

MAHATMA GANDHI NREGA

USER MANUAL

SHG-VRP Training Program

25th Oct, 2017

Ministry of Rural Development

MGNREGA DIVISION

Table of Contents

- Introduction to the program
- Format 1: Login screen
- Format 2: SHG-VRP Batch Data Entry And Registration Of Course Coordinator In Batch
- Format3: Entry Of SHG-VRP trainees names In Registered Batch

➤ USER MANUAL SNAPSHOTS

FORMATS	BRIEF DETAIL	AVAILABILITY IN NREGASoft
FORMAT 1	LOGIN FROM SAU	SAU Login
FORMAT 2	SHG-VRP BATCH DATA ENTRY AND REGISTRATION OF COURSE COORDINATORS IN BATCH	SAU Login
FORMAT 3	REGISTRATION OF SHG-VRP IN REGISTERED BATCH	SAU Login

➤ INTRODUCTION

The Ministry of Rural Development in collaboration with NIRD & PR Hyderabad is rolling out the SHG-VRP training program on social audit under MGNREGA. The initiative aims to create a community cadre of Village Resource Persons (VRPs) from amongst members of SHGs who will be engaged in social audits at Gram Panchayat level. 11 states of **Andhra, Assam, Bihar, Chattisgarh, Jharkhand, Karnataka, Madhya Pradesh, Odisha, Telangana, Tamil Nadu and West Bengal** are engaged in the current phase of training.

To facilitate uploading of SHG-VRP training details and day to day monitoring by Social Audit Units(SAUs) of their respective GPs/ blocks/ districts enabling provision have been affected into NREGASoft.

Accordingly, SAUs conducting the SHG-VRP training program are requested to upload the training batch details as well as details of the participants into NREGASoft. There will be reports to monitor the progress of SHG-VRP training and details of the batch registered. The following is a demonstration of screens for the data entry.

To begin with, SAU members may open the website of MGNREGA i.e www.nrega.nic.in. On Home Page click on **Social Audit** tab. On doing so, the page shown below appears:

MGNREGA Social Audit
Beta Version

Social Audit Reports

- [Upload Social Audit Calender](#)
- [View Social Audit Calender Report](#)
- [Download Format for Social Audit](#)
- [Upload Social Audit Findings](#)
- [Generate Social Audit Gram Sabha Report](#)
- [Official information and documents on Social Audit](#)
- [Dashboard Reports](#)
- [SHG-VRP Training Program](#)

[s More](#)

Other Reports

[More](#)

RTI + Public Hearing
Social Audit

Social audit is a process of reviewing official records and determining whether state reported expenditures reflect the actual monies spent on the ground.

Activate Windows
Go to PC settings to activate

The site is designed and developed by National Informatics Center. The contents is provided and maintained by Department of Rural Development under Ministry of Rural Development, GOI.

Click on 'SHG-VRP Training Program'. This takes you to the **Home page** of the VRP-SHG training program. Please look for the **Login** button on the top right of the screen.

MGNREGA Social Audit
Beta Version

SHG-VRP Training Program [Login](#)

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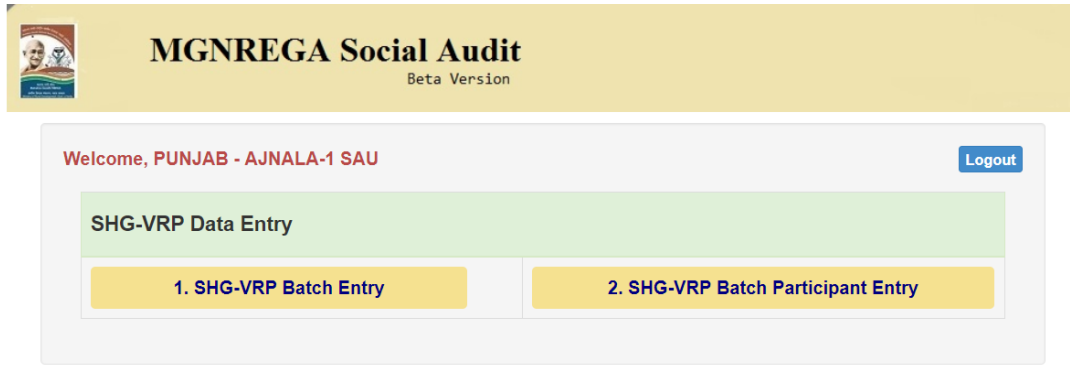
Click on 'Login'. The data entry can be done using the regular SAU login credentials. This takes you to the next screen shown below.

