

No. J- 11017/20/2017-RE-VII (354516)
Mahatma Gandhi NREGA Division
Department of Rural Development
Ministry of Rural Development

Krishi Bhavan, New Delhi
Date: 4.12.2017

To
Principle Secretary/ Secretary/Commissioner (MGNREGA)
Department of Rural Development/Panchayati Raj
All States/ UTs.

Subject: Regarding DTRT and BTRT training programme under Saksham

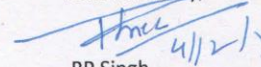
Sir/Madam,

This is with reference to the above mentioned subject and as per even number letter dated 19.06.2017, DTRT and BTRT trainings were required to be completed by 30th November 2017 by all the states and UTs. All the scheduled STRT trainings, facilitated by the Ministry, along with two mop up rounds already have been completed. It has been observed that the pace of the DTRT and BTRT training programme is not satisfactory and even after crossing the deadline, still trainings in majority of states are not yet completed. In this context, following action points need immediate attention:

- DTRT and BTRT training programmes should be completed at the earliest, using the trained STRT and DTRT members as resource persons
- Status of the DTRT and BTRT training programmes along with the details of the participants, need to be uploaded on NREGASoft in real time. The "Saksham Module" has already been deployed and enabled on NREGASoft.
The Module is available at State DBA and DPC login. The module facilitates updating the information regarding batches, participants and mapping of participants with batches. The user manual for uploading DTRT & BTRT data is enclosed.
- The reports of the completed DTRT and BTRT training programmes should be shared with the Ministry as per the attached template.

In case of any query, please communicate to the undersigned at raghvendra.rp@gov.in with copy to skulsh@gmail.com and ibairwa@gmail.com.

Yours faithfully,



RP Singh
Director (MGNREGA)
011- 2338 4399

Report Template for State-wise DTRT and BTRT Training programmes

State Name:

Number of STRT members Trained:

Number of DTRT Members Trained:

Number of BTRT Members Trained:

Number of Districts in the State:

Number of Districts NOT having technical team members trained under Saksham

If there are districts with no trained members at District level, what is the plan for incorporating the Saksham components at GP Level MGNREGS planning?

Number of Blocks in the State:

Number of Blocks NOT having technical team members trained under Saksham

If there are districts with no trained members at District level, what is the plan for incorporating the Saksham components at GP Level MGNREGS planning?

Details regarding the Training Programmes:

District Technical Resource Team (please fill the Batch-wise information)

S No of Batch	Batch Location	Start Date	End Date	Number of participants
1				
2				
3				
...				
...				
...				

Block Technical Resource Team (please fill the Batch-wise information)

S No of Batch	Batch Location	Start Date	End Date	Number of participants
1				
2				
3				
...				
...				
...				

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User Manual for SAKSHAM Training

1. Home Page

Click States for state dba login or district/Block Admin for DPC login.

2. State Index Page will appear select respective state.

ANDHRA PRADESH	ARUNACHAL PRADESH	ASSAM
BIHAR	CHHATTISGARH	GUJARAT
HARYANA	WEST BENGAL	JAMMU AND KASHMIR
JHARKHAND	KARNATAKA	KERALA
MADHYA PRADESH	MAHARASHTRA	MADHYPRADESH
MEHALAYA	MIZORAM	RAJASTHAN
ODISHA	PURJAB	TRIPURA
SIKKIM	TAMIL NADU	WEST BENGAL
UTTAR PRADESH	UTTARAKHAND	DAMAN & DIU
ANDAMAN AND NICOBAR	DADRA & NAGAR HAVELI	PUDUCHERRY
GOA	LAKSHADWEEP	
CHANDIGARH	TELANGANA	

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3. Select Data Entry.

The screenshot shows the Netrega application interface. At the top, there is a header for 'The Mahatma Gandhi National Rural Employment Guarantee Act 2005' and 'Ministry of Rural Development, Government of India'. A navigation menu includes 'HOME', 'About Us', 'Contact Us', 'Help', 'Feedback', 'Privacy Policy', 'Terms & Conditions', 'Sitemap', 'Language', and 'Currency'. A prominent error message reads: 'Server Error in '/Netrega' Application. The resource cannot be found.' Below the error message, there is a 'Data Entry' button highlighted with a red box. The interface also displays various reports and statistics, including 'Accounts and IPMS', 'Performance Monitoring', and 'Alerts'.

