and submitted to the respective Regional Joint Director. Regional Joint Directors shall inspect and send the recommendation to the Director.

9.5.4 The following criteria shall be verified for granting the second installment amount.

I. Expenditure of not less than 60% of the amount available for the previous year and the current year.

II. 60:40 Wage - Commodity Cost Ratio. Wage factor cost should not exceed 60%, and inventory component cost should not exceed 40%.

III. Monitoring: Reported that 100% of activity is monitored at municipal level and 10% at district level.

IV. Timely submission of monthly progress report

V. Complete implementation of the online project management information system

VI. Social audit of actions

VII. Timely disposal of complaints and action against those who make a conscious mistake.

VIII. Troubleshooting / Explaining Alerts in Ayyankali Urban Employment Guarantee Project Online Management Information System.

9.5.5 The following documents and conditions for granting the second installment amount:

I. Certificate of funding utilization of the amount available as at 31st March of the previous year and the statement on the initial balance of payments for the year (1st April).

II. Certificate stating that the money was not spent or misused.

IV. If any municipality uses the funds against the guidelines, the state government will suspend the project assistance to the municipality. The amount will be sanctioned only after the municipality has taken remedial measures.

V. The Government will only allocate plan funds for activities permitted under the guidelines.

9.6 Fund Keeping

9.6.1 Municipality

I. The Public Sector Bank must have a separate savings bank account to fund the Ayyankali Urban Employment Guarantee Scheme in each municipality. The account shall be a joint account of the Municipal Chairperson and the Secretary in the Municipalities and the Additional Secretary and Mayor in the Corporations.

II. Municipalities need to present the cost information at the next council meeting and get approval. If any obstacles are reported, the Secretary shall report to the minutes and send a copy of the minutes to the Regional Joint Director.

III. Any amount can be spent only after the administrative sanction and technical sanction for the works have been duly obtained from the concerned authority. If the sum is spent without obtaining the aforementioned permits, it is the responsibility of the municipal chairman and the executive officer.

IV. All the details of the Ayyankali Urban Employment Guarantee Scheme should be prepared and verified at the prescribed forum and presented at the Social Auditing Meeting held at the Ward Sabha every half year.

V. Under no circumstances the Ayyankali Urban Employment Guarantee Fund be utilized for any other purpose. The executive officer and the chairman of the municipality are responsible for ensuring that the expenditures from this fund are legal. If the Ayyankali Municipal Employment Guarantee Scheme is misused, the Director of Urban Affairs shall initiate the Recovery Procedure.

VI. The municipalities should submit the application to the Regional Joint Director for additional funding after spending 60% of the available funds. Along with such application you must submit a statement showing the cost of each activity and a report of the Vigilance & Monitoring Committee report.

9.6.2

State level

At the state level, a special urban guarantee fund must be kept in the Treasury Savings Bank Account, where interest is paid to the Director of Urban Affairs in the Treasury.

10. Documents to be kept

10.1 Documents to be kept by the Municipal Council

10.1.1 It is crucial to keep a record of all implementation details in the Ayyankali Urban Employment Guarantee Scheme. At the level of the Regional Joint Director and the municipality, all information relating to the implementation of the project should be kept in the prescribed

registers. A computer based management information system may also store and store this information in real time. In both cases the following registers should be kept in order to collect information systematically. The action should be taken by the Planning Officer and the Regional Joint Director.

Serial no	Name of register	The level at which the register is stored
1	Musterroll Distribution Register	Municipal Secretary, Additional Secretary of the Corporation
2	MASTEROL HANDLING REGISTER	Municipal Data Entry Operator
3	Job Card Application Register	Municipal Secretary, Additional Secretary of the Corporation
4	Job card register	Municipal Secretary, Additional Secretary of the Corporation
5	Job Register	Municipal Secretary, Additional Secretary of the Corporation
6	Register the deed	Municipal Secretary, Engineer in charge of the Corporation
7	Asset Register	Municipal Secretary, Additional Secretary of the Corporation
8	Register the complaint	Municipal Secretary, Additional Secretary / Regional Joint Director, Director of Urban Affairs
9	Monthly Allotment and Funding Certificate Maintenance Register	Municipal Secretary, Additional Secretary / Regional Joint Director, Director of Urban Affairs

10.2 Employment record

10.2.1 After giving wages to each worker, his employment card should state how many wages have been paid.

10.2.2. The details of employment provided to each family shall be recorded in the Municipal Employment Register (Appendix-10) and the compiled report should be submitted to the Regional Joint Director every fortnight.

