



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

Policy of Data Centre and MIS Executive for the Data Centre

Policy of Data Centre

The Data Centres will be established at the central locations within the premises of district or block office. The furnitures will be pulled from within the district offices to set up the Data Centre. It will be set up under the guidance of the DPMS and number of MIS Executives will be half the number of blocks in the district (Muzaffarpur 16 blocks – $16/2 = 8$ MIS Executive required). The Data Centre should have a dedicated line of internet of 2 mbps with a maximum limit of Rs 6500/- which will be booked under DPCU's operational cost. A dedicated line has to be ensured. The data centre will be established only where the electricity back-up is available. The performance of the Data Centre will be reviewed on the quarterly basis by the State MIS team. The performance of the MIS Executive will be rated and the District Committee will take decision in the light of the recommendations of the State MIS team.

Policy of MIS Executive for the Data Centre

MIS Executive is required to roll out the Data Centre under the supervision of the M & E Manager for punching of the CBOs data and automate all the historical evidences of the district.

At present, the project has different approaches to punch the data; the project has placed MIS Executive, MIS Consultants and DEOs at block and district levels to update the MIS. As the project is scaled up in all the districts and blocks, so, it is important to have uniform policy to guide the practice of MIS roll-out. This policy of MIS Executive will replace all previously existing policies of MIS Executive, MIS Consultant and DEOs. The MIS Executives, MIS Consultant and DEOs already working with the project, after completion of the tenure would work as per this policy. If tenure of MIS Executives, MIS Consultant and DEOs currently working with the project has expired and they are still working with the project, they would continue working as per this policy. In addition to this, the BPIUs may hire an additional operator on daily basis with proper justification which will be approved by the DPMS. The hiring will be done for a proper purpose and time.

Profile of the MIS Executive

- S/he should be minimum Graduate / BCA with six months DCA having 6 months experience and must possess good analytical and communication skills.
- Or
- S/he should be minimum Intermediate with six months DCA having experience of 2 years and must possess good analytical and communication skills.

Characteristics of MIS Executive

- S/he must possess good knowledge of computers.
- Must be resident of the block (in case of block).
- Must be resident of the district (in case of district).
- Must be vocal and should not have any constraints regarding mobility in the State/District/Block / Village.
- S/he should be in the age group of 18-35 years, on the date of advertisement.
- Preference will be given to the SHG Members/ family Members.
- S/he should not be the family member of any of the Project Staff.

Roles and responsibility of MIS Executive

- S/he will be responsible for all software level support - managing bugs and errors in the MIS software & databases.
- Rolling out of MIS related initiatives in the block and District.
- Regular training to Community professionals on data entry, data collections and data validations.
- Report progress of MIS and other activities to block, district and state level officials.
- Validation of the data.
- NRLM MPR Entry
- Other task as assigned from time to time.

MIS Executive Support & Training: The MIS Executive would be placed at the respective Data Centre and a device with the net connection would be provided to them along with the sitting place for MIS Updatation.

Duration of Assignment & Selection Process: The MIS Executive would be hired initially for six months and may be further extended based on satisfactory performance and requirement of the project. The DPCU would display the advertisement on the notice board for 7 days. The applications received would be shortlisted on the basis of required qualification and experience. The shortlisted candidates would undergo a written examination followed by an interview. The result will be declared preferably on the same day or latest by second day of the examination. In the interview panel, one representative from outside district is a must.

The MIS Executive would be hired following the procurement norms. The contract letter of the MIS Executive should be in duplicate and one copy would be retained by DPCU duly accepted by the MIS Executive. If the existing Operators/MIS Executive and MIS Consultants fulfilling above criteria of eligibility, agree to provide their services on the MIS Executive terms and conditions, they may be given the role of MIS Executive straight away.


Reporting and obligations: The MIS Executive would be reporting to Monitoring and Evaluation Manager at the District level. The monthly payment will be made to the MIS Executive upon the certification made by the Manager M & E based on MIS report.

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Performance review & Extension of Services: The District Project Manager will constitute a 3 member team (Manager M&E, ICB Manager and HRD Manager) to review the performance of the assignment. Based on the report, DPM will extend the services of the MIS Executive till further order. If at any point of time the Committee finds that the MIS Executive is a non- performer or guilty of fraud, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by BRLPS as deterrent to interest of the project, the services will be terminated with a notice of a week.

Payment: The Payment will be made on the monthly report submission with the invoice by the MIS Executive up to a limit of Rs 8500/- month plus applicable taxes (if any). If the MIS Executive travels outside the district, h/she would be eligible for Rs 700/- as TA and DA or if the office provides all the logistics then only 25% will be claimable amount. The local travel within District will be Rs 250/- including TA and DA (if the tour is for more than 8 hrs). The MIS Executive will only avail Casual Leave and the State Govt. Holiday. The annual increment will be of Rs 500/- per annum after successful completion of two terms of six month each.

By the order of CEO,


(Braj Kishore Pathak)
Officer on Special Duty

CC:

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