

F. No.- J-11017/02/2017-RE-VIII
Government of India
Ministry of Rural Development
Department of Rural Development

Krishi Bhavan, New Delhi
Date: 22nd September, 2017

To

The Principal Secretary/ Commissioner cum Secretary/ Commissioners
(In-charge of MGNREGA)
Government of All States/ UTs

Subject: Registration / updation & verification of staff details in the staff registration module - Regarding.

Madam/Sir,

To further strengthen and bring in accountability in the data entry process under NREGASoft, it has been decided to develop functionality of user based logins.


2. You may be aware that in the MGNREGA MIS there is a provision to capture the details of the staff working under MGNREGA. Most of the states have made entries in this module which may be revisited for necessary additions / updation.

3. In order to make a smooth transit to user based logins, all states / UTs are advised to register / update the staff details and after which verify all the registered staff from State DBA/ DPC login. To facilitate a user manual is enclosed.

4. This exercise may kindly be completed latest by 31st October, 2017.

Encl: As above

Yours faithfully,


Aparajita Sarangi
JS (MGNREGA) 22/9/17

USER MANUAL: Staff Registration and Verification

A staff can be registered from four logins i.e. States, DPC, PO and GP with respect to their level.

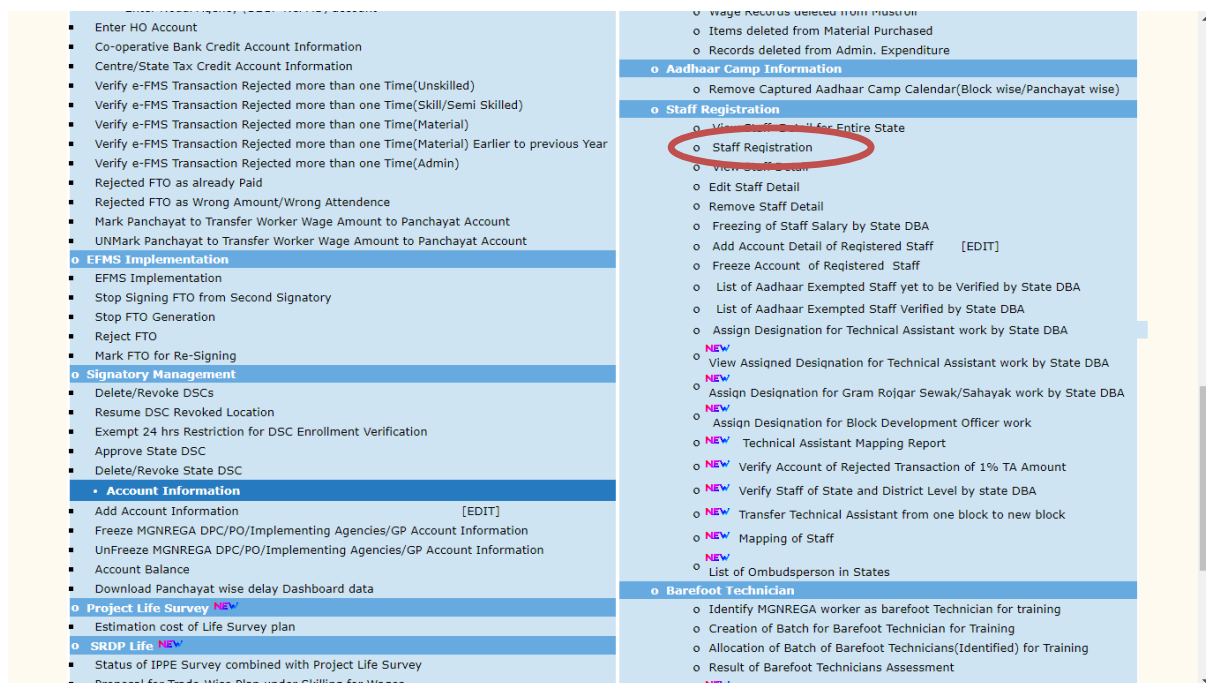
1. At State DBA level a user can register state and district level staff.
2. At DPC login only district staff can be registered.
3. At PO login a user can register block and panchayat level staff.
4. At GP login only panchayat staff can be registered.