11. Project Direction Control and Evaluation

11.1 Monitoring

11.1.1 The wards of each municipality shall monitor the activities of the wards / divisions of the municipality and monitor the registration of employment, issuance of labor cards, employment and distribution of wages.

11.1.2 Vigilance & Monitoring Committee

Each Vigilance & Monitoring Committee must have a mandate for all activities permitted under the Plan. The committee, comprising the residents of the area, will monitor the progress and quality of the work. The Vigilance Oversight Committee consists of 7 members. Three of them should be women and 2 should be from SC / ST. It shall be a ward council which shall elect the members of this Committee and shall ensure representation of SCs / STs and women in it. The Committee shall be informed of the implementation agency's schedule, timing, and quality measures. The final report of the Committee shall be accompanied by the Completion Certificate and shall be placed at the next meeting of the municipal ward council where the work was carried out. Local Vigilance Oversight Committees and Beneficiary Committees should be formed before work can begin.

11.1.3 Registration related to the implementation of Municipal Level Plan, Job Card Issue, Demand for Employment and Employment, Muster Roll Retention, Unemployment Wage Distribution, Social Audit, Financial Liabilities, Financial Services, Timely Wage Distribution, Work Progress and Quality and Compensation Amount The director should monitor.

11.1.4 The Director of Urban Affairs at the State level shall monitor all matters relating to the execution of the Plan, in particular, timely remuneration, distribution of unemployment wages and redressal of grievances and submit a codified report to the State Government in a timely manner.

11.2 Following are the matters relating to the project

Monitor at all levels

- I. The effectiveness of information dissemination
- II. Application for registration, verification process and progress
- III. Time taken to distribute the work card
- IV. Issuing job demand application and receipt on date
- V. Providing employment within 15 days, unemployment pay distribution
- VI. Keeping the approved Musterroll in the workplace
- VII. Quality of actions
- VIII. Measurement of work, book keeping
- IX. Timely wage distribution and wage distribution delay
- X. Documents on the job card
- XI. Preparation and maintenance of documents as per the guidelines
- XII. Grievance-grievance redressal measures
- XIII. Financial use
- XIV. Organizing and conducting social audit

11.3 Monitoring Method

11.3.1 Arrangements to ensure monitoring of municipal activity at each level

I. Monitor 100% of the works at the municipal level

II. Monitor 10% of activities at the regional level

III. 1% of statewide actions should be monitored

11.3.2 The Secretary of the Municipality shall issue an order, including the Municipal Officers and Officers transferred to the Municipal Council, so that 100% of the work can be monitored at the municipal level.

11.3.3 The Director of Urban Affairs shall issue necessary orders to monitor 10% of the activity at the zonal level.

11.3.4 The Ayyankali Urban Employment Guarantee Scheme is also monitored by the State Quality Monitors who work for the National Rural Employment Guarantee Scheme.

11.3.5 The Director of Urban Affairs shall issue an order to the State Level Officers to monitor the 1% activity at the State level

11.3.6 Field visits and inspections shall be carried out in a timely manner to assist in the implementation of the project.

11.3.7 Municipal Level Monitoring Reports shall be reviewed by the Regional Joint Director for timely and appropriate action.

11.4 Project Evaluation

11.4.1 The Director of Urban Affairs shall take measures to conduct studies through recognized agencies / Universities / Institutes in a timely manner to evaluate the intended effectiveness of the Scheme and seek government approval.

11.4.2 The findings of such studies shall be presented to the District Planning Committee of the Director of Urban Affairs and the remedial measures to be taken to improve the project.

12 Right to Information Act and Publication of Information

12.1 Right to Information Act

12.1.1 The RTI Act applies in all respects to matters relating to the Ayyankali Urban Employment Guarantee Scheme, and no application made under the RTI Act shall be rejected.

12.1.2 All documents relating to the execution of the Plan shall be public records and shall be published without public request.

