

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



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

जयपुर, दिनांक : 01/5/18

विषय:-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 एन્ટ्री एवं मस्टररोल जनरेट किया जाना संभव नहीं हो पा रहा है क्योंकि नरेगा सॉफ्ट पर यूजर 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 हड़ताल समाप्त होने तक इसे अपने तक ही सीमित रखे।

उक्तानुसार कार्यवाही करवाया जाना सुनिश्चित किया जावे।

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

अधिशोषी 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 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.

Govt. of India
Ministry of Rural Development
Department of Rural Development
28-Aug-2017

The Mahatma Gandhi National Rural Employment Guarantee Act

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

MGNREGA Staff Required at Block/Panchayat Level

State: DemoStateCHANDIGARH District: DemoDistrictCHANDIGARH Block: DemoBlockCHANDIGARH

Select Level for Staff: ☒ Block ☐ Panchayat

☐ 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"/> *		
<div>Add F</div>							

Submit

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

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

State : DemoStateCHANDIGARH

☒ State ☐ District ☐ Block ☐ Panchayat

S.No.	Name	Designation	Email Id	Mobile No.	Entry Date	Action
1	ABC	State DBA		XXXXXXX9999	21-11-2017	<input type="checkbox"/>

Verify Staff

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		XXXXXXX3216	15-11-2017	<input type="checkbox"/>

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 : DemoDistrictCHANDIGAR ▼

Block : DemoBlockCHANDIGAR ▼

S.No.	Name	Designation	Email Id	Mobile No.	Entry Date	Action
1	Radha	Assistant Program Officer		XXXXXXX5566	24-09-2014	<input type="checkbox"/>
2	ABC	Programme Officer		XXXXXXX8888	30-10-2014	<input type="checkbox"/>
3	ABCD	Junior Engineer		XXXXXXX1111	26-06-2015	<input type="checkbox"/>
4	abc	Technical Assistant		XXXXXXX4444	27-08-2015	<input type="checkbox"/>
5	vikrant	MIS operator		XXXXXXX2995	12-08-2016	<input type="checkbox"/>
6	KUNDAN PANDIT	Block Development Officer		XXXXXXX6505	22-09-2016	<input type="checkbox"/>
7	Ramajit Reang	Barefoot Technician(BFT)		XXXXXXX5555	07-10-2016	<input type="checkbox"/>
8	Irfan	Block Development Officer		XXXXXXX9137	25-10-2016	<input type="checkbox"/>
9	BFT TEST	Barefoot Technician(BFT)		XXXXXXX4767	26-10-2016	<input type="checkbox"/>
10	SHAILESH	Programme Officer		XXXXXXX7890	19-01-2017	<input type="checkbox"/>
11	ASHISH KUMAR	Technical Assistant		XXXXXXX9683	30-01-2017	<input type="checkbox"/>
12	ASHISH KUMAR	Technical Assistant		XXXXXXX7448	30-01-2017	<input type="checkbox"/>
13	MAHESH PRASAD	Technical Assistant		XXXXXXX6842	30-01-2017	<input type="checkbox"/>
14	verma	Technical Assistant		XXXXXXX4564	30-01-2017	<input type="checkbox"/>
15	Pardeep singla	Assistant Engineer		XXXXXXX0001	22-08-2017	<input type="checkbox"/>
16	Pardeep singla	Assistant Engineer		XXXXXXX7711	22-08-2017	<input type="checkbox"/>
17	Shrinivas	Data Entry Operator		XXXXXXX8888	01-09-2017	<input type="checkbox"/>
18	Ajay Singh	Account Assistant		XXXXXXX8888	01-09-2017	<input type="checkbox"/>
19	nikita	Assistant Program Officer		XXXXXXX7237	04-09-2017	<input type="checkbox"/>
20	JITENDRA KUMAR	Account Assistant		XXXXXXX7890	06-10-2017	<input type="checkbox"/>
21	JITENDRA KUMAR	Account Assistant		XXXXXXX1470	06-10-2017	<input type="checkbox"/>
22	JITENDRA KUMAR	Account Assistant		XXXXXXX1448	06-10-2017	<input type="checkbox"/>
23	Rajesh	Data Entry Operator		XXXXXXX3214	21-10-2017	<input type="checkbox"/>
24	aaaa	Junior Engineer		XXXXXXX9191	16-11-2017	<input type="checkbox"/>

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 : DemoDistrictCHANDIGAR ▼

Block : DemoBlockCHANDIGAR ▼

Panchayat : DemoPanchayatCHANDIGAR ▼

S.No.	Name	Designation	Email Id	Mobile No.	Entry Date	Action
1	hiteshest	Technical Assistant		XXXXXXX3210	30-10-2014	<input type="checkbox"/>
2	santosh	Data Entry Operator		XXXXXXX3333	20-05-2015	<input type="checkbox"/>
3	Debojit	Gram Rozgar Sahayak		XXXXXXX5555	27-08-2015	<input type="checkbox"/>
4	Test	Computer Assistant		XXXXXXX5555	04-08-2016	<input type="checkbox"/>
5	Test	Gram Rozgar Sahayak		XXXXXXX3366	04-08-2016	<input type="checkbox"/>
6	xyz	Data Entry Operator		XXXXXXX3211	12-01-2017	<input type="checkbox"/>
7	abc	Computer Assistant		XXXXXXX9898	12-01-2017	<input type="checkbox"/>
8	Humanshu BL	Account Assistant		XXXXXXX0003	28-06-2017	<input type="checkbox"/>
9	Humanshu pl	Junior Engineer		XXXXXXX0004	28-06-2017	<input type="checkbox"/>
10	Ram suraj	Gram Rozgar Sewak		XXXXXXX3562	19-08-2017	<input type="checkbox"/>
11	Naveen Kumar M C	Gram Panchayat Technical Assistant		XXXXXXX0333	31-10-2017	<input type="checkbox"/>

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

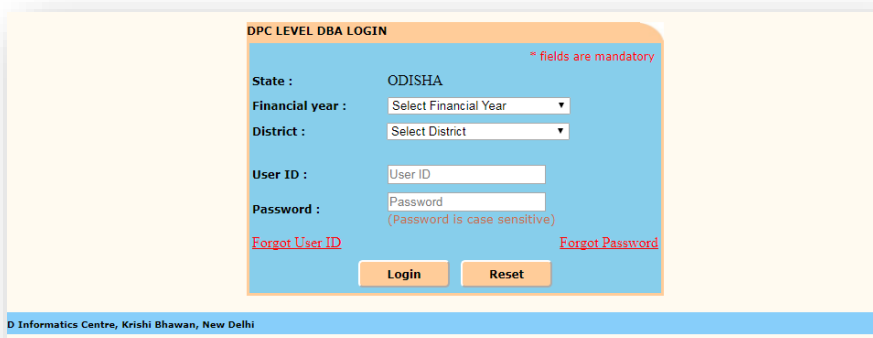
To assign roles as 'Administrator at Programme Officer' to staff at Block level.

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:



DPC LEVEL DBA LOGIN * fields are mandatory

State : ODISHA

Financial year : Select Financial Year ▼

District : Select District ▼

User ID : User ID

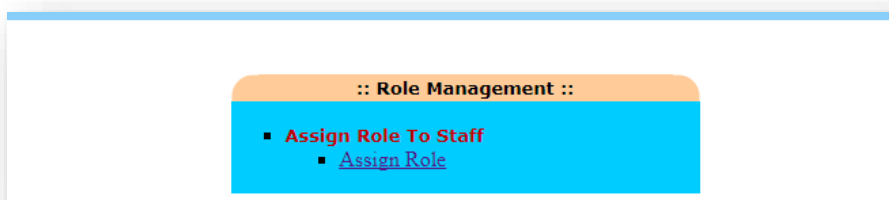
Password : Password
(Password is case sensitive)

[Forgot User ID](#) [Forgot Password](#)

Login Reset

D Informatics Centre, Krishi Bhawan, New Delhi

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 Staff

☐ District Level
 ☒ Block Level

Select Block DemoBlockCHANDIGARH

S.No	Role	Role Level	Functionary Name	Staff	Select
1	Administrator at Programme officer	BP	--Select--		<input type="checkbox"/>

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		<input type="button" value="password"/>
2	Administrator at Programme officer	BP	Junior Engineer	rkdk		PODBA		<input type="button" value="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' role 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.**

