

Appointment of two Data Entry Operator under the CCVT Society.

It is intimated that in UT, Chandigarh the scheme of Govt. of India "Skill Development Initiative Scheme" has been started in the following Institutes:-

| Sr.no | Name of VTPs | No. of Trainees admitted |
|-------|---|--------------------------|
| 1 | Govt. Industrial Training Institute for Women, Chandigarh | 140 |
| 2 | Govt. Industrial Training Institute, Chandigarh | 160 |
| 3 | Govt. College of Commerce & Business Administration | 40 |
| 4 | Govt. Polytechnic for Women, Chandigarh | 53 |
| 5 | Chandigarh College of Engg. & Tech., (Diploma Wing) | 95 |
| | TOTAL | 488 |

Due to start of the SDI scheme, as per the norms of Govt. of India, CCVT Society has also been constituted. Due to constitution of this Society, additional load on RO Branch has increased, manifold, as per following details:-

1. Daily correspondence with Institutions, Govt. of India, RDAT Faridabad has been increased.
 2. Maintenance of Record.
 3. Use and maintenance of Web portal/Record of SDI/Record of CCVT Society
 4. Regular updation of Records on web portal.
 5. To convene the Meetings for CCVT Society/Skill Development Initiative and preparation of agenda thereafter minutes etc.
- Moreover, it is proposed to add more number of VTPs (Private & Govt.).

In view of above, it is submitted that there is only one clerk and one record keeper in this branch, who looks after the massive work of other schemes, examination and routine work of branch, due to which, smooth working of SDI scheme suffers. Moreover, it is approved in the power and functions of Executive Committee that "To create with the approval of Chandigarh Administration Administrative, Technical, Ministerial and other posts, under Society and make appointments, thereof". It has already been considered in the minutes of meeting of Executive Committee on 27.11.2012.

It is also submitted that during the frequent visits of Sh. Shikhar Aggarwal, PS to Adviser to Prime Minister, it was decided that, more attention/stress on Skill Development is required at the level of each Department. As this department, deals with various Govt. and Private departments to implement the SDI scheme. Therefore, clerical work like typing, maintaining of report etc has also increased. As SDI is first priority of Govt. of India, therefore, it is proposed that two "Data Entry Operator" exclusively for SDI scheme, may be appointed on contract basis, who will be paid salary as finalized by Chandigarh Administration, so that proper attention may be provided for the upgradation/ implementation of SDI Scheme. The salary of "Data Entry Operator" will be met out from "Non Plan" and appointment will be made through SPIC. As per work allocated to three branches, it is submitted that the services of another Data Entry Operator will be used by RO branch for whole day due to more roles and responsibilities than other branches, whereas, the services of one Data Entry Operator will be used by Admn and Accounts branch, for first half and Second Half, respectively.