



# 7 REGISTERS

TO BE MANDATORILY MAINTAINED BY GRAM  
PANCHAYATS UNDER MAHATMA GANDHI NREGA

(A GOOD GOVERNANCE INITIATIVE)

MINISTRY OF RURAL DEVELOPMENT  
GOVERNMENT OF INDIA

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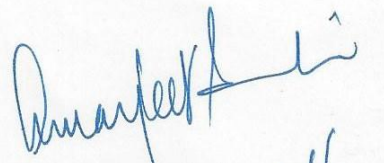
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### MESSAGE

I am glad to present a booklet of formats for seven Registers to be maintained under MGNREGA in every gram panchayat office. The need to work on simplification of maintenance of records under MGNREGA was felt by the Ministry after an assessment was done as regards record maintenance scenario across gram panchayats in the country.

Simplification of record maintenance is crucial for effective functioning of the Gram Rojgar Sahayaks and other functionaries at the cutting edge level. While currently Tripura has 26 Registers maintained in every Gram Panchayat the State of Tamil Nadu has 8 Registers only in each Gram Panchayat. On an average there are 22 Registers pertaining to administrative and financial procedures being maintained. The situation warranted the minimization of records and Registers so that the Gram Rojgar Sahayaks and other functionaries would be able to gainfully spend their time on implementation of the programme. The suggestive formats are the outcome of intense deliberations and consultations with the States.

I hope the simplification of record maintenance will be welcomed by all and will result in easy implementation of the programme.

  
[Amarjeet Sinha]  
3 October 2016







ग्रामीण विकास मंत्रालय  
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## FOREWORD

In the recent past the Ministry has taken steps to simplify the implementation of programme through various good governance initiatives like compilation of all relevant circulars and advisories, from out of 1039 such circulars into one Annual Master Circular. In line with this initiative there has been an endeavour to cut down on the plethora of Registers being maintained in every Gram Panchayat office.

Proper record maintenance is crucial to the effective implementation of any programme. There ought to be lot of clarity and simplicity in maintenance of minimum number of records. The idea is to enable the cutting edge functionaries at Gram Panchayat level to spend their time effectively and gainfully in ensuring smooth implementation of the programme and not to be bogged down by the maintenance of Records and Registers alone.

While making an assessment of the overall scenario of the maintenance of Registers in the country it was surprising to find that on an average 22 Registers were currently being maintained at the Gram Panchayat level. While the State of Tripura has as high as 28 Registers, Tamil Nadu maintains only 8 Registers. The system of maintenance of records also varies from State to state.

The simplified formats of the 7 Registers are the outcome of intense engagement with the States. The Ministry conducted a National workshop of the representatives of Gram Rozgar Shayaks to elicit their views. The Registers maintained by the GP in various States were discussed and analysed. Simplified formats were worked out, which in consultation with NIC were converted into 7 Registers, designed with a view to ease the functioning of the field level personnel and reduce duplication of work without compromising on the quality of information. These Registers were piloted in Gram Panchayats of a Block in West Bengal and based on feedback the Registers were further fine-tuned to ground level requirements.

The draft version was shared with the States. The Ministry received positive responses. These 7 Registers do not include the records and registers like financial administration pertaining to Cash Book, Ledger, and Stock Register etc. which the States may continue to maintain as per their Financial Rules.

On behalf of the Programme Division MGNREGA, I convey heartfelt thanks to the States and functionaries at various levels of implementation of this programme who have contributed significantly towards the preparation of this Booklet. It is expected that it will go a long way in bringing about clarity and ease in implementation of the programme.

**Date: 3<sup>rd</sup> October, 2016**

(Aparajita Sarangi)  
Joint Secretary (MGNREGA, SAGY, RURBAN)



## **REGISTER – I**

### **REGISTER FOR:-**

- **JOB CARD APPLICATION**
- **JOB CARD REGISTRATION**
- **JOB CARD ISSUE**
- **HOUSEHOLD EMPLOYMENT REPORTS**





**JOB CARD REGISTERS SERIAL No. : \_\_\_\_\_**

**REGISTER - I**

**REGISTER FOR JOB CARD APPLICATION, JOB CARD  
REGISTRATION, JOB CARD ISSUE AND  
HOUSEHOLD EMPLOYMENT REPORTS**

**(COVER PAGE)**

<b>Name of the Gram Panchayat</b>	
<b>Name of the Block</b>	
<b>Name of the District</b>	
<b>Name of the State</b>	

<b>Previous reference</b>	<b>Later reference</b>











## Instructions for maintaining Register - I relating to Job Card Application, Registration, Issue and Household Employment

**Logic:** In this register, three/ four pre-existing/ prescribed Registers have been merged from the perspective of the Household. These Registers maintained in different states relate to the Job Card (Application, Registration and Issue) and employment per household. Some details have been added in line with the current guidelines.

