क्रमांक एफ 4(21)ग्रावि/नरेगा/एमआईएस/56223

जयपुर, दिनांक : ৭।ऽ।१৪

जिला कलेक्टर एवं जिला कार्यक्रम 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 हड़ताल 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।

भवदीय,

(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।
3. अतिरिक्त जिला कार्यक्रम समन्वयक एवं मुख्य कार्यकारी अधिकारी, जिला परिषद समस्त राजस्थान।

अधिशाषी अभियन्ता, ईजीएस

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 andState 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

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

State : DemoStateCHANDIGARH

○ State ● District ○ Block ○ Panchayat

District : DemoDistrictCHANDIGAR ▼

S.No.	Name	Designation	Email Id	Mobile No.	Entry Date	Action
1	test	Ombudsperson		XXXXXX3216	15-11-2017	☐

Verify Staff

Verification of Staff Registered at Block Level

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

State : DemoStateCHANDIGARH

○ State ○ District ● Block ○ Panchayat

District : DemoDistrictCHANDIGAI ▼   **Block :** DemoBlockCHANDIGAR ▼

S.No.	Name	Designation	Email Id	Mobile No.	Entry Date	Action
1	Radha	Assistant Program Officer		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	Ratnajit 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		XXXXXX0001	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		XXXXXX1470	06-10-2017	☐
22	JITENDRA KUMAR	Account Assistant		XXXXXX1443	06-10-2017	☐
23	Rajesh	Data Entry Operator		XXXXXX5214	21-10-2017	☐
24	aaaa	Junior Engineer		XXXXXX9191	16-11-2017	☐

Verify Staff

Verification of Staff Registered at Panchayat Level

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

State : DemoStateCHANDIGARH

○ State ○ District ○ Block ● Panchayat

District : DemoDistrictCHANDIGAF ▼   **Block :** DemoBlockCHANDIGARI ▼   **Panchayat :** DemoPanchayatCHANDI ▼

S.No.	Name	Designation	Email Id	Mobile No.	Entry Date	Action
1	hiteshest	Technical Assistant		XXXXXX3210	30-10-2014	☐
2	santosh	Data Entry Operator		XXXXXX3333	20-05-2015	☐
3	Debojit	Gram Rozgar Sahayak		XXXXXX5555	27-08-2015	☐
4	Test	Computer Assistant		XXXXXX5555	04-08-2016	☐
5	Test	Gram Rozgar Sahayak		XXXXXX3366	04-08-2016	☐
6	xyz	Data Entry Operator		XXXXXX3211	12-01-2017	☐
7	abc	Computer Assistant		XXXXXX9898	12-01-2017	☐
8	Himanshu BL	Account Assistant		XXXXXX0003	28-06-2017	☐
9	Himanshu pl	Junior Engineer		XXXXXX0004	28-06-2017	☐
10	Ram suraj	Gram Rozgar Sewak		XXXXXX3562	19-08-2017	☐
11	Naveen Kumar M C	Gram Panchayat Technical Assistant		XXXXXX0333	31-10-2017	☐

Verify Staff

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:

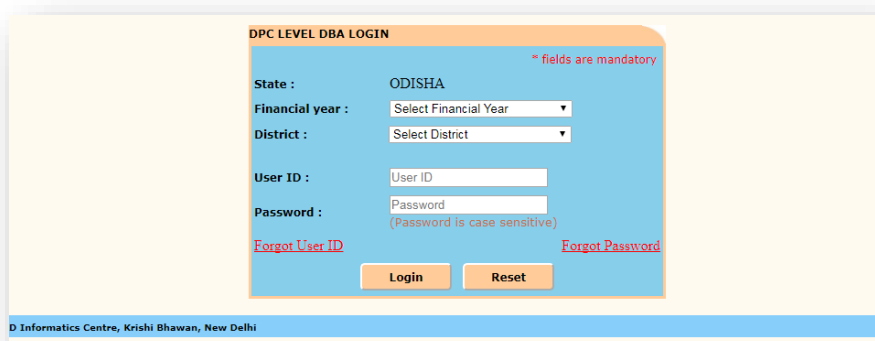Who and how the role assign task will be done

1. **DPC Administrator**

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

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

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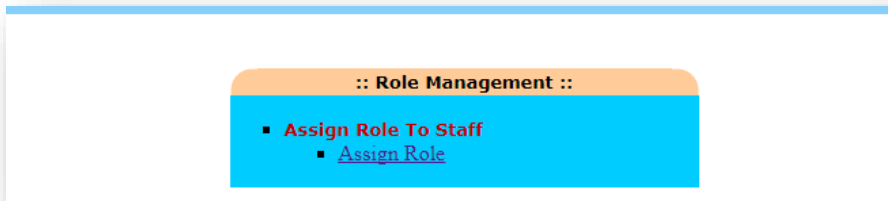

1.   Now, DPC Administrator can select Financial Year, District and enter User-Id and password received through SMS and Click 'Login'. After successful login, the following screen would be displayed

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:

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

- 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

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

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

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:

Assign Role to Staff

○ PO Level ○ GP Level

S.No	Role	Role Level	Functionay Name	Staff	Select ☐
1	FTO First Signatory at Joint PO Level	BP	--Select-- ▼	▼	☐
2	Data Entry Opereator at Block Panchayat	BP	--Select-- ▼	▼	☐
3	FTO Second Signatory at Joint PO Level	BP	--Select-- ▼	▼	☐
4	FTO First Signatory at PO Level	BP	--Select-- ▼	▼	☐
5	Administrator at Programme officer	BP	--Select-- ▼	▼	☐
6	Program Officer Login User	BP	--Select-- ▼	▼	☐
7	FTO Second Signatory at PO Level	BP	--Select-- ▼	▼	☐

SUBMIT

Already Assigned Role

S.no	Roll	Level	Functionary Name	staff Name	Mobile No	Role Code	Status	Send
1	FTO First Signatory at PO Level	BP	Assistant Engineer	Parteek singla		POACC		password
2	Administrator at Programme officer	BP	Junior Engineer	rkkk		PODBA		password
3	Gram Panchayat Level Technical Staff for Measurement	GP	Computer Assistant	Test		GPMB		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:

Assign Role to Staff

○ PO Level ● GP Level

S.No	Role	Role Level	Functionay Name	Staff	Select ☐
1	FTO First Signatory at Gram Panchayat	GP	--Select-- ▼	▼	☐
2	Data Entry Opereator at Gram Panchayat	GP	--Select-- ▼	▼	☐
3	Gram Panchayat Level Technical Staff for Measurement	GP	--Select-- ▼	▼	☐
4	FTO Second Signatory at Gram Panchayat	GP	--Select-- ▼	▼	☐

SUBMIT

Already Assigned Role

S.no	Roll	Level	Functionary Name	staff Name	Mobile No	Role Code	Status	Send
1	FTO First Signatory at PO Level	BP	Assistant Engineer	Parteek singla		POACC		password
2	Administrator at Programme officer	BP	Junior Engineer	rkkk		PODBA		password
3	Gram Panchayat Level Technical Staff for Measurement	GP	Computer Assistant	Test		GPMB		password

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:

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

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:

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

How the role will assign to functionary in NREGASoft

```
                        ┌─────────────────┐
                        │  STATE Admin.   │
                        └─────────────────┘
                                │
                          ╱──────────╲
                         │   Assign    │
                         │   role to   │
                          ╲──────────╱
                          │         │
              ┌───────────┘         └───────────┐
              ▼                                 ▼
    ┌─────────────────┐              ┌─────────────────┐
    │ STATE Login User│              │   DPC Admin.    │
    └─────────────────┘              └─────────────────┘
                                              │
                                        ╱──────────╲
                                       │   Assign    │
                                       │   role to   │
                                        ╲──────────╱
                                        │         │
                            ┌───────────┘         └───────────┐
                            ▼                                 ▼
              ┌──────────────────────────┐        ┌─────────────────┐
              │ DPC Login User/District  │        │ Block/PO Admin. │
              │          User            │        └─────────────────┘
              └──────────────────────────┘                │
                                                    ╱──────────╲
                                                   │   Assign    │
                                                   │   role to   │
                                                    ╲──────────╱
                                                    │         │
                                        ┌───────────┘         └───────────┐
                                        ▼                                 ▼
                              ┌─────────────────┐              ┌─────────────────┐
                              │  PO/Block User  │              │  GP Level User  │
                              └─────────────────┘              └─────────────────┘
```
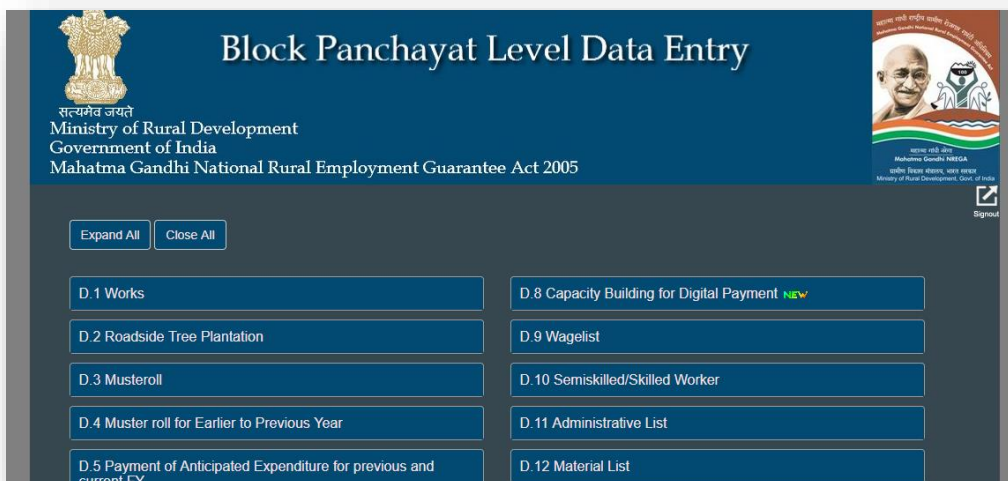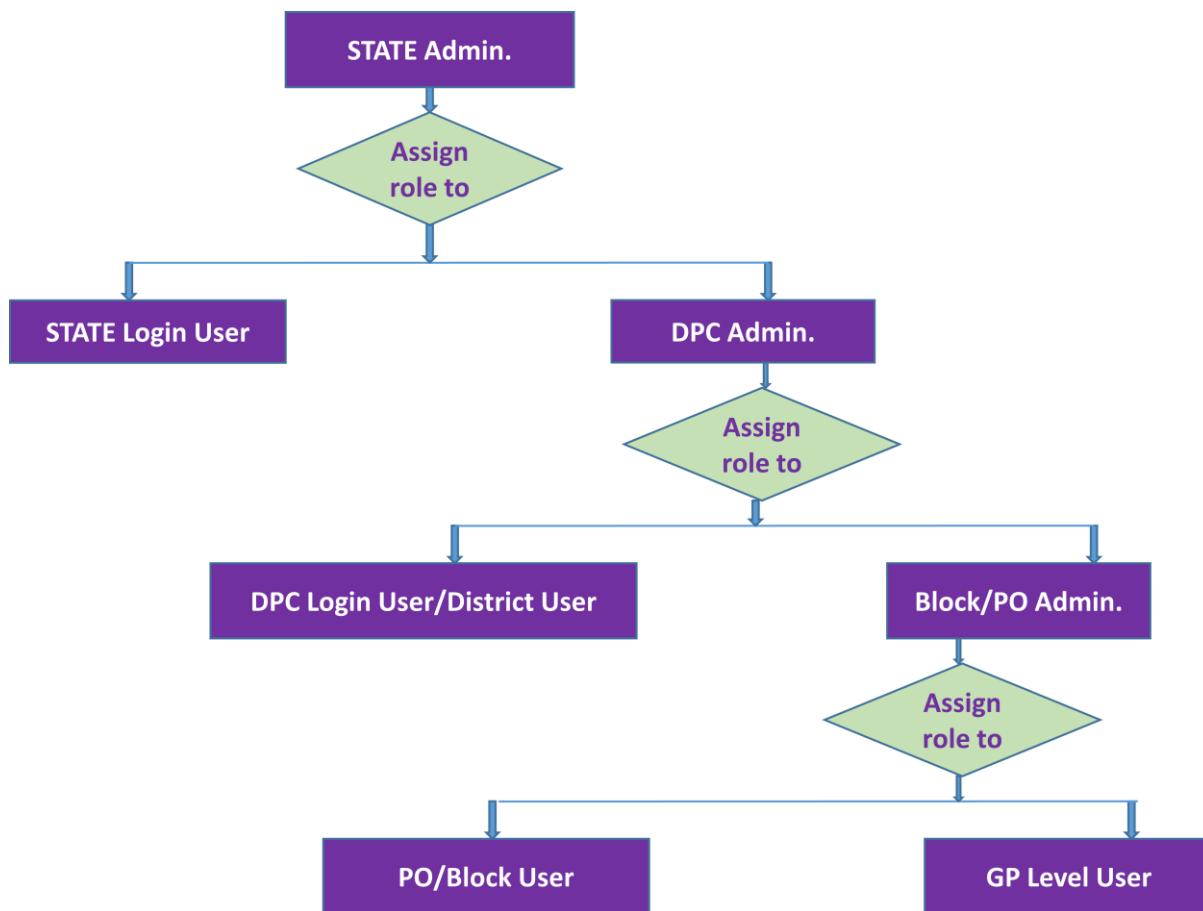
Matrix presentation for role assigning

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