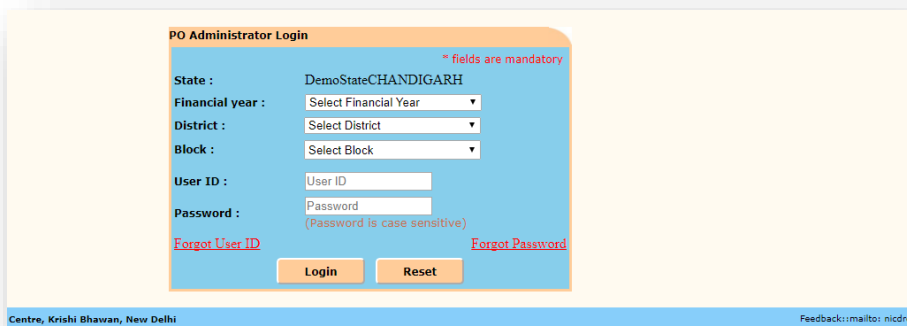
2. Block Administrator

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

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

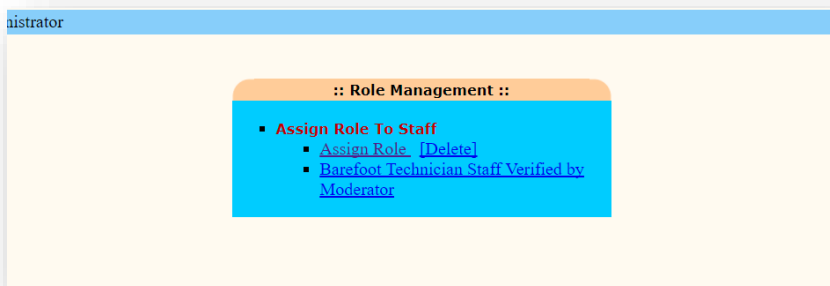
- Programme Officer
- PO Administrator
- Block Administrator
- District Programme Coordinator
- DPC Administrator
- Generate FTO for PO Level
 - Authorize WageList By Accountant
 - Send WageList To Bank/PostOffice By PO
- Generate FTO for DPC Level
 - Authorize WageList By Accountant
 - Send WageList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

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



The screenshot shows the 'PO Administrator Login' interface. It includes a header with the title and a note that asterisked fields are mandatory. The form contains the following fields: 'State' (pre-filled with 'DemoStateCHANDIGARH'), 'Financial year' (dropdown menu), 'District' (dropdown menu), 'Block' (dropdown menu), 'User ID' (text input), and 'Password' (text input with a note that it is case sensitive). There are links for 'Forgot User ID' and 'Forgot Password'. At the bottom are 'Login' and 'Reset' buttons. The footer contains the text 'Centre, Krishi Bhawan, New Delhi' and a feedback email address.

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



The screenshot shows the 'Role Management' screen. It has a title bar 'Administrator' and a main heading ':: Role Management ::'. Below this is a section titled 'Assign Role To Staff' which contains two links: 'Assign Role' and '[Delete]'. There is also a link 'Barefoot Technician Staff Verified by Moderator'.

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:

Only verified staff will show for Assigning

Assign Role to Staff

☒ PO Level ☐ GP Level

S.No	Role	Role Level	Functionary Name	Staff	Select
1	FTO First Signatory at Joint PO Level	BP	--Select--		<input type="checkbox"/>
2	Data Entry Operator at Block Panchayat	BP	--Select--		<input type="checkbox"/>
3	FTO Second Signatory at Joint PO Level	BP	--Select--		<input type="checkbox"/>
4	FTO First Signatory at PO Level	BP	--Select--		<input type="checkbox"/>
5	Administrator at Programme officer	BP	--Select--		<input type="checkbox"/>
6	Program Officer Login User	BP	--Select--		<input type="checkbox"/>
7	FTO Second Signatory at PO Level	BP	--Select--		<input type="checkbox"/>

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		<input type="button" value="password"/>
2	Administrator at Programme officer	BP	Junior Engineer	rkkk		PODBA		<input type="button" value="password"/>
3	Gram Panchayat Level Technical Staff for Measurement	GP	Computer Assistant	Test		GPMB		<input type="button" value="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	Functionary Name	Staff	Select
1	FTO First Signatory at Gram Panchayat	GP	--Select--	▼	<input type="checkbox"/>
2	Data Entry Operator at Gram Panchayat	GP	--Select--	▼	<input type="checkbox"/>
3	Gram Panchayat Level Technical Staff for Measurement	GP	--Select--	▼	<input type="checkbox"/>
4	FTO Second Signatory at Gram Panchayat	GP	--Select--	▼	<input type="checkbox"/>

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		<input type="button" value="password"/>
2	Administrator at Programme officer	BP	Junior Engineer	rkkk		PODBA		<input type="button" value="password"/>
3	Gram Panchayat Level Technical Staff for Measurement	GP	Computer Assistant	Test		GPMB		<input type="button" value="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

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

PROGRAMME OFFICER LEVEL DATA ENTRY LOGIN

* fields are mandatory

State : DemoStateCHANDIGARH

Financial year :

District :

Block :

User ID :

Password :
(Password is case sensitive)

[Forgot User ID](#)
[Forgot Password](#)

2. Programme Officer 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

Programme Officer Data Entry

सत्यमेव जयते
Ministry of Rural Development
Government of India
Mahatma Gandhi National Rural Employment Guarantee Act 2005

Staff Registration and Verification
* Kind Attention to KL, KN and TN States: IFSC codes of SBT (State Bank of Travancore) branches have been replaced with the corresponding new IFSC codes of SBI (State Bank of India) branches. Due to this, corresponding beneficiaries' a/c having account in SBT have been unfrozen in NREGASoft. Field functionaries are requested to freeze such accounts. Kindly treat this as top priority task as wage list/FTO can be generated for such beneficiaries only after freezing their account.

