



**OPELIP**

ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME  
ST & SC Development Department  
Govt. of Odisha



**Programme Management Unit**  
TDCCOL Building, 2<sup>nd</sup> Floor, Bhoi Nagar,  
Bhubaneswar, Tel: (91) 674 – 2542709  
Email: [support@opelip.org](mailto:support@opelip.org)

Letter No.

2986

File No. 401/2022

Date. 3.09.2022

From

**Shri P. Arthanari, IFS**  
**Programme Director, OPELIP**

To

**The Special Officers of all 17MPAs**

Sub: **Joint Guideline (Department of Mission Shakti and ST & SC Development Department) on Selection of SHGs for taking different Income Generating Activities under Odisha PVTG Empowerment & livelihoods Programme (OPELIP)**

Madam/Sir,

With reference to the subject cited above, I am to inform that **Department of Mission Shakti and OPELIP under ST & SC Development Department** has developed a joint guideline **on Selection of SHGs for taking different Income Generating Activities under Odisha PVTG Empowerment & livelihoods Programme (OPELIP)**.

In this connection all are instructed to follow the guideline without any deviation at the time of beneficiary selection and roll out of SHG activities.

**Enclosed: Joint Guideline**

Yours faithfully

*P. Arthanari*  
03/09/22  
**Programme Director**

Memo no. 2987 date. 03/09/22

Copy to the Chief Functionaries of FNGOs for information and necessary action.

*P. Arthanari*  
**Programme Director**

**ST & SC Development, Minorities & Backward Classes Welfare  
Department, Government of Odisha**

No. 15135 /, Dt. 30.08.2022  
STSCD-TPR-MISC-0008-2019

From

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

**Smt. Ranjana Chopra, IAS**  
Principal Secretary  
ST & SC Development Department

To

**The Collectors**  
(Malkangiri, Nuapada, Rayagada, Mayurbhanj, Keonjhar, Kandhamal,  
Kalahandi, Gajapati, Angul, Sundargarh, Deogarh and Ganjam)

**Sub: Selection of SHGs for taking different Income Generating Activities  
under Odisha PVTG Empowerment & livelihoods Programme (OPELIP)**

Madam/ Sir,

Self-Help Groups under Mission Shakti are undertaking a wide range of economic activities and generating substantial incomes, enabling financial stability and empowerment of lakhs of women in the State. Odisha PVTG Empowerment and Livelihoods Improvement Programme (OPELIP) under the aegis of ST & SC Development Department, Government of Odisha have potential to provide livelihood opportunity to PVTG SHGs both in farm and non-farm sectors.

As per the Cabinet decision for 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 provide livelihood opportunity to SHGs in different income generating activities through Odisha PVTG Empowerment and Livelihoods Improvement Programme (OPELIP). Accordingly, various ongoing income generating activities have been identified for SHGs by the ST & SC Development Department in coordination with the Mission Shakti Department, which aims to cover 467 SHGs during the financial year 2022-23.

The activities which have been identified by the ST & SC Development Department for implementation through PVTG SHGs during the FY 2022-23 are detailed at **Annexure-I**.

Hence, it is of utmost importance that the field functionaries of the Department of Mission Shakti & OPELIP shall identify suitable SHGs for the identified activities and sponsor their list to the district officials of the ST & SC Development Department, so that these projects can be grounded. Following criteria and process may be ensured for selection of SHGs.

## 1. Allocation of Micro Project Agency (MPA)/Block wise target:

Special Officer (SO) shall communicate the detailed MPA/Block wise & activity wise target on number of PVTG SHGs to be supported along with village list of OPELIP programme area to the District Social Welfare Officer (DSWO) for the financial year 2022-23 under OPELIP, ST & SC Development Department.

## 2. Process of Selection of SHG

A. The selection of SHGs will be done for the following activities under OPELIP:

1. Goat Unit (30+2)	:	400 nos.
2. Puffed Rice	:	}
3. Rice Huller/Multi Milling Unit	:	
4. Tent House	:	
5. Leaf / Paper Plate Making Unit	:	
6. Tailoring Unit	:	
7. Catering Unit	:	67

**SHG should belong to the concerned programme area of OPELIP, where they propose to take up the activity.**

B. Expressions of Interest (EoI) for selection of SHGs for taking up different activities under OPELIP shall be invited by the DSWO basing on the MPA/Block wise target communicated by Special Officer (SO), MPA. Copy of EoI will also be communicated to the concerned SO, MPA.

C. The WEO and CDPO shall give wide publicity and awareness among the SHGs on the proposed activities in OPELIP programme village. Mission Shakti field functionaries will facilitate awareness among the SHGs in coordination with the field functionaries of ST & SC Development Department, SMSs of MPA, OPELIP and Facilitating NGOs (FNGOs) experts.

D. The EoI shall be published at the offices of the Special Officer (SO) of Micro Project Agency (MPA), DSWO, DWO, BDOs, CDPO, AWC and BLF for a period of 15 days. The Format for expression of interest for SHGs is enclosed herewith as **annexure II**.

E. **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.

- i. Block Development Officer (BDO) - Chairperson
- ii. Child Development Project Officer (CDPO) – Convener
- iii. Welfare Extension Officer- Member
- iv. Block Project Coordinator & Block Project Manager, Mission Shakti – Member

- v. Special Officer (SO) & Project Manager (PM) of OPELIP –Member
- vi. Livelihood & Rural Finance Officer (L&RFO) of FNGO – Member

#### **F. General Criteria for identification and selection of SHGs**

- i. SHG must have all PVTG members.
- ii. SHG must have completed one year from the date of formation.
- iii. SHG should belong to the villages coming under Village Development Committee (VDC) of the OPELIP Programme area of concerned G.P/ Block under MPA 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.

#### **G. Specific Criteria for particular activities**

- i. **Goat Unit (30+2):** SHG must have minimum 450 – 500 sq. ft. shed to keep Goat safe or SHG willing to construct shed from own source.
- ii. **Processing Unit (Puffed Rice):** SHG shall have enclosed shed of 10ft X 10ft X 10ft with asbestos or slab roof to keep the machinery safe.
- iii. **Processing Unit (Rice Huller/ Turmeric Milling/Oil Extraction/Honey Processing/Multi Milling Unit):** SHG shall have enclosed shed of 10ft X 10ft X 10ft with asbestos or slab roof to keep the machinery safe.
- iv. **Tent House:** SHG must have enclosed Shed of 10ft X 10ft X 10ft with asbestos or slab roof to keep the materials safe. Preference may be given to those SHG who have some knowledge or having prior experience in handling other business.
- v. **Paper Plate making Unit:** SHG must have enclosed Shed of 10ft X 10ft X 10ft with asbestos or slab roof for setting up the production unit. Preference may be given to those SHG who have electric connection or interested to connect power supply immediately.
- vi. **Tailoring unit:** Preference will be given to SHGs those have received training on tailoring.
- vii. **Catering Unit:** SHG must have enclosed Shed of 10ft X 10ft X 10ft with asbestos or slab roof to keep the materials safe. Preference may be given to those SHG who have some knowledge or having prior experience in handling other business.

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

3. The Block Level Selection Committee (**BLSC**) shall examine the received applications and select suitable SHGs as per the criteria. The BLSC shall recommend the empaneled list of SHGs as per the target following the SHG selection criteria to the concerned SO of MPA for approval.
4. Approved SHG list shall be shared by SO of MPA with the DSWO for onward communication to the concerned CDPOs and selected SHGs for taking up the activities.
5. Go-ahead letter shall be issued by SO of MPA and shared with DSWO for onward transmission to concerned CDPOs. The CDPOs will provide the Go-ahead letter to the concerned SHGs.
6. After issue of Go-ahead letter, the SHGs will take the activity and other infrastructure as the case may be under the direct supervision and guidance of officers of OPELIP.

#### **7. Training and Capacity Building:**

- i. Based on the activities identified for each SHG, a training calendar to be prepared with specific time line for addressing the capacity building needs of the SHG.
- ii. The FNGO/MPA shall organize the training programme as per the training calendar in coordination with SO of MPA & Department of Mission Shakti.
- iii. Line department officers shall be engaged for imparting training & in certain cases domain expert on different field can be hired after due consultation with MPA, OPELIP & Mission Shakti.
- iv. Training shall be organized at MPA/Block head quarter or at nearby place as per the convenience of the SHG members.
- v. SHGs will be provided hand holding support, training on different aspects based on their enterprise and above all they will be trained on Business Management & rotation of income. In specific cases, the service provider/materials provider will be entrusted to provide basic training to SHG for initiating the business.
- vi. The SMSs of MPAs, OPELIP and Experts of FNGO shall facilitate time to time inter/intra village exposure programme for the SHGs to gain technical skill & knowledge.
- vii. Apart from all OPELIP has also planned for some capacity building training programme for SHG such as Demonstration programme on Farm/Non-Farm sector, Training on preparation of Organic manure, exposure visit, training on business management, etc. in the year 2022-23.

#### **8. Funds will be released as one time grant to SHG: Fund flow mechanism (Grant in Aid):**

Special Officer (SO) of MPA, OPELIP will place the fund to the concern Village Development Committee (VDC) (VDC is the executive committee of VDA and VDA is a registered body under society act 1860) where SHG will take up the activity and VDC shall release fund to SHG to start the activity. **Funds will be placed at VDC after the case record is prepared. Once, CASE RECORD (Case Record includes Detail of beneficiary, Aadhar, Photographs, Mobile number, etc.) gets prepared by Expert from FNGO with support of**

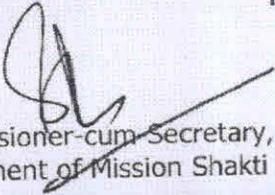
OPELIP officials within 10 days of issue of go-head letter, then fund shall be transferred to concerned SHG within one week for procuring all related materials & grounding the activity. Project Manager of MPA, OPELIP & Experts of FNGO will be responsible for verifying Case Records, ensuring timely flow of funds to SHGs & it's utilization at regular interval.

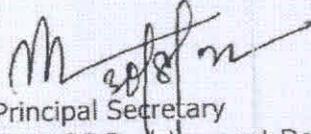
9. **MIS & Documentation:** The MIS and documentation of activities taken up under this convergence program shall be made by the Special Officer (SO), MPA as per the prescribed format.

- i. The project reporting and review mechanism including MPR, QPR reporting and review cycle to be monitored by OPELIP in coordination with Mission Shakti department. The reporting mechanism would include both program and financial monitoring of the project.
- ii. OPELIP will ensure appropriate stakeholder review meetings with participation of all partners and held regularly at MPA level in collaboration with Mission Shakti Department.
- iii. SO, MPA will share consolidated report covering progress made such as SHG engaged, Fund placed, Income Generated, etc. & activities undertaken by SHG, key learning, challenges, key achievements, outputs and outcomes of the project and future plan to the department.

The detailed guidelines of each activity will be communicated to SO, MPAs by OPELIP, ST & SC Development department. It is requested that the matter regarding the selection of SHGs, issue of approval letter/go-ahead letter to the SHGs, SHG engagement and fund released to SHGs may be periodically reviewed by District magistrate-cum- Collector with SO, MPAs.

Yours faithfully,

  
Commissioner-cum-Secretary,  
Department of Mission Shakti

  
Principal Secretary  
ST & SC Development Department

**Annexure – I**

**No. of PVTG SHG to be benefitted under livelihoods activities under grant in aid for the FY 2022-23**

Sl No.	Name of District	Name of MPA	Grant-in-Aid (No. of SHG to be benefitted)		Total No of PVTG SHG to be supported
			Goatery unit (30+2)	Income Generating Activities (Processing Unit)	
1	Sundergarh	PBDA Khuntgaon	12	0	12
2	Keonjhar	JDA Gonasika	32	2	34
		PBDA, Banspal	25	0	25
3	Angul	PBDA Jamardihi	6	2	8
4	Mayurbhanj	LDA, Morada	11	2	13
		HKMDA, Jashipur	17	13	30
5	Malkangiri	BDA, Mudulipada	25	2	27
		DDA, K.Gumma	10	5	15
6	Rayagada	DKDA, Chatikana	20	8	28
		LSDA, Putasing	28	1	29
		DKDA, Parshali	13	2	15
7	Ganjam	TDA, Tumba	26	0	26
8	Gajapati	SDA, Chandragiri	22	4	26
		LSDA, Seranga	36	11	47
9	Nuapada	CBDA, Sunabeda	13	5	18
10	Kandhamal	KKDA, Belghar	32	5	37
11	Deogarh	PBDA, Rugudakudar	14	0	14
12	Kalahandi	KKDA, Lanjigarh	42	5	47
13	Dhenkanal	JDA, Dhenkanal	12	0	12
14	Jajpur	BJDA, Sukinda	4	0	4
<b>Total</b>	<b>14</b>	<b>20</b>	<b>400</b>	<b>67</b>	<b>467</b>

## Annexure II

### Office of the DSWO

**Model Advertisement for inviting Expression of Interest for the activities such as** Goatery Unit, Broiler Unit, Back Yard Poultry, Seasonal Business, Puffed Rice Unit, Rice Huller/ Multi Milling Unit, Tent House, paper Plate Making Unit, Tailoring Unit, Catering Unit, Retail Shop & Mushroom Cultivation under "OPELIP" by ST& SC Development Department.

No: .....

Date: .....

Interested SHGs having willingness and aptitude for the following activities namely

Sl. No	Activity	Specific Criteria
1	Goatery (30+2)-	Min. 450-500 Sq.ft of Goatery shed
2	Puffed Rice	Min. size of Shed of 10'X10'X10' with roof (own or rented shed)
3	Rice Huller/Multi Milling Unit	Min. size of Shed of 10'X10'X10' with roof (own or rented shed)
4	Tent House	Min. size of Shed of 10'X10'X10' with roof (own or rented shed)
5	Paper Plate Making Unit	Min. size of Shed of 10'X10'X10' with roof (own or rented shed)
6	Tailoring Unit	Must be trained on tailoring activity.
7	Catering Unit	Min. size of Shed of 10'X10'X10' with roof (own or rented shed) with prior experience

are invited to submit their proposal before the concerned CDPO in the below mentioned format within 15 (fifteen) days of this advertisement i.e. by \_\_\_\_\_ towards \_\_\_\_\_ activity. SHGs should be from the same VDC/G.P./MPA/block where they propose to take up the activity.

Signature of the DSWO

Enclosure: SHG Selection Criteria

Date:

NB: The applicant SHG can get the detailed information on the scheme from the concerned MPA.

### Format for Application

Name of the activity: \_\_\_\_\_

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

MPA Name \_\_\_\_\_

ICDS Project \_\_\_\_\_ PIN \_\_\_\_\_

3. Year of Formation: \_\_\_\_\_  
4. Whether the SHG having all PVTG members (Yes/No): \_\_\_\_\_  
5. Present livelihood activities undertaking: \_\_\_\_\_  
6. Name of village / business area where the activity will be taken up: \_\_\_\_\_  
7. Whether the SHG has undergone training at Krishi Vigyan Kendras (KVKs) or by OPELIP (ST & SC Development Department) or any other agencies for the interested activity. (Yes / No): \_\_\_\_\_

If yes, please mention the details: \_\_\_\_\_

8. Whether the SHG fulfilling the desired criteria as mentioned to take up the activity (Yes / No): \_\_\_\_\_  
9. Savings Account Number, Bank and Branch Name: \_\_\_\_\_  
10. Funds available in the Savings Bank Account: \_\_\_\_\_

- i. Regular Saving (Yes / No)
- ii. Amount of savings (in Rs.):
- iii. Whether Loan taken (Yes / No), if yes, mention the number of times loan availed
- iv. Mode of loan repayment (Regular / irregular):
- v. Meeting Register maintained (Yes / No):
- vi. Cash Book maintained (Yes / No):

11. Contact No: \_\_\_\_\_

12. 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 \_\_\_\_\_

Signature of the CDPO / Authorized Signatory

Date:

Annexure III

Recommendation of Block Level Selection Committee on SHGs for the scheme titled " \_\_\_\_\_ "

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Name of the SHG	Name of the Block	Name of the GP	Name of the Village	Date of Formation	Bank Name	Branch Name	Bank Account Number	Amount of Savings in Rs	Whether Loan Taken (Y/N)	Mode of Loan Repayment (regular/irregular)	Maintain Meeting registrar (Yes/No)	Cash Book Maintained (Yes/No)	Whether the SHG has undergone training at Krishi Vigyan Kendras (KVKs) or by OPELIP (ST & SC Development Department) or any other agencies for the interested activity. (Yes / No):	Whether the SHG has fulfilling the desired criteria as mentioned (yes/no)	Remarks

Livelihood & Rural Finance Officer (L & RFO) of FNGO      Project Manager of MPA (OPELIP)      Block Project Coordinator (BPC) Block Project Manager (BPM)

Welfare Extension Officer (WEO)      Special Officer (SO), MPA, OPELIP      Child Development Project Officer (CDPO)      Block Development Officer (BDO)

**Annexure-IV**

**Order / go-ahead letter to SHG for different Livelihood support (IGA) under OPELIP- ST & SC Development Department**

No. \_\_\_\_\_

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

Considering the Expression of Interest received from the SHGs, following SHGs are selected for getting support for taking up different Income Generation Activities under OPELIP – ST & SC Development Department for the year 2022-23.

Sl No	Name of the SHG	Village	Block	GP	Livelihood activity (IGA) for which support will be extended

Signature of Special Officer (SO) of MPA, OPELIP