

**ROLES AND RESPONSIBILITIES OF ALL STAKE HOLDERS FOR  
COMPUTER ASSISTED CODING OF CENSUS 2011**

**Role of ORGI**

- Preparation of the requirement specifications.
- Applying various data checks like range checks, field checks and inter consistency checks between the fields to enhance the quality of the data along with introduction of mandatory manual corrections.
- Creation of Flexible code directories during Computer Assisted Coding.
- Vetting and approving the application modules for implementation, including customization and workflow design.
- Monitoring system implementation and weekly monitoring of the progress of work to identify the problematic areas followed by joint corrective action with System Integrator (SI).
- Preparation and issuance of necessary instructions, orders, guidance, resolving the problems beyond the control of Data Capture Center/DCOs, MIS etc. to the DCOs and both the SIs.
- Payment or imposing penalty to Vendor(s) on the basis of the necessary certification issued by the concerned Data Center In-charge and duly countersigned by the Controlling Officer of the DCO.

**Role of DCO/Data Capture Centers**

- Daily monitoring of Data Processing and Scanning Center activities.
- Deployment of departmental manpower (supervisors) for all operational activities during Computer Assisted Coding (CAC), exception handling and random quality assurance.
- Ensure deployment of proper category of minimum number of manpower as assured by both the SIs (M/s HCL or M/s CMS for Hardware and M/s Provider for CAC manpower).
- The Data Center In-Charge in consultation with DCO would monitor and coordinate the local operations done by the SIs.
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- Scrutiny of inventory controls, backup management of the CAC and Merged ASCII files on a daily basis.
- Housekeeping of the Data Capture.
- Periodical analysis of relevant reports for monitoring the outsource and in house manpower performance.
- Quality Check on systematic basis or on random basis as directed by ORGI and or controlling officer of the respective DCO on the selected EBs/Batches/Images and verification of specified data items with the help of image and corresponding Database/ASCII file on daily basis.
- Proper records of outsource manpower (their name, photo ID, educational qualification , language known (Knowledge of English and the language of that state is mandatory), present and permanent Address alongwith phone/mobile number, undertaking from the candidate which should be verified by the vendor before deploying them at data center.
- The DCO will have to ensure the performance of the SIs as per the SLA agreement to be signed. A Brief summary of the SLA is enclosed as Annexure E.
- Ensure the compliance of the instructions/orders/circulars issued by the DPD/ORGI pertaining to Data Capture Center/SI.

- Issue of necessary certificate for successful completion as well as deficiency if any found. Format for the same will be issued by ORGI shortly.

**Role of Vendor M/s The Provider Management Information (P) Ltd.**

- Will abide by the tender terms and conditions.
- Will have to work under the directions/ monitoring of the Office of the Local DCO.
- Provide location wise number of manpower deployed
- Should ensure that manpower deployed with a proper ID proof and being paid in accordance to the relevant Rules, Acts and Laws in force. Will also provide a copy of ESI/PF/character antecedent report of individuals to ORGI/DCO (as per enclosed format).
- Establishing proper security measures for physical as well electronic resources such as documents, images, data, men & machines. Also liable to bear the damages/loss/theft, if any, occurred directly or indirectly due to any act of negligence of the manpower or representative of the vendor.
- Nominate a person to act as one point contact for each data center. Will have weekly meetings with the Center in charge to discuss the issue of performance and manpower etc.
- Any other work falling under the purview of the Contract.

Dos AND DON'Ts

Dos

- Always display the Identity Card
- Outsiders must obtain prior permission for entry into Data Capture Center
- Visitors Register must be maintained at the Reception
- Be punctual and regular
- Follow office procedures & discipline religiously and maintain office decorum even during lunch break.
- Keep the premises neat, clean and tidy
- Keep your computer and its visible peripherals neat and clean
- Always keep the doors and windows closed
- Leave all personal articles in the locker room
- Familiarize yourself with the safety norms and use of safety equipment
- Avoid entertaining personal guests during office hours or entertain them outside the office.
- Cover keyboard and display screen to safeguard it from dust etc.
- Login to computer using your login id only
- Follow opening and closing procedures of computer and other peripherals
- If anything abnormal is noticed, inform the Center/shift in-charge
- Always produce hundred percent qualitative outputs as per the desired norms
- Switch off or keep the mobiles in silent mode
- Do the allotted worked sincerely and with devotion
- Always produce more than the expected norms without compromising with quality and quantity of work
- Ask others also to follow the dos and don'ts

Don'ts

- Do not carry any personal articles inside the computer hall/room/Centre
- Do not login using login id of others.
- Do not open any other user account
- Do not carry any computer readable media inside the computer room/hall without permission
- Do not take/send physically/electronically or Wi-Fi / Bluetooth mode anything data/images/articles etc belonging to Government of India from the data center
- Do not copy or play games in the computer(s).
- Do not install any unauthorized or personal software
- Do not carry any eatables, personal articles and any kind of drinks inside the computer room/hall/ Centre
- Do not entertain your guests inside the computer Hall.
- Do not facilitate entry of any unauthorized person into the computer hall/room
- Do not come late or leave the office early without prior permission
- Do not compromise with the safety, security and quality of output
- Do not use any inflammable article/ material inside the Computer Hall.
- Do not use shortcuts and casual approach in Computer Assisted Coding and other assigned work.

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