The screenshot shows the login interface for the MGNREGA Social Audit system. At the top, there is a yellow banner with the logo on the left and the text "MGNREGA Social Audit" and "Beta Version" on the right. A blue "Home" button is located in the top right corner of the main content area. A message box contains the text: "** Please login for data entry of VRP-SHG batch. This data entry must be completed within 48 hours of training completion." Below this is the "Existing User Login" section, which includes three dropdown menus for "Select State", "Select District", and "Select Block". There are also text input fields for "Username" and "Password", with a note "(Password is case sensitive)" next to the password field. A green "Login" button is positioned at the bottom of the form.

On login page, the user may first select the State, District and Block from the dropdown menu, of the batch for which training data entry is being done. Please enter valid login username and password (****Note username and password will be same as that which is used for uploading of findings from block level**). In case if SAU member has forgotten their password then please contact NIC-DRD at nicdrd@nic.in with copy to samgnrega@gmail.com. After successful login, following page will be displayed.

Please complete both screens for every batch. On the index page, there are two parts for the data entry process:

1. **SHG-VRP Batch Entry**
2. **SHG-VRP Participant Entry**



The site is designed and developed by National Informatics Center. The contents is provided and maintained by Department of Rural Development under Ministry of Rural Development, GOI.

On clicking on 1 above, the user is taken to the screen shown below:

Welcome, PUNJAB - AJNALA-1 SAU [Home](#) | [Logout](#)

SHG-VRP Batch Data Entry

State	PUNJAB	District	AMRITSAR
Block	AJNALA-1	Select Panchayat	ABADI CHANDIGARH
Batch Name	Batch 1	Venue Name	New Delhi
Number of Participants	10	Total Expense	100
Number of Coordinators	2	Upload Batch Photo	Choose File SHG-VRP1.jpg Reset
Batch Start Date	10/02/2017	Batch End Date	10/08/2017

Course Coordinator 1

Coordinator Name	Designation	Gender	Centre Name	Start Date	Grade
ABC	Non-SAU	Male	Agartala	14/11/16	Dropout

Course Coordinator 2

Coordinator Name	Designation	Gender	Centre Name	Start Date	Grade
XYZ	SRP	Female	Aizawl	02/02/17	B

[Submit](#) [Step 2 : Add Participant](#)

On this screen, first of all, the system will automatically display State Name, District Name and Block Name. SAU User will first select panchayat from the dropdown menu and then enter the entire mandatory fields like **Batch Name, Venue Name, Batch Start Date and End Date (with maximum difference of 4-7 days), Total Number of VRP Participants** in batch, **total expenses** accrued in batch (in Rupees). SAU user will also select number of course coordinator in batch (i.e. 1 or 2). SAU user will also upload one photograph of batch. Based on selection of course coordinator, system will displayed panel for registering details of course coordinators in batch. In course coordinator, SAU user will enter name of course coordinator, select designation from the dropdown menu (designations available SRP, DRP, BRP and non-SAU in case of outside resource persons) and select gender of the course coordinator (i.e. Male, Female or Transgender). After entering all details related to batch and course coordinator, SAU user will click on **Submit** button. On successful submission of entry, system will display details of all registered batches in this selected panchayat at the bottom of the page. for batch name, please use a code as follows: 'Blockname'-1, 'Blockname'-2 and so on. The batch name here may be followed at the block-level. For example, the batch names in the batches of Ajnala block may be named 'Ajnala-1', 'Ajnala-2' and so on. The batches in every block are also displayed on the same screen for reference, so that the user is aware of what is the last running block ID number.

There are two trainers for every batch of 40 participants. In this screen, the Course Coordinator information is also captured.

