



GOVERNMENT OF ODISHA

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From

Smt. Sujata R. Karthikeyan, IAS

Commissioner-cum-Secretary,
Mission Shakti Department

Smt. Ranjana Chopra, IAS

Principal Secretary,
ST & SC Dev Department

To

All Collectors

Sub: Guidelines for selection of SHGs for supply of vegetables, groceries & toiletries, poultry items in SSD Schools.

Madam/ Sir,

Self-Help Groups under Mission Shakti today undertake a wide range of economic activities and generate substantial incomes, enabling financial stability and empowerment of lakhs of women in the State. ST & SC Development Department is operating approximately 6700 hostels across the state with the objective of providing basic educational facility and improving the quality of education in the State. More than five lakh ST/SC students belonging to most vulnerable and marginal ST/ SC communities of the state are staying as boarders in the hostels attached to both SSD schools and S & ME Schools.

There is a constant need for proper & effective functioning of the residential schools which includes management of mess activity, safety & security of students, health status, sanitation & cleanliness, academic progress, status of infrastructure etc.

In a bid to shift the additional responsibilities of the teachers from procurement of items for mess management along with empowering the women self-help groups (SHGs) it is proposed to involve the SHGs for supply of vegetables, groceries & toiletries, poultry items required for hostel management activities.

Hence, it is of utmost importance that the field functionaries of the Department of Mission Shakti identify the suitable SHGs for supply of the various items for smooth hostel management of the ST & SC Development Department, so that this programme can be grounded by March 2022.

Objective: The initiative will not only relieve the teachers and provide the much-needed space to focus on quality education and subsequently improve the learning outcomes of the boarder students, it will facilitate economic empowerment of the women SHGs as they will supply vegetables, groceries & toiletries and poultry items essential for personal & general boarding of the inmates.

Coverage: All SSD Department Hostels will be covered in a phased manner. Initially it is proposed to be piloted in all High Schools of the Department. Realising the success of this pilot initiative, it may be proposed to be replicated to other residential schools across the state in order to further strengthen hostel management in SSD residential schools.

Activities to be undertaken: SHGs will support in supply of pulses, vegetables, oil and condiments, chicken, eggs and toiletries required by inmates for their personal use and for mess management. **Subsidized rice will be lifted following the existing mechanism and will be made available to the schools / hostels.**

Process for selection of SHGs

1. District Welfare Officer (DWO) shall communicate the detailed block wise target on number of schools / hostels along with the number of boarders (Boys & Girls) for both SSD and S&ME Schools to the District Social Welfare Officer (DSWO).
2. Expressions of Interest (EoI) for engagement of SHGs for supply of pulses, vegetables, oil and condiments, chicken, eggs and toiletries to SSD schools / hostels shall be invited by the DSWO basing on the block wise target & scheme details to be communicated by District Welfare Officer (DWO). Copy of EoI will also be communicated to the concerned DWO.
3. The Block Development Officer and CDPO along with Welfare Extension Officer (WEO) shall give wide publicity and awareness among the SHGs on the proposed activities. Mission Shakti field functionaries will facilitate awareness among the SHGs in coordination with the field functionaries of SSD Department.
4. The EoI shall be published at the offices of the PA ITDA, DSWO, DWO, DEO, BDOs, CDPOs, BEO, Special Officer (SO)- Micro Project Areas (MPAs), AWCs and BLF office for a period of 15 days. The format for Expression of Interest for SHGs is enclosed herewith as **Annexure I**.

