

GOVERNMENT OF ANDHRA PRADESH  
OFFICE OF THE COMMISSIONER, PR&RD,  
PVS ICON, 2<sup>ND</sup> FLOOR, TADEPALLI, GUNTUR- 522501

No. PRR05-16021(32)/4/2021-EGS VIG SEC-CORD Dt.28/04/2021

NOTIFICATION.

MGNREGS, Andhra Pradesh invites applications from the interested and eligible candidates to work as 'OMBUDSPERSON' in YSR Kadapa, SPSR Nellore and West Godavari Districts of Andhra Pradesh. For details visit [www.nrega.ap.gov.in](http://www.nrega.ap.gov.in).

P. Chinnatathaiah

for Commissioner,  
Panchayat Raj & Rural Development.

ఆంధ్ర ప్రదేశ్ ప్రభుత్వము.

కమీషనరు, పంచాయతీరాజ్ మరియు గ్రామీణాభివృద్ధి శాఖ వారి కార్యాలయము,  
పి.వి.ఎస్. ఐకాన్, 2 వ అంతస్తు, తాడేపల్లి, గుంటూరు - 522 501.

No. PRR05-16021(32)/4/2021-EGS VIG SEC-CORD తేది: 28/04/2021

ప్రకటన

మహాత్మా గాంధీ జాతీయ గ్రామీణ ఉపాధి హామీ పథకం, ఆంధ్ర ప్రదేశ్ నందు వై.ఎస్.ఆర్  
కడప, ఎస్.పి.ఎస్.ఆర్. నెల్లూరు, మరియు పశ్చిమ గోదావరి జిల్లాలలో 'అంబుడ్స్ పర్సన్' గా  
పనిచేయుటకు ఆసక్తి గల అర్హులైన అభ్యర్థులనుండి దరఖాస్తులు ఆహ్వానించ బడుచున్నవి.  
వివరములు [www.nrega.ap.gov.in](http://www.nrega.ap.gov.in) ను చూడగలరు.

P. Chinnatathaiah

కమీషనరు వారితరపున

పంచాయతీరాజ్ మరియు గ్రామీణాభివృద్ధి శాఖ

### BIO - DATA OF THE CANDIDATE

1	Name with surname in capital letters	:	
2	Date of birth & Age (as on 01-05-2021) (attach proof of date of birth)	:	
3	Category	:	SC/ST/BC-A/BC-B/BC-D/BC-E/OC (Strike out which is un necessary)
4	Address for correspondence	:	
5	Mobile Number and e-mail ID	:	
6	Permanent address (attach proof of residence)	:	
7	Whether medically (physically & mentally) fit to conduct field visits? (attach a medical fitness certificate)	:	
8	Whether member of a political party? (attach a personal affidavit certified by a notary public)	:	
9	Whether convicted/charge sheeted in a criminal case? (attach a personal declaration certified by a notary public)	:	
10	Do you have responsibility of Implementing MGNREGA in any capacity?	:	
11	Professional Information	:	
12	Highest educational qualification (attach copy of certificates attested by a gazetted officer)	:	
13	Total no. of years of work experience (attach copy of certificates attested by a gazetted officer).	:	
14	Field of experience in years Public administration/ Law/Academic/ Social Work/ Management/Any other (specify)	:	
15	Last post/position held, if any	:	
16	Member of any society/professional body, if any (give details)	:	
17	District for which applied for	:	

**N.B:-Attachments for Col.Nos. 2,7,8,9,12,13 & 14 are mandatory and application will be disqualified without them.**

**Declaration:**

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

Place:

Date:

Signature of the applicant:

Name of the applicant:

DETAILS OF NOTIFICATION

Note: A. Last date to receive the applications is : 06-05-2021

B. Applications can be sent through the e mail- commissioner@dap@gmail.com

1. No. of Ombudsman required for each district:

Sl No.	Name of the District	No. of Ombudsman Required
1	West Godavari	01
2	SPSR Nellore	01
3	YSR Kadapa	01
Total		3

2. Qualifications required:

Eminent standing and impeccable integrity with at least Ten years of experience in public administration, law, academics, social work or management. Experience in working with people or community organization shall be a mandatory qualification. Preference may be given to a person who is a resident of the same or neighboring district.

