



सत्यमेव जयते

**Mrs. Amita Sharma**  
**Joint Secretary**

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ग्रामीण विकास मंत्रालय  
ग्रामीण विकास विभाग  
भारत सरकार

कृषि भवन, नई दिल्ली - 110 001

Ministry of Rural Development  
Deptt. of Rural Development  
Government of India

Krishi Bhawan, New Delhi - 110 001

D.O. No. K-11028/2/06-NREGA

Dated 17<sup>th</sup> April, 2006

Dear Smt. Das,

The National Rural Employment Guarantee Act is being implemented by the States and the States are apprising MoRD of the progress on various assigned parameters. The MoRD has not been insisting on Monthly Progress Reports of the Programme through the IT based MIS, which some of the States have started using for capturing household data. Till now the Monthly Progress Reports were being asked through paper checklist and the flow of which has not been too regular.

Now the NREGA has been listed as one of the flagship programmes of the Government for review and it is being reviewed at the highest level in the Government. The Monthly Progress Report on NREGA is desired by the Prime Minister's Office in the first week of each month. We would be required to send the report before the 7<sup>th</sup> of each month. Therefore you are requested to provide the district-wise progress of NREGA to the MoRD by 4<sup>th</sup> of each month. The report is requested through the IT based MIS. The template for the report would now be available on the MIS website, which is accessible at <http://nrega.nic.in>, the district-wise progress could be loaded at the State headquarter by accessing the web site. A copy of the report is also requested to be sent to [ssanjay@nic.in](mailto:ssanjay@nic.in).

The monthly report uploaded by the States on the NREGA MIS would facilitate evaluation of progress made and shortcoming faced by the States. This would also assist in ranking States & District on the outcome parameters of NREGA.

As you know that the NREGA is a demand based Programme, the demand for employment elicited from the Gram Panchayats forms the basis of Planning for employment. Keeping this facet in perspective this demand generation captured in the State's reports would form the basis of budgetary allotments to the States and Districts.

Therefore I would once again request, looking into the importance of applications of the Monthly Progress Reports to kindly adhere to the specified timeline and mode of providing reports.

With regards,

Yours sincerely,

(Amita Sharma)

**SMT. VIBHA PURI DAS**  
Principal Secretary  
Rural Development Department  
Government of Uttaranchal  
**DEHRADUN**



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January 31, 2006

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May kindly recall the letter from Ms. Amita Sharma, Joint Secretary, regarding the MIS developed by NIC for NREGA, through which stock taking exercise to operate MIS was requested. An annexure attached with this letter was a brief on how to operationalise the MIS.

As already been communicated, this MIS has been developed by MORD unit of NIC and can be accessed at <http://nrega.nic.in>, this has stakeholder specific modules. Although the MIS is web based but the software can be downloaded and be made operational offline. How so ever, it is not expected that Blocks would be able to key in data online, as such a level of connectivity is not in existence at that level. Therefore the computers at the block level would have to be loaded with the software to make MIS operational offline. The District NIC can be asked to download the MIS software from the website of NREGA and write it in compact discs to be loaded in Block level computers. To make the MIS operational computers would have to loaded with software within next one week, as the data gets generated from February 2 onwards.

The NIC 's district unit should also be entrusted with the task of providing training to the Block level operators, so that they are able to operate the MIS software smoothly. As is evident, most of the data would be generated at the Gram Panchayat, which would include the application of registration, Job Card provision, application for employment, providing employment, recording employment in muster roll and disbursement of wages. All these activities are required to be captured in the MIS which would generally be at the Block level. But the required documents for feeding data in computers would have to be provided to the Block twice a month so that there is not inordinate time lag between the activity at Gram Panchayat level and feeding the data pertaining to the activity at Block Level. Therefore the responsibility of providing documents to the Block and of data capture at the Block would have to be delineated

clearly. Once the data is digitized at the Block level it can be transported online or through compact discs to Districts where it can be collated.

I would be grateful if it could be ensured that the MIS gets operational and data starts getting stored in the computers at the Block level by February 15, 2006. This MIS would be helpful in monitoring the Programme effectively and implementing the Right to Information.

Yours sincerely

[Sanjay Singh]



**Mrs. Amita Sharma**  
**Joint Secretary**

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D.O. No. V-24011/40/2005-NREGA

Dated 18<sup>th</sup> January, 2006

Dear Smt. Nair,

The National Rural Employment Guarantee Act is being notified on February 2, 2006, with this registration process would commence and the registration of application would begin, which on scrutiny would entitle applicant to get the Job Card. This data would be necessarily required to be entered in computer for monitoring of the Programme.

