

**File No. 12034/01/2016-RE - I (347366)**  
**Ministry of Rural Development**  
**Government of India**

Krishi Bhavan, New Delhi  
Date: 17<sup>th</sup> November, 2016

To,  
**The Commissioner (MGNREGA),**  
**Department of Rural Development,**  
**All States/UTs**

Sub: **Maintenance of 7 Mandatory Registers at the Gram Panchayat Level**

The Ministry in consultation with the States/ UTs has simplified and minimized the numbers of Registers to be maintained at the Gram Panchayat level with a view to enable the Gram Rojgar Sahayaks to spend their time effectively and gainfully in ensuring smooth implementation of the programme and not to be bogged down by the maintenance of Records and Registers alone.

The formats of these 7 Registers along with instructions for maintaining each of them were compiled into a booklet and shared with the States vide D.O. No. L- 12034/01/2016-RE - I (347366) dated 7th October, 2016 with a request to disseminate the Registers up to the Gram Panchayat level and to ensure maintenance of these Registers latest by 31<sup>st</sup> December, 2016. The States were also requested to get the formats translated into regional languages. A Hindi translation of the booklet has been uploaded on the website on 3<sup>rd</sup> November 2016.

To facilitate the monitoring of transition to these 7 Registers from existing plethora of Registers existing now, an MIS interface has been created in the Programme Officer's login on NREGASoft, wherein, the Programme Officer can update the status with respect to Gram Panchayats that have started to maintain of these 7 Registers. The detail of the interface given in the NREGASoft is enclosed for ready reference.

The States/ UTs are requested to ensure that the facility is utilised to regularly update the status of Gram Panchayat with respect to starting the maintenance of these 7 Registers.

