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23/5/15



No. J-11060/08/2015-MGNREGA - V
Government of India
Ministry of Rural Development
Department of Rural Development

To
The Principal Secretaries/ Secretaries of States
Department of Rural development/ Panchayati Raj (In Charge MGNREGA)

Sub: Operationalisation of Project for Livelihoods in Full Employment
(Project LIFE- MGNREGA).

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Ministry has issued Guidelines for Project for Livelihoods in Full Employment (Project LIFE- MGNREGA) vide letter dated 15th of April 2015. The aim and the strategy to achieve the same are outlined in the Guidelines.

2. The States were requested to prepare actions plans, incorporating the livelihood requirements of the MGNREGA workers of those households (HHs) that completed 100 day work in previous Financial Year (FY). These plans were to be prepared with assistance of State Rural Livelihood Mission (SRLM)/ Deen Dayal Upadhaya Grameen Kaushalya Yojna (DDU-GKY). These Projects will be considered by the Empowered Committee in the month of August 2015 for consideration and sanction.

3. To facilitate the preparation of the action plans by the States the Ministry has carried out the following activities viz.

- a) The list of households that have completed 100 day work in previous Financial Year having members in the prescribed age group has been made available in NREGASoft MIS. This list has been restricted for blocks that have at least 35 HH that have completed 100 day, so that at least one batch of trainees may be available in such Block. The list with numbers of such HHs in a State and number of Blocks is at **Annexure- 1**. The Block-wise/ Gram Panchayat-wise and HH wise list can be downloaded from the PO login of the website.
- b) Further a survey format has been developed to capture the existing skill set of eligible youths and their willingness to be skilled along with preference of skilling:
 - i. Skilling for wages (to be done by DDU-GKY)
 - ii. Skilling for self-employment (by RSETIs)
 - iii. Organisation into production groups (by NRLM).

This survey form is household-wise and contains pre-printed information about each HH. The survey forms can be downloaded HH wise/ GP wise/

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Block wise from the MIS Report R22.1 or from the following link http://mnregaweb4.nic.in/netnrega/person_skill_mgnrega.aspx. A detailed instruction on conducting the survey and filling up the survey form is attached as **Annexure-2**.

- c) Once the survey is complete, the data should be uploaded on the NREGASoft MIS. Interface for uploading the same has been provided under PO login.
4. The above details have been presented and discussed in meeting with Secretaries of 12 States on 14th of May. It has been further decided that:-
- a) A nodal officer may be appointed for overseeing the Project.
- b) All the GRSs and POs shall be oriented on the manner of conduct of the survey early. A self-training kit for GRS has been provided at MIS Reports R22.3 in Hindi. States may translate them and send on satishrsinha@gmail.com by 20th May, to be up loaded on MIS Reports.
- c) The State will run a campaign to complete the survey from 1st of June to 30th of June, using the services of the Gram Rojgar Sahayak/ GP level functionaries.
- d) The data entry of these survey forms into the MIS shall be completed by 15th of July by the PO.
- e) The States may prepare suitable training material and also translate the form in required vernacular language and share the same on satishrsinha@gmail.com by 20th of May if they want the formats in vernacular language for ease of canvassing.
5. Based on the survey, the State Government may analyse the preferences received and prepare a project for skill training (using DDU-GKY), self-employment training (using RSETI) and livelihoods up gradation (using SRLM). These projects will be considered by the Empowered Committee on MGNREGA between 4th to 7th of August 2015.

Encls: As above.

Yours faithfully


(R. Subrahmanyam)

Joint Secretary, MGNREGA

Project LIFE- MGNREGA



Instructions for Programme Officers and Gram Rojgar Sahayak on filling up the Survey Form

Chapter 1

Project LIFE- MGNREGA

Government of India has made provisions for skilling/ up gradation of skills of one member of those households who are dependent on MGNREGA for their livelihood. The training could be to enhance existing skill set or for acquiring new ones, as desired by the willing members from a set of given options.

This will be done utilising the Capacity Building Funds under MGNREGA and through technical and financial support from State Rural Livelihood Mission (SRLM), Deen Dayal Upadhaya Grameen Kaushalya Yojna (DDU-GKY), and their agencies. The State Government may further contribute towards cost of equipment/ machineries etc. to help the trained persons set up trade/ new economic activity.

