

File No: J-11011/05/2006-SGSY-I(Prt)(Comp No. 347124)  
Government of India  
Ministry of Rural Development  
Department of Rural Development (RL Division)

6<sup>th</sup>Floor, Hotel Samrat  
Kautilya Marg, New Delhi  
Date: 11<sup>th</sup> June, 2018

To,

All State Mission Directors/ CEOs of SRLMs

**Subject: Engaging qualified and experienced MIS Managers at block level as per the ToR developed by the Ministry**

Dear Sir/ Madam,

This Ministry vide Office Memorandum No M13015/05/2013-NRLM dated 3.2.14 had advised all SRLMs to set-up dedicated and fully equipped NRLM MIS Data Centres at DMMU and BMMU levels. In this advisory details were also given regarding requirement of infrastructure, manpower and functional requirements at the district, block, sub-block and village levels for rolling-out NRLM MIS.

As you are aware, the volume of work in respect of MIS, has increased manifold due to the development of new modules in the MIS and also expansion of the programme in the newer blocks/villages. Therefore, there is a need to set up data centres at the block or district level. In the last Annual Write-shop of DAY-NRLM held in January, 2018, the need of having dedicated infrastructure at the block and sub-block levels was stressed upon. The necessity of having qualified and experienced professionals at the block level who could manage the MIS, was further emphasized in view of the increased volume of MIS activities across all thematic.

Keeping in view the above, It has been decided that a dedicated MIS Manager in all intensive blocks may be placed in a similar way as the other thematic experts have been placed at the block level. In addition, Data Entry Operators may also be engaged/hired as per the work-load of the block.

To facilitate the states a suggestive Terms of Reference (ToR) detailing the qualification, experience and responsibilities of Block MIS Manager and Data Entry Operator have been prepared and is attached.

It is therefore, requested that necessary arrangements may kindly be made for engaging MIS Manager and Data Entry Operator in all intensive blocks at the earliest. If the recruitment of Block MIS Manager is being delayed due to any reason, individual consultants may be hired in his place till the time they are positioned. The expenditure for hiring the MIS professionals may be booked under BMMU operational cost.

Yours Sincerely,



Atal Dulloo  
Joint Secretary- RL

## Annex: Suggestive ToR for MIS Manager at the Block level

### Block MIS Manager:

Block MIS manager needs to be engaged by the Mission in all intensive blocks to support rolling out of MIS activities in the respective blocks. Qualification and experience may be customized by SRLM, if necessary. SPM-MIS/SPM M&E should be involved in the selection process to ensure the quality of professionals being hired.

- **Qualification:**
  - BCA/MCA/BE-(IT or CS)/Commerce Graduate or Post Graduate with PGDCA. High level computer operation skill is essential with a minimum specified typing speed (SRLM to specify). Only Commerce Graduates (out of simple Graduates/ Post Graduates) may be considered for hiring, if technically qualified candidates are not available.
  - Minimum 60% score in computer test during practical skill test for selection
- **Experience:**
  - Minimum 3 years experience in rolling out MIS and data uploading for development projects. Candidates with prior experience of working in government projects will be given more weightage.
- **Responsibilities:**
  - Over all responsibility of rolling out all MIS of NRLM in the block, under the supervision of SPM/PM-MIS and BPM.
  - Establish and maintenance of IT infrastructure of BMMU & CBO level
  - Provide technical support to BMMU
  - Capacity building of BMMU team members, cadres and community institutions on MIS and its use.
  - Uploading data for NRLM-MIS, BL-MIS, Livelihoods/MKSP-MIS, SVEP-MIS and Transaction Based MIS.
  - Validation, verification and audit of data
  - Support for Data analysis, formats and reports preparation
  - Manage Data Entry Operators and ensure timely payments to eCRP
  - Execution of all MIS related activities and provide technical support for its rolling out

### Data Entry Operators:

Data Entry Operators may be engaged/hired for BMMU as per the volume of data entry load. One data entry operator should be engaged/hired for 300 to 500 SHGs. Qualification and experience maybe customized by SRLM, only if necessary. SPM-MIS should be involved in the selection process to ensure the quality of professional being hired.

- **Qualification:**
  - Graduate/ Intermediate with PGDCA/DCA. Preference must be given to candidates with a Commerce background. Computer operation skill is essential with minimum specified typing speed (SRLM to specify).
  - Minimum 50% score in computer test
- **Experience:**
  - Minimum 2 year of experience in data entry. Candidates with prior experience of working in government projects will be given more weightage.
- **Responsibilities:**
  - Responsible for all kinds of data entry work at block and sub-block level for NRLM
  - Support Block MIS Manager on rolling-out MIS and data uploading
  - Support for maintenance of IT infrastructure of BMMU & CBO level
  - Provide support to BMMU team on data uploading
  - Support for capacity building of BMMU team members, cadres and community institutions on MIS and different formats
  - Uploading data for NRLM-MIS, BL-MIS, Livelihoods/MKSP-MIS, SVEP-MIS and Transaction Based MIS
  - Validation, verification and audit of data
  - Support for Data analysis, formats and reports preparation
  - Support for all MIS related activities and its rolling out