

**No. J-12025/1/2016-MGNREGA-IV (FTS:353217)**

Government of India  
Ministry of Rural Development  
(Mahatma Gandhi NREGA Division)

Krishi Bhawan, New Delhi  
Dated **30<sup>th</sup> December, 2016**

**Meeting Notice**

**Subject: Video Conference (VC) on 11<sup>th</sup> & 12<sup>th</sup> January, 2017 with all States/ UTs regarding capacity building for digital payments.**

I invite your kind attention to the discussions held by the Secretary, Ministry of Rural Development, Government of India over the Video Conference on 01.12.2016 and subsequent correspondence dated 9<sup>th</sup> December, 2016 to Chief Secretaries of all States/UTs regarding the training programmes for promoting cash less / less cash transactions in the country.

(2) I will be holding a VC on **11<sup>th</sup> & 12<sup>th</sup> January, 2017** with all State Governments/UTs to review the progress of capacity building for digital payments with an objective to complete the training up to Gram Panchayat level by **10<sup>th</sup> January, 2017**.

The **monitoring framework** (enclosed) will also be discussed which needs to be updated regularly on <http://nrega.nic.in>. The Commissioner / Director (In charge of MGNREGA) may be the Nodal Officer for reporting and the State MIS Nodal officer will be responsible for ensuring MIS reporting on a daily basis.

(3) All States/UTs to ensure participation of Principal Secretary/Secretary, Commissioner and State MIS Nodal Officers in the meeting.

**Encl.**

- (1) The VC ID details**
- (2) The letter from Secretary, RD to Chief Secretaries**
- (3) Monitoring / reporting format**

  
(Aparajita Sarangi)

Joint Secretary (MGNREGA)  
Ph.011-23070129

To

1. **Principal Secretary/ Secretary, Commissioner** (In Charge of MGNREGA) All States and UTs
2. Sr. TD, NIC-RD, MoRD, Krishi Bhawan, New Delhi

Copy to:

1. PPS to Secretary (RD)
2. Director (AKS)/Director(SSP)
3. **SO(Genl.) for booking Unnati Hall, Krishi Bhawan and logistics**

## VC SCHEDULE

1. CAPACITY BUILDING ON DIGITAL PAYMENTS /DBT- ABP Conversion
2. FOCUS AREAS
3. Geo TAGGING OF ASSETS

Date	Preferred States/ UTs	Preferred time slot	Duration
<b>11<sup>th</sup> January, 2017</b>	Karnataka, Kerala, Madhya Pradesh, Maharashtra, Andhra Pradesh, Telangana, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh, Uttarakhand, West Bengal	<b>11:00 AM to 01:00 PM</b>	[02:00 Hrs]
<b>12<sup>th</sup> January, 2017</b>	Bihar, Chhattisgarh, Gujarat, Haryana, Himachal Pradesh, Jammu & Kashmir, Jharkhand, Goa, Andaman & Nicobar, Arunachal Pradesh Lakshadweep, Pondicherry, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura.	<b>03:00 PM to 05:00PM</b>	[02:00 Hrs]

**NOTE:** For any query related to VC, kindly contact at **011-23381312** (Office)

अमरजीत सिन्हा  
AMARJEET SINHA



सचिव  
भारत सरकार  
ग्रामीण विकास मंत्रालय  
ग्रामीण विकास विभाग  
कृषि भवन, नई दिल्ली-110001  
**SECRETARY**  
Government of India  
Ministry of Rural Development  
Department of Rural Development  
Krishi Bhawan, New Delhi-110001  
Tel.: 91-11-23382230, 23384467  
Fax: 011-23382408  
E-mail: secyrd@nic.in

D.O No.J-12025/1/2016-MGNREGA-II

December 09, 2016

**Subject: Enabling Digital Payments in Rural India**

**Dear Chief Secretary,**

You may be aware of the thrust of the Government on enabling digital payments in order to create a less cash / cash less society. There are around 17 crore households in Rural India and we need to educate them enable them in such a manner that they are able to come on to the digital payment platform without hassle. In order to achieve this objective, you are requested to kindly ensure the following: -

**1) Capacity building of functionaries –**

- a. It is desirable to have capacity building exercise carried out across the State in a cascading manner preferably in two layers. NIRD & PR, Hyderabad, has been entrusted with the responsibility of anchoring the entire training programme through SIRDs/ ETCs and provide all support to the States in this regard. Around 150 **State Resource Persons (SRPs)** nominated by various states will be imparted two days' training at NIRD & PR from 14<sup>th</sup> December, 2016 onwards. A specific Capacity Building Module has been prepared by the Ministry of Rural Development for the purpose. This will be soon made available on the website <http://nrega.nic.in>.
- b. These SRPs will, in turn, be expected to train **District Resource Persons (DRPs)** within a definite timeframe. The composition of the DRPs may be decided by the State. The most critical layer for capacity building exercise will be the **Resource Persons to be trained at the Block level drawn from Block and Gram Panchayats**. It is suggested that this layer, being the most crucial, may comprise Community Resource Persons (CRPs) and members of Block Mission Management Unit of State Rural Livelihood Mission (SRLM), Gram Panchayat Secretaries, Gram Rojgar Sahayaks (GRS) and other functionaries of MGNREGA, local bankers etc. The **Block Development Officer** may be asked to anchor this capacity building exercise.

Contd. 2/

-:2:-

- c. The entire capacity building exercise should be designed in such a manner, with support from the State Institute of Rural Development (SIRD) that it is completed by 10<sup>th</sup> January, 2017.
- d. A specific reporting format for capturing the progress of capacity building exercise at various levels in the State is being designed by the Ministry. It will be hosted on the website [www.nrega.nic.in](http://www.nrega.nic.in). **District Collectors** will be expected to review the progress on regular basis and get the uploading done on the website.

## 2. Awareness Generation on various tools of making digital payments-

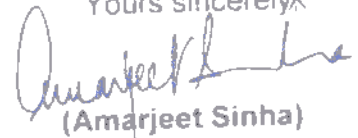
- a. You will appreciate the need to create awareness among rural households on the various tools of digital payments and the methodology to use them with ease. There are 3.3 crore women as members in around 27 Lakh SHGs. Besides there are 10.8 Crore active workers under MGNREGA, of whom 3.70 crore are on Aadhaar based payments. Besides there are beneficiaries of PMAY & NSAP beneficiaries. These various categories, which may be overlapping can be our immediate target groups. Community Resource persons of SRLM, GRS, Gram Panchayats Secretaries and any other functionary, as the State deems fit, should be so trained and equipped that they are able to educate rural households on digital payment platforms.

## 3. Bringing rural households on to the Digital Payment Platform - This exercise will need lot of handholding from the side of all Government functionaries equipped for the purpose.

You are requested to monitor this aspect of work at regular intervals. You may think of nominating a nodal Department/ Officer for easy exchange of information with the Ministry.

With best wishes.

Yours sincerely,

  
(Amarjeet Sinha)

9/12/16

To:  
The Chief Secretaries of States

## DIGITAL PAYMENTS: CAPACITY BUILDING OF FIELD FUNCTIONARIES

### ❖ MONITORING FRAMEWORK - DIGITAL PAYMENTS CAPACITY BUILDING

The NREGASoft will capture the details of the Master trainers (ToT) at State/ District / Block & GP Level. The data entry will be done by the States using the NREGASoft.

- I. The following details of the **trainees** who will be the resource persons at various levels will be captured: -
  - a) **Name**
  - b) **Designation**
  - c) **Department**
  - d) **E-Mail**
  - e) **Mobile/ phone number**
  - f) **Start Date of training received**
- II. The details of the **trainers / agency** (eg. Resource persons/NIRD/SIRD-(Short name of State eg. Uttar Pradesh → UP) will also be captured along with the **level of trainers**.
- III. For the TOT of all levels all fields will be mandatory.
- IV. The **data entry Formats** to be developed and made available on NREGASoft are at *Annexure-1*.
- V. The entry format will be made available at respective Level for the concerned Trainees.
- VI. The **reporting Formats** to be developed and made available on NREGASoft are at *Annexure-2*.

