

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

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

*Memo No. 1015 –RD/O/MGNREGS/18M-02/14*

*Dated: 25.02.2015*

From: Dibyendu Sarker  
Commissioner, MGNREGA

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

**Sub- Introduction of E-fms for material and administrative expenses**

Madam/Sir,

Kindly note Government of India in the Ministry of Rural Development has issued instructions to introduce e-FMS for all transactions including transactions related to material payment and administrative expenses in MGNREGA with effect from 1<sup>st</sup> April, 2015. It has also been decided that in the two pilot districts of North 24 Parganas and Burdwan the process will be initiated with effect from 1<sup>st</sup> March, 2015 itself. The opportunity for Dual Mode of payment for materials will finally close on 15<sup>th</sup> March 2015 and for administrative expenses the date of closure is 31<sup>st</sup> March 2015

To facilitate transition into e-FMS system for material and administrative payments the following activities are to be immediately initiated.

**A. Prerequisites for material payments through e-FMS**

1. The list of activities are to be finalized and updated in NREGASoft.
2. NREGASoft scheme entry page-3 has to be edited for updating the list of activities as well as entering the list of materials required for implementation of individual activities.
3. Once the activity lists are prepared and page 3 of the scheme entry edited, the districts are to freeze the DPRs in relation to every individual scheme/work. One of the pre-conditions of ensuring freezing of DPRs is tallying the total sanctioned cost as in DPR and summation of costs for individual activities. Unless these two figures tally it will not be possible to freeze the DPR at all. Freezing of DPR will, however, be done from the log in of the P.O himself/herself only.
4. The details of all vendors supplying materials for implementation of MGNREGA will have to be collected. Information to collect will include name of the individual / agency, details of the bank accounts, PAN number, TIN number etc. No vendor will henceforth be allowed to be engaged unless they have their own TIN number.
5. While generating FTO for material payment, if there is any element of deduction which has to be subsequently deposited into some Government account, income tax /sales tax etc, the FTO will be generated with two different instructions. While the amount payable to the vendor will contain instructions for crediting into the account of the vendor, the amount deducted shall be sent to the account of the concerned PIA. It will be the responsibility of the concerned PIA to deposit the amount at appropriate Government account at a subsequent stage.

6. Signatories: 1<sup>st</sup> Signatory: Executive Assistant / Accountant/Programme Manager (Accounts) to authorize FTO. 2<sup>nd</sup> Signatory: Approving Authority (Pradhan/BDO/DNO etc.) to approve FTO. For Line Department signatories will be decided by the concerned department.

**B. Prerequisites for material payments through e-FMS**

1. Freezing of account information of all the payees (semi-skilled labour, skilled labour, VLE, STP, GRS and all other contractually engaged staff at the Block and District level). Since in the e-FMS regime, no payment can be done without directly depositing money from the state account into the accounts of the recipient, it is imperative that all the details are obtained, entered into the database and frozen.
2. Scheduling specific dates for generating FTOs for payment of remuneration to the contractually engaged personals. All such FTOs will be generated on the last week of each month starting from the 25<sup>th</sup> day. If the date falls on a holiday, FTOs for payment of remuneration will be generated on the next working day itself. During the period when the FTO window for salary payment of a particular Gram Panchayat will be opened, the P.O and the District cell will raise necessary FTOs.
3. For payment due to administrative expenditure other than payment of remuneration to the staff another round of scheduling will be done on 15<sup>th</sup> and 16<sup>th</sup> of each month. If the specified date falls on a holiday, this will be done on the next working day itself. It has to be ensured that there is complete segregation of raising FTOs of administrative expenses. On the day of raising FTOs for salary payment no other FTO for administrative expenses will be raised and vice versa. Since the P.O will raise FTOs for administrative expenses, this will include administrative expenses due to the Gram Panchayats including salary due to the G.P/G.P level staff.

**C. Other Important Issues for the next financial year 2015-16**

1. From 1<sup>st</sup> April 2015 onwards having UID/EID number is compulsory for registering demand for 4 DBT districts.
2. From 1<sup>st</sup> May 2015 onwards having UID/EID number is compulsory for registering demand for all the non-DBT districts.
3. From 1<sup>st</sup> April 2015 Biometric authentication through Aadhaar is compulsory for entering in any login (Data Entry and FTO Signatory) under NREGASoft.
4. Registering Aadhaar number of all contractual employees and other workers (STP VLE) in NREGASoft is mandatory. Registration to be finished within 31<sup>st</sup> March 2015.
5. From the next Financial Year 2015-16 password of all logins (Data Entry and FTO signing) under NREGASoft have to be changed after every 30 days.
6. Yearly Rate Contract for material procurement for MGNREGA works to be implemented from 1<sup>st</sup> April at all PIAs.
7. 15 days e-MR to be implemented for non-IBS work.
8. 6 days e-MR for IBS work.

Yours faithfully,

  
(Dibyendu Sarkar)  
Commissioner