To,

The Principal Secretary/ Secretary/ Commissioner (Incharge MGNREGA),
Department of Rural Development & Panchayati Raj
All States/UTs

Sub.: Providing Job Card to all Landless casual labourer’s HHs as per SECC -reg.

Madam/Sir,

This is for information that the Ministry has taken a decision to provide Job Card under MGNREGA to each of the willing 5.4 crore landless casual labourer’s HH as per Socio Economic and Cast Census (SECC).

In that regard, the Ministry has made a provision in NREGASoft to map SECC data with the NREGASoft data w.r.t. HH and individuals. NREGASoft is needed to be updated regarding the willingness of the HH to work under MGNREGA. The detailed guideline/User manual for mapping the SECC data with NREGASoft data is annexed.

All States/UTs are requested to do the survey on the basis of the accompanying format and update the SECC data in NREGASoft by 15th January, 2017.

Yours faithfully,

Encl. As above

(Aparajita Sarangi)
Joint Secretary (MGNREGA)
011-23383553
SECC landless manual casual labour mapping with MGNREGA household

1. Printing of SECC Household and Member list for landless manual casual labor

SECC Household and Members List for Landless Casual Labor is available for downloading/Printing at PO-Report’s page under link “SECC List for Landless Casual Labour Survey”.

States (NREGA Soft’s home page)->click on the state->click on district->click on Block

This will open the PO’s/Block’s report home page. Click on the link “SECC List for Landless Casual Labor Survey” it will show the below screen.
### SECC Household & Members List for Landless Casual Labour

<table>
<thead>
<tr>
<th>Village: Thara (106)</th>
<th>Name of the Head of the HH</th>
<th>TIN No.</th>
<th>Age</th>
<th>Social Category</th>
<th>Father's Name/Mother's Name</th>
<th>Whether having NREGA Job card (YES/NO)</th>
<th>IF No., Whether willing for NREGA Job Card (YES/NO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Suresh Singh</td>
<td>1031101000000001400051001</td>
<td>41</td>
<td>SC</td>
<td>Kishan Singh</td>
<td>Yes</td>
<td>2. Sunita Singh</td>
<td>No</td>
</tr>
<tr>
<td>2. Manjeet</td>
<td>1031101000000001400051001</td>
<td>40</td>
<td>SC</td>
<td>Kishan Singh</td>
<td>Yes</td>
<td>3. Sunita Singh</td>
<td>No</td>
</tr>
<tr>
<td>4. Lajpreet</td>
<td>1031101000000001400051001</td>
<td>15</td>
<td>SC</td>
<td>Kishan Singh</td>
<td>Yes</td>
<td>5. Sunita Singh</td>
<td>No</td>
</tr>
</tbody>
</table>

### Notes:

a) User has to select Tehsil/ Taluk and Gram Panchayat as per SECC.
b) Select printing option Local Language or English. List will be printed in local language of State, if data is provided in local language.
c) **Rows in single page:** User can set the number of rows printed in one page as per the printer setting. Default is 45 rows per A4 size page in landscape orientation.
d) **Submit:** Click on submit button to display the list. All the members of the household will be displayed with the following columns.
e) **Name of the Head of the HH:** Name of the family head of the house hold as per SECC survey 2011.
   i. **TIN No.** : Unique SECC member number.
   ii. **Age:** Age of the member as per SECC.
   iii. **Social Category:** Social Category of the SECC family.
   iv. **Father's Name/Mother's Name:** Father/Mother name of the member as per SECC.
   v. **Whether having NREGA Job card (YES/NO):** It is to be surveyed that SECC family have NREGA Job card. User/Surveyor has to write “Yes”/“Y”. If family do not have Mahatma Gandhi NREGA Job card write “No”/“N”.

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vi. **If Yes, Enter Job Card number:** If SECC family has job card then mention the job card number. If all the SECC members are in one NREGA Job card then mention the NREGA job card number against any one member of the family, preferably head of the family. If SECC family have more than one job card then fill NREGA job card in front of respective member name.

vii. **If no, Whether willing for NREGA Job Card (YES/NO):** If SECC family has no MGNREGA job card and have willingness to register for MGNREGA Job card, User may fill “Yes”. If SECC family is not willing for getting NREGA job card, in that case User may fill “No”.

The printed list should be used for field verification/survey.

2. **Data entry of SECC Household and Member list for landless manual casual labour**

The surveyed SECC family’s details can be entered in NREGA Soft from PO/GP data entry login.

Option is available under the section “Mapping” with link name “SECC Manual Casual Household mapping to NREGA Job Card”. As shown below.
a) After surveying, the data would be entered through PO Login.
b) State, district, and block are as per login and cannot be changed.
c) **Mahatma Gandhi NREGA Panchayat**: User has to select the panchayat as per NREGA Soft.

d) **NREGA Village**: User has to select the village as per NREGA Soft.

e) **SECC Tahsil/Taluka**: Select SECC Tahsil/Taluka of the district.

f) **SECC Village**: Select SECC village of the select Tahsil/Taluka and same as the NREGA village selected.

g) List of SECC household and member details shall be displayed in grid.

   a. **Name of the Head of the HH**: Name of the family head of the household as per SECC survey 2011.

   b. **TIN No.**: Unique SECC member number.

   c. **Age**: Age of the member as per SECC.

   d. **Social Category**: Social Category of the SECC family.

   e. **Father’s Name/Mother’s Name**: Father/mother name of the member as per SECC.

   f. **Whether having NREGA Job card (YES/NO)**: Select “Yes” if SECC household have NREGA JOB card else select “No”.

   g. **Family Id**: If SECC family have NREGA Job card then the Job card can be searched by “Family id” within the selected NREGA village.

   h. **If Yes, Enter Job Card number**: If SECC family have job card then Mahatma Gandhi NREGA Job Card number can be selected from the dropdown list.

   i. **If No, Whether willing for NREGA Job Card (YES/NO)**: If SECC family has no Mahatma Gandhi NREGA job card and willing for NREGA JOB CARD then select “Yes” else select “No”. If all the SECC members are in one NREGA Job card then mention the NREGA job card number against any one member of the family, preferably head of the family. If SECC family have more than one job card then fill Mahatma Gandhi NREGA job card in front of respective member name.

   j. **Select**: Select the row/member to be updated.

h) **Map**: Click on “Map” button to save the mapping data.