12.1.3 Wherever possible, documents relating to the Project shall be made available on the Internet.

12.1.4 Municipal notice boards shall be published monthly to the public so that the project statement summary can be seen by the public

12.2 Annual Report

12.2.1 The State Employment Guarantee Council shall prepare its annual report every year. The one-year annual report must be submitted to the state legislature before December 31 of next year.

12.3 Financial Audit

12.3.1 Financial audit of the project will be mandatory. At the end of the fiscal year, the audit of each municipality must be audited and prepared. The Regional Joint Director shall ensure that this is done

12.3.2 The Regional Joint Directors shall ensure that the initial balances, final balances, and utilization certificates of the audit report submitted by the auditors comply with such information. The Director of Urban Affairs shall be informed in writing of any deviation.

12.3.3 The audit report of each financial year shall be submitted to the State Municipal Employment Guarantee Mission by September 30 of the next financial year. Municipalities that do not comply with this do not have to fund any more.

12.4 Physical Audit

12.4.1 Monitoring mechanisms established by State and Urban Municipalities should be utilized to evaluate the quality of the work performed and whether the asset is generated using the amount spent.

13 Transparency, Accountability and Social Audit

13.1 Civil Rights document

13.1.1 Each municipality shall publish a civil rights document covering the functions and services rendered in connection with the NREGS. The Civil Rights document contains the following:

A) The rights of the citizen and the time limit for obtaining them

Ex: registration

* Anyone who has attained the age of 18 years who is ready for employment can apply for registration if he is a permanent resident in the municipality.

* White paper or oral application

* No deadline. You can register at any time

* Registration is ongoing.

B) Circulars of the Municipal Secretary / Additional Secretary of the Corporation

Ex: registration

* Verification should be done within 14 days of receipt of the application

* After registration, enter the registration number

C) Duties of the municipal committee

Ex: registration

* Summon the special ward council for registration

* Do house-to-house campaign for registration

As explained in the example, the civil rights document must state the details of the services provided by the municipal council, municipal secretary and other responsible personnel, to the employer for each component of the job guarantee, job application, wage, unemployment, work permit and grievance redressal mechanism. The civil rights document is a basic tool for social testing. The social supervision is useful for publishing the second part of the Civil Rights document, including the name, work, area, number of working days, commencement period, completion time, and amount allocated to the NREGS at the beginning of each year.

13.1.2 Estimate and working information in the language of common people

One of the factors that prevent the masses from ensuring the quality of construction work and preventing leakage is technical inertia estimates and related documents. The law is, therefore, a very strict requirement in this regard. The general estimation report should be prepared and made available in the workplace in a manner that is easy for the common man to understand in simple language. This should ensure the opportunity for workers and the masses to check. The estimate should include the following facts.

1) Number of skilled workers and total wages

2) Total number of unskilled workers and total wages

3) quantity of goods and where they come from and price

13.1.3 Board in the Workplace

The Board shall read and display in each work place the name of the work, the elements of the work, the number of working days required for the estimate, and the number of working days per day. Before the commencement of employment, the general public of the area and those who will be employed should discuss the estimates and the information contained in the board. The establishment of the board is also a propaganda campaign.

13.1.4 Public inspection of records

It is the responsibility of the committees and staff to set up the necessary arrangements and opportunities for inspection of job card issuer, approved work list, estimate, quantity passed on completion of work, summary of work done, details of workmen, quantity and cost of goods purchased and quantity purchased.

13.1.5

Display of figures

The work estimate should be displayed in each work area. But the number of people working each day and the approximate amount of work completed must be recorded by the workers and the people assigned to supervise them. But after the work is completed, the amount of work allocated and the amount of work completed and the amount of work completed should be displayed in that area. Along with that, the public should also announce from whom the inventory, on what date, how much and for what price.

13.2. What is Social Audit?

Social audit is one of the most important tools that can help achieve the best outcomes by ensuring timely implementation of the quality of the development work, ensuring beneficiary area / beneficiary-fair selection. Social audit is a direct assessment of people in the ward sabha area based on their experience, available records and evidence. The ward council can utilize the appropriate technical expertise or institutions to collect the basic information needed for conducting a social audit and to check the quality. In addition, the responsibility of obtaining the necessary documents rests with the Municipal Council and related officials. Social audit is a public, free and fearless examination of the development work and public spending.

