

## Instructions for e-FMS Activity

### Steps for e-FMS :

#### **a) Verification of accounts of workers :**

- a. Data Entry agencies of NREGASoft are 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 "[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 provided with the option "**freeze workers account**" in their data entry page to freeze the accounts. This exercise will add a hash to the record and then no one can change anything in that record. Only frozen 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 is 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 be 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.

The Mahatma Gandhi National Rural Employment Guarantee Act															Govt. of India Ministry of Rural Development Department of Rural Development 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./Sma Card No				
1	15	1503	1503007	1503007020	KN-03-007-020-001/936	1	ಪುಟ್ಟರಾಜು	00078	Canara CNRB Bank	0003285	Dobespete	104901011000274	CNRB0003285	Puttaraju.D								
2	15	1503	1503007	1503007020	KN-03-007-020-001/949	1	ಕಿವಣ್ಣ	00078	Canara CNRB Bank	0003285	Dobespete		CNRB0003285	SHIVANNA								
3	15	1503	1503007	1503007020	KN-03-007-020-001/966	2	ನೇಲಮ್ಮ	00078	Canara CNRB Bank	0003285	Dobespete	3285108000370	CNRB0003285	Nelamma								
4	15	1503	1503007	1503007020	KN-03-007-020-001/967	1	ಮಂಜುನಾಥ	00078	Canara CNRB Bank	0003285	Dobespete	3285108000394..	CNRB0003285	Manjunatha								
5	15	1503	1503007	1503007020	KN-03-007-020-001/968	1	ಅಜ್ಜಮ್ಮ	00078	Canara CNRB Bank	0003285	Dobespete	3285108000374	CNRB0003285	Manjamma								
6	15	1503	1503007	1503007020	KN-03-007-020-001/968	2	ಮಂಜಮ್ಮ	00078	Canara CNRB Bank	0003285	Dobespete	3285108000374	CNRB0003285	Manjamma								
7	15	1503	1503007	1503007020	KN-03-007-020-001/969	1	ಗಿಂನರಾಜು	00078	Canara CNRB Bank	0003285	Dobespete	3285108000389	CNRB0003285	Padmakshi								
8	15	1503	1503007	1503007020	KN-03-007-020-001/969	2	ಪದ್ಮ	00078	Canara CNRB Bank	0003285	Dobespete	3285108000389	CNRB0003285	Padmakshi								
9	15	1503	1503007	1503007020	KN-03-007-020-001/970	1	ಸಿದ್ದಮ್ಮ	00078	Canara CNRB Bank	0003285	Dobespete	3285108000424	CNRB0003285	Siddagangaiiah								
10	15	1503	1503007	1503007020	KN-03-007-020-001/970	2	ಶಯ್ಯಮ್ಮ	00078	Canara CNRB Bank	0003285	Dobespete	3285108000424	CNRB0003285	Siddagangaiiah								
11	15	1503	1503007	1503007020	KN-03-007-020-001/970	3	ಸಿದ್ದಮ್ಮ	00078	Canara CNRB Bank	0003285	Dobespete	3285108000424	CNRB0003285	Siddagangaiiah								

## ii) Update the worker account

In PO (Program 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](#)

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**REGISTRATION, JOB CARD & DEMAND**

- Registration - Data Entry
  - Not Linked with BPL Data
  - Upload Photo
- Registration - Edit/Update
  - Registration [Edit] [Delete]
  - Applicant [Add] [Delete]
  - Applicants account No. [Add] [Edit]
  - **Update Applicant's Bank details as per downloaded format**
  - Update BPL Family
  - Small Marginal Farmer Status
  - Add UID No. (Aadhaar No.)
- Print Job Card
- Demand for Work Entry [Delete]

