

I/21374/2022



Office Order

Hiring of MIS Executives through CLF Policy in Districts

Vide office order BRLPS/Proj-MIS/1527/20/3696 dated 02.03.2021, BRLPS/Proj-MIS/854/15/776 dated 03.06.2019 and BRLPS/Proj-MIS/1527/19/5229 dated 19.03.2020, the hiring process of MIS Executives of all NRLM, NRETP and BTDP blocks through CLF policy has already been communicated. In continuation to office order BRLPS/Proj-MIS/827/15/I/14152/2021 dated 09.12.2021, the compliance has to be done as given below:

Sl. No.	Activities	Timeline
1	Identification of CLF for hiring of MIS Executives	11 th April, 2022
2	Selection process to be initiated (Advertisement, etc.)	18 th April, 2022
3	Selection process to be completed (Shortlisting, interview, typing test, result declaration, etc.)	15 th June, 2022
4	Document verification before joining	25 th June, 2022
5	Work to be started by newly selected MIS Executives	1 st July, 2022

In reference to the above activities, the following directions are given:

- a) Extension is given to MIS Executives in all blocks of 32 districts till 30th June, 2022.
- b) Extension is given to GA Digital till 30th June, 2022 to provide DEOs as per the contract.
- c) 32 BTDP districts will hire the MIS Executives through CLF policy for all the blocks.
- d) The payment of honorarium to MIS Executives is to be done through concerned CLF/ nodal VO.
- e) All the documents are to be properly maintained at respective BPIUs and CLF level for future reference.
- f) It is important to maintain transparency in the entire process by DPM and will ensure that the hiring process is completed within the above mentioned timeline.

The districts/ blocks are directed to file No. BR/PS/Proj/M&E/827/15
concerned CLFs regarding the hiring process and maintenance of documents. The performance of MIS Executives will be evaluated at district level every quarter based on digitization in MIS applications and report would be submitted to the concerned CLF.

By the order of CEO

(Rajiv Kumar Singh)
Officer on Special Duty

Copy to:

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