

Job Chart of Panchayat Accountant cum Data Entry Operators

The Accountant cum Data Entry Operators shall:

1. Assist the GP Secretary by entering data in MIS for the process of time bound Registration, Demand Creation, Preparation of LB, Muster Roll Generation, Job Creation, Timely Payment of Wages etc. as per the provisions under MGNREG Act.
2. Process information by inputting, maintaining and retrieving data using MIS and ensuring that information is collated and stored in an accurate and efficient manner.
3. Have to use basic word processing and data base packages in accordance with the MIS already in force.
4. Assist the Grama Panchayat Secretary in carrying out the following works on priority basis.

a.MIS (Data entry login)

Job card creation including Photo uploading and each worker details, update skilled & semi skilled worker registration, all workers' Aadhar entry, account details entering and freezing (Unskilled, Skilled & Semiskilled)

Creation of work, work demand and allocation through data entry login and intimate the correct work allocation period and dates to Block Panchayat to issue Muster Rolls. Muster roll filling and wage list generation of skilled, Semi skilled & unskilled workers and send the Wage lists to secretary login to generate FTOs.

Vendor Registration, vendor account details entering and freezing & material list generation. Staff registration and admin list generation. Asset ID creation and work Completion status entry. Bank account

details entry regarding PFMS/NeFMS. Rejected FTO reprocessing (Unskilled, Semiskilled & skilled, material and admin) & Time bound renewal of DSCs.

b. Help Grama Panchayat Secretary and President in processing FTO generation at their login

c.Updating & maintenance of 7 Registers.

5. Take an active role in the process of preparation of Labour Budget verification and compilation of work projection details proposed by the Grama Sabhas.
6. Responsible for maintaining the accounts related to MGNREGS at the GP Level.
7. Help Grama Panchayat Secretary for time bound auditing of accounts by CA in liaison with Block and District teams.
8. Assist Grama Panchayat Secretary to ensure timely payment of wages, delay compensation, unemployment allowance and redressal of grievances.
9. Participate the Grama Panchayat, Block and District Level NREGS meeting conducted by the authorities.
10. Make good conduct and co-operation with the elected representatives, officials and mates for the smooth implementation of the scheme.
11. Ensure that the G.Os, Circulars and correspondence issued from District and the State Mission have been properly communicated to workmates and taken proper follow up action and to update Grama Panchayat Assistant Secretary/Secretary regularly in this regard.
12. Help Grama Panchayat Secretary in furnishing the reports to Block and District with the time frame when asked by the authorities. Also maintain good liaising with the block Account cum Data Entry Operator and District ITP.

13. Assist the Grama Panchayat Secretary and Assistant Secretary by submitting the relevant day to day MIS reports for analysing the scheme performance.
14. Compare the performance of the GP with the neighbouring GPs and to submit to Grama Panchayat Secretary in order to find out the areas which needed further improvement.
15. Facilitate the Social Audit process of the Grama Panchayat.
16. Do any other scheme related work which is assigned by the Assistant Secretary/Secretary/BPO/District and State Mission from time to time.



Mission Director