3. Method of Recruitment:

Applications shall be invited through open advertisement as per the pro-forma prescribed by the State Government. The Selection Committee shall prepare a district-wise panel of suitable candidates for consideration for appointment as Ombudsman and rank them in order of preference. No written test or examination shall be conducted while an interview and an internal marking system should be evolved by the Selection Committee to rank candidate in order of preference.

4. Tenure and termination:

a. The Ombudsman shall be appointed for a tenure of 2 (two) years extendable by not more than twice by one year each based on a performance appraisal process or till the incumbent attains age of 68 years, whichever is earlier. There shall be no reappointment.

b. The Ombudsman may be terminated by the State Government on the recommendation of the Selection Committee. The Selection Committee shall record the reasons for its recommendation. Such recommendation shall be made to the Chief Secretary of the State Government who shall pass appropriate orders. An Ombudsman, may

by serving one month notice, relinquish the work of Ombudsman.

5. Remuneration:

a. Subject to any notification by the State Government, the Ombudsman shall be allowed remuneration, in the form of a fee, of Rs 1,000/- (One thousand only) per sitting with maximum upper limit of Rs. 20,000/- (Twenty thousand only) per month (or) as decided by the Committee.

b. 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.

6. Allowances:

TA/DA at rates admissible to Class-I Officers of the State Government may be allowed. In case of no such uniform rate are available, the State Government may fix rates for the purpose. The State Government may provide a vehicle from its local pool to the Ombudsman for official purpose as per need. In case of the Ombudsman travels in his/her own or hired vehicle for official purpose, the district authorities may reimburse the cost of travel, at the rates fixed by the State Government.

7. Office Accommodations:

Technical and administrative support will be provided by the DRDA or any other body specified by the State Government in this behalf. All necessary support to enable the Ombudsperson to carry out the assigned functions, including support staff, office equipment, complaint box, and telephone helpline etc., shall be provided to the Ombudsperson by the district authority specified by the State Government. The State Government shall provide necessary legal support to cases in Courts relating to actions taken in official capacity by the Ombudsperson

8. Location of the Office of Ombudsman:

As far as possible the Ombudsman shall be provided with a room at the Office of PD,

DWMA Office. In case of non availability of sufficient office accommodation, with the approval of the Commissioner, Rural Development, a rented room may be taken and its monthly rent and other charges as fixed by the Commissioner, Rural Development shall be paid by the PD, DWMA of the district, from out of 6% Admin component.

9. Powers and Responsibilities:

a. Receive complaints from MGNREGA workers, beneficiaries and others on any matters specified in clause 9 (MoRD guidelines) either at office or in the field. i.e. A Complaint pertaining to any one or more of the following subjects alleging deficiency in the implementation of the MGNREG Scheme may be filed with the Ombudsman.

- i. Gramasabha meetings and their record keeping
- ii. Registration of households and issue of Job Cards
- iii. Custody of Job Cards
- iv. Demand for work
- v. Issue of dated acknowledgement receipt against application for employment
- vi. Payment of wages
- vii. Payment of unemployment allowance
- viii. Payment of compensation for delayed wage payments
- ix. Discrimination on the basis of gender
- x. Work site facilities
- xi. Measurement of work
- xii. Quality of work
- xiii. Usage of labour displacing machines
- xiv. Engagement of contractors
- xv. Operation of accounts in the Banks/Post Offices of wage seekers
- xvi. Registration and disposal of complaints
- xvii. Verification of Muster Rolls
- xviii. Inspection of documents (work files, M. Books)
- xix. Use of funds
- xx. Release of funds
- xxi. Any fraudulent activity brought out by Social Audit
- xxii. Maintenance of Record at field level
- xxiii. Deprivation of any entitlement assured in the Act/Schedule