Expand All Close All

D.1 Registration
D.2 Works
D.3 Work Demand
D.13 Payment of Anticipated Expenditure for previous and current FY
D.14 Semiskilled/Skilled Worker
D.25 Compensation System
D.26 Muster roll And Material List for Earlier to Previous Year

4. Data Entry Operator at Block Level

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

DEO at Block Level access 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:

BLOCK PANCHAYAT LEVEL DATA ENTRY LOGIN

* fields are mandatory

State : DemoStateCHANDIGARH
Financial year : Select Financial Year
District : Select District
Block : Select Block
User ID : User ID
Password : Password
(Password is case sensitive)

[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

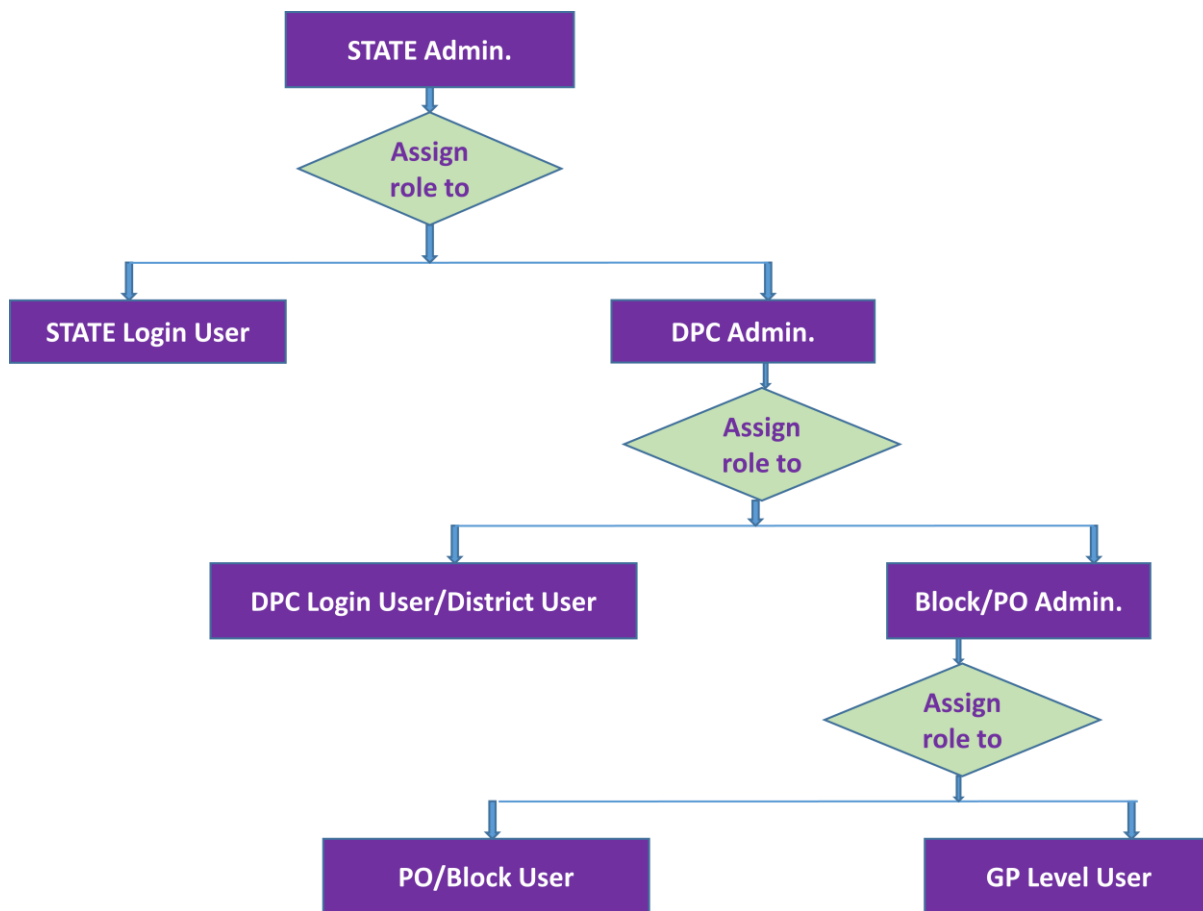
Block Panchayat Level Data Entry

सत्यमेव जयते
Ministry of Rural Development
Government of India
Mahatma Gandhi National Rural Employment Guarantee Act 2005

Expand All Close All

D.1 Works
D.2 Roadside Tree Plantation
D.3 Musterroll
D.4 Muster roll for Earlier to Previous Year
D.5 Payment of Anticipated Expenditure for previous and current FY
D.8 Capacity Building for Digital Payment **NEW**
D.9 Wagelist
D.10 Semiskilled/Skilled Worker
D.11 Administrative List
D.12 Material 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