F. No. L-12053/04/2012-RE-I (353050) (Part)
Government of India
Ministry of Rural Development
Department of Rural Development

Krishi Bhawan, New Delhi
Date: 02-12-2016

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.
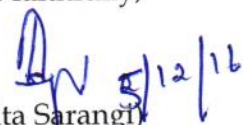
Madam/Sir,

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

User Manual

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.

State :	PUNJAB ▼	District:	Faridkot ▼	Tehsil/ Taluk:	Faridkot ▼	Gram Panchayat:	AULAKH (123)(GF ▼
⚪ Local Lang ⚫ English						Rows in single page:	45 ▼

submit

SECC Household & Members List for Landless Casual Labour

State: PUNJAB		District: Faridkot		Block: Faridkot		Gram Panchayat: AULAKH (123)			
#	Name of the Head of the HH	TIN No.	Age	Social Category	Father's Name/Mother's Name	Whether having NREGA Job card(YES/NO)	If Yes,Enter Job Card number	If No,Whether willing for NREGA Job Card(YES/NO)	
	Village:Thara (106)								
1	GURMEL SINGH/ਗੁਰਮੇਲ ਸਿੰਘ (HEAD)	11031100100040000001400051001	41	SC	ਆਤਮਾ ਸਿੰਘ/ਬਲਵੀਰ ਕੌਰ				
	MANJEET KAUR/ਮਨਜੀਤ ਕੌਰ (WIFE)	11031100100040000001400051002	40	SC	ਲਾਲ ਸਿੰਘ/ਸੁਰਜੀਤ ਕੌਰ				
	JASPREET SINGH/ਜਸਪ੍ਰੀਤ ਸਿੰਘ (SON)	11031100100040000001400051004	17	SC	ਗੁਰਮੇਲ ਸਿੰਘ/ਮਨਜੀਤ ਕੌਰ				
	LAVPREET SINGH/ਲਵਪ੍ਰੀਤ ਸਿੰਘ (SON)	11031100100040000001400051005	15	SC	ਗੁਰਮੇਲ ਸਿੰਘ/ਮਨਜੀਤ ਕੌਰ				
2	NACHHTTER SINGH/ਨਛੱਤਰ ਸਿੰਘ (HEAD)	11031100100040000001500101001	45	SC	ਅਰਜਨ ਸਿੰਘ/ਕਰਤਾਰ ਕੌਰ				
	JASMEL KAUR/ਜਸਮੇਲ ਕੌਰ (WIFE)	11031100100040000001500101002	43	SC	ਐਲ ਸਿੰਘ/ਗੁਰਨਾਮ ਕੌਰ				
	AVATAR SINGH/ਅਵਤਾਰ ਸਿੰਘ (SON)	11031100100040000001500101003	19	SC	ਨਛੱਤਰ ਸਿੰਘ/ਜਸਮੇਲ ਕੌਰ				
	SUKHVEER KAUR/ਸੁਖਵੀਰ ਕੌਰ (DAUGHTER)	11031100100040000001500101004	16	SC	ਨਛੱਤਰ ਸਿੰਘ/ਜਸਮੇਲ ਕੌਰ				
	PARMATMA SINGH/ਪਰਮਾਤਮਾ ਸਿੰਘ (SON)	11031100100040000001500101005	14	SC	ਨਛੱਤਰ ਸਿੰਘ/ਜਸਮੇਲ ਕੌਰ				
3	PAPPU SINGH/ਪੱਪੂ ਸਿੰਘ (HEAD)	13031100100040000001400002001	23	SC	ਬੰਤ ਸਿੰਘ/ਮਲਕੀਤ ਕੌਰ				
	CHARANJEET KAUR/ਚਰਨਜੀਤ ਕੌਰ (WIFE)	13031100100040000001400002002	22	SC	ਗੁਰਦੀਪ ਸਿੰਘ/ਗੁਰਦੇਵ ਕੌਰ				
	GURTEJ SINGH/ਗੁਰਤੇਜ ਸਿੰਘ (SON)	13031100100040000001400002003	3	SC	ਪੱਪੂ ਸਿੰਘ/ਚਰਨਜੀਤ ਕੌਰ				
4	JASPREET KAUR/ਜਸਪ੍ਰੀਤ ਕੌਰ (WIFE)	13031100100040000001500077002	43	SC	ਨਛੱਤਰ ਸਿੰਘ/ਬਲਦੇਵ ਕੌਰ				
	GURJEET SINGH/ਗੁਰਜੀਤ ਸਿੰਘ (SON)	13031100100040000001500077004	9	SC	ਇਕਬਾਲ ਸਿੰਘ/ਜਸਪ੍ਰੀਤ ਕੌਰ				
	ASIHDEEP KAUR/ਅੇਸ਼ਦੀਪ ਕੌਰ (DAUGHTER)	13031100100040000001500077005	6	SC	ਇਕਬਾਲ ਸਿੰਘ/ਜਸਪ੍ਰੀਤ ਕੌਰ				
5	JAGSIR SINGH/ਜਗਸੀਰ ਸਿੰਘ (HEAD)	13031100100040000001500102001	61	SC	ਅਰਜਨ ਸਿੰਘ/ਕਰਤਾਰ ਕੌਰ				
	GURDAS KAUR/ਗੁਰਦਾਸ ਕੌਰ (WIFE)	13031100100040000001500102002	60	SC	ਐਲ ਸਿੰਘ/ਗੁਰਨਾਮ ਕੌਰ				
	RANGDAL SINGH/ਰੰਗਧਾਰ ਸਿੰਘ (SON)	13031100100040000001500102003	19	SC	...				

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".

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.

- Bankwise Aadhaar Seeding Pendency
- List of Workers with Enrollment No.(EID) and without Aadhaar no. in NREGASoft
- List of Workers Converted into Aadhaar Based Payment System
- Dashboard to Monitor ABP Conversion

NEW Aadhaar Camp Information

- Aadhaar Camp Calendar
  [Edit]
- Aadhaar Consent Camp(Block wise and Panchayat wise)
  [Edit]
- Information related to aadhaar Consent from Worker
  [Edit]

Search

- Search The Database
- Search WageList

Profile Management

- Edit Gram Panchayat Profile NEW
- Change Profile Password
- Master Circular/New Asset Register Maintained at GP
- Seven Registers Maintained by Panchavats NEW

NEW ::Geo MGNREGA ::

- Geo MGNREGA Training Monitoring

NEW ::PROJECT LIFE SURVEY ::

- Life Survey   Instructions
- Delete registered worker of life survey

NEW ::Mapping ::

- NREGA-SECC Panchayat Mapping (For ALL Blocks)
- NEW SECC Mannual Casual Household Mapping to Nrega Job Card

NEW :: Mission Antyodaya(IPPE-II) ::

- Block Resource Team/Block Planning Team Registration
- BPT Training Calendar [Delete]
- Upload IPPE Training Detail
- Gram Sabha detail for Convergence Planning
- IPPE-2 Survey Data Entry
- Declaration of SECC data availability & Data entry status