

# **STANDARD OPERATING PROCEDURE (SoP)**

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**DIRECT BENEFIT TRANSFER (DBT)**

**2017**

## Table of Contents

I. Submit Aadhaar Consent to DPC from PO/BDO .....	3
II. Submit Aadhaar Consent to LDM from DPC.....	9
III. JOINT LETTER OF MoRD & DFS ON STANDARD OPERATING PROCEDURE (SoP) REGARDING EXPEDITING AADHAAR BASED PAYMENTS .....	15

I.

Submit Aadhaar  
Consent to DPC from  
PO/BDO

**Step-1:** Go the MGNREGA website [www.nrega.nic.in](http://www.nrega.nic.in) and select **district/blocks Admin** from the available buttons.

**Step-2:** Select **Programme Officer** from the options.

**Step-3:** Select **Data Entry** from the options.

The screenshot shows the top navigation bar of the MGNREGS portal. The header includes the Government of India logo, the title 'The Mahatma Gandhi National Rural Employment Guarantee Act 2005', and the Ministry of Rural Development. Below the header is a navigation menu with options: Citizen, Panchayats (GP/SP/PS), Workers, Other Impl. Agency, District/Block Admin., States, Post office, MoRD, Social Audit, and Engineers. The 'Programme Officer' section is highlighted, containing a list of tasks: 'Data Entry - Registration, Attend complaints, comment on GP works - Issue Muster Roll' and 'Generate Reports - Job Card, Job Slip, MSR Register - Pending Works'. At the bottom, there is a footer with the text: 'RURAL PORTAL - CAPART - PMSSY BHARAT NISMAN RTI ACT - GOI WEBSITES' and 'Site designed and developed by National Informatics Centre Contents provided and maintained by Department of Rural Development, Ministry of Rural Development, Govt. of India.'

**Step-4:** Click on respective state name from the state list.

The screenshot shows the same website header as in Step 3. Below the navigation menu, a list of Indian states is displayed in two columns. The states listed are: ANDAMAN AND NICOBAR, ARUNACHAL PRADESH, BIHAR, CHHATTISGARH, DAMAN & DIU, GUJARAT, HIMACHAL PRADESH, JHARKHAND, KERALA, MADHYA PRADESH, MANIPUR, MIZORAM, ODISHA, PUNJAB, SIKKIM, TRIPURA, UTTARAKHAND, ANDHRA PRADESH, ASSAM, CHANDIGARH, DADRA & NAGAR HAVELI, GOA, HARYANA, JAMMU AND KASHMIR, KARNATAKA, LAKSHADWEEP, MAHARASHTRA, MEGHALAYA, MAGALAND, PONDICHERY, RAJASTHAN, TAMIL NADU, UTTAR PRADESH, and WEST BENGAL.

**Step-5:** Select financial year, district and block then enter Login Name and Password of **Programme Officer** for selected block.

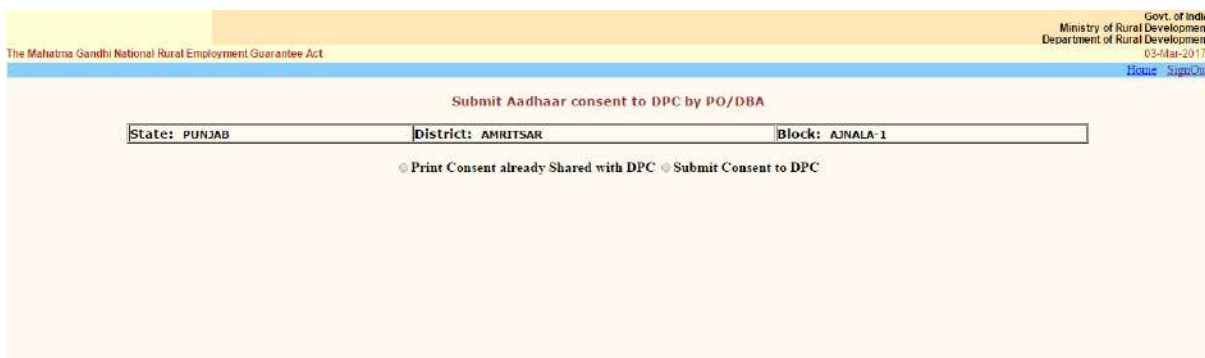
The screenshot shows the 'DATA ENTRY LOGIN' form on the website. The form is titled 'DATA ENTRY LOGIN' and contains the following fields: 'State\*' (PUNJAB), 'Financial year\*' (2016-2017), 'District\*' (AMRITSAR), 'Block\*' (AJNALA-1), 'Entry by\*' (guest), and 'Password\*' (masked with asterisks). Below the password field, there is a note '(Password is case sensitive)'. At the bottom of the form, there are two buttons: 'Proceed' and 'Reset'. The footer of the page includes the text: 'Designed & Developed By NIC-DRD Informatics Centre, Kirti Bhawan, New Delhi' and 'Feedback: mailto: nicdrd[at]nic[dot]in'.

