



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

Phone No. 06815-222025

Email – dswogajapati@nic.in gajapati.missionshakti@gmail.com

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Notice for Expression of Interest for Engagement of WSHGs in different Health activities under Health and Family Welfare Department

Letter No.: - 1835 /SW

Date: - 24.12.2021

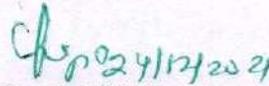
Interested WSHG/Federation having willingness and aptitude for different activities under **Health and Family Welfare Department** is invited to submit their proposal before the concerned CDPO in the mentioned format (enclosed as Annexure-II) within 15 (fifteen) days of this notice i.e. by 07.01.2022 towards **different activities under Health and Family Welfare 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.

Detailed eligibility criteria, selection procedure and application form is available in the Gajapati District Website i.e. 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/ Rayagada. Application received after due date will be rejected.

Date of receipt of the applications with effect from: - 24.12.2021

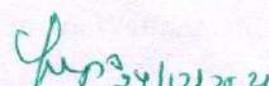
Last date for receiving the completed applications: - 07.01.2022.


District Social Welfare Officer,
Gajapati

Memo No.: - 1836 /SW

Date: - 24.12.2021

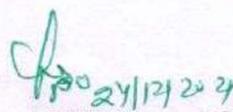
Copy to D.I.O, NIC Gajapati, Paralakhemundi for information with a request to webhost the notice.


District Social Welfare Officer,
Gajapati

Memo No.: - 1837 /SW

Date: - 24.12.2021

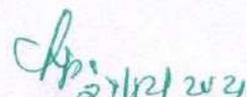
Copy to CDM & PHO-cum-DMD, Gajapati for favour of information and with a request to circulate this among their block officials for selection of eligible applicant.

For. 
24/12/2021
**District Social Welfare Officer,
Gajapati**

Memo No.: - 1838 /SW

Date: - 24.12.2021

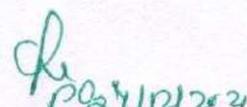
Copy to All CDPO of this District for information and instructed to display the notice and the format in their office and in all AWCs/Federations of their concerned block for fifteen days. The applications should be received as per the above notification with in the due dateline. They are requested to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

For. 
24/12/2021
**District Social Welfare Officer,
Gajapati**

Memo No.: - 1839 /SW

Date: - 24.12.2021

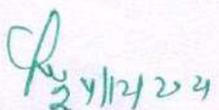
Copy to all Block Development Officers of this District for favour of information and necessary action.

For. 
24/12/2021
**District Social Welfare Officer,
Gajapati**

Memo No.: - 1840 /SW

Date: - 24.12.2021

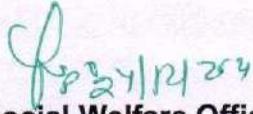
Copy submitted to steno to collector for kind information of Collector, Gajapati.

For. 
24/12/2021
**District Social Welfare Officer,
Gajapati**

Memo No.: - 1841 /SW

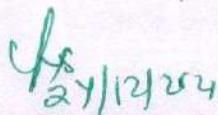
Date: - 24.12.2021

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

FS. 
24/12/21
**District Social Welfare Officer,
Gajapati**
Date: - 24.12.2021

Memo No.: - 1842 /SW

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

FS. 
24/12/21
**District Social Welfare Officer,
Gajapati**

Annexure-1

Target of SHGs Engagement in Health Sector Activities

District -Gajapati

Name of the Activities	DHH Paralakhem undi	Mohana	R.Udayagiri	Nuagada	Rayagada	Gosani	Kashinagar	Gumma	Total
House Keeping & Cleanliness Service at Sub-center Level HWCs	0	18	11	11	14	8	7	9	78
2 Observation of Selected Health Days at Village Level of SC/PHC Level HWCs	0	23	14	13	17	11	9	12	99
3 Sample transportation from PHC HWCs to nearest referral Facilities (CHC/SDH/DHIF) for Diagnostic test	0	5	3	2	3	3	2	3	21
4 Alternative Vaccine Delivery (Provision of Volunteers for transportation of Vaccine carrier from ILR points to session sites on Immunization Day)	1	6	3	2	3	3	3	4	25
5 spotum Transportation to Designated Microscopic Centers	1	3	1	1	1	1	2	1	11
6 Supply of Hospital Diet	1	6	3	3	4	3	3	2	25
7 Management of Help Desk at DHH/SDH Level Institutions	0	0	0	0	0	0	0	0	0
8 Supply of Masks at the Village level out of GKS Funds	0	0	0	0	0	0	0	0	0
9 Suply of sanitary pads at Public Health Facilities for the use of MTP and Delivery cases of out of RKS Funds	0	0	0	0	0	0	0	0	0
10 Management of Dead Body Carrier (Mahaprayan Vehicle)	0	0	0	0	0	0	0	0	0
11 Management of Attendant Rest shed at DHH & SDH Level through RKS	0	0	0	0	0	0	0	0	0
12 Operationalisation of Vending Kiosks/Canteens etc through RKS	1	2	1	1	1	1	1	1	9
13 Management of Garden at SDh and below level through RKS	0	2	1	1	1	1	1	1	8
Total No. of SHG Engaged	4	65	37	34	44	31	28	33	276

Signature of CDM & PHO cum-DMD

20/12/21

18/11/22
11/22
11/22
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. The health sector holds tremendous prospects for SHGs to take up micro enterprise activities including providing support services and ancillary services in public health facilities.

As per the Cabinet decision to make provisioning of Government services & procurement of goods worth Rs.5000 Crore through Mission Shakti SHGs in five years, the Health & Family Welfare Department has collaborated with Mission Shakti to provide livelihood opportunity to SHGs in different health sector activities. Accordingly, various ongoing health sector activities have been identified for SHGs by the Health & Family Welfare Department in coordination with the Mission Shakti Department, which aims to cover at least 8,000 SHGs over the next 3 years.

The activities which have been identified by the Health & Family Welfare Department for preferable implementation through SHGs during the FY 2021-22 are detailed at **Annexure-I**. Number of SHGs targeted against each activity is the minimum number and more number of SHGs can be linked to these activities, basing on feasibility.

Hence, it is of utmost importance that the field functionaries of the Department of Mission Shakti shall identify suitable SHGs for the identified activities and sponsor their list to the district officials of the H & FW Department, so that these projects can be grounded. The following criteria and process may be ensured for selection of SHGs.

A. Allocation of Block wise target:

The Chief District Medical & Public Health Officer (CDM& PHO), in consultation with the PD, DRDA and DSWO will allocate the block wise targets under each Health sector activities basing on the number of SHGs and feasibility of implementation of projects in concerned blocks.

B. Process for selection of SHGs:

1. The selection of SHGs will be made for the following activities under Health sector: -
 - a. Housekeeping & Cleanliness Services at Sub-Centre level HWCs.

- b. Observation of selected Health days at village level at SC/PHC level HWCs.
- c. Sample transportation (provision of volunteers) from PHC level HWCs to nearest referral facilities (CHC/SDH/DHH) for diagnostic tests.
- d. Alternative vaccine delivery (provision of volunteers) for transportation of vaccine carrier from ILR points session sites on immunisation day).
- e. Sputum transportation (provision of volunteers) to Designated Microscopic Centres.
- f. Supply of Hospital Diet at bedded hospitals.
- g. Management of Help Desk at DHHs & SDHs.
- h. Supply of masks at the village level out of GKS funds
- i. Supply of sanitary pads at public health facilities for use of MTP and delivery cases out of RKS funds.
- j. Management of Dead Body Carrier (Mahaprayan Vehicle).
- k. Management of Attendant Rest Shed at DHH & SDH level through RKS
- l. Operationalisation of vending Kiosks/ Canteens etc. through RKS
- m. Management of Garden at SDH & below level institutions through RKS

Brief description of activities with expected number of SHGs to be involved and expected outlay per annum is attached at **Annexure-I**.

2. The Block Development Officer and CDPO along with Block Public Health Officer (BPHO)/ Medical Officer (MO)I/C and Block Programme Manager (BPM-NHM) shall give wide publicity and awareness among the SHGs on the various activities & their benefits. Mission Shakti field functionaries will facilitate awareness among the SHGs in coordination with the field functionaries of H & FW Department.
3. Notice for engagement of SHGs under health sector activities shall be invited by the DSWO basing on the block wise target & activity details to be communicated by CDM & PHO. Copy of notice will also be communicated to the CDM & PHO.
4. The Notice shall be published at the offices of the DSWO, CDPOs, BDOs, AWCs and BLF for a period of 15 days. The format for application of SHGs is enclosed herewith as **Annexure II**.
5. Block Level Selection Committee: The Block Level Selection Committee comprising of following officials is formed to examine the received application 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) - Convener
 - iii. Block Public Health Officer (BPHO) /Medical Officer (MO) I/C - Member
 - iv. Block Programme Manager (BPM-NHM) - Member

v. Block Project Coordinator & Block Project Manager, Mission Shakti – Members

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6. 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.

