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



जयपुर, दिनांक : 815118

क्रमांक एफ 4(21)ग्रावि / नरेगा / एमआईएस / 56223 जिला कलेक्टर एवं जिला कार्यकम समन्वयक महात्मा गांधी नरेगा. समस्त राजस्थान।

> विषयः--नरेगा सॉफ्ट के लॉगिन आईडी एवं पासवर्ड create किए जाने के संबंध में दिशा निर्देश।

महोदय.

उपरोक्त विषयान्तर्गत लेख है कि योजनान्तर्गत कार्यरत संविदा कार्मिकों की हडताल के कारण कार्यक्रम अधिकारी एवं ग्राम पंचायत लोगिन से किसी भी प्रकार की एन्ट्री एवं मस्टररोल जनरेट किया जाना संभव नही हो पा रहा है क्योकि नरेगा सॉफ्ट पर युजर वार आईडी एवं पासवर्ड जनरेट किये हुए है। इस कारण श्रमिकों को समय पर रोजगार उपलब्ध करवाने में समस्या हो रही है।

अतः नयी आईडी एवं पासवर्ड जनरेट करने हेतु संलग्न mannual के अनुसार कार्यवाही की जावे। आईडी एवं पासवर्ड create करने के पश्चात विकास अधिकारी की यह जिम्मेदारी होगी कि वह संविदा कार्मिकों की हडताल समाप्त होने तक इसे अपने तक ही सीमित रखे।

उक्तानुसार कार्यवाही करवाया जाना सुनिश्चित किया जावें।

(राजेन्द्र सिंह कैन) परि.निदे. एवं संयुक्त शासन सचिव, ईजीएस

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :--1 निजी सचिव, प्रमुख शासन सचिव, ग्रावि एवं पंरावि।

- 2 निजी सचिव, आयुक्त, ईजीएस।
- अतिरिक्त जिला कार्यकम समन्वयक एवं मुख्य कार्यकारी अधिकारी, जिला परिषद 3 समस्त राजस्थान।

अधिशाषी अभियन्ता,

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User manual for Staff Registration, Verification of Staff, Assigning of Role, login for Block users in NREGASoft

1. **Registration of login users:**

In NREGASoft, now it is mandatory to register login users of Gram Panchayats, Block Panchayats, Zilla Panchayats, Program Officers, Blocks Administrator, District Program Coordinator (DPC), DPC Administrator, Implementing Agencies, State Login Users and State DBA using 'Staff Registration' module.

The Staff registration form captures the information about the staff such as his/her Designation, Name, Email ID, and mobile number, Aadhaar number, Name as per Aadhaar. Email-id is option for GP level Staff. Aadhaar information is optional. Details of Staff should be uniquely registered with one mobile number only. Same Staff should not be registered with different mobile nos.



2. Verification of Registered Staff either by State DBA and DPC Login.

All staffs registered through **Step 1** Mentioned above in this manual needs to be verified either from State DBA or DPC login. Please select level i.e. State, District, Block or Panchayat. On selection of level, system will display all staff registered but not verified. If details like Name, Designation, Mobile Number and location of staff are correct then please click on checkbox to verify its details.

Verification of Staff Registered at State Level



Verification of Staff Registered at District Level

			State : DemoStateCH	ANDIGARH		
			State 🖲 District 🔵 Blo	ck 💛 Panchayat		
			District : DemoDistrictC	HANDIGAR 🔻		
5.No.	Name	Designation	Email Id	Mobile No.	Entry Date	Action
1	test	Ombudsperson		XXXXXX3216	15-11-2017	