5. **Block Level Selection Committee:** The Block Level Selection Committee comprising following officials is formed to examine the received Expressions of Interests of SHGs and select the eligible SHGs following the SHG Selection Criteria. The format is annexed as **Annexure II**.
- i. Block Development Officer (BDO) - Chairperson
 - ii. Child Development Project Officer (CDPO) - Convener
 - iii. Welfare Extension Officer (WEO) - Member
 - iv. 2 Headmasters from SSD Schools to be nominated by WEO - Member
 - v. 2 HMs from S & ME Schools to be nominated by WEO in consultation with BEO - Member
 - vi. Block Project Coordinator & Block Project Manager, Mission Shakti – Members

6. **Criteria for identification and selection of SHGs / SHG Federations:**

- i. SHGs for these proposed interventions include SHG Federations and PGs of SHGs.
- ii. SHG must have completed one year from the date of formation.
- iii. SHG should belong to the same block where they propose to take up the activity.
- iv. SHG must have an active Bank account.
- v. SHG must not be a bank loan defaulter.
- vi. SHG must have undertaken regular and systematic book keeping including maintenance of meeting register, cash book, updated pass book among others.

The Committee will scrutinize the EoIs based on the SHG Selection Criteria and select the empaneled list of SHGs considering the targets.

7. Ideally one SHG/Federation/PG of SHGs will provide pulses, vegetables, oil and condiments, chicken, eggs and toiletries required by inmates for their personal use and for mess management in one school.
8. The Block Level Selection Committee shall recommend an empaneled list of SHGs / federations/PGs of SHGs. The Convener of the Committee cum CDPO shall share the empaneled list of selected SHGs with the block & district level officials of SSD Department for issue of Supply Order to the SHGs / federations/PGs of SHGs. The Supply Order shall be issued as per the panel list. A copy should also be submitted to the PA ITDA, DWO, DEO, DSWO & Collector of the district for information and review of progress.
9. **Agreement /Memorandum of Understanding:**

- (i) A model agreement clearly defining the liabilities of the parties and consequences of non-performance on their part is annexed as **Annexure III**.
- (ii) The concerned Head Master shall execute an agreement with the selected SHG for a period of three years for supplying the required quantity of vegetables along with all other items to the concerned hostels.
- (iii) Further extension of the agreement shall be done based on the performance assessment by the Block Level Selection Committee.
- (iv) Both the parties shall be at liberty of terminating the agreement at any time during the contract period by giving 30 days prior notice with the approval of the Block Level Selection Committee.

10) Placing requirements to the SHGs for supply of vegetables & other items:

- (i) The Headmaster shall make an assessment of the quantity of different seasonal vegetables and other items required under its jurisdiction based on the boarders strength of each residential school/ hostel.
- (ii) On the basis of the assessment, Headmaster will place an indent to the concerned SHG, on a weekly/fortnightly/monthly basis regarding quantity and variety of vegetables, groceries and poultry items to be supplied to the concerned residential schools/ hostels.
- (iii) The types of vegetables shall also be indicated taking into account the amount provisioned towards vegetable per boarder and seasonal availability.
- (iv) **If a SHG fails to supply the required quality of the vegetables or any other item mentioned above within the stipulated time/in-case of exigencies, then the concerned Head Master can procure the same from the open market/local vendors following due procedures.**
- (v) **In case of non-availability of a SHG, the concerned Head Master can procure the same from the open market/local vendors following due procedures.**

11) Supply of vegetables and other items at the hostel point:

- (i) The SHG/Federation/PG supplying the vegetables shall follow all the guidelines of fresh and quality supply which exist currently (sample format as enclosed at annexure IV).
- (ii) The SHG supplying the vegetable shall have weighing machine by which the authorized school functionary can ascertain the quantity of vegetables supplied to school/ hostel. Two stock registers one with the Headmaster and one with the SHG shall be maintained for this purpose. Both the parties will authenticate the supply and receipt of items.
- (iii) All the items shall be physically checked by the authorized school functionary.
- (iv) Egg will be supplied one day before the day of consumption and meat will be supplied on the day of consumption.
- (v) Dal, Soya, Edible Oil, toiletries will be supplied for one month.
- (vi) Sealed packs, packed bags, pouches, tetra packs of reputed brands (locally available) with Agmark or BIS certification will be accepted. No loose item will be entertained.
- (vii) The sample and quantity of supplied stocks shall be jointly checked by Headmaster of the school, hostel superintendent & SHG representative.
- (viii) The Welfare Extension Officer shall check the supply register periodically to ensure that vegetables and all other items supplied are in line with the indent provided to the SHGs.
- (ix) MDM/PDS vehicle can be tagged to hostels for supply of the above mentioned items if required.

