Steps for e-FMS :

a) Verification of accounts of workers :

- **a.** Data Entry agencies of NREGASoft ar e entering account details of each worker demanding for work under MGNREGA.
- b. These entered details can be downloaded from link " Download Panchayat
 Wise MGNREGA Bank Account Detail for verification" available at state DBA, Programme officer, Gram panchayat.
- **c.** Take hard copy and correct/collect the information for account_no, IFSC code, Name as per bank, Business correspondence(if any) details etc.

b) Updation of Worker Account:

Update worker account through the link "<u>Update Applicant's Bank details as per</u> <u>downloaded format</u>" available at Programme officer and gram panchayat data entry page. The records shown in this form will exactly follow the sequence of the downloaded report

C) Freeze Worker Account :

Programme officer, DPC or State DBA Login has been provide with the option "freeze workers account" in their data entry page to freeze the accounts. This exercise with add a hash to the record and then no one can change anything in that record. only freezed accounts can participate in eFMS

d) Generate the Wagelist:

- a. Enter muster roll in Nregasoft
- b. Muster roll without payment date can participate in generation of wage list
- c. Generate the wage list
- d. Separate Wage list will be generated for
 - i. One for each bank branch
 - ii. One for each sub post office

e) Generation of FTO By Accountant:

a. Login from "Generation of FTO By Accountant " login available under "district/block administrator" button on http://mgnrega.nic.in . after successful login system will check automatically for the digital signature certificate(DSC) enrollment. if digital signatures are enrolled earlier it will proceed to data entry page otherwise you have to enroll it by the process mentioned below

- b. Enrollment of Digital Signatures
 - i. System will check java JRE on your machine. If it is not there it will show link "download java JRE and install". Download and install java JRE on your machine.
 - **ii.** To enroll new DSC on Your Machine Connect the digital signature USB token to the USB port of your machine.
 - iii. System will show all available DSC no your Machine Including the One in USB token if USB token is connected to your Machine.
 - iv. Select the DSC to be used for NREGA eFMS
 - v. System will check for expiry date of DSC. If expired you have to get it renewed from issuing authority(NIC)
 - vi. If DSC if valid it will prompt for PIN Number. Enter PIN number. If PIN number is correct you are enrolled in NREGASoft.
- c. System will check for availability of Account to be debited for this signatory. if account information is not there **state DBA** has to enter the Details of Account to debited for this signatory through eFMS. eFMS will not work unless this information is entered by **state DBA**
- **d.** View and select the wage list records to be included in FTO and generate the FTO (Fund Transfer Order)..
- e. Add digital signature to the generated FTO.
- f. signed FTO by accountant(Fist Signatory) will be available to PO/BDO(second Signatory) through the link " approve and send FTO to bank by PO/BDO"

f) Approve and send FTO to bank by PO/BDO:

- a. Login from" Approve and send FTO to bank by PO/BDO" login available under "district/block administrator" button on http://mgnrega.nic.in . after successful login system will check automatically for the digital signature certificate(DSC) enrollment. if digital signatures are enrolled earlier it will proceed to data entry page otherwise you have to enroll it by the process mentioned above.
- **b.** FTO signed by Accountant and not yet signed by the PO/BDO will be available.
- **c.** Approve the FTO. PO/BDO can approve the Complete FTO or will reject the Complete FTO with reason.
- **d.** FTO will be digitally signed and sent to the SFTP server as soon as PO/BDO will press the approve button.

Detailed Process :

1) Updation of Worker Account:

For e-Fms worker Bank account should be updated with the following details

- a) Bank Name
- b) Bank Code
- c) Branch Name
- d) Branch Code
- e) IFSC Code
- f) Worker name as per Bank

To update the account detail follow the below steps:

i) Download the Panchayat wise account information

The account detail can be downloaded from site nrega.nic.in from location

nrega.nic.in -> click on you state (like Karnataka) -> click on district (like Bangalore Rural) -> click on Block (like Nalmangla)-> Download Panchayat Wise MGNREGA Bank Account Detail for verification (**Under heading Accounts & EFMS**)

The following screen will shown and at end of this report there is link **<u>Download In Excel</u>**.Download the information and send it to update.

-																		Govt	of India
																Ministry	of Rura	I Deve	lopment-
																Department	t of Rura	l Deve	lopment
The	Mahat	ma Gan	dhi Natio	onal Rural E	mployment G	uarantee	Act				_							25-1	Vov-2011
	State	: KARN	IATAKA		-	Dist	rict: BANGALOR	E RUR	AL	•	Bloc	k: NELAMANGALA	4	•	Panchayat:	AGALAKUPPE			•
									MG	NREGA B:	unk Accour	at Details							
SN	5. State Code	District Code	Block Code	Panchayat Code	Registration No.	Applicant No.	Applicant Name	Bank Code	Bank Name	Branch Code	Branch Name	Account No.	IFSC Code	Name A	s Per Bank	Whether Bank/Business Correspondence	If BC Agency Code	If BC CSP code	If BC Accoun No./Sma Card No
1	15	1503	1503007	1503007020	KN-03-007- 020-001/936	1	ಪಟ್ಟರಾಜು	00078	Canara Bank	CNRB 0003285	Dobespete	104901011000274	CNRB0003285	i Puttaraju.D					
2	15	1503	1503007	1503007020	KN-03-007- 020-001/949	1	ಕಿದಣ್ಣ	00078	Canara Bank	CNRB 0003285	Dobespete		CNRB0003285	SHIVANNA					
3	15	1503	1503007	1503007020	KN-03-007- 020-001/966	2	ನೀಲಮ್ಮ	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000370	CNRB0003285	Nelamma					
4	15	1503	1503007	1503007020	KN-03-007- 020-001/967	1	ಮಂಜುನಾಥ	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000394	CNRB0003285	i Manjunatha					
5	15	1503	1503007	1503007020	KN-03-007- 020-001/968	1	ಸಿದ್ದೆrlori	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000374	CNRB0003285	i Manjamma					
6	15	1503	1503007	1503007020	KN-03-007- 020-001/968	2	ಮಂಜಮ್ಮ	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000374	CNRB0003285	i Manjamma					
7	15	1503	1503007	1503007020	KN-03-007- 020-001/969	1	ಗಂಗರಾಜು	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000389	CNRB0003285	i Padmakshi					
8	15	1503	1503007	1503007020	KN-03-007- 020-001/969	2	ಹದ್ಮ	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000389	CNRB0003285	i Padmakshi					
9	15	1503	1503007	1503007020	KN-03-007- 020-001/970	1	ಸಿದ್ದಪ್ಪ	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000424	CNRB0003285	i Siddaganga	iah				
10	15	1503	1503007	1503007020	KN-03-007- 020-001/970	2	ಜಯಮ್ಮ	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000424	CNRB0003285	i Siddaganga	iah				
11	15	1503	1503007	1503007020	KN-03-007-	3	ನಾಗೇಶ್	00078	Canara	CNRB	Dobespete	3285108000424	CNRB0003285	Siddaganga	iah				ļ, ļ

