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GOVERNMENT OF ODISHA
PANCHAYATI RAJ AND DRINKING WATER DEPARTMENT

No. **17-NREG-11**-9114 **5428** /PR Date: **13/3/19**

STANDARD OPERATING PROCEDURE FOR IMPLEMENTATION OF SECURESOFT

The Software for Estimate Calculation Using Rural rates for Employment (SECURE) is an estimate calculating workflow based software. This has been incorporated with the NREGASoft. All the estimates under MGNREGS will be prepared through online workflow based application namely SECURE.

Objective:-

❖ The entire work flow for preparation of estimate gets standardized in a lesser time and accuracy can also be ensured as a result wrong classification of items into materials will be eliminated.

❖ All works will be verified by the PO-cum-BDO and the DPC-cum-Collector, MGNREGA.

❖ Management Information System (MIS) reports can be generated. It helps speedy approval of estimates which reduces delay in issue of TS & AS. Since the estimates are on the public domain, transparency and accountability will also be ensured.

➢ **Process:-**

❖ The work name & work codes will be received from NREGASoft to the concerned AE/JE/ GPTA login of SECURESoft after entry of approved Work Projection as a new work in NREGASoft.

- ❖ The AE/JE/ GPTA of the Block/GP will prepare the detailed estimate which includes drawings, location map and pre-execution photograph of the works site.

- ❖ **Requirements for Creation of Estimate:-**

  - Computer System with internet connection.

  - Knowledge of estimate preparation.

  - Knowledge of MGNREGA works.

  - Drawing in PDF format (maximum size 1.0 MB)

  - Location map in PDF format (maximum size 1.0 MB)

  - Work Site Photograph(pre-execution) in JPG format (maximum size 500 KB)

- ❖ The Detailed Project Report (DPR) which includes TS/ AS No. and date along with the total estimated amount, total material cost & list of materials used in the estimate with quantity, total semiskilled, skilled manpower cost, total unskilled wages, activity carried out in each work, no. of persondays (Unskilled manpower) etc. can be generated.

- ❖ SECURE is managed by State Administrator module for user creation, office management, and data entry of SoR / LMR, and uploading photographs, news & Government Orders.

- ❖ After according TS/ AS sanctions in SECURE, all details related to TS/ AS, activity & material are automatically pushed to NREGASoft through web services. This will eliminate re-entering the details like TS/ AS No. and date, total estimated amount, total material cost, total semiskilled Cost, total Skilled cost, total unskilled wages, Activity carried out in each work, no. of persondays in NREGASoft.

❖ Work allocation and muster roll generation will take place in NREGASoft after completing the above processes.

➤ **User Creation:-**

❖ Login for State Administrator has been created by MoRD.

❖ **State Administrator** will create the user ID of State Superintending Engineer & all District Admins.

❖ **Programme Officer, DRDA** has been declared as District Admin as per this Department letter no. 2304 Dt. 01.02.2019 for SECURE. They will create User ID of Collector-cum-DPC, PD, DRDA & Addl. PD(Tech), DRDA at District level and intimate to concern users through movement of file. The user shall change password on 1st use.

❖ District Admin will create the user ID of BDO, AEE, AE, JE & GPTA at Block level and DRDA will intimate to all Block level users through Official letter in mail with a request to change the password on 1st use.

❖ The estimate can be prepared and approved using the User ID and Password in SECURESoft.

❖ Staff Registration in SECURESoft till date is as follows:-

Sl. No.	Name of Designation	Total Designation Registered
1	District Programme Coordinator (District Collector(DC)	30
2	Director Rural Development(Dir)	28
3	Executive Engineer(EE)	30
4	District Admin(DA)	30
	District Total	**118**
5	Block Development Officer(BDO)	305
6	Assistant Executive Engineer(AEE)	217
7	Assistant Engineer(AE)	143
8	Junior Engineer(JE)	916
9	Gram Panchayat Technical Assistant(GPTA)	714
	Block Total	**2295**
	Grand Total	**2413**

➤ **Uploading of SoR, Conveyance, Skilled Wage rate and Unskilled Wage rate:-**

❖ The Unskilled wage rate will be updated by MoRD, Govt. of India on 1st April of every Year.

❖ The State SoR, Conveyance and skilled wage rate will be updated by State Secure Cell, whenever State SoR/ Skilled wage rate changes by State Govt. with due approval in concerned file (Hard File).

❖ The Cement and Steel rates will be updated by State Secure Cell, on receipt of same from the Districts after due approval in file. Normally Cement & Steel rates differ among the districts. Hence, the Districts shall convey the cement & steel rate by 1st day of April, July, October and January months for incorporation in SECURESoft.

❖ The Analysis of rate for all Districts have been entered and published in SECURESoft by State Secure Cell after due approval.

➤ **Administrative Approval (In Hard copy of Estimate):-**

❖ As per the PR & DW Department notification no. 21001/ PR dtd. 17.05.2008, the Administrative Approval to the plan and estimates in the Hard copy of the estimate shall be obtained and kept in case record.

➤ **Work Flow Chart for technical / financial sanctions of Odisha State, which are enclosed in SECURESoft to be exercised by the users at different level**

BLOCK

▪ **Role of AE/ JE/ GPTA (to prepare all the estimate of G.P as well as Block using the options available in SECURESoft).**

❖ To prepare the estimate and accord Technical sanction of estimates up to **2.00 lakhs** and submit to AEE for countersignature.

