



Khadi and Village Industries Commission

Ministry of Micro, Small, & Medium Enterprises

Government of India

"Gramodaya" 3 Irla Road, Vile Parle (West),

Mumbai-400056

No : Dy. CEO Cell (PMEGP/IT/DIC/Pub/EZ)/Data entry/2014-15

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CIRCULAR

Sub : **Engaging of Data Entry Operator for E-tracking system reg ...**

E-tracking has been introduced in the PMEGP scheme as a quality intervention for bringing in transparency and accountability in implementation of the scheme. Ministry of MSME has made e-tracking mandatory for PMEGP scheme from 2013-14.

2. E-tracking applications involve the activity of collecting information from Banks, KVIC, KVIB and DIC relating to the process of application status at DTFC, sanction/rejection at Bank level, disbursement of Margin Money Subsidy, physical verification etc till the Margin Money is adjusted in the beneficiaries account. This process was outsourced at field level by the field Directors for all these activities. While this system has been useful in ushering in the E-tracking system, it is observed that the rates of outsourced agencies are varying in different States and the rates vary from a minimum of Rs. 19.50 per application to Rs. 700 per application.

3. Further, despite engaging of outsourced agencies the E-tracking work could not be carried out completely and successfully in many of the States. Requests have been received from Field



offices of KVIC, State Govts. etc in various review meetings for permitting engaging of data entry operators for the purpose of E-tracking instead of outsourcing agencies who are expensive and are not able to deliver results satisfactorily.

4. Accordingly, after receiving suggestions and feedback from the field offices and deliberations at Head office level, the following has been decided in respect of engaging of data entry operators for E-tracking under PMEGP :-

- (i) The system of outsourcing agency for E-tracking will be replaced by engaging of data entry operator at State level for E-tracking.
- (ii) This process should be initiated immediately. In case where agencies have already been outsourced for the current financial year, concerned, State Directors may examine the possibility of terminating the contract and taking up the work of engaging data entry operator for this assignment as early as possible.
- (iii) 3 data entry operator will be engaged for each State, one for KVIC, one for KVI~~B~~ and one for DIC.
- (iv) Data entry operator should be engaged through registered manpower providing agencies whose bids should be invited on tender bases as per GFR norms.
- (v) The agency will be finalized by the local committee already constituted for engaging E-tracking outsourced agency.
- (vi) The remuneration per data operator shall not exceed Rs. 10000/- per month, per operator.
- (vii) The expenditure of data entry operator will be met out of E-tracking head provided under backward and forward linkages to State Offices of KVIC under PMEGP.
- (viii) Each implementing agency which has been provided data entry operator will maintain daily progress report of work done and number of applications entered by the data

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entry operator relating to E-tracking for monitoring and reviewing the work completed by the data operator. These progress report are subject to inspection and verification by KVIC at any point of time.

5. State Director should study the work being executed by the data operator in the State so that it may be ensured that they have been utilized for the purpose of E-tracking and are contributing effectively for the same.

6. The information required to be entered in the E-tracking system will have to be provided by the respective concerned implementing agencies to the concerned data entry operator. In State where the PMEGP work is not being followed strictly in proportion of 30:30:40 and where one of the implementing agency is contributing more than stipulated targets, with the approval of SLMC, the services of data entry operator can be utilized by the implementing agency achieving the bulk of PMEGP targets, for E-tracking purpose. This flexibility in working can be discussed and decided by the 3 implementing agency in the SLMC if required.

7. For the following State/Union Territory which have comparatively less number of projects as targets one data entry operator is permitted to be utilized by the implementing agency which is contributing the maximum towards PMEGP progress i.e. KVIC or KVIB or DIC as follows –

- (i) ^{Delhi} Goa
- (ii) Adaman & Nicorbar Island
- (iii) Chandigarh
- (iv) Lakshwadweep Island
- (v) Ponducherry.

8. All the Stat/Divisional Directors may ensure compliance on the above Circular and also bring to the Notice of the stake holders including KVIB/DIC, Banks etc.

9. Zonal Dy. CEOs may monitor compliance of the above directions.

Chief Executive Officer