12) Capacity Building:

An orientation programme will be organized for the tagged / engaged SHGs by the WEO in coordination with the CDPO. The funds for organizing such training and capacity building programme may be borne by Department of Mission Shakti. Such trainings shall be conducted within 15 days of agreement.

13) Mechanism for release of funds to SHGs:

- (i) The SHG shall submit weekly / fortnightly / monthly bill to the concerned Headmaster for further processing following the format annexed at **Annexure V**.
- (ii) The payment is to be released to suppliers on a weekly/fortnightly/monthly basis only through bank account (cheque/ RTGS/ NEFT). In no circumstances, payment through cash transaction shall be entertained for payment.
- (iii) This settlement shall not take more than two weeks from the date of submission of bills by the SHG. As settlement of SHG dues is integral to the success of this initiative, submission of bills by the SHGs and settlement of their dues has to be reported and monitored on monthly basis.

14) In case of any dispute

- (i) In case of any dispute between the SHG, School Management Committee (SMC) / School Management Development Committee (SMDC) or Headmaster, the matter may be referred to the WEO who will inquire and resolve it. If any party is aggrieved, they can prefer appeal to the BDO of the concerned block for addressing the issue.
- (ii) However, Collector shall be in-charge of overall supervision, monitoring and provisioning of items for mess management to ensure un-interrupted services to the boarder students. The Collector on appeal or suo motu can intervene to resolve the issues, if any.

The detailed modalities shall be communicated separately by the ST & SC Development Department. It is requested that the matter regarding the selection of suitable SHGs, issue of Work Order to the SHGs and their performance may be periodically reviewed with P, DRDA, DSWO, DWO and DEO.

Yours faithfully,



Commissioner-cum-Secretary to Govt.,
Department of Mission Shakti



Principal Secretary to Govt.,
ST & SC Development Department

Office of the DSWO

**Model Advertisement for inviting Expression of Interest for Supplies of
Dietary and Toiletries items for residential hostels run by ST & SC
Development Department**

No: _____

Date: _____

Expression of Interest from the interested SHGs / SHG Federations having willingness and aptitude for the activity titled **Supplies of Dietary and Toiletries items for residential hostels run by ST & SC Development Department** is invited to submit their proposal before the concerned CDPO in the mentioned below format within 15 (fifteen) days of this notice i.e. by _____ towards **Supply of Dietary and Toiletries items for residential hostels run by ST & SC Development Department**. SHGs should be from the same GP where they propose to take up the activity.

Signature of the DSWO

Date:

Enclosure: SHG Selection Criteria & brief activity guidelines

NB: The applicant SHG can get the detailed information on the activity from the concerned WEO and Block Program Coordinator, Mission Shakti of the concerned block.

Format

EoI for taking up the activity: _____

1. Name of the SHG: _____
2. SHG Address: Village _____ Post Office _____
GP _____ Block _____,
District _____ PIN _____
ICDS Project _____
3. Year of Formation: _____
4. Present livelihood activities undertaking: _____
5. Name of village/Ward where the activity will be taken up: _____
6. Whether the SHG has undergone training at KVK or by ST & SC Development Department on corresponding activity (Yes / No):
If Yes, please mention the details:
7. Bank and Branch Name: _____
8. Funds available in the Savings Bank Account: _____
 - (a) Regular Saving (Yes/ No)
 - (b) Amount of savings (in Rs.):
 - (c) Whether Loan taken (Yes/No), if yes, mention the number of times loan availed
 - (d) Mode of loan repayment (Regular/irregular):
 - (e) Meeting Register maintained (Yes/No):
 - (f) Cash Book maintained (Yes/No):
10. Contact No: _____
11. Resolution of the SHG to take up the activity is enclosed (Yes / No):

Name & Signature of the Authorised Person of the SHG
Date:

Acknowledgement

Received the Expression of Interest from _____ SHG, Village _____, on date _____ for the scheme titled '.....'.