## DIGITAL PAYMENTS: CAPACITY BUILDING OF FIELD FUNCTIONARIES

### ANNEXURE-1: DATA ENTRY FORMAT FOR TOT DETAILS

#### FORM 1: Capacity Building for digital payments (State Level)

State						
	Trainer's Name			Trainer Level		
S.No.	Name of Trainee	Designation	Department	email	Mobile	Start Date of Training

#### FORM 2: Capacity Building for digital payments (District Level)

State				District		
	Trainer's Name			Trainer Level		
S.No.	Name of Trainee	Designation	Department	email	Mobile	Start Date of Training

#### FORM 3: Capacity Building for digital payments (Block Level)

State						District	
Block	Trainer's Name			Trainer Level			
S.No.	Name of Trainee	Designation	Department	email	Mobile	Start Date of Training	

#### FORM 4: Capacity Building for digital payments (GP Level)

State				District		
Block	Trainer's Name			GP		
S.No.	Name of Trainee	Designation	Department	Trainer Level	email	Mobile

## DIGITAL PAYMENTS: CAPACITY BUILDING OF FIELD FUNCTIONARIES

### ANNEXURE-2: REPORTING FORMAT FOR TOT DETAILS

#### REPORT-1:

#### STATUS OF ToT TRAINED AT VARIOUS LEVELS

#	State	No. of districts	No. of Blocks	No. of GPs	ToTs trained at various levels				
					State	District	Block	GP	Total
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

#### REPORT-2:

#### STATUS OF LOCATION COVERED AT VARIOUS LEVELS

#	State	No. of districts	No. of Blocks	No. of GPs	LOCATIONS COVERED		
					District	Block	GP
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

# DIGITAL PAYMENTS: CAPACITY BUILDING OF FIELD FUNCTIONARIES

## User Manual Capacity Building for Digital Payments

This page is available for all the logins i.e. the User can login at State, District, Block or Gram Panchayat level.

### Entry at State Level

User logs in at State level as shown in the figure below:



Figure 1

After selecting the option as shown in the figure above, the user comes to the form shown below:

The screenshot shows the 'Capacity Building for Digital Payments' form for the State of Punjab. The form is titled 'Training for Trainee at: State Level District Level Block Level Gram Panchayat Level'. The 'State Level' option is selected. The form contains the following fields:

- Trainer's Details:** Trainer's Level\* (State Level), Trainer's Name\* (NIRD)
- Trainee Details:** Name of Trainee\* (with a dropdown for 'Select Salutation'), Trainee's Department\* (Others), Trainee's Designation\* (Others), Mobile Number\* (with a note 'Don't prefix Zero (0) with mobile number'), E-Mail Address\*
- Training Details:** Training Start Date\* (with a calendar icon), Training Duration\* (with a dropdown for 'Select Duration')

A 'Save Details' button is located at the bottom of the form.

Figure 2 – Entry at State Level

All the fields marked "\*" are mandatory. Details of the sections and fields are given below:

### Training for Entry at :

The User can select the entry level viz. State Level, District Level, Block Level or Gram Panchayat Level.



## **DIGITAL PAYMENTS: CAPACITY BUILDING OF FIELD FUNCTIONARIES**

The User belonging to upper hierarchy level can select lower hierarchy level. For example, the User belonging to State level can enter details for District, Block and Gram Panchayat level.

### **Trainer's Details**

This section gets information for the Trainer. Details of its fields are given below:

#### **Trainer's Level**

Select Trainer's Level from the drop down list whether State Level, District Level, Block Level or Gram Panchayat Level.

#### **Trainer's Name**

Select Trainer's Agency or Name. If Trainer's Level is State Level then choose NIRD or SIRD. If his/her level is from other levels then choose his name, NIRD or SIRD.

### **Trainee Details**

This section gets information for the Trainee. Details of its fields are given below:

#### **Name of Trainee**

After selecting salutation, enter name of the trainee. It should be unique. Name value has to be of minimum length 2 letters and maximum length 50 letters. Enter only alphabets. Do not enter numeric digits and special characters.

