

Job Chart of Grama Panchayat Accredited Engineers

The MGNREGA Accredited Engineer shall assist the Grama Panchayat secretary :-

A. Planning stage of the work:

1. Preparation of the Labour Budget and Annual Action Plan
 - Training of Grama Sabha Facilitators
 - Co-ordinating the NHG meeting
 - Estimation of demand
 - Ensure that sufficient works suitable for the GP are included in the Work projection
 - Approval by the Grama sabha/Ward sabha
2. Preparation of comprehensive watershed master plans considering the slope, soil conditions and geo hydrological properties of the GP.
3. Planning and Implementation of the watershed activities by adopting Integrated Natural Resource Management approach.
4. Prepare Detailed Estimates, Estimate Abstract, Data Analysis, Material List, Drawing (plan & section), Location Map, Proper Estimate Report with all details of work execution & outcomes and any other required information in the SECURE.
5. Ensure that the estimates are technically feasible, complete and realistic in all respects. Also ensure the data and rates used are accurate and appropriate.
6. Ensure that sufficient number of works with AS & TS are available to meet the demand of the wage seekers.
7. Ensure that the works are permissible and non-repetitive in nature.
8. Support the Accountant cum DEOs for work creation and ensure the correctness of entry in work category and proposed status.

B. Execution stage of the work:

9. Provide all technical assistance for ensuring 100 days of employment to all wage seekers by creating durable and productive assets as per the provisions of the Act.
10. Procurement, storage and utilization of Materials & arranging Skilled/Semi skilled Labourers for the works.
11. Conduct the project initiation meetings with the support of the Mate.
12. Ensure 'Group Mark Outs' at work site for each group of workers, so that the worker know the output expected from each worker.
13. Oversee worksite facilities like Medical aid, drinking water, shade and crèche are provided and workers wearing masks, gloves and boots wherever necessary.
14. Ensure that Citizen Information Boards are installed at the worksite at the starting of the work itself.
15. Maintain TS Register, Material Register and Asset Register properly.
16. Technically supervise all the works of the GP and ensure the quantity and durability.
17. Adhere to the T+8 norms in managing the works including measurement and check measurement for ensuring timely payment of wages to the workers.
18. Prepare estimates and measure the works with estimate above Rs. 5 Lakh and record it into the M Book and eMbook. Shall check measure the works with estimates up to Rs.5 Lakh.
19. Ensure the geotagging of entire works in Geo MGNREGA.

C. Other key areas :

20. Focus on completion of incomplete works and other key indicators.

21. Convene the Technical Sanctioning Committee chaired by the Assistant Engineer of the LSGD as and when required.
22. Facilitate for obtaining Technical Sanction for large works outside the Financial purview of TS Committee at GP Level.
23. Prepare Observed Data (Spec) and place it in the Technical Sanctioning Committee for approval and onward transmission to EE LSGD.
24. Liaise with the GP Level LSGD Engineering wing for the timely preparation and the approval of Observed Data (Spec).
25. Collect all the relevant data for timely revision of LMR and submit it to the BPO.
26. Collect data regarding public land and public assets through GIS planning. Act as a resource person for enumerators daily survey in Private lands and do the Overall supervision in GIS planning at GP level.
27. Ensure all the support for conducting the Social Audit process in the GP.
28. Properly maintain the work file/case record of each work as stipulated by MoRD
29. Maintain good relations with the elected representatives and officials of GP and always maintain admirable social and public relationship.
30. Act as a Resource Person at GP level to enhance the capability of mates and other field level functionaries.
31. Build good rapport with District Quality Control mechanism team and facilitate them in conducting field inspections.
32. Be well aware of the norms, rules and correspondence issued from Govt, District and State mission from time to time.
33. Attend all review meetings, training programmes, workshops, etc. related to the scheme as and when required by the Grama Panchayat Assistant Secretary/ Secretary/BPO/JPC/DPC/State Mission.
34. Work under the overall supervision of the GP Secretary and BPO.

35. Take up any other related work entrusted by the GP Secretary/BPO,
DPC/JPC and State Mission from time to time



Mission Director