

By e.m.vj

Government of Odisha

School & Mass Education Department

No. 22936/SME, Dated 29/10/2022

SME-SSE-SSE-0054-2022

From

Sri Durga Prasad Mohapatra, OAS
Additional Secretary to Government.

To

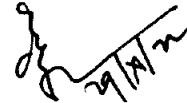
The SPD, OSEPA & Member Secretary, MSAPS, Bhubaneswar
The SPD, OAVS, Bhubaneswar
The SNO, MDM, Odisha, Bhubaneswar
The Director, Higher Secondary Education, Odisha, Bhubaneswar
The Director, Secondary Education, Odisha, Bhubaneswar
The Director, Elementary Education, Odisha, Bhubaneswar
The Director, TE & SCERT, Odisha, Bhubaneswar
The Director, TBP&M, Odisha, Bhubaneswar

Sub: Selection of SHGs for management of Housekeeping and watch & ward services in secondary schools.

Sir,

I am directed to invite a reference to the subject cited above and to send herewith a copy of the guidelines on "selection of SHGs for management of Housekeeping and Watch & Ward services in Secondary Schools" issued vide this Department letter No-22883/SME, dt.28.10.2022 for your kind information & necessary action in the matter.

Yours faithfully,



Additional Secretary to Government

Memo No. 22937 / SME, Dated 29/10/2022

Copy forwarded to all the District Education Officers for information and necessary action. They are requested to coordinate with authorities of Mo School Abhiyan Parichalana Sangathan (MSAPS) & Officials of Mission Shakti Department of their districts for conduct of training program for the SHGs & other stakeholders to implement the Guideline.


Additional Secretary to Government

Memo No. 22938 / SME, Dated 29/10/2022

Copy forwarded to the Chief Operating Officer, Mo School, (MSAPS) for information and necessary action. He is requested to take steps & to coordinate with District Education Officers & other officials for the training program for all SHGs selected for the purpose.


Additional Secretary to Government

Memo No. 22939 / SME, Dated 29/10/2022

Copy forwarded to the P.S to the Commissioner-cum- Secretary to Government, Mission Shakti Department for kind information of Commissioner cum Secretary, Mission Shakti Department.


Additional Secretary to Government

Memo No. 22940 / SME, Dated 29/10/2022

Copy forwarded to the P.S to the Commissioner-cum- Secretary to Government, S & M E Department for kind information of Commissioner cum Secretary, S & M E Department.


Additional Secretary to Government

GOVERNMENT OF ODISHA
SCHOOL & MASS EDUCATION DEPARTMENT

No. 22883 / Dt. 28/10/2022
SME - SSE - SSE - 0059 - 2622

From

Ms. Sujata R. Karthikeyan, IAS
Commissioner-cum-Secretary,
Department of Mission Shakti

Ms. Aswathy S., IAS
Commissioner-cum-Secretary,
School & Mass Education Department

To

All Collectors

Sub: Selection of SHGs for management of Housekeeping and watch & ward services in secondary schools

Madam / Sir,

Self-Help Groups under Mission Shakti are undertaking a wide range of economic activities and generating substantial incomes, enabling financial stability and empowerment of lakhs of women in the State. As per the Cabinet decision for provisioning of Government services & procurement of goods worth Rs.5000 Crore through Mission Shakti SHGs in five years, the School & Mass Education Department has collaborated with Department of Mission Shakti for engagement of SHGs towards management of housekeeping and watch & ward services in secondary schools.

5T-High School Transformation Programme under School & Mass Education Department is one of the flagship Programme of Govt. of Odisha under which selected high schools of the state are being transformed to the best of the standard in phases. The Programme has led to the creation of high quality, world class and not-seen-before assets in the selected High Schools of Odisha such as the smart classrooms, science laboratory, e-library, drinking water and sanitation facilities along with a beautiful school ambience. These assets need to be maintained and kept under proper watch and ward and in order to ensure their longevity and sustainability, it is essential to have dedicated manpower for the security of the school assets.

It has been further decided in the meeting on HST-5T-Stabilizing Existing Interventions held on 19/08/2022 under the chairmanship of Chief Secretary of Odisha, that schools should engage manpower for watch and ward by involving the services of SHGs on priority basis.

Hence, it is of utmost importance that the field functionaries of the Department of Mission Shakti and School & Mass Education Department shall identify suitable SHGs for management of Housekeeping and watch & ward services in secondary schools. In this case SHGs include SHGs and their federations.

Thousands of SHGs are already involved in successful management of the Mid-Day-Meal Programme in schools, as per the specific guidelines approved by the

a/c

School & Mass Education Department vide letter no. 1188/SPMU dated 29.11.2019 to which a corrigendum was further added vide letter no. 1218/SPMU dated 04.12.2019. Based on the approved guidelines, SHGs have been managing MDM programme in the high schools for the student of class VIII.

After careful consideration, the following criteria & process may be adhered for selection of SHGs for management of Housekeeping and watch & ward services in secondary schools.

The engagement of SHGs for management of Housekeeping and watch & ward services in secondary schools shall be done under two categories such as A & B (besides the Schools where there are night-watchman and sweeper in position).

(A) Category A: Schools where SHGs are already managing MDM Programme: These categories of high schools are schools having elementary grades where the MDM Programme is functional.

1. The District Education Officer will notify the name of Schools where the involvement of SHGs are required based on the human resources availability and requirements of the schools for watch and ward and housekeeping services in School.
2. The SHGs already implementing the MDM Programme in schools will be contacted by the BEOs and they shall continue to extend support for management of watch and ward and housekeeping services.
3. The formal agreement for this purpose will be done between the Mo School Committee represented by Member Convener and the selected SHGs for managing these services.

(B) Category B: Schools without MDM Programme: These schools are secondary schools having only secondary grades where there is no provisioning of MDM or the programme is not being managed by SHGs.

1. **Allocation of Block wise target:** District Education Officers (DEOs) in consultation with District Collector-cum-Chairperson, Mo School District Level Committee will provide block wise list to the DSWO of such schools where there is no provisioning of MDM or the programme is not being managed by SHGs.
2. Expressions of Interest (Eoi) for selection of SHGs for management of Housekeeping and watch & ward services in secondary schools shall be invited by the DSWO basing on the block wise target communicated by DEOs. Copy of Eoi will also be communicated to the concerned DEO.
3. The BEO and CDPO shall give wide publicity and awareness among the SHGs on the proposed activity in secondary schools. Mission Shakti field functionaries will facilitate awareness among the SHGs in coordination with the field functionaries of School & Mass Education Department.

4. The EoI shall be published at the offices of the DEO, DSWO, BEO, BDOs, CDPO, AWC, and BLF for a period of 15 days. The Format for expression of interest for SHGs is enclosed herewith as **Annexure A**.
5. **Block Level Selection Committee:** The Block Level Selection Committee (BLSC) comprising following officials is formed to examine the received Expressions of Interests of SHGs and select the eligible SHGs following the SHG Selection Criteria. BLSC shall recommend the suitable SHGS to the District Level Committee (Format is enclosed at **Annexure B**).
 - i. Block Development Officer (BDO) - Chairperson
 - ii. Child Development Project Officer (CDPO) - Convener
 - iii. Block Education Officer- Member
 - iv. Block Project Coordinator & Block Project Manager, Mission Shakti - Member
 - v. BLF Leader - Member

Criteria for selection of SHGs:

- a. SHGs shall include SHG Federation.
- b. SHGs nominated for management of Housekeeping and watch & ward services in secondary schools should be of impeccable past record, both in terms of activity and financial management.
- c. SHGs fulfilling the following parameters may be considered for selection towards management of Housekeeping and watch & ward services in secondary schools.
 - i. SHG must have completed two years of existence.
 - ii. SHG must have the willingness and ability to undertake the management of Housekeeping and watch & ward services in secondary schools as a service provider.
 - iii. SHG should be willing to manage housekeeping and watch & ward services in School as per the Govt norms.
 - iv. The SHG must have an active bank account and regular monthly savings by SHG members.
 - v. SHG should have regular and systematic bookkeeping relating to Meeting Register and updated Pass Books.

- vi. While selecting the group / federation, due care shall be taken to assess their financial position & commitment to manage housekeeping and Watch & ward services in schools.

6. **District Level Committee-** District Level Committee shall consist of following officials.

- a. District Education Officer-Chairperson
- b. District Social Welfare Officer (DSWC)- Convener
- c. District Project Coordinator (DPC)/ DPM, Mission Shakti- Member

The committee shall examine recommendation of the Block Level Committee and recommend the nominated SHG to the District Collector cum Chairperson, Mo School for approval. The District Collector shall have discretion to review the recommendation and may take appropriate decision in selecting suitable SHGs.


On selection of suitable SHG for management of Housekeeping and watch & ward services in secondary schools, the list of SHG along with tagged schools shall be communicated by the DSWO to the District Education Officer (DEO), who in turn shall intimate the same to the Block Education Officers (BEOs) and Headmasters (HMs). DSWO shall communicate the said list along with tagged schools to the Child Development Project Officer (CDPO) who shall in turn intimate the selected SHGs for necessary execution of agreement with the Mo School Committee represented by member convener towards management of Housekeeping and watch & ward services in tagged schools. CDPOs will also coordinate with the BEOs concerned and facilitate.

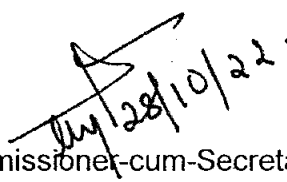
- C. **Execution of Agreement:** The formal engagement for this purpose will be done between the Mo School Committee represented by member convener and the selected SHGs/ SHGs already managing MDM programme for managing these services. A draft agreement is attached at **Annexure C**.
- D. The SHGs will be paid operational cost @10% of the total approved project cost of work assigned utilizing for their specific services.
- E. The person to be engaged for watch & ward and cleaning purpose should neither have any criminal background nor involved in any criminal activities or case.
- F. Initial contract period for the engagement of SHGs will be for one year and shall be subject to automatic annual renewal for the next two years unless there is any complaint issued related to their performance as a service provider.
- G. Locks and keys of the school & office shall not be handed over to the Watch and Ward Personnel.
- H. Cleaning and maintenance of the school should be done on a daily basis ensuring proper upkeep of the school campus.

- I. Any dispute between the parties shall be jointly inquired by BEO & CDPO and sorted out. Wherever any party is aggrieved with the findings of the joint inquiry report appeal can be preferred to BDO whose decision shall be acted upon.
- J. However, if question of disengagement of any SHG arises, the matter shall be jointly inquired by DSWO & DEO within 15 days and decision shall be taken with the approval of the Collector. Their services may be terminated with one-month notice period and replaced with an SHG from among the empaneled list or by selecting new SHGs.
- K. Required cleaning materials will be provided by the Schools.
- L. **Training:** On execution of agreement, Training for the SHGs should be planned by the DSWO and DEO concerned. The training programme should be conducted jointly by the BEO and CDPO concerned at Block level. State team of Mo School will develop and share a centralized module for the training of SHGs.
- M. **Claim Settlement:** The SHG shall raise the approved amount of claim to the Mo School Management Committee represented by member convener at the end of each month. The approved amount will be paid to SHGs through online mode towards management of watch & ward and cleaning services within 7 days on receipt of claims.

It is requested that the matter regarding the selection of SHGs, SHG engagement and fund released to SHGs for their work as a service provider may be periodically reviewed by District Magistrate-cum-Collector in the monthly District Review Meeting for education.

Yours faithfully


Commissioner-cum-Secretary
Department of Mission Shakti


Commissioner-cum-Secretary
School & Mass Education Department

Annexure A

Office of the DSWO

Model Advertisement for inviting Expression of Interest for selection of SHG for management of Housekeeping and watch & ward services in secondary schools under School & Mass Education Department.

No:

Date:

Interested SHGs having willingness and aptitude for management of Housekeeping and watch & ward services in secondary schools are invited to submit their proposal before the concerned CDPO in the below mentioned format within 15 (fifteen) days of this advertisement i.e. by _____ towards management of Housekeeping and watch & ward services in secondary schools. Preferably SHGs should be from the same Village/ any of the adjoining villages under the same GP as per the location of the School where they propose to take up the activity.