To the extent that it has achieved its stated goal through the implementation of a government project through the operation of a public company. Social audit is an in-depth public inquiry, accounting, examination and evaluation of the social achievement and social relevance of the organization or project. Social audit is an assessment of the effectiveness of the project, its utilization of funds and the choice of beneficiary / beneficiary area by the public and service providers. This process simultaneously serves as a tool for public accountability and as a means of empowering the marginalized masses. Social audit is also a means of streamlining some of the core values (transparency, participation, consultation, accountability and integrity) of the governance process.

13.3. Ayyankali Employment Guarantee Scheme and Transparency

Transparency is an integral part of the Ayyankali Employment Guarantee Scheme. Employers and the general public have the right to know about all aspects of the NREGS, including the selection of works, the availability of employment for employers, and the right to a worker's right to wages and related amenities. The concerned municipalities have the responsibility of ensuring the facilities. The municipal councils should take steps to inform the employer and the general public about the registration of the workmen, the issuance of a work card, the selection of employment, the selection of works, estimates, technical / administrative clearances and financial utilization. The government has suggested that the ward sabhaes should utilize news

boards, the civil rights document of the NREGS, and the project meeting at the work site before commencing work. The Employment Guarantee Scheme envisages the right of the workers to participate in employment, entitlement, wages, employment, welfare and work choices. Transparency is essential in ensuring this right. Social audit is the most critical factor. Participation in social audit is active and transparency is a prerequisite for effective implementation. Only through such social scrutiny can social control be ensured over time.

13.4.Social Audit and the Right to Information Act

Social Audit is a tool for checking the transparency in the planning and implementation processes of the NREGS. The social audit should look at whether all four levels of the Right to Information Act have been complied with in relation to active disclosure of information. The Regional Joint Directors and Municipal Secretaries shall ensure that the information is kept and publicized in accordance with Section 4 of the Right to Information Act. . All documents related to the NREGS must be provided within 7 days of receipt of a copy application. Particularly under Article 8 of the Right to Information Act no information shall be withheld. All the details of the NREGS are available to the public. Propagation should be made on the levels and types of persons to be approached at the municipal and district level to access the NREGS. At each level, the public must be informed of the information and the full details of the officers who will be made available to them. All this should be verified in a social audit.

13.5.Social Audit Verification Factors

- 1) Creating awareness about Ayyankali Urban Employment Guarantee Scheme (IEC activities)
- 2) Trainings
- 3) Registration
- 4) Issue of labor card
- 5) Receiving job application
- 6) Preparation of shelf off project and annual action plan
- 7) Estimate preparation
- 8) Technical approval
- 9) Order of work
- 10) Providing employment
- 11) Implementation Supervision
- 12) Workplace related amenities
- 13) Writing the Musterroll
- 14) Reporting and verifying measurements
- 15) Distribution of wages
- 16) Maintaining cost estimates
- 17) Validation of work
- 18) Planning land development programs for marginalized people.

13.6.Ward level social audit levels

Social Audit Forum In order to effectively manage the audit process in the ward council, the social audit process must be carried out in the neighborhoods / clusters of work areas and the workforce group. The information from this will help to make the ward sabha social audit process more effective.

13.6.1 Social Audit headed by the Ward Sabha

The municipality is obliged to present to the ward council all the documents, including the musterroll, work bill, vouchers, measurement books and administrative permits of the

employment guarantee scheme.

