



DEPARTMENT OF URBAN LOCAL BODIES KASHMIR
OFFICE OF THE EXECUTIVE OFFICER,
MUNICIPAL COMMITTEE CHARARI SHARIEF
Web: www.ulb.gov.in, email: comcchararisharief@gmail.com



NOTIFICATION

Subject: Selection List of Self Help Group Members to be engaged as Community Mobilizers in Municipal Committee Chararisharief.

Reference: Advertisement dated 26/12/2025 of Mission Director SBM(U)-2.0 of J&K Letter No. MD/SBM/U/25-26/2177-79 dated 06/02/2026 of Mission Director SBM(U)-2.0, J&K.

It is hereby notified for the information of all concerned candidates that select list of Self Help Group members to be engaged as Community Mobilizers in Municipal Committee Chararisharief has been declared and is attached as **Annexure "A"**.

The President / Secretary / Treasurer of the concerned Self Help Group are hereby informed to sign Contract Agreement with Municipal Committee Chararisharief as per the selection procedure of the TOR regarding engagement of its selected members as Community Mobilizers.

The self attested copies of all requisite personal, educational and experience related documents for verification along with SHG registration certificate and passbook / cancelled cheque of the Self Help Group and Non-Judicial stamp paper of Rs.100/- (in name of the Self Help Group as second party) shall be submitted in the office of Executive Officer, Municipal Committee Chararisharief, by the Self Help Group for signing the contract agreement by or before 27th of March, 2026.

The Self Help Groups who have signed the contract agreement shall direct their respective members to join in the office of Executive Officer, Municipal Committee Chararisharief w.e.f 1st of April, 2026.

No.: MC/CH/SBM 2.0/SHG/2026/ 403-06

Date: 16/03/2026


16.03.2026
Chief Executive Officer


Municipal Committee
Chararisharief

Copy to the:

1. Deputy Commissioner Budgam for favour of kind information.
2. Mission Director Swachh Bharat Mission 2.0 Urban for favour of kind information.
3. Director Urban Local Bodies Kashmir for favour of kind information.
4. Joint Director Information, Kashmir for favour of kind information with the request to publish the same in at least two dailies please.



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ITUW TSA

Selection List of SHG Members to be engaged as Community Mobilizers in Municipal Committee Chararisharief

S.No	S.No as per Short list	Full Name	Father/Spouse Name	Full Address	Contact Number	SHG Name
1	1232	SHAISTA MAJEED	ABDUL MAJEED BHAT	TRAJBAL CHARARI SHARIEF	6005021356	SHEIKHUL ALAM
2	1242	SHFIYA JAN	GUL MOHAMMAD WANI	BADAMWARI CHARARI SHARIEF	7051275059	KAWAL
3	1254	INSHA AKHTER	FAYAZ AHMAD KUMAR	KUMAR MOHALLA CHARARI SHARIEF	8082962611	ALIF
4	1246	IQRAT JAN	ABDUL KHALIQ WANI	WANGWASS GOJIPATHRI	9541614740	IQRA

Waiting List of SHG Members to be engaged as Community Mobilizers in Municipal Committee Chararisharief

1	1245	SAMEENA AYOUB	IRFAN BASHIR SHAH	DAKHIN BALA GULSHAN ABAD CHARARI	7006052406	ZAM ZAM
2	1255	SAIMA MANZOOR	MANZOOR AHMAD BHAT	MOHALLA HANWARI CHARARI	6006442178	FATIMA
3	1230	ZEESHAN KAISER	GHULAM MOHAMMAD DAR	TRAJBAL CHARARI SHARIEF	6006300687	SUBZAR
4	1231	RAZIA AKTHER	GULZAR AHMAD DAR	SADAR BAZAR CHARARI SHARIEF	7889413985	FATIMA
5	1229	RYHANA RASHID	ABDUL RASHID GANAE	TRAJBAL CHARARI SHARIEF	9103338941	SUBZAR
6	1234	UZAIRA ILYAS	MOHAMMAD ILYAS DAR	SADAR BAZAR CHARARI SHARIEF	9103779316	NOORANI
7	1256	ZAHIDA AKHTER	ABDUL KHALIQ WANI	CHARARI SHARIEF MC	7006716561	KAMYABI
8	1241	SHAISTA NOOR	NOOR MOHAMMAD BHAT	TILSARA CHARARI SHARIEF	7051498010	SHALIMAR SHG

Note: The priority of the waiting list candidates shall be determined strictly in the order of their serial numbers, i.e., Serial No. 1 shall be given priority, followed by Serial No. 2, and so on.

76/4
16.03.2026.
Executive Officer

Municipal Committee
Charar-i-sharief

MODEL CONTRACT AGREEMENT

(This Agreement shall be executed on a non-judicial stamp paper of ₹100/- (Rupees One Hundred only))

For Engagement of SHG Member as Community Mobilizer for IEC Activities Under Swachh Bharat Mission (Urban) 2.0.

This Agreement is made on this ___ day of _____, 2026

BETWEEN

The Urban Local Body (ULB)/Corporation of _____, through the Chief Executive Officer (CEO) / Executive Officer (EO) / Joint Commissioner (JC) , having its office at _____ (hereinafter referred to as the "ULB/Corporation/Authority", which expression shall include its successors and permitted assigns);

AND

The Self-Help Group (SHG) named _____, registered under _____, having registration no _____ and registered at _____, represented through its President/Secretary/Treasurer _____ (hereinafter referred to as the "SHG", which expression shall include its successors and permitted assigns).

The ULB and the SHG shall hereinafter be individually referred to as a "Party" and collectively as the "Parties."

1. Purpose of the Agreement

The purpose of this Agreement is to engage an eligible member of a Self-Help Group (SHG), selected through a personal interview process, as a Community Mobilizer to support the implementation of Information, Education and Communication (IEC) activities under Swachh Bharat Mission (Urban) 2.0 within the jurisdiction of the concerned Urban Local Body (ULB) /Corporation.

2. Scope of Service

The Community Mobilizer shall undertake Information, Education and Communication (IEC) and community engagement activities within the jurisdiction of the concerned Urban Local Body (ULB) /Corporation, covering assigned wards or areas aligned with door-to-door waste collection routes. The Mobilizer shall disseminate IEC messages during waste collection hours or as directed by the ULB, focusing on source segregation of waste, sanitation and personal hygiene, prevention of open littering, dumping, open defecation and urination, and maintenance of clean public spaces. The Mobilizer shall conduct baseline and periodic field surveys, identify bulk waste generators and community institutions, support IEC campaigns, provide field-level assistance to Reduce-Reuse-Recycle (RRR) Centers, document best practices and community initiatives, and support digital outreach through sharing of field evidence and success stories.

The Mobilizer shall further support implementation of Swachh Bharat Mission (Urban) initiatives including ODF+, ODF++, Water+, Garbage-Free City certifications, Swachh Survekshan and Swachh Survekshan League through citizen mobilization, field verification, and feedback collection; assist in monitoring garbage vulnerable points, open littering and defecation points, sanitation and waste management infrastructure, and waste collection systems; facilitate grievance reporting through the Swachhata App or other prescribed platforms; and maintain daily activity records and periodic reports in prescribed formats for review and reporting at ULB and Mission levels.

3. Engagement of Community Mobilizer

The Self-Help Group (SHG) hereby engages its member, Ms. _____, D/o/W/o _____, as Community Mobilizer for the provision of Information, Education and Communication (IEC) support services within the jurisdiction of the concerned Urban Local Body (ULB) /Corporation / Municipal Corporation.

Such engagement is made pursuant to and in accordance with the recommendation of the duly constituted Selection Committee of the ULB / Municipal Corporation and shall be subject to the terms and conditions set forth under this Agreement.

4. Non-Assignment and Non-Substitution of Community Mobilizer

The SHG shall not assign, transfer, substitute, or subcontract the services of the Community Mobilizer to any other person or entity.

5. Engagement Period

This Agreement shall come into force from the date of signing and shall remain valid up to **30th September 2026**, unless terminated earlier in accordance with the provisions of this Agreement.

Any extension or renewal of the engagement period beyond 30th September 2026 shall be subject to the following conditions:

- i. Satisfactory performance of the SHG member(s), as assessed by the concerned Urban Local Body (ULB) /Corporation; and
- ii. Continuation of Swachh Bharat Mission (Urban) 2.0 and
- iii. Prior written approval of the Mission Director, Swachh Bharat Mission (Urban), Jammu & Kashmir (UT).

No claim for automatic extension or continuation of the engagement shall be entertained, and any extension, if approved, shall be formalized through a written amendment or addendum to this Agreement.

6. Remuneration

The Self-Help Group (SHG) shall be paid a consolidated remuneration of ₹8,000 (Rupees Eight Thousand only) per month for providing support to IEC activities through its Community Mobilizer. The remuneration shall be credited on a monthly basis to the Self-Help Group (SHG) bank account of the engaged SHG member, subject to certification of satisfactory performance by the

designated officer of the Urban Local Body (ULB). Thereafter, the SHG shall disburse the payment to the member engaged as Community Mobilizer in accordance with its bye-laws.