### Instructions:

1. The printed columns in this Register are available at NREGASoft. From the link <http://nrega.nic.in/Netnrega/stHome.aspx>. Select the name of State>District>Block>GP to reach the GP page. In this page under the label REGISTERS, under the label 'REGISTERS' find the First Register.
2. This Register has four parts (Part – A, Part –B, Part C and Part -D) to be maintained quarterly. The format for the Register No. 1 – Part – A is given below:

### Register No. 1 Part – A

### Job Card (Application, Registration and Issue) and Household Employment Register

Page number.....

Sl No	Job Card Numbers issued by GP	Date on which Job Card Issued	Head of the HH/ Other members	Age / Sex	Relationship with head of HH	SC/ ST/ Others	Whether AAY/AD-Hoc/APL/BPL/Women headed HH/FRA/SECC automatically included	Landholding in case of Para 5 HHs (in hectares)	Bank/ PO Account linked to the JC	Name of the Bank /Post Office	Individual Assets constructed if, any
1	2	3	4	5	6	7	8	9	10	11	12

1. There are 12 columns in this part of the Register.
2. All columns are pre populated and have to be printed directly from the system and pasted on the physical Register.
3. Col- 1 is a simple serial number.
4. Col- 2 is the Job Card numbers issued in that GP till date.
5. Col- 3 is the date on which the Job Card was issued.
6. Col- 4. is the name of the Head of the Household followed by adult members as on the Job Card.
7. Col- 5 is the corresponding Age and gender of the head of the HH and other members.
8. Col- 6 is the relationship of applicant with the Head of the Household.
9. Col- 7 is the category of caste of the JC.
10. Col- 8 displays information based on what has been entered in the JC with respect to such details as Women Headed HH, FRA beneficiary, APL, BPL etc.
11. Col- 9 is the landholding in hectares. This is a pre-printed column which displays information based on what has been entered in the JC details entry.
12. Col- 10 indicates the Bank or the Post Office Account linked to the Job Card.

13. Col- 11 indicates the Name of the Bank or the Post Office.
14. Col- 12 indicates whether any Category B/individual assets have been constructed against the linked JC.
15. The GRS/ authorised person shall print this part- A in the first week of FY. This will be a running list to be printed and pasted in landscape mode.

### Part- B

Once **Part – A** has been printed and pasted, **Part B (format given below)** which is a blank format, will be printed and pasted from next page where part- A pasting ended, in the physical Register. This part is to be filled manually by the GRS/ authorised person based on the JC applications received and decisions thereof. This format/ report being completely manual, is not available in MIS. The format is as below:

### Register No. 1 Part – B

### Job Card (Application, Registration and Issue) and Household Employment Register

Page number. ....

S N	Date of Application for JC	Name of Applicant and other adult family members	Head of the HH	Age/ Sex	Relationship	SC/ ST/ Others	Whether AAY/ AD-Hoc/ APL/ BPL/ Women headed HH/ FRA/ SECC automatically included	Land Holding in case of Para 5 HHs (in hectares)	Accepted/ Rejected	Date of the Decision	Job Card Number issued	Signature with remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

1. Col- 1 is a simple serial number.
2. Col- 2 is the name of the applicant who has applied for the Job Card. The GRS/ authorised person shall fill her/ his name and that of other adult members based upon the information provided in the application.
3. Col- 3 is the name of the Head of the Household as given in application.
4. Col- 4. is the Age and gender of the applicant/other adult members as given in application.
5. Col- 5 is the relationship of applicant and other members with the Head of the Household. If applicant is the head of HH then ‘Self’ will be entered.
6. Col- 6 is the Job Card number of the household.
7. Col- 7 is the Category (SC/ ST/ Others) to be filled as per application.
8. In Col- 8 the status with respect to Women headed HH, FRA beneficiary, BPL etc. is to be entered.
9. Col- 9 land holding details need to be entered in case applicant is covered under para-5 of Schedule –I of the Act.
10. Column 10 is for stating the status of application i.e. Accepted/ Rejected.
11. Col- 11 is the date on which the decision is taken.
12. Col- 12 is for entering the Job Card number in case the application has been approved.
13. Col- 13 provides space for affixing the signature of GRS/ authorised person.

14. Part – B has to be maintained for the quarter, manually. The GRS/ authorised person need to ensure that simultaneous updation of MIS is done with respect to all new job card issued in that quarter.

### Part- C

At the end of the quarter the GRS will select the radio ‘update information’. Part –C of the report will be displayed which will have same information as in Part-A for the HHs, that have been issued Job Card in that quarter, if any. S/he will then print this update part and paste on the register in continuation to Part- B. If updates are zero then nothing will be printed and pasted.

