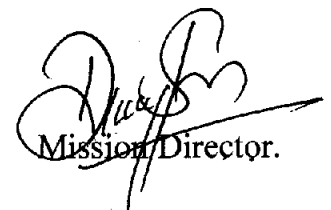# Job Chart for IT Professionals at District Level

The primary responsibility of the ITPs at District level is the overall monitoring of the Management Information System (MIS) of Mahatma Gandhi NREGS, supervising the data entry in MIS by Block/GP and all other IT related activities at district level.

Other responsibilities are as below:

1. Verification of various reports in the MIS and assisting DPC/JPC in the implementation and concurrent monitoring of the scheme.

2. Assisting GPs/BPs in the operations of MIS, PFMS/Ne-FMS, MMS, DBT and other related aspects.

3. Management of Digital Signature Card (DSC) at GPs/BPs and district level.

4. Ensure timely payment,delay compensation, regeneration of rejected transactions, completion of incomplete works and work category change.

5. Staff registration and verification of registered staff at GP and Block level.

6. District level coordination of all activities related to Job Card, Bank Accounts of workers and Aadhar seeding.

7. Management of MIS with reference to Labour Budget, Muster Roll and Wage List generation, Demand generation, Allocation of works and Employment assurance to workers.

8. Verify and solve the MIS related issues reported by the GPs and BPs and in case of a dead lock reporting to the State and follow up for resolving the issues.

9. Proper maintenance and support of existing MIS application of MGNREGS and to offer suggestions for possible upgrades and changes.

10. Co-ordinate and guide all the activities of Accountant cum Data Entry Operators both at GPs and BPs.

12. Act as a Resource Person at District level in order to impart training on the changes and preference of areas occurring in MIS from time to time.

13. Co-ordinate all the activities related to documentation and social media campaigns.

14. Management of complaints and grievance redressal.

15. All other works entrusted by State and District level authorities from time to time.

Mission Director.