ii) Update the worker account

In PO (Programm officer) login the account updating option is there in the format as you downloaded in the above step.

Govt. of Ind Ministry of Rural Developme Department of Rural Developme The Mahatma Gandhi National Rural Employment Guarantee Act 25-Nov-201 <u>SignOut</u> Back Hon REGISTRATION, JOB CARD & DEMAND MUSTER ROLL & OTHERS Registration - Data Entry Complete Muster Roll
 Muster Roll Entry [Edit] [Delete]
 E-Muster Roll
 Generate E-Muster Roll [Delete] <u>Not Link</u>
 Upload tration - Edit/Update [Delete] Print E-Muster Roll Fill E-Muster Roll Fill E-Muster Roll(Skilled/Semi-Skilled) Delete] date Applicant's Bank details as pe FIII E-MUSTER ROMSKINEGO SAME COMMENT
Muster Roll In Parts
 Muster Roll Attendance Only
 Measurement Book Entry [Edit] [Delete]
 Muster Roll Payment only Small Marginal Farmer Status
 Add UID No.(Aadhaar No.)
int Job Card
amand for Work Entry [Delete] Expenditure
 Material Procured Details Entry [Edit/Delete]
 Payment of Skilled/Semi-skilled Labours Payment of skilled Semi-skilled Labours
 Administrative Expenditure
 Payment of Anticipated Expenditure for previous and
 current FY
 Payment of Muster Rolls
 Payment of Bills SOCIAL AUDIT Issue Raised & Action Taken (Summary) Verification of Documents& Observation[Entry/Edit] Grievance Submitted & Action Taken[Entry/Edit] Minutes of the meeting [Edit] WORKS & ALLOCATION FUNDS • Works - Data Entry/Edit <u>Receive Funds</u> [Edit/Delete]

Login from program officer login and use the option <u>Update Applicant's Bank details as</u> <u>per downloaded format</u>

The following screen will be shown

														Minis Departm	Govt. of I stry of Rural Develop tent of Rural Develop	india ment ment	^
[he	Mahatma Gandhi National Rural E t Bank details of Applicants	mployment Gu	Jarantee	Act											25-Nov-2	2011 Iome	
524	s : KARNATAKA					ೆಲ್ಲೆ: BANGALORE R	URAL		ತಾಲ್ಲೂಕು: NELAM	ANGALA			ಪಂಚಾಯತಿ: /	GALAKUP	PE		
-	0						Panchay:	tt Code:1503007020									
Ne Te Or If	ote: o Edit Workers' bank details, Tick 1 Clicking of 'Update' button, only Mode of Pay is B.C. and if Agency	the checkbox these ticked Name/Code	to edit worker's is not li	and edit the det s bank-details wi sted, mail to yo	ails ! 11 be updated provi ur State-MGNREG.	ded the required manda A-MIS Co-ordinator to	tory fields are filled ! add the B.C. details !									_	
•	Registration No. Applicant No.	Applicant Name	Tick to Edit	Whether Bank/Bu Corresponden	ninets Bank Name it		Branch Code			IFSC Code	АррБсал	at Name as per Bank(Ent Only in English)	er If B.C., Agency Code	If B.C.,CSP Code	If B.C., Ref. No/Smart Co No.	ard	
1	KN-03-007-020-001/949 1	ಶಿವರ್ಥ		C Bank	Canara Bank	00078	CNRB 0003285	Dobespete		CNRB0003285	SHIVAN	INA					
2	KN-03-007-020-001/966 2	ನೀಲಮ್ಮ		C Bank	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000370	CNRB0003285	Nelamm	a					
3	KN-03-007-020-001/967 1	ಮಂಜುನಾಥ		Bank B.C.	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000394	CNRB0003285	Manjuna	atha					
4	KN-03-007-020-001/968 1	ಸಿದ್ದಗಂಗ		C Bank	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000374	CNRB0003285	Manjam	ma					
5	KN-03-007-020-001/968 2	ಮಂಜಮ್ಮ		Bank B.C.	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000374	CNRB0003285	Manjam	ma					
6	KN-03-007-020-001/970 1	ಸಿದ್ದಪ್ಪ		C Bank	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000424	CNRB0003285	Siddaga	ngaiah					
7	KN-03-007-028-001/970 2	ಜಯಮ್ಮ		Bank B.C.	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000424	CNRB0003285	Siddaga	ngaiah					
8	KN-03-007-020-001/970 3	ನಾಗೇಶ್		€ Bank € B.C.	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000424	CNRB0003285	Siddagar	ngaiah					
9	KN-03-007-020-001/971 1	Agrioriat.		Bank B.C.	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000414	CNRB0003285	Siddamr	na					•

Select the worker by selecting the checkbox under the heading **Tick to Edit**. As soon as you check the checkbox the worker information get enabled for editing. Change the information as you get and click on Update button to save the changes

There are two types of a Mode of Payment

- 1. Bank
- 2. B.C. (Business Correspondent)

Business Correspondent Master can be filled from STATE DBA option

						Govt. of Indi
						Ministry of Rural Development
The Mahatana Candhill	National Rural Frankrument Consents a Ast					Department of Rural Developmen
New Rusiness Corro	National Rural Employment Guarantee Act					20-N0V-201
New business corre	spondent(bc)					
			Add New Business Correspo	ndent(BC)		
			State : KARNATAK	A		
BC Code		_		BC Name		
CSP Code		_		CSP Name		
	1			Cor Hunc		
Agency Bank Name	Select Bank	•		Agency Branch NameSel	ect Branch 👻	
			Coverage Location			
	District	Select				
	BAGALKOTE					
	BANGALORE					
	BANGALORE RURAL					
	BELGAUM					
	BELLARY					
	BIDAR					
	BIJAPUR					
	CHAMARAJA NAGARA					
	CHIKKABALLAPURA					
	CHIKMAGALUR					
	CHITRADURGA					
	Submit					

2) Freeze Worker Account:

Updated Worker account in step 1 must be verify and freeze from Programm officer/DPC / STATE DBA Option. It is mandatory process for e-Fms. If account is not freeze it will not be available for generation FTO.Login from State DBA login.After successful login the following screen will be shown



Click on freeze Worker Account.

a) Select District, Block and Panchayat

b) Select Bank

Click on Proceed button. If all the information of worker account is updated, the following screen will appear

									Mini Departm	Govt. of India stry of Rural Development ent of Rural Development
The Mahatma Gandhi Na	tional	Rural Employment Guarantee	e Act							25-Nov-2011
	Distri	ct: BANGALORE RURAL	● Bank ○ Po	State: KA Block: NELAMANGALA st-office Please uncheck the acco	RNATAKA	Panchayat: HA Proceed ot correct	SIRUVALLI	¥	Home	
								123456	78910	
	S.no	Job Card No	Worker Name	Worker Name as per Bank/Post-office	Bank/Post- office Name	Bank/Post- office Code	IFSC/Post- office Address	Account No.	Select to Freeze	
	1	KN-03-007-021-001/1123	ತಿಮ್ಮರಾಯಪ್ಪ	Thimarayappa	State bank of Mysore	00423	SBMY0040331	64083531176		
	2	KN-03-007-021-001/1123	ರತ್ತಮ್ಮ	Rathanamma	State bank of Mysore	00423	SBMY0040331	64083531176	V	
	3	KN-03-007-021-001/1124	ಗೋವಿಂದಯ್ಯ	Govindaiah	State bank of Mysore	00423	SBMY0040331	64083530490	•	
	4	KN-03-007-021-001/1124	ಗೌರಮ್ಮ	Gowramma	State bank of Mysore	00423	SBMY0040331	64083530490	•	
	5	KN-03-007-021-001/1124	ಾಶಾ	Asha	State bank of Mysore	00423	SBMY0040331	64083530490	V	
	6	KN-03-007-021-001/1126	ಪಾವಡಿತಮ್ಮ	Paravathamma	State bank of Mysore	00423	SBMY0040331	64083530795	V	
	7	KN-03-007-021-001/1128	ಮುರುಳಿಧರ	Muralidhra	State bank of Mysore	00423	SBMY0040331	64083530706		

All checkbox under the heading "Select to Freeze" is already checked. Uncheck the account which is not correct. At a time 50 worker's account will be available for freezing.

Click on "Freeze Account " button .A hash value is created for each worker and the account is freezed for editing i.e. the freezed account will not be edited further.

3) Generate the Wagelist:

Wagelist can be generated from Programm Officer (PO) login.

	nacional Karal Employment Gaarane				
				Go Ministry of Rural D Department of Rural D	ovt. of India evelopment evelopment
	he Mahatma Gandhi National Rural Employment G	uarantee Act		1	25-Nov-2011
	Send Mustrolls to Bank/Post Office for Payn	nent		Back	Home
	Financial Year: 2011-2012	రాజ్య : KARNATAKA	దిల్లి: BANGALORE RURAL	ತಾಲ್ಲೂಕು: NELAMANGALA	
	Select Execution level :	© Gram Panchayat ○ Block Level ○ Zilla Level		ಪಂಚಾಯತಿ: KULUVANAHALLI 🔽	
	Enter few character of work code :	<u> </u>	Work Name(Work Code) : 1503007003/DP/171636	01502156651	
ļ		Select Date From:- 20/10/2011 📰 T	o 29/11/2011 (DD/MM/YYYY) GO		

Click on GO Button wagelist will be generated and the following screen will be shown

