

1. Application for Job Card and Registration

To

The Panchayat Secretary

----- Gram Panchayat

----- Block/mandal

----- District Sir/madam,

Sir/madam,

I ----- (S/o)/ (D/o)/ (W/o) ----- residing in H. No of -----the habitation/ward----- Gram Panchayat request you to enrol me/us under Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) and issue the Job card.

The details of my family members are as follows

1. Ration Card No: (give your Ration Card No)
2. Category: (Category:
(SC/ST/OBC/BC/Ohter/Gen)
3. Having Household Latrine: Yes/No (self-explanatory)
4. Beneficiary of Indira AavasYojana: Yes/No (self-explanatory)
5. Beneficiary of RoFR Act: Yes/No (Recognition of Forest Right act)
6. Details of Agriculture Land (If any) (self-explanatory)

Sl. No	Name of the land Holding	Type of land (Wet/Rainfed)	Survey Number	Extent in Acres

Detail of family Members

S No	Name	Father/ Mother / Husband's Name	Male / Female (M/F)	Age as of the day	Relationship with Head of Family	Disable (Yes/ No)	Adhaar Card number	Member of SHG (yes / No)	If yes, Name of the SHG	Mobile number (if available)

The above information is correct to the best of my knowledge
Date

Yours Faithfully

* All the above columns are (self-explanatory)

Signature

2. Receipt for Job Card and Registration

(Applicant's / Gram Panchayat's Copy)

Office of the Gram Panchayat

..... Gram Panchayat

Receipt for Job Card and Registration

Application Number:

Received the Application for registration for job card from Mr/ Mrs House numberhabitation/ ward..... ondate

Official Seal

Signature of the GP Secretary

GP.....

Date:.....

3.Format for the Job Card Application Register

S No	Name of Applicant	Date of Application of JobCard	Receipt of	No. and Date of JobCard Issued	Reasons, if Job Cardnot issued and anyother reasons

All the above columns are self-explanatory nature

Key Learning :

1. Whom will you address while applying for new Job Card?

2. Who all have the opportunity to use Job card for getting employment

3. How one can be assured that his / her job card application will be considered while submitting the application?

Exercise

1. Write an application to your Panchayat Secretary for getting job card, providing all the required details of your family.

2. Please tell, what details are maintained in the Job Card Application register?

Notes:

Horizontal dashed lines for taking notes.