

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 /PrI Secretary/ Secretary (in charge of MGNREGA)**  
Government of All States/UTs

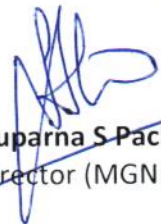
Subject: Guidelines for conducting data entry for the maintenance of Block/Bund Plantation under MGNREGA.

Madam/Sir,

As per the advisory issued by the Ministry on 27<sup>th</sup> 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.in> and Click on District/Block Admin.



2. Click on Programme Officer



3. Click on Data Entry



4. Select State for data entry

The Mahatma Gandhi National Rural Employment Guarantee Act 2005 Ministry of Rural Development Government of India	
ANDAMAN AND NICOBAR	ANDHRA PRADESH
ARUNACHAL PRADESH	ASSAM
BIHAR	CHANDIGARH
CHHATTISGARH	DADRA & NAGAR HAVELI
DAMAN & DIU	GOA
GUJARAT	HARYANA
HIMACHAL PRADESH	JAMMU AND KASHMIR
JHARKHAND	KARNATAKA
KERALA	LAKESHADWEEP
MADHYA PRADESH	MAHARASHTRA
MANIPUR	MEGHALAYA
MIZORAM	NAGALAND
ODISHA	PONDICHERY
PUNJAB	RAJASTHAN
SIKKIM	TAMIL NADU
TRIPURA	UTTAR PRADESH
UTTARAKHAND	WEST BENGAL

5. Enter password for login

**DATA ENTRY LOGIN**

State\* : DemoStateCHANDIGARH

Financial year\* : --Select--

District\* : Select District

Block\* : Select Block

Entry by\* : \_\_\_\_\_

Password\* : \_\_\_\_\_  
(Password is case sensitive)

Proceed Reset

Designed & Developed By NIC-ORD Informatics Centre, Krishi Bhawan, New Delhi

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.

Dashboard menu items:

