



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

Phone No. 06815-222025

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



Notice for Inviting Expression for selection of SHG for management of Housekeeping and Watch & ward services in secondary schools under School & Mass Education Department

Letter No.: - 240 /SW

Date: - 04.02.2023

Interested WSHG/Federation 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 along with application form (enclosed as Annexure-II) within 15 (fifteen) days of this advertisement i.e. by 20.02.2023 towards management of Housekeeping and Watch & ward services in secondary schools **under School and Mass Education Department**. SHGs should be from the same GP as per the location of the school where they propose to take up the activity. Detail Block wise school list is enclosed in Annexure-I.

Sl. No.	Name of the School	Address of the School	Proposed Engagement of SHG for management of Housekeeping and Watch & ward services in secondary schools.

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: - 04.02.2023

Last date for receiving the completed applications: - 20.02.2023


District Social Welfare Officer,
Gajapati

Memo No.: - 241 /SW

Date: - 04.02.2023

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


**District Social Welfare Officer,
Gajapati**

Memo No.: - 242 /SW

Date: - 04.02.2023

Copy to District Education Officer, Gajapati for favour of information and with a request to circulate this among their block officials for selection of eligible applicant.


**District Social Welfare Officer,
Gajapati**

Memo No.: - 243 /SW

Date: - 04.02.2023

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.


**District Social Welfare Officer,
Gajapati**

Memo No.: - 244 /SW

Date: - 04.02.2023

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


**District Social Welfare Officer,
Gajapati**

**BLOCK WISE LIST OF 5T HIGH SCHOOLS FOR ENGAGEMENT OF WSHGs FOR
HOUSEKEEPING, WATCH & WARD SERVICES - 3rd Phase**

Sl. No.	Block	Name of the High School	UDISE Code	Classes from
1	2	3	4	5
1	Gosani	Govt. High School, Kantragada	21200105001	I to X
2	Gosani	Govt. High School, G.Talasing	21200111302	I to X
3	Gumma	Govt. High School, Badidi	21200202601	I to X
4	Gumma	Govt. High School, Brushava	21200205201	I to X
5	Gumma	Govt. High School, Gaiba	21200206102	I to X
6	Gumma	Govt. High School, Munising	21200210601	I to X
7	Gumma	Govt. High School, Chiparapalli	21200213102	I to X
8	Gumma	Govt. High School, Burudingi	21200217301	I to X
9	Gumma	GGHSS K.Ch. Pur (TRW)	21200207201	I to X
10	Gumma	GHS Badakalakote (TRW)	21200201001	VI to X
11	Gumma	GGHS Tipising (TRW)	21200200303	I to X
12	Gumma	GHS Bhubani (TRW)	21200203703	I to X
13	Kashinagar	Govt. High School, Vanna	21200301101	I to X
14	Kashinagar	Govt. High School, Goribandha	21200301401	I to X
15	Kashinagar	Govt. High School, Siali	21200308001	I to X
16	Kashinagar	Odisha Adarsha Vidyalaya, Allada	21200300107	VI to XII
17	Mohana	Govt. High School, Merapalli	21200436101	I to X
18	Mohana	Govt. High School Raipur	21200431501	I to X
19	Mohana	Govt. High School, Jodamba	21200415401	I to X
20	Mohana	Govt. High School, Padhigam	21200404301	I to X
21	Mohana	Govt. High School, Dambaguda	21200412001	I to X
22	Mohana	Govt. High School, Jeeranga	21200423601	I to X
23	Mohana	Govt. High School, Juba	21200425101	I to X
24	Mohana	Govt. High School, Mandimera	21200439501	I to X
25	Mohana	Govt. High School,, Toranipani	21200441201	I to X
26	Mohana	Govt. High School, Liliguda	21200443201	I to X
27	Mohana	Govt. High School, Pindiki	21200443701	I to X
28	Mohana	Govt. High School, Raipanka	21200445101	I to X
29	Mohana	GGHS, Damadua (TRW)	21200410774	VI to X

**BLOCK WISE LIST OF 5T HIGH SCHOOLS FOR ENGAGEMENT OF WSHGs FOR
HOUSEKEEPING, WATCH & WARD SERVICES - 3rd Phase**

Sl. No.	Block	Name of the High School	UDISE Code	Classes from
30	Mohana	GHS, Khani (TRW)	21200436402	I to X
31	Mohana	GGHS Antaraba (TRW)	21200401301	I to X
32	Mohana	GGHS Baghamari (TRW)	21200403902	I to X
33	Mohana	GGHS Chandragiri (TRW)	21200408801	VI to X
34	Mohana	Govt. High School Gardama	21200407272	I to X
35	Mohana	G.M. Ucha Bidyapitha, Paniganda	20200440951	VIII to X
36	Mohana	F. M Ucha Bidyalaya, Damadua	21200438275	VIII to X
37	Mohana	SMBU Vidyalaya, Karachabadi	21200426551	VIII to X
38	Mohana	Panhayat High school, Guluba	21200421671	VIII to X
39	Mohana	Nodal UP graded High School, Sikulipadar	21200447701	I to X
40	Nuagada	Govt. High School, Anuguru	21200500101	I to X
41	Nuagada	Govt. High School, Kirama	21200507201	I to X
42	Nuagada	Govt. High School, Putrupada	21200513401	I to X
43	Nuagada	GGHS N. Jhalarsing (TRW)	21200514303	VI to X
44	R.UDAYAGIRI	Govt. High School, Anagha	21200701201	I to X
45	R.UDAYAGIRI	Govt. High School, Mangarajpur	21200709301	I to X
46	R.UDAYAGIRI	Govt. High School, Tikamal	21200714901	I to X
47	R.UDAYAGIRI	Govt. High School, Subalada	21200721301	I to X
48	R.UDAYAGIRI	Govt. High School, Tabarsing	21200723001	I to X
49	R.UDAYAGIRI	GGHS Sundruba (TRW)	21200714803	VI to X
50	Rayagada	Govt. High School, Oya	21200612501	I to X
51	Rayagada	Govt. High School, Laxmipur	21200614501	I to X
52	Rayagada	GHS Laxmipur (TRW)	2120061452	VI to X
53	Rayagada	GHS Koinpur (TRW)	21200609101	VI to X
54	Rayagada	GHSS Rayagada (TRW)	21200618402	V to XII

Format for Application

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 School Where management of Housekeeping will be taken up by SHG

6. Saving Bank Account No. _____
7. Bank, Branch Name: _____
8. Funds available in the Savings Bank Account: Rs. _____
- (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) If availed Amount of total loan (in Rs.): _____
- (e) Mode of loan repayment (Regular/Irregular):
- (f) Meeting Register maintained (Yes/No)
- (g) Cash Book maintained (Yes/No)
9. Contact No: _____
10. Resolution of the SHG to take up the activity is enclosed (Yes/No):

Name & Signature of the authorised person of the WSHG

Date: _____

Acknowledgement

Received the Expression of Interest from _____ SHG, Village _____, on date
_____ for the activity titled _____ under School
and Mass Education department.

Signature of the CDPO/Authorised signatory

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.