

Proforma for Application		
1. Personal Information		
1.1	Name	:
1.2	Sex	:
1.3	Date of Birth	:
1.4	Age (as on) (attach date of birth certificate)	:
1.5	Native District	:
1.6	Permanent Address (attach proof of residence)	:
1.7	Present Address	:
1.8	Mobile No	:
1.9	E-Mail ID	:
1.10	Are you medically (physically & mentally) fit to conduct field visits? (attach a medical fitness certificate)	:
1.11	Whether convicted / charge sheeted in a criminal case? (attach a personal declaration certified by a notary public)	:
1.12	Do you have responsibility of implementing MGNREGA in any capacity?	:
2. Professional information.		
2.1	Highest education qualification (attach copy of certificates attested by a gazetted officer)	:
2.2	Total no. of years of work experience (attach copy of certificates attested by a gazetted officer)	:
2.3	Field of experience	:
2.6.	Date of retirement	:
2.7.	Post held at the time of retirement	:

Declaration:

It is certified that above information furnished by me are correct. I have gone through the advertisement and the Instructions on State Quality Monitors (MGNREGS) issued by the Govt. of India and understand that this is a part time work and all functions are to be carried out within the purview and confines of the MGNREGS Act, Rules and Schemes framed there under and operational guidelines issued by Govt. of India from time to time.

Date:

Signature of the applicant:

Place:

Name of the applicant:

Terms and conditions for State Quality Monitor (MGNREGS):

- a) The State Quality Monitors (MGNREGS) are to be paid an amount of Rs.1000/- per day as Honorarium, besides the actual travel charges (3 tier A/c fare in case of train) to the District Headquarters from their residence. The conveyance to site will be arranged by the Project Director, DRDA of the concerned district. The conveyance charges will be paid from their residence to the inspecting Districts and back to the residence. The actual fare, as applicable to the cadre in which they retired from service will be eligible, (subject to a maximum of 3rd AC class Train fare).
- b) The Honorarium and conveyance charges will be paid to them on monthly basis by the Director of Rural Development and Panchayat Raj on the recommendation of the Additional Director of Rural Development and Panchayat Raj (MGNREGS) who would be State Quality Control Co-ordinator.
- c) The district for which the State Quality Monitors (MGNREGS) are to undertake inspection every month shall be decided by the Commissioner of Rural Development and Panchayat Raj.
- d) Each of the State Quality Monitors (MGNREGS) will be allotted 2 Districts in a month on a rotation basis by the Commissioner of Rural Development and Panchayat Raj. **The State Quality Monitors (MGNREGS)** have to inspect a minimum of 5 works per day and carry out inspection for 2 days in a district in a month. The inspections days in a month for the State Quality Monitors will be finalized by the Commissioner of Rural Development and Panchayat Raj.
- e) The Project Director, DRDA, will arrange for the transport and assistance to the State Quality Monitor for the inspections. The Material testing District laboratory can be used by the State Quality Monitors (MGNREGS), if required. The necessary tests shall be got conducted by the Project Director, if so desired by the State Quality Monitors (MGNREGS).

DUTIES AND RESPONSIBILITIES OF STATE QUALITY MONITOR (MGNREGS)

- a) The State Quality Monitors (MGNREGS) are to follow the IS Standards, Technical Specifications, Drawings and Scheme Guidelines.
- b) The State Quality Monitors (MGNREGS) should also verify all the records pertaining to MGNREGS.
- c) The State Quality Monitors (MGNREGS) shall send their inspection reports in the format prescribed monthly to the concerned District Collector with copies marked to the Director of Rural Development and Panchayat Raj, Chennai. In case of deviations, deficiencies in work or quality is found, the same is to be reported in detail along with the recommendations for corrections of deviations to the District Collector and the Commissioner, Rural Development and Panchayat Raj.
- d) The State Quality Monitors (MGNREGS) are to find out any deviation in the sanctioned estimates and to issue instructions to the District Collectors to correct them in writing under intimation to the Commissioner of Rural Development and Panchayat Raj.
- e) The State Quality Monitors (MGNREGS) are to advise the District Collectors concerned regarding the acceptance or rejection of the ATRs on the deviations pointed out by the State Quality Monitors in previous inspections of the same works.
- f) The State Quality Monitors (MGNREGS) should undertake any other Quality Monitoring works that may be assigned to them from time to time by the Commissioner of Rural Development and Panchayat Raj.