Instructions for e-FMS Activity

Steps for e-FMS :

a) <u>Verification of accounts of workers :</u>

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) <u>Updation of Worker Account</u>:

Update worker account through the link "[Update Applicant's Bank details as per downloaded format](#)" 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 **Download In Excel** .Download the information and send it to update.

													Govt. of India		
													Ministry of Rural Development		
													Department of Rural Development		
The Mahatma Gandhi National Rural Employment Guarantee Act													25-Nov-2011		
State: KARNATAKA			District: BANGALORE RURAL			Block: NELAMANGALA				Panchayat: AGALAKUPPE					

MGNREGA Bank Account Details

SNo.	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 As Per Bank	Whether Bank/Business Correspondence	If BC Agency Code	If BC CSP code	If BC Account No./Smart Card No
1	15	1503	1503007	1503007020	KN-03-007-020-001/936	1	ಪುಟ್ಟರಾಜು	00078	Canara Bank	CNRB 0003285	Dobespete	104901011000274	CNRB0003285	Puttaraju.D				
2	15	1503	1503007	1503007020	KN-03-007-020-001/949	1	ಕೆಂಪ್ಪ	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	Manjunatha				
5	15	1503	1503007	1503007020	KN-03-007-020-001/968	1	ಸಿದ್ದಗಂಗ	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000374	CNRB0003285	Manjamma				
6	15	1503	1503007	1503007020	KN-03-007-020-001/968	2	ಮಂಜಮ್ಮ	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000374	CNRB0003285	Manjamma				
7	15	1503	1503007	1503007020	KN-03-007-020-001/969	1	ಗಂಗರಾಜು	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000389	CNRB0003285	Padmakshi				
8	15	1503	1503007	1503007020	KN-03-007-020-001/969	2	ಪದ್ಮ	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000389	CNRB0003285	Padmakshi				
9	15	1503	1503007	1503007020	KN-03-007-020-001/970	1	ಸಿದ್ದಪ್ಪ	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000424	CNRB0003285	Siddagangaiah				
10	15	1503	1503007	1503007020	KN-03-007-020-001/970	2	ಜಯಮ್ಮ	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000424	CNRB0003285	Siddagangaiah				
11	15	1503	1503007	1503007020	KN-03-007-020-001/970	3	ನಾಗೇಶ್	00078	Canara Bank	CNRB 0003285	Dobespete	3285108000424	CNRB0003285	Siddagangaiah				

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.

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

The following screen will be shown

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

2) <u>Freeze Worker Account</u>:

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

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.

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

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

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".

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

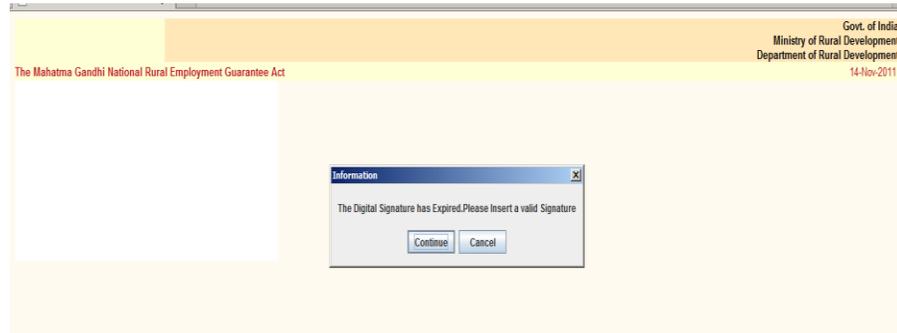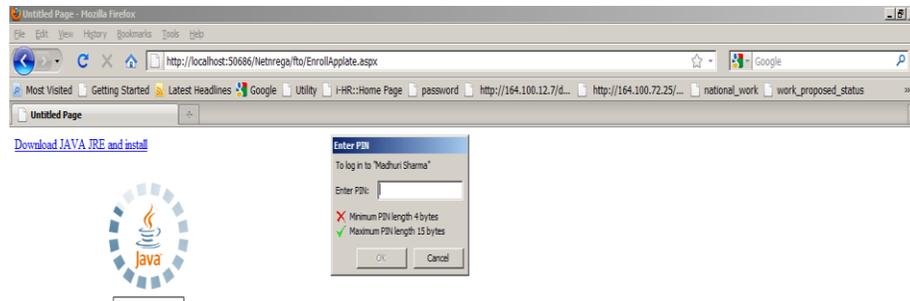i) If Digital signature is not connected the following error message will be shown

Information ☒

Please Insert the Digital Signature

[Continue] [Cancel]

Connect card and click on Continue

ii)   If Certificate has Expired : -

Govt. of India
Ministry of Rural Development
Department of Rural Development

The Mahatma Gandhi National Rural Employment Guarantee Act   14-Nov-2011

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 :-

Untitled Page - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

http://localhost:50686/Netnrega/fto/EnrollApplate.aspx   ☆ ▾   Google   🔍

Most Visited   Getting Started   Latest Headlines   Google   Utility   i-HR::Home Page   password   http://164.100.12.7/d...   http://164.100.72.25/...   national_work   work_proposed_status   »

Untitled Page

Download JAVA JRE and install

Enter PIN
To log in to "Madhuri Sharma"

Enter PIN: [   ]

✗ Minimum PIN length 4 bytes
✓ Maximum PIN length 15 bytes

[OK]   [Cancel]

iv)   Select OU and CN > OK :-

Download JAVA JRE and install

Selection screen ☒

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.

Certifacate has been enrolled successfully
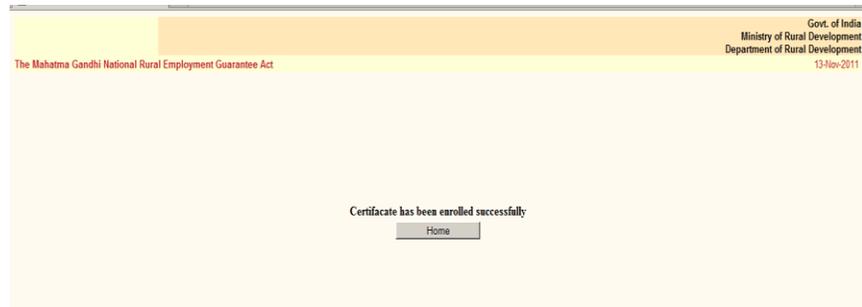
Home

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

Signout

ACCOUNTANT

- Generate FTO
- Add Digital Signature to Unsigned FTO
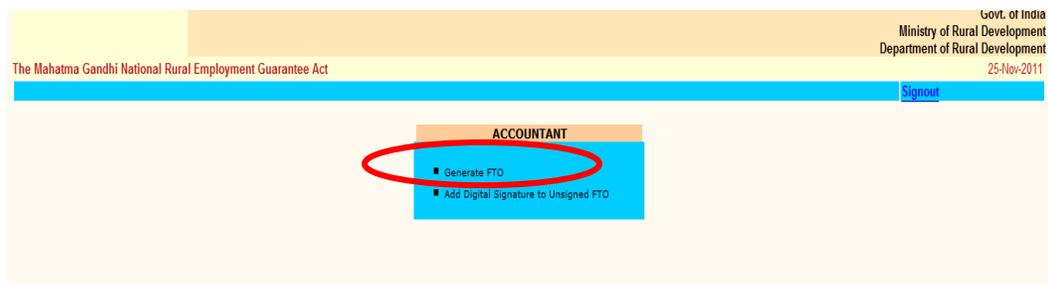
b) Verify wagelist worker detail and generate FTO

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.

Verify Wagelist by Accountant   SignOut   Home

State : ORISSA	District : GANJAM	Block : SHERAGADA	Financial Year: 2011-2012

State Account to Be Debited

Bank Name: State Bank of India

Branch Name: 12109(Sheragada)

IFSC Code: SBIN0012109

Account No: 00001234567

Verify Wagelist by Accountant

S.no	Job card No.	Job seeker Name	Account No.	Wage Slip	Bank Name	Branch Code	IFSC Code	Total Attendance	Amount of wage	Verify
1	OR-12-021-003-001/25458	LADUKISHOR MAHARANA	31033643841	2412021WS681904-1	State Bank of India	SBIN0012109	SBIN0012109	6	540	☑
2	OR-12-021-003-001/25428	MANAS SETHI	31033643863	2412021WS681835-2	State Bank of India	SBIN0012109	SBIN0012109	6	750	☑
3	OR-12-021-003-001/25428	LADU SETHI	31033643921	2412021WS681835-1	State Bank of India	SBIN0012109	SBIN0012109	6	750	☑
4	OR-12-021-003-001/25456	SAJANI MAHARANA	31033658279	2412021WS681848-2	RUSHIKULYA GRAMYA BANK	SBIN0012109	SBIN0012109	5	625	☑

No Material list found

No Administrative expenditure list found

Authorise

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

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.

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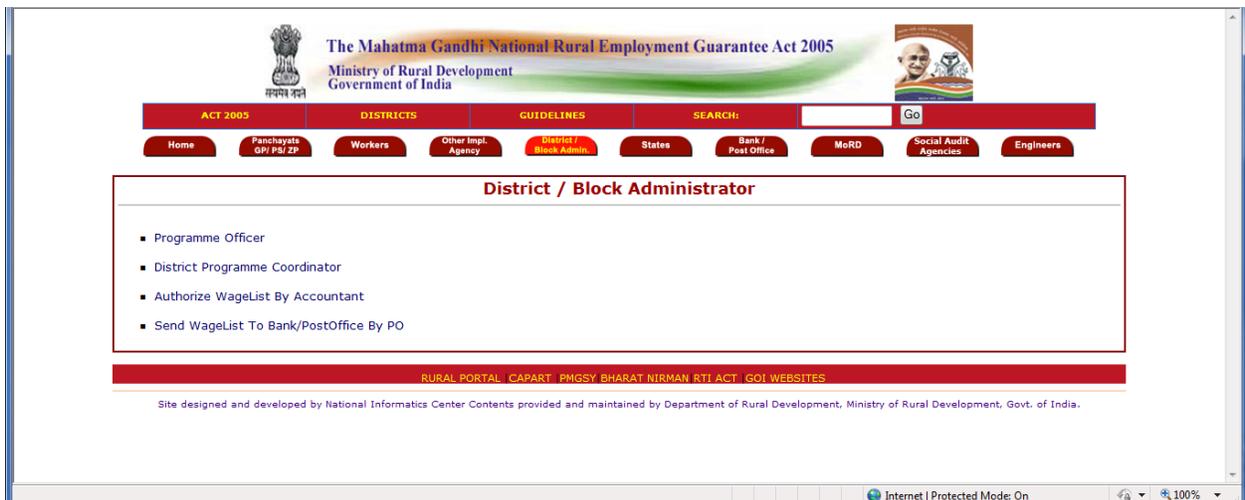
After entering the correct pin,FTO file will be signed successfully by the accountant as given below.
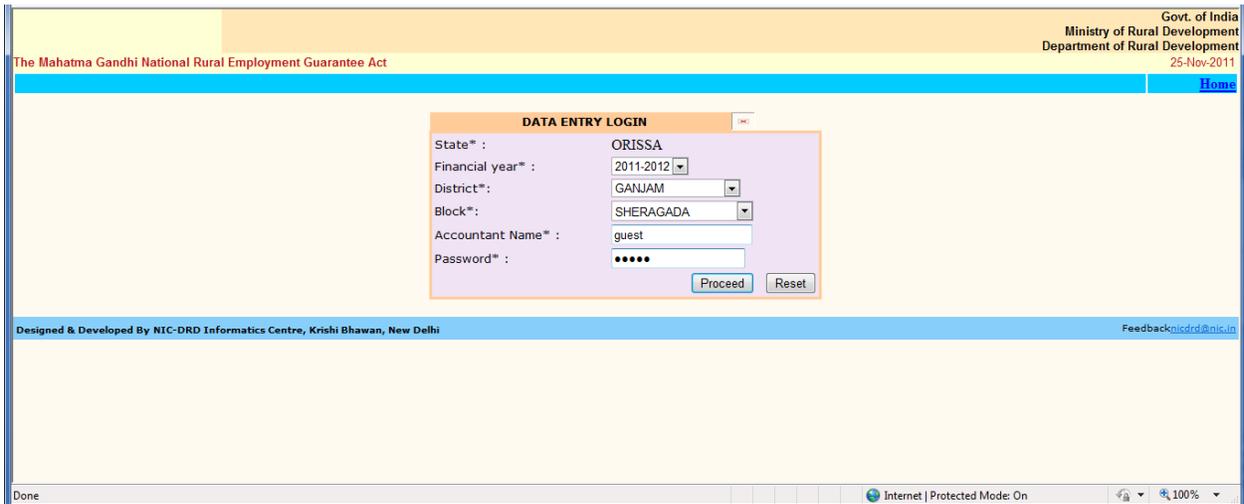

5) <u>Send WageList To Bank/PostOffice By PO:</u>

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".

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

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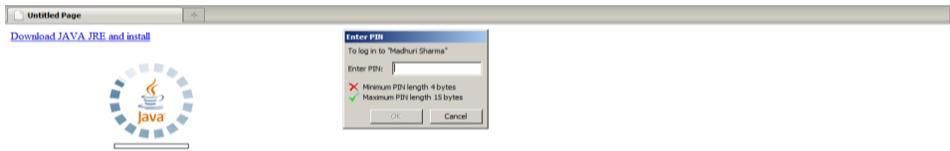

Verify and add digital signature to FTO

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

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.

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.