

GOVERNMENT OF JAMMU AND KASHMIR
Labour & Employment Department,
Civil Secretariat, Jammu.

Subject: Guidelines for 'Self Help Group Of Engineers Scheme'

Reference: Cabinet Decision No.26/02/2017 Dated:' 13-02-2017.

Government Order No. 14-L&E of 2017

D a t e d: 20-02-2017

Sanction is hereby accorded to the adoption of the following guidelines to regulate the implementation of the Self Help Group of Engineers Scheme in an effective manner:

1 . Scheme: "Self Help Group of Engineers"

Objective:

2. To organize unemployed engineers of the State into groups to self employ them by providing them gainful sources of livelihood in the shape of work contracts in the Works/Development Departments as an alternative to Government jobs, as also to create/promote group culture among them for their socio-economic empowerment to generate employment opportunities for others as well. The spirit behind the scheme is to create an atmosphere of handholding, accommodation and encouragement. The officers of various Departments shall help these Self Help Groups to achieve the cherished goal of providing self-employment opportunities to the unemployed engineers.

3. Applicability:

The Scheme shall be applicable to the unemployed engineers of J&K State possessing the following qualification :

(i) *Bachelor's degree in Engineering/Technology /Architecture/bio-medical Engineering, etc or in any branch of engineering from any Institute / College / University of J&K State or any other State or Union Territory in India, recognized by All India Council for Technical Education (AICTE);

OR

(ii) *Three years diploma in any branch of engineering from any Institute/College of the J&K State or any other State or Union Territory in India, recognized by State

Board of Technical Education/ All India Council for Technical Education (AICTE).

* substituted by Govt. Order No. 49-L&E of 2018 dated 06.06.2018)

4. Formation of Groups:

The unemployed engineers shall be required to organize themselves into Self Help Groups of 4 to 10 members.

4.1 Eligibility:

An engineer shall be eligible to become a member of a Self Help Group (SHG) provided he/she is:

- i. A permanent resident of J&K State.
- ii. Is not working permanently or temporarily in any Government/Semi-Government Department /Agency /Autonomous Body or Private Organization; and produces a certificate to this effect from Deputy Director/Assistant Director Employment of the concerned district;
- iii. Is registered with District Employment and Counselling Centre (DE&CC) of his/her district;
- iv. Is above 21 years but less than 45 years of age; and
- v. Is not a member of any other Self Help Group.

4.2 Number of Members:

A Self Help Group of engineers shall have minimum of four and maximum of 10 members, provided that 40% of the members of the group shall necessarily have a degree in Civil/ Mechanical Electrical / Architectural Engineering. Whereas, 60% can have any degree or diploma in any branch of engineering. Besides, it shall be mandatory to have one engineer having degree/ diploma in Electrical Engineering all the times in the group for all electrical works. Provided further that while forming a Self Help Group, group affinity and homogeneity shall be, as far as possible, kept in view to ensure cohesiveness of the group and minimize the chances of its breaking.

*** Provided the condition of fulfilment of 40:60 ratio shall not apply retrospectively to such SHGs of Engineers, which were formed prior to 20.02.2017. However, they may transit to this ratio voluntarily.**

* Added by Govt. order No. 20-L&E of 2018 dated 08.03.2018

**** Provided the SHGs of Engineers involved the supply and/or installation of medical/bio-medical equipments, etc; maintenance of medical/ bio-medical equipments; supply and**

/or installation of gas pipeline systems/Heating, Ventilation and Air Conditioning (HVAC) for hospitals; constructions &/or maintenance of hospitals, etc shall have 60% of its members possessing degree in the Bio-medical Engineering/Biomedical Electronics/Bio-medical instrumentation and remaining 40% can have Degree or Diploma in any branch of engineering.

Added by Govt. order No. 49-L&E of 2018 dated 06.06.2018

4.3 Where to form a group:

An unemployed engineer can be a member of only one SHG in the district of his/her domicile or where he/she is normally residing for the last two years. To that effect, he shall produce Permanent Resident Certificate (PRC). In case he is living in some other district, he/she will produce **NOC** from the DE&CC of other district, i.e. the district of domicile or where he presently resides, as the case may be.