The facilitation of social audit will be the responsibility of the municipality and an independent social audit team that is not involved in the implementation of the conduct and employment guarantee program

When conducting a social audit in the unique context of Kerala, the size of the municipalities, the ecosystem in Kerala, the strong social organizing system, the CDS system, the leadership role of the municipalities in the implementation of high literacy planning and planning should be taken into consideration. Considering all these, in order to carry out an effective social audit, you need to pay special attention to the following:

A) The Ward Sabha is the legitimate social audit forum of the Ayyankali Urban Employment Guarantee Scheme. The ward should be called twice a year for social audit. But social audit is an ongoing process. Therefore, a social audit team selected by the ward sabha can constantly rely on social audit platforms, such as neighborhood clusters, clusters, and residential associations, to conduct a social audit. Therefore, the organizational and procedural aspects of the Social Audit Forum (Social Audit Ward) should be organized in advance

B) Preparation, preparation and preparation for the ward council

C) Mandatory agenda

A social audit team (elected to the team is not required to attend the Ward Meeting) shall be selected from the ward council to review the ward-based work of the NREGS and prepare a preliminary report as follows:

1. The person elected by the ward council unanimously (Chairperson)
2. Three persons to be elected from the ward council (2 should be women)
3. 2 social workers living outside the ward (one should be a woman)
4. An engineer who is not involved in the implementation of the NREGS
5. SC / ST representative

At least 50% of the members of the social audit team must be women. Similarly, SC / ST should ensure the proportional representation of the ward in the squad.

Applicants should be invited to join the social audit team at least one month before the meeting of the social audit ward. Individuals who are willing to become members of the social audit team but are generally reluctant to apply in writing may be considered for the team even if they do not apply. No reward or travel will be given to those who volunteer. These social services may even require a small fee from them. The Counselor should prepare a list of the applicants and the willingness to read it in the ward council. The ward council shall decide a maximum of 5 members to determine the audit team. In this committee

* Existing councilor

* The person who lost the most votes in the last municipal election but who is a member of this ward

* A woman recommended by the ward council

* A SC / ST member nominated by the ward council shall be a member.

The audit team appointed by the ward council sits at the same time as the other ward proceedings, and the panel of social audit teams prepare a list of applicants. The audit team's list, including the criteria considered by the committee for the selection of members, must be submitted to the plenary of the ward council. The social audit team should be organized for each ward.

The Secretary of the Social Audit Team must be a person of general knowledge (eg, teachers)

in the position of Secretary of the Social Audit Team, with the consent of the person who is outside the ward, if he / she is capable of general knowledge in matters such as data collection, graphing, charting, tables, etc. Provide support services such as stationary, typing, printing, meeting space, snacking and sending letters to the social audit team. An officer should be assigned to coordinate this. The ward council coordinator can be considered for this.

13.7 Social Audit Platforms

1. Neighborhoods / slums / clusters
2. Workplaces
3. Labor group / Labor bank

The social audit team will rely mainly on the social audit team's data collection during the intervals of the two social audit wards. Social audit information from above should be included in the social audit report to the ward council.

13.8 Focus of social audit

The social audit should include an estimate of the level of transparency, public safety and public scrutiny in each of the following phases of implementation of the Ayyankali Urban Employment Guarantee Scheme.

Whether the implementation of the scheme is in line with the stated objectives of the Ayyankali Urban Employment Guarantee Scheme should be verified. Some verifiable indicators for the quality of the project are given in Appendix (1).

13.9 Social audit process

The social audit process consists of the following steps.

Step-1 Selects a social audit team from the ward council as specified in para 13.6.1.

Members of the social audit team must be willing to volunteer. Duties of the Social Audit Team

- * Prepare verification indicators of actions that are subject to social audit
- * Study the available documents (Annual Action Plan, Estimate, Technical License, Musterroll, Measurement Book, Work Bill, Vouchers, Labor Register, Asset Register, Complaint Register)
- * Visit the work area and directly assess the quality of work
- * Collect information from neighbors and workers
- * Prepare a basic report in simple language so that a common person can understand each of the tests being compiled
- * The report prepared should be made available to organizations and interested persons before the ward

Social audit is an ongoing process led by the social audit team, but the social audit ward may call twice a year. The Social Audit Team will present its report to the Social Audit Board every six months. This will be an ongoing process. The venue, date and time of the next social audit ward council should be determined within the ward council which selects the social audit team. Trainers' Training (ToT) is conducted at the state level to train the social audit team.

Step-2 Inventory: Obtaining objective information about the implementation of the NREGS is a prerequisite for social audit. People's checks and meetings on each social audit platform, such as neighborhood / workplace, slums / clusters for information gathering, are different. But some of the factors mentioned below need to be tested at all levels.

