



Mahatma Gandhi National Rural Employment Guarantee Act 2005



Deliverables for MGNREGA

(till March, 2017)



Ministry of Rural Development
Government of India



Mahatma Gandhi National Rural Employment Guarantee Act 2005

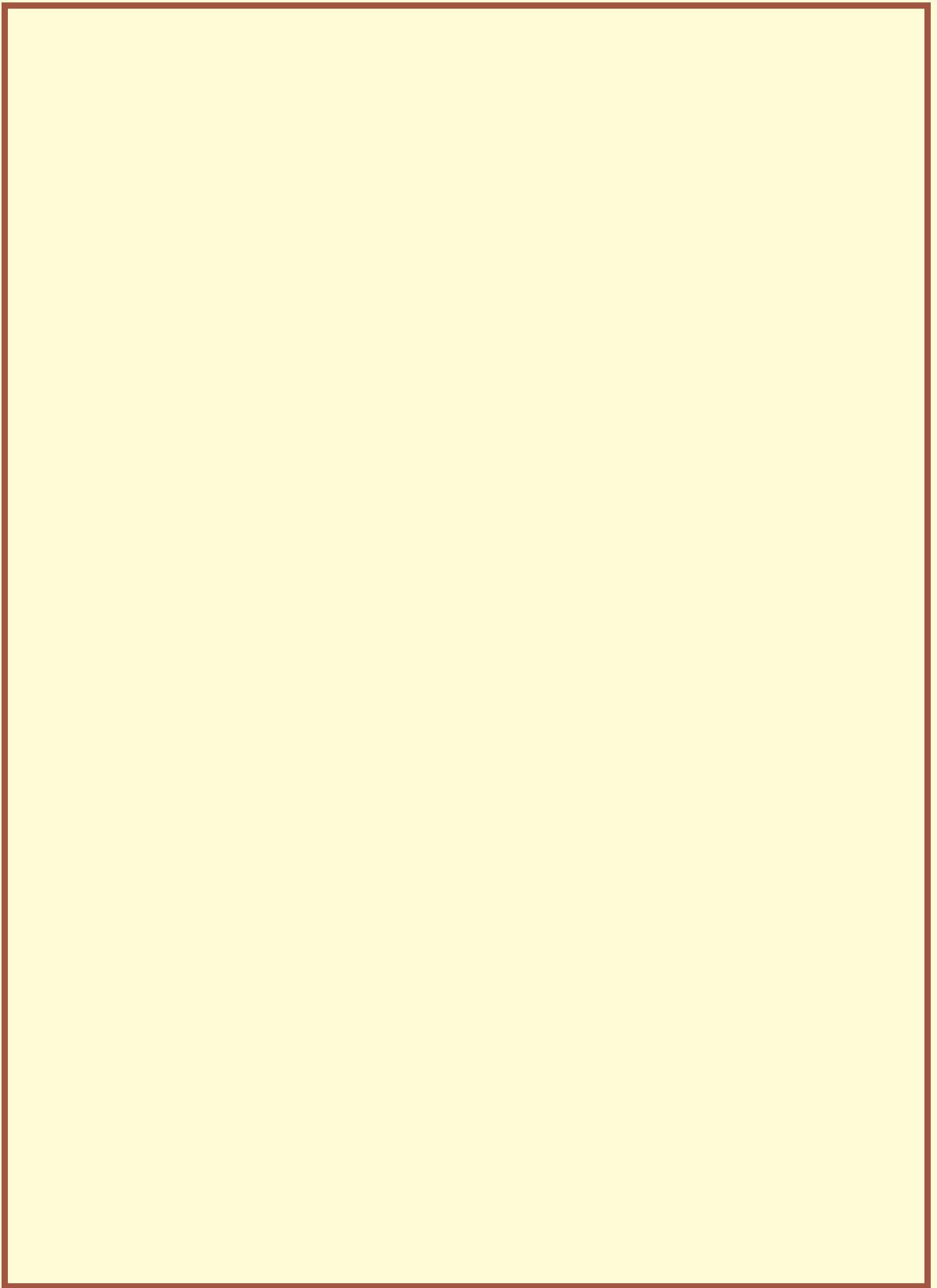


सत्यमेव जयते

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(till March, 2017)

**Ministry of Rural Development
Department of Rural Development
Krishi Bhawan, New Delhi**



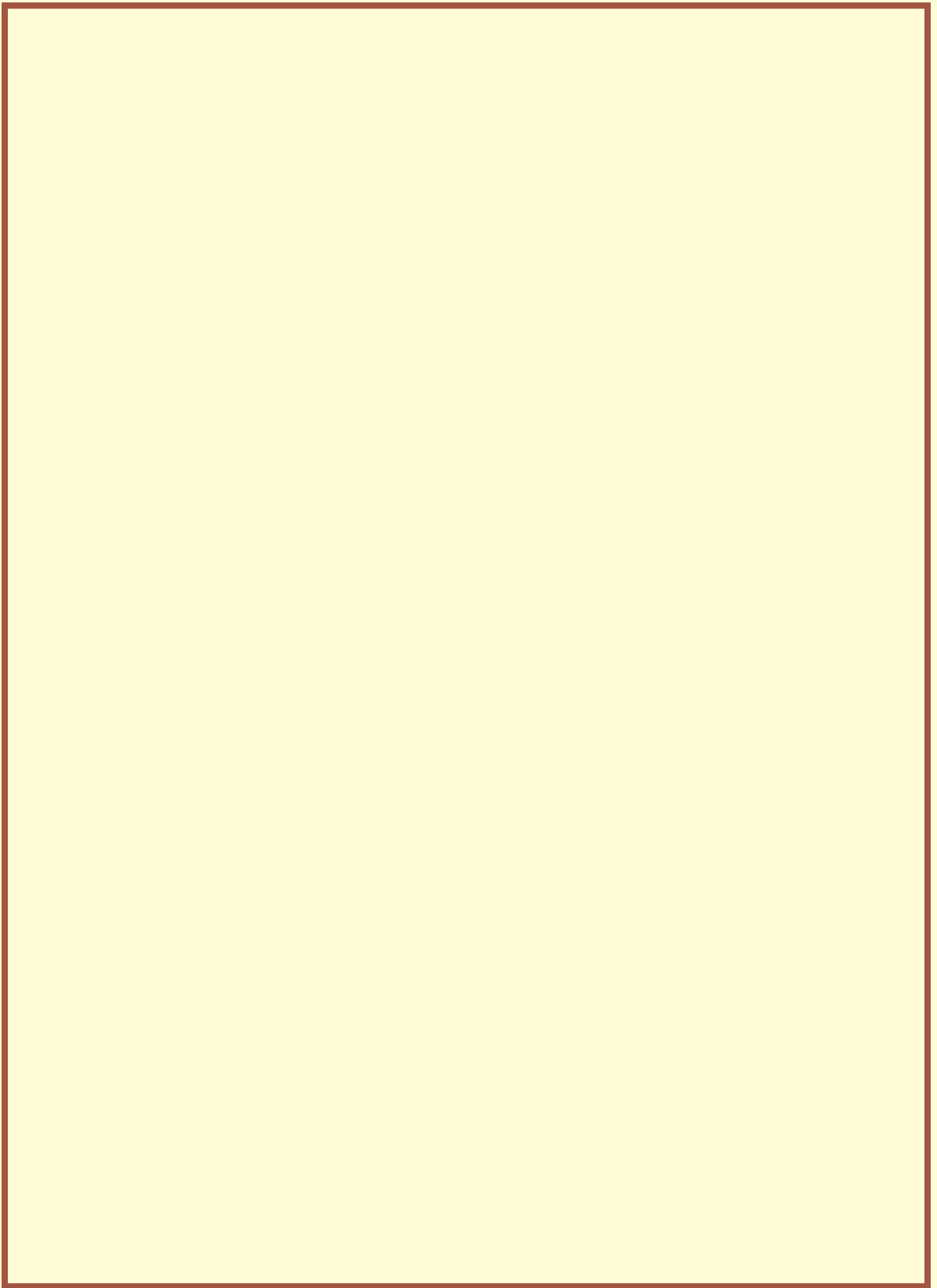
A Note

For better delivery and smooth implementation of any programme it is extremely important to have clarity in the specific role to be performed by each of the team members. It brings in ample simplicity and structured approach with regard to the expected outcomes which will certainly ensure meeting the programme objective.

I am glad to mention that all personnel of MGNREGA Division have thought through and have themselves set their own agenda till March, 2017 or for the next three months, whichever is applicable. These deliverables are realistic and, hence, achievable.

We will all monitor the progress on these deliverables together in our weekly(Monday) meetings.

All the Best !



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SOCIALAUDIT

- A. Sending at least 8 files for release under SFA for Social Audit to IFD and getting it enclosed.
- B. Rolling out training of SAU personnel and ensuring required conditions.
- C. Conducting a VC on 23/8/2018 on Social Audit and ensure communication of actionable points works.

WORKS

- A. VC with NRLM on 23/8/2016.
- B. Works file on no. of works in various categories to be submitted.
- C. Ensuring initiation of new consultants on works joining.
- D. List of the deliverables for the work consultants.

SUPREME COURT

Answering all questions and ensuring follow up.

CAGAUDIT

Replying reminders.

List of report preparation

FCI MATTER

Submitting a note on present status.

RELEASES

All proposals received should be released. Necessary coordination with IFD to the ensured.