**Step-6:** On successful login from the Programme Officer, the system will open index page. In index page under **DBT Section** link will be available with name-“*Consent to be shared to DPC*”.Click on the link.



**Step-7:** Submit Aadhaar Consent to DPC by PO/BDO page will be loaded. Two following options are available-

1. Print Consent already shared with DPC.
2. Submit the consent to DPC.



**Step-8:** When user selects, option **Submit Consent to DPC**. On screen select bank from drop down list. Based on selected bank, list of active worker will appear who fulfilled the following conditions-

1. Aadhaar of worker is entered in NREGASoft and should be verified either by AUA/PO.
2. Consent of worker is entered in NREGASoft.
3. Worker having account in Bank
4. Worker is not enabled into Aadhaar Based Payment and not available on NPCI Mapper.

Select the **confirm** checkbox and then click on submit button to the submit the consent to DPC. Once the submit button is clicked system will take date as date shared to DPC.

Govt. of India  
 Ministry of Rural Development  
 Department of Rural Development  
 03-Mar-2017  
[Home](#) [SignOut](#)

The Mahatma Gandhi National Rural Employment Guarantee Act

**Submit Aadhaar consent to DPC by PO/DBA**

State: PUNJAB      District: AMRITSAR      Block: AJNALA-1

Print Consent already Shared with DPC   
  Submit Consent to DPC

Bank Name: Canara Bank

Total Beneficiary to be confirm: 8

S.No.	State Name	District Name	Block Name	Panchayat Name	JobCard No	Applicant No.	Applicant Name as per Bank	Aadhaar No.	Account No.	Bank Name	Ifsc Code	Branch Name	select to confirm
1	PUNJAB	AMRITSAR	AJNALA-1	SARAI	PB-02-001-131-001/119	1	Harpreet kaur	226029459489	3145101000929	Canara Bank	CNRB0003145	AJNALA	<input checked="" type="checkbox"/>
2	PUNJAB	AMRITSAR	AJNALA-1	RAJIAN	PB-02-001-119-001/46	1	Dara Singh	250175481567	3145101000183	Canara Bank	CNRB0003145	AJNALA	<input type="checkbox"/>
3	PUNJAB	AMRITSAR	AJNALA-1	JAFAR KOT	PB-02-001-053-001/20	1	MANZOOR SINGH	434370150368	3145119000075	Canara Bank	CNRB0003145	AJNALA	<input type="checkbox"/>
4	PUNJAB	AMRITSAR	AJNALA-1	LAKHUWAL	PB-02-001-086-001/42	1	Molak Masih	709130439323	3145108001667	Canara Bank	CNRB0003145	AJNALA	<input type="checkbox"/>
5	PUNJAB	AMRITSAR	AJNALA-1	NANGAL WANJAWALA	PB-02-001-101-001/83	1	Kala	704941600895	3145108001304	Canara Bank	CNRB0003145	AJNALA	<input type="checkbox"/>
6	PUNJAB	AMRITSAR	AJNALA-1	GURALA	PB-02-001-055-001/157	1	Mandeep kaur	831170202038	3145101000617	Canara Bank	CNRB0003145	AJNALA	<input type="checkbox"/>
7	PUNJAB	AMRITSAR	AJNALA-1	JAGDEV KHURD	PB-02-001-064-001/32	1	LATTI	841537688102	3145101001004	Canara Bank	CNRB0003145	AJNALA	<input type="checkbox"/>
8	PUNJAB	AMRITSAR	AJNALA-1	NANGAL WANJAWALA	PB-02-001-101-001/93	1	Anarjit Singh	858892858490	3145108001318	Canara Bank	CNRB0003145	AJNALA	<input type="checkbox"/>

