

MAHATMA GANDHI NREGA

AADHAAR CAMPS MANUAL
PLANNING CALENDER, REPORTING
& MONITORING

Enabling provision in NREGASoft...

JULY, 2017

Ministry of Rural Development
MGNREGA DIVISION

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➤ INTRODUCTION TO MANUAL

To facilitate uploading of Aadhaar camp calendar and day to day monitoring by states of their respective GPs/ blocks/ districts enabling provision have been effected into NREGASoft.

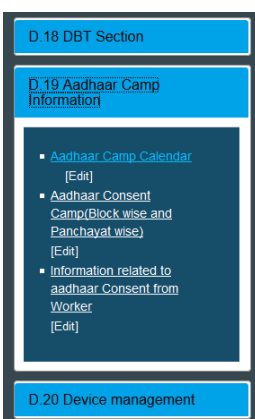
Accordingly, States/ UTs to run **fresh round of Aadhaar camps from 25th July, 2017 and upload the camp calendar (GP/ block-wise) latest by 20th July, 2017**. There will be reports to monitor the progress of camps against the calendar and details of the consent taken.

A user manual to upload and monitor the progress is illustrated in the following sections. However, in case if there is any request for any changes or reports that will further strengthen the DBT monitoring, states/ UTs may write to MoRD.

➤ USER MANUAL SNAPSHOT

FORMATS	BRIEF DETAIL	AVAILABILITY IN NREGASoft
Format 1 (New)	To Capture Aadhaar Camp Calendar (Block Wise/ Panchayat Wise)	PO / GP Login
Format 2 (New)	To Capture Information related to Aadhaar Enrolment/Seeding and Consent during Camp (Block wise/Panchayat wise).	PO / GP Login
Format 3 (Existing)	Capture Consent while Adding new Aadhaar Number/ Enrolment Number in NREGASoft	PO /GP Login.
Format 4 (New)	Capture Consent of already existing Aadhaar of workers in NREGASoft	PO / GP Login

Formats 1, 2, and 4 above are available in New Head under PO/ GP Login – Aadhaar Camp Information



Formats 3: Above is available in existing head “data entry for PO”→ Registration→ “Add UID No. (Aadhaar No.)” link under PO and GP Login both.



➤ **FORMAT 1: TO CAPTURE AADHAAR CAMP CALENDAR (BLOCK WISE/PANCHAYAT WISE)**

In this format, PO/ GP will enter Aadhaar camp calendar entry for the dates/duration advised by MoRD. In this, PO/GP first select level i.e. Block or Gram Panchayat to enter calendar in NREGASoft. If, PO select block then it is assumed that all GP are covered in camp calendar entry. During entry of camp calendar in NREGASoft, PO/GP will select place of camp from given options like *Block, GP, Bank Premises, Post Office Premises, House to House Survey and any other location*. Then PO/GP enters start date and end date of the camp and submit the camp calendar information. The already entered camp calendar will be displayed in the bottom grid.

The provision to edit the camp calendars is available. However, once the progress against these camps is filled the camp calendar will not be allowed for editing.

❖ **Block / GP Wise Camp Calendar Entry.**

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To Capture Aadhaar Camp Calendar(Block wise/Panchayat wise)

State: PUNJAB District: BARNALA Block: Barnala

Please Select Camp level

BLOCK PANCHAYAT

Select Panchayat: --Select panchayat--

Note:Starting and End date of the camp should be between 25 July 2017 to 10 September 2017

Place of Camp:	--Select--		
Start Date of Camp:	<input type="text" value=""/>	(dd/mm/yyyy)	End Date of Camp:
	<input type="text" value=""/>	(dd/mm/yyyy)	<input type="text" value=""/>

This block has opted for Panchayat wise data entry of Aadhaar consent Camp

Sno.	Panchayat Name	Camp Location	Start Date of Camp	End Date of Camp
1	Aspal Kalan	GP	25/07/2017	30/07/2017

➤ **FORMAT 2: TO CAPTURE PROGRESS RELATED TO AADHAAR ENROLMENT / SEEDING AND CONSENT DURING CAMP (BLOCK WISE/PANCHAYAT WISE)**

Once PO/ GP enter Aadhaar camp calendar in NREGASoft, then at the end of each camp at the field he will enter camp progress status in NREGASoft through **Format 2 (PO/ GP Logins)**. Use the head D.19 Aadhar Camp Information → click on the link "Aadhaar Consent Camp (block wise and Panchayat wise) ".