OTHERS

As per direction of JS

Integration of PMKSY & PMGSY

Successor Note

Social Audit Exp. Plan

Report on Ombudsman

Maintenance of File Register.

- 1) Capacity building plan for ₹ 400 Cr approx. formulation & implementation
- 2) Release of funds (2nd instalment post 30.09.2016) under MGNREGA to the 11 allocated States/UT NeFMs States being Haryana, Karnataka, Rajasthan and Tripura. States to be urged to complete their Audit for 2015-16 in time for timely release of funds.
- 3) Review of Project LIFE implementation with a view to revise the 2016-17 targets Mid course correction by 15th September 2016.
- 4) Implementation of the CFT Project in 288 blocks. Financial approvals for release of funds to the States during 2016-17 to be ensured and thereafter conduct two regional reviews in the Month of October and December. National review already done in Jharkhand.
- 5) MGNREGA Brochure by 1st September 2016.
- 6) ISEP 4, 5 and 6 in the series in October, November and December. All the six ISEP albums to be ready by 1st January 2017.
- 7) State level monitoring visit to Madhya Pradesh, Kerala and Gujrat in November and December.
- 8) Ensure that the timelines are adhered to for the 30 Research Studies by the States.
- 9) ₹ 1.81 Cr (approx.) to be spent on research by NIRD & PR. This has to be facilitated and monitored.
- 10) MoRD- GIZ Project National Steering Committee meeting -September 2016
- 11) Oversee the deliverables of the concerned Under Secretaries
- 12) Maintenance of file register in the respective sections.

(3 Months)

These deliverables are over and above regular work performed as part of the MGNREGA Division like Release of Funds, Giving inputs to Parliamentary Questions, Administrative functions of the Division e.t.c

These are the additional deliverables proposed for approval

1. GeoMGNREGA

a. August 2016

- i. Development of the IT Solution: Finalisation of web services, finalisation of the mobile application and finalisation of the web portal
- ii. Finalisation of Pilots: Successful conduction of pilots for GeoMGNREGA in 28 Gram Panchayats of each District of each State. Documentation of the pilots and submission to NRSC for improvement
- iii. Preparation and Release of User Manual/FAQ:

b. September 2016

- i. Launch of Wave-I: The GeoMGNREGA to be launched Districts chosen by State Government. The wave will ensure that all users of Wave-I are registered and are able to successfully Geotag.
- ii. W.e.f 2nd September a daily report in a well-designed format will be submitted to the undersigned.

c. August 2016 to oct 2016

- i. Conduction of training for wave-I and Wave-II: All Wave-I and

Wave-II Districts of GeoMGNREGA will be given successful training on Geotagging.

d. November 2016

i. Launch of Wave-II: After the successful rollout of Wave-I, Wave-II rollout in all remaining districts will be done. It will ensure the registration and successful geotagging in wave-II district.

e. Institutionalisation of GeoMGNREGA setup.

The works of three Sections namely, RE.I, RE.II and RE.V are handled. Following are the deliverables till March, 2017:

RE. I Section

1. Policy Matters,
2. CEGC meetings
3. Payment for disbursement of wages through Post Officers/payment to NSDL for Aadhaar authentication services, payment to NPCI for DBT services.
4. Aadhaar seeding and ABP conversion,
5. Coordination with DBT Mission and other stakeholders.
6. Maintenance of file register.
7. Reduction of registers at the GP level.

RE-V Section

1. **Release of funds:** Release of funds to 9 States/UTs in time.
2. **Labour Budget:** Labour Budget guidelines to the States
Empowered Committee meetings
3. **Overall Budget (co-ordination)**
 - Assessment of requirement of additional funds
4. **13th Five Years Plan:** Preparation of 13th Five Year Plan and Annual Plans there under.
5. **Budget Estimates/Revised Estimates:** Furnishing of BE for FY 2017-18 and RE for FY 2016-17-
6. **Proposals for inclusion in 2nd and 3rd Batch of Supplementary Demands for Grants.**
7. **Standing Committee for Demand for Grants and oral evidence:** furnishing of information for approval of demand for grants.
8. Response to all draft cabinet notes.

RE. II Section

The deliverables of RE.II Section till March, 2017 are as under:

1. Preparation of replies to all Starred and Unstarred Questions,
2. Review of Assurances given to both the Houses,
3. Compilation of information for all parliamentary Standing Committees and Consultative Committee,
4. Work relating to Private member Bills,
5. Work relating to MGNREGA Sammelan, 2017.

BFT

1. Training of 7260 BFTs,
2. Designing monitoring indicators for BFT training,
3. Coordination with NIRD/SIRD/AS CS/ILO/UNDP for effective implementation of the programme.
4. Revision of Budget for BFT training and revision of cost norms.
5. Facilitate documentation of BFT training programme.

W.r.t. Note dated 10th August, 2016 on the above mentioned subject, it is mentioned here that at present, the undersigned has been assigned the works of RE-I Section with additional charge of RE-VI Section. Based on the works assigned to these two Sections, expected deliverables till March, 2017 will be as under:-

(i) RE-I Section:

RE-I has been assigned works relating to implementation of MGNREGA in Manipur, Punjab and UP which inter-alia included scrutiny & processing of release proposals of these States, LB_EC Meetings, complaints, court cases and VIP references relating to implementation of MGNREGA in the states. Besides, co-ordination works relating to Direct Benefit Transfer (DBT), NeFMS, administrative expenses, Policy matters viz. Notifications, advisories/Annual Master Circular, Cabinet Notes etc., Payment for disbursement of wages through Post Officers/Banks, Payment to NSDL for adhaar authentication services, payment to NPCI for DBT service, CEGC related matters and other works relating to arranging VCs/Meetings etc. The expected deliverables of RE-I Section will be as under:-

Activities	Expected deliverable(s)
Release of funds to MN, PN and UP Governments under MGNREGA for smooth implementation of the scheme	All necessary assistance as envisaged under the Operation Guidelines will be provided to the States for generation of employment as per demand. Proposals of the State Governments for release of funds will be scrutinized and processed on utmost priority as per the relevant provisions under Operational Guidelines, approved LB, performance, available balance etc. for approval of the competent authority & sanctions will be issued well in time.
Clearance of Labour Budget under MGNREGA	All assistance will be rendered for organization, scrutiny and approval of LB of the States for next FY 2016-17 in the Month of February, 2017/ March, 2017.
Prompt & timely attending of VIP references, Parliamentary matters	Replies/inputs to VIP references, Parliament matters viz. assurances, questions, Standing Committee, matter raised under Rule 377 & Zero hours, private members' bill etc. will properly be attempted & timely process for approval of the concerned authority.

Activities	Expected deliverable(s)
Input/comments/ information to other Divisions	All matters/draft Cabinet Notes/EFC Notes for comments of RE Division from other Divisions/Departments/Ministers will be processed & comments/ information will be provided with due approval of Competent Authority on time.
Action on complaints on MGNREGA implementation in the States	The complaints will be processed well in time as per provisions under Operation Guidelines
RTI applications	Inputs in respect of RTI applications relating to RE-I will be provided to CPIO (MGNREGA) within the stipulated time.
Policy matters	Policy matters, notifications etc. will be processed, as and when required.
Co-ordination works relating to Direct Benefit Transfer (DBT), NeFMS,	All necessary co-ordination assistance will be provided for these activities.
CEGC meetings	All necessary assistance will be provided for arranging of CEGC meeting(s) as and when required.
Payment for disbursement of wages through Post Officers/Payment to NSDL for Aadhar authentication services, payment to NPCI for DBT services	Proposal of concerned agencies will be processed, as and when received, on priority basis for consideration and approval of competent Authorities and sanction will be issued accordingly.
Court Cases	Para-wise comments/counter affidavit/Legal fee Bills of CGSCs/Advocates in respect of these States before different High Courts/other courts will be processed on time, as and when received.
Field visit	Field visits, as and when required, will be performed as per direction of Senior Officers.

(ii) RE-VI Section (Additional Charge):

RE-VI has been entrusted works relating to implementation of MGNREGA in Jharkhand, Haryana, Lakshadweep, Mizoram and Tamil Nadu which inter-alia included scrutiny & processing of release proposals of these States, LB_EC Meetings, complaints, court cases and VIP references relating to implementation of MGNREGA in the states. Besides, works relating to project LIFE under MGNREGA and other works assigned by Senior Officers from time to time. The expected deliverables of RE-VI will be as under:-

Activities	Expected deliverable(s)
Release of funds to JH, HR, LD, MZ and TN Governments under MGNREGA for smooth implementation of the scheme	All necessary assistance as envisaged under the Operation Guidelines will be provided to the States for generation of employment as per demand. Proposals of the State Governments for release of funds will be scrutinized and processed on utmost priority as per the relevant provisions under Operational Guidelines, approved LB, performance etc. for approval of the competent authority & sanctions will be issued well in time.
Clearance of Labour Budget under MGNREGA	All assistance will be rendered for organization, scrutiny and approval of LB of the States for next FY 2016-17 in the Month of February, 2017/ March, 2017.
Prompt & timely attending of VIP references, Parliamentary matters	Replies/inputs to VIP references, Parliament matters viz. assurances, questions, Standing Committee, matter raised under Rule 377 & Zero hours etc. will properly be attempted & timely process to the concerned authority.
Action on complaints on MGNREGA implementation in the States	The complaints will be processed well in time as per provisions under Operation Guidelines.
RTI applications	Inputs in respect of RTI applications relating to RE-VI will be provided to CPIO (MGNREGA) within the stipulated time.
Project LIFE under MGNREGA	Proposals of State Governments will be examined and processed on top priority basis and funds will be released as per approval of the competent Authorities.
Court Cases	Para-wise comments/counter affidavit/Legal fee Bills of CGSCs/Advocates in respect of these States before different High Courts/other courts will be processed on time, as and when receive.
Field visit	Field visits, as and when required, will be performed as per direction of Senior Officers.
	Maintenance of file register.

