

# Rajasthan Grameen Aajeevika Vikas Parishad "RAJEEVIKA"

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## Policy for Flow of data into Management Information System (MIS)

Policy for Flow of data into Management Information System (MIS) is proposed, in line with the policy approved earlier by Empowered Committee on 10<sup>th</sup> July, 2014, is as under:

### 1. Selection of Data Porter, Data Collection and porting

- I. Three Master Book Keepers/Book Keepers may be identified in a cluster to port copy of Masik Partivedan of SHG/VO/CLF to **Block Office** once in month by 2<sup>nd</sup> day of every month. However it is on the discretion of DPM to decide number of Data Porters (Master Bookeeper/Bookkeepers)
- II. Data porter (Master Book Keeper/Book Keepers) will be paid @ Rs. 10/- per SHG/VO/CLF for porting Masik Partivedan of all SHG/VO/CLF to block office. Cluster will be divided into 2-3 equal areas and One Master Book Keeper/Book Keepers may port data of one area (10 to 15 villages) to the block office and he will be paid Rs. 10/- per SHG/VO/CLF.
- III. It will be overall responsibility of PFT for ensuring that data is delivered in time every month to Block Office. This will be reflected in his/her KPIs.

### 2. Data entry in MIS

- I. Data Entry operator will be responsible to enter the Masik Partivedan in PERFORMANCE APPRAISAL SYSTEM & MIS/Sakhdarpan by 15<sup>th</sup> day of every month. Overall responsibility will be of PFT MIS to get entered the Masik Partivedan in PERFORMANCE APPRAISAL SYSTEM & MIS/Sakhdarpan. This will be reflected in his/her KPIs.

### 3. Roles & Responsibility

Description	Primary Responsibility	Overall Responsibility	Supervisory Responsibility
Preparing 7 <sup>th</sup> Book	Book Keepers	Master Book Keeper/Book Keepers & PFT	DPM
Data Porting to Block Office	Master Book Keeper/Book Keepers	PFT	DPM
Data Entry	Data Entry Operator	PFT MIS/Manager (M&E)	DPM

*MSL*

**4. Responsibility of Data other than Masik Pratedan.**

Responsibility of carrying Data other than Masik Pratedan and entering into Sakh Darapan / PERFORMANCE APPRAISAL SYSTEM will be of the PFT concerned. It will be reflected in his/her KPIs.

**5. Payments of Honorarium**

Payment of honorarium to Master Book Keeper will be made by Rajeevika for 1 year in the way below:

1. Where CLF exists payment will be routed through CLF.
2. If CLF does not exist but there is a VO, then payments will be routed through VO.
3. If both the CLF and the VO do not exist, then payments will be routed through the SHG in which the Master Book Keeper Works.

**6. Payment Duration from Rajeevika**

After completion of 1 (one) year the payment would be made by CLFs from their own income. The policy comes in force from the date of issue.

**7. Release of Tranche 1/Trance 2**

Tranche 1/Trance 2 can be released to SHG/VO only if updated Masik Pratedan up to last month is entered in "Performance Appraisal System. "

*(Signature)* 24/2/15  
(Rajeev Singh Thakur)  
State Mission Director,

No. F: ( )RGAVP/RD/2014-15/ 1077 - 1119

Date 02.03.2015

Copy forwarded to the followings for information and necessary actions –

1. P.S. to the Principal Secretary, RD&PR, GoR, Jaipur.
2. PS to the Secretary, RD, GoR, Jaipur.
3. PA to State Mission Director, RGAVP, HQ, Jaipur.
4. Financial Advisor, HQ, Jaipur.
5. Project Director (SHG and Livelihood projects/ M& E). HQ, Jaipur.
6. All General Managers/ Specialists/ Managers, HQ, Jaipur
7. All DPMs, RGAVP for implementation of the guideline.
8. Manager (ME&L) to upload on website.
9. Concern file
- 10.

*(Signature)*  
Project Director (Liv II)