

**Administration of
Dadra and Nagar Haveli (UT)
Dadra & Nagar Haveli eGovernance Society
Department of Information Technology
Silvassa**

No.DIR(IT)/DEO-NICSI/DNH/2014/ 149

Date: 20/02/2015

C I R C U L A R

**Subject: Engagement of Data Management Assistant (D.M.A.) /
Data Entry Operator (D.E.O.) through NICSI**

The National Informatics Centre Services Incorporation (NICSI), New Delhi is a Government of India Enterprise under NIC and takes up IT related work including providing IT manpower to all Government Departments in States / UTs' on outsourcing basis.

(2) The Department of Information Technology, Dadra & Nagar Haveli has approached NICSI for outsourcing personnel viz; Data Management Assistants (DMA)/ Data Entry Operators required in IT Department and various department of UT Administration of Daman & Diu and Dadra & Nagar Haveli.

(3) The approved rate of NICSI for outsourcing "Data Management Assistant/ Data Entry Operator" is as under:

Particulars	Amount (In Rs.)
Rate Per Month (A)	12,241.00
Service Tax (B)	1,513.00
Per Month Cost (A+B)	13,754.00
All inclusive cost for six months, per operator	82,524.00

(4) All the departments of UT Administration of DD and DNH are advised to hire the DMA/ DEO (Data Entry operator) at the above approved rates as per their requirement directly from NICSI, with the approval of competent Authority of concerned Department. The Address of NICSI is as under.

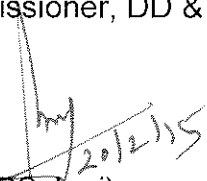
National Informatics Centre Services Inc.
(A Government of India Enterprise under NIC)
Ministry of Communication & Information Technology
Hall No. 2 & 3, 6th Floor, NBCC Tower, 15 Bhikaji Cama Place
New Delhi-66
Tel: 011-26105054, Fax 91-11-26105212
Email: nicsi-pi@nic.in



(5) The departments are also requested to clearly mention their complete address while placing order on NICS and ensure the following:

- a) The payment for outsourcing of DEO shall be made by the concerned department from their allocation of fund.
- b) Necessary agreement shall be made in this regards with terms of payments etc.
- c) The initial contract shall be made for one year.

This is issued with the approval of Secretary (IT) / Dev. Commissioner, DD & DNH


(PS Jani)
Director (IT)
Dadra and Nagar Haveli
Silvassa

To,
All Heads of Office

- a) Daman & Diu
- b) Dadra and Nagar Haveli

Copy to:

- a) All Secretaries / Special Secretaries, UT Administration of DD & DNH
- b) PS to Hon'ble Administrator, DD & DNH
- c) PA to Development Commissioner/ Secretary (IT), DD & DNH