For Reference please see below the steps to register the staff at state dba login.

1. Login from state dba for registering staff of State and DPC login.



2. After entering correct credentials state index page will appear. Now select the **staff Registration** option from **Head-Staff Registration**.



3. After selecting the **staff Registration** option below screen will appear. Two options will appear to register state level or district level staff.

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MGNREGA Staff Required at State Level

State: PUNJAB

Select Level for Staff: State District

4. If user selects the state then further 2 option will appear –Line Department or MGNREGA.Staff can be registered under MGNREGA or Line Department.

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MGNREGA Staff Required at State Level

State: PUNJAB

Select Level for Staff: State District

Line Department MGNREGA

S.no	Designation	Staff Name	Email Id	Mobile	Select to enter Aadhaar Details	Aadhaar No	Name As Per Aadhaar	
1	--Select--				<input type="checkbox"/> *			Add Row

[Submit](#)

5. User will insert all the values and click on submit button.

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MGNREGA Staff Required at State Level

State: PUNJAB

Select Level for Staff: State District

Line Department MGNREGA

S.no	Designation	Staff Name	Email Id	Mobile	Select to enter Aadhaar Details	Aadhaar No	Name As Per Aadhaar	
1	Finance Manager	abc	abc.123@gmail.com	9764646866	<input type="checkbox"/> *			Add Row

[Submit](#)

6. After submitting the staff detail, staff will register in MIS.

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MGNREGA Staff Required at State Level

State: PUNJAB

Select Level for Staff: State District

Line Department MGNREGA
Successfully inserted, 1 Number of Records Added.

S.no	Designation	Staff Name	Email Id	Mobile	Select to enter Aadhaar Details	Aadhaar No	Name As Per Aadhaar	
1	--Select--				<input type="checkbox"/>			Add Row

Verification of Staff

A staff can be verified from two logins i.e. States and DPC with respect to their levels.

1. At State DBA login a state level staff can verify state, district, block and panchayat level staff.
2. At DPC login a district level staff can verify block and panchayat level staff.

State DBA login, steps to verify the staff-

1. Four options are available to verify the staff. Select state, district, block, panchayat.
2. Once the option selected the staff of that respective level will appear.
3. Select the staff user want to verify by clicking the check box.
4. Then click verify staff button. Staff will be verified.

For Reference please see below the screen to verify the registered staff at state dba login.

