

राजस्थान सरकार  
ग्रामीण विकास एवं पंचायती राज विभाग  
(अनुभाग-3)



क्रमांक एफ 1(2)ग्रावि/नरेगा/गाईड लाईन/75059/2010-11  
जिला कलेक्टर एवं जिला कार्यक्रम समन्वयक,  
महात्मा गांधी नरेगा  
समस्त राजस्थान।

जयपुर, दिनांक : 28 DEC 2016

विषय:- महात्मा गांधी नरेगा योजनान्तर्गत भूमिहीन सामयिक श्रमिक (Landless Casual Labour) को जॉब कार्ड उपलब्ध करवाने के संबंध में।

संदर्भ :- भारत सरकार से प्राप्त पत्र क्रमांक L-12053/04/2012-RE-I(353050) (Part)  
दिनांक 02.12.2016

महोदय,

उपरोक्त विषयान्तर्गत ग्रामीण विकास मंत्रालय, भारत सरकार से प्राप्त संदर्भित पत्र के क्रम में निर्देश दिए गये हैं कि SECC (Socio Economic Cast Census) के अनुसार जो Landless Casual Labour है, उन्हें महात्मा गांधी नरेगा योजनान्तर्गत जॉबकार्ड उपलब्ध कराया जाना है।

जॉबकार्ड उपलब्ध कराये जाने हेतु आवश्यक है कि SECC परिवारों की महात्मा गांधी नरेगा योजनान्तर्गत जारी जॉबकार्ड से मैपिंग नरेगा सॉफ्ट पर की जावें। मैपिंग हेतु SECC परिवार के सदस्यों का डाटा नरेगा सॉफ्ट पर ग्राम पंचायत स्तर की रिपोर्ट्स में उपलब्ध है। इस रिपोर्ट्स से गांववार SECC परिवार के सदस्यों के विवरण का प्रिन्ट लेकर सर्वे करवाया जावे कि :-

1. किस सदस्य को योजनान्तर्गत जॉबकार्ड जारी किया जा चुका है अथवा किसको नहीं
2. यदि किसी SECC परिवार के सदस्य को जॉबकार्ड जारी नहीं किया है एवं वह योजनान्तर्गत कार्य करने की इच्छा रखता है, इस स्थिति में उस सदस्य को जॉबकार्ड जारी किया जावें
3. उक्त दोनों स्थितियों में SECC डाटा के साथ मैपिंग नरेगा सॉफ्ट के PO लॉगिन से की जावें

SECC डाटा की मैपिंग योजनान्तर्गत जारी जॉबकार्ड डाटा से करने की विस्तृत तकनीकी प्रक्रिया परिशिष्ट-1 पर संलग्न है। यह कार्य दिनांक 15.01.2017 तक पूर्ण किया जाना है। दिनांक 15.01.2017 तक कार्य पूर्ण कराने हेतु यदि आवश्यकता हो तो आउटसोर्सिंग के माध्यम से करवाया जाना सुनिश्चित करावें, जिसका वहन योजनान्तर्गत अनुमत प्रशासनिक मद से किया जावे।

संलग्न: उपरोक्तानुसार।

भवदीय,

(देबाशीष पृष्टि)  
आयुक्त, ईजीएस

28/12/16

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. अतिरिक्त जिला कार्यक्रम समन्वयक, महात्मा गांधी नरेगा एवं मुख्य कार्यकारी अधिकारी समस्त राजस्थान।
2. अतिरिक्त जिला कार्यक्रम समन्वयक, महात्मा गांधी नरेगा राजस्थान जयपुर/बाडमेर।

परि. निदे. एवं संयुक्त शासन सचिव, ईजीएस

## User Manual

### 1. Printing of SECC Household and Member list for landless manual casual labour

SECC Household and Member List for Landless Casual Labour is available for downloading/Printing at PO reports page under link "SECC List for Landless Casual Labour Survey"

States (NREGA Soft`s home page) ->click on the State->click on District->click on Block

