



ABSTRACT

Announcement - The Tamil Nadu Urban Employment Scheme – Guidelines – Issued.

MUNICIPAL ADMINISTRATION AND WATER SUPPLY (NS) DEPARTMENT

G.O. (Ms) No.69

Dated: 13.09.2021

திருவள்ளூர் ஆண்டு 2052
பிலவ, ஆவணி-28,

Read:

From the Director of Municipal Administration, letter
Roc.No.19717/2021/UPA-2, Dated 7.9.2021

ORDER:

In the (Revised) Budget Speech for the year 2021-22, the Hon'ble Minister for Finance and Human Resources Management among others, has made the following announcement:-

"The COVID-19 pandemic has severely affected the livelihood opportunities for the urban poor and their ability to seek alternate jobs. The Dr. C. Rangarajan Committee has recommended that there is a need to create a special programme to provide wage employment to the urban poor. Accordingly, this Government will implement a wage employment scheme, on a pilot basis, to provide gainful employment to urban poor by engaging them in the creation and maintenance of public assets like parks, play fields, storm water drains, roads, buildings and rejuvenation of water bodies. This scheme will also be linked to various skill development programmes. An initial allocation of Rs.100 crore has been made for this programme in the Revised Budget Estimates 2021-22."

2. Based on this, the Hon'ble Minister for Municipal Administration, among others, has made the following announcement during the Demand for Grants of this department on the floor of the Tamil Nadu Legislative Assembly on 24.8.2021:-

"நகர்ப்புர ஏழைகளின் வாழ்வாதாரத்தை உயர்த்தும் நோக்கில் ரூ.100 கோடி மதிப்பீட்டில் "நகர்ப்புர வேலை வாய்ப்புத் திட்டம்" என்ற திட்டம் பெருநகர சென்னை மாநகராட்சியில் இரண்டு மண்டலங்களிலும், ஏனைய மாநகராட்சிகளில் தலா ஒரு மண்டலமும், 7 நகராட்சி நிர்வாக மண்டலங்களில்

தலா ஒரு நகராட்சி என 7 நகராட்சிகள், 37 மாவட்டங்களில் தலா ஒரு பேரூராட்சி வீதம் 37 பேரூராட்சிகளிலும் இத்திட்டம் இவ்வாண்டு செயல்படுத்தப்படும்."

3. In the letter read above, the Director of Municipal Administration has furnished the draft Guidelines for the Tamil Nadu Urban Employment Scheme.

4. The Government after careful examination of the proposal of the Director of Municipal Administration have decided to accept the same and approve the Guidelines as annexed to this order for the Tamil Nadu Urban Employment Scheme.

5. This order issues with the concurrence of Finance Department vide its No.2966/FS/2021, dated 11.9.2021.

(BY ORDER OF THE GOVERNOR)

**SHIV DAS MEENA
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT**

To

To

The Principal Secretary / Commissioner,
Greater Chennai Corporation, Chennai-3.

The Director of Municipal Administration,
Chennai-28.

The Commissioner of Town Panchayats,
Chennai-28.

Copy to

The O/o. the Hon'ble Chief Minister, Chennai-9.

The O/o. the Hon'ble Minister for Municipal
Administration, Chennai-9.

The O/o. the Hon'ble Minister for Finance and HR
Management, Chennai-9.

The Managing Director,

Tamil Nadu Corporation for Development of Women, Chennai

The Managing Director, Tamil Nadu Skill Development Corporation,
Chennai

The Finance Department,
Chennai-9.

All the District Collectors.

The Senior Private Secretary to Additional Chief Secretary to Government,
Municipal Administration and Water Supply Department,
Chennai-9.

The Municipal Administration and Water Supply (OP2) Department,
Chennai-9.

//Forwarded by order//

(Signature)
13/9/21

Section Officer

ANNEXURE

TAMIL NADU URBAN EMPLOYMENT SCHEME

1. Background

One of the key recommendations of the High Level Committee on the Economic Impact of COVID-19, headed by Dr.C.Rangarajan, is the urgent need to introduce a "Wage Employment Programme" for Urban Poor to create employment opportunity through provision of daily wages. The Vision Document for a New Dawn also envisages extension of the Wage Employment Programme to Urban areas. Though the report of the High Level Committee relates to mitigating the adverse impact of

COVID-19, the recommendation of the Committee is still relevant to improve the livelihood of Urban Poor and to provide a safety net against loss of job. As per the BPL survey conducted in ULBs during the year 2015 by Commissionerate of Municipal Administration for the implementation of Urban Poverty Alleviation Scheme the urban poor constitute nearly 38% of the total population.

