

## **DATA ENTRY SAKHI POLICY**

### **1. Need & importance of Data Entry Sakhi**

With aim to transfer all the operations of SHGs to the Community and withdraw the government's intervention in SHG operations, it is need of time to develop a community cadre for Data Entry in continuation to Data porting Policy. In EC meeting at NMMU it is advised to withdraw the Data Entry Operators and replace it with community. The option for replacing the existing system may be the SHG members/Book Keepers/Master Book keepers of the SHGs. This will also enhance the capacity of community and the financial empowerment of them. It will also spread the computer literacy among the rural community specially women. It will help to get updated data of SHGs regularly and timely.

### **2. Eligibility criteria for Data Entry Sakhi**

Data Entry Sakhi should be women and shall be well versed with SHG Book Keeping. She will be trained for Online Data Entry Work at Computers/Tablets. The eligibility criteria for Data Entry Sakhi are as follows:

- i. Data Entry Sakhi should be a member of SHG conducted at least 50 meetings
- ii. SHG Book keepers/Master Book Keepers/RBKs are preferred
- iii. Data Entry Sakhi shall be from the same cluster.
- iv. She should be at least 10<sup>th</sup> pass and possess good SHG Book Keeping and arithmetic Skills.
- v. She must be between 18 to 45 years of age.
- vi. She and her family should not be defaulter of SHGs/Banks.
- vii. She should not have any constraints regarding mobility in the village and going to and fro nearby Block for Data Entry.

### **3. Selection of Data Entry Sakhi**

Data Entry Sakhi will be selected, employed and managed by Cluster Level Federation (CLF). Hence, selection of Data Entry Sakhi will be made by CLF. In case CLF is not formed, the same will be done by a committee with representatives drawn from 2 Village Organizations (VO) and BPM/Manager (Deepening)/DPM. The step wise selection process of Data Entry Sakhi is as follows:

- i. A committee of 3 members; CLF office bearers if CLF exists, if CLF does not exist then comprising office bearers of 2 VOs and BPM/Manager (Deepening) or DPM will be constituted to select the candidates.
- ii. PRP/PFT/Active Women should spread information/discuss in SHGs/VOs meeting regarding Data Entry Sakhi and encourage candidates to apply for it.
- iii. Application of candidates in prescribed format fulfilling above mentioned criteria (para 2) should be submitted to VO/loose VO and VOs/loose VOs would recommend candidates to selection committee.

- iv. Selection committee will scrutinize and shortlist the candidates.
- v. A simple written test comprising Book Keeping Skills, basic arithmetic and writing skills would be conducted for all eligible candidates at block level. The written test would be followed by interview of candidates. Candidates scoring 70% or more should be considered for Data Entry Sakhi. A final test may be conducted at SPMU Jaipur if needed.
- vi. Maximum Three Data Entry Sakhis are to be selected per cluster.
- vii. Committee will finalize the names of candidates for Data Entry Sakhi.
- viii. After this a training (Duration 1-2 weeks) will be organized for data entry sakhi and the women passing the training will be deployed for data entry sakhi.

#### 4. Responsibilities of Data Entry Sakhi:

Data Entry Sakhi will work as a Community Data Entry Operator at Block level for the area he/she is appointed. The key responsibilities of Data Entry Sakhi are as follows:

Data Entry Sakhi will be liable to enter transaction data received in ‘Masik Partivedan’ format on MIS/Sakhdarpan by 15<sup>th</sup> day of every month as well as will also be liable to enter all master data related to community cadre, CBOs & Youth training as and when required. Overall responsibility will be of PFT MIS to get entered the Masik Partivedan on MIS/Sakhdarpan. This will be reflected in his KPIs. Data Entry Sakhi will also be liable to verify the entered data from field on regular basis. MIs data of at least 50 SHGs and 3 VOs along with community cadre profiles should also be verified every month.

#### Roles & Responsibility

Description	Primary Responsibility	Overall Responsibility	Supervisory Responsibility
Preparing 7 <sup>th</sup> Book/Masik Pratedan	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 Sakhi	PFT MIS/Manager (Deepening)	DPM
Data Verification	Data Entry Sakhi	Manager (Deepening)	DPM

## **6. Payments of Honorarium**

Data Entry Sakhi will be paid by CLF/ Nodal VO of Rs. 2500/- per month on fix basis and @ Rs. 10/- per Masik Prativedan of SHG/VO/CLF for correctly entering into MIS, after verifying the work (Numbers of Masik Prativedan and Quality of Data) of Data Entry Sakhi by PFT (MIS)/ Manager (Deepening)/BPM. Data Entry Sakhi will also be paid @ Rs. 15/- per SHG/VO/Cadre profiles for verifying data from field and editing into MIS on task basis.

Payment for honorarium to Data Entry Sakhi will be made by Rajeevika for 3 year or till the CLF becomes self sustainable in the way below:

1. Where CLF exists payment will be routed through CLF.
2. If CLF does not exist but there is a Nodal VO, then payments will be routed through Nodal VO.

**After completion of 3 (three) year or when the CLF becomes self sustainable whichever is earlier the payment would be made by CLFs from their own income.**

**After completion of training on MIS, Data Entry Sakhi will be deployed for 1 month as trainee and during this period, she will get Rs. 2500/- fixed amount.**

## **7. Responsibility of Data Entry other than Masik Prativedan.**

Responsibility entering data other than Masik Prativedan into MIS/Sakh Darapan will be of data entry Sakhi but data will be provided by the PFT/RBK concerned.