4.4 Undertaking:

Every member of a Self Help Group shall furnish an undertaking to the effect that:

- i. He/she is not employed in any Government/semi-Government Department /Agency/Autonomous Body or any Private Agency/ Company nor is he/ she engaged in any other Business/Profession;
- ii. He /She has a valid degree/diploma in (branch) engineering.
- iii. He /She is not a member of any other SHG; and
- iv. He/ She has willingly opted for self-employment as an alternative to Government job and will not opt for government employment as long as he is or continues to be a member of SHG.

4.5 Group Leader:

Every Self Help Group shall be led by a group leader elected unanimously as leader by all the members through a resolution. Group leader and one member of the group shall sign on the paper /

correspondence to be exchanged with the departments/authorities. However, for drawl of agreements with departments, each member of the group shall have to sign compulsorily.

5. Registration of a Self Help Group:

5.1 Execution of Partnership Deed

The members of the SHG shall execute a Partnership Deed in terms of J&K Partnership Act and get it registered in accordance with the provisions of the Act. Besides spelling out other terms and conditions, the Partnership Deed shall specifically mention the following:

- i. Name of the Self Help Group.
- ii. That the Self Help Group is being formed under the 'Self Help Group of Engineers Scheme" of the State Government.
- iii. That the rights and duties of the partners shall be equal as determined by the contract between the partners.

5.2 Application for Registration:

The SHG shall submit an application to the Deputy Director/Assistant Director Employment of the district concerned for registration of a Self Help Group . The application for registration shall be accompanied by:

- i. Registered Partnership Deed (in original) with one Photostat copy.
- ii. A resolution passed unanimously by all members of the group to the effect:
 - a. That the SHG has been formed under SHG of Engineers Scheme under the name and style of (Name of the SHG);
 - b. That Sh..... S/O R/OQualification.....has been elected/nominated as group leader of the SHG;
 - c. That the members have agreed to share the profit/loss of the business to be carried on by all or any of them, equally; and
 - d. That any new member shall be introduced in the Self Help Group, or any existing member retired/discharged from the group, with the consent of all members as prescribed under law:
- iii. Particulars, viz; name, parentage and full addresses of all the members of the group alongwith Aadhar Numbers, if available.
- iv. Photocopy of the Registration Card issued by the DE&CC (Employment Exchange).

- v. Four recent passport size photographs (one pasted on the application and three as spare copies).
- vi. Qualification details, supported with certificates, of all members.
- vii. Unemployment Certificate of all members (issued by Deputy Director/Assistant Director Employment concerned)
- viii. Address of the place of business of the firm.

5.3 **Verification of Documents:**

On receiving the application, the Deputy Director/Assistant Director Employment (as the case may be) shall scrutinize all the **papers/documents/certificates** and shall take such steps as may be necessary to ascertain the genuineness of the documents/certificates, submitted by the Self Help Group/members.

5.4 **Registration of SHG Firm:**

After satisfying himself about the genuineness of the documents, the Deputy Director/Assistant Director of the Employment shall forward the case to the Registrar of Firms (Director Industries) of the Division with the recommendations that the Self Help Group may be registered as Firm.

5.5 **Registration of Self Help Group with DE&CC.**

- i. On production of certificate of registration from the Registrar of Firms, the DE&CC shall register the Self Help Group and allot a registration number to it which the group shall quote in all the matters related to the scheme.
- ii. The District Employment & Counselling Centre shall issue a SHG Card (registration card) in favour of the group containing full details of the Self Help Group and all its members with one recent passport size photograph of each member affixed on it. The SHG Card shall be duly stamped and numbered.
- iii. The Director Employment shall arrange to print adequate number of Pass Book type SHG Cards with adequate space for recording particulars of the group and its members, works allotted to the group and revalidation details, etc.
- iv. The DE&CC shall also issue individual photo identity cards to the members of the group for identification, which shall be signed by the group leader and Deputy Director/ Assistant Director of the DE&CC concerned.

v. The DE&CC shall maintain proper record/register of the SHGs, with full particulars, qualification and photographs of the all the members.

