

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

Krishi Bhawan, New Delhi
Dated: 12 December, 2011

To

Principal Secretary / Secretary
Rural development Department
All States/ UTs

Copy to

Sr. Technical Director (NIC)

Subject: Minutes of Meeting of State MIS Nodal Officer Meeting for full MIS operationalization held on 26th November, 2011.

Sir/Madam,

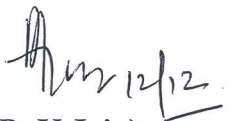
A meeting of the MIS Nodal Officers was held on 26th November, 11 at Unnati Hall, Krishi Bhavan, New Delhi. The objective was to share problems in operationalizing the MIS fully and other issues like e-FMS, Labour budget, etc.

2. Minutes of the meeting are enclosed and also uploaded on the website (<http://nrega.nic.in> under the link "Circulars→ M&E [MIS&ICT]).

3. You are requested to review and take immediate measures so that MIS is fully operationalized for the financial year 2011-12 from the beginning. It may please be noted that fund release henceforth would be based on reports generated from MIS.

4. Ministry has already taken some action and would be happy to resolve operational problems, if any.

Yours faithfully


(D. K Jain)

Joint Secretary

Enclosure: Minutes of meeting: 26th November, 2011

Minutes of the proceedings of the meeting held on 26.11.2011 at 11:00 AM in, Krishi Bhavan, New Delhi to review full MIS operationalization by all States/UTs.

Participants:

- 1) Sh. D. K Jain, Joint Secretary (MGNREGA)
- 2) Sh. N. Muruganandam, Joint Secretary (MGNREGA)
- 3) Sr. Technical Director, NIC.
- 4) MIS Officers, Technical Secretariat, MoRD.
- 5) State MIS Nodal Officer and representatives of States and UTs.

The meeting with State Nodal Officers for MIS was held under the chairperson of Joint Secretary, (MGNREGA). The attendance sheet of participants is enclosed. Following State were not represented: Arunachal Pradesh, Chandigarh, D&N Haveli, Daman & Diu, Goa, Punjab, Lakshadweep, Puducherry, Uttar Pradesh, Orissa, Madhya Pradesh, Meghalaya, Manipur, Nagaland, J&K and Bihar. Following instructions were given to the State MIS Nodal Officers:

I. Instructions to the States:

1. Suggestive organization structure for strengthening of MIS unit:

MoRD shared with all States/UTs a suggestive organization structure for strengthening of MIS unit at State, District and Block. The same was discussed with the participant from States for their comments which are as follows:

States like Rajasthan, Haryana, Gujarat and Uttarakhand highlighted the issue of retaining the contractual staff because of reasons like salary not as per market rates and/ or people moving for better opportunities.

Assam has placed around 10 officers in the State cell which are dedicated to MGNREGA related activities. In Gujarat there is a team of 5, dedicated for MGNREGA cell. Tripura has engaged NICS and Karnataka has engaged KEONICX.

JS (MGNREGA) suggested that a minimum core group should be placed with dedicated professionals. One way of engaging professional can be from NISCI or similar/other agencies. For job description and other details State may wish to write to NISCI.

2. Opening and Closing Balance for FY 2010-11 and 2011-12.

- a. There is a difference in the Opening Balance (OB) and Closing Balance (CB) in MIS and MPR reporting by almost all States/UTs. States were suggested that they must write to the Ministry for opening the data entry (FY 10-11) for the purpose of reconciling the CB & OB.
- b. Opening Balance (OB) and Closing Balance (CB) for the FY 2010-11 should match both in the MIS and the MPR for the month of March, 2011.
- c. Rajasthan agreed to get it done by 15th Dec, 11 and Karnataka by 10th Dec, 11.
- d. Only North Eastern States like Mizoram whose current MIS reporting is lagging behind must focus on current FY 11-12 data entry into the MIS.
- e. Sr. Tech. Director clarified that:
 - i. Edit option is given to change OB one time. If it is changed 2nd time then system ask for if it is audited OB. If case is so then system freezes it.
 - ii. Nodal officer at state level have option to freeze and unfreeze or edit the freezed OB.
- f. Rajasthan suggested that there should be two columns in the financial report:
 - i. Col 1 : CB & OB as per CA
 - ii. Col 2: CB & OB as per Cash Book

Sr. TD (NIC) was asked to make changes accordingly.

3. Financial Releases:

- a. Data on MIS will be treated as actual expenditure for all releases henceforth, for current year and onwards. In case if there are any issues states may raise these and get it resolved in 15 days time.
- b. It was decided in consultation with the following states that MIS figures will be taken as MPRs:

Karnataka, Jharkhand, Orissa, Tripura, Kerala and Haryana.

