

**Advertisement for appointment of Ombudsman under MGNREGA in Subarnapur District**

No. 4363 Date. 28.06.2023

Expression of interest are invited from willing person to be engaged as Ombudsman in Subarnapur district for redressal of grievances and disposal of complaints relating to implementation of the MGNREG Act and MGNREGS for a tenure of 2 years extendable not more than twice by one year each based on a performance appraisal process or till attaining the age of 68 years, whichever is earlier. There shall be no reappointment.

**Eligibility Criteria**

The person fulfilling the following criteria may apply for selection of Subarnapur District Ombudsman under MGNREGS.

1. A person of eminent standing and impeccable integrity with at least 10 years of experience in Public Administration, Law, Academics, Social work or management, as per document furnished along with the application Experience in working with people or community organisation shall be a mandatory qualification.
2. Preference may be given to a person resident of the same or neighbouring district.
3. Should not be a member of a political party or a banned Organisation each person shall be required to file a declaration to this effect along with the application.
4. Must be a physically active person and capable of conducting field tours, inspection and visit to remote rural locations in the district.

**Appointment**

The Ombudsman in Subarnapur district will be appointed by the State Government on the recommendations of the Selection Committee.

**Remuneration**

The Ombudsman shall be allowed to get a compensation in the form of a fee of Rs. 2250/- per sitting with maximum upper limit of Rs. 45000/- (Forty five Thousand) only per month. Sitting means per day functioning irrespective of number of cases handled and its duration in terms of working hour.

### TA/DA

TA/DA will be admissible as applicable to (class 1) officer of the State Government.

### Removal

The ombudsman may be terminated by the State Government on the recommendation of the Selection Committee, A Ombudsman may be serving One month Notice of his/her intention, relinquish the work of Ombudsman.

### Jurisdiction & Location

The office of the MGNREGS Ombudsman shall be located at district Head Quarter.

The willing persons fulfilling above criteria may submit their written expression of interest in the prescribed proforma along with copy of the required documents to the O/O CDO-cum-EO, Zilla Parishad, Subarnapur, PIN-767017 by ~~29/07~~2023 through registered post/speed post. The application received after the due date will not be considered.

For further correspondence please visit our district web: [www.subarnapur.nic.in](http://www.subarnapur.nic.in)

  
**Collector-cum-DPC**  
**MGNREGS, Subarnapur**

#### 4. Remuneration

- 4.1 Subject to any notification by the State Government, the Ombudsman shall be allowed compensation, in the form of a fee, of Rs. 2,250/- (Two thousand two hundred fifty) per sitting with maximum upper limit of Rs.45,000/- (Forty five thousand) per month.
- 4.2 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.
- 4.3 State Government may pay an additional amount to Ombudsman over and above the sitting fee prescribed by the Ministry from its own financial resources, either with regard to the sitting fee or the maximum upper limit.
- 4.4 Sitting fee and allowances shall be paid timely by the State Government.
- 4.5 Wherever Ombudsman wants to visit any part of the district for the purpose of conducting field enquiry, the DPC shall provide suitable transport facility.

#### 5. Territorial Jurisdiction

- 5.1. 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.
- 5.2. 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.

#### 6. Location of Office and Administrative Support

- 6.1. The Office of MGNREGA Ombudsman shall be located at the District Headquarters.
- 6.2. Technical and administrative support will be provided by the DRDA or any other body specified the State Government in this behalf. All necessary support to enable the Ombudsman to carry out the assigned functions, including support staff, office equipments, complaint box, and telephone helpline etc. shall be provided to the

Ombudsman 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 Ombudsman.

## 7. TA/DA and Transport

- 7.1 TA/DA at rates admissible to class-I officers of the State Government may be allowed. In case no such uniform rates are available, the State Government may fix rates for the purpose. State Government may provide a vehicle from its local pool to an Ombudsman for official purpose as per need. However, no new vehicle can be purchased for the use of Ombudsman from MGNREGA fund. In case of travel by Ombudsman in his/her own or hired vehicle for official purpose, district concerned may reimburse the cost of travel, at the rates fixed by the State Government.
- 7.2 Office expenditure, sitting fee and TA/DA etc. incurred on the office of Ombudsman shall be borne by States from 6% administrative expenditure permitted under section 22 (1) (C) of the MGNREGA.

## Chapter III

## 8. Powers and Responsibilities

- 8.1 The Ombudsman shall have power to:-
- (i) receive complaints from MGNREGA workers and others on any matters specified in clause 9 either at office or in the field during a field inspection.
  - (ii) consider such complaints and pass awards within 30 days from the date of receipt of complaint. For this purpose, he may require the MGNREGA Authority complained against 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 possession; provided that in the event of failure of such authority to comply with the requisition without any sufficient cause, the Ombudsman may, if he deems fit, draw the inference that the information, if provided or copies if furnished, would be unfavourable to the concerned MGNREGA Authority.
  - (iii) issue direction for conducting spot investigation.
  - (iv) initiate 'proceedings *suo motu* in the event of any circumstance arising within his 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.

- (v) engage experts for facilitating the disposal of the complaint. State Government may formulate suitable guidelines in this regard.
- (vi) direct redressal, disciplinary and corrective actions.
- (vii) report his/her awards to the District Programme Coordinator (DPC) of the District and the Secretary, State Nodal Department. Wherever Ombudsman feels the need to do so he/she may mark a copy to the Chief Secretary. The report shall specially highlight cases where action needs to be taken against erring 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.

8.2 The Ombudsman shall be responsible for:

- 8.2.1 Ensuring proper processing of complaints and grievances made or reported to him/her.
- 8.2.2 Maintaining confidentiality of any information or document coming into his/her knowledge or possession in the course of discharging his/her duties and not disclose such information or document to any person except with the consent of the person furnishing such information or document; 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 reasonably required to comply with the principles of natural justice and fair play in the proceedings.
- 8.2.3 Sending a quarterly report 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 erring MGNREGA functionaries for their failure to redress grievances. The report will be accompanied by primary evidence needed to initiate action against the delinquent persons.
- 8.2.4 Furnishing 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/her. In the annual report, the Ombudsman, on the basis of grievances handled by him/her, will review the quality of the working of the MGNREGA authorities and make recommendations to improve implementation of MGNREGA. The report shall be displayed on the MGNREGA website.
- 8.2.5 Compiling a list of 'awards' of Ombudsman 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 awards shall also be displayed on the MGNREGA website by the State Nodal Department.

**Model 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 a political party? (attach a personal affidavit certified by a notary public):

1.7 Whether convicted/ chargesheeted 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 gazetted officer):

2.2 Total no. of years of work experience (attached copy of certificates attested by a gazetted 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 Instructions 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 MGNREG Act, Rules and Schemes framed there under and operational guidelines issued by Govt. of India from time to time.

Place:

Signature of the applicant:

Date:

Name of the applicant: