



ABSTRACT

Public Health – State Bureau of Health Intelligence - Hiring of manpower to strengthen the Civil Registration System in the Tamil Nadu – Permission - Granted – Orders – Issued.

HEALTH AND FAMILY WELFARE (AB2) DEPARTMENT

G.O (D) No. 437

Dated: 8/05/2014
Thiruvalluvar Aandu 2045,
Vijaya Masi -

Read:

- (1) Registrar General India, New Delhi Letter No.6/11/2013 VS (CRS), dated 2.09.2013.
- (2) Directorate of Census Operation, Government of India, Letter No.277/CRS/MCCD/13, Dated 13.09.2013.
- (3) Director of Public Health and Preventive Medicine letter Ref. No.80542/SBHI-II/S3/2013, dated 10.01.2014.

ORDER:

In the letter first read above, the Register General of India has informed that in order to strengthen the Civil Registration System, it is decided to provide financial assistance to Chief Registrar of Births and Deaths for hiring of 2 State Co-ordinators and 2 Data Processing Assistants at the state level and 32 Data Processing Assistants i.e., one for each district. The Financial expenditure on hiring of manpower will be met fully by the Registrar General India, New Delhi through the Director of Census Operation (Joint Registrar General, Tamil Nadu).

2. The Director of Census operations who is the Joint Registrar General for the state has released a sum of Rs.87,44,000/- (Rupees Eighty Seven Lakhs and Forty Four thousand only) towards hiring manpower to strengthen Civil Registration System in the state as detailed below:-

(P.T.O.)

Level	Number of manpower to be hired		Salary for (in Rs.)		Actual Expenses on TA / DA	Total (in Rs.)
	State Coordinator	DPA	State Coordinator	DPA		
State	2	2	4,80,000/-	3,60,000/-	1,60,000/-	10,00,000/-
District	Nil	32	Nil	57,60,000/-	19,20,000/-	76,80,000/-
Sub-Total			4,80,000/-	61,20,000/-	20,80,000/-	86,80,000/-
Release of Advertisement through Newspaper						64,000/-
Grand Total (in Rs.)						87,44,000/-

3. The Director of Public Health and Preventive Medicine has stated that the Registrar General India has permitted to appoint the State co-ordinator from among the retired person to assist Chief Registrar of Births & Death of Tamil Nadu.

4. The Director of Public Health and Preventive Medicine as the Chief Registrar of Births and Deaths, Tamil Nadu has therefore requested permission to hire the manpower as detailed at para 2 above as per the guidelines issued by Registrar General India, Government of India.

5. The Government after careful examination have decided to accept the proposal of the Director of Public Health and Preventive Medicine. Accordingly, the Government permit the Chief Registrar of Births and Deaths, Tamil Nadu (Director of Public Health and Preventive Medicine) for hiring manpower as detailed below as per Guide lines issued by the Registrar General India which is annexed to this order:

Level	Number of manpower to be hired		Salary for (in Rs.)		Actual Expenses on TA / DA	Total (in Rs.)
	State Coordinator	DPA	State Coordinator	DPA		
State	2	2	4,80,000/-	3,60,000/-	1,60,000/-	10,00,000/-
District	Nil	32	Nil	57,60,000/-	19,20,000/-	76,80,000/-
Sub-Total			4,80,000/-	61,20,000/-	20,80,000/-	86,80,000/-
Release of Advertisement through Newspaper						64,000/-
Grand Total (in Rs.)						87,44,000/-

The Government have also permit the Chief Registrar of Births and Deaths, Tamil Nadu to appoint the State Co-ordinator from among the retired person of Office of the Director of Public Health and Preventive Medicine not below the rank of Assistant Director (State Bureau of Health Intelligence) and having more than five years of experience in looking after the Registration Birth and Death rules and associated in preparation of various statutory reports as per Registration of Birth and Death Act.

6. The expenditure mentioned at para 5 above should be met from the funds released by the Director of Census Operation, Tamil Nadu.

7. The order issues with the concurrence of Finance Department vide its U.O.No.4677/Health-2/2014, dated 27/2/2014.

(BY ORDER OF THE GOVERNOR)

**J. Radhakrishnan,
Secretary to Government.**

To

The Chief Registrar of Births and Death, Tamil Nadu
(Director of Public Health and Preventive Medicine), Chennai-6.
The Director of Public Health and Preventive Medicine,
359, Anna Salai, Chennai-6.
The Accountant General, Chennai-18./35.
The Pay and Accounts Officer, Chennai-35.

Copy to:

The Finance Department, Chennai-9.
Registrar General, Government of India, New Delhi
✓ The Health and Family Welfare (Data Cell) Department
Chennai-9.
Sf/Sc.

//Forwarded by Order//

AS
SECTION OFFICER

AS
13/5/14.

**FINANCIAL ASSISTANCE TO CHIEF REGISTRARS OF BIRTHS AND DEATHS FOR HIRING OF
STATE COORDINATORS/DATA PROCESSING ASSISTANTS IN THE OFFICE OF CHIEF
/DISTRICT/ADDITIONAL DISTRICT REGISTRAR**

This office has a target to achieve cent percent level of registration of births and deaths throughout the country which is at present 82.0% and 66.9% in case of birth and death registration respectively. The level of registration varies from State to State and also at district level. It has been observed that the system of civil registration in States/UTs is suffering from shortage of technical manpower which results in lack of reporting and less registration. Therefore, in order to strengthen the system this office will financially assist to States/UTs for hiring of State Coordinators/Data Processing Assistants at district/State level. The overall monitoring of the procedures in hiring of the manpower will be done by the office of the Registrar General, India.

- Recruiting Authority:** Office of the Chief Registrar Births and Deaths of State/UT
- Method of Recruitment:** Candidates having specified qualifications and experiences as detailed shall be shortlisted on the basis of Educational Qualifications and the experiences and will be called for personal Interview to make an assessment for selection. All selected candidates will be informed on their postal address given in the application/ through e-mail/ telephone and the list of selected candidates will be displayed on official website/ notice board.
- Formation of Interview Board:** The interview board must comprises of 5 Gazetted Officers, out of which at least 2 officers should be from the Office of the Registrar General, India/concerned Directorate of Census Operations, at least one officer should be from SC/ST category and at least one officer should be from OBC category to ensure the State Government's Instructions in vogue in respect of relaxation of age etc. of candidates.
- Criterion of Selection:**
- a. A total of 100 marks may be given to the applicants, out of which 50 marks will be from the qualification(s) of the candidates and 50 marks will be given by interviewing the candidate. The applications of State Coordinator should be shortlisted on the basis of educational qualifications and marks before conducting of personal interview as under should be allotted to every candidate:
 1. Master Degree in desired subject: 25
 2. Conversant with basic computer knowledge: 10
 3. Conversant with Hindi/English & local Language of the State: 10
 4. Experience of 2 or more year in relative field: 5
 - b. The applications of Data Processing Assistants should be shortlisted on the basis of educational qualifications and marks before conducting of personal interview as under should be allotted to every candidate:

1. Graduate Degree in any subject: 20
2. Diploma/Certificate in computers/IT (for non-computer degree): 5
(in case of degree holders in computer, 5 marks should automatically be allotted)
3. Conversant with typing on computer: 10
4. Conversant with Hindi/English & local Language of the State: 10
5. Experience of 1 or more year in relative field: 5

c. At the time of personnel interview of the candidate, 10 marks should be allotted to all candidates who have appeared in the interview and remaining 40 marks may equally be distributed among the members of the interview committee.

d. A candidate securing at least 60 marks should be declared as selected candidate and in case of tie of marks; weightage should be given to the candidates having more percentage in his degree (in case of DPA) and Master's degree (in case of State Coordinator).

e. It is suggested that at least half of the total strength of the posts should be kept in waiting list so that they may be called as and when required i.e. in case of refusal/resignation of selected candidates.

Office of the Chief Registrar of Births and Deaths
(State Name)
(Address)

Applications are invited from India Citizens meeting the following conditions for engagement of around ----- (No. of Posts) State Coordinator/Data Processing Assistant on purely contract basis in the office of the Chief Registrar of Births and Deaths, (State Name) and the office of the District/Addl. District Registrar of Births and Deaths located at each District HQs for a maximum period of 1 year, starting from The selected candidates will be responsible for monitoring of work on Civil Registration System and field work in Rural and Urban areas and would be placed at office of the Chief Registrar of Births and Deaths or at District HQs.

2. **The prospective Candidates should meet the following conditions:-**

Name of the Post: State Coordinator

Educational Qualification:

- Post Graduate with Statistics/ Bio-Statistics/ Health Statistics/ Economics/ Mathematics/ Commerce / Computer Science /IT/ Social Science/ Sociology or Graduate in any branch of Engineering.
- Should have good command over Hindi/English & local Language of the State.
- Candidates should be well conversant with basic computer knowledge in MS-OFFICE / Open Office, statistical tools etc.

Desirable Qualification:

- 2 years of experience in surveys and statistical analysis.

Age Limit: Age of the candidates who are going to apply for this post should be between 21 years and 30 years as on 01.10.2013 i.e. he should be born not earlier than 01.10.1983 and not later than 01.10.1992 or as per State Govt. Rules.

Reservation/Relaxation: In respect of SC/ST/OBC candidates as also Candidates with disabilities, according to State Government's Instructions in vogue.

Roles and Responsibilities:

- Will coordinate with District/Additional District Registrars and Directorate of Census Operations and other agencies in various matters relating to the CRS/MCCD activities.
- Will assure the receipt of monthly returns on registered births and deaths from the Office of the District/Additional District Registrar.
- Will submit monthly returns on registered births and deaths along with level of reporting for each district of the State.
- Will prepare draft letters for the Chief Registrars/Reporting Authority as and when required for strengthening the system of Civil Registration.
- Will undertake regular inspections of the registration centres of the State for ensuring quality of data.
- Will be responsible for analyzing data and drafting reports (as required by Chief Registrars/DCO/ORGI).
- Will update ORGI/DCO regarding their work status in the format and with the periodicity as prescribed.
- Will provide a list of deliverables to ORGI, emanating as a consequence of their assigned responsibilities.
- Will monitor the deliverables of the Data Processing Assistants posted at district / State HQs.

- Will be responsible for assuring the submission of monthly returns on registered births and deaths by the Data Processing Assistants posted at District HQs for updating of National Population Register (NPR) located at Sub-district levels in that district in prescribed format.
- Will carry out various other official works assigned by the reporting authority including administrative and secretarial work and any other work incidental to the project.

Remuneration: (i) State Coordinator will be paid a consolidated remuneration of Rs. 20,000/- per month.

(ii) While on tour TA/DA will be paid as follows:-

- a) T.A.:- Sleeper class fare by ordinary/express train or bus fare for ordinary or express bus or actual fare whichever is less.
- b) D.A. :-
 - (i) Ordinary Rs. 150/-
 - (ii) Hotel Stay Rs. 350/-

Name of the Post: Data Processing Assistant

Educational Qualification:

- Graduate Degree from any recognized University.
- Non-computer degree candidates must have Diploma/Certificate in computers/IT for minimum duration of 1 year from any recognized Institute/Organization.
- Must be well conversant with typing on computer.
- Should have good command over Hindi/English & local Language of the State.

Desirable Qualification:

- 1 year experience in relative field like data collection, compilation and data entry etc.

Age Limit: Age of the candidates who are going to apply for this post should be between 20 years and 30 years as on 01.10.2013 i.e. he should be born not earlier than 01.10.1983 and not later than 01.10.1993 or as per State Govt. Rules.

Reservation/Relaxation: In respect of SC/ST/OBC candidates as also Candidates with disabilities, according to State Government's Instructions in vogue.

Roles and Responsibilities:

- Will coordinate with Registrars and Notifiers declared by the State Govt. under the system of Civil Registration.
- Will make regular correspondence with the office of the Chief Registrars and the Directorate of Census Operations and other agencies in various matters relating to the CRS/MCCD activities.
- Will assure the receipt of monthly returns on registered births and deaths from all the Registrars/Sub-Registrars.
- Will submit monthly returns on registered births and deaths along with level of reporting for each district to the office of the Chief Registrar of the State.
- Will prepare draft letters for District/Addl. District Registrars/Reporting Authority as and when required for strengthening the system of Civil Registration.
- Will undertake regular inspections of the registration centres of the district for ensuring quality of data.
- Will be responsible for analyzing data and drafting reports (as required by District/Chief Registrars/DCO/ORGI).

