

F. No. L-12053/04/2012-RE-I (353050) (Part)

Government of India
Ministry of Rural Development
Department of Rural Development

Krishi Bhawan, New Delhi

Date: 02-12-2016

To,

The Principal Secretary/ Secretary/ Commissioner (Incharge MGNREGA),
Department of Rural Development & Panchayati Raj
All States/UTs

Sub.: Providing Job Card to all Landless casual labourer's HHs as per SECC -reg.

Madam/Sir,

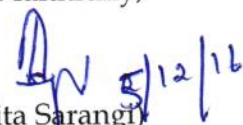
This is for information that the Ministry has taken a decision to provide Job Card under MGNREGA to each of the willing 5.4 crore landless casual labourer's HH as per Socio Economic and Cast Census (SECC).

In that regard, the Ministry has made a provision in NREGASoft to map SECC data with the NREGASoft data w.r.t. HH and individuals. NREGASoft is needed to be updated regarding the willingness of the HH to work under MGNREGA. **The detailed guideline/ User manual for mapping the SECC data with NREGASoft data is annexed.**

All States/UTs are requested to do the survey on the basis of the accompanying format and update the SECC data in NREGASoft by 15th January, 2017.

Yours faithfully,

Encl. As above


(Aparajita Sarangi)
Joint Secretary (MGNREGA)
011-23383553

User Manual

SECC landless manual casual labour mapping with MGNREGA household

1. Printing of SECC Household and Member list for landless manual casual labor

SECC Household and Members List for Landless Casual Labor is available for downloading/Printing at PO-Report's page under link "SECC List for Landless Casual Labour Survey".

States (NREGA Soft's home page)->click on the state->click on district->click on Block

The screenshot shows the NREGA software interface. At the top right, it says "Govt. of India", "Ministry of Rural Development", "Department of Rural Development", and "24-Nov-2016 10:21:50 AM". Below this is "The Mahatma Gandhi National Rural Employment Guarantee Act". The main content area is divided into several sections: "Panchayats" (listing Budang Kamerey, Central Pendum, Sumin Lingzey, West Pendum), "REPORTS" (including MGNREGA STAFFING POSITION, REPORTS OF PROGRAMME OFFICER, REGISTERS, and Mission Antyodaya), "Accounts & EFMS" (including DSC, FTO, WORKERs ACCOUNT, BANK, Performance Monitoring, Alerts, Job Card, Works, and Funds), "Employment" (including Jobcard, Demand For Work, Mustroll & Wagelist, Employment Provided, Photo, and Works), and "Back". A red circle highlights the link "SECC List for Landless Manual Casual Labour Survey" in the "REPORTS" section. A red arrow points from this link to the text below.

This will open the PO's/Block's report home page. Click on the link "SECC List for Landless Casual Labor Survey" it will show the below screen.

Home			
State : PUNJAB	District: Faridkot	Tehsil/ Taluk: Faridkot	Gram Panchayat: AULAKH (123)GF
Local Lang English		Rows in single page: 45	
submit			