The NIC has developed a MIS, which was discussed with you in workshop held on 5-6 February, 2006. To operate this MIS you will have to take stock of the available computation resource in the State [Please see Annexure I] and would have to ensure:

1. The availability of computer hardware at least to the Block level
2. The NIC software is downloaded in the computers where connectivity is not available, for offline operations.
3. The availability of trained computer operators to run MIS and enter data at the Block level

After reviewing the availability of computer hardware, necessary software, adequate human resource and connectivity up to Block level, please apprise us of your Plan of operating MIS, for instance:

1. At what level the registration of applications data would be entered?
2. Whether the State is outsourcing the MIS data entry operations?
3. What is the availability of hardware, software and manpower to operate this MIS?

Please furnish the requested information through email as well to [ssanjay@nic.in](mailto:ssanjay@nic.in).

With regards,

Yours sincerely,

  
(Amita Sharma)

SMT. SHANTHA SHIELA NAIR  
Principal Secretary  
Rural Development Department  
Government of Tamilnadu  
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## Operating NIC MIS

1. The National Informatics Center [NIC] has developed a Management Information System [MIS] for National Rural Employment Guarantee Act [NREGA]. The software is web enabled and common for all States but it is developed in such a way that it can easily be customized to the State specific needs. All the locations having good internet connectivity can use the online software and the location where good connectivity is not there, can download the offline software and can use it. The offline package is compatible with the online and supports data upload/download functions in appropriate formats.
2. To run this application online the computer should have :
  - Any browser (Internet explorer, Mozilla firefox, Netscape) and url is <http://nrega.nic.in>
3. To run this application offline the computer should have :
  - Windows operating system
  - Internet information server/personal web server
  - Any browser( Internet explorer,Mozilla firefox,Netscape)
  - Ms-access/ sqlserver

The web based MIS can be accessed from <http://nrega.nic.in> which is also linked at <http://rural.nic.in> through the button, labeled NREGA.

To download the application for offline mode “Download Offline Package“ has to be clicked.

4. The software captures the complete workflow right from the registration to the muster roll, which accounts for a good amount of data entry. To ensure the timely entry of data at least 2-3 data entry operators may be arranged at block level who will only do the work of data entry of NREGA –MIS.
5. Training schedule has to be prepared to train these identified data entry operators.
6. All Stakeholders of NREGA can enter/access information from the Website <http://nrega.nic.in>.
7. Immediately after the notification on February 2, 2006 the registration process would commence and the registration of application would begin. Data for registration would be entered by clicking the Panchayat link, which would open a new window in which you would have to click on the Gram Panchayat to access the Gram Panchayat Module. The Gram Panchayat Module provides for registration of

application, where the personal information of the employment seeker is to be entered. After the scrutiny of the application Job Card is to be provided by Gram Panchayat. Printing of particulars of registration on job registration book can also be done through the 'Generate report' option of the Gram Panchayat module. Job Slips can also be generated from here.

8. While entering the personal information of the applicant care would have to be taken to keep the spelling of the name same, with the change in spelling computer would generate another ID. Therefore it is suggested that the spelling of names could be those which are in the BPL list. If the name is not in the BPL list than care should be taken to proper spell the name and keep it like that.
9. The Gram Panchayat Module also provides for monitoring demand for work, employment offered, employment exhausted, unfulfilled demand of work, works proposed, works pending for approval, works approved, i.e. technical and administrative approval accorded to the work, Muster rolls received by the Gram Panchayat and Utilisation Certificate of the work completed by the Gram Panchayat.
10. Similarly, to access the Programme Officer module, you would have to click the PO/ DPC link, which would give you access to registration, projects approval, issue of Muster Roll, Receipt of paid muster roll, complaints filed, work allocation and demand for work. Most of the data entry under these categories would not be required to done immediately.
11. DPC module could also be accessed from the same link, here the data on administrative sanction, technical sanction and on complaint would be entered.
12. The user manual for the software is also available on the website.
13. The States not having the requisite Hardware / software/ connectivity at block level may do needful, as stated above, using district level ICT infrastructure.
14. For further information or clarification on MIS you could contact
  - a. [ssanjay@nic.in](mailto:ssanjay@nic.in)
  - b. [madhuri@nic.in](mailto:madhuri@nic.in)