



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



1st Floor, Vidyut Bhawan-II Bailey Road, Patna - 800 021; Ph.: +91-612-250 4980; Fax: +91-612-250 4960, e-mail: info@brlp.in, Website: www.brlp.in

BRLPS/Proj-MIS/854/15 /1477

Date: 01.07.2017

Office Order

Standard Operating Protocol for validation and correction of CBO MIS Data

1.1 Background

CBO MIS digitization process has gained an impressive momentum. CBO Profile updation and bank account updation has been conducted on drive mode in most of the districts. Some of the districts had to outsource the data digitization process. In this reference it is observed that the quality of the data entry got adversely affected. This necessitates the initiation of data validation process at block level for which the onus will lie with the respective BPIU. For conducting this activity successfully Standard Operating Procedure has been outlined.

1.2 Objective

To validate CBO MIS Data related to CBO Profile and SHG Bank Details and Bank Account.

2.1 Overall scope of the activities

The activity envisages covering 534 blocks in three phases

S. No	Project Phase	Name of District	Duration
1	Phase I	Madhubani, Nalanda, Patna, Khagaria, Purnia, Siwan, Rohtas, Saharsa, Jamui, Lakhisarai, Aurangabad, Arwal, Nawada, Munger.	17 th July 2017 – 17 th September 2017
2	Phase II	10 Districts (To be decided later)	24 th July 2017 – 24 th September 2017
3	Phase III	14 Districts (To be decided later)	01 st August 2017 – 31 st October 2017

T/Manoj Jaiswal
30/06/17


1.7.2017

Action Plan

Detailed plan of action:

1. Data to be validated will be provided to BPIU from SPMU. All related formats for validation and correction will be duly communicated.
2. BPM would be required to take the ownership for the data validation process.
3. Validated data along with the corrections to be made must be either provided at the district data centre or the correction can be undertaken at the block level.
4. In case of data correction to be taken up at district data centre, BPM will submit the validated data to Mgr, M&E/In charge of the district and the receiving date must be duly communicated to the concerned DPM and State MIS Team. All corrections must be provided in proper format to District Data Centre and Mgr, M&E/in charge will receive data for correction in formats communicated from SPMU.
5. Validation of the data at the block level would need setting up of temporary infrastructure for IT support which would include: One Computer/laptop (other than the official Computer) with Internet Facility and a Data Entry Operator on daily wages for two months, i.e. during the CBO Data validation phase.
6. This would require hiring of DEO at local level on daily wages for which they would be paid wages fixed by Govt. of Bihar mentioned in (Annexure 1).
7. The MIS Executive at district data centre will be mentoring the appointed Data Entry Operators at the block level. For this purpose the MIS Executive will be visiting their block, every fortnight for 2 days. The first visit must be planned after second week of every month and the second visit of the current month must be completed within the first week of the next month.
8. During MIS Executive visit to the block following activities must be completed :
 - a. Mentoring the Data Entry Operator at the Block level about the procedure of correcting the data through CBO MIS Application.
 - b. Assist the Block Team in validating the CLF and VO Transaction sheets compiled at the block level.
9. MIS Executive will share the MIS Executive CBO User ID and Password with BPM for their respective blocks.
10. DPM/BPM will confirm the requirement of the additional desktop and internet and DEO through mail to SPMU team during the validation and correction period of CBO MIS data. The same would be hired at the block level for which budget has been attached at Annexure.

By the order of CEO


(B K Pathak)
1.7.2017
Officer on Special Duty

Annexure:

- I. Budget Component and Heads

Copy to:

- I. Director, All PCs, CFO & AO
- II. All SPMs, FO, PS, PM
- III. DPM and Thematic Managers
- IV. IT Section

Manoj Kumar
30/06/17

ANNEX I

Component	Budget Head	Cost Component	Duration (months)	Unit Cost(in ₹)	Total Cost (in ₹)
NRLM/ NRLP	B2.1.2 : Staff Cost Including Travel and Related Cost	B2.1.2.6 : Remuneration to Outsource Staff : DEO	2	As per latest revised Minimum Wage Act of Govt. of Bihar for Skilled Labour-IT.	As per Current Rates
	B2.1.3 : Other Operating Costs	B2.1.3.1 :Computer and Equipment Maintenance/hire Charges	2	1500 per Computer/Laptop Set	702000
	B2.1.3 : Other Operating Costs	B2.1.3.1 :Computer and Equipment Maintenance/hire Charges	2	500 per month per block	234000
BTDP	Project Management – MLE-Process Monitoring	MIS	2	As per latest revised Minimum Wage Act of Govt. of Bihar for Skilled Labour-IT.	As per Current Rates
	Project Management – MLE-Process Monitoring	MIS	2	1500 per Computer/Laptop Set	900000
	Project Management – MLE-Process Monitoring	MIS	2	500 per month per block	300000

Manan Kumar
30/06/17