



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, MALKANGIRI, ODISHA.

(Social Welfare Section)  
E.mail id-malkangiri.missionshakti@gmail.com

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Expression of Interest

Letter No 1153 /WCDMS/2025

Date- 01/10/2025

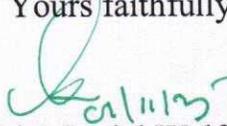
Expression of Interest for interested SHGs /SHG Federations having willingness and aptitude for the activity titled Establishment of Tentage and Catering Enterprise at GP Level are invited to submit their application before the Concern CDPO in the mentioned below format within 10 (Ten) days of this notice i.e. by 10.11.2025 towards Establishment of Tentage and Catering Enterprise at GP Level. Application & Guideline can be obtain from CDPO, Malkangiri, DSWO, Malkangiri.

Selection Criteria:

1. SHG must have completed Six Month from the date of formation.
2. SHG should belong to the same GP/Cluster of GPs where they propose to take up the tentage and catering business.
3. SHG must have an active Bank Account.
4. SHG must have undertaken regular and systematic book keeping including maintenance of meeting register, cash book and updated passbook among others.
5. Preference shall be given to SHG/ SHG Federation/PGs/PCs that are currently associated with any hospitality or catering related service on commercial scale.

SL. No.	Name of Block	Targeted Clusters (One Cluster can be formed with 2-3 GPs) and per cluster one SHG to be select
1	Malkangiri	8
2	Mathili	6
3	Kalimela	8
4	Korukonda	4
5	Chittrakonda	5
6	Khairput	3
7	Podia	3
	Total	37

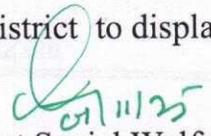
Yours faithfully

  
District Social Welfare Officer  
Malkangiri

Memo. No. 1154/2025

Date- 01/10/2025

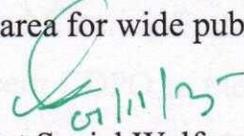
Copy submitted to the all BDO and CDPO, Malkangiri District to display the advertisement in your notice board

  
District Social Welfare Officer  
Malkangiri

Memo No 1155 /WCDMS/2025

Dated 01/10/2025

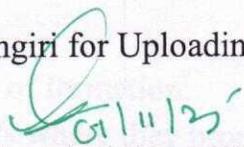
Copy to all BLFs/GPLFs of this district for your kind information with a direction to circulate the EOI among all the WSHGs of your concern area for wide publication.

  
District Social Welfare Officer  
Malkangiri

Memo. No. 1156/2025

Date- 01/10/2025

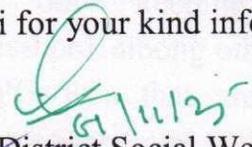
Copy submitted to DeGM, Collectorate, Malkangiri for Uploading EOI and enclosed guideline for wide publicity.

  
District Social Welfare Officer  
Malkangiri

Memo. No. 1157/2025

Date- 01/10/2025

Copy submitted to the CDO-Cum-EO, ZP, Malkangiri for your kind information and necessary action.

  
District Social Welfare Officer  
Malkangiri

Name of Block	Number of WSHGs	Name of BLF	Name of GPLF
Malkangiri			
Kalibela			
Korikonda			
Chitrobanda			
Nandipur			
Pooja			



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

No. MS-LSD-MISC-0001-2023 4122

Date. 02.07.2025

From,

Dr. Abinash Rout, OAS

Additional Secretary to Government

To,

All District Collectors

Sub: Entrepreneurship promotion and skilling in facility management for the establishment of tentage and catering enterprises by women SHGs at the Gram Panchayat level

Madam / Sir,

Inviting a reference to the subject cited above, I am directed to intimate that Department of Mission Shakti has collaborated with the Tourism & Hospitality Skill Council (THSC) for entrepreneurship promotion and skilling in facility management with focus on the establishment of tentage and catering enterprises by women SHGs at the Gram Panchayat level across Odisha, aligned with the 'Lakhpati Didi' initiative of this Department.

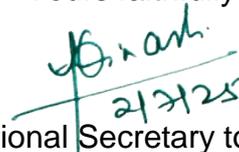
The SOP for the execution modality along with the approved training calendar is enclosed for kind reference.

