

**Government of Odisha**  
**Home Department**

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No.HOME-CC-MTNG-0001-2022 23582 / CC, Bhubaneswar, Dated the 13.07.2022

From

Dr. Nivedita Prusty, OAS,  
Additional Secretary to Government.

To

Additional Chief Secretary to Government/  
Principal Secretary to Government/  
Commissioner-cum-Secretary to Government/  
Secretary to Government,  
All Departments

Sub: - Engagement of Data Entry Operators on a contractual/ outsourced basis.

Madam/ Sir,

In inviting a reference to the subject cited above, I am directed to say that a meeting was held on 14.03.2022 under the Chairmanship of the Chief Secretary, Odisha in the matter of engagement of Data Entry Operator on a contractual basis. The minutes of the above meeting has been communicated to all concerned vide Home Department Letter No-8825 Dt.16.03.2022 (copy enclosed). The decisions taken in the said meeting were placed before the Government for consideration. After careful consideration, the Government have been pleased to decide that henceforth no Data Entry Operators shall be engaged on a contractual/ outsourced basis in any Department of Government/ Heads of Departments and Subordinate offices.

You are, therefore, requested not to engage any Data Entry Operator on a contractual/ outsourced basis in any Department of Government/ Heads of Department and Subordinate Office and also to adhere to the decision taken in the above meeting in letter and spirit. It is further, requested that suitable instructions may be communicated to all subordinate offices in light of the said letter.

Yours faithfully,

  
Additional Secretary to Government

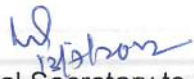
Memo No 23583 /CC Dated 13.07.2022

Copy forwarded to the OSD to the Chief Secretary, Odisha for kind information of the Chief Secretary, Odisha

  
Additional Secretary to Government

Memo No 23584 /CC Dated 13.07.2022

Copy along with the copy of the Home Department Letter No-8825 Dt.16.03.2022 forwarded to all Heads of Department for information and necessary action.

  
Additional Secretary to Government

Government of Odisha  
Home Department

Nö. HOME-CC-MTNG-0001-2022 8825 /CC, Bhubaneswar Dated the 16-03-2022.

From

Dr. Nivedita Prusty, OAS  
Additional Secretary to Government

To

The Addl. Chief Secretary/ Principal Secretary/  
Commissioner-cum-Secretary to Government.

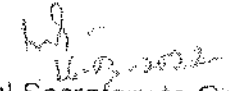
All Departments (Except Home Department)

Sub: - Minutes of the meeting held on 14.03.2022 at 12.30 P.M. under the Chairmanship  
of the Chief Secretary, Odisha in the matter of engagement of Data Entry Operators.

Madam/ Sir,

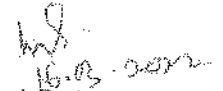
I am directed to invite a reference to the subject noted above and to send herewith a copy  
of the minutes of the meeting held on 14.03.2022 at 12:30 P.M. under the Chairmanship of the  
Chief Secretary for favour of kind information and necessary action.

Yours faithfully,

  
Additional Secretary to Government

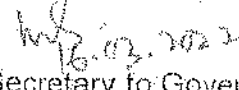
Memo No. 8826 /CC. Dated 16.03.2022

Copy forwarded to the OSD to Chief Secretary/ P.S. to Additional Chief Secretary, Home  
Department for favour kind information of Chief Secretary and Additional Chief Secretary.