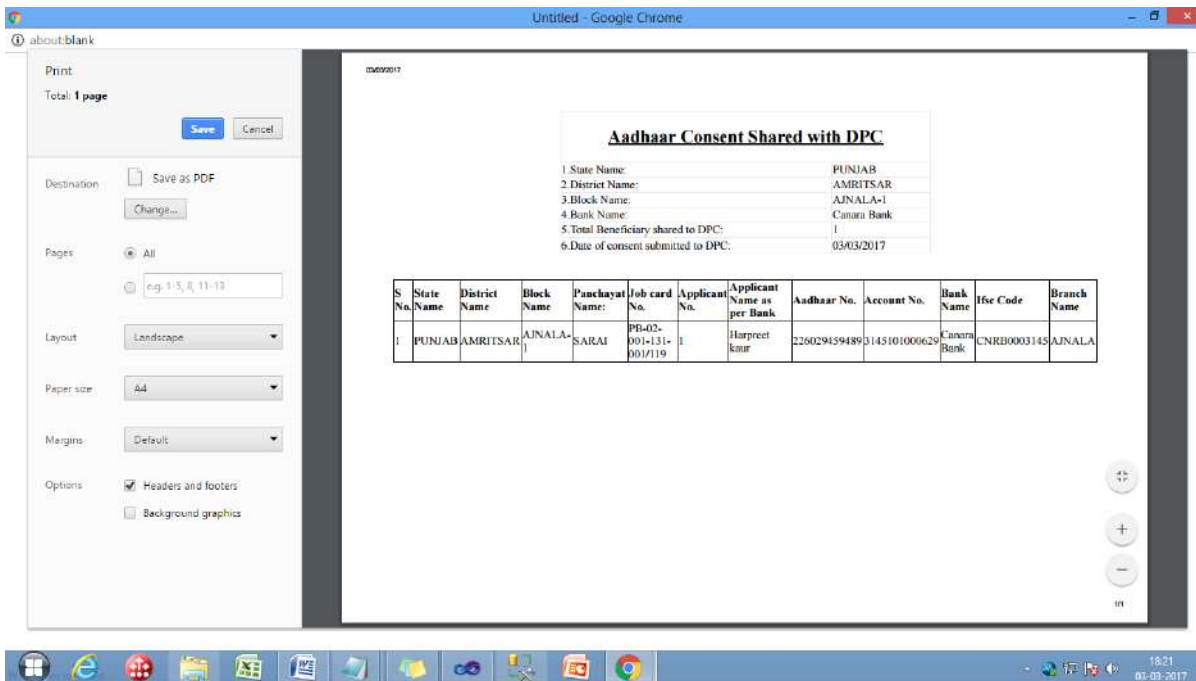
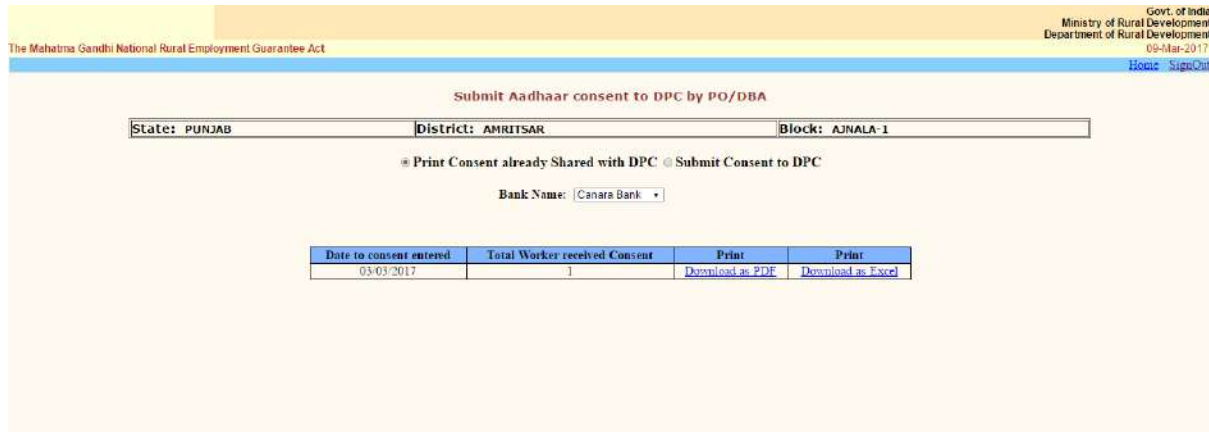
Submit

**Step-9:** When user selects **Print consent already shared with DPC** option. On screen select bank from drop down list. Based on selected bank, system will display date wise consent submitted to DPC by PO/BDO.

