

PROCEEDINGS OF THE STATE PROJECT DIRECTOR, RAJIV VIDYA MISSION (SSA)
ANDHRA PRADESH, HYDERABAD.
PRESENT: Smt. V. USHA RANI, IAS.,

RC. No. 158//RVM(SSA)/B7/2013

Dt.20.06.2013

Sub:- Engaging of Data Entry Operators and Messengers at DPOs and MRCs-
Certain instructions- Issued- Reg.

Ref:- 1. This office Procs No. 5730/RVM(SSA)/C4/2010, Dt. 14.02.2013.
2. This office Procs. No. even Dt. 20.5.2013.

All the Project Officers of RVM (SSA) in the state are informed that, it is decided to adopt a uniform procedure for selection of Data Entry Operators and Messengers in Dist. Project Offices and Mandal Resource Centres to avoid legal complications.

In this connection, to regularize the procedure of engaging of Data Entry Operators and Messengers, the following guidelines are communicated for strict compliance.

1. The selection shall be done through third party Agency on outsourcing basis **Or** on Contract Basis.
2. The remuneration has to be paid through agency only for the persons engaged on outsourcing basis and in **no case** the remuneration should be paid directly to the individual.
3. In case of Contract employees, an agreement has to be entered with the individuals in the enclosed format on Rs. 100=00 judicial Stamp Paper.
4. Competency test should be conducted for engaging of Data Entry Operators.
5. If the existing Data Entry Operators are engaged without conducting the competency test, the competency test has to be conducted and they have to be continued only on the basis of merit and performance.
6. The format of selection order and agreement bond are enclosed for strict compliance.

Any deviation in implementing the above instructions, the Project Officer RVM(SSA) concerned will be personally held responsible for the consequences. A compliance report regarding implementation of above instructions should reach to the undersigned on or before 15.07.2013 without fail.

Sd/- V. USHA RANI
STATE PROJECT DIRECTOR

To
All the Project Officers, RVM (SSA) in the state.
Copy forwarded to the Dist. Collectors & Chairmen, RVM (SSA) in the state for N/A.

//True Copy Attested//


Administrative Officer


21/6/13