



Mo School
www.mooschool.org



Ph No 0674-2395325(O)
FAX-0674-2392721
E mail- opepaedu@yahoo.co.in

No. 2283/MSA/22 /
241 (HST) 21-1-5

Date 22/09/22 /

SHRI ANUPAM SAHA, IAS
STATE PROJECT DIRECTOR, OSEPA &
MEMBER SECRETARY, MO SCHOOL

To

All Collectors, Odisha.

Sub: Guideline for engagement of WSHGs in Secondary Schools for watch and ward and cleaning purpose.

Ref: This office letter No.1795/MSA/2022 dt.13.07.2022 and No.2222/MSA/2022 dt.07.09.2022.

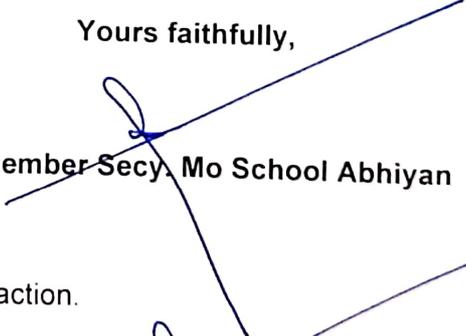
Sir / Madam,

With reference to the letter on the subject cited above, I am to say that, in the meeting on HST-5T Stabilization of Existing Interventions held on dtd.19.08.2022 under the Chairmanship of Chief Secretary, Odisha, it was decided to issue guidelines for engagement of WSHGs in schools for cleaning and watch & ward purpose. A suitable guideline for this purpose is enclosed at Annexure-A for kind implementation at school level.

You are requested to go ahead on the engagement with WSHG as per the guidelines enclosed.

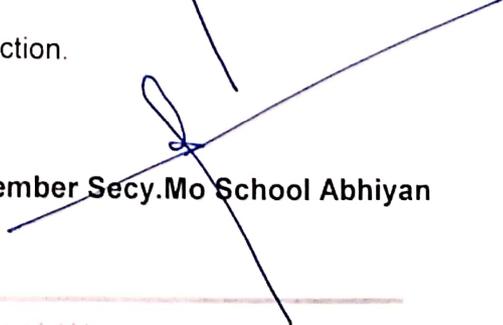
Yours faithfully,

Encl: As above


SPD & Member Secy. Mo School Abhiyan

Memo No. 2284/MSA/22 /Dt. 22/09/22

Copy to all DEOs for kind information and necessary action.


SPD & Member Secy. Mo School Abhiyan

MO SCHOOL ABHIYAN PARICHALANA SAMITHAN



Scanned with OKEN Scanner

Guideline for engagement of human resources for watch and ward and housekeeping services in School through WSHG

5T-High School Transformation Programme is one of the flagship Programme of Govt. of Odisha under which selected high schools of the state are being transformed to the best of the standard in phases. The Programme has led to the creation of high quality, world class and not-seen-before assets in the selected High Schools of Odisha such as the smart classrooms, science laboratory, e-library, drinking water and sanitation facilities along with a beautiful school ambience. These assets need to be maintained and kept under proper watch and ward and in order to ensure their longevity and sustainability, it is essential to have dedicated manpower for the security of the school assets.

It has been further decided in the meeting on HST-5T-Stabilizing Existing Interventions held on 19/08/2022 under the chairmanship of Chief Secretary of Odisha, that schools should engage manpower for watch and ward by involving the services of WSHGs on priority basis.

The WSHGs are already involved in the process of successful management of the Mid-Day-Meal Programme in schools, as per the specific guidelines approved by the School & Mass Education Department vide letter no. 1188/SPMU dated 29.11.2019 to which a corrigendum was further added vide letter no. 1218/SPMU dated 04.12.2019. Based on the approved guidelines, the high schools those have Class 8th of lower grades in their schools, are implementing the MDM Programme. After careful consideration, the following instructions may be adhered to while engaging the WSHG human resources for watch and ward and housekeeping services in School.

The engagement of WSHGs will be done at school level for Watch and ward & cleaning purpose as per the category A&B below.

Category A: Schools where SHGs are already managing MDM Programme: These categories of high schools are schools having elementary grades where the MDM Programme is functional.

1. The District Education Officer will notify the names of Schools where the services of WSHGs will be taken based on the human resources availability and requirements of the schools for watch and ward and housekeeping services in School.

2. The WSHGs which are already implementing the MDM Programme in schools being contracted by the BEOs, shall continue to extend support for watch and ward and housekeeping services.
3. The WSHGs will be paid 10% as operational cost of the total project cost for utilizing their specific services in this regard.
4. The formal engagement of the services of the WSHGs may be done by the Mo School Committee at School level by an agreement with the selecting suitable persons as Watch and Ward (Semi Skilled) and Cleaning Staff (unskilled) as per the rate prescribed by Labour Department for Semi Skilled and unskilled category.
5. The person to be engaged for watch & ward and cleaning purpose should neither have any criminal background nor involved in any criminal activities or case.
6. Working hours for these engaged personnel to be decided by the concerned school authority in line with the circular issued by Labour Department. A draft agreement is attached at Annexure B.
7. Initial contract period for the engagement of these human resources will be for one year and shall be subject to automatic annual renewal for the next two years unless there is any complaint issued related to their performance.
8. Locks and keys of the classrooms, HM room, Laboratory, e-Library etc. to be with the concerned school authority and need not be handed over to the Watch and Ward Personnel.
9. Cleaning and maintenance of the school should be done on a daily basis ensuring proper upkeep of the school campus.
10. Head teacher to maintain attendance sheet for the deployed manpower of WSHG and furnish monthly report to DEOs through the concerned BEOs.
11. If case of unsatisfactory performance, the Block Education Officers (BEOs) will conduct an enquiry and their services may be terminated with one month notice period by the concerned BEO of the block with prior intimation to District Education Officer (DEO).
12. Required cleaning materials will be provided by the School.
13. The concerned District Social Welfare Officers should facilitate the training and hand holding support to WSHGs for necessary capacity building required for services like Watch and Ward and school maintenance.

Category B: Schools without MDM Programme: These schools are secondary schools having only secondary grades where the MDM Programme is non-functional.

1. District Education Officers in consultation with District Collector cum Chairperson, Mo School District Level Committee will provide list of such schools where the MDM Programme is either not functional or not managed by the WSHGs to the DSWO.
2. DSWO will undertake processes to select WSHG as per the prescribed MDM guidelines vide letter no. 1218/SPMU dated 04/12/2019 of S & ME Department and submit the list to DEO.
3. The DEO shall get the list approved by the District Collector cum Chairperson DLC.
4. The formal engagement of the services of the WSHGs may be done by the Mo School Committee at School level by an agreement with the selecting suitable persons as Watch and Ward (Semi Skilled) and Cleaning Staff (unskilled) as per the rate prescribed by Labour Department for Semi Skilled and unskilled category.
5. The person to be engaged for watch & ward and cleaning purpose should neither have any criminal background nor involved in any criminal activities or case.
6. Working hours for these engaged personnel to be decided by the concerned school authority in line with the circular issued by Labour Department. A draft agreement is attached at Annexure B.
7. Initial contract period for the engagement of these human resources will be for one year and shall be subject to automatic annual renewal for the next two years unless there is any complaint issued related to their performance.
8. Locks and keys of the classrooms, HM room, Laboratory, e-Library etc. to be with the concerned school authority and need not be handed over to the Watch and Ward Personnel.
9. Cleaning and maintenance of the school should be done on a daily basis ensuring proper upkeep of the school campus.
10. The WSHGs will be paid 10% as operational cost of the total project cost utilizing their specific services in this regard.
11. Head teacher to maintain attendance sheet for the deployed manpower of WSHG and furnish monthly report to DEOs through the concerned BEOs.

12. If case of unsatisfactory performance, the BEOs will conduct an enquiry and their services may be terminated with one month notice period by the concerned BEO of the block with prior intimation to District Education Officer(DEO).
13. Required cleaning materials will be provided by the School.
14. The concerned District Social Welfare Officers should facilitate the training and hand holding support to WSHGs for necessary capacity building required for services like Watch and Ward and school maintenance.

Procedure for Selection of WSHG / SHG Federation for Engagement of Nightwatchman and sweeper in High Schools.

In pursuance to the Guideline for management of Mid-Day Meal (MDM) in Schools by Women Self Help Group (WSHG), the following procedure shall be followed for selection of WSHG for Engagement of Nightwatchman and sweeper in High Schools.

1. Selection of WSHG:

a. WSHGs shall include WSHG Federation.

WSHGs nominated for participation in Engagement of Nightwatchman and sweeper in High Schools should be of impeccable past record both in terms of activity and financial management.

b. WSHGs fulfilling the following parameters may be considered for selection to engagement of human resources for watch and ward and housekeeping services in School

- i. WSHG must have completed 2 years of existence.
- ii. WSHG must have the willingness and ability to undertake the engagement of human resources for watch and ward and housekeeping services in School.
- iii. WSHG shall engagement of human resources for watch and ward and housekeeping services in School as per the Govt norms.
- iv. The WSHG must have an active bank account, WSHG should have regular monthly savings by WSHG members.
- v. WSHG should have regular and systematic bookkeeping relating to Meeting Register and updated Pass Books.
- vi. While selecting the group / federation, due care shall be taken to assess their financial position to procure and supply food stuffs and ingredients.

2. Process of Selection of WSHG:

A. Advertisement of Expression of Interest for WSHGs for engagement of human resources for watch and ward and housekeeping services in School for a period of 03 years shall be notified at the Office of the DSWO & at Offices of the concerned CDPOs and shall be displayed at concerned AWCs for at least 15 days. The list of schools as received from the District Education Officer (DEO) shall be provided to respective CDPOs for display along with expression of Interest. The format for Expression of Interest for WSHGS is enclosed herewith at **Annexure C** . This shall also be shared with the concerned block level federation.

B. Block Level Committee - Block Level Committee consisting of following officials shall examine the received Expression of Interest of WSHGs and recommend the suitable WSHGS to the District Level Committee. (Format is enclosed at **Annexure D**)

- 1) Child Development Project Officer (CDPO)- Chairperson
- 2) Block Mission Shakti Coordinator (BMSC)- Member
- 3) Block Project Coordinator (BPC), Mission Shakti- Member

C. District Level Committee- District level Committee shall consist of following officials.

1. District Social Welfare Officer (DSWC)- Chairperson
2. District Project Coordinator (DPC) Member
3. District Mission Shakti Coordinator (DMSC)- Member

The committee shall examine recommendation of the Block Level Committee recommend the nominated WSHG to the District Collector cum Chairperson, Mo School for approval. The District Collector shall have discretion to review the recommendation and may take appropriate decision in selecting suitable WSHGs.

3. Communication of List Selected WSHG:

On selection of suitable WSHG Engagement of Nightwatchman and sweeper in High Schools., the list of WSHG along with tagged schools shall be communicated by the DSWO to the District Education Officer (DEO), who in turn shall intimate the same to the Block Education Officers (BEOs) and Headmasters (HMs). DSWO shall communicate the said list along with tagged schools to the Child Development Project Officer (CDPO) who shall in turn intimate the selected WSHGs for Engagement of Nightwatchman and sweeper in High Schools in tagged schools.

4. Execution of Agreement & Training:

Based selection of WSHGS, the tagged school will co-ordinate with CDPO for execution of agreement between the School Committee and the WSHG. On execution of agreement, she shall facilitate training of SHGs on engagement of human resources for watch and ward and housekeeping services in School involving the DEO/BEO/their resource person.

AGREEMENT

In pursuance with letter No..... of Commissioner-cum-Secretary, S & ME Deptt. & Commissioner-cum-Director, Mission Shakti, this Agreement is made on _____ day of _____Month_____ year between the School Management and Development Committee (SMDC) (herein after called the First Party which expression shall, unless excluded by or repugnant to the subject or context include his/her successors in office and assignees/school representative) of the one part.

AND

WSHG/SHG Federation..... (herein after called the second party which expression shall, unless excluded by or repugnant to the subject or context include its heirs, executors administrators and assignees) of the other part.

NOW IT IS HEREBY AGREED BETWEEN THE PARTIES AS UNDER

1. This agreement shall be for a period of one years with effect from the date of execution and shall be subject to automatic annual renewal for the next two years unless there is any complaint issued related to their performance.
2. The second party agrees to supply engagement of human resources for watch and ward and housekeeping services in _____School.
3. The engagement of human resources for watch and ward and cleaning services in School to be provided by the Second Party should be in line with the requirements approved by the District Level Committee, Mo School. There shall be no discrimination on basis of religion, caste and creed in providing services to school.
4. The First Party will provide @ Rs. xxxxxx for watch & ward Services and Rs. xxxx for House Keeping Services or as per revised norm from time to time to the second party. The human resources engaged in the schools are to be retained for specific purpose for which they are hired.
5. The headmaster or his representative or the SMDC or Mo School Committee can check the watch & ward Services & Cleaning services provided by the WSHG.
6. Expenses incurred in cleaning material of the school shall be borne by the School.
7. The supply of human resources for the assigned work shall be the responsibility of the of the Second Party.

