



**GOVERNMENT OF ODISHA  
DEPARTMENT OF AGRICULTURE & FARMERS' EMPOWERMENT**

No. 20738 / Dt. 27-10-2021

DAFE-SCHM-MISC-0002-2021

From

**Smt. Sujata R. Karthikeyan, IAS**  
Commissioner-cum-Secretary,  
Mission Shakti Department

**Shri Suresh Kumar Vashishth, IAS**  
Commissioner-cum-Secretary,  
Department of Agriculture &  
Farmers Empowerment

To

**All Collectors.**

**Sub:** Guidelines for selection of SHGs for taking up different activities under Agriculture, Horticulture & Soil conservation sectors of the Department of Agriculture & Farmer's Empowerment.

Madam/ Sir,

As you are aware, the 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. Agriculture/ Horticulture/ Soil & Water Conservation sectors hold tremendous prospects for SHGs to take up different Agri-ventures activities like use of farm machineries, operation of common facility centre, floriculture, mushroom cultivation, vegetable cultivation, site supervision of farm pond etc. In coordination with the Department of Mission Shakti, it is aimed to engage/involve more SHGs over the next 3 Years under various Agriculture, Horticulture and Soil Conservation and Watershed Development schemes of the Department of Agriculture & Farmers' Empowerment.

The schemes under the Department of Agriculture & Farmers' Empowerment are detailed at **Annexure-I**. Number of SHGs targeted against each activity is only minimal and notional and more number of SHGs can be linked to these activities, basing on feasibility.

It is of utmost importance that the field functionaries of the Department of Mission Shakti to identify suitable SHGs for various activities and share their list to the district officials i.e. Chief District Agriculture Officer (CDAO)/Deputy Director Horticulture (DDH)/Assistant Director Horticulture (ADH)/Project Director, Watershed-cum-Deputy Director of Soil Conservation and Watershed Development/ Asst. Director of Soil Conservation of the Department of A&FE, so that SHG can be engaged/involved in these projects.

Following criteria and process may be followed for selection of SHGs.

**Allocation of block wise target**

The Chief District Agriculture Officer (CDAO)/Deputy Director Horticulture (DDH)/Assistant Director Horticulture (ADH)/Project Director, Watershed-cum-Deputy

Director of Soil Conservation and Watershed Development/ Asst. Director of Soil Conservation in coordination with the PD, DRDA and DSWO will allocate the block wise targets of activities under Agriculture, Horticulture and Watershed Development sector schemes and number of SHGs to be involved considering the feasibility of implementation of projects in concerned blocks.

### **Process for selection of SHGs**

1. The Block Development Officer and CDPO along with Block Agriculture Officer (BAO)/ Assistant Agriculture Officer(AAO)/Assistant Horticulture Officer (AHO)/ Assistant Soil Conservation Officer (ASCO) shall give wide publicity and awareness among the SHGs on various schemes & its benefits. Mission Shakti field functionaries will facilitate awareness among the SHGs in coordination with the field functionaries of Department of A&FE.
2. Expressions of Interest (EoI) for engagement of SHGs under Agriculture/ Horticulture/ Soil & Water Conservation schemes shall be invited by the DSWO basing on the block wise target & scheme details to be communicated by Chief District Agriculture Officer (CDAO)/Deputy Director Horticulture (DDH)/Assistant Director Horticulture (ADH)/Project Director, Watershed cum Deputy Director of Soil Conservation and Watershed Development/ Asst Director of Soil Conservation. Copy of EoI will also be communicated to the CDAO/ DDH/ADH/DDSC&WD/PD, Soil conservation and watershed Development/ADSC for their reference.
3. The EoI shall be published at the offices of the DSWO, CDPOs, BDOs, AWCs and BLF office for a period of 15 days. The format for Expression of Interest for SHGs is enclosed herewith as **Annexure II**.
4. **Block Level Selection Committee (BLSC):** The Block Level Selection Committee comprising of following officials to be formed to examine the Expressions of Interests (EoI) received from SHGs and select the eligible SHGs following the Selection Criteria of the scheme.
  - i. Block Development Officer (BDO) - Chairperson
  - ii. Child Development Project Officer (CDPO) - Convener
  - iii. Block Agriculture Officer (BAO)/Assistant Agriculture Officer(AAO)/Assistant Horticulture Officer (AHO)/Assistant Soil Conservation Officer (ASCO) -Member
  - iv. Block Project Coordinator & Block Project Manager, Mission Shakti – Members
  - v. Any other member may be included as per the requirement of guideline of any specific programme.
5. **Criteria for identification and selection of SHGs / SHG Federations:**
  - i. SHGs for these proposed interventions include SHG Federations.
  - ii. SHG must have completed one year from the date of formation.
  - iii. SHG should belong to the same GP 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 meeting and systematic book keeping.
- vii. SHGs who have undergone training at Krishi Vigyan Kendras (KVKs) or by Department of A&FE on corresponding Agriculture/ Horticulture/ Soil & Water Conservation activities will be given preference from among the applicant SHGs/Federations.
- viii. If any scheme guideline requires the approval of SHGs shall be made at district level then the selected SHG may be sent to the district level for approval.
- ix. Other criteria for identification and selection of SHGs may be considered as per scheme guideline

