

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"/> *		

[Add F](#)

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"/>

Verification of Staff Registered at District Level

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

State : DemoStateCHANDIGARH

State
 District
 Block
 Panchayat

District : DemoDistrictCHANDIGARH

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 : DemoDistrictCHANDIGARH Block : DemoBlockCHANDIGARH

S.No.	Name	Designation	Email Id	Mobile No.	Entry Date	Action
1	Radha	Assistant Program Officer		XXXXXX3566	24-09-2014	<input type="checkbox"/>
2	ABC	Programme Officer		XXXXXX8888	30-10-2014	<input type="checkbox"/>
3	ABCD	Junior Engineer		XXXXXX1111	26-06-2015	<input type="checkbox"/>
4	abc	Technical Assistant		XXXXXX4444	27-08-2015	<input type="checkbox"/>
5	vikrant	MIS operator		XXXXXX2995	12-08-2016	<input type="checkbox"/>
6	KUNDAN PANDIT	Block Development Officer		XXXXXX6505	22-09-2016	<input type="checkbox"/>
7	Ratnajit Reang	Barefoot Technician(BFT)		XXXXXX5555	07-10-2016	<input type="checkbox"/>
8	Irfan	Block Development Officer		XXXXXX9137	25-10-2016	<input type="checkbox"/>
9	BFT TEST	Barefoot Technician(BFT)		XXXXXX4767	26-10-2016	<input type="checkbox"/>
10	SHAILESH	Programme Officer		XXXXXX7890	19-01-2017	<input type="checkbox"/>
11	ASHISH KUMAR	Technical Assistant		XXXXXX9683	30-01-2017	<input type="checkbox"/>
12	ASHISH KUMAR	Technical Assistant		XXXXXX7448	30-01-2017	<input type="checkbox"/>
13	MAHESH PRASAD	Technical Assistant		XXXXXX6842	30-01-2017	<input type="checkbox"/>
14	verma	Technical Assistant		XXXXXX4564	30-01-2017	<input type="checkbox"/>
15	Paratek singla	Assistant Engineer		XXXXXX0001	22-08-2017	<input type="checkbox"/>
16	Paratek singla	Assistant Engineer		XXXXXX7711	22-08-2017	<input type="checkbox"/>
17	Shrinivas	Data Entry Operator		XXXXXX8888	01-09-2017	<input type="checkbox"/>
18	Ajay Singh	Account Assistant		XXXXXX8888	01-09-2017	<input type="checkbox"/>
19	nikita	Assistant Program Officer		XXXXXX7237	04-09-2017	<input type="checkbox"/>
20	JITENDRA KUMAR	Account Assistant		XXXXXX7890	06-10-2017	<input type="checkbox"/>
21	JITENDRA KUMAR	Account Assistant		XXXXXX1470	06-10-2017	<input type="checkbox"/>
22	JITENDRA KUMAR	Account Assistant		XXXXXX1448	06-10-2017	<input type="checkbox"/>
23	Rajesh	Data Entry Operator		XXXXXX3214	21-10-2017	<input type="checkbox"/>
24	aaaa	Junior Engineer		XXXXXX9191	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 : DemoDistrictCHANDIGARH Block : DemoBlockCHANDIGARH Panchayat : DemoPanchayatCHANDIGARH

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



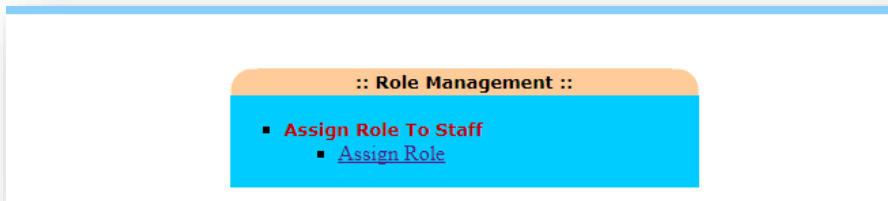
Click the 'DPC Administrator' link. On clicking of the link, the following login screen will be displayed:

A screenshot of the 'DPC LEVEL DBA LOGIN' screen. The form contains the following fields and options:

- State : ODISHA
- Financial year : Select Financial Year (dropdown)
- District : Select District (dropdown)
- User ID : User ID (text input)
- Password : Password (text input, with note: Password is case sensitive)
- Forgot User ID (link)
- Forgot Password (link)
- Login (button)
- Reset (button)

At the bottom of the page, it says: 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	rkkk		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:

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:

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	Functionay Name	Staff	Select
1	FTO First Signatory at Gram Panchayat	GP	--Select--	▼	<input type="checkbox"/>
2	Data Entry Opereator 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"/>

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 : Select Financial Year ▼

District : Select District ▼

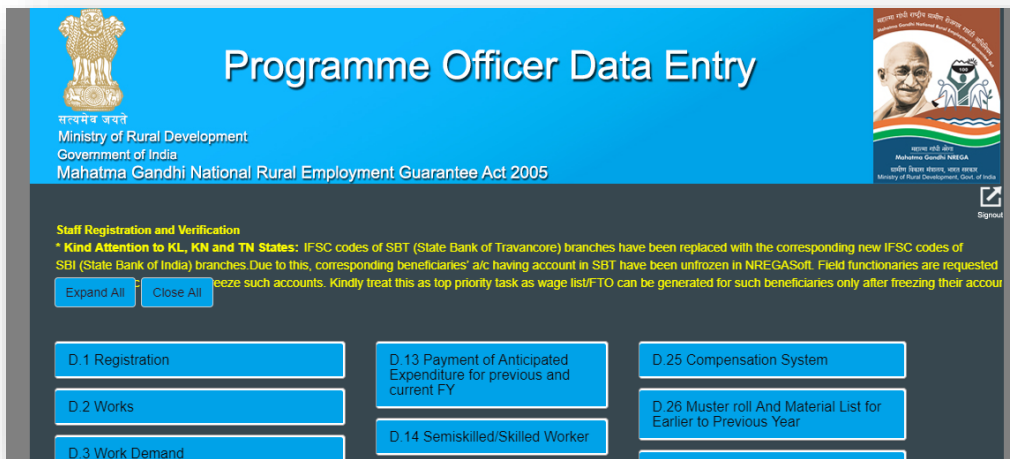
Block : Select Block ▼

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

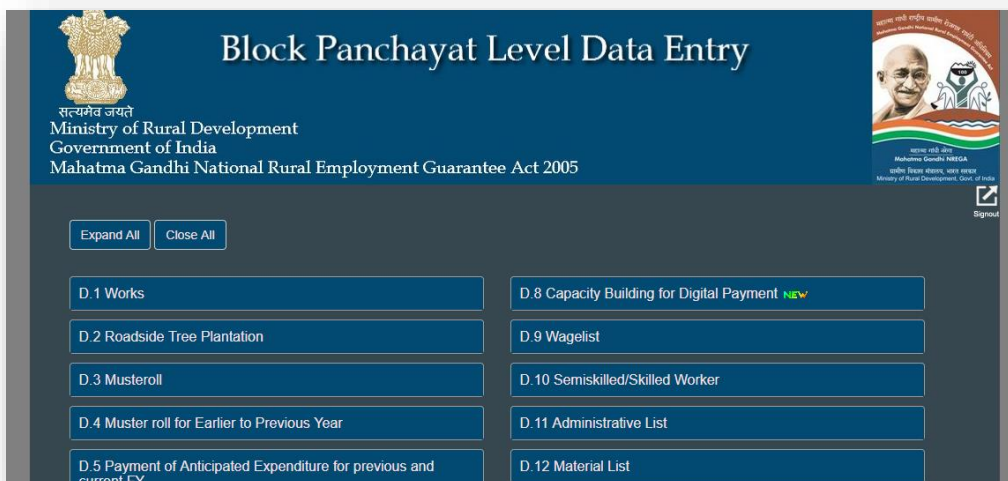


4. Data Entry Operator at Block Level

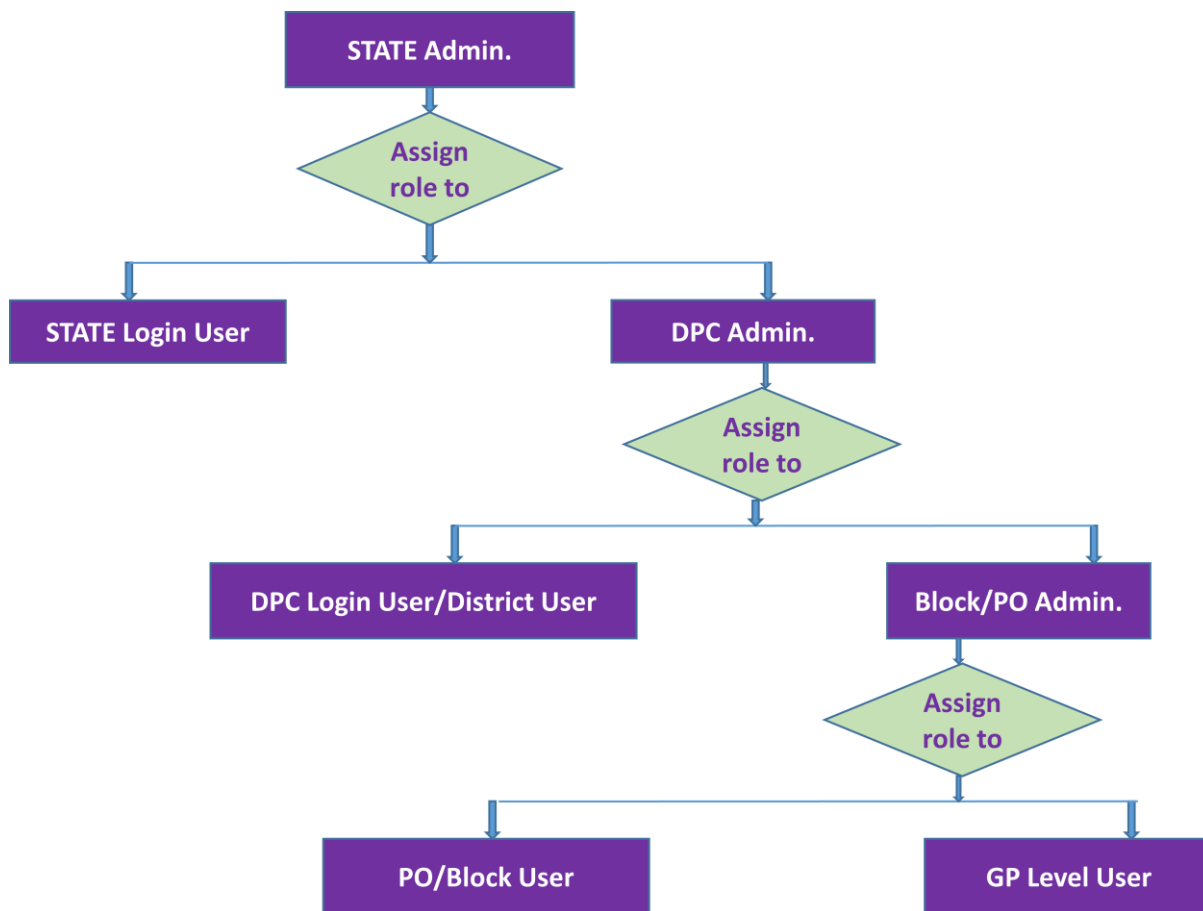
As any staff who has assigned role as 'Data Entry Operator at Block Level',

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:

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



Matrix presentation for role assigning

User	For which level of Staff can be assigned role by 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