vi. *** Omitted** by Govt. order No. 49-L&E of 2018 dated 06.06.2018

vii. *** Once the SHG is registered with the Employment Department, the concerned competent authority in the line department shall issue a contractor card/license of relevant class/ category to a Self Help Group. The card shall be valid for works in respect of SHGs only within their 30% quota.**

** substituted by Govt. Order No. 49-L&E of 2018 dated 06.06.2018*

5.6 **Bar on employment:**

No member of a SHG shall, after its registration and issuance of SHG card, seek employment in any Government/ semi-government Department/ Agency, Autonomous or Private Body/ Institution/ Company as long as he/she is or continues to be a member of SHG, nor shall he/she take work contracts in Government / semi Government / Autonomous Bodies in his individual capacity during the tenure of his membership.

6. **Revalidation of SHG Card:**

6.1 *** A Self Help Group shall revalidate its registration card after every three financial years.**

Provided the SHGs, having continued to exist for six years shall be required to revalidate their registration cards after every four years. And SHGs existing beyond 10 years shall revalidate their SHG card after every six years.

Provided further, a Self Help Group shall cease to exist after 30th of April of a financial year, in which the revalidation of its registration card is due.

** substituted by Govt. Order No. 49-L&E of 2018 dated 06.06.2018*

- 6.2 For re-validation of the group presence of each member shall be mandatory and also the revalidation fee of Rs. 200/- payable by each member.
- 6.3 The Self Help Group shall approach the concerned Deputy Director / Assistant Director Employment through its group leader for revalidation of the SHG concerned. Besides the Card, the Self Help Group shall furnish the following documents at the time of revalidation:-
- i. Fresh Unemployment Certificate of every member from Deputy Director/Assistant Director Employment concerned
 - ii. Undertaking to the effect that all the members of the group are un-employed.
 - iii. An undertaking by the group leader to the effect of having shared profits/losses of SHG equally among members.
 - iv. In case any SHG has worked for more than ten years with satisfactory performance and any of its members leaves the groups/dies, the group shall be allowed to continue even with a reduced strength of three members and revalidated as well, as an exception.
 - v. Statement of works carried out by the SHG during the previous year duly issued/attested by allotting authority/executing agency indicating the name of work, cost of work and allotment order number.
 - vi. Works performance certificate of the SHG from the Works Division where maximum works have been carried out by the group.
 - vii. The group leader shall ensure the physical presence of all the members of the group along with their original certificates (and passport size photograph of each member), like; qualification certificate issued by Board/University.
 - viii. Proof of Partnership Deed, Firm Registration, Rent Deed and mobile number of each member.

6.4 Failure to revalidate the Card:

***The last date for revalidation of a SHG Card shall be 30th of April every three years.**

Provided SHGs, having continued to exist for six years shall be required to revalidate their registration cards after every four years. And SHGs existing beyond 10 years shall

revalidate their SHG Card after every six years.

Failure to obtain the revalidation shall render the card ineffective and the SHG shall not be allowed to get work contracts or file tenders any more.

Provided further that where the group has failed to get the card revalidated by the due date, due to reasons beyond its control or any other justifiable reasons, the SHG shall represent before the Joint Director/ Director Employment within 60 days starting from 1st May and request for condonation of the delay, while justifying the same.

The Joint Director / Director Employment shall, after seeking a report from the DE&CC concerned and also after giving the SHG an opportunity of being heard, decide the matter within 30 days from the date he receives the representation. In case the representation is admitted and delay is condoned, the Joint Director / Director Employment shall direct the Deputy Director / Assistant Director, DE&CC concerned to revalidate the SHG Card. The decision of the Joint Director / Director Employment shall be final and binding.

** substituted by Govt. Order No. 49-L&E of 2018 dated 06.06.2018*

7. Incoming & Outgoing members:

- 7.1** Subject to the provisions of Sec.31 of the Partnership Act, a Self Help Group may introduce a partner/ member only with the consent of other members, provided the incoming member is eligible to become a member of a Self Help Group.
- 7.2** The group shall inform the DE&CC with which it is registered about the proposed inclusion of the new member immediately in writing along with a resolution passed unanimously by the members of the group to the effect that the new member is included.
- 7.3** On receipt of the information and resolution, the DE&CC shall take such steps as may be required to verify the credentials of the new member and shall make such changes as are required in the SHG Card and other relevant records and issue a

photo identity card in favour of the new member after declaring him a member of the group.

7.4 Any member of a Self Help Group:

- i. May retire with the consent of all other partners /members by giving notice, in writing, to all the other members of his intention to retire; or
- ii. may be discharged from the Self Help Group for misbehaviour / misconduct/unfair means /misappropriation of funds or for committing any offence punishable under law, to which extent a resolution shall be passed by 2/3rd majority of the SHG.

7.5

- i. The Self Help Group shall inform the concerned DE&CC about the retirement/discharging of a member and enclose the notice /resolution regarding his/her retirement or warrant of discharge, as the case may be, within one month from the date the notice or warrant has been issued or resolution has been passed.
- ii. If with the retirement or discharging of a member, the number of members of Self Help Group falls below four, the Self Help Group shall introduce/include a substitute in place of the retiring /discharged members.
Provided that the new member, so introduced/included, is eligible to become a member of the Self Help Group and is introduced in the group with the consent of all other members.
- iii. The group leader of the Self Help Group shall inform the DE&CC concerned about the introduction/ inclusion of the substitute and submit the resolution (in original) signed by all other members and requisite certificates /documents of the proposed substitute alongwith the notice regarding retirement /discharging of the member.
- iv. Upon receiving the notice regarding retirement /discharging of the member, the Deputy Director/ Assistant Director Employment shall examine and ascertain the genuineness of the notice with supporting documents and accept the retirement/discharging of the member and inform the group to carry on the business without the retiring or discharged member.

- v. In the event the number of members of the group falls below four and no substitute has been introduced/included by the Self Help Group within 45 days, it shall become invalid and shall be deregistered. However, works allotted if any shall have to be completed by the group at its own risk and cost.
- vi. The group leader shall, after arranging/including the substitute, file an application before the Deputy Director/ Assistant Director Employment concerned for confirming the substitute as member alongwith the following documents:-
 - a) A resolution dully passed by all the remaining members accepting the substitute as a member.
 - b) All certificates/ documents required to be furnished by an unemployed engineer for becoming a member of the group.
- vii. Upon receiving the application accompanied by resolution and other documents , the Deputy Director/Assistant Director Employment concerned shall, after satisfying himself with regard to the genuineness of the documents, confirm the substitute as member of the group and make necessary entries in the office record and the SHG Card. He shall also issue an Identity Card in favour of the new member.
- viii. The Deputy Director / Assistant Director Employment shall, however, decide about membership of the substitute within 30 days from the date of receipt of the application/ notice.
- ix. No fresh partnership deed shall be required to be executed nor shall any registration with Registrar of Firms be required due to retirement/discharging of a member /members or due to introduction/ inclusion of a substitute in view of the applicability of Sec.31 & 32 of the Partnership Act, except where the partnership firm gets completely dissolved due to breaking of the group.

8. Suspension /De-registration /Cancellation of a Self Help Group.

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A Self Help Group formed under the scheme shall be liable to be de-registered/black listed and its card cancelled in the following circumstances:-

- a. If any member of a group gives a false undertaking, the responsibility shall lie

on the SHG. The SHG will be blacklisted and debarred besides action as warranted under law.

- b. If the SHG fails to introduce the new member in place of retiring /withdrawing member within the stipulated time.
- c. If the SHG fails to get its card revalidated within the prescribed period (due date).
- d. If the group or its members misuse the SHG Card by letting any person /persons who is/are not the member/members of the group or any other group/ firm, etc. to use it or the SHG sublets works allotted to it under the scheme.
- e. If the SHG or any of its members resorts to any unfair practice or means for seeking work contracts or indulge in any fraud or illegal act;
- f. If the SHG or any of its members commits a breach or violation of these guidelines or by its commissions or omissions forfeits the spirit of the scheme;
- g. If the SHG or any of its members is found to have committed an act which amounts to misconduct or has committed fraud or misappropriation or has misrepresented/misled any department or agency of the Government/ autonomous body.
- h. If the SHG is a non- performing group i.e not performs well or has not taken any work for two consecutive years.
- i. If the SHG abandons a work without assigning any reason, its registration card shall be suspended/ cancelled.
- j. If the SHG fails to execute the allotted work for prolonged period and beyond the date prescribed for its completion without any cogent reasons.

On receiving the information /complaint or a direction from any superior authority, the Deputy Director / Assistant Director Employment shall ascertain the veracity of the complaint. In the event he finds any substance in the

complaint/information, he should issue a notice to the Self Help Group directing it to explain its position within 15 days.

- ii. The SHG shall be kept in suspended animation during the notice period and all the line departments informed.
- iii. The Deputy Director / Assistant Director Employment shall give the group an opportunity of being heard. After hearing the SHG and conducting an enquiry/ascertaining the factual position, if the Deputy Director/ Assistant Director Employment finds that the complaint was false or the information was not based on facts, he shall withdraw the suspension order and allow the group to function normally and inform all line departments accordingly.
- iv. In the event, the SHG fails to explain its position within the stipulated time or fails to clear itself of the charges/allegations or fails to prove that the complaint was baseless, the Deputy Director/ Assistant Director Employment concerned shall conclude the enquiry against the group after taking a holistic view, de-register it and cancel its Card under an intimation to all line departments. He may also recommend blacklisting of the group/group members.

8.3 Appeals: Any SHG aggrieved by the decision of the Assistant Director / Deputy Director Employment can file an appeal before the Joint Director of the concerned Division within 30 days from the date of issuance as 1st Appellate Officer; and subsequently before Director Employment as Final Appellate Officer within a period of 15 days from the date of issuance of the order by the Joint Director Employment of the concerned Division.

9, FUNCTIONING OF THE SELF HELP GROUP:

9.1 Allotment of Departments

The District Employment and Counseling Centre shall forward the name of the SHG with registration number to the Govt. departments/ agencies/ autonomous bodies in the district for allotment of works.

Provided that the SHG may on its own, as

well, approach any Govt. Department/ agency/autonomous body in the district for allotment of works.

- 9.2** Proper database should be maintained about the works allotted to different SHGs by different Departments.

While allotting departments/autonomous bodies, it shall be ensured by the District Employment & Counseling Centre that at least four SHGs are allotted to a Department/ agency/ autonomous body so that there is healthy competition among the groups at the tendering stage and contracts are obtained on competitive rates out of the quota fixed for the Self Help Groups.

9.3 Nature and limit of Work Contract

(A) Nature of contracts:

- i. A Self Help Group shall be entitled to execute only construction work contracts/supply contracts of civil/mechanical & electric/electronic nature with the Departments/agencies, listed at para 9.6 of these guidelines.
- ii. A Self Help Group of Engineers shall be entitled to execute the work contracts only in the districts in which it is registered.
- iii. A Self Help Group may be allotted as many departments in the district as are necessary to enable it to get work contracts within the quota. There will be no restriction on the number of works allotted to the SHGs, although there would be restriction on the quantum of work.
- iv. The quantum of the work along with allotment No. and date shall be entered in the Registration Card of SHG so that the financial limit is maintained. After satisfactory completion of the work as per the agreement by the SHG, the necessary entry shall be effected in the registration Card.

- v. To safeguard the scheme from becoming a backdoor entry mechanism, no works shall be allotted without tendering and upper limit of works to be executed by a SHG shall be strictly enforced.

- vi. ***The works reserved for SHGs shall be advertised only once, with the additional condition that sub-letting of work shall not be allowed under any circumstances. If no tender is received, the work shall be de-reserved.**

Provided that while allotting the departments, it shall be ensured that every SHG in the district gets a fair chance to get work contracts.

** Substituted by Govt. order No.49-L&E of 2018 dated 06.06.2018*

(B). Limit of work contracts.

- a) Quota: 30% of the total works of the Government Departments/Corporations and autonomous bodies shall be the quota earmarked for the Self Help Groups.

