

STANDARD OPERATING PROCEDURE (SOP)

Identification, Deployment, Attendance and Wage Payment of Skilled and Semi-Skilled Workers, including Mates, under VB–G RAM G

1. Background

The Viksit Bharat–Guarantee for Rozgar and Ajeevika Mission (Gramin): VB–G RAM G Act, 2025 has come into force with effect from 1 July 2026. The Act provides for expenditure towards wages of unskilled, semi-skilled and skilled labour from wage component under the Scheme. The Act further provides for biometric authentication of workers, digital Muster Rolls and daily biometric attendance.

Accordingly, this SOP lays down the procedure for identification and registration of skilled/semi-skilled workers, including Mates, their allocation to works, generation of e-Muster Rolls, face authentication-based attendance through NMMS, and payment of wages through DBT-SPARSH from the wage component.

2. Identification and Registration of Skilled/Semi-Skilled Workers

Gram Rozgar Sahayak (GRS)/Panchayat Secretary shall undertake field-level identification of skilled and semi-skilled workers based on their skill, competency, experience and the nature of work required for approved works. The Programme Officer (PO) shall verify and approve the skill category and registration of such workers. Necessary provisions for the same shall be made available in VB–G RAM G Soft.

Existing workers registered on the Gramin Rozgar Guarantee Card (GRG Card) may be mapped to the appropriate skilled/semi-skilled category after due verification. A separate operational registration number may be generated for such category, while retaining linkage with the worker's existing GRG Card.

Workers may be moved between the unskilled, semi-skilled and skilled categories based on their verified skill, competency and the nature of work to be performed. Such category change shall be approved by the Programme Officer, on the basis of the prescribed supporting evidence/verification, and shall be recorded through the designated system. Every category change shall generate a system-logged audit trail, including the previous and revised category, date of change, approving authority and basis of approval. The system shall maintain a single underlying worker identity and ensure that no duplicate worker registration, employment record or wage payment is created on account of such category change. Necessary provisions for the same shall be made available in VB–G RAM G Soft.

The following details shall also be captured in VB–G RAM G Soft:

Mobile number;

Skill category/trade (corresponding to the nature of the approved work under VB–G RAM G and the applicable item/work description in the Schedule of Rates (SoR))

Qualification/experience, wherever applicable;

Aadhaar details shall be collected and authenticated only in accordance with

applicable Government of India/UIDAI provisions and after obtaining the required consent.

States/UTs shall ensure e-KYC of all registered skilled/semi-skilled workers, including Mates. Where a worker has already completed valid e-KYC as an unskilled worker, the same shall be treated as valid for the skilled/semi-skilled category, subject to system validation.

3. Registration and Deployment of Mates

Mates shall be identified and registered in VB–G RAM G Soft after verification by the competent authority.

Mates shall be deployed at worksites as per the following norms:

One Mate for every 10 workers, up to 40 workers, in Himalayan States/UTs, namely Jammu & Kashmir, Ladakh, Himachal Pradesh and Uttarakhand, North Eastern States and the Union Territories of Andaman & Nicobar Islands, Puducherry, Dadra & Nagar Haveli and Lakshadweep.

One Mate for every 20 workers, up to 40 workers, in the remaining States/UTs.

One additional Mate for every additional 10 workers beyond 40 workers, up to 80 workers, may be deployed for proper supervision of the work.

The Mate shall be paid semi-skilled wages and shall perform functions including marking out of work, capturing daily attendance through face authentication or physical Muster Roll, wherever applicable, taking daily measurements, maintaining the Field Measurement Book (FMB), and updating the Gramin Rozgar Guarantee Cards with details of the quantum of work performed and wages received by each worker.

In case of individual beneficiary works and small community works where deployment of a dedicated Mate is not justified, one Mate may be mapped with multiple worksites, subject to feasibility. Further, wage payment to such Mates who have been engaged for multiple worksites will be paid from 1% of total wage expenditure under wage component at district level. PO/DPC Should monitor daily, the proper deployment of mates as per necessity .

The NMMS Application shall provide the designated Mate visibility of the Skilled/Semi-Skilled workers mapped to the concerned worksites for attendance and supervision.

4. Allocation and Deployment of Skilled/Semi-Skilled Workers to Works

The implementing agency shall first assess the requirement of skilled/semi-skilled labour based on the sanctioned estimate, nature of work, technical specifications and applicable Schedule of Rates.

Skilled/Semi-Skilled workers shall be allocated only to approved works and to activities corresponding to their verified skill category.

Work allocation and Mate mapping with Muster Roll shall be recorded in VB–G RAM G Soft before generation of the e-Muster.

The system shall prevent duplicate or overlapping allocation of a worker during the

same period.

Skilled/semi-skilled workers may be allocated and deployed within the Gram Panchayat and, where required, within other Gram Panchayats of the same Block. However, in no case shall a skilled/semi-skilled worker be allocated for work beyond the jurisdiction of the respective Block. No provision for payment of Travelling Allowance (TA) shall be admissible to skilled/semi-skilled workers, including Mates, where the worksite is located beyond a radius of 5 km from their place of residence.

5. Generation of e-Muster Roll

An e-Muster Roll shall be generated through VB–G RAM G Soft for skilled/semi-skilled workers, including Mates, in the prescribed format.

Each e-Muster shall have a unique electronically generated number and shall contain the names and registration numbers of workers allocated to the work.

The Muster Roll period for skilled/semi-skilled workers, including Mates, shall be the same as, or fall within, the period of the e-Muster Roll issued for the engagement of unskilled workers at the concerned worksite.

The e-Muster shall be issued and authenticated by respective Programme Officer.

6. Attendance through Face Authentication

Attendance of skilled and semi-skilled workers shall be captured through face authentication in the NMMS Application, in accordance with the prescribed NMMS guidelines.

The Mate/authorised functionary shall capture attendance at the worksite through face authentication. The attendance record shall be geo-tagged/time-stamped as prescribed.

In case of authentication failure, the prescribed exception mechanism shall be followed and the transaction shall be digitally recorded.

7. Measurement and Wage Calculation

After closure of the e-Muster, work shall be measured by the authorised technical personnel.

Measurement shall be completed within three days of closure of the Muster Roll and recorded digitally.

Wages shall be calculated based on valid attendance, measured output and the applicable Schedule of Rates/wage rate. The Act provides that wages shall be linked to the quantum of work completed.

The wage list shall be generated electronically after validation of attendance and measurement.

8. Wage Payment through DBT-SPARSH

Wages of skilled and semi-skilled workers, including Mates, shall be paid from the wage component under VB-G RAM G through the DBT-SPARSH framework.

FTOs shall be generated in VB-G RAM G Soft and transmitted to the State IFMIS for processing.

The payment shall thereafter be processed through the prescribed DBT-SPARSH architecture, including PFMS, RBI and NPCI, and credited directly to the worker's bank account.

In case of rejection of a transaction, the prescribed DBT-SPARSH mechanism for regeneration and reprocessing of rejected transactions shall be followed to ensure timely payment of wages.

UNDERTAKING BY PANCHAYAT SECRETARY

I, _____, Panchayat Secretary, Gram Panchayat _____, hereby certify that the following details of the worker have been verified by me based on available records/documentary evidence/field verification:

Name of Worker: _____

GRG Card No.: _____

Category: ☐ Skilled ☐ Semi-Skilled ☐ Mate

Skill Category/Trade: _____

Qualification/Experience, wherever applicable: _____

I confirm that the above information is true and correct to the best of my knowledge and that the worker has been identified for the stated category based on the relevant skill/competency/experience.

Name & Signature of Panchayat Secretary : _____

Date: _____

Place: _____