  
Additional Secretary to Government

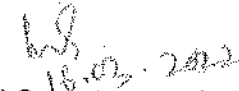
Memo No. 8827 /CC, Dated 16.03.2022

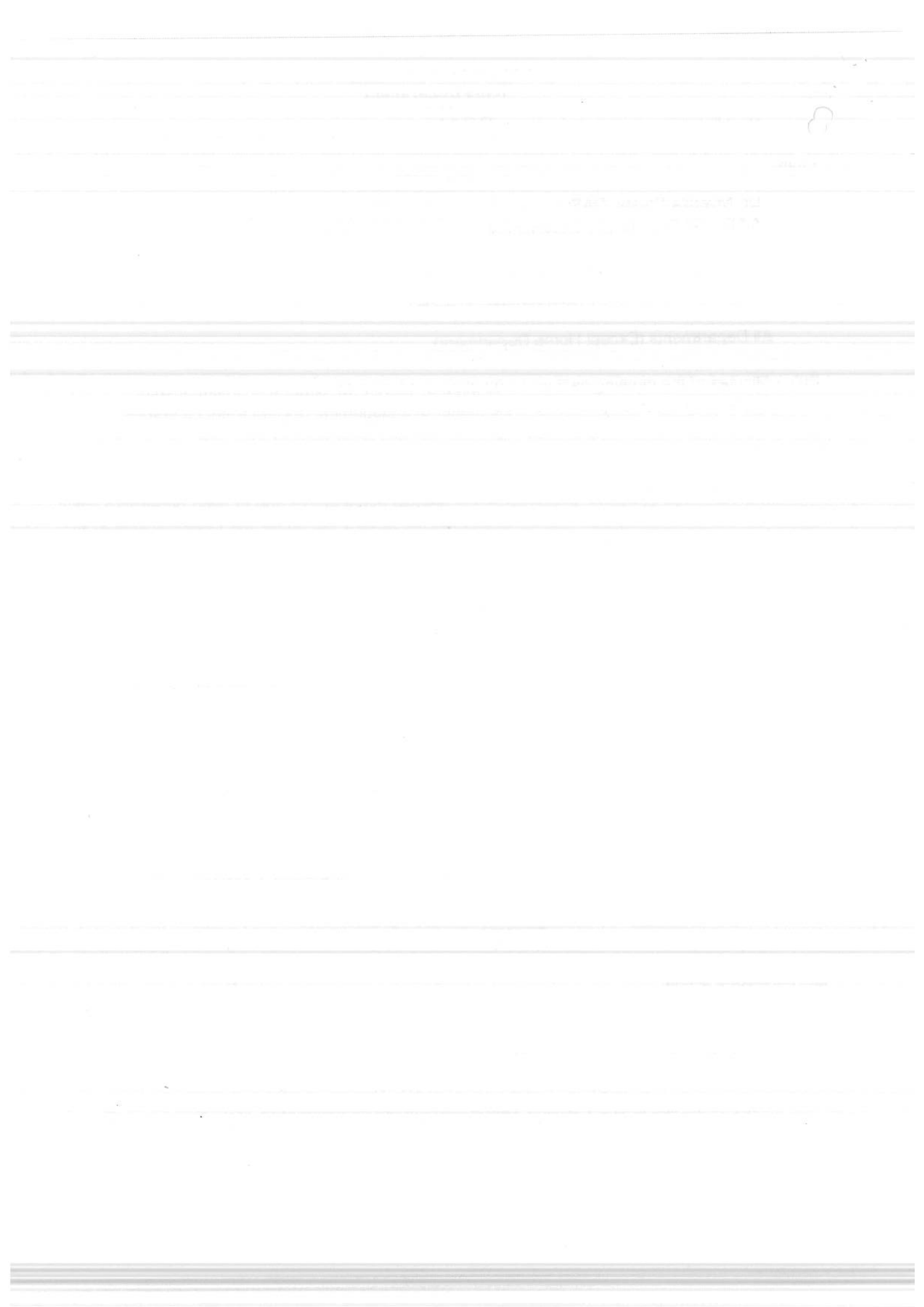
Copy forwarded to A.G.A., O/o the A.G., Odisha, Bhubaneswar for favour kind information  
and necessary action.

  
Additional Secretary to Government

Memo No. 8828 /CC, Dated 16.03.2022

Copy forwarded to O.E-I section, Home Department for information and necessary action.

  
Additional Secretary to Government



MINUTES OF THE MEETING HELD ON 14.03.2022 AT 12.30 PM UNDER THE CHAIRMANSHIP OF THE CHIEF SECRETARY, ODISHA IN THE MATTER OF DATA ENTRY OPERATORS.

A meeting was held on 14.03.2022 at 12.30 PM under the Chairmanship of the Chief Secretary, Odisha through Video Conference in the matter of verification of certificates of contractual/ outsourced Data Entry Operators(DEOs) working in different Departments of Government and regularization of their services.

Following Members were present in the meeting.

1. Addl. Chief Secretary to Govt., Home Department.
2. Principal Secretary to Govt., Finance Department.
3. Principal Secretary to Govt., G.A & P.G Department.
4. Secretary to Govt., Electronics & Information Technology Department.

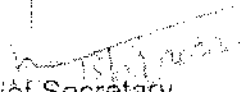
Data Entry Operators have been engaged by different Departments of Government on a contractual basis and also through outsourced basis. There is no mechanism to verify the authenticity of the certificate submitted by the DEO and to assess their service delivery. But, they are subsequently claiming for regularization of services. As a result of this, the Government has been dragged to litigation unnecessarily..

After threadbare discussion following decisions were taken in the meeting.

1. It was decided that henceforth DEO shall not be engaged on a contractual basis in any Department of Government/ Heads of Department and Subordinate offices.
2. Quantum of work of data entry shall be assessed properly by the respective authorities and the works shall be assigned to an agency following a transparent procurement procedure. The agency to be selected shall be required to do the data entry works with accuracy and as per the time schedule. There shall be a condition for imposition of penalty on the selected agency in case of default.
3. GA&PG Department will draft a broad guideline, in consultation with the Electronics & Information Technology Department, regarding engagement of data entry agency etc. in future for its circulation among all Departments/ Head of Departments and Subordinate offices in the field.
4. Some of the DEOs, engaged earlier on a contractual/outsourced basis, have managed to obtain orders from the Hon'ble High Court for regularization of their services. It has been decided that Writ Appeal in all such cases shall be filed before the Hon'ble High Court to assail/ challenge the orders of the Hon'ble Court. Home Department shall act as the Nodal Department to file such Writ Appeals.

5. Finance Department and SD & TE Department have already filed Writ Appeal at their level challenging the order of Hon'ble High Court. Finance Department will share the format of Writ Appeal to all concerned Departments.
6. Home Department is the cadre controlling Department of DEOs appointed through Staff Selection Commission which is guided by the Orissa Secretariat Data Entry Operators (Method of Recruitment and Conditions of Service) Rules, 2008 and is not aware of the engagement of DEOs on Contractual/ Outsourced basis. GA&PG Dept. in consultation with FD, will circulate a format in which information about the cases under litigation will be furnished by the concerned Depts to Home Dept to facilitate the filing of writ appeals before the Hon'ble High Court.
7. On filing of Writ Appeal by the Finance Department, the Hon'ble High Court has passed Stay Order and such order shall be referred to by the Home Department at the time of filing of subsequent Writ Appeal.

The meeting ended with a vote of thanks to the chair.

  
Chief Secretary