



**Collectorate: Gajapati**  
**District Office: Mission Shakti**  
**(S. W. Section)**

Phone No. 06815-222025

Email – [dswogajapati@nic.in](mailto:dswogajapati@nic.in) [gajapati.missionshakti@gmail.com](mailto:gajapati.missionshakti@gmail.com)

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**ଶକ୍ତି**

**Notice for Expression of Interest for Forest Sector activities under Forest,  
Environment & Climate Change Department**

Letter No.: - 663 /SW

Date: - 03.05.2022

Interested WSHG/Federation having willingness and aptitude for different activities namely,

1. Decentralized semi-permanent Nursery (SHG CAMPA Nursery)
2. Production & supply of Vermi-compost
3. Production & Supply of Farm Yard Manure / Cow Dung Manure
4. Forest Fire Awareness
5. Microplanning & Capacity Building under Ama Janga Yojana (AJY)

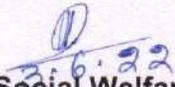
are invited to submit their proposal before the concerned CDPO in the mentioned format (enclosed as Annexure-II) within 15 (fifteen) days of this notice i.e. by 16.06.2022 towards different activities under **Forest, Environment & Climate Change Department**. SHGs should be from the same Block where they propose to take up the activity. Block and different activities wise target is enclosed in **Annexure-I**. If a SHG is interested for multiple activities, separate applications should be submitted for each activity.

Detailed eligibility criteria, selection procedure and application form is available in the Gajapati District Website i.e. [www.gajapati.nic.in](http://www.gajapati.nic.in)

The application must reach within the scheduled date and time at the office of the concerned CDPO of ICDS project Gosani/ Gumma/ Kashinagar/ Mohana/ Nuagada/ R. Udayagiri and Rayagada. Application received after due date will be rejected.

Date of receipt of the applications with effect from: - 03.06.2022

Last date for receiving the completed applications: - 16.06.2022

  
District Social Welfare Officer,  
Gajapati

Memo No.: - 664 ISW

Date: - 03.05.2022

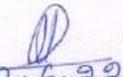
Copy to D.I.O, NIC Gajapati, Paralakhemundi for information with a request to webhost the notice.

  
3.6.22  
District Social Welfare Officer,  
Gajapati

Memo No.: - 665 ISW

Date: - 03.05.2022

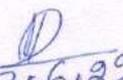
Copy to Divisional Forest Officer, Paralakhemundi division, Gajapati for favour of information and with a request to circulate this among their block officials for selection of eligible applicant.

  
2.6.22  
District Social Welfare Officer,  
Gajapati

Memo No.: - 666 ISW

Date: - 03.05.2022

Copy to all CDPOs of this District for information and instructed to display the notice and the format in their office and in all AWCs/Federations of their concerned block for fifteen days. The applications should be received as per the above notification with in the due dateline. They are requested to facilitate selection of willing and eligible WSHG members to take up this activity in accordance with the enclosed guideline.

  
3.6.22  
District Social Welfare Officer,  
Gajapati

Memo No.: - 667 ISW

Date: - 03.05.2022

Copy to all Block Development Officers of this District for favour of information and necessary action.

  
3.6.22  
District Social Welfare Officer,  
Gajapati

Memo No.: - 668 /SW

Date: - 03 .05.2022

Copy submitted to PA to collector for kind information of Collector, Gajapati.

  
2.6.22  
District Social Welfare Officer,  
Gajapati

Memo No.: - 669 /SW

Date: - 03 .05.2022

Copy submitted to PD, DRDA Gajapati for favour of kind information.

  
2.6.22  
District Social Welfare Officer,  
Gajapati

Memo No.: - 670 /SW

Date: - 03.05.2022

Copy submitted to Joint Secretary to Govt, Department of Mission Shakti, for favour of kind information.

  
2.6.22  
District Social Welfare Officer,  
Gajapati



**Collectorate: Gajapati**  
**District Office: Mission Shakti**  
**(S. W. Section)**

Phone No. 06815-222025

Email – [dswogajapati@nic.in](mailto:dswogajapati@nic.in), [gajapati.missionshakti@gmail.com](mailto:gajapati.missionshakti@gmail.com)



