



GOVERNMENT OF ODISHA

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From

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To

All Collectors

Sub: Guidelines for selection of SHGs for supply of School Uniforms in SSD Schools

Madam/ Sir,

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 ST & SC Development, Minorities & Backward Classes Welfare Department, Odisha is operating 1734 schools with approximately 4.6 lakh ST/SC students (both boarders and day scholars) across the state.

Presently the cost towards two pairs of uniform for students studying in Std I-VIII is Rs 400 per annum. Students studying in Std IX to XII are provided with 2 pairs of uniforms annually @ Rs 1000 per child. Presently funds towards procurement of 2 pairs of uniforms per student for all the classes are placed with concerned Headmasters who procure them from the local market.

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 ST SC Development Department has collaborated with Mission Shakti to supply the required uniforms.

Coverage:

4.6 lakh students studying in 1734 SSD Schools across the state.

1. Selection and Engagement of SHGs for Supplying School Uniforms in SSD Schools

A. Selection of SHG:

- a) SHGs nominated for supplying school uniforms should be of impeccable past record both in terms of activity and financial management.
- b) SHGs fulfilling the following parameters may be considered for selection to supply school uniforms.
 - I. SHGs members preferably should have past experience in stitching dress materials and should have sewing machine / tailoring equipment.
 - II. SHGs should be willing and able to take up this activity with own savings / bank linkage.
 - III. SHGs to have an active bank account with regular monthly savings by its members.
 - IV. SHG to have regular and systematic book keeping relating to Meeting Register and updated Pass Books.

B. Process of Selection of SHG:

- a) The Block Development Officer and CDPO along with Welfare Extension Officer (WEO) shall give wide publicity and awareness among the SHGs on the proposed activity. Mission Shakti field functionaries will facilitate awareness among the SHGs in coordination with the field functionaries of SSD Department.
- b) The EoI shall be published at the offices of the PA ITDA, DSWO, DWO, DEO, BDOs, CDPOs, BEO, Special Officer (SO) - Micro Project Areas (MPAs), AWCs and BLF office for a period of 15 days. The same shall be shared with the Block Level Federation (BLF) and Gram Panchayat Level Federation (GPLF) for awareness of SHGs & the Federation. The format for Expression of Interest for SHGs is enclosed herewith as **Annexure I**.
 - I. SHGs shall apply in the prescribed form, in the office of the concerned CDPO within the scheduled time.
 - II. Block wise panel of eligible SHGs shall be maintained for uninterrupted supply.
 - III. In case no SHGs is found eligible in a particular area, viable and willing SHGs from within the block may be tagged.

- IV. In case of non-availability of a SHG the concerned Head Master can procure the same from the open market following due procedures with due approval from DWO.

C. Block Level Selection Committee: Block Level Selection Committee consisting of following officials shall examine the received Expression of Interest of SHGs. This committee shall be formed constituting the following members.

- I. Block Development Officer (BDO) - Chairperson
- II. Child Development Project Officer (CDPO) - Convener
- III. Welfare Extension Officer (WEO) - Member
- IV. Block Project Coordinator (BPC) & Block Project Manager (BPM), Mission Shakti - Member
- V. 2 Headmasters of SSD schools from the block as nominated by the WEO - Member

D. Selection of SHG by the Committee

- I. The committee shall assess school uniform requirement (Boys & Girls for Std I to Class XII)
- II. The Block Level Selection Committee shall scrutinize the proposals of SHGs. If required, the committee may conduct field visit to ascertain the eligibility of SHGs.
- III. Based on the selection criteria (**Annexure-II**) and received proposals from the SHGs, the committee shall select SHGs for supply of school uniforms and share the selected list with the Headmaster.

E. Supply Order:

- I. On selection of SHGs, Headmaster shall place supply order with a copy to WEO indicating the name of the SHGs, boys and girls (Class wise) requirement of uniforms to SSD School (Sample format enclosed as **Annexure III**).
- II. SHGs shall submit one sample uniform (boy and girl) to the Headmaster within one week of placement of supply order observing norms as specified in the supply order. The sample uniform will be accounted for in the supply of the last lot.

- III. In consultation with the SHGs concerned, a distribution schedule period shall be worked out (School wise) from the receipt of supply order so that supply of two sets of uniforms will be on time and distributed by 1st week of July.
- IV. Uniforms shall be delivered at the School point with proper receipt of the concerned Headmaster.
- V. Failure to deliver uniform as per the schedule will lead to cancellation of supply order.
- VI. In case there is shortfall of delivery by any SHG against scheduled programme as per the supply order, immediate arrangements to be made for supply through other SHGs from the panel.

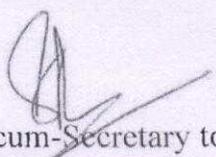
F. Settlement of Dues:

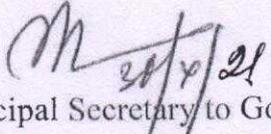
- a) Payment shall be released by the Headmaster to the SHGs only against the claim bills basing on acknowledgment receipt of delivery of school uniform
- b) The SHGs shall submit the acknowledgment Receipt of school uniform to the Headmaster (Receipt and Model Claim bill enclosed as **Annexure IV & V** respectively).
- c) Dues of the SHGs shall be settled within 15 days on receipt of claims of the SHGs. Only e-payments to be done into the accounts of SHGs for supply of school uniform. In no case, bills shall be pending beyond one month.

G. Monitoring:

WEOs and Mission Shakti functionaries shall monitor timely & uninterrupted supply of school uniform as per the schedule and settlement of claims.