SECC Household & Members List for Landless Casual Labour

State: PUNJAB		District: Faridkot		Block: Faridkot		Gram Panchayat: AULAKH (123)		
#	Name of the Head of the HH	TIN No.	Age	Social Category	Father's Name/Mother's Name	Whether having NREGA Job card (YES/NO)	If Yes, Enter Job Card number	If No, Whether willing for NREGA Job Card (YES/NO)
Village: Thara (106)								
1	GURMEL SINGH/ਗੁਰਮੇਲ ਸਿੰਘ (HEAD)	11031100100040000001400051001	41	SC	ਆਤਮਾ ਸਿੰਘ/ਬਲਦੀਰ ਕੌਰ			
	MANJEET KAUR/ਮਨਜੀਤ ਕੌਰ (WIFE)	11031100100040000001400051002	40	SC	ਲਾਲ ਸਿੰਘ/ਸੁਰਜੀਤ ਕੌਰ			
	JASPREET SINGH/ਜਸਪ੍ਰੀਤ ਸਿੰਘ (SON)	11031100100040000001400051004	17	SC	ਗੁਰਮੇਲ ਸਿੰਘ/ਮਨਜੀਤ ਕੌਰ			
	LAVPREET SINGH/ਲਵਪ੍ਰੀਤ ਸਿੰਘ (SON)	11031100100040000001400051005	15	SC	ਗੁਰਮੇਲ ਸਿੰਘ/ਮਨਜੀਤ ਕੌਰ			
2	NACHHTER SINGH/ਨਚੱਤਰ ਸਿੰਘ (HEAD)	11031100100040000001500101001	45	SC	ਅਰਜਨ ਸਿੰਘ/ਕਰਤਾਰ ਕੌਰ			
	JASMEL KAUR/ਜਸਮੇਲ ਕੌਰ (WIFE)	11031100100040000001500101002	43	SC	ਮੇਲ ਸਿੰਘ/ਗੁਰਨਾਮ ਕੌਰ			
	AVATAR SINGH/ਅਵਤਾਰ ਸਿੰਘ (SON)	11031100100040000001500101003	19	SC	ਨਚੱਤਰ ਸਿੰਘ/ਜਸਮੇਲ ਕੌਰ			
	SUKHVEER KAUR/ਸੁਖਵੀਰ ਕੌਰ (DAUGHTER)	11031100100040000001500101004	16	SC	ਨਚੱਤਰ ਸਿੰਘ/ਜਸਮੇਲ ਕੌਰ			
	PARMATMA SINGH/ਪਰਮਾਤਮਾ ਸਿੰਘ (SON)	11031100100040000001500101005	14	SC	ਨਚੱਤਰ ਸਿੰਘ/ਜਸਮੇਲ ਕੌਰ			
3	PAPPU SINGH/ਪੈਪੂ ਸਿੰਘ (HEAD)	13031100100040000001400002001	23	SC	ਬੰਤ ਸਿੰਘ/ਮਲਕੀਤ ਕੌਰ			
	CHARANJEET KAUR/ਚਰਨਜੀਤ ਕੌਰ (WIFE)	13031100100040000001400002002	22	SC	ਗੁਰਦੀਪ ਸਿੰਘ/ਗੁਰਦੇਵ ਕੌਰ			
	GURTEJ SINGH/ਗੁਰਤੇਜ ਸਿੰਘ (SON)	13031100100040000001400002003	3	SC	ਪੈਪੂ ਸਿੰਘ/ਚਰਨਜੀਤ ਕੌਰ			
4	JASPREET KAUR/ਜਸਪ੍ਰੀਤ ਕੌਰ (WIFE)	13031100100040000001500077002	43	SC	ਨਚੱਤਰ ਸਿੰਘ/ਬਲਦੇਵ ਕੌਰ			
	GURJEET SINGH/ਗੁਰਜੀਤ ਸਿੰਘ (SON)	13031100100040000001500077004	9	SC	ਦਿਕਬਾਲ ਸਿੰਘ/ਜਸਪ੍ਰੀਤ ਕੌਰ			
	ASIHDEEP KAUR/ਅਸ਼ੀਦੀਪ ਕੌਰ (DAUGHTER)	13031100100040000001500077005	6	SC	ਦਿਕਬਾਲ ਸਿੰਘ/ਜਸਪ੍ਰੀਤ ਕੌਰ			
5	JAGSIR SINGH/ਜਗਸੀਰ ਸਿੰਘ (HEAD)	13031100100040000001500102001	61	SC	ਅਰਜਨ ਸਿੰਘ/ਕਰਤਾਰ ਕੌਰ			
	GURDAS KAUR/ਗੁਰਦਾਸ ਕੌਰ (WIFE)	13031100100040000001500102002	60	SC	ਮੇਲ ਸਿੰਘ/ਗੁਰਨਾਮ ਕੌਰ			

