महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारंटी अधिनियम
Mahatma Gandhi National Rural Employment Guarantee Act

महात्मा गांधी नरेगा
Mahatma Gandhi NREGA

ग्रामीण विकास मंत्रालय, भारत सरकार
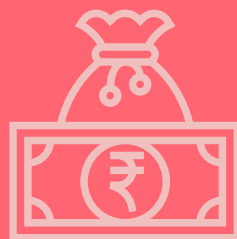Ministry of Rural Development, Govt. of India

MGNREGS

Handbook

Introduction

This handbook is a tool for Gram Panchayat officials to triage various inquiries related to the MGNREGS and digital linkages between job cards, bank accounts, and Aadhaar cards.

Aadhaar Seeding FAQ

Q: What kind of account is required for Aadhaar seeding?

A: Biometric functional bank account

Q: Where can I link my Aadhaar to my biometric functional bank account?

A: Your bank branch or at the Common Service Provider (CSP)

OR

Biometric Functional Bank Account

Obtain Consent Form

Submit documents to bank branch

Bank matches signature and activates seeding

DBT enabled upon request

Q: How do I link my biometric functional bank account at the bank branch?

- Obtain a consent form from the bank branch
- Submit the filled consent form, Aadhaar card copy, and passbook copy to the nearest bank branch
- The bank personnel manually match the form signature with a database and activate Aadhaar seeding
- If requested, the account also becomes DBT-enabled

Q: How do I link my biometric functional bank account at the Common Service Provider?

- Visit the CSP and provide biometric authentication
- The CSP activates the Aadhaar seeding
- The account becomes both DBT-enabled and AEPS enabled

Provide Biometrics

CSP actives seeding

DBT enabled

Biometric & Non-Functional Bank Account

Obtain Activation Request Form

Submit documents to bank branch

₹

Deposit / Withdrawal transaction

Q: My account is biometric but non-functional. How do I make my bank account biometric functional?

- Submit an activation request form along with KYC documents to the bank
- Make a withdrawal/deposit transaction from the account for activation

Non-Biometric & Non-Functional Bank Account

Q: My account is non-functional and non-biometric. How do I make my bank account biometric functional?

- Submit an activation request form along with KYC documents to the bank
- Make a transaction from the account for activation
- The bank activates the account through its menu
- Follow the steps mentioned below in the non-biometric functional bank account section for Aadhaar seeding

Obtain Activation Request Form

Submit documents to bank branch

Make a transaction

Bank activates non-biometric account

Non-Biometric & Functional Bank Account

Obtain Authentication Form

Q: My account is functional but non-biometric. How do I make my bank account biometric functional?

At the bank branch:
- Obtain Aadhaar authentication form
- Submit the filled Aadhaar authentication form along with self-attested xerox copies of the bank passbook and Aadhaar card to the branch office
- Match the signature on the form with the bank's database
- The bank branch activates the Aadhaar seeding in its menu

Submit documents to bank branch

Match signature on form with database

Bank activates Aadhaar seeding

Obtain Authentication Form
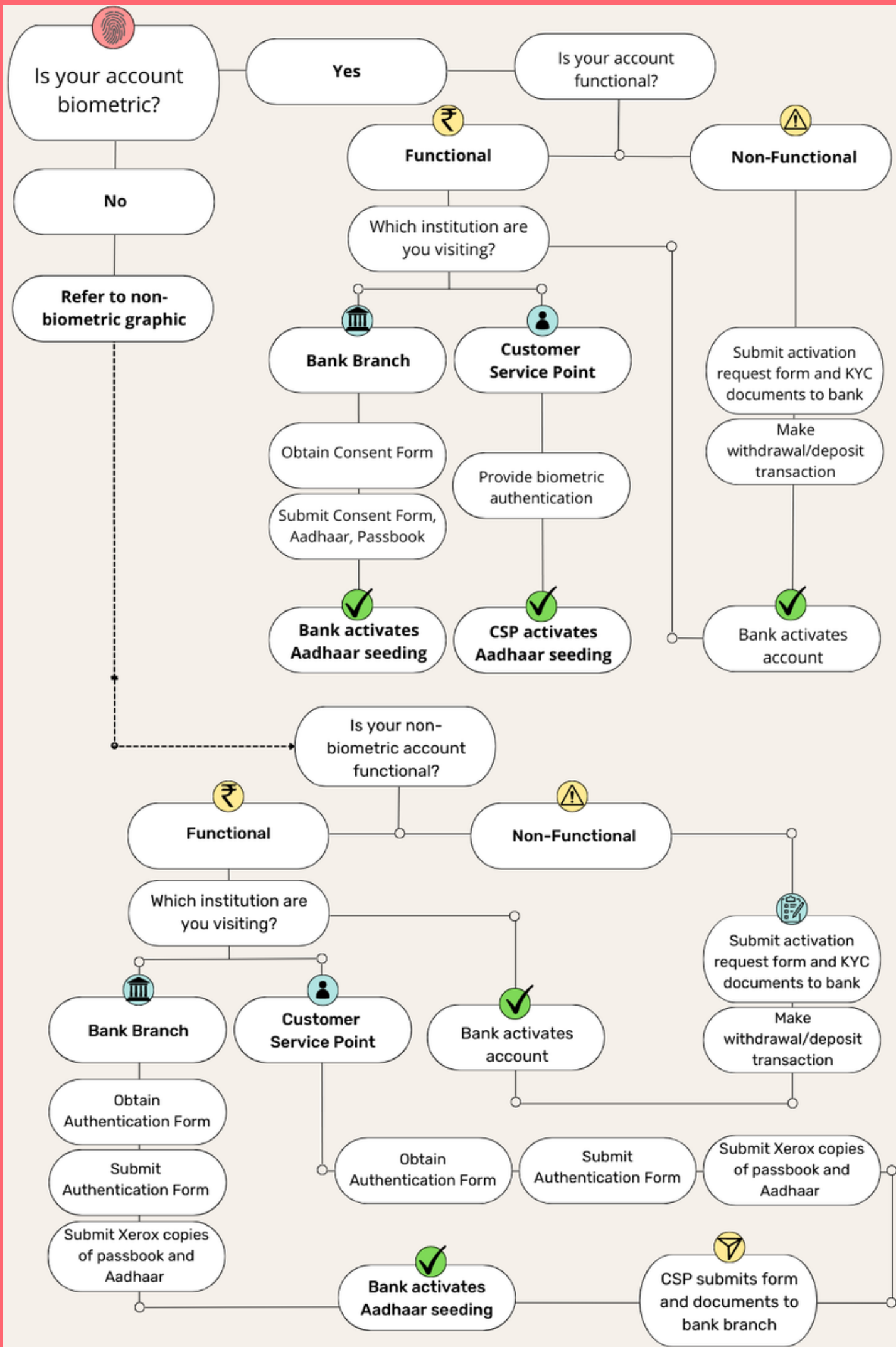
Submit documents to CSP

