

JF-320
pl. circulate
it to all Panchayats
for vls. with them to
submit report.
30/6/08

Government of West Bengal
Panchayats and Rural Development Department
63, N.S. Road, Jessop Building, Kolkata-700 001

Memo No 144(18)/Comp/Estt/WBSRDA(BRGF)/02/08

Date: 12.6.2008

From: M.N.Roy, IAS
Principal Secretary to the Government of West Bengal

To: The District Magistrate

Jalpaiguri

Sub: Village Data Entry Entrepreneur

Sir,

You are aware that large amount of data is required to be entered for NREGA, SGSY, CHCMI and other programmes. In view of increasing need of data entry at Gram Panchayat offices, availability of hiring data entry services by Gram Panchayats is felt necessary. It has been decided that steps should be taken for procuring the data entry services from competent local entrepreneurs. However, there is gap in availability of competent data entry operators in every Gram Panchayat, whose services may be hired when needed.

Therefore, steps should be taken to identify one capable youth at each Gram Panchayat and train them on data entry in the soft wares being used by the Gram Panchayats for implementation and monitoring of various programmes (viz. NREGA, SHG etc) and allow them to use the computer of the Gram Panchayat for data entry by hiring their services at appropriate rates against data to be entered..

As a primary step, each Gram Panchayat may be asked to identify one suitable youth with at least class X level of education and having knowledge of typing and to train them on data entry as a self employment programme. Members of SHG or those belonging to BPL families will be preferable. Those having training on using computer may be given priority.

Suitable organisations involved in training of computer and having their training centre at Sub-Division/ District Level will be selected by this end on the basis of open tender and necessary training on use of the customized soft wares being used by the Gram Panchayats will be imparted to those organisations so that they are able to train the local youth on use of those soft wares. Whereas, the selected persons will have to bear the cost of such course (which will be prescribed by this end) in general, some subsidy may be provided for those who belong to BPL families. On successful completion of the training, the identified youths will be given a certificate. Services of such certified personnel will be hired by the Gram Panchayats for data entry as and when necessary and payment on piece rate will be made to them by the Gram Panchayats/ Panchayat Samitis as the case may out of administrative expenses of respective programme fund. It is further reiterated that the Gram Panchayats will not engage them as data entry operator on wage basis. They will be at liberty to take any employment or open data entry business even at the Tathya Mitra Kendras—

Common Services Centres being located at Gram Panchayats and the Gram Panchayats may allow them to enter data at a prescribed piece rate.

In the circumstances stated above, you are requested to take necessary steps to identify such entrepreneurs from each Gram Panchayat. List of such persons, their qualification and experience, if any in typing/ using computer/ data entry may be communicated to this end as soon as possible. The name of the institutes where training will be imparted, the cost of the training programme and software specific prescribed rate of data entry will be informed by this end in due course.

In case competent persons are available on hire to enter data at the GP level, there is no need to select and train any one from that GP. The list of such GPs may also be compiled and forwarded to this end.

Yours faithfully

M.N.R. 12.6.08
(M.N.R.)