❖ **Block / GP Wise-Aadhaar Enrollment/Seeding**

FORMAT – 2

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To Capture Progress related to Aadhaar Enrollment/Seeding and Consent during Camp(Block wise/Panchayat wise)

State: PUNJAB District: BARNALA Block: Barnala

Note:In case if range of date is selected for a particular camp then it must be ensured that reporting/progress is done for each date

Please select Panchayats whose Calendar is filled:

Start Date of Calendar: 25/07/2017		End Date of Calendar: 30/07/2017		Total Days of Camp: 5		Place of Camp: GP	
Please Enter Camp Progress Datewise: (DD/MM/YYYY) (Date should be within camp calendar dates)				Select Camp Status: (Held/Not Held) <input type="text" value="--Select--"/>			

Total No. of Consent collected as per MoRD Format:	<input type="text"/>	(In numbers)	Total No. of fresh enrollment done during camp:	<input type="text"/>	(In numbers)
Total No. of Consent collected as per Bank Format:	<input type="text"/>	(In numbers)			

S.no	Bank Name	Total Bank Consent (As per IBA Format)	Delete Row	Add Row
1	<input type="text" value="--Select Bank--"/>	<input type="text"/>	Delete Row	Add Row

Sno.	Block Name	Panchayat Name	Start Date of Calendar	End Date of Calendar	Place of Camp
1	Barnala	Aspal Kalan	25/07/2017	30/07/2017	GP

Sno.	Datewise Camp Progress	Camp Status	Total No. of Consent collected as per MoRD Format	Total No. of Consent collected as per Bank Format	Total No. of fresh enrollment done during Camp
1	25/07/2017	Held	1	1	1
2	26/07/2017	Not Held	0	0	0
3	28/07/2017	Not Held	0	0	0

Step 1: The above screen will be opened. If Aadhaar camp calendar is entered blockwise than system will automatically populate calendar started and calendar end date. And if, Aadhaar camp calendar is entered GP-wise than user will select the GP name from drop down list "Please select panchayat whose calendar is filled". After this, system will automatically populate calendar started and calendar end date.

Step 2: System will also display (1) place of camp and (2) Total days of camp (As calculated from the start date and the end date of the camps as per camp calendar).

Step 3: Now PO/GP will enter the "Please enter Camp Progress Datewise". It should be noted that the date should be entered within the Aadhaar camp calendar date. **It is important to note** here that the progress should first be filled for the 1st date of camp and then for the next date up till last date of the camp. In case if earlier dates progress is not filled system will display an error message "First enter the camp progress of previous dates".

Step 4: After this step, select "Select camp status (Held/ Not Held)" from the combo box. This will be used for reporting date-wise progress. In case if Not held is selected than press button "**Submit Camp Progress**". In case if not held is selected than values will be displayed as ZERO for (1) Total no. of consent collected as per MoRD format, (2) Total no. of consent collected as per Bank format and (3) Total no. of fresh enrolment done during the camp.

Step 5: In case if camp status is selected as held than PO/ GP must enter the following values as number.:-

(1) Total no. of consent collected as per MoRD format, (2) Total no. of consent collected as per Bank format and (3) Total no. of fresh enrolment done during the camp.

NOTE: The value of the point (1) and point (2) must be same.

Step 6: After this GP/ PO must enter the breakup of the values entered against point no (2) above (i.e. Total no. of consent collected as per Bank format) bankwise in the grid at the bottom of page. Select the bank and against it enter the number of forms collected by the respective banks.

Step 7: At the end click on the button "**Submit Camp Progress**".