### Register No. 1 Part – C

#### Job Card (Application, Registration and Issue) and Household Employment Register

Page number .....

Sl No	Job Card Numbers issued by GP	Date on which Job Card Issued	Head of the HH/ Other members	Age / Sex	Relationsh ip with head of HH	SC/ ST/ Others	Whether AAY/AD-Hoc/APL/BPL/ Women headed HH/FRA/SECC automatically included	Landholding in case of Para 5 HHs (in hectares)	Bank/P O Account linked to the JC	Name of the Bank /Post Office	Individual Assets constructed if, any
1	2	3	4	5	6	7	8	9	10	11	12

### Part- D

After pasting the part- C the GRS/ authorised person will select the radio button ‘Employment provided’. This will filter the Job cards against which workers had taken employment in that or previous quarter(s) of the FY and print their Job Card number etc. in descending order based on the number of cumulative persondays for the HHs.

The format in which information will be displayed will be as under:-

### Register No. 1 Part – D

#### Job Card (Application, Registration and Issue) and Household Employment Register

Page Number .....

Sl. No.	Job Card Number	Name of head of family and other members who worked in this FY	Age / Sex	Number of days work demanded	Number of days worked	Work code/ Name of Work	MSR No.	Wages paid	Wages due
1	2	3	4	5	6	7	8	9	10

1. As is evident, this part has 10 columns. All are pre-populated.
2. Col- 1 is the serial number.



3. Col- 2 is the JC number of workers that worked even for a single day, arranged in descending order based on the cumulative number of persondays put in by all the members of the HH.
4. Col- 3 is the name of members in the HH related to JC number in col-2 and one row each will be dedicated to each member for all subsequent columns.
5. Col- 4 has information relating to age and gender of the members.
6. Col- 5 will have information relating to number of work days demanded by the member/ HH.
7. Col- 6 provides information regarding number of days of employment provided to each member.
8. Col- 7 provides the MSR numbers against which the employment was provided.
9. Col- 8 will provide the name of Work in which employment was provided.
10. Col- 9 will provide information relating to wages paid per MSR/ work and Col- 10 will provide information relating to wages due, if any at the end of that quarter against the MSR number.
- 11.** Once this information has been sequentially pasted we will enter into the next quarter which will start with printing and pasting of Part- B at the beginning of next quarter to be followed by Part- C and Part –D in the end of that quarter and so on.



## **REGISTER – II**

### **REGISTER FOR:-**

- **GRAM SABHA (Meeting)**
  - **MINUTES, RESOLUTIONS AND PRIORITISED LIST OF WORKS**
- **SPECIAL SOCIAL AUDIT GRAM SABHA (MEETING)**
  - **MINUTES, RESOLUTIONS AND ACTION TAKEN REPORTS**





GRAM SABHA REGISTER SERIAL No. : \_\_\_\_\_

**REGISTER - II**  
**GRAM SABHA (Meeting)**  
**MINUTES, RESOLUTIONS AND PRIORITISED LIST OF WORKS**  
**AND**  
**SPECIAL SOCIAL AUDIT GRAM SABHA (MEETING)- MINUTES**  
**AND ACTION TAKEN REPORTS**  
**COVER PAGE)**

<b>Name of the Gram Panchayat</b>	
<b>Name of the Block</b>	
<b>Name of the District</b>	
<b>Name of the State</b>	

<b>Previous reference</b>	<b>Later reference</b>

**Instructions for maintaining REGISTER – II relating to Gram Sabha (Meeting)- Minutes, Resolutions and Prioritised List of Works And Special Social Audit Gram Sabha (Meetings) – Minutes and Action Taken.**

**Logic:**

- In this Register II, three registers have been merged. The existing Gram Sabha meetings and minutes Register is a register of the Ministry of PR.
- In some States, it is observed that no register is maintained for the prioritised list of works under Mahatma Gandhi NREGA duly approved by the Gram Sabha. In some states, it is observed that, the prioritised list of works is maintained as a separate register. Since, the planning process and the prioritised list of works is mandated to be approved by the Gram Sabha. It will be henceforth, be mandatorily recorded in the Gram Sabha Meetings and Minutes Register.
- In some States, the Social Audit Register is not maintained. In some States, it is maintained separately. Henceforth, the para by para minutes of meeting of the Special Social Audit Gram Sabha will be recorded and the Action Taken Report (ATR) para by para will be recorded in the same Gram Sabha Meetings and Minutes Register.
- **The existing format of the Gram Sabha Meetings and Minutes Register will be maintained as it is. The register will be maintained on an ongoing basis.**

