



COLLECTORATE, GANJAM, CHATRAPUR  
(Mission Shakti Department)

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Ph.#: 06811-263968,262460 E-Mail: dswoganjam@nic.in  
ganjam.missionshakti@gmail.com

**Notice for Expression of Interest for selection of WSHG for management of  
Millet Shakti Café at Subhadra Shakti Bazaar, at Berhampur**

Letter No 501 /MS-Gnjm

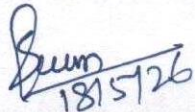
Date 18/05/2026

Interested WSHGs/PGs having the willingness, ability and aptitude for management of **Millet Shakti Café at Subhadra Shakti Bazaar, at Berhampur** and fulfilling the eligibility criteria (enclosed in Annexure-I) are invited to submit their proposal before CDPO, Berhampur-II in the mentioned format along with the application form (enclosed in Annexure II) within 15 days of this advertisement i.e. by 05-06-2026 for management of Millet Shakti café at Subhadra Shakti Bazaar, near kamapalli chhak, Berhampur .

The application must reach within the scheduled date and time at the office of concerned CDPO. Applications received after the due date will be rejected.

Date of receipt of application with effect from: 18-05-2026

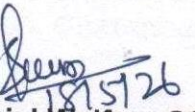
Last date for receiving the completed application: 05-06-2026

  
for  
District Social Welfare Officer  
Ganjam, Chatrapur

Memo No 502 /MS-Gnjm

Date 18/05/2026

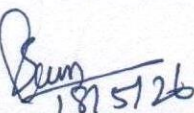
Copy to CDPO/BPC Berhampur-I, CDPO/BPC Berhampur-II for information and instructed to display the notice and the form in their office and all AWC/ all Federation /ULB office for 15 days. The applications should be received as per the above notification within the due dateline. They are requested to facilitate selection of willing and capable WSHG/PG to take up this activity in accordance with the given eligibility criteria.

  
for  
District Social Welfare Officer  
Ganjam, Chatrapur

Memo No 503 /MS-Gnjm

Date 18/05/2026

Copy submitted to DIO, NIC Ganjam for favour of information & requested to webhost the notice in the Ganjam NIC Portal.

  
for  
District Social Welfare Officer  
Ganjam, Chatrapur



COLLECTORATE, GANJAM, CHATRAPUR  
(Mission Shakti Department)

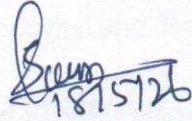
Ph.#: 06811-263968,262460 E-Mail:dswoganjam@nic.in  
ganjam.missionshakti@gmail.com

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Memo No 504 /MS-Gnjm

Date 18 /05/2026

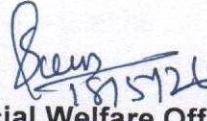
Copy submitted to the Chief District Agriculture Officer, Ganjam for favour of kind information.

  
18/5/26  
for  
District Social Welfare Officer  
Ganjam, Chatrapur

Memo No 505 /MS-Gnjm

Date 18 /05/2026

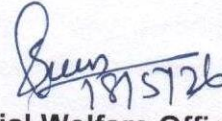
Copy submitted to the Commissioner, BeMC Berhampur for favour of kind information.

  
18/5/26  
for  
District Social Welfare Officer  
Ganjam, Chatrapur

Memo No 506 /MS-Gnjm

Date 18 /05/2026

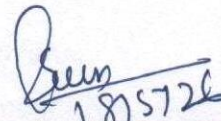
Copy submitted to CDO-cum-EO, ZP Ganjam for favour of kind information.

  
18/5/26  
for  
District Social Welfare Officer  
Ganjam, Chatrapur

Memo No 507 /MS-Gnjm

Date 18 /05/2026

Copy submitted to PA to Collector, for kind information to Collector, Ganjam.

  
18/5/26  
for  
District Social Welfare Officer  
Ganjam, Chatrapur



COLLECTORATE, GANJAM, CHATRAPUR  
(Mission Shakti Department)

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Annexure I

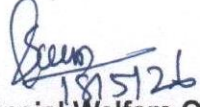
1. **Criteria for identification and selection of SHGs/PGs**
  - i. The WSHG/PG must belong to Berhampur Municipality area.
  - ii. The WSHG/PG should have a good record in terms of activity and financial management.
  - iii. The WSHG/PG should have completed at least one year of existence.
  - iv. The WSHG/PG must have an active Bank account.
  - v. The WSHG/PG must not be a bank defaulter.
  - vi. The WSHG/PG must have undertaken regular meeting and systemic book keeping.
  - vii. The WSHG/PG must have Food License Certificate and PAN card in name of WSHG/PG.
  - viii. The WSHG/PG must have the capability to invest at least 4 – 5 lakhs.
  - ix. The WSHG/PG fulfilling above criteria and willing to pay Monthly rent as per Govt. standards.
  - x. The WSHG/PG must have undergone training on Recipes, Book Keeping and Cafe management under any scheme.
  - xi. If any scheme guidelines require the approval of SHGs shall be made at district level then selected SHG may be sent to district for approval.
  - xii. The WSHG/PG must be willing to take responsibility for complete maintenance of the cafe, including electricity, AC, fans, water pipeline connection and all other infrastructure/assets available in the cafe. In future, if any damage or repair requirement arises, the WSHG/PG should be willing to repair and maintain the same at their own cost.

2. **Block Level Selection Committee (BLSC):**

The Block Level Selection Committee comprising of following officials to be formed and examine the applications received from SHGs/PGs and select the eligible SHGs/PGs following the selection criteria.

- i. Assistant Commissioner (BeDA) – Chairperson
- ii. Child Development Project Officer, Berhampur II – Convener
- iii. Child Development Project Officer, Berhampur I – Member
- iv. Office of CDAO cum PD ATMA (Representative) - Member
- v. Block Project Coordinator, Mission Shakti Berhampur I – Member
- vi. Block Project Coordinator, Mission Shakti Berhampur II – Member

  
District Project Coordinator  
Ganjam, Chatrapur

  
District Social Welfare Officer  
Ganjam, Chatrapur

## Format for Application

1. Name of the WSHG/PG : \_\_\_\_\_
2. WSHG/PG Address: \_\_\_\_\_  
 \_\_\_\_\_ Contact No \_\_\_\_\_
3. Year of Formation: \_\_\_\_\_
4. Present livelihood activities undertaken : \_\_\_\_\_
5. Savings Bank Account Number: \_\_\_\_\_
6. Bank and Branch Name: \_\_\_\_\_
7. Funds available in the Savings Bank Account \_\_\_\_\_ As on dt. \_\_\_\_\_
8. Regular Saving (Yes/No) \_\_\_\_\_  
 a. Amount of savings (in Rs.) \_\_\_\_\_ As on dt: \_\_\_\_\_
9. Whether Loan taken (Yes / No), if yes, mention the number of times loan availed \_\_\_\_\_  
 d. If availed, Amount of total loan (in Rs.) \_\_\_\_\_  
 e. Amount of total loan repaid (in Rs) \_\_\_\_\_  
 f. Mode of loan repayment (Regular/irregular): \_\_\_\_\_
10. Meeting Register maintained (Yes/No): \_\_\_\_\_
11. Cash Book maintained (Yes/No) \_\_\_\_\_
12. WSHG/PG PAN Card No \_\_\_\_\_
13. Food License No. \_\_\_\_\_ Valid upto \_\_\_\_\_
14. Resolution of the SHG to take up the activity is enclosed (YES/NO) \_\_\_\_\_

Sl No	Documents Enclosed	Enclosed (Yes/No)
1	WSHG 1st formation resolution copy	
2	Resolution of the SHG to take up the activity	
3	KYC of all members	
4	Bank Passbook Front copy	
5	Updated Bank Passbook copy (Last 6 months)	
6	Cash book of SHG xerox copy	
7	Food Licence xerox copy	
8	SHG PAN card Xerox copy	
9	Updated Bank Loan statement (if taken Loan from any Bank)	

**Name & Signature of the Authorized Person of the SHG**

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