

F. No.- J-11060/12/2017-RE-I (359497)

Government of India
Ministry of Rural Development
Department of Rural Development

Krishi Bhavan, New Delhi
Date: 18th December 2017

To

The Principal Secretary/ Commissioner cum Secretary/ Commissioners
(In-charge of MGNREGA)
Government of All States/ UTs

Subject: Registration / updation, verification and assigning roles to staff in the staff registration module - reg.

Madam/Sir,

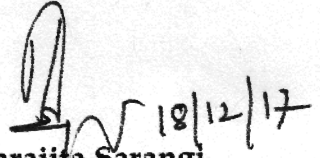
May kindly refer to the Ministry's letter No. F. No.- J-11017/02/2017-RE-VIII dated 22.09.2017 regarding the registration/ verification and updation of staff details using the staff registration module of the NREGASoft.

2. To further strengthen and bring in accountability in the data entry process under NREGASoft, functionality of user based logins has been developed and deployed. Many states have registered/entered the staff details using the staff registration module of around 4.30 Lakh staff/field level functionaries. The state-wise details are enclosed (**Annexure -A**). However, the details of most of the staff registered under NREGASoft are not verified and need to be verified at the earliest.
3. It has also been decided that after the staff has been registered and verified, staff needs to be mapped with the respective roles to enable them to make entries in to the NREGASoft using their login credentials.
4. Accordingly, all States/UTs are advised to register /update, verify the staff details and map the roles (if required from State DBA/ DPC login). To facilitate a user manual is enclosed (**Annexure -B**).

This exercise may kindly be completed latest by **15th January, 2018**.

Encl: As above

Yours faithfully,


Aparajita Sarangi

Joint Secretary(MGNREGA)

R 16.1 Staff Registration report		
Sno	States	Total No of filled position in State
1	2	3
1	ANDHRA PRADESH	383
2	ARUNACHAL PRADESH	2481
3	ASSAM	14857
4	BIHAR	13609
5	CHHATTISGARH	14776
6	GOA	241
7	GUJARAT	6693
8	HARYANA	3423
9	HIMACHAL PRADESH	3053
10	JAMMU AND KASHMIR	6430
11	JHARKHAND	7731
12	KARNATAKA	91014
13	KERALA	6474
14	MADHYA PRADESH	30585
15	MAHARASHTRA	41763
16	MANIPUR	690
17	MEGHALAYA	1143
18	MIZORAM	1551
19	NAGALAND	2056
20	ODISHA	17233
21	PUNJAB	4469
22	RAJASTHAN	25148
23	SIKKIM	397
24	TAMIL NADU	36715
25	TELANGANA	13199
26	TRIPURA	4342
27	UTTAR PRADESH	54447
28	UTTARAKHAND	2525
29	WEST BENGAL	22110
30	ANDAMAN AND NICOBAR	145
31	DADRA & NAGAR HAVELI	409
32	DAMAN & DIU	0
33	LAKSHADWEEP	57
34	PUDUCHERRY	133
	Total	430282

MAHATMA GANDHI NREGA

USER MANUAL

**Staff Registration, Assigning of Role,
login for State/District users in
NREGASoft**

Enabling provision in NREGASoft...

22th Nov, 2017

Ministry of Rural Development

MGNREGA DIVISION

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- Registration of login users/Staff
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- Report on Staff Registration and Verification
- Assigning role to registered staff

➤ **USER MANUAL SNAPSHOTS**

FORMATS	BRIEF DETAIL	AVAILABILITY IN NREGASoft
FORMAT 1	Registration of login Users/Staff	State DBA, DPC, Block and GP Login
FORMAT 2	Verification of Registered Staff either by State DBA and DPC Login	State DBA, DPC Login
FORMAT 3	Assigning role to registered staff	State DBA, DPC Login

2. Registration of login users:

In NREGASoft, now it is mandatory to register login users of Gram Panchayats, Program Officers, Blocks, Zilla Panchayats, Implementing Agencies, District Program Coordinator (DPC) and State DBA, using 'Staff Registration' module.

The Staff registration form captures the information about the staff such as his/her Designation, Name, Email ID, and mobile number, Aadhaar number, Name as per Aadhaar. Email-id is option for GP level Staff. Aadhaar information is optional. Details of Staff should be uniquely registered with one mobile number only. Same Staff should not be registered with different mobile nos.

