



**DISTRICT OFFICE: KENDRAPARA  
(MISSION SHAKTI SECTION)**

MISSION  
**Shakti**

Letter. No. 194 // Date 20/02/26

**Model Advertisement for Inviting Expression of Interest for Selection of SHG  
Management of Housekeeping and Watch & Ward Services in Secondary  
Schools under School & Mass Education Department**

Interested SHGs / SHG Federations having willingness and aptitude for Management of Housekeeping and Watch & Ward Services in Secondary Schools are invited to submit their proposals before concerned CDPOs in the mentioned below format within 15 days of this advertisement i.e., by ~~06.03.26~~ towards management of Housekeeping and Watch & Ward Services in Secondary Schools. Preferably SHGs should be from the same village/ any of the adjoining village under the same GP as per the location of the schools where they proposed to take up the activity.

**Enclosure:**

1. SHG Selection Eligibility Criteria (Annexure- I)
2. Application Format (Annexure - II)
3. List of the 5T School (Annexure-III)

NB :- The applicant SHG can get the detail information from the concerned CDPO/ BEO/ BPC/ BPM, Mission Shakti of the concerned Block.

*Jsh*  
*20.2.26*  
for District Social Welfare Officer  
District Social Welfare Officer,  
Kendrapara

Memo No. 195 // Dt: 20/02/26

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

*Jsh*  
*20.2.26*  
for District Social Welfare Officer  
District Social Welfare Officer,  
Kendrapara

Memo No. 196 // Dt: 20/02/26

Copy forwarded to DEO, Kendrapara for information & requested to display the publication of EOI in the Office Notice Board for wide publicity.

*Jsh*  
*20.2.26*  
for District Social Welfare Officer  
District Social Welfare Officer,  
Kendrapara



Memo No. 197 // Dt: 20/02/26

Copy to District e-Governance Manager (DeGM), Collectorate, Kendrapara for kind information & request to publish this EOI for minimum 15 (Fifteen) days in District Website starting on/ Before 06.03.2026 positively.

*[Signature]*  
20-2-26  
for District Social Welfare Officer  
District Social Welfare Officer,  
Kendrapara

Memo No. 198 // Dt: 20/02/26

Copy to CDO-cum-EO, Zillaparishad, Kendrapara for kind information.

*[Signature]*  
20-2-26  
for District Social Welfare Officer  
District Social Welfare Officer,  
Kendrapara

Memo No. 199 // Dt: 20/02/26

Copy to P.A. to Collector, Kendrapara for kind information of Collector, Kendrapara.

*[Signature]*  
20-2-26  
for District Social Welfare Officer  
District Social Welfare Officer,  
Kendrapara

**Criteria for selection of SHG :-**

1. SHGs shall include SHG Federation.
2. 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.
3. SHGs fulfilling the following parameter 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 selection the group/federation, due care shall be taken to assess their financial position & commitment to manage housekeeping and watch & ward services in schools.

*12/05/26*  
for District Social Welfare Officer,  
District Social Welfare Officer,  
Kendrapara  
Kendrapara

**Application Form**

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 School where management of Housekeeping will be taken up by SHG  
: \_\_\_\_\_
6. Saving Bank Account Number: \_\_\_\_\_
7. Bank and Branch Name: \_\_\_\_\_
8. 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) If availed, Amount of total loan (in Rs)  
e) Amount of Loan repaid (in Rs)  
f) Mode of Loan Repayment (Regular/Irregular):  
g) Meeting Register Maintained (Yes/No):  
h) 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  
SHG Date:**

**Acknowledgement**

Received the Expression of Interest from \_\_\_\_\_ SHG,  
\_\_\_\_\_ Village on date \_\_\_\_\_ for the  
activity \_\_\_\_\_.

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



Annexure- III

Sl. No.	Name of the Block	Name of the School
1	MAHAKALAPADA	NIGAMANANDA HIGH SCHOOL, RAHAMA

*Jah*  
*505.26*  
for District Social Welfare Officer  
District Social Welfare Officer,  
Kendrapada  
Kendrapara