JEEViKA
An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar

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Office Order

Hiring & Remuneration Policy for MIS Executives and formation of Block Digitization Centre (BDC)

1.1 Background

BRLPS (JEEViKA) strives for establishing a robust, data-driven Decision Support System (DSS) and has been making consistent efforts towards capturing static as well as dynamic data pertaining to community-based organizations (CBOs) as well as key thematic interventions. The kind of effort put in has resulted in successful entry of voluminous legacy data in the system, as well as the current data on limited indicators. In terms of data entry requirements, static data entry includes data entry of CBOs profile as well as base data entries for several thematic applications. Dynamic data entry includes periodic data entry of financial transactions of VOs and CLFs. As on date, profiles of more than 8 lakh SHGs, more than 50 thousand VOs and more than 800 CLFs have been digitized. Entry of dynamic data entry esp. financial transactions at the block/district level is expected to be a continuous process and new data entry requirements are expected to emerge as the program expands and matures.

An efficient and competent data entry and management system is crucial towards further improving and maintaining the quality of the DSS and Data Entry Operators, hereafter referred to as MIS executives are expected to be crucial stakeholders in achieving that. Digitization of the CLF/VO transaction data in real time would require reinforcement of the existing IT Infrastructure and policy framework for MIS Executives. JEEViKA also aims at building the capacity of local CBOs in sharing the data management and usage roles for program management. This policy note outlines the revised hiring process, remuneration and service conditions of MIS Executives. With the aim of building CLFs capacity towards local data management and generate gainful work allocation for local youth, BRLPS will engage CLFs for providing the MIS executives/DEOs to the blocks and also to build internal capacity for management of Block Data Centres.

1.2 Objective

The objective of the policy is to streamline hiring, remuneration and service conditions of MIS executives by involving CLFs in the hiring and payment processes and lay down procedures towards building CLF capacity to constitute and manage local data centers.

2.1 Categories of MIS Operators

MIS Executives may be placed at BPIUs/DPCUs with number of positions and reporting authority through outsourced agency as defined below:

Designation	Place of Posting	No. of Position	Reporting officer
MIS Executive	BPIU	Minimum 1 and max 2 for each block	BPM
MIS Executive	DPCU	One	DPM

2.2 Qualification and Experience

Designation	Qualification	Age Limit as on Date of Publishing of Advt.	Minimum Experience
MIS Executive	Minimum Diploma in a Computer Course and 10+2 Qualified. Must have domicile/residence certificate of the Bihar.	Minimum 18 years	Minimum six months Experience in data entry work.

Preference will be given to female candidates as MIS executives, esp. in blocks with more than 1 MIS executive.

2.3 1) Hiring Process

CLF will conduct the selection process of the MIS Executives and will provide the services to BRLPS. As it will be selection of technical resources, BRLPS will provide hand hold support to nodal CLF. The selection process will be conducted by a five member committee including President and two office bearer from CLF and two resources from BRLPS end. In case there is no CLF in the block or not matured enough, the JEEViKA DPCU will identify a mature VO to act as a nodal institution for the purpose and President and two office bearers from the VO will be the part of the above-mentioned committee. From BRLPS, any two among BPM/DPM and M&E manager/HR Manager will be part of the committee. The committee will give the approval for the selected candidates.

Each Block will have at least one and maximum two MIS executive through the CLF. The MIS Executives will for all purposes be a contractual staff of the CLFs, placed in BPIU office by CLF. The BPIU will be responsible to provide the required IT infrastructure. BPIU will identify one nodal CLF, in coordination with DPCU to provide the MIS executive services to BPIU on outsourcing basis. The DPCU/BPIU will facilitate nodal CLF in publishing an advertisement and in the entire hiring process. The advertisements for the hiring shall be published at major public location like post offices, colleges, transport stands, tea stalls or any other prominent public place in DPCU/BPIU area.

The selection process shall include:

Designation	Written Test	Practical Test	Personal Interview
MIS Executive	Compulsory	Compulsory	Compulsory

Following activities need to be completed:

- Shortlisting the applications received on the basis of qualifications and experiences mentioned in the advertisement.
- Communication about the Venue and Date for Written & Practical tests and Interview to the shortlisted candidates.
- The final result will be published on the day of conclusion of the assessment process.

The final result will be signed by the CLF President on the recommendation of the selection committee. The mark sheet will also be endorsed by the same committee and it will be published on the same day. In case, if there is no CLF or the CLF is not matured enough, then any two office bearer (President, Secretary or Treasurer) from nodal VO will participate as a representative with clear understanding that as soon as the CLF becomes matured enough, the services of the MIS Executive would be transferred to the CLF. These documents are to be properly maintained for any future reference and one copy of the same is also to be shared to BPIU.

The final result will also include waitlist candidates having at-least two candidate for each block. The result will be prepared BPIU wise.

In case any mid-year requirement of MIS Executive arises appropriate candidate from the waitlist will be appointed.

2.3 2) CLF will be facilitated by BRLPS to constitute Block Digitization Centre (BDC) consisting of MIS Executives, Cluster Facilitators and Master Book Keepers to expedite the digitization process and as well as increase the access/usage of MIS at all CBOs level. The DPCU will capacitate the Cluster Facilitators (CFs) for data entry in MIS and its usage at CLFs level. The M&E Manager/MIS Consultant will provide the required training to CFs and will ensure that data entry work is also being done by them so that delay in data entry may also be avoided. Each CLF is to have a computer system with internet facility. The CFs will be accessing the system for data punching and as well as discussing the reports generated from the MIS with the members of the CLF during each of the monthly meetings. The MBKs will be accountable for preparing the Receipts and Payment sheet on monthly basis and will share the same to MIS Executives for its entry in MIS. The services of CFs will also be taken to update the MIS on other modules as well.

The CFs, MBKs and MIS executives will be collectively representing the Block Digitization Centre (BDC).

The BDCs will undergo gradual transition to share a progressively higher load of data entry as the internal capacity of CLF gets built. The CLF supported by BPM will review the work of BDC on regular basis and will ensure the in-time digitization of data in MIS. The monthly

work done report will be verified by M&E Manager and will be shared to DPM and also to concerned CLF/VO.

2.4 Remuneration

The remuneration to MIS Executives will be paid by the nodal CLF; if CLF has not been formed or matured enough then it will be paid by the nodal VO. Later on, after creation of CLF or its becoming mature, the MIS executive would be marked to the CLF. The CLF will be identified by the DPCU keeping in view the performance of CLF and its maturity. The budget will be provided by the concerned BPIU. The CLFs will be allotted quarterly advance for the same and the monthly payments to MIS executive/s will be made based on the recommendation of the BPMs. CLFs will raise indents for fund utilization on a quarterly basis to be eligible for next quarter's advance.

Designation	Remuneration/Consultancy Fee (Rs.)	Approving Authority
MIS Executive	12000/- + Taxes	CLF on recommendation of DPM for DPCU and BPM for BPIU MIS executives.
Service Charge to CLF	@1000/Month	BPM

Increment in the remuneration of the MIS Executive will be based on their performance. There will be a 05% increment at the end of first year and in subsequent years 10% increment will be given. The MIS team will formulate key performance indicators and minimum monthly deliverables for MIS executives and any non-achievement will be clarified by the MIS executives, further approved by BPM.

Designation	TA/DA	Recommendation Authority	Approving Authority
MIS Executive	1. Local – Rs 150/day 2. Within District and outside block – Rs 250/day 3. Outside District and within state – 1000/day (If the tour is for more than 8 hrs.) (25% will be claimable amount if office provides all the logistics)	BPM	CLF

2.5 Entitlements

MIS Executive will be eligible for 1 Casual Leave every month apart from official holidays.

2.6 Deductions or Penalty

The remuneration of MIS Executive will be paid by the CLF after the recommendation of the DPM/concerned BPM. The basis of approval will be as follows :

A. Recommendation of BPM for payment of remuneration on the basis of the Numbers of days of attendance of MIS Executive.

B. For any deductions/penalty in the remuneration of MIS Executive, DPM will recommend to the CLF for deductions, based on the work done report and recommendation of BPM.

3. Resignation and Experience Letter

MIS Executives will serve a 30 days' notice before intended last working days to concerned CLF and a copy of the same to BPIU as well. Data Entry operators will have to serve 7 days' notice period before intended last working day.

By the order of CEO

03.06.2019

(Kumar Anshumalay)
Director

Attachment: Annexure-1

Copy to:

1. **Director, All PCs, CFO & AO**
2. **All SPMs, FO, PS, PM**
3. **DPM and Thematic Managers**
4. **IT Section**

Profile of MIS Executives

- S/he should be minimum Graduate/BCA. In case of graduation, 6 months DCA certificate is required. The candidate should be having 6 months experience and must possess good analytical and communication skills.

<div align="center">OR</div>

- S/he should be minimum Intermediate with 6 months DCA and having an experience of 2 years. The candidate must possess good analytical and communication skills.

Characteristics of MIS Executives

- S/he must possess good knowledge of computers.
- S/he must be good in Hindi and English typing.
- The candidate with resident of the district/Block may be given preference.
- Must be vocal and should not have any constraints regarding mobility in the State/ District/ Block/ Village.
- S/he should be the age group of 18-35 years, on the date of advertisement.
- In case of two MIS executives, one of the MIS executives may be a female candidate.

KPI or job description of MIS Executives

- S/he will be responsible for all software level support- Digitization of the data in time, Reports sharing with stakeholders etc.
- Rolling out of MIS related initiatives in block and district
- Report bugs/errors in software to concerned person at district level.
- Report progress of MIS and other activities to block, district and state level officials.
- Validation of data entered in MIS.
- NRLM MPR entry
- Regular trainings to community professionals on data entry, data collection and data validation.
- Any other tasks as assigned from time to time.