**Encls: As above.**

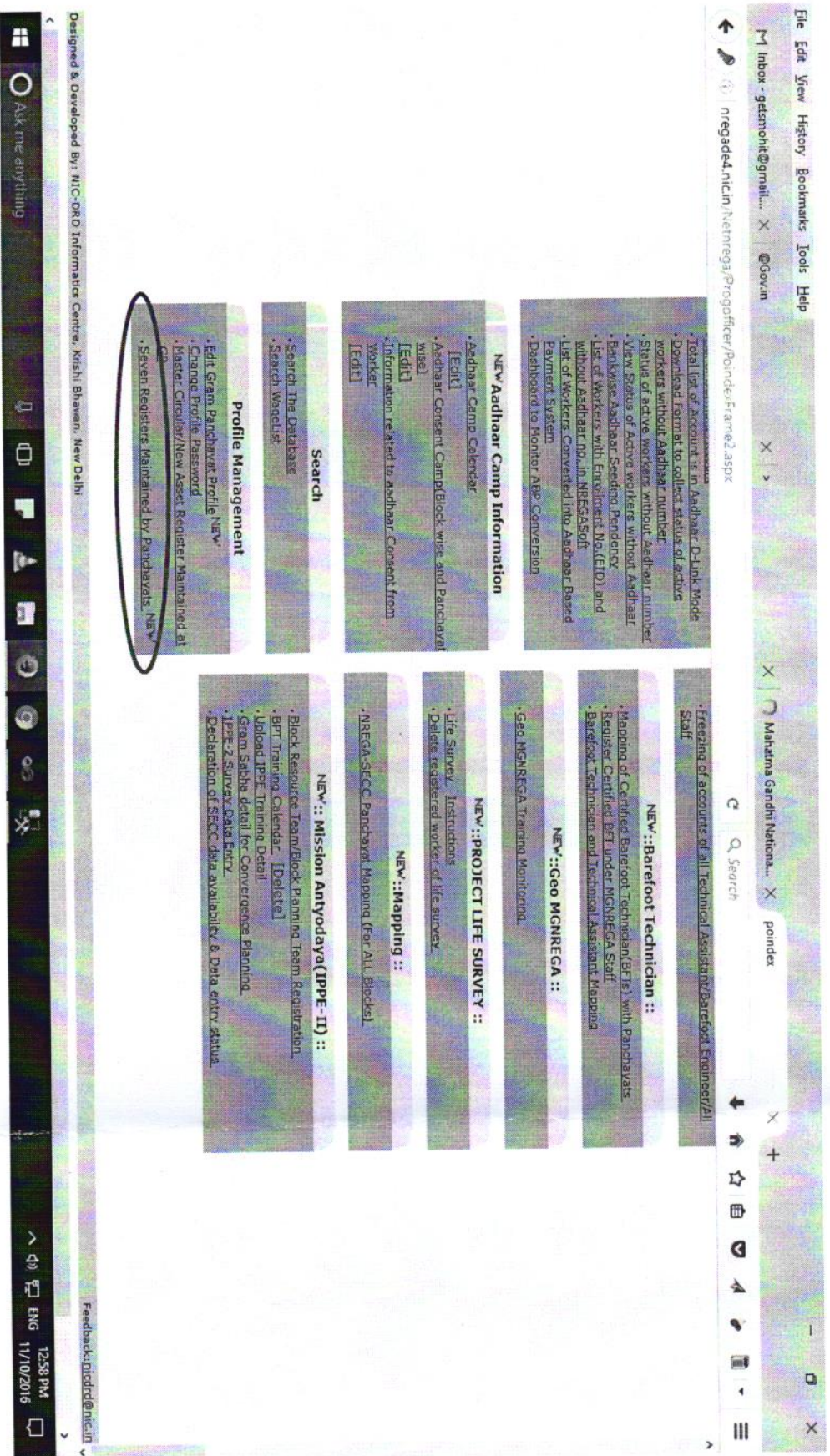
Yours Faithfully

  
**(Aparajita Sarangi)**  
Joint Secretary (MGNREGA)

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## Procedure for updating the status of Gram Panchayats with respect to status of maintenance of 7 Registers, as per the new formats

1. The link for accessing the entry page for updation of status is provided under PO login in NREGASoft under the label 'Seven Registers Maintained By Panchayats'. The screen shot below indicates the position of the link on PO login page.



2. On clicking the link the status updation page will appear. Please see the screen shot.

State: JHARKHAND      District: BOKARO      Block: CHAS

### Seven Registers Maintained by Panchayats

**REGISTER - I**  
 • REGISTER FOR JOB CARD APPLICATION, JOB CARD  
 • REGISTRATION, JOB CARD ISSUE AND  
 • HOUSEHOLD EMPLOYMENT REPORTS

**REGISTER - II**  
 REGISTER FOR -  
 • GRAM SABHA (Meeting)-MINUTES, RESOLUTIONS AND PRIORITISED LIST OF WORKS  
 • SPECIAL SOCIAL AUDIT GRAM SABHA (MEETING)-MINUTES, RESOLUTIONS AND ACTION TAKEN REPORTS

**REGISTER - III**  
 REGISTER FOR -  
 • DEMAND FOR WORK  
 • ALLOCATION OF WORK  
 • PAYMENT OF WAGES REGISTER

**REGISTER - IV**  
 • REGISTER FOR WORK

**REGISTER - V**  
 • FINED ASSET REGISTER

**REGISTER - VI**  
 • COMPLAINT REGISTER

**REGISTER - VII**  
 • MATERIAL REGISTER

S.No	Panchayat	Seven Registers Maintained By GP	Check
1	ALKUSA	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
2	BELUNIA	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
3	BIJULIA	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
4	BADHADIH	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
5	DUARIKA	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
6	BANDHGORA	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
7	BHANDRO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
8	BARAPOKHAR	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
9	BABUDIH	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
10	BANSNGORA EAST	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
11	BANSNGORA WEST	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
12	BHATUA	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
13	CHANDAHA	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
14	CHAINPUR	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>
15	CHAKULIYA	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>

1 2 2 4     

3. The status of under column **Seven Registers Maintained by GP** is **No** by default. The Programme Officer is required to verify whether the Gram Panchayats under column **Panchayat** are maintaining these 7 Registers (as listed) or not and accordingly update the status of only those Gram Panchayats that have started maintenance of all the 7 Registers by ticking the check box under column **Check** and submitting the status by clicking the **Submit** button. This will update the status of Gram Panchayat into **Yes** under the column **Seven Registers Maintained by GP**.