- b) A Self Help Group shall be entitled to get works contract up to the limit of Rs. 50 lakh for two years from the date of its registration.

- c) After two years, a Self Help Group shall be entitled to get a work contract up to a limit of Rs. 75 lakhs, within their quota, for the next two years, subject to the condition that the group has total annual turnover of rupees one crore or more.

- d) After four years of its registration, a Self Help Group shall be entitled to take a work contract up to the limit of Rs. 1.25 crore, within their quota, subject to the condition that the group has total annual turnover of above rupees two crore.

- e) A Self Help Group that demonstrates high level of performance could even be considered for allotment of works with monetary limit of above Rs. 1.25 crore within their quota after 5 years of its registration as per the capacity of SHG. However, performance of a SHG shall be graded by the Superintending Engineer of R&B/ PHE/ I&FC/UEED/PDD, as the case may be, and SHG graded very good or excellent alone shall be allowed to take a work with an estimated cost of above Rs. 1.25 crore.

Provided where there is no Superintending Engineer, the SHG shall be graded by Chief Engineer concerned.

- f). All Line Departments including Heads of Departments, District Development Commissioners, Chief Engineers, Managing Directors, etc shall earmark certain small works, including the small works like sanitary fittings, electrical works, painting, carpentry/ joinery, information technology works, etc in bigger projects to be allotted/executed to/by SHGs of Engineers only.

g). SHGs of Engineers shall be integrated with Annual Maintenance Contracts (AMC) for maintenance works and wherever AMCs are not available, maintenance work shall be exclusively allotted/executed to/by SHGs.

Whole sub-para 9.3(B) recasted /substituted by Govt. Order No. 49-L&E of 2018 dated 06.06.2018

9.4 The upper limit referred to in Para's 9.3 (B) (b-e) shall be applicable to each work and the SHG can be allotted as many works as it can execute within its quota.

9.5 ***Consortium**: **Two or more Self Help Groups can form a Consortium to execute works upto Rs. 2 (two) crore subject to the condition that the SHGs forming Consortium have been graded by the Superintending Engineers R&B /PHE /I&FC/UEED/PDD, as the case may be, as very good and/or excellent. Furthermore, SHGs forming the Consortium must have a minimum six years of experience, each. For works beyond Rs. 2 crore, no special incentive like 30% quota or 1% earnest money**

shall be available for them and the Consortium shall have to participate in tenders, like other contractors, for works in the common pool.

Provided where there is no Superintending Engineer, the SHG shall be graded by Chief Engineer concerned.

** Substituted by Govt. order No.49-L&E of 2018 dated 06.06.2018*

- 9.6 Line Departments:- The Government Departments / Agencies/Autonomous Bodies/Corporations where the SHG are authorized to take works within their quota are as under:-
- i. PW (R&B) Department.
 - ii. Public Health Engineering and Irrigation & Flood Control Department.
 - iii. Power Development Deptt.
 - iv. Urban Environmental Engineering Department.
 - v. Rural Development Deptt.
 - vi. Urban Local Bodies Deptt.
 - vii. Tourism Deptt.
 - viii. SKIMS Soura, Srinagar
 - ix. Education Deptt.
 - x. Parks, Gardens and Floriculture Deptt.
 - xi. Estates Deptt.
 - xii. Agriculture Production Department.
 - xiii. Horticulture, Planning and Marketing Department.
 - xiv. Technical Education Department.
 - xv. J&K Horticulture, Produce and Marketing Corporation.
 - xvi. Srinagar Development Authority.
 - xvii. Jammu Development Authority.
 - xviii. Tourism Development Authorities.
 - xix. LAWDA.
 - xx. Rural Sanitation Deptt.
 - xxi. Fisheries department.
 - xxii. Hospitality & Protocol, Department.
 - xxiii. Forest Department.
 - xxiv. Command Area Development Deptt.
 - xxv. Health & Medical Education Department.
 - xxvi. Police Construction Division.
 - xxvii. J&K Projects Construction Corporation.
 - xxviii. Municipal Corporations of Jammu/Srinagar.
 - nix . J&K Police Housing Corporation.

xxx. Universities of Kashmir/Jammu, SKUAST, Jammu/Kashmir, Islamic University of Kashmir, SMVD University Katra, BGSB University, Rajouri.

xxxii .J&K Tourism Development Corporation.

xxxii. J&K SIDCO.

