



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 WSHG for management of Housekeeping and Watch & ward services in secondary schools under School & Mass Education Department

Letter No.: - 1959/SW

Date: - 15.12.2022

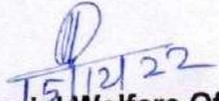
Interested WSHG/Federation having willingness and aptitude for management of Housekeeping and Watch & ward services in secondary schools are invited to submit their proposal before the concerned CDPO in the below mentioned format along with application form (enclosed as Annexure-II) within 15 (fifteen) days of this advertisement i.e. by 02.01.2023 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 and Rayagada. Application received after due date will be rejected.

Date of receipt of the applications with effect from: - 15.12.2022

Last date for receiving the completed applications: - 02.01.2023


15/12/22
District Social Welfare Officer,
Gajapati

Memo No.: - 1960/SW

Date: - 15.12.2022

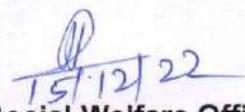
Copy to D.I.O, NIC Gajapati, Paralakhemundi for information with a request to webhost the notice.


**District Social Welfare Officer,
Gajapati**

Memo No.: - 1961 /SW

Date: - 15.12.2022

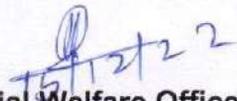
Copy to District Education Officer, Gajapati for favour of information and with a request to circulate this among their block officials for selection of eligible applicant.


**District Social Welfare Officer,
Gajapati**

Memo No.: - 1962 /SW

Date: - 15 .12.2022

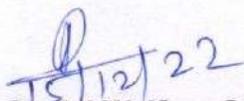
Copy to CDPO Gosani/ Gumma/ Kashinagar/Mohana/Nuagada and Rayagada of this District for information and instructed to display the notice and the format in their office and in all AWCs/Federations of their concerned block for fifteen days. The applications should be received as per the above notification 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.: - 1963 /SW

Date: - 15 .12.2022

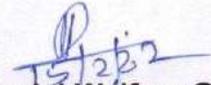
Copy to Block Development Officers of Gosani/ Gumma/ Kashinagar/Mohana/Nuagada and Rayagada of this District for favour of information and necessary action.


**District Social Welfare Officer,
Gajapati**

Memo No.: - 1964 /SW

Date: - 15 .12.2022

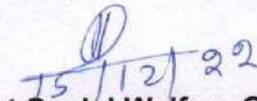
Copy submitted to PA to collector for kind information of Collector, Gajapati.


**District Social Welfare Officer,
Gajapati**

Memo No.: - 1965 /SW

Date: - 15.12.2022

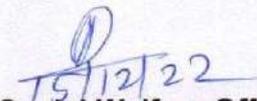
Copy submitted to CDO-cum-EO, Zilla Parishad, Gajapati for favour of kind information.


