



No.3-19/RD/MGNREGA/ Ombudsman/2022-23 /4095

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

ग्रामीणविकास पंचायतीराज संस्थान एवं शहरीस्थानीय निकाय निदेशालय

Directorate of RD, PRIs and Urban Local Bodies

(Nodal Department of MGNREGA)

Port Blair/पोर्टब्लेयर

Dated 16/12/2022

To

The Chief Editor  
Government Press  
Port Blair  
A&N Islands

Subject: Appointment of Ombudsman under MGNREGA -reg.

Sir,

I am directed to inform that the Ministry of Rural Development has instructed this Directorate for selection of Ombudsman under MGNREGA for redressal of grievances and disposal of complaints relating to implementation of the MGNREGA.

Therefore it is requested to kindly publish the attached Press Note to invite application for the post of Ombudsman under MGNREGA in the Daily Telegram for two consecutive days.

**Yours Faithfully,**

**Encl: A/A**

**Assistant Director (RD/Panch)**



No.3-19/RD/MGNREGA/ Ombudsman/2022-23/4093

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16/12/22

### **PRESS NOTE**

Applications are invited for the post of Ombudsman under MGNREGA in Directorate of RD, PRIs & ULBs to establish a system for redressal of grievances and disposal of complaints relating to implementation of the MGNREGA under the District.

**Name of Post: - Ombudsman**

**No of Post: - 02 (01 for N&M Andaman District & 01 for Nicobar District)**

**Eligibility / Criteria**

1. The candidate should have atleast **Ten years** of experience in public administration, law, academics, social work or management.
2. Experience in working with people or community organization shall be a mandatory qualification.
3. Age limit: below 64 years.

**Terms and Conditions:-**

1. No persons who are a member of political party shall be considered for appointment as Ombudsman, each person shall be required to file a declaration to this effect along with the application.
2. The Persons selected as Ombudsman must be physically active and capable of conducting field tours, inspection and visits to remote locations in the district.
3. The Ombudsman shall be appointment for tenure of 2 years extendable not more than twice by one year each based on performance appraisal process or till the incumbent attains the age of 68 years whichever is earlier.
4. On unsatisfactory performance, the Ombudsman shall be removed by the State Government on the recommendation of the Selection Committee.

**Remuneration:-**

The Ombudsman shall be allowed sitting fees of Rs.2,250/- (Rupees Two Thousand Two Hundred & Fifty only) per sitting with maximum upper limit of Rs. 45,000/- (Rupees Forty Five Thousand only).

Sitting means per day functioning, irrespective of number of cases handled and its duration in terms of working hours. A sitting could be for a part of a day also. All sittings should be properly documented and should be justified by the work discharged. The frequency of sitting by Ombudsman shall be need based and cannot be fixed. The place of sitting may be decided by the Ombudsman taking into consideration the convenience of MGNREGS workers concerned.

**Last Date of Receipt of application: - 10<sup>th</sup> Jan 2023 in the office of the Directorate of RD, PRIs & ULBs, Marine Hill, Port Blair.**

**Job Description:-**


1. Receive complaints from MGNREGA workers and other on any matters such as:

- a) Any person who has grievances against the MGNREGA Authority may himself or through his authorized representative make a complaint against the MGNREGA authority in writing to the Ombudsman or to any MGNREGA authority superior to the authority compliant against.
  - b) Consider such complaints and facilitate their disposal in accordance with law.
2. To be responsible for the conduct of business in his/her office.
  3. To maintain confidentiality of any information or document coming into his knowledge or possession in the course of discharging his duties and not disclose such information or document to any person expected with the consent of the person furnishing such information or document to any person expect with the consent of the person furnishing information such information or documents; provided that nothing in this clause shall prevent the Ombudsman from disclosing information or documents furnished by a party in a complaint to the other party or parties to the extent considered by him to be reasonable required to comply with principles of natural justice and fair play in the proceedings.
  4. To send monthly reports to the Chief Secretary and Secretary, State Nodal Department recommending appropriate action. The report shall specially highlight cases where action needs to be taken against hearing MGNREGA functionaries for their failure to redress the grievance. The report will be accompanied with primary evidence needed to initiate action against the delinquent persons.
  5. To furnish a report every year containing a general review of activities of the office of the Ombudsman during the preceding financial year to the Chief Secretary and the Secretary, State Nodal Department along with such other information as may be considered necessary by him in the annual report. The Ombudsman, on the basis of grievances handled by him will review the quality of the working of the MGNREGA authorities and make recommendations to improve implementation of MGNREGA. The report shall be put on the MGNREGA website.
  6. To compile a list of 'awards' passed by it between April and March of each financial year in respect of every MGNREGA Authority complained against and report it to the Chief Secretary of the State and the State Nodal Department. Text of award shall also be put on the MGNREGA website.

### **Disposal of Complaints**

1. On receipt of the complaint, Ombudsman may refer the complaint to the appropriated MGNREGA Authorities for disposal within 7days. In the vent of failure of the MGNREGA Authority to dispose the complaint, the matter may be taken up by the Ombudsman for disposal.
2. The Ombudsman shall cause a notice of the receipt of any complaint along with a copy of the complaint to send to the MGNREGA Authority complained against.
3. All cases not involving complicated questions of fact or law shall be disposed within 15days. Other cases may be disposed within 45 days.
4. When facts of the case are admitted by the parties, the Ombudsman shall dispose the case in accordance with law.

The application should submit as per the format placed at Annexure "A" address to the Directorate of RD, PRIs & ULBs, Marine Hill, Port Blair with supporting documents such as an self-attested passport size color photograph, experience certificates etc.

  
**Assistant Director**  
(O/o Directorate of RD, PRIs & ULBs)



**APPLICATION FORMAT**

**1. Personal Information**

- 1.1 Name:
- 1.2 Age (as on.....) (attach date of birth certificate):
- 1.3 Address for correspondence:
- 1.4 Permanent Address (attach proof of residence):
- 1.5 Are you medically (Physically & Mentally) fit to conduct field visits?  
(attach a medical fitness certificate):
- 1.6 Whether member of political party? (attach a personal affidavit  
certified by a notary public):
- 1.7 Whether convicted/charge sheeted in a criminal case? (attach a  
personal declaration certified by a notary public):
- 1.8 Do you have responsibility of implementing MGNREGA in any  
capacity?

**2. Professional Information**

- 2.1 Highest educational qualification (attached copy of certificates attested  
by a gazette officer):
- 2.2 Total no. of years of work experience (attached copy of certificates  
attested by a gazette officer):
- 2.3 Field of experience:
- 2.4 Last Post/Position held, if any:
- 2.5 Member of any society/professional body, if any (give details):

**3. Declaration**

It is certified that above information furnished by me are correct. I have gone through the advertisement and the "Instruction on Ombudsman" issued by the Govt. of India and understand that this is a part time work and all functions are to be carried out within the purview and confines of the MGNREGA Act, Rules and Schemes framed there under and operational guidelines issued by Govt. of India from time to time.

**Signature of Applicant**

**Name of the Applicant**

Place:  
Date: