



**GOVERNMENT OF ODISHA  
FISHERIES & ARD DEPARTMENT**

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No. 11264 / FARD, Dt. 08.09.2021  
FY 21-FARD-MC-PRG-0003-2018

From

**Smt. Sujata R. Karthikeyan, IAS**  
Commissioner-cum-Secretary,  
Mission Shakti Department

**Shri R. Raghu Prasad, IFS**  
Commissioner-cum-Secretary,  
Fisheries & ARD Department

To

**All Collectors**

Madam/ Sir,

As you are aware, the 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. Fisheries and Animal Husbandry sectors hold tremendous prospects for SHGs to take up micro enterprise activities including poultry, goat rearing, pisciculture etc. Accordingly, various tailor-made Fisheries and Animal Husbandry schemes are being rolled out by the Fisheries & Animal Resources Development (F&ARD) Department in coordination with the Mission Shakti Department, which aims to cover around 30,000 SHGs over the next 3 years.

The schemes which are being rolled out by the Fisheries & Animal Resources Development Department during the FY 2021-22 are detailed at **Annexure-I**. Number of SHGs targeted against each scheme is only minimal and notional and more number of SHGs can be linked to these schemes, basing on feasibility.

Hence, it is of utmost importance that the field functionaries of the Department of Mission Shakti identify the suitable SHGs for various schemes and sponsor their list to the district officials of the F&ARD Department, so that these projects can be grounded by March 2022. Following criteria and process may be ensured for selection of SHGs.

### **Allocation of block wise target**

1. The Chief District Veterinary Officer (CDVO)/ District Fisheries Officer (DFO) in coordination with the PD, DRDA and DSWO will allocate the block wise targets under each Animal Husbandry / Fisheries sector schemes basing on the number of SHGs and feasibility of implementation of projects in concerned blocks.

### **Process for selection of SHGs**

1. The Block Development Officer and CDPO along with Block Veterinary Officer (BVO)/ Assistant Fisheries Officer (AFO) shall give wide publicity and awareness among the SHGs on various schemes & its benefits. Mission Shakti field functionaries will facilitate awareness among the SHGs in coordination with the field functionaries of F&ARD Department.
2. Expressions of Interest (EoI) for engagement of SHGs under fisheries and animal husbandry schemes shall be invited by the DSWO basing on the block wise target & scheme details to be communicated by Chief District Veterinary Officer (CDVO) / District Fisheries Officer (DFO). Copy of EoI will be also be communicated to the CDVO / DFO.
3. The EoI shall be published at the offices of the DSWO, CDPOs, BDOs, AWCs and BLF for a period of 15 days. The format for Expression of Interest for SHGs is enclosed herewith as **Annexure II**.
4. Block Level Selection Committee: The Block Level Selection Committee comprising of following officials is formed to examine the received Expressions of Interests of SHGs and select the eligible SHGs following the SHG Selection Criteria. The format is annexed as **Annexure III**.
  - i. Block Development Officer (BDO) - Chairperson
  - ii. Child Development Project Officer (CDPO) - Convener
  - iii. Block Veterinary Officer (BVO)/ Assistant Fisheries Officer (AFO) - Member
  - iv. Block Project Coordinator & Block Project Manager, Mission Shakti - Members
5. Criteria for identification and selection of SHGs / SHG Federations:
  - i. SHGs for these proposed interventions include SHG Federations.
  - ii. SHG must have completed two years from the date of formation.
  - iii. SHG should belong to the same GP where they propose to take up the activity.
  - iv. SHG must have an active Bank account.
  - v. SHG must not be a bank loan defaulter.

- vi. SHG must have undertaken regular and systematic book keeping including maintenance of meeting register, cash book, updated pass book among others.
- vii. SHGs undergone training at Krishi Vigyan Kendras (KVKs) or by FARD Department on corresponding livelihood activities (Fisheries & Animal husbandry) will be given preference from among the applicant SHGs/Federations.
- viii. SHGs allotted with GP tanks and not covered so far should be given preference.

The Committee will scrutinize the EoIs based on the SHG Selection Criteria and select the empaneled list of SHGs considering the targets.

6. Block Level Inspection Teams: The Block Level Inspection Teams are formed consisting of the following members to undertake a joint verification of the proposed sites of the shortlisted SHGs for setting up of the Animal Husbandry/ Fisheries unit.

**Team for Animal Husbandry Projects**

- i. BVO/AVAS - Chairman
- ii. BPC & BPM, Mission Shakti - Members
- iii. Concerned Livestock Inspector - Member

**Team for Fisheries sector Projects**

- i. AFO - Chairman
- ii. BPC & BPM, Mission Shakti - Members
- iii. Senior Fisheries Technical Assistant/ Junior Fisheries Technical Assistant - Member

7. The Block Level Inspection Team will inspect the proposed unit sites and take geo tagged photographs (minimum 4 photos from all angles of the site) at the time of joint inspection. The team shall submit a feasibility report along with photographs to the Convener, Block Level Selection Committee. The format of the report is annexed as **Annexure IV**.
8. The Block Level Selection Committee shall examine the Field Inspection Report and select suitable SHGs as per criteria. An authenticated empaneled list of SHGs shall be prepared by the BLSC. The Convener of the Committee cum CDPO shall share the empaneled list of selected SHGs with the block & district level officials of F&ARD Department for issue of Go-ahead letter to the SHGs. The Go-ahead letter shall be issued as per the panel list. A copy should also be submitted to the DSWO, PD, DRDA & Collector of the district for information and review of progress.

9. After issue of the go-ahead letter, the SHG will construct /develop the Animal Husbandry/ Fishery unit and other infrastructure as the case may be under direct supervision and guidance of the block level fisheries / veterinary officers.
10. On completion of the construction / development of the project sites, the Block Level Inspection Team will inspect the units within 2 weeks and take a geo-tagged photograph of the completed unit. Since the construction / development of project site by the SHG will be under direct supervision of Block Level Fisheries / Veterinary officer, concerned officer shall fix up the date of visit of the team.
11. The BVO / AFO on behalf of the Block Level Inspection Team will submit the completion report of the unit enclosing the geo-tagged photograph to the CDVO / District Fisheries Officer for release of subsidy through the bank account of the SHGs. The format of the report is annexed as **Annexure V**.
12. Back ended subsidy shall be released in installments, so that the SHG need not invest the full cost upfront. F&ARD Department will communicate separately the different stages of progress of each scheme (Animal husbandry / Fisheries) and release of amount of subsidy after the corresponding stages of progress. Both the field functionaries of Mission Shakti & F&ARD Department will facilitate for on time release of subsidy.

The detailed guidelines of each scheme will be communicated separately by the Fisheries & Animal Resources Development (F&ARD) Department. It is requested that the matter regarding the selection of suitable SHGs, issue of Go-ahead letters to the SHGs, release of subsidy may be periodically reviewed with PD, DRDA, DSWO, Chief District Veterinary Officers and District Fisheries Officers.

Yours faithfully,



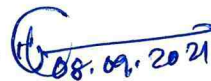
Commissioner-cum-Secretary to Govt.,  
Mission Shakti Department



Commissioner-cum-Secretary to Govt.,  
Fisheries & ARD Department

**Memo No. 11265 / FARD, Dated the 8<sup>th</sup> September, 2021**

Copy along with copy of enclosures forwarded to the P.S. to Commissioner-cum-Secretary to Government, Mission Shakti Department for kind information of Commissioner-cum-Secretary.

  
08.09.2021

Special Secretary to Government

**Memo No. 11266 / FARD, Dated the 8<sup>th</sup> September, 2021**

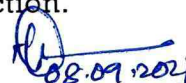
Copy along with copy of enclosures forwarded to the Director of Fisheries, Odisha, Cuttack / Director of AH&VS, Odisha, Cuttack for information and necessary action.

  
08.09.2021

Special Secretary to Government

**Memo No. 11267 / FARD, Dated the 8<sup>th</sup> September, 2021**

Copy along with copy of enclosures forwarded to the Project Director, DRDA of all Districts for information and necessary action.

  
08.09.2021

Special Secretary to Government

**Memo No. 11268 / FARD, Dated the 8<sup>th</sup> September, 2021**

Copy along with copy of enclosures forwarded to all Chief District Veterinary Officers / Deputy Director of Fisheries / District Fisheries Officers for information and necessary action.

  
08.09.2021

Special Secretary to Government

**Memo No. 11269 / FARD, Dated the 8<sup>th</sup> September, 2021**

Copy along with copy of enclosures forwarded to all District Social Welfare Officers for information and necessary action.

  
08.09.2021

Special Secretary to Government

**Memo No. 11270 / FARD, Dated the 8<sup>th</sup> September, 2021**

Copy along with copy of enclosures forwarded to the Additional Secretary (Veterinary Plan) / Under Secretary (Fishery Plan) of Fisheries & ARD Department for information and necessary action.

  
08.09.2021

Special Secretary to Government

**Memo No. 11271 / FARD, Dated the 8<sup>th</sup> September, 2021**

Copy along with copy of enclosures forwarded to the OSD (Veterinary Plan) / OSD (Fishery Plan) of Fisheries & ARD Department for information and necessary action.

  
08.09.2021

Special Secretary to Government

**Annexure: I****Schemes being rolled out for SHGs by the Fisheries & Animal Resources Development Department during the FY 2021-22****Fishery Sector**

| <b>Sl. No</b> | <b>Name of the Scheme</b>                                                                   | <b>No. of units/ area</b> | <b>No. of WSHGs to be covered</b> | <b>Subsidy Outlay (in Crore)</b> |
|---------------|---------------------------------------------------------------------------------------------|---------------------------|-----------------------------------|----------------------------------|
| 1             | Pisciculture in GP Tanks and Private tanks by SHGs                                          | 2200ha                    | 3000                              | 18.36                            |
| 2             | Pisciculture through Bio floc technology by SHGs                                            | 300unit                   | 300                               | 3.6                              |
| 3.            | Fish and Fish Seed production in Govt Fish farms by SHGs                                    | 20Ac                      | 20                                | 0.12                             |
| 4             | Excavation and input support for new brackish water shrimp ponds in Government Land by SHGs | 50Ac                      | 50                                | 1.20                             |
| <b>Total</b>  |                                                                                             |                           | <b>3370</b>                       | <b>23.28</b>                     |

**Animal Husbandry Sector**

| <b>Sl No</b> | <b>Name of the Scheme</b>                                     | <b>No. of units</b> | <b>No. of WSHGs to be covered</b> | <b>Subsidy Outlay (Rs in Crore)</b> |
|--------------|---------------------------------------------------------------|---------------------|-----------------------------------|-------------------------------------|
| 1            | Broiler Farming (1000 Bird Capacity) under Deep Litter System | 2000                | 2000                              | 28.80                               |
| 2            | Back yard Poultry cluster for individual SHG members          | 10,000              | 1000                              | 3.75                                |
| 3.           | Goat Rearing (30+2 unit size)                                 | 2000                | 2000                              | 23.00                               |
| 4.           | Fodder promotion in Gochar Land in convergence with MGNREGA   | 100 sites           | 100                               | 10.00                               |
| <b>Total</b> |                                                               |                     | <b>5100</b>                       | <b>65.55</b>                        |

Office of the DSWO

**Model Advertisement for inviting Expression of Interest for  
Animal Husbandry / Fisheries Scheme titled '.....'**

No: \_\_\_\_\_

Date: \_\_\_\_\_

Interested SHGs / SHG Federations having willingness and aptitude for the scheme titled..... are invited to submit their proposal before the concerned CDPO in the mentioned below format within 15 (fifteen) days of this advertisement i.e. by \_\_\_\_\_ to wards '.....' scheme. SHGs should be from the same GP where they propose to take up the activity.

Signature of the DSWO

Date:

Enclosure: SHG Selection Criteria

NB: The applicant SHG can get the detailed information on the scheme from the concerned BVO / AFO of the concerned block.

