



**Odisha Livelihoods Mission  
Panchayati Raj & Drinking Water Department  
Government of Odisha**

No 2358 / 19

Date 31-10-2019

OLM/IBCB/07/2019

From

**Smruti Ranjan Pradhan, IAS**  
State Mission Director-cum-CEO.

To

**Collectors-cum-District Mission Directors**  
(Deogarh, Gajapati, Ganjam, Kandhamal, Koraput, Mayurbhanj, Malkangiri, Nayagarh,  
Nabarangpur, Rayagada)

**Sub: Establishment of Centre of Excellence (CoE) under NRETP**

**Ref: This office letter no. 1198/19, Dated: 18.06.2019**

**Madam/Sir,**


In inviting reference to the subject cited above, I am to intimate you that, 35 GPLFs, one from each block have been selected to be established as CoE under NRETP. The district wise list of CoEs is enclosed (Annexure - I) for your kind reference.

For operationalizing CoEs, the following activities are to be taken up at each CoE level as per the guidelines enclosed (Annexure – II)

- Constitution of District & Block Level Steering Committee.
- Constitution of Spearhead Team at CoE level
- Identification of Master Trainers.
- Recruitment of dedicated staff for CoE viz. Programme Manager, Accountant, MIS Assistant as per the HR Advisory enclosed (Annexure – III)
- Opening of separate bank account in the name of CoE with joint signature of President and Secretary of concerned GPLF.
- Carry out 'Orientation on CoE Roll Out Strategy' to different stakeholders as per the training plan and agenda enclosed (Annexure IV & V respectively). Cost of orientation may be accounted for under SI.No.B.1.2 of AAP 2019 20

You are, therefore, requested to instruct the DPM, OLM to complete the activities as per the timeline enclosed. (Annexure – VI)

Yours faithfully,

  
31/10/2019

**State Mission Director-cum-CEO**

**Enclosure: As above**

**Copy to:**

1. PD, DRDAs of Deogarh, Gajapati, Ganjam, Kandhamal, Koraput, Mayurbhanj, Malkangiri, Nayagarh, Nabarangpur, Rayagada for information
2. DPMs of Deogarh, Gajapati, Ganjam, Kandhamal, Koraput, Mayurbhanj, Malkangiri, Nayagarh, Nabarangpur, Rayagada for information and necessary action.
3. All Additional CEOs, JD- MIS, all Dy. CEOs, SPM- FI, and all SMMU staff for information.

## List of Identified CoEs in 35 NRETP Blocks

Sl. No.	District	Block	GP	Name of GPLF
1	Deogarh	Reamal	Kundheigola	Kundheigola GPLF
2		Barkot	Balanda	Balanda GPLF
3		Tileibani	Kendeijuri	Kendeijuri GPLF
4	Mayurbhanj	Morada	Dantaimuhan	Maa Maninageshwar
5		Bangiriposi	Golamunda Kata	Mahashakti Mahasangha
6		Jashipur	Jamukeshwar	Maa Jagat Janani GPLF
7		Kusumi	Talapati	Mahalaxmi Mahila Mahasangha
8		Karanjia	Dari	Maa Dhableswar GPLF
9	Malkangiri	Mathili	Pangam	Sanghamitra GPLF
10		Khairput	Kudumula Gumma	Radha Krishna GPLF
11		Malkangiri	Padmagiri	Padmagiri GPLF
12		Chitrakonda	Badapadar	Bharatmata GPLF
13	Nabarangpur	Umerkote	Bhamini	Bhamini GPLF
14	Ganjam	Sorada	Badagada	Badagada GPLF
15		Beguniapada	Khandianai	Swamsidha GPLF
16		Sheragada	Sheragada	Jeeban Jyoti
17		Patrapur	Sarangi	Tulasi GPLF
18	Gajapati	Raygada	Gandahathi	Gayatri GPLF
19		Gumma	Gumma	Dharitri GPLF
20	Raygada	Muniguda	Telangapadar	Aparajita Mahila Mahasangha
21		Kashipur	Tikiri	Tikiri Mahila Mahasangha
22		Bisam Cuttack	Chatikona	Chatikona GPLF
23		Chandrapur	Dangasaroda	Subhalaxmi Mahila Mahasangha
24	Koraput	Boriguma	Boriguma	Kashturba Panchayat Mahasangha
25		Kotapad	Bobeya	Bobeya GPLF
26		Koraput	Padmapur	Sabari Mahila Maghasangha
27		Laxmipur	Kakrigumma	Kakrigumma GPLF
28	Nayagarh	Nuagaon	Badagotha	Badagotha GPLF
29		Odagaon	Badagarada	Netaji GPLF
30		Daspalla	Dhiagaon	Khirabdhi Tanya GPLF
31		Ranpur	Gopalpur	Gopalpur GPLF
32	Kandhamal	Phulbani	Keradi	Maa Mangala Mahasangha
33		Daringbadi	Bharamarbadi	Bharamarbadi GPLF
34		Chakapada	Shankarakhol	Shankarakhol GPLF
35		Baliguda	Bataguda	Bataguda GPLF