PO/BDO will take print out of desired date of consent containing list of active workers who fulfilled the following conditions:-

1. Aadhaar of worker is entered in NREGASoft and should be verified either by AUA/PO.
2. Consent of worker is entered in NREGASoft.
3. Worker having account in Bank.
4. Worker is not enabled into Aadhaar Based Payment and not available on NPCI Mapper.
5. Consent submitted to DPC by PO/BDO of selected bank in entire block.

User can download the consent submitted to DPC in two formats : **PDF and Excel**.



**IMPORTANT NOTE:** The following documents may also be attached with the printout of details above before submitting to District/ DPC: -

- (1) Beneficiary Consent form duly signed
- (2) Copy of Aadhaar of Beneficiary



II.

Submit Aadhaar  
Consent to LDM  
from DPC

**Step-1:** Go the MGNREGA website [www.nrega.nic.in](http://www.nrega.nic.in) and select **district/blocks Admin** from the available buttons.

The screenshot shows the MGNREGA website homepage. At the top, it features the logo of the Ministry of Rural Development, Government of India, and the title 'The Mahatma Gandhi National Rural Employment Guarantee Act 2005'. Below this is a navigation bar with various menu items like 'Act 2005', 'Guidelines', 'Districts', 'ERU Report', 'Circular', 'Tour Observations', 'Monthly Commencement', 'Rashtriya Camps Calendar Report', 'Bank', 'Engineers', 'CLUG', 'Reference Letter', 'Contacts', and 'Site Map'. A central banner image shows people working in a field, with a quote: 'The Mahatma Gandhi National Rural Employment Guarantee Act aims at enhancing the livelihood security of people in rural areas by guaranteeing hundred days of wage-employment in a financial year to a rural household whose adult members volunteer to do unskilled manual work.' Below the banner is another navigation bar with options like 'Citizen', 'Panchayats GP/PO/SP', 'Workers', 'Other Impl. Agency', 'District/Block Admin.', 'Public Data Portal', 'States', 'Post office', 'GeoMGNREGA', 'Convergence', 'MoRD', 'FTO Tracking', 'Social Audit', 'KIOSK', 'Co-operative', 'CET', 'PSD', 'LIFE', and 'MIS'. The main content area is titled 'Offerings' and contains four large buttons: 'At a Glance', 'Targets and Performance', 'Focus Areas: Progress', and 'MIS Reports'. There is also a search bar with fields for 'Search', 'State', and 'District'. On the right side, there are sections for 'Transparency & Accountability', 'GeoMGNREGA', 'Financial Sanctions', 'Monitoring & Alerts', and 'EFMS Reports'.

**Step-2:** Select **District Programme Officer** from the options.

The screenshot shows the MGNREGA website with the 'District / Block Administrator' dropdown menu open. The menu lists the following options:
 

- Programme Officer
- PO Administrator
- Block Administrator
- District Programme Coordinator
- DPC Administrator
- Generate FTO for PO Level
  - Generation of FTO by Accountant
  - Approve and send FTO to Bank by PO/BDO
- Generate FTO for DPC Level
  - Generation of FTO by Accountant
  - Approve and send FTO to Bank by District Level Officer
- Aadhaar Seeding
- Nrega Labour Component

 The website header and navigation bar are the same as in the previous screenshot. At the bottom, there is a footer with the text: 'RURAL PORTAL: CARART, EMGSY BHARAT NISMAN RTI ACT, GOV WEBSITES. Site designed and developed by National Informatics Centre. Contents provided and maintained by Department of Rural Development, Ministry of Rural Development, Govt. of India.'