Verification of Staff Registered at Block Level

		○ State ○	District Block Panchayat			
	Dist	rict : DemoDistrictCHANDIGAI V		Block : DemoBlockCHANDIGAR V]	
S No.	Name	Designation	Email Id	Mahile No	Entry Date	Action
1	Radha	Assistant Program Officer	Linki Ki	XXXXXX5566	24-09-2014	
2	ABC	Programme Officer		XXXXXX8888	30-10-2014	
3	ABCD	Junior Engineer		XXXXXX1111	26-06-2015	
4	abc	Technical Assistant		XXXXXX4444	27-08-2015	
5	vikrant	MIS operator		XXXXXX2995	12-08-2016	
6	KUNDAN PANDIT	Block Development Officer		XXXXXX6505	22-09-2016	
7	Ratnaiit Reang	Barefoot Technician(BFT)		XXXXXX5555	07-10-2016	
8	Irfan	Block Development Officer		XXXXXX9137	25-10-2016	
9	BFT TEST	Barefoot Technician(BFT)		XXXXXX4767	26-10-2016	
10	SHAILESH	Programme Officer		XXXXXX7890	19-01-2017	
11	ASHISH KUMAR	Technical Assistant		XXXXXX9685	30-01-2017	
12	ASHISH KUMAR	Technical Assistant		XXXXXX7448	30-01-2017	
13	MAHESH PRASAD	Technical Assistant		XXXXXX6842	30-01-2017	
14	verma	Technical Assistant		XXXXXX4564	30-01-2017	
15	Parteek singla	Assistant Engineer		XXXXXXX0001	22-08-2017	
16	Parteek singla	Assistant Engineer		XXXXXX7711	22-08-2017	
17	Shrinivas	Data Entry Operator		XXXXXX8888	01-09-2017	
18	Ajay Singh	Account Assistant		XXXXXX8888	01-09-2017	
19	nikita	Assistant Program Officer		XXXXXX7237	04-09-2017	
20	JITENDRA KUMAR	Account Assistant		XXXXXX7890	06-10-2017	
21	JITENDRA KUMAR	Account Assistant		XXXXXXX1470	06-10-2017	
22	JITENDRA KUMAR	Account Assistant		XXXXXX1445 ctivate	\//06-10-2017/C	
23	Rajesh	Data Entry Operator		XXXXXX5214	21-10-2017	
24	aaaa	Junior Engineer		XXXXXX91910 to PC se	ettin 96.1102017 tiva	te Window <mark>s</mark> .
			Verify Staff			

Verification of Staff Registered at Panchayat Level

			state : Demos	GLECHANDIGARH			
			○ State ○ District	Block Panchayat			
1	District : DemoDistric	tCHANDIGAF V	Block : DemoBloc	kCHANDIGARI 🔻	Panchayat : DemoPan	chayatCHANDI(🔻	
No.	Name	Desis	gnation	Email Id	Mobile No.	Entry Date	Action
1 hite	eshest	Technical Assistant			XXXXXX3210	30-10-2014	
2 sam	itosh	Data Entry Operator			XXXXXX3333	20-05-2015	
3 De	bojit	Gram Rozgar Sahayak			XXXXXX5555	27-08-2015	
4 Tes	st	Computer Assistant			XXXXXX5555	04-08-2016	
5 Tes	st	Gram Rozgar Sahayak			XXXXXX3366	04-08-2016	
6 xyz	z	Data Entry Operator			XXXXXX3211	12-01-2017	
7 abo	2	Computer Assistant			XXXXXX9898	12-01-2017	
8 Hin	manshu BL	Account Assistant			XXXXXXX0003	28-06-2017	
9 Hin	manshu pl	Junior Engineer			XXXXXX0004	28-06-2017	
10 Ra	m suraj	Gram Rozgar Sewak			XXXXXX3562	19-08-2017	
	veen Kumar M C	Gram Panchayat Techni	cal Assistant		XXXXXX0333	31-10-2017	

3. Assigning role to registered staff:

Once registration is completed, the registered staff details will be available to immediate next higher level login for assigning roles to these registered staffs. Like:

Who and how the role assign task will be done

1. DPC Administrator

To assignroleas'Administrator at Programme Officer' to staff at Block level.

DPC Administrator may access nrega.nic.in->District/Block Coordinator

Programme Officer
PO Administrator
Block Administrator
District Programme Coordinator
DPC Administrator
Generate FTO for PO Level
Authorize WageList By Accountant
 Send WageList To Bank/PostOffice By PO Generate FTO for DPC Level
Authorize WageList By Accountant
Send WageList To Bank/PostOffice By PO

Click the 'DPC Administrator' link. On clicking of the link, the following login screen will be displayed:

	ODICIU	neius are manuatory	
State :	ODISHA		
Financial year :	Select Financial Year	7	
District :	Select District	•	
User ID :	User ID		
D	Password		
Password :	(Password is case ser	sitive)	
Forgot User ID		Forgot Password	
	Login Borg		
	Login Kese	.	