3. At State DBA, enter credentials.

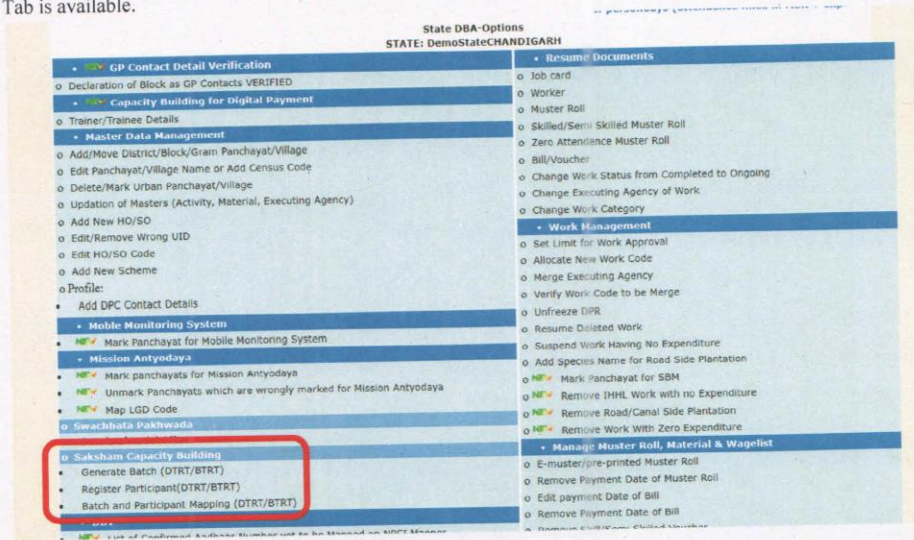
The screenshot shows the 'DATA ENTRY LOGIN' form. The form is titled 'DATA ENTRY LOGIN' and is located on the 'Netrega' application. The form fields are as follows:

- State*: CHANDIGARH
- Financial year: 2017-2018
- Login Name*: CGdba
- Password*: [masked]

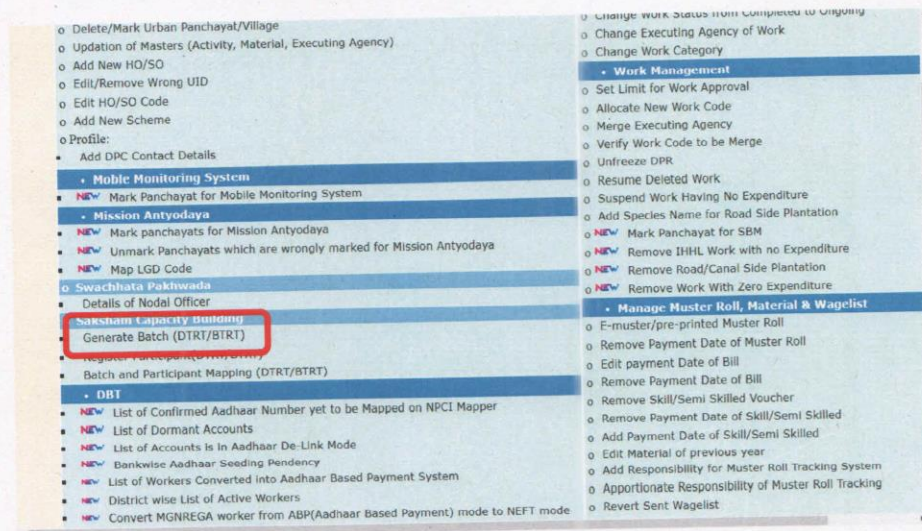
There are 'Proceed' and 'Reset' buttons at the bottom of the form. The background of the page is light blue and white. The text 'The Mahatma Gandhi National Rural Employment Guarantee Act' is visible at the top left, and 'Govt. of India, Ministry of Rural Development, Department of Rural Development' is visible at the top right.

