

User manual for Staff Registration, Assigning of Role in NREGASoft

1. Registration of login users:

In NREGASoft, now it is mandatory to register login users of Gram Panchayats, Program Officers, Blocks, Zilla Panchayats, Implementing Agencies, District Program Coordinator (DPC) 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.

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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

Submit

2. 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. For e.g. GP user will be authenticated by the higher level login i.e. at PO Login.

The role for registered staffs can be assigned from State DBA/DPC DBA/PO DBA logins.

State DBA can assign

- A role of District DBA to a registered staff at district level.
- Roles to State level staffs.

Similarly,

District DBA can assign

- A registered staff at Blocks as PO-DBA
- A role of PO-DBA to a registered staff at block level.
- Roles to District level staffs.

PO DBA can assign

- Roles to Block level staffs as well as Panchayat level staffs.

District DBA - Role assigning screen

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State : DemoStateCHANDIGARH	DemoDistrictCHANDIGARH	Back Home
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Note: Allow Pop up window to get password by SMS

Assign Role to Staff

District Level Block Level

S.No	Role	Role Level	Functionary Name	Staff	Select
1	FTO First Signatory at DPC Level	ZP	--Select--	▼	<input type="checkbox"/>
2	Administrator at DPC	ZP	--Select--	▼	<input type="checkbox"/>
3	Data Entry Operator at DPC Level	ZP	--Select--	▼	<input type="checkbox"/>
4	FTO Second Signatory at DPC Level	ZP	--Select--	▼	<input type="checkbox"/>
5	Data Entry Operator at Zilla Panchayat	ZP	--Select--	▼	<input type="checkbox"/>

Already Assigned Role

S.no	Roll	Level	Functionary Name	staff Name	Mobile No	Role Code	Send
1	Administrator at Programme officer	BP	Data Entry Operator	Himanshu BL	9868997148	PODBA	<input type="button" value="password"/>
2	Administrator at DPC	ZP	Data Entry Operator	Himanshu DL	9818134868	DPCDBA	<input type="button" value="password"/>

Once user selected 'District' radio button, roles related to district will be shown in a grid. User has to select designation (Functionary Name) and corresponding Staff and click on the check box and then click 'Submit' button.

The bottom panel will show the list of Staffs with the assigned role. To communicate User-id and password to the staff, user has to click 'Password' button. On clicking of 'Password' button, a SMS will be triggered to communicate User-id and password to the Staff on his registered mobile no. In case, if pop-up blocker is disabled in the browser, it should be enabled. If enabled, no password will be sent.

This same User-id and password will be used to login in NREGASoft by the corresponding user.

PO DBA - Role assigning screen

Process is the same as mentioned above for District- DBA but with different levels.

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State : DemoStateCHANDIGARH DemoBlockCHANDIGARH	DemoDistrictCHANDIGARH	Back Home
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Note: Allow Pop up window to get password by SMS

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--	▼	<input type="checkbox"/>
2	Data Entry Opereator at Block Panchayat	BP	--Select--	▼	<input type="checkbox"/>
3	Block Level Technical Staff for Measurement	BP	--Select--	▼	<input type="checkbox"/>
4	FTO Second Signatory at Joint PO Level	BP	--Select--	▼	<input type="checkbox"/>
5	FTO First Signatory at PO Level	BP	--Select--	▼	<input type="checkbox"/>
6	Administrator at Programme officer	BP	--Select--	▼	<input type="checkbox"/>
7	Data Entry Opereator at Programme officer	BP	--Select--	▼	<input type="checkbox"/>
8	FTO Second Signatory at PO Level	BP	--Select--	▼	<input type="checkbox"/>

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