

## Action Plan

Kudumbashree MIS server went partially down on March 2016 and completely down on May 2016 which was repaired and upgraded on March 2017. Despite several dead line given and review meetings conducted, the MIS backlog entry is still pending. The total pending data entry may be considered as two:

- Data upto March 2017
- Data of the current financial year

The module to be updated includes:

- Microfinance
- Microenterprises
- JLG
- Ashraya
- Balasabha
- Organization

The following are the strategies that may be adopted to achieve 100% data entry:

- Dead line for first level data entry (data entry upto March 2017) may be set to October 31<sup>st</sup> and the second level data entry (current financial year) to November 30<sup>th</sup>.
- One DMC office Staff (preferably MF ADMC/DPM) may be assigned the additional duty of MIS who can coordinate all monitoring activity at district level
- Accountants with poor progress may seek assistance of either RPs or Data entry Operators or even CDS accountants of the CDS whose MIS data entry is complete. Additional incentive may be given to such cases. DMC/ MIS in charge personnel may intervene in the process.
- Review meetings of the CDS accountants may be conducted fortnightly.
- MIS state mission team can clear all pending state mission level data entry work with the help of DEOs if and when required
- Surprise visits to CDS can be made by some State mission staff to assess the work in progress. The CDS can be selected randomly from the list of CDS with poor progress.
- PMs/APMs can monitor the data entry of their corresponding MIS module
- MIS progress reports (reports directly from the database) will be generated and circulated fortnightly by MIS state mission team.

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<b>SL NO</b>	<b>DESIRED OUTPUT</b>	<b>ACTIONS TO BE TAKEN</b>	<b>RESPONSIBLE PERSON</b>	<b>DUE DATE</b>	<b>Status as on Jan 29th</b>
1	Data entry of back log data	Completion of data entry upto March 2017(all modules)	CDS Accountants	31/10/2017	Thrift module-Completed, Linkage module-77% completed. Expected to complete it by Mar'18
2	Data entry of current financial year(Fy17-18)	Completion of data entry upto December 2017(all modules)	CDS Accountants	30/11/2017	Thrift module-73% completed, Linkage module-47% completed. Expected to complete it by Mar'18
3	District level monitoring	<ul style="list-style-type: none"> <li>• One MF DPM/ADPM may be assigned the additional duty of MIS</li> <li>• Fortnightly Review meetings</li> </ul>	DMC	31/12/2017	
4	State level monitoring	<ul style="list-style-type: none"> <li>• Random CDS surprise visits to evaluate the progress</li> <li>• PMs/APMs monitor their corresponding MIS module and compare it with the data manually collected.</li> </ul>	State Mission	31/12/2017	