

Job Chart of Grama Panchayat Accredited Overseer

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

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. Collect the Musters from the Block and serve it to the mate in charge of the work site before the start of the work every week. Similarly, the filled musters should be collected from the mate on the closure of the Muster Roll period.
12. Conduct the project initiation meetings with the support of the Mate.
13. Ensure 'Group Mark Outs' at work site for each group of workers, so that the worker know the output expected from each worker.
14. Ensure worksite facilities like Medical aid, drinking water, shade and creche are provided and workers wearing masks and gloves whenever necessary.
15. Ensure that Citizen Information Boards are installed at the worksite at the starting of the work itself.
16. Maintain TS Register, Material Register and Asset Register properly.
17. Technically supervise all the works of the GP and ensure the quantity and durability.
18. Adhere to the T+8 norms in managing the works for ensuring timely payment of wages to the workers.
19. Prepare estimates and measure the works with estimates up to Rs.5 lakh and record it into the M Book and eMbook.
20. Ensure the geotagging of entire works in Geo MGNREGA.

C. Other key areas:

21. Focus on completion of incomplete works and other key indicators.
22. Arrange to convene the Technical Sanctioning Committee chaired by the Assistant Engineer of the LSGD as and when required.
23. Facilitate for obtaining Technical Sanction timely for large works outside the Financial purview of TS Committee at GP Level.
24. Prepare Observed Data (Spec) and place it/help the Accredited Engineer to place it in the Technical Sanctioning Committee for approval and onward transmission to EE LSGD.
25. Liaise with the GP Level LSGD Engineering wing for the timely preparation and the approval of Observed Data (Spec).
26. Collect all the relevant data for timely revision of LMR and submit it to the BPO.
27. Collect data regarding public land and public assets through GIS planning. Act as a resource person for enumerators survey in Private lands and do the Overall supervision in GIS planning at GP level.
28. Create awareness among the public by conducting Rozgar Diwas and popularization of Janmanrega App.
29. Ensure all the support for conducting the Social Audit process in the GP.
30. Document the best practices and success stories and submit it to the BPO/JPC/State Mission.
31. Properly maintain the work file/case record of each work as stipulated by MoRD.
32. Maintain good relations with the elected representatives and officials of GP and always maintain admirable social and public relationship.
33. Act as a Resource Person at GP level to enhance the capability of mates and other field level functionaries.

34. Build good rapport with District Quality Control mechanism team and facilitate them in conducting field inspections.
35. Be well aware of the norms, rules and correspondence issued from Govt., District and State Mission from time to time.
36. 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.
37. Work under the overall supervision of the Accredited Engineer, GP Secretary and BPO.
38. Take up any other works entrusted by the Accredited Engineer/GP Secretary/BPO, DPC/JPC and State Mission from time to time.
39. Perform all the duties of Accredited Engineer, except preparation of estimates and measurement above Rs.5 lakhs and check measurement of any work, at the GP where Accredited Engineer is not positioned.

Sd/-
Mission Director.

Approved for issue,


Joint Development Commissioner (RE)