Yours faithfully,


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


Principal Secretary to Govt.,
ST & SC Development Department

Format

Eol for 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. Name of village/ward where the activity will be taken up: _____
5. Whether the SHG is involved in tailoring activity (Yes/ No)-
(Self-Declaration of the SHG shall be attached)
6. Bank and Branch Name: _____
7. 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:

Acknowledgement

Received the Expression of Interest from _____ SHG, Village _____, on
date _____ for the activity 'Supply of School Uniforms for students studying
in schools run by ST & SC Development Department'.

Signature of the CDPO / Authorized Signatory
Date:

Model Supply Order

No. _____

Date:

Considering the Expression of Interest received from the SHGs / Federation, the SHG / Federation is placed with order for supply of school uniform as detailed against each @ Rs. _____ per uniform. The uniform set for boys studying in Std I-VIII shall be navy blue colour half pant / white half shirt. For girls studying in Std I to V uniform set shall be sky/navy blue colour frock. For girls studying in Std VI to VIII uniform set shall be sky/navy blue kurti and white colour chuddidar and white colour dupatta. The uniform set for boys shall be navy blue colour full pant and white colour half shirt and for girls sky/navy blue kurti and white colour chuddidar and white colour dupatta for Std IX to XII students. The uniform shall be delivered to the concerned Headmaster on proper receipt as per the scheduled period. The SHG shall deliver number of sets of school uniform as detailed at Column No. 9 of the below mentioned table to Headmasters of SSD schools as per the timeline. However, uniform should be supplied as per the measurement of the students (Boys & Girls). The progress of supply of school uniform will be verified by the ICDS / Mission Shakti functionaries. In case the SHG is lagging behind the timeline, alternative arrangement will be made.

Name of SSD School:

Name of Village/ Ward:

Name of GP/ULB :

Sl No.	No of Students in each class							Grand Total	No of sets of school uniform to be delivered(@ two sets of uniform per student)	Name of the SHG/ Federation to supply School uniform	Time lime for delivering	Contact no of SHG /Federation
	No of boys			No of girls								
	Class I to VIII	Class IX to XII	Total	Class I to VIII	Class IX to XII	Total						
1	2	3	4	5	6	7	8	9 (8*2)	10	11	12	

Class Name	No of Boys	No of Girls	Total students
I			
II			
III			
IV			
V			
VI			
VII			
VIII			
IX			
X			
XI			
XII			

On receipt of order from the Headmaster, the SHG / Federation shall deliver one sample school uniform meant for boys and girls each within one week to the concerned Headmaster on proper receipt to ascertain the quality of uniform. Thereafter the Headmaster shall issue go-head letter to the concerned SHGs subject to verification of one sample pair of uniform. The balance number of uniforms shall be delivered to concerned Headmaster on proper receipt as per the schedule date line.

Signature of the Headmaster & date

Block _____

Memo No. _____ Date. _____ Copy forwarded to the CDPO, _____

Headmaster

Signature of Headmaster & date

Memo No. _____ Date. _____ Copy forwarded to the WEO/ DWO

Headmaster

Annexure-IV

Acknowledgement Receipt of School Uniform

Name of the SSD School _____ Village: _____

Name of the Headmaster: _____

Received school uniform from the _____ SHG / Federation, _____
as detailed below on dated _____.

Item	Number of boys			Number of girls			Grand Total
	Class I to VIII	Class IX to XII	Total	Class I to VIII	Class IX to XII	Total	
No of Students							
No of school uniforms @ 2 sets of uniform per student received							

Class Name	No of Boys	No of Girls	Total students
I			
II			
III			
IV			
V			
VI			
VII			
VIII			
IX			
X			
XI			
XII			

Certified that the above school uniforms are received in good quality and in good condition.

Signature of the SHG / Federation representative
delivering school uniform

Name of the Headmaster –

Signature of Signature of the Headmaster

Name:

Date:

Note: Receipt shall be prepared in 2 copies, original copy to be given to the representative of the SHG / Federation delivering the school uniform and one copy shall be kept in the school.

Annexure-V

Bill on Supply of School Uniform

No. _____

Date. _____

- 1) Name of the SHG / Federation:
- 2) Address along with contact number:
- 3) Order No: Date:
 Order quantity in sets: (Girls) & (Boys)
- 4) Statement of supplied quantity

Sl No	Name of the SSD School	Quantity of school uniform supplied (Number of Sets)				Total	Grand Total @ 2 sets of uniform per student	Date of supply
		Boys		Girls				
		Class I - VIII	Class IX- XII	Class I - VIII	Class IX- XII			
(a)	(b)	(c)	(d)	(e)	(f)	(g) = (c) + (d) + (e) + (f)	(h) = (g) x 2	(i)

(Copy of the delivery receipts are enclosed)

- 5) Cost of uniform for Class I to VIII @Rs. _____/- per set:
- 6) Cost of uniform for class IX to XII @ Rs _____/ per set.
- 7) SHG / Federation Bank details:
 - i. Saving Bank Account Number:
 - ii. Bank Name:
 - iii. Branch Name:
 - iv. IFS Code:

Signature of SHG/ Federation representative

Name:

Date:

Note: Original copy along with delivery receipts to be submitted at the office of the Head master on proper receipt and duplicate copy along with delivery receipts to be retained for future reference.



Acknowledgement

Received the Bill bearing no _____ dated. _____, amounting to Rs _____ on
supply of school uniform from _____ SHG / Federation on dated _____.

Name of the Head master along with seal and Signature