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Government of India
Ministry of Rural Development
(Mahatma Gandhi NREGA Division)

Krishi Bhawan, New Delhi
Dated: 20th October, 2011

To

Principal Secretary / Secretary
Rural Development Department
All States/ UTs

Subject: Suggestive structure for strengthening of MIS unit at State, District and Block.

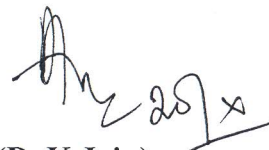
Sir/Madam,

Kindly refer to the minutes of MIS Nodal Officer meeting held on 20 Sept, 2011 in which all the States agreed that there is a need to strengthen the MIS units at State, District and Block level. Andhra Pradesh was requested to send a note on this so that it can be shared with States/UTs for necessary action.

2. The suggested organizational structure as contained in the note received from Andhra Pradesh is shown in the enclosed note. States are requested to take note of the same and put in place adequate staff for effective MIS reporting.

Yours sincerely,

Encl.: As Above



(D. K Jain)
Joint Secretary

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Operationalisation of transaction based MIS in MGNREGS in the State – Certain draft guidelines to the state units:

I. Transaction based MIS is defined as the MIS where reports are generated by the information flow from live transactions using a transaction based software instead of data entry software after the actual transactions took place outside the software.

In MGNREGS the following important transactions leads to MIS reports.

1. Issue of Job cards
2. Generation of works estimates
3. Capturing demand from labourers
4. Opening of works
5. Generation of pay orders by Capturing muster roll information and measurements
6. Generation of pay orders for all types of payments like material, admin related etc.
7. Closure of works

II BLOCK LEVEL: Computers and Data Entry Operators :

To operationalise the transaction based MIS two computers with LAN facility with following configuration are required in each block.

1. Windows XP Operating System
2. Hifi processor
3. Internet Explorer 7 or 9
4. Ram : 2GB
5. Hard disk : 160 GB
6. Licensed Antivirus software :
7. LAN between two computers (if offline)

Each block should be supported with UPS back up of at least 4 hours.

Internet: Each computer shall be provided preferably with fixed 1 mbps speed broadband internet connectivity or alternatively not less than 512 kbps. Only cable

based net connectivity should be taken. No data cards / no wireless internets shall be used.

Each Block should have two Computer operators cum Data Entry Operators (DEOs) to make the transaction based MIS happen. Where ever the number of labourers engaged in a week exceeds 7500 for more than 12 weeks in an year, such blocks should have three DEOs.

Each DEO shall take responsibility of half of Gram Panchayats in the block and maintain his/her own passwords and log in id s both for windows log in and MGNREGS-soft.

Exclusive DEO should be engaged for MGNREGS. These DEOs should not be used for other programs. **The Computers should be dedicated exclusively for MGNREGS and used exclusively for MGNREGS software.** No other software programs should be installed and used in these computers.

The Data entry operators should have education qualification of minimum B.Com with PGDCA. In tribal areas and interior blocks this can be relaxed but we should give them additional training like 2 to 4 months.

Consolidated Salary of Computer Operators/DEOs should be fixed between Rs.7,000/- to 8000/- pm at block level. They all should be given initial induction of 7 days training on MGNREGS and the software they are going to use. Out of 7 days 2 days should be exposed to field.

The job chart of DEOs shall be as given below:

1. The DEO shall be positioned exclusively for MGNREGS
2. Receive all data input information from field officials and make entries in computer using online software and do all transactions accordingly.
3. Ensure that the computers are in fit condition with anti-virus installed and all protocols are followed.
4. He/She will be the custodian of all the records like muster rolls and pay orders etc whatever are being transacted through computer using software.
5. He/She shall be responsible for the correctness of data entries as per the input data sheets/Muster rolls/Measurement books/Bill forms etc.

6. Will follow all the guidelines and norms issued from time to time by the NIC and district authorities.
7. Coordinate with District level Program Manager (IT) regarding any trouble shooting issues encountered if any.
8. Attend training programs at district level from time to time on software and related issues.

III At District level:

There should be **one Program Manager for IT** to support the DEO s and Program Officers at block level and DPC and Addnl DPC at district level. .

The job chart could be as following:

1. Receive trouble shooting issues from blocks and solve them by coordinating between NIC and DEOs.
2. Understand all the changes in the software from time to time and update all DTOs and POs.
3. Ensure that the DEOs follow protocols of computers and software.
4. Ensure that all Computers shall have anti-virus soft-wares installed
5. Conduct training programs to all DEOs from time to time on software and related issues.
6. Receive problems on hardware also and coordinate with computer suppliers or AMC holders and ensure that the computers are restored with less possible time.

Consolidated salary of the PM (IT) at district level may be fixed around 15000 to 18000 pm.

The minimum education qualification may be fixed with MCA with 5 years experience or Btech CS/IT with 3 years experience. Freshers also may be recruited and imparted 10 days training.

A laptop with wireless broadband connection may be provided to PM(IT) for effective communication and monitoring.

IV At State level:

One State Program Manager SPM (IT) may be positioned at state level. The SPM will coordinate between NIC and other service provider and District level PM(IT)s in operationalising the transaction based software.

The job chart of the SPM (IT) would be as follows:

1. Receive trouble shooting issues from blocks and districts and solve them by coordinating with NIC.
2. Understand all the changes in the software from time to time and update all DTOs and Pos through PM (IT)s.
3. Set the guidelines to ensure that the DEOs follow protocols of computers and software.
4. Procure necessary anti-virus softwares and ensure that all Computers in blocks shall have anti-virus soft-wares installed.
5. Assist State Program Coordinator MGNREGS in formulating necessary IT policies from time to time and issuing necessary guidelines to all field functionaries.
6. Conduct training programs to all PM(IT)s from time to time on software and related issues. Develop the content and session plans for training to DEOs and POs and pass on to the PM(IT)s for imparting necessary training to all DEOs and POs.

**The SPM(IT) may be supported with one PM(IT) and one Program Asst (IT).
The PM (IT) may be paid the salary of 22000 to 25000 pm and Program Asst (IT) may be paid 15000 to 20000 pm.**

The Program Asst may be selected from one of the working DEOs from field so that he/she can understand the field problems and software from the perspective of field functionaries.