F No. J-11018/1/4/2015-RE-1V
Government of India
Ministry of Rural Development
Department of Rural Development
(Mahatma Gandhi NREGA Division)

Krishi Bhawan, New Delhi
Dated: - 05/01/2017.

To,

The Spl CS /Prl Secretary/ Secretary (in charge of MGNREGA)
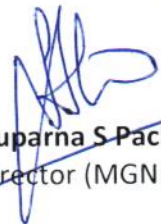Government of All States/UTs

Subject: Guidelines for conducting data entry for the maintenance of Block/Bund Plantation
under MGNREGA.

Madam/Sir,

As per the advisory issued by the Ministry on 27th October 2016, (No. J-11018/1/4/2015-RE-1V) and as suggested in the para 2 & 3, the maintenance of plantation works should be done by allotting the plants to Job card holders (maximum upto 200 plants per Household) and where ever possible with due permission usufruct rights to be provided to the Job card holders who are engaged in the maintenance of plantation works so as to enhance their livelihood aspects. During the maintenance period the payment should be done based on survival and accomplishment of tasks (watering, weeding, manuring etc.)

Input formats for feeding data for the maintenance of Block/bund plantation is enabled in the MIS. It is advised that the concerned implementing agency may immediately start feeding the data as per the attached guidelines.

Yours faithfully

(Dr. Suparna S Pachouri)
Director (MGNREGA)

Enclosure: As above

Copy to — Sr. Technical Director, NIC for uploading the guidelines and communication in the MGNREGA website.

GUIDELINES FOR WEB BASED DATA ENTRY FOR MAINTENANCE OF BLOCK/BUND PLANTATION UNDER MGNREGA

1. Open MNGRGA web site http:nrega.nic.inand Click on District/Block Admin.

2. Click on Programme Officer

3. Click on Data Entry

4. Select State for data entry

5. Enter password for login

6. After successful login following option will appear for Maintenance of Block/Bund plantation and Survey. First enter the data for maintenance of Block/bund plantation then completing it go for survey format.

7. **Select work:**

First the work needs to be selected, for which the data entry is to be conducted either for Block or bund plantation. The work selected for Block/Bund plantation may be from one of the works earlier entered in work category with following pro status description as shown below in the table-

work_cat_name	pro_status_desc
Coastal Areas	Belt Vegetation
Drought Proofing	Afforestation
Drought Proofing	Eco Restoration of Forest
Drought Proofing	Forest Protection
Drought Proofing	Grass Land Development and Silvipasture
Drought Proofing	Plantation in Government Premises
Drought Proofing	Plantation
Works on Individuals Land (Category IV)	Plantation
Works on Individuals Land (Category IV)	Bio Drainage
Works on Individuals Land (Category IV)	Belt Vegetation
Works on Individuals Land (Category IV)	Boundary Plantation
Works on Individuals Land (Category IV)	Horticulture
Works on Individuals Land (Category IV)	Sericulture
Flood Control and Protection	Bio Drainage

After selecting the work, the screen appears as
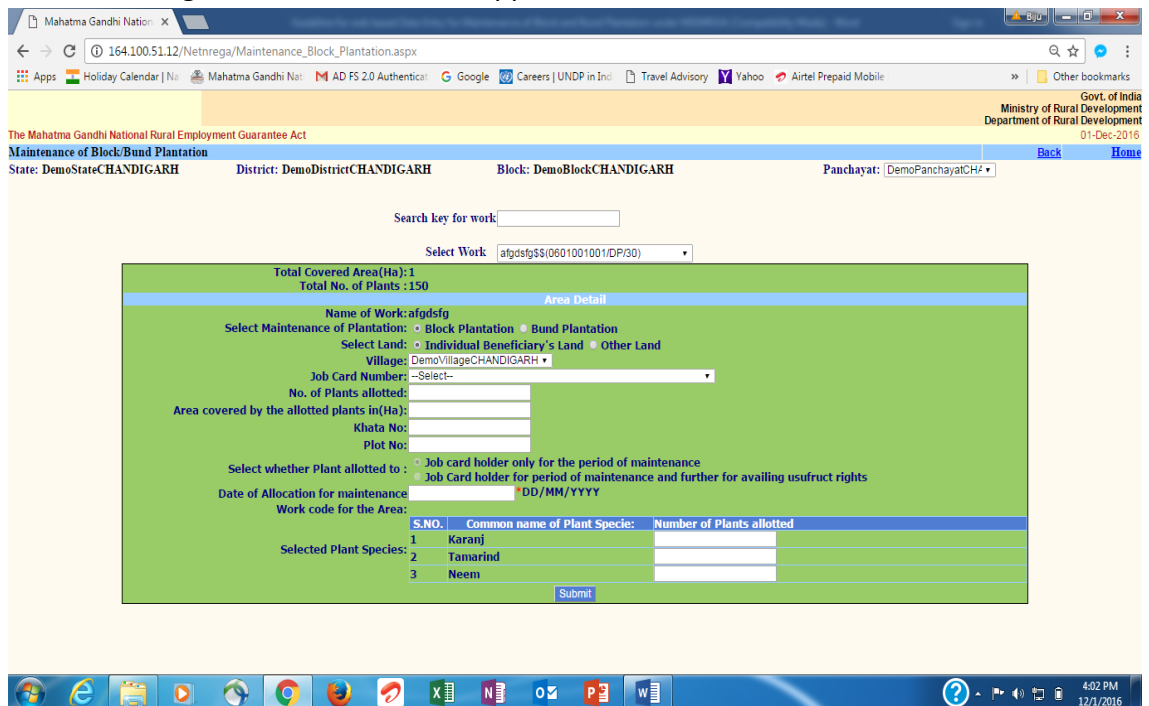
Through this option user can allocate upto 200 number of plants to a Jobcard holder or Household. Corresponding to each entry a unique work code is generated in NREGASoft.