9.7 **Training:**

(i) The respective works Department shall arrange the basic training, counselling /skill up-gradation for the members of the self help groups as soon as the groups approach them for allotment of works. The training shall include basic and first hand knowledge about the nature of works, quality control, rate structure as per schedule, monitoring /supervisory mechanism in place and how to prepare/file tenders, execute agreements, execute works, submit bills as also the, treasury procedure. codal formalities. banking procedure, etc. If required, experts from banks/finance Department/other development .departments shall also be invited to impart training and counseling to them.

(ii)The Engineering Departments of the State Govt. shall also provide technical support to the Self Help Groups and subsequently keep on evaluating their performance.

10. Incentives and Facilities.

10.1 **Incentives**

i. Every Works/Development Department shall earmark a quota of 30% of its funds in the works plan for self help groups.

Provided that in case the number of Self Help Groups available in a district is not adequate or such groups are not able to utilize the full quota, the Department concerned may take up the matter with the Employment Department. The Joint Director Employment concerned shall allot SHGs from other districts to such District/Department till

such time the number of SHGs in the district increases and comes at the desired level, to ensure healthy competition.

Provided further that where no SHG from other districts is willing to execute works in the district, the Joint Director Employment, shall inform the Deputy Director/Assistant Director Employment accordingly, who shall refer the matter to the District Level Monitoring Committee to reduce the quota to a reasonable level in the interest of development.

- ii. Where the number of Self Help Groups is adequate and they are willing to take the works, the Department(s) shall ensure that full quota of 30% is earmarked for them.
- iii. The funds or the quota shall be earmarked from both State/District plans as also under the State/Centrally sponsored schemes/flagship programmes.
- iv. As far as possible, works with tied up funding shall be earmarked for Self Help Groups.
- v. The Self Help Groups shall be competing among themselves within 30% quota earmarked for them. No SHG shall file tenders for works not falling within their quota.
- vi. The Self Help Groups shall be allowed 50% discount in earnest money deposit and they shall be required to deposit CDRs @ 1% of the cost of work tendered.
- vii. Earnest money shall be accepted in the shape of Bank Guarantee Also

Explanation deleted by Govt.order No. 44-L&E of 2017 dated 21.08.2017)

10.2 Facilities

- i. The banks particularly J&K Bank shall lend loans up to 50% of the cost of the work allotted to a Self Help Group against the work allotment letter.
- ii. The payments of Self Help Groups shall be accorded priority at the Treasuries.
- iii. Technical Officer to Chief Engineers shall act as Nodal officers for monitoring the grant of incentives to the Self Help Groups.

11 Monitoring & Evaluation of SHGs.

- 11.1 Implementation of the scheme shall be regularly monitored at the District, Divisional and State level by the respective Monitoring Committees so as to ensure that concessions flow to each member of the group.
- 11.2 There should be proper evaluation study of the scheme to be conducted by the Director Employment annually.

The Monitoring Committees shall be as under:-

i. State Level Monitoring Committee

1. Administrative Secretaries of Planning and Dev. Deptt. **Chairman**
2. Administrative Secretary, R&B/PHE/I&FC/PDD/RDD/ Labour EmploymenVH&UD & Director (Economic & Statistic)- **Members**
3. Two representatives of Self Help Groups one each from Jammu & Kashmir divisions) **- Member**
4. Director Employment, J&K **- Member Secy.**

The Director Employment shall also function as Nodal Officer to laise with various Works/ Development Departments with regard to the effective implementation of the scheme.