7. Leave Policy

The engaged Community Mobilizer shall be entitled to leave strictly in accordance with the leave rules and policies applicable to contractual staff of the concerned Urban Local Body (ULB) /Corporation or Municipal Corporation, including Jammu Municipal Corporation and Srinagar Municipal Corporation, as applicable.

All leave shall be subject to prior approval of the designated ULB officer. The sanction, regulation, and maintenance of leave records shall be the responsibility of the ULB / Municipal Corporation concerned. Availing leave shall not be construed as a matter of right and shall be governed by operational requirements.

8. Code of Conduct

The Community Mobilizer shall adhere to the code of conduct, instructions, and ethical standards prescribed by the ULB and shall maintain decorum while interacting with citizens and officials.

9. Roles and Responsibilities of Community Mobilizer

The Community Mobilizer (SHG Member) shall perform the following duties within the assigned jurisdiction during the contract period, in coordination with the concerned Urban Local Body (ULB) /Corporation:

- Conduct door-to-door household visits to create awareness and motivate residents on source segregation of waste (Wet, Dry, Domestic Hazardous, and Sanitary Waste) and assess the status of door-to-door waste collection and segregation practices.
- Identify and report sanitation and solid waste management related grievances including but not limited to open burning, illegal dumping, C&D waste, garbage vulnerable points, littering, OD spots, yellow/red spots, and polluted water bodies.
- Coordinate with drivers, helpers, supervisors, and other field staff of primary and secondary waste collection systems and concerned ULB officials to facilitate timely redressal of waste collection and sanitation issues.
- Monitor and report on the functionality and utilization of waste management infrastructure such as twin bins, compost pits, home compost and other related assets within the ULB area.
- Visit Community Toilets (CTs), Public Toilets (PTs), and Aspirational Toilets to observe and report on operational status, including availability of water and lighting, cleanliness, hygiene, maintenance of feedback registers, and adherence to cleaning schedules.
- Undertake awareness activities in public and private institutions (schools, colleges, offices, hospitals, hotels, etc.), bulk waste generators, local markets, malls, and commercial establishments on waste segregation, sanitation, hygiene, prevention of littering, and reduction of single-use plastic.

- Conduct awareness and monitoring activities at transit locations such as railway stations, bus stands, taxi stands, and religious places to promote compliance with SBM (Urban) 2.0 guidelines.
- Promote Reduce-Reuse-Recycle (RRR) Centers by motivating citizens to donate reusable items and support operationalization of non-functional RRR Centers, wherever required.
- Carry out all Information, Education and Communication (IEC) activities, Swachhata Survekshan related assignments, and any other tasks assigned by the CEO / EO/ JC of the concerned ULB from time to time.

10. Roles and Responsibilities of the ULB/Corporation

The Urban Local Body (ULB) /Corporation shall provide overall supervision, coordination, and institutional support to SHG Members engaged in for IEC and community mobilization activities within its jurisdiction. The responsibilities of the ULB shall include:

- Designate a nodal officer for coordination, supervision, and review of SHG Members' activities.
- Provide necessary orientation, guidelines, IEC materials, and reporting formats related to SBM (Urban) 2.0, Swachhata Survekshan, and municipal sanitation systems.
- Facilitate coordination between SHG Members and ULB sanitation staff, contractors, supervisors, and other field functionaries.
- Ensure timely redressal of sanitation and solid waste management issues and grievances reported by SHG Members.
- Review reports and field observations submitted by SHG Members and integrate relevant inputs into ULB monitoring and MIS systems.
- Assign Swachhata Survekshan-related tasks, special IEC drives, or any other sanitation-related activities, as required, from time to time.

11. Termination of Engagement

The engagement of the Community Mobilizer under this Agreement is purely temporary and performance based. The Urban Local Body (ULB) /Corporation shall have the right to terminate this Agreement, in whole or in part, at any time, by giving **written notice of 10 days** on any of the following grounds:

- a) **Unsatisfactory Performance:** Persistent or material failure to meet performance standards or key indicators, including but not limited to effectiveness of IEC activities, waste segregation outcomes, control of open littering and open defecation, quality of reporting, and citizen feedback.
- b) **Misconduct or Indiscipline:** Any act of misconduct, indiscipline, negligence, absenteeism, falsification of records, misuse of resources, or conduct detrimental to the interests, image, or reputation of the ULB or Swachh Bharat Mission (Urban).
- c) **Completion or Discontinuation:** Completion, expiry, or closure of the engagement period or discontinuation, modification, or withdrawal of the related activity or project by the competent authority.