2. Objectives and Goals

The primary objective of the scheme is to enhance livelihood opportunities in the urban areas by providing or enabling employment to every household whose adult members seek to do unskilled, semiskilled and skilled work. Creation of infrastructure, such as natural resource management works, flood mitigation works and the works for protection of the environment and greening of urban space; increasing urban consumption expenditure; promoting social and gender equity; and empowerment of women are important supplementary objectives. The major goals aimed are;

- i) Improving Livelihood and Social Security by increasing employment opportunities.
- ii) Facilitating employment opportunities appropriate to the skill levels.
- iii) Creation and maintenance of Public Assets.
- iv) Greening and protection of the environment.
- v) Undertaking works related to natural resource management.

3. Applicability and Selection Criteria

The scheme will be implemented in two zones in Greater Chennai Corporation, one zone each in 14 Corporations, one Municipality each

in 7 Regions (7 Municipalities) and one Town Panchayat each in 37 Districts (37 Town Panchayats) in Tamil Nadu during the year 2021-22.

In respect of GCC and other Corporations, zones will be selected based on prevalence of poverty and gap in infrastructure facilities / basic amenities. The Municipalities will be selected based on prevalence of poverty, vicinity to rural area and lack of infrastructure facilities/ amenities. Town Panchayats will be selected based on scope and character of the town panchayats within the district (ie.) less urbanized town panchayats will be given priority.

4. Key Features of the Scheme

- a) It is a wage employment scheme fully funded by Government of Tamil Nadu
- b) Employment seekers will be enumerated and categorized as unskilled, semiskilled and skilled workers.
- c) The employment seekers from every household will be registered and given a Job card.
- d) Job card holders can apply for employment in their respective ULB.
- e) Women will be given priority in providing wage employment. Not less than 50% of the total persondays will be earmarked for women.
- f) For unskilled and semiskilled works, women and men are entitled for equal wages.
- g) The workers will be given specified wages which will be fixed through a proper time and motion study. Wages will be paid to the workers based on the outcome of the work indicated as against approved / notified daily wage rate.
- h) The workers will receive wages once in a week. In any case, it will be the responsibility of the Programme Implementing Officer to ensure payment of wages within a maximum of 15 days. All payments will be made through e-FMS only.
- i) A grievance redressal mechanism shall be established to ensure accountability.
- j) There will be an Online Management Information System to monitor the implementation of the scheme.

5. Registration and Issue of Job Card

- a) All adult members of the household can register for the scheme and apply for employment.
- b) Must be a resident of the ULB concerned. (the Proof of residence "Aadhar / Ration card / EPIC card")
- c) Must be between 18 and 60 years of age.

- d) Application can be made to the ULB. The application for registration must be submitted at ward level in Corporations, specified places in municipalities and at the respective offices of Town Panchayats.

6. Project Implementation Mechanism

6.1 Scheme Implementing Officer

The respective Zonal Officers / Assistant Commissioners in each Corporation/ Commissioners in Municipalities/ Executive Officers in Town Panchayats shall be the scheme implementing officer. They will be responsible for execution of the scheme right from registration of the household members, issuing of Job cards, formulation of Annual Action Plan, processing the request for employment, providing employment, execution of work, timely payment of remuneration to the workers, creation of assets, etc.,

6.2 Assistant cum Data Entry Operator

Each Urban Local Body may engage Assistant cum Data Entry Operator(s) to render secretarial assistance to the Scheme Implementing Officer. The requirement of Data Entry Operators will be decided by Commissioner, GCC / CTP / DMA, as the case may be.

6.3 Technical Wing

Preparation of estimates, according technical sanction, execution of work, measurement and check measurement, preparation of bill etc., shall be done at the appropriate level in tune with the value of the project by the technical personnel of the ULB.

6.4 Planning

Each ULB should prepare and submit an Annual Action Plan (AAP) for the financial year. The AAP shall be approved by the respective ULBs. The Annual Action Plan should include the following:

- a) List of works with break-up of labour and material component.
- b) Assessment of labour demand and details of individual works.
- c) Detailed Plan of Action to provide employment in accordance with the labour demand.

6.5 Procedure to be adopted during planning

Stakeholders consultation can be carried out at ward level as the first step towards preparation of the Annual Action Plan in a meaningful way. It will also help in identifying the works which can be taken up

under the scheme and which are also relevant to the development of the area. The list of works will be compiled at the ULB level. The works may be taken up based on the usefulness of the work, employment demand and availability of funds.

ULB level meetings should be organized to discuss the Annual Action Plan. This meeting will discuss, (i) Annual Action Plan and (ii) the training needs related to implementation. After considering the recommendations, the Council of the respective ULB will approve the Annual Action Plan.

