

GOVERNMENT OF WEST BENGAL
Panchayats & Rural Development Department
Joint Administrative Building
Block HC-7, Sector -III, Salt Lake
Kolkata-700 106

Memo. No. 3473(25)/RD/O/MGNREGA/18M-01/16

Dated: 06/07/2017

To: The Administrator, GTA
The District Magistrate and District Programme Coordinator (all),
The Additional Executive Officer, Siliguri Mahakuma Parishad

Sub: Issue of Fixed Asset Register (FAR) and 7(seven) Essential Registers to be maintained by the PIAs

Madam/Sir,

Your attention is drawn to several communications and formal and informal discussion regarding maintenance of Fixed Asset Register (FAR) in the offices of all PIAs of MGNREGA. As of date, MIS indicates that the FAR has been introduced in 3303 no. of GPs among 3342 GPs. In next 7 (seven) days, all the remaining Gram Panchayats must introduce the FAR. It has also come to notice that the FAR is not being properly updated where it has been introduced. Mere introduction will not serve the purpose. We need to ensure the regular and proper updating of the same. FAR has direct linkage to Geo Tagging of generated assets. No asset is supposed to be available in Geo Tagging unless the FAR has been updated showing Physical and Formal completion of the work.

Along with the FAR, detail of 7(seven) essential registers are to be maintained by the PIAs which were also being shared with you. Formats for all such registers, the process of part downloading, part maintenance and manual updating into the system have explained in detail in Memo. No. 5382-P&RD/P/18S-01/06(Pt-I) Dated 22.11.2016 (copy enclosed). Unfortunately it has been noticed that a large no. of registers which have been received by the PIAs either by downloading or by physically printed form are not being used at all. Use of these essential registers should also be ascertained where it is required. I would like to request to arrange a meeting with the Gram Panchayats on this issue along with other administrative issues to explain the registers and the process of updating these registers which should be followed up by

visit to the Gram Panchayats. At the end of the process, DPC may like to have certificate on the following points –

- 1) The FAR has been introduced and is under regular updation.
- 2) All 7 (seven) essential registers have been introduced in all the Gram Panchayats either by downloading or by supplying in printed form.
- 3) All 7 (seven) essential registers are being used in regular basis and are updated with latest information.

The first of such certificates should be obtained by 31/07/2017 and should be shared with State by 05/08/2017. Thereafter these should be quarterly certification by the blocks and the districts for the FAR and 7 (seven) essential registers regularly.

Yours faithfully,

(Dibyendu Sarkar)

Commissioner, MGNREGS

6.07.2017

M6. Master Circular/New Asset Register/Seven Register Status

State : WEST BENGAL

S No.	Districts	No. of Panchayats	No. of Panchayats having Master Circular in Regional/Local language	No. of Panchayats having New Asset Register maintained at GP	No. of Panchayats where Seven Registers maintained at GP
1	2	3	4	5	6
1	24 PARGANAS (NORTH)	200	199	199	199
2	24 PARGANAS SOUTH	310	309	309	304
3	ALIPURDUAR	66	66	66	66
4	BANKURA	190	190	190	190
5	BIRBHUM	167	167	167	167
6	COOCHBEHAR	128	128	128	128
7	Darjeeling Gorkha Hill Council (DGHC)	70	16	36	0
8	DINAJPUR DAKSHIN	65	64	64	64
9	DINAJPUR UTTAR	98	98	98	98
10	HOOGHLY	207	206	207	207
11	HOWRAH	157	157	157	157
12	JALPAIGURI	80	80	80	80
13	JHARGRAM	79	79	79	79
14	KALIMPONG	42	0	42	0
15	MALDAH	146	145	144	146
16	MURSHIDABAD	254	250	250	250
17	NADIA	185	185	185	185
18	PASCHIM BARDHAMAN	62	51	62	62
19	PASCHIM MEDINIPUR	211	211	211	211
20	PURBA BARDHAMAN	215	176	214	215
21	PURBA MEDINIPUR	223	223	223	223
22	PURULIA	170	170	170	170
23	SILIGURI MAHAKUMA PARISAD	22	22	22	22
	Total	3347	3192	3303	3223

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**GOVERNMENT OF WEST BENGAL
PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT**