## Advisory for Recruitment & Selection of CoE Staff

Given below is the process to be followed for recruitment of CoE staff namely Programme Manager, Accountant and MIS Assistant. The job description, eligibility criteria and other desired criteria for each of these staff have already been **shared vide letter no. 1198/19 dated 18/06/2019** along with the CoE Guidelines. DMMU, OLM initially should provide handholding support to GPLF/CoE in carrying out the recruitment and selection process.

### RECRUITMENT PROCESS

In order to ensure transparent recruitment process, CoE should follow all necessary formalities as follows:

#### Advertisement and Applications

- a) GPLF EC will pass resolution in the monthly meeting for conducting recruitment process of CoE staff.
- b) GPLF/CoE will publish advertisement for recruitment of staff in at least two local daily Odia newspapers. A sample advertisement has been attached as Annexure 1.
- c) The notification/ advertisement shall be published in OLM notice board at district and block offices, GPLF/CoE office, CLF and other public places in block.
- d) Hard copies of application forms and job profile of each post shall be kept at District & Block office of OLM as well as at GPLF/CoE office. The application form has been attached as Annexure 2. Minimum 15 days time should be given for receipt of application, after date of advertisement.

#### Formation of Scrutiny Committee and Interview Panel

- e) A scrutiny committee should be constituted at CoE level for screening applications and short listing of candidates. The committee shall consist of five members including 3 office bearers and 2 thematic experts from other organizations to maintain transparency in the selection process. One of the experts should be BPM, OLM. If the post of BPM is vacant in concerned block, DPM OLM will depute BPM from other block post invitation by concerned CoE for such deputation.
- f) An interview panel should be constituted at CoE level for conducting interviews of shortlisted candidates. The committee shall consist of five members including GPLF President, Secretary and 3 thematic experts (as per CoE staff to be recruited) from other organizations to maintain transparency in the selection process. One of the experts should be representative of the Collector.

### **Registration of Applicants**

g) Post receipt of applications, scrutiny committee should maintain records of applicants. Receipt of documents (as mentioned in application form) should be confirmed. Format for maintaining records of applicants is enclosed as Annexure 2a.

### **Short listing Process**

h) The recruitment process is of total 100 marks out of which 90 marks are towards career and work related experience and 10 marks for personal interview.

i) The applicants should be shortlisted on basis of eligibility and short listing criteria. The guidelines have been attached as Annexure-3 & formats for short listing of candidates have been attached as Annexure 4, 5 and 6 for post of Programme Manager, Accountant and MIS Assistant respectively.

j) Applicants should be shortlisted in ratio of 1:5 i.e. one candidate should be shortlisted for every five applicants, on the basis of marks secured by them. Priority should be given to local candidates i.e. applicants from concerned district. Further, in case of post of accountant, preference should be given to applicants who have pursued Tally as accounting course.

k) All shortlisted candidates would undergo personal interview. Candidate securing highest marks should be selected. The formats for registering marks secured by candidates' interview have been attached as Annexure 7 respectively. The final consolidated mark sheet format has been attached as Annexure 8.

l) In case of post of Accountant and MIS Assistant, interview panel should include some practical exercises in the personal interview round.

m) In case any office bearer of a CLF/GPLF or existing community cadre or full time/part time government employee or person holding any political office is selected, he/she should resign from that position before taking up the new assignment.

### **Post-Recruitment**

n) After selection, an invitation letter should be sent to selected candidates for post of Programme Manager, Accountant and MIS Assistant. The sample formats of invitation letter have been attached at Annexure- 9, 10 and 11 respectively.

o) An agreement should be signed between CoE and person concerned initially for one year. The agreement shall be renewed every year based on performance evaluation carried out by CoE.

**Plan for Orientation on CoE Roll Out Strategy**

<b>Sl. No.</b>	<b>Category of Participants</b>	<b>Period</b>	<b>Place</b>	<b>Responsibility</b>
01	District Steering Committee, DMMU Staff & District Level Line Departments	Second Week of November	DMMU	DMMU
02	Block Steering Committee, BMMU Staff & Block Level Line Departments	Third Week of November	BMMU	BMMU
03	Spearhead Team, Master Trainers, Community Cadres	Third Week of November	BMMU	BMMU
04	GPLF OB, EC and Sub Committees	Last Week of November	BMMU	BMMU

## Orientation on CoE Roll Out Strategy

Time	Session	Methodology	Output
10.00 am - 10.20 am	Registration		Ensuring participation
10.20 am - 10.30 am	Prayer Introduction		Generating interest
10.30 am - 11.00 am	Welcome Address Objective Sharing		Understanding the motive
11.00 am - 11.30 am	Participants expectations from the workshop	Brainstorming	Having an overview of the requirement of participants
11.30 am - 11.45 am	<b>Tea Break</b>		
11.45 am - 12.30 pm	Need for development of CoE /Model CLF	Interaction	Functional Clarity
12.30 pm - 1.30 pm	CoE Guidelines Sharing	Brainstorming ,SGD & Presentation	Functional Clarity
1.30 pm - 2.15 pm	<b>Lunch</b>		
2.15 pm - 3.45 pm	Process and activities to be undertaken for development of model CLF	Group Work Presentation	Strategic Clarity
3.45 pm - 4.00 pm	<b>Tea Break</b>		
4.00 pm - 4.30 pm	<b>Implementation Strategy at different levels (including identification criteria and process, roles and responsibilities etc.)</b> <ul style="list-style-type: none"> <li>• Core Committee - SMMU, DMMU, BMMU</li> <li>• Anchor persons - SMMU, BMMU</li> <li>• CoE Staff - PM, Accountant, MIS Assistant</li> <li>• Master Trainers, Sphere Head Team, SLTs, DLTs and BLTs</li> </ul>	Group Presentation	Clarity about the work, function and the building blocks of CoE
4.30 pm - 5.30 pm	<b>Documentary</b>	Video	Help in vision building
5.30 pm - 6.00 pm	Feedbacks, Closing Remarks & Vote of thanks		Learning & Motivation

**Activities to be carried out by DMMU/BMMU**

Sl. No.	Activities	Deadline	Responsibility
1	Formation of District Level & Block Level Steering Committee	7 <sup>th</sup> November	Concerned DMMU
2	Formation of Spearhead Team	7 <sup>th</sup> November	Concerned DMMU/BMMU
3	Identification of Master Trainers	15 <sup>th</sup> November	Concerned DMMU/BMMU
4	District and Block Level Orientation	20 <sup>th</sup> November	Concerned DMMU/BMMU
5	Orientation of OB, EC & SC of GPLF	25 <sup>th</sup> November	Concerned DMMU/BMMU
6	Update GPLF & SHG books of records	Last week of November	Concerned DMMU/BMMU
7	Account Opening	Last week of November	Concerned DMMU/BMMU
8	Refresher training of OB, EC & SC (about GPLF)	Last week of November	Concerned DMMU
9	Fund transfer to 35 CoEs at the rate of 15 Lakhs per CoE	1 <sup>st</sup> week of December	Concerned DMMU
10	Office establishment of 35 CoE	3 <sup>rd</sup> week of December	Concerned DMMU/BMMU
11	Identification of CRP for NCRP training regarding CoE development	Last week of November	Concerned DMMU/BMMU
12	Recruitment of CoE Staff	Last week of December	Concerned CoE with the help of DMMU/BMMU
13	CoE staff training and immersion	1 <sup>st</sup> week of January	Concerned DMMU
14	Interventions and Innovations (Livelihoods, Financial Inclusion, Social Inclusion)	2 <sup>nd</sup> week of January	Concerned DMMU/BMMU