- Conduct awareness and monitoring activities at transit locations such as railway stations, bus stands, taxi stands, and religious places to promote compliance with SBM (Urban) 2.0 guidelines.
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- c) **Completion or Discontinuation:** Completion, expiry, or closure of the engagement period or discontinuation, modification, or withdrawal of the related activity or project by the competent authority.

- d) **Administrative or Financial Reasons:** Any administrative, financial, or policy-related reasons, or as otherwise decided by the ULB in the interest of Swachh Bharat Mission (Urban) 2.0.

The ULB may, at its discretion, terminate this Agreement with immediate effect in cases of misconduct or gross negligence. Upon termination, no further remuneration shall be payable beyond the period for which services have been satisfactorily rendered, and the SHG or Community Mobilizer shall have no claim for continuation or compensation.

12. Nature of Engagement

Nothing contained in this Agreement shall be deemed or construed as creating any employer-employee relationship between the Urban Local Body (ULB) /Corporation and the Self-Help Group (SHG), its members engaged as a community mobilizer under this Agreement. The engagement of SHG members is on a purely contractual and facilitative basis for the purposes of this Agreement. Accordingly, no SHG member shall be entitled to claim regular or permanent employment, wages, allowances, statutory benefits, or any other service-related benefits from the ULB under this Agreement.

13. Confidentiality

The SHG member (Community Mobilizer) shall maintain confidentiality of all official information, data, records, and materials accessed during the course of engagement under this Agreement and shall use the same solely for performance of assigned duties. No such information shall be disclosed to any third party without prior written approval of the ULB.

This obligation shall remain valid during the term of the Agreement and after its termination or expiry. Any breach of this clause shall constitute a material breach and may result in termination of the Agreement, without prejudice to other rights of the ULB.

14. Indemnity

The Self-Help Group (SHG) shall indemnify, defend, and hold harmless the Urban Local Body (ULB) /Corporation, its officers, officials, employees, and representatives from and against any and all claims, demands, actions, losses, damages, liabilities, costs, or expenses (including reasonable legal fees) arising out of or in connection with:

- a) any act, omission, negligence, misconduct, breach of discipline, or non-compliance with applicable laws, guidelines, or instructions by the deployed SHG member acting as Community Mobilizer;
- b) any injury, loss, or damage caused to any person or property due to the actions or inactions of the deployed SHG member during the course of engagement under this Agreement;
- c) any claim raised by the SHG member or any third party relating to remuneration, employment status, statutory benefits, or service-related entitlements contrary to the provisions of this Agreement; and
- d) any breach of the terms and conditions of this Agreement by the SHG or the deployed SHG member.

The indemnity obligations under this clause shall survive the termination or expiry of this Agreement.

15. Force Majeure

Neither Party shall be liable for any failure or delay in performance under this Agreement due to events beyond its reasonable control ("Force Majeure Event"), including but not limited to acts of God, natural disasters, epidemics or pandemics, war, riots, strikes (excluding those of the affected Party), or orders of Government or statutory authorities.

The affected Party shall promptly notify the other Party in writing, detailing the nature and expected duration of the Force Majeure Event, and shall take reasonable steps to mitigate its impact and resume performance at the earliest.

Obligations of the affected Party shall remain suspended during the continuance of the Force Majeure Event to the extent affected, without liability or penalty. Remuneration shall be payable only for services actually rendered, unless otherwise approved in writing by the ULB.

If the Force Majeure Event continues for more than **thirty (30) days**, either Party may terminate this Agreement by written notice, without liability, except for obligations accrued prior to such event.

16. Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of India. Subject to the provisions contained herein, the courts having territorial jurisdiction over the location of the concerned Urban Local Body (ULB) /Corporation in the Union Territory of Jammu & Kashmir shall have exclusive jurisdiction to adjudicate upon any dispute, difference, or claim arising out of or in connection with this Agreement.

17. Amendment

No alteration, modification, variation, or amendment of this Agreement shall be valid or binding on the Parties unless the same is made in writing and mutually agreed upon by both Parties. Any such amendment shall be executed through a written amendment or addendum duly signed by the authorized representatives of the Urban Local Body (ULB) /Corporation and the Self-Help Group (SHG) and shall form an integral part of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement on the day, month, and year first above written.

For the Urban Local Body (ULB) /Corporation

For the Self-Help Group (SHG)

Name: _____

Name: _____

Designation: CEO / EO / JC

Designation: President/Secretary/Treasurer

Signature: _____

Signature: _____

Seal: _____

Seal (Optional): _____