Step 8: Once the submit button is clicked the grid below will show the data entered till date.

lect Bank-- Delete Row

Sno.	Block Name	Panchayat Name	Start Date of Calendar	End Date of Calendar	Place of Camp
1	Barnala	Aspal Kalan	25/07/2017	30/07/2017	GP

Sno.	Datewise Camp Progress	Camp Status	Total No. of Consent collected as per MoRD Format	Total No. of Consent collected as per Bank Format	Total No. of fresh enrollment done during Camp
1	25/07/2017	Held	1	1	1
2	26/07/2017	Not Held	0	0	0
3	28/07/2017	Not Held	0	0	0

➤ **FORMAT 3: CAPTURE CONSENT WHILE ADDING AADHAAR NUMBER/ENROLMENT NUMBER IN NREGASOFT.**

The screen shown below is the provision where PO/GP is entering/adding new Aadhaar number/Enrolment number in NREGASoft in already existing link with "Add UID No. (Aadhaar No.)" link under PO and GP Login both.

Note:

- In the existing format, provision have been added to capture information related to consent (MoRD & Bank both) while entering new Aadhaar number/Enrolment number. It may also be noted that this format will be useful to either make entry of Aadhaar number/ EID and Consent details OR only the Aadhaar number/ EID.
- It is important to note that if Aadhaar is collected through camps than during entering the consent information please tick mark on the check box "tick if consent collected through camps".
- If this option is ticked than the drop-down control "Camp calendar date" will display the entered camp calendar dates of the login-in location.
- Once the PO / GP select the "Camp calendar date" the system will display date-wise camp progress in the drop-down control "date-wise camp progress". Only those Date are available here for which camp progress has been entered in NREGASoft. If the desired date is not available, then first enter the camp progress from PO/GP login from the format 2 mentioned above.

While entering new Aadhaar number with consent taken in MORD Format, the consent in Bank format will be needed. During entering of consent information, if you have mobile number of worker then add his mobile in this screen. Please enter the Aadhaar consent taken date as per the MORD and Bank consent form. Once you entered all the consent related details, please enter by selecting the designation and staff who have identified the consent form.

Note: -

- (1) If in the combo box for selecting the designation, the desired / approved designation for the purpose is not available, then please write to nicdrd@nic.in.
- (2) If the staff name in the combo box against the selected designation is not available, then first register the staff through staff registrations module (Ref:- PO / GP Login → Staff Registration module).

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Add Aadhaar No./Enrollment No. Back Home

State: Orissa District: SUNDARGARH Block: TANGARPALI Panchayat: GAMHARIDIHI

Village: PITHABHUIN Registration ID: *OR-02-009-001-004/16030

Note: 1) Beneficiary may add Aadhaar OR enrollment number without providing any consent.
2) If consent(MoRD) is taken, date of consent taken,Aadhaar/Enrollment number,concerned staff details and consent (taken to Bank) fields are mandatory.
3) Before giving consent, please read the disclaimer carefully.

As per the MoRD Consent Form Format

MoRD Consent Identifier's Designation: --Select Designation-- (If Designation not listed, then mail to 'nicdrd@nic.in')

MoRD Consent Identified by: --Select Staff Name-- (If staff not listed, add staff through Staff Registration module)

#	Reg.No.	Head of Household	Beneficiary's Name	House No./Address	Consent taken in MoRD Format Consent Date (DD/MM/YYYY) (If consent is taken)	Aadhaar No.	Beneficiary's Name as per Aadhaar Card (Enter Only in English)	Beneficiary's Mobile No.	Consent taken in Bank Format*	Tick if Consent Collected Through Camp	** Camp Calendar Date	** Datewise Camp Progress	Enrollment No. (if UID not available)
1	OR-02-009-001-004/16030	MADHUSUDHAN KAMAR	MADHUSUDHAN KAMAR		<input checked="" type="checkbox"/>	Re-enter the Aadhaar No.			<input checked="" type="checkbox"/>	<input type="checkbox"/>	▼	▼	
2	OR-02-009-001-004/16030	MADHUSUDHAN KAMAR	SUSAMA KAMAR		<input type="checkbox"/>	Re-enter the Aadhaar No.			<input type="checkbox"/>	<input type="checkbox"/>	▼	▼	

**** Note - Only those Date are available here for which camp progress has been entered in NREGASoft. If the desired date is not available then first enter the camp progress from PO/GP login.**

Disclaimer: The benefits of Aadhaar number and its seeding in the Bank/Post Office account of the beneficiary have been explained to him/her and he/she has given his/her consent to Implementing Department, Govt. of Punjab and Dept. of Rural Development, Govt. of India for using his/her Aadhaar number to establish and authenticate his/her identity under Mahatma Gandhi NREGS.

Update Cancel

➤ FORMAT 4. INFORMATION RELATED TO AADHAAR CONSENT FROM WORKERS

This format is for capturing consent information of existing Aadhaar number in NREGSoft. In this screen consent fields like consent taken in MORD Format as well as Bank Form format is mandatory. During entering of consent information, if you have mobile number of worker then add his mobile in this screen. Please enter the Aadhaar consent taken date as per the MORD and Bank consent form. Once you entered all the consent related details, please enter by selecting the designation and staff who have identified the consent form.

Note:

- If in the combo box for selecting the designation, the desired / approved designation for the purpose is not available, then please write to nicdrd@nic.in.
- If the staff name in the combo box against the selected designation is not available, then first register the staff through staff registrations module (Ref:- PO / GP Login → Staff Registration module).
- It is important to note that if Aadhaar is collected through camps than during entering the consent information please tick mark on the check box "tick if consent collected through camps".
- If this option is ticked than the drop-down control "Camp calendar date" will display the entered camp calendar dates of the login-in location.
- Once the PO / GP select the "Camp calendar date" the system will display date-wise camp progress in the drop-down control "date-wise camp progress". Only those Date are available here for which camp progress has been entered in NREGASoft. If the desired date is not available, then first enter the camp progress from PO/GP login from the format 2 mentioned above.

Information Related to Aadhaar Consent from Workers

State Name: PUNJAB District Name: BARNALA Block Name: Barnala

Panchayat Name: Attargarh Village Name: Attargarh

Search by Family ID: 87-A

Note: Enter family id after '/' for e.g.: if jobcard number is PB-02-001-001-001/10 then family id is '10'

MoRD Consent format taken by
(Note: As per the MoRD Consent form format)

Designation: --Select Designation-- If Designation not listed, then email to 'nicdrd@gov.in'

Name: --Select Name-- If staff not listed, then add staff in staff registration module

S.no	JobCard No	Applicant No.	Applicant Name	Aadhaar No.	Workers Mobile No.	Consent in MoRD format	Date of Consent	Consent in Bank Format	Tick if Consent Collected Through Camp	Camp Calendar Date	** Datewise Camp Progress
1	PB-21-001-003-001/87-A	1	Harmesh Singh			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
2	PB-21-001-003-001/87-A	2	malkeet kaur			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

Note:** Only those Date are available here for which camp progress has been entered in NREGASoft. If the desired date is not available then first enter the camp progress from PO/GP login.

Submit

➤ REPORT FOR MONITORING THE AADHAAR CAMPS

The reports to monitor the details are made available under the MIS reports section. States/ UTs may refer to subsection R19. DBT Reports under which following reports will be available: -

1. R19. DBT Reports

a. R19.6.1 Aadhaar Camp Calendar Status

#States	Total Blocks	Total Blocks covered	Total GP	Total GP covered	% of GP covered	Total Calendar Received	Place of Camp				
							Block location	GP location	Bank Premises location	Post Office(PO) Premises location	Any Other location

SCREEN SHOT

b. R19.6.2 Aadhaar Enrollment/Seeding and Consent during Camp (Block wise/Panchayat wise) Report

# State	Total No. of Aadhaar consent form collected (MoRD)	Total No. of Aadhaar consent form collected (Banks)	Total fresh enrolment done during camp	Total No. of Aadhaar Collected with consent in Camp and Consent information entered in NREGASoft against each beneficiary
1	2	3	4	5

c. Camp calendar report for States/ banks

Home

Aadhaar Camps Calendar Report

State: District:

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S.No.	State Name	District Name	Block Name	Panchayat Name	Camp Level	Location	Start Date of Camp	End Date of Camp
1	PUNJAB	BARNALA	Barnala	Aspal Kalan	GP	GP	25/07/2017	30/07/2017
2	PUNJAB	BARNALA	Mehalkalan		BP	Bank Premises	28/07/2017	29/07/2017
