

Government of Jammu & Kashmir,  
Department of Rural Development & Panchayati Raj,  
Civil Secretariat, Jammu/Srinagar.

Subject:- Powers and functions of Programme Officers under the scheme  
MGNREGA.

**Government Order No.207-RD&PR of 2013**  
**D a t e d: 14 - 08 - 2013**

Sanction is hereby accorded to the adoption of Job Chart for Programme  
Officers engaged on contractual basis under the scheme MGNREGA as per  
annexure-A to this Order.

By order of the Government of Jammu and Kashmir.

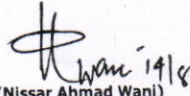
Sd/-  
(Farooq Ahmad Peer) IAS,  
Commissioner/Secretary to Government  
Rural Development Department

No:-RD/MGNREGA/16/2011-12

Dated: 14.08.2013

Copy to the:-

01. Director, Rural Development Department, Kashmir.
02. District Development Commissioner \_\_\_\_\_ for information.
03. OSD with Hon'ble Minister, Rural Development & Panchayati Raj.
04. Member Secretary, SEGC (MGNREGA), J&K.
05. Project Officer Wage Employment (ACD) \_\_\_\_\_ for information.
06. Pvt. Secy. to Hon'ble MoS, Rural Development & Panchayati Raj
07. Pvt. Secy. to Commr/Secretary to Govt., Rural Development Department.
08. All Block Development Officers for information.
09. Incharge Website.
10. Government order file/stock file.

  
(Nissar Ahmad Wani)  
Under Secretary to Government,  
Department of Rural Development & Panchayati Raj

**Government of Jammu & Kashmir**  
**Directorate of Rural Development Kashmir**

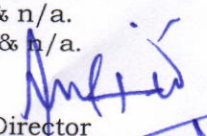
No:-DRDK/Estt/ 3719n/103

Dated: - - -2013

Copy of the above forwarded to the:-

1. Additional District Development Commissioner /PD DRDA \_\_\_\_\_ (all) for favour of information and n/a.
2. District Programme Coordinator MGNREGA (Project Officer Wage Employment / ACD (all) for favour of information and n/a.
3. Executive Engineer REW \_\_\_\_\_ (all) for information & n/a. He is requested endorse the copy of the Govt. order to all Sub-Divisions of his District.
4. District Panchayat Officer \_\_\_\_\_ (all) for information & n/a.
5. Block Development Officer \_\_\_\_\_ (all) for information & n/a.
6. Programme Officer MGNREGA \_\_\_\_\_ (all) for information & n/a.
7. Record Keeper.

8. 91c website

  
Director  
Rural Development Kashmir

**FUNCTIONS & POWERS OF PROGRAMME OFFICER (PO MGNREGA)**

The Programme Officer acts as a coordinator for Mahatma Gandhi NREGS (MGNREGS) at the Block level. The primary responsibility of the Programme Officer is to ensure that anyone who applies for work gets employment within 15 days.

**Responsibilities/Functions:** Following are the main responsibilities of Programme Officer:

- i. Preparation of Block level plans after consolidating all permissible/feasible work project proposals received from Halqa Panchayats and submitting it to the District Programme Coordinator for approval.
- ii. Getting the estimates prepared for works.
- iii. He shall initiate the proposal for issuing of work commencement authorities in favour of Panchayat Secretaries & authority for work commencement shall be issued by Block Development Officer concerned.
- iv. Issuing of Muster rolls, Measurement Books, under his seal & signatures.
- v. Monitoring and supervision of works taken up by Halqa Panchayats and other implementing agencies within the Block.
- vi. Ensuring payment of unemployment allowance in case employment is not provided on time.
- vii. Maintaining proper accounts of the funds received, released and utilized with proper book keeping.
- viii. Redressing grievances within the Block.
- ix. Ensuring conduct of social audits and follow up on required actions.
- x. Ensuring maintenance of all the required information and records of all implementing agencies such as Job Card register, Employment Register, Work Register, Gram Sabha resolution, copies of the sanctions (administrative or technical or financial), work estimates, work commencement order, Muster Roll issue and receipt register, Muster Rolls, wage payment acquaintance, materials - bills and vouchers (for