## **REGISTER – III**

### **REGISTER FOR:-**

- **DEMAND FOR WORK**
- **ALLOCATION OF WORK**
- **PAYMENT OF WAGES REGISTER**





DEMAND REGISTERS SERIAL No. : \_\_\_\_\_

**REGISTER - III**  
**DEMAND FOR WORK, ALLOCATION OF WORK AND PAYMENT**  
**OF WAGES REGISTER**  
**(COVER PAGE)**

<b>Name of the Gram Panchayat</b>	
<b>Name of the Block</b>	
<b>Name of the District</b>	
<b>Name of the State</b>	

<b>Previous reference</b>	<b>Later reference</b>



**Instructions for maintaining REGISTER - III relating to Demand For Work, Allocation of Works and Payments of Wages**

**Logic:**

- The Register III is a completely manually maintained running Register to be maintained by the GRS.
- The underlying logic for maintaining a completely manual register is in case of a non-working NREGAssoft, MIS. This register carries the most important information relating to the Workers and is necessary as a backup.
- The Register III forms the core and non-negotiable transparency register from a workers perspective.
- This Register will be maintained on month wise, ongoing basis per FY.

**REGISTER – III**

**Demand For Work, Allocation of Works and Payments of Wages Register**

**Page number.....**

S N	Job Card	Name Of The Worker	Date Of App licat ion of De ma nd	Date from wh ich work de ma nd ed	No. of Day s wor k is/w as dem and ed	Work code of the allo cated work	Must er Num bers For The Alloc ated Work	W ork Fr om	W ork Til	Total Num ber Of Days Wor ked per HH	Date Of Wage Pay ment	A mount paid	Paid Unem ploym ent Allow ance, if any,	Paid Delay Comp ensatio n, if any,
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

1. Column 1 is a serial number.
2. Column 2 indicates the name of the Job Card of the Worker
3. Column 3 indicates of the Worker.
4. Column 4 indicates the Date of Application of the demand.
5. Column 5 indicates the Date from which work is/was demanded.
6. Column 6 indicates the Number of days work is/was demanded.
7. Column 7 indicates the Work Code of the Allocated Work
8. Column 8 indicates the Muster Numbers for the Allocated Work
9. Column 9 and 10 record the dates of starting work (from) and till the closure.
10. Column 11 indicates the Total number of Days Worked per JC.
11. Column 12 indicates the Date Payment to the Worker against that work.
12. Column 13 records the Amount paid.
13. Column 14 indicates paid Unemployment Allowance, if any.
14. Column 15 indicates the paid delay compensation, if any.

15.

**REGISTER – IV**  
**REGISTER FOR WORK**





WORKS REGISTERS SERIAL No. : \_\_\_\_\_

**REGISTER - IV**  
**WORK REGISTER**  
**(COVER PAGE)**

<b>Name of the Gram Panchayat</b>	
<b>Name of the Block</b>	
<b>Name of the District</b>	
<b>Name of the State</b>	

<b>Previous reference</b>	<b>Later reference</b>



**REGISTER IV – B**

**WORK WISE DETAIL OF WORK CODE/ WORK NAME .....**

Page number .....

**Wage Payment Detail**

S No.	MSR NO.	Wage List No.	Persondays	Amount Paid	Amount Due
	30599	3201001005WM144235	58	17224	
		<b>Total</b>	79	138504	

**Material Payment Detail**

S No.	Bill NO.	Voucher No.	Bill Date	Amount Paid	Amount Due
1					
			<b>Total</b>		

**Skilled/Semiskilled Payment detail**

S No.	MSR NO.	Wage List No.	Persondays	Amount Paid	Amount Due
	30728	3201001005WM32559	11		287
		<b>Total</b>			

Wage	Material		Skilled/Semiskilled		Total	
	Amount Paid	Amount Due	Amount Paid	Amount Due	Total Paid	Total Due
138504				8613	138504	8613

## Instructions for maintaining Register - IV relating to Works

### Logic:

- Most States have a Works Register and in many States the Works and Asset Register are combined. It was felt that a clarity needs to be maintained by segregating 'ongoing works' with 'completed works.'
- The completed work or a set of completed works, in the same financial year or in different FY, mapped to a singular relevance and outcome and geographical location form one 'Asset'.
- The Register IV is a mapped workflow based register, downloadable and printed to be maintained at the GP level.

