



OFFICE OF THE  
COLLECTOR & DISTRICT MAGISTRATE, NUAPADA

[SOCIAL WELFARE SECTION]

e-MAIL : dswonawapara@nic.in

Phone No.06678-225549 / Cell Phone No.9556197203 (DSWO)



Letter No. 2218.....

Date. 17/11/2021

ADVERTISEMENT FOR INVITING EXPRESSION OF INTEREST FOR ELIGIBLE WSHG /  
FEDERATION MEMBERS TO ACT AS BUSINESS CORRESPONDENT AGENT IN  
UNBANKED/ UNDERBANKED GPs

Interested WSHGs / Federation Members having willingness and aptitude for delivery of door step financial services, are invited to submit their proposal before the concerned CDPO Nuapada, Khariar, Komna and Sinapali in the mentioned below format within 15( fifteen ) days of this advertisement i.e. by 2<sup>nd</sup> Dec.2021 up to 5.30 PM for engagement of BC in identified unbaked /underbanked GPs

Sl.No.	Name of Block	Name of the GPs
1	KHARIAR	BHULIASIKUAN
2	KHARIAR	CHANABEDA
3	KHARIAR	DOHELPADA
4	KHARIAR	GADRAMUNDA
5	KHARIAR	KHUDPEJ
6	KHARIAR	LANJI
7	KHARIAR	RISIGAON
8	KOMNA	PALSIPANI
9	KOMNA	SOSENG
10	NUAPADA	MOTANUAPADA
11	SINAPALI	BHARUAMUNDA
12	SINAPALI	GHATMAL
13	SINAPALI	GODAL
14	SINAPALI	KUSUMJORE
15	SINAPALI	NUAMALPADA

Memo No. 2219 // Date 17/11/2021 //

Copy forwarded to all Child Development Project Officer, Nuapada District for information with an instruction to display "Expression of Interest" notice in their Notice Board and in all the above Gram Panchayat Head Quarters and each Anganwadi Centres for wide circulation among all WSHGs/ Federation Members in their respective areas. It is therefore instructed to follow the instruction of Govt. issued vide letter No. 1548 Dt.18-11-2020 ,1595Dt.26-11-2020, of Commissioner- cum- Director, Directorate of Mission Shakti, Deptt. of W& CD & Mission Shakti Odisha & Letter no- 856 Dt.- 01/10/2021 from Commissioner- cum- Secretary, Deptt. Of Mission Shakti Odisha.The schedule programme for Expression of Interest for selection of Business Correspondent Agent in UNBANKED/ UNDERBANKED GPs is as follows-

Last date for submission of Application by WSHG/ Federation Members- 01-12-2021 up to 5.30 PM

Scrutiny & evaluation process and recommendation of provisional list of candidates by the Block Level committee on 2<sup>nd</sup> to 4<sup>th</sup> December-2021.

Approval of District Collector & publication of Final List of selected candidates – 06/12/2021

Memo No- 2220

Date- 17/11/2021

# District Social Welfare Officer  
Nuapada

Copy forwarded to President / Secretary of all Block level Federation for information and necessary action.

Memo No- 2221

Date- 17/11/2021

# District Social Welfare Officer  
Nuapada

Copy forwarded to Project Director, DRDA, Nuapada/ Sub- collector Nuapada./ All BDOs of Nuapada District / All Tahasildars of Nuapada District for favour of information and necessary action.

Memo No- 2222

Date- 17/11/2021

# District Social Welfare Officer  
Nuapada  
District Social Welfare Officer  
Nuapada

Copy to Office Notice Board, O/O DSWO, Nuapada/ Collectorate Nuapada.

Memo No- 2223

Date- 17/11/2021

# District Social Welfare Officer  
Nuapada  
District Social Welfare Officer  
Nuapada

Copy to D.I.O NIC, Nuapada, for favour of information and kindly upload this advertisement (E.O.I) in District website.

# District Social Welfare Officer  
Nuapada  
District Social Welfare Officer  
Nuapada

Memo No- 2224

Date- 17/11/2021

Copy to PA to Collector, Nuapada for kind information of the Collector & DM Nuapada.

# District Social Welfare Officer  
District Social Welfare Officer  
Nuapada  
17.11.21

Memo No- 2225

Date- 17/11/2021

Copy Submitted to Commissioner Cum Secretary, Deptt. Of Mission Shakti , Govt. of Odisha for kind information and necessary action. .

# District Social Welfare Officer  
District Social Welfare Officer  
Nuapada  
17.11.21



ଓଡ଼ିଶା ସରକାର  
ମିଶନ ଶକ୍ତି ବିଭାଗ

GOVERNMENT OF ODISHA  
DEPARTMENT OF MISSION SHAKTI

Lokaseva Bhavan  
Bhubaneswar - 751001  
Tel: 0674 2974093  
E-mail: missionshakti.od@gov.in,  
pmumissionshakti@gmail.com

1996  
2-11-21

File No. MS-PI-FININI-0005-2021- 856 /MS

Date: 01.10.2021

From

*M.S.*  
*DO the needful*  
*To*

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

*2-11-21*

All Collectors  
(30 Districts)

Sub: Selection of WSHG/Federation Members of Mission Shakti as Business Correspondent Agents (BCAs) under BC Model in Unbanked GPs.

Ref: i. This Department letter no. 1548 dated 18.11.2020 & 1595 dated 26.11.2020 - Guideline for Selection of WSHG/Federation Members of Mission Shakti as Business Correspondent Agents (BCAs) under BC Model.

ii. This Department letter no. 603 dated 24.03.2021 - Engagement of WSHG/Federation Members of Mission Shakti as Business Correspondent Agents (BCAs) under BC Model.

Madam/Sir,

To further the financial inclusion programme in the state, Government has decided to engage WSHGs members to act as BCAs through different banks in remaining unbanked/under banked GPs.

So far 1262 BCAs have been engaged in the state through different partnering banks. It is required to place BCAs in balance 2508 unbanked GPs. The list of balance unbanked GPs of the districts, where there is no brick & mortar bank branch, is enclosed at Annexure - I for ready reference. The district in consultation with LDM may also add or modify the GPs to the list.

Block Project Manager (BPM), OLM may be included as member in the Block Level Committee for scrutiny of applications & selection of eligible BCAs.

It is requested to select suitable & capable WSHG/Federation members latest by 25<sup>th</sup> November 2021 following the guidelines under reference as communicated earlier. A tentative timeline for completion of selection process is enclosed at Annexure - II.

Enclosure: As above

Yours faithfully,

*SRL*  
Commissioner-cum-Secretary

**Memo No. 857** Date: 01/11/2021

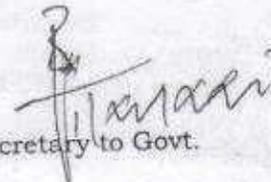
Copy along with enclosures forwarded to State Mission Director cum CEO, OLM for information and necessary action.



Joint Secretary to Govt.

**Memo No. 858** Date: 01/11/2021

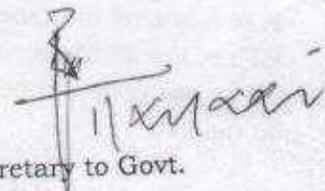
Copy along with enclosures forwarded to Director, Institutional Finance, Finance Department / Convener, SLBC for information.



Joint Secretary to Govt.

**Memo No. 859** Date: 01/10/2021

Copy along with enclosures forwarded to all PD, DRDAs and DSWOs for information and necessary action. It may be ensured that the entire process of selection to be completed by 25<sup>th</sup> November 2021 unfailingly.



Joint Secretary to Govt.

SL NO	District	Name of the Block	Name of the Grama Panchayats
2007	NAYAGARH	DASPALLA	TAKERA
2008	NAYAGARH	DASPALLA	TUMANDI
2009	NAYAGARH	KHANDAPADA	JOGIAPALLI
2010	NAYAGARH	KHANDAPADA	KIAJHAR
2011	NAYAGARH	KHANDAPADA	KUMBARAPADA
2012	NAYAGARH	KHANDAPADA	RANICHELI
2013	NAYAGARH	KHANDAPADA	SIKHARPUR
2014	NAYAGARH	NAYAGARH	BADAPANDUSAR
2015	NAYAGARH	NAYAGARH	BHATASAHU
2016	NAYAGARH	NAYAGARH	CHANDIBASTA
2017	NAYAGARH	NAYAGARH	GADADHARPRASAD
2018	NAYAGARH	NAYAGARH	KHUNTUBANDHA
2019	NAYAGARH	NAYAGARH	LENKUDIPADA
2020	NAYAGARH	NAYAGARH	SARANKUL
2021	NAYAGARH	NUAGAON	CHAHALI
2022	NAYAGARH	NUAGAON	GATERI
2023	NAYAGARH	NUAGAON	JAKEDA
2024	NAYAGARH	ODAGAON	BADAGORADA
2025	NAYAGARH	ODAGAON	BANTHAPUR
2026	NAYAGARH	ODAGAON	KORAPITHA
2027	NAYAGARH	ODAGAON	PANCHUMU
2028	NAYAGARH	ODAGAON	SOLAPATA
2029	NAYAGARH	RANPUR	BANDHAMUNDA
2030	NAYAGARH	RANPUR	CHAMPAPEDI
2031	NAYAGARH	RANPUR	HANSARA
2032	NAYAGARH	RANPUR	JANKIA
2033	NAYAGARH	RANPUR	JHADAPADA
2034	NAYAGARH	RANPUR	KANDAPARA
2035	NAYAGARH	RANPUR	KHATIA
2036	NAYAGARH	RANPUR	PATIA
2037	NAYAGARH	RANPUR	RAIPADA
2038	NAYAGARH	RANPUR	SURUKABADI
2039	NUAPADA	KHARIAR	BHULIASIKUAN
2040	NUAPADA	KHARIAR	CHANABEDA
2041	NUAPADA	KHARIAR	DOHELPADA
2042	NUAPADA	KHARIAR	GARDAMUNDA
2043	NUAPADA	KHARIAR	KHUDPEJ
2044	NUAPADA	KHARIAR	LANJI
2045	NUAPADA	KHARIAR	RISIGAON
2046	NUAPADA	KOMNA	PALSIPANI
2047	NUAPADA	KOMNA	SOSENG
2048	NUAPADA	NUAPADA	MOTANUAPADA
2049	NUAPADA	SINAPALI	BHARUAMUNDA
2050	NUAPADA	SINAPALI	GHATMAE
2051	NUAPADA	SINAPALI	GODAL
2052	NUAPADA	SINAPALI	KUSUMJORE
2053	NUAPADA	SINAPALI	NUAMALPADA
2054	PURI	ASTARANG	KORANA
2055	PURI	ASTARANG	NAIGUAN

**Tentative timeline for completion of selection process for engagement of WHG/  
Federation members as Business Correspondent Agent (BCA) in unbanked GPs.**

SI	Activity	Timeline (By)	Responsibility
1	State Level orientation to the district level officials (DPC, DPM) on selection process - Virtual Mode	2 <sup>nd</sup> Nov, 2021	Deptt. of Mission Shakti
2	District level orientation to key stakeholders (BDO, CDPO & Block/Project level Department officials) - virtual mode	3 <sup>rd</sup> Nov, 2021	PD, DRDA & DSWO
3	Block level orientation to key stakeholders (ICDS officials, Department officials & Federation Leaders)	5 <sup>th</sup> Nov, 2021	BDO & CDPO
4	Notification on Expression of Interest of Advertisement	6 <sup>th</sup> - 20 <sup>th</sup> Nov, 2021	PD, DRDA & DSWO and Concerned CDPO
5	Completion of scrutiny and evaluation process and recommendation of provisional list of candidates	22 <sup>nd</sup> - 23 <sup>rd</sup> Nov, 2021	Concerned BDO & CDPO
6	Approval of District Collector and Publication of final list of selected candidates	25 <sup>th</sup> Nov, 2021	PD, DRDA & DSWO
7	Communication to the State for tagging of WSHG/Federation members with partnering banks	25 <sup>th</sup> Nov, 2021	PD, DRDA & DSWO

**Directorate of Mission Shakti  
Department of Women & Child Development and Mission Shakti  
Government of Odisha**

\*\*\*\*\*

**No:** 1548 / (DMS) WCDMS  
WCD-MS-332-2020

**Date: 18.11.2020**

**From**

**Smt. Sujata R. Karthikeyan, IAS**  
Commissioner cum Director,  
Mission Shakti

**To**

**All Collectors**

**Sub:** Guideline for Selection of WSHG / Federation Members of Mission Shakti as Business Correspondent Agents (BCAs) under Business Correspondence (BC) Model

**Madam/Sir,**

Government has decided to involve Women SHG/Federation members in the banking sector as Business Correspondent Agents (BCAs) for last mile delivery of banking services in unbanked & under banked GPs. Directorate of Mission Shakti is in the process of tie up with different banks for engaging suitable Women SHG/federation members as Business Correspondent Agents (BCAs) for the purpose.

This initiative aims at furthering the financial inclusion efforts in Odisha using ICT-based Business Correspondence Model through community institutions such as members of the SHGs and their federations.

**2. Objective:**

The broad objective of the initiative "SHG member as BCs" is to "demonstrate the effective convergence of Financial Inclusion Strategies and the SHG Movement under Mission Shakti". The specific objectives are:

- 2.1.** Increase the outreach of banking services such as savings, deposit, withdrawal, remittances, insurance etc.

- 2.2. Improve the quality and effectiveness of the financial services in rural areas particularly for SHG members/households and the public at large.
- 2.3. Empower SHG federation and SHG members by functioning as BCA.
- 2.4. Establish a sustainable BC network to offer banking services in un/under-banked GPs in rural areas.
- 2.5. Integrate the SHG based transactions with the ICT-based Micro ATM operated by BCAs.

### **3. Identification of Unbanked / Underbanked GPs:**

List of GPs, where there is no brick & mortar bank branch, is enclosed for reference. The district in consultation with LDM may also add or modify the GPs to the list. (Enclosed here with as Annexure – A)

### **4. Selection Process**

#### **4.1. Eligibility criteria**

- 4.1.1. Must be a Woman SHG member.
- 4.1.2. Should be in the age group of 18 to 45 years.
- 4.1.3. Must have passed 10<sup>th</sup> standard (matric). (preference will be given to higher academic qualification)
- 4.1.4. Well conversant with local language/dialect and able to read & write.
- 4.1.5. Must be from the same locality (GP).
- 4.1.6. Must be capable of operating computer/laptop/smart phone or can be trained for the same.
- 4.1.7. Must have good communication skill.
- 4.1.8. Must have KYC documents like Aadhar/Voter ID, PAN.
- 4.1.9. Must have ability to deposit the security deposit of Rs. 25,000/- and to meet the cost of infrastructure like furniture, computer/laptop, internet connection, biometric devices, web Camera, Micro ATM etc. and books of record costing around Rs. 50,000/-.
- 4.1.10. Should have adequate space for operating the CSP (Customer Service Point).

4.1.11. Should not be a full time or part time employee of any Government / Non-Government organization/ Local Self – Governance body.

#### **4.2. Notification, Screening and Selection:**

4.2.1. Advertisement for engagement of WSHG/Federation members as Business Correspondent Agents (BCAs) for a period of **02** years shall be notified at the Office of the DSWO and the Offices of the concerned CDPOs and shall be displayed at concerned AWCs for a period of 15 days. It shall also be circulated to all the BLFs of the district. The format for the Advertisement is enclosed herewith as **Annexure I**.

4.2.2. The willing WSHG/Federation member shall **submit the application at the office of the CDPO**, duly filled along with supporting documents as prescribed and enclosed at **Annexure – II** within specified deadline indicated in the advertisement.

4.2.3. **Block Level Committee** - Block Level Committee consisting of following officials shall examine the received application from the members of WSHG/federation and recommend the suitable WSHGs/federation to the DSWO based on criteria detailed. (Format is enclosed as **Annexure III**)

- i. Block Development Officer (BDO) –Chairperson
- ii. Child Development Project Officer (CDPO)- Convenor
- iii. Block Mission Shakti Coordinator (BMSC)- Member
- iv. Block Project Coordinator (BPC), Mission Shakti- Member
- v. Representative of Bank– Member (from Partnering Banks)

The committee shall examine the applications and recommend the selected WSHG/Federation members to the DSWO for necessary approval of the District Collector. District Collector shall have discretion to review the recommendation and may take appropriate decision in selecting suitable WSHG/Federation member.

#### **4.3. Evaluation Process:**

4.3.1. The Block Level Committee shall check whether the candidates satisfy the eligibility criteria as detailed at sl. No. 4.1. Based on the supporting documents submitted by candidates, the eligibility of the candidate shall be evaluated.

- 4.3.2. Based on the eligibility criteria and assigned parameters, a merit list shall be prepared in the format enclosed as **Annexure IV**. Candidate who is most qualified shall be recommended for that GP to act as BCA.
- 4.3.3. In case of tie between 2 or more candidates, candidates shall be prioritized in following order.
- i. Educational Qualification (Candidates with higher education qualification)
  - ii. Age (whoever is lesser in age)
- 4.3.4. Merit list shall be displayed in CDPO office and office of the DSWO with due approval from District Collector.
- 4.3.5. Merit list will remain valid for 2 years with effect from publication of results and will be followed to fill up future vacancy on resignation / termination of selected candidates or in case additional BCA is needed for that GP.

## **5. Operation of BC:**

- 5.1.1. On approval by the District Collector, the selected SHG/Federation members shall execute an agreement as per the norms of the partnering banks for providing financial services.
- 5.1.2. The selected BCA shall not claim any employment, benefits or remuneration from partnering bank (except performance incentives/commissions) and Mission Shakti, by virtue of execution of agreement and in providing the financial services as per the agreed terms.

It is requested to initiate the process of selection of suitable SHG/Federation members in those areas to provide financial services as BCA. The process of selection may be completed within a period 30 days (as per timeline enclosed).

**Enclosure:** As above

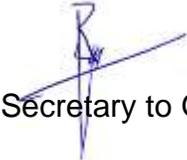
Yours faithfully,



Commissioner-cum-Director  
Mission Shakti

Memo No: 1549/DMS date:18/11/2020

Copy forwarded to the Private Secretary to Principal Secretary, W & CD and Mission Shakti Department for kind information of the Principal Secretary, W & CD and Mission Shakti, Government of Odisha.

  
Deputy Secretary to Govt.

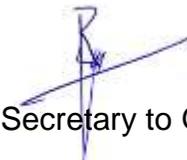
Memo No: 1550/DMS date:18/11/2020

Copy forwarded to the Private Secretary to Principal Secretary, PR & DW Department for kind information of the Principal Secretary, PR & DW, Government of Odisha.

  
Deputy Secretary to Govt.

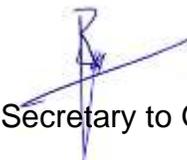
Memo No: 1551/DMS date:18/11/2020

Copy forwarded to the Director Institutional Finance, Finance Department for information.

  
Deputy Secretary to Govt.

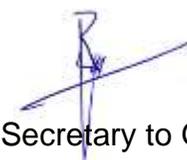
Memo No: 1552/DMS date:18/11/2020

Copy forwarded to the Convenor, SLBC Odisha for information.

  
Deputy Secretary to Govt.

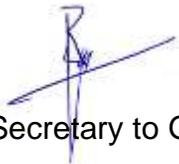
Memo No: 1553/DMS date:18/11/2020

Copy forwarded to the Controlling Heads of Partnering Banks (Odisha Gramya Bank, ICICI bank and YES Bank) for information and action.

  
Deputy Secretary to Govt.

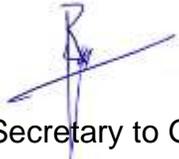
Memo No: 1554/DMS date:18/11/2020

Copy forwarded to all DSWOs for information and necessary action. They are requested to coordinate the process of identification of un/under banked GPs, selection of suitable SHG/Federation members to act as BCA, facilitate in execution of agreement with partnering banks, facilitating training & handholding support by partnering banks and Mission Shakti officials. Further, they are requested to ensure completion of different activities of selection process as per the indicated timeline. The field officials may be impressed upon to interact with the selected SHG/Federation Members at regular intervals in ascertaining the financial services provided by them.

  
Deputy Secretary to Govt.

Memo No: 1555/DMS date:18/11/2020

Copy forwarded to guard file for future reference.

  
Deputy Secretary to Govt.

**Office of the DSWO**

**Model Advertisement for inviting Expression of Interest for eligible WSHG/ Federation members to act as Business Correspondent Agent in unbanked/underbanked GPs.**

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

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

Interested WSHG/Federation Members having willingness and aptitude for delivery of door step financial services, 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 \_\_\_\_\_ for engagement of BC in identified unbanked/underbanked GPs.

Signature of the DSWO

Date:

<b>Sl.No.</b>	<b>Block</b>	<b>Name of unbanked &amp; under banked GPs</b>

**Annexure – II**

**Name of the Position: Business Correspondent Agent**

**Name of the GP applied for: \_\_\_\_\_**

Paste your recent  
passport size  
photo

SI No	Item	Particulars/ description
A.	<b>General Information:</b>	
	Name of the applicant (in Capital letter)	
	Father's / Husband's Name	
	Date of Birth (DD/MM/YYYY)	
	Name of the Domicile Village and GP	
	Contact Number (Mobile)	
	Email ID (if any)	
	Aadhar No. / Voter ID No.	
	PAN Number( If available)	
	Permanent Address for Communication	AT: Post: PS: PIN:
B	<b>SHG Member Information</b>	
	Name of the SHG	
	Date of admission to the SHG (DD/MM/YYYY)	
	Present Position held in the SHG (President/Secretary/Book keeper/Member)	
C	<b>Educational Qualification</b>	
	Minimum matric pass (10 <sup>th</sup> ) Yes/No	
	Higher education if any (intermediate/ Degree/Master Degree/Others)	
	Computer Literate (Yes/No):	

	Computer literacy Certificate if any (DCA/PGDCA/Other):																					
	Proficiency in operating Computer/laptop/Smart phone (Yes/No):																					
	Language known (tick the appropriate)	<table border="1"> <thead> <tr> <th>Language</th> <th>Read</th> <th>Write</th> <th>Speak</th> </tr> </thead> <tbody> <tr> <td>Odiya</td> <td></td> <td></td> <td></td> </tr> <tr> <td>English</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hindi</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other (specify)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Language	Read	Write	Speak	Odiya				English				Hindi				Other (specify)			
Language	Read	Write	Speak																			
Odiya																						
English																						
Hindi																						
Other (specify)																						
D	Ability to meet the cost of operation of the business like security deposit, furniture & fixture, devices etc. (Yes/No)																					
	Adequate space for operating the CSP (Customer Service Point) (Yes/No)																					
E	Year of experience working with SHG/Federation/Bank (Any work experience, training/ certificate course completed on cash management/ record keeping, management and banking etc.)																					

**Enclosure:** List of self-attested photocopies of relevant documents

SI No.	Document Name	Whether enclosed (Yes/No)
1	Matric (10 <sup>th</sup> ) Certificate	
2	Higher Education Certificate (Please specify) Intermediate (+2) Graduation (+3) Post-Graduation (PG) Any Other	
3	Aadhar with mention of concern GP / Residence Certificate / Certificate issued by Sarpanch for proof of residence	
4	Aadhar Card / Voter ID	
5	PAN Card	

6	Computer Education Certificate	
7	SHG Declaration Certificate (as to date of admission to SHG, position held etc.)	
8	Self-Declaration for proficiency in operating Computer/laptop/Smart phone	
9	Work experience as federation office bearer / executive committee member.	
10	Work experience (such as Book Keeper, Shakti Sahayika, Master trainer, SHG facilitator etc.) and training certificate (if any)	

**Declaration:**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. Further, I state that I am not currently engaged in any Government/Non-Government organization/ Local Self – Governance body as a part time /full time employee. In the event of information being found false or incorrect, or ineligibility being detected before or after the selection process, action can be taken against me.

Date:

Place: Full Signature of the Applicant

..... 

**Acknowledgement**

Received the Expression of Interest from Ms. \_\_\_\_\_,  
 \_\_\_\_\_ SHG, GP \_\_\_\_\_, on date \_\_\_\_\_ for  
 engagement as Business Correspondent Agent in identified GP.

Signature of the CDPO/ Authorised Signatory

Date:

**Provisional list of WSHG/Federation Members for engagement as BCA in  
un/underbanked GPs**

SI No	Name of the un/underbanked GPs	Provisional Rank (in order of merit)	Name of the Candidate
1		1	
		2	
		3	
		4	
2		1	
		2	
		3	
		4	

Child Development Project Officer  
Signature with date

Block Development Officer  
Signature with date

**Annexure – IV (Part A)**

**Screening, Scrutiny and Evaluation Process:**

The committee shall check whether the candidates satisfy the minimum eligibility criteria for the position applied for. Only candidates satisfying eligibility criteria shall be considered for further scrutiny process i.e allotment of weighted marks against each parameter. The minimum eligibility criteria and weighted mark sheet are given below.