Verify State/District/Block/Panchayat Level Staff By State DBA

State : Punjab						
<input checked="" type="radio"/> State <input type="radio"/> District <input type="radio"/> Block <input type="radio"/> Panchayat						
S.No.	Name	Designation	Email Id	Aadhaar No.	Entry Date	Action
1	KARMJEET KAUR	Assistant Programme Officer	karmjeetmba@yahoo.com			<input checked="" type="checkbox"/>
2	VARINDERPAL KAUR	Computer Assistant	bdpomoga1@rediffmail.com	488403702294		<input type="checkbox"/>
3	SUKHWINDER SINGH	Technical Assistant	sukhwinder.singh.1@outlook.com	733666827412		<input type="checkbox"/>
4	GAGANDEEP JINDAL	Technical Assistant	gagan62738@rediffmail.com			<input type="checkbox"/>
5	UMESH KUMAR	Technical Assistant	umeshmigiani82@gmail.com			<input type="checkbox"/>
6	CHANDAN KUMAR	Accountant	chandanmehta92@gmail.com	979316343828		<input type="checkbox"/>
7	JAGTAR SINGH	Gram Rozgar Sewak	block_raikot@yahoo.com			<input type="checkbox"/>
8	Maninder Kumar	Technical Assistant	nrega_bdpo@rediffmail.com			<input type="checkbox"/>
9	Mandeep	Technical Assistant	mandeepadiwal@yahoo.in			<input type="checkbox"/>
10	Jaswinder Singh	Technical Assistant	jammy.1982@yahoo.com	222427683748		<input type="checkbox"/>
11	Mohit Mittal	Account Assistant	mohit_mittal777@yahoo.com			<input type="checkbox"/>
12	Ranjit Singh	Technical Assistant	ranjeetsra02@gmail.com			<input type="checkbox"/>
13	Rajinder Kumar	Technical Assistant	nregaarniwala@gmail.com	900051743722		<input type="checkbox"/>
14	SUKHWINDER SINGH	Gram Rozgar Sewak	block_raikot@yahoo.com			<input type="checkbox"/>
15	Anjali Sharma	Assistant Programme Officer	aponrega_tanda@yahoo.in	483783932136		<input type="checkbox"/>
16	Jaswinder Singh	Technical Assistant	jammy.1982@yahoo.com			<input type="checkbox"/>
17	BALJEET KAUR	Programme Officer	bdpomlt@gmail.com			<input type="checkbox"/>
18	Lakhvir Singh	Gram Rozgar Sewak	block_raikot@yahoo.com			<input type="checkbox"/>
19	RAJWINDER SINGH	Technical Assistant	nregamansa12@gmail.com			<input type="checkbox"/>
20	Maninder Kaur	Computer Assistant	minni_smile02@yahoo.co.in			<input type="checkbox"/>
21	Mandeep	Technical Assistant	mandeepadiwal@yahoo.in			<input type="checkbox"/>

localhost:5707 says:
Staff Verified Successfully !!

OK

State : Punjab						
<input checked="" type="radio"/> State <input type="radio"/> District <input type="radio"/> Block <input type="radio"/> Panchayat						
S.No.	Name	Designation	Email Id	Aadhaar No.	Entry Date	Action
1	VARINDERPAL KAUR	Computer Assistant	bdpomoga1@rediffmail.com	488403702294		<input type="checkbox"/>
2	SUKHWINDER SINGH	Technical Assistant	sukhwinder.singh.1@outlook.com	733666827412		<input type="checkbox"/>
3	GAGANDEEP JINDAL	Technical Assistant	gagan62738@rediffmail.com			<input type="checkbox"/>
4	UMESH KUMAR	Technical Assistant	umeshmigiani82@gmail.com			<input type="checkbox"/>
5	CHANDAN KUMAR	Accountant	chandanmehta92@gmail.com	979316343828		<input type="checkbox"/>
6	JAGTAR SINGH	Gram Rozgar Sewak	block_raikot@yahoo.com			<input type="checkbox"/>
7	Maninder Kumar	Technical Assistant	nrega_bdpo@rediffmail.com			<input type="checkbox"/>
8	Mandeep	Technical Assistant	mandeepadiwal@yahoo.in			<input type="checkbox"/>
9	Jaswinder Singh	Technical Assistant	jammy.1982@yahoo.com	222427683748		<input type="checkbox"/>
10	Mohit Mittal	Account Assistant	mohit_mittal777@yahoo.com			<input type="checkbox"/>
11	Ranjit Singh	Technical Assistant	ranjeetsra02@gmail.com			<input type="checkbox"/>
12	Rajinder Kumar	Technical Assistant	nregaarniwala@gmail.com	900051743722		<input type="checkbox"/>
13	SUKHWINDER SINGH	Gram Rozgar Sewak	block_raikot@yahoo.com			<input type="checkbox"/>
14	Anjali Sharma	Assistant Programme Officer	aponrega_tanda@yahoo.in	483783932136		<input type="checkbox"/>
15	Jaswinder Singh	Technical Assistant	jammy.1982@yahoo.com			<input type="checkbox"/>
16	BALJEET KAUR	Programme Officer	bdpomlt@gmail.com			<input type="checkbox"/>
17	Lakhvir Singh	Gram Rozgar Sewak	block_raikot@yahoo.com			<input type="checkbox"/>
18	RAJWINDER SINGH	Technical Assistant	nregamansa12@gmail.com			<input type="checkbox"/>
19	Maninder Kaur	Computer Assistant	minni_smile02@yahoo.co.in			<input type="checkbox"/>
20	Mandeep	Technical Assistant	mandeepadiwal@yahoo.in			<input type="checkbox"/>
21	Maninder Kaur	Gram Rozgar Sewak	block_raikot@yahoo.com			<input type="checkbox"/>

Connecting...

Verify State/District/Block/Panchayat Level Staff By State DBA

State : Punjab						
<input type="radio"/> State <input checked="" type="radio"/> District <input type="radio"/> Block <input type="radio"/> Panchayat						
District : AMRITSAR						
S.No.	Name	Designation	Email Id	Aadhaar No.	Entry Date	Action
1	SUNIL ARORA	Account Assistant	snlarora4@gmail.com			<input checked="" type="checkbox"/>
2	Kirandeep Kaur	Assistant Programme Officer	kiran.deep2008@yahoo.co.in			<input type="checkbox"/>
3	karandeep Singh	IT Assistant	ssingh.karandeep@gmail.com			<input type="checkbox"/>
4	Balwinder singh	Assistant Program Officer	harsha.chhina.block@gmail.com			<input type="checkbox"/>
5	Baljit Kaur	Data Entry Operator	Baljitbhinder@gmail.com			<input type="checkbox"/>
6	Gurpreet Singh	Data Entry Operator	gs.kandowali@yahoo.in			<input type="checkbox"/>
7	Inderpal Singh	Technical Assistant	bdpochogawan@yahoo.in			<input type="checkbox"/>
8	NARINDER SINGH	Computer Assistant	narinder_asr@yahoo.com			<input type="checkbox"/>
9	Ranjit Singh	IT Assistant	rsgill83@gmail.com			<input type="checkbox"/>
10	Harjinder Kaur	Assistant Program Officer	harjinder.kaur.harry@gmail.com			<input type="checkbox"/>
11	Amar Singh	Account Assistant	majitha.block@gmail.com	204085037504		<input type="checkbox"/>
12	inderpal singh	Technical Assistant	majitha.block@gmail.com			<input type="checkbox"/>
13	Gurbaj Singh	Account Assistant	gurbajsingh08@gmail.com			<input type="checkbox"/>
14	Shukla Devi	Block Development Officer	ajnala.block@gmail.com			<input type="checkbox"/>
15	Manpreet Kaur	Assistant Grievances	manseeret@gmail.com			<input type="checkbox"/>
16	Bikramjit Singh	Account Assistant	86biks@gmail.com			<input type="checkbox"/>
17	Gurdev	Gram Rozgar Sewak	ooooooo@gmail.com			<input type="checkbox"/>
18	Kamaljit Singh	Technical Assistant	attarinrega@gmail.com			<input type="checkbox"/>
19	Amarpal Singh	IT Assistant	amarpal.singh1313@gmail.com			<input type="checkbox"/>
20	Davinder Singh	Technical Assistant	ajnala.block@gmail.com			<input type="checkbox"/>
231	Ranjit singh	IT Assistant			30-08-2017	<input type="checkbox"/>
232	Vishal Singh	Technical A			31-08-2017	<input type="checkbox"/>
233	Rajbeer Singh	Technical A			01-09-2017	<input type="checkbox"/>
234	Forest Guard	Technical A			04-09-2017	<input type="checkbox"/>
235	Satnam singh	Junior Engi			04-09-2017	<input type="checkbox"/>
236	Sukhdeep Singh	Junior Engineer	harsha.chhina.block@gmail.com		04-09-2017	<input type="checkbox"/>
237	Pardeep Behal	Junior Engineer	pardeepbehal@gmail.com		05-09-2017	<input type="checkbox"/>
238	Forest Gaurd	Junior Engineer	roajnala@gmail.com		05-09-2017	<input type="checkbox"/>
239	Manish Kumar	Technical Assistant	harsha.chhina.block@gmail.com		06-09-2017	<input type="checkbox"/>
240	Gagan	Junior Engineer	harsha.chhina.block@gmail.com		11-09-2017	<input type="checkbox"/>
241	Baldev Sijng	Junior Engineer	harsha.chhina.block@gmail.com		14-09-2017	<input type="checkbox"/>
242	Gurdeep singh	Technical Assistant	hhg@gmail.com		15-09-2017	<input type="checkbox"/>
243	Satbir singh	Technical Assistant	hhh@gmail.com		15-09-2017	<input type="checkbox"/>
244	Sandeep kaur	Technical Assistant	hhfh@gmail.com		15-09-2017	<input type="checkbox"/>
245	Sukhdev singh	Technical Assistant	hhdh@gmail.com		15-09-2017	<input type="checkbox"/>
246	Gurdeep singh	Technical Assistant	hhg@gmail.com		15-09-2017	<input type="checkbox"/>
247	Satbir singh	Technical Assistant	hhh@gmail.com		15-09-2017	<input type="checkbox"/>
248	Gurdeep singh	Technical Assistant	hhg@gmail.com		15-09-2017	<input type="checkbox"/>
249	Satbir singh	Technical Assistant	hhh@gmail.com		15-09-2017	<input type="checkbox"/>
250	Sandeep kaur	Technical Assistant	hhfh@gmail.com		15-09-2017	<input type="checkbox"/>
251	Sukhdev singh	Technical Assistant	hhdh@gmail.com		15-09-2017	<input type="checkbox"/>
252	gurdeep singh	Technical Assistant	dsdsd@gmail.com		16-09-2017	<input type="checkbox"/>
253	Ranjodh Singh	Technical Assistant	rayyarendhawa@gmail.com		18-09-2017	<input type="checkbox"/>
254	Bhagwan Singh	Technical Assistant	rayyarendhawa@gmail.com		18-09-2017	<input type="checkbox"/>
255	RANJODH SINGH	Assistant Engineer	rayyarendhawa@gmail.com		18-09-2017	<input type="checkbox"/>
256	Bhagwan Singh	Assistant Engineer	rayyarendhawa@gmail.com		18-09-2017	<input type="checkbox"/>
257	Nirmal singh	Junior Engineer	harsha.chhina.block@gmail.com		22-09-2017	<input type="checkbox"/>