### Instruction:

1. This register is available online in NREGASoft.
  - 1.1. From the link <http://nrega.nic.in/Netnrega/stHome.aspx>. Select the name of State>District> Block>GP to reach the GP page. In this page under the label REGISTERS the link for 'Work Register, is to be clicked to display the information relating to this Register.
2. It is advised to maintain this register on quarterly basis.
3. This report has two parts
  - 3.1. Part A - is the report that is displayed on clicking the 'Work Register' link. By default the report displayed is for works being executed by Gram Panchayat. To select work by other beneficiaries radio button '**Other than GP**' needs to be selected. This report has 12 columns. The 2nd column in this report i.e. '**Work code/ Work name**' is clickable.
  - 3.2. Part B - On clicking any Work code/ Work name in column-2 another report containing **Work Wise Details** is displayed which collectively for all works will form the Part- B of this Register.
  - 3.3. Both part are to be printed (in landscape mode) and pasted on registers to be maintained for each quarter of the FYs.
4. Pre planning for Procedure for filling up/ maintaining Register - IV
  - 4.1. Choosing a physical Register of correct size
  - 4.2. Please check the number of ongoing and new works taken up as displayed in Part - A.
  - 4.3. As per size of paper of Register (planned) check how many entries will come in one page in landscape mode printing. There is a facility to select number of pages to be printed per page in Part- A of the Register.
  - 4.4. Based on number of Works and number of entries that can be printed per page select the number of pages based on following example:-

For Example: If there are 100 ongoing and new works in total and if 10 work details of Register IV Part A can be printed per page then at least 10 pages are required for printing and pasting information to Part- A. For each work there is a detailed report which is displayed on clicking the Work code/ Work name in Column2 of Part -A. Each work detail will require one page of physical register for printing. So 100 pages will required for pasting the details of these 100 pages. Thus a total of 110 pages i.e. 10 (for Part -A) and 100 (for Part - B) will be required. If printing on both sides then 57 pages minimum would be required.

4.5. Paging: Ensure that all pages are numbered sequentially in the physical register. There will be Part-A first (which will also work as an index) and then all Work details one by one of Part -B.

5. Procedure for filling up/ maintaining Register - IV Part –A

**REGISTER - IV Part –A  
WORK REGISTER**

Page number .....

S N o.	Work code / Work name	Priority no. From the shelf of works	Date of TS atta ch TS	Date of AS Atta ch AS	Implemen ting agency GP/Line Departme nt	Date of Startin g of work	Estimate d date of completi on	Actual Date Of Comple tion	Sanctio ned Unskille d	Sanctio ned Materia l	Pag e No.
1	2	3	4	5	6	7	8	9	10	11	12

- 5.1. Column 1 to 11 are pre - printed and column -12 is blank.
- 5.2. The report has to be printed directly from the MIS. Ensure that radio button is on for **GP** for printing information related to works in that GP.
- 5.3. There is option for specifying the period of report and the number of rows to be printed per page, which can be utilized as per requirement and size of paper. By default the display is for all ongoing works and new works undertaken in the current FY. Once printed the report is to be pasted on the Register IV sequentially for the quarter.
- 5.4. Column-1 is the serial number.
- 5.5. Column 2 has Work code and name of the ongoing / new works of the GP as per entries done in MIS. (This is clickable on MIS and drills down to work wise details.)
- 5.6. Column 3 has priority number as per shelf of works.
- 5.7. Column 4 has date on which Technical sanction was accorded while Column 5 has information regarding date on which Administrative sanction was accorded.
- 5.8. Column 6 has information relating to date of start of the work while Column 7 has information regarding expected date of completion of work.
- 5.9. Column 8 has information regarding actual date of completion of work. If the work has been completed before the concerned quarter and closed on MIS in this FY the information regarding the date of closure as per MIS shall be pre- printed here; else the column would be blank. If the work is completed during the quarter then the field would be blank and can be manually filled, along with relevant entries in the MIS. In next quarter it will have completion date, preprinted, as per MIS updation.
- 5.10. Column 9 contains information relating to sanctioned unskilled wages.
- 5.11. Column 10 contains information relating to sanctioned material component.
- 5.12. Column 11 is blank. This will be filled after pasting of Part - A and work details of all works, sequentially, of Part -B. The page number on which the corresponding detail of Work code/ Work name is pasted shall be manually entered here.
- 5.13. The part - A should be printed from print option given on the page.

6. Procedure for filling up/ maintaining Register - IV Part –B

**REGISTER IV – B**  
**WORK WISE DETAIL OF WORK CODE/ WORK NAME .....**

Page number .....

**Wage Payment Detail**

S No.	MSR NO.	Wage List No.	Persondays	Amount Paid	Amount Due
		<b>Total</b>			

**Material Payment Detail**

S No.	Bill NO.	Voucher No.	Bill Date	Amount Paid	Amount Due
<b>1</b>					
			<b>Total</b>		

**Skilled/Semiskilled Payment detail**

S No.	MSR NO.	Wage List No.	Persondays	Amount Paid	Amount Due
		<b>Total</b>			

Wage		Material		Skilled/Semiskilled		Total	
Amount Paid	Amount Due	Amount Paid	Amount Due	Amount Paid	Amount Due	Total Paid	Total Due