8. The first party/school representative (Headmaster) shall render acknowledgement to the Second party on receipt of human resource services and such acknowledgement shall be part of the record of the school.
9. The Second Party shall raise the claim to the First party based on the actual number of human resources supplied to schools. The claim shall be raised along with a copy of the Attendance Register for that month. The first party on receipt of claims shall scrutinize the bills and recommend to the HM for settlement by transferring the dues online to the account of second party.
10. The second party shall furnish a monthly report on utilization of fund to the first party in the prescribed format for onward transmission of consolidated information to the DEO with a copy to CDPO and DSWO.
11. Head teacher to maintain attendance sheet for the deployed manpower of WSHG and furnish monthly report to DEOs through the concerned BEOs.
12. The Second Party shall not entrust/ sublet the Programme or divert any part of the assistance (food grains and funds) to any individual, organization or agency.
13. The accounts of the Second Party shall be maintained properly and kept open for inspection by any officer authorized by State Government.
14. The second party shall follow all safety and hygienic principles of cleaning of classrooms, HM room, Laboratory, e-Library and school campus etc. to avoid any mishap.
15. The person to be engaged for watch & ward and cleaning purpose should neither have any criminal background nor involved in any criminal activities or case.
16. Working hours for these engaged personnel to be decided by the concerned school authority in line with the circular issued by Labour Department.
17. First Party with the approval of Government shall have the right to change/modify any clause/provision of the agreement if it is satisfied that it is necessary to do so.
18. If case of unsatisfactory performance, the BEOs will conduct an enquiry and their services may be terminated with one month notice period by the concerned BEO of the block with prior intimation to District Education Officer (DEO).

19. Locks and keys of the classrooms, HM room, Laboratory, e-Library etc. to be with the concerned school authority and need not be handed over to the Watch and Ward Personnel.
20. In the event termination of agreement due to discontinuance of the Programme, violation of the agreement, settlement of accounts and withdrawal of the Second Party, the assets created out of the assistance/grants/donation for this purpose received by the Second Party shall revert to the First Party.
21. Either the parties may terminate this agreement by serving a notice of one months to the other party. The accounts between the parties will be settled and adjusted finally within the aforesaid period of one months.
22. This agreement can be terminated the First party before the expiry period without any notice in case the Programme is closed by Government of Odisha.
23. In case of any dispute between the parties out of or in connection with the agreement the same shall be jointly enquired by the CDPO and BEO and dispose. Any party aggrieved, can prefer appeal to the DEO on the decision as per the joint enquiry.

IN WITNESS WHEREOF the parties hereto have set their respective hands to this indenture of Agreement on the date, month and year herein above written.

Witnesses

Signature of

1.

The First Party

2.

Second Party



Office of the DSWO

Model Advertisement for inviting Expression of Interest for Management of MDM Programme.

Interested WSHGs/SHG Federations having willingness and aptitude for Management of Engagement of Nightwatchman and sweeper in High Schools are invited to submit their proposal before the DSWO or concerned CDPO in the mentioned below format within 15 days of this advertisement i.e by _____ towards for Engagement of Nightwatchman and sweeper in High Schools.

Sl. No.	Name of School	Address of School	Proposed Engagement of Nightwatchman and sweeper in High Schools through WSHG
---------	----------------	-------------------	---

Signature of the DSWO

Date:

Format

1. Name of the WSHG: _____
2. SHG Address: Village: _____ Post Office: _____
 GP _____ Block _____
 District _____ PIN _____
 ICDS Project _____
3. Year of Formation: _____
4. Present livelihood activities undertaking: _____
5. Name of the Schools where MDM will be taken up: _____
6. Saving Bank Account Number: _____
7. Bank and Branch Name: _____
8. Funds available in saving bank accounts: _____
 - i) Regular Saving (YES/NO)
 - ii) Amount of Saving (in Rs)
 - iii) Whether Loan Taken (YES/NO), if Yes , mention the number of times loan availed.
 - iv) If availed, Amount of total loan repaid (in Rs)
 - v) Mode of loan repayment (Regular/ irregular):
 - vi) Meeting Register maintained (YES/NO)
 - vii) Cash Book maintained (YES/NO)
9. Contact No: _____

Name & Signature of the Authorised Person of the WSHG
Date:

Acknowledgement

Received the Expression of interest from _____ SHG,
 Village _____ On date _____ for Engagement of
 Nightwatchman and sweeper in High Schools.

Signature of the DSWO/ CDPO / Authorised Signatory
Date:

