



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref:BRLPS/Proj-M&E/827/15/ 1021

Date:27.06.19

Office Order

Extension of MIS Executives/ Data Entry Operators

Vide Office order BRLPS/Proj-MIS/941/16/340 dated 07.05.2018, the MIS Executives/Data Entry Operators have been shifted to blocks for expediting the data entry work. The pace of digitization has improved in most of the districts and it can be improved further. In order to maintain the momentum of digitisation and to improve its pace, the approval is given on the following by the competent authority: -

1. 03 (three) months extension has been given to MIS Executives/DEOs of 06 BRLP districts in order to hire the operators through CLFs in accordance with the office order BRLPS/Proj-MIS/854/15/776 dated 03.06.2019.
2. 06 (six) months extension i.e. up to 31.12.2019 is granted to DEOs on daily basis in the rest 32 districts.
3. 04 (four) additional Data Entry Operators can be hired in each district for a period of 03 months to clear the backlog of digitization which will end by 31st Oct 2019. DPMs have to make an assessment of the requirement keeping in view the magnitude of backlog and use them rationally in the blocks.
They have to intimate requirement of additional DEOs before engaging them, to the SPMU.
4. The provision of rent for desktop/laptop will remain the same as per the existing approval.

By the order of CEO

(Kumar Anshumalay)
Director

Attachment: Average timeline for data entry (Vide office order BRLPS/Proj-MIS/941/16/2562)

Copy to:

1. OSD, Director, PCS, AO
2. PCs, CFO, SPMs, SFMs, AFMs, PMs
3. DPMs, M&E Managers, FMs
4. IT Section

Average timeline for activity completion in CBO-MIS

Sl.No	Indicator	Entries Per Hour	Entries Per Day
1	SHG with Members Profile	25	162.5
2	VO with SHG Mapping	3	19.5
3	CLF with VO Mapping	1.5	9.75
4	Poultry PG with 200 Member	0.5	3.25
5	SHG Saving Account	15	99
6	SHG credit Account	15	99
7	VO Saving Account	20	132
8	VO Cutoff Transaction	0.5	3.25
9	VO Monthly Transaction	3	19.5
10	CLF Cutoff Transaction	0.4	2.6
11	CLF Monthly Transaction	1.5	9.75
12	CM Entry With SHG Mapping	6	39
13	Others Cadre Entry With CBO Mapping	12	78

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