Since Course Coordinators must be from the pool of persons who have completed the 30-day *Certificate Course on Social Accountability and Social Audit*. In the fields 'Centre Name' and 'Start Date', please enter the name of the Centre in which the Course Coordinator underwent the 30-day training, as well as the start date of that batch.

In case the Course Coordinator drops out of the 4-day training program at any stage, kindly indicate the same on the same field by choosing 'Dropout'.

Welcome, 0601001 | [Logout](#) | [Home](#)

SHG-VRP Participant(s) Data Entry

State	DemoStateCHANDIGARH	District	DemoDistrictCHANDIGARH
Block	DemoBlockCHANDIGARH	Panchayat	DemoPanchayatCHANDIGARH
Batch Name	<input type="text" value="Batch 1"/>	Venue Name	Krishi Bhawan, New Delhi
Batch Start Date	01-10-2017	Batch End Date	10-10-2017

Name	Sex	Community	Mobile No.	Jobcard No	Applicant No	Qualification	Grade	
<input type="text"/>	Male	General	9999999999	4	<input type="text"/>	Select	Select	<input type="button" value="Delete"/>
				CG-01-001-001-001/4				<input type="button" value="Add New"/>

If user is entering MGNREGA job card number then User can only search job card number through family id (Note: Enter family id after '/' for e.g.: if jobcard number is CG-01-001-001-001/4 then family id is '4'). On entering family id, system will populate all the job card numbers in selected gram panchayat with the family id as entered by the user during search. Select correct job card number from the populated list.

Welcome, PUNJAB - AJNALA-1 SAU Home | Logout

SHG-VRP Participant(s) Data Entry

State	PUNJAB	District	AMRITSAR
Block	AJNALA-1	Panchayat	ALIWAL
Batch Name	Batch 5	Venue Name	edfd
Batch Start Date	18-10-2017	Batch End Date	25-10-2017

Name	Gender	Community	Mobile No.	Jobcard No	Household Member Name	Qualification	Grade	
	Select	Select		PB-02-001-004-001/2	balwinder	Select	Select	Delete
							A	
							B	
							C	
							Dropout	

On this screen, the SAU user will enter details of all SHG-VRP allocated in this batch for training. SAU user will select second provisions i.e. **SHG-VRP Participant Entry from the home page to capture details of SHG-VRP in registered batch.** In SHG-VRP Participant Entry page, system will automatically display State Name, District Name and Block Name. SAU user will first select registered Batch name from the dropdown menu. On successful selection of batch name, system will display all batch details like panchayat name, venue name, batch start date and batch end date (as captured through format 2 mentioned above batch details)

Enter the **Name of Member, Father/Spouse name, SHG name, Gender (Male/Female/Transgender), Community (SC/ST/OBC/Other), Mobile number (Not mandatory), MGNREGA job card number (Not mandatory), Household Member Name as registered in MGNREGA job card (Not mandatory).** Qualifications would be one of the following: 1) Primary (5th standard), 2) Secondary (10th standard) , 3) Senior Secondary (12th standard), 4) Graduate, 5) Post graduate.

On selection of MGNREGA job card, system will automatically populate all the workers registered under selected job card number. Select worker from the dropdown menu.

In 'mobile number': Note that the system would not accept one mobile number for more than one participants. i.e, 2 or more participants cannot provide the same mobile number here.

After completion of assessments, the grades secured by each participant may be entered in the 'Grade'. Accordingly the options are 'A', 'B', 'C' or 'Dropout' in case the participant has dropped out.

On completing this, click on 'Submit'. It is suggested to complete the data entry of both screens in one session. i.e, one batch per data entry.

Information of Participant(s) in the Batch										
S.no	Panchayat Name	Batch Name	VRP Name	Father/Spouse Name	SHG Name	Sex	Community	Qualification	Grade	Jobcard Number
1	DemoPanchayatCHANDIGARH	Batch 1	ABC	DEF	PQR	Male	General	Primary	A	CG-01-001-001-001/3-1
2	DemoPanchayatCHANDIGARH	Batch 1	ASD	DSA	ACD	Female	General	Secondary	A	-
3	DemoPanchayatCHANDIGARH	Batch 1	QWE	FRT	GFR	Transgender	OBC	Primary	B	CG-01-001-001-001/2