SI No	Particulars	Indicator	Whether eligible	Means of verification
<b>A</b>	<b>Eligibility Criteria</b>			
1	Women WSHG Member	Yes/No		SHG Declaration Certificate
2	Age between 18 to 45 years	Yes/No		Matric Certificate/ Birth Certificate/Aadhar proof
3	Domicile GP	Yes/No		Resident Certificate / Sarpanch Certificate / Aadhar with mention of concern GP
4	Minimum Matric (10 <sup>th</sup> ) Pass	Yes/No		Matric Certificate
5	Having proficiency in operation of computer / laptop / smart phone	Yes/No		Self-declaration and Computer education certificate
6	Must have valid Aadhar/Voter ID card	Yes/No		Aadhar/Voter ID card
<b>B</b>	<b>Weightage (Qualification &amp; Experience)</b>			
	<b>Particulars</b>	<b>Maximum Marks</b>	<b>Marks secured</b>	<b>Criteria for awarding marks</b>
7	Educational Qualification	20		10 <sup>th</sup> – 5, 12 <sup>th</sup> – 10, Graduate – 15, Post Graduate – 20

8	Experience	30 (15+5+10)		<p>Experience in SHG – maximum 15 marks (1 mark for each year of membership)</p> <p>Experience in federation (As office bearer / executive committee member) – maximum 5 marks (1 mark for each year of leadership)</p> <p>Acted as Book Keeper / Shakti Sahayaika / Master Trainer / SHG facilitator –10</p>
	<b>Total Mark Secured</b> (out of total 50 marks)			

**Note:**

- i. Only candidate satisfying all parameters with Yes in the part A (SI no. 1 - 6) shall be considered for subsequent process i.e part B (SI no. 7 – 8) weightage marks. The final shortlisted candidates (in order of merit) from the same GP shall be recommended for final selection.
- ii. In case of tie between 2 or more candidates, candidates shall be prioritized in following order.
  - a. Educational Qualification (Candidates with higher education qualification)
  - b. Age (whoever is lesser in age)

**Annexure – IV (Part B)**

**Provisional Selection List for engagement of WSHG/Federation members as BCA**

Name of the Position: **Business Correspondent Agent**

Name of the GP:

SI No.	Name of the candidates (In Capital Letter)	Aadhar/Voter ID card No.	Mark secured in Weightage		Total mark secured (out of 50)	Provisional selection list (on merit basis)
			Educational qualification (20)	Experience (30)		
1	2	3	4	5	6	7

**Name and Designation of Selection Committee Member**

- 1.
- 2.
- 3.
- 4.
- 5.

**Signature of Members**

- 1.
- 2.
- 3.
- 4.
- 5.

**Tentative Time Line for completion of selection process for engagement of WSHG/Federation members as Business Correspondent Agent(BCA)**

<b>SI No.</b>	<b>Activity</b>	<b>Time line (By)</b>	<b>Responsibility</b>
1	State level orientation to the district level officials (DSWO ,DMSC & DPC) on selection process (virtual mode)	23 <sup>rd</sup> Nov 2020	SPMU
2	District level orientation to key stakeholders, CDPOs and Project officials (virtual mode)	24 <sup>th</sup> Nov 2020	DPMU
3	Block Level orientation to key stake holders, ICDS official and BLF executive members.	25 <sup>th</sup> Nov 2020	CDPO
4	Notification on Expression of Interest of advertisement	26 <sup>th</sup> Nov – 10 <sup>th</sup> Dec 2020	DSWO & concerned CDPO
5	Completion of Scrutiny and Evaluation process and recommendation of provisional list of candidates	11 <sup>th</sup> - 16 <sup>th</sup> Dec 2020	Concerned CDPO
6	Approval of District Collector and publication of final list of selected candidates	17 <sup>th</sup> Dec 2020	Concerned CDPO
7	Communication to the State for tagging of WSHG/Federation members with partnering banks	18 <sup>th</sup> Dec 2020	DSWO
8	On boarding of eligible members (training & tagging with partnering banks)	22 <sup>nd</sup> Dec 2020	DSWO & Concerned CDPO

BCA mod

Government of Odisha

Department of Women & Child Development and Mission Shakti

Directorate of Mission Shakti

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1568  
07.12.20

No: 1595 / (DMS) WCDMS  
WCD-MS-0332-2020

Date: 26.11.2020

From

**Mr. Binod Kumar Jena, OAS**

Deputy Secretary to Govt.

To

**All Collectors**

Sub: Selection of SHG/Federation member as BCA - **Clarification.**

Ref: This Directorate letter no. 1554 dated 18<sup>th</sup> November 2020 – Guideline for selection of SHG/Federation members as BCA

**Madam/Sir,**

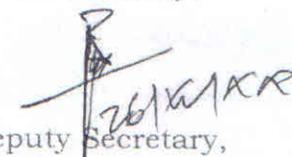
Inviting reference to the subject cited above, I am directed to bring to your notice the following clarification of the guidelines issued vide letter under reference for smooth selection of SHG/Federation members as BCA.

1. Annexure – IV (part A) – SI No. 8: The **working experience** of WSHG member mentioned in the 3<sup>rd</sup> paragraph of SI no. 8 of the guideline has been modified and hence may be read as “Work experience as Book Keeper, Shakti Sahayika, **Shakti Varta**, Master Trainer, SHG Facilitator – Maximum 10 marks” instead of “Acted as Book Keeper/ Shakti Sahayika/ Master Trainer / SHG Facilitator - 10 marks”.

2. The GPs where **WSHGs members are currently operating as BCAs** or the selection process is completed but pending for on-boarding under Odisha Livelihoods Mission, may not be included in the list of GPs for selection of SHG/Federation members for engagement as BCA under Mission Shakti BCA Programme. Necessary modification and notification if necessary shall be made.

This is for information and necessary action at your end.

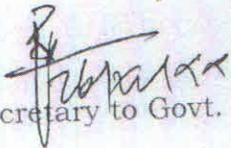
Yours faithfully,

  
Deputy Secretary,  
Mission Shakti

Directorate of Mission Shakti  
Department of Women & Child Development and Mission Shakti  
Government of Odisha

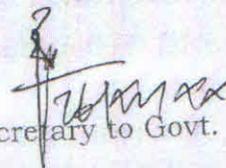
Memo No: 1596 (DMS), Dated: 26/11/2020

Copy forwarded to the Private Secretary to Principal Secretary, W & CD and Mission Shakti Department for kind information of Principal Secretary, W & CD and Mission Shakti, Government of Odisha.

  
Deputy Secretary to Govt.

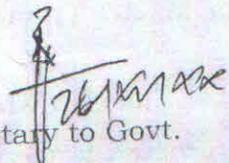
Memo No: 1597 (DMS), Dated: 26/11/2020

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Deputy Secretary to Govt.

Memo No: 1598 (DMS), Dated: 26/11/2020

Copy forwarded to Director Institutional Finance, Finance Department for information.

  
Deputy Secretary to Govt.

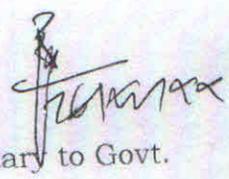
Memo No: 1599 (DMS), Dated: 26/11/2020

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Deputy Secretary to Govt.

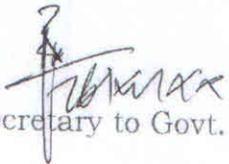
Memo No: 1600 (DMS), Dated: 26/11/2020

Copy forwarded to the Controlling Heads of Partnering Banks (Odisha Gramya Bank, ICICI bank and YES Bank) for information and action.

  
Deputy Secretary to Govt.

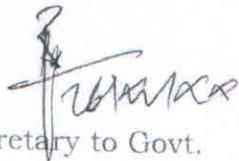
Memo No: 1601 (DMS), Dated: 26/11/2020

Copy forwarded to all DSWOs for information and necessary action.

  
Deputy Secretary to Govt.

Memo No: 1602 (DMS), Dated: 26/11/2020

Copy forwarded to guard file for future reference.

  
Deputy Secretary to Govt.

Memo No- 2330      Date- 09.12.20

copy forwarded to all CDPOs of Nuapada District for  
kind information & necessary action.

  
District Social Welfare Officer  
Nuapada