1. Now, DPC Administrator can select Financial Year, District and enter User-Id and password received through SMS and Click 'Login'. After successful login, the following screen would be displayed



On clicking the link 'Assign Role', the following screen will be displayed:

On clicking of the 'Block Level' option, the following roles can be assigned:

				Assign Role to	o Staff				
		 District I 	evel 🖲 Bi	lock Level					
		Select B	lock Dem	oBlockCHANDIGARH •]				
.No		Role	Role Le	evel	Functionay Name		Staff		Select
	Administrato	r at Programme officer	BP	Select		•	•		
				SUBMIT Already Assign	ed Role				
	S.no	Roll	Level	SUBMIT Already Assigne Functionary Name	ed Role staff Name	Mobile No	Role Code	Status	Send
	S.no 1 FTO	Roll First Signatory at PO Level	Level BP	SUBMIT Already Assigne Functionary Name Assistant Engineer	ed Role staff Name Parteek singla	Mobile No	Role Code POACC	Status	Send password

To assign a Role of 'Administrator at Programme Officer' at Block level (Block Administrator)to a Staff:

Click the option 'Block Level'. To assign role of Block Administrator, Select the row having the Role as 'Administrator at Programme Officer' (S. No. 1) and select 'Functionary name' (Designation) and all the staffs corresponding to selected designation will be displayed. Select the Staff to whom the 'Administrator at Programme Officer' roleis to be assigned. And click 'Check box' and then click 'Submit' button.

On clicking 'Submit' button, the selected Staff details would be displayed in the bottom grid and click 'Password' to send the new user-id and password through SMS to the staff's mobile number registered in NREGASoft.**Before clicking 'Allow Pop-up Blocker' should be enabled.**

2. Block Administrator

As anystaff has assigned role as Administrator at Programme Officer(Block Administrator),

Administrator at Programme Officermay access nrega.nic.in->District/Block Coordinator->Block Administrator



-> Select State -> the following login screen will be displayed:

State :	DomoState CHANDIG		
Financial year :	Select Financial Year	•	
District :	Select District	•	
Block :	Select Block	•	
User ID :	User ID		
Password :	Password (Password is case sens	itive)	
Forgot User ID		Forgot Password	
	Login Reset		

2. Block Administrator can select Financial Year, District, Block and enter User-Id and password received through SMS and Click 'Login'. After successful login, the following screen would be displayed

strator		
	:: Role Management ::	
	Assign Role To Staff Assign Role [Delete] Barefoot Technician Staff Verified by <u>Moderator</u>	

On clicking the link 'Assign Role', the following screen will be displayed:

Block Administrator may assign role to PO/Block/GP Staff.

On clicking of the 'PO/Block Level' option, the following roles can be assigned:

				Ass PC	ign Role to Staff D Level ◎ GP Level							
S.No		Role	Role Level		Functio	nay Name		Staff			Select	
	FTO Fi	rst Signatory at Joint PO Level	BP	S	elect	۲		۲				
	Data En	try Opereator at Block Panchayat	BP	S	ielect	۲		۲				
	FTO Se	cond Signatory at Joint PO Level	BP	S	elect	۲		۲				
	FTO Fi	rst Signatory at PO Level	BP	S	elect	۲		•				
	Adminis	strator at Programme officer	BP	S	elect	•		۲				
	Program	n Officer Login User	BP	S	elect	•		۲				
	FTO Se	cond Signatory at PO Level	BP	S	ielect	•		۲				
	_			Alre	SUBMIT eady Assigned Role						1	
	S.no	Roll	L	evel	Functionary Name	staff Name	Mobile No	Role	• Code	Status	Send	
	1	FTO First Signatory at PO Level	В	Р	Assistant Engineer	Parteek singla		POA	CC		password	
	2	Administrator at Programme officer	В	Р	Junior Engineer	rkkk		POD	BA		password	
	3	Gram Panchayat Level Technical Staff for Measu	rement G	Р	Computer Assistant	Test		GPM	в		password	

To assign a Role of 'Program Officer Login user' (Program Officer)to a Staff:

Click the option 'PO Level'. To assign role of Programme Officer, select the row having the Role as 'Program Officer Login user' (S.No. 6) and select 'Functionary name' (Designation) and all the staffs corresponding to selected designation will be displayed. Select the Staff to whom the 'Program Officer Login user' is to be assigned. And click 'Check box' and then click 'Submit' button.

