



**OFFICE OF THE DIRECTOR  
INFORMATION TECHNOLOGY DEPARTMENT  
SOUTH DELHI MUNICIPAL CORPORATION  
SPM CIVIC CENTRE, NEW DELHI - 110002**



NO.SDMC/Dir.(IT)/2021/D- 896

Dated- 15.02.2021

**Circular**

**Subject:** Attendance of DEOs working in various department South DMC engaged through M/s Pravidhi-Reg..

Vide IT Department's circular NO.SDMC/Dir.(IT)/2020/D-617, dated-08.12.2020 (copy enclosed), all HoDs/ DDOs were intimated detailed modalities for making payment of salaries, statutory subscriptions, etc in respect of DEOs deployed in the departments through M/s Pravidhi India.

It is observed that attendance of DEOs is being received in IT Department, in piece-meal, throughout the month. This poses difficulties in forwarding the attendance to the service provider and processing bills received from them in several batches. Therefore, It has now been decided that attendance of every months in respect of all DEOs deployed in the department concerned, should reach IT Department latest by 10<sup>th</sup> of the following month, failing which IT department will be compelled to withdraw DEOs from the concerned department.

*Uvash*  
15.02.21  
AC (IT)  
South DMC

To,

All HoDs

Copy for information to:-

1. PS to Commissioner, SDMC
2. Addl. Commissioner (IT), SDMC
3. CA-cum-FA, SDMC





**SOUTH DELHI MUNICIPAL CORPORATION  
INFORMATION TECHNOLOGY DEPARTMENT  
24<sup>th</sup> FLOOR, DR. SPM CIVIC CENTRE  
J.L. NEHRU MARG, NEW DELHI-110002**

NO.SDMC/Dir (IT)/2020/D- 614

Dated: 08.12.2020

**Circular**

**Subject: Engagement of Data Entry Operators in South DMC through M/s Pravidhi India.**


A new service provider namely, M/s Pravidhi India has been selected thorough tendering on GeM Portal with the approval of Competent Authority for providing services Data Entry Operators (DEOs) in various departments of SDMC. As per the work order, the contract is for a period of one year from 05.11.2020 to 04.11.2021. Candidates recommended by M/s Pravidhi India after undergoing their selection process, have been allowed to join in IT Department and they have been further posted to various departments of SDMC.

As per the GeM contract, the paying authority is IT Department and accordingly monthly invoice will be raised by the service provider on IT Department. While obtaining expenditure sanction for engaging the DEOs, it was decided that the expenditure involved will be borne by concerned departments of SDMC under the relevant budget head as per the actual deployment of the DEOs.

It has now been decided that the following arrangements may be made for payment of salaries, statutory subscriptions etc in respect of DEOs in various departments:

- i. All DDOs will maintain daily attendance of DEOs deployed in the respective departments.
- ii. Monthly cost to SDMC for one DEO including wages and employer contribution to other statutory subscriptions like ESI, EPF, EDLI, GST, etc. and service provider charges is Rs.25800/- (approximately). All concerned HoDs/DDOs will forward budget slip for the expenditure to be incurred on salary, etc. of DEOs posted in various departments to IT Department alongwith monthly attendance of the concerned DEOs in the proforma enclosed.
- iii. Budget Slip for the month of November 2020 alongwith attendance of the concerned DEOs for the month of November 2020 should reach IT Department latest by 10<sup>th</sup> December 2020.
- iv. Salary to the DEOs is to be paid from the date of their joining in IT Dept. DEOs joined in IT Dept on different dates in November 2020. Therefore, concerned Depts should provide budget for the full month of November 2020.
- v. Attendance of DEOs alongwith Budget Slip may be forwarded to IT department on monthly basis on the last working day of the month, from December 2020 onwards.
- vi. IT Department will forward consolidated monthly attendance of all DEOs to M/s Pravidhi within two working days.
- vii. Bill for reimbursement of monthly wages, etc. in respect of DEOs deployed in SDMC through M/s Pravidhi will be submitted by the IT Department to Finance Department -AO (HQ) after receipt of invoice from M/s Pravidhi India.
- viii. Any future revision in minimum wages by GNCT of Delhi is required to be factored into salaries of DEOs. Budget slip for additional liabilities on account of revision in minimum wages, bonus, etc shall be provided by the concerned departments as and when required.
- ix. IT Department will be the nodal authority for deploying DEOs in SDMC. Further transfer/posting of DEOs will be made by IT Department.

This issue with the approval of Competent Authority.

  
AC (IT)  
South DMC

To,  
All HoDs/DDOs, SDMC

Copy to:

1. Addl. Commissioner (IT)
2. PS to Commissioner, SDMC- for kind information of Commissioner, SDMC