The Annual Action Plan of the ULBs shall be submitted to the Deputy Commissioners of Greater Chennai Corporation, Commissioners of other Corporations, Regional Directors of Municipal Administration and Assistant Director of Town Panchayats with the approval of the respective ULBs for onward transmission to the respective State Level Program Coordinator for vetting and approval.

6.6 Wage to Material Ratio

The wage to material ratio of the works undertaken under TNUES shall generally be 60:40. This means that the wage component should not be less than 60%. The wage to material ratio will be maintained at ULB level. This will give flexibility in selection of works.

Each work will be provided with a unique work ID to avoid duplication and for easy follow-up.

7. Works Permitted Under TNUES

The following categories of works can be taken up under TNUES for execution by the ULBs:-

A) Natural Resource Management (NRM) Work

- i) Recharge pits / Recharge Structures
- ii) Formation of Percolation Ponds
- iii) Restoration of Ponds
- iv) Desilting and bund strengthening of ponds / kulam /channels
- v) Avenue Plantation
- vi) Roadside Plantation
- vii) Canal Side Plantation
- viii) Block Plantation
- ix) Nursery raising

B) Flood Control

- i) Deepening, desilting and repair of flood / drainage channels including storm water drains

- ii) Formation of drainage channel in water logged areas
- iii) Formation of link-drains / intermediate drainage channels

C) Other Works

- i) Individual / Community Soak-Pits.
- ii) Operation and Maintenance of Micro-compost Centres and Resource Recovery Centres
- iii) Development of Parks / Playfields
- iv) Formation and maintenance of foot paths / pedestrian walk way
- v) Formation of traffic islands

8. Execution of Works

8.1 Muster Roll: Muster Roll is one of the most important documents in TNUES. Muster Roll (Machine numbered) shall be assigned for the work before commencement of the work for taking attendance.

Separate muster rolls should be used for each week (6 working days). Muster rolls must be available in the workplace and attendance must be recorded in real time in due course.

The Muster Rolls shall be kept by the scheme implementing officer as part of the ULB records in the work file. The details of the Muster Rolls issued for the works shall be kept in the register of the ULB. Only the job card holder is entitled to do the work. An "app" based e-muster roll should be developed for taking daily attendance at the work site.

8.2 Mate: A Mate is one among the workers who shall be trained and assigned by the ULBs to oversee the activities, record the attendance and organize the work. Each ULB should ensure that adequate Mates are identified and trained in each Municipality so that they can be assigned work in rotation. No Mate should be permitted to work for more than a month continuously to avoid the issue of permanency at a later stage.

The Mate to Worker Ratio shall be 1: 50. If a workplace has fewer than 50 workers, one worker shall be engaged from the work force and assigned to perform the Mate's job. If there are more than 60 workers, one more person from among the workers may be engaged.

Records of the Muster Roll shall be maintained by the Mate. No corrections should be made in the Muster roll. The Mates are entitled to receive the full wages at the daily wage rate notified for the purpose of the scheme.

8.3. Project Initiation

Before starting any work under TNUES, the following activities shall be undertaken at the work site:

- a) Project initiation meeting should be held with all the workers on the site. The workers should be explained about the details of the work, the quantum of work to be carried out, notified wage rate, the system of payment of wages, etc.,
- b) The standard output which is expected from the workers to be entitled to receive the maximum notified wage should be explained, if possible with a field level demonstration.
- c) Workers may be divided into cohesive groups of 5-10 persons for easy execution, monitoring, measurement of work and for proper calculation of wages

9. Various Stake Holders of the Scheme

I) Stakeholders group at ward level

The role and responsibilities of the stakeholders group are as follows:

- a) Identification and prioritization of works to be taken up within the ward.
- b) Dissemination of information about the various projects available in the Ward to the intending job card holders

II) ULB Council

The role and responsibilities of the ULB Council are as follows:

- a) Planning of various activities suitable to the area.
- b) Receipt, verification and processing of the applications for registration.
- c) Receipt of requests for job.
- d) Timely grant of administrative and technical sanctions.
- e) Execution of works.
- f) Maintenance of documents and records.
- g) Ensuring prompt Grievance redressal.

III) Regional Programme Coordinators

The Regional Programme Coordinator for Tamil Nadu Urban Employment Scheme will be the Regional Deputy Commissioners of Greater Chennai Corporation/ Assistant Commissioner of Corporations / Regional Directors of Municipal Administration / Assistant Directors (Town Panchayat).

Duties and Responsibilities:

- a) Monitor the implementation of the scheme in their jurisdiction.
- b) Co-ordination, supervision and evaluation of the project implementation in their respective areas.
- c) Oversee the timely preparation of Annual Action Plan by the ULBs.
- d) To submit monthly progress reports to the Commissioner of Greater Chennai Corporation / Director of Municipal Administration/ Commissioner of Town Panchayats.
- e) Coordination of Information, Education and Communication activities.
- f) To ensure proper administration of Grievance redressal measures by the ULBs.