3. Verification of Registered Staff either by State DBA and DPC Login.

All staffs registered through **Step 1** Mentioned above in this manual needs to be verified either from State DBA or DPC login. Please select level i.e. State, District, Block or Panchayat. On selection of level, system will display all staff registered but not verified. If details like Name, Designation, Mobile Number and location of staff are correct then please click on checkbox to verify its details.

Verification of Staff Registered at State Level

Verify State/District/Block/Panchayat Level Staff By State DBA

State : DemoStateCHANDIGARH						
State District Block Panchayat						
S.No.	Name	Designation	Email Id	Mobile No.	Entry Date	Action
1	ABC	State DBA	abc@gmail.com	XXXXXX9999	21-11-2017	<input type="checkbox"/>

Verify Staff

Activate Windows
Go to PC settings to activate Windows.

Verification of Staff Registered at District Level

Verify State/District/Block/Panchayat Level Staff By State DBA

State : DemoStateCHANDIGARH						
State District Block Panchayat						
District : DemoDistrictCHANDIGARH						
S.No.	Name	Designation	Email Id	Mobile No.	Entry Date	Action
1	test	Ombudsperson	test.test@gmail.com	XXXXXX3216	15-11-2017	<input type="checkbox"/>

Verify Staff

Verification of Staff Registered at Block Level

4 Verify State/District/Block/Panchayat Level Staff By State DBA

State : DemoStateCHANDIGARH							
State District Block Panchayat							
District : DemoDistrictCHANDIGARH				Block : DemoBlockCHANDIGARH			
S.No.	Name	Designation	Email Id	Mobile No.	Entry Date	Action	
1	Radhika	Assistant Program Officer	radhika123@gmail.com	XXXXXXXX1234	24-09-2014		
2	ABC	Programme Officer	ABC@gmail.com	XXXXXXXX5678	10-10-2014		
3	ABCD	Junior Engineer	XYZ@GMAIL.COM	XXXXXXXX1111	26-06-2013		
4	abc	Technical Assistant	abc@abc.com	XXXXXXXX4444	27-08-2015		
5	ghijkl	MIS operator	78901234567@gmail.com	XXXXXXXX9999	12-05-2016		
6	MUNDAN PANDIT	Block Development Officer	mundhanb7843@gmail.com	XXXXXXXX0000	22-09-2016		
7	Ramaji Raaj	Block Technical (BTT)	testing@gmail.com	XXXXXXXX0000	07-10-2016		
8	John	Block Development Officer	qwaszxcvbn@gmail.com	XXXXXXXX9876	25-10-2016		
9	BTT TEST	Block Technical (BTT)	test@gmail.com	XXXXXXXX7654	26-10-2016		
10	SHALESH	Programme Officer	v@gmail.com	XXXXXXXX1999	19-01-2017		
11	ASHISH KUMAR	Technical Assistant	a@gmail.com	XXXXXXXX0999	20-01-2017		
12	ASHISH KUMAR	Technical Assistant	a@gmail.com	XXXXXXXX1111	20-01-2017		
13	MANISH PRASAD	Technical Assistant	m@gmail.com	XXXXXXXX9999	30-01-2017		
14	verma	Technical Assistant	v@gmail.com	XXXXXXXX4444	30-01-2017		
15	Pardeep Singh	Assistant Engineer	Dpntregmanusa@gmail.com	XXXXXXXX0000	22-06-2017		
16	Pardeep Singh	Assistant Engineer	Dpntregmanusa@gmail.com	XXXXXXXX7777	22-06-2017		
17	Sunil	Data Entry Operator	v@gmail.com	XXXXXXXX6666	21-08-2017		
18	Ajay Singh	Account Assistant	aj@gmail.com	XXXXXXXX8888	01-09-2017		
19	aditya	Assistant Program Officer	test@gmail.com	XXXXXXXX0000	04-09-2017		
20	ITENDRA KUMAR	Account Assistant	itendk@gmail.com	XXXXXXXX7890	06-10-2017		
21	ITENDRA KUMAR	Account Assistant	itendk@gmail.com	XXXXXXXX1111	06-10-2017		
22	ITENDRA KUMAR	Account Assistant	itendk@gmail.com	XXXXXXXX4444	06-10-2017		
23	Rajesh	Data Entry Operator	Rajesh@gmail.com	XXXXXXXX0000	21-10-2017		
24	raas	Junior Engineer	raas@gmail.com	XXXXXXXX9999	26-11-2017		