#### **Trainee's Department**

Select the trainee's department from list in the drop down box. If it is not found in the list of the drop down box, select "Others" option and enter the department in the adjoining text box.

#### **Trainee's Designation**

Select the trainee's designation from list in the drop down box. If it is not found in the list of the drop down box, select "Others" option and enter the designation in the adjoining text box.

#### **Mobile Number**

Enter mobile number of the trainee. It should be unique. Mobile number length has to be of 10 digits. All the characters must be numeric digits only. First numeric digit must be between 7 to 9. Do not enter alphabets.

#### **E-Mail Address**

Email address length has to be of minimum 2 characters and maximum 75 characters long. The part before "@" symbol must contain only alphanumeric characters ".", "-" and "\_". For example, email address format may be similar to [abcd.efgh@domain.com](mailto:abcd.efgh@domain.com), [abcd-efgh@domain.com](mailto:abcd-efgh@domain.com) or [abcd\\_efgh@domain.com](mailto:abcd_efgh@domain.com).



# DIGITAL PAYMENTS: CAPACITY BUILDING OF FIELD FUNCTIONARIES

Capacity Building for Digital Payments  
State: Punjab

Training for Trainee at: **State Level** \* District Level    Block Level    Gram Panchayat Level

If the Trainer / GP is not related to an individual, select State Trainer / Program (Other than Job) Block / GP or State Trainer / District/Block and select District/Level

District Name: AMRITSAR

**Trainer's Details**

Trainer's Level: State Level    Trainer's Name: NIRD

**Trainee Details**

Name of Trainee: --Select Sabkaton--  
 Trainee's Department: Others    Trainee's Designation: Others  
 Mobile Number: Don't prefix Zero(0) with mobile number.    E-Mail Address:

**Training Details**

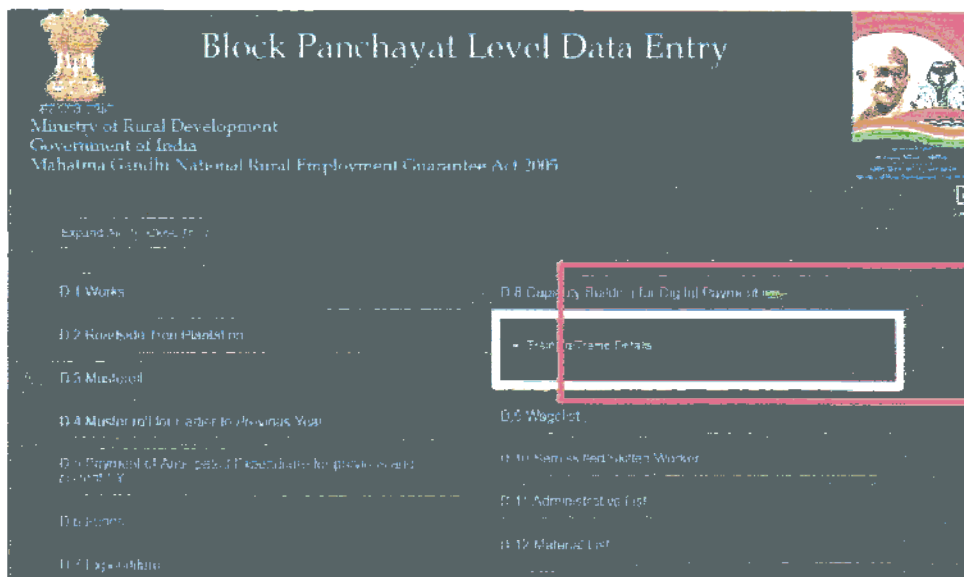
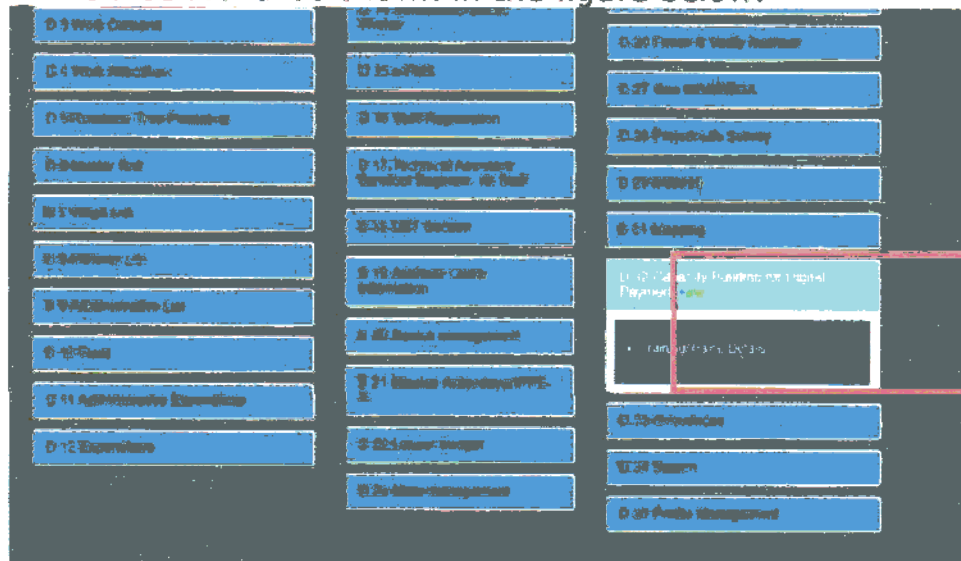
Training Start Date:    Training Duration: --Select Duration--