Some households may desire to improve the productivity of their lands. SRLMs, through various livelihood interventions, will help them take up integrated irrigational/ agricultural/ horticultural activity on their small holdings to enhance its overall productivity, thereby raising their income.

Some households, employed as unskilled agricultural/ construction workers may like to enhance their skills in this sector. SRLMs will organise and train such unskilled agricultural/ construction workers into production groups to take up joint economic activities like mechanised agricultural operations or construction operations.

Though skilling/ skill up gradation are the planned outcome of this project, it is essentially a MGNREGA programme wherein the goal is to assist such households to move from partial employment status to full employment status. Enabling ground works like identification of beneficiaries, survey of their needs and willingness, data collection and sharing, mobilisation etc. are the task of the MGNREGA functionaries.

The training/ skilling and organising of workers into production groups will be done by SRLM, DDU-GKY and their agencies, under overall monitoring by SRLM.

State Governments are required to prepare an action plan, incorporating the livelihood requirement of workers of household that have completed 100 days of works under MGNREGA in previous FY and submit the same to Ministry of Rural Development for sanctioning. The SRLM will facilitate the preparation of plan. SRLM and

Chapter- 2

Eligibility criteria: For Identification and Selection of Beneficiaries (for FY 1015-16)

- i. Household must have completed at least 100 day work under MGNREGA in previous FY.
- ii. The age of willing member of such household should be 15 to 35 years. There is upper age limit relaxation for Women, primitive vulnerable tribal groups, transgender and other vulnerable groups for further 10 years (i.e up to 45 years of age).

Chapter 3

Instructions for Programme Officers

The Programme Officer shall be responsible for identification, survey, mobilisation of eligible beneficiaries. Proper conduct of survey and digitisation of survey data shall be his prime responsibility. S/he shall be expected to coordinate and provide proper support to SRLM/ DDU-GKY functionaries or their agencies in mobilisation of beneficiaries for counselling, for participating in trainings and in monitoring their economic growth after training.

Preparing Block wise/ GP wise list of beneficiaries

The information about the households that meet the eligibility criteria is available in NREGASoft MIS. The State wise/ district wise/ block wise and GP wise list of such households can be viewed and downloaded from the NREGASoft MIS from the PO login. The Programme Officers shall download this list GP wise and place it on record for planning and other allied activities.

Survey

It is important that the eligible candidates are contacted and fully briefed about the programme and the skilling options available. Further their need and willingness to acquire new skills or to upgrade the existing skill set is important so that SRLMs/ DDU-GKY or their agencies can plan for their capacity building. For this a survey of all eligible household with youths in eligible age group is required.

To facilitate the enquiry and information collection, household wise survey format has been designed by the Ministry and made available on NREGASoft MIS Report Table R22.1. The same can be accessed from following *link*

http://mnregaweb4.nic.in/netirega/person_skill_mgnrega.aspx

Sample form is appended to this instruction booklet as Annexure -I.

Printing of survey form and their distribution

The Programme Officer shall download these survey forms for every eligible household, GP wise, from the specified link, print them and provide the same to the concerned GRS for conducting the survey.

The printing shall be done by simple office laser jet printer and the cost of paper, cartridge etc. shall be met from Administrative charges of MGNREGA.

Pre Survey Activity

It is important that the GRS must become fully conversant with the form. For this, a teach yourself training kit (video) is provided at Table R.22.3.

The POs should ensure that all GRS download this video and go through it several times. The PO must arrange a half day assessment cum training session, at Block to test their proficiency.

The survey forms must be distributed in this training session.

Monitoring the conduct of Survey

The survey must be completed within the prescribed time limit. To ensure quality of data collected the Programme Officer must insist and ensure that the GRS contact each household and each eligible candidate in that household, brief them about the programme and broad options of skilling available. Timely completion of survey and collection of properly filled forms must be closely monitored.

Digitisation of information collected through survey

The Programme Officer shall ensure digitisation of information collected, household wise and GP wise within 15 days. The link for entry is provided under PO login.

Coordination with SRLM/ DDU-GKY functionaries and their agencies

The Programme Officers shall provide full cooperation to SRLM/ DDU-GKY functionaries in mobilisation of eligible candidates, their counselling, preparing of capacity building plans, trainings etc. as and when required.

Chapter 4

Instructions for GRS on filing up the form

The GRS shall be responsible for proper conduct of Survey and mobilisation of eligible candidates as and when required.

It will be her/ his responsibility to download the training kit from the NREGASoft MIS from Table R.22.3. The GRS must go through this kit as many times as possible to become fully conversant with the survey form and the data to be collected.

GRS shall mandatorily attend the assessment cum training session arranged by Programme Officer and clarify all issues they have regarding the form and data to be collected, if any. S/he shall receive the household wise survey forms from Programme Officers and ensure its proper care. Duplicate forms, in case the previous form gets worn and torn, may be printed but the same should be avoided as it will lead to unnecessary delays.

Survey

The GRS shall visit each household for which s/he has been provided with a survey form. S/he must try to meet all the eligible candidates in that household and fully brief them about the programme and the various options of skilling/ skill up gradation available and enquire about their need and willingness to acquire new skills or to upgrade the existing skill set. The Survey of a GP must be completed in prescribed time limit. The GRS must survey at least 5 house hold in one day, devoting at least one hour in explaining the options to each households.

Survey form- how to fill them

1. Each printed survey format has information about a household that is eligible for skilling under Project LIFE- MGNREGA.
2. The form has 7 sections.
3. Sections 1 and 2 contain information about the Job card number of the family, family ID and name of the head of the family. These are pre-printed information and cannot be changed. It is for the purpose of establishing the identity of the household.
4. Section 3 has information about the social category of the household. A space is given under sub section 3.a. for entering correct category, only if

the printed information is wrong. In that case the GRS must verify the claim from the Caste certificate issued to any member of the family. The following codes must be used for filling the correct category:

Table- 1

Category	Code
Schedule Caste	SC
Schedule Tribe	ST
Others	OTH

5. Section 4 contains date of registration. No change/ modification are required in this section.

6. Section 5 has information about the address of the household. This is to enable the GRS to contact them. No change or modification is required here.

7. Under section 6 some information like the name, gender and age of one or more youth in the household is printed. The name of youths in age group of 18 to 35 years (45 years in case of women and SC/ STs), are pre-printed here. Other information viz. disability, educational qualifications, current primary occupation, whether member of any Self Help Group, whether interested in skilling/ skill up gradation, choice of type of livelihood intervention and preferred skilling option relating to each youth are left blank.

The GRS has to fill the relevant information in the space provided for it for all as per information provided by the head of the family and/ or the concerned youth(s) as per instructions below:-

- a. In case of correction of **Name (col. 6.2)**, circle the printed name and enter the correct name above it in capital letters. The name in Pass certificates issued, if any, should be entered as correct name (as printed in the Pass Certificate).
- b. Same process is to be adopted in case of **Gender (col. 6.3)**.
- c. In case of **Age (col. 6.4)** also the same process is to be adopted for correction as in case of name and gender. The age in School Certificate, if available, should be entered if printed age is different by circling the printed age and entering the correct age (in completed years) just above it.

- d. In case of **disability (col. 6.5)**, medical certificate issued by Civil Surgeon/ appropriate Authority should be verified and either **Yes** or **No**, as the case may be, should be entered in col. 6.5 against the name of the concerned youth.
- e. In case of **Educational qualification (col. 6.6)** only the highest education received from the options listed below shall be entered viz.:-

Table- 2

Education Qualification	Code
12 th pass	1
10 th pass	2
8 th pass	3
Primary	4
Illiterate	5

In case of 10th pass/ 12th pass verify from the Pass Certificate issued by the relevant Board.

- f. For filling up **current primary occupation (col. 6.7)**, ask the youth(s) what is her/ his primary occupation, relate it to the appropriate category of occupation listed below and enter the relevant code from the list below:-

Table-3

Occupation	Code
Unskilled Labourer	1
Semi Skilled labourer	2
Skilled Labourer	3
Agriculture/livestock/NTFP	4
Student	5
unemployed for more than 6 months	6

- g. Some of the youths may be member of **Self Help Groups (col. 6.8)** under SRLM. If so enter- **Yes** in the space provided, else enter- **No**

Important: Before taking the option for 6.9, the GRS must explain to the youth(s) the various livelihood interventions available that are mentioned under 3 broad categories and listed in appendix- II.