Signature of the CDPO / Authorised Signatory
Date:

Recommendation of Block Level Selection Committee on SHGs / SHG Federations for the Activity titled '.....'													
Name of the SHG	Name of Block	Name of GP	Name of Village	Date of formation	Bank Name	Branch Name	Bank Account Number	Amount of savings in Rs.	Whether Loan taken (Yes/No)	Mode of loan repayment (Regular/irregular)	Maintaining meeting Register (Yes/No)	Cash Book maintained (Yes/No)	Whether the SHG has undergone training at KVK or by ST & SC Development Department on corresponding activity (Yes / No)
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Welfare Extension
Officer

Block Project
Coordinator

Block Project
Manager

Child Development
Project Officer

Block Development
Officer

AGREEMENT

In pursuance with letter No. _____ of Principal Secretary, ST & SC Development Department & Commissioner-cum-Secretary, Department of Mission Shakti, this Agreement is made on ____ day of _____ Month ____ year between the Headmaster/ Headmistress -----(here in after called the First Party which expression shall, unless excluded by or repugnant to the subject or context, include his/her successors in school of the one part.

AND

SHG/SHG Federation/PGs of SHGs _____(here in after called the second Party which expression shall, unless excluded by or repugnant to the subject or context, include its heirs, executors administrators and assignees) of the other part.

NOW IT IS HERE BY AGREED
BETWEEN THE PARTIES AS UNDER

1. This agreement shall be for a period of three years with effect from the date of execution subject to renewal on satisfactory performance. The performance of the second party shall be reviewed every two years at the District level and decision taken upon the report received from the Headmaster/ Headmistress.
2. The second party agrees to supply Dietary and Toiletries & sanitary items to SSD run hostels in school, namely -----
-schools. The number of boarder students may change from time to time which will be intimated by the First Party to the Second Party.
3. The dietary and Toiletries & sanitary items provided by the Second Party should be of good quality, free from infestation, contamination & adulteration, properly packaged, as per the prescribed quantity and well within the expiry date of individual items. In case of food grains, oil, salt, spices, condiments and toiletries and sanitary items, sealed packs, packed bags, pouches, tetra

packs of reputed brands (locally available) with Agmark or BIS certification will be accepted. No loose item will be entertained.

4. The First Party shall place indent to the Second Party as per the following schedule:
 - a. Dal, Soya, Edible Oil, toiletries - 15 days prior to commencement of new month and will be supplied for one month.
 - b. Egg - one week prior to the scheduled delivery date and to be supplied one day before the day of consumption in case of egg and in case of meat on the day of consumption.
 - c. Vegetables - one week prior to the scheduled delivery and to be supplied minimum twice a week

The Headmaster should calculate the amount of commodities (Dal, Soya, Edible Oil, toiletries, Egg, vegetables etc) required for each Hostel under his supervision and will place the indent to the SHG/Federation/ PGs as per attendance register.

5. Expenses incurred in transportation of the supplies to school point shall be borne by the Second Party.
6. The first party/school representative (Head Master) shall render acknowledgement to the Second party on receipt of supplies and such acknowledgement shall be a part of the record of the school.
7. The Second Party shall raise the claim to the First party based on the actual number of supplies to school students during a calendar month in the prescribed format weekly / fortnightly / monthly basis as the case may be. The claims shall be raised along with a copy of the Hostel Attendance Register for that month. The First party on receipt of claims shall scrutinize the bills and make the payment on a weekly/fortnightly/monthly basis only through bank account (cheque / RTGS / NEFT). In no circumstances, payment through cash transaction shall be entertained for payment.
8. The Second party shall adhere to the item list prescribed by the Government from time to time as provided by the First Party / Representative (Head Master).

9. The Second Party shall not entrust / sublet the programme or divert any part of the funds to any individual, organization or agency.
10. The accounts of the Second Party shall be maintained properly and kept open for inspection by any officer authorized by State Government.
11. The second party shall supply the vegetables following all the guidelines of fresh and quality supply which exist currently.
12. First Party with the approval of Government shall have the right to change/modify any clause/provision of the agreement if it is satisfied that it is necessary to do so.
13. In the event of termination of agreement due to discontinuance of supply, violation of the agreement, settlement of accounts and withdrawal of the Second Party, the assets created out of the assistance/grants/donation for this purpose received by the Second Party shall revert to the First Party.
14. Either of the parties may terminate this agreement by serving a notice of three months to the other party. The accounts between the parties will be settled and adjusted finally within the aforesaid period of three months. This agreement can be terminated by the First party before the expiry period without any notice in case of any major policy change adopted by Government of Odisha.
15. In case of any dispute between the parties out of or in connection with the agreement, the same shall be jointly enquired by the District Education Officer and District Welfare Officer and dispose. Any party aggrieved, can prefer appeal to the District Collector on the decision as per the joint enquiry.
16. The Second Party shall abide by the Govt. resolutions / instructions to be issued in future there under.

INWITNESS WHEREOF the parties here to have set their respective hands to this indenture of Agreement on the date, month & year herein above written.

Witnesses

1. Signature of The First Part
2. Signature of the Second Party

Model Supply Order

No. _____

Date:

Considering the Expression of Interest received from the SHGs / Federation, the SHGs / Federation is placed with order for supply of Dietary and Toiletries items for residential hostels run by ST & SC Development Department. The Dietary and Toiletries items shall be delivered to the concerned Headmaster as per requirement of the concerned hostel (as per the indent placed by the concerned Headmaster). The SHG shall deliver the required items to the Headmasters of SSD schools as per the timeline. In case the SHG is lagging behind the timeline, alternative arrangement will be made.

Name of SSD School:**Name of Village/ Ward:****Name of GP/ULB :**

No of Boys(only boarders)	No of Girls(only boarders)	Total boarders

To

The Headmaster/ Headmistress,

Block _____

District _____

Bill for Management of Mess in SSD run Hostels

Bill No. _____

Date.

- 1) Name of the Claimant SHG / SHG Federation/PG:
- 2) Address:
- 3) Contact number:
- 4) Statement of supplied quantity and cost

Sl No	Name of the School	Date	No. of students served with dietary items and toiletries & sanitary items (in case of girl students only) per the Hostel Attendance Register		Rate per student (in Rs.)**		Bill claimed (in Rs.)		Total Cost (in Rs.)
			Total no. of Boarder students for dietary & other items	Total no. of Girl Boarder students for toiletries & sanitary items	for dietary items (Excluding rice) and other items @ Rs. 668 per boarder	For toiletries & sanitary items per girl boarder @ Rs. 50	for dietary items (Excluding rice) and other items @ Rs. 668 per boarder	For toiletries & sanitary items per girl boarder @ Rs. 50	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h) = (d) * (f)	(i) = (e) * (g)	(j) = (h) + (i)
1									
2									
Grand Total									

** Rate per student may change from time to time by the Government.

Enclosure: Self attested copy of the Hostel Attendance Register

Bank details:

- i. Name of the SHG / SHG Federation:
- ii. Bank Account No of SHG / SHG Federation:
- iii. Bank Name:
- iv. Branch Name:
- v. IFS Code:

Signature of representative of SHG /SHG Federation

Name of representative:

Date:

Note: Bill in triplicate will be prepared. Bill in duplicate to be submitted to the WEO/BEO on proper receipt on the third copy to be retained by the women SHG / Federation for future reference.