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Ministry of Rural Development

Deptt. of Rural Development

Government of India

Krishi Bhawan, New Delhi - 110 001

D.O.No. K-11011/2/2008-NREGA(MON)/TS

Dated: April 8, 2010

**Subject: Fully operationalize MIS and start reporting from 1<sup>st</sup> April, 2010**

Dear

Kindly refer to DO NO. K-11011/2/2008-NREGA(MON)/TS dated 24<sup>th</sup> March, 09, 1<sup>st</sup> April, 09, 17<sup>th</sup> September, 09 and 13<sup>th</sup> Jan 2010 in which all States were requested to report on MIS.

2. You may also be aware that Ministry has decided to take all decisions for any fund releases based on the MIS reporting only. This was discussed in the PRC held in March, 2010 and in the Empowered Committee meeting held for the Labour Budget discussion.

3. States like Orissa, Kerala, Karnataka, Madhya Pradesh and Tripura have started reporting on the MIS. You are requested to review the MIS status in your State and declare to be fully operational on all modules of MIS and switch completely to the MIS reporting from 1<sup>st</sup>, April 2010.

4. You are also requested to send the latest MPRs for the month of March, 2010 latest by 15<sup>th</sup> April, 2010.

***With Regards***

Yours sincerely,

  
(Amita Sharma)

Principal Secretary / Secretary  
(Rural Development Department)  
All States/UTs (Except Chandigarh)

## ANNEXURE-1

In order to fully operationalize the MIS following actions needs to be taken in the NREGASoft:

### 1. Job Cards:

- a. All the Job cards in the MIS should have photo.
- b. All the workers who demand for the work must have Bank/Post office Account number.
- c. Information on BPL, Small/ Marginal Farmer need to be updated for the workers registered.

### 2. Works Module:

- a. All works should have the Survey No./ Khata No. / Plot No.
- b. Technical Sanction should give the details of all the activities of the work with quantity ant the amount. It should also give the details of all kinds of materials required for the work with quantity and the amount.

### 3. Muster roll and MB Book:

- a. E- Musters should be generated from the system and then they should be placed in the places for attendance.
- b. Measurement book must be filled with every Muster roll.

4. Wage list should be prepared from the system and then can be sent to Financial Institutions.

### 5. Labour Budget:

- a. All Labour Budgets should be filled into MIS as discussed in the labour budget meeting.

6. **Fast track System** of data entry should not be used.

7. All locations working in Offline mode should download the new **Version 5.0**.