On clicking 'Submit' button, the selected Staff details would be displayed in the bottom grid and click 'Password' to send the new user-id and password through SMS to the staff's mobile number registered in NREGASoft. **Before clicking 'Allow Pop-up Blocker' should be enabled.**

To assign a Role of 'Data Entry Operator at Block Panchayat 'to a Staff:

Click the option 'PO Level'. To assign role of Data Entry Operator at Block Panchayat Level, select the row having the Role as 'of Data Entry Operator at Block Panchayat' (S.No. 2) and select 'Functionary name' (Designation) and all the staffs corresponding to selected designation will be displayed. Select the Staff to whom the 'Program Officer Login user' is to be assigned. And click 'Check box' and then click 'Submit' button.

On clicking 'Submit' button, the selected Staff details would be displayed in the bottom grid and click 'Password' to send the new user-id and password through SMS to the staff's mobile number registered in NREGASoft. **Before clicking 'Allow Pop-up Blocker' should be enabled.**

On clicking of the 'GP Level' option, the following roles can be assigned:

			Assi PO	gn Role to Staff Level ◎ GP Level					
S.No		Role	Role Leve	el Fu	nctionay Name		Staff		Select
	FTO Fi	rst Signatory at Gram Panchayat	GP	Select		۲	•		
	Data En	try Opereator at Gram Panchayat	GP	Select		7	•		
	Gram P	anchayat Level Technical Staff for Measurement	GP	Select		•	•		
	FTO Se	cond Signatory at Gram Panchayat	GP	Select		•	•		
	S.no	Roll	Alre: Level	SUBMIT ady Assigned Role Functionary Name	staff Name	Mobile No	Role Code	Status	Send
	1	FTO First Signatory at PO Level	BP	Assistant Engineer	Parteek singla		POACC		password
		Administrator at Programme officer	BP	Junior Engineer	rkkk		PODBA		password
	2								

3. Program Officer

As any staff who has assigned role as Programme Officer Login User,

Programme Officer may access nrega.nic.in->District/Block Coordinator->Programme Officer



->Click 'Data Entrylink' ->Select State- > the following login screen will be displayed:

ande : Demostate: AADJOAKA nancial year : Select Financial Year • Istrict : Select District • Istrict : Select Block • See ID : User ID Password ·	e: DemostateCharblockki ncial year : Select Financial Year * rict : Select District * k: Select Block *
Istrict : Select Financial Year Istrict : Select District Iock : Select Block Istrict : User ID Istrict : Password Istrict : Password	rict : Select Financial Year rict : Select District k: Select Block v
istrict : Select District • Inck : Select Block • Ser ID : User ID Password : Password	rict : Select District k: Select Block
See ID: User ID Password: Password	k : Select Block 🔹
ser ID : User ID Password :	
Password :	ID: User ID
(Password is case sensitive)	word : Password (Password is case sensitive)
orgot User ID Forgot Password	ot User ID Forgot Password
Login Reset	Login Reset

2. Programme Officercan select Financial Year, District, Block and enter User-Id and password received through SMS and Click 'Login'. After successful login, the following screen would be displayed