**Step-3.** Select district of respective state from options.

The screenshot shows the MGNREGS portal interface. At the top, it displays the logo of India and the text "The Mahatma Gandhi National Rural Employment Guarantee Act 2005" and "Ministry of Rural Development Government of India". Below this, there are navigation tabs: "Home", "Other Impl. Agency", "District/Block Admin.", "States", "Work", "Social Audit", and "Engineers". A dropdown menu for "States" is open, listing various Indian states and union territories. The "States" dropdown is currently selected, showing a list of states including Andhra Pradesh, Arunachal Pradesh, Assam, Bihar, Chhattisgarh, Gujarat, Haryana, Himachal Pradesh, Jammu and Kashmir, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Madhya Pradesh, Meghalaya, Mizoram, Nagaland, Odisha, Punjab, Rajasthan, Sikkim, Tamil Nadu, Tripura, Uttar Pradesh, Uttar Pradesh, and West Bengal. The "Districts" dropdown is also visible, showing a list of districts for the selected state.

**Step-4:** Select language (local/eng) of respective state and click **Data Entry**.

The screenshot shows the MGNREGS portal interface with the "Data Entry" option selected. The top navigation bar includes "MGNREGS ACT 2005", "Guidelines", "Districts", "UPU Reports", "Canteen", "CECC", "Reference Center", and "Contacts". Below this, there is a banner image showing people working in a field. The "Data Entry" section is highlighted, and a dropdown menu for "Language" is open, showing "Local" and "English" options. The "Data Entry" section is currently selected, showing a list of options for data entry, including "Accounts & EFTS", "Performance Monitoring", "Alert", and "Social Audit". The "Accounts & EFTS" section is expanded, showing a list of options for account management, including "DSC", "FTO", "WOMEN'S ACCOUNT", "BANK", and "Performance Monitoring". The "Performance Monitoring" section is also expanded, showing a list of options for performance monitoring, including "Yearly Work Completion Rate". The "Alert" section is expanded, showing a list of options for alerts, including "Delayed Payment", "Anticipated Expenditure/Expenditure in Pipeline of Current Year", "Liabilities of Previous Year", "Households Worked more than 100 days", and "Households Worked less than 10 days". The "Social Audit" section is expanded, showing a list of options for social audit, including "Social Audit Calendar" and "Social Audit Data Entry Status".

**Step-5:** Enter username and password.

Govt. of India  
Ministry of Rural Development  
Department of Rural Development  
27-Feb-2017

The Mahatma Gandhi National Rural Employment Guarantee Act  
District Programme Coordinator

**DATA ENTRY LOGIN**

State\* : PUNJAB  
Financial year: 2016-2017  
District Name: AMRITSAR  
Login Name\*  
Password\* (Password is case sensitive)  
Proceed

**Step-6:** On successful login from the DPC, the system will open index page. On index page under **DBT Section** link will be available with name-“**Consent to be shared to LDM**”.Click on the link.

सत्यमेव जयते  
Ministry of Rural Development  
Government of India  
Mahatma Gandhi National Rural Employment Guarantee Act 2005

Expand All Close All

D.1 Internet Connectivity	D.11 e-FMS	D.21 Technical Staff Management
D.2 DPC Profile/MGNREGA Functionaries Details	D.12 Exemption Approval	D.22 Staff Registration
D.3 Sanction	D.13 Vendor Account Verification/Freezing	<b>D.23 DBT Section</b>
D.4 Work	D.14 Account Information	D.24 Business Correspondence(BC)
D.5 Fund Management	D.15 Device Management	
D.6 Expenditure	D.16 UID/Job Card Management	
D.7 Administrative List	D.17 Project Life Survey	
D.9 Manage Musteroll/Bill	D.18 FOCUS(Online Photo Portal)	
D.10 SECC Mapping	D.19 Data Entry For MPR	
	D.20 Barefoot Technician	

164.100.51.12/netnrega/dpc/dp.cindexFrame2.aspx?col/ap.setwentytwo

**Step-7:** After page (Submit Aadhaar Consent to LDM) is loaded. Two following options are available-

1. Submit the consent to LDM.
2. Print Consent submitted to LDM.

Govt. of India  
Ministry of Rural Development  
Department of Rural Development  
03-Mar-2017  
Home SignOut

The Mahatma Gandhi National Rural Employment Guarantee Act

Submit Aadhaar Consent to LDM by DPC

State: PUNJAB District: AMRITSAR

Submit Consent to LDM  Print Consent submitted to LDM

**Step-8:** When user selects option **Submit Consent to LDM**. On screen select block and bank from drop down list. Based on selected block and bank, list of active worker will appear who fulfilled the following conditions-

1. Aadhaar of worker is entered in NREGASoft.
2. Aadhaar should be verified either by AUA/PO.
3. Consent of worker is entered in NREGASoft.
4. Worker is not enabled into Aadhaar Based Payment and not available on NPCI Mapper.
5. Consent submitted to DPC by PO/BDO of selected bank in entire block.