**6.Block Level Inspection Teams:** The Block Level Inspection Teams to be formed consisting of the following members to undertake joint verification of the proposed sites of the empaneled SHGs , where ever required, for setting up of the Agriculture/ Horticulture/ Soil & Water Conservation unit .The activities where the inspection of Block Level Inspection Team required are as follows:-

- i. Agri-Ventures by Supplying Farm Machineries.
- ii. Millet Shakti Tiffin Centre
- iii. Millet Shakti on Wheel
- iv. Common Facility Centres
- v. Bio-input Production Unit
- vi. Post-harvest, Primary Processing & Procurement of Ragi
- vii. Cluster level Aggregation & Marketing

**Team for Agriculture sector Projects**

- i. BAO/AAO- Chairman
- ii. BPC & BPM, Mission Shakti - Members
- iii. Concerned AO/VAW – Member
- iv. Any other member as per the requirement of the activity

**Team for Horticulture sector Projects**

- i. AHO - Chairman
- ii. BPC & BPM, Mission Shakti - Members
- iii. HO/HEW – Member
- iv. Any other member as per the requirement of the activity

**Team for Soil Conservation and Watershed Development sector Projects**

- i. ASCO/Block I/C of SC&DW - Chairman
- ii. BPC & BPM, Mission Shakti - Members
- iii. Soil Conservation overseer/SCEW– Member
- iv. Any other member as per the requirement of the activity

The Block Level Inspection Team shall inspect the proposed unit sites of selected SHGs and shall take geo tagged photographs at the time of joint inspection. The team shall submit a feasibility report of SHGs covered in order of priority along with photographs to the Convener, Block Level Selection Committee. The format of the report is annexed as **Annexure III**. The inspection team should complete the exercise within 15 days.

#### **7. Selection of SHGs by Block Level Selection Committee (BLSC):**

- i. The Committee will scrutinize the EoIs based on the Selection Criteria (Point No 5) and empanel list of **3 number of SHGs against each of the unit/activity that require field inspection** (Point no-6). The committee will also finalize the SHG against each of the unit/activity that does not require field inspection. This exercise shall be completed within 15 days from the last date of submission of EoIs. The format of scrutiny and selection is annexed as **Annexure IV**.
- ii. The Block Level Selection Committee shall examine the Field Inspection Report in order of priority and select suitable SHGs as per criteria. An authenticated empaneled list of SHGs shall be prepared by the BLSC in the format annexed as **Annexure-IV**.

#### **8. Execution of work:**

- i. The Convener of the Committee cum CDPO shall share the empanelled list of selected SHGs with the block level officials i.e. Block Agriculture Officer (BAO)/Assistant Agriculture Officer (AAO)/Assistant Horticulture Officer (AHO)/ Assistant Soil Conservation Officer (ASCO) and District Level Officials i.e. CDAO/ DDH/ADH/DDSC&WD/PD, Soil conservation and watershed Development/ADSC under Department of A&FE.
- ii. On receipt of the empaneled list of selected SHGs, concerned agriculture officials shall issue **Go-ahead letter/Work order** to the SHGs within 5 days. The Go-ahead letter/Work order shall be issued as per the panel list. A consolidated report of such Go-ahead letter/Work order shall also be communicated to the DSWO & PD, DRDA of the district for information and review of progress.
- iii. After issue of the go-ahead letter/ work order, concerned SHG will take up the Agriculture/ Horticulture/ Soil & Water Conservation activities as the case may be **under direct supervision and guidance of the block level Agriculture/ Horticulture/ Soil & Water Conservation officers**.

