

DRAFT PROPOSED CHANGES

**GOVERNMENT OF INDIA
MINISTRY OF WOMEN AND CHILD DEVELOPMENT**

SWADHAR GREH
**A Scheme that caters to primary needs of women in difficult
circumstances**

SWADHAR GREH

A. Introduction:

Since 1969, the Government of India has had various schemes to provide shelter for women in need. Recognizing the need for transitional shelter, the Swadhar Greh Scheme is run by the Ministry of Women & Child Development in order to provide temporary accommodation, maintenance and rehabilitative services to women and girls rendered homeless due to a range of difficult circumstances.

An assessment of the performance of the functioning of Swadhar Greh was submitted in 2018 by Midstream Marketing & Research Pvt. Limited. In the assessment report, several practical recommendations were proposed. The norms for recurring and non recurring grants have been revised keeping in view the outcome of this assessment as well as the inputs received from the States/UTs Government during implementation of the scheme. In addition to this, there has been an endeavour to strengthen the scheme guidelines to address the on-ground situation.

B. Vision:

The Scheme envisions transitional shelter to women in need by creating an institutional framework that enables their empowerment and provides necessary access to support services. It envisages that shelter, food, clothing, and health needs as well as economic and social security are assured for such women.

C. Objectives:

Under the Scheme, Swadhar Greh will be set up in every district with capacity of 30 women with the following objectives:

- a) To cater to the primary need of shelter, food, clothing, medical treatment and care of women in distress and those who are without any social and economic support.
- b) To enable them to regain their emotional strength that gets hampered due to their encounter with unfortunate circumstances.
- c) To provide them with legal aid and guidance to enable them to take steps for their readjustment in family/society.
- d) To rehabilitate them economically and emotionally.
- e) To act as a support system that understands and meets various requirements of women in distress.
- f) To enable them to start their life afresh with dignity and conviction.

For big cities and other districts having more than 40 lakh population or those districts where there is a need for additional support to the women, more than one Swadhar Greh could be established. The capacity of Swadhar Greh could be expanded up to 50 or 100 on the basis of need assessment and other important parameters.

D. Strategies:

The objectives cited above would be pursued adopting the following strategies:

- a) Temporary residential accommodation with the provision of food, clothing, medical facilities etc.
- b) Vocational and skill up gradation trainings for economic rehabilitation of such women
- c) Counseling, awareness generation and behavioral trainings
- d) Legal aid and guidance

E. Beneficiaries:

The beneficiaries of the Swadhar Greh Scheme are women without any social and economic support, above 18 years of age, including:

- a) Women who have been deserted;*
- b) Women survivors of natural disasters who have been rendered homeless;*
- c) Women prisoners released from jail and are without family support;*
- d) Women victims of domestic violence, family tension or discord, who are made to leave their homes without any means of subsistence and have no special protection from exploitation and/ or facing litigation on account of marital disputes; and*
- e) Women rescued from trafficking operations or those who have run away from brothels or other places where they face exploitation and women affected by HIV/AIDS who have been abandoned. However such women should first seek assistance under Ujjawala Scheme in areas where it is in operation.*

Women of all categories listed may stay up to a maximum period of 5 years. Older women above 55 years of age may be accommodated till the age of 60 years after which they must be shifted to old age homes.

Women with severe intellectual/mental disabilities cannot be accommodated in the Swadhar Grehs and should be shifted to mental rehabilitation centres in order to properly ensure that their special needs are met.

Swadhar Greh facilities can also be availed by the children accompanying women in the above categories. Girls up to the age of 18 years and boys up to the age of 12 years would be allowed to stay in the Swadhar Greh with their mothers. (Boys of more than 12 years of age need to be shifted to the Children Homes run under JJ Act/ICPS.)

F. Implementing Agencies and Eligibility Criteria:

(i) Any of the following agencies/organizations can seek assistance under the Scheme:

- a) State Government agencies including Women Development Corporations established by the State Governments
- b) Central or State autonomous bodies.
- c) Municipal Bodies
- d) Cantonment Boards
- e) Panchayati Raj Institutions and Co-operative institutions
- f) Departments of Women and Child Development/Social Welfare of the State Governments which may construct Swadhar Greh and run them on their own or lease them to organization(s) having requisite experience for such period as deemed fit, for managing the operations under this scheme
- g) Public Trusts registered under any law for the time being in force
- h) Civil Society Organizations such as NGOs etc. having proven track record of working in the fields of women's welfare/social welfare/ women's education subject to the condition that such organization is registered under the Indian Societies Registration Act, 1860 or any relevant State Act;

(ii) The organizations covered under para i (g) and (h) should meet the following criteria:

- a) They should be either recognized by the State/ UT Administration under an existing Scheme/law or should be well known with the experience of working in the field for at least 3 years and **their** work should be reported to be satisfactory by the State Government/Union Territory Administration concerned,
- b) With respect to the above provision, the organization MUST have an NGO Darpan ID.**
- c) **They** should ordinarily have been engaged in the field of women's welfare/social welfare/women's education for a minimum period of two years prior to the request for grant-in-aid under the scheme,
- d) **They** should have facilities, resources, personnel and experience to undertake the management of such a project,
- e) **Their** financial position should be sound to take care of expenditure for a few months in case the grant is delayed.
- f) **They** should run the Swadhar Greh on a not-for-profit basis.
- g) The organizations **must** have facilities like computers, internet connection etc. at Swadhar Greh.

(iii) Components of the Scheme:

- a) Construction grant for construction of the building will be **admissible to implementing agencies. Public Land must be used for this purpose. Wherein meaning of public land for the purpose of scheme is the land owned by Central/ State/ Local Government which would also include public land obtained by any organization from Government or Government organization on lease hold basis for at least a period of 30 years and on renewable terms for construction of working women hostel.** ~~Land for this purpose is to be provided by the implementing agency free of cost.~~
- b) Meaning of public land for the purpose of scheme is the land owned by Central/ State/ Local Government which would also include public land obtained by any organisation from Government or Government organization on lease hold basis for at**

- least a period of 30 years and on renewable terms for construction of Swadhar Greh.*
- c) *The condition of Public Land should not be insisted upon in respect of the proposals of North Eastern State where the peculiar land holding system is different from the rest of the country as safeguarded by Article 371 of the Constitution of India exist. Land and its resources belong to the private individuals and community. Monitoring of the Project shall be entrusted to the District Collector who shall ensure that the project is completed as per approval and the building is used only as a Swadhar Greh. The District Administration needs to ensure that the property is not alienated to any other third party.*
- d) Rent for Swadhar Greh, if run in a rented building.
- e) Assistance for recurring and non recurring expenditure for management of Swadhar Greh
- f) Provision for food, shelter, clothing, medical care, pocket expense for residents and children
- g) Provision of counseling, legal aid, vocational training and guidance.

H. Pattern of Assistance:

This Central Government (Ministry of Women & Child Development) will provide 100 percent funding as Grant-in-aid to the implementing agencies

The implementing agencies may seek assistance for all the components as mentioned above. However, assistance can also be sought only for a few components provided that other facilities are available to assist women in difficult circumstances. Government shall provide following type of financial assistance to the implementing organizations for setting up/running of Swadhar Greh:

- i. **Assistance for Construction:** Government shall grant assistance for construction of rooms/cottages/ huts for the shelter of the beneficiaries and common facilities like kitchen, bathroom, training hall, recreation room, dining hall office room etc and infrastructure facilities like water, electricity, approach road, boundary wall etc. The grant shall be subject to a ceiling of **3000 sq ft for 30 women**. Construction grant will be given to State Governments agencies including Women Development Corporation, Central or State autonomous bodies, Municipal Corporations and Panchayati Raj Institutions only. The rates of items/services for construction to be adopted in the estimate should not be in excess of Schedule of Rates (SoR) of the PWD of the State concerned.
- ii. **Assistance for Rent:** The maximum rent admissible for a Swadhar Greh intended for 30 beneficiaries is **Rs. 60,000/-** per month in grade 'A' cities, **Rs. 40,000/-** per month in grade 'B' cities and **Rs. 25,000/-** at other places, **subject to rent assessment**. The list of grade 'A' and grade 'B' cities is annexed. It should be ensured that the building is not located in high rent areas. Reasonableness of the rent should be certified by the District Collector/State PWD or any other agency authorized by the respective State Government/UT Administration for the purpose.

Norms for Residential Space:

The Swadhar Greh should provide such residential facilities that would ensure a respectable and dignified standard of living for residents. Accordingly every Swadhar Greh should provide a residential space of approximately 80 sq. ft. per **beneficiary** excluding common space and utilities. Besides, every Swadhar Greh should be properly ventilated with adequate facilities of bathrooms, toilets, dining hall and a multi purpose hall to be used as a common room/entertainment room/training hall. Premises for Swadhar Greh should be clearly defined and **even if other schemes are being run by the implementing agency, no other residential programme should operate in the premises demarcated for Swadhar Greh.**

- iii. **Administration and Management:** The indicative provision of posts of staff for Swadhar Greh with 30 beneficiaries would be as under:

- **Resident Superintendent**
- **Rehabilitation Officer**
- **Counselor**
- **Office Assistant cum DEO**
- **Legal Aid Officer/Lawyer (part time support service)**
- **Medical Doctor (part time support service)**

- Guards(2)

The table below relates to the consolidated remuneration provided for staffing requirements for a home of 30 beneficiaries. (Salary component/staff posts may proportionately be increased for homes of 50-100 beneficiaries).

Amount for remuneration of staff	2,00,000 pm	24,00,000 yearly	(Amount in Rupees)
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The beneficiaries of the Home should be encouraged to manage cooking, sanitation and cleaning on their own in order to build self reliance.

The Organisation shall ensure that the staff is appointed on contract basis and that other than guards, female employees should be appointed

The Organisation shall ensure that the staff deployed wears neat, clean and proper uniform.

The Organisation shall ensure that the all the staff deployed in the Home are empathetic and cognizant of the needs of the beneficiaries. Additionally, all staff must have thorough background checks to ensure no past criminal records. This is to be verified by a Police authority before deployment in the Home.

The staff should undergo proper medical check-up by the Government hospitals/authority and should not suffer from any communicable diseases at the time of development in the Home. Periodic health check-up of the staff shall be ensured.

The services of the staff shall be terminated on breach of the above conditions on a notice of one month.

- iv. **Other Recurring Expenditure:** The following recurring expenditure for the Swadhar Greh of 30 beneficiaries shall be sanctioned :

(Amount in Rupees)

S. No.	Particulars	Unit	Expenditure (Monthly)	Expenditure (Yearly)
1	Expenditure towards food	<u>Per home</u>		
2	Expenditure towards clothing	<u>Per home</u>		
3	Expenditure towards medicines, personal hygiene products etc.	<u>Per home</u>		<u>15,00,000#</u>
4.	Pocket Money	<u>Per home</u>		
5.	Expense for Recreational activities	<u>Per home</u>		
6.	Contingency charges including telephone	<u>Per home</u>		

7.	Reimbursement of fees for vocational training*	Reimbursement of training and test fee per woman as per norms fixed by the Ministry of Skill Development or as the District/Local Administration deems fit.		To be reimbursed on actual basis
8.	Maintenance charges for all homes (minor repairs, plumbing, electrical repairs, whitewash etc.)	Per home		50,000
9.	Rent***	Per home	60,000 40,000 25,000	7,20,000 4,80,000 3,00,000
Total				46,70,000/- 44,30,000/- 42,50,000/-

*All courses should promote the improvement of economic self-sufficiency of the beneficiaries. Training in traditional handicrafts, stitching, knitting etc. should also be encouraged.

Expenditure for more than 30 beneficiaries can be increased proportionately.

*** As per classification.

Payments towards rent and salary of the staff engaged should be paid through cheques/electronic gateway.

v. **Provision for Children:** For the children of Swadhar Greh, expenditure will be given @ 2/3 of the recurring expenditure applicable to women on each head.

vi. **Non Recurring Expenditure:**

a) All homes **MUST** have CCTV at the main entrance/reception area and in common areas **only**, with a provision to keep video back up of at least 15 days. There would be provision of onetime non-recurring grant of Rs. 50,000/- for purchase/installation of the same.

b) There would be a provision of onetime non-recurring grant of Rs.5000/- per women for purchase of necessary items including furniture, beds, bedding, utensils, television etc. However, on successful implementation of the project for five years, the Project Sanctioning Committee while deciding its continuance for further period may allow appropriate amount not exceeding the original grant for replacing unserviceable items.

I. Qualifications/Duties of the Staff of Swadhar Greh:

<u>Post</u>	<u>Qualification</u>
<u>Resident Superintendent</u>	<u>Preferably Post Graduate in Social Work/ Psychology/Sociology with 2-3 years supervisory experience in running of such Homes. The resident superintendent must live at the home and provide overall supervision to ensure smooth functioning of the home.</u>
<u>Rehabilitation Officer</u>	<u>Preferably Post Graduate in Social Work/ Psychology/Sociology with at least 2-3 years experience working on skill development and rehabilitation.</u>
<u>Counselor</u>	<u>Clinical Psychologist.</u>
<u>Office Assistant</u>	<u>Graduate (with proficiency in Computer operation)</u>
<u>Guard/Watchman/Peon</u>	<u>Middle Level</u>

Requirement of above educational qualifications may be relaxed in respect of staff of existing homes who have been working in the homes for more than five years (with the exception of counselors).

J. Support Services:

- a) **Legal Services:** The legal assistance requirements of the beneficiaries shall be met through the District Legal Services Authority (DLSA). In case such assistance is not available is not available from DLSA, the implementing organization should arrange alternative suitable legal assistance by engaging a lawyer/legal aid officer.
- b) **Vocational Training:** Arrangement would be made by the implementing organization for providing vocational training to the women through Vocational Training Institutes recognized by Directorate General of Employment and Training under the Ministry of Labour and Employment. Training and examination fee would be reimbursed on submission of the certificate issued by the vocational training institute on successful completion of training. The expenditure incurred by the organization on the transportation of beneficiaries in the course of vocational training etc. may be met from the contingencies head.
- c) **Medical Facilities:** Health check-up and medical facilities will be tied up with local civil hospital/CHC/PHC. However, implementing organization should engage a part time doctor for Swadhar Greh who should visit the shelter home at least once in a week to ensure general health of the beneficiaries. Expenditure towards purchase of medicines prescribed by the doctor should be met from the 'medical care and personal

hygiene head’.

- d) **Counselling:** The staff proposed under Swadhar Greh scheme will provide **necessary** counseling to the beneficiaries.

During the course of implementation of the scheme, State Governments as well as implementing organizations will establish necessary linkages with other programmes such as Non Formal Education, Skill Development and other programmes of the States as well as of the Govt. of India.

Implementing agencies must ensure registration of beneficiaries for insurance and access to good quality healthcare under schemes such as Pradhan Mantri Jan Dhan Yojana, Pradhan Mantri Surakhsha Bima Yojana, Pradhan Mantri Jeevan Jyoti Yojana etc.

All implementing agencies should ensure opening of bank accounts of beneficiaries through Kiosk and Business Correspondents (BCs) of banks by a doorstep facility.

Data of beneficiaries must be maintained and updated by implementing agencies regularly in DBT Portal and NGO Portal of Ministry of Women and Child Development.

All the implementing organizations will coordinate with NACO, State AIDS Control Societies and district hospitals to take care of the needs of the beneficiaries infected/affected by HIV/AIDS.

State Governments will nominate suitable agencies for orientation programme for the functionaries of Swadhar Greh to improve the quality of services to be provided in Swadhar Greh.

The implementing agency should display the facilities available and amount earmarked for each of the item/component/service besides name and telephone numbers of District level officers concerned, in the local language, at a prominent place in the Swadhar home.

K. Sanction of new projects (Swadhar Greh):

- a) The State Governments will assess the number of new projects required in the State and communicate to the Joint Secretary in charge of the Scheme in the Ministry of Women and Child Development, Government of India, Shastri Bhavan, New Delhi along with justification by 30th September of every year. Subject to availability of resources, the central Government will communicate number of projects those can be approved and make necessary provision in the budget of subsequent financial year.
- b) The State Governments may invite applications from eligible organizations and the proposals which fulfill the norms may be placed before a **Project Sanctioning Committee (PSC)** chaired by Secretary (WCD) of the State/UT concerned and comprising representatives from the Finance and Labour Department of the State/UT in addition to any other representative as the State Government/UT administration may decide.

Swadhar Greh will be sanctioned initially for a period of five (5) years. After implementation for 5 year period, the Project Sanctioning Committee may decide on its further continuance or otherwise depending on its performance and need.

L. Procedure for Release of Grant:

Implementing agencies will be released the grant in the manner stated below:

a) For Construction of Swadhar Grehs:

- i. The grant for construction cost for new Swadhar Greh shall be released in three (3) instalments, in the ratio of 50:40:10. The one-time grant for purchase of furniture and common area facilities will be released with the final instalment of 10% of the construction cost.
- ii. Building plan approved by the local authority along with the permission for construction of building should be a part of the proposal submitted to the PSC. After the approval of the proposal by PSC, first instalment of grant will be released to the implementing agency.
- iii. The second instalment will be released after the implementing agency has spent the previous instalment .The Request for release of next instalment will be accompanied by:
 - a) Utilization Certificate of the previous instalment and an up to date consolidated statement of the actual expenditure incurred on execution of the approved plan, duly certified by a Chartered Accountant/ Government Auditor.
 - b) The implementing agency should furnish a statement indicating up to date physical progress of the construction work to the Concerned State Government.
- iv. The 3rd and final instalment along with the one-time grant mentioned above will be released on completion of the construction of the building, provided the following documents are produced:

- a) Completion certificate from State PWD/CPWD/Housing Board to the effect that the building has been completed in accordance with the approved plans and estimates; and
- b) Consolidated Utilization Certificate (which would also include Utilization Certificates of first and second instalments clearly and separately indicated) and Statement of Expenditure incurred on the construction of building duly audited by the authorized auditors/Govt. auditors/Chartered Accountant.
- c) Dated photographs from at least four corners of the building, front elevation, side elevation and one close up showing the name board mentioning that the Swadhar Greh has been constructed with the financial assistance from the Ministry of Women and Child Development, Government of India .

M. Swadhar Grehs in Rented Premises

Where assistance is sought towards Swadhar Greh on rent, release shall be made in two equal instalments every year. The one-time grant for non-recurring items shall be released with the first instalment.

- i. First instalment will ordinarily be released along with the sanctioning of the Project. The implementing agency will furnish two colour photographs of the Swadhar Greh with the name board, mentioning that the Swadhar Greh is being run with financial assistance of the Ministry of Women and Child Development, Government of India.
- ii. The second and subsequent instalment will be released after the implementing agency furnishes proof that it has spent the previous instalment for the purpose for which it was granted. Request for release of the second and subsequent instalment shall be accompanied by the following documents:
 - a) Utilization Certificate of the previous instalment and an up to date consolidated statement of actual expenditure incurred.
 - b) Inspection Report by the District administration giving the details of general condition of the Swadhar Greh and facilities provided in the Swadhar Greh along with the details of occupancy along with break-up of actual number of children found present at the time of inspection against the approved occupancy of the beneficiaries.

N. Release of grant by the Central Government

Funds to the implementing agencies will be released in two instalments every year. Allocation will be decided considering the number of operational projects, number of new projects likely to be sanctioned in the year and availability of resources. First instalment amounting to 50% of allocated grant will be released in the beginning of the Financial Year after deducting any unspent balance available with the implementing agencies. Second instalment will be released after 60% of the first instalment has been utilized.

Implementing agencies are required to furnish half yearly statement of expenditure to the Ministry of Women and Child Development.

O. Monitoring of Scheme:

- i. Proposals and Quarterly Progress Report to be submitted by the implementing agencies to the district officials only online/vide email so that it shall be perused/ verified/ acknowledged at all levels.
- ii. All shelter homes shall send monthly information in the prescribed manner regarding the beneficiaries to the District officials.
- iii. In place of hand written accounts, ledger accounts to be maintained in Tally ERP9, and certified by a Chartered Account.
- iv. Monitoring at the District Level

All the Swadhar Greh established under the scheme whether newly constructed or running in rented premises or otherwise, would be monitored continuously by a monitoring committee constituted as under, in order to ensure their smooth functioning, identifying gaps and suggesting steps that would lead to their better functioning

- | | |
|---|--------------|
| a) District Collector | -Chairperson |
| b) Chief Medical Officer | -Member |
| c) Superintendent of Police | -Member |
| d) District Social Welfare Officer/
Women and Child Development Officer
Secretary | -Member |
| e) Representative of District Legal Services Authority | -Member |
| f) Representative of the Municipal Corporations/Panchayati Raj Institutions | -Member |
| g) Other eminent persons of the district at the discretion of District Collector | -Member |

It should be ensured that at least two members of the District Committee shall be women. The committee shall meet at least once in a quarter..

Each implementing agency will submit the Quarterly Progress Report (QPR) of Swadhar Greh, list of Rehabilitated Women and list of beneficiaries etc. in the prescribed format to the District Committee.

v. Monitoring at the State Level

The Secretary in-charge of Social Welfare/ Department of Women and Child Development in the State Government/UT Administration shall be the chairperson of the State Level/ UT Administration Monitoring Committee for the scheme. The other members of the Committee would be nominated by the Secretary. A representative of the Ministry of women and Child Development (Joint Secretary of the concerned Bureau or his/her nominee) should also be a member of the committee. The Committee shall meet at least twice a year and monitor the projects. Continuation of grant to any

agency would depend on the satisfactory performance as assessed by the State/UT level Committee. State Government should ensure to conduct Social Audit with regard to the implementation of the Swadhar Greh Scheme.

vi. Monitoring at the Central Level

Ministry of Women and Child Development shall also review the functioning of the Swadhar Greh at regular intervals with the State Governments/UT administrations. Wherever felt necessary, the projects will be inspected by the officers of the Ministry of WCD. Further, the Ministry will explore the possibility of putting in place a web based/ IT enabled monitoring system.

P. Non adherence of Schematic norms and other violations

- i. In the event of any violation or breach of any provision of the component, or the implementing agency/Swadhar Greh ceasing to exist at any time, all assets created out of Government grant shall revert to the Government of India or the amount involved would be recovered as arrears of land revenue from the implementing agency. Besides criminal action under relevant laws will be taken, if warranted.
- ii. In addition to this, in the case of any misappropriation of funds by civil society groups/public trusts/cooperatives/corporate bodies, the State Government would initiate criminal proceedings by lodging an FIR against the defaulting implementing agency, and take strict legal action in order to recover the grant with a penal rate of interest as agreed in the bond to be furnished before the release of grant.
- iii. The Government of India through the Ministry or State Departments may be entitled to take over the Swadhar Greh building and/or assets created with the grant provided under the Scheme, if the implementing agency mis-utilizes the financial assistance or wrongly uses the Swadhar Greh building for any other purpose.
- iv. Major violation of provisions of the Scheme like falsification of records, unlawful activities including sexual, mental and physical harassment of *beneficiaries* by the members of management and staff will result in stoppage of grant and black listing of the implementing agency without prejudice to criminal action.

Q. Transitional Provisions:

- i. Liabilities committed prior to introduction of new guidelines shall be calculated as per pre-revised norms and shall be reimbursed to the implementing agencies by the Ministry of Women and Child Development on the recommendation of State Governments/ UT administrations and on submission of requisite documents by the implementing agencies.

R. To Raise Awareness in Public:

State Governments are required to raise awareness about availability of Swadhar Greh, target group of beneficiaries and various facilities provided there under. Each implementing agency will also disseminate information about the Swadhar Greh to the people through various available modes.

Details of revised cost of Swadhar Greh Scheme

The indicative provisions of Staff for 30 beneficiaries Swadhar Greh would be as under:

(Amount in rupees)

S.No.	Remuneration (Monthly)	Remuneration (Yearly)
Total	2,00,000	24,00,000

Other Recurring Expenditure of Swadhar Greh for 30 beneficiaries:

Amount in rupees

SNo.	Name of components	Unit	Expenditure (Monthly)	Expenditure (Yearly)
1.	Expenditure towards Food	Per home	-	15,00,000
2.	Expenditure towards clothing	Per home		
3.	Expenditure towards medicines, personal hygiene products etc	Per home		
4.	Pocket Money	Per home		
5.	Expense for Recreational activities	Per home		
6.	Reimbursement of fees for vocational training	Per home		
7.	Contingency including telephone charges	Per home		
8.	Maintenance charges for all homes		-	50,000/-
9.	Rent for Swadhar Greh	Per home	60,000 (Class A City) 40,000 (Class B City) 25,000 (Class C City)	7,20,000/- 4,80,000/- 3,00,000/-
	Total			46,70,000/- 44,30,000/- 42,50,000/-

1. In Swadhar scheme a Monitoring Unit which includes Consultant Data Entry Operator etc can be set up for day to day work of the section.
2. Monitoring Unit (MU) within the Ministry of Women and Child Development will be setup for implementation of the Scheme. The MU will be functional under the overall supervision of Additional Secretary/Joint Secretary along with one Director. The MU would also be assisted by one full time coordinator and two data entry operator hired on contractual basis for day to day support in data entry, monitoring and liaison with the state Government for effective implementation of the scheme.. The details of the Human Resource at Monitoring Unit (MU) are below

Details of the Human Resource at Monitoring Unit (MU)

Total Human Resource – Monitoring Unit				
Sl. No.	Particular of Staff	No. per unit	Remuneration per person per month (In Rupees)	Annual Expenditure Consolidated (In Rupees)
1	Coordinator	1	40,000	480,000
2	Data Entry Operator	2	15,000	360,000
	Sub Total C	3		840,000

Scheme of Swadhar Greh

APPLICATION FORM

Part-A- THE ORGANISATION

1. Name and full postal address of the head-office of the organisation:
District:
State:
Pin Code:
2. Telephone No. with STD code:
3. Fax No.
4. Do the bye-laws of the NGO permit it receive Govt. grants and implement women's programme in the proposed project area?
5. Objectives of the Organisation:
6. Brief History of the Organisation: (in one paragraph)
7. Whether registered under Indian Societies Registration Act (Act XXI of 1860)/Trust Act or any other Act. If so, give the number and date of registration:
8. Whether the organisation is of all India Character: If yes, give the address of its Branches in different States including the State Branch, which will run the Shelter With Phone No., Fax No. etc.
9. Whether organisation is located in its own/rented building:
10. Major activities of the organisation in the Last 3 years:

Name of activity	Coverage			Expenditure
	Men	Women	Children	

11. Summary of financial status of the organisation in the last 3 years;
(Rs.in lakhs)

Year	Income & Exp. Acctt.	Receipt & Payment Acctt.	Surplus	Deficit

12. Details of grant received from Central Govt./State Govt. and other Govt. agencies in the last 3 years :
(Rs. in lakhs)

Sanction Order No.	Date	Amount	Scheme	Address of funding agency

13. Details of Foreign Contribution received during last 3 years:

Country	Organisation	Purpose	Amount

14. Details of office bearers of the organisation:

S. NO.	Name & Address	Male/ Female	Age	Post	Qualification	Profession	Annual income	Adhar No.

15. Details of employees of the Organisation:

Sl. NO.	Name & Address	Male/ Female	Age	Part time/Full time	Qualification	Post	Annual income	Adhar No.

16. Details of Managing Committee members of the organisation

Sl. No.	Name & Address	Male/ Female	Age	Qualification	Profession	Monthly income	Adhar No.

Part - B - THE PROPOSAL

(i) **For construction grant**

1. Whether land is available with the implementing agency for construction of Swadhar Greh. If so, please provide the following details:
 - a) Plot No./Survey No.
 - b) Area
 - c) Road
 - d) Location
 - e) Block
 - f) District State Pin Code

2. Capacity of the proposed building:-

3. Likely date of commencement and completion of the project:

4. Details of the proposed hostel building (copy of the site plan, building plan certified by registered architect and structural estimate certified by State PWD to be attached). Area norms should be as per para H of the Scheme)
 - a) Total Plinth Area/Covered Area:
 - b) Estimated cost of the building:
 - c) Construction Details:

Details of the floor	Accommodation/No. of living rooms	Size of the room	Area in Sq. mt.	Capacity of the room	Total Capacity
First					
Second					
Third					
Fourth					
Common facilities	Dining Hall Kitchen Store Visitor's room Multipurpose room Resident Superintendent's room Office Bathrooms & WCs Other facilities				

5. Whether the project is likely to be assisted by some other official or non-official agency? If so, their name and the extent of assistance proposed to be provided by each may be indicated:

6. Expenditure details-

- (a) Total estimated expenditure on the project:
- (b) Amount of grant required.
- (c) Amount proposed to be provided by the organisation:

(ii) For running the shelter in constructed/ rented building

1. Full address of the proposed location of the Shelter:

District:

Block:

Pin Code:

Telephone No. with STD code;

2. Whether the location is a District H.Q., Block HQ, Tehsil HQ or village:

3. Accommodation available for the Shelter:

	No. of rooms	Total Area (Sq. feet)
Room		
Kitchen		
Toilet		
Store		
Verandah		
Recreation Hall		
Open Space		
Training Hall		
Total		

4. Is it rent-free accommodation:

5. If not, proposed rent of the accommodation (attach copy of rent deed).

6. Classification of proposed beneficiaries:

Type of Problem	No. of women (proposed Beneficiaries)
Trafficked women/girls rescued or runaway from brothels.	
Widows without any support	
Women-ex-prisoners.	
Women rendered homeless due to natural calamities.	
Women victims of terrorist violence	
Deserted women	
Women with HIV/AIDS	
Others	
Total	

Date:

Signature of Secretary/President of the organisation

PART-C- PROFORMA FOR PRE-SANCTION APPRAISAL REPORT

(The pre-sanction appraisal should be by an officer designated by the State Government)

1. Name, Designation and full Address of the Inspecting Officer :
2. Date and time of visit :
3. Name and Full postal address of NGO :
4. Is a name board prominently displayed by the NGO? :
5. Have you inspected the original Registration Certificate of the NGO and is it satisfactory? :
6. Are any managing Committee Members to each other? :
If yes, names of members and their Relationship
7. Are the office bearers of the NGO associated with any other NGO? If yes, names of the NGO(s) :
8. Does the NGO have staff as mentioned in the application: form? If not, please indicate the shortfall
9. Are copies of the audited accounts submitted by the NGO true copies of the original? :
10. What is the present bank balance of the NGO. :
11. Whether credit entries are available in the passbook for various income of the NGO mentioned in the audited Accounts? :
If yes, what amount has been credited in the passbook for the following income?

		Year	Year	Year
a)	Donations:			
b)	Members Contribution:			
c)	Sale of goods:			
d)	Income from activities:			
e)	Grants:			
f)	Loans from members:			

12. Do you have reason to doubt that the entries in the Audited Accounts are not genuine? Please elaborate
13. Name the activities taken up by the NGO for which evidence was available
14. Is there any ongoing activity of the NGO? If yes, please visit some of them and report on performance:
15. Name the activities included in the Audited accounts and annual report for which **no evidence** was available :
16. Name the assets included in the Balance Sheet but **not available** for physical Verification :
17. Are the local people aware of the NGO and its activities? :

18. What is the opinion of local people :
About the NGO?
19. Have you come across any instance of :
mis-utilisation of funds or complaint
involving the NGO? If yes, please give
details
20. In your opinion, is the NGO capable :
of implementing the project applied
for? Please give reasons
21. In your opinion, is there genuine :
need for the project in the proposed
project area? Please give reasons
22. Has the NGO furnished details of beneficiaries proposed to be covered? If yes, please
visit a few of them and furnish the following information:

Name of Beneficiary	Whether genuinely in need of assistance under the project

23. Any other information about the NGO

I have read the guidelines for pre-sanction appraisal. This report does not contain any mis-
representation of facts.

(SIGNATURE)

NAME:

Procedure to be followed for sanctioning of grant for construction of building:

The implementing agencies should submit the application including the following documents :

- 1) Detailed financial estimates of the construction of building, as approved by the PWD/any other competent authority/certified by a registered architect, and giving items wise details of expenditure.
- 2) A copy of site-plan and building plan of the proposed Swadhar Greh in accordance with the norms prescribed under this scheme, as certified by a registered architect. A certificate from the local Authorities that its building plan has been approved and construction has been permitted should also be furnished.
- 3) Documentary proof of the plot on which the Swadhar Greh is proposed to be constructed being a public land. Documents of transfer of title/lease deed as signed by the District Collector or any other officer of the Government entitled to do so, shall be submitted along with the application.