Verify Staff

Verification of Staff Registered at Panchayat Level

Verify State/District/Block/Panchayat Level Staff By State DBA

State : DemoStateCHANDIGARH							
State District Block Panchayat							
District : DemoDistrictCHANDIGARH		Block : DemoBlockCHANDIGARH		Panchayat : DemoPanchayatCHANDI			
S.No.	Name	Designation	Email Id	Mobile No.	Entry Date	Action	
1	hitesh123	Technical Assistant	abcd@gmail.com	XXXXXXXX3210	30-10-2014		
2	santosh	Data Entry Operator	santosh123@gmail.com	XXXXXXXX3333	20-05-2015		
3	Debojit	Gram Rozgar Sahayak	debojit_516@gmail.com	XXXXXXXX5555	27-08-2015		
4	Test	Computer Assistant	test@gmail.com	XXXXXXXX5555	04-08-2016		
5	Test	Gram Rozgar Sahayak	abc@gmail.com	XXXXXXXX3666	04-08-2016		
6	xyz	Data Entry Operator	xyz@gmail.com	XXXXXXXX3211	12-01-2017		
7	abc	Computer Assistant	abc@gmail.com	XXXXXXXX9898	12-01-2017		
8	Himanshu BL	Account Assistant	himanshu3kashyapbl@gmail.com	XXXXXXXX0000	28-06-2017		
9	Himanshu p	Junior Engineer	himanshu3kashyapbl@gmail.com	XXXXXXXX0004	29-06-2017		
10	Ram suraj	Gram Rozgar Sewak	ram@gmail.com	XXXXXXXX3662	19-06-2017		
11	Naveen Kumar M C	Gram Panchayat Technical Assistant	naveenmavelli@gmail.com	XXXXXXXX0333	31-10-2017		

Verify Staff

Report on Staff Registration and Verification

View Staff report is available inside every login i.e. State DBA, District, Block and Panchayat which display details of staff registered along with the status of staff verification.

Gov. of India
Ministry of Rural Development
Department of Rural Development
20/06/2017 10:59:48 AM

The Mahatma Gandhi National Rural Employment Guarantee Act

Staff Details for 1 entry State/District/Block/Panchayat

State: Demarkate/CHANDIGARH

All State District Block Panchayat

All Staff with Aadhaar Staff without Aadhaar

Verify:

Total Count of staff: 05

Download Staff Registered in Total Format:

S.No	District Name	Block Name	Panchayat Name	Designation	Mobile	Name	Mobile No.	Aadhaar No.	Linked to Aadhaar	Staff Verified	Staff Verified Date
				Accountant	7166	kan_singh@gmail.com				Yes	05/10/2017
				Accountant	7166	18_patal.com		7021010014	8188	Yes	04/10/2017
				Dist Insp. Officer	7166	hansraj01@gmail.com				Yes	07/10/2017
				Block DA	7166	abj@gmail.com				No	
				Additional Collector	7166	Dhruv Arora		4880162214	2749	Yes	07/10/2017
				District Rural Officer	7166	aj@gmail.com				Yes	04/10/2017
				Subdivisional Officer	7166	hansraj@gmail.com				No	
				Joint Engineer	7166	184@gmail.com		7107977306	8088	Yes	03/10/2017
				Accountant	7166	raha_singh@gmail.com				No	08/10/2017
				Programmer Officer	7166	ABC@gmail.com				No	04/10/2017
				Joint Engineer	7166	XYZ@gmail.com				No	04/10/2017
				Technical Assistant	7166	Abh@gmail.com				No	05/10/2017
				MIS operator	7166	18singh184@gmail.com				No	
				Block Development Officer	7166	KINDAN PANDIT		4018400170	7@gmail.com	No	

To assign Staff at District level as **DPC Administrator**

Click the option 'District'. On selection of District, all the districts will be shown in the combo box. Select the district for which you have to assign 'DPC Administrator'. Now, in the grid, you please select 'Functionary name' (Designation) and all the staffs corresponding to selected designation will be displayed. Select the Staff to whom the 'DPC Administrator' role is to be assigned. And click 'Check box' and then click 'Submit' button.