CSP sends documents to bank

Bank activates Aadhaar seeding

At the Common Service Provider:
- Obtain Aadhaar authentication form
- Submit the filled Aadhaar authentication form to the CSP along with self-attested Xerox copies of the bank passbook and Aadhaar card
- The CSP submits the filled form along with copies of the documents to the bank branch
- The bank branch activates the Aadhaar seeding in its menu

Is your account biometric?

Yes → **Is your account functional?**

No → **Refer to non-biometric graphic**

Functional

Which institution are you visiting?

Bank Branch
- Obtain Consent Form
- Submit Consent Form, Aadhaar, Passbook
- ✅ **Bank activates Aadhaar seeding**

Customer Service Point
- Provide biometric authentication
- ✅ **CSP activates Aadhaar seeding**

Non-Functional
- Submit activation request form and KYC documents to bank
- Make withdrawal/deposit transaction
- ✅ Bank activates account

Is your non-biometric account functional?

Functional

Which institution are you visiting?

Bank Branch
- Obtain Authentication Form
- Submit Authentication Form
- Submit Xerox copies of passbook and Aadhaar
- ✅ **Bank activates Aadhaar seeding**

Customer Service Point
- Obtain Authentication Form
- Submit Authentication Form
- Submit Xerox copies of passbook and Aadhaar
- CSP submits form and documents to bank branch

✅ Bank activates account

Non-Functional
- Submit activation request form and KYC documents to bank
- Make withdrawal/deposit transaction

Aadhaar linkage camps

Aadhaar Camps are events organized at the **GP level** where officials collaborate with **local bank branches** to link the **bank accounts** of participating citizens to their **Aadhaar cards**.

GP Level

Local bank involvement

Linking bank accounts with Aadhaar

**Q: I am a Block Development Officer.
How do I prepare for an Aadhaar camp?**

Gather information on the active banks in the GPs

Visit the GP offices where the camps are scheduled

Inform the GP officials of the objective and logistics of the camp

Q: How to collaborate with banks for Aadhar camps?

Meet local branch managers

Inform them of the proposed Aadhaar linkage camp and seek their cooperation
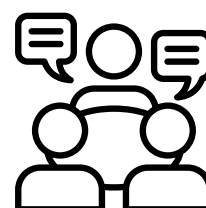
Try to arrange a joint meeting with local bank branch managers to discuss logistics of the camp and a convenient date

Q: Where should the Aadhaar camps be organized?

Accessible to the residents of nearby villages

Sufficient space for community members

GP offices could serve as a suitable location

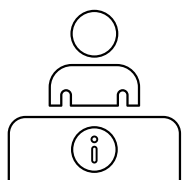## Q: How do I ensure participation in Aadhar camps?

Inform community members of Aadhaar linkage camps

Educate the locals about the necessary documents they must carry on the camp day

Q: What items are required for the camp?

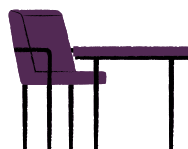Registration Counter (for every bank)
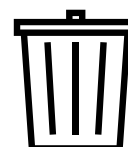
Pencils, pens, erasers

Paper

Water station

Help desk to answer participant questions

Tables and chairs

Waste disposal

Q: What needs to be done after the Aadhar camp?

Share any information about the camp to the people of the GP

Collect the names of people who link their Aadhaar cards in the camp

Collaborate with all stakeholders and maintain regular follow-ups

Q: How should I maintain records of the camp?
A: Templates are given below.

Sr. No.	Name of the beneficiary	Village	GP	Block	Aadhaar number	Bank Name	Signature of the beneficiary	Any other relevant information

Template for records of beneficiaries

Sr. No.	Name of the participant	Department/Bank	Feedback	Signature of participation	Any other relevant information

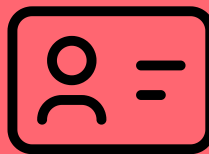Template for records of camp participants
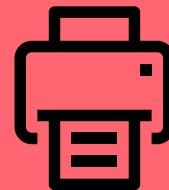
Job Card Changes

HOW DO I MAKE CHANGES IN MY JOB CARD?

Beneficiary visits GP Office

GP official updates your card in the system

New card is printed and ready for collection