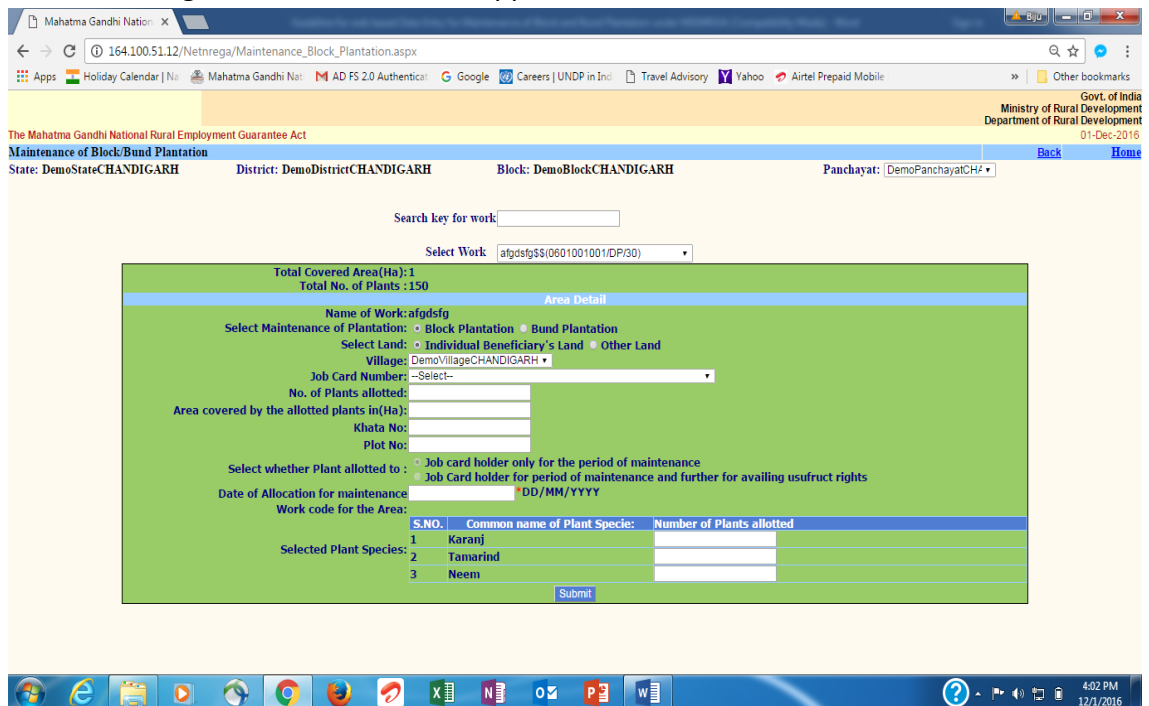
- Administrative List
  - Generation of Material List of Rejected Transaction (Payment through JHJI Beneficiary)
  - Generate Administrative Expenditure List [Delete]
  - Generate Administrative Expenditure List for Technical Assistant [Delete]
  - Generation of Administrative Expenditure of Rejected Transaction for Technical Assistant
  - Send Administrative Expenditure List for Technical Assistant
  - Generation of Administrative Expenditure List of Rejected Transaction
- MATE MANAGEMENT
  - Create Group Master
  - Delete Group Detail
  - Update Group ID of Applicant
  - Group Demand
- LABOUR BUDGET
  - Labour Projection
  - Work Projections
  - IPPE Demand Projection
  - Gram Uday se Bharat Uday (Gram Sabha Entry)
- DEVICE MANAGEMENT
  - Devices Registration
  - Delete Device Registration
  - Allocate Device to Worker/vendor
  - Map Work to the MIS Device to Panchayat having more than one Device
- FREEZE & VERIFY AADHAAR
  - Verify Aadhaar Whose Demographic Verification is Failed
- FUNDS
  - Payment of Skilled/Semi-skilled Labours
  - Administrative Expenditure
  - Administrative Expenditure
  - Receive Funds [Edit/Delete]
  - Revert the Receiving of Funds
  - CashBook Entry [Edit]
  - Funds Refunded
- Compensation System
  - Delay in Payment
    - Approval [Delete]
    - Master Roll wise Approval
    - Send PayOrder for Delay in payment
    - Re-Generate Rejected PayOrder for Delay in payment
  - Unemployment Allowance
    - Approval [Delete]
    - PayOrder for Unemployment Allowance
- Semiskilled/Skilled Worker
  - Register Semiskilled/Skilled Worker
  - Verify and Freeze Semiskilled/Skilled Worker Account
  - Update Semiskilled/Skilled Worker Account
  - Delete Semiskilled/Skilled Worker
  - Generate Wanelist for Semiskilled/Skilled Worker
- Roadside Tree Plantation
  - Progress of Roadside Tree Plantation [Edit]
- Maintenance of Road side/Block/Bund Plantation
  - Allocation of Stretch for Jobcard Holder/Agency [Edit]
  - Survey of Road side/Block/Bund Tree Plantation
  - Maintenance of Block/Bund Plantation

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

The screenshot shows a web browser window displaying the 'Survey Form' for the Mahatma Gandhi National Rural Employment Guarantee Act. The page is titled 'Survey Form' and includes the following information:

- State: DemoStateCHANDIGARH
- District: DemoDistrictCHANDIGARH
- Block: DemoBlockCHANDIGARH
- Panchayat: DemoPanchayatCH#

Search key for work:

Select Work: 0601001001/CA/1

Select Stretch Work: 0601001001/CA/1/SBP1

Work Name: (Maintenance of Block Plantation)

Stretch Allocation Date: 9/8/2012

Survey Month: --select--

Expected no of days: 0

No. of Plants allotted: 10

Stretch Length(Km)/Area(Ha): 5

Notified tasks: YES NO

S.NO.	Species Name:	No. of plants surviving
1	Karanj	
2	Neem	
3	Tamarind	

Name of the Plant and No. of plants surviving:

Survey date: DD/MM/YYYY

Designation: --Select--

Name of person:

Submit

Survey Report: No records Found

Speciewise Plant detail: No records Found

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, *the 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 31<sup>st</sup> Jan 2015 to 7<sup>th</sup> 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