AADHAAR CAMPS MANUAL
PLANNING CALENDER, REPORTING & MONITORING

Enabling provision in NREGASoft...
JULY, 2017

Ministry of Rural Development
MGNREGA DIVISION
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➢ INTRODUCTION TO MANUAL

To facilitate uploading of Aadhaar camp calendar and day to day monitoring by states of their respective GPs/ blocks/ districts enabling provision have been effected into NREGASoft.

Accordingly, States/ UTs to run fresh round of Aadhaar camps from 25th July, 2017 and upload the camp calendar (GP/ block-wise) latest by 20th July, 2017. There will be reports to monitor the progress of camps against the calendar and details of the consent taken.

A user manual to upload and monitor the progress is illustrated in the following sections. However, in case if there is any request for any changes or reports that will further strengthen the DBT monitoring, states/ UTs may write to MoRD.

➢ USER MANUAL SNAPSHOT

<table>
<thead>
<tr>
<th>FORMATS</th>
<th>BRIEF DETAIL</th>
<th>AVAILABILITY IN NREGASoft</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format 1</td>
<td>(New) To Capture Aadhaar Camp Calendar (Block Wise/ Panchayat Wise)</td>
<td>PO / GP Login</td>
</tr>
<tr>
<td>Format 2</td>
<td>(New) To Capture Information related to Aadhaar Enrolment/Seeding and Consent during Camp (Block wise/Panchayat wise).</td>
<td>PO / GP Login</td>
</tr>
<tr>
<td>Format 3</td>
<td>(Existing) Capture Consent while Adding new Aadhaar Number/ Enrolment Number in NREGASoft</td>
<td>PO /GP Login.</td>
</tr>
<tr>
<td>Format 4</td>
<td>(New) Capture Consent of already existing Aadhaar of workers in NREGASoft</td>
<td>PO / GP Login</td>
</tr>
</tbody>
</table>

Formats 1, 2, and 4 above are available in New Head under PO/ GP Login – Aadhaar Camp Information

Formats 3: Above is available in existing head “data entry for PO” → Registration → “Add UID No. (Aadhaar No.)” link under PO and GP Login both.
➢ DETAILED USER MANUAL

➢ FORMAT 1: TO CAPTURE AADHAAR CAMP CALENDAR (BLOCK WISE/ PANCHAYAT WISE)

In this format, PO/ GP will enter Aadhaar camp calendar entry for the dates/duration advised by MoRD. In this, PO/GP first select level i.e. Block or Gram Panchayat to enter calendar in NREGASoft. If, PO select block then it is assumed that all GP are covered in camp calendar entry. During entry of camp calendar in NREGASoft, PO/GP will select place of camp from given options like Block, GP, Bank Premises, Post Office Premises, House to House Survey and any other location. Then PO/GP enters start date and end date of the camp and submit the camp calendar information. The already entered camp calendar will be displayed in the bottom grid.

The provision to edit the camp calendars is available. However, once the progress against these camps is filled the camp calendar will not be allowed for editing.

❖ Block / GP Wise Camp Calendar Entry.

![Camp Calendar Entry Form]

The Mahatma Gandhi National Rural Employment Guarantee Act

State: PUNJAB  District: BARNALA  Block: Barnala

Please Select Camp level
- BLOCK  - PANCHAYAT

Select Panchayat: -Select panchayat-

Note: Starting and End date of the camp should be between 25 July 2017 to 10 September 2017

Place of Camp: -Select-  
Start Date of Camp: [dd/mm/yyyy]  End Date of Camp: [dd/mm/yyyy]

This block has opted for Panchayat wise data entry of Aadhaar consent Camp

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Panchayat Name</th>
<th>Camp Location</th>
<th>Start Date of Camp</th>
<th>End Date of Camp</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Appal Kothi</td>
<td>99</td>
<td>25/07/2017</td>
<td>30/07/2017</td>
</tr>
</tbody>
</table>
FORMAT 2: TO CAPTURE PROGRESS RELATED TO AADHAAR ENROLMENT / SEEDING AND CONSENT DURING CAMP (BLOCK WISE/PANCHAYAT WISE)

Once PO/ GP enter Aadhaar camp calendar in NREGASoft, then at the end of each camp at the field he will enter camp progress status in NREGASoft through **Format 2 (PO/ GP Logins)**. Use the head D.19 Aadhar Camp Information → click on the link “Aadhaar Consent Camp (block wise and Panchayat wise) ”.

- **Block / GP Wise-Aadhaar Enrollment/Seeding**

![Format 2 Diagram](image)

**FORMAT – 2**

![NREGA Soft Screen](image)
**Step 1:** The above screen will be opened. If Aadhaar camp calendar is entered blockwise than system will automatically populate calendar started and calendar end date. And if, Aadhaar camp calendar is entered GP-wise than user will select the GP name from drop down list “Please select panchayat whose calendar is filled”. After this, system will automatically populate calendar started and calendar end date.

**Step 2:** System will also display (1) place of camp and (2) Total days of camp (As calculated from the start date and the end date of the camps as per camp calendar).