Format

1. Name of the SHG: \_\_\_\_\_
2. SHG Address: Village \_\_\_\_\_ Post \_\_\_\_\_  
Office \_\_\_\_\_ GP \_\_\_\_\_ Block \_\_\_\_\_

District \_\_\_\_\_ ICDS Project \_\_\_\_\_

PIN \_\_\_\_\_

3. Year of Formation: \_\_\_\_\_
4. Present livelihood activities undertaking: \_\_\_\_\_
5. Name of village where the activity will be taken up: \_\_\_\_\_
6. Whether the SHG has undergone training at Krishi Vigyan Kendras (KVKs) or by FARD Department on corresponding livelihood activity (Yes / No): \_\_\_\_\_

If Yes, please mention the details:

7. Whether the SHG has been allotted with GP tanks and not covered so far (Yes / No):
8. Bank and Branch Name: \_\_\_\_\_
9. 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 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:

## Annexure III

## Recommendation of Block Level Selection Committee on SHGs / SHG Federations for the scheme titled '...

| Name of the SHG | Name of Block | Name of GP | Name of Village | Date of formation | Bank Name | Branch Name | Bank Account Number | Amount of savings in Rs. | Whether Loan taken (Yes/No) | Mode of loan repayment (Regular/irregular) | Maintaining meeting Register (Yes/No) | Cash Book maintained (Yes/No) | Whether the SHG has undergone training at KVK or by FARD Department on corresponding livelihood activity (Yes / No) | Whether the SHG has been allotted with GP tanks and not covered so far (in case of Fisheries Project)(Yes / No) |
|-----------------|---------------|------------|-----------------|-------------------|-----------|-------------|---------------------|--------------------------|-----------------------------|--------------------------------------------|---------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1               | 2             | 3          | 4               | 5                 | 6         | 7           | 8                   | 9                        | 10                          | 11                                         | 12                                    | 13                            | 14                                                                                                                  | 15                                                                                                              |

Block Project Coordinator

Block Project Manager

Block Veterinary Officer / Assistant Fisheries Officer

Child Development Project Officer

Block Development Officer

**Annexure – IV****Feasibility Report by Block Level Inspection Team**

We do hereby certify that the following WSHGs proposed site for establishment of \_\_\_\_\_ units have been visited by us and found that the land records mentioned by the WSHG in their application form found to be correct. Attached Geo- tagged photographs as per guidelines.

| <b>Sl.</b> | <b>Name of the WSHG</b> | <b>Address/ Location of the unit</b> | <b>Bank finance/ Self finance / other sources</b> |
|------------|-------------------------|--------------------------------------|---------------------------------------------------|
|            |                         |                                      |                                                   |
|            |                         |                                      |                                                   |
|            |                         |                                      |                                                   |
|            |                         |                                      |                                                   |
|            |                         |                                      |                                                   |
|            |                         |                                      |                                                   |
|            |                         |                                      |                                                   |

**LI/ VT/SAVS**  
**SFTA / JFTA**

**Block Project**  
**Coordinator**  
**Mission Shakti**

**VAS/ AVAS/ BVO**  
**AFO**

## **Annexure-V**

### **Asset verification report by Block Level Inspection Team for release of Subsidy**

1. Name of the WSHG with address:
2. Name of the Block:
3. Type/ Area of the Shed / Tanks:
4. Construction as per specification: Yes/ No
5. No. of birds actually being reared on date of verification:
6. No of fingerlings released:
7. Source of Procurement of chicks/ Fingerlings with date: Attach the receipt
8. Approximate age of the birds
9. Approximate size of the fingerling:
10. Approximate quantity of feed purchased : Attach the receipt
11. Eligible amount of assistance:

Certified that the above particulars were collected at the doorstep/ project site of the WSHG during verification by the team. A geo-tagged photograph of the unit along with birds/ fingerlings / feed has been taken and enclosed for reference. The back ended subsidy may be released.

**Signature of members of WSHG**

**Signature of the Block Level  
Inspection Team**