**District Social Welfare Officer,
Gajapati**

Memo No.: - 1966 /SW

Date: - 15 .12.2022

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


**District Social Welfare Officer,
Gajapati**

**BLOCK WISE LIST OF 5T HIGH SCHOOLS FOR ENGAGEMENT OF
WSHG's FOR HOUSEKEEPING, WATCH & WARD SERVICES**

Sl. No.	Block	Name of the High School	UDISE Code	Classes from
1	Gosani	Govt. S.V.T High School, Garabandha	21200103401	VI to X
2	Gosani	GOVT. T.M HIGH SCHOOL, UPPALADA	21200112072	VI to X
3	Gosani	ODISHA ADARSHA VIDYALAYA, LINGIPUR, GOSANI	21200109902	VI to XII
4	Gosani	GOVT.HIGH SCHOOL,BHUSKUDI	21200102403	I to X
5	Gosani	Govt. RCD HIGH SCHOOL, BAPUJIPENTHA	21200100105	I to X
6	Gosani	Govt. High School Deula	21200109701	I to X
7	Gosani	RAJIV MEMORIAL HIGH SCHOOL, KHARASANDA	21200107371	VIII to X
8	Gosani	RCD GIRLS HIGH SCHOOL, BAGASALA	21200101971	VIII to X
9	Paralakhemundi (MPL)	Maharajas Girls High School, Paralakhemundi	21200901001	I to X
10	Paralakhemundi (MPL)	Govt. Mahendragiri Municipal High School	21200900301	I to X
11	Paralakhemundi (MPL)	<i>M.R.Boys High School, Paralakhemundi</i>	21200901401	VI to X
12	Gumma	GOVERNMENT HIGH SCHOOL SERANGO	21200215301	I to X
13	Gumma	ODISHA ADARSHA VIDYALAYA, K.C.PUR, GUMMA	21200207403	VI to XII
14	Gumma	GOVERNMENT HIGH SCHOOL NAMANAGADA	21200212101	I to X
15	Gumma	RAJIV GANDHI MEMORIAL HIGH SCHOOL, Kujasing	21200209804	IX & X
16	Gumma	<i>Govt. High School, Gumma</i>	21200207205	I to X
17	Kashinagar	B.M.GOV. HIGH SCHOOL, KHARADA	21200304401	VI to X
18	Kashinagar	Bansadhara Govt. High School, Khandava	21200303601	IX & X
19	Kashinagar	ODISHA ADARSHA VIDYALAYA, ALLADA	21200300107	VI to XII
20	Kashinagar	GOVT HIGH SCHOOL RANIPETA	21200306602	I to X
21	Kashinagar	BIJAYANANDA HIGH SCHOOL, ALLADA	21200300105	VIII to X
22	Kashinagar NAC	Varanasi Govt. High School, Kashinagar	21200801103	I to X
23	Mohana	ODISHA ADARSHA VIDYALAYA,GUNDIMA	21200400302	VI to XII
24	Mohana	GOVT. LALBAHADUR SASTRI HIGH SCHOOL CHANDIPUT	21200407272	IX & X
25	Mohana	Govt. Boys High School, Chandragiri	21200408805	IX & X
26	Mohana	GOVT. HIGH SCHOOL GARADAMA	21200417701	I to X
27	Mohana	G.M. UCHA BIDYAPITHA, PANIGANDA	21200440951	VIII to X
28	Mohana	BIMALA GIRLS HIGH SCHOOL,MOHANA	21200438276	VIII to X
29	Mohana	F.M UCHA BIDYALAYA, DAMADUA	21200438275	VIII to X
30	Mohana	ADIVASI HIGH SCHOOL, LUHAGUDI	21200432402	VIII to X
31	Mohana	SMBU VIDYALAYA, KARACHABADI	21200426551	VIII to X
32	Mohana	PANCHAYAT HIGH SCHOOL,GULUBA	21200421671	VIII to X
33	Mohana	KHETRISAHU HIGH SCHOOL,GOVINDAPUR	21200419471	VIII to X
34	Mohana	BIBEKANANDA HIGH SCHOOL,BIRIKOTE	21200405171	VIII to X

**BLOCK WISE LIST OF 5T HIGH SCHOOLS FOR ENGAGEMENT OF
WSHG_s FOR HOUSEKEEPING, WATCH & WARD SERVICES**

Sl. No.	Block	Name of the High School	UDISE Code	Classes from
35	Mohana	ADIBASI HARIJAN HIGH SCHOOL ,ANTARABA	21200401371	VIII to X
36	Mohana	JAYABHARATI HIGH SCHOOL, ALLIGANDA	21200400951	VIII to X
37	Mohana	<i>Nodal Up Graded High School, Sikulipadar</i>	21200447701	I to X
38	Nuagada	ODISHA ADARSHA VIDYALAYA, PARIMALA, NUAGADA	21200512102	VI to XII
39	Nuagada	Govt. High School, Badapada	21200516001	IX & X
40	R.UDAYAGIRI	Govt. High School, R.Udayagiri	21200711001	IX & X
41	R.UDAYAGIRI	GOVT. HIGH SCHOOL K.M BHALIASAHI	21200700301	I to X
42	R.UDAYAGIRI	K.G. High School, Mahendragada	21200707451	VIII to X
43	Rayagada	ODISHA ADARSHA VIDYALAYA, KAITHAPADAR	21200620502	VI to XII
44	Rayagada	GOVT HIGH SCHOOL KARADASINGI	21200610705	IX & X
45	Rayagada	GOVT HIGH SCHOOL GANDAHATI	21200601701	I to X
46	Rayagada	GOVT HIGH SCHOOL DAMBAL	21200600101	I to X
47	Rayagada	GOVT HIGH SCHOOL, LOBA	21200615601	I to X
48	Rayagada	GOVT NEELAMANI HIGH SCHOOL NARAYANPUR	21200616952	I to X
49	Rayagada	GOVT. HIGH SCHOOL, JEERANGO	21200606101	I to X

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 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.