**MUSTER ROLL & OTHERS**

- Complete Muster Roll
  - Muster Roll Entry [Edit] [Delete]
- E-Muster Roll
  - Generate E-Muster Roll [Delete]
  - Print E-Muster Roll
  - Fill E-Muster Roll
  - Fill E-Muster Roll (Skilled/Semi-Skilled)
- Muster Roll In Parts
  - Muster Roll Attendance Only
  - Measurement Book Entry [Edit] [Delete]
  - Muster Roll Payment only
- Expenditure
  - Material Procured Details Entry [Edit/Delete]
  - Payment of Skilled/Semi-skilled Labours
  - Administrative Expenditure
- Payment of Anticipated Expenditure for previous and current FY
  - Payment of Muster Rolls
  - Payment of Bills

**WORKS & ALLOCATION**

- Works - Data Entry/Edit

**FUNDS**

- Receive Funds [Edit/Delete]

The following screen will be shown

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Dist: KARNATAKA      Taluk: BANGALORE RURAL      Panchayat: NELAMANGALA      Panchayat Code: 1503007020

Panchayat Code: 1503007020

**Edit Bank details of Applicants**

**Notes:**  
To Edit Workers' bank details, Tick the checkbox to edit and edit the details !  
On Clicking of Update button, only these ticked worker's bank-details will be updated provided the required mandatory fields are filled !  
If Mode of Pay is B.C. and if Agency Name Code is not listed, mail to your State-MGNREGA-MIS Co-ordinator to add the B.C. details !

Sr	Registration No.	Applicant No.	Applicant Name	Tick to Edit	Whether Bank/Busines Correspondent	Bank Name	Bank Code	Branch Code	Branch Name	Account No.	IFSC Code	Applicant Name as per Bank/Passer (Only in English)	IF B.C. Agency Code	IF B.C. CSP Code	IF B.C. Ref. No./Passer Card No.
1	KN-03-007-020-001.949	1	batig	<input type="checkbox"/>	<input checked="" type="checkbox"/> Bank	Canara Bank	00078	CNRB 0003285	Dobespete		CNRB0003285	SHIVANNA			
2	KN-03-007-020-001.966	2	Neelamma	<input type="checkbox"/>	<input checked="" type="checkbox"/> Bank	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000370	CNRB0003285	Neelamma			
3	KN-03-007-020-001.967	1	Manjunatha	<input type="checkbox"/>	<input checked="" type="checkbox"/> Bank	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000394	CNRB0003285	Manjunatha			
4	KN-03-007-020-001.968	1	Manjamma	<input type="checkbox"/>	<input checked="" type="checkbox"/> Bank	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000374	CNRB0003285	Manjamma			
5	KN-03-007-020-001.968	2	Manjamma	<input type="checkbox"/>	<input checked="" type="checkbox"/> Bank	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000374	CNRB0003285	Manjamma			
6	KN-03-007-020-001.970	1	Siddangangiah	<input type="checkbox"/>	<input checked="" type="checkbox"/> Bank	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000424	CNRB0003285	Siddangangiah			
7	KN-03-007-020-001.970	2	Siddangangiah	<input type="checkbox"/>	<input checked="" type="checkbox"/> Bank	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000424	CNRB0003285	Siddangangiah			
8	KN-03-007-020-001.970	3	Siddangangiah	<input type="checkbox"/>	<input checked="" type="checkbox"/> Bank	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000424	CNRB0003285	Siddangangiah			
9	KN-03-007-020-001.971	1	Siddamma	<input type="checkbox"/>	<input checked="" type="checkbox"/> Bank	Canara Bank	00078	CNRB 0003285	Dobespete	3285108000414	CNRB0003285	Siddamma			

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**

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The Mahatma Gandhi National Rural Employment Guarantee Act  
New Business Correspondent(BC)

Add New Business Correspondent(BC)  
State : KARNATAKA

BC Code	<input type="text"/>	BC Name	<input type="text"/>
CSP Code	<input type="text"/>	CSP Name	<input type="text"/>
Agency Bank Name	--Select Bank	Agency Branch Name	--Select Branch

