



Government of West Bengal
Office of the District Magistrate
Paschim Medinipur
(MGNREGA CELL)

ISO 9001:2008 Certified

[1st floor, Sahid Kshudiram Parikalpana Bhawan, Zilla Parishad Complex, Midnapore]
Memo No. 726(29) /MGNREGA Date : 12/08/ 2016

To
The Block Development Officer
----- Dev. Block (all)

Sub:-Maintenance of mandatory Registers at the Gram Panchayat level.

Ref:- No. L-12034/1/2016-RE-1 of the Joint Secretary, MORD

Enclosed please find herewith the letter of the Joint Secretary to the MORD vide no. L-12034/1/2016-RE-1 dt. 22-07-2016, regarding maintenance of seven mandatory Registers at the Gram Panchayat level.

1. Register I - Job Card (Application, Registration and Issue) and Household Employment Register- Partly manual (Part B) and mostly printable from MIS (A, C, D Part).
2. Register II - Gram Sabha Meeting (Minutes , Resolution, and Prioritised List of Works) and Special Social Audit Gram Sabha Meeting (Minutes and Action taken) Register.
3. Register III - Demand, Allocation of Work and Payment of Wages Register
4. Register IV - Work Register
5. Register V - Fixed Asset Register
6. Register VI - Complain Register
7. Register VII - Material Register

Three Registers viz. Register II, Register III and Register V are to be completely maintained manually. The rest four Registers are part printable from MIS and part to be maintained manually. The frequency of maintaining/ updating these Registers varies from monthly to quarterly. These 7 minimum registers do not include the records and registers pertaining to financial administration and records, such as Cash Book, Ledger, Stock Register, etc. The procedure of maintaining this register has been elaborated in the attached guideline of the said letter. The fixed Asset Register (Register V) has been printed and distributed to you all. The Demand, Allocation of work and Payment of wages, Register (Register III) will be printed at this end and will be distributed. Other five registers may please be printed at the GP's end from MIS in the given format and implemented within seven days.

Encl: As stated


District Magistrate &
District Programme Co-ordinator
Paschim Medinipur

Memo No. 726(29)/1(5) MGNREGA

Date : 12/08/ 2016

Copy forwarded for information and action to:-

1. The ADM & ADPC, Paschim Medinipur.
2. The SDO Midnapore/ Kharagpur/ Jhargram/ Ghatal, Paschim Medinipur.


District Magistrate &
District Programme Co-ordinator
Paschim Medinipur