



DISTRICT OFFICE: KENDRAPARA
(SOCIAL WELFARE SECTION)
MISSION SHAKTI

MISSION
Shakti

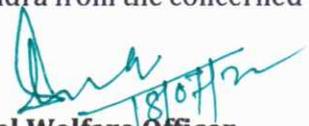
Letter. No. 307 // Date 18.07.2022

Model Advertisement for Inviting Expression of Interest for Selection Of SHGs as Village Level Entrepreneur (VLE)/ Urban Level Entrepreneur (ULE) for Setting up, operation & management of MO seba Kendra

Interested SHGs/ SHG Federation having willingness and aptitude for the setting up Mo Seba Kendra is invited to submit their proposal before the concerned CDPOs in the mentioned below format within 15 (Fifteen) days of this notice i.e. by 01.08.2022 towards setting up & management of MO Seba Kendra. SHGs should be from the same GP/ ULB where they propose to take up the activity.

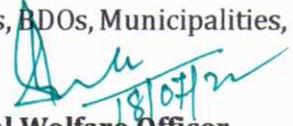
Enclosure: 1. SHG Selection Criteria (Annexure - I)
2. Application Format (Annexure - II)

NB: The applicant SHG can get the detailed information on Mo Seba Kendra from the concerned CDPO/BPC, Mission Shakti of the concerned block.


District Social Welfare Officer
Kendrapara

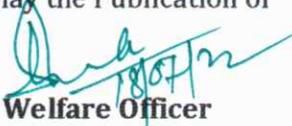
Memo No. 308 // **Dt:** 18.07.2022

Copy forwarded to all BDOs/ all CDPOs of Kendrapara District for information & they are requested to display the Publication of EOI at the offices of the CDPOs, BDOs, Municipalities, and BLFs for wide publicity.


District Social Welfare Officer
Kendrapara

Memo No. 309 // **Dt:** 18.07.2022

Copy forwarded to the District E Governance Manager, Kendrapara, District Coordinator of Service centre agency, Kendrapara for information & requested to display the Publication of EOI in the Office notice board for wide publicity.


District Social Welfare Officer
Kendrapara

Memo No. 310 // **Dt:** 18.07.2022

Copy to NIC, Kendrapara for kind information & request to publish this EOI for minimum for 15 (Fifteen) days in District website starting On/ Before 18/07/2022 positively.


District Social Welfare Officer
Kendrapara

Criteria for selection of SHG :-

1. Must be a women SHG/ Federation.
2. Minimum one member of SHG/Federation or person (female) if engaged by the SHG must passed 10th standard (matric). (preference will be given to higher academic qualification)
3. Must be capable of operating computer / laptop/ smart phone.
4. Well conversant local language/dialect and able to read & write Odia & English.
5. Must be from same locality (GP).
6. Must not be a bank loan defaulter from any bank or federation /SHG.
7. Must have good communication skill.
8. Should have sound knowledge on cash management and recode keeping.
9. Must have KYC documents like Aadhar /Voter ID/PAN.
10. Must have ability to deposit the security amount of Rs. 5000/- for G2C services and Rs. 7,700 for B2C services with the Service Centre Agency (SCA).

Minimum Infrastructure requirement to establish MO Seba Kendra:-

1. Office Space: Pucca house of minimum 1000 to 150sq ft
2. Desktop computer / Laptop Lastest generation
3. Printer Dot Matrix / Laserjet (B & W)/Inkjet/ Laserjet (Colour)/ Scanner
4. UPS/ Inverter 1 KV/ 2 KV / 3 KV (as per the load)
5. Finger printer Scanner UIDAI RD Complaint device
6. Connectivity- Broadband(Minimum 512 kbps)

List of Documents to be submitted along with application form:-

1. Xerox copy of 1st resolution of SHG.
2. Xerox copy of Last resolution of SHG.
3. Xerox copy of front page of bank passbook of SHG.
4. Xerox copy of updated bank passbook of SHG.
5. Xerox copy of updated cashbook of SHG.
6. Xerox copy of updated internal lending register of SHG.
7. Xerox copy of related experience (If any).

Allocation Of Target

| SL No | Name of Block | No. of VLE at Block HQ GP Level | No. of ULE at ULB Level |
|-------|---------------|---------------------------------|-------------------------|
| 1 | Aul | 1 | |
| 2 | Derabish | 1 | |
| 3 | Garadpur | 1 | |
| 4 | Kendrapara | 1 | 1 |
| 5 | Mahakalapada | 1 | |
| 6 | Marshaghai | 1 | |
| 7 | Pattamundai | 1 | 1 |
| 8 | Rajkanika | 1 | |
| 9 | Rajnagar | 1 | |


District Social Welfare Officer
Kendrapara

Format

1. Name of the SHG : _____
2. SHG Address:
Village. _____, Post Office. _____
GP/ Ward. _____, Block/ULB. _____
District. _____, Pin. _____
ICDS Project. _____
3. Year of Formation: _____
4. Present livelihood activities undertaking: _____
5. Name of GP/ward where the activity will be taken up: _____
6. Whether the SHG or its members has/have undergone Computer training and its skill on Corresponding Livelihood activity(Yes/No) or any other;
If Yes, Please mention the Details:
7. Whether the SHG has sound knowledge on cash management & record keeping (Yes/ No)
8. Bank and Branch Name: _____
9. Funds available in the saving bank Account: _____
 - 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):
10. Contact No: _____, Email ID _____
11. Resolution of the SHG to take up the activity is enclosed (Yes/No):
12. Ability to invest for the operation the MSK (Mo Seba Kendra) (Yes/No):
13. Manage permanent space for operation the MSK (Mo Seba Kendra) (Yes/No):
14. Whether SHG member (Whose Education qualification mentioned) has KYC documents like Aadhar Card/ Voter ID (Yes/No)
(Photocopy of KYC document is to be attached)
15. Whether SHG has PAN Card(Yes/No)

16. Educational Qualification of SHG Member

| | | | | | |
|-----|--|--------------------|------|-------|-------|
| i | Name of the SHG Member | | | | |
| ii | Minimum matric pass (10 th) Yes/No | | | | |
| iii | Higher education if any (intermediate/ Degree /Master Degree/ Others) (Required document to be attached) | | | | |
| iv | Computer Literate (Yes/No) | | | | |
| v | Computer literate Certificate if any (DCA/PGDCA/Other) | | | | |
| vi | Able to operate Computer/Laptop/Smart phone (Yes/No) | | | | |
| vii | Language Known(Tick the appropriate) | | Read | Write | Speak |
| | | Odiya | | | |
| | | English | | | |
| | | Hindi | | | |
| | | Other (Specify) | | | |

**Name & Signature of the Authorised Person of the SHG
Date:**

Acknowledgement

Received the Expression of Interest from _____ SHG, Village:
_____, on date _____ for the scheme titled _____.

**Signature of the CDPO/ Authorised Signatory
Date**