Rajesh Makkar
Under Secretary

The work being handled in RE-V section involves lot of correspondence with other divisions of the Ministry and other Department of the Government of India in addition to liasioning with the States. Furnishing of information, as listed under, depends upon the communications received from other Departments/Divisions of the Ministry. Following are the deliverables till March 2017.

1. **Release of funds:** Release of funds to 6 States/UTs (AR, BH, CH, MH, WB, A&N) subject to submission of the complete proposals by the States/UTs.
2. **Labour Budget for FY 2017-18:** Labour Budget guidelines to the States
Submission of Labour Budget by States
Empowered Committee meetings
Issue of minutes of LB meetings
3. **Overall Budget (co-ordination)**
 - Maintenance of Expenditure Registers respect of all the heads of MGNREGA
 - Updation of release statement
 - Reconciliation of accounts with PAO
 - Issue of Saving/Surrender certificate
 - Assessment of requirement of additional funds
4. **Release policy:** As and when required.
5. **13th Five Years Plan:** Preparation of 13th Five Year Plan and Annual Plans there under.
6. **Annual Plan:** Preparation of Annual Plan 2017-18.
7. **Budget Estimates/Revised Estimates:** Furnishing of BE for FY 2017-18 and RE for FY 2016-17-
8. **Outcome Budget:** Furnishing of material for Outcome Budget-

9. **Economic Survey:** Furnishing of material for Economic Survey-
10. **Proposals for inclusion in 2nd and 3rd Batch of Supplementary Demands for Grants.**
11. **Budget Speech:** Furnishing of material for Finance Minister's budget speech and President's speech.
12. **Annual Report:** furnishing of material for Annual Report 2016-17
13. **Gender Budget:** Material for Gender Budget statement-
14. **Standing Committee for Demand for Grants and oral evidence:** Furnishing of information for approval of demand for grants
15. **Unspent balance and pending UCs:** Monthly information to B&A Section
16. **Facilitate audit of Ne-FMS accounts by the office of CCA**
17. **Maintenance of file register**

Rakesh Bhardwaj
Under Secretary

- Release of Funds, Labour Budget & Complaints(Assam, Odisha, Sikkim, Goa, AP, Telangana, Kerala & Puducherry)
- VIP References related to allotted states (Assam, Odisha, Sikkim, Goa, AP, Telangana, Kerala & Puducherry)
- All matters related to Social Audit
- Right To Information (RTI) in r/o MGNREGA Division
- Grievance Redressal (Public Grievances), CPGRAMS
- Coordination with C&AG, PAC relating to MGNREGA
- NLM reports and their follow up
- Record Management & VIP references coordination
- Court cases on above matter except Supreme Court cases and cases related to wage policy
- All matters related to Ombudsmen
- All matters related to works

Neeta Tahilyani Under Secretary

- Work relating to MGNREGA Sammelan
- Preparation of replies to all Starred and Unstarred Questions;
- Fulfillment of Assurances given to both the Houses;
- Compilation of information for all Parliamentary Standing Committees and Consultative Committee;
- Dealing with references received under Rule 377 and Special mentions in both Houses;
- Dealing with visits of Parliamentary Committees including preparations of briefs, nomination of nodal officers and furnishing action taken reports to Lok/Rajya Sabha Secretariat;
- Submission of periodical reports regarding business to be taken up in Parliament;
- Preparation of background note on the likely issues to be raised in the House;
- Preparation of ATRs on the recommendations of the Reports of National Commission of SC/ST;
- Furnishing of information to other divisions of the Ministry and to other Ministries in respect of the Parliament Questions sent by them; and
- Preparation of ATRs of recommendations of the Reports of 2nd Administrative Reforms Commission pertaining to the MGNREGA Division.
- Work relating to Private Member Bills.
- Submitting update status of Parliament Assurances, Matter raised under Rule 377 etc. in weekly meeting.
- Submission of information on the status parliamentary assurance.
- Rule 377 and special mention in the weekly officers meeting before JS every Monday.
- Maintenance of file register.

A. RE-IV Section

Sl. No.	Description of Work allocated
1.	Labour Budget
2.	Release of Funds
3.	Grievances/petitions and various implementation issues w.r.t. States.
4.	Annual Research Plan (ARP) and other Independent Research Studies
5.	Co-ordination with NIRD & PR on ARP
6.	Inter-State Exchange Programme
7.	Cluster Facilitation Team (CFT) Expansion
8.	Co-ordination of Performance Review Committee (PRC) Meeting
9.	MoRD-GIZ project
10.	Natural Calamity (Food/Drought) related policy matters (except state - specific matters)
11.	Monthly D.O letter to the Cabinet Secretariat.
12.	Monthly D.O. letter to State s/UTs by JS.

A. RE-III Section

Sl.No.	Description of Work allocated
1.	Release of funds
2.	Labour Budget
3.	Complaints in respect of four States: Uttarakhand, Himachal Pradesh, Gujarat, Nagaland
4.	Wage Rate and Wage Policy
5.	Maintenance of file registers.

K. Anuradha
Social Audit Consultant

Sno	Month and year (August 2016 to Dec 2016)	Setting up of SAUs, GB notification , and Independent Director (* kindly refer annexure – 1)	Recruitment** (kindly refer annexure 2)	Training *** (kindly refer annexure -3)	Special Social Audits as per plan
1	August	Tripura, Odisha	Tripura (all core staff , state and district)	Design Master Trainers training, State visits to Tripura, Sikkim, Chatisgarh. Discussion at Hyderabad with Prof Rajnikanth before the training starts	Discussion with West Bengal. (letter has been sent)
2	September	GB of Odisha, Tripura, Manipur Recruitment	Odisha all core staff	3 slots of master trainings and finalization of training calendar with states	September
3	October	Arunachal Pradesh and Assam	All staff in Arunachal Pradesh , Assam and Manipur	Training starts In Meghalaya, Mizoram, Nagaland	-
4	November	-	-	Training starts at Odisha, Assam, Tripura, Sikkim, Manipur,	Tamilnadu as per discussion and instructions of JS mam

S/no	Month and year (August 2016 to Dec 2016)	Setting up of SAUs, GB notification , and Independent Director (* kindly refer annexure – 1)	Recruitment** (kindly refer annexure 2)	Training *** (kindly refer annexure -3)	Special Social Audits as per plan
				Arunachal Pradesh, 2 nd batch of Meghalaya, 2 nd batch in Mizoram	
5	December	-	-	One batch on Assam, Odisha, and other batches to continue	-

Three months

S.no.	Month	Institution Building	Recruitment	Training	Special audit
1	September	- Formation of independent Social Audit Unit in Haryana and Jammu and Kashmir	Supporting recruitment of personnel in Punjab, Haryana, Uttrakhand, Rajasthan	-Preparation for training of 3 batches master trainers in NIRD Hyderabad - Training of 3 batches of master trainers of all the states in NIRD Hyderabad	
2	October	- Preparing financial proposals for newly formed independent units	- Supporting Jammu and Kashmir in recruitment procedure	Supporting and monitoring of 30 days training of SRPS and DRPs in Uttar Pradesh and state level training states.	Special audit in West Midnapore Dist. in West Bengal
3	November	Support in notification of calendar in Uttar Pradesh, Himachal Pradesh, Rajasthan, Uttrakhand	- Support in recruitment procedure for Block Resource Persons in Northern states.	Supporting and monitoring 30 days training of SRPs/DRPs/BRPs as per the calendar drawn by MoRD and NIRD.	Special audit in Tamilnadu

Three months

Sl. No.	Month	Institution Building	Recruitment	Training	Special audit
1	August	Support in formation of GB in A.P.	Support in the process of recruitment of Director in A.P & Karnataka	Support NIRD PR in preparations for Master Trainers and visit all 5 States for smooth functioning of Trainings	
2	September	Support in formation of new independent society and notification of calendar in Kerala Support on formats to SAU, Karnataka	Support in recruitment process of SRP/DRP/BRP in Kerala, Karnataka	-Preparation for training of 3 batches master trainers in NIRD Hyderabad - Training of 3 batches of master trainers of all the states in NIRD Hyderabad	Test Audit in Telangana
3	October	Prepare financial and HR guidelines for newly formed society in kerala	-	Supporting and monitoring training of SRPS and DRPs in Karnataka, Kerala, Tamilnadu	Special audit in West Midnapore Dist. in West Bengal
4	November	Support in executing social audits in Kerala	-	Supporting and monitoring trainings of SRPs/DRPs/BRPs in A.P. & Telangana	Test Audit in Tamilnadu

Three Months

Sr. No.	Month	Institution Building	Recruitment	Training	Special Audit
1	September	Follow-up for institutionalization of SAU in Maharashtra. Support in preparation of by-laws and registration of society in Gujarat	Follow-up for recruitment process at Maharashtra follow up and support in recruitment process at Gujarat	Preparation for training of 3 batches of Master Trainers at NIRD Hyderabad Training of 3 batches of Master Trainers of all the States at NIRD Hyderabad Preparation for training of Social Audit Resource Persons in Gujarat	
2	October	Assist in preparation of by-laws at Maharashtra	Support in recruitment process of SRPs and DRPs in Madhya Pradesh	Supporting and monitoring of training of SRPs and DRPs in Gujarat	Participate in Special Social Audit in West Midnapore District in West Bengal
3	November	Assist in preparation of delegation of power in Maharashtra and Gujarat		Supporting and monitoring trainings of SRPs and DRPs in Gujarat and as per the calendar drawn by MoRD and NIRD.	Support in conducting the pilot social audit in Gujarat as per Audit of Scheme Rules,2011

