Guidelines to update CBS/Non-CBS Postal Accounts for MGNREGA unskilled workers in NREGASoft

Note:
Postal CBS Account No. : Account No. as per CBS Enabled Post Office.
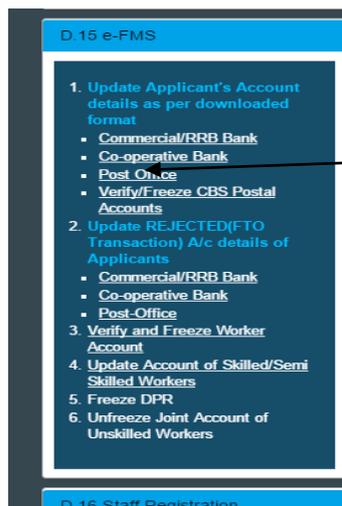SOL-ID   : Unique Id forCBS Enabled Post Office
Non CBS Account No.   : EMO Based Account No. (HO-Code, SO-Code, EMO-Code & Sanchay-Code)

To update account details of workers having account with Post Office, user may use data entry logins of Gram Panchayat or Programme Officer.

On successful login, in the main menu, user may click the following options displayed under**'Update Applicant's Account details as per downloaded format '.**
1. Post Office
2. Verify/Freeze CBS Postal Account

To update the correct account no. for the worker's account rejected in FTO, the same procedure is followed on clicking the options displayed under the heading **'Update REJECTED(FTO Transaction) A/c details of Applicants'**

Post Office

On clickingthe option 'Post office', the following screen will be displayed:

Select Panchayat, if logged from PO login and select type of postal account whether CBS or Non-CBS.

CBS

➢ If 'CBS'option is chosen,the following screen will be shown :

The Mahatma Gandhi National Rural Employment Guarantee Act 01-May-2017

Add/Edit CBS/Non-CBS(EMO based) Post Office Account Details of Unskilled Workers Back Home

State: PUNJAB **District:** AMRITSAR **Block:** ATTARI **Panchayat:** * ABADI BOHRUPUL ▼

○ CBS ○ Non-CBS

Search by Sol ID/CBS Post Office Name: 🔍 (OR) Select (CBS) Post Office Name/SOL-ID: --Select-- ▼

Post Office Address is : LUDHIANA CITY,CHANDIGARH

--Select--
A p. basti (14100301)
Abohar (15211602)
Abohar mandi (15211601)
Abrol nagar pathankot ndtso (14500101)
Adampur ad (14410301)
Adampur doaba so (14410201)
Adda kathar (14410601)
Aerodrome (16000301)
Aggar nagar (14101201)
Ahmedagarh (14802101)
Airforce highground (16000401)
Ajnala (14310201)
Ajnoha (14440401)
Alamwala (15121001)
Alawalpur (Jalandhar) (14430101)
Aliwal so (14350701)
Amargarh (Sangrur) (14802201)
Amloh (14720301)
Amloh road khanna (14140101)

Search by Family-Id: 🔍

Note: * marked fields are mandatory! Tick checkbox to add/edit Workers' post office A/c info. with the above selected details !

S.No.	Registration No.	Applicant Name / Applicant No.	Tick to Edit	Account No.*		Mobile No. of Applicant
1	PB-02-005-001-001/140	ninder kaur 4	☐			
2	PB-02-005-001-001/144	rashpal singh 3	☐			
3	PB-02-005-001-001/148	mukhtar singh 1	☐			
4	PB-02-005-001-001/149	jaspal singh 1	☐			
5	PB-02-005-001-001/150	bhajan singh 1	☐			
6	PB-02-005-001-001/353	bara singh 1	☐			
7	PB-02-005-001-001/354	puran singh 1	☐			
8	PB-02-005-001-001/63	tersem singh 1	☐			

Update Cancel

On selection of 'CBS', only **CBS-enabled** Post offices will be listed in the combo-box and the following list of workers for the selected Panchayatwould be displayed to update account no.:

i) All the workers having no account filled in NREGASoft. (To add)

ii) All the workers with unfrozen CBS Postal accountalready updated in NREGASoft (To edit)

Note: User may search CBS Post office either by Post Office name or by SOL-ID. After selecting CBS Post office, the address corresponds to selected Post office will be displayed.

Now user can select 'Tick to edit' and fill CBS account number, account holder's name and mobile number

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Note: '*' marked fields are mandatory.

Non-CBS:

The Mahatma Gandhi National Rural Employment Guarantee Act 01-May-2017

Add/Edit CBS/Non-CBS(EMO based) Post Office Account Details of Unskilled Workers Back Home

State: PUNJAB **District:** AMRITSAR **Block:** ATTARI **Panchayat:** * ABADI BOHRUPUL ▼

○ CBS ○ Non-CBS

HO Code :* Amritsar(143001) ▼ SO Code :* Naraiangarh(143106) ▼

EMO-Station Code :* 92847 Sanchay Code :* 324

Search by Family-Id: 🔍

Note: * marked fields are mandatory! Tick checkbox to add/edit Workers' post office A/c info. with the above selected details !

S.No.	Registration No.	Applicant Name / Applicant No.	Tick to Edit	Account No.*	Name of Primary Account Holder*	Mobile No. of Applicant
1	PB-02-005-001-001/140	ninder kaur 4	☐			
2	PB-02-005-001-001/144	rashpal singh 3	☐			
3	PB-02-005-001-001/148	mukhtar singh 1	☐			
4	PB-02-005-001-001/149	jaspal singh 1	☐			
5	PB-02-005-001-001/150	bhajan singh 1	☐			
6	PB-02-005-001-001/353	bara singh 1	☐			
7	PB-02-005-001-001/354	puran singh 1	☐			
8	PB-02-005-001-001/63	tersem singh 1	☐			

Update Cancel

On selection of 'Non-CBS', only the Post offices which are **NOT CBS-enabled** will be displayed and the following list of workers for the selected Panchayatwould be displayed to update account no.:

i)   All the workers having no account filled in NREGASoft. (To add)

ii)   All the workers with unfrozen Non-CBS Postal accountalready updated in NREGASoft (To edit)

Now user has to select/fill the Non-CBS post-office details such as HO Code (Head Office), SO Code (Post-Office), EMO-Code, Sanchay Code and 'Tick to edit' column, account number, account holder's name and mobile number.