- User has to select Tehsil/ Taluk and Gram Panchayat as per SECC.
- Select printing option Local Language or English. List will be printed in local language of State, if data is provided in local language.
- Rows in single page:** User can set the number of rows printed in one page as per the printer setting. Default is 45 rows per A4 size page in landscape orientation.
- Submit:** Click on submit button to display the list. All the members of the household will be displayed with the following columns.
- Name of the Head of the HH:** Name of the family head of the house hold as per SECC survey 2011.
 - TIN No. :** Unique SECC member number.
 - Age:** Age of the member as per SECC.
 - Social Category:** Social Category of the SECC family.
 - Father's Name/Mother's Name:** Father/Mother name of the member as per SECC.
 - Whether having NREGA Job card (YES/NO):** It is to be surveyed that SECC family have NREGA Job card. User/Surveyor has to write "Yes"/"Y". If family do not have Mahatma Gandhi NREGA Job card write "No"/"N".

- vi. **If Yes, Enter Job Card number:** If SECC family has job card then mention the job card number. If all the SECC members are in one NREGA Job card then mention the NREGA job card number against any one member of the family, preferably head of the family. If SECC family have more than one job card then fill NREGA job card in front of respective member name.
- vii. **If no, Whether willing for NREGA Job Card (YES/NO):** If SECC family has no MGNREGA job card and have willingness to register for MGNREGA Job card , User may fill “Yes”. If SECC family is not willing for getting NREGA job card, in that case User may fill “No”.

The printed list should be used for field verification/survey.

2. Data entry of SECC Household and Member list for landless manual casual labour

The surveyed SECC family’s details can be entered in NREGA Soft from PO/GP data entry login.

Option is available under the section “Mapping” with link name “**SECC Manual Casual Household mapping to NREGA Job Card**”. As shown below.

- [Bankwise Aadhaar Seeding Pendency](#)
- [List of Workers with Enrollment No.\(EID\) and without Aadhaar no. in NREGASoft](#)
- [List of Workers Converted into Aadhaar Based Payment System](#)
- [Dashboard to Monitor ABP Conversion](#)

NEW Aadhaar Camp Information

- [Aadhaar Camp Calendar](#)
[Edit]
- [Aadhaar Consent Camp\(Block wise and Panchayat wise\)](#)
[Edit]
- [Information related to aadhaar Consent from Worker](#)
[Edit]

Search

- [Search The Database](#)
- [Search WageList](#)

Profile Management

- [Edit Gram Panchayat Profile](#) **NEW**
- [Change Profile Password](#)
- [Master Circular/New Asset Register Maintained at GP](#)
- [Seven Registers Maintained by Panchayats](#) **NEW**

NEW::Geo MGNREGA ::

- [Geo MGNREGA Training Monitoring](#)

NEW::PROJECT LIFE SURVEY ::

- [Life Survey Instructions](#)
- [Delete registered worker of life survey](#)

NEW::Mapping ::

- [NREGA-SECC Panchayat Mapping \(For ALL Blocks\)](#)
- **NEW** [SECC Mannual Casual Household Mapping to Nrega Job Card](#)

NEW:: Mission Antyodaya(IPPE-II) ::

- [Block Resource Team/Block Planning Team Registration](#)
- [BPT Training Calendar](#) [Delete]
- [Upload IPPE Training Detail](#)
- [Gram Sabha detail for Convergence Planning](#)
- [IPPE-2 Survey Data Entry](#)
- [Declaration of SECC data availability & Data entry status](#)

User has to click on the link and below screen will be shown.

Govt. of India
Ministry of Rural Development
Department of Rural Development
25-Nov-2016

The Mahatma Gandhi National Rural Employment Guarantee Act

[SignOut](#) [Home](#)

SECC Manual Casual Household Mapping to Nrega Job Card

State : SIKKIM	District : EAST DISTRICT	Block : DUGA	Nrega Panchayat : Budang Kamerey ▾
Nrega Village : Budang ▾	SECC Tahsil : Gangtok ▾	SECC Village : Arithang ▾	