localhost:5707 says:
Staff Verified Successfully !!
OK

Verify Staff

Connecting...

Report at MIS to monitor the staff registration

#	States	Total No of filled position in State
1	2	3
1	ANDHRA PRADESH	242
2	ARUNACHAL PRADESH	2515
3	ASSAM	13997
4	BIHAR	12890
5	CHHATTISGARH	14414
6	GOA	243
7	GUJARAT	6869
8	HARYANA	3169
9	HIMACHAL PRADESH	3012
10	JAMMU AND KASHMIR	5374
11	JHARKHAND	7449
12	KARNATAKA	84970
13	KERALA	6438
14	MADHYA PRADESH	30824
15	MAHARASHTRA	40038
16	MANIPUR	682
17	MEGHALAYA	1212
18	MIZORAM	1534
19	NAGALAND	2048
20	ODISHA	16200
21	PUNJAB	3901
22	RAJASTHAN	24873
23	SIKKIM	430
24	TAMIL NADU	38147
25	TELANGANA	13199
26	TRIPURA	4263
27	UTTAR PRADESH	53654
28	UTTARAKHAND	2246
29	WEST BENGAL	21683
30	ANDAMAN AND NICOBAR	172
31	DADRA & NAGAR HAVELI	204
32	DAMAN & DIU	0
33	LAKSHADWEEP	59
34	PUDUCHERRY	131
	Total	417082