Note: '*' marked fields are mandatory.

Verify &CBS Post Office Account details of Applicants

If workers' frozen postal account having verified and provided corresponding CBS account no. against the Non-CBS account no. by DoP (Dept. of Post), those workers' account detailswill be shown as follows to be verified by Program Officer.

The Mahatma Gandhi National Rural Employment Guarantee Act   01-May-2017

Verify CBS Post Office Account details of Applicants   Back   Home

State: HARYANA | District: AMBALA | Block: NARAINGARH | Panchayat: * PULEWALA ▼

Village:* PULEWALA ▼

Search by Family-Id: [   ] 🔍

Note: * marked fields are mandatory; Green-> Exact match of Ac holder's name in CBS and Non-CBS; Orange:-> Partial match; Red:-> No match

S.No.	Registration No.	Name of Applicant in Job card / Applicant No.	Name of primary AC Holder (as per NREGASoft)	AC Holder Name (as per CBS)	AC No. (as per NREGASoft)	AC No. (as per CBS)	Post Office (as per NREGASoft)	Post Office (as per CBS)	Confirm whether CBS AC details are correct or not ?*	if NOT confirmed, fill the reason*	Action
1	HR-01-005-001-001/20053	Madan Lal 1	MADAN LAL	MADAN LAL			P.O	Naraingarh	○ Yes ○ No	--Select Reason-- ▼	Edit
2	HR-01-005-001-001/20075	Santu 1	Santu	SANTU RAM			P.O	Naraingarh	○ Yes ○ No	--Select Reason-- ▼	Edit
3	HR-01-005-001-001/20244	Phool Chand 1	Phool Chand	FOOL CHAND			P.O	Naraingarh	○ Yes ○ No	--Select Reason-- ▼	Edit

If account no. of CBS corresponds to Non-CBS account no. is found to be correct, PO can confirm by selecting 'Yes' optionand then record of that worker can be edited (if any) and frozenwith CBS account number to enable payment to be credited to CBS Account number in the new transactions hereafter made.

The Mahatma Gandhi National Rural Employment Guarantee Act   01-May-2017

Verify CBS Post Office Account details of Applicants   Back   Home

State: HARYANA | District: AMBALA | Block: NARAINGARH | Panchayat: * PULEWALA ▼

Village:* PULEWALA ▼

Search by Family-Id: [   ] 🔍

Note: * marked fields are mandatory; Green-> Exact match of Ac holder's name in CBS and Non-CBS; Orange:-> Partial match; Red:-> No match

S.No.	Registration No.	Name of Applicant in Job card / Applicant No.	Name of primary AC Holder (as per NREGASoft)	AC Holder Name (as per CBS)	AC No. (as per NREGASoft)	AC No. (as per CBS)	Post Office (as per NREGASoft)	Post Office (as per CBS)	Confirm whether CBS AC details are correct or not ?*	if NOT confirmed, fill the reason*	Action
1	HR-01-005-001-001/20053	Madan Lal 1	MADAN LAL	MADAN LAL			P.O	Naraingarh	● Yes ○ No	--Select Reason-- ▼	Freeze With CBS AC No / Cancel
2	HR-01-005-001-001/20075	Santu 1	Santu	SANTU RAM			P.O	Naraingarh	○ Yes ○ No	--Select Reason-- ▼	Edit
3	HR-01-005-001-001/20244	Phool Chand 1	Phool Chand	FOOL CHAND			P.O	Naraingarh	○ Yes ○ No	--Select Reason-- ▼	Edit

If PO finds the account numbers are found incorrect, then he can select 'No' optionand the record can be edited and unfrozen as shown below:

The Mahatma Gandhi National Rural Employment Guarantee Act   01-May-2017

Verify CBS Post Office Account details of Applicants   Back   Home

State: HARYANA	District: AMBALA	Block: NARAINGARH	Panchayat: * PULEWALA ▼

Village:* PULEWALA ▼

Search by Family-Id: [____] 🔍

Note: * marked fields are mandatory; Green-> Exact match of Ac holder's name in CBS and Non-CBS; Orange:-> Partial match; Red.-> No match

S.No.	Registration No.	Name of Applicant in Job card / Applicant No.	Name of primary AC Holder (as per NREGASoft)	AC Holder Name (as per CBS)	AC No. (as per NREGASoft)	AC No. (as per CBS)	Post Office (as per NREGASoft)	Post Office (as per CBS)	Confirm whether CBS AC details are correct or not ?*	if NOT confirmed, fill the reason*	Action
1	HR-01-005-001-001/20053	Madan Lal 1	MADAN LAL	MADAN LAL			P.O	Naraingarh	○ Yes ◉ No	--Select Reason-- ▼	Unfreeze AC No / Cancel
2	HR-01-005-001-001/20075	Santu 1	Santu	SANTU RAM			P.O	Naraingarh	○ Yes ○ No	--Select Reason-- ▼	Edit
3	HR-01-005-001-001/20244	Phool Chand 1	Phool Chand	FOOL CHAND			P.O	Naraingarh	○ Yes ○ No	--Select Reason-- ▼	Edit