7. The Block Level Selection Committee shall select suitable SHGs as per criteria. An authenticated empanelled list of SHGs shall be prepared by the BLSC. The Convener of the Committee cum CDPO shall share the empanelled list of selected SHGs with the District Level Selection Committee for issue of final list of selected SHGs except for hospital diet. In case of hospital diet all applications with attached documents shall be submitted to the DSWO for scrutiny and placing before the district level committee.

8. District Level Selection Committee: The District Level Selection Committee comprising of following officials is formed to select the eligible SHGs following the SHG Selection Criteria.

- i. PD, DRDA - Chairperson
- ii. District Social Welfare Officer (DSWO) - Convener
- iii. District Public Health Officer (DPHO) - Member
- iv. District Programme Manager (DPM-NHM) - Member
- v. District Project Coordinator & District Project Manager, Mission Shakti – Members

9. The District Level Selection Committee shall nominate the list of SHGs / Federations to the Chief District Medical & Public Health Officer (CDM & PHO) for required approval and engagement subject to submission of the mandatory certificates as applicable. The Work Order shall be issued as per the panel list for all activities including hospital diets.

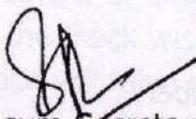
10. A copy of the finally selected list of SHGs / SHG Federations should also be submitted to the DSWO, PD, DRDA & Collector of the district for information and review of progress.

C. Monitoring:

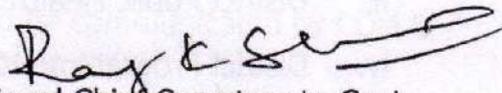
1. After issue of the go-ahead letter, the SHG will take up the activity and other infrastructure as the case may be under direct supervision and guidance of the Block Public Health Officer (BPHO) / Block Programme Manager (BPM-NHM).
2. The Block Public Health Officer (BPHO) / Block Programme Manager (BPM-NHM) will regularly inspect the activities of the SHGs. Payment to SHGs for all activities will be made by respective institutions where SHGs have been assigned the activities except payment towards alternative vaccine delivery and Mahaprayan vehicle. Payment towards alternative vaccine delivery will be made at BPMU level and management cost towards Mahaprayan vehicle will be made at district level. District shall specify detailed payment mechanism in Work Order.
3. As all the identified activities are ongoing schemes, detailed guidelines of each scheme are already available with districts. However, for the identified activities, if eligible SHGs are available, they will be given first preference for award of work. Due care may be taken for selection of SHGs and only in exceptional circumstances, where no suitable SHG is available, then other agencies can be considered for the task. For SHGs, there is a relaxation in eligibility criteria as detailed in **Annexure-1A**. The relevant existing guideline are being modified accordingly.

It is therefore requested that the matter regarding the selection of suitable SHGs, and issue of Work Order to the SHGs, may be periodically reviewed with PD, DRDA, DSWO and Chief District Medical & Public Health Officer (CDM & PHO). A monthly Report on the activities of the H&FW Department entrusted to SHGs should be submitted to H&FW Department with a copy to Mission Shakti Department by the 7th of every month in the format enclosed at **Annexure-IV**.

Yours faithfully,



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



Additional Chief Secretary to Govt.,
Health & FW Department

Specific Eligibility Criteria for SHGs:

Sl. No	Name of the Activities	Eligibility criteria for other than SHG	Eligibility criteria for SHGs
1	Housekeeping & Cleanliness Services at Sub-Centre level HWCs	<p>SC-HWC has to initiate process for engagement of individual/ organization through transparent selection procedure for housekeeping selection through following ways:</p> <ul style="list-style-type: none"> • Sensitize ASHAs in sector meeting regarding scope of housekeeping services at SC-HWC & selection process. • ASHA has to collect application from interested individuals / organization for the task. • Due processing of the application will be done at SC level in presence of JAS / GKS of SC head quarter. • Factor like distance of proposed service providers / individual from SC-HWC, willingness to work, similar work experience, good conduct etc. has to be taken into consideration while selecting individual/ organization for the task. 	<ul style="list-style-type: none"> • SHGs may be selected by the block level selection committee constituted for selection of SHGs for engagement under health sector activities.
2	Observation of selected Health days at village level at SC/PHC level HWCs.	<ul style="list-style-type: none"> • Implemented directly by respective public health facilities 	<ul style="list-style-type: none"> • SHGs may be selected by the block level selection committee constituted for selection of SHGs for engagement under health sector activities.
3	Sample transportation from PHC HWCs to nearest referral facilities (CHC/ SDH/ DHH) for diagnostic tests.	<ul style="list-style-type: none"> • Implemented by the respective facilities through providing incentives to existing staff or mobilizing volunteers. 	<ul style="list-style-type: none"> • SHGs may be selected by the block level selection committee constituted for selection of SHGs for engagement under health sector activities.
4	Alternative vaccine delivery (provision of volunteers for transportation of vaccine carrier from ILR points to session sites on immunisation day).	<ul style="list-style-type: none"> • Mobilization of local volunteers NGOs/SHGs having own transport system /transport agencies/local autos/taxi are entrusted task by the Block CHC. 	<ul style="list-style-type: none"> • SHGs may be selected by the block level selection committee constituted for selection of SHGs for engagement under health sector activities.
5	Sputum transportation to Designated Microscopic Centres.	<ul style="list-style-type: none"> • Mobilization of local volunteers who are willing and having own transport system are entrusted task by the Block CHC. • Curriers services 	<ul style="list-style-type: none"> • SHGs may be selected by the block level selection committee constituted for selection of SHGs for engagement under health sector activities.
6	Supply of hospital diet	<ul style="list-style-type: none"> • The bidder must be registered in India as a Company / Firm / Society / Trust OR SHG / SHG Federation and must have registration certificate under relevant Act / Rule of the State or Central Government. • The bidder must have a registered / operating office in Odisha. • The bidder must have minimum 3 years experience in diet preparation, supply& management of diet services in Government or Pvt. Health Institutions / Other Govt. Institutions. The bidder shall furnish the details of the past performance in the required format (Form T5) supported with the work order / contract copies. • For DHH / SDH : The bidder applying for 	<ul style="list-style-type: none"> • Notice shall be invited from SHGs / Federations for Hospital Diet Management with wide publication. <p>1. The Hospital diet management will be assigned to most suitable SHG/Federation nominated by the district level Committee headed by the Collector of the district.</p> <p>2. While nominating the SHGs/Federation, the district level Committee shall give due regard to the fulfilment of eligibility requirement and the suitability &</p>