Coverage Location

District	Select
BAGALKOTE	<input type="checkbox"/>
BANGALORE	<input type="checkbox"/>
BANGALORE RURAL	<input type="checkbox"/>
BELGAUM	<input type="checkbox"/>
BELLARY	<input type="checkbox"/>
BIDAR	<input type="checkbox"/>
BIDARUR	<input type="checkbox"/>
CHANNARAJA NAGARA	<input type="checkbox"/>
CHIKKABALLAPURA	<input type="checkbox"/>
CHIKMAGALUR	<input type="checkbox"/>
CHITRADURGA	<input type="checkbox"/>

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

State DBA-Options
State: KARNATAKA
Add/Move District/Block/Panchayat/Village
Edit Panchayat/Village Name and Add Census 2001 Code
Delete. Panchayat/Village(Or)Mark Panchayat/Village as Urban-Area
Updation of Masters
Edit/Freeze Opening Balance
<a href="#">Download MGNREGA Data</a>
Download Panchayat Wise MGNREGA Bank Account Detail
Resume Registration
Resume Applicants
Gram panchayat/DPC/PO/Implementing Agencies Account Information
<b>E-FMS</b>
Freeze Worker Account
Debit Account

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

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State: KARNATAKA

District:  Block:  Panchayat:

Bank  Post-office

Please uncheck the account which is not correct

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	<input checked="" type="checkbox"/>
2	KN-03-007-021-001/1123	ರತ್ನಮ್ಮ	Rathanamma	State bank of Mysore	00423	SBMY0040331	64083531176	<input checked="" type="checkbox"/>
3	KN-03-007-021-001/1124	ಗೋವಿಂದಯ್ಯ	Govindaiah	State bank of Mysore	00423	SBMY0040331	64083530490	<input checked="" type="checkbox"/>
4	KN-03-007-021-001/1124	ಗೌರಮ್ಮ	Gowramma	State bank of Mysore	00423	SBMY0040331	64083530490	<input checked="" type="checkbox"/>
5	KN-03-007-021-001/1124	ಾಶಾ	Asha	State bank of Mysore	00423	SBMY0040331	64083530490	<input checked="" type="checkbox"/>
6	KN-03-007-021-001/1126	ಪಾರವತಿಮ್ಮ	Paravathamma	State bank of Mysore	00423	SBMY0040331	64083530795	<input checked="" type="checkbox"/>
7	KN-03-007-021-001/1128	ಮುರುಳಿದರ	Muralidhra	State bank of Mysore	00423	SBMY0040331	64083530706	<input checked="" type="checkbox"/>

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 freed for editing i.e. the freed account will not be edited further.

### 3) Generate the Wagelist:

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

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**Send Mustrolls to Bank/Post Office for Payment**

Financial Year: 2011-2012	ರಾಜ್ಯ : KARNATAKA	ಜಿಲ್ಲೆ: BANGALORE RURAL	ತಾಲ್ಲೂಕು: NELAMANGALA
Select Execution level : <input checked="" type="radio"/> Gram Panchayat <input type="radio"/> Block Level <input type="radio"/> Zilla Level	ಪಂಚಾಯತಿ: KULUVANAHALLI		
Enter few character of work code :	Work Name(Work Code) : 1503007003/DP/17163601502156651		
Select Date From:- 20/10/2011	To 29/11/2011	<input type="button" value="GO"/>	

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

Payment By Bank  
Branch Code : CNRB0001919 Payment Agency: KULUVANAHALLI, Canara Bank

Wage List No.: 1503007WL00014  
Wage List Agency No.: 1503007WL00014-CNRB0001919  
Work Name: ಅರಣ್ಯಕಾರ್ಯ ಕಾರ್ಯಾಚರಣೆ ಮತ್ತು ಸೇವಾ ಕಾರ್ಯಗಳ ನಿರ್ವಹಣೆ  
Work Code: 1503007003/DP/17163601502156651  
Mustroll Duration: 20/10/2011-29/11/2011  
Wage List Date.: 25/11/2011

S.No.	Job card No.	Job seeker Name	Account No.	Wage Slip	Total Attendance	Amount of wage	Signature
Village, Panchayat: GEDDALAHALLI, KULUVANAHALLI							
1	KN-03-007-003-019/769	ಶಿವಗಂಗಯ್ಯ	1919101003179	1503007WS225-12	10	1250	
2	KN-03-007-003-019/769	ಶಿವರಾಜಯ್ಯ	1919101003179	1503007WS225-13	10	1250	
3	KN-03-007-003-019/769	ವೇಣುಕುಮಾರ್	1919101003179	1503007WS225-14	5	625	
4	KN-03-007-003-019/769	ವಸಂತಕುಮಾರ್	1919101003179	1503007WS225-15	5	625	
Sub Total						3750	
Rupees Three Thousand Seven Hundreds Fifty Only							

Payment Through  Corpus Fund  Cheque from PO  Cheque from G.P.  Cheque from Line Dept.  EFMS

HO/Bank Name	Payment Agency	Payment Agency Code
00078 *	Canara Bank	CNRB000191
	Canara Bank	CNRB0001919

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 accountant

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Department of Rural Development  
25-Nov-2011

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**Send Wagelist For Payment**

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	20/10/2011--29/11/2011	25/11/2011	<input type="checkbox"/>
2	1503007WL00014	1503007WL00014-CNRB0001919	20/10/2011--29/11/2011	25/11/2011	<input type="checkbox"/>

## 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”.

The screenshot shows the NREGA website interface. At the top, there is a header with the Government of India logo and the text "The Mahatma Gandhi National Rural Employment Guarantee Act 2005, Ministry of Rural Development, Government of India". Below the header is a navigation menu with tabs for "ACT 2005", "DISTRICTS", "GUIDELINES", "SEARCH", and various user roles: "Home", "Panchayats GP/ PZ/ ZP", "Workers", "Other Impl. Agency", "District / Block Admin.", "States", "Bank / Post Office", "MoRD", "Social Audit Agencies", and "Engineers". The "DISTRICTS" tab is selected, showing a list of roles: "Programme Officer", "District Programme Coordinator", "Authorize WageList By Accountant" (circled in red), and "Send WageList To Bank/PostOffice By PO". The footer contains links for "RURAL PORTAL", "CAPART", "PMGSY", "BHARAT NIRMAN RTI ACT", and "GOI WEBSITES".

The screenshot shows the "DATA ENTRY LOGIN" form on the NREGA website. The form fields are: "State\*" (ORISSA), "Financial year\*" (2011-2012), "District\*" (GANJAM), "Block\*" (SHERAGADA), "Accountant Name\*" (guest), and "Password\*" (masked with dots). There are "Proceed" and "Reset" buttons at the bottom of the form. The footer includes "Designed & Developed By NIC-DRD Informatics Centre, Krishi Bhawan, New Delhi" and "Feedback nicdrd@nic.in".

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

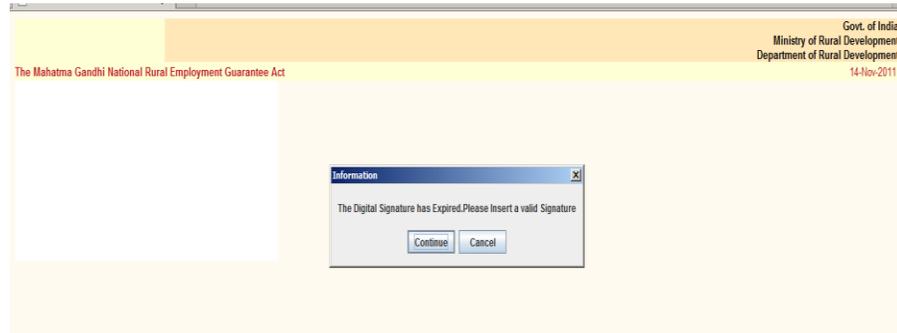
- i) If Digital signature is not connected the following error message will be shown

[Download JAVA JRE and install](#)

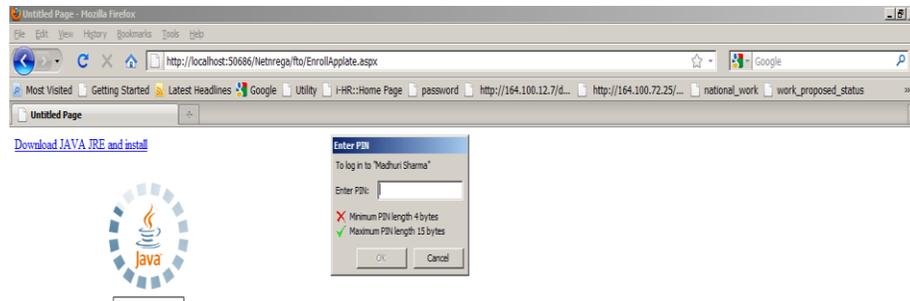


**Connect card and click on Continue**

ii) If Certificate has Expired :-



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

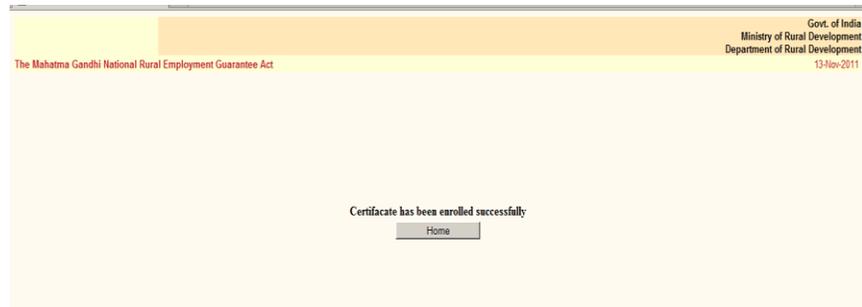


iv) Select OU and CN > OK :-

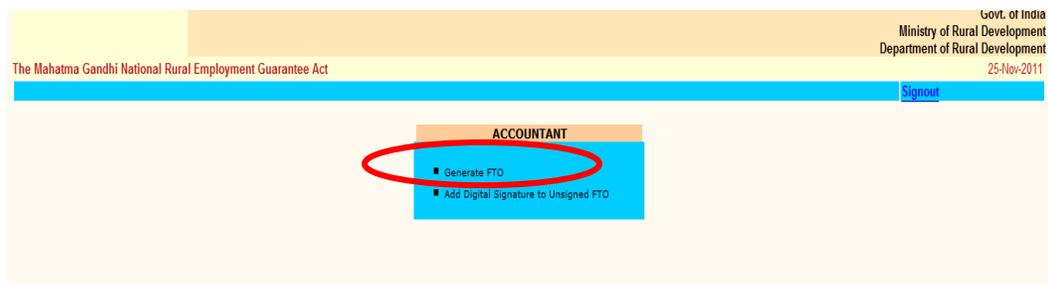
[Download JAVA JRE and install](#)



- 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.

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**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	<input checked="" type="checkbox"/>
2	OR-12-021-003-001/25428	MANAS SETHI	31033643863	2412021WS681835-2	State Bank of India	SBIN0012109	SBIN0012109	6	750	<input checked="" type="checkbox"/>
3	OR-12-021-003-001/25428	LADU SETHI	31033643921	2412021WS681835-1	State Bank of India	SBIN0012109	SBIN0012109	6	750	<input checked="" type="checkbox"/>
4	OR-12-021-003-001/25456	SAJANI MAHARANA	31033658279	2412021WS681848-2	RUSHIKULYA GRAMYA BANK	SBIN0012109	SBIN0012109	5	625	<input checked="" type="checkbox"/>

No Material list found

No Administrative expenditure list found

[Authorise](#)

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

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Ministry of Rural Development  
Department of Rural Development  
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The Mahatma Gandhi National Rural Employment Guarantee Act

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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

**Message from webpage**

Record has been verified ! Please Note the FTO No : (OR2412\_1112FTO\_2)

OK

S.no	Job card No.	Job seeker Name	IFSC Code	Total Attendance	Amount of wage	Verify
1	OR-12-021-003-001/25438	LADUKISHOR MAHARANA	99 SBIN0012109	6	540	<input checked="" type="checkbox"/>
2	OR-12-021-003-001/25428	MANAS SETHI	99 SBIN0012109	6	750	<input type="checkbox"/>
3	OR-12-021-003-001/25428	LADU SETHI	99 SBIN0012109	6	750	<input type="checkbox"/>
4	OR-12-021-003-001/25456	SAJANI MAHARANA	2412021WS681848- RUSHIKULYA GRAMYA BANK 31033658279 2	5	625	<input type="checkbox"/>

No Material list found

No Administrative expenditure list found

Authorise

### 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.

Govt. of India  
Ministry of Rural Development  
Department of Rural Development  
15-Nov-2011

The Mahatma Gandhi National Rural Employment Guarantee Act

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

FTO File No : OR2412\_1112FTO\_2

**Digital Signature to Wagelist by Accountant**

S.no	Account Debited	IFSC Code (DR)	Transaction Date	Reference No	Job seeker Name	Account Credited	Bank/Post-office Name	Branch/Post-Office Code	Currency Debit/Credit	Amount of wage(Rs.)
1	00001234567	SBIN0012109	15/11/2011	24NRGB1202101112011014802	LADUKISHOR MAHARANA	31033643841	State Bank of India	SBIN0012109	INR Credit	540

**Total FTO Amount: 540**

[Add Digital Signature](#)

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**

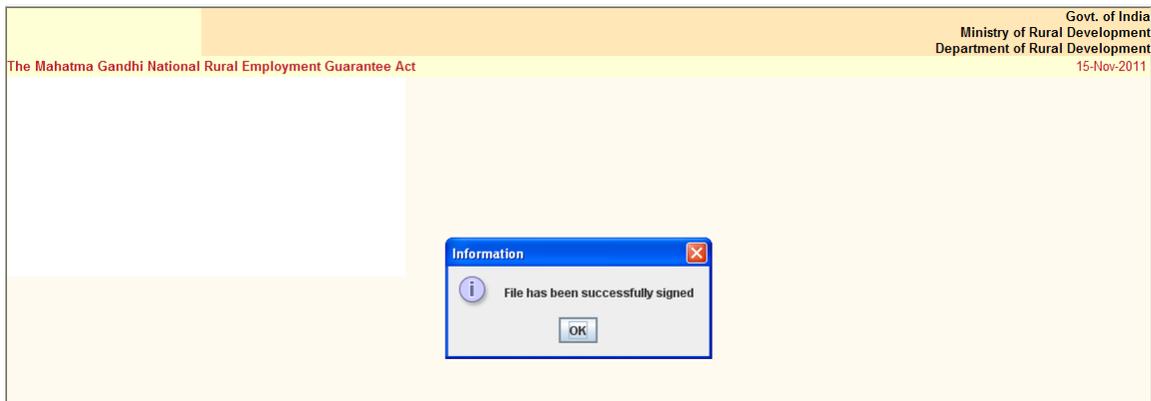
To log in to "Madhuri Sharma"

Enter PIN:

Minimum PIN length 4 bytes  
 Maximum PIN length 15 bytes

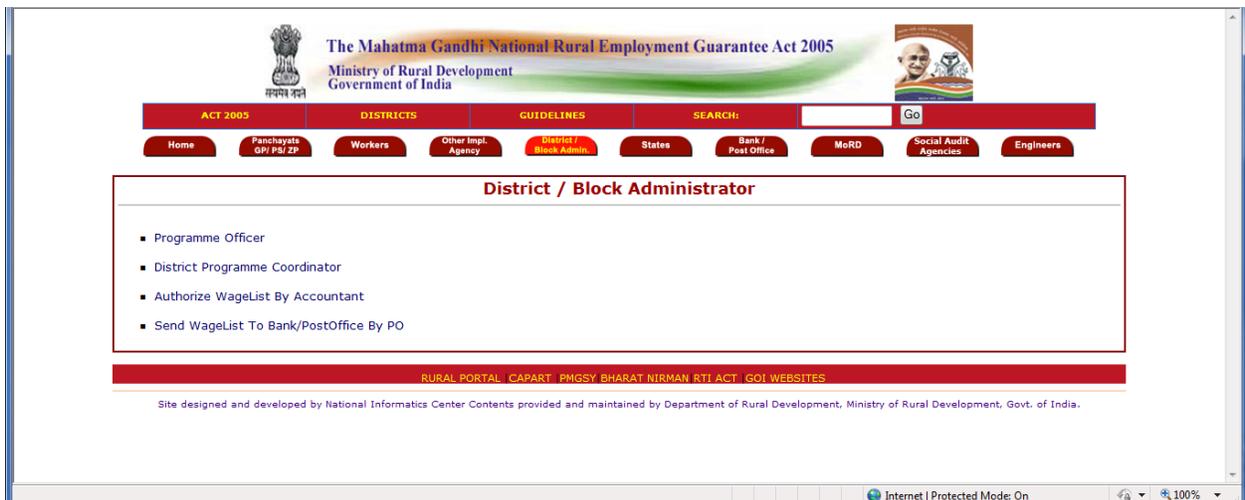
OK Cancel

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

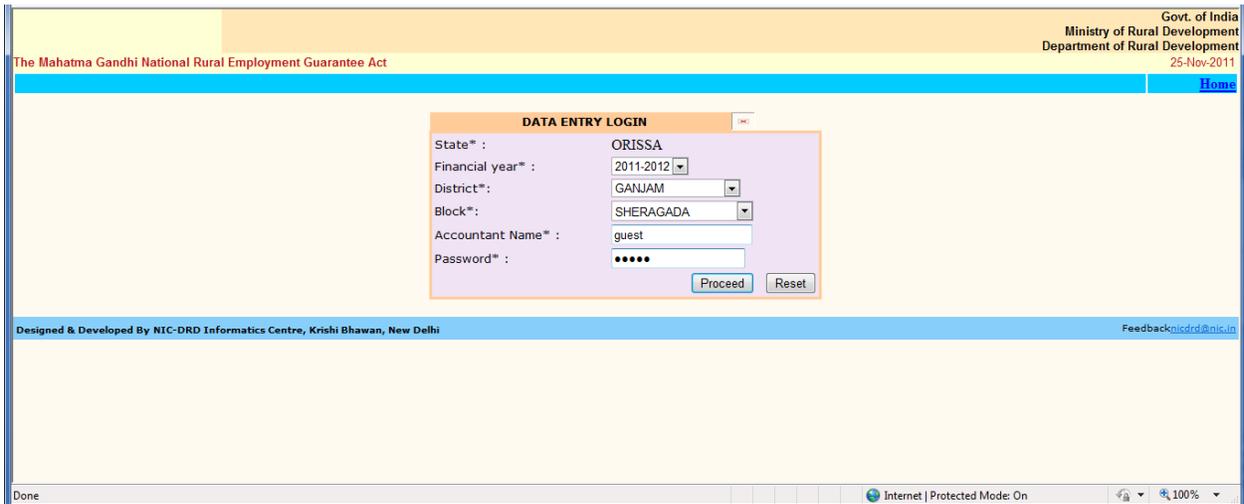


## 5) Send WageList To Bank/PostOffice By PO:

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

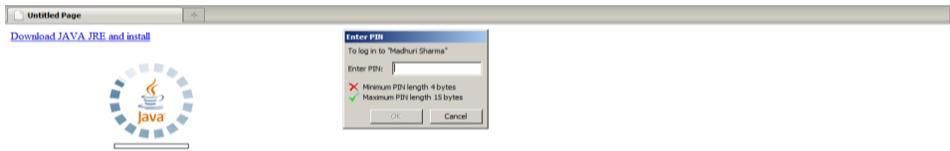


### Verify and add digital signature to FTO

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.

