

**GOVERNMENT OF ANDHRA PRADESH**  
**Office of the Commissioner, Rural Development**  
**2<sup>nd</sup> Floor, HUDA Hermitage Office Complex, Hill Fort Road, Saifabad, Hyderabad**

**Circular No. 555/EGS/SPM (T)/2011, date: 16-07-2011**

Sub: - MGNREGS-AP – Quality Control - certain guidelines – Reg.

Ref: - 1. This Office Circular No. 1182/EGS/PM (QC)/2008; dated 28-4-2009

2. This Office proceedings No. 1182/EGS/PM (QC)/2010, dated 2-10-2010

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One of the important objects of the MGNREG Act is creation of durable assets. Series of intervention have been taken up by the Rural Development Department on this aspect. Establishing QC wing is one of the interventions for the creation of durable assets.

Vide reference above 1 to 2 Quality Control teams were established in all the District. Each of the team is given with laptop with internet facility as part of the strengthening the QC wing.

An interface in the web for every QC team is also provided to enter the data of details pertaining to the inspections of QC teams every day.

To strengthen the QC further for effective monitoring of the work done by the QC wing and also to link up further follow up actions, the following guidelines are issued:

1. As the Horticulture and Bund plantations are given focus in MGNREGS for coming years, a team with one SQCO and JQCO shall be established at each RQCO level. The CQCO shall select one senior Agriculture / Horticulture officer and one Junior Agriculture / Horticulture officer either retired or fresh at each RQCO level. This team shall exclusively focus on quality aspects of Horticulture projects and Bund plantation project.
2. Each of the QC team in districts shall be assigned with 64 works to be inspected in each month. TCS shall make a provision in the data base for each QC team to access the information of these 64 works on last working day of the month.
3. The TCS shall provide such assigned works based on the following formulation:
  - a. The High material expenditure works - MGNREGS ---- 8 works
  - b. Long gap restarted works – MGNREGS ---- 8 works
  - c. High expenditure works - MGNREGS ---- 8 works
  - d. Low expenditure works - MGNREGS ---- 8 works
  - e. High percentage of material works- MGNREGS ---- 8 works
  - f. PIDP and closure of open well works - MGNREGS ---- 8 works

- g. Works payments made in Latest week - MGNREGS ---- 8 works
  - h. Works in progress in watersheds ---- 8 works
4. The CQCO may assign other works which are referred by the Director, EGS, Commissioner, RD and Principal Secretary, RD or any other works on his own in addition to the above works.
  5. In such case priority shall be given to the works assigned by CQCO and the remaining from the computer assigned works.
  6. The QC team shall complete the inspections to all the 64 assigned works by downloading the list through their login facility.
  7. The TCS shall provide task wise estimate quantities, estimated rate, estimate value, and expenditure quantity, rate and amount for each of the work. The details should be covered in Format – I Annexure to this circular.
  8. While capturing the observations by QC the report should not be allowed to enter the value of the work done. Only the measured quantities and rates shall be allowed to enter.
  9. While inspecting the works the QC teams shall also assess, whether the work in the specifications are followed and quality is ensured in execution. At the end of inspection each work should be assessed as very good/satisfactory/poor/rejected.
  10. The works also should be rated by the QC teams based on the purposefulness of the asset created or going to be created. Under this the rating should be given for the work whether it is useful or not useful.
  11. The QC teams should enter the data in the computer/laptop at work site only and on the same day of the Inspection before leaving the work site and upload the data to server using data card given to them.
  12. Either the Technical Assistant or Engineering Consultant or both shall accompany the QC Team for the inspection of the assigned works.
  13. Once the data is entered at work site and upload the Field inspection reports after taking acknowledgement from TA/EC's, a PDF report is automatically generated and the same will be downloaded in the MCC using printer at MCC. The signatures of the TA/EC or both who accompany the QC teams at worksite shall be obtained on the downloaded PDF reports as token of acknowledgement on the same day or preferably next day.

14. The recoveries should be automatically pushed to HRMS Server. For this purpose the TCS will link the MCC data with FTE Employee records. The recoveries emerged from QC reports shall be effected from the salaries of the concerned functionaries.
15. The CQCO shall fix up Mandal Jurisdiction to each of the QC team based on Geographical area and Potentiality. This matching and batching between mandals and QC teams given by CQCO will be used in the software for assigning of works every month.
16. The performance of the QC teams will be assessed based on their achievements of the targets and quality reporting of the information.
17. The RQCO shall check atleast 50 works inspected by the SQCOs in a month in his jurisdiction and send a report to the CQCO.
18. In case of the deviations in RQCOs report, action will be initiated on the concerned QC team.

Hence all the Quality Control teams are requested to follow the above guidelines and specifications and quality are maintained in all the works and durable assts are created.

Sd/- G. Jayalakshmi,  
Commissioner, RD

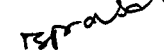
**To**

All the Quality Control teams in the State.  
The District Collectors and District Programme Coordinators, NREGS of 22 Districts.  
The Project Directors, DWMA & Additional District Programme Coordinators, NREGS of 22 districts.

**Copy to:**

The Chief Executive Officers, Zilla Parishad & Additional District Programme Coordinators, MGNREGS of 22 districts.  
The Project Directors, DRDA & Additional District Programme Co ordinators, NREGS of 22 districts.  
The Project Officers, ITDA & Additional District Programme Coordinators, MGNREGS of 08 districts.  
The Chief Quality Control Officer, MGNREGS.  
The Chief Vigilance Officer, RD.  
The Director, SSAAT, Hyderabad.  
The Special Commissioner, Watersheds, o/o CRD.  
All Special officers, O/o CRD, Hyderabad.  
All the Programme Managers of MGNREGS.  
The Web Manager, O/o CRD for placing in RD website.  
The Commissioner, Panchayat Raj Department, Hyderabad  
The Commissioner, Tribal Welfare Department, Hyderabad  
The Commissioner, APARD, Hyderabad  
The Chief Executive Officer, SERP, Hyderabad  
Sri Rayudu, SPA, NPM, SERP, Hyderabad  
Copy submitted to Principal Secretary, RD, Hyderabad for information  
Copy submitted to Principal Secretary, PR, Hyderabad for information  
All MPDOs & Programme Officers, MGNREGS of 22 districts.

// Attested //

  
S.P.M. (Tech)