- h. Only one willing youth shall be trained per family, but preferences of all youth is to be captured. So enquire about the **willingness of each youth to be skilled** and enter **Yes** or **No** as per her/ his response against her/ his name in **col. 6.9**.

- i. Having explained the various options the GRS must enquire, from the willing youth(s) about the type of **livelihood intervention** she/he prefers from there 3 broad categories viz.:-

- i. **Skilling for Wage**
- ii. **Skilling for Self Employment**
- iii. **Livelihood up gradation**

Based on her/ his response the GRS must put the code of the preferred category against her/ his name in **col 6.10**:

Table- 4

Preference	Code
1. Skilling for Wage	1
2. Skilling for Self Employment	2
3. Livelihood up gradation	3

- j. Once the youth has given her/ his preference for 6.10 then from the preferred category the youth has to list **3 choices of skilling/ livelihood intervention** options under that category. So at time of explaining the broad skilling options and the various options under them the youth must be explained that s/he has to choose, accordingly. The code of the preferred sub categories of skilling has to be looked up from the relevant tables (Table -6 for Skilling for wages; Table-7 for Skilling for Self Employment and Table- 8 for Livelihood intervention) in Annexure – II. The preference has to be captured in order of priority given by her/ him under the three spaces in **col 6.11**.

- k. Under **col. 6.12** the **expectation of income after skilling** is to be asked. There are 4 options and their codes are given below viz.:-

Table- 5

Expected monthly income	Code
Less than Rs.3000	1
Rs.3001- Rs.5000	2
Rs.5001- Rs.10,000	3
Rs.10,001 and above	4

The relevant code is to be entered in the space provided.

- l. Skilling for wages may require **migration** to urban areas. So **willingness to migrate** must be asked. Based on the response, it

is to be recorded as either **Yes** or **No** under **Col.6.13** in the survey form.

8. It is important to note the **contact mobile number** on which the youth(s)/ head of the household may be contacted. The mobile number belonging to the head of the household should be preferred. This mobile number shall be used to send acknowledgement and other information through SMS. The mobile number should be entered in the relevant space under section 7. This acknowledgement of survey done shall be sent once the information is up loaded. The SMS shall be generated by system with a notification to verify the information on provided link. If any change is required they have to contact the concerned PO with relevant documents within 15 days of receipt of SMS.

9. The survey form must be signed by the head of the family and the GRS.

10. Once the survey is complete the GRS must submit all the forms to the Programme Officers.

Mobilisation of eligible candidates

The GRS shall mobilise the eligible candidates for counselling, trainings etc. as and when required.

Annexure- I

Format for verifying/ updating details of persons willing for Skilling under Project LIFE – MGNREGA

1. Job card No.: **BH-05-009-011-03800500/1253** Family-Id: **1253**
 2. Name of Head of Household: **RAMJIT MAHTO**
 3. Category: **OTH** 3. a Correct Category (optional) (use codes from Tal
 4. Date of Registration: **4/28/2014**
 5. Address
 Village: **BELA** Block: **AURANGABAD**
 District: **AURANAGABAD** State: **Bihar**

6. Information of Youth(s) in the household (aged 18 to 35) who may be skilled. (Add names of Youth(s) and information in the blank rows prc

S. No	Name(s) of Youth(s) in the HH	Gender	Age	Disability, if any (Yes/ No)	Educational Qualifications (use code from Table-2)	Current primary Occupation (use code from Table-3)	Whether member of a SHG (Yes/ No)	Interested in Livelihood (Yes/ No)	Choice of Livelihood Intervention (use code from Table-4)	Enter Three Preferred Skilling options in order of priority from Chosen Livelihood Intervention (Use the code from Table-6, 7 and 8)			Expectation of income after Skilling (use code from Table-5)
										11	12	13	
1	2	3	4	5	6	7	8	9	10	First	Second	Third	12
1	RAMJIT MAHTO	Male	28										

7. Contact Mobile Number

Signature of GRS

Signature/ Thumb impression of Head of Family

Annexure- II

There are 3 broad areas of Livelihood interventions viz:-

- i. Skilling for Wage
- ii. Skilling for Self Employment
- iii. Livelihood up gradation