ii. Divisional Level Monitoring committee

1. Divisional Commissioner of the respective Division- **Chairman**
2. Chief Engineers of R&B/PHE/I&FC/PDD/ Commissioner Municipal Corporation/ Director Local Bodies/ V.C of respective Dev. Authority/ Director Rural Development Deptt, Regional Director(Economics and Statistics) **-Members**
3. Two representatives of Self Help Groups Joint Director Employment of the respective Division **member Secy**

iii. District level Monitoring Committee

1. District Development Commissioner of the respective di **Chairman**
2. Superintending Engineer of R&B/Hydraulic/PDD/

Asstt. Commissioner Dev. & CPO
One representative from Self Help

Groups - **Members**

3. Dy. Director/Assistant Director
Employment - **Member Secy**

11.3 The monitoring committees shall meet regularly to review the implementation of the scheme. While District Level Monitoring Committee shall meet once in three months, the divisional level Committee shall meet at least once in 6 months and the State level committee shall meet once in a year to take such decisions as may be required for the effective implementation of the scheme.

11.4 The Monitoring Committees shall invite any officer/person, whose attendance is considered fruitful for the proper implementation of the scheme, as special invitee to its meetings.

11.5 Reporting: It shall be mandatory for all Works/Development Departments, allotting works to the Self Help Groups, to intimate to the Chairman of District/Divisional/State Monitoring Committee (as the case may be) and *** also to the Director Employment, J&K** about the following:

- i. Total amount of funds under 30% quota earmarked for Self Help Groups, with the proposed works falling under the said quota.
- ii. List of work allotted to the Self Help Groups with full particulars.
- iii. Quarterly report regarding the works allotted to/executed by the Self Help Groups with cost of each work/details of payments;
- iv. General performance of the Self Help Groups.

added vide Govt. order No.49-L&E of 2018 dated 06.06.2018

At the District level, the copies of each of the above shall invariably be endorsed to the Deputy Director/ Assistant Director Employment for his record and reference.

At the Divisional level, the Divisional Heads of various works/Developmental Departments shall furnish quarterly reports indicating the number of works with total amount within the 30% quota earmarked, under all schemes/programmes for the SHGs/number of works with amount allotted to the SHGs/and number of works (with amount) **executed/completed/under** progress, etc. along with their comments and performance report of the SHGs to the chairman; Divisional/State Level Monitoring Committees through Member Secretaries i.e. Joint Director Employment (Kashmir/Jammu) and Director Employment, J&K.

11.6

*** The Director Employment, J&K shall monitor the scheme with special thrust on para 8.1 (d)(e), para 9.3 B (a) and para 10.1 (i) (iii) (iv). If, the Director Employment during monitoring/inspection finds breach any of the guideline (s), he/she shall immediately bring it to the notice of Chairman State/Divisional/District Level Monitoring Committee, as the case may be and also to the notice of the Administrative Secretary, Labour and Employment Department.**

added vide Govt. order No. 49-L&E of 2018 dated 06.06.2018.

By order of the Government of Jammu & Kashmir.

**Sd-
Commissioner /Secretary to the Government.**

No. L&E/Emp/20/2000

Dated: 20-02-2017

Copy to the:-

1. All Financial Commissioners.
2. Principal Secretary to the Chief Minister.
3. Director General of Police, J&K.
4. Principal Resident Commissioner, J&K Government, New Delhi.
5. Principal Secretary to the Governor.
6. All Principal Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. All **Commissioners/Secretaries** to the Government.
9. Divisional Commissioner, Jammu/Kashmir.
10. Director SKIMS, Srinagar.
11. Director General, J&K Institute of Management, Public Administration and Rural Development.

12. All Heads of Department/ Managing Directors.

13. Director Estates, J&K.

14. Director Information, J&K.

15. All Deputy Commissioners.

16. Registrar, University.

17. Director Archives, Archaeology and Museums.

18. Secretary, J&K Public Service Commission.

19. Secretary, J&K Legislative Assembly/Council.

20. Secretary, J&K Services Selection Board.

21. OSD with the Deputy Chief Minister.

22. General Manager, Government Press, Srinagar/Jammu.

23. Private Secretaries to all Cabinet Ministers/Ministers of State.

24. Private Secretary to the Chief Secretary.

25. Private Secretary to the Commissioner/Secretary to the Government, GAD.

26. I/c GAD Website.

27. I/c L&E Deptt. Website.

28. Government Order file (w.2.s.c.)

29. Stock file.