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S.no	Head of Household	Relation	SECC In No.	Age	Social Category	Father Name	Whether having NREGA Job card(YES/NO)	Family ID	Job Card	If No, Whether willing for NREGA Job Card(YES/NO)	Select
1	SURJA BAHADUR GURUNG	HEAD	17110200100260000003000004001	69	ST	JAMAN SINGH GURUNG	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2	CHANDRA MAYA GURUNG	WIFE	17110200100260000003000004002	65	Others	DIL DAS GURUNG	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
3	BHM KUMAR GURUNG	SON	17110200100260000003000004003	43	Others	SURJA BAHADUR GURUNG	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
4	BIKHA BAHADUR GURUNG	SON	17110200100260000003000004004	29	Others	SURJA BAHADUR GURUNG	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
5	TULA RAM GURUNG	SON	17110200100260000003000004005	25	Others	SURJA BAHADUR GURUNG	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
6	NIRMAL CURUNG	SON	17110200100260000003000004006	21	Others	SURJA BAHADUR GURUNG	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
7	ARJUN KUMAR GURUNG	HEAD	19110200100260000003000005001	41	ST	SURAJ BAHADUR GURUNG	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
8	SONTOSHI GURUNG	WIFE	19110200100260000003000005002	34	ST	MARMAN GURUNG	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
9	HUNRS GURUNG	SON	19110200100260000003000005003	4	ST	ARJUN KUMAR GURUNG	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
10	SUN MAN SUBBA	HEAD	311102001002600000030000034001	41	ST	AMRITA BAHADUR	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
11	DHAN MAYA SUBBA	WIFE	311102001002600000030000034002	41	ST	SUKU HANG SUBBA	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
12	DAMBER SINGH SUBBA	SON	311102001002600000030000034003	15	ST	SUN MAN SUBBA	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
13	RITA SUBBA	DAUGHTER	311102001002600000030000034004	13	ST	SUN MAN SUBBA	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
14	SUN MAYA SUBBA	DAUGHTER	311102001002600000030000034005	6	ST	SUN MAN SUBBA	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
15	TIL BAHADUR CHETTRI	HEAD	41110200100260000003000014001	47	Others	JAL MAN CHETTRI	<input type="radio"/> Yes <input type="radio"/> No		▾	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

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- a) After surveying, the data would be entered through PO Login.
- b) State, district, and block are as per login and cannot be changed.

- c) **Mahatma Gandhi NREGA Panchayat** : User has to select the panchayat as per NREGA Soft.
- d) **NREGA Village**: User has to select the village as per NREGA Soft.
- e) **SECC Tahsil/Taluka**: Select SECC Tahsil/Taluka of the district.
- f) **SECC Village**: Select SECC village of the select Tahsil/Taluka and same as the NREGA village selected.
- g) List of SECC household and member details shall be displayed in grid.
 - a. **Name of the Head of the HH**: Name of the family head of the household as per SECC survey 2011.
 - b. **TIN No.** : Unique SECC member number.
 - c. **Age**: Age of the member as per SECC.
 - d. **Social Category: Social Category of the SECC family.**
 - e. **Father's Name/Mother's Name: Father/mother name of the member as per SECC.**
 - f. **Whether having NREGA Job card (YES/NO)**: Select "Yes" if SECC household have NREGA JOB card else select "No".
 - g. **Family Id**: If SECC family have NREGA Job card then the Job card can be searched by "Family id" within the selected NREGA village.
 - h. **If Yes, Enter Job Card number**: If SECC family have job card then Mahatma Gandhi NREGA Job Card number can be selected from the dropdown list.
 - i. **If No, Whether willing for NREGA Job Card (YES/NO)**: If SECC family has no Mahatma Gandhi NREGA job card and willing for NREGA JOB CARD then select "Yes" else select "No". If all the SECC members are in one NREGA Job card then mention the NREGA job card number against any one member of the family, preferably head of the family. If SECC family have more than one job card then fill Mahatma Gandhi NREGA job card in front of respective member name.
 - j. **Select**: Select the row/member to be updated.
- h) **Map**: Click on "Map" button to save the mapping data.