Wage List No.: 1503007WL00014 CNR80001919 Wage List Agency No.: 1503007WL00014-CNR80001919 Wage List Agency No.: 1503007WL00014-CNR80001919 Wage List Agency No.: 1503007WL0014-CNR80001919 Wage List Agency Code Work Code:: 1503007003/DP.17165601502156651 Mustroll Duration: 20/10/2011-29/11/2011 Image Agency Code Amount of wage Image Agency Code Imagency Code I			Branch Code : CNRB00019	Payment By Bank Payment Agency: Kl	ILUVANAHALLI.Canara Bank				
Wage List Agency No.: 1503007/WL00014-C/RR000019 Wage List Date:: 25/11/2011 Work Name: SUGD (0) (10): 30/10/101-30/11/2011 Wage List Date:: 25/11/2011 Wage List Date:: 25/11/2011 Work Cole: 1503007003/D0/17165001502156651 Mistroil Duration: 20/10/2011-39/11/2011 Master Date:: 25/11/2011 Master Date:: 25/11/2011 S.No. Job card No. Job seeker Name Account No. Wage Slip Total Attendance Amount of wage Master Date:: 25/11/2011 Village.Panchayat OEDDALAHALLIK/ULUVANAHALI U Job card No. Job dot 300/W S225-12 10 1250 2 KN-03-007-003-019/769 Bidronzich, Bidronzich, 1919101003179 1503007W S225-13 10 1250 3 KN-03-007-003-019/769 didronzich, bidronof 1919101003179 1503007W S225-13 5 625 4 KN-03-007-003-019/769 didronzich sichnoof 1919101003179 1503007W S225-15 5 625 5 Knotal 3750 Kupters Three Thousand Seven Hundro Rupters Three Thousand Seven Hundro Payment Through C Corpus Fund ^C Cheque from OP ^C Cheque from GP, ^C Cheque from GP, ^C Cheque from GP, ^C Cheque from	Wage List No.:-1503007WL0001	4	Staticit code i carbouors	a start	correct/canara bank				
Work Name:eoudal@doff #dobde.ed_%dare.co Work Name:eoudal@doff.edeoudaldoff #dobde.ed_%dare.co Work Code:103007003/DP/17.05401502156651 Mustroll Duration: 20/10/2011-20/11/2011 S.N. Job card No. Job seeker Name Account No. Wage Slip Total Attendance Amount of wage i S.N. Job card No. Job seeker Name Account No. Wage Slip Total Attendance Amount of wage i Mastroll Duration: 20/10/2011-20/11/2011 Kn.03:007/03:019/769 Bathortody 1919/01003179 1503007W\$225-12 10 1250 K.N.03:007.003:019/769 Bathortody 1919/01003179 1503007W\$225-13 10 1250 K.N.03:007.003:019/769 Bathortody 1919/01003179 1503007W\$225-13 5 625 K.N.03:007.003:019/769 advard shahor 1919/0103179 1503007W\$225-13 5 625 Vortex Corpus Fund C Cheque from CP. C Cheque from G.P. C Cheque from Line Der(C EFMS) Sub Total 3720 Payment Through C Corpus Fund C Cheque from G.P. C Cheque from Line Der(C EFMS) Payment Agency Code Payment Agency Code <th>Wage List Agency No.:-1503007</th> <th>WL00014-CNRB0001919</th> <th></th> <th></th> <th></th> <th>Wage List Date.:-25/11/201</th> <th>1</th> <th></th>	Wage List Agency No.:-1503007	WL00014-CNRB0001919				Wage List Date.:-25/11/201	1		
Market Cole: 1503007003/DP/17.163-601521-56651 Market Cole: 1503007003/DP/17.163-601521-56251 Job card No. Job scale Name Account No. Wage Slip Total Attendance Amount of wage SNo. Job card No. Job card No. Job scale Name Account No. Wage Slip Total Attendance Amount of wage Village, Panchayari. GEDDALAHALLLKUUVANAHALLI 1 1503007WS225.12 10 1250 2 KN-03-007-003-019/769 Bichfordidy 191910103179 1503007WS225.13 10 1250 3 KN-03-007-003-019/769 Bichfordidy 191910103179 1503007WS225.13 5 6.255 4 KN-03-007-003-019/769 Bichfordidy 191910103179 1503007WS225.15 5 6.255 5 KN-03-007-003-019/769 Bichfordidy 191910103179 1503007WS225.15 5 6.255 6 KN-03-007-003-019/769 Bichfordidy 191910103179 1503007WS225.15 Stab Total 3750 Symmetri Through Corpus Fund C Cheque from C.P. C Cheque from C.P. C Cheque from Line Deq. C EFMS Ruges	Work Name:ಅಲದಹಳ್ಳಿ ರಂಗನಾಥನಾ	್ಶಮಿದೇವಾಲಯದವರೆಗೆ ನೆಡುತೋವು ನಿರ್ಮಾಣ							
Mastroll Duration: 20/10/2011-29/11/2011 Job card No. Job seeker Name Account No. Wage Slip Total Attendance Amount of wage S.No. Job card No. Job seeker Name Account No. Wage Slip Total Attendance Amount of wage Willage,PanchaystrGEDDALAHALLIKUUVANTALLI KN-03-007-003-019/769 Botrowicky 191910103179 1503007WS225-12 10 1250 2 KN-03-007-003-019/769 Botrowicky 191910103179 1503007WS225-13 10 1250 3 KN-03-007-003-019/769 disetsif distand 191910103179 1503007WS225-14 5 625 4 KN-03-007-003-019/769 disetsif distand 191910103179 1503007WS225-15 5 625 5 KN-03-007-003-019/769 disdord distand 191910103179 1503007WS225-15 5 625 6 KN-03-007-003-019/769 disdord distand 191910103179 1503007WS225-15 S 625 6 Corpus Fund C Cheque from O C Cheque from O.P. C Cheque from Line Deter S S 625 Corpus F	Work Code:1503007003/DP/17	163601502156651							
SN0. Job card No. Job seeker Name Account No. Wage Slip Total Attendance Amount of wage Allow Panchayat GEDDAL AHALL <th>Mustroll Duration: 20/10/2011-2</th> <th>29/11/2011</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Mustroll Duration: 20/10/2011-2	29/11/2011							
Village,Panchayat.GEDDALAHALLI,KULUVANAHALLI 1 KN.03.007.003.019/769 Batrloriduly 1919101003179 1503007WS225-12 10 1250 2 KN.03.007.003.019/769 Batrloriduly 1919101003179 1503007WS225-13 10 1250 3 KN.03.007.003.019/769 Extended states 1919101003179 1503007WS225-14 5 625 4 KN.03.007.003.019/769 Extended states 191910103179 1503007WS225-14 5 625 4 KN.03.007.003.019/769 Extended states 191910103179 1503007WS225-15 5 625 5 Constration States 1919101003179 1503007WS225-15 States 625 Sub Total 3750 Rupees Three Thousand Seven Hundr Payment Through C Corpus Fund C Cheque from Q.P. C Cheque from Line Dept E EMS Payment Agency Code Compute Fund C Cheque from Q.P. C Cheque from Line Dept Payment Agency Code Compute Fund C Cheque from Q.P. C Cheque from Line Dept Payment Agency Code <td col<="" th=""><th>S.No.</th><th>Job card No.</th><th>Job seeker Name</th><th>Account No.</th><th>Wage Slip</th><th>Total Attendance</th><th>Amount of wage</th><th>Signature</th></td>	<th>S.No.</th> <th>Job card No.</th> <th>Job seeker Name</th> <th>Account No.</th> <th>Wage Slip</th> <th>Total Attendance</th> <th>Amount of wage</th> <th>Signature</th>	S.No.	Job card No.	Job seeker Name	Account No.	Wage Slip	Total Attendance	Amount of wage	Signature
KN-03-007-003-019/769 Barrlorday 191910103179 1503007WS225-12 10 1250 KN-03-007-003-019/769 Batrastay 191910103179 1503007WS225-13 10 1250 KN-03-007-003-019/769 Eleversof thistroof 191910103179 1503007WS225-14 5 625 KN-03-007-003-019/769 Eleversof thistroof 191910103179 1503007WS225-15 5 625 KN-03-007-003-019/769 Eleversof thistroof 191910103179 1503007WS225-15 5 625 Subb Total 3750 Sub Total 3750 3750 7 rayment Through C Corpus Fund. C Cheque from 6.P. C Cheque from Line Deque for this Deque from S.P. C Cheque from 6.P. C Cheque from Line Deque for this	'illage,Panchayat:GEDDALAHAI	LI,KULUVANAHALLI							
KN-03-007-003-019/769 ಶಿವರಣವನ್ನು 4 191910103179 1503007WS225-13 10 1250 KN-03-007-003-019/769 ಮೊಲಕವರ್ ಕುಮಾರ್ 191910103179 1503007WS225-14 5 6.25 KN-03-007-003-019/769 ಮೊಲಕವರ್ ಕುಮಾರ್ 1919101003179 1503007WS225-14 5 6.25 KN-03-007-003-019/769 ವಸಂಶ ಕುಮಾರ್ 1919101003179 1503007WS225-15 5 6.25 Sub Total 3750 Sub Total 3750 Rupees Three Thousand Seven Hundr Payment Agency Payment Agency Code HO/Bank Name Payment Agency Payment Agency Code Payment Agency Code * Camura Bank CNRB000191 CNRB00191		KN-03-007-003-019/769	ಕಿವಗಂಗಯ <u>್ಯ</u>	1919101003179	1503007WS225-12	10	1250		
KN-03-007-003-019/769 ಮೊಕತನ್ ಕುಮಾರ್ 191910103179 1503007WS225-14 5 625 KN-03-007-003-019/769 ವನಂತ್ ಕುಮಾರ್ 191910103179 1503007WS225-15 5 625 Sub Total 3750 Rupees Three Thousand Seven Hundr ***********************************	1	KN-03-007-003-019/769	ಶಿವರಾಜಮ್ಮ	1919101003179	1503007WS225-13	10	1250		
KN-03-007-003-019/769 قلام على في العام الع العام العام الع العام العام الع العام العام الع العام العام الع العام العام الع العام العام الع العام العام العام العام العام العام العام العام العام الع	l.	KN-03-007-003-019/769	ಮೋಹನ್ ಕುಮಾರ್	1919101003179	1503007W8225-14	5	625		
Sub Total 3750 Rupees Three Thousand Seven Hundr Payment Through C Corpus Fund C Cheque from GP. C Cheque from Line Dere HO/Bank Name Payment Agency Payment Agency Code Constra Bank CNRB000191 Op075 + Constra Bank CNRB000191 Op075 + Constra Bank CNRB000191	ļ	KN-03-007-003-019/769	ವಸಂತ್ ಕುಮಾರ್	1919101003179	1503007WS225-15	5	625		
Rupees Three Thousand Seven Hundr						Sub Total	3750		
Payment Through C Corpus Fund C Cheque from PO C Cheque from G.P. C Cheque from Line Der C EFMS HO/Bank Name Payment Agency Payment Agency Code * Canara Bank CNRB000191 00070 + Canara Bank CNRB000191						Rupee	s Three Thousand Seven Hur	ndreds Fifty On	
HO/Bank Name Payment Agency Payment Agency Code Conara Bank CNRB000191 CONRB000191 CONRB000191 CONRB000100	'ayment Through	$^{\rm C}$ Corpus Fund $^{\rm C}$ Cheque from	PO ^C Cheque from G.P. ^C Che	eque from Line Dept 📀 EFN	IS				
Chara Bank CNRB000191 Course Bank CNRB000191 Course Bank CNRB000100	HO/	Bank Name	Paym	ent Agency		Payment Agen	cy Code		
		*	Can	iara Bank		CNRB000	191		
00070 Canaza Jaun CARBOULES	<u> </u>	0070	Can		1	CINEBOOD	1717		

Select the Payment Through EFMS and click on "Generate Wagelist". The wagelist is created successfully.

From the Option Send Wagelist to Bank/Post-office for Payment

Send the Wagelist for authorization by accountent

The Maha	tma Gandhi National Rural Emp	ployment Guarantee Act		Ministry of Ru Department of Ru	Govt. of India Iral Development Iral Development 25-Nov-2011
		Send Wag	elist For Dayment		nome
		Scho wag	cust for f ayment		
	State :KARNATAKA	District :BANGALORE RURAL	Block :NELAMANGALA	Financial Year : 2011-2012	•
S.No.	WageList No.	WageList Payment Agency No.	Wage List Date From - Date To	WageList send Date (DD/MM/YYYY)	select All
1	1503007WL00014	1503007WL00014-CNRB000191	20/10/201129/11/2011	25/11/2011	
2	1503007WL00014	1503007WL00014-CNRB0001919	20/10/201129/11/2011	25/11/2011	
		Send Wa	igelist For Payment		

4) Authorize WageList By Accountant:

Authorization wagelist is three step process:

- a) Enroll Digital Certificate (One time process)
- b) Verify wagelist worker detail and generate FTO
- c) Add enrolled digital Signature to the FTO

a) Enroll Digital Certificate

Connect the digital certificate to computer USB port and select the login credential and click proceed.

First download the JAVA JRE and install in your system and restart the system

At website nrega.nic.in, click the tab "District/Block Administrator" and then click the link of "send wage list to bank/postoffice by PO".

ACT 2005		DISTRICTS	5	GUIDELINES	SE	ARCH:		Go	
Home	Panchayats GP/ PS/ ZP	Workers	Other Impl. Agency	District / Block Admin.	States	Bank / Post Office	MoRD	Social Audit Agencies	Engineers
Programme Office	er								
Dietri	me Coordina	Con-							

Site designed and developed by National Informatics Center Contents provided and maintained by Department of Rural Development, Ministry of Rural Development, Govt. of India.

·			
			Govt. of India Ministry of Rural Development Department of Rural Development
The Mahatma Gandhi National Rural Employment Guarantee Act			13-Nov-2011
			Home
	DATA ENTRY LOGIN		
	State* :	ORISSA	
	Financial year* :	2011-2012 -	
	District*:	GANJAM	
	Block*:	SHERAGADA	
	Accountant Name* :	guest	
	Password* :	•••••	
		Proceed Reset	
Designed & Developed By NIC-DRD Informatics Centre, Krishi Bhawan, Ne	w Delhi		Feedbacknicdrd@nic.in

If the login credential is valid and till now no digital certificate is enrolled the following screen will shown.

i) If Digital signature is not connected the following error message will be shown







Connect card and click on Continue

ii) If Certificate has Expired : -

		Ministry of Department of
ahatma Gandhi National Rural Employment Guarantee Act		
	Information	
	The Digital Signature has Expired.Please Insert a valid Signature	
	Continue Cancel	

iii) If Certificate is valid , it will prompt for PIN.Enter pin no and click on OK :-



iv) Select OU and CN > OK :-



Select	tion screen	
4	Select CN and OU : Madhuri Sharma (NICDRD)	-
	OK Cancel	

v) If the Certificate is enrolled successfully the following screen will shown. Click on Home Button.



vi) As soon as Home button is clicked the following screen will appear



b) Verify wagelist worker detail and generate FTO

Click on link "Generate FTO", the following screen will shown. The jobseeker detail in wage list as given below. Select the worker which is correct and to be included in FTO.

									SignOu	έ.
	State : ORISSA	District : GAN	JAM	Block : SH	IERAGADA	Financ	ial Year: 2011	1-2012		
	State Account to Be	Debited								
	Bank Name: State Ba	nk of India								
	Branch Name: 12109	(Sheragada)								
	IFSC Code: SBIN00	12109								
	Account No: 000012	34567								
	Tek seed No		A No.	Verify Wagel	list by Accountant	Receit Cade	TECC Cada	Total	Amount of	
0	Job card No.	Job seeker Name	Account No.	Verify Wagel _{Wage Slip}	ist by Accountant	Branch Code	IFSC Code	Total Attendance	Amount of wage	Ve
•	Job card No. 0R-12-021-003- 001/25458	Job seeker Name LADUKISHOR MAHARANA	Account No. 31033643841	Verify Wagel Wage Slip 2412021W5681904-	ist by Accountant Bank Name State Bank of India	Branch Code SBIN0012109	IFSC Code SBIN0012109	Total Attendance 6	Amount of wage 540	Ve
	Job card No. OR-12-021-003- 001/25458 OR-12-021-003- 001/25428	Job seeker Name LADUKISHOR MAHARANA MANAS SETHI	Account No. 31033643841 31033643863	Verify Wagel Wage Slip 2412021W5681904-1 2412021W5681835- 2	ist by Accountant Bank Name State Bank of India State Bank of India	Branch Code SBIN0012109 SBIN0012109	IFSC Code SBIN0012109 SBIN0012109	Total Attendance 6 6	Amount of wage 540 750	Ve) [
	Job card No. OR-12-021-003- 001/25438 OR-12-021-003- 001/25428 OR-12-021-003- 001/25428	Job seeker Name LADUKISHOR MAHARANA MANAS SETHI LADU SETHI	Account No. 31033643841 31033643863 31033643863	Verify Wagel wage Slip 2412021W5681904- 1 2412021W5681835- 2412021W5681835- 1	ist by Accountant Bank Name State Bank of India State Bank of India State Bank of India	Branch Code SBIN0012109 SBIN0012109 SBIN0012109	IFSC Code SBIN0012109 SBIN0012109 SBIN0012109	Total Attendance 6 6 6	Amount of wage 540 750 750	ve) [
	Job card No. OR-12-021-003- 001/25438 OR-12-021-003- 001/25438 OR-12-021-003- 001/25428 OR-12-021-003- 001/25456	Job seeker Name LADUKISHOR MAHARANA MANAS SETHI LADU SETHI SAJANI MAHARANA	Account No. 31033643841 31033643863 31033643921 31033658279	Verify Wagel wage Slip 2412021W5681904-1 2412021W5681835- 2412021W5681835-1 24120221W5681848-2	IST by Accountant Bank Name State Bank of India State Bank of India State Bank of India RUSHIKULYA GRAMYA BANK	Branch Code SBIN0012109 SBIN0012109 SBIN0012109 SBIN0012109 SBIN0012109 SBIN0012109	IFSC Code SBIN0012109 SBIN0012109 SBIN0012109 SBIN0012109	Total Attendance 6 6 6 5	Amount of wage 540 750 750 625	Ve) [) [
	Job card No. OR-12-021-003- 001/25458 OR-12-021-003- 001/25458 OR-12-021-003- 001/25456	Job seeker Name LADUKISHOR MAHARANA MANAS SETHI LADU SETHI SAJANI MAHARANA	Account No. 31033643841 31033643863 31033643921 31033658279	Verify Wagel Wage Skp 2412021W5681904-1 2412021W5681835- 2412021W5681835-1 2412021W5681848-2	IST by Accountant Bank Name State Bank of India State Bank of India State Bank of India RUSHIKULYA GRAMYA BANK	Branch Code SBIN0012109 SBIN0012109 SBIN0012109 SBIN0012109	IFSC Code SBIN0012109 SBIN0012109 SBIN0012109 SBIN0012109	Total Attendance 6 6 6 5	Amount of wage 540 750 625	Ve) [) [;]]
	Job card No. OR-12-021-003- 001/25458 OR-12-021-003- 001/25428 OR-12-021-003- 001/25456	Job seeker Name LADUKISHOR MAHARANA MANAS SETHI LADU SETHI SAJANI MAHARANA	Account No. 31033643841 31033643863 31033643863 31033643921 31033658279	Verify Wagel wage Slip 2412021WS681904-1 2412021WS681835-2 2412021WS681835-1 2412021WS681848-2 No Mate	IST by Accountant	Branch Code SBIN0012109 SBIN0012109 SBIN0012109 SBIN0012109	IFSC Code SBIN0012109 SBIN0012109 SBIN0012109 SBIN0012109	Total Attendance 6 6 6 5	Amount of wage 540 750 750 625	Ve) [) [) [

At submission, FTO of verified wage list is generated as given below.

	wayclist by Ac	countant							SignOut	t
	State : ORISSA	District : GAN	JAM	Block : SHE	RAGADA	Fi	nancial Year: 2011	-2012		
State Account to Be Debited										
	Bank Name: State Ba	ank of India								
	Branch Name: 12109	(Sheragada)								
	IFSC Code: SBIN00	012109								
	Account No: 000012	34567								
			Messag	e from webpage		D	3	Total	Amount of	
no	Job card No.	Job seeker Name					e IFSC Code	Attendance	wage	Ver
1 8	DR-12-021-003- D01/25458	LADUKISHOR MAHARANA		Record has been verified ! Plea	se Note the FTO No : (OR24	412_1112FTO_2) 99 SBIN0012109	6	540	•
2 0	DR-12-021-003- 001/25428	MANAS SETHI					99 SBIN0012109	6	750	
3	DR-12-021-003- 001/25428	LADU SETHI			<u> </u>		99 SBIN0012109	6	750	
4 0	DR-12-021-003- 001/25456	SAJANI MAHARANA	310336	58279 2412021WS681848- R 2 B	USHIKULYA GRAMYA ANK	SBIN001	2109 SBIN0012109	5	625	5
				No Materia	l list found					

Add Digital Signature to unsigned FTO

You can add digital signature at the same time to generate FTO or by clicking link "add digital signature to unsigned FTO" of index page as given below.

The Ma	hatma Gandhi	i National Rura	al Employmer	t Guarantee Act					l Depa	Ministry of Ru artment of Ru	Govt. ral Devel ral Devel 15-N	of India opment opment ov-2011
Digita	l Signatur	e by Accou	intant							Si	<u>gnOut</u>	Home
	State : ORIS	SSA	District :	GANJAM FTO I	Block : SHERAGA	ADA 1112FT0_2 💌	Fin	ancial Year: 2011-	2012			
	Digital Signature to Wagelist by Accountant											
S.n	Account Debited	IFSC Code (DR)	Transaction Date	Reference No	Job seeker Name	Account Credited	Bank/Post- office Name	Branch/Post- Office Code	Currency	y Debit/Credit	Amount wage(R	of 5)
1	00001234567	SBIN0012109	15/11/2011	24NRGB1202101112011014802	LADUKISHOR MAHARANA	31033643841	State Bank of India	SBIN0012109	INR	Credit		540
									To	otal FTO Am	ount: 540	540)
					Add Digital Sign	ature						
					, ridd Digital Oign							

After click on add digital signature button, if digital signature is attached to the computer system and it is already enrolled, then screen will ask for enter the pin as given below.

🗋 Untitled Page 🛛 🔶	
Download JAVA JRE and install	Enter PIN To log in to "Mathuri Sharma"
10 T T 10	Enter PIN:
s 4	Minimum PIN length 4 bytes Maximum PIN length 15 bytes
Java 🖌	OK Cancel

After entering the correct pin,FTO file will be signed successfully by the accountant as given below.

	Govt. of India Ministry of Rural Development Department of Rural Development
The Mahatma Gandhi National Rural Employment Guarantee Act	15-Nov-2011
	Information 🛛
	i File has been successfully signed
	OK

5) <u>Send WageList To Bank/PostOffice By PO:</u>

At website nrega.nic.in, click the tab "District/Block Administrator" and then click the link of "send wage list to bank/postoffice by PO".

Home Panchay GP/ PS/	ats ZP Workers	Other Impl. Agency Block	rict / States Po	Bank / MoRD	Social Audit Agencies Engineers
		District	/ Block Administrate	or	
 Programme Officer 					
 District Programme Co 	ordinator				
Authorize WageList By	Accountant				
Send WageList To Bar	k/PostOffice By PO				
		RURAL PORTAL CAPART	PMGSY BHARAT NIRMAN RTI ACT	GOI WEBSITES	

Then login page of "send wage list to bank/postoffice by PO" will be open

The Mahatma Gandhi National Rural Employment Guarantee Act				Mini Departm	Govt. of India istry of Rural Development aent of Rural Development 25-Nov-2011 Home
	DATA ENTRY	LOGIN			
	State" : Financial year" : District": Block": Accountant Name" : Password" :	ORISSA 2011-2012 • GANJAM • SHERAGADA • guest ••••• Proceed	Reset		
Designed & Developed By NIC-DRD Informatics Centre, Krishi Bhawan, New De	lhi				Feedback <u>nicdrd@nic.in</u>
Done				😜 Internet Protected Mode: On	🖓 🔻 🔍 100% 💌 🖉

After selection of financial year, district and block. Enter the accountant name and password. After successful login, index page will open as given below

The Mahatma Gandhi National Rural Employment Guarantee Act		Govt. of India Ministry of Rural Development Department of Rural Development 15-№-2011
		<u>Signout</u>
	PROGRAMME OFFICER Verify and Add Digital Signature to FTO	

Verify and add digital signature to FTO

FTO that is generated and digitally signed by accountant will come in the screen as given below.

											Govt.	of I
									1	Ministry of Ru	ral Devel	lopi
	Anna Canadha	Netternel Down	I Family and	A Course the Aut					Depa	artment of Ru	ral Devel	lop
iana	auna Ganuni and Digit:	National Rura	ai Employmer							C1	10-1V	101-1
19 6	anu Diyita	ai siynatu	ις υγ Ριοί							<u>01</u>	gnOut	
	State : ORIS	SA	District :	GANJAM	Block : SHERAGA	ADA	Fina	ancial Year: 2011-:	2012			
1				FTO	File No · OR2412	1112ETO 2 🔽						
no	Account Debited	IFSC Code (DR)	Transaction Date	Reference No	Job seeker Name	Account Credited	Bank/Post- office Name	Branch/Post- Office Code	Currency	y Debit/Credit	Amount wage(R	of s)
		(/			LADUKISHOR	21022642941	State Bank of	CRIN0012100	TND	Credit		54
1 0	00001234567	SBIN0012109	15/11/2011	24NRGB1202101112011014802	MAHARANA	51055045041	India	36100012109	INK	create		
1 0	0001234567	SBIN0012109	15/11/2011	24NRGB1202101112011014802	MAHARANA	51055045041	India	36140012109	INK	Great		54
1 0	0001234567	SBIN0012109	15/11/2011	24NKGB1202101112011014802	MAHARANA	51055045041	India	361N0012109	To	otal FTO Am	ount: 540	54 0
1 6	00001234567	SBIN0012109	15/11/2011	© Verify	and Add Digital Sig	nature OReje	India	35140012109	То	otal FTO Am	ount: 540	54 0
1 0	00001234567	SBIN0012109	15/11/2011	• Verify	and Add Digital Sig	nature OReje	India	351N0012109	То	otal FTO Am	ount: 540	54 0
1 0	00001234567	SBIN0012109	15/11/2011	⊙ Verify	and Add Digital Sig	nature OReje	India	SERVOIZIUS	То	otal FTO Am	ount: 540	54 0
1 0	00001234567	SBIN0012109	15/11/2011	⊙ Verify	and Add Digital Sig	nature OReje	India ect	35100012109	To	otal FTO Am	ount: 540	54 0
1 0	00001234567	SBIN0012109	15/11/2011	© Verify	and Add Digital Sig	nature ©Reje	India	3610012109	To	otal FTO Am	ount: 540	<mark>54</mark> 0
1 0	00001234567	5BIN0012109	15/11/2011	© Verify	and Add Digital Sig	nature ©Reje	India	35110012109	To	otal FTO Am	ount: 540	<mark>54</mark> 0
1 0	0001234567	SB1N0012109	15/11/2011	© Verify	and Add Digital Sig	nature OReje	India	3510012109	To	otal FTO Am	ount: 540	54 0

if signed FTO is correct press proceed button. if digital signature is attached to the computer system and it is already enrolled, then screen will ask for enter the pin as given below.

🗋 Untitled Page 🛛 🔅		
Download JAVA JRE and install	Enter PIN	
	To log in to "Madhuri Sharma"	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Enter PINI	
ず 🔔 🐪	Minimum PIN length 4 bytes Maximum PIN length 15 bytes	
lava A	OK Cencel	

After entering the correct pin, signed FTO file will be signed again by the Programme officer as given below. At the same time, FTO signed by programme officer will send to the concerned bank for further processing.

🚖 Favorites	🏀 Mahatma Gandhi National Rural Employment Guarante		🏠 🔹 🔝 🗉 🖶 🔹 Page + Safety + Tools + 🔞 + 🎽
			Govt. of India Ministry of Rural Development Department of Rural Development
The Mahatma	a Gandhi National Rural Employment Guarantee A	ct	15-Nov-2011
		File has been successfully signed	
		ОК	