



सूचना प्रौद्योगिकी और संचार विभाग

**GOVERNMENT OF RAJASTHAN**  
**Department of Information Technology & Communication**

F5(472)/DoIT/Tech/11/ 1358

21.02.2013.  
26

District Collectors

All Districts

**Subject: - Reporting of SLA monitored at district level for timely payment.**

As you are aware that certain SLA's depending on electronic data are maintained by State Registrar and their applicability report is conveyed to district registrar. However remaining SLA's pertaining to deployment of required manpower by enrolment agency and machine deployment as per district administration planning needs to be maintained at district level.

To expedite the payment process it has been decided that reporting on SLA maintained by District is also systematized. Two reporting formats have been designed for monitoring of district and enrollment centre level SLA and attached herewith. Format no-1 pertains with the deployment of manpower at district level and compliance of the enrollment plan by EA. Monthly district report will be prepared by project manager and after verification from Nodal Officer (UID) or ACP of the District it will be uploaded on the DoIT portal by 5th of forthcoming month. Format no-2 pertains with the setting up of helpdek manpower at centre by EA and it is to be filled by verifier daily in 3 copies. After completion of enrolments at that centre, the verifier will supply one copy to supervisor of the EC who will in turn upload the report on the UID website and one copy will be furnished to Nodal Officer (UID) or ACP and Tehsils Level nodal officer of UID.

As these reporting formats will help DoIT&C in facilitating district administration on applicable penalties so that timely payment may be made to the enrollment agencies, therefore, you are requested to direct the concerned officer and State EA working in your district for necessary compliance for effective management of the SLA to process timely payment to EA.

*syawat*

Secretary, IT&C

## EA- Format- 1

<All districts>

### Report for monitoring of Enrollment Centre Level SLA from Verifier

**Name & address of the centre****Tehsil:****District:**

Start Date of the centre

End Date of the centre

**Name of verifier****Department**

Verifier Code

**Bank Account Details of Verifier**

Name of Bank:

Account number:

IFSC Code:

Sr. No.	Date	No. of Machines Deployed	Help Desk Operator deployed (yes/No)	Name of person on Help Desk	Enrolment Done

**Signature of the verifier**

Note - Verifier have to prepare this format in three copies

- one copy is to be handed over to supervisor and take receipt
- one copy to Nodal Officer or ACPP - District HQ
- one office copy to Tehsil Level Nodal Officer.
- **Verifier will be paid Rs. 2 per successful verification.**

**EA - Format 2**

<All districts>

**Report for monitoring of District Level SLA**

**District -**

**Name of Enrolment Agency**

**Reporting Month -**

**Year -**

**No. of ES during month -**

**No. of during enrolments -**

<b>Manpower Category</b>	<b>Name</b>	<b>Deployed (Yes/No)</b>
<b>Project Manager</b>		<No of days present or on tour /Total working days>
<b>Assistant Project Manager</b>		<No of days present or on tour /Total working days>
<b>Project Information Assistant</b>		<No of days present or on tour /Total working days>
<b>Adherenace to work Plan</b>	<Yes/No>  <If No, Number of machines not deployed as per plan with details of deviation>	

**Note: -** This report will be prepared by the Project Manager and verified by Nodal Officer (UID) or ACP and uploaded on UID portal.

<Signature>

Nodal Officer (UID) / ACP