CAPACITY BUILDING ON DIGITAL PAYMENTS

MIS MANUAL

MGNREGA, MoRD

DIGITAL PAYMENTS: CAPACITY BUILDING OF FIELD FUNCTIONARIES

❖ **MONITORING FRAMEWORK - DIGITAL PAYMENTS CAPACITY BUILDING**

The NREGASoft will capture the details of the Master trainers (ToT) at State/ District / Block & GP Level. The data entry will be done by the States using the NREGASoft.

I. The following details of the **trainees** who will be the resource persons at various levels will be captured: -
   a) *Name*
   b) *Designation*
   c) *Department*
   d) *E-Mail*
   e) *Mobile/ phone number*
   f) *Start Date of training received*
   g) *Duration of training*
II. The details of the **trainers** / **agency** (eg. Resourse persons/NIRD/ SIRD- (Short name of State eg. Uttar Pradesh → UP) will also be captured along with the **level of trainers**.
III. For the TOT of all levels all fields will be mandatory.
IV. The **data entry Formats** to be developed and made available on NREGASoft are at *Annexure-1.*
V. The entry format will be made available at respective Level for the concerned Trainees.
VI. The **reporting Formats** to be developed and made available on NREGASoft are at *Annexure-2.*

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ANNEXURE-1: DATA ENTRY FORMAT FOR TOT DETAILS

FORM 1: Capacity Building for digital payments (State Level)

State						
	Trainer's Name			Trainer Level		
S.No.	Name of Trainee	Designation	Department	email	Mobile	Start Date and duration of Training

FORM 2: Capacity Building for digital payments (District Level)

State				District		
		Trainer's Name		Trainer Level		
S.No.	Name of Trainee	Designation	Department	email	Mobile	Start Date and duration of Training

FORM 3: Capacity Building for digital payments (Block Level)

State			District			
Block						
		Trainer's Name		Trainer Level		
S.No.	Name of Trainee	Designation	Department	email	Mobile	Start Date and duration of Training

FORM 4: Capacity Building for digital payments (GP Level)

State			District			
Block			GP			
		Trainer's Name		Trainer Level		
S.No.	Name of Trainee	Designation	Department	email	Mobile	Start Date and duration of Training

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ANNEXURE-2: REPORTING FORMAT FOR TOT DETAILS

REPORT-1:
STATUS OF ToT TRAINED AT VARIOUS LEVELS

#	State	No. of districts	No. of Blocks	No. of GPs	ToTs trained at various levels				
					State	District	Block	GP	Total
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

REPORT-2:
STATUS OF LOCATION COVERED AT VARIOUS LEVELS

#	State	No. of districts	No. of Blocks	No. of GPs	LOCATIONS COVERED		
					District	Block	GP
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

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User Manual
Capacity Building for Digital Payments

This page is available for all the logins i.e. the User can login at State, District, Block or Gram Panchayat level. It is important to note that all data entry done will be reflected in the grid below the data entry frame.

Entry at State Level

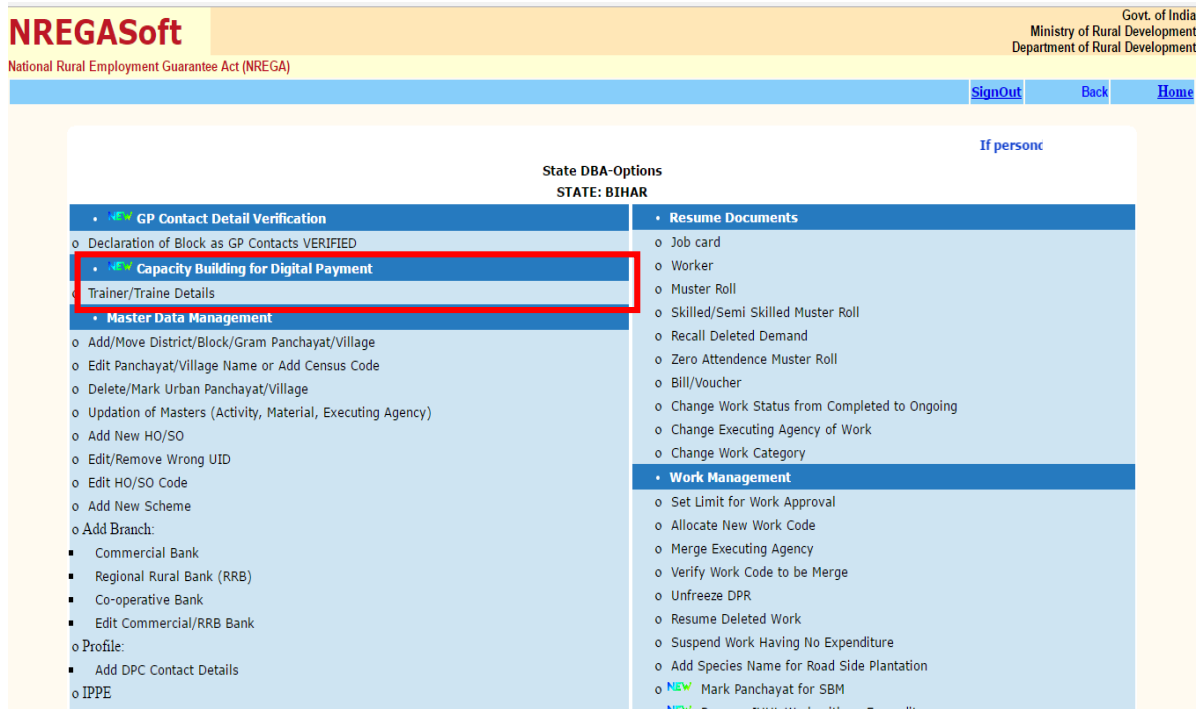User logs in at State DBA level as shown in the figure 1 below:

Figure 1 – Main Menu at State DBA Level

After selecting the option as shown in the figure above, the user comes to the form in the figure 2 below:

All the fields marked "*" are mandatory. Details of the sections and fields are given below:

Training for Entry at:

Go to the top most title "**Capacity Building for Digital Payments**" and "**State: State name**". Below there is a section "**Training for Trainer at:**". Select the level viz. State Level, District Level, Block Level or Gram Panchayat Level.

The User belonging to upper hierarchy level can select lower hierarchy level. For example, the User belonging to State level can enter details for District, Block and Gram Panchayat level.

Trainer's Details

This section gets information for the Trainer. Details of its fields are given below:

Trainer's Level

Select Trainer's Level from the drop down whether State Level, District Level, Block Level or Gram Panchayat Level.

Trainer's Name

Select Trainer's Agency or Name. If Trainer's Level is State Level then choose NIRD or SIRD. If his/her level is from other levels then choose his name, NIRD or SIRD.

Trainee Details

This section gets information for the Trainee. Details of its fields are given below:
**Combination of the Name of Trainee and Mobile number must be unique.

Name of Trainee

After selecting salutation, enter name of the trainee. Name value has to be of minimum length 2 letters and maximum length 50 letters. Enter only alphabets. Do not enter numeric digits and special characters.

Trainee's Department

Select the trainee's department from list in the drop down box. If it is not found in the list of the drop down box, select "Others" option and enter the department in the adjoining text box.

Trainee's Designation

Select the trainee's designation from list in the drop down box. If it is not found in the list of the drop down box, select "Others" option and enter the designation in the adjoining text box.

Mobile Number

Enter mobile number of the trainee. Mobile number length has to be of 10 digits. All the characters must be numeric digits only. First numeric digit of Mobile number must be between 7 to 9. Do not enter alphabets.
**Combination of the Name of Trainee and Mobile number must be unique.

E-Mail Address

Email address length has to be of minimum 2 characters and maximum 75 characters long. The part before "@" symbol must contain only alpha-numeric characters ".", "-" and "_". For example, email address format may be similar to abcd.efgh@domain.com, abcd-efgh@domain.com or abcd_efgh@domain.com.

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Training Details

Training Start Date

Enter training start date in the format like dd-mm-yyyy. It cannot be future date.

Training Duration

Select duration from three options like Half Day, Full Day or 2 Days.

Save Details

After entering all the values, click the "Save Details" button to save the values.