- 1) Registration
- 2) Issue of work card
- 3) Job availability
- 4) Workplace amenities

5) The logic of choosing work

The Social Audit Team has to collect the necessary documents to reach the conclusions in consultation with the public. Not all information comes from a single location. You will have to visit many places and institutions to gather facts and have discussions with many.

These are all available from the Municipal Office. But the information provided on the workplace, such as medical care, wages and employment, can only be obtained through direct consultation with employers. The logic of job selection and the quality of work should be collected from the residents of the work area. Not all information comes from a single location. It is important to note that many places have to be visited and institutions have to be consulted to discuss the facts.

Neighborhood groups can effectively evaluate factors such as employment registration, employment card issuance, selection of works, wage distribution, quality of works / assets, distribution of work arms, and ADS volunteer work. Similarly, neighborhoods in the area can objectively examine illegal factors such as not giving the work card to the eligible, obtaining an unfit registration, obtaining multiple cards with one family, and attempting to earn wages without participating in the work.

Job card holder / workforce experience should be consolidated on factors such as delay in getting a job card, job availability, wage availability, management of project meetings, accessibility and quality of workstation, workplace amenities, efficiency of municipal, bank and executive staff. The social audit team should study the Competition Report of the Vigilance and Monitoring Committee and consult with the committees for each task.

Step-3 Social Accounting

As part of the social audit, the ward should be presented in a simple and clear manner to assess the quality of work and to determine the extent to which the general public can agree on the right to work. Workers' rights such as receiving, obtaining employment cards, obtaining employment, remuneration, access to ancillary facilities, participation in employment selection, and quality of work should be provided to the ward council with the necessary information to record assets. The social audit team will have the responsibility of preparing and reporting to the ward council all the necessary information in simple language. The social audit team will have the responsibility and responsibility of the municipal committee and the staff responsible.

Step-4 Physical verification

Social audit is required to authenticate the work, such as visiting the workplace, examining the work, measuring, interacting with the Vigilance and Monitoring Committee and the residents of the area.

Step-5 Disclosure

Public hearing should be held in neighborhoods, workplaces and other areas where appropriate. Notices of Public Hearing may be printed and distributed to school children, ADS and NGOs. The cost and duty of printing the notice shall be for the municipality. Concerned officials and other stakeholders should be invited to the public hearing. One of the determining factors for the success of social audit is the fearless participation of the people, especially the marginalized sections of the population.

The social audit ward should be propagated and urged by the public to participate in all the above steps.

Step-6 Preparation of draft social audit report

At the end of the phases, the social audit team prepares a draft social audit report based on

the information and findings found on the information gathered, compiled, physical examined, stakeholder consulted and public hearing. The report must be submitted to the municipality for comment within 15 days. Based on this the draft report can be revised if necessary.

13.10 Structure of Audit Report

The report prepared by the Social Audit Team should contain the following:

1. Registration
2. Issue of work card
3. Providing employment
4. Benefit for SC / ST people
5. Quality of assets
6. Maintaining Musterroll
7. Distribution of wages
8. Role of ADS
9. Workplace amenities
10. The leadership role of the municipality
11. Transparency
 - A) Others in the municipality, workplace and register availability of forms
 - B) Establishment of Board in the Municipal Council and Workshops
12. Grievance redressal mechanism
- 13.11 Draft Report and further proceedings

The draft report to be presented to the ward council by the social audit team should be submitted to the municipality. The Audit Team shall provide the Governing Body with an explanation of the deficiencies identified by the Audit Team. The ward council draft report should be read before the ward council and made available to institutions, individuals or groups interested in studying.

13.12 Social Audit Board

The Social Audit Forum of the NREGS is the ward council under the Ayyankali Urban Employment Guarantee Scheme.

13.12.1 Preparations and Atmospheric Creation

The success of the ward council called for social audit depends on the active participation of the people, especially the beneficiaries of the scheme. for this

* Notice must be given in writing at least seven days before the date on which the Social Audit Board intends to convene. The notice shall be posted to the notice of the municipality and public places and shall be published in the newspapers. In addition, maximum facilities such as neighborhood groups, libraries, continuing education centers, school children and SC / ST promoters should be utilized for informing.