On clicking 'Submit' button, the selected Staff details would be displayed in the bottom grid and click 'Password' to send the new user-id and password through SMS to the staff's mobile number registered in NREGASoft. **Before clicking 'Allow Pop-up Blocker' should be enabled.**

The screenshot shows a web application interface for assigning staff roles. At the top, there are radio buttons for 'State' and 'District'. Below them is a 'Select District' dropdown menu showing 'DemoDistrictCHANDIGARH'. A table with the following columns is displayed: S.No, Role, Role Level, Functionary Name, Staff, and Select. The first row contains 'Administrator at DPC', 'ZP', '--Select--', a dropdown arrow, a dropdown arrow, and a checkbox. Below the table is a 'SUBMIT' button. Underneath the button is the text 'Already Assigned Role' and a table with columns: S.No, Role, Level, Functionary Name, Staff Name, Mobile No, Role Code, Status, and Send.

2. DPC Administrator

To assign Staff at District level as '**District Programme Coordinator**'.

DPC Administrator may access nrega.nic.in->District/Block Coordinator->Select State and District -> Click 'Data Entry'. On Clicking of 'Data Entry', the following screen will be displayed:

- Programme Officer
- PO Administrator
- Block Administrator
- District Programme Coordinator
- DPC Administrator
- Generate FTO for PO Level
 - Authorize WageList By Accountant
 - Send WageList To Bank/PostOffice By PO
- Generate FTO for DPC Level
 - Authorize WageList By Accountant
 - Send WageList To Bank/PostOffice By PO

Click the 'DPC Administrator' link. On clicking of the link, the following login screen will be displayed:

The screenshot shows a login interface with the following elements:

- State:** ODISHA
- Financial year:** Select Financial Year (dropdown menu)
- District:** Select District (dropdown menu)
- User ID:** User ID (text input field)
- Password:** Password (password input field)
- Buttons:** Login, Reset
- Footer:** Marwaha Credit Society Bhawan, New Delhi

1. Now, DPC Administrator can select Financial Year, District and enter User-Id and password received through SMS and Click 'Login'. After successful login, the following screen would be displayed

NREGASoft

National Rural Employment Guarantee Act (NREGA)

DPC Administrator

:: Role Management ::

- Assign Role To Staff
- Assign Role

On clicking the link 'Assign Role', the following screen will be displayed:

On clicking of the 'District Level' option, the following roles can be assigned:

No Data Found As Per Your Search!!

* District Level * Block Level

S.No	Role	Role Level	Functionary Name	Staff	Select
1	FTO First Signatory at DPC Level	ZP	-Select-	*	<input type="checkbox"/>
2	Administrator at DPC	ZP	-Select-	*	<input type="checkbox"/>
3	DPC Login User	ZP	-Select-	*	<input type="checkbox"/>
4	FTO Second Signatory at DPC Level	ZP	-Select-	*	<input type="checkbox"/>
5	Data Entry Operator at Zilla Panchayat	ZP	-Select-	*	<input type="checkbox"/>

SUBMIT

To assign a Role Of 'DPC Login user' (District Programme Coordinator) to a Staff:

Click the option 'District Level'. To assign role of District Programme Coordinator, Select the row having the Role as 'DPC login user' (S. No. 3) and select 'Functionary name' (Designation) and all the staffs corresponding to selected designation will be displayed. Select the Staff to whom the 'DPC login user' is to be assigned. And click 'Check box' and then click 'Submit' button.

On clicking 'Submit' button, the selected Staff details would be displayed in the bottom grid and click 'Password' to send the new user-id and password through SMS to the staff's mobile number registered in NREGASoft. **Before clicking 'Allow Pop-up Blocker' should be enabled.**

Subject: **DFA : staffing module to states with user manual**
To: "A. K. SUMBLY" <ak.sumbly@nic.in>
Cc: Pooja Trehan <poojatrehan.tech@gmail.com>,
SmtPooja Gupta <team8.nrega@nic.in>,
Aparajita Sarangi <aparajitasarangi@gmail.com>

Date: 12/12/17 05:41 PM
From: ritesh saxena <ritesh_saxena123@yahoo.com>
Reply-To: ritesh saxena <ritesh_saxena123@yahoo.com>

11_Dec_2017_DFA STATES Staff registration + verifi... (18kB)
Final_User Manual for State_and_District_Login_Use... (1.2MB)

Dear Sumbly Sir,

As discussed a DFA is attached for states with user manual for approval and issuance.

Dear Pooja,

Please check the content and the manual in case of any change please share by EOD as discussed

Thanks & Regards,

| Ritesh Saxena

| MGNREGA, Ministry of Rural Development, GoI |

| Krishi Bhawan, Rajendra Prasad Road, New Delhi-110001 |

P.S.: Please consider the environment before printing this e-mail