Save Details

**Figure 4 – Entry at District Level**

## Entry at Block Level / PO Login

User logs in at Block level as shown in the figure below:



**Figure 5**

## DIGITAL PAYMENTS: CAPACITY BUILDING OF FIELD FUNCTIONARIES

Please refer Figure 6.

Enter the values in the fields for Block Level similar to Entry at State Level section.

Capacity Building for Digital Payments  
State: Punjab

Training for Trainee at: State Level | District Level | **Block Level** | Gram Panchayat Level

Before Trainee & GPS Map, select Gram Panchayat & Block Level. If the Trainee is Program Officer then select Block & Gram Panchayat. In the Trainee & Division Office, select Division Level.

District Name: AMRITSAR | Block Name: AJNALA-1

**Trainer's Details**

Trainer's Level: State Level | Trainer's Name: NIRD

**Trainee Details**

Name of Trainee: [Select Salutation] | Trainee's Department: Others | Trainee's Designation: Others

Mobile Number: [Don't prefix 7 exactly with mobile number] | E-Mail Address: [E-Mail Address]

**Training Details**

Training Start Date: [Training Start Date] | Training Duration: [Select Duration]

Save Details

**Figure 6 – Entry at Block Level**

## Entry at Gram Panchayat Level

User logs in at Gram Panchayat level as shown in the figure below:



**Figure 7**

Please refer Figure 8.

Enter the values in the fields for Gram Panchayat Level similar to Entry at State Level section.

Training for Trainee at : <b>State Level</b> <b>District Level</b> <b>Block Level</b> * <b>Gram Panchayat Level</b>			<small>If the Trainee is CRP then select Gram Panchayat Level Or If the Trainee is Program Officer then select Block Level Or If the Trainee is Trainer /SPB then select District Level</small>
District Name	AMRITSAR	Block Name	AJNALA-1
Panchayat Name		ABADI CHANDIGARH	
<b>Trainer's Details</b>			
Trainer's Level	State Level	Trainer's Name	NIRD
<b>Trainee Details</b>			
Name of Trainee	--Select Salutation--		
Trainee's Department	Others	Trainee's Designation	Others
Mobile Number	E-Mail Address		
<small>Don't prefix Zero(0) with mobile number.</small>			
<b>Training Details</b>			
Training Start Date	Training Duration		--Select Duration--
Save Details			

Figure 8 – Entry at Gram Panchayat Level



## DIGITAL PAYMENTS: CAPACITY BUILDING OF FIELD FUNCTIONARIES