Other Conditions to be followed by the State Govt.:

- 1) The building would be constructed in accordance with the plan approved by the State Government. No change in the plan can be made without prior approval of the State Government.
- 2) However, if any change in the building plans is considered necessary by the implementing agency, subject to the satisfaction of the State Government, it may be authorized to proceed with the change, intimating full particulars thereof to the Government of India. This is subject to the implementing agency obtaining the approval of the local authority, as required under the relevant building bye-laws and the District Administration. The implementing agency must further ensure that there is no reduction in the living area, built up area or capacity of the swadhar greh.
- 3) No additional financial liability will be devolved on the Government as a result of the change in building plans, and no cost escalation on this account shall be eligible for further financial assistance under the scheme.
- 4) The rates of construction to be adopted in the detailed structural/financial estimates shall not be in excess of the Schedule of Rates of the PWD of the State concerned and a certificate to that effect shall be furnished by the Executive Engineer of State PWD. The Scrutiny Charges/Centage Fee levied by State PWD/CPWD would qualify for grant -in-aid under the scheme subject to overall ceiling.
- 5) The building shall be completed as soon as possible and in any case not later than 18 months from the date of release of first installment of the grant.
- 6) Any unspent portion of the grant shall be refunded to the State Government at once
- 7) The State Govt./UT Administration shall maintain record of all assets acquired wholly or substantially out of Government Grant. Such assets shall not be disposed off encumbered or utilized for purposes other than those for which grant was given without prior sanction of the Government of India.

Procedure to be followed for sanctioning of grant for Swadhar Greh in Rented

Building:

The implementing agencies would submit the application with the followings documents:-

- i. Valid Registration Certificate and Prospectus of the agency/voluntary organization/institution or a brief description of its objects and activities;
- ii. Constitution of the agency/ organization/institution;
- iii. Constitution of its Board of Management, giving names of members and their PAN Card details/Aadhar numbers;
- iv. Annual Reports for the last three years
- v. Copy of the rent agreement;
- vi. A copy of the Rent Assessment Certificate duly issued by the State PWD/District Collector/Municipal Authorities;
- vii. A blue print of the site plan giving details of the swadhar greh in terms of no. of rooms, their size etc.
- viii. A statement of full receipts and expenditure of the agency/ organization/institution for the last three years and a copy of the balance sheet for the last three years certified by authorized auditors/chartered accountant for assessing financial viability of the applicant and sustainability of the swadhar greh.
- ix. A certificate of suitability of the proposed premises for use as a swadhar greh from the concerned municipal authority/panchayati raj institution etc.

Guidelines/Instructions for Admission Policy, Services to be provided and Maintenance of Records of the Swadhar Greh

- i. When women come to such Swadhar Greh either on their own or are referred by others, the first step will be to know their social background, the cause of their distress and the problem of adjustment. A specialized interview and case file would be developed by the counselor (until a standard protocol is developed by MWCD and circulated), to assist her overcome her initial trauma as well as to identify the suitability of services available at Swadhar Greh as per needs of the victim.
- ii. The first series of interviews by the counselor/ superintendent and the primary stage of diagnosis of the problem are the most vital in deciding the rehabilitation programs for the women. If on diagnosis, it is found that facilities provided at the Swadhar Greh are suited to meet the needs of the victim, the applicant may be admitted and provided services for rehabilitation. If it is found that the services offered at the Swadhar Greh do not meet the problem of the applicant, she should be referred to other suitable institutions in the community, e.g., women victims of trafficking should avail the benefits under UJJAWALA scheme.
- iii. On arrival, she should be registered in the admission register with details such as name, address, age, details of children (if any), description of the problem and source of reference.
- iv. Each case should have a separate file with complete case record, addresses of relatives, referral letters and other letters/record pertaining to the court case, police etc. A record of assistance provided should also be maintained like meetings held in connection of the case with various authorities, medical checkups conducted etc. These case files should be updated and open for inspection to any officer of the Government at any time.
- v. The case file should also contain a plan of action for the rehabilitation of each beneficiary and her children (if accompanied) and the steps taken for their rehabilitation.
- vi. The information of each and every victim admitted in the Swadhar Greh should be sent to the nearest police station within 24 hours and an acknowledgement/copy of FIR be kept on record. Similar information about discharge of any beneficiary should be given to the same police station at least 24 hours before such discharge.
- vii. A separate case register is to be maintained for the children of beneficiaries, which will reflect the services provided to them including the expenditure incurred on the activities.
- viii. If the women brings any valuables with her (gold, silver, jewellery etc) the details should be entered in a register meant for the purpose and counter signed by the Resident Superintendent and the beneficiary. The valuables should be kept in safe custody and handed over to her when she leaves the institution.
- ix. Every woman would be provided with a Photo ID Card, if she does not have Aadhar card and action for obtaining Aadhar Card should be obtained immediately.

- x. A medical check- up of every woman would be undertaken within 3 days of her admission. The arrangement of medical check-up should be made by the organization in the nearest government run hospital/dispensary. Cases requiring urgent medical attention should be referred to nearest government run hospitals immediately.
- xi. In case the beneficiary is known to have contracted HIV/AIDS or is HIV+, she should be referred to the VCTC centre of the nearest government run hospital for counseling and advice.
- xii. Adequate medical facilities including medical kit should be maintained at each Swadhar Greh. The medical kit should include basic items like OTC medicines, burn creams, tape, bandages, strips for wound closure and management, scissors etc.
- xiii. There should be facilities for recreation and group activities. Facilities for indoor and outdoor games should be provided. They should be taken out for cultural shows, outings, movies, picnics and exhibitions etc. at least once a month. The Swadhar Greh should also celebrate different religious festivals, Republic Day, Independence Day and the birthdays of the children with active involvement of beneficiaries. Each Swadhar Greh should have a provision of television for beneficiaries.
- xiv. The implementing agency would be responsible for the provision of vocational training of the beneficiaries as per the norms advised by Ministry of Skill Development or as decided by the District Administration.