#### **9. Training and Capacity Building**

Block Agriculture Officer (BAO)/ Assistant Agriculture Officer(AAO)/Assistant Horticulture Officer (AHO)/ Assistant Soil Conservation Officer (ASCO) shall organize the training program for the selected SHGs in coordination with Mission Shakti officials **after issue of work order and before taking up the activity**.

#### **10. Completion of unit/ activity and settlement of claims**

- i. On completion of such activities, wherever required block level Agriculture/ Horticulture/ Soil & Water Conservation officers shall coordinate for the visit of the Block Level Inspection Team to inspect the units within 15 days. The team shall take geo-tagged photograph of the completed unit/activity and will submit the completion report of the unit/activity enclosing the geo-tagged photograph to the concerned authority of the

department (Block level/District level) for settlement of claims. The format of the report may be either as per format at **Annexure V** or as per the prescribed format of the guideline of the activity.

The activities for which field inspection is not required by the block level inspection team as per the guideline of the activity, such unit/ activity shall be visited by concerned block level department officials within 15 days of completion and the completion report of the unit/activity enclosing the geo-tagged photograph shall be submitted to the concerned authority of the department (Block level/District level) for settlement of claims. The format of the report may be either as per format at **Annexure V** or as per the prescribed format of the guideline of the activity.

ii. In certain activities, the claims of subsidy will be settled at district level. In such case the completion report shall be submitted to the District as per the scheme guidelines.

iii. Based on the report of completion, subsidy shall be released within 15 days by respective authorities through SHG bank account following scheme guidelines.

#### **11. MIS & Documentation**

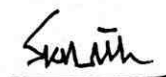
MIS & documentation of activities taken up under this convergence programme shall be made by Block Agriculture Officer (BAO)/ Assistant Agriculture Officer(AAO)/Assistant Horticulture Officer (AHO)/ Assistant Soil Conservation Officer (ASCO) as per the instruction of the Department of Agriculture & Farmers' empowerment.

The detailed guidelines of each scheme will be communicated separately by the Department of Agriculture & Farmers' Empowerment. It is requested that the matter regarding the selection of suitable SHGs, issue of Go-ahead letters to the SHGs, release of subsidy may be periodically reviewed with PD, DRDA, DSWO, CDAO/DDH/ADH/DDSC&WD/PD, Soil conservation and watershed Development/ADSC.

Yours faithfully,




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



Commissioner-cum-Secretary to Govt.,  
Department of Agriculture and Farmers'  
Empowerment

**Memo No. 20739 /A&FE, Dated 27-10-2021**


Copy along with copy of the enclosures forwarded to the P.S. to Commissioner-cum-Secretary to Government, Mission Shakti Department/ P.S. to Commissioner-cum-Secretary to Government, Department of Agriculture & Farmers' Empowerment for kind information of Commissioner-cum-Secretary, Mission Shakti/ Commissioner-cum-Secretary, Agriculture & Farmers' Empowerment.

  
27/10/21

Additional Secretary to Government

**Memo No. 20740 /A&FE, Dated 27-10-2021**


Copy along with copy of the enclosures forwarded to the Director of Agriculture & Food Production, Odisha/ Director of Horticulture, Odisha/ Director of Soil Conservation & Watershed Development, Odisha/Chief Director, IMAGE/ MD, OAIC Ltd/ MD, OSSC Ltd/ MD, OSCDC Ltd/MD, APICOL for information and necessary action.

  
27/10/21

Additional Secretary to Government

**Memo No. 20741 /A&FE, Dated 27-10-2021**


Copy along with copy of enclosures forwarded to the Project Director, DRDA of all Districts for information and necessary action.

  
27/10/21

Additional Secretary to Government

**Memo No. 20742 /A&FE, Dated 27-10-2021**


Copy along with copy of enclosures forwarded to the Chief District Agriculture Officers (All) / Deputy Director Horticultures (All)/ Asst. Director Horticultures (All)/ Project Director, Watershed-cum-Deputy Director of Soil Conservation and Watershed Development (All)/ Asst. Director Soil Conservation (All)/ District Nodal Officers, APICOL for information and necessary action.