Sl No	Name of School	Address of school	Proposed Engagement of SHG for management of Housekeeping and watch & ward services in secondary schools

Signature of the DSWO

Enclosure: SHG Selection Criteria Date:

NB: The applicant SHG can get the detailed information on the scheme from the concerned CDPO/BEO

Format for Application

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 School where management of Housekeeping will be taken up by SHG:

6. Savings Bank Account Number: _____
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. If availed, Amount of total loan (in Rs.):
 - e. Amount of total loan repaid (in Rs.):
 - f. Mode of loan repayment (Regular / irregular):
 - g. Meeting Register maintained (Yes / No):
 - h. Cash Book maintained (Yes / No):
8. Contact No: _____
9. Resolution of the SHG to take up the activity is enclosed (Yes / No):

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

Acknowledgement

Received the Expression of Interest from _____ SHG,
_____ Village, on date _____ for the activity _____

Signature of the CDPO / Authorized Signatory

Date:

Annexure B

Recommendation of Block Level Selection Committee on SHGs for management of Housekeeping and watch & ward services in secondary schools

Recommendation of Block Level Committee for management of Housekeeping and watch & ward services in secondary schools																
Name of the SHG	Name of Block	Name of GP	Name of Village	Date of formation	Bank Name	Branch Name	Bank Account Number	Regular Saving (Yes/No)	Amount of savings in Rs.	Weather Loan taken (Yes/No)	Amount of Loan in Rs.	Amount of loan repaid In Rs.	Mode of loan repayment (Regular/irregular)	Maintaining meeting Register (Yes/No)	Cash Book maintained (Yes/No)	School / Schools proposed for tagging
1	2	3	4	5	6	7	8	10	11	12	13	14	15	16	17	18

Block Development officer

Block Project Manager

Block Education Officer

Block Project Coordinator

Child Development Project Officer

AGREEMENT

In pursuance with letter No..... of Commissioner-cum-Secretary, S & ME Deptt. & Commissioner-cum-Secretary, Department of Mission Shakti, this Agreement is made on _____ day of _____ Month _____ year between the Mo School Committee represented by Member Convener, School (herein after called the First Party which expression shall, unless excluded by or repugnant to the subject or context include his/her successors in office and assignees/school representative) of the one part.

AND

SHG/SHG Federation..... (herein 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 HEREBY AGREED BETWEEN THE PARTIES AS UNDER

1. This agreement shall be for a period of one years with effect from the date of execution and shall be subject to automatic annual renewal for the next three years unless there is any complaint issued related to their performance.
2. The second party agrees to manage Housekeeping and watch & ward services in _____ School.
3. The management of Housekeeping and watch & ward services in School to be provided by the Second Party should be in line with the requirements approved by the District Level Committee, Mo School. There shall be no discrimination on basis of religion, caste and creed in providing services to school.
4. The first party will pay operational cost @10% of the total approved project cost of work assigned to the second party for utilizing their specific services.
5. The Mo School Committee can check the quality and quantity services provided by the SHG.
6. Expenses incurred in housekeeping of the school shall be borne by the School.
7. The management of Housekeeping and watch & ward services shall be the responsibility of the of the Second Party.
8. The first party shall render acknowledgement to the Second party on receipt of management of Housekeeping and watch & ward services and such acknowledgement shall be part of the record of the school.
9. The Second Party shall raise the claim to the First party to receive the approved monthly cost towards management of Housekeeping & cleaning services. The first party represented by Member convener shall settle the claim within 7 days and transfer the amount the account of second party through online mode.

10. The second party shall follow all safety and hygienic principles of housekeeping to avoid any mishap.
11. 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.
12. In the event termination of agreement due to discontinuance of the Programmeme, 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.
13. Either 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.
14. This agreement can be terminated the First party before the expiry period without any notice in case the Programmeme is closed by Government of Odisha.
15. Any dispute between the parties shall be jointly inquired by BEO & CDPO and sorted out. Wherever any party is aggrieved with the findings of the joint inquiry report appeal can be preferred to BDO whose decision shall be acted upon. Any party aggrieved, can prefer appeal to the DEO and DSWO on the decision as per the joint enquiry

IN WITNESS WHEREOF the parties hereto have set their respective hands to this indenture of Agreement on the date, month and year herein above written.

Witnesses

Signature of

1.

The First Party

2.

Second Party

