



## GOVERNMENT OF KERALA

### Abstract

Local Self Government Department - Urban Affairs - Municipal Common Service - Establishment - Issuance of PF Credit Cards to the employees of Municipal Common Service - Facility arrangements - cost of Expenses - Sanctioned - Orders - issued.

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### LOCAL SELF GOVERNMENT (EU) DEPARTMENT

GO(Rt)No:2304/09/LSGD

Dated, Thiruvananthapuram 9-9-2009.

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### ORDER

In view of the delay being experienced in completing the data entry process for provision of Provident Fund Credit Cards to all Municipal Employees, it had been decided that Information Kerala Mission would prepare a proposal for completing the work expeditiously as they had done in respect of Provident Fund Accounts of Panchayat Employees earlier.

Information Kerala Mission have intimated a proposal for computerization of PF accounts of Municipal Employees through a process of decentralized data entry in all Municipalities / Corporations, using available data from the payroll application software 'Sthapana' which is already available in Urban Local Bodies. The data relating to PF Accounts already entered for about 2000 contingent employees in 9 Municipalities would also be directly ported to the IKM Software. The approximate cost of finalising these accounts as proposed by the Information Kerala Mission as follows:

( Amount in Rs. lakh)

A. Data entry prints	14.99
B. Data entry assistance for the manual processing (optional)	7.70
C. Infrastructure	5.86
D. Training, support	1.99
E. Contingencies	1.26
<b>TOTAL</b>	<b>31.80</b>

The Information Kerala Mission had reported that the data entry process would take about 120 days on a single shift and 60 days on double shift. Hence it is proposed to hire Data Entry Operators from Kudumbashree or other agencies wherever necessary.

Government have considered the proposal of Information Kerala Mission and are pleased to order that Director of Urban Affairs will make arrangements for ensuring data entry for issuing of Provident Fund Credit Cards to employees in all Municipalities/Corporations and all the concerned Secretaries of the Urban Local Bodies will be asked to authorize one officer from their establishment section to do the verification of the Provident Fund registers prior to data entry for ensuring the correctness of the same. It is also ordered that for the cost components relating to infrastructure, which is Rs. 5.86 lakhs and for training, which is 1.99 lakhs, Director of Urban Affairs will meet the expenses from the

amount of Rs. 10 lakhs available to them for computerization in the current year. The other component, which primarily relating to data entry costs only; these will be met by the Municipalities themselves.

By Order of the Governor

RAJESH KUMAR SINGH  
SECRETARY TO GOVERNMENT

To

The Director of Urban Affairs, Thiruvananthapuram

The Executive Mission Director, Informatin Kerala Mission,  
Thiruvananthapuram.

The Secretary, Corporation of Thiruvananthapuram/  
Kollam/Kochi/Thrissur/Kozhikkode.

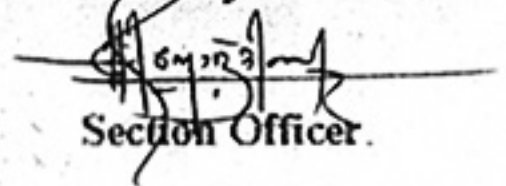
The All Municipal Secretaries.

The Director of Local Fund Audit, Thiruvananthapuram

The Accountant General (A&E)/Audit), Kerala, Thiruvananthapuram.

Stock file/Office Copy.

Forwarded by Order

  
Section Officer.