Demand, Allocation and muster roll generation of the Job Card holder will be generated by normal procedure as in MIS on this work code. The period of demand, allocation and muster roll will be as per the routine followed.

8. **Total covered area (ha):** On top, the figure reflected is from the data base earlier created for mentioning the total area covered by the plantation in hectare.

9. **Total No. of plants:** It reflects the total number of plants planted in the area mentioned above in point 8.

10. **Select maintenance of plantation:** Select the icon for which maintenance needs to be carried out either for Block Plantation or Bund Plantation.

10.a   Select Land: If the plantation is carried out in the individual land of para 5 households then to select the icon Individual beneficiary's land or else for all other lands where plantation is conducted, do select the icon - Other land.

10.b.   **Village:** Name of the village to be entered

10.c.   **Job Card Number**: As the plants will be allotted to a Household having Job card, therefore, the Job card holder's number to whom the plants are allotted needs to be selected from drop down menu.

10.d.   **No. of Plants allotted**: Enter the number of plants allotted to a household having Job card up to a limit of 200 plants per household.

10.e.   **Area covered by the allotted plants in (Ha)**: Enter the area (in hectare) covered by the allotted number of plants to one household.

10.f.   **Khata No**.: Enter the Khata no. referred for point 10.e

10.g.   **Plot No**. Enter the Plot No. referred for point 10.e

10.h.   **Select whether plant allotted to**:

10.h.i. **Job card holder for the period of maintenance**: Select this icon, If the plants are allotted to households to work only for the period of maintenance as per the estimated maintenance period. After completing the period of maintenance the trees will be taken care of, by the owner of the land.

10.h.ii. **Job card holder for period of maintenance and further for availing usufruct rights**: Select this icon, If the plants are allotted to households to work for the period of maintenance as per the estimated maintenance period and thereafter for availing usufruct rights (right to use fruits, flowers, barks, leaves, wood etc) from the allotted plants.

10.i.   **Date of Allocation for maintenance**: Enter the date of planting, which will become the date of Allocation for maintenance.

10.j.   **Work code for the Area:** The system will automatically generate a work code for the area allocated to a JC holder.

10.k. Selected Plant species: Enter the names and number of plant species allotted to a Household having Job card.
(Note – It should be noted that while feeding the names of the plants in State DBA, common names of the plant should be entered so that all implementing agencies can easily understand the name of the plant species fed in the system. This is needed for getting uniformity and correct reporting for a particular specie in a GP or Block or District or State)

10.l.   **Click submit** to save information.

11. **Survey of Block/Bund Plantation**: *Basically the survey format for maintenance of Block/Bund plantation is similar to the survey format designed for maintenance of Roadside Tree Plantation. The word stretch in roads may change to Area covered in Block/Bund plantation and unit dimensions change from kilometre(km) to hectare (ha)*
Surveyor will inspect/survey the maintenance work, done by the JC holder for the allocated plants

a. **Select Work :** Select work code from the drop down list

b. **Select Stretch Work:** Select Work code for the Area from the drop down list

c. **Stretch Allocation Date:** This is generated automatically by the system and correspond to the date of allocation for maintenance.

d. **Survey Month:** Select the month in which survey has been conducted, to estimate the survival of plant species and to check whether the notified tasks are accomplished or not.

e. **Expected No. of days:** Automatically will be generated by the system.

f. **No. of Plants allotted:** Automatically will be generated by the system.

g. **Stretch length (km)/Area (ha) :** Automatically will be generated by the system. For Block and Bund Plantation It will be in hectare (ha)

h. **Notified task:** It refers to the task like watering, weeding, manuring etc. which needs to be done by the Household to whom plants are allotted, so that the plants remain healthy. If done, click **YES**, if not click **NO**.

i. **Name of the Plant and No. of plants surviving:** It is to be entered on the date of survey and it is the specie wise number of live plants counted. IN MIS, t*he payment criteria kept is same as kept for Roadside Tree Plantation which was based on survival and accomplishment of notified task but payment to be made per plant per month based on survival and accomplishment of task (as shown in below table) to the Household (Job card holder) needs to be decided by the State/UT as per their SoR and to be fed in the MIS for conducting payments.*

Month	Task to be completed as per the schedule of Plantation	Survival %	Payment
On every month	Completed	90 % Above	Full wages
	Completed	>75% and <90 %	Half wages
	Completed	< 75%	No wage
	Not done	90 % Above	Half wage
	Not done	>75% and <90 %	One fourth wage
	Not done	< 75%	No wage

j. **Survey date:** To be entered. (The survey date will be in between last day of the month and up to seven days of the succeeding month., for illustration, if the Survey month is Jan 2015, then the survey date will be any of the dates between 31st Jan 2015 to 7th Feb. 2015)

k. **Designation:** To be selected from the drop down list. The designation of the Official/person who conducted the survey.

l. **Name of the person:** To be entered. Name of the Official/person who conducted the survey.

m. **Click submit** to save information