4. Work completion rate:

- a. Partial closure of works allowed only for those works which started before FY 10-11.
- b. States are required to enter the total expenditure incurred if any, status of the work and declare it closed.
- c. States to delete all the work on which no expenditure has been done prior to FY 10-11.

5. States were asked to analyze the following and report to MoRD :

- a. In case benefit has been given by taking up Category IV work on individual lands, whether dependency of that family on MGNREGA has reduced.
- b. Reasons for decline in the performance in Karnataka, Jharkhand, Tripura, Gujarat, Andhra Pradesh, West Bengal and Orissa under MGNREGA.

6. e-FMS:

- a. A detailed presentation was given on the pre-requisite for the implementation of e-FMS and the activities to be under taken by the States.
- b. The above presentation and e-FMS document has been uploaded on the MGNREGA website (http://nrega.nic.in/circular/mis-mpr_circular.html).
- c. MIS Nodal officers were directed to share these documents on eFMS with the Principal Secretary/ Secretary. In case if any State want to start eFMS system in their state, a written request should be sent to MoRD with implementation & rollout plan with timelines.
- d. Apart from four pilot states (Karnataka, Orissa, Rajasthan and Gujarat); State Government of Uttar Pradesh, Chhattisgarh, West Bengal and Tamil Nadu (2 blocks in 2 districts: Vellore and Thanjavur) have also shown their interest to implement eFMS on pilot basis in their State.
- e. Based on MIS operationalization status, it was felt that Tripura, Kerala and Haryana must take a lead in opting for eFMS system.
- f. After detailed discussion on roll out of eFMS with all States, JS (MGNREGA) suggested that all States should work on objective of

using only eFMS as mode of all payments and avoid the use of any cheque under MGNREGA.

- g. To monitor the progress in pilot states (Karnataka, Orissa, Rajasthan and Gujarat); it was decided that every Friday at 5:00 PM VC with all 4 states must be done.
- h. Karnataka informed that in their case first signatory is PDO and 2nd is President. This needs to be kept in mind while implementing the e-FMS project in Karnataka.
- i. Andhra Pradesh was requested to send the alerts and limits at different levels implemented by state in the AP eFMS system so that it can be shared with other States.

7. TIN Number of Vendors:

- a. States were informed that in the NREGASoft there are following provision of selecting vendors for payments:
 - i. Select "Local Vendor" option from the combo box for vendors not having TIN number.
 - ii. Another option is to select vendors from the drop down combo box which are derived from the master list created by the State. In order to get a vendor added in this master list; TIN number of this vendor is mandatory.

8. Photos of Works and Workers under MGNREGA:

- a. MIS Nodal officers were directed to expedite uploading of photos of works and workers under MGNREGA as this is being monitored by CVC. States were asked to refer to circular dated 10th October, 2011 available at <http://mgnrega.nic.in> (http://nrega.nic.in/circular/Photo_workers_pl_public_domain.pdf)

9. Aadhaar Number updation

- a. States were requested to expedite populating of Aadhaar number in NREGASoft. For this provision of its updation has been made in the Job Cards in MIS and reports made available for monitoring the status on the same.

10. Check in the MIS:

- a. All States were directed to send by 15th December, 2011 the list of new checks to be introduced in order to restrict erroneous data entry in the MIS.
11. All States should analyze and submit the action taken on the issue of low work completion rate of the works.
12. States have been provided with provision to download the complete MIS data. State MIS officers must start doing the analysis on downloaded data and share their experience with the MoRD.

13. Andhra Pradesh:

- a. State to upload all data in NREGASoft and clear the backlog of FY 10-11 and FY 11-12.
- b. State representative from TCS was directed to send the data to NIC, New Delhi on top priority.

14. Assam:

- a. Assam to send the list of blocks for the requirement of internet connectivity through VSATs.

II. Action to be taken by MoRD

- a. Meeting with Department of Financial Services and RBI for a discussion on relaxation / waiver of NEFT charges under eFMS project in MGNRGEA.
- b. List of all DRDAs which have not given recipient account details
- c. Instructions to line dept to maintain separate A/c for better handling of interest amount.

III. Action to be taken by NIC, New Delhi

1. Bank and Account number related issues:
 - a. IFSC code for banks should not be made mandatory while entering the Bank details in the NREGASoft.
 - b. NREGASoft to have provision to have more than one bank per GP.
2. Reports:
 - a. Age analysis report on works.

- b. NIC to provide Dynamic/ Open Query System to run customized queries by the respective States latest by 15th Dec, 2011
 - c. MR Vs MB report to be drilled down to GP level for better monitoring.
 - d. NIC to prepare a report reflecting the details of OB with the Post Offices in the financial statement and fund flow statement.
3. NIC to see the possibility to interface with the estimation software developed by SIRD Pune as per Govt. of Karnataka requirements.