* All members of the Neighborhood-Area Development Society (ADS) and the Community Development Society (CDS) organization should be trained on the terms and conditions of the NREGS.

* The municipality shall publish the Citizencharter's document on the rights guaranteed by the NREGS.

* Job Registration Citizens are requested to provide inspection.

* Mass education programs should be organized by the Social Audit Team. The cost of this can be borne from the administrative cost of the NREGS

* Citizens, youth organizations and NGOs should be set up for social audit. The social audit team should take the initiative.

- * Propaganda to the ward sabha through school children. Children should be put in charge of ensuring parental involvement.
- * Widespread dissemination of ward council discussion documents for social audit is available in the municipality for inspection.
- * Publicize the creation of a social audit team and publicize the fact that complaints about the NREGS can be brought to the notice of the team.
- * The social audit team must prepare and publish a verification calendar
- * All relevant documents and files should be obtained from the municipality for inspection. Any document requested by any person must be delivered within 7 days. There are no secret documents in the NREGS.
- * Abstracts of Masters, Bills and Sanction orders must be prepared in advance by the Municipal Council.

13.12.2 Organization

Systematic procedures are essential to the credibility of the Social Audit Board. Following are some general suggestions.

- a) Wardroom time should be open to all
- b) Quorum shall be as per the Municipal Council Act
- c) The presidency of the Special Ward Board for Social Audit shall be given to a person of public consent outside the municipality. The Committee appointed by the Social Audit Team to find this person should submit a panel to the Sub-Group and submit it to the Ward Council for approval. One of these is to be a woman. In the ward with more than 25% SC / ST population, one of these three should be from SC / ST.
- d) Members of the Vigilance and Monitoring Committee must be present
- e) The Executive Officer / ADS Volunteer must attend the meeting.
- f) Expert Consultation One or two engineers / technicians outside the municipality may participate.
- g) NGOs, NYKs, SC / ST promoters and prerequisites should participate.

13.12.3 Mandatory agenda for social audit wards

The mandatory agenda for each social audit is given as an appendix ().

13.12.4 Wardrobe Procedure

- * Welcome
- * Introduction of the Chairman
- * Agenda approval
- * Social audit panel selection
- * Inviting Social Audit Panel
- * Venue Transfer
- * The proceedings are initiated by the Social Audit Panel.

The first item in the proceedings is the AUGS review report of the Mayor / Trustee. The Mayor of the Municipality or the person in charge of it shall include the number of work undertaken, number of days of work created, number of families employed, assets created, amount of expenditure incurred, complaints received and actions taken. 15 minutes can be spent on reporting. The social audit team should present their draft report after the chairman's report (45 minutes). Next, they should be provided with the opportunity to present studies or social assessments conducted by individuals, organizations or institutions in addition to the social audit team's work in that ward. These should be factual written reports. A copy of this report must be

submitted to the Wardha Sabha Committee at least five days before the Board meeting. It is imperative for the municipality to prepare clarifications on the shortcomings identified in such a report and to produce necessary documents to the ward council. After the introduction of the independent audit report, members of the working groups must be set aside 10-15 minutes to present the losses suffered during their employment to the ward council. Subsequently, the participants in the ward council should be grouped on the basis of work place or classification of the ward into four or five clusters based on the available documents, information and experience and the draft social audit report should be discussed. After the group discussion, the plenary of the ward council should present the group report and the social audit team should prepare a final social audit report with the suggestions raised in the group discussions. As part of the social audit process, a Board of Subcommittee consisting of 5-7 members may be constituted to conduct a review and report to the ward council on issues that may require further review. Once the social audit process is completed, the responsibility of the social audit panel shall be taken over by the municipal chairman, vice chairman or ward councilor.

13.12.5 Duties of the Ward Sabha Subcommittee

The Committee shall, within a maximum period of 15 days, examine the matter assigned for inspection and submit a report to the Municipal Council. This report and its Action Taken Report should be presented to the nearest Ward House.

The summary of the final social audit report should be prepared in the following format

Social Audit Summary Report

Corporation..... Ward No.

Issues identified by regulatory review elements Ward Board recommendation for further action

Sl.no	Inspection Factors	Problems found	Wardsaba recommendation for further proceedings
1	Registration		
2	Issuing of Labor Cards		
3	Publicity (about the project and social audit)		
4	Training (about the project and social audit)		

5	Application for Employment		
6	Providing employment		
7	The choice of actions		
8	Availability of work equipment		
9	Work of Kudumbasree / ADS Volunteers		
10	Operation of the tax force		
11	Functioning of Advisory Committees		
12	Work of Vigilance Oversight Committees		
13	Service of Banks and Post Offices		
14	Issues in obtaining technical license		
15	Workplace amenities		
16	Do you get timely expenses for hospitalization and hospital expenses?		

13.12.6 Contents of Social Audit Report

Social audit report registration, employment card issuance, benefit to SCs and STs, asset quality, mezzanine retention, wage distribution, ADS participation, workplace affiliation, leadership role of municipality, transparency and grievance redressal Subsequent action taken on matters relating to social audit and municipal consultation and mitigation proposals shall be subject to special scrutiny by the State and District Vigilance and Monitoring Committee. The municipality is responsible for ensuring that the shortcomings noted in the social audit report are not repeated

13.12.7 Further Action

The social audit report prepared by the ward council should be submitted to the municipal council for discussion and remedial measures. This report should be made available to the general public for study and testing by the Local Fund Audit Performance Audit, National /

State / District Auditors, State Monitors and Local Monitors. The shortcomings and shortcomings noted in each social audit report should be rectified within 3 months and the action taken report should be submitted by the municipal chairperson to the nearest ward council.

The social audit ward should be held at least once every six months. Thus, through the Social Audit Board, people have the opportunity to examine the level of transparency and socio-economic accountability in project implementation. The social audit ward council should be developed as an institutional platform for the public to conduct a general survey of the activities conducted during the preceding six months. The Joint Report of the Regional Joint Director shall be submitted to the Director of Urban Affairs by the Municipal Secretary and the Regional Joint Director at the zonal level. The format for this is given in Appendix 5.

13.12.8 Things to note in general

The following should be taken into account when conducting the audit process in the ward sabha - the social audit venue

- * Empowerment of workers' rights
- * Sustainability
- * Ensuring transparency elements
- * To publish and publish ward reports.
- * Reporting to other audit agencies
- * Appreciate good work

14. Information Technology Utilization

14.1 Information technology should be utilized to make the Ayyankali Urban Employment Guarantee Scheme more efficient and transparent. Information technology can be used in the following areas.

- 1) Project preparation
- 2) Digitize key documents such as Musterroll and Job Card
- 3) Financial Management System
- 4) Right to Information and Access to Information
- 5) Grievance redressal
- 6) Orientation Control and Evaluation

For this purpose, a Web based Management Information System with various databases including functions, resource requirements, registered households information, wage distribution, man-day creation, various levels of funding availability and expenditure should be prepared for this purpose. The Director of Urban Affairs must take steps to do this. You can seek help from the National Informatics Center.

14.2 All information regarding the Ayyankali Urban Employment Guarantee Scheme should be kept in the Computer Data Base and made available to the public.

14.3 A dedicated computer system shall be provided for this purpose in all cities. There should also be an internet connection for online data entry. The following IT infrastructure is required to digitally manage the Ayyankali Urban Employment Guarantee Scheme and to manage the project.

- I. Personal computer
- II. UPS
- III. Webcam
- IV. Scanner
- V. Internet connection

A computer currently available in municipalities should be allowed for this. If you need networking for ConnectVity, you need to have that facility. The Ayyankali Urban Employment Guarantee Scheme should provide a special place for the data entry operator to work. The responsibility of all this rests with the Municipal Secretary. The Secretary shall issue a special procedure for this.

15. conjugate possibilities

15.1 The Ayyankali Urban Employment Guarantee Scheme The project may be prepared in conjunction with the Non-Fund Scheme for the creation of immovable assets. But the secretaries must be careful not to override the funds for any scheme in the other sector. The Employment Guarantee Fund is meant to create additional employment opportunities. This means that municipalities are not allowed to use this fund for any programs currently being funded by other municipalities.

15.2 Projects that form part of the Ayyankali Urban Employment Guarantee Scheme should be designed to create employment. Contractors should be completely excluded from this project.