- 6.1. After printing Part-A, Start clicking the Work code/ Work name in Column 2 one by one in sequence. First click the work code/ work name against serial no. 1. A new page giving detail of that work code/ work name will open.
- 6.2. This page has four reports viz. a. Wage Payment Detail, b. Material Payment detail, c. Skilled/ Semi Skilled Payment Detail and d. Summary table of these 3 reports.
- 6.3. The first report table has 6 columns giving information about Wage Payments status of the work viz. a. MSR. No., b. Wage List No., c. Persondays, d. Amount Paid and e.Amount due.
- 6.4. The second report table also has 6 columns giving information about material payment status of the work viz. a. Bill No., b. Voucher No., c. Bill date, d. Amount paid and e. Amount due.
- 6.5. Similarly, the third report table also has 6 columns giving information about status of Skilled and Semi Skilled wage payment viz. a. MSR No., b. Wage List No., c. Persondays, d. Amount Paid and e. Amount due.
- 6.6. The fourth table summarizes the amount paid and amount due under Wage, Semi Skilled/ Skilled and Material components of the Work along with total of these three information.
- 6.7. This is a pre printed report and has to be printed and pasted on the next page after the Part- A report.
- 6.8. The page number of page of physical register on which this printed page is pasted is to be noted and entered in Column12 of Part- A against this Work code/ Work name.
- 6.9. Then the whole process is to be repeated for next Work code/ Work name, one by one till all work details have been pasted.

7. In the next quarter of the FY a new register has to be maintained in the same way. Thus, by year end there will be four registers for each FY with last register giving the most up to date information about the status of work in that Gram Panchayat.
8. A work Register for Other Implementing Agencies can also be maintained, similarly by choosing the radio button **Other Than GP**.

9.



**REGISTER – V**  
**FIXED ASSET REGISTER**



Asset Register Serial No. : \_\_\_\_\_

**FIXED ASSET REGISTER**  
**MGNREGA WORKS**  
**(COVER PAGE)**

<b>Name of the Gram Panchayat</b>	
<b>Name of the Block</b>	
<b>Name of the District</b>	
<b>Name of the State</b>	

<b>Previous reference</b>	<b>Later reference</b>

**Part - A: Details of the Asset**

Name of the Village:

Address:

1. Asset ID	[Enter the Unique ID of Asset obtained from NREGASoft]	
2. Name of the Asset		
3. Class of the Asset		
4. Description of Asset		
5. Date of Completion of Primary Asset	[Date]	[Year of Completion]
6. Individual Beneficiary (if applicable)	Name:	J C Number:
7. Name of the Scheme(s) used under Convergence	[if taken up under Convergence with Central/ State Schemes, Line departments, 14 <sup>th</sup> Finance Commission etc.]	

(Signature)

Name &amp; Date.....



## Instructions for maintaining Fixed Asset Register

1. The Asset Register has 2 parts.
  1. Part –A Details of the Asset: having details relating to the Asset.
  2. Part – B Work details of Asset: having names and cost details of all works tagged under this asset.
2. There is a difference between Works completed under MGNREGA and Assets being created. Not all work completion will lead to creation of new asset. There may be cases where the work is performed on the existing asset created earlier under Mahatma Gandhi NREGA.
3. The work finished under MGNREGA will either create a new asset or will link up to an existing asset. When the work is finished for the first time under Mahatma Gandhi NREGA, it will invariably create a new asset that will be called as the ‘Primary Work’. Any work done under the existing asset will be considered as ‘Subsequent Works’. Thus, it should be remembered that, under this nomenclature each work which is completed may or may not result in creation of new asset.
4. This one asset register will be maintained at gram panchayat level. This will be a permanent register and will not be maintained year wise. New register will be opened only when all the pages of existing register are filled. All such registers will be numbered sequentially and maintained together.

### Detailed Procedure

5. Part – A: Details of the Asset
  1. **Identifiers:** Enter the Serial Number of the Asset as per the serial of the register, enter the Page Number and the name of the village (it may be revenue village or easily identifiable hamlet name). Also enter the Address. The Address should be complete to easily reach the location as far as possible.
  2. **Row-1: Asset ID** – This Asset ID should be taken from NREGASoft.
  3. **Row-2: Name of Asset** - Give the Name of the Asset. (which may be similar to the primary Work Name or unique name to identify the Asset. The asset name need to be assigned only on the completion of primary work, and subsequent works on the same asset will be entered in Part – B.)
  4. **Row-3: Class of the Asset** - Enter the Type of work as per works nomenclature under schedule -1 of MGNREGA Act. It will be same as type of work category it has been entered in NREGASoft. Remember that Class of the Asset need to be entered for the primary work only and only once.
  5. **Row-4: Description of Asset** – Enter the description of the asset like dimensions, purpose, outcomes, etc..
  6. **Row-5: Date of Completion of Primary Asset** – Enter the date and year of completion in a separate column as indicated.