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4. After login into state dba, states index will appear. In state dba index Saksham Capacity Builder new Tab is available.



5. In tab Saksham Capacity Builder, select first link –Generate Batch.



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6. After link clicked, below screen will appear to generate batch.

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Batch Registration of DTRT/BTRT

State: DemoStateCHANDIGARH

Note: Batch Date should not be before 10 July 2017.
Note: The minimum gap between Batch start date and End date should be 5 days

Select Type of Batch(DTRT/BTRT) : -Select Type- ▼

Enter Venue and Address:	
Batch Name:	(Batch name should be unique)
Batch Start Date:	(dd/mm/yyyy)
Batch End Date:	(dd/mm/yyyy)

7. Select the type of batch user want to create, enter the venue and address, batch name, batch start and end date.

a. If user selects DTRT, then select district also .If user select BTRT then select district and block.

b. Venue and address –

- i.-mandatory
- ii- not allowed to enter the special characters.

c. Batch Name-

- i-Mandatory
- ii-Name length should be atleast 4 characters
- iii- Alphanumeric is allowed, hyphen (-), space is allowed

d. Batch start and end date -

- i-Mandatory
- ii- valid format
- iii- start date should be smaller and difference between these dates should be of minimum 5 days.
- iv- Batch date should be greater than 10 July 2017.

After filling all information click submit button to generate batch.

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Batch Registration of DTRT/BTRT

State: DemoStateCHANDIGARH

Note: Batch Date should not be before 10 July 2017.
Note: The minimum gap between Batch start date and End date should be 5 days

Select Type of Batch(DTRT/BTRT) : DTRT ▼

Select District Name: DemoDistrictCHANDIGARH ▼

Enter Venue and Address:	test venue
Batch Name:	test batch (Batch name should be unique)
Batch Start Date:	22/07/2017 (dd/mm/yyyy)
Batch End Date:	27/07/2017 (dd/mm/yyyy)

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8. After submission.

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Batch Registration of DTRT/BTRT

State: DemoStateCHANDIGARH

Note:Batch Date should not be before 10 July 2017.
Note:The minimum gap between Batch start date and End date should be 5 days

Select type of Batch(DTRT/BTRT) : --Select Type--

Enter Venue and Address:	
Batch Name:	(Batch name should be unique)
Batch Start Date:	(dd/mm/yyyy)
Batch End Date:	(dd/mm/yyyy)

Successfully Inserted!!

9. To Register the participant, click Register Participant (second link)-

- Delete/Mark Urban Panchayat/Village
- Updation of Masters (Activity, Material, Executing Agency)
- Add New HO/SO
- Edit/Remove Wrong UID
- Edit HO/SO Code
- Add New Scheme
- Profile:
 - Add DPC Contact Details
- Mobile Monitoring System
 - Mark Panchayat for Mobile Monitoring System
- Mission Antyodaya
 - Mark panchayats for Mission Antyodaya
 - Unmark Panchayats which are wrongly marked for Mission Antyodaya
 - Map LGD Code
- Swachhata Pakhwada
- Details of Nodal Officer
- Saksham Capacity Building
 - Generate Batch (DTRT/BTRT)
 - Register Participant(DTRT/BTRT)
 - Batch and Participant Mapping (DTRT/BTRT)
- DBT
 - List of Confirmed Aadhaar Number yet to be Mapped on NPCI Mapper
 - List of Dormant Accounts
 - List of Accounts is In Aadhaar De-Link Mode
 - Bankwise Aadhaar Seeding Pendancy
 - List of Workers Converted into Aadhaar Based Payment System
 - District wise List of Active Workers
 - Convert MGNREGA worker from ABP(Aadhaar Based Payment) mode to NEFT mode
- Change work status from Completed to Ongoing
- Change Executing Agency of Work
- Change Work Category
- Work Management
 - Set Limit for Work Approval
 - Allocate New Work Code
 - Merge Executing Agency
 - Verify Work Code to be Merge
 - Unfreeze DPR
 - Resume Deleted Work
 - Suspend Work Having No Expenditure
 - Add Species Name for Road Side Plantation
 - Mark Panchayat for SBM
 - Remove IHHL Work with no Expenditure
 - Remove Road/Canal Side Plantation
 - Remove Work With Zero Expenditure
- Manage Muster Roll, Material & Wagelist
 - E-muster/pre-printed Muster Roll
 - Remove Payment Date of Muster Roll
 - Edit payment Date of Bill
 - Remove Payment Date of Bill
 - Remove Skill/Semi Skilled Voucher
 - Remove Payment Date of Skill/Semi Skilled
 - Add Payment Date of Skill/Semi Skilled
 - Edit Material of previous year
 - Add Responsibility for Muster Roll Tracking System
 - Apportionate Responsibility of Muster Roll Tracking
 - Revert Sent Wagelist