Entry at District Level

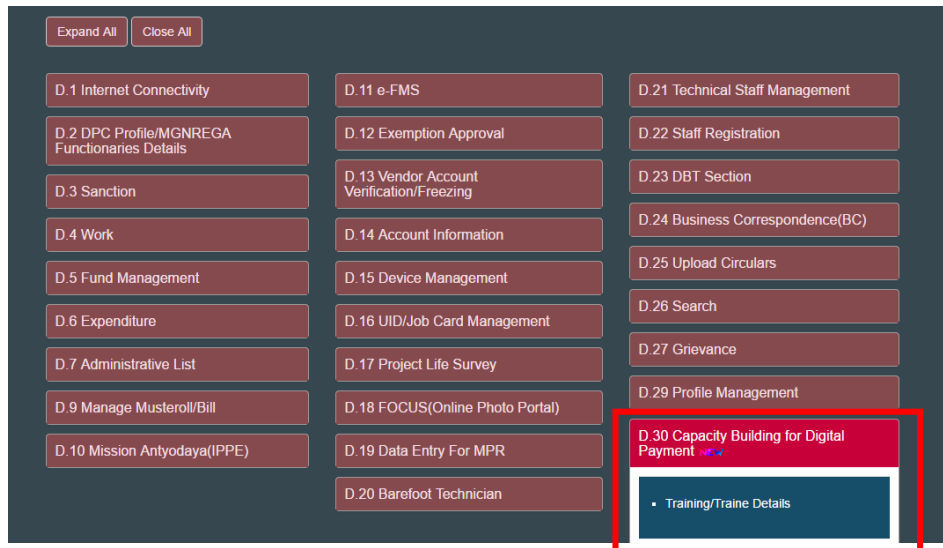When the user logs in at District Officer level, he gets the main menu as shown in the figure 3 below:

Figure 3 – Main Menu at District Programme Coordinator Level

Enter the values in the fields for District Level similar to Entry at State Level section.

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Capacity Building for Digital Payments

State: Punjab

Training for Trainee at : ⦿ District Level ◯ Block Level ◯ Gram Panchayat Level

For example :
If the Trainee is GRS then select Gram Panchayat Level Or
If the Trainee is Program Officer then select Block Level Or
If the Trainee is District Officer then select District Level.

District Name : AMRITSAR

Trainer's Details

| Trainer's Level* | State Level ▾ | Trainer's Name* | NIRD ▾ |

Trainee Details

Name of Trainee*   --Select Salutation-- ▾ - Enter Name of Trainee

Trainee's Department*   --Select Department-- ▾   Trainee's Designation*   --Select Designation-- ▾

Mobile Number*   Enter Mobile Number   E-Mail Address*   Enter E-Mail Address
Don't prefix Zero(0) with mobile number.

Training Details

Training Start Date*   Enter Date of Training   Training Duration*   --Select Duration-- ▾

Save Details

Activate Windows

Figure 4 – Entry at District Programme Coordinator Level

Entry at Block Level / PO Login

When the user logs in at Block Officer Level, he gets the main menu as shown in the figure 5 below:

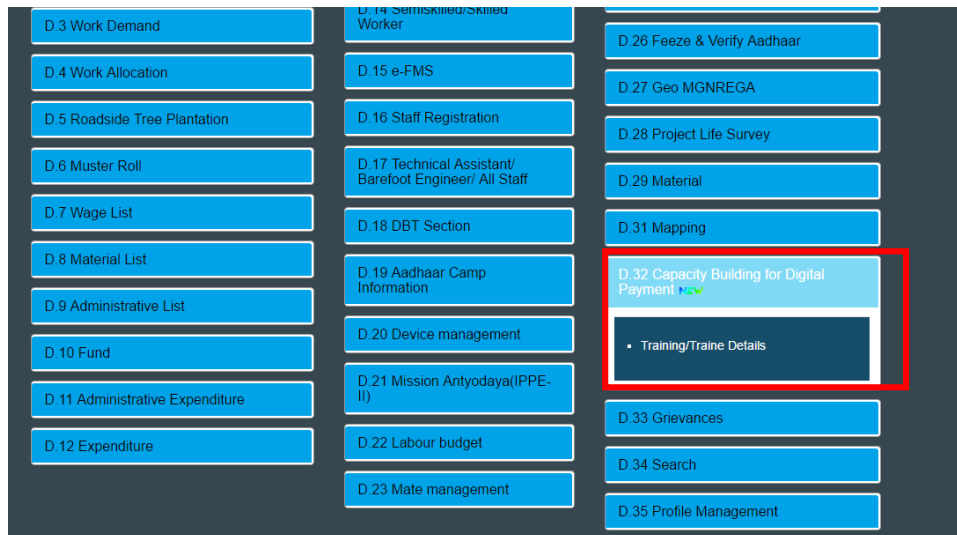| D.3 Work Demand | D.14 Semiskilled/Skilled Worker | D.26 Feeze & Verify Aadhaar |
D.4 Work Allocation	D.15 e-FMS	D.27 Geo MGNREGA
D.5 Roadside Tree Plantation	D.16 Staff Registration	D.28 Project Life Survey
D.6 Muster Roll	D.17 Technical Assistant/ Barefoot Engineer/ All Staff	D.29 Material
D.7 Wage List	D.18 DBT Section	D.31 Mapping
D.8 Material List	D.19 Aadhaar Camp Information	D.32 Capacity Building for Digital Payment NEW
D.9 Administrative List	D.20 Device management	• Training/Traine Details
D.10 Fund	D.21 Mission Antyodaya(IPPE-II)	
D.11 Administrative Expenditure	D.22 Labour budget	D.33 Grievances
D.12 Expenditure	D.23 Mate management	D.34 Search
		D.35 Profile Management

Figure 5 – Main menu at Block Officer Level

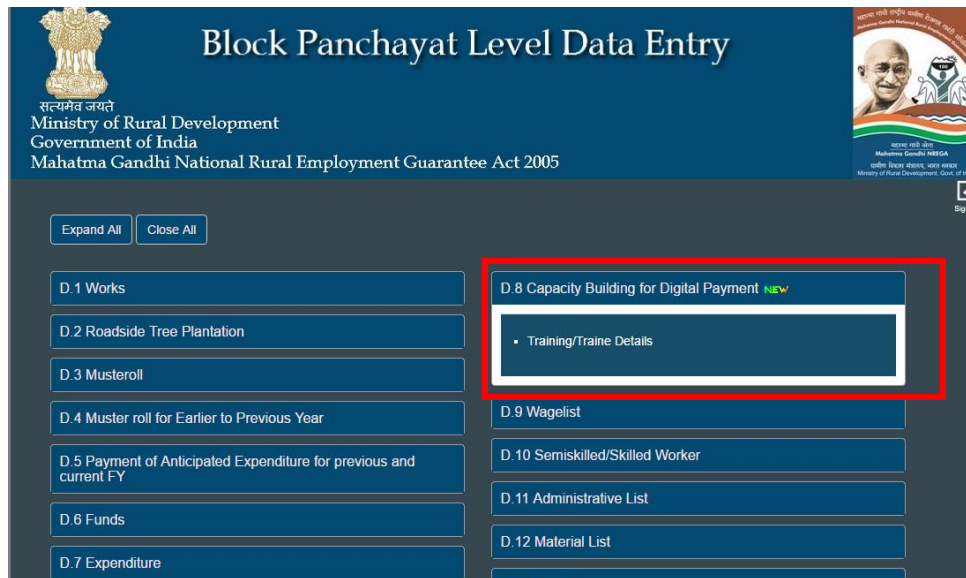When the user logs in at Programme Officer level, he gets the main menu as shown in the figure 6 below:

Figure 6 – Main menu at Programme Officer Level

Enter the values in the fields for Block Level similar to Entry at State Level section.

Figure 7 – Entry at Block Level

Entry at Gram Panchayat Level

When the user logs in at Gram Panchayat level, he gets the main menu as shown in the figure 8 below:
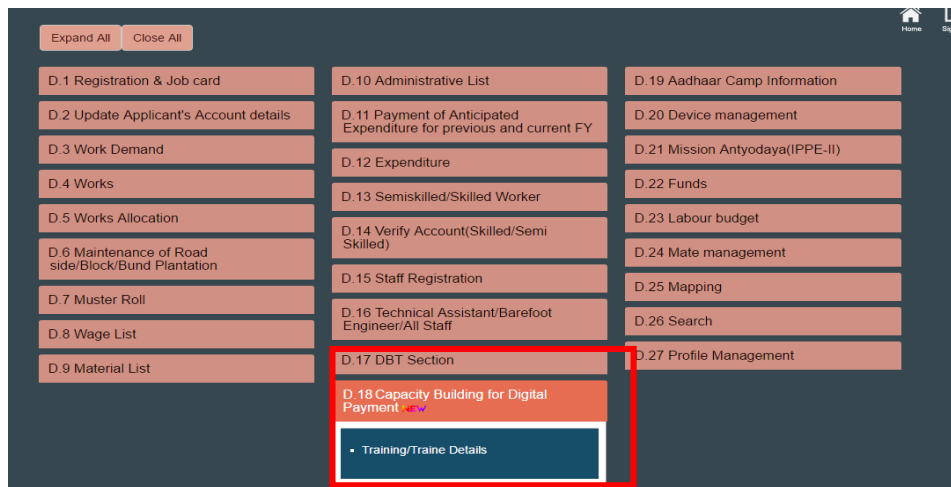
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Figure 8 – Main menu at Gram Panchayat Level

Enter the values in the fields for Gram Panchayat Level similar to Entry at previous levels.

Figure 9 – Entry at Gram Panchayat Level