**Step 3:** Now PO/GP will enter the “Please enter Camp Progress Datewise”. It should be noted that the date should be entered within the Aadhaar camp calendar date. **It is important to note** here that the progress should first be filled for the 1st date of camp and then for the next date up till last date of the camp. In case if earlier dates progress is not filled system will display an error message “First enter the camp progress of previous dates”.

**Step 4:** After this step, select “Select camp status (Held/ Not Held)” from the combo box. This will be used for reporting date-wise progress. In case if Not held is selected than press button “Submit Camp Progress”. In case if not held is selected than values will be displayed as ZERO for (1) Total no. of consent collected as per MoRD format, (2) Total no. of consent collected as per Bank format and (3) Total no. of fresh enrolment done during the camp.

**Step 5:** In case if camp status is selected as held than PO/ GP must enter the following values as number.:-

1. Total no. of consent collected as per MoRD format, 2. Total no. of consent collected as per Bank format and 3. Total no. of fresh enrolment done during the camp.

**NOTE:** The value of the point (1) and point (2) must be same.

**Step 6:** After this GP/ PO must enter the breakup of the values entered against point no (2) above ( i.e. Total no. of consent collected as per Bank format ) bankwise in the grid at the bottom of page. Select the bank and against it enter the number of forms collected by the respective banks.

**Step 7:** At the end click on the button “Submit Camp Progress”.

**Step 8:** Once the submit button is clicked the grid below will show the data entered till date.
The screen shown below is the provision where PO/GP is entering/adding new Aadhaar number/Enrolment number in NREGASoft in already existing link with “Add UID No. (Aadhaar No.)” link under PO and GP Login both.

**Note:**

- In the existing format, provision have been added to capture information related to consent (MoRD & Bank both) while entering new Aadhaar number/Enrolment number. It may also be noted that this format will be useful to either make entry of Aadhaar number/ EID and Consent details OR only the Aadhaar number/ EID.

- It is important to note that if Aadhaar is collected through camps than during entering the consent information please tick mark on the check box “tick if consent collected through camps”.

- If this option is ticked than the drop-down control “Camp calendar date” will display the entered camp calendar dates of the login-in location.

- Once the PO / GP select the “Camp calendar date” the system will display date-wise camp progress in the drop-down control “date-wise camp progress”. Only those Date are available here for which camp progress has been entered in NREGASoft. If the desired date is not available, then first enter the camp progress from PO/GP login from the format 2 mentioned above.

While entering new Aadhaar number with consent taken in MORD Format, the consent in Bank format will be needed. During entering of consent information, if you have mobile number of worker then add his mobile in this screen. Please enter the Aadhaar consent taken date as per the MORD and Bank consent form. Once you entered all the consent related details, please enter by selecting the designation and staff who have identified the consent form.

**Note:**

1. If in the combo box for selecting the designation, the desired / approved designation for the purpose is not available, then please write to nicdrd@nic.in.
2. If the staff name in the combo box against the selected designation is not available, then first register the staff through staff registrations module (Ref:- PO / GP Login — Staff Registration module.)
This format is for capturing consent information of existing Aadhaar number in NREGSoft. In this screen consent fields like consent taken in MORD Format as well as Bank Form format is mandatory. During entering of consent information, if you have mobile number of worker then add his mobile in this screen. Please enter the Aadhaar consent taken date as per the MORD and Bank consent form. Once you entered all the consent related details, please enter by selecting the designation and staff who have identified the consent form.

Note:

- If in the combo box for selecting the designation, the desired / approved designation for the purpose is not available, then please write to nicdrd@nic.in.

- If the staff name in the combo box against the selected designation is not available, then first register the staff through staff registrations module (Ref: PO / GP Login ➔ Staff Registration module).

- It is important to note that if Aadhaar is collected through camps than during entering the consent information please tick mark on the check box "tick if consent collected through camps".

- If this option is ticked than the drop-down control “Camp calendar date” will display the entered camp calendar dates of the login-in location.

- Once the PO / GP select the “Camp calendar date” the system will display date-wise camp progress in the drop-down control "date-wise camp progress”. Only those Date are available here for which camp progress has been entered in NREGASoft. If the desired date is not available, then first enter the camp progress from PO/GP login from the format 2 mentioned above.
REPORT FOR MONITORING THE AADHAAR CAMPS

The reports to monitor the details are made available under the MIS reports section. States/UTs may refer to subsection R19. DBT Reports under which following reports will be available:

1. R19. DBT Reports
   a. R19.6.1 Aadhaar Camp Calendar Status
      
      #States | Total Blocks | Total Blocks covered | Total GP | Total GP covered | % of GP covered | Total Calendar Received | Place of Camp
      | | | | | | | |
      | | | | | | | |

      SCREEN SHOT

      b. R19.6.2 Aadhaar Enrollment/Seeding and Consent during Camp (Block wise/Panchayat wise) Report

      # | State | Total No. of Aadhaar consent form collected (MoRD) | Total No. of Aadhaar consent form collected (Banks) | Total fresh enrolment done during camp | Total No. of Aadhaar Collected with consent in Camp and Consent information entered in NREGASoft against each beneficiary
      | | | | | |
      | | | | | |

      c. Camp calendar report for States/ banks

      SCREEN SHOT

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