Select the **confirm** checkbox and then click on submit button to submit the consent to LDM. Once the submit button is clicked system will take date as date shared to LDM.

Govt. of India  
Ministry of Rural Development  
Department of Rural Development  
03-Mar-2017  
Home SignOut

The Mahatma Gandhi National Rural Employment Guarantee Act

Submit Aadhaar Consent to LDM by DPC

State: PUNJAB District: AMRITSAR

Submit Consent to LDM  Print Consent submitted to LDM

Block Name: AJNALA-1 Bank Name: Canara Bank

S.No.	State Name	District Name	Block Name	Panchayat Name	JobCard No.	Applicant No.	Applicant Name as per Bank	Aadhaar No.	Account No.	Bank Name	Ifsc Code	Branch Name	select to confirm
1	PUNJAB	AMRITSAR	AJNALA-1	SARAI	PB-02-001-131-001119	1	Harpreet kaur	226029459489	3145101000629	Canara Bank	CNRB0003145	AJNALA	<input checked="" type="checkbox"/>

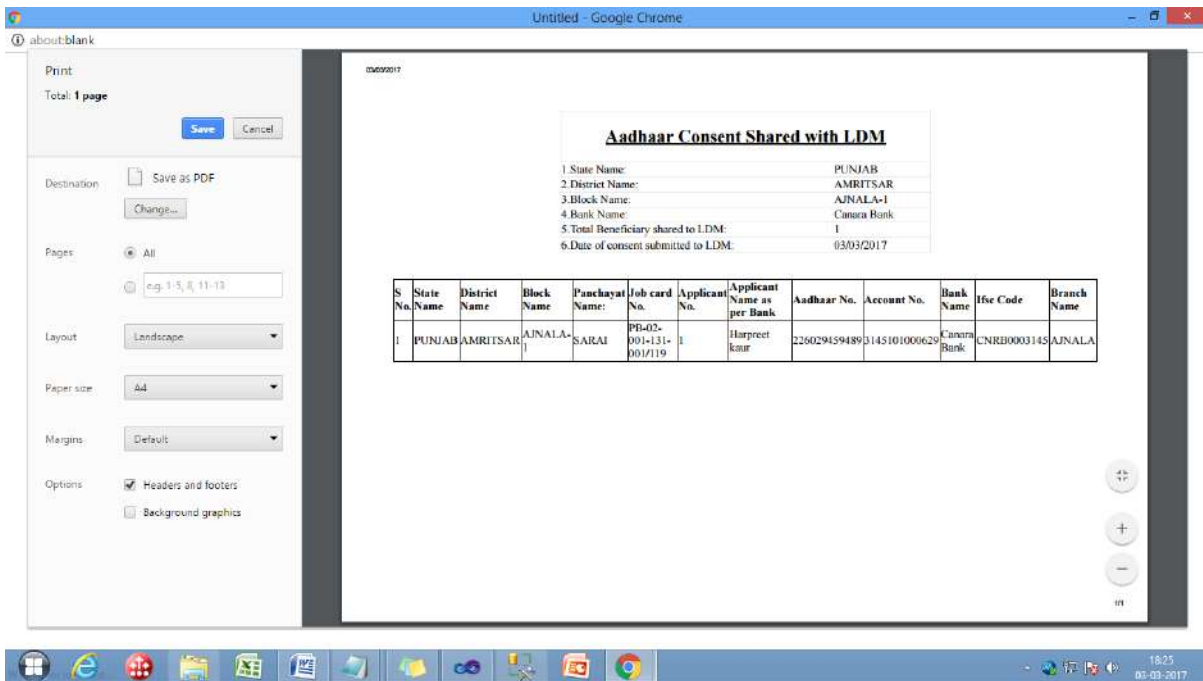
Submit

**Step-9:** When user selects **Print consent submitted to LDM** option. On screen select block and bank from drop down list. Based on selected block and bank, system will display date wise consent submitted to LDM by DPC.

