

Standard Operating procedures of
Mobile SevaPush SMS Services

1. The standard message for each occasion is mentioned in attached annexures.
2. Each section shall have a DH 'A' who will maintain Mobile Seva Register in given format (enclosed). In case of bulk SMS having fifty or more recipients, only count of beneficiary will be mentioned in column recipient.
3. In LF and Admin section, the DH 'A' shall maintain and sign the register.
4. In Pension & GPF section all DH shall enter the detail of SMS in register on daily basis and shall sign it. Then DH 'A' shall send all SMSes and then sign it.
5. The register will be monthly signed by concerned section in-charge.
6. A compiled monthly report should be put up by Admin Section by 10th of the month positively.