Pro Pro	ogramme Officer Data En	itry 🤕 🔅
सत्यमेव जयते		
Ministry of Rural Development		HÎNR HÂN HUN
Mahatma Gandhi National R	ural Employment Guarantee Act 2005	Mahatma Gandhi NREGA safar Sara Hasa, aces areas Ministry of Brant Development. Cost of India
Staff Registration and Verification		Bignout
Staff Registration and Verification * Kind Attention to KL, KN and TN St SBI (State Bank of India) branches.Due Expand All Close All eeze such	ates: IFSC codes of S8T (State Bank of Travancore) branches have been repla to this, corresponding beneficiaries' a/c having account in S8T have been unfro accounts. Kindly treat this as top priority task as wage list/FTO can be generate	Equivi ed with the corresponding new IFSC codes of zen in NREGASOIT. Field functionaries are requested t for such beneficiaries only after freezing their accourt
Staff Registration and Verification * Kind Attention to KL, KN and TN St SBI (Stale Bank of India) branches. Due Expand All Close All ecze such	ates: IFSC codes of SBT (State Bank of Travancore) branches have been repla to this, corresponding beneficiaries' a/c having account in SBT have been unfro accounts. Kindly treat this as top priority task as wage list/FTO can be generate	Equat Byon ced with the corresponding new IFSC codes of zen in NREGASoft. Field functionaries are requested t for such beneficiaries only after freezing their accour
Staff Registration and Verification * Kind Attention to KL, KN and TN St SBI (State Bank of India) branches. Due Expand All Close All eeze such D.1 Registration	ates: IFSC codes of SBT (State Bank of Travancore) branches have been repla to this, corresponding beneficiaries: a/c having account in SBT have been unfro accounts. Kindly treat this as top priority task as wage list/FTO can be generate D.13 Payment of Anticipated Expenditure for previous and	Led with the corresponding new IFSC codes of zen in NREGASoft. Field functionaries are requested tor such beneficiaries only after freezing their accour
Staff Registration and Verification Kind Attention to KL, KN and TN St SSI (State Banches Due Expand All Close All ccose All ccose All D.1 Registration D.2 Works	ates: IFSC codes of SBT (State Bank of Travancore) branches have been repla to this, corresponding beneficiaries' a/c having account in SBT have been unfro accounts. Kindly treat this as top priority task as wage list/FTO can be generate D 13 Payment of Anticipated Expenditure for previous and current FY D 26 Mut	Led with the corresponding new IFSC codes of zen in NREGASoft. Field functionaries are requested to r such beneficiaries only after freezing their accour npensation System

4. Data Entry Operator at Block Level

As any staff who has assigned role as 'Data Entry Operator at Block Level',

DEO at Block Levelaccess nrega.nic.in->Panchayats GP/PS/ZP/Block Coordinator->Panchayat Samiti/Block Panchayat/Mandal ->Click 'Data Entry link' -> Select State- > the following login screen will be displayed:

	* fields are mandatory		
State :	DemoStateCHANDIGA	RH	
Financial year :	Select Financial Year	•	
District :	Select District	•	
Block :	Select Block	•	
User ID :	User ID		
Password :	Password (Password is case sensit	tive)	
Forgot User ID		Forgot Password	
	Login Reset		

2. **DEO at Block Level**can select Financial Year, District, Block and enter User-Id and password received through SMS and Click 'Login'. After successful login, the following screen would be displayed

	Level Data Entry	E AR
रात्यमेव जयत Ainistry of Rural Development	4	
overnment of India		uctive infall alive Nohotmo Gondhi NREGA
	Wea	ry of Rural Development, Govt, of India
Expand All Close All		
D 1 Works	D.8 Capacity Building for Digital Payment NEW	
D.1 Works D.2 Roadside Tree Plantation	D.8 Capacity Building for Digital Payment NEW D.9 Wagelist	
D.1 Works D.2 Roadside Tree Plantation D.3 Musteroll	D.8 Capacity Building for Digital Payment NEW D.9 Wagelist D.10 Semiskilled/Skilled Worker	
D 1 Works D 2 Roadside Tree Plantation D 3 Musteroll D 4 Muster roll for Earlier to Previous Year	D.8 Capacity Building for Digital Payment NEW D.9 Wagelist D.10 Semiskilled/Skilled Worker D.11 Administrative List	

How the role will assign to functionary in NREGASoft



Matrix presentation for role assigning

User	For which level of Staff can be assigned roleby User		
State Admin.	State level Staff State Admin.,State Login User, First Signatory, Second Signatory	District Staff District Admin.	
DPC Admin.	District User District Admin., District Login User, First Signatory, Second Signatory, Data Entry Operator at District Level.	Block User PO/Block Admin	
Block/PO Admin.	Block User PO/Block Admin., Program Officer, First Signatory, Second Signatory, Data Entry Operator at Block Level.	Gram Panchayat Data Entry Operator at Gram Panchayat, First Signatory, Second Signatory	