7. **Row-6: Individual Beneficiary** - Information is to be filled only in case of Individual Works, otherwise 'Not-Applicable (N.A)' should be written. The name of the head of the household and the job card number of the household will be entered in such cases.
8. **Row-7: Name of the Schemes used under Convergence** – Enter the name of the Scheme(s) if the work is taken up under Convergence with Central /State Schemes, Line departments & agencies, 14<sup>th</sup> Finance Commission etc..
9. **Signature:** The Part A should be signed by the user who is filling up the form and who is authorised along with the name and date of entry.

6. Part – B: Work details of Asset

1. This information need to be filled during creation of asset (completion of primary work) and after completion of subsequent work(s) on the same asset. All the works done under the asset need to be entered as and when it happens. In Row-1, the details of the primary work are to be entered and in subsequent rows, the details of subsequent works are to be entered sequentially.
2. **Column-2: Work ID** - The Work ID of the primary work and subsequent works will be taken from NREGASoft and entered here.
3. **Column-3: Date of completion of work** - The date of completion of work (i.e., the date on which the project completion report is entered in NREGASoft) is to be entered here.
4. **Column-4: Work Name** - The name of the work against the Work ID is to be entered here.
5. **Column-5: Person Days** - The number of person days (Unskilled) generated against the Work ID on completion of work is to be entered here.
6. **Column-6: Unskilled Labour** - The total expenditure incurred on completion of work against unskilled labour component (wage component) is to be entered here.
7. **Column-7: Material including Semi/Skilled Labour** - The total expenditure incurred on completion of work against material component is to be entered here. Material component includes cost of materials used as well as expenditure incurred in payment of semi-skilled and skilled labour.
8. **Column-8: Other Funds** - This column is to be filled only in the case where the work has been carried out under convergence of funds between MGNREGA and other programme /agencies. In this column, the total expenditure that has been met from allocations from schemes other than MGNREGA.
9. **Column-9: Name & Signature** - In this column, the name and signature of the person authorized to make entry is to be entered.





**REGISTER – VI**  
**COMPLAINT REGISTER**



COMPLAINT REGISTERS SERIAL No. : \_\_\_\_\_

**REGISTER - VI**  
**COMPLAINT REGISTER**  
**(COVER PAGE)**

<b>Name of the Gram Panchayat</b>	
<b>Name of the Block</b>	
<b>Name of the District</b>	
<b>Name of the State</b>	

<b>Previous reference</b>	<b>Later reference</b>



## Instructions for maintaining Register - VI relating to Complaints

### Format of Register - VI - COMPLAINT REGISTER

#### Register – VI COMPLAINT REGISTER

Page number .....

S.No.	Complainant Category	Complaint Date	Complaint Description	Complaint Against	No. of Escalation	Escalation Detail	Action Taken	Action Taken Date
1	2	3	4	5	6	7	8	9

1. This register is available online in NREGASoft. From the link <http://nrega.nic.in/Netnrega/stHome.aspx> select the name of State>District> Block>GP to reach the GP page. In this page under the label REGISTERS the link for ‘Complaint Register, is to be clicked to display the information relating to this Register.
2. This report has 9 columns. All the 9 columns are pre-printed. The report has to be printed (in landscape mode) and pasted on registers to be maintained for the FY.
3. Pre planning for Procedure for filling up/ maintaining Register -VI
4. Choosing a physical Register of correct size
  - 4.1. Please check the number of entries in this report.
  - 4.2. As per size of paper of Register (planned) check how many entries will come in one page in landscape mode printing.
  - 4.3. There is a facility to select number of pages to be printed per page.
  - 4.4. Based on number of Complaints and number of entries that can be printed per page select the number of pages and multiply it by 12 as this register is to be updated on monthly basis and accordingly select the number of pages.
5. Paging: Ensure that all pages are numbered sequentially.
6. Procedure for filling up/ maintaining Register VI
  - 6.1. Column 1 to 9 are pre - printed.
  - 6.2. The report has to be printed directly from the MIS.
  - 6.3. It is advised to maintain this register on annual basis to be updated monthly i.e print relating to new status taken every month and pasted on this register after the report of the previous month. .
  - 6.4. Once printed the report is to be pasted on the Register VI sequentially for the FY.
  - 6.5. Column1 is the serial number.
  - 6.6. Column 2 has Complaint Category.
  - 6.7. Column 3 has Complaint Date.
  - 6.8. Column 4 has Complaint Description.
  - 6.9. Column 5 has information relating to person/ agency against which the complaint has been made.
  - 6.10. Column 6 has information regarding Number of Escalation.
  - 6.11. Column 7 contains information relating to Escalation detail.
  - 6.12. Column 8 contains information relating to Action Taken.
  - 6.13. Column 9 contains information relating to Action taken date.
  - 6.14. It is to be noted that Columns 6, 7, 8 and 9 may be blank. These can be updated manually and similar details must be entered in MIS so that in next quarter an updated report is available for printing.
7. In the next month a fresh print out will be taken and pasted after the report of previous month and the register has to maintained in the same way. Thus by FY end the last month report will give the most up to date information about the status of complaints in that Gram Panchayat for that FY.



**REGISTER – VII**  
**MATERIAL REGISTER**





MATERIAL REGISTERS SERIAL No. : \_\_\_\_\_

**REGISTER - VII**  
**MATERIAL REGISTER**  
**(COVER PAGE)**

<b>Name of the Gram Panchayat</b>	
<b>Name of the Block</b>	
<b>Name of the District</b>	
<b>Name of the State</b>	

<b>Previous reference</b>	<b>Later reference</b>



## Instructions for maintaining Register - VII relating to Material

### Format of Register - VII - MATERIAL REGISTER

#### REGISTER – VII MATERIAL REGISTER

Page number .....

S No.	Work Name (Work Code)	Date of Starting of work	Estimated date of completion	Voucher / Bill No.	Bill Date	Vendor Name and TIN- material wise	Material Detail	Material Quantity in units	Total price (in Rs.)	Entry on the Stock Register (Page no.)	Opening Balance -Stock	Closing Balance -Stock	Signature by the Technical Assistant
1	2	3	4	5	6	7	8	9	10	11	12	13	14

1. This register is available online in NREGASoft.
2. From the link <http://nrega.nic.in/Netnrega/stHome.aspx>. Select the name of State>District> Block>GP to reach the GP page. In this page under the label REGISTERS the link for 'Material Register, is to be clicked to display the informations relating to this Register.
3. This report has 14 columns. 1 to 10 are pre-printed.
4. Columns 11 to 14 are blank (to be filled manually).
5. The report has to be printed (in landscape mode) and pasted on registers to be maintained for the FY.
6. Pre planning for Procedure for filling up/ maintaining Register -VII
7. Choosing a physical Register of correct size
  - 7.1. Please check the number of entries in this report.
  - 7.2. As per size of paper of Register (planned) check how many entries will come in one page in landscape mode printing. There is a facility to select number of pages to be printed per page.
  - 7.3. Based on number of Works and number of entries that can be printed per page and multiply it by 12 as this register is to be updated on monthly basis and accordingly select the number of pages.
8. Paging: Ensure that all pages are numbered sequentially in the physical register.
  - 8.1. Procedure for filling up/ maintaining Register VII
  - 8.2. Column 1 to 10 are pre - printed and 11 to 14 are blank.
  - 8.3. The report has to be printed directly from the MIS.
  - 8.4. It is advised to maintain this register on annual basis.
  - 8.5. Once printed the report is to be pasted on the physical Register VII sequentially for the quarter.
  - 8.6. Column1 is the serial number.
  - 8.7. Column 2 has has information relating to Work Name (Work Code).
  - 8.8. Column 3 has has information relating to date of starting of Work.
  - 8.9. Column 4 has has information relating to Estimated Date of Completion.
  - 8.10. Column 5 has information relating to person/ agency aganst which the complaint has been made.
  - 8.11. Col - 6 has information regarding Bill Date.
  - 8.12. Column 7 contains information relating to Vendor Name and TIN No. (material wise). All the break up material wise for the given work is available, hence forth in subsequent columns, material wise.
  - 8.13. Col - 8 contains the name of the material against the Bill/ Voucher No. and Vendor in previous columns.

- 8.14. Column 9 has information relating to quantity of material purchased against the material name in Column 8.
- 8.15. Column 10 has information relating to total amount paid to the Vendor against the said material for the given Bill No./ Voucher No.
- 8.16. Column 11 is blank and is to be filled manually. The Stock Register being maintained by the GP in format prescribed by GFR of the State or other direction has to be referred and the page number on which the entry related to procurement of said material has been made is to be entered here.
- 8.17. Column 12 & 13 are also blank and are to be filled manually. The above mentioned Stock Register has to be referred for these entries. In column 12 the opening Balance of the Stock Register (i.e stock balance of that material before procurement of the mentioned purchase) is to be noted and entered here. In col - 13 the Closing Balance (i.e stock balance of that material after the procurement of the mentioned purchase) is to be noted and entered here.
- 8.18. Col - 14 is blank and is to be filled manually. In this column the TA shall affix his signature after verifying the details entered manually.
9. In the next month a fresh print out will be taken and pasted after the report of previous month and the register has to be maintained in the same way. Thus by FY end the last month report will give the most up to date information about the status of complaints in that Gram Panchayat for that FY.