

User manual for Staff Registration, Assigning of Role, login for Implement Agency/line Department users 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.

Ministry of Rural Development
Department of Rural Development
04-Oct-20

the Mahatma Gandhi National Rural Employment Guarantee Act

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MGNREGA Staff Required at State Level

State: CHANDIGARH

Select Level for Staff
 State District Block Panchayat

Line Department MGNREGA

Category: Agriculture Agency Name: Agriculture

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 Row

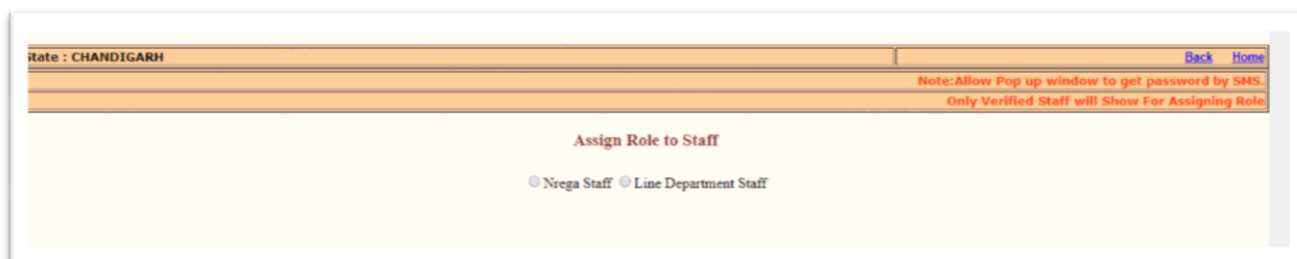
2. Assigning role to registered staff:

Once registration is completed, the registered staff details will be available to immediate next higher level login for assigning roles to these registered staffs. Like:

Who and how the role assign task will be done.

1. State DBA/ DPC Administrator

To assign role to Implement Agency/Line Department Staff at different level



Role assigning for Line Department Staff/Implement agency can be done by State DBA and DPC Admin only. Line Department Staff/Implement agency Staff can assign role for **Data Entry** at District, Block and GP level and **FTO** (first and Second signatory) at District Level only.

State DBA will login and will go to 'Assign role to Staff' option. Here same screen will come which has been using for assigning role to NREGASoft staff. Now you have 2 option, Nrega Staff option is same as earlier option available for assigning role to NREGA staff, another option '**Line Department**' will be used to assign role to Line Department Staff. On its selection, you will get another list along option District, Block and GP. Here State/DPC Admin has to take care for the level of work for which User has to be assigned role.

If User has to assign role at

District level On selection of District, all the districts will be shown in the combo box. Select the district for which you have to assign staff for Data Entry or FTO first or second signatory for line department staff. Now, in the grid, you please select 'Functionary name' (Designation) and all the staffs corresponding to selected designation will be displayed. Select the Staff to whom role has to be assigned. And click 'Check box' and then click 'Submit' button.

Assign Role to Staff

Nrega Staff Line Department Staff
 District Block GP

Select District: DemoDistrictCHANDIGARH

S.No	Role	Role Level	Functionay Name	Staff	Select
1	FTO First Signatory at Implementing Agency	IM	--Select--		<input type="checkbox"/>
2	Administrator at Implementing Agency	IM	--Select--		<input type="checkbox"/>
3	Implementing Agency Level Technical Staff for Measurement	IM	--Select--		<input type="checkbox"/>
4	Data Entry Operator at Implementing Agency	IM	--Select--		<input type="checkbox"/>
5	FTO Second Signatory at Implementing Agency	IM	--Select--		<input type="checkbox"/>

S.no	Roll	District	Block	Panchayat	Level	Functionary Name	staff Name	Mobile No	Role Code	Status	Send
1	FTO First Signatory at Implementing Agency	DemoDistrictCHANDIGARH			ZP	District Programme Coordinator	Dis Imp user	9900000002	IMACC		<input type="text" value="password"/>

Block level

On selection of Block, all the districts will be shown in the combo box. Select the district, then all block for this selected district will be shown in the combo box for which you have to assign staff for Data Entry for line department staff. Now, in the grid, you please select 'Functionary name' (Designation) and all the staffs corresponding to selected designation will be displayed. Select the Staff to whom role has to be assigned. And click 'Check box' and then click 'Submit' button.

Assign Role to Staff

Nrega Staff Line Department Staff
 District Block GP

Select District: DemoDistrictCHANDIGARH

Select Block: DemoBlockCHANDIGARH

S.No	Role	Role Level	Functionay Name	Staff	Select
1	Data Entry Operator at Implementing Agency	IM	--Select--		<input type="checkbox"/>

S.no	Roll	District	Block	Panchayat	Level	Functionary Name	staff Name	Mobile No	Role Code	Status	Send
1	FTO First Signatory at Implementing Agency	DemoDistrictCHANDIGARH			ZP	District Programme Coordinator	Dis Imp user	9900000002	IMACC		<input type="text" value="password"/>

GP level

On selection of GP, all the districts will be shown in the combo box. Select the district, then all block for this selected district will be shown in the combo box, then all Panchayat for this selected block will be shown in the combo box for which you have to assign staff for Data Entry for line department staff. Now, in the grid, you please select 'Functionary name' (Designation) and all the staffs corresponding to selected designation will be displayed. Select the Staff to whom role has to be assigned. And click 'Check box' and then click 'Submit' button.

Assign Role to Staff

Nrega Staff Line Department Staff

District Block GP

Select District:

Select Block:

Select Panchayat:

S.No	Role	Role Level	Functionay Name	Staff	Select
1	Data Entry Operator at Implementing Agency	IM	--Select--		<input type="checkbox"/>

S.no	Roll	District	Block	Panchayat	Level	Functionary Name	staff Name	Mobile No	Role Code	Status	Send
1	FTO First Signatory at Implementing Agency	DemoDistrictCHANDIGARH			ZP	District Programme Coordinator	Dis Imp user	9900000002	IMACC		<input type="text" value="password"/>

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.**