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10. After click, page will load select type of participant user want to register.

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Participant Registration of DTRT/BTRT

State: DemoStateCHANDIGARH

Select Type of Participant: DTRT BTRT

11. If user selects DTRT then select district, if user selects BTRT then select district and block .Then grid will appear, enter the details of the participant.

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Participant Registration of DTRT/BTRT

State: DemoStateCHANDIGARH

Select Type of Participant: DTRT BTRT

Select District: DemoDistrictCHANDIGARH

Note: Please add rows if you want to register more than one trainer and remove extra row before submitting
Note: All fields except NRM Expertise are mandatory

S.No	Name	Designation	Mobile	Email Id	Gender	Qualification	Specialization	Expertise	Alt. expertise
1					Female Male	--Select--			

Add Row

Submit

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12. Enter all the details with below validations-

Column	Validation
Name	mandatory ,characters and space only ,length greater than 3 characters
Designation	mandatory ,characters and space only
Mobile	mandatory numeric only ,length 10 ,only one time one mobile can be entered ,Mobile number should be start with '6, 7, 8 or 9' number
Email Id	mandatory ,valid email
Gender	mandatory
Qualification	mandatory
Specialisation	mandatory ,characters and space allowed
Expertise	mandatory ,characters only and space
NRM expertise or not	If user checks then its NRM expertise ,if user does not select then its not NRM expertise

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Participant Registration of DTRT/BTRT

State: DemoStateCHANDIGARH

Select Type of Participant: * DTRT / BTRT

Select District: DemoDistrictCHANDIGARH

Note: Please add rows if you want to register more than one trainer and remove extra row before submitting
Note: All fields except NRM Expertise are mandatory

Sl no	Name	Designation	Mobile	Email Id	Gender	Qualification	Specialisation	Expertise	NRM expertise or not
1	best name	best designation	9874563215	best.best@gmail.com	Female	Intermediate	text	text	radio
Add Row									

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13. Click submit button to register the participant in MIS.

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Participant Registration of DTRT/BTRT

State:

Successfully Registered: 1 Number of Records Added.

Select Type of Participant:

Select District:

Note: Please add rows if you want to register more than one trainer and remove extra row before submitting
Note: All fields except NEM Expertise are mandatory

S.No	Name	Designation	Mobile	Email ID	Gender	Qualification	Specialisation	Expertise	NEM expertise or not	Delete
1					Female/Male	Speci-				<input type="button" value="Add Row"/>