IV) State Level Programme Coordinators

The Commissioner of GCC, DMA and CTP will be the State Level Programme Coordinators. They will be responsible for the implementation of the scheme at the State level. The functions of the State Level Programme Coordinators are as follows:

- a) Provide necessary funds for the implementation of the scheme by the ULBs / Zones.
- b) Evaluation of the project performance at the field and make suggestions for Policy interventions.
- c) Identification and establishment of a network of professional agencies / NGOs/ CBOs for obtaining technical assistance to improve the quality of scheme implementation.
- d) Periodic review of project implementation and organizing frequent field inspections.
- e) To provide appropriate training to the implementing officials and members of CBOs/NGOs for effective implementation of the scheme.
- f) Establishment and maintenance of a web based Management Information System.
- g) Overall monitoring, supervision and control of scheme implementation.
- h) Preparation of Annual Report.

V) State Level Review & Monitoring Committee (SLRMC)

The committee will be chaired by the Additional Chief Secretary to Government, MA&WS Department. The Commissioner, Greater

Chennai Corporation, the Commissioner of Town Panchayats, the Director of Municipal Administration, the Managing Director, TNCDW, the Managing Director, Tamil Nadu Skill Development Corporation, Representative from Finance Department and Planning & Development Department will be members of this committee.

Role and responsibilities of SLRMC are as follows:

- a) Quarterly review of the scheme implementation and take appropriate interventions to improve the implementation of the scheme.
- b) To decide on new types of activities that can be taken up under the Scheme.
- c) Approval of the Annual Report on the implementation of the scheme

10. Funding Pattern

Out of the total budgetary allocation, 85% of the amount will be earmarked to various agencies viz., GCC, other 14 Corporations, Municipalities and Town Panchayats. Remaining 15% of the amount will be retained at the state level as reserve fund and will be released based on need and performance of the ULB.

Funds will be allocated among Corporations, Municipalities and Town Panchayats based on population, area, other requirements and capacity to utilise funds, by a committee headed by Additional Chief Secretary (MAWS) and comprising of Additional Chief Secretary (Finance) or his representative, Commissioner of Greater Chennai Corporation, Director of Municipal Administration and Commissioner of Town Panchayats as members.

The amount sanctioned by the Government will be drawn by the DMA and it will be released to GCC, CTP and to the Urban Local Bodies under the control of Director of Municipal Administration.

11. Survey, Training and IEC Activities

A Survey will be done by the ULBs to enumerate the beneficiaries. The outcome of the survey will be a fulcrum to issue job card. The survey details will be useful to finalize Annual Action Plan. The data base of the survey will be maintained in a separate portal which will be developed exclusively for this purpose. The survey will be carried out periodically to update the data.

Being a new scheme, there is a huge need for dissemination of the key features of the TNUES to all the stakeholders. A variety of information and communication techniques can be utilized for this purpose. Special efforts need to be taken by the State Level Programme Coordinators through Zonal Officers / Assistant Commissioners, RDMA's, Commissioners, and AD (TPs) to disseminate the registration process, identification of works, preparation of muster roll, wage disbursement etc.,

Initiatives should be taken to spread the salient features of TNUES directly in the colonies and slums through all communication modes including inter personal communication, making use of the services of Community based organisations / Non Governmental Organisations (NGOs)/ Youth Volunteers, etc.

All the officials involved in the scheme implementation shall be given appropriate training. The Tamil Nadu Institute of Urban Studies at Coimbatore should prepare the training module for each category. The survey, data entry and training to the stakeholders involved in the implementation of the scheme may be carried out utilising the funds earmarked for IEC, Capacity Building & Training and Administrative Cost.

12. Monitoring

Information Technology based tools will be used to monitor the implementation of the scheme at various levels. E-muster roll, Geo-tagging of assets created, e-payments, etc. will be carried out.

Review and monitoring format will be prepared and circulated to effectively monitor the implementation of the scheme at various levels. The State Level Programme Coordinators shall prescribe review and monitoring format and circulate to all scheme implementing officers for effective monitoring of scheme implementation.

13. The Additional Chief Secretary to Government, Municipal Administration and Water Supply Department is empowered to modify the guidelines of Tamil Nadu Urban Employment Scheme whenever necessary in consultation with Commissioner, Greater Chennai Corporation, Commissioner of Town Panchayats and the Director of Municipal Administration.

**SHIV DAS MEENA
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT**

//True Copy//


Section Officer

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