It is requested to impress upon the field functionaries of Mission Shakti to select willing and eligible SHG members following the enclosed SOP and facilitate skilling of beneficiaries for enterprise set up.

Encl: (i) SOP for execution modality

(ii) Training calendar

Yours faithfully

  
21/7/25

Additional Secretary to Government

Memo No. **4123**

Date. 02.07.2025

Copy submitted to the SMD-cum-CEO, OLM for kind information.

*J.S. + an.*  
21/7/25

Additional Secretary to Government

Memo No. **4124**

Date. 02.07.2025

Copy forwarded to the CDO-cum-EO, Zilla Parisad and DSWO of all districts to impress upon the DPCs and DPMs to execute the project following the approved modalities.

*J.S. + an.*  
21/7/25

Additional Secretary to Government

Memo No. **4125**

Date. 02.07.2025

Copy forwarded to the CEO, Tourism & Hospitality Skill Council (THSC) for information and necessary action.

*J.S. + an.*  
21/7/25

Additional Secretary to Government

# **Standard Operating Procedure (SOP): Ground-Level Execution of SHG Entrepreneurship Program in Facility Management**

## **Program Title**

*Promotion of Entrepreneurship among Mission Shakti SHGs through Skilling in Facility Management (Catering & Event Management)*

## **1. Partner Selection & Onboarding**

### **1.1 Partner Identification**

- Tourism & Hospitality Skill Council (THSC) to identify Training Partners (TPs) with proven track record in hospitality/facility management sectors.
- Due diligence to ensure NSDC accreditation and regional experience.

## **2. Training Infrastructure Setup & Approval**

### **2.1 Infrastructure Readiness**

- Training Centres established at the district level with:
  - Classrooms
  - Practical labs for catering/event setup
  - Residential Facilities

### **2.2 Equipment & Compliance Check**

- THSC to ensure equipment as per SSC guidelines is in place.
- Center verification and branding as per program standards.

### **2.3 Site Verification by the DPC**

- District Project Coordinator (DPC) from Mission Shakti to inspect the centre's readiness as per the respective SSC guideline.
- DPC to communicate the Go-ahead letter for training launch in consultation with the Department.
- Centre inspection to be done by the respective DPC within three working days of the intimation of Centre readiness by THSC.

## **3. Mobilisation**

### **Business Cluster & Centre Cluster**

Sr No	Cluster	Total Target	District	Target	No of Blocks to be covered	No of Gram Panchayats to be covered	No of Business Clusters
1	Cluster_1	844	KORAPUT	320	14	240	80
			Malkangiri	148	7	111	37
			Nabarangpur	376	10	189	94
2	Cluster_2	1424	BALANGIR	632	14	317	158
			Kalahandi	620	13	310	155
			Nuapada	172	5	131	43
3	Cluster_3	1436	Gajapati	296	7	149	74
			Ganjam	800	22	503	200
			Kandhamal	340	12	171	85
4	Cluster_4	1232	Bargarh	504	12	253	126
			Boudh	92	3	69	23
			Sambalpur	276	9	138	69
			SUBARNAPUR	220	6	109	55
			Deogarh	140	3	70	35
5	Cluster_5	528	Jharsuguda	156	5	78	39
			SUNDARGARH	372	17	279	93
6	Cluster_6	1060	Keonjhar	520	13	297	130
			Mayurbhanj	540	25	404	135
7	Cluster_7	1304	Khordha	380	10	190	95
			Nayagarh	388	8	194	97
			Puri	536	11	268	134
8	Cluster_8	1616	Angul	448	8	225	112
			Cuttack	744	14	373	186
			Dhenkanal	424	8	212	106
9	Cluster_9	1660	Balasore	600	12	356	150
			Bhadark	436	7	218	109
			Jajpur	624	10	311	156
10	Cluster_10	896	Jagatsinghpur	396	8	198	99
			KENDRAPARA	500	9	249	125
<b>Total</b>		<b>12000</b>		<b>12000</b>	<b>302</b>	<b>6612</b>	<b>3000</b>

**3.1** After finalisation of SOP, the DSWO will invite an Expression of Interest (Eoi) from the SHGs in respective cluster of GPs. Each selected SHG will nominate 4 members for the training program. The activity shall be done for the entire allocated target given to the districts for mobilisation.

Training Plan will be shared with the DPCs and the same shall be attached as **Annexure-1** along with the SOP. The respective DPCs need to submit the final interested SHG list to the SSC, 10 days before the batch start date, as mentioned in the training plan.

In a district, two GPs will be considered as a Business Cluster. In the nine less developed districts namely Boudh, Kandhamal, Koraput, Malkangiri, Mayurbhanj, Nabarangpur, Nuapada, Rayagadh and Sundargarh, where the economic wellbeing of the communities is below the state average, 3 GPs may be considered as a

Business Cluster. All the 4 SHG members of the SHG will be trained under one training cycle.

### **3.2 Selection of SHGs:**

1.
  - a. Expressions of Interest (EoI) for selection of SHG for setting up tentage and catering enterprise at GP level shall be invited by the CDPO basing on the GP wise target.
  - b. The EoI shall be published at the offices of the respective DSWO, CDPOs, BDOs, BLFs and GPLFs for a period of 10 days.
  - c. Block Level Selection Committee: The Block Level Selection Committee comprising of following officials is formed to examine the received Expressions of Interests & others and select the eligible SHG Federations /PGs/PCs following the Selection Criteria. The format is annexed as Annexure I.
    - I. Block Development Officer (BDO) - Chairperson
    - II. Child Development Project Officer (CDPO) - Member Convener
    - III. Block Project Coordinator & Block Project Manager, Mission Shakti - Members.
    - IV. BLF Officer bearers (2)- Members.
    - V. Representative of Hospitality & Tourism Skill Council

### **3.3 Common Criteria for identification and selection of SHGs:**

1.
  1.
    - i. SHG must have completed six months from the date of formation.
    - ii. SHG should belong to the same GP / cluster of GPs where they propose to take up the tentage and catering business.
    - iii. SHG must have an active Bank account.
    - iv. SHG must have undertaken regular and systematic book keeping including maintenance of meeting register, cash book, updated pass book among others.

### **3.4 Specific Criteria**

- i. Preference shall be given to SHG Federations/ PGs/ PCs that are currently associated with any hospitality or catering related service on commercial scale.

## **4. Training Delivery – Theory, Practical & Viva**

#### **4.1 Batch Formation & Training Calendar**

- 30-day (180-hour) structured training:
  - 90 hours Catering
  - 90 hours Tent House/Event Management

#### **4.2 Training Methodology**

- Daily sessions include:
  - Entrepreneurship modules
  - Practical simulations
  - Financial literacy
  - Health, safety & statutory awareness
- Guest lectures by local entrepreneurs & bankers.

#### **4.3 Mid-Term Evaluations & Viva**

- Periodic assessments through viva and task demonstrations by internal trainers.
- Trainees graded on participation, learning, and applied knowledge.

### **5. Assessment & Certification**

#### **5.1 SSC Assessment**

- Post-training assessment by SSC-affiliated agency.
- Includes written test, practical evaluation, and viva.

#### **5.2 Certification**

- Only candidates scoring minimum 70% across components qualify.
- Certified SHG members receive government-recognized certificates co-branded by THSC and DoMS.

### **6. Loan Application & SHG Enterprise Setup**

#### **6.1 DPR Submission & Tech Guidance**

- During the training, the SHGs will be provided with standard DPRs targeting different investment values.
- Post training, THSC will facilitate customization of the unit-specific DPRs with equipment specs, layout, and financials within 1 month of certification.

- SHGs guided in choosing tent/catering focus based on local market.

## **6.2 Loan Facilitation**

- THSC shall assist SHGs with documentation.
- Application submitted to local banks under Mission Shakti Interest Subvention Scheme.
- EMI support explained; EMI starts post grace period.
- Mission Shakti team will follow-up with banks for loan approval. The loan approval timeline shall be of 2 months.

## **6.3 Procurement & Unit Establishment**

- Post-loan sanction THSC will facilitate with
  - Equipment ordered from pre-approved vendors.
  - Delivery, installation, and demonstration at unit site (GP level).
  - Invoice submission to bank for vendor payment.