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- Will update O/o CRBD/DCO regarding their work status in the format and with the periodicity as prescribed.
- Will submit the reports required by the State Coordinator on registered births and deaths and for updating of National Population Register (NPR) located at Sub-district levels in that district, they will also submit the return in prescribed format.
- Will carry out various other official works assigned by the reporting authority including administrative and secretarial work and any other work incidental to the project.

Remuneration:

(i) Data Processing Assistant will be paid a consolidated remuneration of Rs. 15,000/- per month.

(ii) While on tour TA/DA will be paid as follows:-

c) T.A.:- Sleeper class fare by ordinary/express train or bus fare for ordinary or express bus or actual fare whichever is less.

d) D.A. :-

(i) Ordinary Rs. 150/-

(ii) Hotel Stay Rs. 350/-

Method of Recruitment: Candidates having specified qualifications and experiences as detailed above shall be shortlisted and will be called for personal Interview to make an assessment for selection. All selected candidates will be informed on the postal address given in the application/ list will be displayed on official website/ notice board/ through e-mail/telephone.

Procedure to apply:- Interested candidates may send their application in the prescribed format (to be downloaded from the website) along with self-addressed duly stamped envelope to the Chief Registrar of Births and Deaths, (address). Copies of application form can also be collected in person from above mentioned address, free of cost. There is no application fee. All the certificates in support of essential and desirable qualifications must be submitted along with the application and it must be self-attested. Candidates are advised to submit 8 preferences of districts for his posting.

Last Date for submitting Application:- The Application must reached to the above mentioned address within 15 days of the advertisement in the newspaper. Applications received after the last date will not be entertained.

Dated : _____ 2013

Agreement for Engagement of State Coordinator/Data Processing Assistant on Contract Basis

AN AGREEMENT made on _____ day of _____ Two thousand and Thirteen between the President of India acting through Shri _____ (Name and Designation), office of the Chief Registrar of Births and Deaths, (State Name) _____ (address to be given) (hereinafter to be referred to as "First Party", which expression shall include his successors and assignees) on the one part and Shri..... (Name and address to be given hereinafter to be referred to as "Second party") on the other part.

WHEREAS the Second Party has applied for and has agreed to work as a State Coordinator/Data Processing Assistant in Office of the Chief/Dy./Addl. Chief/District/Addl. District Registrar of Births and Deaths, (State /District Name) _____

AND WHEREAS, the First Party has agreed to engage the Second Party on contract basis as State Coordinator/Data Processing Assistant on the terms and conditions specified hereunder and the Second Party agreed to enter into this and have also agreed to abide by the terms and conditions of this agreement specified.

Now this agreement witnessed and the parties hereto and hereby agree as follows:

1. The Second Party shall render services of a State Coordinator/Data Processing Assistant on contract basis to the First Party for a period from _____ to _____ as per requirements (hereinafter called 'Contract Period') subject to the provisions herein contained.
2. The engagement of Second Party is purely on short term contract basis for the various work on Civil Registration System and Second Party would not be entitled to any claims, rights, interests or further benefits in terms of regularization or consideration of further appointment to any post, including any claims for any casual, ad-hoc, temporary or regular service in the Government.
3. The Second Party will be required to carry out the field work/data collection and other related works in respect of CRS specified by the First Party.
4. The Second Party shall complete the assigned work in specified time frame.
5. The payments of remuneration etc., to the Second Party and his/her continued engagement shall be subject to the performance of the work as per satisfaction of the First Party. The First Party may exercise such checks as would be necessary on the quality of work of the Second Party and the Second Party is required to follow the guidelines provided by the Supervisory Officers appointed by the First Party.
6. The Second Party shall have to do field work in the rural/urban areas in the State/District of <State/District>.
7. The Second Party shall attend the training programme as and when organized by the First Party.
8. Services of Second Party can be discontinued by giving 1 month written notice by either side, First Party is not required to assign any reasons for such discontinuation.
9. During the period of contract, the Second Party will be entitled for a consolidated amount of Rs. (according to post) per month towards remuneration.
10. When on tour, the Second Party shall be paid :-
 - (a) Sleeper class fare by ordinary/express train or bus fare for ordinary or express bus or actual fare whichever is less.
 - (b) Rs. 150/- per day daily allowance, if returning to Hqrs., on the same day or Rs. 350/- per day if staying overnight at the place of tour in a Hotel/Guest House etc.
11. The Second Party will not be paid any advance for taking up tours/work.
12. The contract of this engagement ipso-facto shall be terminated automatically on the last date specified for which no formal notice or order will be required to be issued by the First Party.
13. The Second Party will be given one weekly off.
14. The Second Party will be entitled to casual leaves as per State Govt. rules.

14. The Second Party will be entitled to casual leaves as per State Govt. rules.
15. The Second Party shall not be entitled to any kind of absence beyond authorized leave. If he/she remains absent with permission without leave at his/her credit or if he/she remains on unauthorized absence, proportionate amount from his/her consolidated remuneration shall be deducted. Unauthorized absence for continuous period of 15 days or more will automatically terminate this agreement and therefore his/her engagement.
16. In the event of any misconduct of the Second Party, he/she shall be liable for immediate disengagement by the First Party. The expression misconduct for purpose of this agreement would mean improper or unprofessional behavior misdemeanor, misbehavior or misdeed. Whether an act (of the Second Party) is a misconduct or not, would be as construed by the First Party at his discretion.
17. During the contract period, the Second Party will not be entitled to any kind of medical facilities, overtime allowance, ad hoc bonus, pension or any other payments.

That the Second Party has agreed to serve in the manner as would be required by the First Party and perform the duties assigned to him/her by the First Party and he/she has also agreed that in the event of any misconduct on his/her part during the operation of this agreement he/she can be disengaged by the First Party without any notice.

IN WITNESS WHEREOF the parties hereto and hereby put their hands the day, month and year first above written.

Signed by Shri/Ms. _____ Second Party in the Presence of:

Signature _____
Name & Address _____
Dated: _____ 2013

Witnesses:

- 1) Signature _____
Name & Address _____
Dated _____ 2013
- 2) Signature _____
Name & Address _____
Dated _____ 2013

Signed by Shri _____

(Name & Designation to be given), Office of the Chief Registrar of Births and Deaths, (State Name)
_____ for and on behalf of
Governor of(State Name)

Signature _____
Name & Designation _____
For and on behalf of the Governor of(State Name)
Address _____
Dated: _____ 2013

Witnesses:

- 1) Signature _____
Name & Address _____
Dated _____ 2013
- 2) Signature _____
Name & Address _____
Dated _____ 2013

Office of the

APPLICATION FOR THE POST OF:

1. Name :
2. Sex:
3. Date of Birth: DD/MM/YYYY (in wards)
4. Age as on 01.10.2013: ____ Year ____ Month ____ Days
5. Father/Husband's Name:
6. Mother's Name:
7. Permanent's Address:
8. Correspondence Address:
9. Contact No. Mob. _____ Tel _____
10. E-Mail address _____
11. Are you conversant with Hindi/English & Local Languages of the State Yes/No.
12. Are you conversant with basic computer knowledge: Yes/No.
13. Educational Qualifications (attach self-attested coy of the documents in support)

Affix a recent
self attested
passport size
photo

Exam Passed	Institute/University/ Board	Subjects Offered	Passing Year	Marks Obtained (%)
Pt Graduate				
Graduate				
Intermediate				
High School				
Others (if any)				

14. Professional Qualification: (if any)
15. Details of Employment (in chronological order)

Name of the Post and Employer	From	To	Basic / Total Pay	Nature of appointment i.e whether adhoc or regular	Nature of duties (in brief)

16. Category : Gen / SC/ST/OBC
(In case of belonging to SC/ST/OBC : enclose the necessary document in support)
17. Whether you are ready for the field visits during the tenure: Yes/No
18. Write 8 Preference(s) of the districts for posting (in case of Data Processing Assistant)
1. 2. 3. 4. 5. 6. 7. 8

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is certified to the best of my knowledge and belief. I bear a good moral character and have no antecedents. The post is purely on short term contract basis and I will not be entitled to any claims, rights, interests or further benefits in terms of regularization or consideration of further appointment to any post, including any claims for any casual, ad-hoc, temporary or regular or regular service in the Government.

Place:

Date

Signature of the candidate

J. RADHAKRISHNAN
SECRETARY TO GOVERNMENT

// TRUE COPY //


SECTION OFFICER