The works which has physically completed at the field but payments are yet to be cleared; such works can now be marked as physical completion in NREGA MIS from the PO Data entry page. The pending liabilities against such physically marked works can be done at later stage upon the availability of the fund.
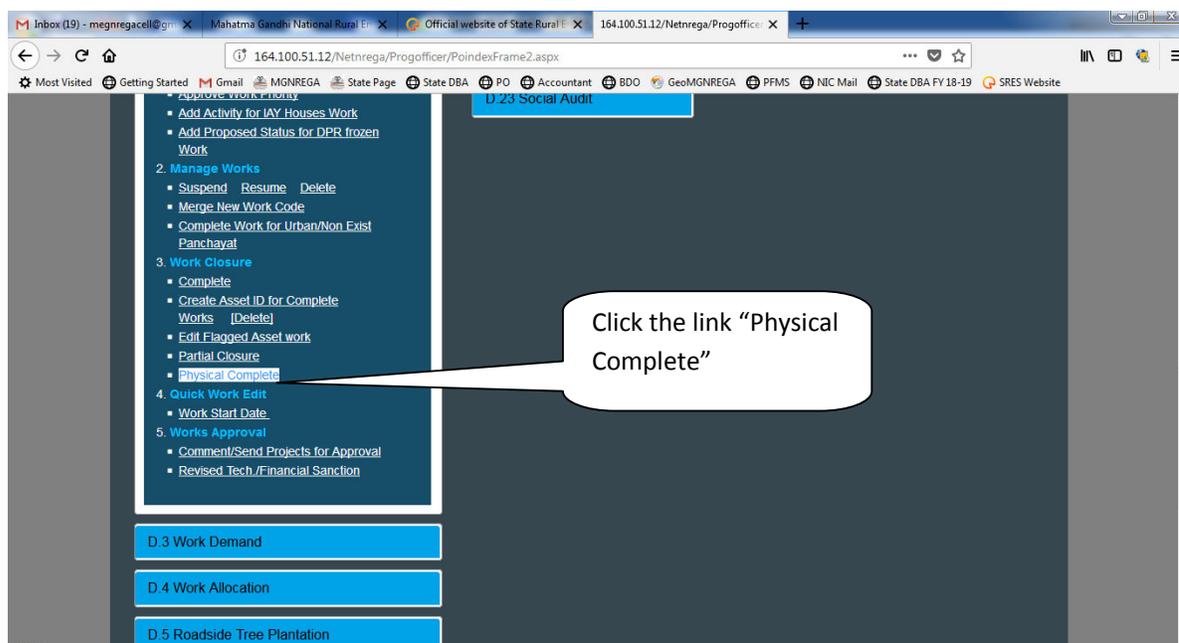
Note: No further booking of expenditure will be possible once the work has been shown physically complete in MIS.

Checklist before marking the work as physically complete in MIS

1. Booking of all forms of expenditure i.e. wages and materials must be completed in MIS prior marking of the work as physical complete. Once the work has been marked as physically complete in MIS after that no further booking of expenditure will be possible. Hence proper record checking must be done at PO level and should be checked that all expenditure against the physically completed works has been recorded/entered in MIS prior marking of physical completion in MIS.

2. The DPR of the project must also be frozen prior marking the work as physically complete. If the DPR of the project is not frozen then at later stage after marking of physical completion, DPR cannot be frozen and further payments would not be possible.

Marking work physically complete from PO Data entry page

In the PO data entry page following steps can be carried out to mark the work physically complete.

Step file on Marking work Physically complete in NREGASoft

The Mahatma Gandhi National Rural Employment Guarantee Act

Mark Work as Physically Completed   Back   Home

State: MEGHALAYA   **District:** EAST KHASI HILLS   **Block:** MAWKYNREW   **Panchayat :** Pyngkya ▼

Note:
* Zero expenditure work will not be shown in drop downlist for Physical completion !
* Enter complete work code in search tex box when you search work !
* All Muster roll issued (for current and last two years) must be filled !
* No new Muster roll/bill can be issued/generated on the works which have been Marked as Physically completed !

1. Select VEC

Work Catergory	Rural Connectivity
Search work	2102006018/RC/23591 Please Enter Complete Work Code
Work Code	CONST OF MOTORABLE ROAD FROM MAWKWR TO UMPOHLIEW AT PYNGKYA 17-18 (2102006018/RC/23591) ▼

2. Select Work category

3. Enter full work code

Work Code2102006018/RC/23591 ~~~~ CONST OF MOTORABLE ROAD FROM MAWKWR TO UMPOHLIEW AT PYNGKYA 17-18	
Work Start Date	20/9/2017
Total Expenditure on labour (in Rs.)	262500
Total Expenditure on Material (in Rs.)	157500
Total Administrative Expenditure (in Rs.)	0
Total Expenditure(in Rs.) =420000	
Date of Physical Completion of works :	20/02/2018 DD/MM/YYYY

4. Select the work code

5. Enter physical completion date

☑ It has been verified that all activities on the works have been completed and all bills/vouchers/muster rolls have been entered in the MIS against the work & further bills/vouchers/muster rolls will be entered in MIS.

6. Accept by ticking the check box

Mark Physically Completed

7. Finally click the button to save the data

Labour
Distinct Number of Muster Rolls used

S.No.	Financial Year	Muster Roll	Amount	
1		2223	18900	
2		2224	18900	
3		2225	21000	
4		2226	21000	
5		2227		07/12/2017
6		2228		07/12/2017
7		2229		07/12/2017
8	2017-2018	2230		07/12/2017
9	2017-2018	2231		07/12/2017
10	2017-2018	2232		07/12/2017
11	2017-2018	2233	21000	07/12/2017
12	2017-2018	2234	6300	07/12/2017
13	2017-2018	3063	7000	08/01/2018
14	2017-2018	3064	7000	08/01/2018
15	2017-2018	3065	7000	08/01/2018
16	2017-2018	3066	7000	08/01/2018
17	2017-2018	3067	7000	08/01/2018
18	2017-2018	3068	2800	08/01/2018
19	2017-2018	3389	1750	23/01/2018
20	2017-2018	3390	1750	23/01/2018
21	2017-2018	3391	1750	23/01/2018
22	2017-2018	3392	875	23/01/2018
23	2017-2018	3628	175	25/01/2018

Material

	Skilled					Bill/Voucher			
S.No.	Financial Year	Payment Through	Bill No./Msr_no /Voucher_No	Amount	Payment Date	S.No.	Financial Year	Bill No.	Amount	Payment Date
	No Data To Display					1	2017-2018	125	10925	
						2	2017-2018	2	1575	
						3	2017-2018	124	145000	1/10/2018 1:25:10 PM

Once work has been marked physical complete, the pending liabilities/dues which have been recorded in MIS against that work can be cleared at later stage. After clearing of all dues against the physically complete work, final completion date has to be entered in MIS as is done and asset ID generation process requires to be completed so that the fully completed work will get shared with Bhuvan server for geo-tagging.