**Annexure-II**

**Format for Application**

**Notice for the taking up the activity \_\_\_\_\_**

1. Name of the WSHG / Federation: \_\_\_\_\_
2. SHG / Federation Address (as applicable):  
Village \_\_\_\_\_ Post Office \_\_\_\_\_  
GP \_\_\_\_\_ Block \_\_\_\_\_  
District \_\_\_\_\_ PIN \_\_\_\_\_  
ICDS Project \_\_\_\_\_
3. Year of Formation: \_\_\_\_\_
4. Present livelihood activities undertaking: \_\_\_\_\_
5. Name of the Village/ward where the activity will be taken up: \_\_\_\_\_
6. Whether the SHG has undergone training at Krishi Vigyan Kendras (KVKs) or by Forest Department or Nursery / Plantation / any other forestry activities (Yes/No):  
\_\_\_\_\_ (If yes, mention details) \_\_\_\_\_
7. Whether the SHG has adequate space of about 20meter X 15 meter for establishment of vermi-compost unit (Yes/No): \_\_\_\_\_
8. Whether the SHG/members has open space of about 3meter X 3meter for formation of compost pits and able to collect cow dung from own/nearby sources (Yes/No)  
\_\_\_\_\_
9. Whether the SHG has been involved in any Government awareness programmes earlier (Yes/No): \_\_\_\_\_
10. Whether the SHG belongs to AJY VSS village (Yes/No): \_\_\_\_\_ if yes, mention details \_\_\_\_\_
11. Whether the SHG has any experience in arranging Events/ Trainings/ Capacity Buildings/ Awareness campaigns etc. (Yes/No): \_\_\_\_\_  
If yes, please mention the village name & details of Micro planning / capacity bilding done: \_\_\_\_\_
12. Bank, Branch Name: \_\_\_\_\_
13. Funds available in the Savings Bank Account: Rs. \_\_\_\_\_
14. Whether following activities are practised:
  - (a) Regular Saving (Yes/No)
  - (b) Amount of saving (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)

15. Contact No: \_\_\_\_\_

16. Resolution of the SHG to take up the activity is enclosed (Yes/No):

Name & Signature of the authorised person of the WSHG

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

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**Acknowledgement**

Received the Expression of Interest from \_\_\_\_\_ SHG, Village \_\_\_\_\_, on  
date \_\_\_\_\_ for the activity titled \_\_\_\_\_ under  
Forest Environment & Climate Change Department.

**Signature of the CDPO/Authorised signatory**

## Annexure-1

Sl. No	Name of the Range	Name of the Section	Block	Activity wise no. of SHG nominated				
				Nursery	CDM / FYM	Vermi-compost	Forest Fire Awareness	Micro Planning & Capacity Building
1	2	3		4	5	6	7	8
1	Mohana	Mohana	Mohana	3	1	0	3	0
2	Mohana	Adava	Mohana	2	1	0	2	0
3	Mohana	Nalaghat	Mohana	2	1	0	3	0
4	Mohana	Paniganda	Mohana	4	1	0	2	0
5	Mohendra	Narayanpur	Rayagada	0	0	1	3	0
6	Mohendra	Rayagada	Rayagada	1	0	1	5	1
7	Mohendra	Garadbandha	Gosani	1	0	1	2	1
8	Mohendra	Khambagaon	Rayagada	0	0	0	1	0
9	R.Udayagiri	R.Udayagiri	R.Udayagiri	3	0	2	3	1
10	R.Udayagiri	Khajuripada	Nuagada	0	0	0	1	1
11	R.Udayagiri	Nuagada	Nuagada	1	0	1	4	1
12	R.Udayagiri	Parimal	Nuagada	0	0	0	2	1
13	Chandragiri	Pudamari	Sanokhemundi	0	0	0	3	0
14	Chandragiri	Chandragiri	Mohana	1	0	2	5	1
15	Chandragiri	Chandiput	Mohana	1	0	1	3	1
16	Chandragiri	Bhismagiri	Mohana	0	0	0	0	0
17	Chandragiri	P.Govindapur	Mohana	1	0	1	5	1
18	Ramagiri	Ramagiri	R.Udayagiri	2	4	3	6	4
19	Ramagiri	Mahendragada	R.Udayagiri	0	3	3	2	0
20	Ramagiri	Chheligada	R.Udayagiri	1	0	0	3	1
21	Ramagiri	Jeerango	Rayagada	2	1	2	7	3
22	Devagiri	Paralakhemundi	Gosani & Gumma	2	0	2	2	1
23	Devagiri	Gumma	Gumma	2	1	0	1	1
24	Devagiri	Bidua	Gosani	1	1	0	1	0
25	Kasinagar	Kasinagar	Kasinagar	2	0	1	2	1
26	Kasinagar	Gaiba	Kasinagar & Gumma	1	1	0	1	0
		<b>TOTAL</b>		<b>33</b>	<b>15</b>	<b>21</b>	<b>72</b>	<b>20</b>

## Allocation of block wise target

1. The DFO in consultation with the PD, DRDA and DSWO will allocate the block wise targets under each forestry scheme basing on the number of SHGs and feasibility of implementation of projects in concerned blocks.

## Process for selection of SHGs

The selection of SHGs will be for the following activities under forestry sector

- a. Decentralized Semi-Permanent Nursery (SHG CAMPA Nursery)
  - b. Production & Supply of Vermicompost
  - c. Production & Supply of Farm Yard Manure / Cow Dung Manure
  - d. Forest Fire Awareness
  - e. Micro planning & capacity building under Ama Jangal Yojana (AJY)
1. The Block Development Officer (BDO) and CDPO along with Forest Range Officers (FROs) 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 FE & CC Department.
  2. Expressions of Interest (EoI) for engagement of SHGs under forestry sector schemes shall be invited by the DSWO basing on the block / range wise target & scheme details to be communicated by the concerned DFO. Copy of EoI will be also be communicated to the DFO.
  3. The EoI shall be published at the offices of the DFOs, DSWO, CDPOs, BDOs, FROs, AWCs and BLF 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:** The Block Level Selection Committee comprising of 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 III**.
    - i. Block Development Officer (BDO) - Chairperson
    - ii. Child Development Project Officer (CDPO) - Member Convener
    - iii. Forest Range Officer/s (FRO) – Member/s
    - iv. Block Project Coordinator & Block Project Manager, Mission Shakti - Members
  5. A. Common 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 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.

#### B. Specific Criteria for Particular Activities

- i. Decentralized Semi-Permanent Nursery (SHG CAMPA Nursery): SHGs having experience in nursery / plantation / any other forestry activities may be given preference from among the applicant SHGs / Federations.
- ii. Production & Supply of Vermi-compost: The applicant SHGs should have adequate space of about 20 meter x 15 meter for establishment of vermi-compost unit and availability of sufficient cow dung / compost. Further preference will be given to those SHGs which are interested to construct temporary shade as per the requirement.
- iii. Production & Supply of Farm Yard Manure / Cow Dung Manure: The applicant SHGs should have sizable cattle population or should have access to collect cow dung from nearby sources. Each SHG member should have open space of 3 m x 3 m for formation of compost pits as required.
- iv. Forest Fire Awareness: The SHG should belong to forest fringe locality where intensity of forest fire is more. Preference will be given to SHGs earlier associated with other Government awareness programmes.
- v. Micro planning & capacity building under Ama Jangal Yojana (AJY): The SHG should belong to AJY VSS village where micro planning is under process. Preference will be given to the SHG having experience in arranging similar activities.

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

6. **Block Level Inspection Teams:** The Block Level Inspection Teams are formed consisting of the following members to undertake a joint verification of the proposed shortlisted SHGs for engagement under activities such as Decentralised Semi-Permanent Nursery, Production & Supply of Vermicompost and Production & Supply of Farm Yard Manure / Cow Dung Manure.

- i. Forest Range Officer (Concerned FRO) - Chairperson
- ii. Foresters - Members
- iii. BPC & BPM, Mission Shakti - Members

7. The Block Level Inspection Team will interact with the shortlisted SHGs for ascertaining the willingness & ability to take up the activity with a spot visit. The team shall submit a feasibility report to the Convener, Block Level Selection Committee. The format of the report is annexed as **Annexure IV**.
8. The Block Level Selection Committee shall examine the Field Inspection Report and select suitable SHGs as per criteria. Activity wise authenticated empaneled list of SHGs shall be prepared by the BLSC. The Convener of the Committee cum CDPO shall share the empaneled list of selected SHGs with the block & district level officials of FE & CC Department for issue of Approval Letter / Work Order to the SHGs. The activity wise Approval Letter / Work Order shall be issued as per the panel list. A copy should also be submitted to the DFO, DSWO, PD, DRDA & Collector of the district for information and review of progress.
9. After issue of the Approval Letter / Work Order, the SHG will take up the activity and other infrastructure as the case may be under direct supervision and guidance of the Forest Guard/ Forester / Forest Range Officer.
10. Training and Capacity Building: The BDO, with assistance of FRO and field functionaries of Mission Shakti shall organize activity wise training programme for the selected SHGs. Resource persons to impart training shall be selected from among the block/ district level officers of the technical departments.
11. Training will be organized by the FRO at the range level or any other convenient place involving selected SHGs. Each SHG will be trained on the recommended management practices of the proposed activity.
12. SHG team Leader will report the progress of activities fortnightly to the Forest Guard/ Forester concerned based on which the FG/Forester will submit fortnightly report to Forest Range Officer after inspection of the Worksite.
13. Funds will be released in phased manner depending upon the progress of work as recommended by the forester in his/her inspection report.
14. MIS & Documentation: The MIS & documentation of activities taken up under this convergence programme shall be made by the FRO as per the prescribed format.

The detailed guidelines of each scheme will be communicated separately by the concerned DFO of FE & CC Department. It is requested that the matter regarding the selection of suitable SHGs, issue of Approval letter / Work Order to the SHGs, may be periodically reviewed with PD, DRDA, DFO and DSWO.