Appendix-V**CLASSIFICATION OF CITIES/TOWNS FOR THE PURPOSE OF
ADMITTING RENT UNDER SWADHAR GREH SCHEME**

S.No.	States	Cities Classified as ‘A’	Cities Classified as ‘B’
1.	Andhra Pradesh	Hyderabad (UA)	Vijayawada (UA), Visakhapatnam(UA), Guntur
2.	Assam		Guwahati (UA)
3.	Bihar		Patna (UA)
4.	Chandigarh		Chandigarh
5.	Chhattisgarh		Durg-Bhilai Nagar(UA), Raipur(UA)
6.	Delhi	Delhi (UA)	
7.	Gujarat		Ahmedabad(UA), Rajkot(UA), Jamnagar(UA), Bhavnagar(UA), Vadodara(UA), Surat(UA)
8.	Haryana		Faridabad
9.	Jammu & Kashmir		Srinagar(UA), Jammu(UA)
10.	Jharkhand		Jamshedpur(UA), Dhanbad(UA), Ranchi(UA)
11.	Karnataka	Bangalore (UA)	Belgaum (UA), Hubli-Dharwad, Magalore(UA), Mysore(UA).
12.	Kerala		Kozhikode(UA), Kochi(UA), Thiruvananthapuram(UA)
13.	Madhya Pradesh		Gwalior(UA), Indore(UA), Bhopal (UA), Jabalpur(UA)
14.	Maharashtra	Greater Mumbai (UA)	Amravati, Nagpur (UA), Aurangabad (UA), Nashik(UA), Bhiwandi(UA), Pune(UA), Solapur,
15.	Orissa		Cuttack(UA), Bhubaneswar(UA)
16.	Punjab		Amritsar(UA), Jalandhar(UA), Ludhiana
17.	Pondicherry		Pondicherry(UA)
18.	Rajasthan		Bikaner, Jaipur, Jodhpur(UA), Kota(UA)
19.	Tamil Nadu	Chennai (UA)	Salem(UA), Tiruppur(UA), Coimbatore(UA), Tiruchirappalli(UA), Madurai(UA)
20.	Uttarakhand		Dehradun(UA)
21.	Uttar Pradesh		Moradabad, Meerut(UA), Ghaziabad , Aligarh, Agra(UA), Bareilly(UA), Lucknow(UA), Kanpur(UA), Allahabad(UA), Gorakhpur, Varanasi(UA).
22.	West Bengal	Kolkata (UA)	Asansol(UA)

Note : The remaining cities/towns/places in various States/UTs which are not covered by classification as ‘A’ or ‘B’ are classified as ‘C’ for the purpose .

Monitoring indicators SWADHAR GREH**Human Resource**

Sl No	Name	Designation	Qualification	Part time/Full time	Since when working in this project
1					
2					
3					
4					
5					
6					
7					
8					
9					

Infrastructure**Location**

Sl No	Indicators	Remarks
1	Is the name board of the Home prominently displayed in the premises	
2	Whether the shelter home is easily accessible from the road	
3	Distance from District Headquarter	
4	Distance from Hospital	
5	Distance from Primary School	
6	Distance from Secondary or high schools	
7	Distance from Police station	
8	Distance from Court	

Space

Sl No.	Indicators	Remarks
1	Total Number of rooms and their cleanliness	
2	Number of rooms used for office/administrative work	
3	Availability of separate room for counselling	Yes/No
4	Number of toilets and their cleanliness	
5	Number of bathrooms and their cleanliness	
6	Kitchen room and its cleanliness	
7	Availability of separate space for recreational activities/assembly	Yes/No
8	Availability of separate space for vocational training/education/etc	Yes/No
9	Does the premise safe and secure for the Beneficiaries	Yes/No, if 'No' please explain.
10	Is there any separate room for visitors in the premise	Yes/no
11	Approximate area of the premise (Sq. Ft.)

Assets

S N	Indicators	Remarks
1	No. of beds and their condition	
2	No. of Mattresses and their condition	
3	Whether the organization maintains an asset register	Yes/No
4	Whether the purchased assets have been recorded in the asset register	Yes/No
5	Whether the organization is maintaining an attendance register for the staff	Yes/No

Number of Beneficiaries present in the home at the time of Inspection

Basic Amenities

Sl. No.	Indicators	Remarks
Food		
1	Is there specific menu for food for the beneficiaries	
2	If yes , whether the menu is being followed	
3	Who prepares the menu	
4	What is the frequency of change in menu (one week/one fortnight/one month/three months or more)	
Clothing and sanitation		
1	Whether Beneficiaries were provided with clothing and toiletries	

Case Management

Sl. No	Indicators	Remarks
1	Is the organization maintaining admission register of the Beneficiaries	
2	Is the organization maintaining attendance register of the beneficiaries	
3	Does the organization maintains separate case files of the Beneficiaries	
4	Whether the individual files have detailed case histories of the Beneficiaries	
5	Whether case files are updated from time to time	
6	Please mention the file numbers and names of the Beneficiaries whose files you have verified	

Vocational trainings and IGAs

Sl. No .	Case File No.	Name of the Beneficiary	Vocational Training				Income generating activities	
			Training Provider	Trade	Date of start	Date of Completion	Trade	Support amount ,if any
1								
2								

3								
4								
5								
6								
7								
8								
9								
10								

Total number of Beneficiaries moved out of the home during last 6 months

Transferred to other homes	
Reunified with Family	
Transferred to the Home state	
Self Employed/Placed with a job	
Runaway/Missing	
Death	
Others (Please specify)	
TOTAL	

Overall Assessment of the home by the Inspecting Official

Quality of staff in the shelter home and their behaviour towards the beneficiaries

Quality of facility (Infrastructure, Space) provided by the Institution to the beneficiaries

Quality of Services (food/clothing/medical/counselling/etc.) for the beneficiaries

Deficiencies noted.