Three months

Sno	Month	Institution Building	Recruitment	Training	Special audit
1	September	<ul style="list-style-type: none"> - Initiate General Body Meeting in Bihar - Support in notification of calendar in Jharkhand 	Support in recruitment process of SRP/DRP/BRP in Bihar and Jharkhand	<ul style="list-style-type: none"> - Preparation for training of 3 batches master trainers in NIRD Hyderabad - Training of 3 batches of master trainers of all the states in NIRD Hyderabad 	
2	October	Support in Notification of social audit calendar in Bihar	-	Supporting and monitoring training of SRPs and DRPs in UP, Chhatisgarh	Special audit in West Midnapore Distt in West Bengal
3	November	Support in notification of calendar in UP-	-	Supporting and monitoring trainings of SRPs/DRPs/BRPs in West Bengal, UP, Chhatisgarh, Jharkhand and Bihar	Special audit in Taminadu

Ashutosh Gupta

Programme Officer

S.No.	Activities	Periodicity
MIS (NREGASOFT) Management		
1	Resolving issues for all the States/ UTs.	Regularly
2	Integration of new modules with NREGASoft (On requirement of State and MoRD)	As & when required
3	Co-ordination with the NIC technical Team to get the things done.	Regularly
4	Preparing/ designing of new reports as and when needed.	As & when required
5	Providing information for regular meetings and decision making to MoRD and other departments/ Agencies	Regularly
6	Web site updation	Regularly
7	Integration of NREGASoft with other databases /programmes/ ministries.	As & when required
8	Documentation of the new provisions and communication to states	As & when required
9	State MIS nodal officer meeting (Resolve issues & Training on MIS/ ICT updates)	Monthly/ Bi monthly
10	Regular monitoring of MIS reports for information as well as for the correctness of the information	Regularly
11	Correction of physical and Financial data like OB, releases and etc	Regularly
Data Analysis and Monitoring		
1	PRC meeting Co-ordination	Quarterly
2	Labour Budget Analysis / coordination with states to update the NREGASoft	Regularly
3	State and District level data analysis on some major indicators	Quarterly
4	State-wise Regular monitoring on some main indicators through encore on quarterly basis	15 th of every successive month
5	Regular monitoring of encore on programme/ MIS related issues and get them resolved	Daily
6	Estimation & projection of physical & financial performance based on current year trends and previous year's data	As & when required
7	Data and information for Parliament Question reply	Quarterly
8	Data Mining for decision making	As & when required

S.No.	Activities	Periodicity
9	analysis is both cross sectional (across women beneficiaries, marginalized groups, tribal regions, left wing extremist affected districts) and longitudinal (monthly, quarterly, annually)	As & when required
10	Assist the programme division in analyzing the MIS reports (Financial & physical) and making decisions on fund releases	Regularly
11	Documentation for Guideline and other publications and reports for MoRD	As & when required
e-FMS Implementation With Banks & Post Offices		
1	Co-ordinated with NIC to develop new provisions under e-FMS	Regularly
2	Monitor the activity of Account verification	
3	Coordination with NIC and States on the issues raised by States on eFMS	
4	Pursue to Upscale the Material/ Admin Payments in the states	
5	Follow up with states to start the e-FMS where not started	
DBT and Payment of Wages		
1	Monitoring and reviewing the progress of DBT implementation in the states (Aadhaar Seeding and conversion to ABP)	Regularly
2	Co-ordinate & assist MoRD for DBT meetings	

[PART- I] ACTIVITIES

SNO	ACTIVITIES	PERIODICITY
DIRECT BENEFIT TRANSFER (DBT) UNDER MGNREGA		
1	Formulating the DBT strategy for expediting the DBT implementation.	Regularly
2	Hand hold states in the implementation of DBT	Regularly
3	Monitoring and reviewing the progress of DBT implementation in the states.	Regularly
4	Aadhaar Camps: Coordinate, Manage and Monitor the camps outcomes	Daily
5	Organizing, co-ordinating and preparing for the regular review VC meetings	Twice a Month
6	Manage and share the fortnightly DBT PMO reports with DBT Mission	Fortnightly
7	Co-ordinate with DFS for bank related issues on a regular basis. Attend the weekly meetings at DFS.	Weekly
8	Co-ordinate with NPCI for e-payment related issues	Regularly
9	Co-ordinate and manage the regular reviews by Cabinet Secretariat (DBT Mission)	Almost day to day basis
10	Co-ordinate with the NSDL for authentication (AUA-ASA) related issues and its payments	Regularly
11	Co-ordinate with UIDAI for DBT related issues.	As and when required.
12	Manage the regular DBT PRAGATI meetings.	Quarterly
13	Developing DBT Manuals as and when needed.	As and when required.
14	Regular co-ordination with the State Nodal Officers	Regularly
NATIONAL e-FMS [NeFMS]		
1	Assist MoRD in Ne-FMS implementation in 11 states	Regularly
2	Co-ordinate with all stakeholders like PD, CCA -RD office, PFMS, SBBJ, NPCI, etc.	Regularly
3	Handling day to day issues being faced by PD / States in operating the Ne-FMS.	Regularly

4	Monitor the delays / any coordinate to resolve issues with PFMS, Banks and DoP	Regularly
5	Preparing and updation of the Ne-FMS guidelines	Regularly
6	Co-ordinate with Banks to resolve issues relating to PFMS/ DoP/ NPCI	Regularly
MIS (NREGASOFT) MANAGEMENT		
1	Manage and Co-ordinate the Monthly State MIS NODAL OFFICER MEETING for resolving states MIS/ ICT related issues	Monthly
2	Resolving NREGASOFT related issues for all the States/ UTs.	Regularly
3	Integration of new modules with NREGASoft (On requirement of State and MoRD)	As & when required
4	Preparing/ designing of new reports as and when needed.	As & when required
5	Web site updation	Regularly
6	Integration of NREGASoft with other databases /programmes/ ministries/Departments	As & when required
7	Documentation of the new provisions and communication to states	As & when required
9	Regular monitoring of MIS reports for information as well as for the correctness of the information.	Regularly
e-FMS IMPLEMENTATION WITH BANKS & POST OFFICES		
1	Suggest new provisions/ reports under e-FMS as requested by states. Guide technical team and follow with NIC to get it implemented.	Regularly
2	Monitoring states in opening and updation of the Bank/ Post office account details.	
3	Coordination with NIC to resolve day to day issues raised by States on e-FMS	
4	Manage and monitor universalization of the e-FMS for in all locations for all types of payments.	
5	Co-ordinate with DoP, Banks on regular basis on e-FMS related issues.	
ICT INFRASTRUCTURE: [VSATS / MMS]		
1	Assist MoRD in monitoring. VSAT and MMS implementation in states	Monthly
2	Co-ordinate with states, DeITY and their implementation team for VSATs	Regularly

MONITORING, ANALYSIS & DOCUMENTATION		
1	Assist MoRD in monitoring states through regular VC, PRC meeting, State Nodal Officer meetings, Monthly DO letters, etc	As and when required.
2	Co-ordinate with states, DeITY and their implementation team for VSATs	Regularly
MONITORING, ANALYSIS & DOCUMENTATION		
1	Assist MoRD in monitoring states through regular VC, PRC meeting, State Nodal Officer meetings, Monthly DO letters, etc	As and when required.
2	Labour Budget Analysis / coordination with states to update the NREGASoft	During LB preparation
3	Regular Analysis of DBT and epayments related parameters including other programme indicators	Regularly
4	ENCORE ANALYSIS: (1) Aadhaar seeding status (2) Conversion (3) Aadhaar Camps outcomes (4) eFMS implementation status (5) bank/Post office Account share	Daily/weekly/monthly
5	Data and information for Parliament Question reply	As and when required.
6	Documentation for Guideline and other publications and reports for MoRD	As & when required
7	Analysis of complaints as on 10 august 2016	
8	Analysis of delayed payment	

[Part- II] Deliverables

I. DBT Implementation Strategy / Issues

a) Start Server to server sharing of Aadhaar with consents with Banks.

Action Point:

- **Done:** Analysis of 18 banks consent which can be pushed (28th July)
- **Done:** Share Process flow with DFS (By 3rd August,16). DFA was to JS (DFS) sent on 2nd August, 16 and discussed in the meeting with Director, DFS.

b) **Letter to following:** -

- i. Share with states analysis of the DBT progress and the outcomes of the Aadhaar camps.

Letters to States Request to open individual accounts in Banks.

- **Done:** District wise analysis was shared with states (Aadhaar camps outcomes and DBT progress). Analysis of joint accounts was also shared in the VC meeting on 8th August, 2016)
 - Single a/c highly urgent as per the cab sec directions. Letter to states with analysis of joints / individual account. [12th August, 16]
- ii. **DFA to DBT Mission/ DFS to share issues and expedite ABP conversion.**
 - Done (1) Meeting on 28th July 16 with Cab Sec.
 - Done (2) Letter (2 Aug, 16) with issues to Cab Sec (DBT Mission) and DFS, JS

iii. DFASRD to Secy, DFS on DBT • 11th August, 2016

iv. **DFS Wednesday weekly meetings** to be attended with the banks.