बामादडा	<ul style="list-style-type: none"><li>Labour Budget : Approved Month-wise Persondays</li></ul>	<ul style="list-style-type: none"><li>Progress on Roadside Tree Plantation</li></ul>
भागेसर	<ul style="list-style-type: none"><li>Project Life Survey / Masters for Project Life Survey <b>NEW</b></li></ul>	<p style="text-align: center;"><b>:: Alerts ::</b></p> <ul style="list-style-type: none"><li><b>Job Card</b><ul style="list-style-type: none"><li>Job Card not Issued</li><li>Job Card Verification<ul style="list-style-type: none"><li>Job Card with different number and same Head of Household Name</li><li>No Of Split Families Having Different Caste</li></ul></li><li>Job Card Not In Use</li><li>List Of All Registered Household To Whom Job Card Is Renewed</li><li>Wage Paid not as per average wage per day calculated through measurement</li><li>Amount Not As Per Rate Per Quantity For Material Purchased</li></ul></li><li><b>Works</b><ul style="list-style-type: none"><li>No.of Work whose Revised Technical Sanction is more than 10%</li><li>Work Running Behind the Schedule</li></ul></li></ul>
भांवरी	<ul style="list-style-type: none"><li>MGNREGA-IWMP Convergence List of Work Under PMKSY</li></ul>	
मनिहारी	<ul style="list-style-type: none"><li>Tax Reconciliation</li></ul>	
रुपावास-	<ul style="list-style-type: none"><li>Wage Payment made through Panchayat Account</li></ul>	
लाम्बिया-	<b>REGISTERS</b>	
साकदडा	<ul style="list-style-type: none"><li>Registration Application Register</li><li>MSR Receipt Register</li><li>MSR Issue Register</li><li>Job card/Employment Register</li></ul>	
सांघा	<b>Mission Antyodaya(IPPE-II)</b>	
सोडावास		
सोनाईमांजी	<ul style="list-style-type: none"><li>Mission Antyodaya(IPPE-II) Survey</li></ul>	
हेमावास		

**SECC List for Landless Manual Casual Labour Survey **NEW****

This will open the PO/Block report home page. Click on the link "**SECC List for Landless Casual Labour Survey**", it will show the below screen -

Home			
State : RAJASTHAN	District: Pali	Tehsil/ Taluk: Pali	Gram Panchayat: Bhalelao(Village)
<input type="radio"/> Local Lang <input type="radio"/> English		Rows in single page: 45	
submit			

SECC Household & Members List for Landless Casual Labour							
State: RAJASTHAN		District: Pali		Block: Pali		Gram Panchayat: Bhalelao(Village)	
#	Name of the Head of the HH	TIN No.	Age	Social Category	Father's Name/Mother's Name	Whether having NREGA Job card(YES/NO)	If No, Whether willing for NREGA Job Card(YES/NO)
<b>Village: Bhalelao</b>							
1	MOTI RAM MEGHVAL/मोती राम मेघवाल (HEAD)	11082000500040000000900001001	69	SC	खीवा राम/जमना देवी		
	LASI DEVI/लसी देवी (WIFE)	11082000500040000000900001002	63	SC	सवा राम/कुकी देवी		
	RUPA RAM/रुपा राम (SON)	11082000500040000000900001004	28	SC	मोती राम मेघवाल/लसी देवी		
	SANTOSH/सन्तोष (SON'S WIFE)	11082000500040000000900001005	25	SC	काना राम/दासू देवी		
	TARA RAM/तारा राम (SON'S SON)	11082000500040000000900001006	6	SC	रुपा राम/सन्तोष		
	TEEJA/तेजा (SON'S DAUGHTER)	11082000500040000000900001007	1	SC	रुपा राम/सन्तोष		
	NAGA RAM/नगा राम (SON)	11082000500040000000900001008	31	SC	मोती राम मेघवाल/लसी देवी		
2	TEJA RAM/तेजा राम (HEAD)	11082000500040000000900045001	42	Other	खेला राम/हंजा देवी		
	SUKDI DEVI/सुकडी देवी (WIFE)	11082000500040000000900045002	40	Other	चोकर/झमना देवी		
	RAJU RAM/राजू राम (SON)	11082000500040000000900045003	16	Other	तेजा राम/सुकडी देवी		
	GUDI/गुडी (DAUGHTER)	11082000500040000000900045004	14	Other	तेजा राम/सुकडी देवी		
	MAMTA/ममता (DAUGHTER)	11082000500040000000900045005	12	Other	तेजा राम/सुकडी देवी		

- User has to select Tehsil/Taluka and Gram Panchayat as per SECC.
- Select printing option Local Language or English. List will be printed in local language of State, if data is provided in local language.
- Rows in single page:** User can set the number of rows printed in one page as per the printer setting. Default is 45 rows per A-4 size page in landscape orientation.
- Submit:** Click on submit button to display the list. All the members of the household will be displayed with the following columns :-
  - Name of the Head of the HH:** Name of the family head of the house hold as per SECC survey 2011.
  - TIN No. :** Unique SECC member number.
  - Age:** Age of the member as per SECC
  - Social Category:** Social Category of the SECC family.
  - Father's Name/Mother's Name:** Father's Name/Mother's Name of the member as per SECC.
  - Whether having NREGA Job card (YES/NO):** It is to be surveyed that SECC family have NREGA Job card. User/Surveyor has to write "Yes"/"y" if family do not have Mahatma Gandhi NREGA job card write "No"/"N"
  - If yes, Enter Job Card number:** If SECC family has job card then mention the job card number. If all the SECC members are in one NREGA Job card then mention the NREGA job card number against any one member of the family, preferably head of the family. If SECC family have more than one job card then fill NREGA job card in front of respective member name.
  - If no, Whether willing for NREGA Job Card (YES/NO):** If SECC family has no MGNREGA job card and have willingness to register for MGNREGA Job card. User may fill "Yes". If SECC family is not willing for getting NREGA job card, in that case User may fill "No".

