

## 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 number .....habitation/ ward..... on .....date

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?

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

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

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### Exercise

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

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

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