14. At state dba index, click batch and participant mapping link, to map the batch and participant.

- Delete/Mark Urban Panchayat/Village
- Updation of Masters (Activity, Material, Executing Agency)
- Add New HO/SO
- Edit/Remove Wrong UID
- Edit HO/SO Code
- Add New Scheme
- Profile:
 - Add DPC Contact Details
- Mobile Monitoring System**
- NEW** Mark Panchayat for Mobile Monitoring System
- Mission Antyodaya**
- NEW** Mark panchayats for Mission Antyodaya
- NEW** Unmark Panchayats which are wrongly marked for Mission Antyodaya
- NEW** Map LGD Code
- Swachhata Pakhwada**
- Details of Nodal Officer
- Saksham Capacity Building**
- Generate Batch (DTRT/BTRT)
- Register Participant (DTRT/BTRT)
- Batch and Participant Mapping (DTRT/BTRT)**
- NEW** List of Confirmed Aadhaar Number yet to be Mapped on NPCI Mapper
- NEW** List of Dormant Accounts
- NEW** List of Accounts Is in Aadhaar De-Link Mode
- NEW** Bankwise Aadhaar Seeding Pendency
- NEW** List of Workers Converted into Aadhaar Based Payment System
- NEW** District wise List of Active Workers
- NEW** Convert MGNREGA worker from ABP(Aadhaar Based Payment) mode to NEFT mode
- Change work Status from Completed to Ongoing
- Change Executing Agency of Work
- Change Work Category
- Work Management**
- Set Limit for Work Approval
- Allocate New Work Code
- Merge Executing Agency
- Verify Work Code to be Merge
- Unfreeze DPR
- Resume Deleted Work
- Suspend Work Having No Expenditure
- Add Species Name for Road Side Plantation
- NEW** Mark Panchayat for SBM
- NEW** Remove IHHL Work with no Expenditure
- NEW** Remove Road/Canal Side Plantation
- NEW** Remove Work With Zero Expenditure
- Manage Muster Roll, Material & Wagelist**
- E-muster/pre-printed Muster Roll
- Remove Payment Date of Muster Roll
- Edit payment Date of Bill
- Remove Payment Date of Bill
- Remove Skill/Semi Skilled Voucher
- Remove Payment Date of Skill/Semi Skilled
- Add Payment Date of Skill/Semi Skilled
- Edit Material of previous year
- Add Responsibility for Muster Roll Tracking System
- Apportionate Responsibility of Muster Roll Tracking
- Revert Sent Wagelist

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15. Mapping page will load, below screen will appear.

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Participant Batch Mapping

State: DemoStateCHANDIGARH

Select Batch: -Select-

16. Select batch you want map with participants.

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Participant Batch Mapping

State: DemoStateCHANDIGARH

Select Batch: test batch

Batch Name: test batch	Training Start Date: 22/07/2017	Training End Date: 27/07/2017
Max. Batch Size: 40	No. of Participants mapped with selected batch: 0	No. of Participants which can be mapped in the batch: 40

Both DTRT BTRT

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17. Select participant type (DTRT/BTRT) you want map with batch.

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Participant Batch Mapping

State: DemoStateCHANDIGARH

Select Batch: test batch ▼

Batch Name: test batch	Training Start Date: 22/07/2017	Training End Date: 27/07/2017
Max. Batch Size: 40	No. of Participants mapped with selected batch: 0	No. of Participants which can be mapped in the batch: 40

* Both DTRT BTRT

S.no	Name	Mobile	Email Id	Designation	NRM Expertise	Select to map
1	test name	9874563215	test.test@gmail.com	test designation	Yes	<input type="checkbox"/>

18. After selection of type, list of participant will appear. Check to map.

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Participant Batch Mapping

State: DemoStateCHANDIGARH

Select Batch: test batch ▼

Batch Name: test batch	Training Start Date: 22/07/2017	Training End Date: 27/07/2017
Max. Batch Size: 40	No. of Participants mapped with selected batch: 0	No. of Participants which can be mapped in the batch: 40

* Both DTRT BTRT

S.no	Name	Mobile	Email Id	Designation	NRM Expertise	Select to map
1	test name	9874563215	test.test@gmail.com	test designation	Yes	<input checked="" type="checkbox"/>

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19. After select, click submit button .Message will appear and a grid will appear which are mapped with that batch.

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Participant Batch Mapping

State: DemoStateCHANDIGARH

Participant Successfully Mapped!!
Select Batch: test batch

Batch Name: test batch	Training Start Date: 22/07/2017	Training End Date: 27/07/2017
Max. Batch Size: 40	No. of Participants mapped with selected batch: 0	No. of Participants which can be mapped in the batch: 40

* Both DTRT BTRT

Participant Allocated in this Batch

S.No	Name	Mobile	Email Id	Designation	Participant Type
1	test name	9874563215	test.test@gmail.com	test designation	DTRT

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