The printed list should be used for field verification/survey.

2. Data entry of SECC Household and Member list for landless manual casual labour.

The surveyed SECC family's details can be entered in NREGA Soft from PO/GP data entry login.

Option is available under the section "Mapping" with link name "Mapping of SECC Manual Landless Casual Household to MGNREGA Job Card". As shown below :-



User has to click on the link and below screen will be shown :-

Govt. of India  
 Ministry of Rural Development  
 Department of Rural Development  
 28-Dec-2016

The Mahatma Gandhi National Rural Employment Guarantee Act

[SignOut](#) [Home](#)

### SECC Manual Casual Household Mapping to Nrega Job Card

State : RAJASTHAN	District : PALI	Block : पाली	Nrega Panchayat : शम्भोज
Nrega Village : हाथलार्द	SECC Tahshil : Pali	SECC Village : Akeli	

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S.no	Head of Household	Relation	SECC Tin No.	Age	Social Category	Father Name	Whether having NREGA Job card(YES/NO)	Family ID	Job Card	If No, Whether willing for NREGA Job Card(YES/NO)	Select
1	RAM LAL	HEAD	13082000500120000002500047001	28	Others	BHABARAM	<input checked="" type="radio"/> Yes <input type="radio"/> No		▼	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
2	BHANWAR LAL	HEAD	27082000500120000002500030001	31	Others	HEMA RAM	<input type="radio"/> Yes <input checked="" type="radio"/> No		▼	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
3	REKHA	WIFE	27082000500120000002500030002	29	Others	HEMA RAM	<input type="radio"/> Yes <input checked="" type="radio"/> No		▼	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
4	RITESH	SON	27082000500120000002500030003	6	Others	BHANWAR LAL	<input type="radio"/> Yes <input checked="" type="radio"/> No		▼	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
5	MANISHA	DAUGHTER	27082000500120000002500030004	2	Others	BHANWAR LAL	<input type="radio"/> Yes <input checked="" type="radio"/> No		▼	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
6	JAGDEESH BAWRI	HEAD	29082000500120000002600056001	26	SC	GHASARAM	<input type="radio"/> Yes <input checked="" type="radio"/> No		▼	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
7	ASHA DEVI	WIFE	29082000500120000002600056002	23	SC	DHANARAM	<input type="radio"/> Yes <input checked="" type="radio"/> No		▼	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>

- a) After surveying, the data would be entered through PO Login.
- b) State, District and Block are as per login and cannot be changed.
- c) **Mahatma Gandhi NREGA Panchayat** : User has to select the panchayat as per NREGA Soft.
- d) **NREGA Village** : User has to select the village as per NREGA Soft.
- e) **SECC Tahsil/Taluka**: Select SECC Tahsil/Taluka of the district.
- f) **SECC Village**: Select SECC village of the select Tahsil/Taluka and same as the NREGA village selected.
- g) List of SECC household and member details shall be displayed in grid.
  - a. **Name of the Head of the HH**: Name of the family head of the household as per SECC survey 2011.
  - b. **TIN No.:** Unique SECC member number.
  - c. **Age**: Age of the member as per SECC.
  - d. **Social Category: Social Category of the SECC family.**
  - e. **Father's Name/Mother's Name: Father/mother name of the member as per SECC.**
  - f. **Whether having NREGA Job card (YES/NO)**: Select "Yes" if SECC household have NREGA JOB card else select "No".
  - g. **Family Id**: If SECC family have NREGA Job card then the Job card can be searched by "Family id" within the selected NREGA village.
  - h. **If Yes, Enter Job Card number**: If SECC family have job card then Mahatma Gandhi NREGA Job Card number can be selected from the dropdown list.
  - i. **If No, Whether willing for NREGA Job Card (YES/NO)**: If SECC family has no Mahatma Gandhi NREGA job card and willing for NREGA JOB CARD then select "Yes" else select "NO". If all the SECC members are in one NREGA Job card then mention the NREGA job card number against any one member of the family, preferably head of the family. If SECC family have more than one job card then fill Mahatma Gandhi NREGA job card in front of respective member name.
  - j. **Select**: Select the row/member to be updated.
- h). **Map**: Click on "Map" button to save the mapping data.