Action Point:

- **Done:** Meeting was attended on 3rd August, 16 and status briefed to JS.
- v. Department of Post on their status of on boarding on NPCI.

Action Point: [19th August, 16]

Letter to DoP [Figures 35% to 23%]. **DFA to Member, DoP. (AEPS (Rural ICT can help in disbursement)**

vi. RGI and UIDAI requested to expedite Aadhaar enrolment.

Action Point:

Letter to RGI/ UIDAI [18th August, 16]

Fresh enrolments done in Aadhaar camps is 18 Lakhs

vii. **Monthly DO letters** to state govt. on expediting the DBT.

Action Point:

Point to be added in monthly DO Letter to States regularly

- **Done**

II. MONITORING AND REVIEW: -

viii. **Video conference** with

I. **State Hqtr. [Date: 8th August, 16]**

Action Point:

Letter to States **DFA to States.**

- **Done**

II. **State Nodal Officers meeting [Date: 26th to 29th sep, 16 in groups]**

ix. **Restart SMS based daily monitoring. SMS alerts** to DPCs/Collectors along with the State Head Quarter Officers.

Action Point:

Analysis of how many SMS which were going, What and periodicity.

Suggest JS which to go and when **(By 17th August, 16)**

x. **Daily monitoring through ENCORE.**

Action Point:

1. **ABPs Conversion (2 times a Week) • Done**
2. **Seeding (2 times a week) • Done**
3. **Banks / PO accounts (Weekly)**
4. **Camps out comes (Daily) • Done**
5. **Analysis of e-FMS implementation (15 days) • Done**

Letter to States on eFMS (By 23rd August, 2016)

- c) MIS reports and enabling provisions for the states as per their need.

Action Point:

As and when requested by states.

III. Ne-FMS STRATEGY / ISSUES

Action Point:

- Note JS to CCA-RD Pending issues
(• Done: Submitted on file 10th Aug, 16).
- Provision to switch from Ne-FMS to SEGF a/c (All states) by NIC.
(• Done: Submitted on file 10th Aug, 16).
- Meeting with all banks after NEFMS guideline are finalized by CCA-RD.
- NPCI to make presentation on their strategy to link all banks [17th August, 16 at 4 PM] and share the state wise list of beneficiaries banks to NPCI.

1. **One of Ministry's Focus Area** - Monitor and facilitate the States/UTs in the implementation of **Roadside Tree Plantation** so as to **achieve the targets** undertaken by the States/UTs for the FY 2016-17.
2. **Capacity building** - Provide assistance to the States/UTs while conducting District Technical Resource Team (DTRT) /Block Technical Resource Team (BTRT) members training programme as per the **SAMARTHYA Technical Manual**.
3. **Strategy to ensure creation of productive and Durable Assets**

Trees are the assets which lasts for a long time. So as to ensure the asset creation, providing guidance/assistance to the States/UTs in the planning process, month-wise schedule of activities, and preparation of estimates as per the nature of plantation work including the appropriate **maintenance period**.

Payment to be made based on survival and accomplishment of tasks for Block and linear Plantation works which also needs to be enabled in MIS of MGNREGA website.

Next Year 2017-18, the States/UTs while presenting their Labour budget will reflect the amount required for the maintenance of the ongoing plantation works which will finally help the Ministry/State in deciding the plantation targets to be taken up in the coming financial year as per the available Labour budget.

4. **Livelihood Improvement**

- A. Guiding the States/UTs to **select economically beneficial plant species** by **involving concerned stakeholders** for conducting plantation works in individual/common lands and preparation of prescription for each selected species. The list of plant species selected needs to be entered in MIS of MGNREGA website, from State DBA.

- B. **Nursery** - Guiding the States/UTs for taking up **Nursery in each Block** for smoothly conducting the plantation works in Individual/common and forest lands.
- 5. **Convergence** - Providing guidance to the States/UTs in conducting plantation works as per the convergence guidelines/AMC issued by the Ministry and to explore the convergence possibilities with other schemes/ Departments and accordingly providing further guidance.
- 6. **Improving Quality and Quantity**
 - a. Management Information System (**MIS**) - To strengthen the MIS by preparing necessary formats for monitoring the plantation works and analyzing the data for necessary corrections and improvement
 - b. Conducting **field visits** and sharing reports with the Ministry and States either for improvement or to disseminate successful models.
 - c. As per the need to prepare **guidelines/advisories** for the conduct of systematic plantation works under MGNREGA.
 - d. Actively participating in the MGNREGA Official Whatsapp group “**ENCORE**” and other whatsapp groups created for providing technical guidance to the States/UTs as and when required.
- 7. **To perform any other tasks assigned by the Joint Secretary, MGNREGA and Programme Analyst, UNDP.**

Annexure -1

Sl no	Name of the State	Independent Society	Identified\established	GB notified	Funds transferred to SAU account
1	Odisha	Yes		-	
2	Assam	Yes		-	
3	Tripura		✓	Yes	In process
4	Meghalaya	Yes		Yes	
5	Mizoram	Yes		Yes	Yes as per budget
6	Sikkim		✓	Yes	Yes as per budget
7	Manipur	Yes		-	Yes
8	Arunachal Pradesh		✓	-	-
9	Nagaland	Yes		-	Yes (1 st installment)

Annexure – 2

Recruitment Status

Sl no	Name of the status	Completed	Ongoing	To be start
1	Odisha		✓	
2	Assam			✓
3	Tripura		✓	
4	Meghalaya	✓		
5	Mizoram	✓		
6	Sikkim	✓		
7	Manipur			✓
8	Arunachal Pradesh			✓
9	Nagaland	✓		

Annexure – 3 (***)

Batch (nos) for Trainings in States in the assigned states,

Sl no	Name of the state	Staff to be Trained (existing and projects as per state governments)			Total	No of batchs (each batch with 35 to 40)
		SRP	DRP	BRP		
1	Odisha	5	32	314	351	9 (will be over by March)
2	Assam	5	30	219	254	6 (will be over March)
3	Tripura	1	36	116	153	4 (will be over by Feb)
4	Meghalaya	4	13	260	277	7 (will be over by March)
5	Mizoram	1	76	-	77	2 (will be over by 1 st week of Dec)
6	Sikkim	5	22	-	27	1 (will be over 1 st of week of dec)
7	Manipur	1	9	58	68	2 (will be over by Jan 17(
8	Arunachal Pradesh	1	20	119	140	4 (will be over by March)
9	Nagaland	1	24	-	25	1
	Total	24	262	1086	1347	36 batchs

(all trainings will start from October and will finish by March 17).

Overview of Responsibilities

Sl. No.	Project/ Task	Director/ Deputy Secretary
1	Project LIFE- MGNREGA	Dr. Suparna S. Pachouri
2	Geo-MGNREGA	Dr. Kushal Pathak
3	MKSP	Shri D K Singh
4	Registers	Shri A K Sumbly
5	Miscellaneous	As per direction of JS from time to time
6	UNDP	

Project LIFE - MGNREGA

August, 2016

1. Enabling Reporting on MIS through web services with RSETI
2. Streamlining RSETI report
3. Enabling Reporting on MIS through web services with MRIGS of DDU-GKY
4. Monitor Progress of training against target.
5. Cumulative target for the month - 25000
6. VC with States
7. Rationalisation of Targets in consultation with States based on discussions/ decisions in VC

September, 2016 - March 2017

1. Initiate monthly VC with SNOs on first thursday of every month
2. Bi-monthly VC with Principal Secretaries/ Secretaries
3. Web services for LU component in September, 2016
4. Target facilitation month wise (cumulative)

Month	Target
September, 2016	40000
October, 2016	60000
November, 2016	90000
December, 2016	130000
January, 2017	170000
February, 2017	210000
March, 2017	250000

5. One National workshop/programme for showcasing the skilling done under the programme in October, 2016.
6. Collection of 100 success stories from States and publishing by December end.

Geo-MGNREGA

These deliverables are over and above regular work performed as part of the MGNREGA Division like Release of Funds, Giving inputs to Parliamentary Questions, Administrative functions of the Division e.t.c

These are the additional deliverables proposed for approval

1. GeoMGNREGA

- a. August 2016
 - i. Development of the IT Solution: Finalisation of web services, finalisation of the mobile application and finalisation of the web portal
 - ii. Finalisation of Pilots: Successful conduction of pilots for GeoMGNREGA in 28 Gram Panchayats of each District of each State. Documentation of the pilots and submission to NRSC for improvement
- b. September 2016
 - i. Launch of Wave-I: The GeoMGNREGA to be launched Districts chosen by State Government. The wave will ensure that all users of Wave-I are registered and are able to successfully Geotag

- c. August 2016 to oct 2016
 - ii. Conduction of training for wave-I and Wave-II: All Wave-I and Wave-II Districts of GeoMGNREGA will be given successful training on Geotagging.
- d. November 2016
 - iii. Launch of Wave-II: After the successful rollout of Wave-I, Wave-II rollout in all remaining districts will be done. It will ensure the registration and successful geotagging in wave-II district.