- ❖ To prepare estimates above 2.00 lakhs and submit to AEE for scrutiny and Technical sanction at respective level.

- ❖ To comply the objections on the Estimates pointed out at higher level and to resubmit.

- ❖ Estimates can be created by using Templates.

- ■ **Role of Assistant Executive Engineer (AEE) of Block**

  - ❖ AEE to countersign the Estimates technically sanctioned by AE/JE/GPTA and submit to BDO.

  - ❖ AEE to technically sanction to the Estimates above 2.00 lakhs, up to 10.00 lakhs and submit to BDO for administrative approval and for processing for on-line TS/FS by Collector-cum-DPC.

  - ❖ AEE to submit the estimates above 10.00 lakhs to Addl. P.D (Tech.), DRDA for technical sanction through BDO.

  - ❖ To comply the objection on estimates received back from higher level or to send below for rectification.

- ■ **Responsibilities of Block Development Officer (BDO)**

  - ❖ BDO to submit the estimates below 10.00 lakhs to PD, DRDA for processing for Online TS & FS by Collector-cum-DPC.

  - ❖ BDO to submit the estimates above 10.00 lakhs to Addl. PD (Tech) DRDA for Technical Sanction.

  - ❖ BDO to submit the estimates above 20.00 lakh to Addl. P.D. (Tech.) DRDA for recommendation to SE through PD, DRDA for technical sanction

  - ❖ Estimates received back with objection from higher level without approval to be sent below for compliance.

DISTRICT

- ## Responsibilities of Additional Project Director (Technical) DRDA

  - ❖ Addl. PD (Tech) to Technically Sanction estimates above 10.00 lakhs up to 20.00 lakhs and submit to P.D, DRDA for processing for Online TS & FS by Collector-cum-DPC.

  - ❖ Addl. P.D (Tech) to submit estimates above 20.00 lakh to S.E PR through P.D, DRDA.

  - ❖ To send back estimates with objection, for compliance to estimate creator through BDO.

- ## Responsibilities of Project Director, DRDA

  - ❖ P.D, DRDA to process the estimates up to 20.00 Lakhs for Online TS & FS by Collector –cum-DPC.

  - ❖ PD, DRDA to submit the estimate above 20 Lakhs to SE, PR & DW Department for technical sanction.

  - ❖ To send below estimates not approved by Higher Official to Estimate creator for necessary compliance.

- ## Responsibilities of Collector-cum-DPC

  - ❖ Online TS/ FS to all the estimates.

  - ❖ To send below the estimates objected to Estimate creator for necessary compliance.

  - ❖ The Collector-cum-DPC, MGNREGA will authorise the District Admin, Executive Engineer or any other staff to use SECURESoft on her/ his behalf after getting approval in hard file. The authorised user will update the remark of Collector-cum-DPC in SECURESoft which will be recorded by the authorised user in the hard file with due signature of PD, DRDA.

- **Responsibilities of Superintending Engineer (SE), PR & DW Department**

  ❖ The SE, P.R & D.W Department to technically sanction the estimates above 20.00 lakhs and to send back to P.D, DRDA.

  ❖ The SE, P.R & D.W Department to send back the estimates to Estimate Creator through P.D, DRDA for necessary compliance wherever necessary.

➢ **Spill over Projects**

  ❖ As per the provision in SECURESoft, the estimates approved (both TS and AS) before 31st March of every year will be carried over to the next financial year as **Spill over project**.

  ❖ The spill over estimates will get recalculated with new unskilled wage rate only on 1st April by using the option **Recalculate Estimate**.

  ❖ In case of ongoing works, estimates will get recalculated for the remaining quantity of works with new unskilled wage rate on 1st April by using the option **Recalculate Estimate**.

  ❖ For Spill over works, Spill TS/ AS can be generated by SECURE after each sanction in SECURE.

  ❖ SECURESoft will be **rolled out in entire State w.e.f. 25-03-2019** as per the instructions of Ministry of Rural Development, Government of India communicated through minutes of the meeting on MGNREGA for Labour Budget for the year 2019-20 vide Letter no. L-15060/09/2019-RE-VII dt. 06.03.2019.

  All the estimates under MGNREGS of all Panchayati Raj Institutions (Blocks/ GPs) will be created and approved using SECURESoft as explained

above. The implementation of SECURE for Line Department works will be taken up after MoRD makes necessary provision in SECURESoft.

Hence, all Districts are requested to enter all pending approved works in NREGASoft before 25-03-2019. The new works to be taken up by Block/ GP under MGNREGS will be entered as "NEW" work in NREGASoft, for which estimate will be created using SECURESoft w.e.f. 25-03-2019.

Director, Special Projects

Copy communicated to:

1. Joint Secretary, MGNREGA, Ministry of Rural Development, Government of India, New Delhi for kind information and with a request to instruct the SECURE Team to operationalise SECURESoft in remaining 29 Districts in w.e.f. 25-03-2019.

2. OSD to Principal Secretary, PR & DW Department for kind information of Principal Secretary, PR & DW Department.

3. All Collector-cum-DPCs, MGNREGA for information and necessary action.

4. All Project Director, DRDAs/ Addl. Project Director (Technical), DRDA for information and immediate necessary action.

5. All BDOs for information and immediate necessary action.