		<p>DHH / SDH must have minimum average annual turnover of Rs.1 Crore per year during the last three financial years (2016-17, 2017-18, and 2018-19).</p> <ul style="list-style-type: none"> • For CHC: The bidder applying for CHC must have minimum average annual turnover of Rs.50 Lakhs per year during the last three financial years (2016-17, 2017-18, and 2018-19). • The bidder has to furnish the details of their annual turnover certified by a chartered accountant in the required format (Form T4) supported by audited Profit / Loss Statement. • The Bidder must have valid labour registration certificate. 	<p>competency of SHG/Federation.</p> <p>3.. Eligibility requirement should be considered by the District Level Committee while selecting SHGs/Federations:</p> <ul style="list-style-type: none"> • SHG should have been undertaken any economic activity at least for one year. • SHG should have registration certificate under Food Safety Act / obtain the registration certificate before commencing the activity, as per law • Prior experience in food related activity may be preferred. <p>4.The District Level Selection Committee shall decide and prepare the empanelled list of SHGs for District Headquarter Hospital, CHCs and PHCs based on the above criteria or any other criteria that the committee may decide at district level.</p> <p>5. The Committee shall nominate the list of SHGs / Federations to the Chief District Medical & Public Health Officer (CDM & PHO) for required approval and engagement subject to submission of the certificates which are mandatory to run this enterprise.</p> <p>6. The nominated SHG/Federation should adhere to norms relating to quality hygiene, rate and supervision in preparation of diet as per the guidelines of the hospital diet vide Notification No 5056 /H dtd 22.2.2021.</p> <p>7.In case suitable SHGs are not available, open tender may be invited by the CDM & PHO with prior written approval of the Collector and under intimation to Government.</p> <p>8.The relevant portions of the existing diet guideline shall be modified to the extent to facilitate engagement of more SHGs in the process.</p> <p>9.Tagging of more SHGs / Federations may also be considered by the Committee basing on the hospital wise number of patients and diet management.</p>
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7	Management of Help Desk at DHH & SDH level institutions	<ul style="list-style-type: none"> • Should be registered in India as a Company, Firm, Society or a Trust • Consortium is not allowed. • Should not be blacklisted by any Government entity in India within the last three years • Should have an average Annual Turnover of Rs. 20 Lakhs or more during the last three financial years • Should have successfully implemented at least one project in the areas of call centre / helpdesk operation / BPO Services / Data Processing Services in last three years in Odisha. 	<ul style="list-style-type: none"> • Willing and capable SHGs should be selected by the block level selection committee constituted for selection of SHGs for engagement under health sector activities .
8	Supply of masks at the village level out of GKS funds	<ul style="list-style-type: none"> • Direct purchased by GKS from open market 	<ul style="list-style-type: none"> • SHGs producing Masks may be selected by the block level selection committee constituted for selection of SHGs for engagement under health sector activities.
9	Supply of sanitary Pads at public health facilities for use of MTP and delivery cases out of RKS funds.	<ul style="list-style-type: none"> • Supplied by OSMCL 	<ul style="list-style-type: none"> • SHGs producing Sanitary Pads may be selected by the block level selection committee constituted for selection of SHGs for engagement under health sector activities.
10	Management of dead Body Carrier (Mahaprayan Vehicle)	<p>a) Model I: Government Mahaprayan Vehicles or any other Government Vehicles provided by the District Administration.</p> <ul style="list-style-type: none"> - Open tender process: Lowest monthly fixed cost quoted by the bidder is selected as the service providers and price is inclusive of engagement of driver, maintenance and overheads, however fuel cost shall be paid as per actual KM travelled in month. <p>b) Model II: DBC vehicles to be provided by the Service Provider.</p> <ul style="list-style-type: none"> - Open tender process: Lowest per KM price quoted by the bidder is selected as the service providers and price is inclusive of provision of vehicle with driver, fuel cost, overhead etc. 	<ul style="list-style-type: none"> • To operate the scheme in an assured & reliable mode, the avenues for operating the DBCs through local SHGs / SHG Federations shall be explored first. • The DBCs can be operated by SHGs / SHG Federations by using Government Mahaprayan Vehicles or any other Government Vehicles provided by the District Administration • One or more SHGs / SHG Federations, as decided by the District Mahaprayan Committee, may be empanelled for providing DBC service in the district. • The District Mahaprayan Committee shall finalize the Fixed Cost and the Variable Cost (Mileage of the Vehicles) within the maximum ceiling cost fixed by the GA & PG Department. • The selection of SHGs / SHG Federations shall be made through a process to be defined by Mission Shakti, W & CD Department.
11	Management of Attendant Rest Shed at DHH & SDH level through RKS	<ul style="list-style-type: none"> • Managed by respective RKS 	<ul style="list-style-type: none"> • SHGs may be selected by the block level selection committee constituted for selection of SHGs for engagement under health sector activities.
12	Operationalisation of vending Kiosks/ Canteens etc. through RKS	<ul style="list-style-type: none"> • Managed by respective RKS 	<ul style="list-style-type: none"> • SHGs may be selected by the block level selection committee constituted for selection of SHGs for engagement under health sector activities.
13	Management of Garden at SDH & below level institutions through RKS	<ul style="list-style-type: none"> • Managed by respective RKS 	<ul style="list-style-type: none"> • SHGs may be selected by the block level selection committee constituted for selection of SHGs for engagement under health sector activities.

Format

Notice for the 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 where the activity will be taken up: _____
6. Whether the SHG _____(Yes/ No):
 If Yes, please mention the details:
7. Whether the SHG has _____(Yes/ No):
8. Bank and Branch Name: _____
9. 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. In case of supply of hospital diet activity - If SHG is registered under Food Safety Act, copy of the said certificate to be enclosed. Moreover, Prior experience in food service management to be indicated.
11. Details of tailoring unit/ Sanitary napkin making unit & experience shall be mentioned for supply of masks and sanitary napkins.
13. Contact No: _____
14. 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 application from _____ SHG, Village _____, on date
_____ for the activity '.....':

Signature of the CDPO / Authorised Signatory

Date: