

**Government of Jammu and Kashmir**  
**State Urban Development Agency**  
**Housing and urban Development Department**  
**Civil secretariat Srinagar**

**Subject :-** Engagement of Resource organization under NULM.

**Ref :-** Recommendation of the committee constituted vide order No:- 09/SUDA of 2014 dated 24/07/2014.

Order No :- 29-SUDA of 2015

Dated:- 14.10.2015

As approved by the competent authority (Chairman State Urban Development Agency) Sanction is hereby accorded for the engagement of J&K People Welfare Institute & Research Center Baramulla as Resource Organization for social mobilization and institutional development under NULM. The Resource organization is engaged to perform following functions:-

- I. Identifying affinity groups and provide mutual support and encourage to those individuals to form SHGs.
- II. **Capacity Building:-** ROs has to train all members of the SHG regarding how to conduct meetings, basics of savings, lending money, repayment habits; responsibilities of group members; bookkeeping & accounting, fund management, building bank & credit linkages, communication, decision making, conflict resolution, self-assessment and in accessing government benefits under NULM and other programmes of the Government.
- III. **Handholding support for at least 15 months:-** ROs has to attend their meetings on a regular basis. The ROs will also bring in bankers, government officials from various departments, and members from established SHGs (for cross-learning) to interact with the SHGs. The ROs will also assist the Community Organizer in the evaluation of the performance of SHGs being supported by it. Within a month of formation of the SHG, all groups which do not have bank-accounts should be helped to open SHG bank accounts and the ROs will also facilitate credit to SHG from banks. Groups should be encouraged to access credit from other formal sources as well.
- IV. **Withdrawal of support between 15-24 months :-** In this period, ROs will withdraw active support from those SHGs that are formed and performing satisfactorily. At this stage the level of monitoring will increase and at the end of the 24 months of support, a critical evaluation of the supported SHGs in collaboration with the Community Organizer must be undertaken to determine whether the SHG is self-sustaining. ROs will also ensure that SHGs are federated into ALFs and work closely with ALFs and CLFs to build their capacity.
- V. ROs will also facilitate UID enrolment, opening of Basic Savings Bank Deposit Accounts (BSBDAs) and credit counseling of SHG members. These are indicative and for guidance only; State Urban Development Agency can suitably amend these based on local conditions and requirements.

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- VI. The R.O will be paid an amount of Rs. Ten thousand(10,000) for one SHG. The mode of payments will be as follows:-

	Deliverables	% of Payment
	Mobilizing the poor on the basis of affinity groups by proper selection of members and formation of SHGs as per the model SHG rules and contract value regulations. Within a month of formation of the SHG, and opening SHG bank accounts.	20%of the Contract Value
2	Building the capacity of SHGs by organizing training and exposer visit of all the members to further support livelihoods of their members and also facilitate social action. Trainings to be conducted in basic issues such as (a) the SHG concept including savings, how a meeting of SHG is conducted, responsibilities of group members, federations, etc.; (b) book-keeping and accounting, fund management, building bank and credit linkages; (c) communication, decision making, conflict resolution, self-assessment, etc.; and (d) accessing government benefits under NULM and on successful completion of 6 (six) months of the SHGs after the opening of their Bank Accounts.	30%of the Contract Value
	Handholding support for at least 15 months: Once the groups are formed, ROs will be required to attend their meetings on a regular basis, bring in bankers, government officials from various departments, and members from SHGs established for a period of at least 2 years (for cross learning) to interact with the SHGs (at the SHG and federation-levels). At this stage, ROs will also organize capacity building and encourage members of the SHG to access benefits under NULM. The ROs will assist the Community Organizer in the evaluation of the performance of SHGs being supported by it.	30 % of the Contract Value
3	Withdrawal of support between 15-24 months: In this period, ROs will expected to withdraw active support from those SHGs that are formed and performing satisfactorily. At this stage the level of monitoring will increase and at the end of the 24 months of support, a critical evaluation of the supported SHGs in collaboration with the Community Organizer must be undertaken to determine whether the SHG may be deemed self-sustaining. Here ROs will encourage SHGs to federate into ALFs and work closely with ALFs and CLFs to build their capacity to take over the handholding function after the RO fully withdraws support.	20 % of the Contract Value
	Total	100%

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The area of operation of the NGO shall be:-

S.NO	Name Of NGO	Name Of District allocated
1.	J&K Peoples Welfare Institute & Research Center Baramulla	Baramulla, Bandipora

*The engagement of Resource Organization is subject to the following conditions:-*

- VII. The NGO(Resource Organization) shall provide all the requisite/deficient documents to the State Urban Development Agency within week's time. The State Urban Development agency shall undertake physical inspection of the infrastructure of each NGO/Bidders. And in case any of the NGO (Resource Organization) failed to provide the requisite infrastructure including man power the engagement of the Resource Organization shall be canceled without any further notice.
- VIII. The performance of Resource Organization shall reviewed within three months period and if the performance of Resource Organization is not found satisfactorily the State Urban Development Agency shall be at liberty to allocate the assignment to any other NGO within the list of bidders and outside it, and the concerned Resource Organization shall have no claim.
- IX. In case any of the documents submitted by the bidders found fake and fraud, his selection /engagement shall be treated as canceled.
- X. All the terms and conditions as mentioned in the interest of expression shall remain in force.
- XI. The selected R.Os shall provide the complete details of field workers along with their contact number to the SUDA within weeks time.

By the order of Competent authority.

  
(P.S Kakroo)  
Joint Director(P&S)  
Member Secretary(SUDA)  
Housing and Urban Dev. Deptt.

Dated 14.10.2015

No HUD/Plan/71/2015

Copy for information and necessary action to the :-

1. OSD to Hon'ble Deputy Chief Minister (Hon'ble Incharge minister for Housing and Urban Development ) for information of Hon'ble Deputy Chief Minister.
2. Chief Executive Officer JUDA/UDAK
3. Private secretary to Comm./ secretary to Govt. H&UDD for information of Commissioner/ secretary.
4. Project Officer /Incharge Project Officer DUDA\_\_\_\_\_
5. State Mission Management Unit
6. City Mission Management Unit
7. Concerned Agency for compliance
8. Govt. Order File