## **6.4 Handholding Support**

- THSC & Mission Shakti BPCs and DPCs to offer post-setup support:
  - Marketing, vendor tie-ups
  - Troubleshooting
  - Operational mentoring

## **7. Monitoring & MIS Reporting**

- Monthly reporting to Mission Shakti Department by THSC covering:
  - Training progress Google sheet will be shared with the department.
  - Approved Candidate List to be shared with the concerned DPC.
  - Certification status to be shared with the department.
  - Loan approvals & disbursements to be updated & monitored through Google Sheets
  - Enterprise operational status
  - Training photos & videos will be collected and maintained by the SSC.
  - Unit setup details shall be shared with the department.
- MIS dashboards to track:
  - Unit profitability

- Member income growth
- SHG bank linkage and repayment behaviour

## **8. Governance & Review**

- **Quarterly Review Meetings** chaired by the Secretary, Mission Shakti.
- On-site inspections by the Technical Core Committee.
- Review of impact, challenges, and scalability.

The proposed Committee Members are as follows.

1. Commissioner-cum-Secretary, Mission Shakti – Chairperson
2. Director, Mission Shakti - Member
3. Additional Secretary to Government, Mission Shakti - Convenor
4. Technical representatives as nominated by the Department
5. CEO, THSC
6. THSC Representative

### **Technical Core Committee:**

A Technical Core Committee shall be constituted with due approval from the Commissioner-cum-Secretary, Mission Shakti on inception of the project.

The committee shall be responsible to review the progress of the field work of the project as well as monitoring on daily basis.

## Annexure I

### Office of the CDPO

#### Model Advertisement for inviting Expression of Interest for 'Establishment of Tentage and Catering Enterprise at GP level'

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

Date:

Interested SHGs having willingness and aptitude for the activity titled 'Establishment of Tentage and Catering Enterprise at GP level' are invited to submit their proposal before the concerned CDPO in the mentioned below format within 10 (ten) days of this advertisement i.e. by \_\_\_\_\_ towards 'Establishment of Tentage and Catering Enterprise at GP level'.

Signature of the CDPO

Date:

Enclosure: SHG Selection Criteria

NB: The applicant SHG can get the detailed information on the scheme from the concerned BPC/BPM/BLF/GPLF of the concerned block.

Sl. no	Activities	Specific criteria for selection of SHG Federation/Women Collective
1	'Establishment of Tentage and Catering Enterprise at GP level'.	Preference shall be given to SHGs who are undertaking _____.

## **Format**

**Name of the activity:** Establishment of Tentage and Catering Enterprise at GP level

1. Name of the SHG: \_\_\_\_\_
2. SHG Address:

Village/Lane \_\_\_\_\_ Post Office \_\_\_\_\_

GP/Ward \_\_\_\_\_ Block/ULB \_\_\_\_\_,

District \_\_\_\_\_ PIN \_\_\_\_\_

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

3. Date & Year of Formation: \_\_\_\_\_
4. Present livelihood activities undertaking: \_\_\_\_\_
5. Name of GPs where the activity will be taken up: \_\_\_\_\_
6. Whether SHG meets the specific criteria on the corresponding livelihood activity i.e. Establishment of Tentage and Catering Enterprise at GP level (Yes/No)

If Yes, please mention the details:

7. Bank account number:
8. Bank and Branch Name: \_\_\_\_\_
9. Funds available in the Savings Bank Account: \_\_\_\_\_
  - a. Meeting Register maintained (Yes/No):
  - b. 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 Authorized Person of the SHG

Date:

## Acknowledgement

Received the Expression of Interest from \_\_\_\_\_SHG, Village/lane \_\_\_\_\_, on date \_\_\_\_\_ for the livelihood activity titled "Establishment of Tentage and Catering Enterprise at GP level".

Signature of the CDPO / Authorized Signatory

Name of the SHG	Name of ICD S project	Name of block /ULB	Name of GP/ Ward	Name of Village /Lane	Date of formation	Bank Name	Branch Name	Bank Account Number	Maintaining meeting Register (Yes/No)	Cash Book maintained (Yes/No)	Whether SHG has met the specific criteria (Yes / No)	Selected/Empaneled
1	2	3	4	5	6	7	8	9	10	11	12	13

**Annexure-II**