CAPACITY BUILDING ON DIGITAL PAYMENTS





MIS MANUAL MGNREGA, MoRD

* 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 \rightarrow 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*.

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			
		Trainer's Name		Level			
S.No.	Name of Trainee	Designation	Department	email	Mobile	2	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
			- F			
S.No.	of Trainee	Designation	Department	email	Mobile	duratio Traini

FOR	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		

ANNEXURE-2: REPORTING FORMAT FOR TOT DETAILS

REPORT-1: STATUS OF ToT TRAINED AT VARIOUS LEVELS									
#	State	No. of	No. of	No. of	ToTs	trained	at vari	ous le	vels
		districts	Blocks	GPs	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	No. of	No. of	LOCATIO	ONS COV	ERED	
		districts	Blocks	GPs	District	Block	GP	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

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.

 NET Capacity Building for Digital Payment 	o Worker
Trainer/Traine Details	o Muster Roll
Master Data Management	o Skilled/Semi Skilled Muster Roll
o Add/Move District/Block/Gram Panchayat/Village	o Recall Deleted Demand
o Edit Panchayat/Village Name or Add Census Code	o Zero Attendence Muster Roll
o Delete/Mark Urban Panchayat/Village	o Bill/Voucher
o Updation of Masters (Activity, Material, Executing Agency)	 Change Work Status from Completed to Ongoing
o Add New HO/SO	o Change Executing Agency of Work
o Edit/Remove Wrong UID	o Change Work Category
o Edit HO/SO Code	Work Management
o Add New Scheme	o Set Limit for Work Approval
o Add Branch:	o Allocate New Work Code
Commercial Bank	o Merge Executing Agency
 Regional Rural Bank (RRB) 	o Verify Work Code to be Merge
Co-operative Bank	o Unfreeze DPR
Edit Commercial/RRB Bank	o Resume Deleted Work
o Profile:	o Suspend Work Having No Expenditure
Add DPC Contact Details	o Add Species Name for Road Side Plantation
o IPPE	o NEW Mark Panchayat for SBM

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:

	Capacity Building for Digital Payments State: Punjab					
Training fo	or Trainee at : ® State Level © District Level © Blo	ck 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.			
Trainer's Details Trainer's Level*	Select Trainer's Level V		Trainer's Name*	•		
Trainee Details Name of Trainee* Trainee's Department*	-Select Salutation -Select DepartmentSelect DepartmentSelect Department	Trainee's Designation*	Select Designation			
Mobile Number*	Enter Mobile Number Don't prefix Zero(0) with mobile number.	E-Mail Address*	Enter E-Mail Address			
Training Start Date*	Enter Date of Training	Training Duration*	-Select Duration- •			
		Save Details	Activate Winc	lows		

Figure 2 – Entry at State DBA Level

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 <u>abcd.efgh@domain.com</u>, <u>abcd-efgh@domain.com</u>.

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.

Capacity	/ Building	for Digital	Payments
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		State: Punjab	
	Training for Trainee at : ® District Level © Block Lev	rel 🔍 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.
	Distr	ict 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 Don't prefix Zero(0) with mobile number.	E-Mail Address*	Enter E-Mail Address
Training Details			
Training Start Date*	Enter Date of Training	Training Dura	ation*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. 14 Settiskilled/Skilled	
D.3 Work Demand	VVOrker	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	D.32 Capacity Building for Digital
D.9 Administrative List	Information	Payment New
D.10 Fund	D.20 Device management	Training/Traine Details
D.11 Administrative Expenditure	D.21 Mission Antyodaya(IPPE- II)	D 22 Grigurance
D.12 Expenditure	D.22 Labour budget	D.33 Gilevalices
	D 23 Mate management	D.34 Search
	D.25 Wate management	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:

Readed of the second se	Level Data Entry
Expand All Close All	
D.1 Works	D.8 Capacity Building for Digital Payment NEW
D.2 Roadside Tree Plantation	Training/Traine Details
D.3 Musteroll	
D.4 Muster roll for Earlier to Previous Year	D.9 Wagelist
D.5 Payment of Anticipated Expenditure for previous and	D.10 Semiskilled/Skilled Worker
	D.11 Administrative List
D.6 Funds	D.12 Material List
D.7 Expenditure	

Figure 6 – Main menu at Programme Officer Level

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

Capacity Building for Digital Payments								
State: Punjab								
	Training for Trainee at : ® Block Level © Gram Panchay	For example : If the Trainee is GRS. If the Trainee is Prog If the Trainee is Dist	then select Gram Panchayat Level Or ram Officer then select Block: Level Or ict Officer then select District Level.					
	District Name : AMRITSAR	Block Name : AJNALA-1						
Trainer's Details Trainer's Level*	Select Trainer's Level V		Trainer's Name*	•				
Trainee Details Name of Trainee* Trainee's Department* Mobile Number*	Select Salutation-▼ - Enter Name of Trainee Select Department ▼ T T Enter Mobile Number F Don't prefix Zero(0) with mobile number. F	Trainee's Designation* E-Mail Address*	Select Designation]				
Training Details Training Start Date*	Enter Date of Training	Training Duration*	–Select Duration- ▼ Activate Wir	ndows				
	Save	Details	Activate vil					

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:

Expand All Close All		14		
D.1 Registration & Job card	D.10 Administrative List	D.19 Aadhaar Camp Information		
D.2 Update Applicant's Account details	D.11 Payment of Anticipated Expenditure for previous and current FY	D.20 Device management		
D.3 Work Demand	D.12 Expenditure	D.21 Mission Antyodaya(IPPE-II)		
D.4 Works	D.13 Semiskilled/Skilled Worker	D.22 Funds D.23 Labour budget		
D.5 Works Allocation	D.14 Verify Account(Skilled/Semi			
D.6 Maintenance of Road side/Block/Bund Plantation	Skilled)	D.24 Mate management		
D.7 Muster Roll	D.15 Staff Registration	D.25 Mapping		
D.8 Wage List	D.16 Technical Assistant/Barefoot Engineer/All Staff	D.26 Search		
D.9 Material List	D.17 DBT Section	D.27 Profile Management		
	D.18 Capacity Building for Digital Payment and			
	Training/Traine Details			

Figure 8 – Main menu at Gram Panchayat Level

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

Capacity Building for Digital Payments									
State: Punjab									
	Training fo	r Trainee at : ® Gram Par	nchayat Level	xample : Trainee is GRS then select Gr Trainee is Program Officer the Trainee is District Officer ther	ram Panchayat Level Or en select Block Level Or n select District Level.				
District Name : AMRITSAR		Block Name : AJNALA-1			Panchayat Name : ABADI CHANDIGARH				
Trainer's Details Trainer's Level*	S	elect Trainer's Level ▼			Trainer's Name*				
Name of Trainee* Trainee's Department*	Select Salutation	Enter Name of Trainee	Trainee's De	signation*	Select Designation				
Mobile Number*	Enter Mobile Number Don't prefix Zero(0) v	rith mobile number.	E-Mail Addı	ress*	Enter E-Mail Address				
Training Details Training Start Date*	Enter Da	te of Training	Tr	aining Duration*	Select Duration-	- •			
			Save Details		Activate	Windows			

Figure 9 – Entry at Gram Panchayat Level