Note: State Nodal Department (Commissioner of Rural Development) may include any other ground on which a complaint may be filed with the Ombudsman.

b. Consider such complaints and pass awards within 30 days from the date of receipt of complaint. For this purpose, he/she may request MGNREGA authority to provide any information or furnish certified copies of any document relating to the subject matter of the complaint which is or is alleged to be in

his/her possession; provided that in the event of failure of such authority to complain with the requisition without any sufficient cause, the Ombudsman may, if he/she deems fit, draw the inference that the information, if provided or copies if furnished, would be unfavorable to the concerned MGNREGA authority.

c. Issues direction to the concerned MGNREGA Authority (Assistant PD/Programme Officer) for conducting spot investigation wherever required.

d. Initiate proceedings Suo motu in the event of any circumstance arising within his/her jurisdiction that may cause any grievance including on issues related to delayed payment of wages or non payment of unemployment allowance as recorded in the MIS.

e. Engage experts for facilitating the disposal of the complaint.

Whenever technical support is required to dispose the complaint, the Ombudsman shall give the requirement to the District Collector/DPC, MGNREGS under copy to PD, DWMA. The required experts from out of serving Government employees of the district will be made available by the District Collector/DPC for specific complaint for specific period.

f. Direct/suggest redressal, disciplinary and corrective actions, by way of passing an award.

g. Report his/her awards to the District Collector & District Programme Co-ordinator (DPC) of the District and the Commissioner, Rural Development and Principal Secretary, Rural Development. Wherever Ombudsman feels the need to do so he/she may mark a copy to the Chief Secretary. The District Collector & DPC, MGNREGS will implement the award, basing on merits and strictly as per guidelines and service rules etc. The report will be accompanied with primary evidence needed to initiate action against the delinquent persons.

h. The Ombudsman shall

i. Ensure proper processing of complaints and grievances made or reported.

- ii. Maintain confidentiality of any information or document coming into his/her knowledge or possession to the extent to be reasonably required to comply with the principles of natural justice and fair play in the proceedings.
- iii. Send a quarterly report to the Chief Secretary and Principal Secretary and State Nodal Department (Commissioner), Rural Development Department recommending appropriate action. The report shall specifically highlight cases where action needs to be taken against erring MGNREGS functionaries. The report will be accompanied by primary evidence needed to initiate action against the delinquent persons.
- iv. Furnishing a report every year containing a general review of activities during the preceding financial year to the Chief Secretary and Principal Secretary, Rural Development and State Nodal Department (Commissioner, Rural Development) along with such other information as may be considered necessary by him/her. The report shall be displayed on the MGNREGA Website.
- v. Yearly review of the functioning of Ombudsman shall be made at the level of the Chief Secretary/Principal Secretary, Rural Development.

10. Procedure for filing the complaint:

- a. Any person(s), who has a grievance against the MGNREGA authority or beneficiary may, himself or through his authorised representative, make a complaint against a MGNREGA authority or beneficiary in writing to the Ombudsman or to any MGNREGA authority superior to authority complaint against. Complaints addressed to Ombudsman but received by MGNREGA authority shall be forwarded to the Ombudsman concerned.
- b. The complaint shall be duly signed by the complainant or his authorised representative if any and shall state clearly the name and address of the complainant.
- c. A complaint made through electronic means shall also be accepted by the Ombudsman. The printout of the complaint shall be signed by the complainant in the presence of Ombudsman.
- d. No complaint to the Ombudsman shall lie if the complaint has the same subject matter or is directly and substantially same as the complaint which has already been disposed off by the office of the Ombudsman in any previous proceedings.



- e. No complaint made to the Ombudsman shall be take cognizance of, on any issue which has been or is the subject matter of any proceeding in any Suit, appeal, revision, reference or Writ before any Court, Tribunal or High Court.
- f. A dated receipt shall be issued to every complaint as soon as the complaint is received.
- g. The Ombudsman shall not be bound by any legal rules of evidence and may follow such procedure that appears to him/her to be fair and proper in accordance with the principles of natural justice.

#### 11.Disposal of Complaint:

- a. On receipt of the complaint Ombudsman may refer the complaint to the appropriate MGNREGA authority (Project Director, DWMA / Programme Officer) for disposal within seven (7) days. In the event of failure of the MGNREGA authority (Project Director, DWMA / Programme Officer) to dispose of the complaint the matter may be taken up by the Ombudsman for disposal.
- b. When facts of the case are admitted by the parties, the Ombudsman shall dispose the case in accordance with the requirements of the MGNREG Act, Rules and Guidelines.
- c. If the facts are not admitted by the parties in a case, Ombudsman may pass an award after affording the parties reasonable opportunity to present their case. Ombudsman shall be guided by the evidence placed before him/her by the parties, the reports of social audits, if any, the provisions of MGNREG Act and Scheme and practice, directions, and instructions issued by the State Government or the Central Government from time to time and such other factors which in his/her opinion are necessary in the interest of justice.
- d. The Ombudsman may conduct a spot investigation in case it is required, to enable the matter to be disposed of satisfactorily; A spot investigation shall be conducted with advance notice to all parties and to the local Gram Panchayat.
- e. However, if the Ombudsman is of the view that a surprise inspection is essential to unravel the truth, he/she may visit the spot after informing the Programme Officer of the location. .

- f. Ombudsman shall attend the public hearing of social audit as far as practicable and suo moto take on file all cases where due entitlements are not provided for disposal as per these guidelines.
- g. Ombudsman shall direct the concerned MGNREGA authority (Project Director, DWMA / Programme Officer) regarding performance of its obligations under the MGNREG Act and recommendations regarding expediting delayed matters, taking of disciplinary and punitive action against erring persons, etc. except imposition of penalties under the MGNREG Act.
- h. If a complaint is found to be false, frivolous, malicious or vexatious, the Ombudsman shall, for reasons to be recorded in writing, dismiss the complaint and recommend action against the complainant.
- i. A copy of the award shall be sent to the complainant, the MGNREGA authority complained against and the DPC.

NOTE: When the aggrieved person appeals to the Appellate Authority, the award given by Ombudsman shall be kept in abeyance until the final decision of Appellate Authority is passed.

12. Territorial Jurisdiction:

- a. The State Government shall specify the territorial jurisdiction of each Ombudsman in terms of Blocks/Mandals in case of more than one Ombudsman is in a district.
- b. In case an Ombudsman is unavailable for any reason in a district, including simple leave of absence, an Ombudsman of an adjoining district may be given all or any of the work of the district as may be specified.
- c. In case of termination or relinquishment, Ombudsman of the adjoining district may be given charge of the district till new appointment is made which shall be not later than three months from the date of vacancy.

13. Coverage of the Ombudsman under Right to Information Act, 2005:-

- a. Ombudsman shall be covered under the Right to Information Act, 2005.
- b. The Panchayat Raj & Rural Department of the State Government shall notify the Public Information Officer.

14. Periodical review of the functioning of O/o Ombudsman in the State:-

- a. The Principal Secretary /Commissioner PR & RD shall periodically Review the functioning of the ombudsman in all the districts once in every three months.
- b. The Awards passed by the Ombudsman, Number of complaints that have been resolved, the guilty being punished with recovery of monies which are misappropriated, shall be some of the parameters that would be examined during the Review.
- c. Speedy decision making capability and judicious resolution of disputes by the ombudsman will be examined during every review meeting.

P. Chinnatathaiiah  
for Commissioner,  
PR&RD, A.P.