DPC will take print out of desired date of consent containing list of active worker will appear who fulfilled the following conditions-

1. Aadhaar of worker is entered in NREGASoft.
2. Aadhaar should be verified either by AUA/PO.
3. Consent of worker is entered in NREGASoft.
4. Worker is not enabled into Aadhaar Based Payment and not available on NPCI Mapper.
5. Consent submitted to DPC by PO/BDO of selected bank in entire block.
6. Consent submitted to LDM by DPC of selected bank in entire block.

User can print the consent submitted to **LDM by DPC** in two formats : **PDF and Excel** .



**NOTE:** The following documents may also be attached with the printout of details above before submitting to LDMs:

- (1) Beneficiary Consent form duly signed
- (2) Copy of Aadhaar of Beneficiary
- (3) Two List from NREGA soft (a) Hardcopy of PDF and (b) Soft copy in MS Excel file to be emailed to LDM

# III.

## JOINT LETTER OF MoRD & DFS

### STANDARD OPERATING PROCEDURE (SoP)

## REGARDING EXPEDITING AADHAAR BASED PAYMENTS

**M-12014/2/2015-MGNREGA-V (344637)**

Government of India  
Ministry of Rural Development  
(Mahatma Gandhi NREGA Division)

Krishi Bhawan, New Delhi  
**Dated: 14 March 2017**

To

1. The Principal Secretary / Secretary / Commissioner (in charge of MGNREGA) of all State / Union Territories Governments
2. The Chairmen / MD of Public Sector Banks and Private Sector Banks (as per attached list)
3. The SLBC conveners of all State / Union Territories

**Subject: Standard Operating Procedure (SOP) for expediting Aadhaar seeding in bank accounts of Mahatma Gandhi NREGA workers**

**Sir/ Madam,**

Please refer to the letter of the Ministry of Rural Development (MoRD) letter dated 9th January 2017, co-signed by Joint Secretary, Department of Financial Services (DFS), regarding the need for expediting Aadhaar seeding in bank accounts of Mahatma Gandhi NREGA (MNREGA) workers.

2. The matter has been reviewed regularly with banks jointly by MoRD and DFS. However, the progress made in seeding Aadhaar numbers in bank account has been slow. There is considerable gap between the Aadhaar numbers seeded in MGNREGA MIS (8.98 crore) and ABP conversion (4.33 crore).

3. Many instances of non-receipt of consent forms have been reported by banks / SLBC convener offices. Reconciliation of the numbers of consent forms reported by MGNREGA functionaries as deposited with banks, and the numbers reported as received by banks, has not proved practicable due to the absence of a standard operating procedure adopted both by MGNREGA functionaries and banks across States.

4. In order to address the above issue and expedite Aadhaar seeding and ABP conversion, the enclosed standard operating procedure (SOP) has been worked out. This incorporates the process flow for obtaining, submitting and updating Aadhaar seeding consent forms of MGNREGA workers and the seeding of their Aadhaar number in their bank accounts.

5. You are requested to communicate the SOP to all concerned, both on the MGNREGA and the banking sides, for strict observance.

**Yours faithfully,**

**Sd/-  
(Amit Agrawal)  
Joint Secretary  
Department of Financial Services**

**Yours faithfully,**

**Sd/-  
(Aparajita Sarangi)  
Joint Secretary  
Ministry of Rural Development**



**Encl: as above**

**Copy, with enclosure, to:**

1. Secretary, Department of Financial Services, Government of India
2. Secretary, Ministry of Rural Development, Government of India
3. Joint Secretary (DBT Mission), Government of India, Cabinet Secretariat, New Delhi
4. Chief Secretaries of all States and the Union Territories of NCT Delhi, Puducherry and Andaman & Nicobar Islands
5. Administrators of the Union Territories of Daman & Diu, Dadra and Nagar Haveli, Lakshadweep and Chandigarh
6. CEO, Indian Banks' Association with the request to communicate this to the remaining member banks

# Process Flow of Aadhaar Seeding in Consumer Accounts

