

15 May 2009

MEMORANDUM

**Sub : Implementation of Tripura Urban Employment Programme (TUEP)-
Issuance of guideline thereof.**

In order to provide employment opportunities in urban areas on a sustained basis to listed BPL families, the State Government has decided to introduce a scheme for Urban areas on the NREGA and it will be fully funded by State's own resources. The scheme is to be named Tripura Urban Employment Programme (TUEP).

2. Tripura Urban Employment Programme (TUEP) is modeled on NREGA. Its implementation guidelines shall also be similar with necessary changes to suit ground realities. Adult members of urban households will submit their names, age and address with photographs to the Urban Local Body(AMC/NPs). The Urban Local Body will register BPL households after making necessary field verification and issue Job Cards, which shall contain details of adult members enrolled and photographs. Registered persons would submit written application for work to the Urban Local Body. Per day wage shall be the notified minimum wage which is now Rs.100.00. While different line departments would assist in implementing department specific projects, the concerned Urban Local Body shall be the Nodal Agency for implementation of the scheme. At the initial stage, it has been decided to provide 50 - days' employment in a year to one adult member of each listed BPL family. Types of works that can be taken up under the scheme with technical assistance of concerned departments are listed below :

Sl.	Type of Work.
1	Garbage Collection & Disposal.
2	Cleaning of Roads.
3	Roadside Jungle Clearance.
4	Avenue Plantation.
5	Flood Protection Measures.
6	New Roads- Brick Soiling.
7	Maintenance/Beautification of Park, Playground, Water Areas, Community Services etc.
8	Routine Maintenance Works for Roads, Schools/Colleges etc.

3. The list is illustrative and not exhaustive. It will be reviewed after mid term appraisal. Type of projects, locations and list of workers will be finalised and implemented by Urban Local Bodies. Workers shall be paid wages through Post Office or Bank Account only. While opening accounts preference may be given to Post Offices, Urban Development Bank, Gramin Bank, State Co-operative Banks and other nationalized Banks.

4. Further features of the scheme are:

7 ✓ (a) **Key Stakeholders :**

- (i) Wage Seekers (Adult members of listed BPL family only).
- (ii) ULB/Line Departments.
- (iii) Ward Sabha(Selection/Registration of workers).

5 ✓ (b) **Entitlement of Work :**

- (i) 50 days in a year for a family (one family - one Job Card - 50 days work).
- (ii) Family defined - blood relations living together and having single kitchen.

5 ✓ (c) **How to get Job :**

- (i) Application for job card.
- (ii) Obtaining of job card.
- (iii) Application for work.
- (iv) Provision of work as early as possible.
- (v) Payment of wages through Post Office/Bank Account within 7(seven) days of work done.

5 ✓ (d) **Responsibilities of Agartala Municipal Council and Nagar Panchayats :**

- (i) Inviting applications for Registration through wide publicity.
- (ii) Issuing Job Card with photograph after verification.
- (iii) Cost of photograph shall be borne by Urban Local Body.
- (iv) Receiving application for work.
- (v) Planning for works.
- (vi) Providing work as early as possible.
- (vii) Ensuring payment of wage within 7(seven) days of completion of work.

- (viii) Maintenance of records.
- (ix) Convening Ward Sabha for public disclosure of details (social audit).

(e) **Transparency Measures :**

- (i) Carefully preparing Job Register.
- (ii) 100% verification of Muster Roll.
- (iii) Using numbered Muster Roll to be issued by Implementing Officer only.
- (iv) Payment through Post Office/Bank Accounts.
- (v) Conducting social audit twice a year.
- (vi) Complaint monitoring & grievance redressal.
- (vii) Vigilance & Monitoring Committee at ULB level.
- (viii) Gradual transition to computerized data base within a time frame with assistance from Director, IT and NIC.

(f) **Implementing Mechanism :**

- (i) Each ULB shall form a Cell with existing 2 Gr-C and 1 Gr-D employees.
- (ii) The Cell will be headed by the Chief Executive Officer/Executive Officer.
- (iii) A training session for these staff will be organised by Urban Development Department.
- (iv) A schedule of distribution of 50 days' work through out the year shall be prepared by the ULB.
- (v) The Cell shall be responsible for planning, execution, monitoring and reporting on implementation.
- (vi) At State Level, there shall be a Monitoring Unit in the Urban Development Department headed by Director.
- (vii) ULBs shall submit Utilisation Certificate to Directorate of Urban Development.

5. Necessary forms required to be used for implementation of the programme will be printed by Urban Development Department centrally and distributed to ULBs.

6. Implementation of the Scheme will require additional administrative expenses. Thus it is necessary to make provision of the same in the scheme itself. On the pattern of NREGA, in the proposed Scheme there shall be a provision that maximum of 3% of total allocation can be spent for administrative expenses.

7. In order to provide employment for 50 days to one member of each listed BPL family in a year. Fund needed shall be made available by Urban Development Department. ULBs may also provide fund for this scheme from their own revenue earnings.

Smt. S. Debbarma
15.5.09
(Smt. S. Debbarma)
Under Secretary
Govt. of Tripura

To

The Manager, Govt. Press, Agartala. He is requested to publish the above Memorandum in the next issue of Tripura Gazette. 100(one hundred) copies of Gazette Notification may kindly be sent to this Department in due course in Book Shape.

Copy to :

1. The Chairperson, Nagar Panchayat (except AMC, RNB, KHW, SNM, TLM).
2. The Vice-Chairperson, Nagar Panchayat (except AMC, RNB, KHW, SNM, TLM).
3. The Executive Officer, Nagar Panchayat (except AMC, RNB, KHW, SNM, TLM).

Copy also forward to:

1. The Principal Secretary to the Governor, Tripura.
2. The Principal Secretary to the Chief Minister, Tripura.
3. The PPS/PS to all Ministers
4. The SA to the Chief Secretary, Tripura.
5. The PS to the Principal Secretary/Commissioner & Secretary/Secretary.....

Smt. S. Debbarma
15.5.09
(Smt. S. Debbarma)
Under Secretary
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