The sub options in each category are given below. The GRS must go through them and understand that these are the skilling options that s/he has to explain to the youths of the eligible household and help them make the choice. **During counselling the various training options available in that Block/ District will be provided in detail with various modules and duration.**

Category I- Skilling for Wage (DDU-GKY)

Table- 6

Sl. No.	Trainings/ Skills options	Code
1	AGRICULTURE related	AGR
2	ALLIED HEALTH CARE related	AHC
3	AUTOMOTIVE REPAIR related	AUR
4	BANKING & ACCOUNTING related	BAN
5	BEAUTY CULTURE & HAIR DRESSING related	BEA
6	BUSINESS & COMMERCE related	BSC
7	CONSTRUCTION related	CON
8	CONSTRUCTION EQUIPMENT related	CEQ
9	COURIER & LOGISTICS related	COL
10	ELECTRICAL related	ELE
11	ELECTRONICS related	ELC
12	FABRICATION related	FAB
13	FASHION DESIGN related	FAD
14	FAST MOVING CONSUMER GOODS (FMCG) related	FMG
15	FOOD PROCESSING & PRESERVATION related	FPP
16	GARMENT MAKING related	GAR
17	GEM AND JEWELLERY related	GEM
18	HOSPITALITY related	HOS
19	Industrial Electrical related	IEL
20	INFORMATION AND COMMUNICATION TECHNOLOGY related	ICT
21	INSURANCE related	INS
22	JUTE DIVERSIFIED PRODUCTS SECTOR	JTD

	related	
23	LEATHER & SPORTS GOODS related	LEA
24	MARINE ENGINEERING related	MRN
25	MATERIAL MANAGEMENT related	MAM
26	MEDIA related	MDA
27	MEDICAL AND NURSING related	MED
28	PAINT related	PAI
29	PLASTIC PROCESSING related	PLA
30	PRINTING related	PRI
31	PROCESS INSTRUMENTATION related	PRO
32	PRODUCTION AND MANUFACTURING related	MAN
33	REFRIGERATION & AIR CONDITIONING related	REF
34	RENEWABLE ENERGY related	RNE
35	RETAIL related	RET
36	SECURITY related	SEC
37	SOFT SKILLS related	SS
38	SPA & WELLNESS related	SPW
39	TELECOM related	TLC
40	TEXTILE -COTTON SPINNING related	SPG
41	TRAVEL & TOURISM related	TRV

Category II- Skilling for Self Employment (Self Employment Trainings by RSETIs)

Table- 7

Sl. No.	Trainings/ Skills options	Code
1	Agriculture related EDPs like Dairy, Fisheries, Rubber tapping, Seri Culture, Lac cultivation, Sheep rearing, Bee keeping, Bio Gas plant, Commercial floriculture etc.	EDP1
2	Process related EDPs like Vehicle repair and servicing, Desk Top Publishing, Computer hardware, Fork lift Operation, Home Nursing, Hotel Mgt., Electric welding, TV and AC repairs, security guard, Beauty Parlour etc.	EDP2
3	Product related EDPs like Handloom, multi product making, photo designing and framing, sweet/ Namkin making, Bag making, dress designing, carpet weaving etc.	EDP3
4	General EDPs like Prime Minister Employment generation Programme, Rural Entrepreneurship Development Programme, Specialised trainings for disabled persons etc.	EDP4
5	Skill Up gradation like Advanced Beauty parlour,	EDP5

	Jewellery making for exports, Digital photography/ film making, photo/ video editing and album making, mobile repairing etc.	
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Category III- Livelihood up gradation (SRLM)

Table- 8

Sl. No.	Livelihood up gradation options	Code
1	Taking up backyard poultry	L1
2	Rearing of small ruminants	L2
3	Taking up Sustainable Agriculture practices	L3
4	Taking up Lac growing	L4
5	Taking up tasar production	L5
6	Vermi composting	L6
7	Preparation of organic concoctions for improved soil fertility	L7
8	Preparation of organic concoctions for crop disease and pest management	L8
9	Organising workers into Production group for agricultural operations	L9
10	Organising workers into Production group as construction workers	L10
11	Integrated development of land under MGNREGA	L11