MKSP

August, 2016

1. Letter to States
2. VC with States
3. Formalisation of joint monitoring mechanism with NRLM

September, 2016 to March, 2017

1. Monitoring and mid course corrections

Registers

1. Call for responses from states to give proposal and submit file.

UNDP

1. Support the recruitment of consultants

Miscellaneous

- 1) Separation of reporting module into a new reporting server
- 2) Security Audit Clearance of 'NREGASoft'
- 3) Design, development & implementation of additional modules/ enhancements in NREGASoft, as and when required by Programme Division
- 4) Job card verification provision
- 5) Integration with PMGSY and tagging PMGSY code with roadside plantation in MIS
- 6) 5.4 cr HH (Landless casual labour) should have job card Mapping and gap assessment

1. Finalisation of Financial statement
2. Provision of closure of incomplete works by state DBA.
3. 5.4 Cr HH (Landless casual labour) should have job card. Mapping and gap assessment
4. GEOMGNREGA:
 - Development of Asset creation provision in NREGASoft.
 - Web service development and integration with NRESC for sharing asset data from NREGASoft to BHUVAN server and vice-versa.
5. PRICE SYSTEM :
 - Integration of PRICE (cost estimation) system developed by State Kerala into NREGASOFT .
 - Data sharing with PRICE system through web services.
6. Road Side plantaion: Integration with PMGSY and tagging PMGSY code to road side plantation work in NREGASoft work
7. Changes or any other new requirement to be enabled under NREGSoft related to the following modules :
 - Works/Project Creation,
 - Work Allocation
 - Muster Roll Generation
 - Wagelist for payment
 - DSC enrollments
 - FTOs response processing
 - Convergence Module
 - Mobile Monitoring System web services

Current assigned tasks

- State Share Calculation from 2012-13 to 2016-17.
- Physical financial status of **NRM** works (Public-individual).
- Physical financial status of **Water related/forestation** works (Public-individual).
- Ne-FMS Financial statement for Ne-FMS states.
- Road Side plantation.
- GP Registers.

Deliverables till March, 2017:

- 5.4 Cr HH (Landless casual labour) should have job card Mapping and gap assessment
- Labour budget 2017-18
 - Planning 2017-18 GP wise entry of mandays demanded (IPPE-Non IPPE blocks).
 - Report to monitor entry (Planning 2017-18)
 - After approval of labour budget, provision to enter the specific work targets and month wise district wise Mandays entry (As per format agreed in labour budget meeting 2017-18).
- Monitoring report on Asset ID during GEO tagging.

Follow-up actions, Modification in NREGASOFT related to below modules

- ❖ PFMS, Delay Dashboard
- ❖ FTO Tracking
- ❖ Graphical Data Analysis
- ❖ Relative Performance
- ❖ Report At a Glance
- ❖ Analytical reports on registration, job cards, Demand registration, work allocation
- ❖ Must roll & wage list monitoring reports
- ❖ Ne-FMS Dashboard for monitoring the PFMS/BANK/POST pendency.

1. As and when requirements comes from Program division or from states, I analysis and develop the software accordingly.
2. Routing system between NeFMS and SeGF
3. Provide the provision to state to route FTO from NeFMS and SeGF and vice versa.
4. Also defining the path of rejection case which come later
5. Recovery system of Delay compensation system
6. System will be developed after the requirement freeze.
7. DBT Mission
8. Day wise /Month wise and district wise data has to be share with DBT mission through web service and backup
9. NeFMS expansion
10. After 11 states, remaining states has to be onboard
11. PMKSY Integration
12. Fund transfer from PMKSY head has to be integrate in the system
13. Optimisation of eFMS
14. 5.4 Cr HH (Landless casual labour) should have job card Mapping and gap assessment

Works are in Pipelines

15. Stop FTOs generation Wage, Material and Admin Exp. Wise.
16. Change Reference Number format for handling the issue at PFMS.
17. New system to generate rejected Pay Order for delay compensation system.
18. Remove the capturing the UID/EID details from Work demand.
19. Escalation of Material FTO from Gram Panchayat to BDO level if FTO not signed on time.

20. Allow 15% VAT/TAX to be deducted from various taxable items supplied by the vendors. At present the system is not allowing the VAT/TAX to be deducted beyond 14% except RJ & AS (25%).
21. Provide the provision of selection the bills in rejected material list.
22. Provide the option to delete the rejected material voucher.
23. NEFT/APB charges
24. BC model management

Changes or any other new requirements to be enabled under Nregasoft related to following modules:

25. NeFMS for 11 states
26. Fund transfer order(FTO) generation
27. Wage
28. Aadhaar Based payment
29. Material
30. Skilled/Semi-Skilled
31. Admin Expenditure
32. Delay compensation
33. Unemployment allowance
34. Mobile Monitoring
35. Marking and resigning the FTO
36. Reject the FTO from State DBA
37. FTO signing from Ist and IInd signatory
38. Work Demand Module
39. Material Component Module
40. Material list Module
41. Skilled/Semi-skilled Module
42. Delay Compensation system

43. Fund Management Module
44. Vendor account management.
45. Payment of anticipated expenditure
46. Tax Management
47. Implementing Agency/State/DPC/PO Account Management
48. Debited account information for eFMS
49. Credited account information of Post office/Cooperative bank/Tax
50. Bank branch management
51. Exemption Module or other facilities for MoRD or at state Level

Others

52. MIS Training to states
53. Integration with PFMS

MIS Software Module

1. Aadhaar Module/DBT Module.
2. Barefoot Technician Module
3. Social Audit Module.
4. Livelihoods in Full Employment (LIFE) Project Module
5. 1% Technical Assistant Module.
6. Administrative Expenditure Module
7. Staff Registration Module.
8. IPPE and SECC Reports.
9. Whatsapp Group ENCORE.
10. Any other report or provisions assigned by the management.

1. Aadhaar Based Payment System Integration with MGNREGA Soft.

ABP/AEPS Workflow Receiving with Financial Institution and UIDAI/CDAC/NSDL/NPCI Verification.

- 1.1 AUA/ASA Demographic Verification
- 1.2 PO verification and Edit
- 1.3 Consumption of NSDL responses
- 1.4 NPCI Mapper
- 1.5 ABP to NEFT conversion and vice versa.
- 1.6 Aadhaar Seeding
- 1.7 Aadhaar Consent
- 1.8 Reports related to DBT/Aadhaar Seeding/ABP Conversion.
- 1.9 PMO DBT Data on fortnight basis.
- 1.10 Future reports, new provisions and edit in current provision and MIS reports related to DBT Module.
- 1.11 Daily SMS to MORD, State, District and Block officials related to Aadhaar Progress in MGNREGA.

2. Barefoot Technician Module (BFT)

Designed, developed and maintaining following provisions under BFT Module:-

- 2.1 Identification of Barefoot Technician among workers holding Active Job Cards.
- 2.2 Creation of Batch.
- 2.3 Allocation of identified barefoot technician to batch for training.
- 2.4 Provision to enter results of Barefoot Technician ASCI Assessment Certification status at State.
- 2.5 Mapping of Certified BFT with Gram Panchayat.
- 2.6 In process of designing and developing provision to Map Certified BFT with work in mapped Gram Panchayat.
- 2.7 Will design and developing provision related to payment to Certified Barefoot Technician.
- 2.8 Database and MIS report related to master trainers and state trainers.
- 2.9 Provision under State DBA to download Question Paper Sample.
- 2.9 Designed, Developed and regularly maintaining reports related to BFT Module:-
 - R23.1 NREGA worker Identified as Barefoot Technician Report.
 - R23.2 Barefoot Technician Batch Creation.
 - R23.3 Barefoot Technician (BFTs) Certified.
 - R23.4 Barefoot Trainers Database
- 2.10 Future reports, new provisions and edit in current provision and MIS reports related to DBT Module.

3. Social Audit Module

Designed, developed and maintaining following provisions under Social Audit Module:-

- 3.1 Download Format for Social Audit.
 - Format 1: Panchayat Report Card
 - Format 2A: Works Executed (General)
 - Format 2B: Works Expenditure(Wages and Material)
 - Format 3 : Payments to Workers

- Format 4: Entitlements to SC/ST Households
 - Format 5 : Wall Painting
- 3.2 Upload of Social Audit Calendar by state and block login.
- 3.3 Upload social audit findings in NREGASoft.
- Format 2A: Works Executed (General)
 - Format 2B: Works Expenditure (Wages and Material)
 - Format 3: Payments to Workers
 - Format 4: Entitlements to SC/ST Households
 - Social Audit Process Details
 - Freezing of Data
- 3.4 Provision to register Social Audit Unit like State Resource Person, District Resource Person, Block Resource Person, Director in State DBA Login.
- 3.5 Provision under State DBA login to register:-
- 3.5.1 Social Audit Unit
 - 3.5.2 Governing Body
 - 3.5.3 Bank account of Social Audit Unit
 - 3.5.4 Member of Governing Body
 - 3.5.5 Minutes of Governing Body Meeting
 - 3.5.6 Training Calendar of Social Audit Unit
- 3.6 Designed, Developed and regularly maintaining reports related to Social Audit:
- R9.1 Social Audits Calendar
 - R9.2 Social Audit Calendar for the Financial year 2016-2017
Social Audit Unit Registration view at State DBA login.
- 3.7 Future reports, new provisions and edit in current provision and MIS reports related to Social Audit Module.

4 Livelihoods in Full Employment (LIFE) Project Module

Designed, developed and maintaining following provisions under Social Audit Module:-

- 4.1 Registration of SRLM Agency and its Staff by MoRD.
- 4.2 Generation and sending of user credentials of registered staff of SRLM.

- 4.3 Registration of agency and its staff for skilling for wages (PIA), skilling for Self-Employment (RCTE) and agency for livelihood (DPM) by SRLM.
- 4.4 Registration of BPM agency and its staff by DPM.
- 4.5 Registration of Training Centers by agencies.
- 4.6 Registration of Batch in Training Centre.
- 4.7 Counseling of Candidates.
- 4.8 Selection of Candidates for training.
- 4.9 Placement of Candidates into Batches.
- 4.10 Designed, Developed and regularly maintaining reports related to LIFE Module:
 - View registered agency.
 - View registered staff of registered agency.
 - View registered training centers of agency.
 - View registered batches of training center.
 - Progress under skilling for wages (PIA).
 - Progress skilling for Self-employment (RCTE).
 - Progress under livelihood upgradation.
- 4.11 State Wise Data dump of Project LIFE Survey to DDU-GKY , RCTE through webservices.
- 4.12 Capturing of Status of MNREGA Beneficiaries in LIFE module through webservices
- 4.13 Future reports, new provisions and edit in current provision and MIS reports related to Social Audit Module.

5 1% Technical Assistant Module

Designed, developed and maintaining following provisions under 1% Technical Assistant Module:-

- 5.1 Registration of Technical Assistant at Block Level.
- 5.2 Provision to assign designations at block level for Technical Assistant Work by State DBA.
- 5.3 Mapping of Technical Assistant with Gram Panchayats.
- 5.4 Provision to add, edit and freeze Account details of Technical Assistant.
- 5.5 Provision to enter maximum limit of Technical Assistant Salary by State DBA.

- 5.6 Booking of Technical Assistant Salary (monthly basis)
- 5.7 Generation of wagelist and FTO of Technical Assistant Salary.
- 5.8 Verification of rejected wagelist of Technical Assistant Salary by State DBA.
- 5.9 Regeneration of wagelist and FTO for rejected transactions of Technical Assistant Salary.
- 5.10 Provision to transfer one Technical Assistant from one block to another by DPC.
- 5.12 Designed, Developed and regularly maintaining reports related to TA Module:
 - Technical Assistant Mapping Report at State DBA login.
- 5.13 Future reports, new provisions and edit in current provision and MIS reports related to Social Audit Module.

6 Administrative Module

Designed, developed and maintaining following provisions under Administrative Module:-

- 6.1 Maintenance and registration of administrative expenditure heads and sub heads in all states.
- 6.2 Booking and edit of Administrative Expenditure at all levels.
- 6.3 Generation of wagelist for booked admin expenditure.
- 6.4 Future reports, new provisions and edit in current provision and MIS reports related to Social Audit Module.

7 Staff Registration Module

Designed, developed and maintaining following provisions under Staff Module:-

- 7.1. Registration and Maintenance of NREGA Staff Designation at all levels i.e. (State, District, Block and GP)
- 7.2 Designed, Developed and regularly maintaining programme to enter/edit/Delete Staff Information at each level i.e. (State Level, District Level, Block Level and Panchayat Level).
- 7.3 Designed, Developed and regularly maintaining programme to enter

account details(Banks, Post Office) of Staff information at each level i.e. (State Level, District Level, Block Level and Panchayat Level).

- 7.4 Designed, Developed and regularly maintaining programme for freezing of account details of staff.
- 7.5 Deletion of registered staff by State DBA and DPC.
- 7.6 Mapping and unmapping of the block with additional charge Block Development Officer.
- 7.7 Verification of registered Staff by State DBA and DPC.
- 7.8 Marking of designations for OLP (Online Learning Portal) Registration.

Regarding Mandatory Registration and Mapping of GRS, Technical Assistant, Block Development Officer for Data Entry, Designed, and developed 5 provisions as under:-

- 7.9 Assign Designations for Technical Assistant work by State DBA.
- 7.10 Assign Designations for Gram Rojgar Sewak / Sahayak work by State DBA.
- 7.11 Assign Additional Charge to BDO's (Block Development Officers) by DPC.
- 7.12 Mandatory GRS registration or mapping with other panchayat.
- 7.13 Mandatory Registration of Programme Office or Block Development Officer and Registration of Technical Assistant and Mapping of Technical Assistant with Panchayat.
- 7.14 Mapping of GRS with Gram Panchayats.
- 7.15 Designed , Developed and regularly maintaining reports related to Staff Module:
 - Staff Registration Report[National Reports)
 - Designation wise Staff Registration Report [National Reports)
 - Staff Detail For Entire State(under State DBA Login)
 - View MGNREGA Staff Details at State Level(under State DBA Login)
 - View MGNREGA Staff Details at District Level(under District Login)
 - View MGNREGA Staff Details at Block and Panchayat Level (under Programme Officer Login).
- 7.16 Future reports, new provisions and edit in current provision and MIS reports related to Social Audit Module.

8 IPPE and SECC Reports

Following reports designed , developed and maintained:-

- 8.1 SRT, BRT AND BPT REGISTRATION DETAILS
- 8.2 BRT AND BPT Training Calendar Report
- 8.3 MGNREGA-SECC Panchayats Mapping Status (for IPPE Blocks)
- 8.4 MGNREGA-Gram Sabha Report for Convergent Planning
- 8.5 Details of surveyed SECC Households
- 8.6 Entry Status of Base Form under IPPE-2
- 8.7 Month wise Demand Projection of Surveyed Job Card Households
- 8.8 Number of SECC Households in Mapped IPPE GPs
- 8.9 Block with IPPE, CFT, NRLM Intensive, MKSP, Dark Block , PMSKY Status
- 8.10 Future reports, new provisions and edit in current provision and MIS reports related to Social Audit Module.

9 Whatsapp Group ENCORE

- 9.1 Adding and removing member (after approval from authority) into group.
- 9.2 Daily Backups of Conversation.
- 9.3 Posting progress of Aadhaar in MGNREGA on daily basis.
- 9.4 Posting replies on raised queries related to assigned modules in NREGASoft.

Project Tasks

GeoMGNREGA

1. GeoMGNREGA

- a. August 2016
 - i. Development of the IT Solution: Finalisation of web services, finalisation of the mobile application and finalisation of the web portal
 - ii. Finalization of Web service protocol for States selected opt-out approach to push MGNREGA data to Bhuvan.
 - iii. Finalisation of Pilots: Successful conduction of pilots for GeoMGNREGA in 28 Gram Panchayats of each District of each State. Documentation of the pilots and submission to NRSC for improvement.
 - iv. Finalization of GeoMGNREGA User Manual (includes Asset Management, Bhuvan Moderation/Web Application, Web Service Protocols for States to share MGNREGA data and Bhuvan Mobile Application)
- b. September 2016
 - i. Launch of Wave-I: The GeoMGNREGA to be launched Districts chosen by State Government. The wave will ensure that all users of Wave-I are registered and are able to successfully Geotag
- c. August 2016 to oct 2016
 - i. Conduction of training for wave-I and Wave-II: All Wave-I and Wave-II Districts of GeoMGNREGA will be given successful training on Geotagging.
- d. November 2016
 - i. Launch of Wave-II: After the successful rollout of Wave-I, Wave-II

rollout in all remaining districts will be done. It will ensure the registration and successful geotagging in wave-II district.

e. December 2016 to March 2017

i. Operation support to field functionaries for their day to day issues/problem in GeoMGNREGAApplications.

Pankaj Duberkar,
Project Executive

- 1) Prepare “A Book of Innovation on works”. This will be released on February 2nd, 2017.
- 2) Organize workshop on production of building materials under MGNREGA
- 3) Initiate production of building materials like Compressed Stabilised Earth Blocks (CSEB), Fly Ash bricks, Micro concrete roofing tiles, etc. in the states as per appropriateness to the region.
- 4) Organize national level workshop on Water conservation, Water harvesting and Water shed management works, in the month of October, 2016.
- 5) Assist Director (MGNREGA) in the coordination of Inter State Exchange Programme (ISEP)
- 6) Preparation of Photobooks (5 Nos) of all the Inter State Exchange Programmes, in current FY 2016-17
- 7) Coordinate Exhibition on the MGNREGA Sammelan, 2017
- 8) Give Input for the response to the parliament questions as and when required.
- 9) Monitor training to District Technical Resource Teams (DTRTs) and Block Technical Resource Teams (BTRTs) on SAMARTHYA technical training manual.
- 10) Promotion of appropriate construction technologies in the region for the buildings being constructed under the programme for Gram Panchayat, Anganawadi Centre, Self-help groups, Village haat, Toilets, etc. under MGNREGA.
- 11) Document good works models under MGNREGA.
- 12) Coordinate with State Government on problem related to subject matter.
- 13) Undertake field visits for monitoring purposes, providing guidance and collecting information.
- 14) Perform any other related tasks consistent with the level of the post and/ or assigned by the Joint Secretary, MGNREGA.

Sr.No	Deliverable	Timeline
1	Ensuring BFT revised targets are accepted by the States.	By August 2016
2	<p>Design and Development following standard templates</p> <p>1. Monitoring Template</p> <ul style="list-style-type: none"> • BFT Identification • Training Calendar • Training Target vs achievement • Trainers data base and active trainers • Dispatch of training kit/ inventory tracking • Fund disbursement • Certification of BFTs • BFT Deployment • Grievance disposal and Support to States • Field visit checklist • Field visit reporting format • Training centre checklist (Infra and non infra items) • Inventory tracking • Translation of modules to regional language, validation and printing • Utilization of recommended trainers • Video Conferencing template <p>2. Field Visit calendar</p> <p>3. Training report from SIRDs</p> <p>4. Annual Activity report template</p>	By August 2016
3	Proposal for revision of BFT project cost norms and their target, based on the revised DDUGKY estimates.	By August 2016
4	<p>Designing IEC Strategy for BFT Project</p> <ul style="list-style-type: none"> • Developing Pocket book/ ready reckoner for BFTs/ Trainers/ State Government 	

Sr.No	Deliverable	Timeline
	<ul style="list-style-type: none"> • Leaflet on BFT project and entitlements • Video documentation of ongoing training at NIRD and SIRDS - IEC division 	By October 2016
5	Creating a document directory in web portal <ul style="list-style-type: none"> • ASCI Affiliation form • SDMS user Manual • SDMS data entry template • NREGA Soft entry module • BFT Module PPTs (Revision) • Trainers PPTs (Revision) • Question Bank for screening test • Assessment question bank for reference of trainees • BFT QP • Compendium of Circulars/ Letters (Issue wise) • Digital album • E- Book 	By September 2016
6	Development of interactive platform for discussion on project learnings/clarifications etc.	By January 2017
7	Organise Stakeholder consultation meetings <ul style="list-style-type: none"> • ASCI- Assessment module • ILO - Revision of training Module • UNDP- Publication and documentation support 	By December 2016
8	Ensuring training quality of TOT and BFT Training <ul style="list-style-type: none"> • Refresher training to trainers (Mid October) • BFT Module improvisation • Trainers assessment framework • Internal assessment of BFTs 	By January 2017
9	Capacity building measures for next 6 months: <ul style="list-style-type: none"> • Refresher training to BFTs after 6 months of field deployment 	By December 2016

Sr.No	Deliverable	Timeline
	<ul style="list-style-type: none"> • Inclusion and Exclusion of trainers into the Trainers database based on performance. • Training to State Government officials • Training to district and block level functionaries 	
10	Organising MGNREGA Sammellan 2017	Feb 2017
11	Handholding support to SAGY States as and when required.	

Sr. No	Deliverable	Milestone date
1	Ensuring certification and deployment of 1110 BFTs through coordinating with and facilitating states of Haryana, Punjab, Uttarakhand and Uttar Pradesh	March 31 st , 2016
2	Revision of Cost norms of BFT Trainings based on <ul style="list-style-type: none"> • Referral budgeting (After receipt from pilot States) • DDU GKY cost norm • Training venue mapping with PMKVY list 	September 15 th , 2016
3	BFT Trainers assessment criteria finalization	September 30 th , 2016
4	Review of SoPs and change, if required	September 30 th , 2016
5	Review and Revision of Qualification Pack/NoS for BFTs	December 31 st , 2016
6	Identification of gaps in training modules and initiate the process of revision in Training Modules	March 31 st , 2016
7	Facilitate the ToTs by identifying good Master Trainers for conduct of ToTs	Continuous
8	Provide support to LIFE project based on discussions among team	Continuous
9	Facilitate the ongoing activities like workshops, conferences, VC in the Division	Continuous
10	Identifying indicators of impact of BFT deployment and initiating comparison in performance of the MGNREGS programme	October 15 th , 2016
11	Understand and track the quality parameters of BFT trainings and BFT assessment process	March 31 st , 2017

#	Deliverable	Timeline
1	<p>Ensuring BFT Target is achieved for FY 2016-17</p> <p>State Responsibility</p> <p>A. Rajasthan (Revised target 720 BFTs)</p> <p>B. Jharkhand (Revised target 660 BFTs)</p> <p>C. Bihar (660 BFTs)</p> <p>Out of 2040 BFTs,</p> <ul style="list-style-type: none"> • 173 BFTs have already trained. • App.150 BFTs has been imparting training in Rajasthan and Jharkahand. • 1717 BFTs are to be trained. 	March 2017
1.1	Regular follow with State Nodal Persons over phone and e-mail	Day to day basis
1.2	Field Visits to States for providing support and ensuring activities are rolled out on time	As and when required
2	Pocket book/ ready reckoner for BFTs/Trainers/ State Government	September first week
3.	Support in identification of state trainers and TOT for state trainers	First week of September 2016
4.	NIRD fund disbursement follow up in consultation with SIRDs	Ongoing
5.	<p>Stakeholder consultations</p> <ul style="list-style-type: none"> • ASCI- Assessment module • ILO - Revision of training Module • UNDP- Publication and documentation support 	December 2016
6.	Development of interactive platform for discussion on project learning's/ clarifications etc.	October 2016
7.	Revision of QP	September 2016

#	Deliverable	Timeline
8.	Revision of training Module <ul style="list-style-type: none"> • Approach letter to ILO • ToR for core team • Cost implications 	October 2016
9.	Internal assessment module for trainees	October 2016
10.	Quality Measures: <ul style="list-style-type: none"> • Refresher training to trainers (Mid October) • BFT Module improvisation • Trainers assessment framework • Internal assessment of BFTs • Approach towards slow learners 	October 2016
11.	Capacity building measures: <ul style="list-style-type: none"> • Refresher training to BFTs after 6 months of field deployment • Inclusion and Exclusion of trainers into the Trainers database based on performance. 	31 st March 2016
12.	BFT retention: <ul style="list-style-type: none"> • Indicators for Performance measurement of BFTs. • Reporting mechanism • Annual appraisal system • Performance feedback from Pos • Vacancy and need assessment 	November 2016

Soumyashree Omprakash Sahoo

BFT Consultant

Sl.No.	Deliverable	Timeline
1	<p>Ensuring BFT Target is achieved for FY 2016-17</p> <p>State Responsibility</p> <p>A. Arunachal Pradesh (90 BFTs)</p> <p>B. Chhatisgarh (360 BFTs)</p> <p>C. Manipur (90 BFTs)</p> <p>D. West Bengal (654 BFTs)</p> <p>Total 1,194 BFTs to be trained from 4 states.</p>	March 2017
1.1	<p>Training to State Trainers</p> <p>A. Arunachal Pradesh (6 Trainers)</p> <p>B. Chhatisgarh (24 Trainers)</p> <p>C. Manipur (8 Trainers)</p> <p>D. West Bengal (44 Trainers)</p> <p>Total 82 trainers to be trained from the 3 states</p>	October 2016
1.2	Regular follow with State & SIRD Nodal Persons over phone and e-mail	Weekly
1.3	Field Visits to States for providing support and ensuring activities are rolled out on time	As and when required
2	Approach letter to new States	August 2016
3	<p>IEC Strategy for BFT Project</p> <ul style="list-style-type: none"> • Pocket book/ ready reckoner for BFTs/Trainers/State Government • Leaflet on BFT project and entitlements • Video documentation of ongoing training at NIRD and SIRDs 	<p>September first week 20 August 2016</p> <p>End of September</p>
4	NIRD fund disbursement follow up in consultation with SIRDs	Ongoing
5	Regional workshop planning (Meghalaya, Punjab, Haryana, J&K + 10 States)	To be planned

Sl. No.	Deliverable	Timeline
1.	Ensuring BFT Target is achieved for FY 2016-17 State Responsibility A. Madhya Pradesh (1020 BFTs) B. Gujarat (240 BFTs) C. Meghalaya (90 BFTs) D. Jammu & Kashmir (150 BFTs) Total 1,500 BFTs to be trained from the 4 states	March 2017
1.1	No of BFT Training batches in states A. Madhya Pradesh (34 Batches) B. Gujarat (8 Batches) C. Meghalaya (3 Batches) D. Jammu & Kashmir (5 Batches) Total 50 Batches to be started in 4 states	March 2017
1.2	Deployment of 1500 BFTs on Field	March 2017
2.	State Trainers: A. Madhya Pradesh (68 Trainers) B. Gujarat (16 Trainers) C. Meghalaya (6 Trainers) D. Jammu & Kashmir (10 Trainers) Total 100 State Trainers to be trained from the 4 states	September 2016
3.	Regular follow with State Nodal Persons over phone and e-mail Weekly	
4.	Field Visits to States for providing support and ensuring activities are rolled out on time	As and when required
5.	SIRD-ASCI affiliation follow up	September 2016
6.	Follow up on Submission of Monitoring Format to NIRD	Weekly
7.	NIRD fund disbursement follow up in consultation with SIRDs	Weekly
8.	Regional workshop planning (Meghalaya, Punjab, Haryana, J&K + 10 States)	To be planned

#	Deliverable	Timeline
1	Ensuring BFT Target is achieved for FY 2016-17 State Responsibility A. Andhra Pradesh (510 BFTs) B. Karnataka (720 BFTs) C. Kerala (150 BFTs) Total 1,380 BFTs (460 batches) to be trained from the 3 states	March 2017 March 2017
1.1	Training to State Trainers A. Andhra Pradesh (44 trainers) B. Karnataka (50 trainers) C. Kerala (10 trainers) Total 104 trainers to be trained from the 3 states	September 2016
1.2	Regular follow with State Nodal Persons over phone and e-mail	Weekly
1.3	Field Visits to States for providing support and ensuring activities are rolled out on time	As and when required
2	Approach letter to new States	20 August 2016
3	IEC Strategy for BFT Project - Pocket book/ ready reckoner for BFTs/ Trainers State Government - Leaflet on BFT project and entitlements - Video documentation of ongoing training at NIRD and SIRDs	September first week 20 August 2016 End of September
4	NIRD fund disbursement follow up in consultation with SIRDs	Ongoing
5	Regional workshop planning (Meghalaya, Punjab, Haryana, J&K + 10 States)	To be planned



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