9TH FLOOR, JOINT ADMINISTRATIVE BUILDING
BLOCK HC, PLOT 7, SECTOR – III,
SALT LAKE CITY, KOLKATA – 700 106

Memo No. 5382-P&RD/P/18S-01/06 (Pt-I)

Dated: 22.11.2016

From: Dibyendu Sarker
Commissioner MGNREGA

To: The Principal Secretary, GTA
The District Magistrate & District Programme Co-ordinator (All)
The Additional Executive Officer, Siliguri Mahakuma Parishad

Sub: Introduction of seven essential registers to be maintained under MGNREGA

Madam/Sir

You are certainly aware of the new set of simplified 7 registers to be maintained by all the Gram Panchayats in connection with implementation of MGNREGA. Formats of the register are available on the national portal. However, copy of the pdf booklet is attached for your ready reference.

Following are the basic details of the Registers

Register-I

This registers relates to keeping records to Application of Job Card, Registration and Issue of Job Card and periodic reports on employment provided to Job Seekers. It has four parts

Part A is completely pre-filled and should be downloaded from the portal (nrega.nic.in-----State-----District-----Block----GP-----Register), printed and pasted on a physical register.

Part B: Once the pages in Part A are complete, the heading of Part B should be written on subsequent pages. This part will be fully manual and details of Job Card Applications received and decisions thereof must be entered in this part.

Part C is a quarterly report aggregating new Job Cards issued during a particular quarter. Information on this will be available online at the end of each quarter, provided the information is updated in NREGASoft. He/She will print this update part and paste on the register in continuation to Part-B.

Part-D will again be fully pre-populated and only printing and pasting in the register will be required.

Register-II

This is a simple register wherein the minutes, resolution and priority list of works approved in the Gram Sansad meeting will be maintained. The same register will also have provision for recording meeting minutes and Action Taken Report of the Special Social Audit Gram Sabha.

Register-III

This register records the Demand for work, Allocation of Work and Payment of Wages. The register is to be maintained manually, on month-wise and ongoing basis per Financial

Year. The Register-III forms the core and non-negotiable transparency register from a worker's perspective.

Register-IV is the work register which has two parts

Part-A: contains the list of works executed by Gram Panchayats and the implementing agencies, date of commencement, estimated date of completion, actual date of completion sanctioned wages and as well as material. Column 1 to 11 are pre-printed and column 12 is blank. The page number on which the corresponding details of Work(Part-B) is pasted shall be manually entered here. The report has to be printed (in landscape mode) directly from NREGASoft and pasted on registers.

To select works by Gram Panchayats **radio button** "GP" needs to be selected and for works by implementing agencies **radio button** "Other than GP" is to be selected.

Part-B: contains workwise details which are to be which are to be printed (in Landscape mode) from NREGASoft and pasted on registers for each quarter of the financial year. On clicking the Work Code in Column 2 of Part-A, a new page giving detail of that work code will open. This is a pre-printed report and has to be printed and pasted on the next page after the Part-A report.

Register-V is the Fixed Asset Register which is expected to have already been introduced in all Gram Panchayats.

Register-VI is the complaint register which should be meticulously maintained. The report format is to be pre-printed (in landscape mode) and pasted on register to be maintained for the financial year. The information in the report is to be filled up manually.

Register-VII is the material register which again is available online in NREGASoft. The report is to be printed (in landscape mode) from NREGASoft and pasted in the physical register. Out of 14 columns in the report, 1 to 10 are pre-printed whereas column 11 to column 14 are to be manually filled up.

There 7 registers are in addition to financial records that are to be maintained in accordance with the Gram Panchayat Accounting Rules 2007. However, no register other than these seven registers and the financial records will henceforth be required to be maintained in the Gram Panchayats under MGNREGA.

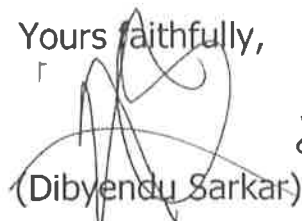
All these registers are to be immediately introduced in all the Gram Panchayats. The availability of all the registers are to be marked in NREGASoft through the option given in the Profile Section under Programme Officer Login.

Training

There should training of Executive Assistant/Secretary of the Gram Panchayat along with GRS and Nirman Sahayak on how to print and maintain these 7 registers.

The entire process including use of all 7 Registers by the Gram Panchayat must complete by **31.12.2016**.

Yours faithfully,


(Dibyendu Sarkar)

22/11/16