  
27/10/21

Additional Secretary to Government

**Memo No. 20743 /A&FE, Dated 27-10-2021**

Copy along with copy of enclosures forwarded to all District Social Welfare Officers for information and necessary action.

  
27/10/21

Additional Secretary to Government

## Annexure-I

## Activities to be rolled out for SHGs by the Department of Agriculture & Farmers' Empowerment

### Agriculture Sector

SI No	Name of the Activity	2021-22			2022-23			2023-24		
		No. of units/area	No. of WSHGs to be covered	Outlay(in Crore)	No. of units/area	No. of WSHGs to be covered	Outlay(in Crore)	No. of units/area	No. of WSHGs to be covered	Outlay(in Crore)
1	Agri-ventures by supplying farm Machineries	1200 Unit	1200	9.876	2020 Unit	2020	14.910	2275 Unit	2275	16.695
2	Millet Shakti Tiffin Centre	105 Unit	105	0.525	107 Unit	107	0.535	110 Unit	110	0.550
3	Millet Shakti On wheel	5 Unit	5	0.200	10 Unit	10	0.500	10 Unit	10	0.400
4	Ragi Laddoo Mix Preparation Unit	60 Unit	60	0.180	65 Unit	65	0.195	70 Unit	70	0.210
5	Common Facility Centre	317 Unit	317	9.064	445 Unit	445	10.100	500 Unit	500	11.950
6	Bio-Input Production Unit Establishment	22 Unit	22	0.870	27 Unit	27	0.045	42 Unit	42	0.090
7	Post-Harvest, Primary Processing and Procurement of Ragi	22 Unit	22	1.300	27 Unit	27	0.065	32 Unit	32	1.600
8	Cluster level Aggregation & Marketing	12 Unit	12	0.960	12 Unit	12	0.960	12 Unit	12	0.960
9	Seed money/revolving fund(ATMA)	1500 Unit	1500	1.500	2000	2000	2.000	2500 Unit	2500	2.500
10	IEC activities, Capacity Building/Training	1700 Unit	1700	0.950	2300 Unit	2300	1.300	2900 Unit	2900	1.650
11	JLG formation & linking to bank for finance , Repayment and refinance	500 Unit	500	0.200	2000 Unit	2000	0.800	5000 Unit	5000	2.000
12	Adoption of IFS Model & Supervision Charges	30 Unit	30	0.006	60 Unit	60	0.012	120 Unit	120	0.024
13	Supervision Charges Dug well, Vermi Compost pit & Jute Retting Tank	300 Unit	300	0.370	838 Unit	838	1.150	1073 Unit	1073	1.630
14	Seed Dealer	50 Unit	50		100 Unit	100		150 Unit	150	
15	Supply of FYM /Vermi Compost	9 Unit	9		22 Unit	22		25 Unit	25	
<b>Total</b>			<b>5832 SHGs</b>	<b>26.001</b>		<b>10033 SHGs</b>	<b>32.572</b>		<b>14819 SHGs</b>	<b>40.259</b>

## Horticulture Sector

S I N O	Name of the Activity	2021-22			2022-23			2023-24		
		No. of units/area	No. of WSHGs to be covered	Outlay(i n Crore)	No. of units/area	No. of WSHGs to be covered	Outlay(i n Crore)	No. of units/area	No. of WSHGs to be covered	Outlay(i n Crore)
1	Mushroom Cultivation	500 Unit	500 Members	2.000	950 Unit	950 Members	3.800	1200 Unit	1200 Members	4.800
2	Hybrid Vegetable Cultivation	1340 Ha	3350 Members	2.680	2160 Ha	5400 Members	4.320	3060 Ha	7650 Members	6.120
3	Floriculture	30 Ha	150 Members	0.120	30 Ha	150 Members	0.120	30 Ha	150 Members	0.120
4	Horticulture nursery at block level	150 Unit	150 No of SHGs	0.139	200 Unit	200 No of SHGs	0.260	300 Unit	300 No of SHGs	0.502
5	Horticultural activities under MKUY	50 Unit	50 No of SHGs	2.500	100 Unit	100 No of SHGs	5.000	150 Unit	150 No of SHGs	7.500
6	Supervision Charges for Farm Pond	5000 Unit	5000 No of SHGs	0.300	5500 Unit	5500 No of SHGs	0.330	6000 Unit	6000 No of SHGs	0.360
	<b>Total</b>		<b>5200 SHGs &amp; 4000 members</b>	<b>7.739</b>		<b>5800 SHGs &amp; 6500 members</b>	<b>13.830</b>		<b>6450 SHGs &amp; 9000 members</b>	<b>19.402</b>

## Soil Conservation and Watershed Development Sector

S I N O	Name of the Activity	2021-22			2022-23			2023-24		
		No. of units/area	No. of WSHGs to be covered	Outlay(i n Crore)	No. of units/area	No. of WSHGs to be covered	Outlay(i n Crore)	No. of units/area	No. of WSHGs to be covered	Outlay(i n Crore)
1	Construction of Farm Pond	51885 Unit	51885	33.844	66200 Unit	66200	44.865	69175 Unit	69175	49.355
2	Work supervision of WHS & Check dam & NRM works under watershed programme	220 Unit	220	0.116	400 Unit	400	0.225	510 Unit	510	0.305
3	Revolving fund for Integrated Farming ,Livelihood activities under Watershed programme	75 Unit	75	0.129	180 Unit	180	0.400	320 Unit	320	0.758
4	Supervision of Nursery and Agroforestry activities under MGNREGS and SMAF	9 Unit	9	0.011	12 Unit	12	0.018	15 Unit	15	0.027
	<b>Total</b>		<b>52189 SHGs</b>	<b>34.100</b>		<b>66792 SHGs</b>	<b>45.508</b>		<b>70020 SHGs</b>	<b>50.445</b>



**Annexure II**

**Office of the DSWO**

**Model Advertisement for inviting Expression of Interest for  
Agriculture/Horticulture/Soil Conservation &WD Scheme titled '.....'**

No: \_\_\_\_\_

Date: \_\_\_\_\_

Interested SHGs / SHG Federations having willingness and aptitude for the scheme titled.....are invited to submit their proposal before the concerned CDPO in the mentioned below format within 15 (fifteen) days of this advertisement i.e. by \_\_\_\_\_ towards '.....' scheme.

Signature of the DSWO

Date:

Enclosure: SHG Selection Criteria and guideline of the scheme.

NB: The applicant SHG can get the detailed information on the scheme from the concerned BAO/AAO/AHO/HO/ASCO/SCO of the concerned block.

**Format**

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 where the activity will be taken up: \_\_\_\_\_
6. Whether the SHG has undergone training at Krishi Vigyan Kendras (KVKs) or by Department of Agriculture & F.E. on corresponding livelihood 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 Authorized Person of the SHG  
Date:

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**Acknowledgement**

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

Signature of the CDPO / Authorized Signatory

**Feasibility Report by Block Level Inspection Team**

We do hereby certify that the following WSGHs proposed for execution of \_\_\_\_\_ programme have been visited by us and found that the information mentioned by the SHG in their application form are found to be correct. Geo- tagged photographs of the proposed sites are enclosed.

<b>Sl.</b>	<b>Name of the SHG</b>	<b>Address/ Location of the unit</b>	<b>Bank finance/ Self finance / other sources</b>	<b>Feasible, in order of priority/ Not feasible.</b>

**AO/VAW/HO/HEW/SCO/SCEW****Block Project  
Coordinator,  
Mission Shakti****BAO/AAO/AHO/ASCO****Block Project  
Manager, Mission  
Shakti**

Recommendation of Block Level Selection Committee on SHGs / SHG Federations for the scheme 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 Department of A & FE on corresponding livelihood activity (Yes / No)	Selected/Emp aneled where field inspection is required
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Block Project Coordinator

Block Project Manager

Block Agriculture Officer / Assistant Agriculture  
Officer / Assistant Horticulture Officer/Assistant  
Soil Conservation Officer

Child Development  
Project Officer

Block Development Officer

**Asset verification report by Block Level Inspection Team for release of Subsidy**

1. Name of the SHG with address:
2. Name of the Block:
3. Type of Activity taken:
4. Area/Unit of activity:-
5. Whether the activity is taken up as per scheme specification:-
6. Details of the activity taken up (Attach the report):-
7. Eligible amount of assistance:

Certified that the above particulars were collected at the site where the activity has been taken up by SHG during verification by the team/ me. A geo-tagged photograph of the activity has been taken and enclosed for reference. The subsidy may be released.

**Signature of members of SHG**

**Signature of the Block Level Inspection  
Team**

Block level Agriculture/Horticulture/Soil &  
Water Conservation Officer